

## **RIVER'S EDGE HOSPITAL & CLINIC COMMISSION MEETING**

River's Edge Hospital & Clinic – Helen G. White Conference Center

Wednesday, January 27, 2016

**Present:** Margie Nelsen, Chairperson; Bob Meeks, Vice-Chairperson; Blake Combellick, Secretary/Treasurer; Trustees: Susan Carlin, and Roger Parras; Robert Christensen, MD, Medical Staff President; George Rohrich, CEO; Gregg Chartrand, CFO; Stephanie Hill, Chief Marketing & Development Officer; Paula Meskan, Chief Nursing Officer; Jackie Kimmet, Chief Human Resources Officer; Janelle Rauchman, Chief Quality Officer; Todd Prafke, St. Peter City Administrator; Samantha Pherson, Executive Assistant and Recorder.

**Absent:** John Lammert, Trustee; H. Stuart Johnson, Trustee; Gary Swedberg, Trustee; and Roger Parras, Trustee.

### **CALL TO ORDER**

The regular meeting of the Hospital Commission was called to order at 12:21 p.m. by Chairperson Margie Nelsen.

### **OATH OF OFFICE**

Robert Christensen, MD was introduced as a new member of the Hospital Commission. Dr. Christensen received the Oath of Office from Ms. Margie Nelsen, Hospital Commission Chairperson, and affirmed the Oath of Office through her signature.

### **APPROVAL OF CONSENT AGENDA**

The consent agenda includes the following:

- Approval of the Hospital Commission Meeting Agenda for January 27, 2016.
- Approval of the December 23, 2015, Hospital Commission Meeting Minutes.
- Acceptance of the January 12, 2016, Medical Staff Meeting Minutes
- Acceptance of the January 20, 2016, Finance Committee Minutes
- Acceptance of the December 16, 2015, Quality Management Committee Meeting Minutes.

### **ACTION:**

A motion was made by Bob Meeks to approve the consent agenda. The motion was seconded by Blake Combellick and carried with all members voting in favor.

### **GENERAL VISITOR COMMENTS**

Visitors: Charles Zieman, Martha Kent, Patina Solutions Consultant; Dana Melius, St. Peter Herald.

### **ELECTION OF OFFICERS**

- A. **Chairperson:** A motion was made by Bob Meeks to nominate Margie Nelsen for the office of Chairperson. The motion was seconded by Susan Carlin.
- B. **Vice-Chairperson:** A motion was made by Susan Carlin to nominate Bob Meeks for the office of Vice-Chairperson. The motion was seconded by Blake Combellick and carried with all members voting in favor.
- C. **Secretary:** A motion was made by Bob Meeks to nominate Blake Combellick for the office of Secretary. The motion was seconded by Susan Carlin and carried with all members voting in favor.

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**COMMITTEE APPOINTMENTS**

Margie Nelsen requested volunteers to serve as members of the Finance Committee and the Quality Management Committee.

**ACTION:** Following discussion, a motion was made by Susan Carlin to approve Committee membership as designated:

**Finance Committee:** Margie Nelsen, Susan Carlin. Chuck Zieman will be attending in place of Susan Carlin for the months of February - May.

**Quality Committee:** Bob Meeks. An additional committee member is still needed, the trustees not in attendance will be asked at the February commission meeting if they would like to volunteer.

The motion was seconded by Blake Combellick and carried with all members voting in favor.

**MEDICAL STAFF**

- A. **Medical Staff Meeting Minutes.** The minutes of the Medical Staff meeting of January 12, 2016, were present for review.
- B. **Medical Staff Credentialing.** A report from the Executive/Credentials Committee of the Medical Staff was presented for review. A recommendation was made by the Credentials Committee to approve medical staff membership and granting of privileges to the physicians and allied health professionals as listed on the report:

**Initial Appointment to the Medical Staff:**

Ebenezer Adebara, MD	Courtesy Staff, Emergency Medicine
Erin Ashby, CRNA	Courtesy Staff/AHP, Nurse Anesthetist
Thomas Bruns, CRNA	Courtesy Staff/AHP, Nurse Anesthetist
Holly Gisi-York, APRN, CNP	Courtesy Staff/AHP, Urgent Care
Elaine Miller, APRN, CNP	Courtesy Staff/AHP, Urgent Care
Tammie Nyman, ARPN, CNP	Courtesy Staff/AHP, Urgent Care
Helen Peterson, DNP, APRN, CNP	Courtesy Staff/AHP, Urgent Care

**Reappointment to the Medical Staff:**

Todd Christianson, OPA-C	Courtesy Staff/AHP, Orthopaedic PA
Lynn Gustafson, DPM	Courtesy Staff, Podiatry
Cheryl Hagen, PA-C	Courtesy Staff/AHP, Surgical PA
Andrew Lundquist, DPM	Courtesy Staff, Podiatry

**Change in Category – Provisional to Full Membership:**

Seth Consoer, MD	Courtesy Staff, Ophthalmology
Heidi Hermel, APRN, CNP	Courtesy Staff/AHP, Urgent Care
Nasreen Hussain, MD	Courtesy Staff, Emergency Medicine
Mitchell Palmer, MD	Courtesy Staff, Emergency Medicine

**Change in Staff Category:**

Mark Akland, MD	Courtesy Staff, Family Medicine
Kimberly Beecher, MD	Courtesy Staff, Family Medicine
Kristen Holland, MD	Courtesy Staff, Family Medicine
Nadia Malik, MD	Courtesy Staff, Family Medicine
Elizabeth Osborne, MD	Courtesy Staff, Family Medicine
Mohammed Solaiman, MD	Courtesy Staff, Family Medicine
Linda Welch, APRN, WHNP, FNP-C	Courtesy Staff, NP-Family Medicine

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**Withdrawn from Medical Staff:**  
Donald Beitzel, PA-C

Courtesy Staff/AHP, Surgical PA

**ACTION:**

- 1) A motion was made by Bob Meeks to accept the recommendation of the Credentials Committee and grant appointment, reappointment or change in status for each of the practitioners listed above. The motion was seconded by Blake Combellick and carried with all members voting in favor.
- 2) A motion was made by Susan Carlin to accept the recommendation of the Credentials Committee and grant clinical privileges to each of the practitioners as listed above as requested and approved by the Credentials Committee. The motion was seconded by Blake Combellick and carried with all members voting in favor.

**ADMINISTRATIVE REPORT – AGENDA ITEM 6D: PROGRAM MANAGER/OWNERS REP PROPOSAL**

There was discussion regarding the three proposals that were received regarding the program manager/owners rep project. Per discussion from the December 23, 2015 hospital commission meeting Margie Nelsen and George Rohrich met to discuss the three proposals. They reported their recommendation to the rest of the Hospital Commission with a discussion that followed. The three companies that submitted proposals were: American Health Facilities Development, Inc. (AHFD), Del's Construction Company, and Web Construction, Inc. There was discussion regarding experience these companies have had with similar projects vs. the cost of this project. It was determined that having prior experience with similar projects was a priority. It was determined that AHFD, Inc. had met all the criteria the hospital commission members were looking for in the proposal, and will be the selected candidate for this project.

**ACTION:** A motion was made by Bob Meeks to accept the proposal from American Health Facilities Development, Inc. for the program manager/owners rep project. The motion was seconded by Blake Combellick and carried with all members voting in favor.

**FINANCIAL REPORT**

**A. December Financial Summary.**

Gregg Chartrand presented the financial report for December, 2015. Minutes from the January 20, 2016, Finance Committee meeting were available for review. Gross operating revenue was \$4,074,015 for the month, with net patient revenue at \$2,859,558. Year-to-Date gross revenue is \$5,438,871 ahead of budget, and net patient revenue is \$1,913,477 ahead of budget. Operating expenses stood at \$2,309,979. Year-to-date operating expenses are behind budget by (\$1,077,109), largely due to the expense associated with implants. December resulted in a net operating income of \$569,236. This brings the year-to-date excess revenue over expense to \$1,187,305, compared with a budget of \$229,407. The EBIDA (expense before interest, depreciation and amortization) calculation showed a monthly profit of \$731,677, with a year-to-date profit of \$3,099,454.

Cash flow for December showed a loss of \$5,662, this is primarily due to having three pay periods during the month of December. Operating cash is standing at \$4,263,198 and funded depreciation at \$3,916,656. Current Ratio at the end of December stands at 3.33. Days Cash On Hand is 120.91 days, and Days Revenue in Accounts Receivable stands at 59.92 days.

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**B. Write-Off to Collection.**

Community Care grants totaled \$3,316 in December, covering 6 accounts that qualified for 100% write-off and 0 accounts at 50% write-off. Year-to-Date Community Care grants total \$86,713. Collection activity approval totaled \$102,798. Year-to-Date collection activity stands at \$906,627. Year to date \$275,788 of gross bad debts have been recovered. The Revenue Recapture program through the State of Minnesota resulted in receipt of \$1,623, year-to-date recovery total of \$199,340.

**ACTION:** A motion was made by Bob Meeks to accept the recommendation made by the Finance Committee for approval of \$3,316 in Community Care grants and \$102,798 in write-offs to collection. The motion was seconded by Blake Combellick and carried with all voting in favor.

**C. Accounts Payable Review.**

Accounts Payable review for December included a total of \$1,490,889.75 paid via check.

**ACTION:** A motion was made by Susan Carlin to recommend approval of checks totaling \$1,490,889.75. The motion was seconded by Blake Combellick and carried with all voting in favor.

**EXECUTIVE SESSION**

**A. Resolution Calling for Closed Session to complete CEO Employee Contract Negotiations.**

**ACTION:** A motion was made by Susan Carlin to adjourn to closed session for the purpose of completing CEO Employee Contract Negotiations for George Rohrich. Motion was seconded by Bob Meeks and carried with all voting in favor. Meeting was adjourned to closed session at 12:50 p.m.

**B. Call Closed Session to Order**

The closed session of the Hospital Commission was called to order at 12:51 p.m. by Chairperson Margie Nelsen.

**C. Call Closed Session to Adjourn**

The closed session of the Hospital Commission was adjourned at 12:55 p.m. by Chairperson Margie Nelsen.

**CALL BACK TO ORDER**

The regular meeting of the Hospital Commission was called back to order at 12:56 p.m. by Chairperson Margie Nelsen.

(Commission Member Bob Meeks left the meeting at 12:56 p.m.)

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**ADMINISTRATIVE REPORT – AGENDA ITEM 6A – C**

**A. Executive Summary.**

The written report submitted by George Rohrich was reviewed.

- December was very busy month for surgery and downstream services. The strong surgical activities translated into near record revenue statistically which translates into high revenue. River's Edge is showing a positive year-to-date bottom line of approximately \$1,228,000, versus year-to-date budget of \$255,000, and the 2014 year-to-date loss of (\$1,458,000).
- December results show a slight decrease of cash on hand of \$5,600 resulting in balance of \$8,179,000.
- Inpatient surgical procedures continue to trend positively.

**B. Statistical Dashboard.**

The statistical report for December, 2015, was reviewed. Of the 18 measured activities, 12 are noted to be above budget for the month, this is two less than last month.

**C. REVIEW 2015 STRATEGIC PLAN RESULTS Q4.**

The 2015 Strategic Plan results for quarter 4 were reviewed. It was noted that the Partnership River's Edge has with the Studer Group to get patient satisfaction scores to increase has been embraced by staff members. There are still areas that are in need of improvement and it was also noted that River's Edge staff are continually looking for ways to improve patient care. One area that was discussed as needing improvement was the Emergency Department survey "likelihood of recommending this hospital". Staff is looking at ways to increase the amount of surveys that are returned to the facility.

**QUALITY REPORT**

The Quality Management Committee minutes from the December meeting were reviewed. The Quality Dashboard report was reviewed by Paula Meskan. The dashboard contains results from a number of measurable and reportable quality measures. One area that is consistently being observed for improvement is the way the emergency department communicates with outside facilities for transferring of patient care. It was noted that there are 27 different items in the patient's chart that need correct documentation, if these items are not documented properly it will count against this measure.

Janelle Rauchman was introduced as the new Chief Quality Officer; she started on January 26, 2016.

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**DIRECTOR COMMENTS**

**Robert Christensen, MD** – He will not be here for the February Commission Meeting.

**Stephanie Hill** – The Hospital Foundation is still actively collecting donations for the purchase of a new ambulance. Collected donations are almost at 50% of the goal. She has also been working on marketing of the new location of Urgent Care. The marketing plan is to highlight the services that are offered.

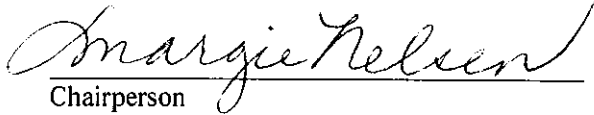
**Paula Meskan** – In March there will be a regional management exercise on disaster relief. This will let River's Edge practice its emergency management. It was noted that this is a regional exercise. The J-Term Gustavus students that have spent the last four weeks rotating through multiple departments at River's Edge will officially be done on January 28, 2016.

**ADJOURNMENT**

The Hospital Commission meeting was adjourned by mutual consensus at 1:35 p.m.

**NEXT MEETING**

The next regular meeting of the Hospital Commission will be Wednesday, February 24, 2016, at 12 noon. This meeting will convene in the River's Edge Hospital Helen G. White Conference Center. The Finance Committee meeting will be held on Wednesday, February 17, 2016, at 1:30 p.m. This meeting will convene in the River's Edge Hospital Helen G. White Conference Center.

  
Chairperson

  
Secretary