

RIVER'S EDGE HOSPITAL & CLINIC COMMISSION MEETING

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

Wednesday, April 27, 2016

Present: Margie Nelsen, Chairperson; Bob Meeks, Vice-Chairperson; Trustees: Gary Swedberg, John Lammert, Charles Zieman and Roger Parras. Robert Christensen, MD, Medical Staff President; George Rohrich, CEO; Janelle Rauchman, Chief Quality Officer; Paula Meskan, Chief Nursing Officer; Todd Prafke, St. Peter City Administrator; Teah Malecha, Finance Manager; Samantha Pherson, Executive Assistant and Recorder.

Absent: Blake Combellick, Trustee; H. Stuart Johnson, Trustee, Jackie Kimmet, and Stephanie Holden.

CALL TO ORDER

The regular meeting of the Hospital Commission was called to order at 12:27 p.m. by Chairperson Margie Nelsen.

APPROVAL OF CONSENT AGENDA

The consent agenda includes the following:

- Approval of the Hospital Commission Meeting Agenda for April 27, 2016.
- Approval of the March 23, 2016, Hospital Commission Meeting Minutes.
- Acceptance of the April 20, 2016, Finance Committee Minutes
- Acceptance of the March 16, 2016, Quality Management Committee Meeting Minutes.

The agenda for the April 27, 2016, Hospital Commission meeting was reviewed. There were two requests to revise the Agenda:

- 1) George Rohrich requested to remove agenda item number 5: Audit Report. The Audit is not yet completed, but will be available for discussion at the May commission meeting.
- 2) George Rohrich requested to add a discussion item regarding the Master Facility Plan information to agenda item 9: Finance Committee.

ACTION: A motion was made by Bob Meeks to approve the amended consent agenda. The motion was seconded by Roger Parras and carried with all members voting in favor.

GENERAL VISITOR COMMENTS

Visitors: Dr. Kyle Swanson, Orthopedic Fracture Clinic (OFC) Surgeon; Andy Meyer, Orthopedic Fracture Clinic CEO.

Dr. Kyle Swanson thanked the commission for their time, and allowing him to discuss items relating to the partnership between River's Edge Hospital and OFC. He discussed how surgery cases have increased since this partnership has started, and the growth of REHC is important to the success of OFC. Dr. Swanson also stated that the physicians from OFC have started to take on-call services at REHC, and are no longer doing on-call services at Mayo Clinic Health System - Mankato Hospital. The majority of the conversation centered on the possible expansion of the surgery department and the increase in patient rooms.

AGENDA ITEM 9D: MASTER FACILITY PLAN

The surgery and inpatients room expansion of the master facility plan was discussed. The hospital commission agreed that hospital administration should present a feasibility plan. Administration should also continue to work on the legal aspect of monetary contribution from OFC for the possibility of expanding those departments. There are legal aspects that need to be looked at because River's Edge is owned by the city of Saint Peter, and OFC is a private business.

Also discussed was the idea to create a sub-committee that would determine what aspects of the master facility plan the hospital should proceed with. This sub-committee would have members from the finance committee, the hospital commission, administration, the city council, Mankato Clinic, and OFC. This discussion will continue at a later date, after a feasibility plan has been presented.

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EDUCATION REPORT

On April 12, 2016 the Hospital Commission was invited to view a webinar titled Population Health in Your Community.

HOSPITAL COMMISSION POLICIES & BYLAWS

The proposed changes to the Hospital Commission Policies and Bylaws were reviewed and discussed.

Section 3.2 Number, appointment and Tenure. This section was discussed and changes were made. The new changes are listed below.

- Item B – Two members of the Commission shall be members of the City Council. The City Council members shall be appointed for a term of two (2) years and may be reappointed, but shall not be reappointed for more than five (5), two (2) year terms including any partial term to which he/she was initially appointed.
- Item C – The CEO or CFO of the Hospital shall be ex officio members without vote and their presence at a meeting shall not count towards a quorum. The President of the Medical Staff shall be ex officio member with voting privileges.

ACTION: A motion was made by Bob Meeks to recommend the approval of the changes made to section 3.2 items B and C to the City Council. The motion was seconded by John Lammert and carried with all members voting in favor.

Section 6.2 Regular Meetings. This section was reviewed and discussed. The Commission discussed the reasons why there should be twelve regular meetings held during the fiscal year. The main reason to keep the meetings to twelve meetings during a fiscal year was the credentialing process for physicians is reviewed and voted on monthly.

ACTION: A motion was made by Bob Meeks to recommend the approval of section 6.2 to the City Council. The motion was seconded by John Lammert and carried with all members voting in favor.

Other Changes: The Commission reviewed and discussed the entire Hospital Commission Policies and Bylaws packet. There were grammatical changes made throughout the Policies and Bylaws packet.

ACTION: A motion was made by Charles Zieman to recommend the approval of the changes made to the Hospital Commission Policies and Bylaws to the City Council. The motion was seconded by John Lammert and carried with all members voting in favor.

MEDICAL STAFF

- Review of Credentialing Process.** Theresa Winter, Medical Staff Liaison was present to review the credentialing process with the Hospital Commission. It was noted that both DNV and the Minnesota Department of Health reviews the credentialing information.
- 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:

Mohammed Hussain, MN
James Rigen, PA-C

Courtesy Staff, Emergency Medicine
Courtesy Staff, Emergency Medicine

(CONTINUED)

Reappointment to the Medical Staff:

Bhavini Carns, MD	Courtesy Staff, Pathology
Gary Goldberg, MD	Courtesy Staff, Urology
Loretta Krahn, CRNA	Courtesy Staff, Nurse Anesthetist
Richard Marlow, DMD	Courtesy Staff, Oral & Maxillofacial Surgery
Gina Risty, MD	Courtesy Staff, General Surgery
Morgan Althoen, MD	Courtesy Staff, Teleradiology

Change in Category – Provisional to Full Membership: None

Change in Staff Category:

Jesse Botker, MD	Active Staff, Orthopaedics
Steven Curtis, MD	Active Staff, Orthopaedics
Edwin Harrington, MD	Active Staff, Orthopaedics
Michael Kearney, MD	Active Staff, Orthopaedics
Paul Matson, MD	Active Staff, Orthopaedics
John Springer, MD	Active Staff, Orthopaedics
Scott Stevens, MD	Active Staff, Orthopaedics
Kyle Swanson, MD	Active Staff, Orthopaedics
Jennifer Cousins, PA-C	Active Staff, PA-Orthopaedics
April Quigley PA-C	Active Staff, PA-Orthopaedics
Justin Schulte, PA-C	Active Staff, PA-Orthopaedics

Increase in Privileges: None

Withdrawn from Medical Staff:

Gerald Roust, MD	Courtesy Staff, Ophthalmology
Stephen Welch, DO	Courtesy Staff, IM/Hospitalist
Andana Guter, MD	Courtesy Staff, IM/Hospitalist

ACTION:

- 1) A motion was made by John Lammert 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 Roger Parras and carried with all members voting in favor.
- 2) A motion was made by Roger Parras 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 John Lammert and carried with all members voting in favor.

QUALITY REPORT

The Quality Management Committee minutes from the March meeting were reviewed. The Quality Dashboard report was reviewed by Janelle Rauchman. 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. It was noted that one change that the ED has completed is creating and implementing the use of a new template that will help them to document the appropriate items.

ADMINISTRATIVE REPORT

A. Executive Summary.

The written report submitted by George Rohrich was reviewed.

- March's activity was about almost the same as February for surgery and downstream services. River's Edge is showing a month-to-date bottom line of approximately (\$276,000), versus a month-to-date budget of (\$83,000). Year-to-date Actual is (\$507,000) vs Year-to-date Budget (\$571,000).
- March results show an increase of cash on hand of \$373,000 resulting in balance of \$8,122,809. Our 2016 cash budget is to increase cash by \$1,055,000.
- Inpatient surgical procedures continue to trend positively.

B. Statistical Dashboard.

The statistical report for March, 2016, was reviewed. Of the 17 measured activities, 11 are green.

C. Quarter 1 of Strategic Plan Report.

The Strategic Plan was reviewed by George Rohrich.

Strategic Goal #1: Growth

- Increase Adjusted Patient Days to > 442/month.
 - January: 337, February: 326, March: 418

Strategic Goal #2: Service

Achieve Patient Satisfaction scores by the end of 2016:

- From HCAHPs (Hospital Consumer Assessment of Healthcare Providers and Systems) Summary Rate Hospital (0-10 top box score =>87%).
 - Quarter 1: Rate the Hospital 0-10 = 78.3%
- From Emergency Department Survey "Likelihood of recommending this ED" (Top Box score => 78%).
 - ED: Likelihood to recommend: 75.0%
- Urgent recently moved to new location in March. Surveys will begin in quarter 2.

Strategic Goal #3: Quality

- For the Months of January and February there were no readmissions. In March there were 2 readmissions out of 66 inpatients.
- There have been 3 falls in Quarter 1. There is a Fall Steering Committee that meets monthly to review the falls, and to discuss prevention.
- In quarter 1 there was no reported surgical site infections.

Strategic Goal #4: People

- We continue to work hard on employee satisfaction with rounding, AIDET, and monthly meetings.
- Employee Survey has been completed for February 2016. There will be another survey in August.

Strategic Goal #5: Finance

- Revenue cycle review and improvement project is on hold until the hire of the CFO.

Strategic Goal #6: Community

- Leader should participate in 3 designated community activities.
- May 14th the Hospital is hosting a bike safety rodeo.

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FINANCIAL REPORT

A. March Financial Summary.

George Rohrich presented the financial report for March, 2016. Minutes from the April 20, 2016, Finance Committee meeting were available for review. Gross operating revenue was \$4,267,944 for the month, with net patient revenue at \$2,117,995. Year-to-Date gross revenue is \$12,106,948 which is ahead of budget, and net patient revenue is \$6,453,815 which is ahead of budget. Operating expenses stood at \$2,415,009. Year-to-date operating expenses are below of budget by (\$74,889). March resulted in a net operating income of (\$276,841). The EBIDA (expense before interest, depreciation and amortization) calculation showed a monthly loss of (\$116,163).

Cash flow for March was positive at \$373,920. Operating cash is standing at \$4,201,118 and funded depreciation at \$392,697. Current Ratio at the end of March stands at 3.34. Days Cash On Hand is 113.26 days, and Days Revenue in Accounts Receivable stands at 60.24 days.

B. Write-Off to Collection.

Community Care grants totaled \$9,656.66 in March, covering 16 accounts that qualified for 100% write-off and 1 account at 50% write-off. Year-to-Date Community Care grants total \$15,222. Collection activity approval totaled \$106,971.33. Year-to-Date collection activity stands at \$155,713. Year to date \$128,357 of gross bad debts have been recovered. The Revenue Recapture program through the State of Minnesota resulted in receipt of \$76,279.57.

ACTION: A motion was made by Charles Zieman to accept the recommendation made by the Finance Committee for approval of \$9,656.66 in Community Care grants and \$106,971.33 in write-offs to collection. The motion was seconded by Gary Swedberg and carried with all voting in favor.

C. Accounts Payable Review.

Accounts Payable review for March included a total of \$1,397,956.73 paid via check.

ACTION: A motion was made by John Lammert to recommend approval of checks totaling \$1,397,956.73. The motion was seconded by Roger Parras and carried with all voting in favor.

ROUNDTABLE COMMENTS

Paula Meskan – The High-Step program is coming to the end of its year. They had 36 high school students participate this year. On May 9, 2016 High-Step is looking for volunteers to help with their mock interviews.

For the month of April there are 74 surgical procedures on the calendar, and for the month of May there are 48 so far on the calendar.

George Rohrich – There has been interest by Dr. Thomas Jones to start spinal surgery cases here at River's Edge. We are currently looking at what surgical equipment we currently have, and what equipment would be needed to complete these surgeries.

Samantha Pherson – Will not be able to attend the Commission Meeting on May 25, 2016. Paulette Redman will record the minutes for that meeting, and Bridget Pollard will be e-mailing the Commission Packets out.

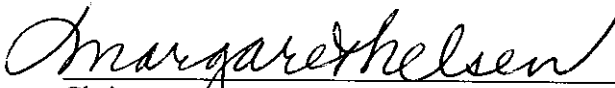
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ADJOURNMENT

ACTION: A motion was made by John Lammert to adjourn the meeting. Motion seconded by Roger Parras and carried with all voting in favor. Meeting was adjourned at 3:10 p.m.

NEXT MEETING

The next regular meeting of the Hospital Commission will be Wednesday, May 25, 2016, at 12:30 p.m. This meeting will convene in the River's Edge Hospital Helen G. White Conference Center. The Finance Committee meeting will be held on Wednesday, May 18, 2016, at 1:30 p.m. This meeting will convene in the River's Edge Hospital Helen G. White Conference Center.



Chairperson



Secretary