

RIVER'S EDGE HOSPITAL & CLINIC COMMISSION MEETING

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

Wednesday, November 21, 2016

Present: Margie Nelsen, Chairperson; Robert Meeks, Vice-Chairperson; Blake Combellick, Secretary; Trustees: Roger Parras, H. Stuart Johnson, John Lammert, Gary Swedberg; George Rohrich, CEO; Lori Zook, CFO; Jackie Kimmet, Chief Human Resources Officer; Janelle Rauchman, Chief Quality Officer; Stephanie Holden, Chief Marketing Officer; Paula Meskan, Chief Nursing Officer; Todd Prafke, St. Peter City Administrator; Samantha Pherson, Recorder.

Absent: Susan Carlin, Robert Christensen

CALL TO ORDER

The regular meeting of the Hospital Commission was called to order at 12:30 p.m. by Chairperson Margie Nelsen.

APPROVAL OF AGENDA

The November 21, 2016 Agenda was reviewed.

ACTION: A motion was made by Robert Meeks to approve the November 21, 2016 Agenda. The motion was seconded by John Lammert and carried with all members voting in favor.

APPROVAL OF MINUTES

The October 26, 2016 Hospital Commission Minutes were reviewed.

ACTION: A motion was made by Gary Swedberg to approve the October 26, 2016 Hospital Minutes. The motion was seconded by Blake Combellick and carried with all members voting in favor.

APPROVAL OF CONSENT AGENDA

The consent agenda includes the following:

- Acceptance of the November 8, 2016, Medical Staff Minutes.
- Acceptance of the November 16, 2016 Finance Committee Meeting Minutes.

ACTION: A motion was made by H. Stuart Johnson to approve the consent agenda. The motion was seconded by Robert Meeks and carried with all members voting in favor.

GENERAL VISITOR COMMENTS

Visitors: Nancy Madsen, Saint Peter Herald.

MEDICAL STAFF

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:

Carla Goerich, MD
Richard Kim, DDS, MD
Jeffrey Magnuson, MD
Fares Masannat, MD
Jawad Nazir, MD
Laura Tilton, MD

Courtesy Staff, OB/GYN
Courtesy Staff, Oral & Maxillofacial Surgery
Courtesy Staff, Teleradiology
Courtesy Staff, Telemedicine-Infectious Disease
Courtesy Staff, Telemedicine-Infectious Disease
Active Staff, IM/Hospitalist

CONTINUED

Reappointment to the Medical Staff:

Sheila Anderson, FNP	Courtesy Staff, Family Medicine
Kimberly Beecher, MD	Courtesy Staff, Family Medicine
April Burns, PA-C	Courtesy Staff, Surgical Physician Assistant
Assen Chekerdjiev, MD	Courtesy Staff, Emergency Medicine
Nataliya Danylkova, MD	Courtesy Staff, Ophthalmology
Eric Fly, PA-C	Courtesy Staff, Emergency Medicine
Daniel Johnson, DO	Courtesy Staff, Emergency Medicine
Paul Mittelstadt, MD	Courtesy Staff, Emergency Medicine
Jeffrey Weideman, PA-C	Active Staff, Family Medicine
Peter Lee, MD	Courtesy Staff, Teleradiology
Eduardo Quinones, MD	Courtesy Staff, Teleradiology

Change in Category – Provisional to Full Membership:

Kayla Dascher, DNP, FNP-BC	Courtesy Staff, Emergency Medicine
Muhamed Durakovic, MD	Courtesy Staff, Emergency Medicine
Carol Lu, MD	Courtesy Staff, IM/Hospitalist
John Rotilie, MD	Courtesy Staff, IM/Hospitalist
Justin Schulte, PA-C	Active Staff, Surgical Physician Assistant
Christa Waymire, MD	Courtesy Staff, Emergency Medicine

Provisional Membership:

Elaine Miller, CNP	Active Staff, Urgent Care
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Increase in Privileges: None

Change in Staff Category: None

Withdrawn from Medical Staff: None

ACTION:

- 1) A motion was made by Robert 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 John Lammert and carried with all members voting in favor.
- 2) A motion was made by Blake Combellick 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 H. Stuart Johnson and carried with all members voting in favor.

QUALITY REPORT

The Quality Management Committee minutes from the November meeting will be available to review at the December commission meeting. The Quality Graphs were reviewed by Janelle Rauchman. The graphs contain results from a number of measurable and reportable quality measures.

ADMINISTRATIVE REPORT

A. Executive Summary.

The written report submitted by George Rohrich was reviewed.

- October has a positive bottom line. River's Edge is showing a month-to-date bottom line of approximately \$347,000, versus a month-to-date budget of \$147,000. This is the

seventh consecutive month with a positive bottom line. Year-to-date Actual is \$1,617,000 vs Year-to-date Budget (\$242,000).

- October results show an increase of cash on hand of \$427,000 resulting in balance of \$9.8 million. The 2016 cash budget is to increase cash by \$1,600,000.
- Inpatient surgical procedures will decrease in November as a key surgeon will be off.

B. Statistical Dashboard.

The statistical report for October, 2016, was reviewed. Of the 18 measured activities, 13 are green.

C. 2013-2016 Strategic Plan

A copy of the 2013-2016 Strategic Plan was reviewed along with the 2016 Strategic Plan Dashboard.

FINANCIAL REPORT

A. October Financial Summary.

Lori Zook presented the financial report for October, 2016. Minutes from the November 16, 2016, Finance Committee meeting were available for review. The month of October had a Net Operating Income of \$346,788 and a year-to-date gain of \$1,617,075. Total Patient Revenue stands at \$5,453,588. Year-to-date Total Patient Revenue stands at \$47,510,250, over a YTD budget of \$35,685,290. Octobers Net Patient Revenue stands at \$3,070,590 with a budget of \$2,714,100. Monthly Net Operating Revenue stands at \$3,105,019, versus a budget of \$2,730,833.

Year-to-date Gross Revenue is \$47,509,141 versus a budget of \$35,685,290 which is \$11,823,851 over budget. Year-to-date Net Patient Revenue is \$25,854,093 versus a budget of \$23,335,982 or \$2,518,111 above budget. Year-to-date Total Operating Expenses are \$24,673,846 versus a budget of \$23,764,699 or \$908,787 above budget.

Cash flow for October was positive at \$427,273. Current Ratio at the end of October stands at 2.96. Days Cash On Hand is 120.70 days, and Days Revenue in Accounts Receivable stands at 60.62 days.

B. Write-Off to Collection.

Community Care grants totaled \$5,545.36 in October, covering 30 accounts that qualified for 100% write-off. Presumptive Community Care grants totaled \$44,678.31, covering 15 patients and 26 accounts. Year-to-Date Community Care grants total \$71,770. Collection activity approval totaled \$92,467.78. Year-to-Date collection activity stands at \$1,008,014. Year-to-Date \$202,501 of gross bad debts have been recovered. The Revenue Recapture program through the State of Minnesota resulted in receipt of \$1,411.16, year-to-date recovery total of \$189,061.

ACTION: A motion was made by John Lammert to accept the recommendation made by the Finance Committee for approval of \$5,545.36 in Community Care grants, \$44,678.31 in Presumptive Community Care grants and \$92,467.78 in write-offs to collection for October. The motion was seconded by Roger Parras and carried with all members voting in favor.

C. Accounts Payable Review.

Accounts Payable review for October included a total of \$1,445,413 paid via check.

ACTION: A motion was made by Blake Combellick to recommend approval of checks totaling \$1,445,413. The motion was seconded by Roger Parras and carried with all voting in favor.

D. Capital Equipment Requests.

1) Vocera

The Hospital Commission reviewed the request to purchase Vocera for use throughout the hospital. Vocera is a hands-free communication system that would allow for quick communication throughout the hospital. This system can increase response time and patient safety in multiple departments. The cost of purchasing Vocera is \$100,603.

ACTION: A motion was made by Robert Meeks to approve the purchase of Vocera for the cost of \$100,603. The motion was seconded by Blake Combellick and carried with all members in voting favor. The recommendation will be forwarded to the St. Peter City Council for review and approval.

2) Sterilizer Repair.

The Hospital Commission reviewed the request to purchase a steam generator for a steris sterilizer. The current generator stopped working, and parts were no longer available for repair. The generator is an important piece of equipment in the surgery department, as it aids in the sterilization of the surgical equipment. The cost of purchasing a steam generator for a steris sterilizer is \$11,885.06

ACTION: A motion was made by Robert Meeks to approve of purchasing a steam generator for a steris sterilizer at the cost of \$11,885.06. The motion was seconded by John Lammert and carried with all members in voting favor.

E. 2017 Budget

Lori Zook presented the 2017 Budget, with the budget packet being reviewed. The final 2016 numbers were projected using the last three months prior to August and annualizing the number to the end of the year. Meeting between finance and nursing helped to project the number of surgical procedures for 2017 based off of the information we already know. Those numbers were then used as a basis to the 2017 budget volumes.

In all of the revenue-producing departments, the gross revenue per procedure was calculated. That dollar amount was then applied to the budgeted 2017 statics, providing gross revenue per department. A 7% price increase was then applied. Contractual allowances were applied based on current contracts and regulations. There are no known major changes at this time.

Salary assumptions were that there would be a 2% increase for all staff. Staff rosters included staff that worked and all vacant positions that had been approved prior to the budget being completed. New requests still need to go through the proper process to be added.

Capital requests were submitted by department managers, along with supporting documentation. This list was also compared to the recommended equipment replacement list provided by UHS in the prior year. Capital requests will be brought to the Hospital Commission for approval for purchases over \$5,000.

ACTION: A motion was made by John Lammert to approval of the 2017 River's Edge Hospital & Clinic Budget. The motion was seconded by Roger Parras and carried with all members in voting favor.

ROUNDTABLE COMMENTS

Janelle Rauchman- We are enhancing our compliance program with Baldrige Education Training.

Paula Meskan – It has been 188 days since our last patient had an unintended decent to the floor.

EXECUTIVE SESSION

A. Resolution Calling for Closed Session to discuss CEO Evaluation.

ACTION: A motion was made by H. Stuart Johnson to adjourn to closed session for the purpose of completing CEO Evaluation for George Rohrich. Motion was seconded by Roger Parras and carried with all voting in favor. Meeting was adjourned to closed session at 1:35 p.m.

B. Call Closed Session to Order

The closed session of the Hospital Commission was called to order at 1:42 p.m. by Chairperson Margie Nelsen.

C. Call Closed Session to Adjourn

The closed session of the Hospital Commission was adjourned at 2:22 p.m. by Chairperson Margie Nelsen.

CALL BACK TO ORDER


The regular meeting of the Hospital Commission was called back to order at 2:23 p.m. by Chairperson Margie Nelsen.

ADJOURNMENT

ACTION: A motion was made by Robert Meeks to adjourn the meeting. Motion seconded by John Lammert and carried with all voting in favor. Meeting was adjourned at 2:24 p.m.

NEXT MEETING

The next regular meeting of the Hospital Commission will be Wednesday, December 28, 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, December 21, 2016, at 1:30 p.m. This meeting will convene in the River's Edge Hospital Helen G. White Conference Center.


Chairperson


Secretary