

RIVER'S EDGE HOSPITAL & CLINIC COMMISSION MEETING

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

Tuesday, November 25, 2014

Present: Michelle Chalin, Chairperson; Kay Moline, Secretary-Treasurer; Trustees: Susan Carlin, Sandy Gundlach, H. Stuart Johnson and Bob Meeks; George Rohrich, CEO; Michael Sparacino, DO, Medical Director; Ann Lauer, Director of Finance; Jackie Kimmet, Director of Human Resources; Paula Meskan, Director of Nursing; Roxanne Portner, Director of Quality and Infection Control; Sheri Schmidt, Director of Business Services; Stephanie Hill, Director of Marketing; Todd Prafke, City Administrator; and Paulette Redman, Recorder.

Absent: Margie Nelsen, Vice-Chairperson.

CALL TO ORDER

The regular meeting of the Hospital Commission was called to order at 12:10 p.m. by Chairperson Michelle Chalin.

GENERAL VISITOR COMMENTS

Mr. Peter Rheame, a member of the St. Peter community, addressed the Hospital Commission regarding concerns identified during recent encounters for River's Edge services. Concerns included issues of patient privacy, availability of services (ultrasound), and communication between River's Edge and local health care providers. Following Mr. Rheame's departure from the meeting the concerns were discussed with the Commission. A solution to the privacy/security issue has already been initiated – a proximity card locking system for the internal entrance doors to the ED has been ordered and will be installed in December. This would ensure that anyone entering the ED would be escorted by a staff member. The issue of maintaining a 24/7 ultrasound service has been reviewed periodically and has not yet proven to be cost-effective. There is a "catch call" system in place where ultrasound techs can be called after hours, if available to come in they will, if not available the service cannot be provided at River's Edge. The third issue involving communication will be further investigated. Currently there are monthly meetings set up with River's Edge and other local clinics to discuss common issues, so there is a mechanism in place to share any concerns identified following the complaint investigation.

ACTION: George Rohrich and Michelle Chalin will draft a letter of response addressing Mr. Rheame's concerns, noting actions taken in response to the issues he identified.

APPROVAL OF AGENDA

The agenda for the November 25, 2014, Hospital Commission meeting was reviewed. A request was made to change Item III-A, postponing the visitors from the Minnesota Valley Health Center in LeSueur. Mr. Rohrich stated he would invite the Board Chair and the CEO from LeSueur to attend the January REHC Commission meeting.

ACTION: A motion was made by Kay Moline to approve the agenda as amended. The motion was seconded by H. Stuart Johnson and carried with all members voting in favor.

APPROVAL OF MINUTES

- A. Approval of Commission Meeting Minutes.** The minutes of the regular Hospital Commission meeting of October 29, 2014, were reviewed. There were no corrections or changes to the minutes. **ACTION:** A motion was made by Susan Carlin to approve the minutes of the regular Commission meeting of October 29, 2014, as presented. The motion was seconded by Kay Moline and carried with all members voting in favor.

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MEDICAL STAFF

A. Medical Staff Meeting Minutes. The minutes of the November 11, 2014, Medical Staff Meeting were available and were reviewed.

ACTION: A motion was made by Sandy Gundlach to acknowledge receipt of the Medical Staff Meeting minutes of November 11, 2014. The motion was seconded by H. Stuart Johnson and carried with all voting in favor.

B. Medical Staff Credentialing. A report from the Executive/Credentials Committee 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:

Assen Chekerdijiev, MD	Courtesy Staff, Emergency Medicine
Nataliya Danylkova, MD	Courtesy Staff, Ophthalmology
Eric Fly, PA	Courtesy Staff, AHP, Emergency Medicine
Andana Guter, MD	Active Staff, Hospitalist
Daniel Johnson, DO	Courtesy Staff, Emergency Medicine
Dean Kratz, DO	Courtesy Staff, Emergency Medicine
Kene Ogbogu, MD	Courtesy Staff, Emergency Medicine
Jeffrey Weideman, PA-C	Active Staff, AHP, Family Medicine Physician Assistant

Reappointment to the Medical Staff:

Sheila Anderson, CNP	Courtesy Staff, Family Medicine
Kimberly Beecher, MD	Active Staff, Family Medicine
April Burns, PA-C	Courtesy Staff, AHP, Surgical Physician Assistant
Paul Mittelstadt, MD	Courtesy Staff, Emergency Medicine
Michael Sparacino, DO	Active Staff, Family Medicine
Peter Lee, MD	Teleradiology
Eduardo Quinones, MD	Teleradiology

Change from Provisional to Full Medical Staff Membership:

Susan Evans, MD	Telehealth - Neurology
Robert Jacoby, MD	Telehealth - Neurology

Withdrawal from Medical Staff Membership:

Jeffrey Peterson, MD	Teleradiology
Janice Shelton, PA-C	Courtesy Staff – Surgical Physician Assistant

ACTION: A motion was made by Kay Moline 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 H. Stuart Johnson and carried with all members voting in favor. A motion was made by Kay Moline to accept the recommendation of the Credentials Committee and grant clinical privileges to each of the practitioners listed above, as requested and approved by the Credentials Committee. The motion was seconded by Susan Carlin and carried with all members voting in favor.

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ADMINISTRATIVE REPORT

A. Executive Summary.

The written report submitted by George Rohrich was reviewed. In addition, Mr. Rohrich noted:

- River's Edge went live with the Excellian electronic record system on October 1, 2014. Problems have been identified with the interface between the financial pieces of Excellian and the Lawson financial software. It is estimated that these issues will be resolved within two weeks. Until that time, the financial reports presented are not final and will be reprinted and analyzed once the data is complete and accurate. There are also items on the statistical dashboard that are incomplete at this time. Mr. Doug Montgomery, a CPA with Eide-Bailly, will be working with River's Edge to help ensure the information is accurate and to assist with the budgeting process.
- The final negotiations for a two-year contract with the facility's union members were completed last night. The contract will be presented to union members for ratification.
- The winter Trustee Conference will be held January 9-11, 2015, at the Marriott Minneapolis Northwest in Brooklyn Park. Sandy Gundlach has signed up to attend, other commissioners are also encouraged to attend.
- Commission Workshop is scheduled for 12 noon on December 17, 2014. The purpose of the workshop will be to review the proposed budget for 2015.

B. Statistical Dashboard.

The statistical report for October was reviewed. Inpatient days and clinic visits dropped slightly compared to September, but are still above target. Other indicators above target included CT, MRI and ultrasound procedures, Emergency and Urgent Care visits, inpatient surgeries, physical therapy and cardiac rehab visits. Occupational therapy, outpatient surgery and swing bed days were below target. Statistics for laboratory activity are not yet available through the Excellian system.

FINANCIAL REPORT

Ann Lauer presented the financial report for October, 2014. She again noted the problems with the software systems interfaces, resulting in incomplete financial reports. Estimated figures project an overall loss for the month of approximately (\$237,846). Once the software issues have been resolved, updated financial reports will be run and presented to the Commission for review and approval. Expenses for maintenance and depreciation will start to increase for the remainder of the year as Excellian is now live.

Cash flow for October showed a decrease of \$549,000, with operating cash standing at \$3,801,570 and funded depreciation of \$3,701,731.

The issue of payment of property taxes for the Medical Office Building is ongoing. The Medical Office building is now being used solely for River's Edge Hospital and is no longer being rented by other commercial entities, thus the question had been raised as to whether River's Edge, as a city-owned hospital, would be required to continue to pay county property taxes. It was previously thought that River's Edge had been granted an exemption for the property taxes; however, this has proven to be incorrect. Mr. Rohrich will continue to work with the county to resolve this issue.

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Community Care grants totaled \$16,589.54 in October, covering 29 accounts that qualified for 100% write-off. Year-to-Date Community Care grants total \$133,871. Collection activity for Commission approval totaled \$85,858.85 for October, representing 223 patient accounts. Of this total, \$43,101.14 was from 168 insured accounts, \$42,757.71 was from 55 uninsured accounts. Year-to-Date collection activity stands at \$725,748.07, of which \$301,851.80 has been recovered. The Revenue Recapture program through the State of Minnesota resulted in receipt of \$6,727.92, year-to-date recovery total of \$190,649.

Accounts Payable review for October included a total of \$1,289,093.14 paid via check. This included \$109,000 for the surgery expansion project.

Accounts Payable review for September – check log and bills paid were reviewed with no outstanding findings noted.

ACTION:

- 1) A motion was made by Bob Meeks to approve \$85,858.85 in write-offs to collection for October. The motion was seconded by Kay Moline and carried with all members voting in favor.
- 2) A motion was made by Bob Meeks to accept the Accounts Payable Review. The motion was seconded by H. Stuart Johnson and carried with all members voting in favor.

QUALITY REPORT

A. Quality Management Committee Meeting Minutes.

The minutes of the October 22, 2014, Quality Management Committee Meeting were distributed for review. Roxanne Portner noted the following:

- River's Edge is currently working toward attaining Stage One Meaningful Use. REHC will be partnering with the REACH organization to perform a security assessment that is required for the attestation process.
- The Lab is working on a program to provide patient direct lab services. Work is underway on a fee schedule for this program, with the goal of completing the project by the end of the year.
- The Finance Department is working on correcting the software issues identified between Lawson and Excellian.

ACTION: A motion was made by Bob Meeks to acknowledge receipt of the Quality Management Committee meeting minutes of October 22, 2014. The motion was seconded by Sandy Gundlach and carried with all members voting in favor.

DIRECTOR COMMENTS

Sandy Gundlach, Commissioner: Suggested that the Commission develop some guidance for allowing the public to speak to the Commission, including guidelines for how the Commission members are to interact with members of the public requesting to speak to the Commission.

George Rohrich, CEO: Mr. Rohrich will be working with Todd Prafke to draft a letter of response to the gentleman who spoke before the Commission. Roxanne Portner will touch base with the Risk Management Advisor regarding review by legal counsel.

H. Stuart Johnson, Commissioner: Noted the OrthoEdge advertisement contained in a local "Exclusively Diamonds" magazine.

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CLOSED SESSION

ACTION: A motion was made by Bob Meeks to close the meeting under Minnesota Statute for the purpose of employee evaluation of George Rohrich at the employee's request. The motion was seconded by Sandy Gundlach and carried with all members voting in favor. The session was closed at 1:20 p.m.

Michelle Chalin informed the public that following the closed session the Commission meeting will be reconvened for the purpose of adjournment and that there would be no other discussion or action taken following the closed session.


RECONVENEMENT AND ADJOURNMENT

The Commission meeting was reconvened by Chairperson Michelle Chalin at 2:45 p.m.

ACTION: A motion was made by Bob Meeks to adjourn the meeting. Motion seconded by Sandy Gundlach and carried with all voting in favor. Meeting was adjourned at 2:45 p.m.

NEXT MEETING

The next regular meeting of the Hospital Commission will be Tuesday, December 30, 2014, 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 at 11:30 a.m. A Hospital Commission Workshop will be held on Wednesday, December 17, 2014.



Chairperson



Secretary