

RIVER'S EDGE HOSPITAL & CLINIC COMMISSION MEETING

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

Tuesday, November 26, 2013

Present: Gil Carlson, Chairperson; Kay Moline, Secretary-Treasurer; Trustees: H. Stuart Johnson, Margie Nelsen and Jerry Pfeifer; George Rohrich, CEO, Dr. Peter Troedson, Medical Staff Vice-President; Dr. Michael Sparacino, REHC Medical Director; Kristin Schultz, Director of Quality, Infection Control and Clinic Services; Sheri Schmidt, Director of Business Services; Jackie Kimmet, Director of Human Resources; Ann Lauer, Director of Finance; Paula Meskan, Director of Nursing; Todd Prafke, City Administrator; and Paulette Redman, Recorder.

Absent: Michelle Chalin, Vice-Chairperson; Sandy Gundlach, Trustee.

EDUCATIONAL SESSION

A webinar entitled "Legal Issues for Hospitals" was presented. The topic discussed was the collection of debt and the use of third party debt collectors by hospitals. The video was produced by the Minnesota Hospital Association.

ACTION: River's Edge Hospital & Clinic charity policy will be brought before the Commission in December for yearly review. Commission members agreed to continue the educational videos. Mr. Rohrich will choose the topic for the video.

CALL TO ORDER

The regular meeting of the Hospital Commission was called to order at 12:38 p.m. by Chairperson Gil Carlson.

APPROVAL OF AGENDA

The agenda for the November 26, 2013, Hospital Commission meeting was reviewed.

ACTION: A motion was made by Jerry Pfeifer to approve the agenda as presented. The motion was seconded by Margie Nelsen and carried with all members voting in favor.

APPROVAL OF MINUTES

The minutes of the regular Hospital Commission meeting of October 30, 2013, were reviewed.

ACTION: A motion was made by Kay Moline to approve the minutes of the regular Commission meeting of October 30, 2013, as presented. The motion was seconded by Margie Nelsen and carried with all members voting in favor.

MEDICAL STAFF

- A. Medical Staff Meeting Minutes.** The minutes of the November 12, 2013, Medical Staff meeting were reviewed. There were no additional comments or highlights.
- 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:

(CONTINUED)

Hospital Commission Meeting Minutes

River's Edge Hospital & Clinic

November 26, 2013 Page 2

Initial Appointment to the Medical Staff:

Luis Martinez, MD	Courtesy Staff, Emergency Medicine
Steven Anderson, MD	Courtesy Staff, Ophthalmology
Trevor Page, DO	Courtesy Staff, Emergency Medicine
Erin Sandmeyer, COA	Courtesy Staff/AHP, Ophthalmology Assistant

Reappointment to the Medical Staff:

James Nack, DPM	Courtesy Staff, Podiatry
Jennifer Cousins, PA-C	Courtesy Staff/AHP – Orthopedic Physician Assistant
Jennifer Donkin, RD/LD	Courtesy Staff/AHP, Dietitian

Change from Provisional Status to Full Medical Staff Membership:

Stephanie Anderson, MD	Courtesy Staff, Rheumatology
------------------------	------------------------------

Withdrawal from Medical Staff Membership:

Jennifer Miller, DDS	Courtesy Staff, Dentistry
Joanne Genewick, DO	Temporary Privileges – Courtesy Staff, Emergency Medicine

ACTION: A motion was made by Kay Moline to accept the recommendation of the Credentials Committee and grant reappointment or change in status for each of the practitioners listed above. The motion was seconded by Jerry Pfeifer 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 Jerry Pfeifer and carried with all members voting in favor.

FINANCIAL REPORT

Ann Lauer presented the financial report for October, 2013. The dashboard for financial indicators was reviewed and discussed. Revenue decreased in October compared to September. Net operating revenue was \$1,500,008 for October, which is below the budget set at \$1,548,066. Operating expenses stood at \$1,552,300, below budget. October resulted in a net operating loss of \$52,292. Combined with non-operating revenue, the facility shows a loss of (\$50,101). Year-to-date results show a loss of (\$417,853) compared to a budgeted loss of (\$813,644). Current Ratio at the end of October stands at 3.97, Days Cash On Hand is 109.97 days, and Days Revenue in Accounts Receivable stands at 45.00 days.

Community Care grants totaled \$95,915.79 in October. Of the 120 accounts covered, all of the accounts qualified for 100% write off. This amount is noted to be much greater than the monthly average, primarily due to two large bills. Collection activity for Commission approval totaled \$76,421.24 for October, representing 196 patient accounts. Of this total, \$33,904.15 was from insured accounts, \$42,517.09 was from uninsured accounts. The Revenue Recapture program through the State of Minnesota resulted in receipt of \$2,316.24. Gross collections activity year-to-date is \$713,102.20; gross bad debt recovery year-to-date is \$256,741.93.

Accounts Payable review for October included a total of \$821,314.38 paid via check and \$14,305.03 paid via accounting data program.

(CONTINUED)

ACTION:

- 1) A motion was made by H. Stuart Johnson to approve the Financial Report for October, 2013, as presented. The motion was seconded by Jerry Pfeifer and carried with all members voting in favor.
- 2) A motion was made by H. Stuart Johnson to approve \$76,421.24 in write-offs to collection for October. The motion was seconded by Kay Moline and carried with all members voting in favor.
- 3) A motion was made by H. Stuart Johnson to accept the Accounts Payable Review. The motion was seconded by Kay Moline and carried with all members voting in favor.

QUALITY / SAFETY

The minutes from the August 21, 2013, Quality Management Committee meeting were available for review. The question was asked as to whether the patient satisfaction surveys could be shortened. Kristin Schultz noted that much of the survey contains questions that are mandated for inclusion.

ADMINISTRATIVE REPORT

- A. **Executive Summary.** The written report submitted by George Rohrich was reviewed. Mr. Rohrich noted that Kristin Schultz will be leaving her position as Director of Quality, Risk Management, Infection Control and Clinic Services. Mr. Rohrich thanked her for her contributions to River's Edge over the years.
- B. **Statistical Dashboard.** The Statistical Dashboard for October was reviewed, with some areas noting increased activity, and some decreased activity. Swing bed days for the month stood at 42.
- C. **Strategic Planning Proposal.** Mr. Rohrich brought forward a proposal from the National Rural Health Resource Center, a nonprofit organization, based in Duluth, Minnesota, that works toward sustaining and improving health care in rural communities. The proposal included information and costs associated with services for Balanced Scorecard Facilitation, Strategic Planning, and Focus Groups. Mr. Rohrich recommended that River's Edge contract with the NRHRC for the purposes of strategic planning at a cost of \$8,000 and focus groups at a cost of \$2,500. Travel expenses would be charged in addition to the consulting fees. The focus group project would include four sessions, one session for hospital and clinic staff, and two to three sessions for community members to identify and discuss issues and services that they see as the most important. Timeframe would be to hold the focus groups in January, completing the project in February.

Mr. Rohrich noted that one of his goals for River's Edge Hospital & Clinic is to implement the Baldrige Performance Excellence Model, a multi-step process leading to a national quality award. The program focuses on continuous performance improvement, measured objectively.

ACTION: A motion was made by Jerry Pfeifer to support the strategic planning and focus group project through the National Rural Health Resource Center. The motion was seconded by H. Stuart Johnson and carried with all members voting in favor. Mr. Rohrich asked the Commission members to assist in identification of persons who should be invited to participate in the focus group process.

(CONTINUED)

Hospital Commission Meeting Minutes

River's Edge Hospital & Clinic

November 26, 2013 Page 4

Mr. Rohrich also noted that he will be meeting with St. Peter providers in December, including meeting with Mankato Clinic providers. He has also had conversations with the New Ulm Hospital, exploring the possibility of sharing surgical services.

DIRECTOR COMMENTS

Jerry Pfeifer, Trustee: Mr. Pfeiffer noted the upcoming Trustee's Convention in January and questioned whether the new Hospital Commission members would be appointed prior to that time. Mr. Prafke stated the City is hoping to appoint the City Council's Commission representative by the December meeting, noting that he has had interest expressed in the position. He is still accepting recommendations for another new appointee to the Commission.

Kay Moline, Margie Nelsen, Trustees: Ms. Moline and Ms. Nelsen thanked Kristin Schultz for her work with River's Edge.

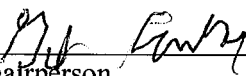
ADJOURNMENT

ACTION: A motion was made by H. Stuart Johnson to adjourn the meeting. The motion was seconded by Jerry Pfeifer and carried with all members voting in favor. The meeting was adjourned at 1:03 p.m.

NEXT MEETING

The Hospital Commission will hold a budget workshop on Thursday, December 12, 2013, from 12:00 noon until 2:00 p.m. The meeting will be held in the River's Edge Hospital Helen G. White Conference Room.

The next regular meeting of the Hospital Commission will be Wednesday, December 18, 2013, at 12 noon. This meeting will convene in the River's Edge Hospital Helen G. White Conference Room. The Finance Committee meeting will be held at 11:30 a.m.



Chairperson



Secretary