

RIVER'S EDGE HOSPITAL & CLINIC COMMISSION MEETING

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

Wednesday February 25, 2015

<i>Present:</i>	<input checked="" type="checkbox"/>	Margie Nelsen, Chairperson	<input checked="" type="checkbox"/>	George Rohrich, CEO	<input checked="" type="checkbox"/>	Sheri Schmidt, Director of Business Services
	<input checked="" type="checkbox"/>	Kay Moline, Vice- Chairperson	<input type="checkbox"/>	Nadia Malik, MD, Medical Staff President	<input checked="" type="checkbox"/>	Stephanie Hill, Director of Marketing
	<input type="checkbox"/>	Sandy Gundlach, Secretary- Treasurer	<input type="checkbox"/>	Michael Sparacino, DO, Medical Director	<input checked="" type="checkbox"/>	Tom Wilcox, Director of Environmental Services
	<input type="checkbox"/>	Susan Carlin; Trustee	<input checked="" type="checkbox"/>	Ann Lauer, Director of Finance	<input checked="" type="checkbox"/>	Todd Prafke, City Administrator
	<input type="checkbox"/>	H. Stuart Johnson; Trustee	<input checked="" type="checkbox"/>	Jackie Kimmet, Director of Human Resources	<input checked="" type="checkbox"/>	Sarah Kelley, Administrative Assistant
	<input checked="" type="checkbox"/>	Bob Meeks; Trustee	<input checked="" type="checkbox"/>	Paula Meskan, Director of Nursing	<input checked="" type="checkbox"/>	Paulette Redman, Recorder
	<input checked="" type="checkbox"/>	Blake Combellick; Trustee	<input checked="" type="checkbox"/>	Roxanne Portner, Director of Quality and Infection Control	<input type="checkbox"/>	

CALL TO ORDER

The regular meeting of the Hospital Commission was called to order at 12:25 p.m. by Chairperson Margie Nelsen.

APPROVAL OF AGENDA

The agenda for the February 25, 2015, Hospital Commission meeting was reviewed. There were two requests to revise the Agenda:

- 1) George Rohrich requested to add a discussion item regarding the Commission Workshop for space planning to be rescheduled to another date.
- 2) George Rohrich requested to add a discussion item regarding the Finance Committee's duties and responsibilities.

ACTION: A motion was made by Kay Moline to approve the agenda as revised. The motion was seconded by Bob Meeks and carried with all members voting in favor.

GENERAL VISITOR COMMENTS

There were no visitors present requesting to address the Commission.

APPROVAL OF MINUTES

- A. Approval of Commission Meeting Minutes.** The minutes of the regular Hospital Commission meeting of January 28, 2015, were reviewed. There were no corrections or changes to the minutes.

ACTION: A motion was made by Bob Meeks to approve the minutes of the regular Commission meeting of January 28, 2015, as presented. The motion was seconded by Kay Moline and carried with all members voting in favor.

MEDICAL STAFF

- A. Medical Staff Meeting Minutes.** The minutes of the February 10, 2015, Medical Staff Meeting were available and were reviewed. George Rohrich noted that the hospital has started a process of reviewing and editing the Medical Staff Bylaws so they are current and up-to-date.

ACTION: A motion was made by Bob Meeks to acknowledge receipt of the Medical Staff Meeting minutes of February 10, 2015. The motion was seconded by Kay Moline 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: None to report.

Reappointment to the Medical Staff:

Stephanie Anderson, MD	Courtesy Staff, Rheumatology
Richard Harrison, OPA-C	AHP/Courtesy Staff, Orthopedics
John Springer, MD	Courtesy Staff, Orthopedics

Change from Provisional to Full Medical Staff Membership:

Mark Austin, MD	Courtesy Staff, Teleradiology
Susan Austin, MD	Courtesy Staff, Teleradiology

Withdrawal from Medical Staff Membership:

Samuel Abelson, MD	Courtesy Staff, Telemedicine-ED
Susan Evans, MD	Courtesy Staff, Telemedicine-Neuro
Trevor Page, DO	Courtesy Staff, Emergency Medicine
Scott Tyson, MD	Courtesy Staff, Teleradiology

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 Blake Combellick and carried with all members voting in favor. A motion was made by Bob Meeks 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 Blake Combellick and carried with all members voting in favor.

ADMINISTRATIVE REPORT

A. Executive Summary.

The written report submitted by George Rohrich was reviewed. Mr. Rohrich noted that in January we experienced a day when all hospital beds were full and a day when all beds were empty. Overall we set a new record for Med/Surg patient days. We missed our key target of 24 inpatient surgeries, recording 21 procedures. In February we have done or scheduled 25. March we have scheduled 28 so far.

B. Statistical Dashboard.

The statistical report for January was reviewed. We had a strong Inpatient Average Daily Census (ADC), but a weak Swing Bed ADC contributed to missing our Total ADC goal. Five items were removed from the list; Cardiac Rehab, Occupational Therapy In & Out, Ultrasound, and MRI. These activities are important to the organization, but when viewed individually do not indicate overall organizational performance. We did better than anticipated in January, but still struggle as an organization with certain programs. Lab Procedures data was not available. The Le Center Clinic opened on February 23, 2015.

C. Strategic Plan Report, 4th Quarter and Year End.

The 2014 Strategic Plan was available for review, noting the status of the goals and initiatives through year end. Most of the goals will carry over into 2015. There were no reportable adverse events occurring in 2014. Minnesota's Adverse Event Report will be published in the near future.

Regarding falls, Roxanne Portner noted there were 10 patient falls in the fourth quarter, with 2 falls resulting in fractures. All falls are counted, whether it is assisted or not. We have brought in more PCAs to help with patients and have set up a Falls Prevention and Safety task force to keep falls from happening.

C. Updates.

Mr. Rohrich reported the following:

- The Commission Portal is almost ready. Hopefully by next month we will be able to go through the portal and show all members how it works.
- The hospital has started conversation with the Mankato Clinic to begin performing GYN surgery at River's Edge. The hospital would possibly need space and equipment, which will be discussed at the upcoming Commission Workshop.
- The Commission members all received a Commission Resource Book at the meeting.
- We have received the preliminary report from the ChargeMaster Review and are waiting for the pricing review. We should be able to update next month.
- "Trustee" is the official magazine of the American Hospital Association's Center for Healthcare Governance, which offers resources to help boards achieve and maintain excellence. Ten times per year, Trustee provides hospital governing boards with the information they need to improve their community's health while also achieving financial stability for their institution. Hospital Commissioners will be receiving the magazine beginning this month.
- Our food today is provided by Benedictine and is from the new "Premier" patient and visitor menu.

D. Reschedule Hospital Commission Workshop.

The workshop was scheduled for Thursday February 26, 2015, from 11:00 a.m. to 12:00 p.m.; however, due to a family emergency, the contractors working with the facility planning process will not be able to attend the workshop tomorrow. It was recommended to reschedule the workshop.

ACTION: Following discussion, a Commission Workshop was rescheduled for Friday March 13, 2015, from 9:00 a.m. to 10:00 a.m.

E. Finance Committee.

George Rohrich suggested the Finance Committee should function more like a traditional committee with a published agenda, meeting minutes and more time allotted for its business. Currently the Finance Committee meets for a half hour prior to the regular scheduled Hospital Commission Meeting. Mr. Rohrich suggested the meeting be scheduled for one hour duration one week before the regular Hospital Commission Meeting. Attendees would be the two assigned Hospital Commissioners, CEO, Director of Finance and the Director of Business Services.

ACTION: Following discussion, a decision to hold a separate Finance Committee meeting was approved. We will check with Margie Nelsen and Susan Carlin to see what dates and times work the week of March 16, 2015, for the first official Finance Committee meeting.

FINANCIAL REPORT

Ann Lauer presented the financial report for December, 2014. The Finance Department is now caught up on December and January information. The dashboard for financial indicators for December was reviewed and discussed. Gross operating revenue was \$2,919,599, compared to a budget of \$2,531,108. Net patient revenue was \$1,877,283 for December, which is above the budget set of \$1,651,908. Year-to-Date net operating revenue stands at \$18,870,087. Operating expenses stood at \$1,915,907, above the budgeted

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amount of \$1,712,025. Year-to-date operating expenses stand at \$20,366,072, below the budgeted amount of \$20,545,037. December resulted in a net operating loss of (\$12,588). Combined with non-operating revenue, the facility shows a loss of (\$11,315). This brings the year-to-date excess revenue over expense to (\$1,468,577), compared with a budgeted loss of (\$391,824). Current Ratio at the end of December stands at 2.74. Days Cash On Hand is 69.55 days, and Days Revenue in Accounts Receivable stands at 73.51 days. December showed a positive cash flow of \$196,922. Operating cash is \$3,885,077 in addition to funded depreciation of \$3,705,998.

The dashboard for financial indicators for January was reviewed and discussed. Gross operating revenue was \$2,750,843, compared to a budget of \$3,018,182. Net patient revenue was \$1,870,574 for January, which is below the budget set of \$1,999,186. Operating expenses stood at \$1,957,463, below the budgeted amount of \$2,089,335. January resulted in a net operating loss of (\$67,606). Combined with non-operating revenue, the facility shows a loss of (\$65,522). This brings the year-to-date excess revenue over expense to (\$65,522) compared with a budgeted loss of (\$66,023). Current Ratio at the end of January stands at 2.81. Days Cash All Sources On Hand is 118.45 days, and Days Revenue in Accounts Receivable stands at 81.01 days. January showed a negative cash flow of (\$570,212). Operating cash stands at \$3,315,238 in addition to funded depreciation of \$3,705,624.

Community Care grants totaled \$5,812.68 in January, covering 6 accounts that qualified for 100% write-off. Year-to-Date Community Care grants total \$5,812.68. Collection activity for Commission approval totaled \$32,838.71 for January, representing 82 patient accounts. Of this total, \$20,913.22 was from 66 insured accounts; \$11,925.49 was from 16 uninsured accounts. Year-to-Date collection activity stands at \$32,838.71, of which \$15,947.68 has been recovered. The Revenue Recapture program through the State of Minnesota resulted in receipt of \$6,620.21, year-to-date recovery total of \$6,620.21.

Accounts Payable review for January included a total of \$973,003.18 paid via check. Individual payments had been reviewed by the Finance Committee.

ACTION:

- 1) A motion was made by Bob Meeks to approve the Financial Report for December, 2014. The motion was seconded by Kay Moline and carried with all members voting in favor.
- 2) A motion was made by Blake Combellick to approve the Financial Report for January, 2015. The motion was seconded by Kay Moline and carried with all members voting in favor.
- 3) A motion was made by Bob Meeks to approve \$5,812.68 in Community Care grants and \$32,838.71 in write-offs to collection for January. The motion was seconded by Blake Combellick and carried with all members voting in favor.
- 4) A motion was made by Kay Moline to accept the Accounts Payable Review. The motion was seconded by Blake Combellick and carried with all members voting in favor.

QUALITY REPORT

A. Quality Management Committee Meeting Minutes.

The minutes for the Wednesday, January 14, 2015, Quality Management Committee Meeting were distributed for review. Roxanne Portner noted the following:

- HIM is working on final bills for 2014.
- The HIPAA Security Audit has been completed.
- Michelle Chalin was recognized for her work with the Quality Management Committee.

ACTION: A motion was made by Bob Meeks to acknowledge receipt of the Quality Management Committee meeting minutes of January 14, 2015. The motion was seconded by Kay Moline and carried with all members voting in favor.

NEW EVALUATION PROCESS

Mr. Prafke reported the follow up on the new CEO evaluation process. Mr. Rohrich's 2 year contract will be up at the end of 2015, and these evaluations will be part of the contract renewal process. There was an

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inaccuracy on the form handed out saying HR and the CEO were involved, however; right now the CEO has not reviewed the documents. Mr. Profke would like to push the process to better represent a publically owned entity and to ensure that linkages to performance and job description were enhanced resulting in the appraisal being more relevant to the Hospital Commission and to the CEO. Some items on the evaluations were changed and are driven by the Hospital's Strategic plan and the Leader Evaluation Manager (LEM). At the end of 2015, Mr. Profke and the Hospital Commission will discuss the process to see if it is working or if some things should be changed.

ACTION: A motion was made by Kay Moline to approve the new CEO evaluation process as presented, contingent upon review and discussion with the CEO. The motion was seconded by Blake Combellick and carried with all members voting in favor.

DIRECTOR COMMENTS

Todd Profke: Noted he has received positive feedback regarding the SANE (Sexual Assault Nurse Examiner) and SART (Sexual Assault Response Team) programs the Hospital is participating in. The Hospital has a response team of 7 and in the process of creating policies and procedures. The parking lot seal coating and line painting is being planned for this summer. On March 16, 2015 at 5:30 p.m. the City Council will have their workshop. The topics will include the 2014 schedules and 2015 budget. There has been discussion on modifications to Hospital Commission members. The discussion is suggesting a change in the number of board members. Instead of having 1 council member on the Hospital Commission board, they would like 2. In order to maintain an odd number of voting members, the Medical Staff representative may be given a vote.

Roxanne Portner: Noted the PENWORKS 2015 conference is April 27 and 28 in Brooklyn Center. There will be numerous guest speakers including Governor Mark Dayton. Paulette Redman was recognized for her services as the Commission Meeting recorder. Sarah Kelley will be taking over for her.

Laura Brink: The Le Center Clinic opened on Monday February 23, 2015, with 2 scheduled patients. They ended up seeing 10 patients on Monday. There will be an open house for Le Center on Thursday March 26th. Bob Meeks also noted that the article in the paper regarding the Le Center clinic was very good.

George Rohrich: There are now marketing signs in the lobby promoting OrthoEdge.

Ann Lauer: Thanked the Commission Members for their patience while the Finance Department was getting caught up due to new program issues.

ADJOURNMENT


ACTION: The Hospital Commission meeting was adjourned by mutual consensus at 1:32 p.m.

NEXT MEETING

The next regular meeting of the Hospital Commission will be Wednesday, March 25, 2015, 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 March 18, 2015, at 1:30 p.m.



Chairperson



Secretary