

RIVER'S EDGE HOSPITAL & CLINIC COMMISSION MEETING

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

Wednesday, February 26, 2014

Present: Michelle Chalin, Chairperson; Margie Nelsen, Vice-Chairperson, Kay Moline, Secretary-Treasurer; Trustees: Sandy Gundlach, H. Stuart Johnson, Bob Meeks and Chuck Zieman; George Rohrich, CEO; Sheri Schmidt, Director of Business Services; Jackie Kimmet, Director of Human Resources; Ann Lauer, Director of Finance; Paula Meskan, Director of Nursing; Tom Wilcox, Director of Environmental Services; Patty Roessler, Director of Patient Care Services; Roxanne Portner, Director of Quality and Infection Control; Kim Johnson, Director of Clinic Services; Todd Prafke, City Administrator; and Paulette Redman, Recorder.

Absent: None.

CALL TO ORDER

The regular meeting of the Hospital Commission was called to order at 12:21 p.m. by Chairperson Michelle Chalin.

APPROVAL OF AGENDA

The agenda for the February 26, 2014, Hospital Commission meeting was reviewed.

ACTION: A motion was made by Kay Moline 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 January 29, 2014, were reviewed.

ACTION: A motion was made by Kay Moline to approve the minutes of the regular Commission meeting of January 29, 2014, 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 February 11, 2014, Medical Staff Meeting were reviewed.

Action: A motion was made by Sandy Gundlach to acknowledge receipt of the Medical Staff Meeting minutes of February 11, 2014. The motion was seconded by Margie Nelsen and carried with all members 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:

Susan L. Evans, MD

Telemedicine - Neurology

Robert Jacoby, MD

Telemedicine - Neurology

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Reappointment to the Medical Staff:

Jesse C. Botker, MD	Courtesy Staff, Orthopedics
Steven B. Curtis, MD	Courtesy Staff, Orthopedics
Edwin H. Harrington, MD	Courtesy Staff, Orthopedics
Thomas R. Jones, MD	Courtesy Staff, Orthopedics
Susan Klenk, MD	Active Staff, Family Medicine
Paul C. Matson, MD	Courtesy Staff, Orthopedics
Martha McCusker, MD	Courtesy Staff, Internal Medicine/Hospice
Mohammed Solaiman, MD	Active Staff, Family Medicine
Amy Steffen, CPNP	Active Staff, Pediatric Nurse Practitioner
Scott Stevens, MD	Courtesy Staff, Orthopedics
Kyle Swanson, MD	Courtesy Staff, Orthopedics
Yasha Kadkhodayan, MD	Teleradiology

Withdrawal from Medical Staff Membership:

Sarah Kelzer, NP	Courtesy Staff, Nurse Practitioner
Louis Martinez, MD	Courtesy Staff, Emergency Medicine

ACTION: A motion was made by Sandy Gundlach 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 Sandy Gundlach 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 Chuck Zieman and carried with all members voting in favor.

FINANCIAL REPORT

Ann Lauer presented the financial report for January, 2014. The dashboard for financial indicators was reviewed and discussed. Net operating revenue was \$1,479,277 for January, which is below the budget set of \$1,649,899. Operating expenses stood at \$1,550,930, below the budgeted amount of \$1,710,092. January resulted in a net operating loss of (\$51,069). Combined with non-operating revenue, the facility shows a loss of (\$48,643). The EBIDA calculation (Earnings Before Interest, Depreciation and Amortization) is \$93,598, compared to budgeted amount of \$149,204. Current Ratio at the end of January stands at 3.89, Days Cash On Hand is 102.09 days, and Days Revenue in Accounts Receivable stands at 47.96 days. January shows a negative cash flow, which can be attributed to lower receipts and three payrolls during the month.

Community Care grants totaled \$4,297.90 in January, covering 14 accounts that qualified for 100% write off. Collection activity for Commission approval totaled \$81,099.91 for January, representing 205 patient accounts. Of this total, \$35,930.40 was from 143 insured accounts, \$45,169.51 was from 62 uninsured accounts. The Revenue Recapture program through the State of Minnesota resulted in receipt of \$25.00. Gross collections activity year-to-date 2014 is \$81,099.91; gross bad debt recovery year-to-date 2014 is \$7,104.92.

Accounts Payable review for January included a total of \$529,470.87 paid via check. There were no payments made via accounting data program.

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ACTION:

- 1) A motion was made by H. Stuart Johnson to approve the Financial Report for January, 2014. The motion was seconded by Kay Moline and carried with all members voting in favor.
- 2) A motion was made by Margie Nelsen to approve \$81,099.91 in write-offs to collection for January. The motion was seconded by Chuck Ziemann 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 REPORT

The minutes of the November 20, 2013, Quality Management Committee Meeting were distributed for review. Roxanne Portner thanked Michelle Chalin and Bob Meeks for their participation with the committee. She noted that the committee will now be meeting monthly rather than quarterly.

ACTION: A motion was made by Bob Meeks to acknowledge receipt of the Quality Management Committee meeting minutes of November 20, 2013. The motion was seconded by Kay Moline and carried with all members voting in favor.

ADMINISTRATIVE REPORT

- A. **Executive Summary.** The written report submitted by George Rohrich was reviewed. In addition, Mr. Rohrich noted the following:
 - He has continued to participate in a regional healthcare meeting with representatives of the Orthopaedic & Fracture Clinic, the Mankato Clinic, and the New Ulm Medical Center. The group will continue discussing ways to work together.
 - Mr. Rohrich will be participating in monthly meetings with the Clinic Manager of the Mayo Clinic Health System-St. Peter. River's Edge and MCHS-St. Peter have challenged each other in a competition for collecting Food Shelf donations during the month of March. River's Edge will also be having an internal competition between departments.
- B. **Strategic Planning.** Receipt of a draft report is expected this week. Mr. Rohrich will work with his executive team to look at a series of opportunities/goals and identification of measures to report to the Commission. Commission members indicated they would prefer a special meeting prior to the regular March Commission meeting to look at this information in detail.

ACTION: Special Hospital Commission Meeting to be set for discussion of strategic plan.
- C. **Statistical Dashboard.** The statistical report for January was reviewed. Overall activity was below benchmark for the month, although there were several areas that did show activity above benchmark.

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QUALITY / EDUCATION / OPERATIONS

- A. REHC Adverse Events Reporting.** A webinar entitled "10 Years of Adverse Health Event Reporting in Minnesota" was presented. Included was information from the Minnesota Hospital Association discussing the history of Minnesota's program for reporting adverse health events, programs implemented based on reported data, results achieved, focus areas for 2014, and additional reporting requirements for 2014. Roxanne Portner, Director of Quality, Risk Management and Infection Control, reported that REHC does have a policy in place for complying with adverse event reporting. During the first 10 years of the program, REHC has had one reportable event occurring in 2009. The case involved a pressure ulcer, most likely present on admission, but was identified as reportable. A thorough investigation of the event was completed at that time. REHC participates in a number of the "Calls-to-Action" programs implemented statewide to prevent adverse events, including Safe Skin, Safe from Falls and Safe Site, and also in a healthcare-acquired infections program through the Healthcare Engagement Network. Minnesota's most recent Adverse Event Report was published earlier this year; REHC was recognized as not having any reportable events.

DIRECTOR COMMENTS

Todd Prafke, City Administrator: Thanked Mr. Rohrich and Ann Lauer for presenting budget and financial information at a recent City Council Workshop.

Patty Roessler, Director of Patient Care: Announced that a new exercise physiologist, Nicole Boelter, has been hired to take the place of Mary Kramer, who recently left River's Edge.

Roxanne Portner, Director of Quality and Infection Control: River's Edge has become a member of the Performance Excellence Network. A representative of this organization will be meeting with River's Edge next week to discuss the programs and services they have available. River's Edge is also due for their annual survey with DNV, expected to take place in March.

Paula Meskan, Director of Nursing: River's Edge will be participating in a new telehealth pilot program with Allina, involving telehealth capabilities in the Emergency Department. The 90-day pilot will provide abilities for consultation and support by emergency department physicians from Allina. Ms. Meskan will be involved in collaborative meetings with Directors of Nursing at other area facilities. River's Edge will be represented at a Career Day on March 7 at the St. Peter High School. River's Edge and Gustavus Adolphus College have been asked to consider taking over leadership of a "scrub camp" for middle school children. Written feedback from GAC students involved in a shadowing program with the hospital and clinic was available for the Commissioners to review. A High Step open house will be held in May for the students participating in the High Step program. Commissioners are invited to attend this event.

Sheri Schmidt, Director of Business Services: Shared a thank-you note received from a recipient of a Community Care Grant.

Jackie Kimmet, Director of Human Resources: Currently working with Press Ganey on a project for an employee satisfaction survey.

Kim Johnson, Director of Clinic Services: Looking for growth opportunities for the clinic, including consideration of nontraditional hours of business. Also working on creating a monthly scorecard for providers.

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H. Stuart Johnson, Trustee: Requested information on the topic of pulmonary therapy, and whether it would be possible to provide this service at River's Edge. Mr. Rohrich will put together some information on this topic.

ADJOURNMENT

ACTION: A motion was made by Kay Moline to adjourn the meeting. The motion was seconded by H. Stuart Johnson and carried with all members voting in favor. The meeting was adjourned at 1:17 p.m.

NEXT MEETING

The next regular meeting of the Hospital Commission will be Wednesday, March 26, 2014, 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