

RIVER'S EDGE HOSPITAL & CLINIC COMMISSION MEETING

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

Wednesday March 25, 2015

<i>Present:</i>	<input 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 checked="" 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 checked="" type="checkbox"/>	Susan Carlin; Trustee	<input checked="" type="checkbox"/>	Ann Lauer, Director of Finance	<input checked="" type="checkbox"/>	Laura Brink, Director of Clinic Services
	<input type="checkbox"/>	H. Stuart Johnson; Trustee	<input checked="" type="checkbox"/>	Jackie Kimmet, Director of Human Resources	<input checked="" type="checkbox"/>	Todd Prafke, City Administrator
	<input checked="" type="checkbox"/>	Bob Meeks; Trustee	<input checked="" type="checkbox"/>	Paula Meskan, Director of Nursing	<input checked="" type="checkbox"/>	Sarah Kelley, Administrative Assistant/Recorder
	<input 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 12:28 p.m. by acting Chairperson Kay Moline.

Acting Chairperson Moline declared the absence of a quorum, noting that no motions or voting will occur until a quorum is recognized.

The meeting convened with reports only. A Special Meeting is scheduled for Friday, March 27, 2015 at 7:30 a.m. to vote on Medical Staff membership and privileges, Accounts Payable and write-offs to collections.

GENERAL VISITOR COMMENTS

There were two visitors at the meeting from Minnesota Valley Health Center in Le Sueur - Randy Baum, Board Chair, and Pam Williams, CEO.

ADMINISTRATIVE REPORT

A. Executive Summary.

The written report submitted by George Rohrich was reviewed. Mr. Rohrich noted that February is improving, but we missed budget by about \$30,000. Looking into March, we are going to meet or exceed the number of Inpatient surgical procedures. Our estimate is 39-41 patients. Our 2015 budget is set for 28 inpatient procedures per month, so we are exceeding budget significantly this month. If the current trend continues in March, we should set a new Acute Patient Days record as well. The current record of 156 was set in January 2015.

B. Statistical Dashboard.

The statistical report for February was reviewed. The increase in Inpatient Surgical Procedures did not translate into a higher Average Daily Census in either Acute or Swing Bed.

C. Updates.

Mr. Rohrich reported the following:

- The Commission Portal on the REHC website is now ready and available for use. Kevin Schaefer, Manager of Information Services, is in attendance and will go through the portal step by step.

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- Work continues evaluating the recommendations for ChargeMaster and Pricing Review. Mr. Rohrich will have a report at the next Finance Committee meeting and then to the Commission in April.
- We are hosting a meeting on March 30, 2015 at 6:30 p.m. on Monarch Butterfly conservation, which many of the community leaders are invited to attend.
- Hospital Commission based webinars are available free of charge, primarily over the lunch hour and are very educational. Mr. Rohrich proposed hosting more webinars the 2nd Tuesday of every month.
- Mr. Rohrich noted growing interest in restoring the CFO position here at REHC. With the new growth of the Hospital, having an experienced CFO would be beneficial to the hospital and the community. Three Directors at the Hospital will report to the CFO directly, causing their titles to change from Director to Manager.

FINANCIAL REPORT

Finance Committee Meeting Minutes. The minutes of the March 18, 2015, Finance Committee Meeting were available and were reviewed. Mr. Rohrich noted the new format for Finance Committee Meetings will help relieve the Commission from discussing finances in profound detail. It was suggested that the Finance Committee Meetings be open to all Commission members who would like to attend.

Ann Lauer presented the financial report for February, 2015. The dashboard for financial indicators for February was reviewed and discussed. Gross operating revenue was \$2,736,600, compared to a budget of \$3,018,182. Net patient revenue was \$1,818,756 for February, which is below the budget set of \$1,999,186. Year-to-Date net operating revenue stands at \$4,042,340. Operating expenses stood at \$1,965,455, above the budgeted amount of \$2,089,335. Year-to-date operating expenses stand at \$2,922,906, below the budgeted amount of \$4,178,667. February resulted in a net operating loss of (\$101,562). Combined with non-operating revenue, the facility shows a loss of (\$98,546). This brings the year-to-date excess revenue over expense to (\$164,065), compared with a budgeted loss of (\$132,044). Current Ratio at the end of February stands at 2.76. Days Cash On Hand is 106.82 days, and Days Revenue in Accounts Receivable stands at 69.96 days. February showed a positive cash flow of \$19,892. Operating cash is \$3,534,183 in addition to funded depreciation of \$3,506,572.

Community Care grants totaled \$1,166.96 in February, covering 63 accounts that qualified for 100% write-off and 1 account that qualified for 50% write-off. Year-to-Date Community Care grants total \$6,979.64. Collection activity for Commission approval totaled \$29,498.99 for February, representing 62 patient accounts. Of this total, \$26,016.95 was from 57 insured accounts; and \$3,482.04 was from 5 uninsured accounts. Year-to-Date collection activity stands at \$62,337.70, of which \$98,299.80 has been recovered. The Revenue Recapture program through the State of Minnesota resulted in receipt of \$75,379.79, year-to-date recovery total of \$98,299.80.

Accounts Payable review for February included a total of \$1,589,266.39 paid via check. Individual payments had been reviewed by the Finance Committee.

QUALITY REPORT

Quality Management Committee Meeting Minutes.

The minutes for the Wednesday, February 18, 2015, Quality Management Committee Meeting were distributed for review.

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COMMISSION MEMBERS PORTAL

Kevin Schaefer demonstrated the functionality of the new Commission Portal. He noted the portal will only work with Windows computers. If you have a Mac or Apple computer, you will not be able to access the portal. Mr. Rohrich noted that today this portal is used for resources and history; hopefully in the future it can evolve into interactive learning and communication. If members have comments, suggestions or concerns regarding the portal, please contact Mr. Rohrich.

DIRECTOR COMMENTS

Todd Prafke: Noted as of April 1st, our Hospital Commission will consist of two city council members, instead of one. This will give the Chief of Medical Staff voting privileges and will now total 9 potential votes. The new council member will begin their Commission term and attend the first meeting in April. Mr. Prafke also thanked those who attending the City Workshop, saying it was a productive meeting and it was much appreciated.

Stephanie Hill: Noted the open house for the River's Edge Clinic in Le Center is tomorrow Thursday, March 26, 2015, from 8:00 a.m. – 5:00 p.m. The first Community Newsletter will be sent out tomorrow to St. Peter, Cleveland, Kasota and Le Center residents. The Hospital is also now involved in a Community Project called "Mission Monarch". This project will help conserve and enhance the Monarch population and migration by planting gardens of milkweed and other nectar flowers. REHC is hosting a meeting on Monday, March 30th at 6:30 p.m. in Helen White Conference Room. The March food Drive is still underway and the local newspaper mentioned REHC specifically in their latest article.

Roxanne Portner: Noted the PENWORKS 2015 conference is April 27 and 28 in Brooklyn Center. Mrs. Portner is working on becoming a PEN Evaluator. April 16, 2015, will be our first LDI (Leadership Development Institute).

Paula Meskan: Patient safety is a high priority here at REHC, and we are on day 93 since our last patient fall. March 26, 2015, Ms. Meskan and Portner will be meeting with Mayo Nurse Practitioners regarding issues and concerns and discussing options to resolve the concerns.

Bob Meeks: Thanked George, Ann and Stephanie for their excellent work at the Council meeting and noted the council is very supportive of REHC and the Commission.

Susan Carlin: Noted she is a Site Manager at the Treaty Site in St. Peter. They will be burning their grass land this spring and would like to work with "Mission Monarch" to plant milkweed when they reseed.


Guests: Randy Baum and Pam Williams: Thanked the Commission for inviting them to our meeting to learn, compare and improve their procedures.


ADJOURNMENT

ACTION: The Hospital Commission meeting was adjourned by mutual consensus at 1:45 p.m.

NEXT MEETING

The next regular meeting of the Hospital Commission will be Wednesday, April 29, 2015, at 12:20 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 April 22, 2015, at 1:30 p.m. This meeting will convene in the River's Edge Hospital Helen G. White Conference Center.


Chairperson


Secretary