

## **RIVER'S EDGE HOSPITAL & CLINIC COMMISSION MEETING**

River's Edge Hospital & Clinic Conference Room

Wednesday, March 27, 2013

**Present:** Gil Carlson, Chairperson; Michelle Chalin, Vice-Chairperson; Kay Moline, Secretary-Treasurer; Trustees: Sandy Gundlach, Margie Nelsen; Colleen Spike, CEO; Dr. Michael Sparacino, REHC Medical Director; Dr. Peter Troedson, Medical Staff Vice-President; Kristin Schultz, Director of Quality, Infection Control and Clinic Services; Patty Roessler, Director of Ancillary Services; Sheri Schmidt, Director of Business Services; Jackie Kimmel, Director of Human Resources; Tom Wilcox, Director of Environmental Services; Paula Meskan, Director of Nursing; Ann Lauer, Director of Finance; Todd Prafke, City Administrator; Guest Brian Bohn, Mayo Clinic Health System Manager for St. Peter and LeSueur; and Paulette Redman, Recorder.

**Absent:** H. Stuart Johnson, Trustee; Jerry Pfeifer, Trustee.

The regular meeting of the Hospital Commission was called to order at 12:23 p.m. by Chairperson Gil Carlson.

### **APPROVAL OF AGENDA**

The agenda for the March 27, 2013, meeting was reviewed.

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

### **APPROVAL OF MINUTES**

The minutes of the regular Hospital Commission meeting of February 27, 2013, were reviewed.

**ACTION:** A motion was made by Margie Nelsen to approve the regular Commission meeting minutes of February 27, 2013, as presented. The motion was seconded by Sandy Gundlach and carried with all members voting in favor.

### **MEDICAL STAFF**

**A. Medical Staff Meeting Minutes.** The minutes of the March 12, 2013, Medical Staff meeting were reviewed.

**ACTION:** A motion was made by Michelle Chalin to acknowledge receipt of the Medical Staff Meeting minutes of March 12, 2013. The motion was seconded by Sandy Gundlach 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 listed on the report:

#### **Reappointment to the Medical Staff:**

Timothy Klassen, CRNA

Courtesy Staff, AHP, Anesthetist

Lon T. Knutson, MD

Courtesy Staff, Pediatrics

#### **Change in Status:**

Ronald G. Jones, MD

Provisional to Full Membership, Courtesy Staff,  
Emergency Medicine

Hiromi Maruyama, MD Provisional to Full Membership, Active Staff, Family Medicine

#### **Request for Additional Privileges:**

William J. Lee, MD

Courtesy Staff, General Surgery

(CONTINUED)

**Withdrawals from Medical Staff:**

Barry Sewall, MD	Courtesy Staff, Teleradiology
J. Denise Krivach, MD	Courtesy Staff, Teleradiology
Meher Rahman, MBBS	Courtesy Staff, Gastroenterology
John Jacobsen, MD	Active Staff, Allergy/Immunology
Ramon A. Issa, MD	Courtesy Staff, Emergency Medicine

**ACTION:** A motion was made by Margie Nelsen 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 Kay Moline 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 Kay Moline and carried with all members voting in favor.

**FINANCIAL REPORT**

Ann Lauer presented the financial report for February, 2013. The dashboard for financial indicators was presented and discussed. Revenue over budget saw a decrease in February to \$1,393,271 compared to a budget of \$1,453,014. Operating expenses decreased to \$1,442,116, under budget for the month. Excess Revenue over Expenses for February showed a net operating loss of (\$48,845). This is ahead of budget, as a loss of (\$126,059) was projected for the month. Year-to-Date Excess Revenue Over Expense shows a loss of (\$96,522). Current Ratio stands at 3.69, Days Cash On Hand is 98.67 days, and Days Revenue in Account Receivable stands at 45.74 days.

Community Care grants for February totaled \$16,117.84, of which 18 accounts qualified for 100% write off and 0 accounts qualified for a 50% write off. Collection activity for Board approval totaled \$57,427.74 for January, representing 137 patient accounts. Of this total, \$33,000 was from insured accounts, \$24,000 was uninsured accounts. The Revenue Recapture program through the State of Minnesota resulted in receipt of \$76,956.

**ACTION:**

- 1) A motion was made by Michelle Chalin to approve the Financial Report for February, 2013, as presented. The motion was seconded by Sandy Gundlach and carried with all members voting in favor.
- 2) A motion was made by Margie Nelsen to approve \$57,427.74 in write-offs to collection. The motion was seconded by Kay Moline and carried with all members voting in favor.
- 3) A motion was made by Michelle Chalin to approve the Accounts Payable Review. The motion was seconded by Sandy Gundlach and carried with all members voting in favor.

**QUALITY / SAFETY**

No report for February, 2013.

**ADMINISTRATIVE REPORT**

The written report submitted by Colleen Spike was reviewed.

(CONTINUED)

## Hospital Commission Meeting Minutes

River's Edge Hospital & Clinic

March 27, 2013 Page 3

Ms. Spike also noted the following:

- No further updates on the potential changes in reimbursement by Blue Cross/Blue Shield. REHC has not yet received a financial impact statement from BC/BS.
- Auditors from EideBailley were here last week to do the financial audit. Upon exiting, the auditors noted that the audit went very well. A report will be presented to the Hospital Commission in April, 2013.
- On legislative issues, the diagnostic imaging issues were settled without requiring an increased level of accreditation for imaging services. A compromise was reached on the Mandated Nurse Staffing Ratios, which will require the Minnesota Department of Health to do a study correlating nursing staffing with patient outcomes. Details will come out in the final bill.
- HCAHPS Measures – results of the most recent patient satisfaction scores show that River's Edge scored higher than state and national averages.
- A company called "Presence Makers" is working to redesign the REHC website to make it more social media friendly. Advertising efforts are focusing on "Same Day Appointments" available for the Clinic.
- River's Edge is working with Nicollet County to do a Community Health Assessment. Of the five major concerns identified, team improvement efforts will be focused on the top two, which are Mental Health (team lead by Colleen Spike) and Healthy Teens and Young Adults (team lead by Mary Hildebrandt).
- Hospital Commission Bylaws. Draft copies of updated Hospital Commission Policies were distributed to each Commission member. Suggestions for changes should be directed to Ms. Spike. The policies will be brought to the April meeting for discussion and action.

### QUALITY / EDUCATION / OPERATIONS

#### **A. Dashboards – Financial/Statistical.**

The statistical dashboard for February was reviewed. It was noted that swing bed utilization is below budget; budgeting was difficult for swing beds due to uncertainty of swing bed utilization in correlation with increased orthopedic surgery numbers. Efforts will be directed toward increasing referrals to the therapy programs.

#### **B. Electronic Medical Record Update / Financial Management / HR Management Update.**

Costs for implementation of electronic health records are being pulled together. A special Commission meeting may be held in April to discuss this information.

#### **C. CEO Recruitment Process Update.**

The first two tasks on the CEO Recruitment Process timeline have been completed. The next step is to finalize the position profile and begin advertising. The closing date for submission of applications will be the end of May. Potential candidates and sources of candidates have been identified; close to 1,000 letters will be sent out to people, and advertising will be placed in appropriate publications and posted to websites. An itinerary for the interview week is being put together. Council members and Commission members will be participating in the same interview meetings. Names of candidates become public at the point where they accept an interview.

(CONTINUED)

**Hospital Commission Meeting Minutes**

River's Edge Hospital & Clinic

March 27, 2013 Page 4

**DIRECTOR COMMENTS**

**Margie Nelsen:** Thanked Jackie Kimmet and Todd Prafke for the work being done on the CEO recruitment process.

**Todd Prafke, City Administrator:** Noted he has had difficulty setting a time and date for an initial meeting of the River's Edge Medical Staff Advisory Group, due to members' schedules; however, a date and time have been set for the first meeting to occur prior to the April Hospital Commission meeting.

**VISITOR COMMENTS**

**Brian Bohn, Clinic Manager for MCHS, St. Peter/LeSueur:** Reported he had followed up with concerns expressed at the last Commission meeting regarding referral processes from their clinic to REHC. He noted that his staff members have processes in place to address orders and changes in orders for services to be performed at River's Edge. Any concerns regarding referral issues can be addressed to himself.

**ADJOURNMENT**

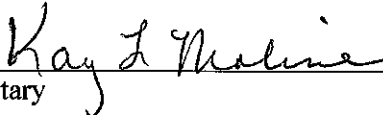
**ACTION:** A motion was made by Kay Moline to adjourn the meeting. The motion was seconded by Sandy Gundlach and carried with all members voting in favor. The meeting was adjourned at 1:06 p.m.

**NEXT MEETING**

The next regular meeting of the Hospital Commission will be Wednesday, April 24, 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