

# RIVER'S EDGE HOSPITAL & CLINIC COMMISSION MEETING

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

Wednesday May 27, 2015

<i>Present:</i>	<input checked="" type="checkbox"/>	Margie Nelsen, Chairperson	<input checked="" type="checkbox"/>	Roger Parras, Trustee	<input checked="" type="checkbox"/>	Sheri Schmidt, Director of Business Services
	<input checked="" type="checkbox"/>	Kay Moline, Vice- Chairperson	<input checked="" type="checkbox"/>	George Rohrich, CEO	<input checked="" type="checkbox"/>	Stephanie Hill, Director of Marketing
	<input type="checkbox"/>	Sandy Gundlach, Secretary - Treasurer	<input checked="" type="checkbox"/>	Nadia Malik, MD, Medical Staff President	<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 checked="" type="checkbox"/>	H. Stuart Johnson, Trustee	<input type="checkbox"/>	Jackie Kimmet, Director of Human Resources	<input checked="" type="checkbox"/>	Todd Prafke, City Administrator
	<input checked="" type="checkbox"/>	Bob Meeks, Trustee	<input type="checkbox"/>	Paula Meskan, Director of Nursing	<input checked="" type="checkbox"/>	Sarah Kelley, Administrative Assistant
	<input checked="" type="checkbox"/>	Blake Combellick, Trustee	<input 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 May 27, 2015, Hospital Commission meeting was reviewed. There were no requests or changes.

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

## GENERAL VISITOR COMMENTS

There was one visitor present requesting to address the Commission. Betsy from DNV (a Credentialing Agency) spoke to the Commission in regards to their annual surveys which were being completing on May 27, 2015. She noted the Hospital has done well with the survey process and she was impressed with our facility and our maturing Quality program. DNV's focus is to mitigate REHC's risk, which is the reason to have an annual survey process in place.

## APPROVAL OF MINUTES

A. **Approval of Commission Meeting Minutes.** The minutes of the regular Hospital Commission meeting of April 29, 2015, were reviewed. There were no corrections or changes to the minutes.

**ACTION:** A motion was made by Kay Moline to approve the minutes of the regular Commission meeting of April 29, 2015, as presented. The motion was seconded by Blake Combellick and carried with all members voting in favor.

## MEDICAL STAFF

A. **Medical Staff Meeting Minutes.** The minutes of the May 12, 2015, Medical Staff Meeting were available and were reviewed. George Rohrich noted that the Medical Staff is in the processes of reviewing and editing the Medical Staff Bylaws. Once the updates are completed, they will be brought to the Commission for approval.

**ACTION:** A motion was made by Bob Meeks to acknowledge receipt of the Medical Staff Meeting minutes of May 12, 2015. The motion was seconded by Roger Parras 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:** None

**Reappointment to the Medical Staff:**

Ashley Brenden, PA-C	AHP/Courtesy Staff, Surgical PA
Robert Christensen, MD	Active Staff, Emergency Medicine
Stephen Fridinger, DC, DACBR	Courtesy Staff, Teleradiology
Elizabeth Osborne, MD	Active Staff, Family Medicine

**Change in Category – Provisional to Full Membership:**

Tommy Cho, MD	Courtesy Staff, IM/Hospitalist
Kakin Iong, MD	Courtesy Staff, IM/Hospitalist
Julian Pierce, MD	Courtesy Staff, IM/Hospitalist
Stephen Welch, DO	Courtesy Staff, IM/Hospitalist
Benjamin Chaska, MD	Courtesy Staff, Emergency Medicine
Douglas Peterson, MD	Courtesy Staff, Emergency Medicine
David Dorn, MD	Courtesy Staff, Neurology Telehealth
Pezhman Roohani, MD	Courtesy Staff, Neurology Telehealth
Richard Shronts, MD	Courtesy Staff, Neurology Telehealth
Ronald Tarrel, MD	Courtesy Staff, Neurology Telehealth
Adam Todd, MD	Courtesy Staff, Neurology Telehealth
Mark Young, MD	Courtesy Staff, Neurology Telehealth
David Hollander, MD	Courtesy Staff, Teleradiology

**Withdrawal from Medical Staff: All Telehealth – ED, Courtesy, Allina (20)**

Lee Arostegui, MD  
Nathaniel Bowler, MD  
Wade Brennom, MD  
Sara Friedman, MD  
Jonathan Hokanson, MD  
Thomas Horejsi, MD  
Darren Huber, MD  
Nicholas Johnson, MD  
Christopher Kapsner, MD  
Brenda Leech, MD  
Suzanne MacDonald, MD  
Gary Mayeux, MD  
Philip Mumm, MD  
Christopher Obetz, MD  
Daniel O'Laughlin, MD  
David Peterson, MD  
Brooke Rosonke, MD  
Paul Satterlee, MD  
John Svenningsen, MD  
Laura Tudor, DO

**ACTION:** A motion was made by Susan Carlin 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 Kay Moline 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 April was a good month statically and financially, enabling us to continue to be ahead of budget for the month and Year-to-Date. The next challenge is to record a positive bottom line, which will be far ahead of our budget expectation, but we believe it is achievable. We were able to put \$333,850 cash into the bank this month, this is a positive indicator.

Inpatient surgical procedures continue to trend positively:

- January: 21
- February: 27
- March: 46
- April: 31
- May: 40 (Estimated)

Remember these procedures are a Key Indicator Budgeted at 28 procedures per month.

#### **B. Statistical Dashboard.**

The statistical report for April was reviewed. The Statistics Dashboard shows us:

- 11 of 19 measured activities are Green. This is 4 less than last month.
- The increase in Inpatient Surgical Procedures continues to translate into a higher Average Daily Census (ADC) in Acute.
- Swing Bed days remain very low. This is an area of focused attention, and the hospital now has a committee looking into this issue.

#### **C. Updates.**

Mr. Rohrich reported the following:

- Tuesday, May 26, 2015, REHC ended our contract with Dr. Michael Sparacino.
- Mr. Rohrich will be out of the office June 15 – 26. The acting CEO will step in to lead the Commission meeting in June.
- The hospital received an update on our Meaningful Use. The hospital attested stage 1, and they now have frozen all payments for the calendar year. The hospital was expecting to receive a 1 million dollar check for our upgrades to Excellian, but now will not be receiving that in 2015.
- DNV (a Credentialing Agency) is here today. They visit annually to survey how well we are complying with Medicare.

#### **D. On-Call Room Project.**

Mr. Rohrich met with Chester Yanek regarding the on-call room project. Mr. Yanek is part of the original team who designed our campus. Mr. Yanek had suggestions and prices on the project. We have also received recommendations from ISG Company on our project. A workshop is being planned to review this information from both companies.

#### **E. Clinic Review Project.**

Work has begun on this project and we expect the finished report in late June.

**F. Community Activities.**

Mr. Rohrich and Stephanie Hill graduated from Connecting Nicollet County this month. They have agreed to serve as Day Chairs for the program next year.

**G. Consent Agenda.**

Mr. Rohrich presented a sample Consent Agenda to the Commission for review, suggestions and ideas to implement this type of Agenda.

**ACTION:** Following discussion, the Commission decided to move forward with the Consent Agenda, which will be used at June's meeting.

**FINANCE**

- A. Finance Meeting Minutes.** The minutes of the May 20, 2015, Finance Committee Meeting were available and were reviewed. There were no corrections or changes to the minutes.

**ACTION:** A motion was made by Susan Carlin to accept the Finance Committee Meeting minutes of May 20, 2015. The motion was seconded by Kay Moline and carried with all members voting in favor.

- B. Financial Summary.** Ann Lauer presented the Financial Summary. Gross Revenue for the month of April stood at \$2,971,926 with Year-to-Date at \$11,655,006. Net Patient Revenue stood at \$1,968,274 and Operating Expenses at \$2,009,432. Net Income for the month of April was a loss of (\$18,364). Year-to-Date was a loss of (\$226,318) with a Budget of (\$294,085), showing we are \$67,767 ahead of budget. Departments meeting Budget include: Surgery at 180% of Budget, Cardiac Rehab at 134% of Gross Revenue Budget. Departments not meeting Budget include: Swing Bed at 48%, Lab at 60% and MRI at 72%. Operating Cash for the month of April stood at \$4,490,448 and Funded Depreciation Cash stood at \$3,504,774.

- C. Financial Dashboard.** Ann Lauer presented the Financial Dashboard. The Current Ratio at the end of April is 2.84. Days Cash (All Sources) On Hand is 126.91 and Days Revenue in Accounts Receivable stands at 60.02 days.

- D. Capital Purchase.** Ms. Lauer presented quotes from four companies on invoice scanning software. This scanning software will boost employee efficiency. Marco software was chosen with the software price being \$14,250 along with a \$1,989 annual maintenance charge.

**ACTION:** A motion was made by Susan Carlin to approve the M-Files Software at a total price of \$16,239. The motion was seconded by Roger Parras and carried with all members voting in favor.

- E. Write Off to Collection.** Community Care grants totaled \$8,092.87 in April, covering 18 accounts that qualified for 100% write-off and 4 accounts that qualified for 50% write-off. Year-to-Date Community Care grants total \$16,661.57. Collection activity for Commission approval totaled \$106,871.89 for April, representing 153 patient accounts. Year-to-Date collection activity stands at \$213,019.56. Year-to-date \$188,604.49 of gross bad debts have been recovered. The Revenue Recapture program through the State of Minnesota resulted in receipt of \$33,412.79, year-to-date recovery total of \$155,656.57.

**ACTION:** A motion was made by Susan Carlin to approve \$8,092.87 in Community Care grants and \$106,871.89 in write-offs to collection for April. The motion was seconded by Blake Combellick and carried with all members voting in favor.

**F. Accounts Payable Review.** The Check Review list was given to the Finance Committee at the Finance meeting on May 20, 2015, and reviewed.

**ACTION:** A motion was made by Susan Carlin to approve the Accounts Payable checks in the amount of \$1,018,339.30. The motion was seconded by Kay Moline and carried with all members voting in favor.

### QUALITY REPORT

**A. Quality Management Committee Meeting Minutes.**

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

**ACTION:** A motion was made by Bob Meeks to acknowledge receipt of the Quality Management Committee meeting minutes of April 18, 2015. The motion was seconded by Kay Moline and carried with all members voting in favor.

**ACTION:** A motion was made by Bob Meeks to acknowledge receipt of the Quality Management Committee meeting minutes of March 18, 2015. The motion was seconded by Kay Moline and carried with all members voting in favor.

### DIRECTOR COMMENTS

**Bob Meeks:** Noted he attended the Hospitals "Years of Service Recognition", which was held during Hospital Week. Mr. Meeks acknowledge the hard work of all employees and specifically George Rohrich, Jackie Kimmet and Stephanie Hill for arranging and hosting a great event for staff and the community.

**Stephanie Hill:** Noted herself and Mr. Rohrich graduated from Connecting Nicollet County this month and have agreed to serve as Day Chairs for the program next year. Ms. Hill also noted if anyone is interested in joining the program next year, it is a very fun and educational program. The program teaches and strengthens Leadership skills, as well as learning new information about surrounding towns. The Community Newsletter will be sent out the end of June. Patient menus will be changing starting in June. The hospital now has a digital marketing tool. The search engine will gather information on who is visiting our website, and will broadcast ads to re-direct them back to our website.

**Susan Carlin:** Noted the Connecting Nicollet County program is a great opportunity for people to network outside of their facilities regular networking group.

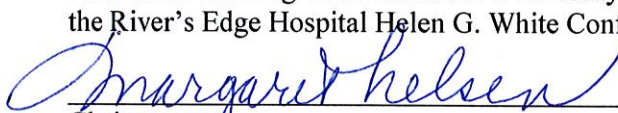
**Laura Brink:** Noted the Clinic staff is working together during the Clinic transition.

### ADJOURNMENT

**ACTION:** The Hospital Commission meeting was adjourned by mutual consensus at 1:34 p.m.

### NEXT MEETING

The next regular meeting of the Hospital Commission will be Wednesday, June 24, 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 June 17, 2015, at 1:30 p.m. This meeting will convene in the River's Edge Hospital Helen G. White Conference Center.

  
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Chairperson

  
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Secretary