

RIVER'S EDGE HOSPITAL & CLINIC COMMISSION MEETING

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

Wednesday, June 25, 2014

Present: Michelle Chalin, Chairperson; Margie Nelsen, Vice-Chairperson, Kay Moline, Secretary-Treasurer; Trustees: H. Stuart Johnson, Bob Meeks and Chuck Ziemann; George Rohrich, CEO; Jackie Kimmet, Director of Human Resources; 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; Sheri Schmidt, Director of Business Services; Todd Prafke, City Administrator; and Paulette Redman, Recorder.

Absent: Sandy Gundlach, Trustee.

CALL TO ORDER

The regular meeting of the Hospital Commission was called to order at 12:22 p.m. by Chairperson Michelle Chalin.

APPROVAL OF AGENDA

The agenda for the June 25, 2014, Hospital Commission meeting was reviewed. There were no changes or additions to the agenda.

ACTION: A motion was made by H. Stuart Johnson 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 May 28, 2014, were reviewed. There were no corrections or changes to the minutes.

ACTION: A motion was made by Margie Nelsen to approve the minutes of the regular Commission meeting of May 28, 2014, as presented. The motion was seconded by Chuck Ziemann and carried with all members voting in favor.

MEDICAL STAFF

A. Medical Staff Meeting Minutes. The minutes of the June 10, 2014, Medical Staff Meeting were reviewed.

Action: A motion was made by Kay Moline to acknowledge receipt of the Medical Staff meeting minutes of June 10, 2014. The motion was seconded by H. Stuart Johnson 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:

Curtis Binder, MD	Teleradiology
Samuel Abelson, MD	Telehealth – Emergency Medicine
Wade Brennom, MD	Telehealth – Emergency Medicine
Sara Friedman, MD	Telehealth – Emergency Medicine
Jonathan Hokanson, MD	Telehealth – Emergency Medicine
Thomas Horejsi, MD	Telehealth – Emergency Medicine

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Initial Appointment to the Medical Staff, Continued:

Darren Huber, MD	Telehealth – Emergency Medicine
Christopher Kapsner, MD	Telehealth – Emergency Medicine
Suzanne MacDonald, MD	Telehealth – Emergency Medicine
Gary Mayeux, Jr., MD	Telehealth – Emergency Medicine
Philip Mumm, MD	Telehealth – Emergency Medicine
Daniel O’Laughlin, MD	Telehealth – Emergency Medicine
Brooke Rosonke, MD	Telehealth – Emergency Medicine
Paul Satterlee, MD	Telehealth – Emergency Medicine
Laura Tudor, MD	Telehealth – Emergency Medicine
Nathaniel Bowler, MD	Telehealth – Emergency Medicine
Brenda Leech, MD	Telehealth – Emergency Medicine

Reappointment to the Medical Staff:

Eric Evans, MD	Courtesy Staff, Pathology
Robert Gazzola, MD	Active Staff, Family Medicine
Nathan Groebner, MD	Courtesy Staff, Radiology
Kristin Holland, MD	Active Staff, Family Medicine
Hiroimi Maruyama, MD	Active Staff, Family Medicine

Change from Provisional to Full Medical Staff Membership:

Jessica Axmacher, MD	Teleradiology
Curtis Gordon, MD	Teleradiology

Withdrawal from Medical Staff Membership:

Craig Humphries, MD	Courtesy Staff, Emergency Medicine
Joshua P. Kempf, DO	Courtesy Staff, Emergency Medicine
Arthur P. Troedson, MD	Active Staff, Family Medicine

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

ADMINISTRATIVE REPORT

A. Executive Summary.

The written report submitted by George Rohrich was reviewed. In addition, Mr. Rohrich noted:

- The hospitalist program will be underway as of July 1, 2014. The first hospitalist will arrive on Monday, June 30. Promotional information about the program and the hospitalists will be provided to area clinics.
- The project for updating the patient rooms is almost complete – new TVs and linens have been placed; new chairs should be arriving later in July.
- George Rohrich and Tom Wilcox have met with the architect in regard to the sterile processing project. Weekly meetings will be held to establish timelines with projected completion date in late August. Mr. Rohrich opened the meetings up for one to two Commissioners to attend if they wished to. The new Steris equipment has been ordered.

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- An employee luncheon will be held on Tuesday, July 1. Commissioners are invited to attend.

B. Statistical Dashboard.

The statistical report for May was reviewed. Overall activity was improved from the April report, but not yet meeting budget expectations in each area.

- LeCenter Clinic: With Dr. Troedson leaving the River's Edge Clinic, Dr. Sparacino has been pulled back from LeCenter to provide increased coverage in the St. Peter location. Kim Johnson completed a mini business plan for the LeCenter Clinic, concluding that the most profitable plan for LeCenter would be to staff a mid-level professional with a certified medical assistant staffing the front desk. The mid-level position has been advertised, and an initial interview has been held with one candidate. The goal is to keep the clinic open and to increase the business coming through the LeCenter Clinic.

C. Department Review and Strategic Recommendations Agreement.

Mr. Rohrich presented a proposed plan for a departmental review and strategic recommendations agreement. Under this plan, a consulting company would provide analysis of the current River's Edge building, use of space, work flows and motion studies and develop recommendations on how to best utilize the facility in accomplishing strategic goals. The plan would take into account current issues identified for housing of the hospitalist program, creating a central scheduling office, a special care unit, and accommodating increased staffing and inpatient business. Plan recommendations would be undertaken on an as-needed timeline. The proposal for putting together such a plan was provided by a company called American Health Facilities Development, LLC.

ACTION: Commission members recommended that additional proposals be obtained for provision of a department review and strategic recommendations. Mr. Rohrich will contact additional companies.

FINANCIAL REPORT

Mr. Rohrich presented the financial report for May, 2014. The dashboard for financial indicators was reviewed and discussed. Gross operating revenue was \$2,276,667, compared to a budget of \$2,531,136. Net operating revenue was \$1,489,895 for May, which is below the budget set of \$1,675,973. Operating expenses stood at \$1,593,606, below the budgeted amount of \$1,712,092. May resulted in a net operating loss of (\$103,711). Combined with non-operating revenue, the facility shows a loss of (\$101,465). This brings the year-to-date excess revenue over expense to (\$705,783), compared with a budgeted loss of (\$163,295). Current Ratio at the end of May stands at 3.74. Days Cash On Hand is 105.55 days, and Days Revenue in Accounts Receivable stands at 43.97 days. May showed a negative cash flow of (\$94,896). Operating cash is \$5,058,964 in addition to funded depreciation of \$4.4 million.

Community Care grants totaled \$36,377.32 in May, covering 40 accounts that qualified for 100% write-off and 1 account that qualified for a 50% write-off. Collection activity for Commission approval totaled \$78,597.97 for May, representing 211 patient accounts. Of this total, \$42,519.25 was from 162 insured accounts, \$36,078.72 was from 49 uninsured accounts. The Revenue Recapture program through the State of Minnesota resulted in receipt of \$7,906.06. Gross collections activity year-to-date 2014 is \$382,251.16; gross bad debt recovery year-to-date 2014 is \$193,321.51. Sheri Schmidt noted that River's Edge has not seen changes in collection activity related to the 2014 implementation of the MNSure program.

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Accounts Payable review for May included a total of \$797,007.32 paid via check. There were no payments made via accounting data program.

A question was raised as to the accuracy of the dashboard benchmark for equity financing being 59.0%. The actual monthly percentage has ranged from 34.24% to 37.44%. Mr. Rohrich will review this indicator and report back to the Commission.

ACTION:

- 1) A motion was made by Kay Moline to accept the Financial Report for May, 2014. The motion was seconded by H. Stuart Johnson and carried with all members voting in favor.
- 2) A motion was made by H. Stuart Johnson to approve \$78,597.97 in write-offs to collection for May. The motion was seconded by Margie Nelsen and carried with all members voting in favor.
- 3) A motion was made by Kay Moline to accept the Accounts Payable Review. The motion was seconded by H. Stuart Johnson and carried with all members voting in favor.
- 4) A motion was made by Bob Meeks to accept the benchmark dashboard as presented. The motion was seconded by Chuck Zieman and carried with all members voting in favor.

QUALITY REPORT

A. Quality Management Committee Meeting Minutes.

The minutes of the May 21, 2014, Quality Management Committee Meeting were distributed for review. Roxanne Portner noted that seven departments reported to the committee, with no trends or issues standing out.

ACTION: A motion was made by Bob Meeks to acknowledge receipt of the Quality Management Committee meeting minutes of May 21, 2014. The motion was seconded by H. Stuart Johnson and carried with all members voting in favor.

B. Performance Excellence Network Training.

Roxanne Portner reported that she had recently attended training presented by the Performance Excellence Network regarding the Baldrige program. Baldrige provides a framework for achieving excellence within an organization. Achievement of the components within the program can lead to attainment of the statewide Baldrige award for excellence. The next steps for River's Edge will be to provide education and training for the River's Edge senior leadership. Commission members interested in receiving the training can contact Roxanne Portner for additional information.

DIRECTOR COMMENTS

Bob Meeks, Trustee: Thanked the members of the River's Edge Relay for Life team for their participation in the recently held St. Peter Relay for Life.

Kim Johnson, Clinic Director: The River's Edge Clinic expanded to incorporate some nontraditional hours beginning June 1. Clinic appointments are now available between 7:30 a.m. to 5:30 p.m., as well as over the lunch hour. The earlier appointments have been approximately 60% filled, with the later times at 72-73% filled.

Kay Moline, Trustee: Meeting with the union negotiators have been going well, with progress being made.

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Jackie Kimmet, Director of Human Resources: River's Edge will be participating in St. Peter's 4th of July parade. The ambulance will drive through the parade, accompanied by walkers handing out fans and bracelets. River's Edge will also sponsor a booth in the park after the parade with informational fliers and give-aways, and featuring a balloon artist. Similar booths will be provided at the Nicollet County and LeSueur County fairs. River's Edge employees will also provide services for the TRAM (The Ride Across Minnesota) bicycle race that will be coming through St. Peter in July.

ADJOURNMENT

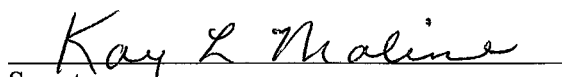
ACTION: A motion was made by Kay Moline to adjourn the meeting. The motion was seconded by Margie Nelsen and carried with all members voting in favor. The meeting was adjourned at 1:42 p.m.

NEXT MEETING

The next regular meeting of the Hospital Commission will be Wednesday, July 30, 2014, 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 at 11:30 a.m.



Chairperson



Secretary