

RIVER'S EDGE HOSPITAL & CLINIC COMMISSION MEETING

River's Edge Hospital & Clinic Conference Room

Wednesday, August 28, 2013

Present: Gil Carlson, Chairperson; Michelle Chalin, Vice-Chairperson; Kay Moline, Secretary-Treasurer; Trustees: Sandy Gundlach, H. Stuart Johnson, Margie Nelsen and Jerry Pfeifer; Colleen Spike, CEO; Dr. Susan Klenk, Medical Staff President; Kristin Schultz, Director of Quality, Infection Control and Clinic Services; Patty Roessler, Director of Ancillary Services; Sheri Schmidt, Director of Business Services; Jackie Kimmet, Director of Human Resources; Ann Lauer, Director of Finance; Tom Wilcox, Director of Environmental Services; Todd Prafke, City Administrator; and Paulette Redman, Recorder.

Absent: None.

The regular meeting of the Hospital Commission was called to order at 12:20 p.m. by Chairperson Gil Carlson.

APPROVAL OF AGENDA

The agenda for the August 28, 2013, meeting was reviewed.

ACTION: A motion was made by Jerry Pfeifer to approve the agenda as presented. The motion was seconded by H. Stuart Johnson and carried with all members voting in favor.

APPROVAL OF MINUTES

The minutes of the regular Hospital Commission meeting of July 31, 2013, and the Special Commission meeting of August 21, 2013, were reviewed.

ACTION: A motion was made by Margie Nelsen to approve the regular Commission meeting minutes of July 31, 2013, as presented. The motion was seconded by Kay Moline and carried with all members voting in favor. A motion was made by Stuart Johnson to approve the minutes of the Special Commission meeting of August 21, 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 August 13, 2013, Medical Staff meeting were reviewed.

ACTION: A motion was made by Kay Moline to acknowledge receipt of the minutes of the August 13, 2013, Medical Staff Meeting. The motion was seconded by Jerry Pfeifer 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:

Damon Shearer, DO	Teleradiology
Annelisa Carlson, MD	Teleradiology
Andrew Johnson, CRNA	Courtesy Staff, AHP, Anesthetist
William Paige-Evans, MA, LP	Courtesy Staff, AHP, Psychologist

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Change from Provisional Status to Full Medical Staff Membership:

April Burns, PA-C	Courtesy Staff, AHP, Physician Assistant
Paul Mittelstadt, MD	Courtesy Staff, Emergency Medicine
Seth Consoer, MD	Courtesy Staff, Ophthalmology
Eduardo Quinones, MD	Teleradiology
Peter Lee, MD	Teleradiology

Withdrawal from Medical Staff Membership:

Steven Sumey, MD	Courtesy Staff, Emergency Medicine
Jill Stebbins, MD	Active Staff, Family Medicine
David Tubman, MD	Teleradiology
Rahda Inampudi, MD	Teleradiology

ACTION: A motion was made by Margie Nelsen to accept the recommendation of the Credentials Committee and grant appointment or change in status for each of the practitioners listed above. The motion was seconded by Stuart Johnson and carried with all members voting in favor. A motion was made by Stuart Johnson 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 July, 2013. She noted that the month showed a positive margin, and that the number of FTEs per adjusted bed is decreasing, also a good measure. The dashboard for financial indicators was reviewed and discussed. Revenue decreased slightly in July to \$1,519,955, which is under the budget set at \$1,548,066. Operating expenses stood at \$1,501,437, below budget. July resulted in a net operating gain of \$18,518. Combined with non-operating revenue, the facility shows a gain of \$19,943. Year-to-Date results are a loss of (\$398,965) compared to a budgeted loss of (\$689,906). Current Ratio at the end of July stands at 3.78, Days Cash On Hand is 108.33 days, and Days Revenue in Account Receivable stands at 45.00 days.

Community Care grants totaled \$15,952.19 in July. Of the 21 accounts covered, 17 accounts qualified for 100% write off, 3 for 50% write off, and 1 account ruled ineligible. Collection activity for Commission approval totaled \$59,788.85 for July. Of this total, approximately \$45,000 was from insured accounts, \$14,000 was from uninsured accounts. The Revenue Recapture program through the State of Minnesota resulted in receipt of \$3,702.68.

Accounts Payable review for July included a total of \$592,042.76 paid via check and \$15,764.30 paid via accounting data program.

ACTION:

- 1) A motion was made by Margie Nelsen to approve the Financial Report for July, 2013, as presented. The motion was seconded by Stuart Johnson and carried with all members voting in favor.

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- 2) A motion was made by Stuart Johnson to approve \$59,788.85 in write-offs to collection for July. The motion was seconded by Kay Moline and carried with all members voting in favor.
- 3) A motion was made by Stuart Johnson to accept the Accounts Payable Review. The motion was seconded by Kay Moline and carried with all members voting in favor.

QUALITY / SAFETY

Minutes from the May 15, 2013, Quality Management Committee Meeting were included in each packet for review.

ACTION: A motion was made by Margie Nelsen to acknowledge receipt of the Quality Management Committee Meeting minutes of May 15, 2013.

ADMINISTRATIVE REPORT

The written report submitted by Colleen Spike was reviewed. In addition, Ms. Spike noted the following:

- River's Edge was recognized as a "Blue Ribbon Facility" for the rate of workforce flu vaccinations last year, which reached 98% of the workforce.
- Dr. Gary Goldberg, urologist with the Mankato Clinic, will be performing prostate surgeries and lithotripsy procedures at River's Edge. Ms. Spike has signed an agreement with Midwest Stone to lease lithotripsy equipment on a per-case basis, beginning in the end of September.
- River's Edge will be participating as an enrollment site for a cancer research study, CPS-3, being conducted by the American Cancer Society. The study will be conducted over the next 20 years. Volunteer enrollment will include completing a written survey, and providing a waist circumference measurement and a blood sample. Following enrollment, volunteers will be asked to complete periodic detailed surveys from their home.
- Statistics Dashboard reports were available for review. Many of the categories listed showed an increase compared to June, with an increased number of services being at or above budget.

QUALITY / EDUCATION / OPERATIONS

A. New Web Site Demo.

A brief overview of the new River's Edge Hospital & Clinic website was presented. Site design was done by a company called Presence Makers, with ongoing maintenance and updating being done in-house. Overall marketing plan is to do more work with social media and less printed advertising.

B. Surgery Equipment Purchase.

Proposal for purchase of an Arthrex Lift-assist Beach Chair was presented and reviewed. The chair would be utilized for improved patient positioning for shoulder surgeries. Price of the chair is \$7,267.00.

ACTION: A motion was made by Jerry Pfeifer to approve purchase of the surgical Beach Chair at a cost of \$7,267.00. Motion seconded by Kay Moline and carried with all members voting in favor.

C. Commission Bylaws Review.

Articles IX through XIII of the Commission Bylaws were reviewed. There were no suggested changes for these sections. A complete copy of the Commission Bylaws with proposed changes will reviewed at the September Commission meeting.

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DIRECTOR COMMENTS

Kristin Schultz, Director of Quality, Infection Control and Clinic Services: Influenza vaccines are beginning to arrive.

ADJOURNMENT

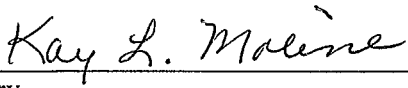
ACTION: A motion was made by Jerry Pfeifer to adjourn the meeting. The motion was seconded by Stuart Johnson and carried with all members voting in favor. The meeting was adjourned at 12:54 p.m.

NEXT MEETING

The next regular meeting of the Hospital Commission will be Wednesday, September 25, 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