

RIVER'S EDGE HOSPITAL & CLINIC COMMISSION MEETING

River's Edge Hospital & Clinic Conference Room

Wednesday, September 25, 2013

Present: Gil Carlson, Chairperson; Trustees: H. Stuart Johnson, Margie Nelsen and Jerry Pfeifer; Colleen Spike, CEO; Dr. Susan Klenk, Medical Staff President; Dr. Michael Sparacino, REHC Medical Director; 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: Michelle Chalin, Vice-Chairperson; Kay Moline, Secretary-Treasurer; Sandy Gundlach, Trustee.

The regular meeting of the Hospital Commission was called to order at 12:21 p.m. by Chairperson Gil Carlson. Mr. Carlson opened the meeting by expressing gratitude to Colleen Spike for her years of outstanding leadership and her vision in establishing the River's Edge health care campus.

APPROVAL OF AGENDA

The agenda for the September 25, 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 Commission Workshop meeting of August 28, 2013, and the regular Hospital Commission meeting of August 28, 2013, were reviewed. A correction was made to the regular Hospital Commission meeting minutes to indicate that H. Stuart Johnson was present at the meeting, removing the absent designation.

ACTION: A motion was made by Margie Nelsen to approve the Commission Workshop meeting minutes of September 25, 2013, as presented. The motion was seconded by Jerry Pfeifer and carried with all members voting in favor. A motion was made by H. Stuart Johnson to approve the minutes of the regular Commission meeting of August 28, 2013, as amended. The motion was seconded by Margie Nelsen and carried with all members voting in favor.

MEDICAL STAFF

- A. Medical Staff Meeting Minutes.** The minutes of the September 10, 2013, Medical Staff meeting were reviewed.
- 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:

Jessica Axmacher, MD

Teleradiology

Sara Helzer, WHNP

Courtesy Staff, AHP, Nurse Practitioner

Reappointment to the Medical Staff:

Richard H. Kim, DDS, MD

Courtesy Staff, Oral & Maxillofacial Surgery

Trudi Parker, MD

Teleradiology

Gwen Krogwold, PA-C

Courtesy Staff, AHP, Physician Assistant

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Change from Provisional Status to Full Medical Staff Membership:

Penelope Swanson, MD Courtesy Staff, Ophthalmology

Withdrawal from Medical Staff Membership:

Ali Latefi, MD Courtesy Staff, Urology

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 H. 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 Margie Nelsen and carried with all members voting in favor.

FINANCIAL REPORT

Ann Lauer presented the financial report for August, 2013. She noted that the month showed a negative margin, although liquidity is still strong. The dashboard for financial indicators was reviewed and discussed. Revenue decreased slightly in August to \$1,460,639, which is under the budget set at \$1,548,066. Operating expenses stood at \$1,519,968, below budget. August resulted in a net operating loss of (\$59,329). Combined with non-operating revenue, the facility shows a loss of (\$57,537). Year-to-Date results are a loss of (\$456,504) compared to a budgeted loss of (\$742,952). Current Ratio at the end of August stands at 4.10, Days Cash On Hand is 106.78 days, and Days Revenue in Account Receivable stands at 45.46 days.

Investing activities noted in the report include payments of \$958,018 toward approved purchases of EPIC and Lawson computer systems and implementation. Financing activities include a bond payment of \$499,348. Year-to-date cash flow shows an increase of \$253,992.

Community Care grants totaled \$18,129.19 in August. Of the 31 accounts covered, 28 accounts qualified for 100% write off, and 3 for 50% write off. Collection activity for Commission approval totaled \$94,449.75 for August. Of this total, \$48,386.52 was from insured accounts, \$46,063.23 was from uninsured accounts. The Revenue Recapture program through the State of Minnesota resulted in receipt of \$16,892.45. Gross bad debt recovery year-to-date is \$231,624.14.

Accounts Payable review for August included a total of \$2,270,398.46 paid via check and \$22,182.21 paid via accounting data program.

ACTION:

- 1) A motion was made by Jerry Pfeifer to approve the Financial Report for August, 2013, as presented. 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 \$94,449.75 in write-offs to collection for August. The motion was seconded by Margie Nelsen and carried with all members voting in favor.
- 3) A motion was made by Jerry Pfeifer to accept the Accounts Payable Review. The motion was seconded by H. Stuart Johnson and carried with all members voting in favor.

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QUALITY / SAFETY

No report for September, 2013.

ADMINISTRATIVE REPORT

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

- River's Edge Hospital & Clinic's redesignation as a Level 4 Trauma facility was granted.
- The document outlining the River's Edge privacy practices has been updated to meet the deadline for the HIPAA-HiTech implementation.
- An orientation checklist for the new CEO was attached and was reviewed. A concern for the CEO transition is the upcoming budget, and Ms. Spike noted that she will make herself available to Mr. Rohrich should questions arise.
- River's Edge participation in the upcoming Cancer Prevention Study was highlighted, with encouragement to let friends and family know about the study and to participate if eligible.
- Statistics Dashboard reports were available for review.

QUALITY / EDUCATION / OPERATIONS

A. Hospital Commission By-Laws.

A complete copy of the By-Laws with suggested revisions was included for final review. The suggested changes were reviewed by Hospital Attorney, Jim Brandt, who suggested some changes to expand discrimination language. These changes were made and included with the final revisions.

ACTION: A motion was made by Margie Nelsen to approve the Hospital Commission By-Laws as presented. The motion was seconded by Jerry Pfeifer and carried with all members voting in favor. The By-Laws will be forwarded to the St. Peter City Council for review and approval.

B. Trustee Job Description Review.

A copy of the Hospital Commission Trustee Job Description was reviewed. It was noted that there will be two openings for Commission Trustees for 2014. Gil Carlson will be completing his term as a trustee, and Jerry Pfeifer will no longer be representing the City Council on the Hospital Commission, as he is not running for another term as City Councilman. Suggestions for potential Commission Trustees should be forwarded to Ms. Spike or to Todd Prafke. Per City ordinance, Trustees must be a resident of the City of St. Peter.

DIRECTOR COMMENTS

Kristin Schultz, Director of Quality, Infection Control and Clinic Services: High dose flu vaccine is available, with regular vaccine expected to arrive by Friday, September 27.

Gil Carlson, Commission Chair: Mr. Carlson noted that the Hospital Commissioners host an informal reception to meet George Rohrich, new CEO, on Monday, October 14, 2013, from 4 to 5 p.m. The REHC Directors will be hosting an employee luncheon to welcome Mr. Rohrich and say farewell to Ms. Spike on October 31, from 11:30 a.m. to 1 p.m. An open-house public reception will be held from 4-6 p.m. on the same day.

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Jerry Pfeifer, Trustee: Mr. Pfeifer thanked Ms. Spike for her many years of service.

Colleen Spike, CEO: Ms. Spike stated that she has enjoyed her time as the CEO of River's Edge Hospital & Clinic. She plans to continue working with the REHC Foundation, looking to revitalize it.

ADJOURNMENT

ACTION: A motion was made by Jerry Pfeifer to adjourn the meeting. The motion was seconded by H. Stuart Johnson and carried with all members voting in favor. The meeting was adjourned at 12:50 p.m.

NEXT MEETING

The next regular meeting of the Hospital Commission will be Wednesday, October 30, 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