

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

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

Wednesday, September 27, 2017

**Present:** Margie Nelsen, Chairperson; John Lammert, Vice Chairperson; Blake Combellick, Secretary; Trustees: Susan Carlin, Laura Hulsebus, Gary Swedberg, Roger Parras, MaryAnn Harty, Schelli McCabe, Chief of Medical Staff; George Rohrich, CEO; Lori Zook, CFO; Jackie Kimmet, Chief Human Resources Officer; Janelle Rauchman, Chief Quality Officer; Paula Meskan, Chief Nursing Officer; Stephanie Holden, Chief Marketing Officer; Todd Prafke, City Administrator; Samantha Pherson, Recorder.

**Absent:** None

### **CALL TO ORDER**

The regular meeting of the Hospital Commission was called to order at 12:30 p.m. by Chairperson Margie Nelsen.

### **APPROVAL OF AGENDA**

The September 27, 2017 Agenda was reviewed.

**ACTION:** A motion was made by Susan Carlin to approve the September 27, 2017 agenda. The motion was seconded by MaryAnn Harty and carried with all members voting in favor.

### **APPROVAL OF MINUTES**

The August 23, 2017 Hospital Commission Minutes were reviewed.

**ACTION:** A motion was made by John Lammert to approve the August 23, 2017 Hospital Commission Minutes. The motion was seconded by Blake Combellick and carried with all members voting in favor.

### **APPROVAL OF CONSENT AGENDA**

The consent agenda includes the following:

- Acceptance of the September 20, 2017 Finance Committee Meeting Minutes.
- Acceptance of the September 12, 2017 Medical Staff Meeting Minutes
- Acceptance of the September 20, 2017 Quality Committee Meeting Minutes.

**ACTION:** A motion was made by Susan Carlin to approve the consent agenda. The motion was seconded by Roger Parras and carried with all members voting in favor.

### **GENERAL VISITOR COMMENTS**

Visitors: Charles Zieman, Mayor of Saint Peter; Nancy Madsen, Saint Peter Herald; John Albert, AHFD.

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**MEDICAL STAFF**

**Medical Staff Credentialing** - A report from the Executive/Credentials Committee of the Medical Staff 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:**

Emily S. Birkholz, MD

Courtesy Staff/ Ophthalmology

Trudi K. Parker, MD

Courtesy Staff/Teleradiology

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

Matthew E. Mogensen, MD

Courtesy Staff, /AHP, Anesthetist

Karen M. Popp

Courtesy Staff, Surgical NP

**Provisional Membership:** None

**Increase in Privileges:** None

**Change in Staff Category:** None

**Withdrawn from Medical Staff:**

Gwen Krogwold, PA-C

Courtesy/AHP, Surgical PA

Nadia Malik

Courtesy/Family Medicine

**ACTION:**

- 1) A motion was made by Gary Swedberg 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 Blake Combellick and carried with all members voting in favor.
- 2) A motion was made by Blake Combellick to accept the recommendation of the Credentials Committee and grant clinical privileges to each of the practitioners as listed above as requested and approved by the Credentials Committee. The motion was seconded by John Lammert and carried with all members voting in favor.

**QUALITY COMMITTEE**

The Quality Management Committee reviewed the minutes from the September 20, 2017 meeting. The Quality Graphs were reviewed by Janelle Rauchman. The graphs contain results from a number of measurable and reportable quality measures.

**ADMINISTRATIVE REPORT**

**A. Executive Summary.**

The written report submitted by George Rohrich was reviewed.

- River's Edge is showing a month-to-date bottom line for the month of August of approximately \$6,600 versus a month-to-date budget of \$254,000. Year-to-date Actual is \$841,000 vs Year-to-date Budget \$1,255,000.
- August results show a decrease of cash on hand of \$850,000 resulting in balance of \$10.17 million. The 2017 Year End Budget goal is \$11.98M.

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**B. 2018 Hospital Expansion Project Updates.**

John Albert provided the Hospital Commission with an update on the expansion project. The schematic budget report and budget estimate were completed and approved in August. McGough Construction is beginning to prepare their first detailed construction cost estimate and early guaranteed maximum price. The USDA loan process is on schedule to be completed in early November.

**C. Statistical & Strategic Plan Dashboards.**

The statistical report for August, 2017, was reviewed. Of the 17 measured activities, 14 are green. The monthly strategic report was also reviewed.

**FINANCIAL REPORT**

**A. August Financial Summary.**

Lori Zook presented the financial reports for August. The month of August had a Net Operating Income of \$55,767 and a year-to-date gain of \$1,237,584. Total Patient Revenue stands at \$5,028,222. Year-to-date Total Patient Revenue stands at \$42,633,055, over an YTD budget of \$44,290,859. August Net Patient Revenue stands at \$2,558,055 with a budget of \$2,909,694. Monthly Net Operating Revenue stands at \$2,574,814, versus a budget of \$2,923,695. Monthly Operating Expenses stands at \$2,519,047 over budget of \$2,673,077.

Year-to-date Gross Revenue is \$42,633,055 versus a budget of \$44,290,859 which is (\$1,169,010) under budget. Year-to-date Net Patient Revenue is \$22,436,830 versus a budget of \$22,481,483 or (\$44,653) under budget. Year-to-date Total Operating Expenses are \$21,452,584 versus a budget of \$21,368,006 or \$84,578 over budget.

**B. Write-Off to Collection.**

Community Care grants totaled \$11,091.91, covering 24 accounts. Presumptive community care grants totaled \$30,926.32 covering 27 patients and 37 accounts. Year-to-Date Community Care grants total \$366,437. Collection activity approval totaled \$90,077.50. Year-to-Date collection activity stands at \$678,296. Year-to-Date \$308,256 of gross bad debts have been recovered. The Revenue Recapture program through the State of Minnesota resulted in receipt of \$19,201.33, year-to-date recovery total of \$212,784.

**ACTION:** A motion was made by John Lammert to accept the recommendation made by the Finance Committee for approval of Community Care grants in the amount of \$11,091.91, Presumptive Community Care grants in the amount of \$30,926.32 and \$90,077.50 in write-offs to collection for August. The motion was seconded by John Susan Carlin and carried with all members voting in favor.

**C. Accounts Payable Review.**

The Check Review list was given to the Finance Committee and reviewed. The total amount for the month of August is \$2,728,131.47.

**ACTION:** A motion was made by Blake Combellick to approve of checks totaling \$2,728,131.47. The motion was seconded by Roger Parras and carried with all members voting in favor.

## D. Capital Equipment

### 1. Microsoft Windows Licensing

The Hospital Commission reviewed the request to purchase Microsoft Windows Licensing. The server needs to be updated so that the hospital will be in compatible with the operating system that Allina's requiring for the BCA Web Server. The upgrade will also allow for better security and performance. The cost to upgrade the Microsoft Windows Server is \$32,250.00.

**ACTION:** A motion was made by John Lammert to approve the purchase of the Microsoft Windows Licensing for the cost of \$32,250. The motion was seconded by Roger Parras and approved with all voting in favor.

### 2. Signostics Bladder Scanner with Stand

The Hospital Commission reviewed the request to purchase a Signostics Bladder Scanner with Stands. This would allow for performing and monitoring of patients that need or have catheters on the Med/Surg Unit. The cost of the Signostic Bladder Scanner with Stand is \$10,730.00; this includes \$2,000 trade in and \$230.00 in shipping and handling.

**ACTION:** A motion was made by John Lammert to approve the purchase of the Signostics Bladder Scanner with Stand for the cost of \$10,730.00, including the \$2,000 trade in and \$230.00 in shipping and handling. The motion was seconded by Blake Combellick and approved with all voting in favor.

### 3. Toshiba Aplio I800 Ultrasound System

The Hospital Commission reviewed the request to purchase the Toshiba Aplio I800 Ultrasound System. The ultrasound system is needed because the quality of the current system is poor. It is difficult for the technicians and Radiologist to read the current scans. A new version would have better quality and also could help in increasing the line of services used with an Ultrasound System. The cost of the Toshiba Aplio I800 Ultrasound System is \$118,100.00. This request to purchase will need to be presented the Saint Peter City Council for approval.

**ACTION:** A motion was made by MaryAnn Harty to recommend the purchase of the Toshiba Aplio I800 Ultrasound System to the Saint Peter City Council for the amount of \$118,100. The motion was seconded by Laura Hulsebus and approved with all voting in favor.

### 4. Allen Table

The Hospital Commission reviewed the request to purchase an Allen Table. This piece of equipment will allow for the addition of spine surgeries to be done at River's Edge. This is a specialty piece of equipment that was requested by the surgeon that will be performing these surgeries. The cost of the Allen Table is \$67,527.81. This request to purchase will need to be presented to the Saint Peter City Council for approval.

**ACTION:** A motion was made by John Lammert to recommend the purchase of an Allen Table to the Saint Peter City Council for the amount of \$67,527.81. The motion was seconded by MaryAnn Harty and approved with all voting in favor.

**5. Steris 4085 Surgical Table with Accessory Package**

The Hospital Commission reviewed the request to purchase the Steris 4085 Surgical Table with Accessory Package. This would allow for the expansion of the surgical services line to include spine surgery. The table and the accessories can also be used for other orthopedic cases as well as other general surgeries. The cost of the Steris 4085 Surgical Table with Accessory Package is \$80,253.03. This request to purchase will need to be presented to the Saint Peter City Council for approval.

**ACTION:** A motion was made by Blake Combellick to recommend the purchase of the Steris 4085 Surgical Table with Accessory Package to the Saint Peter City Council for the amount of \$80,253.03. The motion was seconded by John Lammert and approved with all voting in favor.

**6. Haemonetics Cell Saver Elite & Blood Recover System**

The Hospital Commission reviewed the request to purchase the Haemonetics Cell Saver & Blood Recovery System. The Cell Saver will be used in surgical services while performing spine surgery. This piece of equipment filters and cleans the patient's blood. The cost of the Haemonetics Cell Saver Elite and Blood Recovery System is \$22,500.

**ACTION:** A motion was made by MaryAnn Harty to approve the purchase of the Haemonetics Cell Saver Elite & Blood Recovery System for the amount of \$22,500. The motion was seconded by Gary Swedberg and approved with all voting in favor.

**7. Thermo Scientific Brand Ultralow Temp Freezer**

The Hospital Commission reviewed the requested to purchase the Thermo Scientific Brand Ultralow Temp Freezer. The ultra-low temp freezer is used for storing bone and tissue grafts. This freezer would allow for us to store the bone/tissue for longer periods of time. The current freezer only allows for six months of storage because it does not have ultra-low temps. The cost of the Thermo Scientific Brand Ultra-low Freezer is \$14,120.59.

**ACTION:** A motion was made by John Lammert to approve the purchase of the Thermo Scientific Brand Ultralow Temp Freezer for the amount of \$14,120.59. The motion was seconded by Roger Parras and approved with all voting in favor.

**ROUNDTABLE COMMENTS**

**Margie Nelsen:** Will be giving a presentation about the Hospital Expansion project in October.

**Stephanie Holden:**

1. Community newsletter went out in the mail last week.
2. Senior Expo is on October 21, 2017.
3. Girls Night Out is on Thursday October 5, 2017.
4. Boomers and Beyond is on September 21, 2017.
5. Exploring having a volunteer program at the hospital to help with directing patients during the construction phase, and also with gift shop.
6. Highway clean-up will be scheduled in October.

**Jackie Kimmet:**

1. Employee Survey Results are in.
  - a. 82% participation rate.

**Lori Zook:** We have started the budget process, and hope to have the budget ready for approval by November.

**EXECUTIVE SESSION**

**A. Resolution Calling for Closed Session to discuss Labor Negotiations for the CEO Contract.**

**ACTION:** A motion was made by Susan Carlin to adjourn to closed session for the purpose of discussing the Labor Negotiations for the hospital Chief Executive Officer's Contract. Motion was seconded by Roger Parras and carried with all voting in favor. Meeting was adjourned to closed session at 1:53 p.m.

**B. Call Closed Session to Order**

The closed session of the Hospital Commission was called to order at 1:55 p.m. by Chairperson Margie Nelsen.

**C. Call Closed Session to Adjourn**

The closed session of the Hospital Commission was adjourned at 2:19 p.m. by Chairperson Margie Nelsen.

**CALL BACK TO ORDER**

The regular meeting of the Hospital Commission was called back to order at 2:20 p.m. by Chairperson Margie Nelsen.

**CEO CONTRACT NEGOTIATIONS**

Todd Prafke reviewed the Hospital CEO labor contract with the Hospital Commission. Mr. Rohrich's contract would extend to 2021 with a wage increase to \$215,000 on October 1, 2017. There would be a minimum of \$5,000 per year pay increase for the next two years. There were no changes made to paid time off, care allowance, or educational benefits.

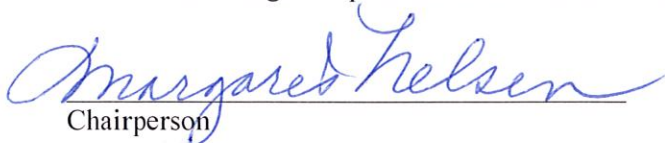
**ACTION:** A motion was made by Blake Combellick to accept the expansion of the Hospital CEO Labor Contract. Motion was seconded by Roger Parras with all voting in favor.

**ADJOURNMENT**

**ACTION:** A motion was made by John Lammert to adjourn the meeting. Motion seconded by Susan Carlin and carried with all voting in favor. Meeting was adjourned at 2:24 p.m.

**NEXT MEETING**

The next regular meeting of the Hospital Commission will be Wednesday, October 25, 2017, at 12:30 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, October 18, 2017, at 2:00 p.m. This meeting will convene in the River's Edge Hospital Helen G. White Conference Center.

  
Chairperson

  
Secretary