

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

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

Wednesday, September 26, 2018

**Present:** Margie Nelsen, Chairperson; John Lammert, Vice Chairperson, Blake Combellick, Secretary; Trustees: MaryAnn Harty, Laura Hulsebus, Gary Swedberg, Jerry Pfeifer, Stephen Grams; Kyle Swanson, MD, President of Medical Staff; George Rohrich, CEO; Lori Zook, CFO; Stephanie Holden, Chief Marketing Officer; Jackie Kimmet, Chief Human Resources Officer; Janelle Rauchman, Chief Quality Officer, Paula Meskan, Chief Nursing Officer Todd Prafke, St. Peter 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 26, 2018 Agenda was reviewed.

**ACTION:** A motion was made by Gary Swedberg to approve the September 26, 2018 Agenda. The motion was seconded by Jerry Pfeifer and carried with all members voting in favor.

### **APPROVAL OF MINUTES**

The August 22, 2018 regular meeting minutes were reviewed.

**ACTION:** A motion was made by John Lammert to approve the August 22, 2018 Regular Meeting Minutes. The motion was seconded by MaryAnn Harty and carried with all members voting in favor.

### **APPROVAL OF CONSENT AGENDA**

The consent agenda includes the following:

- Acceptance of the September 20, 2018 Building Committee Meeting Minutes.
- Acceptance of the August 29, 2018 Quality Committee Meeting Minutes.
- Acceptance of the September 19, 2018 Quality Committee Meeting Minutes.
- Acceptance of the September 11, 2018 Medical Staff Meeting Minutes.

**ACTION:** A motion was made by Gary Swedberg to approve the consent agenda. The motion was seconded by Laura Hulsebus and carried with all members voting in favor.

### **GENERAL VISITOR COMMENTS**

Visitors: Nancy Madsen, St. Peter Herald.

### **COMMISSION DEVELOPMENT**

#### **1. Commission Position Description and Self-Evaluation.**

Jackie Kimmet presented information on the Commission position description and the self-evaluation. The position description describes the roles and responsibilities of the members. The position description incorporates a number of items from the Hospital Commission Bylaws along with additional information from the Minnesota Hospital Association. The evaluation would not be an individual evaluation of the members but would evaluate the commission as a whole. There would also be an evaluation for the Commission Chairperson. Commission members were

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encouraged to take the materials home to evaluate and return to the next commission meeting for further discussion.

### 2. BoardDocs Program

On August 28, 2018 the commission members were offered a chance to view a BoardDocs software demo. BoardDocs is software that allows for paperless-meeting documents as well as catering to the needs of public meeting laws. Also discussed was the idea of purchasing tablets for the commission members. There are some conferences that the commission members attend that have opted to discontinue printing handouts, instead opting to place materials online. A tablet would allow for the commission members to access conference material that will no longer be provided in paper form.

**ACTION:** A motion was made by Gary Swedberg to continue to explore BoardDocs along with tablets for the use by the Hospital Commission members in the 2019 budget year. The motion was seconded by MaryAnn Harty and carried with all members voting in favor.

## 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:**

Naveen K. Gowda, MBBS

Courtesy Staff, Teleradiology

Andrew R. McNamara, MD

Active Staff, Orthopaedic Surgeon

Sultan G. Michael, MD

Courtesy Staff, IM/Hospitalist

Laura A. Werneke, CRNA

Active Staff/AHP, Nurse Anesthetist

### **Reappointment to the Medical Staff:**

Dennis D. Gremel, MD

Courtesy Staff, Pathology

April M. Quigley, PA-C

Active Staff/AHP, Surgical Physician Assistant

Brenna Serdar Danko, PA-C

Courtesy Staff/AHP, Surgical Physician Assistant

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

John, M Enger Jr., DPM

Courtesy Staff, Podiatry

Kenneth C. Fisher, CRNA

Active Staff/AHP, Nurse Anesthetist

Mark W. Gujer, MD

Active Staff, Anesthesiology

Christopher P. Peck, MD

Courtesy Staff, Emergency Medicine

James H. Zents, MD

Courtesy Staff, Emergency Medicine

**Provisional Membership:** None

**Increase in Privileges:** None

**Change in Staff Category:** None

### **Withdrawn from Medical Staff:**

Kae B. Loverink, MD

Active Staff, FM/Hospitalist

Elaine M. Miller, CNP

Courtesy Staff/AHP, Urgent Care

### **ACTION:**

- 1) A motion was made by MaryAnn Harty 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 Stephen Grams and carried with all members voting in favor.

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- 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 Laura Hulsebus and carried with all members voting in favor.

### **QUALITY REPORT**

The Quality Dashboard was reviewed by Janelle Rauchman. The dashboard contains results from a number of measurable and reportable quality measures. There was discussion on prevention of patient falls.

### **ADMINISTRATIVE REPORT**

#### **A. Executive Summary.**

The written report submitted and reviewed by George Rohrich.

- River's Edge is showing a month-to-date bottom line for the month of August of approximately (\$164,000), versus a month-to-date budget of (\$810,000).
- Net Operating Revenue MTD is (\$109,000) vs MTD budget of (\$786,000).
- August results show a decrease of cash on hand of \$3,872,000 resulting in balance of \$6,490,000 million. The 2018 Year End Budget goal is \$9.78M.

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

The statistical report for August, 2018, was reviewed. Of the 17 measured activities, 8 are green. The monthly strategic report was also reviewed.

### **FINANCIAL REPORT**

#### **1. August Financial Summary.**

Lori Zook presented the financial reports for August. The month of August had a Net Operating Income of (\$109,155) and a year-to-date stand at \$1,683,692. Total Patient Revenue stands at \$5,573,341. Year-to-date Total Patient Revenue stands at \$48,779,282, over an YTD budget of \$42,370,630. August Net Patient Revenue stands at \$2,628,784 with a budget of \$1,940,434. Monthly Net Operating Revenue stands at \$2,643,030, versus a budget of \$1,949,548. Monthly Operating Expenses stands at \$2,752,185 over budget of \$2,736,073.

Year-to-date Gross Revenue is \$48,779,282 versus a budget of \$42,370,630 which is \$6,408,652 over budget. Year-to-date Net Patient Revenue is \$24,939,785 versus a budget of \$19,039,118 or \$5,900,667 over budget. Year-to-date Total Operating Expenses are \$23,376,319 versus a budget of \$22,203,121 or \$1,173,198 over budget.

Cash flow for August was negative at (\$3,871,934). Days Cash On Hand is 74.35 days, and Days Revenue in Accounts Receivable stands at 44.06 days. Debt coverage is 1.28 for the month of August.

**ACTION:** A motion was made by John Lammert to accept the financial statements, knowing there may be changes made to the figures and presented at the next finance committee meeting. The motion was seconded by Blake Combellick and carried with all members voting in favor.

**2. Write-Off to Collection.**

Community Care grants totaled \$16,306.74, covering 25 accounts. Presumptive community care grants totaled \$60,808.04 covering 36 patients and 55 accounts. Year-to-Date Community Care grants total \$398,353. Collection activity approval totaled \$101,425.70. Year-to-Date collection activity stands at \$669,756. Year-to-Date \$244,368 of gross bad debts have been recovered. The Revenue Recapture program through the State of Minnesota resulted in receipt of \$17,873.61, year-to-date recovery total of \$178,479.

**ACTION:** A motion was made by MaryAnn Harty to accept the recommendation made by the Finance Committee for approval of \$16,306.74 in Community Care grants, \$60,808.04 in Presumptive Community Care grants and \$101,425.70 in write-offs to collection for August. The motion was seconded by Jerry Pfeifer and carried with all members voting in favor.

**3. Accounts Payable Review.**

Accounts Payable review for August included a total of \$2,615,138 paid via check.

**ACTION:** A motion was made by Gary Swedberg to recommend approval of checks totaling \$2,615,138. The motion was seconded by Kyle Swanson, MD and carried with all voting in favor.

**4. Capital Requests.**

**1. Toolcat and Attachments:**

For the past several years, River's Edge has rented a Skidsteer and attachments for the snow removal season to go with the truck and plow that we own. The approximate yearly rental for the Skidsteer is \$6,500. The Toolcat can be used for snow removal, eliminating the need to rent a Skidsteer. The plan would be to purchase the pre-owned Toolcat from the City of Saint Peter for the amount of \$26,000.

**ACTION:** A motion was made by Blake Combellick to recommend purchasing the Toolcat from the City of Saint Peter for the amount of \$26,000. The motions was seconded by Stephen Grams and carried with all members voting in favor.

**2. Boss Truck Snowplow**

This is a key piece of equipment in our snow removal process. The present plow is 20 years old and can no longer be repaired. The new plow is slightly bigger than the old one, enabling us to cover more area faster. Our truck is equipped for this plow. This plow, in addition to the Toolcat, this should allow us to do all snow removal internally with few to no contracted hours. The plan would be to purchase the Boss Truck Snowplow from Toppers & Trailers Plus for the amount of \$6,883.

**ACTION:** A motion was made by Gary Swedberg to recommend the purchase of the Boss Truck Snowplow from Toppers & Trailers Plus for the amount of \$6,883. The motion was seconded by Jerry Pfeifer and carried with all members voting in favor.

**BUILDING COMMITTEE**

**a. Project Summary**

George Rohrich presented information on the overall project, cash flow, and an update on the work that has been completed.

**Project Highlights**

- Structural steel is complete at south and east wings
- Physical therapy space is complete
- Concrete slab poured at the south wing

**Construction Update:**

- Concrete slab poured on South
- Structural steel & decking on South & East wings
- Physical therapy space
- Helical piles installed
- Exterior & corridor wall layout in South.

**Upcoming Work**

- Exterior framing in South & East wing
- Slab on grade in East wing
- Structural Steel in North & at canopy
- Underground Plumbing in North
- Start of Phase 3 – Same Day Surgery

**b. Recommended Change Orders**

George Rohrich reviewed the change orders numbers:

- 50. Add helical piling under 3 footings due to bad existing soil (est. 90 lf).
- 52. Add (2) 4" valves to isolate domestic water heat-exchangers from building HWH system.
- 55. Enlarge pylon for snow melt mechanical room.
- 59. Add concrete sidewalk and asphalt paving..
- 61. Replace existing pvc conduit line in OPT (reduces 46 credit)
- 62. Toilet S21 and S24 – Rev counter/sink from plam to solid surface.
- 64. Add Med Air to ER Fast Track E51 and E52, changed shower faucet in Pat Rm Shower W55 and W59.
- 66. Phase 2A, Area C- change VT-6 to VT-5

**ACTION:** A motion was made by MaryAnn Harty to approve change orders 50, 52, 55, 59, 61, 62, 64, and 66. The motion was seconded by John Lammert and carried with all members voting in favor.

**ROUNDTABLE COMMENTS**

**Stephanie Holden:**

1. Boomers and Beyond was last week.
2. Therapy Clinic Open House is on Thursday, October 4<sup>th</sup>.
3. Girls Night out is on Thursday, October 4<sup>th</sup>.
4. On Friday, September 28<sup>th</sup> Janelle and Stephanie will be at South Elementary teaching kindergartners the importance of handwashing.
5. Draft of the strategic plan at the next commission meeting.

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**Paula Meskan:**

1. High Step is back for the school year. We have 27 students.
2. Gustavus will have J-Term students here.
3. DNV has a spine program that we will be working towards. They have also recently announced they will be creating a shoulder program.

**Janelle Rauchman:** Flu vaccines have begun to be administered to hospital employees.

**Lori Zook:** Hospital departments have begun to look at their budgets for 2019. The commission should expect the 2019 budget ready for review and approval at the November meeting.

**George Rohrich:** Commission members should take a look at their December calendar to make sure the December 26<sup>th</sup> commission meeting works or if they should schedule it for a different day.

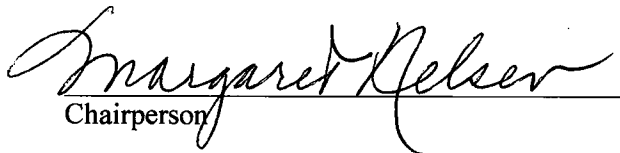
**Todd Prafke:** Will discuss the CEO Evaluation at the October Commission Meeting.

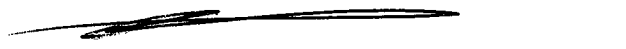
**ADJOURNMENT**

**ACTION:** A motion was made by Jerry Pfeifer to adjourn the meeting. Motion seconded by Blake Combellick and carried with all voting in favor. Meeting was adjourned at 2:05 p.m.

**NEXT MEETING**

The next regular meeting of the Hospital Commission will be Wednesday, October 24, 2018, 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 17, 2018, at 12:30 p.m. This meeting will convene in the River's Edge Hospital Helen G. White Conference Center.

  
Chairperson

  
Secretary