

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

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

Wednesday, October 24, 2018

**Present:** Margie Nelsen, Chairperson; John Lammert, Vice Chairperson, Blake Combellick, Secretary; Trustees: MaryAnn Harty, Laura Hulsebus, Gary Swedberg, Jerry Pfeifer, Kyle Swanson, MD, President of Medical Staff; George Rohrich, CEO; Lori Zook, CFO; Stephanie Holden, Chief Marketing Officer; Jackie Kimmel, Chief Human Resources Officer; Janelle Rauchman, Chief Quality Officer, Paula Meskan, Chief Nursing Officer; Todd Prafke, St. Peter City Administrator; Samantha Pherson, Recorder.

**Absent:** Stephen Grams, Trustee.

### **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 October 24, 2018 Agenda was reviewed.

**ACTION:** A motion was made by Jerry Pfeifer to approve the October 24, 2018 Agenda. The motion was seconded by Gary Swedberg and carried with all members voting in favor.

### **APPROVAL OF MINUTES**

The September 26, 2018 regular meeting minutes were reviewed.

**ACTION:** A motion was made by Blake Combellick to approve the September 26, 2018 Regular Meeting Minutes. The motion was seconded by John Lammert and carried with all members voting in favor.

### **APPROVAL OF CONSENT AGENDA**

The consent agenda includes the following:

- Acceptance of the October 17, 2018 Finance Committee Meeting Minutes.
- Acceptance of the October 18, 2018 Building Committee Meeting Minutes.
- Acceptance of the October 17, 2018 Quality Committee Meeting Minutes.

**ACTION:** A motion was made by MaryAnn Harty to approve the consent agenda. The motion was seconded by Blake Combellick and carried with all members voting in favor.

### **GENERAL VISITOR COMMENTS**

Visitors: Nancy Madsen, St. Peter Herald; Chuck Zieman, City of St. Peter Mayor.

**COMMISSION DEVELOPMENT**

**1. Commission Position Description.**

The Hospital Commission reviewed and discussed the position description. There are some items the commission members would like changed.

- Education Events – Would like wording to state that educational events are not required but attendance of educational events is encouraged.
- Community Events – Would prefer this is changed to Hospital Community Events and attendance is encouraged not required.

**ACTION:** A motion was made by John Lammert to accept the Commission Position Description with the amended changes listed above. The motion was seconded by Jerry Pfeifer and carried with all members voting in favor.

**2. Commission Self Evaluation**

The Hospital Commission reviewed and discussed the Self Evaluation. The evaluation would be to have each individual trustee to evaluate the Hospital Commission as a whole, not individually. There are some items the commission members would like changed.

- Signature – Delete the “Evaluator Signature” but leave the “Commission member Signature”.
- Education Events – Would like wording to state that educational events are not required but attendance of educational events is encouraged.
- Community Events – Would prefer this is changed to Hospital Community Events and attendance is encouraged not required.

**ACTION:** A motion was made by MaryAnn to accept the Commission Self Evaluation with the amended changes listed above. The motion was seconded by Blake Combellick and carried with all members voting in favor.

**3. Patient Community Advisory Committee**

Stephanie Holden presented information about the new Patient Community Advisory Committee. This committee's goals would be to strengthen the relationship between the hospital and the community. The council will consist of six to ten patients, family and/or community members, two River's Edge Staff members, two River's Edge Hospital Commission members, and a staff liaison. The council would meet at least four times a year and will start accepting at the end of October.

**ACTION:** A motion was made by Jerry Pfeifer to approve the Patient Community Advisory Committee. The motion was seconded by John Lammert and carried with all members voting in favor.

**4. Hospital Commission Education**

On October 9, 2018 the Hospital Commission was invited to view a webinar on Reimbursement 101. At the end of the webinar commission members were encouraged to ask questions. A total of five commission members attended this webinar, and reviewed the information from the webinar at the commission meeting.

**Hospital Commission Meeting Minutes**

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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:**

Zachary J. Plotz, MD  
Angelica M. Stoltz, CNP

Courtesy Staff, Teleradiology  
Courtesy Staff/AHP, Urgent Care

**Reappointment to the Medical Staff:**

Darren R. Crowl, DPM  
Hussein W. Egal, MD  
Michael M. Kearney, MD  
Schelli O. McCabe, DPM  
Michelle M. Quale, CNP  
Bradly R. Williams, MD

Courtesy Staff, Podiatry  
Courtesy Staff, Emergency Medicine  
Active Staff, Orthopaedic Surgery  
Active Staff, Podiatry  
Courtesy Staff/AHP, Urgent Care  
Courtesy Staff, Emergency Medicine

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

Robert L. Gauthier, MD  
Linda S. Lentz, CRNA

Active Staff, Anesthesiology  
Active Staff/AHP, Nurse Anesthetist

**Provisional Membership:** None

**Increase in Privileges:** None

**Change in Staff Category:** None

**Withdrawn from Medical Staff:**

Stephen M. Fry, MD  
Michael C. James, MD  
Dean B. Taylor, CRNA

Courtesy Staff, Teleradiology  
Courtesy Staff, Urology  
Courtesy Staff/AHP, Nurse Anesthetist

**ACTION:**

- 1) A motion was made by Blake Combellick 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 Laura Hulsebus and carried with all members voting in favor.
- 2) A motion was made by John Lammert 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 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.

CONTINUED

**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 September of approximately \$235,600 versus a month-to-date budget of \$2,299,000.
- Net Operating Revenue MTD is \$288,000 vs MTD budget of \$1,052,000.
- September results show an increase of cash on hand of \$548,000 resulting in balance of \$6,988,000 million. The 2018 Year End Budget goal is \$9.78M.

**B. Statistical Dashboard.**

The statistical report for September, 2018, was reviewed. Of the 17 measured activities, 14 are green. The monthly strategic report was also reviewed.

**C. 2019 Strategic Plan**

Stephanie Holden presented information on the 2019 Strategic Plan. The 2019 Strategic Plan is the final year of River's Edge three year strategic plan. The governance pillar was removed but after a discussion it was decided that it should be placed back into the strategic plan.

**ACTION:** A motion was made MaryAnn Harty to approve the 2019 Strategic Plan with amended change to include the governance pillar. The motion was seconded by Blake Combellick and carried with all members voting in favor.

**FINANCIAL REPORT**

**1. September Financial Summary.**

Lori Zook presented the financial reports for September. The month of September had a Net Operating Income of \$287,575 and a year-to-date stand at \$1,971,267. Total Patient Revenue stands at \$6,585,103. Year-to-date Total Patient Revenue stands at \$55,364,384, over an YTD budget of \$49,276,225. September Net Patient Revenue stands at \$3,210,928 with a budget of \$3,989,156. Monthly Net Operating Revenue stands at \$3,233,226, versus a budget of \$4,000,353. Monthly Operating Expenses stands at \$2,945,651 over budget of \$2,948,359.

Year-to-date Gross Revenue is \$35,152,936 versus a budget of \$31,977,100 which is \$3,175,836 over budget. Year-to-date Net Patient Revenue is \$28,150,712 versus a budget of \$23,028,274 or \$5,122,438 over budget. Year-to-date Total Operating Expenses are \$26,321,969 versus a budget of \$25,151,480 or \$1,170,489 over budget.

Cash flow for September was positive at \$548,348. Days Cash On Hand is 72.83 days, and Days Revenue in Accounts Receivable stands at 48.09 days. Debt coverage is 1.54 for the month of September.

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

Community Care grants totaled \$8,223.94, covering 8 accounts. Presumptive community care grants totaled \$18,361.45 covering 30 patients and 46 accounts. Year-to-Date Community Care grants total \$424,939. Collection activity approval totaled \$128,950.50. Year-to-Date collection activity stands at \$798,707. Year-to-Date \$262,244 of gross bad debts have been recovered. The Revenue Recapture program through the State of Minnesota resulted in receipt of \$10,676.80, year-to-date recovery total of \$189,156.

**ACTION:** A motion was made by John Lammert to accept the recommendation made by the Finance Committee for approval of \$8,223.94 in Community Care grants, \$18,361.45 in Presumptive Community Care grants and \$128,950.50 in write-offs to collection for September. The motion was seconded by Blake Combellick and carried with all members voting in favor.

**3. Accounts Payable Review.**

Accounts Payable review for September included a total of \$1,410,726 paid via check.

**ACTION:** A motion was made by Jerry Pfeifer to recommend approval of checks totaling \$1,410,726. The motion was seconded by Gary Swedberg and carried with all voting in favor.

**4. Capital Requests.**

**1. Drager Carina Ventilator:**

The Drager Carina Ventilator would be for the emergency department and would replace the allied Healthcare Product LSP Autovent 3000. We are unable to replace the cord to charge the internal battery and are unable to get parts due to the age of the unit. The internal battery only holds a charge for 30 minutes. The Drager Carina Ventilator is the same ventilator that is being used in the surgical services area that was purchased in November, 2017. This model would be familiar to staff and we would be able to use the same supplies. The cost of the Drager Carina Ventilator is \$11,580.

**ACTION:** A motion was made by Gary Swedberg to approve purchasing the Drager Carina Ventilator for the amount of \$11,580. The motions was seconded by Blake Combellick and carried with all members voting in favor.

**2. Bone Mill System**

The bone mill system is used to grind bone and replace it in our spinal patients. We have been using a model from a vendor, and not they would like \$2,000 per use. The purchase price is low enough to warrant immediate purchase rather than rental fees. We had a choice of a Core 1 or a Core 2 system. The Core 1 system is obsolete and a new one cannot be purchased but we were quoted a used, refurbished item, and will no longer be supported after next year. The Core 2 system is new and is compatible with the equipment that we are using. The cost of the Stryker Bone Mill Core 2 is \$13,886 without taxes and shipping.

**ACTION:** A motion was made by MaryAnn Harty to approve the purchase of the Bone Mill System for the amount of \$13,886. 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 north.
- Same Day Surgery demo is complete.
- South and East patient wing exterior framing is complete.

Construction Update:

- Concrete slab poured on East.
- Structural steel on North addition.
- Same Day Surgery demo.
- Footings and foundations complete.
- Exterior framing in South and East.
- Concrete mechanical pads on roof poured in South and East.
- Parapet roof blocking in South and East.

Upcoming Work

- Backfill at North addition.
- Slab on grade in North addition.
- Underground plumbing in North Addition.
- Interior framing in South and East wings.
- Mechanical, electrical, and plumbing rough-ins in South and East wings.
- Interior framing in Same Day Surgery.
- Mechanical, electrical, and plumbing rough-ins in same Day Surgery.

**b. Signage Bid Recommendation**

George Rohrich reviewed the signage bid recap for interior and exterior signage. Three companies submitted bids with Archetype from Minneapolis submitting the lowest bid amount of \$63,290.

**ACTION:** A motion was made by Jerry Pfeifer to recommend approval of the signage bid from Archetype for the amount of \$63,290 to the Saint Peter City Council. The motion was seconded by John Lammert and carried with all members voting in favor.

**c. Equipment Recommendation**

George Rohrich discussed the capital equipment needed for the hospital expansion. Our hospital expansion project identified the medical equipment required for the expanded space and evolving scope of medical services. A medical equipment consultant was engaged to guide the hospital staff through the process of identifying every piece of equipment in every space or room of the hospital. Manufacturer and model are identified to insure proper space and infrastructure is in place. Our Group Purchasing Organization obtains process for each item directly from the manufacturer based on the GPO's negotiated price. The total for medical equipment should not exceed the cost of \$1,882,706. The Hospital Commission can approve purchases up to the amount of \$50,000, any amount at \$50,000 or above must be approved by the Saint Peter City Council.

**ACTION:** A motion was made by John Lammert to approve the purchase of capital equipment for the Hospital Renovation Project on the Addition and Renovation Equipment List up to the amount of \$50,000. The motion was seconded by Blake Combellick and carried with all members voting in favor.

**ACTION:** A motion was made by Gary Swedberg to recommend the purchase of capital equipment for the Hospital Renovation Project on the Addition and Renovation Equipment List in the amount of \$50,000 or higher to the Saint Peter City Council. The motion was seconded by MaryAnn Harty and carried with all members voting in favor.

**d. Recommended Change Orders**

George Rohrich reviewed the change orders numbers:

7. Replace HVAC control System in existing Hospital.
47. Door schedule and rating update (includes #33).
54. V01 admit and V11 break – add finishers.
63. Confirm cons. Ambulance garage apron from 3' wide to 8' wide.
65. Add parpet wall at roof connection between patient wings and existing Hospital.
69. 2<sup>nd</sup> new fire hydrant to replace existing new Helipad.
70. Add dimmers to outpatient rehab rooms V24 and V25.
75. Modify casework elev to add microwave in Q01 Dining/Waiting.

**ACTION:** A motion was made by Blake Combellick to approve change orders 7, 47, 54, 63, 65, 69, 70, & 75. The motion was seconded by Laura Hulsebus and carried with all members voting in favor.

**ROUNDTABLE COMMENTS**

**Lori Zook:** Blue Cross Blue Shield has changed their Medicare Advantage plans; River's Edge and OFC are currently out of network. We are working this.

**Jackie Kimmet:** Second Q12 survey will go out to employees on October 29<sup>th</sup>. Our last survey was in April.

**Janelle Rauchman:** Finishing up the Baldrige application, it's due on November 1<sup>st</sup>.

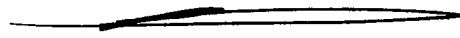
**ADJOURNMENT**

**ACTION:** A motion was made by Jerry Pfeifer to adjourn the meeting. Motion seconded by Laura Hulsebus and carried with all voting in favor. Meeting was adjourned at 2:02 p.m.

**NEXT MEETING**

The next regular meeting of the Hospital Commission will be Wednesday, November 28, 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, November 21, 2018, at 12:30 p.m. This meeting will convene in the River's Edge Hospital Helen G. White Conference Center.

  
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Chairperson

  
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Secretary