

RIVER'S EDGE HOSPITAL & CLINIC COMMISSION MEETING

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

Wednesday, December 19, 2018

Present: Margie Nelsen, Chairperson; John Lammert, Vice Chairperson; Trustees: MaryAnn Harty, Stephen Grams, Gary Swedberg, Jerry Pfeifer; 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: Laura Hulsebus, Trustee; Blake Combellick, Trustee; Kyle Swanson, MD, President of Medical Staff.

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 December 19, 2018 Agenda was reviewed.

ACTION: A motion was made by Jerry Pfeifer to approve the December 19, 2018 Agenda. The motion was seconded by Stephen Grams and carried with all members voting in favor.

APPROVAL OF MINUTES

The November 28, 2018, 2018 regular meeting minutes were reviewed.

ACTION: A motion was made by Gary Swedberg to approve the November 28, 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 December 19, 2018 Finance Committee Meeting Minutes.
- Acceptance of the December 12, 2018 Building Committee Meeting Minutes.

ACTION: A motion was made by MaryAnn Harty to approve the consent agenda. The motion was seconded by Gary Swedberg 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

Commission Development.

The Hospital Commission Evaluation was handed out along with a return envelope at the November 28, 2018 Commission Meeting. If you have not returned your evaluation please return it to Samantha as soon as possible.

CONTINUED

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:

Carol J. Eggersgluess, CNP	Courtesy Staff/AHP Staff, Urgent care
David S. Morrell, MD	Courtesy Staff, Teleradiology

Reappointment to the Medical Staff:

Christopher H. Crocker, PA-C	Courtesy Staff/AHP, Surgical PA
Albert R. Gambino, PA-C	Courtesy Staff/AHP, Emergency Medicine
Liban A. Hired, MD	Courtesy Staff, Emergency Medicine
Micara L. Kolander, CRNA	Courtesy Staff/AHP, Nurse Anesthetist
Matthew E. Mogensen, CRNA	Courtesy Staff/AHP, Nurse Anesthetist
Karen L. Mollner, PA-C	Courtesy Staff/AHA, Emergency Medicine
Richard G. Nellis, PA-C	Courtesy Staff/AHP, Emergency Medicine
Patrick J. O'Brien, MD	Courtesy Staff, Teleradiology
Penelope J. Swanson, MD	Courtesy Staff, Ophthalmology

Change in Category – Provisional to Full Membership:

Deborah G. Longley, MD	Courtesy Staff, Teleradiology
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Provisional Membership: None

Increase in Privileges: None

Change in Staff Category: None

Withdrawn from Medical Staff:

Timothy Kao, MD	Courtesy Staff, Ophthalmology
Zachary Plotz, MD	Courtesy Staff, Teleradiology

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 Jerry Pfeifer 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 Gary Swedberg and carried with all members voting in favor.

QUALITY REPORT

The Quality Dashboard was reviewed by Paula Meskan. The dashboard contains results from a number of measurable and reportable quality measures.

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 November of approximately \$346,000 versus a month-to-date budget of \$1,441,000.
- Net Operating Revenue MTD is \$399,000 vs MTD budget of \$1,470,000.
- November results show a decrease of cash on hand of \$114,000 resulting in balance of \$7,331,000 million. The 2018 Year End Budget goal is \$9.78M.

B. Statistical Dashboard.

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

FINANCIAL REPORT

1. November Financial Summary.

Lori Zook presented the financial reports for November. The month of November had a Net Operating Income of \$398,549 and a year-to-date stand at \$2,858,105. Total Patient Revenue stands at \$6,520,716. Year-to-date Total Patient Revenue stands at \$69,598,280, over an YTD budget of \$63,568,003. November Net Patient Revenue stands at \$3,367,612 with a budget of \$4,469,724. Monthly Net Operating Revenue stands at \$3,383,447, versus a budget of \$4,481,407. Monthly Operating Expenses stands at \$2,984,898 over budget of \$3,010,709.

Year-to-date Gross Revenue is \$69,598,280 versus a budget of \$63,568,003 which is \$6,030,277 over budget. Year-to-date Net Patient Revenue is \$35,443,664 versus a budget of \$31,487,174 or \$3,956,490 over budget. Year-to-date Total Operating Expenses are \$32,754,388 versus a budget of \$31,124,884 or \$1,629,504 over budget.

Cash flow for October was negative at (\$114,976). Days Cash On Hand is 75.83 days, and Days Revenue in Accounts Receivable stands at 49.51 days. Debt coverage is 1.75 for the month of November.

2. Write-Off to Collection.

Community Care grants totaled \$6,911.19, covering 15 accounts. Presumptive community care grants totaled \$50,633.01 covering 75 accounts. Year-to-Date Community Care grants total \$531,861. Collection activity approval totaled \$67,437.90. Year-to-Date collection activity stands at \$975,855. Year-to-Date \$297,151 of gross bad debts have been recovered. The Revenue Recapture program through the State of Minnesota resulted in receipt of \$2,032.55, year-to-date recovery total of \$195,044.

ACTION: A motion was made by MaryAnn Harty to accept the recommendation made by the Finance Committee for approval of \$6,911.19 in Community Care grants, \$50,633.01 in Presumptive Community Care grants and \$67,437.90 in write-offs to collection for November. The motion was seconded by Stephen Grams and carried with all members voting in favor.

3. Accounts Payable Review.

Accounts Payable review for November included a total of \$2,200,688 paid via check.

ACTION: A motion was made by John Lammert to recommend approval of checks totaling \$2,200,688. The motion was seconded by Stephen Grams and carried with all voting in favor.

4. Professional Services Contract.

A. Nordic Consulting:

Nordic has designed its consulting services specifically for Allina affiliates with the Excellian program. We would like to enlist them to do three projects: Assess and help define the reporting support required for the Revenue Cycle and Quality areas, complete an OR optimization assessment to ensure optimization of the inventory and charging process in this area, and work with the Emergency department to evaluate the process involved in charging and coding E&M codes. The price for all three consulting projects is \$95,800.

ACTION: A motion was made by John Lammert to approve the consulting services contract from Nordic for the amount of \$95,800. The motions was seconded by MaryAnn Harty and carried with all members voting in favor.

B. Patient Estimator Module from TruBridge:

As of 1/1/2019, CMS is requiring the publication of the facility chargemaster on the website in a machine-readable format. Based on past experience with mandated disclosures of charge information, the information will be confusing at best and misleading at worst. We will need to comply with the federal regulations, but would like to make the information understandable. A patient estimator would use the patient's insurance information with the charge information from our system to project how much the patient responsibility would be for procedures done at River's Edge Hospital. This would make the charge information useful to our patients. To that end, we reviewed three products, TruBridge, Experian, and Excellian. TruBridge is the contract being recommended with a cost of \$6,000 for installation, and \$1,000 per month fee.

ACTION: A motion was made by MaryAnn Harty to approve the TruBridge patient estimator module for the amount \$6,000 for installation and a \$1,000 monthly fee. The motion was seconded by John Lammert and carried with all members voting in favor.

5. Capital Equipment Purchase:

We have a need to repair our current Stryker tower and add an additional scope tower. This is used for endoscopy and arthroscopic procedures. We did not get a competing estimate because it is preferred to stay with the same vendor based on scope supplies and staff training. We also would like to remain consistent with equipment in the operating rooms. The cost of repairing a Stryker Tower is \$44,849.07 and the cost to purchase a new Stryker Tower is \$54,269.89 for a total of \$99,118.96.

ACTION: A motion was made by Stephen Grams to recommend repairing the Skytron Tower for the amount of \$44,849.07. The motion was seconded by Jerry Pfeifer and carried with all members voting in favor.

ACTION: A motion was made by Jerry Pfeifer to recommend purchasing the Skytron Tower for the amount of \$\$54,269.89 to the Saint Peter City Council. The motion was seconded by John Lammert 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

- South and East patient Wings wall framing complete.
- Same Day Surgery drywall and painting complete.
- New Emergency department temp enclosure in progress.

Construction Update:

- Drywall and painting complete in Same Day Surgery.
- Exterior stone complete at South and East wings.
- Temp heating installed in South and East wings.
- Mechanical, electrical, and plumbing rough-ins South and East wings.

Upcoming Work

- Underground utilities at North addition.
- Slab on grade in North addition.
- Drywall install at South and East wings.
- Mechanical, electrical, and plumbing rough-ins in South and East wings.
- Flooring and finish install at Same Day Surgery.
- Door and hardware install in Same Day Surgery.

b. Recommended Change Orders

George Rohrich reviewed the change orders numbers:

- 56. Door and Hardware Shop Review/Approval Changes.
- 89. Reduce number of transition strips and replace with wider model.
- 95. Helipad light fixture location revisions.
- 96. Remove radinet heater and pipping in Phase 3 – Same day Surgery.
- 97. Add studs, batt insul and Vapor barrier infill at windows in SDS.
- 98. User requested changes to ER Secure Room – delete card reader, add outlet and code blue.
- 99. Add and revise Pharmacy casework.
- 102. Enlarge Grating on Sand Trap structure.
- 104. Enlarge 2 soiled linen hamper alcoves in Same Day Surgery and add wall cabinets.

ACTION: A motion was made by Jerry Pfeifer to approve change orders 56, 89, 95, 96, 97, 97, 98, 99, 102, and 104. The motion was seconded by MaryAnn Harty and carried with all members voting in favor.

ROUNDTABLE COMMENTS

Stephanie Holden:

1. Donations:
 - i. \$3,000 Children's weekend food program.
 - ii. Saint Peter food Shelf – New refrigerator.
 - iii. \$5,000 Govenaires
2. Blood Drive – January 24th at the Senior Center.
3. Patient Advisory Council will meet on January 15th.

CONTINUED

Janelle Rauchman:

1. Baldrige will be visiting in March.
2. DNV will be here in April and May.

EXECUTIVE SESSION – CEO ANNUAL EVALUATION

A. Resolution Calling for Closed Session to discuss CEO Evaluation.

ACTION: A motion was made by Gary Swedberg to adjourn to closed session for the purpose of discussing the Chief Executive Officer's Evaluation. Motion was seconded by MaryAnn Harty and carried with all voting in favor. Meeting was adjourned to closed session at 1:34 p.m.

B. Call Closed Session to Order

The closed session of the Hospital Commission was called to order at 1:37 p.m. by Chairperson Margie Nelsen.

C. Call Closed Session to Adjourn

The closed session of the Hospital Commission was adjourned at 2:18 p.m. by Chairperson Margie Nelsen.

CALL BACK TO ORDER

The regular meeting of the Hospital Commission was called back to order at 2:21 p.m. by Chairperson Margie Nelsen.

CEO EVALUTION

The Hospital Commission reviewed the individual responses to the review questions in the closed session and discussed topics to be able to provide Mr. Rohrich with some feedback and direction. Todd Prafke will meet with Mr. Rohrich to discuss the evaluation at a later date.


ADJOURNMENT

ACTION: A motion was made by Jerry Pfeifer to adjourn the meeting. Motion seconded by MaryAnn Harty 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, January 23, 2019, 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, January 16, 2019, at 12:30 p.m. This meeting will convene in the River's Edge Hospital Helen White Conference Room 1.


Chairperson


Secretary