

RIVER'S EDGE HOSPITAL & CLINIC COMMISSION MEETING

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

Wednesday, March 27, 2019

Present: Margie Nelsen, Chairperson; John Lammert, Vice Chairperson; Blake Combellick, Secretary. Trustees: Jerry Pfeifer, MaryAnn Harty, Laura Hulsebus, Gary Swedberg, Stephen Grams; Kyle Swanson, Chief of Medical Staff; George Rohrich, CEO; Lori Zook, CFO; Jackie Kimmet, Chief Human Resources Officer; Janelle Rauchman, Chief Quality Officer; Stephanie Holden, Chief Marketing Officer; Paula Meskan, Chief Nursing Officer; Samantha Pherson, Recorder.

Absent: Todd Prafke, St. Peter City Administrator.

CALL TO ORDER

The regular meeting of the Hospital Commission was called to order at 12:35 p.m. by Chairperson Margie Nelsen.

APPROVAL OF AGENDA

The March 27, 2019 Agenda was reviewed and a request to amend was made to add Item 6c: Information on BoardDocs by George Rohrich.

ACTION: A motion was made by Jerry Pfeifer to approve the amended agenda to include Item 6c: Information on BoardDocs. The motion was seconded by John Lammert and carried with all members voting in favor.

APPROVAL OF MINUTES

The February 27, 2019 Hospital Commission Minutes were reviewed.

ACTION: A motion was made by Gary Swedberg to approve the February 27, 2019 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 March 20, 2019 Finance Committee Meeting Minutes.
- Acceptance of the March 12, 2019 Medical Staff Meeting Minutes.
- Acceptance of the March 20, 2019 Quality Committee Meeting Minutes.
- Acceptance of the March 21, 2019 Building Committee Meeting Minutes.

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

GENERAL VISITOR COMMENTS

Visitors: Chuck Zieman, Mayor of Saint Peter.

COMMISSION EDUCATION REPORT

A. QHR Webinar:

On March 12, 2019 the Hospital Commission was invited to attend a QHR Webinar titled: The Role of the CMO in Your Hospital.

B. Commission Self Evaluation:

The Hospital Commission discussed the results of the Commission Self Evaluation. The Commission will set goals for evaluation criteria at the next strategic planning sessions.

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:

Earle C. Munns, DO
Courtesy Staff, Emergency Medicine

Reappointment to the Medical Staff:

John R. Collingham, MD	Courtesy Staff, Emergency Medicine
Cynthia M. Doyscher, CNP	Courtesy Staff/AHP, Urgent Care
Paul A. Farris, MD	Courtesy Staff, Teleradiology
Jennifer R. Holm, CNP	Courtesy Staff/AHP, Urgent Care
Lon T. Knudson, MD	Courtesy Staff, Pediatrics
Janice R. Shelton, PA-C	Courtesy Staff, Emergency Medicine
Mark P. Taylor, MD	Courtesy Staff, OB/GYN

Change in Category – Provisional to Full Membership: None

Provisional Membership: None

Change in Privileges:

Curtis L. Binder, MD
Courtesy Staff, Radiology

Withdrawn from Medical Staff:

Timothy Klassen, CRNA
Courtesy Staff/AHP, Nurse Anesthetist

ACTION:

- 1) A motion was made by John Lammert 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 Gary Swedberg 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 Stephen Grams and carried with all members voting in favor.

QUALITY REPORT

The Quality Management Committee minutes from the March 20, 2019 meeting were reviewed. The Quality Dashboard was reviewed by Janelle Rauchman. The dashboard contains results from a number of measurable and reportable quality measures.

CONTINUED

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 February of approximately (\$200,000), versus a month-to-date budget of \$784,000.
- Net Operating Income MTD is (\$150,000) vs MTD budget of \$827,000.
- February results show an increase of cash on hand of \$51,000 resulting in balance of \$11,519,000 million. The 2019 Year End Budget goal is \$10.4M.

B. Statistical Dashboard.

The statistical report for February, 2019, was reviewed. Of the 17 measured activities, 5 are green. The monthly strategic report was also reviewed.

FINANCIAL REPORT

A. February Financial Summary.

Lori Zook presented the financial reports for February. The month of February had a Net Operating Income of (\$150,238) and a year-to-date stand at \$421,487. Total Patient Revenue stands at \$5,611,184. Year-to-date Total Patient Revenue stands at \$12,509,925, over an YTD budget of \$14,318,547. February Net Patient Revenue stands at \$2,826,933 with a budget of \$3,794,034. Monthly Net Operating Revenue stands at \$2,860,734, versus a budget of \$3,799,850. Monthly Operating Expenses stands at \$3,010,972 over budget of \$2,972,462.

Cash flow for February was positive at \$51,398. Days Cash On Hand is 109.78 days, and Days Revenue in Accounts Receivable stands at 42.87 days. Debt coverage is 3.08 for the month of February.

B. Write-Off to Collection.

Community Care grants totaled \$7,675.87, covering 5 accounts. Presumptive community care grants totaled \$2,019.10 covering 3 accounts. Year-to-Date Community Care grants total \$111,286. Collection activity approval totaled \$15,430.33. Year-to-Date collection activity stands at \$100,066. Year-to-Date \$70,398 of gross bad debts have been recovered. The Revenue Recapture program through the State of Minnesota resulted in receipt of \$52,908.77, year-to-date recovery total of \$54,153.

ACTION: A motion was made by MaryAnn Harty to accept the recommendation made by the Finance Committee for approval of \$7,675.87 in Community Care grants, \$2,019.10 in Presumptive Community Care grants and \$15,430.33 in write-offs to collection for February. The motion was seconded by Blake Combellick and carried with all members voting in favor.

C. Accounts Payable Review.

Accounts Payable review for February included a total of \$2,004,989 paid via check.

ACTION: A motion was made by John Lammert to recommend approval of checks totaling \$2,004,989. The motion was seconded by Laura Hulsebus and carried with all voting in favor.

D. Capital Equipment Purchase Requests

1. Stryker System 8 saws and Drills

Currently River's Edge has five sets of Stryker System 7 Drills and Saws. These were purchased in 2012 and five of the saws were upgraded to System 8 in May 2018. This equipment is used for every total joint and is wearing down. The service history on the System 7 equipment is significant. It is also recommended that we have one set of saws and drills for every 100 procedures we do annually. We do approximately 700 total joints per year. To avoid over-using the equipment and to upgrade the existing old equipment, we recommend that we would like to purchase three new sets and replace the five drills that we currently own. The cost for this purchase is \$67, 684.08 for eight drills, \$20,468.67 for three saws plus shipping and taxes.

ACTION: A motion was made by Jerry Pfeifer to purchase of the Stryker System 8 Saws and Drills for the cost of \$67, 684.08 for eight drills, \$20,468.67 for three saws plus shipping and taxes. The motion was seconded by MaryAnn Harty and carried with all members voting in favor.

2. Emergency Purchase of UPS (Uninterrupted Power Supply) for Computer Network

We are looking to replace the Uninterrupted Power Supply – UPS in our server room. The current UPS was purchased when we opened the hospital and is 15 years old. At this time, the current UPS has a failed power supply and battery module and will cost \$4,116.00 to repair. The new UPS will allow for additional expansion of new servers coming on line with the hospital expansion/remodel. We recommend going with Vertiv for \$15,302.95.

ACTION: A motion was made by John Lammert to purchase the Uninterrupted Power Supply from Vertiv for the amount of \$15,302.95. The motion was seconded by Stephen Grams and carried with all members voting in favor.

BUILDING COMMITTEE

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

Project Highlights

- Endo construction is in progress.
- Finishes in South patient wing are in progress.
- Emergency department concrete slab to start the week of March 25th.

Construction Update:

- Drywall in Endo is complete.
- Casework is complete in Endo.
- Painting is complete in South Wing.
- Casework is complete in South wing.
- Bathroom tile is complete in South wing.
- Exterior glass is complete in South wing.
- Drywall in East patient wing is complete.

Upcoming Work

- Slab on grade on North addition.
- Exterior framing at North addition.
- Flooring in East patient wing.
- Finishes in East patient wing.
- Finishes in Phase 4.

Change Orders:

George Rohrich reviewed the change orders numbers:

- 116. R/I for hardwired vs. wireless patient monitoring in PACU.
- 130. Add baseboard heat at infusion, pipping for future RCP's in OP rehab & change 2x2 to slot diffusers.
- 132. Reroute medical gases around the 3 existing patient rooms.

ACTION: A motion was made by Jerry Pfeifer to approval of change orders 116, 130, & 132. The motion was seconded by Blake Combellick and carried with all members voting in favor.

ROUNDTABLE COMMENTS

Stephanie Holden:

1. Saturday, June 1, 2019 – New patient rooms open house.
2. PCAC meeting April 16th.
3. Annual Bike Rodeo May 18th 10:30a-12:30p.
4. April 27th High-way Clean-up.

Lori Zook: Eide Bailly will be here for the April Hospital Commission meeting to present the information on the audit.

ADJOURNMENT

ACTION: A motion was made by MaryAnn Harty to adjourn the meeting. Motion seconded by Jerry Pfeifer and carried with all voting in favor. Meeting was adjourned at 2:17 p.m.

NEXT MEETING

The next regular meeting of the Hospital Commission will be Wednesday, April 24, 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, April 17, 2019, at 12:30 p.m. This meeting will convene in the River's Edge Hospital Helen G. White Conference Center.


Chairperson


Secretary