

RIVER'S EDGE HOSPITAL & CLINIC COMMISSION MEETING

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

Wednesday, May 22, 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 Office; Todd Prafke, St. Peter City Administrator; Samantha Pherson, Recorder.

Absent: Paula Meskan, Chief Nursing Officer.

CALL TO ORDER

The regular meeting of the Hospital Commission was called to order at 12:31 p.m. by Chairperson Margie Nelsen.

APPROVAL OF AGENDA

The May 22, 2019 Agenda was reviewed.

ACTION: A motion was made by Jerry Pfeifer to approve the May 22, 2019 agenda. The motion was seconded by Gary Swedberg and carried with all members voting in favor.

APPROVAL OF MINUTES

The April 24, 2019 Hospital Commission Minutes were reviewed.

ACTION: A motion was made by John Lammert to approve the April 24, 2019 Hospital Commission Minutes. The motion was seconded by Jerry Pfeifer and carried with all members voting in favor.

APPROVAL OF CONSENT AGENDA

The consent agenda includes the following:

- Acceptance of the May 15, 2019 Finance Committee Meeting Minutes.
- Acceptance of the May 15, 2019 Quality Committee Meeting Minutes.
- Acceptance of the May 16, 2019 Building Committee Meeting Minutes.
- Acceptance of the May 7, 2019 Medical Staff Meeting Minutes.

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

GENERAL VISITOR COMMENTS

Visitors: Chuck Zieman, Mayor of Saint Peter; Dave Yackell, Quorum Health Resources.

COMMISSION EDUCATION REPORT

QHR Webinar:

On May 14, 2019 the Hospital Commission was invited to attend a QHR Webinar titled: Compliance Update.

CONTINUED

ANNUAL BENEFITS REPORT

Quorum Health Resources (QHR):

Dave Yackell presented information on the resources that were provided to the Hospital in 2018 and the resources that could continue in 2019. QHR provided the Hospital with benefits and savings of \$467,247 for the 2018 year. The Commission held a discussion regarding the partnership with QHR and having it continue in the future.

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:

David A. Durand, MD	Courtesy Staff, Teleradiology
Matthew J. Sondag, MD	Courtesy Staff, Teleradiology
Adam N. Wallace, MD	Courtesy Staff, Teleradiology

Change in Category – Provisional to Full Membership:

Kristina A. Davis, CNP	Courtesy Staff, Emergency Medicine
David A. Gross, MD	Courtesy Staff, Teleradiology
Gregory A. Haines, MD	Courtesy Staff, Teleradiology
Geoffrey D. Raile, MD	Courtesy Staff, Teleradiology

Provisional Membership: None

Change in Clinical Privileges: None

Withdrawn from Medical Staff:

Susan J. Austin, MD	Courtesy Staff, Teleradiology
Ashley Brenden, PA-C	Courtesy Staff/AHP, Surgical Physician Assistant
Robert Christensen, MD	Active Staff, Emergency Medicine
Elizabeth Osborne, MD	Courtesy Staff, Family Medicine

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 Laura Hulsebus 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 Blake Combellick and carried with all members voting in favor.

QUALITY REPORT

The Quality Management Committee minutes from the May 15, 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 April of approximately \$170,000 versus a month-to-date budget of \$33,000.
- Net Operating Revenue MTD is \$235,000 vs MTD budget of \$75,000.
- April results show an increase of cash on hand of \$667,000 resulting in balance of \$12,514,000 million. The 2019 Year End Budget goal is \$10.4M.

B. Statistical Dashboard.

The statistical report for April, 2019, was reviewed. Of the 17 measured activities, 10 are green. The monthly strategic report was also reviewed.

FINANCIAL REPORT

A. April Financial Summary.

Lori Zook presented the financial reports for April. The month of April had a Net Operating Income of \$234,517 and a year-to-date stand at \$958,262. Total Patient Revenue stands at \$6,172,853. Year-to-date Total Patient Revenue stands at \$24,663,309, over an YTD budget of \$27,366,441. April Net Patient Revenue stands at \$3,299,702 with a budget of \$3,158,723. Monthly Net Operating Revenue stands at \$3,311,820, versus a budget of \$3,164,273. Monthly Operating Expenses stands at \$3,077,303 over budget of \$3,088,761.

Cash flow for April was positive at \$667,586. Days Cash On Hand is 125.75 days, and Days Revenue in Accounts Receivable stands at 42.68 days. Debt coverage is 3.17 for the month of April.

B. Write-Off to Collection.

Community Care grants totaled \$6,719.57, covering 13 accounts. Presumptive community care grants totaled \$178,326.84 covering 118 accounts. Year-to-Date Community Care grants total \$305,315. Collection activity approval totaled \$123,221.42. Year-to-Date collection activity stands at \$310,386. Year-to-Date \$150,377 of gross bad debts have been recovered. The Revenue Recapture program through the State of Minnesota resulted in receipt of \$39,162.05, year-to-date recovery total of \$122,099.

ACTION: A motion was made by Stephen Grams to accept the recommendation made by the Finance Committee for approval of \$6,719.57 in Community Care grants, \$178,326.84 in Presumptive Community Care grants and \$123,221.42 in write-offs to collection for April. The motion was seconded by MaryAnn Harty and carried with all members voting in favor.

C. Accounts Payable Review.

Accounts Payable review for April included a total of \$1,591,836 paid via check.

ACTION: A motion was made by Blake Combellick to recommend approval of checks totaling \$1,591,836. The motion was seconded by Laura Hulsebus and carried with all voting in favor.

D. Items for Approval.

1. BoardDocs Document Management System:

The current system of e-mailing documents and communicating with the Commission is inefficient, as the documents are often over the e-mail limits and are difficult to adapt to follow guidelines. BoardDocs will allow a central depository of documents accessible to Commission Members as well as staff to provide updated information and to be able to archive documents as necessary. The cost of the BoardDocs Documents Management System is \$10,000 per year and a \$1,000 installation fee.

ACTION: A motion was made by MaryAnn Harty to approve purchasing the BoardDocs Document Management System for the amount of \$10,000 per year plus a \$1,000 installation fee. The motion was seconded by Stephen Grams and carried with all members voting in favor.

2. Fujitsu fi-7700 Scanner:

The current scanner used is HIMS is a least 12 years old and has scanned several million documents. It is working well, but service is no longer available if it breaks down. The scanner is used to scan documents into the electronic medical record. These are records from systems that don't work with our current electronic health record such as pre-surgery clinical information on out patients, EKG's, Ambulance documents, etc. These are vital to the appropriate care of our patients. The recommendation is to purchase the Fujitsu fi-7700 document scanner with a three extended service agreement for \$9,056.22 from CDW-G.

ACTION: A motion was made by Gary Swedberg to approve the purchasing of the Fujitsu fi-7700 Scanner for the amount \$9,065.22 from CDW-G. The motion was seconded by Jerry Pfeifer and carried with all members voting in favor.

3. Zero Turn Lawnmower:

The Hospital recommends purchase a new Zero turn lawnmower for \$7,200 plus taxes from John-Deere-Kibble Equipment. After bringing a mower on-site to test, we can reduce the man-hours by 50% and still keep the campus looking nice. This, combined with other changes, will allow out maintenance employees to do other work, and will hopefully reduce the total FTE's needed to maintain the new campus.

ACTION: A motion was made by Blake Combellick to approve purchasing a Zero Turn Lawnmower from John Deere-Kibble Equipment for the amount of \$7,200 plus taxes. The motion was seconded by John Lammert and carried with all members voting in favor.

4. Cisco 9400 Network Switch:

The Hospital recommends purchasing a Cisco 9400 Network Switch for \$64,532.40 from Marco. This new switch is needed in the server room because the current switch does not have the capacity to handle the two current data closets as well as the two new data closets. The existing switch will be repurposed to the data closet in the Emergency Department area, which will save the cost of purchasing a new one for that area.

ACTION: A motion was made by John Lammert to recommend purchasing the Cisco 9400 Network Switch from Marco for \$64,523.40 to the Saint Peter City Council. The motion was seconded by MaryAnn Harty and carried with all members voting in favor.

5. Quorum Health Resources Services Agreement:

The Hospital is recommending authorizing approval of the Third Amendment to the Advisory Services Agreement with Quorum Health Resources for the amount of \$136,000 for the year beginning on July 1, 2019. River's Edge Hospital had had this agreement in-place for the past three years. This agreement provides leadership support, financial best practices support, and two focused consultation engagements. In 2018, these services provided River's Edge \$467,000 in operational expense savings at a cost of \$130,000.

ACTION: A motion was made by Gary Swedberg to approval of the Third Amendment to the Quorum Health Resources Service Agreement for the amount of \$130,000. The motion was seconded by MaryAnn Harty 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:

- South Patient Wing punch-list is in progress.
- East patient Wing punch-list is in progress.
- Emergency department framing is in progress.
- Emergency Department roofing is in progress.

Construction Update:

- South patient wing is complete, punch-list in progress.
- East patient wing is complete, punch-list in progress.
- Temporary hallways complete for patient wing access to existing hospital.

Upcoming Work:

- Exterior finishes at North addition.
- Sitework around patient wings.
- Demolition of existing patient rooms.
- Steel installation in Courtyard.

Change Orders:

George Rohrich reviewed the change orders numbers:

138. Move floor drain in Endo Decontam Room.

142. Add sink and air in Decontam.

143. Change soiled utility door hardware to classroom function.

146. Thicken concrete sidewalk at emergency exit sidewalks.

Total amount for change orders is \$27,455.

ACTION: A motion was made by Jerry Pfeifer to approval of change orders 138, 142, 143, and 146 for a total of \$27,455. The motion was seconded by Blake Combellick and carried with all members voting in favor.

ROUNDTABLE COMMENTS

Jerry Pfeifer:

1. With new postal guidelines to move mailboxes to a central location in neighborhoods this has made it more difficult for elderly patrons to retrieve their mail. Jerry would like hospital staff to write a letter to the post office to start carrying mail to the door step of elderly customers. This is part of a broader movement with other businesses also writing letters to help draw attention to this problem.

ACTION: A motion was made by Jerry Pfeifer to have the hospital write a letter supporting the post office delivering mail to the doorstep of elderly patrons. The motion was seconded by John Lammert and carried with all members voting in favor.

Stephanie Holden:

1. Bike Rodeo: May 18th – 180 Bike Helmets were given out.
2. MHA Award Ceremony: May 31st.
3. Becker's Review list – 1 of 67 Critical Hospitals to know.
4. New Patient Wing Open House:
 - a. Commission/City Council Tour- May 31st 1:00pm
 - b. Public Open House – June 1st 2pm-4pm
5. Strategic Planning – June 11th 2pm

Janelle Rauchman:

1. Received a Baldrige Award.
2. DNV was here May 7-9. Received Hip & Knee and Spine & Shoulder Certification.

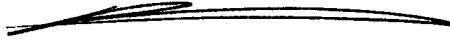
ADJOURNMENT

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 1:51 p.m.

NEXT MEETING

The next regular meeting of the Hospital Commission will be Wednesday, June 26, 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, June 19, 2019, at 12:30 p.m. This meeting will convene in the River's Edge Hospital Helen G. White Conference Center.


Chairperson


Secretary