

Meeting Name: Windom Area Hospital Board of Directors' Meeting **AGENDA**

Purpose: Provide governance for Windom Area Hospital.

Date/Time/Location: **Tuesday, January 16, 2018 / 5:30 pm / Large Conference Room**

Members: All Governing Board members
Present:
Absent:
Others:

Recorder: Janel Eichstadt

Category/Topic	Action step(s)/Updates	Accountable Person
STANDING ITEMS		
Call to Order	Call Windom Area Hospital Governing Board meeting to order at 5:30 p.m. by Governing Board Chair.	Ryan M
Minutes	Approve minutes from regular meeting of December 18, 2017	Ryan M
COMMITTEE REPORTS		
Finance / Personnel / Labor Relations & Building & Grounds	Review committee activities	Ann B
Professional Practice / Quality & Planning	Review committee activities	Michael F
OTHER REPORTS		
Medical Staff		Dr. J. Taber
City of Windom		Steve Nasby Bryan Joyce
Sanford Health Network		Terry Mahar
Administration	Executive Summary Reports.	Sr. Mgmt Team Mbrs
WAH Foundation Board	Foundation Board meets this evening.	Shelby M / Alice H
WAH Auxiliary	Auxiliary did not have a meeting in December as they decorated WAH for the holidays.	Shelby M
OLD & NEW BUSINESS		
Old Business		Ryan M
New Business	Reminder, next Windom Area Hospital Governing Board meeting will be held Tuesday, February 20 at regular times.	Ryan M
CONCLUSION		
Board Education	Conclude meeting.	Ryan M. Shelby M

Meeting Name: Windom Area Hospital Board of Directors' Meeting

MINUTES

Purpose: Provide governance for Windom Area Hospital.	
Date/Time/Location:	Monday, December 18, 2017 / 5:30 pm / Large Conference Room
Members: All Governing Board members	Present: Ryan McNamara, Dr. Michael B. Fisher, Ann Bartelt, Cindy Espenson, Nate Low, Kay Gross, Kim Armstrong/CFO, Kari Witte/CNO, Emily Masters/CHRO, Shelby Medina/CEO Absent: Julie Brugman/Mt. Lake Advisory mbr, Laura Fresk, Dr. Jeff Taber/Chief of Staff, Terry Mahar/Sanford Health Network VP, Bryan Joyce/City Council Hospital liaison; Steve Nasby/City Administrator Others Present:
Recorder:	Janel Eichstadt

Category/Topic/Required Outcome	Action step(s)/Updates	Accountable Person
STANDING ITEMS		
Call to Order	Call Windom Area Hospital Governing Board meeting to order at 5:30 p.m. by Governing Board Chair, Ryan McNamara.	Ryan M
Minutes	M/S/C UNANIMOUSLY TO APPROVE GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF NOVEMBER 20, 2017 AS PRESENTED (BARTELT/FISHER).	Ryan M

COMMITTEE REPORTS		
Finance/Personnel/Labor Relations & Building & Grounds Committee	<p>M/S/C UNANIMOUSLY TO APPROVE THE NOVEMBER 2017 UTILIZATION AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (BARTELT/ESPENSON).</p> <ul style="list-style-type: none"> Total Days Cash on Hand as of November 30, 2017 was 275. FY2018 YTD net revenue totaled \$275,539 on a projected budget of \$204,617. <p>M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$38,892.79 TO REVENUE RECAPTURE AND APPROVE 4 FINANCIAL ASSISTANCE ACCOUNTS FOR WRITE-OFF TOTALING \$20,129.98 (BARTELT/LOW)</p> <ul style="list-style-type: none"> Month 8 of FY2018, Financial Assistance write-offs totaled \$141,661.48 on a budget of \$200,000. <p>Finance Committee authorized the transfer of \$383,469.72 from the Funded Depreciation account to the checking account for November capital expenses.</p> <p>One Educational Assistance application was approved totaling \$2126 from an RN to attend SMSU at Marshall to obtain her BSN degree.</p> <p>M/S/C UNANIMOUSLY TO APPROVE ONE RESIGNATION FROM A REGISTERED NURSE EFFECTIVE JANUARY 5, 2018. (BARTELT/GROSS)</p> <p>Four new hires were noted-FT Speech Therapist beginning December 29, 2017; PRN Imaging tech who began December 1st, FT Coder and FT Housekeeper to begin January 2, 2018.</p> <p>An update was given by Shelby on the construction timeline and staffing positions for the comprehensive wound care center. Construction is anticipated to begin early/mid-February 2018.</p> <p>Committee discussed how WAH could support capital projects of the city that focused on community health and wellness operational expenses while avoiding a payment in lieu of taxes expectation.</p> <p>M/S/C UNANIMOUSLY TO APPROVE A 2.24% AVERAGE WAGE SCALE ADJUSTMENT EFFECTIVE DECEMBER 24, 2017 FOR WINDOM AREA HOSPITAL NON-UNION EMPLOYEES FOR CY2018 (BARTELT/LOW)</p> <p>Information was shared about Windom Area Hospital desiring to pursue the 2018 Rural Hospital Capital Improvement Grant Program application through the MN Department of Health (<i>Resolution attached to these minutes</i>)</p> <p>M/S/C UNANIMOUSLY TO APPROVE A BOARD RESOLUTION FOR THE 2018 RURAL HOSPITAL CAPITAL IMPROVEMENT GRANT APPLICATION TOTALING \$125,000 TO BE USED FOR THE REHABILITATION/DEPT RENOVATION PROJECT (BARTELT/ESPENSON).</p>	Ann B

<p>Kari noted there were no hospital committees which recently met, requiring Governing Board approval.</p> <p>M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE MEDICAL STAFF, TO APPROVE THE FOLLOWING:</p> <p>APPOINTMENTS: (FISHER/GROSS)</p> <p>Susan Goodemote, CNP Family Practice Allied Health Professionals</p> <p>Megan Pohlman, PA-C Family Practice Allied Health Professionals</p> <p>Katherine Somsen, RN Cardiology Allied Health Professionals</p> <p>REAPPOINTMENTS: (FISHER/GROSS)</p> <p>Mark Johnson, MD Pathology Consulting</p> <p>Beth Lentz, RN Cardiology Allied Health Professionals</p> <p>SANFORD TELEMEDICINE APPOINTMENTS:</p> <p>None</p> <p>SANFORD TELEMEDICINE REAPPOINTMENT: (FISHER/GROSS)</p> <p>Fred Lovrien, MD Nuclear Medicine Telemedicine</p> <p>V RAD TELEMEDICINE APPOINTMENTS: (FISHER/GROSS)</p> <p>Kimberly Fagen, MD Teleradiology Telemedicine</p> <p>Franklin Nwoke, MD Teleradiology Telemedicine</p> <p>Lisa Rubenstein, MD Teleradiology Telemedicine</p> <p>Jaime Salvatore, DO Teleradiology Telemedicine</p> <p>Kathryn Zamora, MD Teleradiology Telemedicine</p> <p>VRAD TELEMEDICINE REAPPOINTMENTS: (FISHER/GROSS)</p> <p>Stephen Adams, DO Teleradiology Telemedicine</p> <p>Reem Awwad, MD Teleradiology Telemedicine</p> <p>Charles Henry, MD Teleradiology Telemedicine</p> <p>Patient concern reports were reviewed and deemed to be appropriately addressed.</p> <p>Patient survey comments were reviewed and discussed.</p> <p>Patient safety activity reports were reviewed with no reportable adverse events noted.</p> <p>Emily gave an update was given on the WAH re-branding initiative. A decision was made to proceed at a slower pace and form a committee to assist with this initiative.</p> <p>An update was given on the progress of the comprehensive wound care center with Healogs.</p> <p>M/S/C UNANIMOUSLY, UPON RECOMMENDATION BY THE MEDICAL STAFF, TO APPROVE THE CORE PRIVILEGES ESTABLISHED FOR CRNA'S AND THE PSYCHIATRIC PRIVILEGES ESTABLISHED FOR NURSE PRACTITIONERS (FISHER/LOW).</p>	<p>Michael F</p>
<p>OTHER REPORTS</p>	
<p>Medical Staff</p>	<p>No report available.</p>
<p>City of Windom</p>	<p>No report available due to a budget planning meeting of the Windom City Council for CY2018.</p>
<p>Sanford Health Network</p>	<p>No report available.</p>
<p>Administration</p>	<p>Executive reports were given by Sr. Management Team members ~ <i>Chief Financial Officer, Kim Armstrong</i> – Contract review is taking place. Kim noted the Messenger Agreement with Sanford which assisted with review of healthcare insurance contracts is no longer valid so a contract attorney was secured to assist with reviewing insurance contract language and agreements. A new HIM coder will be starting January 2, 2018. The HIM manager is looking into securing a business to contract with to do billable Release of Information duties. <i>Chief Human Relations Officer, Emily Masters</i> – WAH Foundation is planning the Parade of Tables on January 20, 2018. Proceeds from this fundraiser will be used for the Wellness walking path. Emily presented a summary of the successful Wellness</p>
<p>Dr. J. Taber</p>	<p>Steve Nasby Bryan Joyce</p>
<p>Terry Mahar</p>	<p>Sr. Mgmt Team Mbrs</p>

	<p>incentive program offered to WAH employees that included rewards of insurance premium savings and chamber bucks. <i>Chief Nursing Officer, Kari Witte</i> – Kari shared information relating to the new staffing plan for the Nursing Dept to accommodate working shifts, on-call shifts and ambulance transfers. <i>Chief Executive Officer, Shelby Medina</i> – Sanford recently did an EPIC Risk Assessment on WAH. The EPIC Risk Assessment went well and WAH was found to have highly effective means of protection to the hospital's computer system.</p>	
WAH Foundation Board	No meeting is being held in December. An invitation was extended for participation in the Foundation's Parade of Tables which will be held on January 20, 2018, at the Windom Community Center.	Shelby M
WAH Auxiliary	November Auxiliary meeting minutes were included in the board packet. The Auxiliary did not meet in December however an Auxiliary Social was held at River City Eatery the evening of December 11, 2017.	Shelby M
OLD & NEW BUSINESS		
Old Business	There was no old business to report.	Ryan M
New Business	There was no new business to report.	Ryan M
CONCLUSION		
	WAH Governing Board meeting was concluded by Chair, Ryan McNamara	Ryan M.

Signature _____, Ann Bartelt, Governing Board Secretary

2018 Rural Hospital Capital Improvement Grant Program

GOVERNING BOARD RESOLUTION

2018 Rural Hospital Capital Improvement Grant Program

Be it resolved that:

- 1) Windom Area Hospital *(Organization or unit of government name)* apply for a Rural Hospital Capital Improvement grant from the Office of Rural Health and Primary Care of the Minnesota Department of Health.
- 2) Windom Area Hospital *(Organization or unit of government name)* certifies that it will comply with the requirements of the Rural Hospital Capital Improvement Grant Program, including the requirements in Minnesota Statutes 144.148.
- 3) Windom Area Hospital *(Organization or unit of government name)* enters into a grant agreement with the State of Minnesota if the application is successful.
- 4 Chief Executive Officer *(Title of Authorized Official)* is hereby authorized to execute contracts and certifications as required to implement the organization's participation in the Minnesota Rural Hospital Capital Improvement Grant Program.

I certify that the above resolution was adopted by the Governing Board
(Governing Body) of Windom Area Hospital *(Organization)* on 12/18/17 *(date)*

SIGNED:

WITNESSED:

[Handwritten Signature]

(Signature)

Board Chair

(Title)

12/18/17

(Date)

[Handwritten Signature]

(Signature)

Admin Asst

(Title)

December 18, 2017

(Date)

WINDOM AREA HOSPITAL
GOVERNING BOARD EXECUTIVE SUMMARY
as of January 12, 2018
WAH MISSION: "Dedicated to Health"

CHIEF EXECUTIVE OFFICER REPORT

- **Wound Center Update**
 - We plan to start recruitment efforts for the Medical Directorship, wound care providers, and Clinical Program Director.
 - Tentative timeline for construction start is end of February 2018. If the timeline is met the wound center should be operational within six to eight weeks.

- **Medical Career Class**
 - We are coming to an end with our first semester of the Introduction to Medical Careers class. The last day of class will be Thursday, January 18th. We have had a very successful first round! We plan to continue this class and are looking forward to the next class!

- **Industry Updates**
 - Avera opening a wound center with HBOT in Aberdeen. Avera St. Luke's Hospital announced the opening of a wound center that will offer two hyperbaric chambers for HBOT treatments.

 - Avera ACO – after discussions with Mark Vortherms, Vice President – Primary Care, Avera has entered into an ACO for this region (this will be the third ACO involving Avera Health) that became effective January 1, 2018. What does this mean for WAH? For this first year Avera will be reviewing the overall performance of the care of their patients. This will involve reviewing costs for care with local healthcare partners. If it is identified that there could be opportunities for cost savings, Avera is committed to working with local partners for potential solutions. WAH is aware that we have opportunities for improvements; are committed to working on initiatives that will better position ourselves for the changes; and are committed to ensuring that WAH is a continued partner with our local medical groups working towards the common goal of high quality / satisfaction, improving overall population health, and affordable healthcare (Triple Aim) for the communities that we serve. It is important to note - there are no restrictions for patients using our hospital for care.

 - University of Minnesota Medical School Duluth – first year medical student program:
 - Avera (Drs. Buhler and Olson) has partnered with the University of MN Medical School to be preceptors for first year medical students. This initiative will last for the next year and a half

 - Redwood Falls city council approves hospital MOU with CentraCare:
 - Discussions are occurring with CentraCare that will consist of listening and being educated on the different types of partnerships that the two could enter into that would help secure medical services for the community over the years to come. At this time these are only discussions and no decisions have been made. The MOU restricts Redwood Falls from discussing possibilities of partnerships with any other health system during the time of the discussions with CentraCare.

WINDOM AREA HOSPITAL
GOVERNING BOARD EXECUTIVE SUMMARY
as of January 12th, 2018
WAH MISSION: *"Dedicated to Health"*

CHIEF NURSING OFFICER REPORT

- **Medical/surgical:**
 - We had our first New Year's baby on 1/2/18.
 - We are working on a new hypoglycemia protocol to avoid IV sticks in newborns who are suffering from low blood sugar.
 - We are currently interviewing for 3 RN positions and 2 HUC positions.

- **Infection Prevention:**
 - Cheryl is now working from home 2 days a week.
 - We completed a second workplace violence drill. Focus was on nurse's station and the OB department.

- **Pharmacy:**
 - We are working on video verification with Cardinal. This is for after hours if medications aren't in the Pyxis machine and staff are pulling off the shelf in pharmacy.

- **Nursing Administration:**
 - All departments are currently working on budget for 2019.
 - We are currently reporting our IV usage weekly to Sanford. The shortage continues mainly with two types that are used frequently.
 - We have been working with Somnitech, our sleep study contracted staff, to become a certified facility for sleep studies. All policies and procedures were submitted last week, which means we can expect a survey within three months.

- **Social Services:**
 - Karen is meeting with departments regarding use of interpreter services to improve compliance with our policy.

- **Cardiac Rehab:**
 - We received a preliminary report back from the State Stroke System. We had two minor changes to make and resubmit to the team for review. We will have a site visit sometime over the next year.

WINDOM AREA HOSPITAL
GOVERNING BOARD EXECUTIVE SUMMARY
as of January 12, 2018
WAH MISSION: "Dedicated to Health"

CHIEF FINANCIAL OFFICER REPORT

Budget

- January marks the beginning of our budget process for fiscal year 2019. Proposed statistics are included of the Finance section of the Board information.

RFP

- Three Requests for Proposals were sent out for cardiovascular services. We are looking to optimize services in anticipation of higher volumes when the Wound Center is open.

WINDOM AREA HOSPITAL
GOVERNING BOARD EXECUTIVE SUMMARY
as of January 12, 2018
WAH MISSION: "Dedicated to Health"

CHIEF HUMAN RELATIONS OFFICER REPORT

Human Resources

- We are currently recruiting for the following positions:
 - Medical Director - Wound Center
 - RNs – several
 - Health Unit Coordinator (2)
 - Registered Dietician
 - Clinical Program Director (Healogics)
- Our meeting/education and travel policies were recently modified to create more clear guidelines for managers and employees on approved travel/education and how it is to be paid. This will be communicated out in January.

Marketing/Public Relations/Foundation

- A new billboard will go up in January near Prime Pork, promoting Total Joint Replacement services.
- The BEAT will be distributed in the Shopper on the weekend of January 28th.
- The Parade of Tables event has been cancelled due to low table responses.
- Planning is underway for the Heart Health Lunch event, the Be Well Path grand opening, and the new Fun Run, which we are looking to switch to Friday evening.
- WAH promotional materials are being purchased for the upcoming year.

Community/Employee Health and Wellness

- We received a \$2,500 grant from Odell Wind Farm for Path Equipment.
- We are coordinating with Windom Schools to conduct their employee health screening, onsite over several dates in January/Feb.
- We will be doing our annual Kid's Choice program with Windom 4th graders in February.

Employee Health/Safety/Occupational Medicine:

- We recently became organizational members of the Minnesota Safety Council.
- A dosimeter has been purchased to conduct baseline noise measurements for several of our jobs/duties. We were informed that OSHA has been looking closely at this over the last year.

Meeting Name: Windom Area Hospital Finance/Personnel/Labor Relations & Building & Grounds Committee
AGENDA

Purpose: Review and recommend annual operating budget and capital expenditure plan, review and recommend capital expenditures, review and evaluate monthly financial reports review, recommend annual audit report and recommend board approval to agenda items as requested.

Date/Time/Location: **Tuesday, January 16 / 3:30 pm / Small Conference Room**

Facilitator: Ann Bartelt, Chairperson

Members: Ann Bartelt, Nate Low, Cindy Espenson, Ryan McNamara-ex officio, Julie Brugman/Mt Lk Advisory Mbr, Kim Armstrong/CFO, Kari Witte/CNO, Emily Masters/CHRO, Shelby Medina/ CEO

Present:
Absent:
Others:

Janel Eichstadt

Category/Topic	Action step(s)/Updates	Accountable Person
STANDING ITEMS		
Call to Order	Call Finance/Personnel/Labor Relations & Building & Grounds meeting to order at 3:30 p.m.	Nate L
Minutes	Approve minutes from regular meeting of December 18, 2017. <i>(Cmte Motion)</i>	Nate L
Statistical & Financial Performance Reports	Review and recommend approval of reports. <i>(Cmte Motion / Bd Motion)</i>	Kim A.
Revenue Recapture & Financial Assistance	Review and recommend approval of accounts. <i>(Cmte Motion / Bd Motion)</i>	Kim A
Funded Depreciation Transfer	Review and approve Funded Depreciation account transfer. <i>(Cmte Motion)</i>	Kim A
Educational Assistance Applications	Review applications for educational assistance. <i>(Cmte Motion)</i>	Kim A
Employee Resignations	Review and recommend acceptance of resignations / terminations. <i>(Cmte Motion / Bd Motion)</i>	Emily M
New Employees	Report of employees recently hired.	Emily M
FOLLOW-UP ITEMS		
Wound Care Center	Project update re: staffing and construction.	Shelby M
Governing Board Committee meetings	Change of conference room location for of Board committee meetings starting in February.	Shelby M
FY2018-19 Board Planning Retreat	Review items for FY20 Governing Board Strategic Planning Retreat, January 18, 4-8:30p, CC Historical Society	Shelby M

CURRENT ITEMS		
FY19 Budget Statistics	Presentation and discussion of projected FY2019 statistics.	Kim A
FMV Adjustments	Review FMV proposed adjustments for clinic and outreach	Shelby M
Clinic Updates	Review letter submitted by Dr. Taber regarding clinic updates	Shelby M
MN DOT Second Entrance	Review proposal for additional entrance to hospital	Shelby M
CONCLUSION		
	Conclude meeting	Nate L

Meeting Name: Windom Area Hospital Finance/Personnel/Labor Relations & Building & Grounds Committee MINUTES

Purpose: Review and recommend annual operating budget and capital expenditure plan, review and recommend capital expenditures, review and evaluate monthly financial reports review, recommend annual audit report and recommend board approval to agenda items as requested.

Date/Time/Location: Monday, December 18, 2017 / 3:30 pm / Small Conference Room

Facilitator: Ann Bartelt, Chairperson

Members: Ann Bartelt, Nate Low, Cindy Espenson, Ryan McNamara-ex officio, Julie Brugman/Mt Lk Advisory Mbr, Kim Armstrong/CFO, Kari Witte/CNO, Emily Masters/CHRO, Shelby Medina/ CEO

Present: Ann Bartelt, Nate Low, Cindy Espenson, Ryan McNamara-ex officio, Julie Brugman/Mt Lk Advisory Mbr, Kim Armstrong/CFO, Kari Witte/CNO, Emily Masters/CHRO, Shelby Medina/ CEO
 Absent: Terry Mahar, Sanford Health VP
 Others:

Recorder: Janel Eichstadt

Category/Topic/Required Outcome	Action step(s)/Updates	Accountable Person
STANDING ITEMS		
Call to Order	Finance/Personnel/Labor Relations & Building & Grounds meeting was called to order by Committee Chair, Ann Bartelt.	Ann B.
Minutes	M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE REGULAR MEETING OF NOVEMBER 20, 2017 (LOW/ESPENSON).	Ann B.
Statistical & Financial Performance Reports	November 2017 statistical and utilization graphs were reviewed. The % of Medicare Days and Medicaid Days was below budget projections for the month. The month's total patient revenue was below budget projections; contractual adjustments as a percentage of revenue were above budget projections; total operating expenses were below budget expectations; net operating revenue and expenses factored together left a net gain totaling \$113,476. FY2018 year-to-date net income totals \$275,539 on a projected budget of \$204,617. Days in AR were 44.02 and Days Cash on Hand is at 275. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE NOVEMBER 2017 STATISTICAL AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (LOW/ESPENSON)	Kim A.
Revenue Recapture & Financial Assistance	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL SENDING ACCOUNTS TOTALING \$38,892.79 TO REVENUE RECAPTURE AND RECOMMEND THE FOLLOWING ACCOUNTS FOR FINANCIAL ASSISTANCE: 3 NEW APPLICATIONS APPROVED AT 100% WRITE-OFF; AND 1 NEW APPLICATION APPROVED AT 50% WRITE-OFF, WITH ALL FINANCIAL ASSISTANCE APPLICATION WRITE OFFS TOTALING \$20,129.98. (ESPENSON/LOW) In month 8 of FY2018, \$141,661.48 has been approved for Financial Assistance on a FY budget of \$200,000.	Kim A
Funded Depreciation Transfer	M/S/C UNANIMOUSLY TO AUTHORIZE THE TRANSFER OF \$383,469.72 FROM FUNDED DEPRECIATION TO THE CHECKING ACCOUNT FOR NOVEMBER 2017 CAPITAL PURCHASES (LOW/ESPENSON)	Kim A
Educational Assistance Applications	M/S/C UNANIMOUSLY TO APPROVE \$2,126.00 IN EDUCATIONAL ASSISTANCE FOR A REGISTERED NURSE TO ATTAIN HER BSN DEGREE FROM SMSU AT MARSHALL (ESPENSON/LOW).	Kim A
Employee Resignations	M/S/C UNANIMOUSLY TO RECOMMEND THE APPROVAL OF ONE RESIGNATION FROM A REGISTERED NURSE EFFECTIVE JANUARY 5, 2018 (LOW/ESPENSON)	Emily M
New Employees	Emily reported the following new hires- FT Speech Therapist starting Dec. 29, 2017; PRN Imaging Tech which started Dec. 1, 2017; FT HIM Coder and FT Housekeeper beginning Jan. 2, 2018.	Emily M
FOLLOW-UP ITEMS		
Wound Care Center	Shelby stated construction documents are anticipated to be submitted later this week by KrausAnderson for approval with wound center construction to begin mid to late February 2018. She noted after construction of the wound center has begun, hiring of leading wound care center positions will take place.	Shelby M

	<p>Discussion was held with the WAH nurses' union regarding RN staffing of the wound center and the need to make modifications to parts of the union contract in order for the positions to be employees of WAH. The Union voted not to make contract modifications; therefore, nursing positions will be hired by Healogics and receive compensation and benefits consistent with all other Healogics employees.</p>	
Strategic Plan Review	<p>Sanford Leadership, Ryan McNamara and Shelby met to strategize on how to build a strong and effective relationship between the City of Windom and WAH. Discussions entailed suggestions around effective communication; education of the industry; and how to best support both city and hospital capital projects.</p>	Shelby M
Board Meeting Dates	<p>Committee members were reminded of WAH board meeting dates for the upcoming two months due to legal holidays falling on the Mondays of regular board meeting dates. Governing Board dates will be January 16, 2018 & February 20, 2018, at regular meeting times.</p>	Shelby M
CURRENT ITEMS		
Market Adjustments	<p>Emily shared a WAH wage scale analysis for non-union employees was recently completed. Upon review of wage market information, a recommendation was made for a wage scale average adjustment of 2.24% be made to non-union employees effective 12/24/17 for calendar year 2018. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF A 2.24% AVERAGE WAGE SCALE ADJUSTMENT EFFECTIVE DECEMBER 24, 2017 FOR WINDOM AREA HOSPITAL NON-UNION EMPLOYEES FOR CY2018. (ESPENSON/LOW)</p>	Emily M.
Grant Update	<p>Emily shared information about Windom Area Hospital desiring to pursue the 2018 Rural Hospital Capital Improvement Grant Program application through the MN Department of Health with potentially receiving grant funds totaling \$125,000 which would be applied towards the Rehabilitation renovation project. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE BOARD RESOLUTION FOR THE 2018 RURAL HOSPITAL CAPITAL IMPROVEMENT GRANT APPLICATION TOTALING \$125,000 FOR THE REHABILITATION DEPARTMENT RENOVATION PROJECT (ESPENSON/LOW).</p>	Emily M.
CONCLUSION		
	<p>Meeting was concluded by Committee Chair, Ann Bartelt.</p>	Ann B.

Windom Area Hospital
INCOME STATEMENT

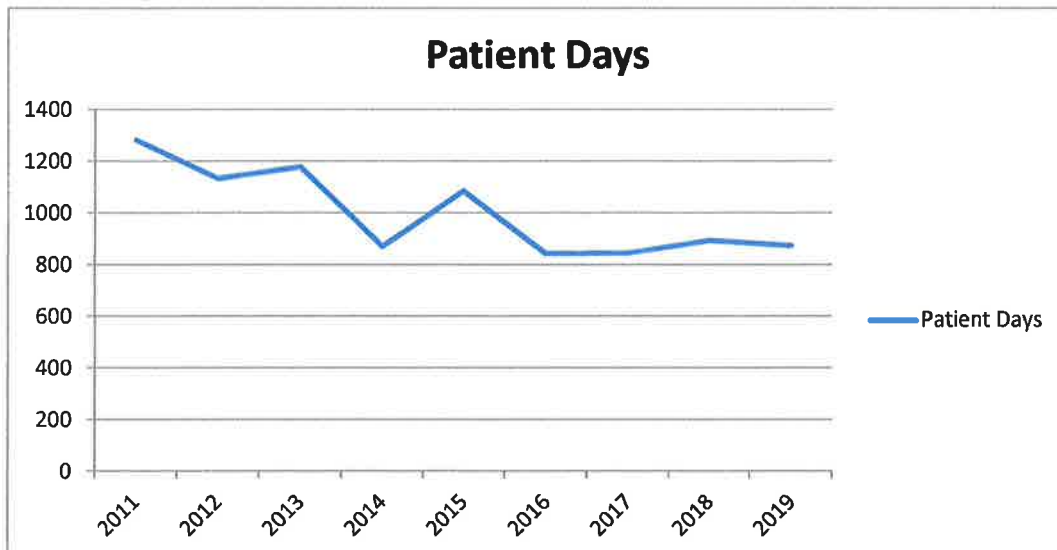
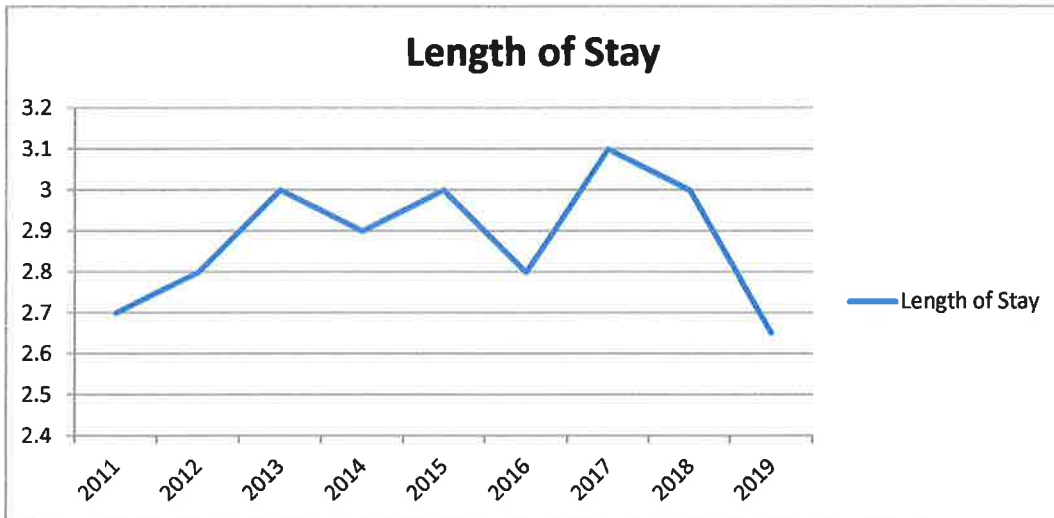
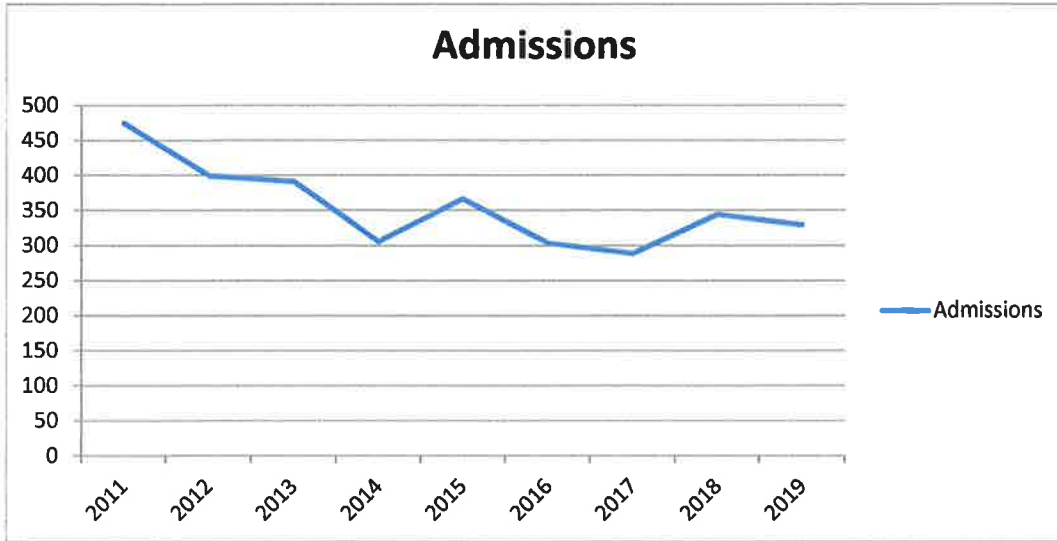
	12/31/2017	Revenue 12/31/2017	Revenue Comparison	Budget 2017	Revenue Comparison	y-t-d 2017	Revenue Comparison	Budget 2017	Revenue Comparison
PATIENT REVENUE									
Inpatient Revenue	\$645,440	24.37%	\$412,064	16.03%	\$3,690,796	17.89%	\$3,296,512	16.03%	
Outpatient Revenue	\$2,003,394	75.63%	\$2,158,716	83.97%	\$16,942,470	82.11%	\$17,269,728	83.97%	
Total Patient Revenue	\$2,648,834	100.00%	\$2,570,780	100.00%	\$20,633,266	100.00%	\$20,566,240	100.00%	
Contractual Adjustments	\$1,006,756	38.01%	\$1,012,833	39.40%	\$8,433,809	40.87%	\$8,102,664	39.40%	
Other Income	\$13,275	0.50%	\$14,449	0.56%	\$112,518	0.55%	\$115,592	0.56%	
NET OPERATING REVENUE	\$1,655,353	100.00%	\$1,572,396	100.00%	\$12,311,975	100.00%	\$12,579,168	100.00%	
EXPENSE									
Employee Salaries	\$590,515	35.67%	\$565,974	35.99%	\$4,534,578	36.83%	\$4,527,792	35.99%	
Employee Benefits	\$167,912	10.14%	\$176,939	11.25%	\$1,356,222	11.02%	\$1,415,512	11.25%	
Pharmaceuticals	\$76,605	4.63%	\$84,583	5.38%	\$541,359	4.40%	\$676,664	5.38%	
Supplies	\$90,332	5.46%	\$103,924	6.61%	\$632,067	5.13%	\$831,392	6.61%	
Rents & Utilities	\$27,130	1.64%	\$27,909	1.77%	\$218,190	1.77%	\$223,272	1.77%	
Purchased Services	\$282,091	17.04%	\$325,307	20.69%	\$2,483,631	20.17%	\$2,602,456	20.69%	
Purchased Services Interco	\$22,273	1.35%	\$17,625	1.12%	\$127,637	1.04%	\$141,000	1.12%	
Other Direct Expenses	\$128,257	7.75%	\$103,254	6.57%	\$831,623	6.75%	\$826,032	6.57%	
Provision for Bad Debts	\$22,964	1.39%	\$27,083	1.72%	\$117,432	0.95%	\$216,664	1.72%	
Depreciation	\$107,260	6.48%	\$117,571	7.48%	\$890,804	7.24%	\$940,568	7.48%	
Total Operating Expense	\$1,515,339	91.54%	\$1,550,169	98.59%	\$11,733,543	95.30%	\$12,401,352	98.59%	
Income (loss) From Operations	\$140,014	8.46%	\$22,227	1.41%	\$578,432	4.70%	\$177,816	1.41%	
Investment Income	\$4,810	0.29%	\$24,500	1.56%	\$37,015	0.30%	\$196,000	1.56%	
Other Revenue/(Expenses)	(\$15,355)	-0.93%	(\$17,496)	-1.11%	(\$210,439)	-1.71%	(\$139,968)	-1.11%	
Non Operating Rev/Exp	(\$10,545)	-0.64%	\$7,004	0.45%	(\$173,424)	-1.41%	\$56,032	0.45%	
Increase in Net Assets	\$129,469	7.82%	\$29,231	1.86%	\$405,008	3.29%	\$233,848	1.86%	

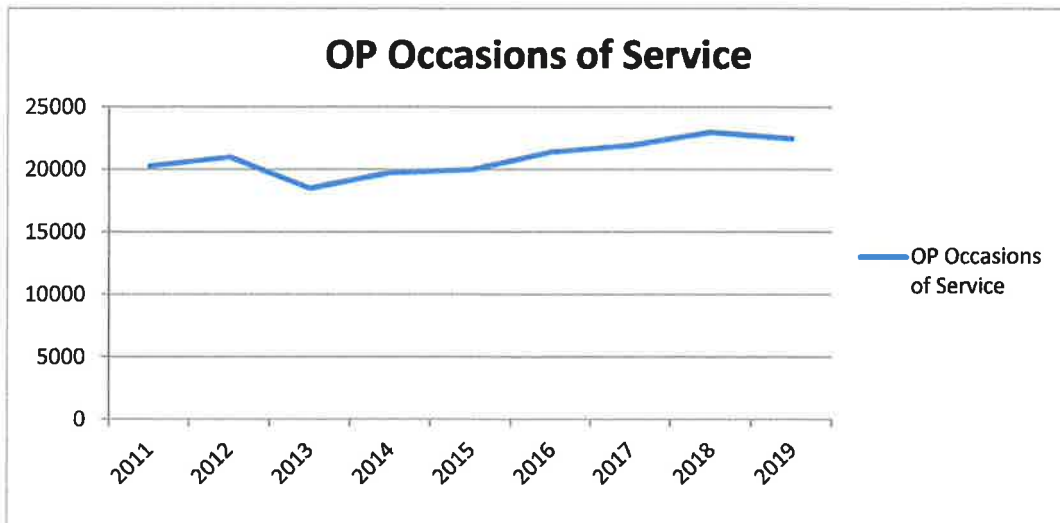
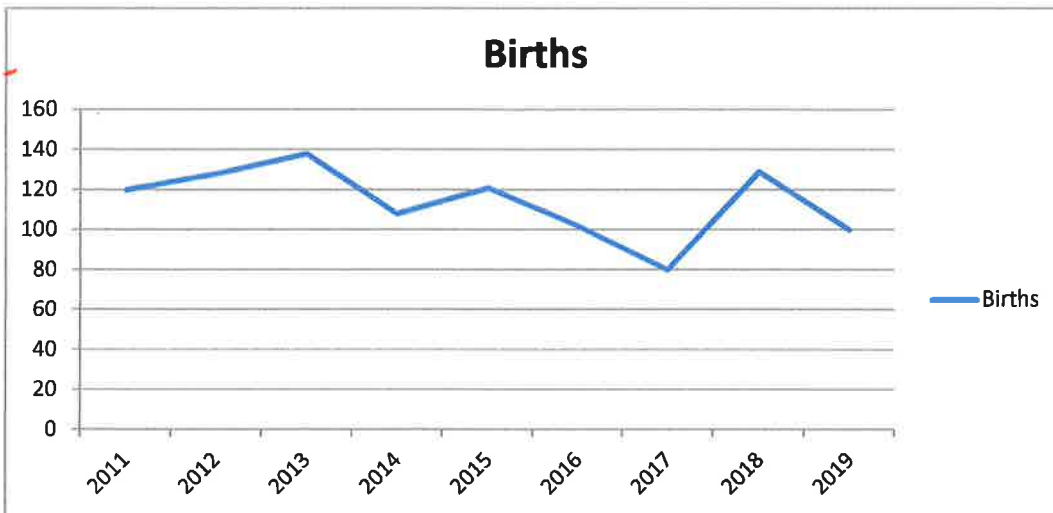
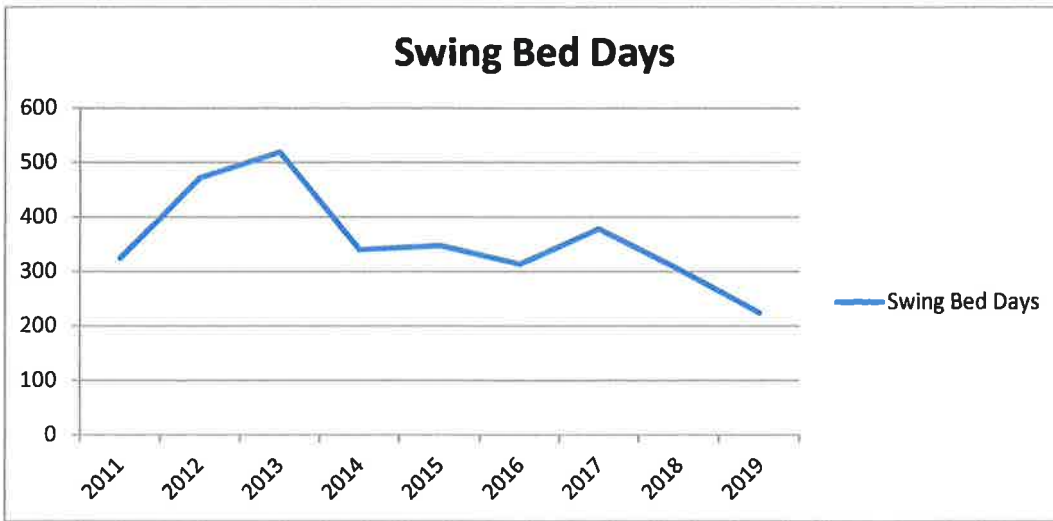
FY 2018

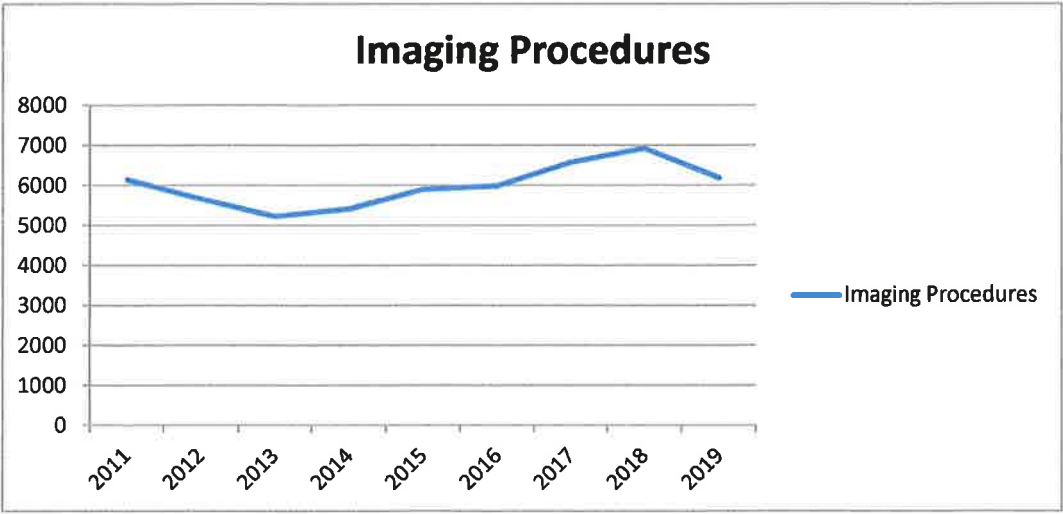
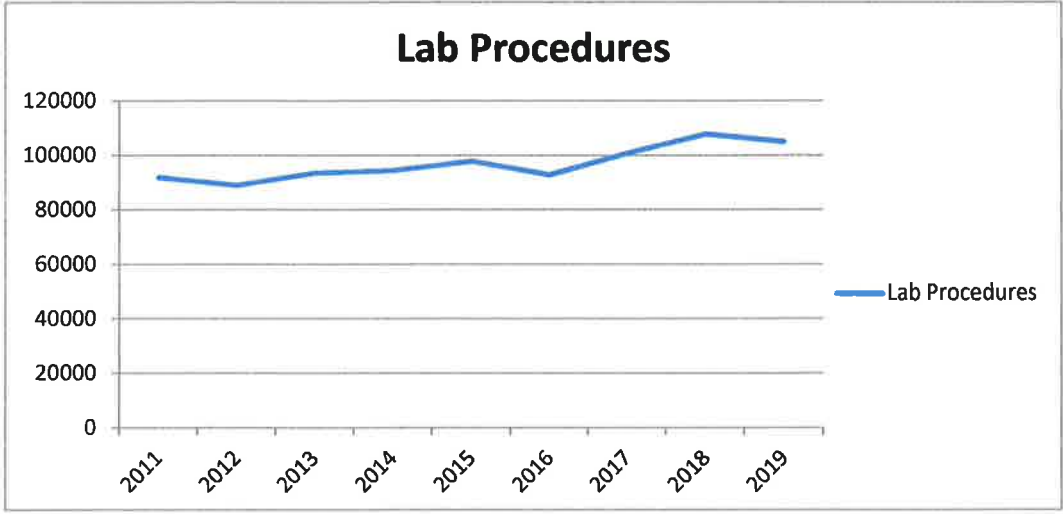
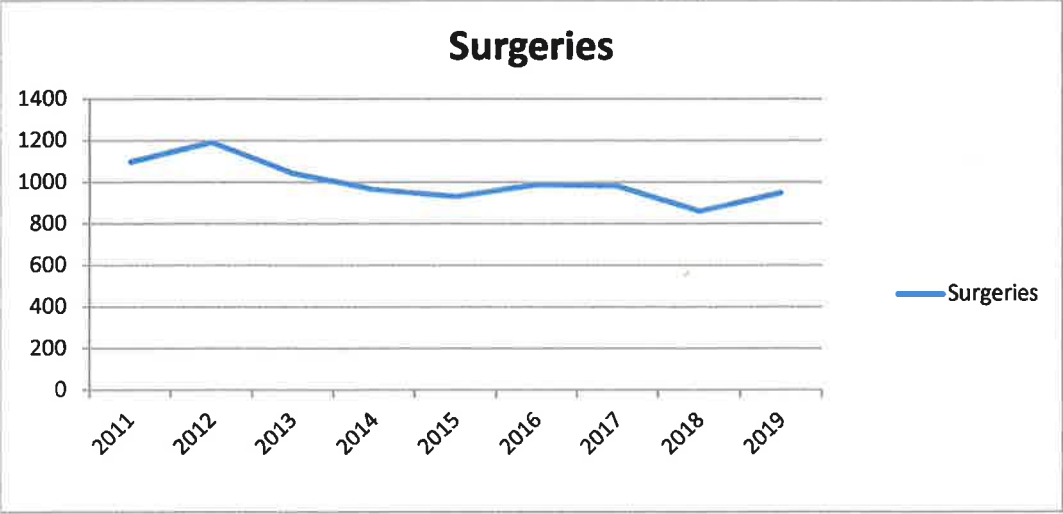
CAPITAL ASSET ACQUISITIONS

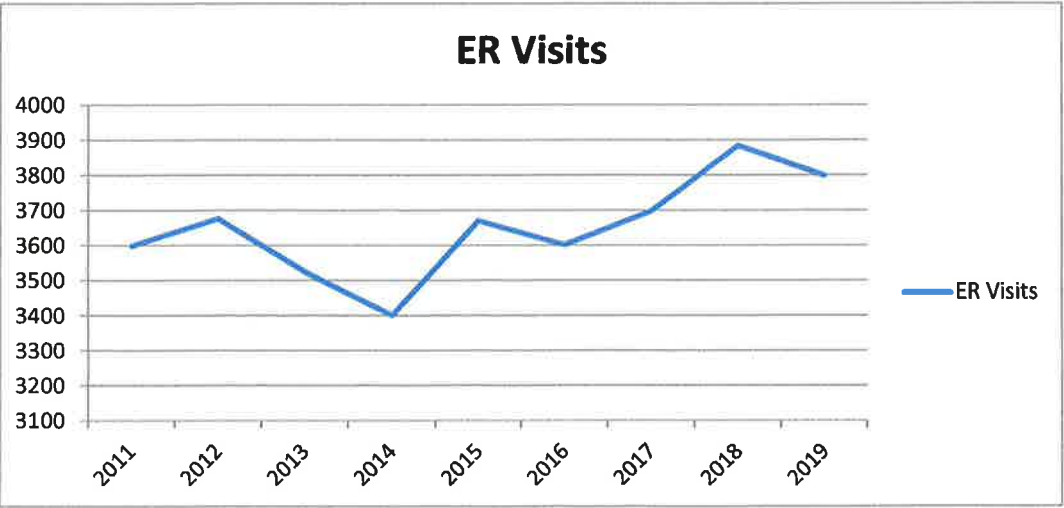
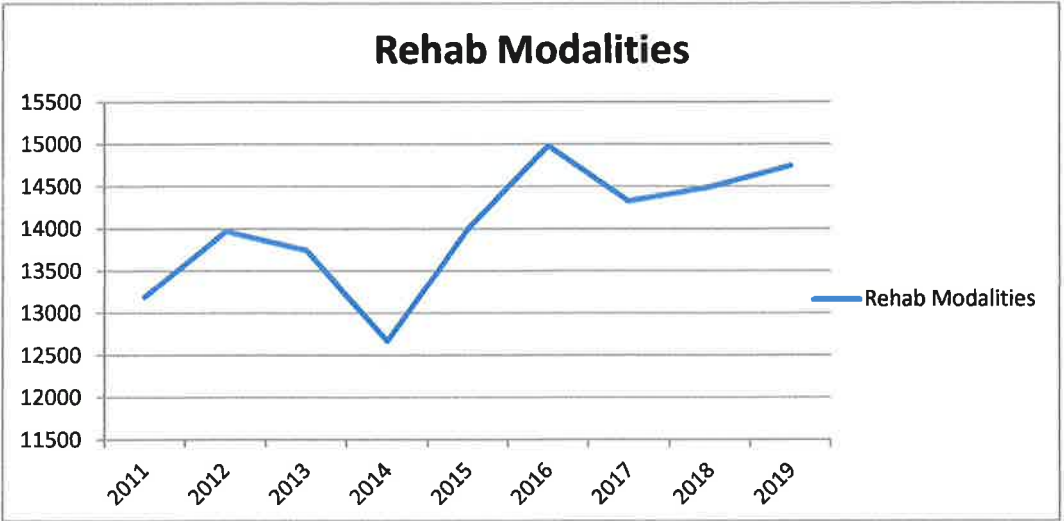
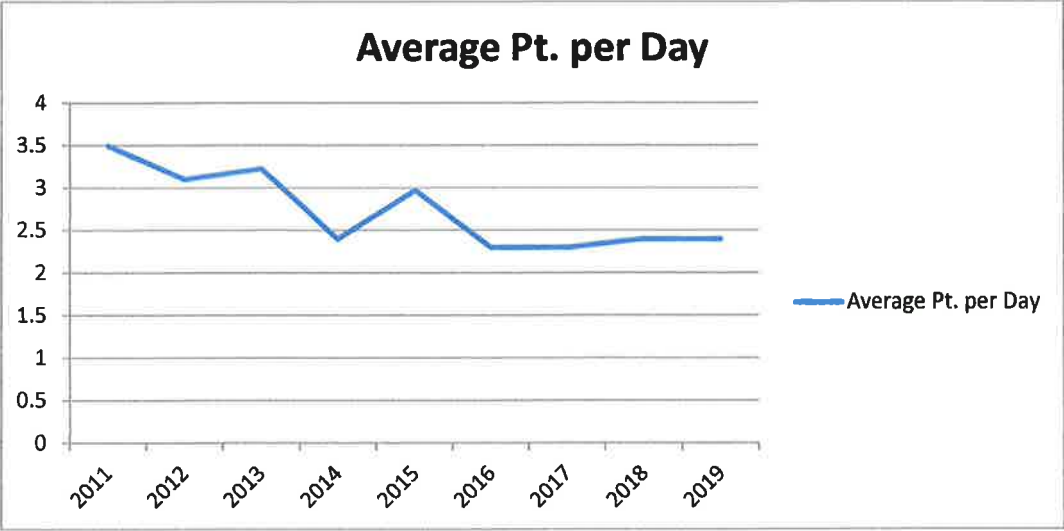
Yrs. De Capital Asset	Vendor	Asset class	September	October	November	December
15 Walking Path	Kraus Anderson	CIP	163,969.49			
15-20 Boiler Chiller Project	Kraus Anderson	CIP	13,912.17			
15-20 Boiler Chiller Project	I & S Group	CIP	988.00			
Wound Center Reno	I & S Group	CIP		18,293.18		
5 Coagulation Analyzer	Instrumentaion Lab	Maj Move		30,000.00		
Wound Center Reno	I & S Group	CIP			12,000.00	
15-20 Boiler Chiller Project	Kraus Anderson	CIP			95,581.01	
15-20 Boiler Chiller Project	I & S Group	CIP			127.00	
15-20 Boiler Chiller Project	Kraus Anderson	CIP			262,892.40	
15 Walking Path	Kraus Anderson	CIP			12,869.31	
10 LP Vaporizer	Country Pride	Fixed				7,872.50
3 Arthroscopy Instrumentation	Arthrex	Maj Move				14,330.72
Wound Center Reno	I & S Group	CIP				30,000.00
15-20 Boiler Chiller Project	I & S Group	CIP				618.00
5 IT Data Center	Sirius Computer	Maj Move				94,739.40
Total			178,869.66	48,293.18	383,469.72	147,560.62

Statistics	2010	2011	2012	2013	2014	2015	2016	2017	Projected Budget	
									2018	2019
Admissions	508	436	400	392	306	367	304	289	345	330
Length of Stay	2.9	2.7	2.8	3	2.9	3	2.8	3	3	2.7
Patient Days	1454	1161	1134	1179	871	1086	843	845	895	875
Swing Bed Days	344	289	473	520	341	348	314	379	305	225
Births	129	120	128	138	108	121	102	80	129	100
OP Occasions of Service	20527	20122	21020	18510	19769	19998	21438	21970	23016	22500
Surgeries	1316	1161	1194	1046	968	932	990	983	862	950
Lab Procedures	91623	91620	89119	93612	94547	97970	92977	100851	107882	105000
Imaging Procedures	6226	6158	5672	5233	5423	5908	5994	6590	6933	6200
Average Pt. per Day	4.0	3.2	3.1	3.2	2.4	3.0	2.3	2	2.4	2.4
Rehabilitation Modalities	12203	13577	13975	13747	12673	14007	14988	14332	14499	14750
ER Visits	3238	3544	3677	3526	3401	3671	3602	3698	3885	3800
Observation Patients	132	136	123	58	108	110	109	93	113	100

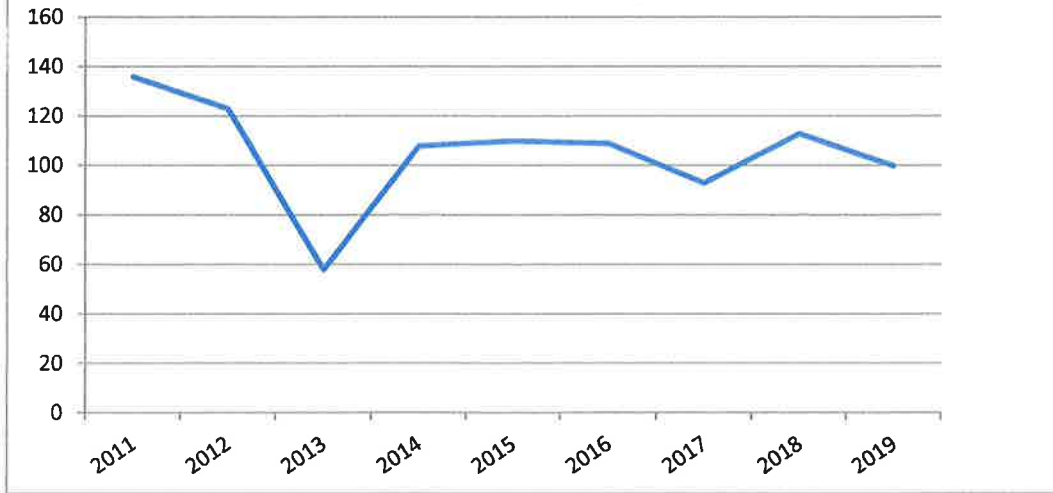








Observation Patients



**Meeting Name: Windom Area Hospital Professional Practice / Quality & Planning Committee
AGENDA**

Purpose: Oversee hospital compliance with regulations and laws, receive recommendations from the Medical Staff, oversee preparation and implementation of strategic plans, receive and consider all quality reports, and recommend final approval to the Governing Board on agenda items as requested.

Date/Time/Location: **Tuesday, January 16, 2018 / 4:30 pm / Small Conference Room**

Facilitator: Dr. Michael Fisher, Chairperson

Members: Dr. Michael Fisher, Laura Fresk, Kay Gross, Ryan McNamara-ex officio, Julie Brugman/Mt Lk Advisory Mbr, Kari Witte/CNO, Kim Armstrong/CFO, Emily Masters/CHRO, Shelby Medina/CEO, Chief of Medical Staff

Present:
Absent:
Others:

Janel Eichstadt

Category/Topic	Action step(s)/Updates	Accountable Person
STANDING ITEMS		
Call to Order	Call Professional Practice/Quality & Planning Committee meeting to order.	Michael F
Minutes	Approve minutes from December 18, 2017 meeting. <i>(Cmte Motion)</i>	Michael F
Hospital Committees	Review and recommend approval of hospital committee meetings. <i>(Cmte Motion / Bd Motion)</i>	Kari W
Medical Staff Credentialing	Review and recommend approval of appointments & reappointments. <i>(Cmte Motion / Bd Motion)</i>	Dr. Jeff Taber
Patient Concern Reports	Review patient concern reports and patient survey comments.	Kari W
Patient Safety	Review patient safety activities.	Kari W
FOLLOW-UP ITEMS		
Wound Care Center	Project update re: staffing and construction.	Shelby M
FY2018-19 Board Planning Retreat	Review items for FY19 Governing Board Planning Retreat, January 18, 4-8:30p, CC Historical Society	Shelby M.
Governing Board Committee meetings	Change of conference room location for Board committee meetings starting in February.	Shelby M
CURRENT ITEMS		
Press Ganey Employee Feedback	Review timeline for feedback from employee opinion survey	Emily M
Nurse Staffing Discussion	Review staffing model for nursing and converting to a FTE model	Shelby M. / Kari W.
Carrot Health Project	Overview of project progress	Shelby M
CONCLUSION		
	Conclude meeting.	Michael F

Meeting Name: Windom Area Hospital Professional Practice / Quality & Planning Committee MINUTES

Purpose: Oversee hospital compliance with regulations and laws, receive recommendations from the Medical Staff, oversee preparation and implementation of strategic plans, receive and consider all quality reports, and recommend final approval to the Governing Board on agenda items as requested.

Date/Time/Location: Monday, December 20, 2017 / 4:30 pm / Small Conference Room

Facilitator: Dr. Michael Fisher, Chairperson

Members: Dr. Michael Fisher, Laura Fresk, Kay Gross, Ryan McNamara-ex officio, Julie Brugman/Mt Lk Advisory Mbr, Kari Witte/CNO, Kim Armstrong/CFO, Emily Masters/CHRO, Shelby Medina/CEO, Chief of Medical Staff
Absent: Terry Mahar, Sanford Health VP
Others:

Recorder: Janel Eichstadt

Category/Topic/Required Outcome	Action step(s)/Updates	Accountable Person
STANDING ITEMS		
Call to Order	Professional Practice/Quality Committee meeting was called to order by committee chair, Dr. Michael Fisher.	Michael F
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF NOVEMBER 20, 2017 (BRUGMAN/GROSS).	Michael F
Hospital Committees	Kari Witte, CNO, reported there were no hospital committee meetings to report this month.	Kari W
Medical Staff Credentialing	<p>M/S/C UNANIMOUSLY, UPON RECOMMENDATION OF THE MEDICAL STAFF, TO RECOMMEND TO THE GOVERNING BOARD APPROVAL OF THE FOLLOWING</p> <p>APPOINTMENTS: (GROSS/ESPENSON) Susan Goodemote, CNP Family Practice Allied Health Professionals Megan Pohlman, PA-C Family Practice Allied Health Professionals Katherine Somsen, RN Cardiology Allied Health Professionals</p> <p>REAPPOINTMENTS: (BRUGMAN/GROSS) Mark Johnson, MD Pathology Consulting Beth Lentz, RN Cardiology Allied Health Professionals</p> <p>SANFORD TELEMEDICINE APPOINTMENTS: None SANFORD TELEMEDICINE REAPPOINTMENT (BRUGMAN/GROSS) Fred Lovrien, MD Nuclear Medicine Telemedicine</p> <p>VRAD TELEMEDICINE APPOINTMENTS: (GROSS/ESPENSON) Kimberly Fagen, MD Teleradiology Telemedicine Franklin Nwoke, MD Teleradiology Telemedicine Lisa Rubenstein, MD Teleradiology Telemedicine Jaime Salvatore, DO Teleradiology Telemedicine Kathryn Zamora, MD Teleradiology Telemedicine</p> <p>VRAD TELEMEDICINE REAPPOINTMENTS: (BRUGMAN/GROSS) Stephen Adams, DO Teleradiology Telemedicine Reem Awwad, MD Teleradiology Telemedicine Charles Henry, MD Teleradiology Telemedicine</p>	Dr. Jeff Taber

**WINDOM AREA HOSPITAL
CREDENTIALING**

JANUARY 15, 2018

REAPPOINTMENTS:

Alicia Frankwitz, D.O.	Emergency Medicine	Emergency Services
Ali Jassim, M.D.	Pathology	Consulting
Bharat Patel, M.D.	Emergency Medicine	Emergency Services
Carrie Pratt, LPN	General Surgery	Allied Health Professionals
Samir Shah, M.D.	Emergency Medicine	Emergency Services

vRAD TELEMEDICINE REAPPOINTMENT:

Christine Lamoureux, M.D.	Teleradiology	Telemedicine
---------------------------	---------------	--------------

RESIGNATIONS (Informational Purposes Only):

Edgardo Agrait-Bertran, M.D.	Teleradiology	Telemedicine
David Dries, M.D.	Surgery	Telemedicine
David Ellis, M.D.	Radiology	Consulting
Larry Kessler, M.D.	Teleradiology	Telemedicine
Brendan Miner, M.D.	Teleradiology	Telemedicine
Franklin Nwoke, M.D.	Teleradiology	Telemedicine

DECEMBER 2017 COMMENTS

INPATIENT – Survey Comments

1. A little cool. (Room)
2. Top quality, informative, no questions not answered (Physician) Timely – not rushed (Discharge) Very professional (Personal Issues) Equal to best hospital stays I've had. From 0600 Tuesday a.m. to 5:20 pm Friday –every staff member I came in contact with was great!
3. Immediate – waiting for me, polite (Admission)
4. Good, wish my partner would get the food free also (Meals) Good (Nursing care before and after delivery) Good, explained everything (Tests and Treatments) Good, friendly and made jokes with my family (Visitors and Family) Good, took care of me and my daughter (Physician) Got to leave early (Discharge) Good nurses cleaned up in bathroom right away and took laundry after I was done with bath (Personal Issues) Good, did report/shift change when I was awake so I know also what was going on. Wish my family did not have to leave the grounds to go smoke. (Overall assessment)
5. Depends for what – “Would you recommend” (Overall rating of the hospital)
6. Seemed noisy at night sounded like someone stacking trays outside my room. (Room)
7. Todo bien (Very good) (Food) Todo bien. Me atendieron rapido y fueron muy amable con migo gracias (Overall) (Everything was good. I was attended to rapidly. Thank you.)

EMERGENCY DEPARTMENT – Survey Comments

1. I had a good experience at the Windom Area Hospital – I would go back if needed. (Overall)
2. Very good experience overall but got nothing for my pain. (Personal Issues) Very good experience (Overall Assessment)
3. Can't remember if they took blood – did have x-ray and some other test (Tests) They had my information on computer because of other trips made earlier (Personal/Insurance Information)

OUTPATIENT – Survey Comments

1. Dr. West and staff very efficient in what they do and caring. (Overall) (Cataract Surgery)
2. Very Good. (Registration) Very easy (Ease of getting around) Good, friendly (Your tests and treatments) (Cataract Surgery)
3. My overall assessment is that the Hospital charges way too much! This procedure was \$XXX? Are you kidding me? This is outrageous! How do you expect that to be reasonable? All it was a scan nothing more! You didn't operate on me, take samples, nothing. This is absolutely ridiculous to be charging that much money! (CT Scan)
4. Did on phone days before (Registration) (Physical Therapy)



Windom Area
Hospital
Foundation

FOUNDATION BOARD OF DIRECTOR'S MEETING

TUESDAY, JANUARY 16, 2018

6:00 p.m. DINNER IN CAFETERIA

6:30 p.m. MEETING IN CAFETERIA

AGENDA

- | | |
|--|--|
| I. CALL TO ORDER | Alice Huebert |
| II. FOUNDATION MEETING MINUTES
- Approve minutes from regular meeting of November 20, 2017 | Alice Huebert |
| III. FINANCIAL STATEMENT
- Review Donation Gift Roster & Assign Thank-you Calls | Kim Armstrong |
| IV. OLD BUSINESS
- Healthcare Careers Class Update
- End of Year Mailing Results | Emily M / Shelby M
Kim Armstrong |
| V. NEW BUSINESS
- End of Year Mailing
- Women's Health Application
- Request for Path Funds
- Scholarships 2018 | Emily Masters
Emily Masters
Kim Armstrong
Emily Masters |
| VI. PROJECTS
- Parade of Tables- <i>CANCELLED</i>
o Discussion of replacement event

- Dad's Belgian Waffles
♦ <i>March 4, 2018, Windom Community Center, 9am-1pm</i>

- Tammy Hall Breast Health Walk | Emily Masters
Alice Huebert

Alice Huebert

Emily Masters |
| VII. NEXT MEETING DATE – <u>Tuesday</u>, February 20, 2018 (<i>due to legal holiday</i>) | Alice Huebert |
| VIII. MEETING CONCLUSION | Alice Huebert |

**WINDOM AREA HOSPITAL FOUNDATION
FOUNDATION MEETING MINUTES
NOVEMBER 20, 2017 – 6:45 PM**

ATTENDING: Alice Huebert, Steve Johnson, Sandy Robinson, Kay Gross, Emily Masters/CHRO, Shelby Medina/Corp President

ABSENT: Eric Lohse, Ryan McNamara, Ann Bartelt, Kim Armstrong/Corp Treasurer,

RECORDER: Janel Eichstadt, Admin Asst

CALL TO ORDER: WAH Foundation Board Chair, Alice Huebert, called the meeting to order.

FOUNDATION MINUTES: Alice Huebert, Foundation Board Chair

M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE REGULAR MEETING OF SEPTEMBER 18, 2017 MEETING AND THE SPECIAL MEETING OF OCTOBER 3, 2017, AS PRESENTED (ROBINSON/GROSS).

FINANCIAL STATEMENT – Emily Masters, HR in Kim Armstrong’s absence.

M/S/C UNANIMOUSLY TO APPROVE THE FINANCIAL STATEMENTS FOR THE MONTHS OF SEPTEMBER AND OCTOBER 2017 AS PRESENTED (JOHNSON/ROBINSON).

Assign Gift Thank-You’s

Donor gifts were reviewed for the months of September and October 2017. Donors of gifts of \$100 or more were noted on the financial statement and will receive a telephone call from a Foundation member thanking them for their gift.

OLD BUSINESS

Healthcare Careers Class Update – Emily M / Shelby M

The Healthcare Careers class is going very well. The class will be meeting through the middle of January 2018 at which time class which is one semester in length will be concluding for the 2017-18 school year.

NEW BUSINESS

End of Year Mailing – Emily Masters

The fall solicitation letter was sent out Friday, November 17th so recipients will be receiving their letter in the mail soon. This year’s solicitation letter focused on designating funds to the comprehensive wound center.

Transfer Ortho Funds to Hospital – Emily Masters

M/S/C UNANIMOUSLY TO TRANSFER THE AMOUNT OF \$2145.00 FROM THE FOUNDATION’S ORTHO FUND TO WINDOM AREA HOSPITAL’S GENERAL FUND (JOHNSON/GROSS)

PROJECTS

Tammy Hall Breast Health Walk – Emily Masters

Emily noted the Tammy Hall Breast Health Walk held October 14, 2017, had a net profit of \$8622.64 with approximately 150 participants. She noted there were more sponsorships for this year’s event which increased the profit.

Emily stated to members, as in the past, 10% of profits from the Tammy Hall Breast Health Walk has been donated to a charitable group of the Foundation’s choice. Discussion was held on ideas that this year’s donation could be given to. Consensus was to table this decision until the next Foundation meeting at which time a charitable organization will be decided upon.

Emily also shared the most recent Breast Health recipient of funds to aid in expenses due to her cancer diagnosis has not contacted her to accept the donation designated by the Foundation board at a previous special meeting. She will provide a status update on this topic at the next meeting.

Parade of Tables

The Parade of Tables event is set for January 20, 2018 at the Windom Community Center. Emily noted invitation letters to potential table hostesses will be sent out in the near future.

M/S/C UNANIMOUSLY TO APPLY PROCEEDS FROM THE PARADE OF TABLES EVENT TO THE WELLNESS WALKING PATH (JOHNSON/GROSS).

Dad's Belgian Waffles

Event date set for March 4, 2018 at Windom Community Center. Further planning will take place when the event is closer.

NEXT MEETING DATE

- Foundation board members were invited to the annual WAH Governing and Foundation Board member Holiday Dinner Monday evening, December 18th at 6pm in the WAH Cafeteria.
- The next Foundation Board meeting will be Tuesday, January 16, 2018.

Windom Area Hospital Foundation meeting was concluded by Foundation Chair, Alice Huebert.

Sandy Robinson, Foundation Secretary

Recorded by: Janel Eichstadt, Administrative Asst