

Meeting Name: Windom Area Hospital Board of Directors' Meeting

AGENDA

Purpose: Provide governance for Windom Area Hospital.

Date/Time/Location: **Tuesday, February 19, 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 January 16, 2018.	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 meeting minutes included in Board book.	Shelby M
OLD & NEW BUSINESS		
Old Business		Ryan M
New Business		Ryan M
CONCLUSION		
	Conclude meeting.	Ryan M.
Board Education	Review of submitted articles and introduction to AHA Trustee website	Shelby M

Meeting Name: Windom Area Hospital Board of Directors' Meeting
MINUTES

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: Ryan McNamara, Dr. Michael B. Fisher, Laura Fresk, Cindy Espenson, Nate Low, Kay Gross, Kim Armstrong/CFO, Kari Witte/CNO, Emily Masters/CHRO, Shelby Medina/CEO, Terry Mahar/Sanford Health Network VP, Absent: Ann Bartelt, Julie Brugman/Mt. Lake Advisory mbr, Dr. Jeff Taber/Med Chief of Staff, Bryan Joyce/City Council Hospital liaison; Steve Nasby/City Administrator Others Present: Janel Eichstadt
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 McNamara.	Ryan M
Minutes	M/S/C UNANIMOUSLY TO APPROVE GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF DECEMBER 16, 2017 AS PRESENTED (ESPENSON/FISHER).	Ryan M
COMMITTEE REPORTS		
Finance / Personnel / Labor Relations & Building & Grounds	<p>M/S/C UNANIMOUSLY TO APPROVE THE DECEMBER 2017 UTILIZATION AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (LOW/FISHER).</p> <ul style="list-style-type: none"> Total Days Cash on Hand as of December 31, 2017 was 280. FY2018 YTD net revenue totaled \$405,008 on a projected budget of \$233,848. <p>M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$38,892.79 TO REVENUE RECAPTURE AND APPROVE 5 FINANCIAL ASSISTANCE ACCOUNTS FOR WRITE-OFF TOTALING \$4053.41 (LOW/GROSS)</p> <ul style="list-style-type: none"> Month 9 of FY2018, Financial Assistance write-offs totaled \$145,714.89 on a budget of \$200,000. <p>Finance Committee authorized the transfer of \$147,560.62 from the Funded Depreciation account to the checking account for December capital expenses.</p> <p>Two Educational Assistance applications were approved totaling \$3361.01 from 2 RN's to attend SMSU at Marshall to obtain their BSN degrees.</p> <p>M/S/C UNANIMOUSLY TO APPROVE ONE TERMINATION FROM A HOUSEKEEPER EFFECTIVE DECEMBER 18, 2017. (LOW/ESPENSON)</p> <p>There were no new hires to report.</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>Agenda items for the FY2019 Planning Retreat scheduled for January 18, 2018 at the CC Historical Society were reviewed. Reviewed and discussed the FY2019 budget statistics in preparation for final approval in April 2018.</p> <p>Fair Market Value adjustments for the adjoining two clinics and outreach clinic space was discussed in addition to a letter from a provider regarding esthetic clinic improvements. No action was taken.</p> <p>Committee discussed information Shelby received regarding a potential second entrance to the hospital campus off Highway 60 which MnDOT noted would be used as an emergency entrance only. No action was taken on this item.</p> <p>Starting in February, WAH Governing Board committee meetings will be held in the Administrative Conference Room due to the impending remodeling of the Small Conference Room to become the patient waiting room for the wound care center.</p>	Nathan L
Professional Practice / Quality & Planning	<p>M/S/C UNANIMOUSLY TO APPROVE HOSPITAL COMMITTEE MINUTES FROM THE FOLLOWING MEETING AS PRESENTED BY KARI WITTE, CNO (FISHER/GROSS).</p> <ul style="list-style-type: none"> OB TEAM 	Michael F

M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE MEDICAL STAFF, TO APPROVE THE FOLLOWING:

APPOINTMENTS:

None

REAPPOINTMENTS: (FISHER/LOW)

- Alicia Frankwitz, DO Emergency Services
- Ali Jassim, MD Consulting
- Bharat Patel, MD Emergency Services
- Carrie Pratt, LPN Allied Health Professionals
- Samir Shah, MD Emergency Services

SANFORD TELEMEDICINE APPOINTMENTS:

None

SANFORD TELEMEDICINE REAPPOINTMENT:

None

VRAD TELEMEDICINE APPOINTMENTS:

None

VRAD TELEMEDICINE REAPPOINTMENTS: (FISHER/LOW)

- Edgardo Agraite-Bertran, MD Telemedicine
- David Dries, MD Telemedicine
- David Ellis, MD Consulting
- Larry Kessler, MD Telemedicine
- Brendan Miner, MD Telemedicine
- Franklin Nwoke, MD Telemedicine

Patient concern reports were reviewed and deemed to be appropriately addressed.

Patient survey comments were reviewed and discussed.

Patient safety activity reports were reviewed with no reportable adverse events noted.

An update was given on the construction timeline and staffing status of the comprehensive wound care center. It was noted the wound care center position for Clinical Program Director has had a conditional offer made to an RN.

Discussion was held regarding the FY2019 Planning Retreat scheduled for January 18 at the Cottonwood County Historical Society beginning at 4 p.m.

Due to the impending remodeling project for the comprehensive wound care center and the Small Conference Room becoming the patient waiting room for this clinic, Shelby informed members WAH Governing Board committee meetings will be held in the Administrative Conference Room starting in February 2018.

OTHER REPORTS

Medical Staff	Shelby reported the new speech therapist was introduced and credentialing was approved as presented.	Dr. J. Taber
City of Windom	No report available.	Steve Nasby Bryan Joyce
Sanford Health Network	Budget planning is currently taking place in leased and owned Sanford facilities. Blue Connect is now Western MN ACO Plan with the same coverage area and provides services for all of the Sanford network area. Terry noted Sanford and Good Samaritan Center long term care facilities, which is based in Sioux Falls, are currently in the discussion phase about possibly developing a future relationship.	Terry Mahar
Administration	Executive reports were given by Sr. Management Team members ~ <i>Chief Financial Officer, Kim Armstrong</i> – Currently working on FY19 budget. Statistical graphs for FY19 were included in this month's board packet. The FY19 preliminary budget will be presented in March with approval slated at the April Governing Board meeting. <i>Chief Human Relations Officer, Emily Masters</i> – Community Health and Wellness recently received a \$2500 grant from the	Sr. Mgmt Team Mfbrs

	<p>Odell Wind Farm to be used towards the Wellness Path. A Re-grand opening of the Wellness Path is planned for May 19, 2018 from 10a-2p.</p> <p><i>Chief Nursing Officer, Kari Witte</i> – A workplace violence drill was recently held with positive results exhibited by those involved in the drill. Other promotional workplace violence drills are being planned for the future for employee safety. Windom Area Hospital will be hosting LPN students from MN West in the near future.</p> <p><i>Chief Executive Officer, Shelby Medina</i> – The first Medical Health Careers class will be ending January 18th. Very positive feedback has been received regarding this new class which included students from partnering area school districts.</p>	
WAH Foundation Board	WAH Foundation Board will be meeting this evening to discuss the upcoming waffle breakfast and new ideas for a fundraiser..	Alice H
WAH Auxiliary	WAH Auxiliary did not meet in December as they decorated the hospital for the holidays.	Shelby M
OLD & NEW BUSINESS		
Old Business	There was no old business to report.	Ryan M
New Business	The next Windom Area Hospital Governing Board meeting and committee meetings will be held Tuesday, February 20, 2018, due to the legal holiday, President's Day.	Ryan M
CONCLUSION		
	WAH Governing Board meeting was concluded by Board Chair, Ryan McNamara.	Ryan M.
Board Education	There was no board education.	Shelby M

Signature _____, Ryan McNamara, Governing Board Chair
(signing in the absence of Ann Bartelt, Board Secretary)

WINDOM AREA HOSPITAL
GOVERNING BOARD EXECUTIVE SUMMARY
as of February 16, 2018
WAH MISSION: "Dedicated to Health"

CHIEF EXECUTIVE OFFICER REPORT

- **Wound Center Update**
 - Nikkie Steen has accepted the position of Clinical Program Director for the Wound Center. Her official start date will be March 5, 2018. Nikkie will remain on PRN status for WAH.
 - Advertising and recruitment efforts for physician extenders will begin in February.
 - All construction documents have been submitted for review and approval to MDOH. A Pre-bid meeting will be held February 21st and bid opening will take place March 7th.
 - Healogics will start advertising and begin recruitment efforts for Registered Nurses in March.

- **Reflection of Past Year Accomplishments**
 - We continue to focus our efforts on implementing strategies that focus on the Triple Aim. The Triple Aim methodology requires us to focus on three objectives: Patient Experience (satisfaction and quality); Population Health; and Cost Per Capita. The below exemplifies the past year's strategies that reflect this:
 - The health and wellness path with outdoor gym (*population health and cost per capita*)
 - Pet Therapy (*patient experience*)
 - The ability to provide total joint surgery close to home (*patient experience*)
 - Partnership with Southwest/West Central Co-op and our local and neighboring education systems to offer our first Introduction to Medical Careers Class held at Windom Area Hospital (*population health*)
 - The decision to move forward with a comprehensive wound center offering hyperbaric oxygen treatments which is anticipated to open in May/June of 2018 (*patient experience*)
 - Enhancing our internship program by extending internship opportunities to additional hospital departments (*population health*)
 - The introduction of an employee wellness program which experienced successful rates of participation resulting in stabilizing of health insurance costs for both the organization and employees for 2018 (*population health, cost per capita, patient experience*)
 - Extending our elementary school nutrition and wellness program to our neighboring communities (*population health*)
 - Optimizing workforce talent (*patient experience, cost per capita*)
 - Revising roles and responsibilities when opportunities present, resulting in consolidation of positions
 - Investing in Leadership Development and Employee Development education and training
 - Working with outside partners to pool resources to accomplish initiatives with mutual interest
 - Offering flexible work schedules and ability to work from home (*Triple Aim: cost per capita*)
 - Collaborating with outside partners to offer "Living Well With Diabetes and Chronic Disease" management classes (*Triple Aim: population health, patient experience*)
 - Management reviewing, developing, and implementing processes that eliminate waste and duplication within their departments:
 - Materials Management Dept implemented 2-binning and barcode scanning, allowing the department to stock less and better manage inventory (*Triple Aim: cost per capita, patient experience*)
 - Business Office implemented processes moving from manual to electronic processes, where applicable, increasing department efficiency (*Triple Aim: cost per capita, patient experience*)
 - Health Information Management modified workflows and centralized functions, where applicable, allowing for more efficient management of job duties and increased productivity (*Triple Aim: cost per capita*)

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CHIEF NURSING OFFICER REPORT

- **Medical/Surgical:**
 - Chrissy Boerboom has been hired as the new Emergency department coordinator. She will also be administering Chemotherapy.
 - Penny Chepa has resigned her RN position.
 - New RN staff members include Chrissy Boerboom, Alysse Rasmussen, Tabitha Damm, Dorothy Lee, and Landon Johnson.
 - We have two offers for Night Health Unit Coordinator pending final approval.

- **Pharmacy:**
 - Kim Armstrong is now the 340B administrator for CMS.

- **Nursing Administration:**
 - We received notice by Accreditation Commission for Health Care (ACHC) that Windom Area Hospital has been approved for sleep studies.

- **Social Services:**
 - We have been preparing for the change in Medicare card numbers.

- **Diabetes Management:**
 - We will be offering glucose screenings at the Farm and Home show in March.
 - We have been recertified for the American Diabetics Program for four more years. This means we can continue to bill Medicare for services we offer.

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CHIEF FINANCIAL OFFICER REPORT

NGS Audit

- National Government Services (NGS), our Medicare Administrative Contractor, recently completed an audit of our fiscal year 2016 Medicare Cost Report.

Hospital Annual Report

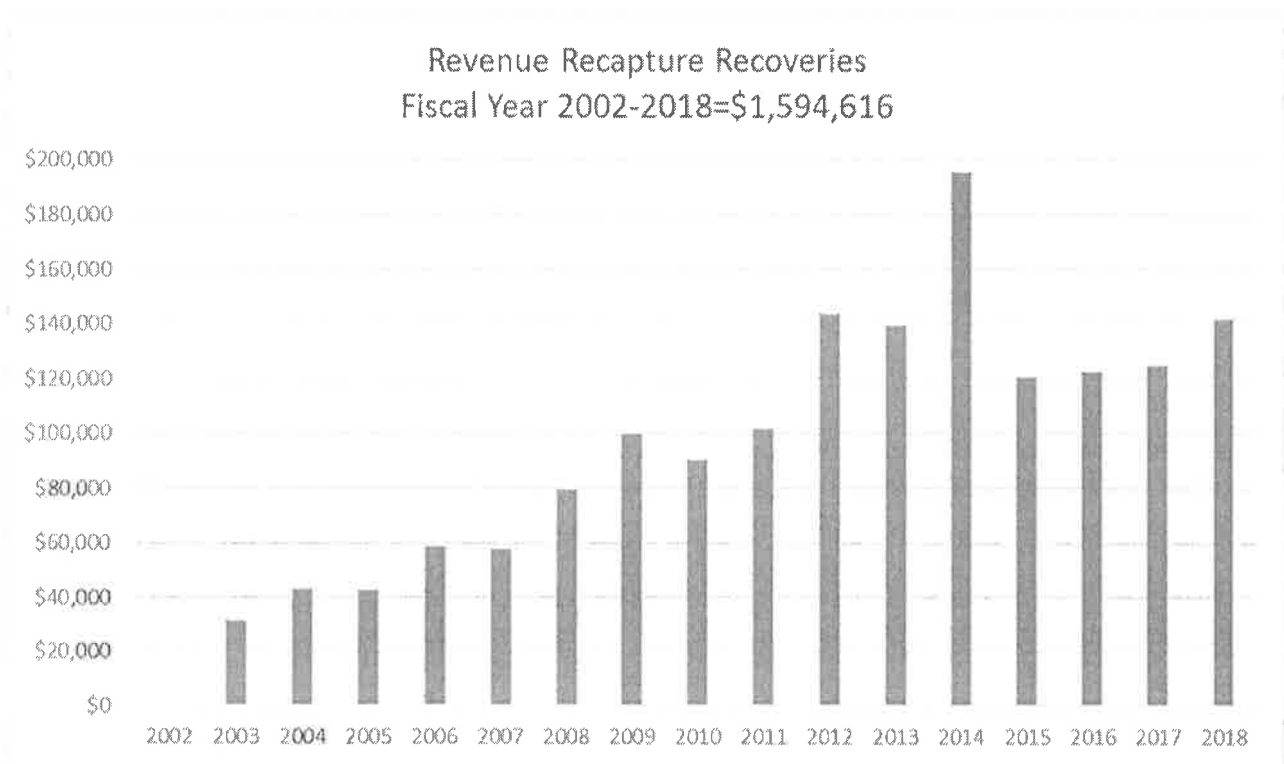
- CliftonLarsonAllen was contracted to assist us in completing the Hospital Annual Report (HAR) for fiscal year 2017. This information is collected by MHA for the MN Department of Health in order to provide accurate and reliable information about the financial, utilization, and service characteristics of hospitals in Minnesota to public policy makers, purchasers of hospital services, and the general public.

Materials Management Staffing

- The Materials Manager and Director of Patient Care have collaborated on job responsibilities by hiring overnight Health Unit Coordinators (HUCs). A part-time stocking clerk resigned and those duties are incorporated into the overnight HUC position.

Revenue Recapture

- Collection activity through the MN Revenue Recapture program has started with the beginning of the tax filing season.



Compliance Report

January – December 2017

Danielle Bunting serves as the Compliance Officer at our facility in addition to her role as Health Information Manager. Compliance Officer duties include:

- Consults with Compliance representatives at Sanford approximately 5-6 times a month;
- Conducts quarterly organizational HIPAA walk-throughs and completes annual HIPAA risk assessment with the HIPAA Security Officer;
- Orients new staff on compliance on their first day of employment and at General Orientation;
- Logs unauthorized disclosures of protected health information.

Examples of compliance questions researched over the past year includes:

- Selling supplies considered DME (durable medical equipment).
- Billing for CPR performed by a Lucas machine.
- Documentation required to bill for medications given during a code.
- Documentation required to bill for joint injections performed by CRNA.
- Potential issues with billing two initial drug administrations in one day.
- Documentation required to bill for a delivery that occurred outside of hospital.
- Researched correct method of billing for patients on 72-hour holds that have extended stays in our ER to ensure compliance.
- Documentation required for inpatient billing for intubation performed by a CRNA.
- Researched method needed to remain compliant for standing orders signed by a physician that are valid for one-year when physician's MN licensure changed prior the year ending.
- Social Security Disability x-ray process.
- Researched Outreach provider documentation for billing facility fees.
- Patient rights/privacy – consulted with Sanford Privacy/Compliance on when it's appropriate to notify law enforcement of a patient's arrival/discharge.
- Researching rules and documentation requirements for a potential new service line

Lunch & Learns/Webinars:

- HIPAA Compliance: What you Need to Know
- Privacy Review-FAQs (March)
- FAQs About Privacy (September)
- MHA Conducting Effective HIPAA Investigations
- The Cybersecurity Threat Landscape: Understanding and Managing Potential Risks
- Stark 2018: Stop Audit and Penalty Threats

WINDOM AREA HOSPITAL
GOVERNING BOARD EXECUTIVE SUMMARY
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CHIEF HUMAN RELATIONS OFFICER REPORT

Human Resources

- We are currently recruiting for the following positions:
 - Medical Director - Wound Center
 - RN - .6 FTE
 - Housekeeper
 - Dietary Aide/Cook
- The Employee Development Institute was held twice this month, with Communication as the topic of focus. These are classes offered to informal leaders within our staff.

Marketing/Public Relations/Foundation

- February has been busy with community education seminars, events, and learning opportunities that Marketing helped plan, advertise and execute:
 - February 6th – Sleep Disorder Breathing in cooperation with SomniTech
 - February 14th - Valentine Balloon & Bake Sale (Auxiliary)
 - February 15th - Hearth Healthy Lunch and Learn
 - February 23rd – Hearth & Vascular Screens
 - February 28th – Menopause: Understanding & Managing Lunch and Learn
- March brings the Foundation's Belgian Waffle Brunch, Farm and Home Show and marketing wellness classes.

Community/Employee Health and Wellness

- Feel Awesome health education classes will be offered weekly starting March 1st. These classes aim to help prevent and manage chronic conditions.
- Wellness and Dietary have teamed up this month to provide nutritional education to employees and seniors through two Lunch and Learns for employees, and a Senior Wellness Fair at the Community Center.

**WINDOM AREA HOSPITAL
FY2019 PLANNING SESSION SUMMARY
THURSDAY, JANUARY 18, 2018, 4:00 P.M.**

ATTENDING:

GOVERNING BOARD:

Ryan McNamara Dr. Michael Fisher Cindy Espenson Nate Low Laura Fresk
Kay Gross Dr. Jeff Taber, Chief of Medical Staff
Absent: Ann Bartelt, Julie Brugman

ADMINISTRATION:

Shelby Medina, CEO Kim Armstrong, CFO Kari Witte, DPC
Emily Masters, HR/Marketing. Janel Eichstadt, Admin Asst

SANFORD HEALTH NETWORK

Terry Mahar, Sanford Health Network VP Eric Hilmoie, Sanford Health Network VP of Operations

CEO, Shelby Medina, called the FY2019 Planning Session to order at 4:00 p.m. She extended a thank you to Windom Area Hospital Governing Board members, Windom Area Hospital Administrative staff, and Sanford Health Network Administrative staff for attending this Planning Session for FY2019.

Terry Mahar, Sanford Health Network Vice President, presented a power point presentation, "Future of Healthcare". A few of his discussion points from the presentation included demographics showing various locations of Sanford Health Network facilities; how the populous is aging and living longer due to advances in healthcare; and increase in health expenditures increasing per capita. Terry discussed how patients are becoming "healthcare consumers" due to a larger amount of people having to pay a larger out-of-pocket portion of medical expenses due to higher health insurance premiums or not having the ability to afford health insurance. Terry concluded at the end of his presentation that it must be remembered "no physician is immune to transition" and we must adjust to "changing with an ever changing environment!"

Shelby reviewed goals established at the FY2016 Planning Session. She noted what benchmarks have been achieved to date in each of the goals.

1. Windom Area Hospital will optimize usage of its outreach and surgery center.

- Have enhanced outreach and surgery center with adding joint replacement surgeries.
- Increasing podiatry services with the addition of a podiatrist from Core Orthopedics.
- Increased general surgery with surgeon increasing his time at Windom Area Hospital.
- Partnered with Sanford cardiovascular program offering affordable heart and vascular screenings.

2. Windom Area Hospital will optimize its usage of technology in order to provide optimal healthcare services to the community.

- Currently using telehealth for post-operative orthopedic procedures and ER services.

3. Windom Area Hospital will adjust its master facility plan to accommodate growth of its therapy and community wellness services. The adjustment will also include consideration to other support and/or new services and a more secure environment for our patients and staff.

- Comprehensive Wound Care Center implementation taking place.
- Therapy services added.
- New large conference room to be added.
- Dedicated wellness space.

4. Windom Area Hospital will review and evaluate an Urgent Care program to include service and financial implications.

- Have not proceeded with this goal.

Board members stated Urgent Care was vetted as a goal not as viable as hoped it would be at the time these goals were established. This initiative will continue to be looked at as an opportunity.

Shelby noted points to consider in our current healthcare environment that is or will be taking place in the near future that will be affecting the way Windom Area Hospital offers care to patients.

- ACO's;
- Narrow network health insurances;
- Movement from volume to value-based care;
- Independent (city owned) vs. other partnerships with healthcare systems (managed, leased, owned?);
- Alternative care delivery models (team-based care).

Shelby shared it is essential we need to reduce costs in areas of healthcare to entice patients to come to Windom Area Hospital for their healthcare needs. She also stated the importance that accurate information must be shared to community members, as some patients are not receiving correct information, which may alter their decision on where to receive healthcare needs they are considering. Shelby noted to attendees new residents are graduating with a new and different alternative care delivery model where they want regular office hours with no call, or in some cases, not rounding their patients in the hospital.

Shelby reviewed points of what Windom Area Hospital has done to move towards the Triple Aim initiative.

- Allocated resources to enhance community health and wellness program.
- Constructed and opened the wellness path on the hospital campus.
- Monthly taste testing program providing education on the benefits of different foods.
- Employee Wellness program.
- Partnership with SW/WC and local education institutes hosting an Introduction to Medical Careers Class.
- Increased internship offerings.
- Investment in leadership development education for both formal and informal hospital leaders.

Shelby led the group in completing a SWOT (Strengths/Weaknesses/Opportunities/Threats) Analysis. Attendees proceeded with discussion on points brought forward for each of the categories mentioned. This information will be used to help determine goal suggestions to consider for FY2019.

Discussion ensued on points referred to through the SWOT Analysis to entertain suggestions for potential new goals to consider over the next one to three years. The following suggested goals were determined to be the highest priority items for board members to consider as FY2019 goals ~

Goal 1: *Work on restoring relationships.*

Goal 2: *Review and evaluate need for implementation of an Urgent Care program.*

Goal 3: *Position Windom Area Hospital to adapt to the Triple Aim philosophy, focusing on strategies to align with Triple Aim expectations.*

Goal 4: *Offer maximum value through the quality convenient access and affordability of service that meets the patient's needs.*

Goal 5: *Increase use of technology to have health care services remain close to home*

These identified goals will be addressed by committee members at the Professional Practice/Quality & Planning Committee meeting slated for February 20, 2018. These goals will be refined by Shelby for board approval as Windom Area Hospital's new goals for FY2019 at the April Governing Board meeting.

Shelby thanked everyone for their participation in the FY2019 Planning Session and making it a successful evening for attendees.

FY2019 Planning Session concluded at 8:15 p.m.

Recorded by:
Janel Eichstadt
Administration Dept.



Windom Area Hospital

SANFORD

WAH Organizational Goals for Fiscal Year 2018-2019

Goal 1: *Work on restoring relationships.*

Strategies:

- Collaborate with city EMS department on strategies to strengthen services and mutually invest in staff who are interested in increasing skill sets
- Develop and invest in mutually agreed upon strategies between the City of Windom and WAH that focus on building trust, increasing transparency, and increasing effective communication and collaboration in initiatives that focus on bettering the overall health of the communities served
- Develop and invest in mutually agreed upon strategies between providers and WAH that focus on building trust, increasing transparency, and increasing effective communication and collaboration to meet the healthcare needs of the communities we serve

Goal 2: *Review and evaluate need for implementation of an Urgent Care program.*

Strategies:

- Review different models of urgent care
 - Contract with local providers for coverage
 - Option of utilizing physician extenders for coverage (hiring FT extenders for use in Wound Center and Urgent Care)
 - Option of using telemedicine for virtual visits (could be a combination of both physical and virtual coverage)
- Conduct a market analysis of anticipated additional visits to clinic from consumers who currently go outside of Windom and those who currently use the Emergency Department that meet urgent care criteria
- Conduct a financial analysis of each of the above with additional consideration to financial loss of revenue from visit to Emergency Department that meet urgent care criteria

Goal 3: *Position Windom Area Hospital to adapt to the Triple Aim philosophy, focusing on strategies to align with Triple Aim expectations.*

Strategies:

- Work on strategies to decrease charges in ancillary departments – strategy is to work towards revenue neutral budgeting over next two to three years (*Triple Aim: patient experience, cost per capita*)
- Collaborate with Avera’s ACO model to ensure affordable services securing market share (*Triple Aim: cost per capita*)
- Develop strategies to improve population health using survey data (*Triple Aim: cost per capita, population health, patient experience*)
- Collaborate with community partners and all healthcare providers to develop strategies to improve population health using survey data (*Triple Aim: population health, cost per capita, patient experience*)
- Review, develop, and implement strategies that optimize the care provided by contracted services (*Triple Aim: cost per capita, patient experience*)

Goal 4: *Offer maximum value through the quality convenient access and affordability of service that meets the patient’s needs.*

Strategies:

- Develop and implement communication strategies focusing on providing information on the Triple Aim methodology, ACO’s, and narrow network products and the impacts on healthcare in our communities (*Triple Aim: population health, cost per capita, patient experience*)
- Open Comprehensive Wound Center with Hyperbaric Oxygen Treatments (*Triple Aim: population health, cost per capital, patient experience*)
- Review, develop, and implement additional service lines of need; IE: telehealth, mental health outreach, general surgery as a result of wound care needs, urgent care, virtual care, dialysis. (*Triple Aim: population health, cost per capita, patient experience*)
- Collaborate with neighboring healthcare facilities / organizations to meet healthcare needs that WAH is unable to provide focusing on meeting patient needs close to home and increasing compliance of care (*Triple Aim: population health, cost per capita, patient experience*)

Goal 5: *Increase use of technology to have health care services remain close to home*

Strategies:

- Increase use of telemedicine in inpatient and outpatient settings of care

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, February 20, 2018 / 3:30 pm / Administrative 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:

Recorder: 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.	Ann B
Minutes	Approve minutes from regular meeting of January 16, 2018. <i>(Cmte Motion)</i>	Ann B
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 regarding staffing and construction.	Shelby M
FY19 Planning Retreat	Review outcome of Governing Board Planning Retreat.	Shelby M
Grant Information	Information on recent grant applications and approvals.	Emily M

CURRENT ITEMS		
Fair Market Value Adjustments	Review FMV proposed adjustments for clinic and outreach	Shelby M
Acute Care, Inc. Contract Negotiations	Review ACT's price increases.	Shelby M
Board Book Distribution Process	Change of board book distribution process.	Shelby M
Finance Committee Meeting Time	Discussion regarding Finance Committee meeting time	Shelby M
CONCLUSION		
	Conclude meeting	Ann B

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: 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, Terry Mahar/Sanford VP

Absent:
Others:

Recorder: Janel Eichstadt

Category/Topic	Action step(s)/Updates	Accountable Person
STANDING ITEMS		
Call to Order	Finance/Personnel/Labor Relations & Building & Grounds meeting was called to order by Committee person, Nate Low, due to the absence of Committee Chair Ann Bartelt	Nate L
Minutes	M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE REGULAR MEETING OF DECEMBER 16, 2017 (BRUGMAN/ESPENSON).	Nate L
Statistical & Financial Performance Reports	December 2017 statistical and utilization graphs were reviewed. The % of Medicare Days was at budget projections and Medicaid Days was above budget projections for the month. The month's total patient revenue was above budget projections; contractual adjustments as a percentage of revenue were below budget projections; total operating expenses were below budget expectations; net operating revenue and expenses factored together left a net gain totaling \$129,469. FY2018 year-to-date net income totals \$405,008 on a projected budget of \$233,848. Days in AR were 45:05 and Days Cash on Hand is at 280. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE DECEMBER 2017 STATISTICAL AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (ESPENSON/FRESK)	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: 2 NEW APPLICATIONS, 1 APPROVED AT 100% WRITE-OFF; AND 1 NEW APPLICATION APPROVED AT 25% WRITE-OFF; APPROVE 2 APPLICATIONS WITH BALANCES BELOW \$1500 TOTALING \$724.44; AND ONE PREVIOUSLY APPROVED APPLICATION AT 100% WRITE OFF, WITH ALL FINANCIAL ASSISTANCE APPLICATION WRITE OFFS TOTALING \$4053.41. (BRUGMAN/ESPENSON) In month 9 of FY2018, \$145,714.89 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 \$149,560.62 FROM FUNDED DEPRECIATION TO THE CHECKING ACCOUNT FOR DECEMBER 2017 CAPITAL PURCHASES (ESPENSON/BRUGMAN)	Kim A
Educational Assistance Applications	M/S/C UNANIMOUSLY TO APPROVE \$3361.01 IN EDUCATIONAL ASSISTANCE FOR 2 REGISTERED NURSES TO ATTAIN THEIR BSN DEGREES FROM SMSU AT MARSHALL (BRUGMAN/FRESK).	Kim A
Employee Resignations	M/S/C UNANIMOUSLY TO RECOMMEND THE APPROVAL OF ONE TERMINATION FROM A HOUSEKEEPER EFFECTIVE DECEMBER 19, 2017 (ESPENSON/FRESK).	Emily M
New Employees	Emily reported there were no hires to report this month.	Emily M
FOLLOW-UP ITEMS		
Wound Care Center	Shelby noted the wound care center position for Clinical Program Director has had a conditional offer extended to an RN. Applications for the Medical Director position have been reviewed but no offer has been made to date. Contracts for the Medical Director position and wound care center providers are currently being reviewed by the hospital's legal firm. Submission	Shelby M

	<p>of construction documents to the MN Department of Health is anticipated to take place in the near future. Shelby noted the construction manager from Kraus-Anderson has plans on advertising for contractors while waiting for the construction permit to be approved from the MN Department of Health.</p> <p>Shelby noted that WAH Governing Board Committee meetings will be held in the Administrative Conference Room beginning in February due to the impending remodeling project of the former outreach area into a comprehensive wound care center which includes the Small Conference Room to become the wound center's waiting room.</p> <p>The FY19 Governing Board Planning Retreat will be held January 18th from 4-8:30 p.m. at the Cottonwood County Historical Society. Eric Holmoe and Terry Mahar from Sanford Health will present information relative to healthcare standards. Shelby discussed options for other items of business for the Planning Retreat.</p>	Shelby M
Governing Board Committee meetings		Shelby M
FY2018-19 Board Planning Retreat		Shelby M
CURRENT ITEMS		
FY19 Budget Statistics	Kim Armstrong reviewed the proposed utilization statistics for FY2019. She stated the FY2019 preliminary budget will be presented at the March Finance Committee meeting for review and the final FY2019 budget will be presented in April for Governing Board action.	Kim A
FMV Adjustments	Shelby stated she secured a company from Cedar Rapids, IA, to visit the hospital to complete a Fair Market Value (FMV) analysis on the adjoining clinic space, outreach area space, and administration department areas. Review of the FMV reported some of the evaluated areas are close to being within guidelines while the adjoining family clinic areas are below FMV expectations. Shelby emphasized the need to adjust clinic rental rates in a fair and timely fashion to abide by Stark laws and other governmental regulations. Additional discussions on this topic will take place at future committee meetings.	Shelby M
Clinic Updates	Review of a letter submitted by Dr. Jeff Taber from Windom Family Medical Center was discussed regarding requested updates to the medical clinic building. Shelby discussed costs relating to the updates that were stated in his letter and the need to develop a plan to incrementally plan for the expenses involved with the updates. Members reviewed and discussed expenses which each of the clinics are responsible for as well as clinic building expenses the hospital has been paying. The clinic-updating request will be discussed further in future meetings.	Shelby M
Outreach Clinic Rental Fees	A Fair Market Value analysis was recently completed to review the monthly cost of outreach clinic rent to physicians that provide outreach services at Windom Area Hospital. The analysis showed contracted providers and/or clinic managers being charged very near Fair Market Value rates for their outreach clinics. Committee consensus was to increase outreach clinic rent to remain within FMV. Shelby stated Shelby would pass on a communication regarding this rental rate increase to each provider or clinic manager in the near future prior to the beginning of the new fiscal year, May 1, 2018	Shelby M
MN DOT Second Entrance	Committee discussed information Shelby received from EDA Director, Drew Hage, regarding a potential second entrance to the hospital campus off Highway 60 which MnDOT noted would be used as an emergency entrance only. This possible entrance is being discussed by MnDOT as conversations are taking place to consolidate entrances with the hotel currently being constructed east of the Cottonwood County Veterinary Clinic and the actual veterinary clinic. Currently, MnDOT is reviewing the difference between designating this potential driveway as an emergency entrance or regular entrance to the hospital. Roughly \$200,000 of the driveway construction cost would be the hospital's cost share. Shelby will update committee members as more information becomes available.	Shelby M
CONCLUSION		
	Meeting was concluded by Committee member, Nate Low.	Nate L

WINDOM AREA HOSPITAL
BALANCE SHEET

01/2018 (month 9)

ASSETS:

CURRENT ASSETS

Cash in Bank	5,035,749
Flex Plan Fund	23,100
Designated Savings	3,247,255
Accounts Receivable	4,018,701
A/R Medicare Prosp Payment	(1,265,770)
Allowance Doubtful Accts	(338,000)
A/R Finance Billing	6,520
Inventories	168,754
Prepaid Expenses	162,232
Prepaid Defined Pension	2,934,401
Employee Loan Receivable	75,883
TOTAL CURRENT ASSETS	14,068,825

Board Designated Investment	4,448,526
Held by Trustee	398,331
TOTAL ASSETS LIMITED	4,846,857

FIXED ASSETS

Land	270,594
Land Improvements	2,996,673
Buildings	12,180,010
Fixed Equipment	7,035,164
Major Movable Equipment	4,860,375
Construction in Progress	175,400
SUB-TOTAL FIXED ASSETS	27,518,216
LESS-ACCUM DEPRECIATION	(12,202,599)
TOTAL FIXED ASSETS	15,315,616

TOTAL ASSETS

34,231,299

LIABILITIES:

CURRENT LIABILITIES

Accounts Payable	671,135
Third Party Settlement	341,771
Accrued Wages	223,864
Accrued Vacation	604,016
Accrued Benefits	15,098
Accrued Health Ins Premiums	(2,890)
Accrued Interest	166,907
Other Current Liabilities	202,315
TOTAL CURRENT LIABILITIES	2,222,216

LONG TERM LIABILITIES

Min Pension Liability	8,849,481
Long Term Debt, less current maturities	4,903,007
TOTAL LIABILITIES	15,974,704

NET ASSETS

Net Asset Balance	18,256,595
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TOTAL LIABILITIES & NET ASSETS

34,231,299

Windom Area Hospital
INCOME STATEMENT

	1/31/2018		Revenue Comparison		Budget 2017		Revenue Comparison		Budget 2017		Revenue Comparison	
	1/31/2018	Revenue Comparison	Budget 2017	Revenue Comparison	FY-T-D 2018	Revenue Comparison	Budget 2017	Revenue Comparison	Budget 2017	Revenue Comparison		
PATIENT REVENUE												
Inpatient Revenue	\$751,536	26.54%	\$412,064	16.03%	\$4,442,332	18.93%	\$3,708,576	16.03%				
Outpatient Revenue	\$2,079,735	73.46%	\$2,158,716	83.97%	\$19,022,205	81.07%	\$19,428,444	83.97%				
Total Patient Revenue	\$2,831,271	100.00%	\$2,570,780	100.00%	\$23,464,537	100.00%	\$23,137,020	100.00%				
Contractual Adjustments	\$1,337,436	47.24%	\$1,012,833	39.40%	\$9,771,246	41.64%	\$9,115,497	39.40%				
Other Income	\$19,652	0.69%	\$14,449	0.56%	\$132,170	0.56%	\$130,041	0.56%				
NET OPERATING REVENUE	\$1,513,487	100.00%	\$1,572,396	100.00%	\$13,825,461	100.00%	\$14,151,564	100.00%				
EXPENSE												
Employee Salaries	\$573,140	37.87%	\$565,974	35.99%	\$5,107,718	36.94%	\$5,093,766	35.99%				
Employee Benefits	\$180,627	11.93%	\$176,939	11.25%	\$1,536,850	11.12%	\$1,592,451	11.25%				
Pharmaceuticals	\$49,740	3.29%	\$84,583	5.38%	\$591,099	4.28%	\$761,247	5.38%				
Supplies	\$111,197	7.35%	\$103,924	6.61%	\$743,264	5.38%	\$935,316	6.61%				
Rents & Utilities	\$27,500	1.82%	\$27,909	1.77%	\$245,690	1.78%	\$251,181	1.77%				
Purchased Services	\$285,293	18.85%	\$325,307	20.69%	\$2,768,924	20.03%	\$2,927,763	20.69%				
Purchased Services Interco	\$15,741	1.04%	\$17,625	1.12%	\$143,378	1.04%	\$158,625	1.12%				
Other Direct Expenses	\$99,223	6.56%	\$103,254	6.57%	\$930,845	6.73%	\$929,286	6.57%				
Provision for Bad Debts	\$18,840	1.24%	\$27,083	1.72%	\$136,272	0.99%	\$243,747	1.72%				
Depreciation	\$112,149	7.41%	\$117,571	7.48%	\$1,002,953	7.25%	\$1,058,139	7.48%				
Total Operating Expense	\$1,473,450	97.35%	\$1,550,169	98.59%	\$13,206,993	95.53%	\$13,951,521	98.59%				
Income (loss) From Operations	\$40,037	2.65%	\$22,227	1.41%	\$618,468	4.47%	\$200,043	1.41%				
Investment Income	\$3,094	0.20%	\$24,500	1.56%	\$40,109	0.29%	\$220,500	1.56%				
Other Revenue/(Expenses)	(\$15,232)	-1.01%	(\$17,496)	-1.11%	(\$225,670)	-1.63%	(\$157,464)	-1.11%				
Non Operating Rev/Exp	(\$12,138)	-0.80%	\$7,004	0.45%	(\$185,561)	-1.34%	\$63,036	0.45%				
Increase in Net Assets	\$27,899	1.84%	\$29,231	1.86%	\$432,907	3.13%	\$263,079	1.86%				

**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, February 20, 2018 / 4:30 pm / Administrative 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:

Recorder: 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 January 16, 2018 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 regarding staffing and construction.	Shelby M
FY19 Planning Retreat	Review outcome of Governing Board Planning Retreat.	Shelby M
CURRENT ITEMS		
Press Ganey Employee Feedback	Review overall organization results.	Emily M
Acute Care, Inc. Contract Negotiations	Review ACT's price increases.	Shelby M
Board Book Distribution Process	Change in board book distribution process.	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: 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, Dr. Jeff Taber/Chief of Medical Staff, Terry Mahar/Sanford Health VP
Absent:
Others:

Recorder: Janel Eichstadt

Category/Topic	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 DECEMBER 16, 2017 (BRUGMAN/GROSS).	Michael F
Hospital Committees	<p>Kari reported on the following hospital committee meeting ~</p> <ul style="list-style-type: none"> OB Team - 3 topics were addressed at this meeting to include <p>M/S/C UNANIMOUSLY TO RECOMMEND ACCEPTING THE WAH COMMITTEE MEETING REPORT AS PRESENTED BY KARI WITTE, CNO (GROSS/FRESK).</p> <p>M/S/C unanimously, upon recommendation of the Medical Staff, to recommend to the Governing Board the approval of the following:</p> <p><u>APPOINTMENTS:</u> None</p> <p><u>REAPPOINTMENTS:</u> (BRUGMAN/FRESK) Alicia Frankwitz, DO Emergency Medicine Emergency Services Ali Jassim, MD Pathology Consulting Bharat Patel, MD Emergency Medicine Emergency Services Carrie Pratt, LPN General Surgery Allied Health Professionals Samir Shah, MD Emergency Medicine Emergency Services</p> <p><u>SANFORD TELEMEDICINE APPOINTMENTS:</u> None</p> <p><u>SANFORD TELEMEDICINE REAPPOINTMENTS:</u> None</p> <p><u>VRAD TELEMEDICINE APPOINTMENTS:</u> None</p> <p><u>VRAD TELEMEDICINE REAPPOINTMENTS:</u> (BRUGMAN/FRESK) Christine Lamoureux, MD Teleradiology Telemedicine</p> <p><u>RESIGNATIONS: (INFORMATIONAL PURPOSES ONLY)</u> Edgardo Agraít-Bertran, MD Teleradiology Telemedicine David Dries, MD Surgery Telemedicine</p>	Kari W
Medical Staff Credentialing		Dr. Jeff Taber

	David Ellis, MD Larry Kessler, MD Brendan Miner, MD Franklin Nwoke, MD	Radiology Telerradiology Telerradiology Telerradiology	Consulting Telemedicine Telemedicine Telemedicine	
Patient Concern Reports	Patient concern reports and patient survey comments for December 2017 were reviewed. Kari stated one investigation took place on a patient report and noted no feedback report has been communicated back to her to date.			Kari W
Patient Safety	Patient safety activities were reviewed. Kari reported there were no reportable adverse events for the month.			Kari W
FOLLOW-UP ITEMS				
Wound Care Center	Shelby noted the wound care center position for Clinical Program Director has had a conditional offer extended to an RN. Applications for the Medical Director position have been reviewed but no offer has been made to date. Contracts for the Medical Director position and wound care center providers are currently being reviewed by the hospital's legal team. Submission of construction documents to the MN Department of Health is anticipated to take place later this week. Shelby noted the construction manager from Kraus-Anderson has plans on advertising for contractors while waiting for the construction permit.			Shelby M
FY2018-19 Board Planning Retreat	The FY19 Governing Board Planning Retreat will be held January 18 th from 4-8:30 p.m. at the Cottonwood County Historical Society. Eric Holmoe and Terry Mahar from Sanford Health will present information relative to healthcare standards. Shelby discussed options for other items of business for the Planning Retreat.			Shelby M.
Governing Board Committee meetings	Due to the impending remodeling project for the comprehensive wound care center and the Small Conference Room becoming the patient waiting room for this clinic, Shelby informed members WAH Governing Board committee meetings will be held in the Administrative Conference Room starting in February 2018.			Shelby M
CURRENT ITEMS				
Press Ganey Employee Feedback	Press-Ganey was contracted to perform an employee opinion survey, which was recently completed. Emily noted 88% of WAH's staff participated. Emily reviewed with committee members the employee rollout and implementation timeline for board and department managers to receive the final feedback obtained from the survey.			Emily M
Nurse Staffing Discussion	Shelby and Kari shared information regarding the transition to FTE (full-time equivalent) staffing within the Nursing Department. Shelby stated transitioning into the FTE model hospital-wide is anticipated to take place in the future. Kari is working with the nursing staff assisting with scheduling the number of requested shifts using the FTE model. In the near future, implementation of the option for nurses to take on-call hours when desired will begin. Kari noted cross-training of surgery staff into the nursing department is taking place as surgery nurses may be requested to work as a floor nurse before being cut hours if necessary.			Shelby M. / Kari W.
Carrot Health Project	Emily noted Windom Area Hospital engaged with Carrot Health, a data analytics company, for a community survey. The company uses consumer data and WAH's patient data over a four-year time period and combine the information together to develop marketing strategies to enhance WAH's services. The communication dashboard is still being reviewed by Carrot Health. The goal is to have a health care symposium within the next few months with those involved in population health.			Emily M
CONCLUSION				
	Meeting was concluded by Chair, Dr. Michael Fisher.			Michael F

Statement of Confidentiality: Records, data, and knowledge, including minutes collected for and by individuals or committees, or committees assigned peer review functions, are confidential, not public records and are not available for court subpoena in accordance with Minnesota MSA 145.61-145.67.

**WINDOM AREA HOSPITAL
CREDENTIALING**

FEBRUARY 19, 2018

APPOINTMENTS:

Clay Pavlis, M.D.	Psychiatry	Consulting
Dawn VanRuler, CNP	Psychiatry	Allied Health Professionals

REAPPOINTMENT:

Scott Pham, M.D.	Cardiology	Consulting
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SANFORD TELEMEDICINE REAPPOINTMENT:

Bassel Salem, M.D.	Neurology	Telemedicine
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vRAD TELEMEDICINE APPOINTMENTS:

Jacob Gabrael, M.D.	Teleradiology	Telemedicine
Ellen Hauptmann, M.D.	Teleradiology	Telemedicine
Dawood Malik, M.D.	Teleradiology	Telemedicine
Terri Williams-Weekes, M.D.	Teleradiology	Telemedicine

vRAD TELEMEDICINE REAPPOINTMENTS:

Jason Akrami, M.D.	Teleradiology	Telemedicine
John Alexander, M.D.	Teleradiology	Telemedicine
Robert Henry, M.D.	Teleradiology	Telemedicine
Toseef Khan, M.D.	Teleradiology	Telemedicine
Koreen Potts, M.D.	Teleradiology	Telemedicine
Christopher Rickman, M.D.	Teleradiology	Telemedicine

RESIGNATIONS (Informational Purposes Only):

Melissa Pearson, LPN	Vascular	Allied Health Professionals
David Springer, M.D.	Family Practice	Locum Tenens (Still on Emergency Services staff)

JANUARY 2018 COMMENTS

INPATIENT – Survey Comments

1. People always calling the nurse's phones, "only expected". (Room) Food had no flavor (Meals)
2. I felt secure and was impressed with fast responses when needed. (Room) I was well taken care of. (Admission)
3. Received super care during my hospital stay. Everyone made me feel so comfortable. (Overall Assessment)
4. Dr. Olson is amazing. (Physician) Nurses did a great job expediting discharge so we could go home. (Discharge)
5. The physical therapist never gave me instructions about therapy after I discharged and didn't even do any therapy on the day I was discharged. (Discharge)
6. Came to life. (Admission)

EMERGENCY DEPARTMENT – Survey Comments

1. I don't remember, husband took care of this for me. (Personal/Insurance Information)

OUTPATIENT – Survey Comments

There were no Outpatient comments this month.

Windom Area Hospital Auxiliary Meeting January 8, 2018

The Windom Area Hospital Auxiliary held their monthly meeting Monday, January 8th 2018 at 6:00 p.m. in the Large Conference Room. The meeting was called to order by President Mary Klosterbuer and a welcome was given to all present followed by the Auxiliary Prayer and Pledge of Allegiance. 25 members were present and reported their hours.

Rozanne Gronseth introduced Josh Sammons, Sanford Clinic manager for Windom, Mountain Lake, Westbrook, and Tracy, plus at satellites in Walnut Grove and Balaton. He spoke about healthcare across rural communities. Josh reported that there is a shortage of medical doctors everywhere, but especially in the rural areas. We need to grow our own. More and more doctors want regular hours rather than covering the ER and On-Call hours. Windom and Mountain Lake share the services of a Certified Medical Home Health Coach. This person can assist patients to find resources for expenses etc. We may see the day when traveling doctors will help cover rural areas. A question and answer time followed his presentation.

M/S Diane Sykora/Pam Dobson to approve the agenda. Motion carried.

Recording Secretary's Report – Marlene Smith, Recording Secretary

- M/S Linda Dawson/Judy Woizeschke to approve the minutes as presented of the November 13, 2017 meeting. Motion carried.

Treasurer's Report – Gerri Burmeister

- Balance on hand on November 30, 2017 was \$7,706.35 and on December 31, 2016 was \$5,992.87. M/S Rozanne Gronseth/Rose Schwalbach to approve the Treasurers Report for the month of November as presented. Motion carried. December report will be presented in February.

Auxiliary Liaison – Emily Saffert

- No report as Emily was absent.

Corresponding Secretary – Betty Olson

- Thank you and sympathy cards were sent.

Membership – Mary Klosterbuer/Nete Grunewald

- Jane Boyer has stepped down as membership chair.
- Membership dues of \$20.00 are being collected.
- Patron letters did not get sent out in 2017. It was decided to send the patron letters for 2018 out in March. Linda Dawson volunteered to help with these.

Publicity – Bobbie Bush/Bonny Messer

- Posting pictures on Facebook has been very successful advertising for the Auxiliary.

Program – Rozanne Gronseth

- Our speaker for February will be Gary Olson and his therapy dog.

Gift Center – Marcia Libra

- Marcia displayed the new pillows now available in the Gift Center.

MAHV – Minnesota Association of Hospital Volunteers – Marlene Smith, District E Chairperson

- M/S Karla Taber/Pat Lenz to pay the 2018 MAHV dues of \$100.00. Motion carried.

Administrator's Report – Shelby Medina

- No report as Shelby was absent.

Old Business:

- A thank you was given to all who helped with decorating the hospital for Christmas with a reminder to remove the decorations soon.
- 2017-2018 Committees:
 - December Craft & Bake Sale (Marcia Libra and Gerri Burmeister) – Fourteen vendors were reimbursed through the Auxiliary account. Profit was \$698.70 with \$110 in donations. Very positive feedback from staff asking that we do this again next year.
 - December Social (Pat Lenz, Sue Curley, and Pam Dobson) – cost was \$8 per person. Was attended by 35 active and associate members. Positive comments to do again with a suggestion to have board games available.
 - Christmas stockings (Jane Boyer and Gerri Burmeister) – 12 babies were born at WAH in December and received these stockings and hats.
 - Knit baby hats (Gerri Burmeister) – There will be special hats for February babies. Red hats will be provided by another organization to raise awareness of heart health for babies.
 - Pecan Sales – Marlene Smith will chair this committee with help from Rose Purrington from the Episcopal Church.

New Business:

- Valentine's Day Balloon and Bake Sale will be on Wednesday, February 14. Coordinate balloons – Marcia Libra. Coordinate bake sale – Bobbie Bush and Bonny Messer.
- Nominating committee: Karla Taber – chair, Diane Sykora, and Judy Woizeschke.
 1. Terms expiring in 2018:
 - Recording Secretary – Marlene Smith
 - Corresponding Secretary – Betty Olson
 - Board Members: Pat Lenz, Marge Paschke, and Judy Woizeschke
- Chamber Coffee Committee: Marge Paschke - chair, Mary Page, and Pat Lenz. Next member to reach 25 years is Helen Evers in 2020.
- Spring Banquet Committee: Pat Lenz - chair, Sue Curley, Nete Grunewald, and Donna Dunse.
- District E Meeting on April 26 is hosted by Auxiliary Board Members: Pat Lenz, Marge Paschke, Judy Woizeschke, Sue Curley, Nancy Michalski, and Mary Page.
- Staff Appreciation Committee: Judy Woizeschke-chair, Nancy Michalski, & Gerri Burmeister

The meeting was adjourned at 7:23 p.m.

Hostesses for tonight - Marge Paschke and Betty Olson
Hostesses for February – Gerri Burmeister and Pam Dobson
Hostesses for March – Pam Dobson and Marlene Smith

Upcoming Events

- Next meeting – February 12, 2018 at 6:00 p.m. Speaker: Gary Olson
- Wednesday February 14, 2018 – Valentine Balloon and Bake Sale
- April 26, 2018 - District E Meeting here in Windom

Marlene Smith, Recording Secretary



FOUNDATION BOARD OF DIRECTOR'S MEETING

TUESDAY, FEBRUARY 20, 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 January 16, 2018 | Alice Huebert |
| III. FINANCIAL STATEMENT
- Review donation gift roster & assign thank-you calls | Kim Armstrong |
| IV. OLD BUSINESS
- 2018 scholarships update
- Follow-up discussion of replacement fundraising event
- | Emily Masters
Alice H / Emily M |
| V. NEW BUSINESS
- New mammography technology
- | Shelby / Emily M |
| VI. PROJECTS
- Dad's Belgian Waffles
♦ <i>March 4, 2018, Windom Community Center, 9am-1pm</i>
♦ <i>Designate project from waffle event proceeds</i>
♦ <i>Event work roster signup</i>
♦ <i>2019 ticket price increase discussion – Emily M</i>

- Tammy Hall Breast Health Walk
♦ <i>Updates?</i> | Alice Huebert

Emily Masters |
| VII. NEXT MEETING DATE – Monday, March 19, 2018 | Alice Huebert |
| VIII. MEETING CONCLUSION | Alice Huebert |

**WINDOM AREA HOSPITAL FOUNDATION
FOUNDATION MEETING MINUTES
JANUARY 16, 2018 – 6:30 PM**

ATTENDING: Alice Huebert, Sandy Robinson, Kay Gross, Eric Lohse, Ryan McNamara, Kim Armstrong/Corp Treasurer, Emily Masters/CHRO, Shelby Medina/Corp President

ABSENT: Steve Johnson, Ann Bartelt

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 NOVEMBER 20, 2017 MEETING AS PRESENTED (GROSS/ROBINSON).

FINANCIAL STATEMENT – Kim Armstrong

M/S/C UNANIMOUSLY TO APPROVE THE FINANCIAL STATEMENTS FOR THE MONTHS OF NOVEMBER AND DECEMBER 2017 AS PRESENTED (ROBINSON/LOHSE).

Assign Gift Thank-You's

Donor gifts were reviewed for the months of November and December 2017. Donors giving 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 – Shelby Medina

Shelby reported the Healthcare Careers class has gone very well with the final class being held January 18. Several students shared positive comments with Shelby about the curriculum taught over this semester. Shelby noted the class started with 23 students and ended with 19 students successfully finishing the class.

End of Year Mailing Results – Emily Masters / Kim Armstrong

Sanford mailed 380 End of Year solicitation letters in November with 34 gifts received totaling \$11,380., which is designated for the impending comprehensive wound care center. It was noted 2016 EOY gifts totaled approximately \$14,000. Emily stated donors in the near future will have the option of gift giving using an online feature from Windom Area Hospital's website.

NEW BUSINESS

Women's Health Application -- Emily Masters

Foundation members reviewed an application request from a current cancer patient requesting approval to receive funds from the Women's Health Fund to assist with personal expenses due to a cancer diagnosis. M/S/C UNANIMOUSLY TO APPROVE THE REQUEST FOR FUNDS TOTALING \$5000 TO BE USED FOR PERSONAL EXPENSES TO INCLUDE MEDICAL EXPENSES WHICH WILL BE APPLIED TOWARDS HER INSURANCE DEDUCTIBLE (LOHSE/ROBINSON).

Request for Path Funds – Kim Armstrong

M/S/C UNANIMOUSLY TO GRANT THE REQUEST TO TRANSFER FUNDS FROM THE FOUNDATION'S WELLNESS PATH FUND TOTALING \$8660.83 INTO WINDOM AREA HOSPITAL'S GENERAL FUND (MCNAMARA/GROSS).

Scholarships 2018 -- Emily Masters

Emily stated WAH Foundation scholarship information will be sent to area high schools in early February with scholarship applications due back in mid-March to allow time for review and selection of scholarship award winners.

PROJECTS

Parade of Tables – Emily Masters

Emily noted the Parade of Tables event was cancelled due to the low number of responses. Members discussed other options to consider as future fundraising activities. This agenda item will be discussed further at the February meeting.

Dad's Belgian Waffles – Alice Huebert

Dad's Belgian Waffles will be serving brunch at the Windom Community Center March 4, 2018 from 9:00-1:00 p.m. Sandy Robinson offered to speak with a Thrivent representative to inquire about receiving a financial donation, similar to last year, which would be used to help defray expenses of this event. Alice offered to order tickets from the Windom Quick Print using the same ticket prices as last year's event. Member consensus was to advertise this event in the Citizen. Janel will print advertising signs for businesses to post which Alice offered to deliver when ready. Al Peterson from the Masonic Lodge will speak with members about volunteering to help with duties at the Waffle Brunch. A sign-up sheet for various duties will be completed at the February 20th meeting.

Tammy Hall Breast Health Walk – Emily Masters

Nothing to report.

NEXT MEETING DATE

The next Foundation Board meeting will be Tuesday, February 20, 2018 due to the legal holiday.

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

Sandy Robinson, Foundation Secretary

Recorded by: Janel Eichstadt, Administrative Asst