

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

Purpose: Provide governance for Windom Area Hospital.

Date/Time/Location: **Monday, March 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 February 20, 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. Annual Banquet to be held April 9 th , 5:30 p.m. at CC Historical Society.	Shelby M
OLD & NEW BUSINESS		
Old Business		Ryan M
New Business		Ryan M
CONCLUSION		
	Conclude meeting.	Ryan M.
Board Education	Review and discuss Windom Area Hospital FY2019 draft goals. Review article included in Board book.	Shelby M

Meeting Name: Windom Area Hospital Board of Directors' Meeting

MINUTES

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: Dr. Michael Fisher, Ann Bartelt, Nate Low, Cindy Espenson, Laura Fresk, Kay Gross, Kim Armstrong/CFO, Kari Witte/CNO, Emily Masters/CHRO, Shelby Medina/CEO,
 Absent: Ryan McNamara, Julie Brugman/Mt. Lake Advisory mbr, Terry Mahar/Sanford Health VP
 Others: Dr. Jeff Taber/Med Chief of Staff, Bryan Joyce/City Council Hospital liaison
Recorder: Janel Eichstadt

Category/Topic	Action step(s)/Updates	Accountable Person
STANDING ITEMS		
Call to Order	Windom Area Hospital Governing Board meeting was called to order at 5:30 p.m. by Governing Board Vice-chair, Dr. Michael Fisher in the absence of Board Chair, Ryan McNamara.	Michael F
Minutes	M/S/C UNANIMOUSLY TO APPROVE GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF JANUARY 16, 2018 AS PRESENTED (GROSS/ESPENSON).	Michael F
COMMITTEE REPORTS		
Finance / Personnel / Labor Relations & Building & Grounds	<p>M/S/C UNANIMOUSLY TO APPROVE THE JANUARY 2018 UTILIZATION AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (BARTELT/GROSS).</p> <ul style="list-style-type: none"> Total Days Cash on Hand as of January 31, 2018 was 286. FY2018 YTD net revenue totaled \$432,907 on a projected budget of \$263,079. <p>M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$23,724.05 TO REVENUE RECAPTURE AND APPROVE 9 FINANCIAL ASSISTANCE ACCOUNTS FOR WRITE-OFF TOTALING \$12,241.37 (BARTELT/)</p> <ul style="list-style-type: none"> Month 10 of FY2018, Financial Assistance write-offs totaled \$149,775.46 on a budget of \$200,000. <p>Authorization was given for the transfer of \$116,099.39 from the Funded Depreciation account to the checking account for January capital acquisitions.</p> <p>One Educational Assistance application was approved totaling \$882.28 from an RN to attend SWMSU at Marshall and Lake Superior College to obtain her BSN degree.</p> <p>M/S/C UNANIMOUSLY TO APPROVE ONE TERMINATION OF A HOUSEKEEPER EFFECTIVE FEBRUARY 7, 2018 (BARTELT/ESPENSON). New hires were reported to include: 3 RN's, 1 fulltime HUC, and department transfers of a PRN housekeeper to the Nursing Department as a RN and Nutritional Services employee to the Housekeeping Department.</p> <p>Shelby gave an update on the comprehensive wound care center remodeling project. A pre-bid meeting is scheduled for February 21st with bid opening taking place March 7, 2018. It is anticipated the remodeling project will begin late March/early April.</p> <p>Discussion regarding goals established from the FY2019 Planning Retreat was held by committee members.</p> <p>Discussion was held regarding Fair Market Value adjustment proposals for the adjoining two clinics and outreach clinic space was held for the purpose of keeping the hospital in compliance with mandated regulations</p> <p>Contract discussion regarding services provided to Windom Area Hospital's Emergency Department by Acute Care, Inc. was discussed.</p> <p>Shelby shared the Finance Committee meeting time will be changed to begin at 3:00 p.m. for an undetermined period of time due to several impending agenda items requiring additional presentation and discussion time.</p>	Ann B
Professional Practice / Quality & Planning	<p>M/S/C UNANIMOUSLY TO APPROVE HOSPITAL COMMITTEE MINUTES FROM THE FOLLOWING MEETING AS PRESENTED BY KARI WITTE, CNO (GROSS/FRESK).</p> <ul style="list-style-type: none"> POLICY COMMITTEE 	Michael F

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

APPOINTMENTS: (GROSS/BARTELT)

Clay Pavlis, MD Consulting
 Dawn VanRuler, CNP Allied Health Professionals

REAPPOINTMENT: (BARTELT/LOW)

Scott Pham, MD Consulting

SANFORD TELEMEDICINE APPOINTMENTS:

None

SANFORD TELEMEDICINE REAPPOINTMENT: (BARTELT/LOW)

Bassel Salem, MD Telemedicine

VRAD TELEMEDICINE APPOINTMENTS: (GROSS/BARTELT)

Jacob Bagrael, MD Telemedicine
 Ellen Hauptmann, MD Telemedicine
 Dawood Malik, MD Telemedicine
 Terri Williams-Weekes, MD Telemedicine

VRAD TELEMEDICINE REAPPOINTMENTS: (BARTELT/LOW)

Jason Akrami, MD Telemedicine
 John Alexander, MD Telemedicine
 Robert Henry, MD Telemedicine
 Toseef Khan, MD Telemedicine
 Koreen Potts, MD Telemedicine
 Christopher Rickman, 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.

Shelby reported a pre-bid meeting is scheduled for February 21st on the comprehensive wound care center remodeling project with bid opening set for March 7, 2018. Shelby also gave a brief update on the staffing of the wound care center.

A summary of the FY2019 Planning Retreat held January 18, 2018, was discussed with a review of the WAH Organizational

Goals for FY2019 taking place with committee members

OTHER REPORTS

Medical Staff	Nothing to report.	Dr. J. Taber
City of Windom	Nothing to report.	Steve Nasby Bryan Joyce
Sanford Health Network	Shelby reported Terry did not have any Sanford information to pass onto attendees.	Terry Mahar
Administration	Executive reports were given by Sr. Management Team members ~ <u>Chief Financial Officer, Kim Armstrong</u> – A summary chart of the Revenue Recapture program and the annual Corporate Compliance report submitted by Compliance Officer, Danielle Bunting, was included in this month’s board book. <u>Chief Human Relations Officer, Emily Masters</u> – Julianne from the Health and Wellness Department is developing and offering classes and educational opportunities to the community to learn about how to live a healthier lifestyle while dealing with chronic conditions. <u>Chief Nursing Officer, Kari Witte</u> – WAH is now an accredited sleep study program. WAH was recertified by the American Diabetes Program which will enable Windom Area Hospital to bill Medicare for diabetic education services. <u>Chief Executive Officer, Shelby Medina</u> – Draft FY2019 Windom Area Hospital organizational goals, along with strategies to accomplish each goal within the next 1-3 years, was reviewed by board members. Shelby requested recommendations for	Sr. Mgmt Team Mbrs

	changes to the presented goals and/or strategies prior to final board approval of the FY19 goals. A recommendation of change to Goal #4 was made which Shelby will address. Draft goals will be presented again in March for board members to review.	
WAH Foundation Board	Foundation Board meets this evening. Final plans for the Dad's Belgian Waffle Brunch scheduled for March 4, 2018 will be discussed.	Shelby M / Alice H
WAH Auxiliary	Auxiliary meeting minutes from January were included in the Board book.	Shelby M
OLD & NEW BUSINESS		
Old Business	There was no old business to discuss.	Michael F
New Business	There was no new business to discuss.	Michael F
CONCLUSION		
Board Education	WAH Governing Board meeting was concluded by Board Vice-chair, Dr. Michael Fisher. Shelby reviewed healthcare information gleaned through the AHA Trustee website which board members were encouraged to access for the purpose of becoming more informed on issues taking place within the healthcare industry as well as enhancing their roles as board members through information within this website.	Michael F Shelby M

Signature _____, Ann Bartelt, Governing Board Secretary

WINDOM AREA HOSPITAL
GOVERNING BOARD EXECUTIVE SUMMARY
as of March 15, 2018
WAH MISSION: *"Dedicated to Health"*

CHIEF EXECUTIVE OFFICER REPORT

- **Data Closet Update**
 - Data closet, located in the old OR space, is almost complete. The data closet build was necessary in ensuring the ability to serve the Wound Center, eliminate connection issues with therapy, and replace a current data closet that is not temperature controlled.

- **Nutrition Services**
 - Denise Gilbertson has obtained her National Restaurant Association Proctor Certification. This certification allows Denise to teach and test others who are interested in becoming Serve Safe Certified. This will be a great asset to WAH and other community partners.

- **Outreach**
 - Brenda and I will be meeting with all outreach clinics to discuss some material changes of the outreach contracts. All outreach contracts will renew in the same month, which will assist WAH with better management and review of services.

 - We continue our discussions on how to bring back and offer pain services in a manner that is consistent with meeting Triple Aim methods. We are hopeful that this service will be offered soon.

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

CHIEF NURSING OFFICER REPORT

- **Pharmacy:**
 - Continue to work with Cardinal for video verification when pulling medications from pharmacy after hours.

- **Nursing Administration:**
 - PFAC served ice cream sundaes to WAH staff for Patient Safety Week, which was March 12th – 16th.

- **Social Services:**
 - Karen attended the Farm and Home show promoting information on Advanced Directives and the new Medicare cards.

- **Diabetes Management:**
 - Priscilla attended the Farm and Home show offering blood sugar testing and promoting diabetic education classes.

- **Cardiac Rehab:**
 - Wendy attended the Farm and Home show offering blood pressure screenings.
 - We are working with the providers on timing of provider orders and signatures due to new payer standards.

- **Emergency Preparedness:**
 - Greg attended a FEMA conference in Wilmar.
 - Greg and I attended the March 12th Auxiliary meeting to ask for volunteers when our emergency operations plan is in effect.

- **Infection Prevention:**
 - Cheryl Droll attended the Farm and Home show. The "Glo Germ" was brought with her to demonstrate proper hand washing.

WINDOM AREA HOSPITAL
GOVERNING BOARD EXECUTIVE SUMMARY
March 15, 2018
WAH MISSION: "Dedicated to Health"

CHIEF FINANCIAL OFFICER REPORT

MedData

- We are partnering with a company called MedData to assist patients in applying for qualifying programs to assist with medical bills. They will help patients enroll in Hospital Presumptive Eligibility (HPE), Medicaid, Social Security Disability and other medical assistance programs. The goal of this partnership is to reduce our financial assistance and bad debt by assisting patients with obtaining medical assistance.

Cross Training in Scheduling

- The departments of registration and outreach are working on an alternative staffing model that will decrease patient wait time, improve patient satisfaction, and allow for better coverage for absences and greater flexible scheduling options.

Accountant

- We continue to review applications for the Accountant position and hope to have a decision and offer made by the end of April.

WINDOM AREA HOSPITAL
GOVERNING BOARD EXECUTIVE SUMMARY
as of February 15, 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
 - RN – three .6 FTE
 - Housekeeper
 - Dietary Aide/Cook
 - Accountant
 - Advanced Practice Provider (NP/PA)
 - Fitness Specialist
 - Health Unit Coordinator
- A professional speaker was brought in for our Leadership Development Institute this month, Jen McDonough spoke on "Reducing Workplace Trauma and Drama", which was well received.

Marketing/Public Relations/Foundation

- An employee branding focus group met last week to discuss some additional logo and branding option changes.
- We recently joined the LBA (Lakefield Business Association) to better connect with the community. Our marketing survey showed that the Heron Lake/Lakefield area has a high ratio of potential patients, which we have not focused on in the past.
- A full-page ad was run last week on Surgical Services.

Community/Employee Health and Wellness

- All outdoor equipment has been purchased for the outdoor gym and will be received by early April for installation as soon as weather allows.
- We are in search of a new Fitness Specialist, who provides fitness center members with oversight, instruction and membership enrollment.
- WAH will be collaborating with Medina's Martial Arts offering martial arts instruction. Both class and private instructions are available.



WAH Organizational Goals for Fiscal Year 2017-2018

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*)
- Review and evaluate for competitive cost comparisons of services offered

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: **Monday, March 19, 2018 / 3:00 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 3:00 p.m.	Ann B
Minutes	Approve minutes from regular meeting of February 20, 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. Review and discussion of opened bids for wound center remodeling project	Shelby M
FY2019 Strategic Goals	Review FY2019 draft goals.	Shelby M
Acute Care, Inc. Contract Negotiations	Report on outcome of ACI's contract negotiations.	Shelby M
Fair Market Value Adjustment	Review FMV proposed adjustments for clinics.	Shelby M

CURRENT ITEMS		
Annual Medical Staff & Board Dinner	River City Meetery, April 16, 2018, 6pm Social with 6:30pm dinner with spouse/guest.	Shelby M
FY2019 Budget	Review preliminary FY2019 budget income statement and capital budget.	Kim A
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, 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, Others: Ryan McNamara-ex officio, Terry Mahar, Sanford Health VP

Present: Ann Bartelt, Nate Low, Laura Fresk, Julie Brugman/Mt Lake Advisory Mbr, Kim Armstrong/CFO, Kari Witte/CNO, Emily Masters/CHRO, Shelby Medina/CEO,
 Absent: Ryan McNamara-ex officio, Terry Mahar, Sanford Health VP
 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 CommitteeChair, Ann Bartelt.	Ann B
Minutes	M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE REGULAR MEETING OF JANUARY 16, 2018 (LOW/BRUGMAN).	Ann B
Statistical & Financial Performance Reports	January 2018 statistical and utilization graphs were reviewed. The % of Medicare Days was above budget projections and Medicaid Days was below budget projections for the month. The month's total patient revenue was above 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 \$27,899. FY2018 year-to-date net income totals \$432,907 on a projected budget of \$263,079. Days in A/R were 46.11 and Days Cash on Hand total 286. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE JANUARY 2018 STATISTICAL AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (BRUGMAN/LOW)	Kim A.
Revenue Recapture & Financial Assistance	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL SENDING ACCOUNTS TOTALING \$23,724.05 TO REVENUE RECAPTURE AND RECOMMEND THE FOLLOWING ACCOUNTS FOR FINANCIAL ASSISTANCE: 3 NEW APPLICATIONS, 2 APPROVED AT 100% WRITE-OFF; AND 1 APPLICATION APPROVED AT 50% WRITE-OFF; AND APPROVE 6 APPLICATIONS WITH BALANCES BELOW \$1,500 TOTALING \$51,544.44, WITH ALL FINANCIAL ASSISTANCE APPLICATION WRITE OFFS TOTALING \$12,241.37. (LOW/FRESK) In month 10 of FY2018, accounts totaling \$149,775.46 have been approved for Financial Assistance on a budget of \$200,000.	Kim A
Funded Depreciation Transfer	M/S/C UNANIMOUSLY TO AUTHORIZE THE TRANSFER OF \$116,099.39 FROM FUNDED DEPRECIATION TO THE CHECKING ACCOUNT FOR JANUARY 2018 CAPITAL ACQUISITIONS (BRUGMAN/LOW)	Kim A
Educational Assistance Applications	M/S/C UNANIMOUSLY TO APPROVE \$882.28 IN EDUCATIONAL ASSISTANCE FOR A REGISTERED NURSE TO ATTAIN THEIR BSN DEGREE FROM SWMSU AT MARSHALL AND LAKE SUPERIOR COLLEGE (BRUGMAN/FRESK).	Kim A
Employee Resignations	M/S/C UNANIMOUSLY TO RECOMMEND THE APPROVAL OF ONE TERMINATION OF A HOUSEKEEPER EFFECTIVE FEBRUARY 7, 2018 (LOW/BRUGMAN).	Emily M
New Employees	Emily reported the following new hires- 3 RN's, 1 fulltime HUC, and department transfers of a PRN housekeeper to the Nursing Department as a RN and Nutritional Services employee to the Housekeeping Department.	Emily M
FOLLOW-UP ITEMS		
Wound Care Center	Shelby reported all paperwork has been submitted to the MN Department of Health and WAH is now waiting for the construction permit to arrive. A pre-bid meeting is scheduled for February 21 st regarding the wound care center remodeling project with bid opening set for March 7, 2018. It is anticipated the remodeling project will begin late March/early April. Shelby noted the wound care center may open first with hyperbaric chamber services opening at a later date due to underground	Shelby M

	installation of oxygen lines for the hyperbaric chambers and relocation of medical gas lines in the back parking lot which may not take place until early spring.	
FY19 Planning Retreat	Discussion regarding the FY2019 draft WAH Organizational Goals was reviewed by committee members. Shelby noted the new goals and strategies are planned for implementation over the next 1-3 years. Shelby is requesting suggestions for recommended changes to the new goals in preparation of full board approval of the FY2019 goals at the April board meeting. The FY2019 will become effective May 1, 2018.	Shelby M
Grant Information	Emily gave an update on the current status of submitted grant requests. She noted a Rural Health Grant from the MN Department of Health was recently awarded to Windom Area Hospital totaling \$19,626 which was earmarked for use towards incurred expenses of the wound center remodeling project. Emily also applied for grant funds from the MN Department of Health Rural Health Capital Improvement Grant which is earmarked for the Rehab remodeling project. WAH will be notified in April if an award for this grant request will be given.	Emily M
CURRENT ITEMS		
Fair Market Value Adjustments	Shelby reviewed information regarding Fair Market Value rental adjustments for the adjoining two clinics and outreach. Discussions will continue on the appropriate direction to proceed with the FMV rental fees.	Shelby M
Acute Care, Inc. Contract Negotiations	Shelby discussed information received from Acute Care, Inc., provider of Emergency Department physician services to Windom Area Hospital, regarding an increase in pay rates for Acute Care ER physicians. She noted further communications will be taking place in the near future addressing this issue.	Shelby M
Board Book Distribution Process	Shelby discussed an initiative recently implemented in the Maintenance Department to improve productivity and efficiencies by reducing daily errand runs to once per day. Due to this change, Shelby noted WAH board books will be electronically sent to all Governing board members on Thursdays with the hard copy board book to be delivered on Friday mornings during the hospital errands run.	Shelby M
Finance Committee Meeting Time	Shelby shared with committee members that due to numerous business items to be addressed by the FPLR & Planning Committee, the meeting time is being changed to begin at 3:00 p.m. for an undetermined period of time. This meeting time change will begin with the March 19, 2018 meeting.	Shelby M
CONCLUSION		
	Meeting was concluded by Committee Chair, Ann Bartelt.	Ann B

Windom Area Hospital
INCOME STATEMENT

2/28/2018

	2/28/2018	Revenue Comparison	Budget 2017	Revenue Comparison	Y-T-D 2018	Revenue Comparison	Budget 2017	Revenue Comparison
PATIENT REVENUE								
Inpatient Revenue	\$419,773	17.55%	\$412,064	16.03%	\$4,862,105	18.80%	\$4,120,640	16.03%
Outpatient Revenue	\$1,971,718	82.45%	\$2,158,716	83.97%	\$20,993,923	81.20%	\$21,587,160	83.97%
Total Patient Revenue	\$2,391,491	100.00%	\$2,570,780	100.00%	\$25,856,028	100.00%	\$25,707,800	100.00%
Contractual Adjustments	\$1,128,078	47.17%	\$1,012,833	39.40%	\$10,899,324	42.15%	\$10,128,330	39.40%
Other Income	\$10,819	0.45%	\$14,449	0.56%	\$142,988	0.55%	\$144,490	0.56%
NET OPERATING REVENUE	\$1,274,232	100.00%	\$1,572,396	100.00%	\$15,099,692	100.00%	\$15,723,960	100.00%
EXPENSE								
Employee Salaries	\$506,633	39.76%	\$565,974	35.99%	\$5,614,352	37.18%	\$5,659,740	35.99%
Employee Benefits	\$167,936	13.18%	\$176,939	11.25%	\$1,704,786	11.29%	\$1,769,390	11.25%
Pharmaceuticals	\$58,070	4.56%	\$84,583	5.38%	\$649,168	4.30%	\$845,830	5.38%
Supplies	\$106,410	8.35%	\$103,924	6.61%	\$849,674	5.63%	\$1,039,240	6.61%
Rents & Utilities	\$25,874	2.03%	\$27,909	1.77%	\$271,564	1.80%	\$279,090	1.77%
Purchased Services	\$270,749	21.25%	\$325,307	20.69%	\$3,039,673	20.13%	\$3,253,070	20.69%
Purchased Services Interco	\$19,692	1.55%	\$17,625	1.12%	\$163,069	1.08%	\$176,250	1.12%
Other Direct Expenses	\$102,869	8.07%	\$103,254	6.57%	\$1,033,715	6.85%	\$1,032,540	6.57%
Provision for Bad Debts	(\$39,776)	-3.12%	\$27,083	1.72%	\$96,495	0.64%	\$270,830	1.72%
Depreciation	\$110,405	8.66%	\$117,571	7.48%	\$1,113,358	7.37%	\$1,175,710	7.48%
Total Operating Expense	\$1,328,862	104.29%	\$1,550,169	98.59%	\$14,535,854	96.27%	\$15,501,690	98.59%
Income (loss) From Operations	(\$54,630)	-4.29%	\$22,227	1.41%	\$563,838	3.73%	\$222,270	1.41%
Investment Income	\$6,271	0.49%	\$24,500	1.56%	\$46,380	0.31%	\$245,000	1.56%
Other Revenue/(Expenses)	(\$102,102)	-8.01%	(\$17,496)	-1.11%	(\$327,772)	-2.17%	(\$174,960)	-1.11%
Non Operating Rev/Exp	(\$95,830)	-7.52%	\$7,004	0.45%	(\$281,392)	-1.86%	\$70,040	0.45%
Increase in Net Assets	(\$150,460)	-11.81%	\$29,231	1.86%	\$282,446	1.87%	\$292,310	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: **Monday, March 19, 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 Lake 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 February 20, 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
CURRENT ITEMS		
Annual Medical Staff & Board Dinner	River City Meetery, April 16, 2018, 6pm Social with 6:30pm dinner with spouse/guest.	Shelby M
Provider Relations	Discuss future state and initiatives.	
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, 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 Lake Advisory Mbr, Kari Witte/CNO, Kim Armstrong/CFO, Emily Masters/CHRO, Shelby Medina/CEO, Dr. Jeff Taber/Chief of Medical Staff

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

Recorder: Janel Eichstadt

Category/Topic	Action step(s)/Updates	Accountable Person																																										
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Call to Order	Professional Practice/Quality & Planning Committee meeting was called to order by committee chair, Dr. Michael Fisher.	Michael F																																										
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Hospital Committees	<p>Kari reported on the following hospital committee meeting ~</p> <ul style="list-style-type: none"> Policy Committee <p>M/S/C UNANIMOUSLY TO RECOMMEND ACCEPTING THE WAH COMMITTEE MEETING REPORT AS PRESENTED BY KARI WITTE, CNO (FRESK/GROSS).</p> <p>M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE MEDICAL STAFF, TO APPROVE THE FOLLOWING:</p> <p>APPOINTMENTS: (GROSS/BRUGMAN)</p> <table border="0"> <tr> <td>Clay Pavis, MD</td> <td>Psychiatry</td> <td>Consulting</td> </tr> <tr> <td>Dawn Van Ruler, CNP</td> <td>Psychiatry</td> <td>Allied Health Professionals</td> </tr> </table> <p>REAPPOINTMENT: (BRUGMAN/FRESK)</p> <table border="0"> <tr> <td>Scott Pham, MD</td> <td>Cardiology</td> <td>Consulting</td> </tr> </table> <p>SANFORD TELEMEDICINE APPOINTMENTS:</p> <p>None</p> <p>SANFORD TELEMEDICINE REAPPOINTMENT: (BRUGMAN/FRESK)</p> <table border="0"> <tr> <td>Bassel Salem, MD</td> <td>Neurology</td> <td>Telemedicine</td> </tr> </table> <p>VRAD TELEMEDICINE APPOINTMENTS: (GROSS/BRUGMAN)</p> <table border="0"> <tr> <td>Jacob Bagrael, MD</td> <td>Teleradiology</td> <td>Telemedicine</td> </tr> <tr> <td>Ellen Hauptmann, MD</td> <td>Teleradiology</td> <td>Telemedicine</td> </tr> <tr> <td>Dawood Malik, MD</td> <td>Teleradiology</td> <td>Telemedicine</td> </tr> <tr> <td>Terri Williams-Weekes, MD</td> <td>Teleradiology</td> <td>Telemedicine</td> </tr> </table> <p>VRAD TELEMEDICINE REAPPOINTMENTS: (BRUGMAN/FRESK)</p> <table border="0"> <tr> <td>Jason Akrami, MD</td> <td>Teleradiology</td> <td>Telemedicine</td> </tr> <tr> <td>John Alexander, MD</td> <td>Teleradiology</td> <td>Telemedicine</td> </tr> <tr> <td>Robert Henry, MD</td> <td>Teleradiology</td> <td>Telemedicine</td> </tr> <tr> <td>Toseef Khan, MD</td> <td>Teleradiology</td> <td>Telemedicine</td> </tr> <tr> <td>Koreen Potts, MD</td> <td>Teleradiology</td> <td>Telemedicine</td> </tr> <tr> <td>Christopher Rickman, MD</td> <td>Teleradiology</td> <td>Telemedicine</td> </tr> </table>	Clay Pavis, MD	Psychiatry	Consulting	Dawn Van Ruler, CNP	Psychiatry	Allied Health Professionals	Scott Pham, MD	Cardiology	Consulting	Bassel Salem, MD	Neurology	Telemedicine	Jacob Bagrael, MD	Teleradiology	Telemedicine	Ellen Hauptmann, MD	Teleradiology	Telemedicine	Dawood Malik, MD	Teleradiology	Telemedicine	Terri Williams-Weekes, MD	Teleradiology	Telemedicine	Jason Akrami, MD	Teleradiology	Telemedicine	John Alexander, MD	Teleradiology	Telemedicine	Robert Henry, MD	Teleradiology	Telemedicine	Toseef Khan, MD	Teleradiology	Telemedicine	Koreen Potts, MD	Teleradiology	Telemedicine	Christopher Rickman, MD	Teleradiology	Telemedicine	Kari W
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	RESIGNATIONS (Informational Purposes Only): Melissa Pearson, LPN Vascular David Springer, MD Family Practice Allied Health Professionals Locum Tenens (still on Emergency Services staff)	
Patient Concern Reports	Patient concern reports and patient survey comments for January 2018 were reviewed and found to be appropriately addressed. One patient complaint was investigated and addressed by Kari Witte, CNO.	Kari W
Patient Safety	Patient safety activities were reviewed. Kari reported WAH had no reportable adverse events for the month. She shared the MN Department of Health recently released their 2017 annual adverse events report. Kari noted Windom Area Hospital was not listed in the adverse events report for this reporting year.	Kari W
FOLLOW-UP ITEMS		
Wound Care Center	Shelby reported a pre-bid meeting is scheduled for February 21st on the comprehensive wound care center remodeling project with bid opening set for March 7, 2018. It is anticipated the remodeling project will begin late March or early April. Shelby stated the wound center clinic may open first with hyperbaric chamber treatments starting at a later date due to the necessity of moving the med gas system and installation of the oxygen tank unit used for hyperbaric chamber treatments which will affect the parking lot behind the hospital. She noted ground digging in the back parking lot will take place in early spring due to the necessity of the oxygen line placement for use in the hyperbaric chamber room.	Shelby M
FY19 Planning Retreat	FY2019 draft goals from the recent Planning Retreat were presented to committee members for review and discussion. Shelby noted the goals derived from the Planning Session will be the hospital's focus over the next 1-3 years. The goals will be presented to the full WAH Governing Board at the 5:30 p.m. meeting for further review and recommendations for changes in preparation for full Governing Board approval at the April Governing Board meeting. FY2019 goals will take effect May 1, 2018.	Shelby M
HCAPS Report	Shelby briefly shared data from the HCAPS report recently distributed by the American Hospital Association. She emphasized to committee members the reported scores will, in the near future, impact and determine future hospital reimbursement service rates.	Shelby M
CURRENT ITEMS		
Press Ganey Employee Feedback	Emily reviewed with committee members the employee rollout and implementation timeline for department managers and employees to receive the final feedback obtained from the Press-Ganey survey. This timeline will also be presented to WAH employees at the Employee Forums taking place February 21 and 22.	Emily M
Acute Care, Inc. Contract Negotiations	Shelby discussed information received from Acute Care, Inc., provider of Emergency Department physician services to Windom Area Hospital, regarding an increase in pay rates for Acute Care ER physicians. She noted further communications will be taking place in the near future addressing this issue.	Shelby M
Board Book Distribution Process	Shelby discussed an initiative recently implemented in the Maintenance Department to improve productivity and efficiencies by reducing daily errand runs to once per day. Due to this change, Shelby noted WAH board books will be electronically sent to all Governing board members on Thursdays with the hard copy board book to be delivered on Friday mornings during the hospital errands run.	Shelby M
CONCLUSION		
	Meeting was concluded by Committee 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**

MARCH 19, 2018

APPOINTMENT:

Jennifer Neilson, RN	Orthopedic	Allied Health Professionals
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REAPPOINTMENTS:

Michael Hibbard, M.D.	Cardiology	Consulting
Justin Schulte, PA-C	Orthopedic	Allied Health Professionals
John Yu, M.D.	Pulmonary	Consulting

TELEMEDICINE PRIVILEGE REQUEST:

Jesse Botker, M.D.	Orthopedic	Courtesy
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SANFORD TELEMEDICINE REAPPOINTMENTS:

David Bean Jr., M.D.	Radiology	Telemedicine
Edward Czarnecki, M.D.	Radiology	Telemedicine
Gerard David, M.D.	Internal Medicine	Telemedicine
Thomas Free, M.D.	Radiology	Telemedicine
Melinda Talley, M.D.	Radiology	Telemedicine

vRAD TELEMEDICINE REAPPOINTMENTS:

Thomas Boden, M.D.	Teleradiology	Telemedicine
James Turner, M.D.	Teleradiology	Telemedicine
Edward Wong, M.D.	Teleradiology	Telemedicine

FEBRUARY 2018 COMMENTS

INPATIENT – Survey Comments

1. I was pleased how my pain was assessed and how it was taken care of. (Overall)
2. He was a sweet heart!! (Tests/Treatments)
3. Received super care during my hospital stay. Everyone made me feel so comfortable. (Overall Assessment)
4. While being discharged the nurse said they were having a care conference but that did not include me or I would have requested swing bed but they discharged me to go home. (Nurses)
5. Extra chairs provided for friends and visitors. Nice coffee maker in lobby. (Visitors and Family)
6. The ER was very busy this being a little slow (admission)
7. The reclining chair was sensitive to the alarm. It was constantly calling the nurse when I shifted positions. (Room)
8. One nurse who really stuck out was Brittany. She was amazing and very nice! (Nursing Care after Delivery) Definitely will have my next baby here! (Overall)
9. Some loud noises in hallway from other patients.

EMERGENCY DEPARTMENT – Survey Comments

1. Doctor spoke so soft could barely hear. (Family/Friends)
2. The Dr. insisted on shooting meds in my mouth. which was painful and didn't last for long. I had to ask for a normal shot and on leaving the Dr only gave me enough pain meds for that night. So the next day I had to go back to the ER again because I couldn't get right in with my Dr. (Physician)
3. Excellent experience although no one wants to visit the ER I am very thankful for the professional treatment I received and the availability of the Windom Area hospital (Nurse)
4. Excellent experience (Overall)
5. Would recommend to my family and friends (Overall)

OUTPATIENT – Survey Comments

1. Laridee is the best. She listens to your concerns and provides helpful feedback.
2. There is always someone to take your where you need to go. (Facility) Everyone makes you feel comfortable and at ease. (Tests/Treatments) Dr. Reddy and nurses are all wonderful and I could check "very good" for every question to be honest. (Overall)
3. The lab techs are ALWAYS so helpful and friendly and eases the worry of my 8 year old. She actually requests to get her labs drawn at the hospital over the clinic now. (Tests/Treatment)
4. I was preregistered so no waiting!!
5. I chose to do therapy there because they did a great job with my father in law and my wife.
6. Registration via phone--quick and easy
7. They called and had me registered before I even started therapy
8. Mitch is a great therapist. Really in tune with his patient.
9. Priscilla is very knowledgeable and is very good and very patient focused!
10. Staff discussed easiest n fastest ways to position me for X-rays needed by my doctor. (X-ray)
11. Was uncomfortable during X-rays so staff got thru them quickly n professionally (X-ray)

**Windom Area Hospital Auxiliary Meeting
February 12, 2018**

The Windom Area Hospital Auxiliary held their monthly meeting Monday, February 12, 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. 22 members were present and reported their hours.

Rozanne Gronseth introduced Gary Olson and his therapy dog, Raven, to speak about Windom Area Hospital's Pet Therapy program. To become a pet therapy dog, a dog must go through testing at the hospital, which includes obedience and reactions to various types of stimuli. In addition, the dog and owner must be current on required immunizations, be fingerprinted, and pass a background check. Windom currently has four dogs eligible for this program but only three have visited the hospital to date. The Pet Therapy program has been well received by patients, visitors, and staff.

M/S Diane Sykora/Mary Page to approve the agenda. Motion carried.

Recording Secretary's Report – Marlene Smith, Recording Secretary

- M/S Judy Woizeschke/Rozanne Gronseth to approve the minutes as presented of the January 8, 2018 meeting. Motion carried.

Treasurer's Report – Gerri Burmeister

- Balance on hand on December 31, 2017 was \$8,891.38, and on January 31, 2018 was \$9,224.84. M/S Linda Dawson/Judy Woizeschke to approve the Treasurer's Report for the months of December and January as presented. Motion carried.
- M/S Karla Taber/Pat Lenz to donate \$698.70, the profit from the December bake sale, towards the coagulation machine. Motion carried.

Auxiliary Liaison – Emily Saffert

- There is an educational luncheon on heart health on February 15th.

Corresponding Secretary – Betty Olson

- Betty has sent cards when necessary.

Membership – Nete Grunewald

- Currently 37 active members and 26 associate members have paid their dues for 2018.

Publicity – Bobbie Bush

- Flyers for the Valentine Bake and Balloon sale have been distributed.

Program – Rozanne Gronseth

- The speakers for the March meeting will be Kari Witte, Chief Nursing Officer, or Greg Holt, Emergency Preparedness Coordinator, on the Emergency Preparedness Volunteer Policy.

Gift Center – Marcia Libra

- The Gift Center has been restocked with items.

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

- March 22, 2018, is Legislative Day at the Capitol. MN Auxiliaries are encouraged to send representation to this event.
- Windom will host the Spring Forum of MAHV April 26, 2018.

Administrator's Report – Shelby Medina

- Plans for the Comprehensive Wound Center are moving forward. A pre-bid meeting is scheduled for February 21, 2018 with bid opening scheduled for March 7, 2018. It is anticipated construction will begin late March/early April, with construction to be finished in approximately 6-8 weeks. It is hoped the Wound Center will open in early June.
- Windom Area Hospital continues advertising its services offered through the Outreach Department to bring awareness to area communities of the medical services offered close to home. Discussion on this topic followed with some suggestions shared.
- WAH Governing Board members are reviewing draft Fiscal Year 2018-19 Strategic Planning Goals to implement over the next 1 to 3 years.

Committee Reports:

- **Valentine's Day Balloon and Bake Sale** - will be held Wednesday, February 14. Marcia Libra will coordinate balloon sales and Bobbie Bush and Bonny Messer will coordinate the bake sale.
- **Nominating committee** report – Karla Taber, chair
 - Recording Secretary – Marlene Smith
 - Corresponding Secretary – Betty Olson
 - Board Members - Pat Lenz, Marge Paschke, and Judy Woizeschke
- **Chamber Coffee Committee** report – Marge Paschke, chair. No date has been set.
- **Spring Banquet Committee** report – Pat Lenz, chair. Committee has met with plans being worked on.
- **District E Meeting** – April 26 - Board Members. Committee has not met.
- **Staff Appreciation** - Judy Woizeschke, chair. Committee has not met.
- **Mother's Day** – Karla Taber will get flowers.
- **National EMS Week** committee - Linda Dawson, Vicki Burmeister, and Diane Vellema.
- **Father's Day** – Gerri Burmeister to purchase flowers.

Old Business:

- It was recommended that the 5 maintenance employees be given complimentary meals to the Spring Banquet as a thank you for their help with the Christmas decorating.

New Business:

- None

Hostesses for tonight - Gerri Burmeister and Pam Dobson

Hostesses for March – Pam Dobson and Marlene Smith

Upcoming Events

- Next meeting – March 12, 2018 at 6:00 p.m. Speakers: Kari Witte and Greg Holt
- Monday, April 9 - Spring Banquet at Historical Society
- Friday, April 20 - Volunteer Luncheon
- Thursday, April 26 - District E Meeting at Windom Area Hospital

Meeting was adjourned at 7:45 p.m.

Marlene Smith, Recording Secretary



Windom Area
Hospital
Foundation

FOUNDATION BOARD OF DIRECTOR'S MEETING

MONDAY, MARCH 19, 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 February 20, 2018 | Alice Huebert |
| III. FINANCIAL STATEMENT
- Review donation gift roster & assign thank-you calls | Kim Armstrong |
| IV. OLD BUSINESS
- 2018 scholarships update
- New mammography technology
- Tyann Marcy fundraising idea | Emily Masters
Shelby / Emily M
Tyann Marcy / Emily |
| V. NEW BUSINESS
- Annl Medical Staff & Board Dinner, April 16 th , 6p, River City Meetery
- Board member reappointments
- Carol Sandve Telephone Call follow-up
- Fun Run Changes | Shelby /Janel E
Alice Huebert
Steve Johnson
Emily Masters |
| VI. PROJECTS
- Dad's Belgian Waffles
♦ <i>March 4, 2018 – review outcome</i>
♦ <i>Date for March 2019 event</i>

- Tammy Hall Breast Health Walk
♦ <i>October 6, 2018</i> | Alice Huebert

Kim Armstrong

Emily Masters |
| VII. NEXT MEETING DATE – Monday, May 21, 2018 | Alice Huebert |
| VIII. MEETING CONCLUSION | Alice Huebert |

**WINDOM AREA HOSPITAL FOUNDATION
FOUNDATION MEETING MINUTES
FEBRUARY 20, 2018 – 6:30 PM**

ATTENDING: Alice Huebert, Sandy Robinson, Kay Gross, Eric Lohse, Steve Johnson
Kim Armstrong/Corp Treasurer, Emily Masters/CHRO

ABSENT: Ryan McNamara, Ann Bartelt, Shelby Medina/Corp President

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 JANUARY 16, 2018 MEETING AS PRESENTED (GROSS/JOHNSON).

FINANCIAL STATEMENT – Kim Armstrong

M/S/C UNANIMOUSLY TO APPROVE THE FINANCIAL STATEMENT FOR THE MONTH OF JANUARY 2018 AS PRESENTED (LOHSE/JOHNSON).

Assign Gift Thank-You's

Donor gifts received during the month of January were reviewed. Donors giving gifts of \$100 or more were recognized. They will receive a telephone call from a board member thanking them for their gift.

OLD BUSINESS

2018 Scholarships Update – Emily Masters

Emily reported 2018 scholarship application information has been mailed to several area high schools. Student scholarship applications are due back to her by March 9, 2018. Alice Huebert, Steve Johnson, and Sandy Robinson volunteered to assist Emily in reviewing the scholarship applications to determine award winners. Foundation member consensus was to award a minimum of 5 scholarships for this school year.

Discussion of Replacement Fundraising Event – Alice Huebert/Emily Masters

Alice led discussion regarding a fundraising idea for the Dad's Belgian Waffle Brunch. Decorated pint jars labeled "Cash for Cancer" for will be placed on tables for guests to donate additional monies, which will be earmarked for the Foundation's Women's Health Fund. Emily Masters shared table tents containing information about the Women's Health Fund will also be placed on tables for guests to be informed what the purpose of the "Cash for Cancer" jars are about.

Kim A. noted monies for waffle tickets and jar donations will be collected by her.

Another fundraising suggestion was discussed for future consideration. This suggestion entailed working with a couple local businesses, which would offer customers the choice to "round up" their total purchase to the nearest dollar with the change amount donated to the Foundation to fund a project. This suggestion will be considered in the upcoming future.

NEW BUSINESS

New Mammography Technology – Emily Masters

Emily shared new 3-dimensional tomography technology is now available which is becoming more prevalent to replace digital mammography, which Windom Area Hospital currently offers to patients. 3D tomography allows for better breast imaging pictures which allows the radiologist and patient a better opportunity at catching potential cancer risks earlier. Emily is request Foundation members to consider this suggestion as a potential fundraising project in the future.

Emily also shared Windom Area Hospital's chemo nurses are requesting to have the chemotherapy patient rooms updated to make them look more attractive as well as comfortable for the cancer patient. A suggestion of purchasing a chemo chair was discussed which would be looked into further to determine exact cost and availability. This information will be shared at the March Foundation meeting.

PROJECTS

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 received a \$250 debit card from Thrivent Financial which will be applied towards

expenses related to the brunch. Member consensus was to advertise this event in the Citizen only. Alice has posted advertising signs in local businesses. Shelby will announce the waffle brunch on Kaleidoscope. This event will also be posted on the local cable TV rollup. Steve Johnson volunteered to get the orange drink and cups from McDonald's. The Nutritional Services Dept will prepare the coffee. Al Peterson from the Masonic Lodge has approximately 10-12 members volunteering to assist at this event. A sign-up sheet was passed around for members to sign-up to work at two different shifts. Proceeds from this event will be applied to the Scholarship Fund.

Emily noted at the time of signing of the contract with Dad's Belgian Waffles, the price per plate had increased by \$.30 in comparison to last year's price. Foundation members will revisit ticket prices for the 2019 waffle brunch when the event becomes closer.

Tammy Hall Breast Health Walk – Emily Masters

Emily noted Tyann Marcy has spoken with her about possibly doing a father-daughter dance as a fundraising event. Emily will invite Tyann to the March meeting to share additional information about this idea.

Foundation members requested Emily to inform Tyann that should this idea come to fruition, Tyann will be asked to lead the planning of this dance.

Emily stated she is currently working on securing a date for the Breast Health Walk.

NEXT MEETING DATE

The next Foundation Board meeting will be Monday, March 19, 2018.

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

Sandy Robinson, Foundation Secretary

Recorded by: Janel Eichstadt, Administrative Asst

**Windom Area Hospital Foundation
Dad's Belgian Waffle Brunch Financial Summary
3/4/2018**

<i>Income</i>	\$	2,993.00
Thrivent Gift Card		250.00
 <i>Expenses</i>		
Dad's Belgian Waffles		1,383.20
Community Center		487.26
Windom Quick Print		47.85
Citizen Ad		79.20
WAH (coffee & cups)		3.40
	\$	<u>2,000.91</u>
 Profit	 \$	 <u>1,242.09</u>
 Coins for Cancer	 \$	 78.48

	<u>Served</u>
3/4/2018	378
3/26/2017	380
3/13/2016	344
3/15/2015	585
3/16/2014	421
3/17/2013	460
3/18/2012	378
3/20/2011	528
3/21/2010	443
3/29/2009	488
4/6/2008	461
4/29/2007	287
4/30/2006	335
10/23/2005	347
10/24/2004	424
10/26/2003	375