

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

Purpose: Provide governance for Windom Area Hospital.

Date/Time/Location: **Monday, May 21, 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 Board Vice-chair.	Dr Michael Fisher
Election of Officers	Formulate motion to approve FY2019 Slate of Officers to include Governing Board Chair, Vice-chair, Secretary, & Treasurer.	Dr Michael Fisher
Minutes	Approve WAH Governing Board minutes from regular meeting of April 16, 2018.	Governing Bd Chair
COMMITTEE REPORTS		
Finance / Personnel / Labor Relations & Building & Grounds	Review committee activities	Nate Low
Professional Practice / Quality & Planning	Review committee activities	Kay Gross
OTHER REPORTS		
Medical Staff		Dr S Buhler
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 meeting in May.	Shelby M. / Alice H.
WAH Auxiliary	March & April meeting minutes included in Governing Board packet.	Shelby M.
OLD & NEW BUSINESS		
Old Business		Governing Bd Chair
New Business	<ul style="list-style-type: none"> Board members review, sign and return FY2019 Conflict of Interest Policy and Statement. Appointment of WAH Governing Board member to WAH Foundation Board. 	Governing Bd Chair

	Conclude meeting.	Governg Bd Chair	
Board Education		Shelby M.	

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

Purpose: Provide governance for Windom Area Hospital.
Date/Time/Location: Monday, April 16, 2018 / 5:30 pm / Large Conference Room
Members: All Governing Board members Present: Ryan McNamara, Ann Bartelt, Nate Low, Cindy Espenson, Laura Fresk, Kim Armstrong/CFO, Emily Masters/ CHRO, Kari Witte/CNO, Shelby Medina/CEO Absent: Kay Gross, Dr. Michael Fisher, 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, Steve Nasby/City Administrator
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 Chair, Ryan McNamara.	Ryan M.
Minutes	M/S/C UNANIMOUSLY TO APPROVE GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF MARCH 19, 2018, AS PRESENTED (ESPENSON/BARTELT).	Ryan M.
COMMITTEE REPORTS		
Finance / Personnel / Labor Relations & Building & Grounds	<p>M/S/C UNANIMOUSLY TO APPROVE THE MARCH 2018 UTILIZATION AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (BARTELT/FRESK).</p> <ul style="list-style-type: none"> Total Days Cash on Hand as of March 31, 2018 was 289. FY2018 YTD net gain totaled \$622,418 on a projected budget of \$321,541. <p>M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$42,529.14 TO REVENUE RECAPTURE AND APPROVE 10 FINANCIAL ASSISTANCE ACCOUNTS FOR WRITE-OFF TOTALING \$17,951.27 (BARTELT/LOW)</p> <ul style="list-style-type: none"> Month 12 of FY2018, Financial Assistance write-offs totaled \$177,678.72 on a budget of \$200,000. <p>Authorization was granted for the transfer of \$92,746.77 from the Funded Depreciation account to the checking account for March capital acquisitions.</p> <p>There were no Educational Assistance applications submitted for board action.</p> <p>M/S/C UNANIMOUSLY TO APPROVE 3 RESIGNATIONS: FT CHIEF NURSING OFFICER EFFECTIVE MAY 4, 2018, AND 2 PRN NUTRITIONAL SERVICES EMPLOYEES (BARTELT/ESPENSON).</p> <p>New hires were reported to include a FT Housekeeper and FT Accountant.</p> <p>Windom Area Hospital received capital grant funds totaling \$110,000 from the MN Department of Health earmarked for construction/remodeling of the new Rehabilitation Department.</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE FY2019 OPERATING BUDGET AND CAPITAL BUDGET AS PRESENTED (BARTELT/FRESK).</p> <p>M/S/C UNANIMOUSLY TO APPROVE HOSPITAL COMMITTEE MINUTES FROM THE FOLLOWING MEETING AS PRESENTED BY KARI WITTE, CNO (FRESK/LOW).</p> <ul style="list-style-type: none"> PHARMACY & THERAPEUTICS <p>M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE MEDICAL STAFF, TO APPROVE THE FOLLOWING:</p> <p>APPOINTMENT: (FRESK/ESPENSON)</p> <p>Tonia Carpenter, RN Allied Health Professionals Brittany Reed, RN Allied Health Professionals Sonja Stroman, LPN Allied Health Professionals</p> <p>REAPPOINTMENTS: (FRESK/BARTELT) Raymond Allen, MD Consulting</p>	Ann B.
Professional Practice / Quality & Planning	<p>M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE MEDICAL STAFF, TO APPROVE THE FOLLOWING:</p> <p>APPOINTMENT: (FRESK/ESPENSON)</p> <p>Tonia Carpenter, RN Allied Health Professionals Brittany Reed, RN Allied Health Professionals Sonja Stroman, LPN Allied Health Professionals</p> <p>REAPPOINTMENTS: (FRESK/BARTELT) Raymond Allen, MD Consulting</p>	Laura F.

	<p>Jennie Gappa, CRNA Allied Health Professionals Gary Goldberg, MD Consulting Tarek Mahrous, MD Consulting</p> <p><u>TELEMEDICINE PRIVILEGE REQUEST: (FRESK/BARTELT)</u> Jesse Botker, MD Courtesy</p> <p><u>SANFORD TELEMEDICINE REAPPOINTMENTS: (FRESK/BARTELT)</u> Scott Pham, MD Telemedicine Vanessa Smith, PA-C Telemedicine</p> <p><u>VRAD TELEMEDICINE APPOINTMENTS:</u> None</p> <p><u>VRAD TELEMEDICINE REAPPOINTMENTS: (FRESK/BARTELT)</u> Cristina Cavazos, MD Telemedicine Carl LoSasso, MD Telemedicine Ann Tran, MD Telemedicine</p> <p>M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE MEDICAL STAFF, TO APPROVE THE MEDICAL STAFF BYLAWS, ABBREVIATION LIST, ADA NUTRITION MANUAL, FY2018-19 PERFORMANCE IMPROVEMENT/RISK MANAGEMENT PLAN, UTILIZATION REVIEW PLAN AND MEDICAL STAFF OFFICERS FOR FY2019 (FRESK/LOW)</p> <p>Patient concern reports were reviewed and deemed to be appropriately addressed.</p> <p>Patient survey comments were reviewed and discussed.</p> <p>Patient safety activity reports were reviewed. Kari noted no reportable adverse events occurred for the month.</p> <p>A final review of the FY2019 Windom Area Hospital Organizational Goals and Strategies was completed with no changes noted.</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE FY2018-19 WINDOM AREA HOSPITAL GOALS AND STRATEGIES AS PRESENTED (FRESK/ESPENSON)</p> <p>An amendment to the WAH's Foundation By-laws designating WAH Foundation as a Type I support organization to Windom acknowledgement Area Hospital, requires the Foundation's Slate of Officers for the new fiscal year to be presented and approved by the Governing Board of Directors at its meeting prior to the first meeting of the new fiscal year.</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE FY2019 WINDOM AREA HOSPITAL FOUNDATION SLATE OF OFFICERS TO INCLUDE: ALICE HUEBERT-CHAIRPERSON, STEVE JOHNSON-VICE-CHAIR, AND SANDY ROBINSON-SECRETARY (FRESK/ESPENSON).</p>
OTHER REPORTS	
Medical Staff	Dr. Taber thanked the Governing Board for the opportunity to represent the Medical Staff serving as Chief of Staff over the past year. The FY2019 Chief of Staff will be Dr. Stephanie Buhler.
City of Windom	The mayor will be announcing the new board member appointed to the WAH Governing Board at Tuesday evening's meeting as Ryan McNamara has chosen not to accept a third term on the board. Ann Bartelt will be reappointed for a second term to the Governing Board at this meeting. Both appointments are effective May 1, 2018.
Sanford Health Network	No report available.
Administration	<p>Executive reports were given by Sr. Management Team members ~</p> <p><i>Chief Financial Officer, Kim Armstrong</i> – The new Accounting started in her position today. The CliftonLarsonAllen audit presentation will be presented at the August Governing Board meeting due to the audit being planned for later June.</p> <p><i>Chief Human Relations Officer, Emily Masters</i> – Wound Center hiring will be starting soon. Advertising for these positions will be taking place starting this week. Hospital Week events were noted to attendees by Emily. The wellness path re-grand opening will be held on Saturday, May 19th with various activities taking place on the hospital campus. Volunteers are being sought to help with this day's events.</p> <p><i>Chief Nursing Officer, Kari Witte</i> – MN Department of Health recently visited Windom Area Hospital to review the Infection Control program and tour the hospital offering suggestions of improvement where necessary. Greg Holt, Emergency Services</p>
	Dr. J. Taber
	Steve Nasby Bryan Joyce
	Terry Mahar
	Sr. Mgmt Team Mbrs

	Coordinator is working with Kari to present a training program to volunteers who have offered their assistance to Windom Area Hospital in case of a catastrophic event in the community. <i>Chief Executive Officer, Shelby Medina</i> – Dr. Steve Hartberg, MD, has accepted the medical director’s position of the Wound & Hyperbaric Healing Center.	
WAH Foundation Board	The Foundation Board is not meeting in April. Next meeting is May 21, 2018. Shelby noted an amendment to WAH’s Foundation By-laws designating WAH Foundation as a Type I support organization to the hospital, states the FY2019 Slate of Officers is required to be presented and approved annually by the Governing Board of Directors. M/S/C UNANIMOUSLY TO APPROVE THE FY2019 WINDOM AREA HOSPITAL FOUNDATION SLATE OF OFFICERS TO INCLUDE: ALICE HUEBERT-CHAIRPERSON, STEVE JOHNSON-VICE CHAIR, AND SANDY ROBINSON-SECRETARY (GROSS/).	Shelby M. / Alice H.
WAH Auxiliary	FY2017-18 Auxiliary summary report from their annual banquet held April 9, 2018 was included in the Board book.	Shelby M.
OLD & NEW BUSINESS		
Old Business	There was no old business.	Ryan M.
New Business	There was no new business.	Ryan M.
CONCLUSION		
Annual Dinner Event	Governing Board Chair, Ryan McNamara, concluded meeting Members of the Governing Board, Foundation Board, and Medical Staff attended Windom Area Hospital’s Annual Medical Staff/Board Dinner at River City Meetry following the board meeting.	Ryan M. Shelby M.

Signature _____, Ann Bartelt, Governing Board Secretary

WINDOM AREA HOSPITAL
GOVERNING BOARD EXECUTIVE SUMMARY
as of May 17, 2018
WAH MISSION: "Dedicated to Health"

CHIEF EXECUTIVE OFFICER REPORT

• **Becker's Healthcare Conference**

- Emily and I attended the Becker's Healthcare Conference in April. Below are key items discussed in the sessions I attended:
 - The Big Vision of a Small Health System: Partnering to create and care for the healthiest community in the nation:
 - WAH's initiatives with population health are on track with what is being done nationwide. The panelist discussed the importance of working with the community and community partners to determine what is important to them for healthcare. They discussed how they used market analysis to determine what socioeconomic barriers were influencing the community the most and developed initiatives to address them.
 - High Performance Succession Planning and Bench Strength Development for Population Health Management and Value Based Payment Strategies in Times of Uncertainty:
 - Intense competition that is starting to generate from non-traditional partners – how to work with them and transition staff to understand the need to change
 - The importance of challenging the status quo and promote innovation
 - Work with educational centers to learn and drive skill sets
 - Need to embrace our young talent and their ideas – they will challenge things and have different perspectives that will drive the future
 - The Patient Payment Transition: How to Partner with Payers
 - Patient experience drives the likelihood patients will pay bill in full and return
 - The Evolving Role of the CMO:
 - Need to look for ways to partner with administrative leaders in order to meet the demands from consumers and payers
 - Peer leadership
 - Need to make sure we are all working towards the same value chain
 - Managing Thoughts and Areas to Improve the Bottom Line
 - Managing labor costs, lean philosophy
 - Need to be strong in transformational leadership
 - Pooling resources by partnering with others that may not have a parallel relationship

• **Outreach Services**

- Brenda and I have been meeting with outreach clinic leaders to discuss contract updates and timeline for renewal changes. Conversations have been going very well. Discussions will be complete by the end of May.
- Brenda continues to work on completing a contract for a mental health specialist to offer outreach services.

• **Staffing Changes**

- Chief Nursing Officer position:
 - This position is currently under review to assess the role and responsibilities. Posting and recruitment will take place once the assessment is complete.

- **Facility Updates**

- Center for Wound and Hyperbaric Healing Center:
 - Provider coverage: Two candidates have accepted offers to work in the Center; Shelly Palmer, PA and Elizabeth Coleman, NP. Anticipated start date is June 4, 2018. The two candidates and the Medical Director will attend training in Jacksonville, FL. June 11-14th.
 - Nikkie Steen has been interviewing candidates for the RN and HBOT technician and Safety positions.
 - WAH hosted Chamber Coffee on Friday, May 11th, with the feature being the Center for Wound and Hyperbaric Healing Center. We had great community attendance!
- Therapy and Conference room renovation:
 - A kick-off meeting is scheduled for Tuesday, May 22nd to start the initial planning for renovating the abandoned surgery area to house the Rehabilitation Department and a conference room.
- Data Closet:
 - The new data closet, housed in part of the abandoned surgery space is complete. Technicians were on-site to review wireless access points to ensure optimal coverage for wireless devices. The assessment resulted in a few changes that would resolve issues the Rehabilitation Department was experiencing with interrupted coverage affecting their wireless devices.

WINDOM AREA HOSPITAL
GOVERNING BOARD EXECUTIVE SUMMARY
As of May 17, 2018
WAH MISSION: "Dedicated to Health"

CHIEF FINANCIAL OFFICER REPORT

United Healthcare

- WAH will be an in-network provider for United Healthcare, which is expanding their service area in Minnesota effective 7/1/18.

Wound and Hyperbaric Healing Center

- Jeanna LaCanne in Materials Management has been working very closely with Nikkie Steen and Shelby in ordering furniture, fixtures and supplies for the wound center.

SANE Billing

- Billing staff participated in Medi-Sota training for billing the county for SANE (sexual assault nurse examiner) exams. A new invoice has been developed so no protected health information is listed.

Certified Coder

- Ashley Haskin in HIM passed her Certified Coding Specialist exam on May 2nd. We congratulate her on this accomplishment.

WINDOM AREA HOSPITAL
GOVERNING BOARD EXECUTIVE SUMMARY
as of May 17, 2018
WAH MISSION: "Dedicated to Health"

CHIEF HUMAN RELATIONS OFFICER REPORT

Human Resources

- We are currently recruiting for the following positions:
 - RN
 - Patient Access Rep – PRN
 - Summer Interns (rehab, dietary, marketing)
 - Community Health & Wellness Coordinator
 - Unit Secretary – Wound Center
 - Dietary Aide/Cook

- I attended the Becker's Annual Conference in April and attended several sessions that were insightful including:
 - "What Healthcare can Learn From Marketing", which spoke to the trend of niche healthcare and working to solve patient's problems, not our own as a system.
 - "Community Coalitions", which included a panel of executives from systems that embarked into what we hope to do here, which is partner and work with others in our community to help solve health issues impacted by social determinants.
 - "Rural Healthcare Update", which included a lot of discussion about 'grown your own' initiatives, especially in the physician market.
 - Additional sessions included several keynote speakers from some of the largest healthcare systems in the country, sessions on culture, lean, staff engagement, multigenerational workforce, and leadership training.

Marketing/Public Relations/Foundation

- A Medicare 101 luncheon was provided to the community on May 7th, with 21 community members attending.
- Approximately 120 Windom and Mt. Lake 2nd graders toured Windom Area Hospital May 9th during Hospital Week.
- We held a Chamber Coffee on May 11th to celebrate Hospital Week and promote the new Wound & Hyperbaric Healing Center, which drew a crowd that filled the cafeteria.

Community/Employee Health and Wellness

- With the long winter and late thaw, the outdoor gym equipment installation saw delays, which led us to reschedule our Path Grand Opening event to June 23rd from 10-2 p.m.
- We have a conditional offer out to a Wellness Coordinator, scheduled to start May 29th.
- We are taking part in the Bike Giveaway and Rodeo event with Kiwanis, the school and city on May 29th. We received a \$1,000 grant from Shopko to purchase bike lights and helmets to give away at the event. In addition, we partnered with Hy Vee on May 18th to promote 'Bike to Work' day.
- We were represented at the BARC Spring Brunch on May 12th. Jamie Medina spoke to the group on fitness and had a booth promoting the Fitness Center.

Employee Health & Safety/OccMed

- We continue to manage employee safety & injuries well, which results in a low workers compensation modification factor. Our 'mod factor' is .84, up just slightly from .82 the year before. This resulted in a premium credit of \$1,817.



Windom Area Hospital

SANFORD

TO: Windom Area Hospital Governing Board Members
FROM: Shelby Medina, Windom Area Hospital CEO
DATE: May 21, 2018
RE: FY2018-19 Windom Area Hospital Governing Board Slate of Officers

A nominating committee comprised of the previous Finance / Personnel & Building & Grounds Committee Chair, Ann Bartelt, and Professional Practice / Quality & Planning Committee Chair, Dr. Michael Fisher, present this proposed FY2018-19 Slate of Officers to the Windom Area Hospital Governing Board at its annual meeting of May 21, 2018 as defined in Section 2.8-1 of the WAH Governing Board By-laws.

FY2018-19 WAH GOVERNING BOARD SLATE OF OFFICERS:

- Governing Board Chair – Dr. Michael Fisher
- Governing Board Vice-chair – Kay Gross
- Governing Board Secretary – Ann Bartelt
- Governing Board Treasurer – Laura Fresk

WAH Governing Board members may open nominations from the floor to appoint different board members to the stated offices, if desired.

If there are not any nominations from the floor proposed for officer positions as noted in the preceding paragraph, this Slate of Officers may receive a Governing Board motion for approval, followed by a second motion for approval, and final board vote to accept the FY2018-19 WAH Governing Board Slate of Officers as presented.

The new Governing Board Chair will preside over the remainder of the Governing Board meeting.

Governing Board Chair announces FY2018-19 Committee Chairpersons.

FY2018-19 WAH GOVERNING BOARD COMMITTEE CHAIRPERSONS:

- Finance/Personnel, Labor Relations, & Building/Grounds – Nate Low
- Professional Practice/Quality & Planning – Kay Gross

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, May 21, 2018 / 3:30 pm / Administrative Conference Room**

Facilitator: Nate Low, Chairperson

Members: Ann Bartelt, Nate Low, Cindy Espenson, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lk Advisory Mbr, Kim Armstrong/CFO, 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.	Nate Low
Minutes	Approve minutes from regular meeting of April 16, 2018. <i>(Cmte Motion)</i>	Nate Low.
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 / Dept Transfer Employees	Report of employees recently hired / transferred.	Emily M.
FOLLOW-UP ITEMS		
Governing Board By-laws Education	Review and discussion of Board By-laws	Shelby M.
CURRENT ITEMS		
Financial Institution Designation	Approval of FY2019 designated financial institutions for Windom Area Hospital	Kim A.
FY2018 Audit	CliftonLarsonAllen annual hospital audit, June 19-21, 2018.	Kim A.

Pre-Audit Conference Telephone Call	Korey Boelter, auditor from CliftonLarsonAllen, to address pre-audit information.	Kim A.
CONCLUSION		
	Conclude meeting	Nate Low

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

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

Date/Time/Location: Monday, April 16, 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 Espenson, Ryan McNamara-ex officio, Julie Brugman/Mt Lk Advisory Mbr, Kim Armstrong/CFO, Kari Witte/CNO, Emily Masters/CHRO, Shelby Medina/CEO

Present: Ann Bartelt, Nate Low, Cindy Espenson, Ryan McNamara-ex officio, Julie Brugman/Mt Lk Advisory Mbr, Kim Armstrong/CFO, Kari Witte/CNO, Emily Masters/CHRO, Shelby Medina/CEO
Absent: Terry Mahar, Sanford Health Network 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 Committee Chair, Ann Bartelt.	Ann B.
Minutes	M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE REGULAR MEETING OF MARCH 19, 2018 (ESPENSON/LOW).	Ann B.
Statistical & Financial Performance Reports	April 2018 statistical and utilization graphs were reviewed. The % of Medicare Days was above budget projections and Medicaid Days was dramatically below 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 \$339,973. FY2018 year-to-date net income totals \$622,418 on a projected budget of \$321,541. Days in A/R were 47.79 and Days Cash on Hand total 289. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE MARCH 2018 STATISTICAL AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (ESPENSON/LOW)	Kim A.
Revenue Recapture & Financial Assistance	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND REVENUE RECAPTURE ACCOUNTS TOTALING \$42,529.14 AND RECOMMEND THE FOLLOWING ACCOUNTS FOR FINANCIAL ASSISTANCE: 4 NEW APPLICATIONS-2 APPROVED AT 100% WRITE-OFF; AND 2 APPROVED AT 75% WRITE-OFF TOTALING \$15,429.88; APPROVE 3 APPLICATIONS WITH BALANCES BELOW \$1500 TOTALING \$2035.12; AND APPROVE 3 PREVIOUSLY APPROVED ACCOUNTS TOTALING \$486.27, WITH ALL FINANCIAL ASSISTANCE APPLICATION WRITE OFFS TOTALING \$17,951.27. (LOW/ESPENSON) In month 12 of FY2018, accounts totaling \$177,678.72 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 \$92,746.77 FROM FUNDED DEPRECIATION TO THE CHECKING ACCOUNT FOR MARCH 2018 CAPITAL ACQUISITIONS (ESPENSON/BRUGMAN)	Kim A.
Educational Assistance Applications	There were no Educational Assistance applications submitted for committee action this month.	Kim A.
Employee Resignations	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF 3 RESIGNATIONS: CHIEF NURSING OFFICER EFFECTIVE MAY 4TH, AND 2 PRN NUTRITIONAL SERVICES EMPLOYEES WITH RESIGNATION DATES OF MARCH 17, 2018 AND APRIL 5, 2018 (BRUGMAN/ESPENSON).	Emily M.
New Employees	Emily reported the following new hires: .1 FT Housekeeper effective April 9, 2018 and FT Accountant effective April 16, 2018.	Emily M.
FOLLOW-UP ITEMS		
MDH Capital Grant	Emily shared she had been informed grant monies for the Rehabilitation Department renovation project has been awarded to Windom Area Hospital from the MN Department of Health totaling \$110,000.	Emily M.

CURRENT ITEMS		
FY2019 Budget	Kim reviewed the projected Income and Expense budget for FY2019. She noted Charity Care/Financial Assistance will remain at \$200,000 for FY2019. Total net income projected for FY2019 is 3.18%, which totals \$640,786. Kim noted this budget will be presented to the Windom City Council at the April 17 th meeting for final approval. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FY2019 BUDGET AS PRESENTED (LOW/ESPENSON)	Kim A.
WAH Governing Board Bylaws	Shelby shared preliminary information relative to educational opportunities she is proposing to incorporate into future board committee meetings which will include reviewing Windom Area Hospital Governing Board Bylaws. This review is being initiated for the purpose of board members to gain a better understanding of their role as a board member and a clearer understanding of the functions of the Governing Board.	Shelby M.
CONCLUSION		
	Committee Chair, Ann Bartelt, concluded the meeting.	Ann B.

Windom Area Hospital
INCOME STATEMENT

	4/30/2018		Revenue		Budget 2018		Revenue Comparison		Y-T-D 2018		Revenue Comparison		Budget 2018		Revenue Comparison	
	4/30/2018	Revenue Comparison	Revenue Comparison	Budget 2018	Revenue Comparison	Budget 2018	Revenue Comparison	Y-T-D 2018	Revenue Comparison	Budget 2018	Revenue Comparison	Budget 2018	Revenue Comparison	Budget 2018	Revenue Comparison	
PATIENT REVENUE																
Inpatient Revenue	\$469,937	17.76%	17.76%	\$412,064	16.03%	\$5,842,529	18.78%	\$5,842,529	16.03%	\$4,944,768	16.03%	\$4,944,768	16.03%	\$4,944,768	16.03%	
Outpatient Revenue	\$2,176,574	82.24%	82.24%	\$2,158,716	83.97%	\$25,265,928	81.22%	\$25,265,928	83.97%	\$25,904,592	83.97%	\$25,904,592	83.97%	\$25,904,592	83.97%	
Total Patient Revenue	\$2,646,511	100.00%	100.00%	\$2,570,780	100.00%	\$31,108,457	100.00%	\$31,108,457	100.00%	\$30,849,360	100.00%	\$30,849,360	100.00%	\$30,849,360	100.00%	
Contractual Adjustments	\$1,240,306	46.87%	46.87%	\$1,012,833	39.40%	\$13,134,259	42.22%	\$13,134,259	39.40%	\$12,153,996	39.40%	\$12,153,996	39.40%	\$12,153,996	39.40%	
Other Income	\$14,495	0.55%	0.55%	\$14,449	0.56%	\$168,439	0.54%	\$168,439	0.56%	\$173,388	0.56%	\$173,388	0.56%	\$173,388	0.56%	
NET OPERATING REVENUE	\$1,420,700	100.00%	100.00%	\$1,572,396	100.00%	\$18,142,637	100.00%	\$18,142,637	100.00%	\$18,868,752	100.00%	\$18,868,752	100.00%	\$18,868,752	100.00%	
EXPENSE																
Employee Salaries	\$610,577	42.98%	42.98%	\$565,974	35.99%	\$6,832,943	37.66%	\$6,832,943	35.99%	\$6,791,688	35.99%	\$6,791,688	35.99%	\$6,791,688	35.99%	
Employee Benefits	\$173,547	12.22%	12.22%	\$176,939	11.25%	\$2,059,920	11.35%	\$2,059,920	11.25%	\$2,123,268	11.25%	\$2,123,268	11.25%	\$2,123,268	11.25%	
Pharmaceuticals	\$28,337	1.99%	1.99%	\$84,583	5.38%	\$777,705	4.29%	\$777,705	5.38%	\$1,014,996	5.38%	\$1,014,996	5.38%	\$1,014,996	5.38%	
Supplies	\$121,184	8.53%	8.53%	\$103,924	6.61%	\$1,042,598	5.75%	\$1,042,598	6.61%	\$1,247,088	6.61%	\$1,247,088	6.61%	\$1,247,088	6.61%	
Rents & Utilities	\$17,740	1.25%	1.25%	\$27,909	1.77%	\$315,418	1.74%	\$315,418	1.77%	\$334,908	1.77%	\$334,908	1.77%	\$334,908	1.77%	
Purchased Services	\$344,782	24.27%	24.27%	\$325,307	20.69%	\$3,644,742	20.09%	\$3,644,742	20.69%	\$3,903,684	20.69%	\$3,903,684	20.69%	\$3,903,684	20.69%	
Purchased Services Interco	\$18,837	1.33%	1.33%	\$17,625	1.12%	\$197,583	1.09%	\$197,583	1.12%	\$211,500	1.12%	\$211,500	1.12%	\$211,500	1.12%	
Other Direct Expenses	\$124,840	8.79%	8.79%	\$103,254	6.57%	\$1,268,818	6.99%	\$1,268,818	6.57%	\$1,239,048	6.57%	\$1,239,048	6.57%	\$1,239,048	6.57%	
Provision for Bad Debts	(\$6,144)	-0.43%	-0.43%	\$27,083	1.72%	\$58,570	0.32%	\$58,570	1.72%	\$324,996	1.72%	\$324,996	1.72%	\$324,996	1.72%	
Depreciation	\$109,757	7.73%	7.73%	\$117,571	7.48%	\$1,333,718	7.35%	\$1,333,718	7.48%	\$1,410,852	7.48%	\$1,410,852	7.48%	\$1,410,852	7.48%	
Total Operating Expense	\$1,543,457	108.64%	108.64%	\$1,550,169	98.59%	\$17,532,015	96.63%	\$17,532,015	98.59%	\$18,602,028	98.59%	\$18,602,028	98.59%	\$18,602,028	98.59%	
Income (loss) From Operations	(\$122,757)	-8.64%	-8.64%	\$22,227	1.41%	\$610,622	3.37%	\$610,622	1.41%	\$266,724	1.41%	\$266,724	1.41%	\$266,724	1.41%	
Investment Income	\$36,814	2.59%	2.59%	\$24,500	1.56%	\$88,816	0.49%	\$88,816	1.56%	\$294,000	1.56%	\$294,000	1.56%	\$294,000	1.56%	
Other Revenue/(Expenses)	(\$22,854)	-1.61%	-1.61%	(\$17,496)	-1.11%	(\$185,819)	-1.02%	(\$185,819)	-1.11%	(\$209,952)	-1.11%	(\$209,952)	-1.11%	(\$209,952)	-1.11%	
Non Operating Rev/Exp	\$13,960	0.98%	0.98%	\$7,004	0.45%	(\$97,003)	-0.53%	(\$97,003)	0.45%	\$84,048	0.45%	\$84,048	0.45%	\$84,048	0.45%	
Increase in Net Assets	(\$108,797)	-7.66%	-7.66%	\$29,231	1.86%	\$513,619	2.83%	\$513,619	1.86%	\$350,772	1.86%	\$350,772	1.86%	\$350,772	1.86%	

FY 2018

CAPITAL ASSET ACQUISITIONS

Yrs. De Capital Asset	Vendor	Asset class	January	February	March	April
15 Walking Path	Kraus Anderson	CIP	466.51			
20 Boiler Chiller Project	Kraus Anderson	CIP	114,675.88			
20 Boiler Chiller Project	I & S Group	CIP	957.00			
10 Water Heater	Schwalbach's	Fixed		15,967.00		
10 Water Softner	Javens	Fixed		13,460.00		
IT Data Center	Misc Vendors	CIP		14,896.68		
Wound Center Reno	I & S Group	CIP		4,586.71		
10 Gas Range	Restaurant Design & E	Fixed			7,896.05	
3 Laparoscopic Set	Richard Wolf	Maj Move			10,424.67	
5 Defibrillators	Physio Control	Maj Move			17,739.30	
7 Sterilizer	Steris	Maj Move			47,001.77	
Wound Center Reno	I & S Group	CIP			5,468.92	
5 IT Data Center	Various vendors	CIP			4,216.06	
7 Sterilizer Installation	Steris	Maj Move				5,707.30
Wound Center Reno	I & S Group x 2	CIP				14,292.78
IT Data Center	Various vendors	CIP				46,044.38
Wound Center Reno	Kraus Anderson	CIP				100,636.59
Total			116,099.39	48,910.39	92,746.77	166,681.05

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, May 21, 2018 / 4:30 pm / Administrative Conference Room**

Facilitator: Kay Gross, Chairperson

Members: Laura Fresk, Kay Gross, Mary Holmen, Dr. Michael Fisher-ex officio, Julie Brugman /Mt Lake Advisory Mbr, Emily Masters/CHRO, Kim Armstrong/CFO, Shelby Medina/CEO, Dr. S. Buhler/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.	Kay Gross
Minutes	Approve minutes from regular meeting of April 16, 2018 <i>(Cmte Motion)</i> <i>Note: Minutes from a special meeting held April 25, 2018 have been redacted for peer review.</i>	Kay Gross
Medical Staff Credentialing	Review and recommend approval of appointments & reappointments <i>(Cmte Motion / Bd Motion)</i>	Dr. Steph Buhler
Hospital Committees	Review and recommend approval of hospital committee meetings. <i>(Cmte Motion / Bd Motion)</i>	Shelby M.
Patient Concern Reports	Review patient concern reports and patient survey comments	Shelby M.
Patient Safety	Review patient safety activities.	Shelby M.
FOLLOW-UP ITEMS		
Open position update	Discuss future state and initiatives.	Shelby M.
Governing Board By-laws Education	Review & discussion of WAH By-laws	Shelby M.
CURRENT ITEMS		
CONCLUSION		
Conclude meeting.		Kay Gross

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

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

Date/Time/Location: Monday, April 16, 2018 / 4:30 pm / Administrative Conference Room

Facilitator: Laura Fresk, Acting Committee-chair

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
Absent: Terry Mahar, Sanford Health Network VP
Others:

Recorder: Janel Eichstadt

Category/Topic	Action step(s)/Updates	Accountable Person
STANDING ITEMS		
Call to Order	Professional Practice/Quality & Planning Committee meeting was called to order by Acting Committee chair, Laura Fresk.	Laura F.
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF MARCH 19, 2018 AND SPECIAL MEETING OF APRIL 9, 2018 AS PRESENTED (BRUGMAN/LOW). Kari reported on the following hospital committee meeting~ <ul style="list-style-type: none"> Pharmacy and Therapeutics – It was noted for the quarter, 2 adverse drug events were reported to the MN Department of Health, 11 medication errors and 2 good catches were reported with no harm to patients . Flu vaccine for the 2018&19 season has been ordered. A pharmacy student from SDSU will be interning for 3 weeks in the Pharmacy Dept. M/S/C UNANIMOUSLY TO RECOMMEND ACCEPTING THE WAH COMMITTEE MEETINGS REPORT AS PRESENTED BY KARI WITTE, CNO (BRUGMAN/ESPENSON).	Laura F.
Hospital Committees	<p>REAPPOINTMENTS: (ESPENSON/LOW) Raymond Allen, MD Cardiology Jennie Gappa, CRNA Anesthesia Gary Goldberg, MD Urology Tarek Mahrous, MD Cardiology</p> <p>TELEMEDICINE PRIVILEGE REQUEST: (ESPENSON/LOW) Jesse Botker, MD Orthopedic</p> <p>SANFORD TELEMEDICINE REAPPOINTMENTS: ((ESPENSON/LOW)) Scott Pham, MD Cardiology Vanessa Smith, PA-C Orthopedic</p> <p>VRAD TELEMEDICINE APPOINTMENTS: None</p> <p>VRAD TELEMEDICINE REAPPOINTMENTS: ((ESPENSON/LOW)) Cristina Cavazos, MD Teleradiology</p>	Dr. Jeff Taber

	<p>Carl LoSasso, MD Ann Tran, MD</p> <p>RESIGNATIONS (Informational Purposes Only): Christopher Fischer, MD Mamta Gupta, MD Fred Lovrien, MD Crystal Top, RN</p>	<p>Teleradiology Teleradiology</p> <p>Nuclear Medicine Teleradiology Nuclear Medicine Vascular</p>	<p>Telemedicine Telemedicine</p> <p>Consulting Telemedicine Consulting Allied Health Professionals</p>
Patient Concern Reports	Patient concern reports and patient survey comments for March 2018 were reviewed and found to be appropriately addressed.		
Patient Safety	Patient safety activities were reviewed. Kari reported WAH had no reportable adverse events for the month.		
FOLLOW-UP ITEMS			
FY2019 Strategic Goals	Committee members completed a final review of the FY2019 Windom Area Hospital Organizational Goals and Strategies No changes to the presented document were noted. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FY2018-19 WINDOM AREA HOSPITAL GOALS AND STRATEGIES AS PRESENTED (ESPENSON/BRUGMAN)		
Provider Relations	Shelby discussed the importance of developing a plan to vet out different health care models of what the Governing Board should consider relative to recruitment of medical staff members to this community as well as retaining current medical staff members. She also invited board members to consider what new medical services would be beneficial to Windom Area Hospital, which would enhance services to the hospital and people in our community as well as add financial stability to the hospital's future. Dr. Taber led discussion regarding implementing a process with the WAH Medical Staff to review and update the current Medical Staff Bylaws and Rules and Regulations as it has been several years since this process was done. Shelby noted a review of the documents noted by Dr. Taber is planned to take place in the near future as well as Governing Board members reviewing WAH Governing Board Bylaws to assist them in becoming more aware of the functions of the Medical Staff and Governing Board.		
CURRENT ITEMS			
Annual Fiscal Year Document Approval	M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE MEDICAL STAFF, TO APPROVE THE FOLLOWING DOCUMENTS: MEDICAL STAFF BYLAWS, FY2018-19 PERFORMANCE IMPROVEMENT/RISK MANAGEMENT PLAN, UTILIZATION REVIEW PLAN, AND MEDICAL STAFF OFFICERS FOR FY2019 TO INCLUDE DR. BUHLER-CHAIR, DR. YUSUF-VICE-CHAIR, AND DR. DYNES-SECRETARY. (LOW/BRUGMAN)		
Foundation Officers	Kim reviewed information regarding an amendment to the WAH's Foundation By-laws made one year ago which designated WAH Foundation as a Type I support organization to Windom Area Hospital. The amendment requires the Foundation's Slate of Officers for the new fiscal year to be presented and approved by the Windom Area Hospital Governing Board of Directors at its meeting prior to the first meeting of the new fiscal year M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FY2019 WINDOM AREA HOSPITAL FOUNDATION SLATE OF OFFICERS TO INCLUDE: ALICE HUEBERT-CHAIRPERSON, STEVE JOHNSON-VICE-CHAIR, AND SANDY ROBINSON-SECRETARY (LOW/ESPENSON).		
Annual Officer Election	Shelby led discussion regarding options available to identify and elect WAH Governing Board officers for FY2018-19. Committee consensus was to form a nominating committee consisting of current chairpersons from the Finance Committee and Professional Practice Committee to establish a FY2018-19 WAH Governing Board Slate of Officers to be presented for board action at the WAH Governing Board annual meeting of May 21, 2018.		
CONCLUSION			
	Acting Committee Chair, Laura Fresk, concluded the meeting.		

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**

MAY 21, 2018

APPOINTMENTS:

Julie Langerock, CNP	Cardiology	Allied Health Professionals
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REAPPOINTMENTS:

Douglas Lynch, M.D.	Pathology	Consulting
David Nagelhout, M.D.	Cardiology	Consulting

SANFORD TELEMEDICINE APPOINTMENTS:

David Dries, M.D.	Surgery	Telemedicine
Kenji Hamanaka, M.D.	Emergency Medicine	Telemedicine
Stephen Grove, M.D.	Emergency Medicine	Telemedicine

SANFORD TELEMEDICINE REAPPOINTMENTS:

Terry Yeager, M.D.	Vascular	Telemedicine
John Yu, M.D.	Pulmonology	Telemedicine

vRAD TELEMEDICINE REAPPOINTMENTS:

Britta Gooding, M.D.	Teleradiology	Telemedicine
Kevin McDonnell, M.D.	Teleradiology	Telemedicine
Marc Paul, M.D.	Teleradiology	Telemedicine

RESIGNATIONS:

Nicole Kopari, M.D.	Surgery	Telemedicine
Lisa Rubenstein, M.D.	Teleradiology	Telemedicine
David Springer, M.D.	Emergency Medicine	Emergency Services
Tatum Witt, CRNA	Anesthesia	Allied Health Professionals

EMERGENCY DEPARTMENT

1. Had excellent care and I can't say enough great things for the staff. You would very proud of them!(Nurses) Had excellent care! Hospital should very proud of them. (Doctors) Excellent care. They meant us at the door, wife had called in and told them that we were coming and they meant us at the door.(Arrival) would recommend the hospital to everyone (Overall)
2. Since I have complex health issues from a stem cell transplant (outside donor), I have issues with GVHD. Most of my doctoring is done at Mayo Clinic in Rochester, MN. I and my family appreciate that the staff does not hesitate anymore, to contact (consult) the BMT unit at Rochester, MN. (Doctors)
3. Directly went to treatment area. (Arrival)
4. The nurses were wonderful. (Nurses) The doctor did nothing to figure out what was causing my pain. It was like he was saying, "Take two aspirin and call your doctor in the morning". I came to the emergency room in extreme pain and was expecting a diagnosis. (Doctors) The doctor did nothing to figure out what was causing my pain. He felt the area while I was standing up. The pain was in my abdomen. I don't think I will ever use the Windom Hospital Emergency Room again. (Arrival)
5. very little privacy due to only curtains separating beds. can hear everything going on outside of your cubicle (Nurses)

INPATIENT

1. I had incredible nurses! (Nurses)
2. Love, the window area hospital, very good staff and physicians! Really care about patients! (Overall)
3. Dad entered the ER by 5:00 a.m. but was not admitted to the hospital until 10:45/11:00. Way too much time!!! (Admission)

OUTPATIENT

1. I didn't have to sit in the waiting room and I had been there on Monday for a CT scan so I knew where to go. (Facility) He put me at ease and told me what was going to be happening. (Personal Information) It was a CT scan w/o contrast so he didn't have to work with anybody else that I am aware of, but I know there were a couple gals there. (Overall Assessment)(CT)
2. Always have great service when going there. (Registration) Very helpful. (Tests) Very nice place. (Facility) Just a very comfortable appointment. Everyone,very nice and helpful. (Personal Information) Would recommend to others. Only thing is that I wish there were Specialty doctors to come once a week. Ears Nose and Throat and Thyroid etc. (Overall)(Mammo)
3. I was examined by *Dr. Reddy and was treated with respect & kindness by everyone who I dealt with for my visit. (Tests/Treatment)(Other)
4. Thank you. (Overall) (OT)
5. Cindy does a great job. (Registration) Valarie (Hope the spelling is correct) is professional, informative and kind. (Tests/Treatment) (Mammo)
6. Everything went very well. It's a beautiful and helpful hospital. (Registration) They all were great in every way. (Test/Treatment) There is always some there to help you. (Facility) (CT)

APRIL COMMENTS

7. I wasn't eligible for a CT scan since I had one in 2012. Wonder if I should of had one as a friend discovered blocked arteries from CT scan.(Personal) (CT)
8. very pleasant experience (Registration) (Echo)
9. Registration was done by phone. They were quick to call and do the registration before my appt. (Registration) (PT)
10. great that registration is taken care of in PT area (Registration) excellent staff (Test/Treatment) (PT)
11. Lady at registration desk was very polite and gave good directions. (Registration) Carmen is one of my physical therapists. I think she is wonderful at her job. She pushes me to be more healthy physically and has a great sense of humor while we are accomplishing that! I appreciate her friendly attitude and attention to my condition. (Test/Treatment) people in waiting area were polite too. Minnesota Nice is for real! (Facility) Mitchell saw that I was getting thirsty during my last physical therapy session and was kind enough to get me some water before we continued on. I thought that was very kind and considerate of him. I expressed concern about my left ankle and we also added a strengthening exercise for my ankle. (Personal Information) your physical therapy people are wonderful and they all should get a big raise in pay. They have really helped me to live a more normal life. (Overall Assessment) (PT)
12. Very pleasant and accommodating (Registration) I did not wait at all. (Facility) (Lab)
13. It all went smoothly and quickly. (Registration) (Mammo)

Windom Area Hospital Auxiliary Meeting

March 12, 2018

The Windom Area Hospital Auxiliary held their monthly meeting Monday, March 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. 20 members were present and reported their volunteer hours.

Speakers were Greg Holt and Kari Witte. Windom Area Hospital is working on their Emergency Preparedness Plan. In case of a disaster, volunteers need to have taken the necessary training to be able to assist. The Auxiliary has been asked to fill the role of these trained volunteers. Kari explained some of the duties a volunteer might do: answer the phone, be a runner for meds, coordinate clothing needs, talk to the family or patient in waiting room, deliver food, etc. Volunteers would have a picture ID card with key card access and would document time. Volunteers would have one training session every year and need to be current on the flu vaccine.

M/S Gerri Burmeister/Betty Olson to approve the agenda. Motion carried.

Recording Secretary's Report – Marlene Smith

- M/S Karla Taber/Judy Woizeschke to approve the minutes as presented of the February 12, 2018 meeting. Motion carried.

Treasurer's Report – Gerri Burmeister

- Balance on hand February 28, 2018 was \$9,930.08. M/S Linda Dawson/Judy Woizeschke to approve the revised report for January and the February report as presented. Motion carried.

Auxiliary Liaison – Emily Saffert

- Nothing new to report.

Corresponding Secretary – Betty Olson

- Thank you cards were sent to the speakers for January and February and a get-well card was sent to Barb Torkelson.

Membership – Nete Grunewald

- We currently have 41 Active and 30 Associate members.

Publicity – ?

- Both Bobbie Bush and Bonny Messer have requested to step down from this position.

Program – Rozanne Gronseth

- No report

Gift Shop – Marcia Libra

- There is nothing new to report.

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

- March 22, 2018 is Legislative Day at the Capitol and they would like us to send someone.
- Windom will host the Spring Forum of MAHV on April 26th.

Administrator's Report – Shelby Medina, CEO

- A new logo for Windom Area Hospital is being worked on by an employee committee which is assisting the Marketing Dept with this initiative.
- Bids will be opened next week for the Wound Center remodeling project. It is anticipated construction will begin in early April with the new Wound Center anticipated to open early July.

- Advertising of hospital services is taking place in an effort to make the community aware of the multiple types of services available at WAH.
- Nursing positions are currently being advertised to meet Nursing Dept needs. Advertising for Wound Center staff is currently taking place. The Accountant position in the Business Office has recently opened up is being advertised.
- Fiscal Year 2018-19 Strategic Planning Goals are being developed for the next 1-3 years. The hospital board wants to continue working towards remaining a competitive force for the various communities we serve.

Old Business:

- Valentine's Day Balloon and Bake Sale had a profit of \$906.68. M/S Karla Taber/Donna Dunse to give this amount to the hospital towards the Coagulation Machine. Motion carried.
- Spring Banquet ticket price is \$12.00. The theme is "Caring Hearts, Healing Hands" honoring the nursing staff.
- Nominating committee: Karla Taber - Chair, Diane Sykora, Judy Woizeschke
 Nominations:
 Recording Secretary – Marlene Smith
 Corresponding Secretary – Betty Olson
 Board Members: Pat Lenz, Marge Paschke, and Judy Woizeschke
 Unanimous vote to elect the above candidates for the stated offices.
- We are in need of a new Publicity Chair.
- We are in need of a new Parliamentarian.
- By-Laws will be reviewed in June.

New Business:

- Letter was shared from the Riverfest Committee inviting us to have a unit in the parade. No action was taken.

The meeting was adjourned at 7:30 p.m.

Hostesses for tonight - Pam Dobson and Marlene Smith
 Hostesses for April – Spring Banquet

Upcoming Events

- Monday, April 9 - Spring Banquet
- Friday, April 20 - Volunteer Luncheon
- Thursday April 26 - District E Meeting here in Windom
- Monday, May 14 - Next Meeting

Marlene Smith, Recording Secretary
 With assistance of Karla Taber

Windom Area Hospital Auxiliary Banquet

April 9, 2018

The Windom Area Hospital Auxiliary held their yearly Spring Banquet on Monday, April 9, 2018 at 5:30 p.m. at the Cottonwood County Historical Society with 51 people attending. P&J's Catering of Heron Lake served a beef roast meal. The theme for the banquet was "Caring Hearts, Healing Hands." Comments were given by Dominic Jones, Mayor of Windom; Ryan McNamara, WAH Governing Board Chair; and Shelby Medina, WAH CEO. Kari Witte, WAH Chief Nursing Officer was the guest speaker. Officers installed were: Recording Secretary – Marlene Smith, Corresponding Secretary – Betty Olson, and Board Members: Pat Lenz, Marge Paschke, and Judy Woizeschke.

Upcoming Events

- Friday, April 20 - Volunteer Luncheon
- Thursday April 26 - District E Meeting here in Windom
- Monday, May 14 – Next meeting

Marlene Smith, Recording Secretary



Windom Area
Hospital
Foundation

FOUNDATION BOARD OF DIRECTOR'S MEETING

MONDAY, MAY 21, 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 March 19, 2018 | Alice Huebert |
| III. FINANCIAL STATEMENT
- Review donation gift roster & assign thank-you calls | Kim Armstrong |
| IV. OLD BUSINESS
- 2018 scholarships update
- Discuss 2017 Breast Health Walk Donation
- Chemo Chair Update | Emily Masters
Emily Masters
Emily Masters |
| V. NEW BUSINESS
- Yearly Overview
- Event Volunteer Opportunities | Kim Armstrong
Emily Masters |
| VI. PROJECTS
- Tammy Hall Breast Health Walk
♦ <i>October 6, 2018</i>

- Dad's Belgian Waffles
♦ <i>March 17, 2019 @ Community Center</i> | Emily Masters

Alice Huebert |
| VII. NEXT MEETING DATE – Monday, August 20, 2018
♦ <i>Meetings for June & July?</i> | Alice Huebert |
| VIII. MEETING CONCLUSION | Alice Huebert |

**WINDOM AREA HOSPITAL FOUNDATION
FOUNDATION MEETING MINUTES
MARCH 19, 2018 – 6:40 PM**

ATTENDING: Alice Huebert, Sandy Robinson, Steve Johnson, Ryan McNamara, Ann Bartelt, Emily Masters/CHRO, Kim Armstrong/Corp Treasurer, Shelby Medina/Corp President

ABSENT: Eric Lohse, Kay Gross

GUEST: Tyann Marcy

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 FEBRUARY 20, 2018 MEETING AS PRESENTED (BARTELT/ROBINSON).

FINANCIAL STATEMENT – Kim Armstrong

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

Assign Gift Thank-You's

Donor gifts received during February were reviewed. There were no donor gifts received for February 2018 totaling \$100 or more requiring a board member to place a “thank you” phone call.

OLD BUSINESS

2018 Scholarships Update – Emily Masters

Steve and Emily reported 23 student scholarship applications were reviewed recently to determine award winner. Scholarship Committee consensus was to award six \$1000 scholarships for school year ending 2018.

Tyann Marcy Fundraising Event – Tyann Marcy/Emily Masters

Tyann Marcy was present to discuss a Father-Daughter Dance fundraising event. She stated a recent meeting was held with Dane Nielsen, Dean of Students at Windom Middle High School, to discuss this fundraising initiative with him and receive feedback. Tyann noted Dane supports this initiative and looks forward to working with Tyann and the Foundation to bring this fundraising event to fruition during the 201819 school year. Tyann noted discussions with Dane included ideas such as inviting students in grades 4-8 , profits from this dance could be split between the Foundation and school, and holding the dance at the high school and using decorations from prom. Tyann will be meeting with Dane in approximately a month to further discuss the Father-Daughter Dance and glean further details at this meeting. She is also going to check with the Chamber of Commerce calendar on local events taking place to assist with selecting a weekend date to hold this dance. She noted the Foundation’s responsibilities for the Father-Daughter Dance would include advertising and volunteering help to assist with the dance on that evening. It was noted this event would be a tax-deductible event as the Foundation is a 501(c3) organization. Tyann will be addressing the Foundation in the future as additional details become available regarding this event.

New Mammography Technology – Emily Masters

Emily had no new information to share regarding 3-dimensional tomography at this time.

NEW BUSINESS

Annual Medical Staff & Board Dinner – Shelby Medina

Foundation members were informed of the annual Medical Staff/WAH Governing/Foundation Board dinner, which will be held at River City Meetery on April 16, 2018 beginning at 6pm with Social time and dinner served at 6:30pm. Spouses/Guests are invited to this dinner.

Board Member Reappointments – Alice Huebert

The 3-year terms as members to the WAH Foundation Board expire for Alice Huebert and Ann Bartelt April 30, 2018. Alice stated she will serve an additional 3-year term. Ann will inform Shelby of her decision prior to April 30. Ann serves on the Foundation Board as a Governing Board representative.

Carol Sandve Telephone Call Follow-up – Steve Johnson

Steve Johnson shared his conversation regarding a “thank you” call he made to Carol Sandve on behalf of the Foundation for the gift recently received from the Sandve Heritage Foundation. Steve stated Carol was pleased hearing her donation to the Foundation will be applied towards the purchase of a patient infusion chair as she has recently lost a family member to cancer and is aware of the needs for patient comfort during cancer treatments.

Emily stated other monies available from fundraisers is also available and can be utilized towards the purchase of an infusion chair. She stated the cost of a specifically selected infusion chair is approximately \$6000, which includes shipping expenses.

M/S/C UNANIMOUSLY TO APPROVE THE PURCHASE OF A PATIENT INFUSION CHAIR USING DONATED FUNDS FROM THE SANDVE HERITAGE FOUNDATION, FUNDRAISER MONIES NOTED BY EMILY MASTERS, AND THE REMAINING BALANCE OF THE INFUSION CHAIR PURCHASE COME FROM THE FOUNDATION’S GENERAL FUND (JOHNSON/BARTELT).

Fun Run Changes – Emily Masters

Emily shared that Julianne McKee Hinkeldey, Community Health and Wellness Coordinator, recently spoke with a member of Vickie Schendel’s family regarding their input on a suggestion of dividing proceeds from this year’s Fun Run dividing half of the proceeds to the Education Fund and remaining half to the Breast Health Fund. Emily stated this suggestion was met with full support from the Schendel family.

M/S/C UNANIMOUSLY TO DIVIDE PROFITS FROM THE FUN RUN WITH HALF BEING DEPOSITED INTO THE FOUNDATION’S EDUCATION FUND AND THE REMAINING HALF DEPOSITED INTO THE BREAST HEALTH FUND (ROBINSON/BARTELT).

PROJECTS

Dad’s Belgian Waffles Outcome – Kim Armstrong

Dad’s Belgian Waffles Brunch was held at the Windom Community Center March 4, 2018. Kim noted 378 guests were served with a net income of \$1,242.09. “Coins for Cancer” jars totaled \$78.48. Members considered dates for the 2019 Dad’s Belgian Waffles Brunch event. Consensus was selecting March 17, 2019 as first choice date and a second choice date of March 24th at the Windom Community Center. Emily will contact Dad’s Belgian Waffles to book one of these dates and Janel will contact the Windom Community Center to discuss the contract cost and book the date of this event.

Tammy Hall Breast Health Walk – Emily Masters

Date for the Tammy Hall Breast Health Walk is Saturday, October 6, 2018.

NEXT MEETING DATE

The next Foundation Board meeting will be Monday, May 21, 2018.

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

Sandy Robinson, Foundation Secretary
Recorded by: Janel Eichstadt, Administrative Asst