

**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
---------------	--	-------------------

Minutes	Approve WAH Governing Board minutes from regular meeting of April 16, 2018.	Dr. Michael Fisher
---------	---	--------------------

**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 not meeting in June.	Shelby M. / Alice H.
----------------------	---------------------------------------	-------------------------

WAH Auxiliary	May meeting minutes included in Governing Board packet.	Shelby M.
---------------	---	-----------

**OLD & NEW BUSINESS**

Old Business		Dr Michael Fisher
--------------	--	-------------------

New Business		Dr Michael Fisher
--------------	--	-------------------

Board Education	Conclude meeting.	Dr Michael Fisher Shelby M.
-----------------	-------------------	--------------------------------

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

**MINUTES**

<b>Purpose:</b> Provide governance for Windom Area Hospital.	
<b>Date/Time/Location:</b>	<b>Monday, May 21, 2018 / 5:30 pm / Large Conference Room</b>
<b>Members:</b> All Governing Board members	<b>Present:</b> Dr. Michael B. Fisher, Nate Low, Kay Gross, Cindy Espenson, Laura Fresk, Emily Masters/CHRO, Kim Armstrong/ CFO, Shelby Medina/CEO, Terry Mahar/Sanford Health Network VP
<b>Recorder:</b>	<b>Absent:</b> Ann Bartelt, Julie Brugman/Mt. Lake Advisory mbr, Bryan Joyce/City Council Hospital Liaison <b>Others:</b> Dr. Steph Buhler/Chief of Medical Staff, Steve Nasby/City Administrator Janel Eichstadt

Category/Topic	Action step(s)/Updates	Accountable Person
<b>STANDING ITEMS</b>		
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.	Dr Michael Fisher
Election of Officers	M/S/C UNANIMOUSLY TO APPROVE THE FY2019 SLATE OF OFFICERS TO THE WINDOM AREA HOSPITAL GOVERNING BOARD AS PRESENTED : GOVERNING BOARD CHAIR-DR. MICHAEL B. FISHER, VICE-CHAIR-KAY GROSS, SECRETARY-ANN BARTELT, & TREASURER-LAURA FRESK (ESPENSON/LOW).	Dr Michael Fisher
Minutes	M/S/C UNANIMOUSLY TO APPROVE GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF APRIL 16, 2018, AS PRESENTED (LOW/FRESK).	Dr Michael Fisher

**COMMITTEE REPORTS**

Finance / Personnel / Labor Relations & Building & Grounds	<p>M/S/C UNANIMOUSLY TO APPROVE THE APRIL 2018 UTILIZATION AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (LOW/ESPENSON).</p> <ul style="list-style-type: none"> <li>Total Days Cash on Hand as of April 30, 2018 was 269.</li> <li>FY2018 YTD net gain totaled \$513,619 on a projected budget of \$350,772. This is the last month of FY2018.</li> </ul> <p>M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$28,621.71 TO REVENUE RECAPTURE AND APPROVE 10 FINANCIAL ASSISTANCE ACCOUNTS FOR WRITE-OFF TOTALING \$22,886.55 (LOW/GROSS)</p> <ul style="list-style-type: none"> <li>Month 1 of FY2019, Financial Assistance write-offs totaled \$22,886.55 on a budget of \$200,000.</li> </ul> <p>Authorization was granted for the transfer of \$166,681.05 from the Funded Depreciation account to the checking account for April capital acquisitions.</p> <p>There were no Educational Assistance applications submitted for board action.</p> <p>M/S/C UNANIMOUSLY TO APPROVE RESIGNATIONS FROM 2 PRN RN'S AND A NUTRITIONAL SERVICES COOK AND 1 TERMINATION OF A COMMUNITY HEALTH AND WELLNESS MANAGER: (LOW/FRESK).</p> <p>New hires were reported to include a nutritional services cook, Community Health and Wellness coordinator, and a physical therapist.</p> <p>M/S/C UNANIMOUSLY TO APPROVE BANK OF THE WEST, BANK MIDWEST, UNITED PRAIRIE BANK, AND FULDA AREA CREDIT UNION AS DESIGNATED FINANCIAL INSTITUTIONS FOR WINDOM AREA HOSPITAL DURING FY2018 (LOW/FRESK)</p> <p>CliftonLarsonAllen auditors will be onsite June 21-24, 2018 performing the annual hospital audit. The formal audit presentation will be presented at the August 20, 2018 WAH Governing Board meeting.</p> <p>A conference call was held between committee members and Corey Boelter from CliftonLarsonAllen auditing firm regarding pre-audit information for the June hospital audit.</p>	Nate Low
Professional Practice / Quality & Planning	<p>M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE MEDICAL STAFF, TO APPROVE THE FOLLOWING:</p> <p><b>APPOINTMENT:</b> (GROSS/ESPENSON) Julie Langerock, CNP Allied Health Professionals</p>	Kay Gross

**REAPPOINTMENTS: (GROSS/LOW)**  
 Douglas Lynch, MD Consulting  
 David Nagelhout, MD Consulting

**SANFORD TELEMEDICINE APPOINTMENTS: (GROSS/ESPENSON)**  
 David Dries, MD Telemedicine  
 Kenji Hamanaka, MD Telemedicine  
 Stephen Grove, MD Telemedicine

**SANFORD TELEMEDICINE REAPPOINTMENTS: (GROSS/LOW)**  
 Terry Yaeger, MD Telemedicine  
 John Yu, MD Telemedicine

**VRAD TELEMEDICINE APPOINTMENTS:**  
 None

**VRAD TELEMEDICINE REAPPOINTMENTS: (GROSS/LOW)**  
 Britta Gooding, MD Telemedicine  
 Kevin McDonnell, MD Telemedicine  
 Marc Paul, MD Telemedicine

**RESIGNATIONS (Informational Purposes Only):**  
 Nicole Kopari, MD Telemedicine  
 Lisa Rubenstein, MD Telemedicine  
 David Springer, MD Emergency Services  
 Tatus Witt, CRNA Allied Health Professionals

M/S/C UNANIMOUSLY TO APPROVE HOSPITAL COMMITTEE MINUTES FROM THE FOLLOWING MEETINGS AS PRESENTED BY SHELBY MEDINA, CEO (GROSS/FRESK).

- OB COMMITTEE
- ER COMMITTEE
- UTILIZATION REVIEW

Patient concern reports were reviewed and deemed to be appropriately addressed.  
 Patient survey comments were reviewed and discussed.  
 There were no patient safety activity reports to communicate. Shelby stated there were no reportable adverse events for the month.  
 Discussion was held regarding plans for filling the Chief Nursing Officer position.  
 Review of the WAH Governing Board By-laws and Medical Staff Rules & Regulations will take place beginning with the June 18<sup>th</sup> meeting.

<b>OTHER REPORTS</b>	
Medical Staff	Dr. Buhler introduced herself to attendees as she is serving as Chief of Medical Staff for FY2019. Dr. Buhler noted review of the Medical Staff Rules and Regulations will be taking place in the near future as this process has not been done for several years.
City of Windom	The state legislature approved the allocation of \$3m for Windom's waste water treatment project. Steve noted 2/3 of the \$15m Auditors for the City of Windom will be present at a June city council meeting to present the annual audit.
Sanford Health Network	Good Samaritan Society is in discussions with Sanford to combine organizations. Terry reviewed Windom Area Hospital's Press-Ganey scores for the last quarter noting WAH was ranked in the highest percentile box for communications with physicians, communications with nursing staff, and patients recommending WAH to others for services.
	Dr S Buhler  Steve Nasby Bryan Joyce  Terry Mahar

Administration	<p>Executive reports were given by Sr. Management Team members ~  <u>Chief Financial Officer, Kim Armstrong</u> – Preparations for the annual audit are currently taking place. Training with the new accountant continues.  <u>Chief Human Relations Officer, Emily Masters</u> – The Path Grand Opening event is scheduled for June 23<sup>rd</sup>. Volunteers are being sought for this event. Shifts available include 9:30-12N and 12N-2:30 p.m.  <u>Chief Executive Officer, Shelby Medina</u> – Emily Masters attended Becker’s Healthcare Conference in Chicago with Shelby in April. Highlights of the sessions attended by Shelby and Emily were reported in their Executive Summaries.</p>	Sr. Mgmt Team Mbrs
WAH Foundation Board	Foundation Board is meeting later this evening. Kim Armstrong will be presenting the yearly overview of Foundation activities.	Shelby M. / Alice H.
WAH Auxiliary	March & April Auxiliary meeting minutes were included in the Governing Board packet.	Shelby M.
<b>OLD &amp; NEW BUSINESS</b>		
Old Business	There was no old business to report.	Dr Michael Fisher
New Business	<ul style="list-style-type: none"> <li>Board members reviewed, signed and returned the FY2019 Conflict of Interest Policy and Statement form.</li> <li>Board Chair, Dr. Michael Fisher, invited a member of the Governing Board to volunteer as a member on the WAH Foundation Board due to the vacancy left by Ryan McNamara. Foundation Board By-laws require three members of the 7-member board to be members of the Windom Area Hospital Governing Board. Dr. Fisher asked board members to notify him by the end of May if interested in filling this vacancy.</li> </ul>	Dr Michael Fisher
<b>CONCLUSION</b>		
Board Chair	Board Chair, Dr. Michael Fisher, concluded the Windom Area Hospital Governing Board meeting.	Dr Michael Fisher
Board Education	There was no board education.	Shelby M.

Signature \_\_\_\_\_, Dr. Michael B. Fisher, Governing Board Chair  
(signing in the absence of Ann Bartelt, Board Secretary)

**WINDOM AREA HOSPITAL**  
**GOVERNING BOARD EXECUTIVE SUMMARY**  
*as of June 14, 2018*  
**WAH MISSION: "Dedicated to Health"**

---

**CHIEF EXECUTIVE OFFICER REPORT**

- **Facility Updates:**
  - Wound and Hyperbaric Healing Center:
    - HBO chambers are scheduled to arrive the week of July 16<sup>th</sup>.
    - The construction is on schedule for an opening date of Monday, July 23<sup>rd</sup>.
    - All staff have been hired and on-boarded.
    - Planning and marketing for community and staff open house events are in process.
    - The week of June 18<sup>th</sup> the employee parking lot behind the hospital (closest to the LCR) will be closed to trench piping under the asphalt for connecting to a new oxygen tank.
  - Therapy and Conference Room Renovation:
    - Kick off meeting was held May 22<sup>nd</sup> for renovating the abandoned OR space for Therapy and a new conference room.
- **Outreach Services**
  - Dr. Venner, podiatrist, has discussed increasing his Outreach clinic to twice per month. This is in response to patient feedback requesting more flexibility.
  - Dr. Laurich, vascular physician, has resigned his position with Sanford. Dr. Santos will be replacing Dr. Laurich and will start his Outreach clinic in July.
- **Staffing Changes**
  - Chief Nursing Officer position:
    - This position is still under review.
  - Surgery Manager position:
    - This position is under review. Micara Anderson Kolander, CRNA, will operate as the interim manager. Natalie Paulson will continue to support the Surgery Department at a 0.2 FTE until the middle of September. This will allow for a smoother transition and allow for review of an appropriate replacement.
- **Celebrations:**
  - Stroke Program Certification:
    - We received confirmation from the MDH that our Acute Stroke Ready Hospital designation has been re-certified for an additional three years.
  - American College of Radiology Mammography Accreditation:
    - We received an American College of Radiology (ACR) accreditation for an additional three years. This accreditation allows WAH to continue offering mammography services.
  - Patient Comments:
    - Nursing Care (re: email from Kathy Becker, DON):
      - "I just want to say great job to everyone who provided care to the patients this week. I was able to visit with room 115, 116, and 118. All three patients had the same comments on this was the friendliest, informative, most responsive nursing care they have ever experienced and wanted to make sure that the hospital knew this. They all have been hospitalized other places and said by far it was the best care they have ever experienced. GREAT JOB!!!"

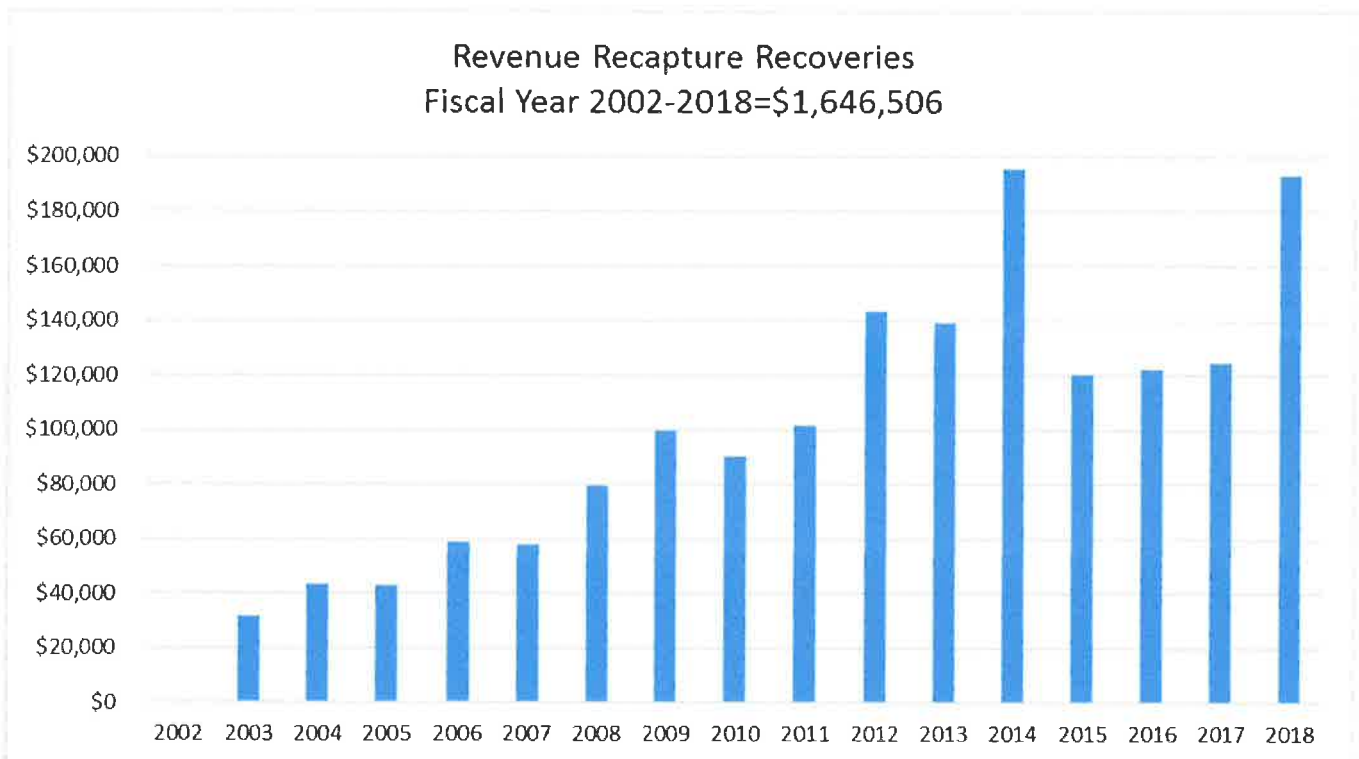
**WINDOM AREA HOSPITAL**  
**GOVERNING BOARD EXECUTIVE SUMMARY**  
**As of June 14, 2018**  
**WAH MISSION: "Dedicated to Health"**

---

**CHIEF FINANCIAL OFFICER REPORT**

**Revenue Recapture**

- Fiscal year 2018 recoveries totaled \$193,546. Recoveries to date since 2002 total \$1,646,506.



**WINDOM AREA HOSPITAL**  
**GOVERNING BOARD EXECUTIVE SUMMARY**  
***as of May 14, 2018***  
**WAH MISSION: "Dedicated to Health"**

---

**CHIEF HUMAN RELATIONS OFFICER REPORT**

**Human Resources**

- We are currently recruiting for the following positions:
  - Patient Access Rep - .8 FTE & PRN
  - Dietary Aide/Cook
- All managers were given access to their Press Ganey employee engagement surveys and are in the process of meeting with their departments and developing action plans.

**Marketing/Public Relations/Foundation**

- Marketing & Wellness staff will be present and have a booth at the Lakefield Family Fun Night on Friday, June 15<sup>th</sup> as part of their Summerfest celebration.
- We took part in the Riverfest Parade and will also be taking part in the Pow Wow parade. Our float featured Wound & Hyperbaric Healing Center banners.
- We continue to work on our rebranding efforts. We have received several new 'mock ups' from our marketing firm and will continue to meet with an employee project team.
- The Auxiliary will be hosting chamber coffee in our cafeteria this Friday, June 15<sup>th</sup>.

**Community/Employee Health and Wellness**

- Amber Hughes joined WAH as a Community Health & Wellness Coordinator on 5/29.
- The Fun Run was held on Friday night, June 8<sup>th</sup>. Our numbers were down this year, but the event was successful.
- Planning is still underway for the Path Grand Opening on June 23<sup>rd</sup>. Please either volunteer or plan on attending. The event runs from 10-2pm and features food, equipment demonstrations, Tai Ji Quan and Tae Kwon Do demonstrations, kid's races, give aways, kettle korn and more!

# Turnover

Year	# of Terms	# of Employees	Turnover %	Retirements
2013	14	120	12%	1
2014	12	121	10%	1
2015	23	118	19%	6
2016	10	125	8%	4
2017	18	130	14%	2
2018	12	135	9%	0

- Sanford's estimated 2017 turnover was 17.46%
- National statistics
  - 19.2% (CompData Surveys 2015 - Healthcare)
  - 18% (SHRM national benchmarking survey 2016 – all industries)
  - Ad hoc networking sites – most healthcare is around 20% (2017/2018)
- State Data:
  - 10% - MHA Select clinical positions (excludes dietary, housekeeping, etc.)
  - Including the same positions, WAH's clinical turnover was 5% for 2017.

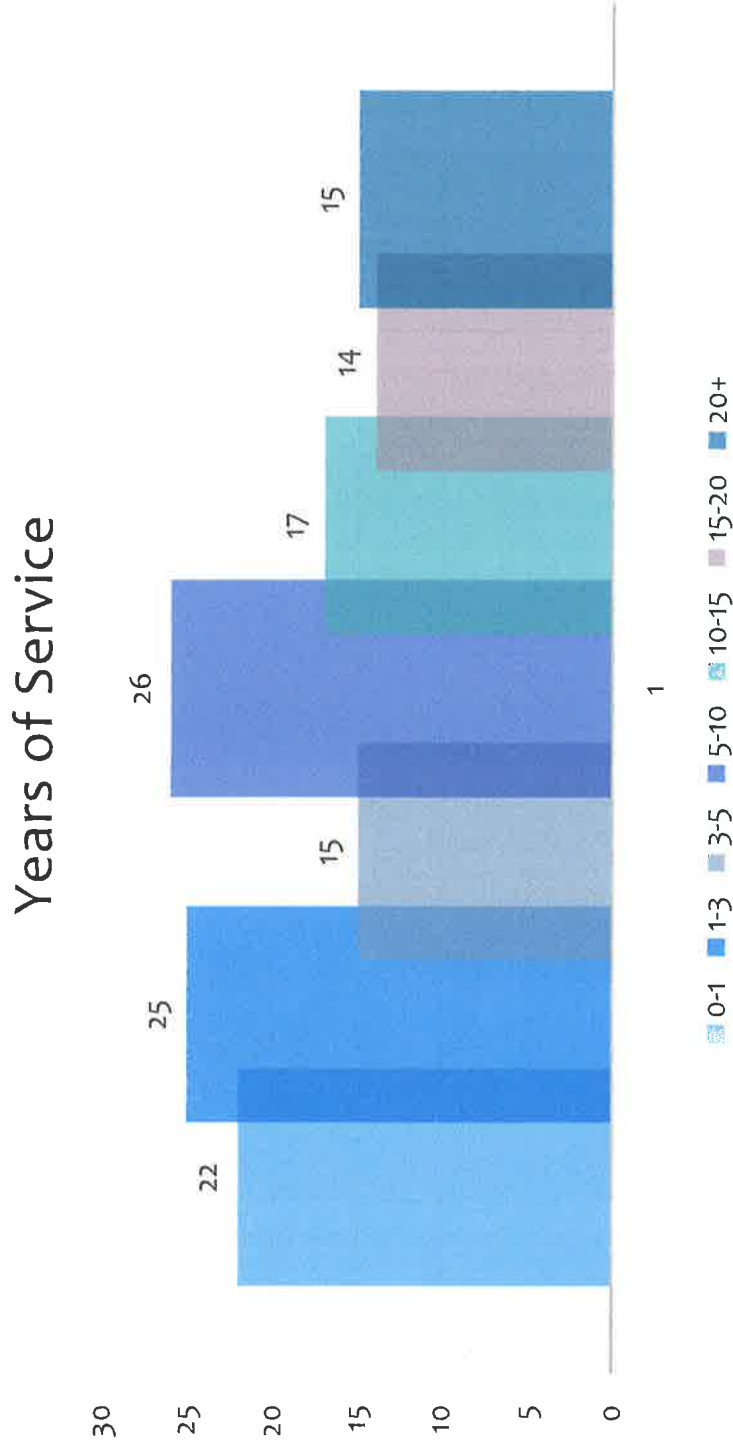


## Areas with Largest Turnover (2013-2018)

<b>Nutritional Services</b>	<b>21</b>
<b>Nursing*</b>	<b>19</b>
<b>BO/Scheduling/Admin</b>	<b>14</b>
<b>Housekeeping</b>	<b>8</b>
<b>Mgmt</b>	<b>8</b>
<b>HIM</b>	<b>5</b>
<b>Other</b>	<b>4</b>
<b>Imaging</b>	<b>2</b>
<b>Lab</b>	<b>2</b>

- Nutritional services (cooks) is the area with the most turnover by volume.
  - The median length of service of the terms was 3 years.
- Nursing includes four HUCs, as well as RNs.
  - The median length of service of the terms was 5 years.

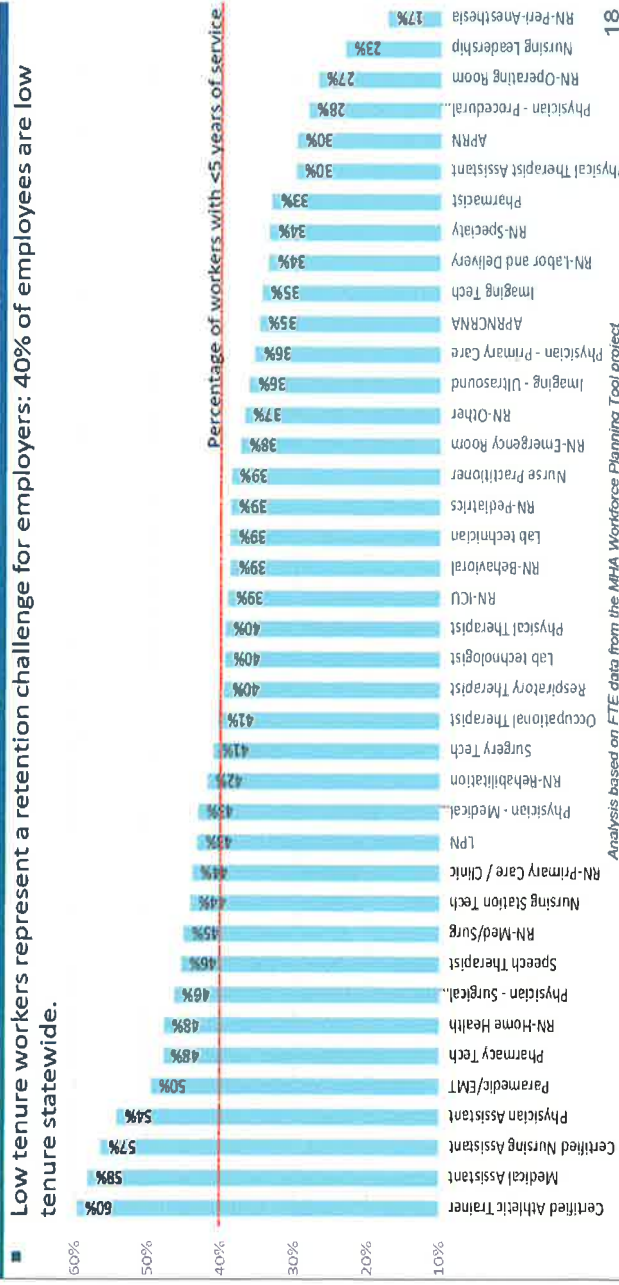
# WAH Years of Service



- Average length of service of active employees is 8.5 years

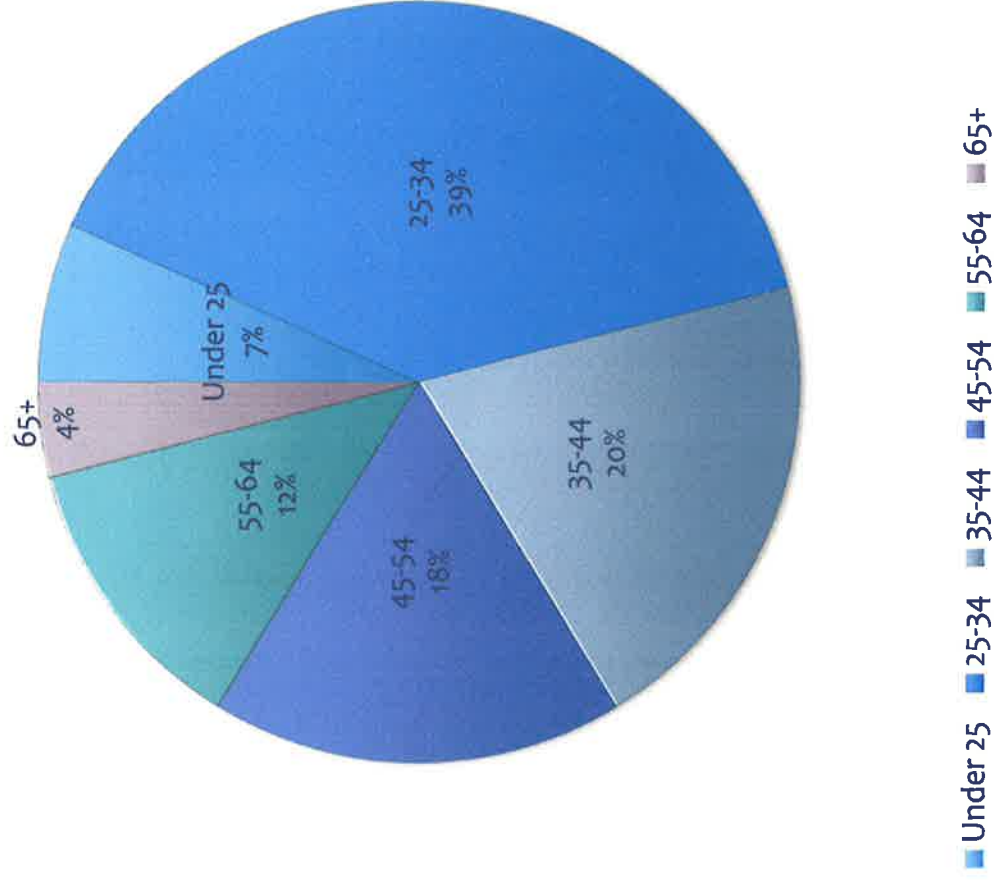
# Statewide – Years of Service

## Distribution of Low Tenure Workers by Job Type Statewide



- With 42% of WAH’s workforce having under 5 years of service, we are almost a mirror reflection of the MHA workforce study showing 40% of the statewide clinical workforce having low tenure.

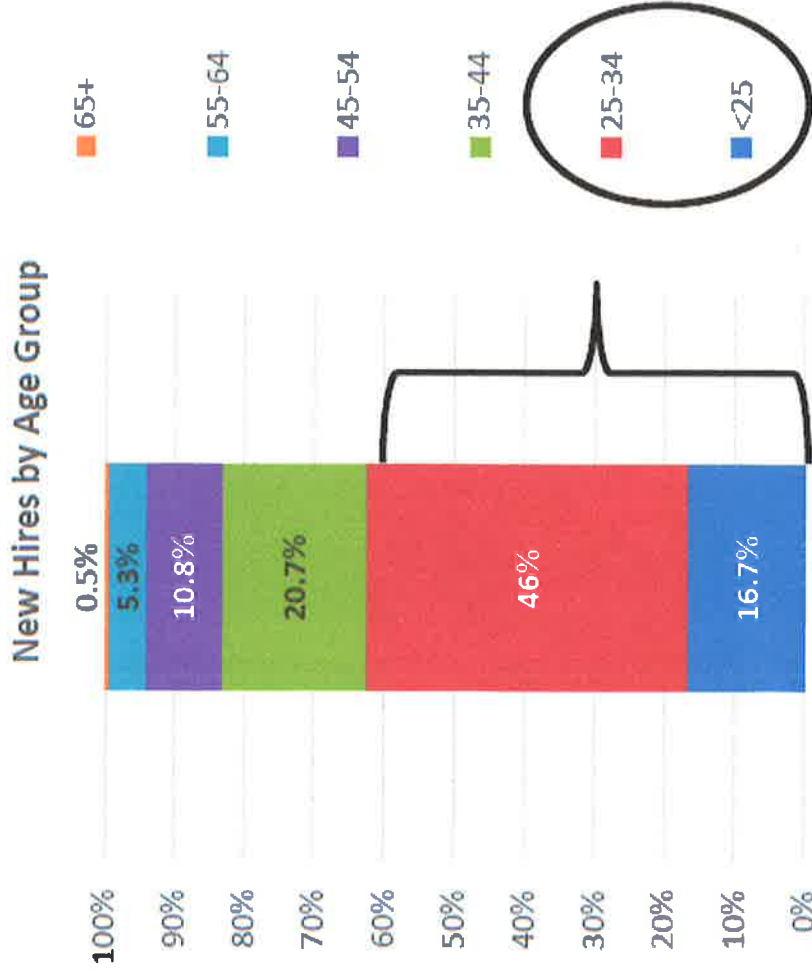
# Age of Staff



- 46% of WAH staff are under 35.
- 59% are between 25-44

# MHA Statewide Workforce Study

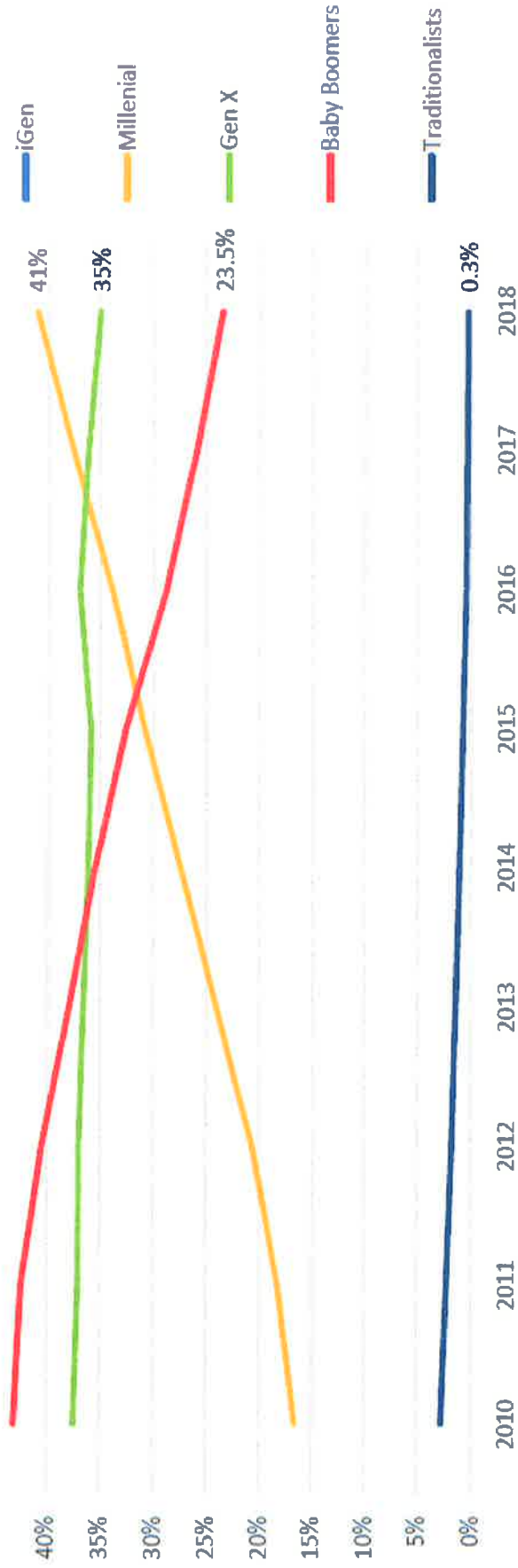
Over 62% of new hires were under 34



- Much like WAH staff, the recent MHA workforce study shows a younger workforce.

# Millennials Surpass Baby Boomers

Distribution of Workers Among Generational Groups



- In 2015, the millennials surpassed the baby boomers.
- In 2017, the millennials surpassed Gen X as the largest working population (MHA workforce study, 2017).



**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, June 18, 2018 / 3:30 pm / Nursing Conference Room (room by 2<sup>nd</sup> turquoise carpeted area in hallway)**

**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
<b>STANDING ITEMS</b>		
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 May 21, 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.
<b>FOLLOW-UP ITEMS</b>		
Governing Board By-laws Education	Review and discussion of Board By-laws	Shelby M.
Foundation Board Member Vacancy	Need one board member to fill WAH Foundation Board vacancy	Shelby M
<b>CURRENT ITEMS</b>		
Turnover & Staff Stats	Review turnover and other employee statistics	Emily M
Emergency Room Coverage	Provider coverage discussion	Shelby M



<b>CONCLUSION</b>			
	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, May 21, 2018 / 3:30 pm / Administrative Conference Room**

**Facilitator:** Chair or Acting Chair  
Nate Low, Chairperson

**Members:** Ann Bartelt, Nate Low, Cindy Espenson, Dr. Michael B. Fisher-ex officio, Julie Brugman/Mt Lk Advisory Mbr, Kim Armstrong/CFO, Emily Masters/CHRO, Shelby Medina/CEO

Present: Nate Low, Cindy Espenson, Laura Fresk, Dr. Michael Fisher-ex officio, Kim Armstrong/CFO, Emily Masters/CHRO, Shelby Medina/CEO, Terry Mahar/Sanford Health Network VP  
Absent: Julie Brugman/Mt Lake Advisory Mbr,  
Others:

**Recorder:** Janel Eichstadt

Category/Topic	Action step(s)/Updates	Accountable Person
<b>STANDING ITEMS</b>		
Call to Order	Finance/Personnel/Labor Relations & Building & Grounds meeting was called to order by Committee Chair, Nate Low.	Nate Low
Minutes	M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE REGULAR MEETING OF APRIL 16, 2018 (ESPENSON/FISHER).	Nate Low.
Statistical & Financial Performance Reports	April 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. This is the final month of FY2018. 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 loss totaling (\$108,797). FY2018 year-to-date net income totals \$513,619 on a projected budget of \$350,772. Days in A/R were 45.10 and Days Cash on Hand total 269.	Kim A.
Revenue Recapture & Financial Assistance	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE APRIL 2018 STATISTICAL AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (ESPENSON/FRESK) M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND REVENUE RECAPTURE ACCOUNTS TOTALING \$28,621.71 AND RECOMMEND THE FOLLOWING ACCOUNTS FOR FINANCIAL ASSISTANCE: TOTAL OF 10 NEW APPLICATIONS-6 APPROVED AT 100% WRITE-OFF; 1 APPROVED AT 75% WRITE-OFF; 2 APPROVED AT 50%; AND 1 APPROVED AT 25% TOTALING \$22,886.55. THERE WERE NO APPLICATIONS WITH BALANCES BELOW \$1500 AND NO PREVIOUSLY APPROVED ACCOUNTS. (FRESK/ESPENSON) In month 1 of FY2019, accounts totaling \$22,886.55 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 \$166,681.05 FROM FUNDED DEPRECIATION TO THE CHECKING ACCOUNT FOR APRIL 2018 CAPITAL ACQUISITIONS (ESPENSON/FRESK)	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: 2 PRN RN'S AND A NUTRITIONAL SERVICES COOK AND THE TERMINATION OF A COMMUNITY HEALTH & WELLNESS MANAGER EFFECTIVE APRIL 24, 2018 (FRESK/ESPENSON).	Emily M.
New / Dept Transfer Employees	Emily reported the following new hires: Nutritional Services Cook beginning May 1, Community Health and Wellness Coordinator beginning May 29, and Physical Therapist beginning June 4, 2018.	Emily M.
<b>FOLLOW-UP ITEMS</b>		
Governing Board By-laws Education	Shelby noted education pertaining to WAH Governing Board By-laws and Medical Staff Rules and Regulations will begin at the June 18 <sup>th</sup> board meeting, as the newly appointed governing board member was not available to attend this month's meeting due to a prior commitment.	Shelby M.

<b>CURRENT ITEMS</b>		
Financial Institution Designation	M/S/C UNANIMOUSLY TO RECOMMEND APPROVING BANK OF THE WEST, BANK MIDWEST, UNITED PRAIRIE BANK, AND FULDA AREA CREDIT UNION AS DESIGNATED FINANCIAL INSTITUTIONS FOR WINDOM AREA HOSPITAL DURING FY2019 (ESPENSON/FRESK)	Kim A.
FY2018 Audit	Kim shared Windom Area Hospital's auditing firm, CliftonLarsonAllen, will be performing the annual hospital audit Junel9-21, 2018. The formal audit report will be presented at the August20, 2018, Governing Board meeting.	Kim A.
Pre-Audit Conference Telephone Call	A phone call with hospital auditor, Korey Boelter, from the auditing firm, CliftonLarsonAllen, was heldwith committee members regarding pre-audit information for the upcoming annual hospital audit.	Kim A.
<b>CONCLUSION</b>		
	Chair, Nate Low, concluded the meeting of the Finance/Personnel/Labor Relations & Building & Grounds Committee	Nate Low









WINDOM AREA HOSPITAL  
BALANCE SHEET

05/2018 (month 1)

**ASSETS:**

**CURRENT ASSETS**

Cash in Bank	5,037,252
Flex Plan Fund	21,872
Designated Savings	3,257,527
Accounts Receivable	3,874,030
AVR Medicare Prosp Payment	(1,162,072)
Allowance Doubtful Accts	(342,000)
AVR Finance Billing	16,420
Inventories	183,530
Prepaid Expenses	71,571
Prepaid Defined Pension	2,934,401
Employee Loan Receivable	76,086
<b>TOTAL CURRENT ASSETS</b>	<b>13,968,617</b>

Board Designated Investment	4,495,022
Held by Trustee	398,331
<b>TOTAL ASSETS LIMITED</b>	<b>4,893,353</b>

**FIXED ASSETS**

Land	270,594
Land Improvements	2,996,673
Buildings	12,180,010
Fixed Equipment	7,150,072
Major Movable Equipment	4,875,409
Construction in Progress	373,279
<b>SUB-TOTAL FIXED ASSETS</b>	<b>27,846,037</b>
LESS-ACCUM DEPRECIATION	(12,579,825)
<b>TOTAL FIXED ASSETS</b>	<b>15,266,212</b>

**TOTAL ASSETS**

**34,128,182**

**LIABILITIES:**

**CURRENT LIABILITIES**

Accounts Payable	733,537
Third Party Settlement	199,782
Accrued Wages	113,677
Accrued Vacation	602,534
Accrued Benefits	6,959
Accrued Health Ins Premiums	1,230
Accrued Interest	44,634
Other Current Liabilities	28,528
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,730,881</b>

**LONG TERM LIABILITIES**

Min Pension Liability	8,849,481
Long Term Debt, less current maturities	4,905,667
<b>TOTAL LIABILITIES</b>	<b>15,486,029</b>

**NET ASSETS**

Net Asset Balance	18,642,153
-------------------	------------

**TOTAL LIABILITIES & NET ASSETS**

**34,128,182**



Windom Area Hospital  
INCOME STATEMENT

	5/31/2018		5/31/2019		Y-T-D 2018		Budget 2019		Revenue Comparison	
	5/31/2018	Revenue Comparison	Budget 2019	Revenue Comparison	Y-T-D 2018	Revenue Comparison	Budget 2019	Revenue Comparison	Budget 2019	Revenue Comparison
<b>PATIENT REVENUE</b>										
Inpatient Revenue	\$719,029	26.11%	\$489,484	17.74%	\$719,029	26.11%	\$489,484	17.74%	\$489,484	17.74%
Outpatient Revenue	\$2,035,125	73.89%	\$2,269,776	82.26%	\$2,035,125	73.89%	\$2,269,776	82.26%	\$2,269,776	82.26%
Total Patient Revenue	\$2,754,154	100.00%	\$2,759,260	100.00%	\$2,754,154	100.00%	\$2,759,260	100.00%	\$2,759,260	100.00%
Contractual Adjustments	\$1,149,630	41.74%	\$1,090,185	39.51%	\$1,149,630	41.74%	\$1,090,185	39.51%	\$1,090,185	39.51%
Other Income	\$11,807	0.43%	\$12,766	0.46%	\$11,807	0.43%	\$12,766	0.46%	\$12,766	0.46%
<b>NET OPERATING REVENUE</b>	<b>\$1,616,331</b>	<b>100.00%</b>	<b>\$1,681,841</b>	<b>100.00%</b>	<b>\$1,616,331</b>	<b>100.00%</b>	<b>\$1,681,841</b>	<b>100.00%</b>	<b>\$1,681,841</b>	<b>100.00%</b>
<b>EXPENSE</b>										
Employee Salaries	\$588,456	36.41%	\$643,236	38.25%	\$588,456	36.41%	\$643,236	38.25%	\$643,236	38.25%
Employee Benefits	\$173,836	10.75%	\$185,058	11.00%	\$173,836	10.75%	\$185,058	11.00%	\$185,058	11.00%
Pharmaceuticals	\$114,634	7.09%	\$76,667	4.56%	\$114,634	7.09%	\$76,667	4.56%	\$76,667	4.56%
Supplies	\$115,954	7.17%	\$85,275	5.07%	\$115,954	7.17%	\$85,275	5.07%	\$85,275	5.07%
Rents & Utilities	\$31,795	1.97%	\$28,205	1.68%	\$31,795	1.97%	\$28,205	1.68%	\$28,205	1.68%
Purchased Services	\$343,743	21.27%	\$317,593	18.88%	\$343,743	21.27%	\$317,593	18.88%	\$317,593	18.88%
Purchased Services Interco	\$15,676	0.97%	\$16,433	0.98%	\$15,676	0.97%	\$16,433	0.98%	\$16,433	0.98%
Other Direct Expenses	\$97,564	6.04%	\$133,352	7.93%	\$97,564	6.04%	\$133,352	7.93%	\$133,352	7.93%
Provision for Bad Debts	\$38,342	2.37%	\$16,665	0.99%	\$38,342	2.37%	\$16,665	0.99%	\$16,665	0.99%
Depreciation	\$111,627	6.91%	\$123,948	7.37%	\$111,627	6.91%	\$123,948	7.37%	\$123,948	7.37%
Total Operating Expense	\$1,631,627	100.95%	\$1,626,432	96.71%	\$1,631,627	100.95%	\$1,626,432	96.71%	\$1,626,432	96.71%
Income (loss) From Operations	(\$15,296)	-0.95%	\$55,409	3.29%	(\$15,296)	-0.95%	\$55,409	3.29%	\$55,409	3.29%
Investment Income	\$11,611	0.72%	\$13,500	0.80%	\$11,611	0.72%	\$13,500	0.80%	\$13,500	0.80%
Other Revenue/(Expenses)	(\$18,665)	-1.15%	(\$15,510)	-0.92%	(\$18,665)	-1.15%	(\$15,510)	-0.92%	(\$15,510)	-0.92%
Non Operating Rev/Exp	(\$7,054)	-0.44%	(\$2,010)	-0.12%	(\$7,054)	-0.44%	(\$2,010)	-0.12%	(\$2,010)	-0.12%
Increase in Net Assets	(\$22,350)	-1.38%	\$53,399	3.18%	(\$22,350)	-1.38%	\$53,399	3.18%	\$53,399	3.18%

<b>FY 2019</b>					
<b>CAPITAL ASSET ACQUISITIONS</b>					
<b>Yrs.</b>	<b>Capital Asset</b>	<b>Vendor</b>	<b>Asset class</b>	<b>May</b>	
20	Boiler Chiller Project	Kraus Andersen	Fixed	77,584.78	
20	Roof Work for Wound Center	Bargen X 2	CIP	3,526.17	
	Wound Center Pay App	Kraus Andersen	CIP	154,890.07	
	Wound Center Architech Fees	I & S Group	CIP	5,654.40	
	Therapy/Conf Rm Reno	I & S Group	CIP	1,832.94	
	<b>Total</b>			<b>\$ 243,488.36</b>	

**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, June 18, 2018 / 4:30 pm / Nursing Conference Rm (room by 2<sup>nd</sup> turquoise carpeted area in hallway.)**

**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 Med Staff

**Recorder:** Janel Eichstadt

Category/Topic	Action step(s)/Updates	Accountable Person
<b>STANDING ITEMS</b>		
Call to Order	Call Professional Practice/Quality & Planning Committee meeting to order.	Kay Gross
Minutes	Approve minutes from regular meeting of May 21, 2018 (Cmte Motion)	Kay Gross
Medical Staff Credentialing	Review and recommend approval of appointments & reappointments. (Cmte Motion / Bd Motion)	Dr. Steph Buhler
Hospital Committees	Review and recommend approval of hospital committee meetings. (Cmte Motion / Bd Motion)	Shelby M.
Patient Concern Reports	Review patient concern reports and patient survey comments.	Shelby M.
Patient Safety	Review patient safety activities.	Shelby M.
<b>FOLLOW-UP ITEMS</b>		
Open position update	Discuss future state and initiatives.	Shelby M.
Governing Board By-laws Education	Review & discussion of By-laws	Shelby M.
Foundation Board Member Vacancy	Need one board member to fill WAH Foundation Board vacancy	Shelby M
<b>CURRENT ITEMS</b>		
<b>CONCLUSION</b>		
	Conclude meeting.	Kay Gross



	<ul style="list-style-type: none"> <li>ER Committee – Dr. Yusuf was appointed to the Emergency Dept Committee effective May 1, 2018.</li> <li>Utilization Review – Readmission rate for the quarter was 2.8%, with a goal of under 7%.</li> </ul> <p>M/S/C UNANIMOUSLY TO RECOMMEND ACCEPTING THE WAH COMMITTEE MEETING REPORT AS PRESENTED (FRESK/FISHER).</p>	
Patient Concern Reports	Patient concern reports and patient survey comments for April 2018 were reviewed and found to be appropriately addressed.	Shelby M.
Patient Safety	There were no patient safety activities to report for the month. Shelby stated there were no reportable adverse events for the month.	Shelby M.
<b>FOLLOW-UP ITEMS</b>		
Open position update	Shelby informed attendees she is in the process of reassessing skill sets and qualifications relating to the position of Chief Nursing Officer due to that position being recently vacated. She stated before filling this position she is seeking feedback from staff members directly affected to determine key factors in filling this position and optimizing current staff abilities.	Shelby M.
Governing Board By-laws Education	Shelby noted education pertaining to WAH Governing Board By-laws and Medical Staff Rules and Regulations will begin at the June 18 <sup>th</sup> board meeting, as the newly appointed governing board member was not available to attend this month's meeting due to a prior commitment.	Shelby M.
<b>CURRENT ITEMS</b>		
FY2019 Chief of Staff Introduction	Dr. Buhler shared general information to committee members about her schooling and medical background which led to her joining the Avera Medical Group as a family practitioner provider.	Dr. Steph Buhler
<b>CONCLUSION</b>		
	Committee Chair, Kay Gross, concluded the meeting of the Professional Practice/Quality & Planning Committee.	Kay Gross

*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**

**JUNE 18, 2018**

**REAPPOINTMENTS:**

Cindy Olson, RN	Ophthalmology	Consulting
Ahmad Yusuf, M.D.	Family Practice	Active

**SANFORD TELEMEDICINE REAPPOINTMENTS:**

Jerome Freeman, M.D.	Neurology	Telemedicine
Robert Van Demark Jr., M.D.	Orthopedic Surgery	Telemedicine

**vRAD TELEMEDICINE REAPPOINTMENTS:**

Mary Betterman, M.D.	Teleradiology	Telemedicine
Benjamin Strong, M.D.	Teleradiology	Telemedicine

**RESIGNATIONS:**

Siva Bodagala, M.D.	Teleradiology	Telemedicine
Justin Boe, M.D.	Teleradiology	Telemedicine
Jandie Heinrich, RN	Pulmonary	Allied Health Professionals
Mohamad Nass, M.D.	Teleradiology	Telemedicine

**EMERGENCY DEPARTMENT**

1. that poor lady didn't know where to put me, but made me safe and comfortable as soon as she could. she had me checked in before there was space available. apologized and cared for my wellbeing. (Arrival) hospital was very busy. but was helped immediately. Room was initially an exray area until something was available. everyone was helpful, concerned and attentive. much better than I'd have expected under the circumstances. (as many patients as they had). was never rushed. during my care I was treated as if I were the only patient. nurses, doctor and lab tech all very professional and helpful. (Personal) she was outstanding. her care for me was very good. she was knowledgeable about my care and concerned my comfort.(Nurses) he listened to my concerns without judgment, didn't just look at the quick fix and send me away. he knew I was concerned about something more serious because of my family history and put my mind to ease by doing the needed tests. explained what was going on and when he left me asked if I had any questions or concerns. (doctor) she did labs and an EKG. she was very good and very kind (tests) he didn't want to come in as he us not comfortable with that. but was kept in the loop and never had to ask as they let him know what was happening. (family) went home with complete instructions. I had no questions after I returned home.(discharge) you can't help but over hear between curtains, and even with a patient that came in (obviously in a lot of pain) he was yelling and swearing. I could hear nurse who seemed to stay kind and do evaluations. (personally I wanted to tell the guy to shut up and let her do her job and things would go faster).. I thought what a good person to take that and then come back to me a smile and continue to be so kind. wow!! kudos to her!! (overall)

**INPATIENT**

1. It went well. (Admission) Too hot! (Room) Lady forgot half my food. Waited an hour for it and it was cold. (Meals) One nurse forgot my pain med took a bit to level pain out again. (Nurses) Loved the beds in the closets! They didn't have those before. Great idea! (Visitors and Family) \*Dr. Dynes is the best dr. around. He's amazing! (Doctors) Discharge was quick! (Discharge) Overall, it was a great experience! Love the bigger OR's too! (Personal) Keep up the good work! It's worth the hour drive every time! (Overall Assessment) Didn't labor. Had C-section. All nurses were good. (L&D)
2. Told me they were going to do vision & hearing tests on my baby, but never told me the results. I'm assuming that means they were both good. (Tests and Treatments)
3. Good. (Overall)
4. I appreciated the kindness and consideration of Dr. Issa (Arrival)

**OUTPATIENT**

1. Heath was excellent. (Tests/Treatment)(CT)
2. Don't believe staff had proper instructions. Was placed on back on hard x-ray table. Full weight of upper body was on damaged vertebrae. Process was very painful.(Tests/Treatment)(x-ray)

## MAY COMMENTS

3. My experiences were excellent. Staff was very helpful.(Registration) Windom has a top notch Physical therapy department! All are friendly, competent, and work for you to have the best outcome in therapy.(Tests/Treatment) I arrived early for appointments and walked to limber up before therapy in the waiting area. I volunteer so know my way around. The hospital is always very clean and I compliment the custodial staff.(Facility) When I had concerns they were addressed.(Personal) I am always telling people what a good hospital and staff Windom has. Staff always goes above and beyond for the patients.(Overall) (Physical Therapy)
4. I did not have to register.(Registration) (Cardiac Rehab)
5. Friendly (Registration) love the cookies (Facility) (Echo)
6. No registration (Registration) (Therapy)
7. I was treated with respect and dignity. (Registration) (Lab)
8. Didn't wait at all. (Registration) (Mammography)



## **Windom Area Hospital Auxiliary Meeting**

**May 14, 2018**

The Windom Area Hospital Auxiliary held their monthly meeting Monday, May 14<sup>th</sup> 2018 at 6:00 p.m. in the Large Conference Room. The meeting was called to order by President Mary Klosterbuer and a welcome was given to all present followed by the Auxiliary Prayer and Pledge of Allegiance. 25 members were present and reported their volunteer hours.

Our speaker, Nikkie Steen, Wound & Hyperbaric Health Center Director, was introduced. She shared background information as it pertained to her 23 year nursing career, with most of these years in Windom. The Wound Care Center will be a specialty care type of clinic. A patient can be referred by their primary physician, specialist physician, or even oneself. Healogics is the company providing the equipment for the Wound Center to include the hyperbaric chambers. Two hyperbaric chambers will be installed which is a method of giving pure oxygen for the purpose of healing wounds. All staff members will receive extensive training and work specifically in the Wound Center. We look forward to the anticipated opening in July of this year.

M/S Judy Woizeschke/Gerri Burmeister to approve the agenda. Motion carried.

### **Recording Secretary's Report – Marlene Smith**

- M/S Gerri Burmeister/Betty Olson to approve the minutes as presented of the March and April 2018 meetings. Motion carried.

### **Treasurer's Report – Gerri Burmeister**

- Balance on hand March 31, 2018 was \$9,618.44, and on April 30, 2018 was 8,971.20, M/S Karla Taber/Dona Olsen to approve the revised Treasurer's Reports for the months of March and April as presented. Motion carried.
- Gerri will ask Sharon Diemer to audit the books. If Sharon declines, Margaret McDonald will be contacted to complete the audit.

### **Auxiliary Liaison/Publicity – Emily Saffert**

- Hospital staff are recognizing employees for their dedication to patients, visitors and co-workers through a program called, "Caught You Caring". This program gives employees an opportunity to nominate co-worker(s) for going above normal standards by doing an extra act of kindness and receiving recognition. Nominated employees are listed monthly with one employee selected quarterly from all nomination to be named as "Employee of the Quarter".

### **Corresponding Secretary – Betty Olson**

- Betty sent thank you cards to past speakers for March and the Spring Banquet. Get well and sympathy cards were also sent.

### **Membership – Nete Grunewald**

- We have 43 Active members and 32 Associate members.

### **Program – Rozanne Gronseth**

- June meeting will be review and goals setting. Myra Gotto will be our speaker in July.

### **Gift Shop – Marcia Libra**

- Karla reported there is nothing new to report.

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

- Sue Curley reported on the April 26 meeting in Windom. Thank you to Sue Curley and Pat Lenz for all their work for the meeting.

#### **Administrator's Report – Shelby Medina**

- Interviews have been taking place for positions in the Wound Care Center. Job offers have been made to two RN candidates, a Safety Director, one PA, and one Nurse Practitioner in preparation for the opening of the Wound Center.
- Kari Witte has resigned from the Chief Nursing Officer position. Currently, review of this position is taking place to determine duties this position should be comprised of before advertising takes place.
- The annual Windom Area Hospital audit will take place in June.
- It is anticipated remodeling of the Rehab Therapy and new large conference room will take place when the Wound Care Center project is completed.
- The Rehabilitation Department is using Deep Blue Cream as part of their therapy treatment. Patients would like to see this available in the Gift Center.

#### **Old Business:**

- Betty Olson reported on the Emergency Preparedness volunteer training.
- Judy Woizeschke reported 35 employees attended the Staff Appreciation. "Angels Among Us" was the theme with table centerpieces being angels from Judy's collection. The winner of the drawing received a plant.
- Karla Taber reported on flowers for Mother's Day.
- Linda Dawson reported that our fourth annual EMS recognition night with serving pizza to EMS members will take place May 31<sup>st</sup> and served in the Windom Area Hospital Cafeteria.
- Marge Paschke reported the Auxiliary will host Chamber coffee on June 15<sup>th</sup>.

#### **New Business:**

- The hospital receives complimentary issues of the Cottonwood County Citizen. The WAH Auxiliary pays for annual subscriptions to the Star Tribune and Worthington Globe. M/S by Rose Schwalbach/ Linda Dawson to purchase a one year subscription to the Mt. Lake Observer for \$46.00. Motion carried.
- WAH Color Fun Run will be held June 8. M/S by Linda Dawson/Betty Olson to donate \$100.00 to this event again this year. Motion carried. The funds raised will be divided equally between the WAH Foundation cancer fund and scholarship fund.
- It was noted WAH Auxiliary By-laws were last updated in 2012. Gerri Burmeister, Rose Schwalbach, Pam Dobson, Marlene Smith, and Mary Klosterbuer agreed to serve on a committee to review the By-laws in June.
- June 23<sup>rd</sup> will be the Grand Opening event for the "Be Well Walking Path". This is a free family event and everyone is invited to attend.

The meeting was adjourned at 7:20 p.m.

Hostesses for tonight - Karla Taber and Sharon Schmidt  
 Hostesses for June – Rozanne Gronseth and Diane Vellema  
 Hostesses for July – Barb Torkelson and Dona Olsen

#### **Upcoming Events**

- Next Meeting – June 11, 2018
- Friday June 15, Chamber Coffee
- August 15 –18 – Cottonwood County Fair

Marlene Smith, Recording Secretary