

Meeting Name: Windom Area Hospital Board of Directors' Meeting

AGENDA

Purpose: Provide governance for Windom Area Hospital.	
Date/Time/Location:	Monday, July 16, 2018 / 5:30 pm / Large Conference Room
Members: All Governing Board members	Present: Absent: Others:
Recorder:	Janel Eichstadt

Category/Topic	Action step(s)/Updates	Accountable Person
STANDING ITEMS		
Call to Order	Call Windom Area Hospital Governing Board meeting to order at 5:30 p.m. by Board Chairperson.	Dr Michael Fisher
Minutes	Approve WAH Governing Board minutes from regular meeting of June 18, 2018.	Dr. Michael Fisher
COMMITTEE REPORTS		
Finance / Personnel / Labor Relations & Building & Grounds	Review committee activities.	Cindy E
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 July.	Shelby M. / Alice H.
WAH Auxiliary	June meeting minutes included in WAH Governing Board packet.	Shelby M.
OLD & NEW BUSINESS		
Old Business		Dr Michael Fisher
New Business	<ul style="list-style-type: none"> o WAH Governing Board member discussion regarding property on Windom Area Hospital campus. o CEO Annual Evaluation - <ul style="list-style-type: none"> • Motion to adjourn into closed session with WAH Governing Board. • Motion to adjourn back into regular session to conclude Windom Area Hospital Governing Board meeting. 	Dr Michael Fisher

	Conclude meeting.	Dr Michael Fisher	
Board Education	No 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, May 21, 2018 / 5:30 pm / Large Conference Room
Members: All Governing Board members	Present: Dr. Michael B. Fisher, Nate Low, Cindy Espenson, Laura Fresk, Emily Masters/CHRO, Kim Armstrong/ CFO, Shelby Medina/CEO, Terry Mahar/Sanford Health Network VP
Recorder:	Absent: Ann Bartelt, Kay Gross, Julie Brugman/Mt. Lake Advisory mbr, Others: Dr. Steph Buhler/Chief of Medical Staff, Steve Nasby/City Administrator 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, Dr. Michael Fisher.	Dr Michael Fisher
Minutes	M/S/C UNANIMOUSLY TO APPROVE GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF MAY 21, 2018, AS PRESENTED (ESPENSON/FRESK).	Dr. Michael Fisher
COMMITTEE REPORTS		

Finance / Personnel / Labor Relations & Building & Grounds	<p>M/S/C UNANIMOUSLY TO APPROVE THE MAY 2018 UTILIZATION AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (LOW/ESPENSON).</p> <ul style="list-style-type: none"> Total Days Cash on Hand as of May 31, 2018 was 261. FY2019 YTD net loss totaled (\$22,350) on a projected budget of \$53,399. <p>M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$40,170.90 TO REVENUE RECAPTURE AND APPROVE 14 FINANCIAL ASSISTANCE ACCOUNTS FOR WRITE-OFF TOTALING \$25,685.52 (LOW/FRESK)</p> <ul style="list-style-type: none"> Month 2 of FY2019, Financial Assistance write-offs totaled \$48,572.07 on a fiscal budget of \$200,000. <p>Authorization was granted for the transfer of \$243,488.36 from the Funded Depreciation account to the checking account for May capital acquisitions.</p> <p>One Educational Assistance application was approved totaling \$614.00 for an RN to attend SW State University at Marshall to attain her BSN degree.</p> <p>M/S/C UNANIMOUSLY TO APPROVE RESIGNATIONS FROM: SURGERY DEPT MANAGER, HOUSEKEEPER, NUTRITIONAL SERVICES AIDE, AND IMAGING TECHNICIAN (LOW/FRESK).</p> <p>New hires were reported to include 1 RN, Patient Access Representative, 2 wound center medical providers; wound center HBC/Safety director; 2 Nutritional Services employees, 4 summer interns and one department transfer from the nursing dept to the wound center for the unit secretary position.</p> <p>A brief discussion was held concerning Avera's interest in forming a joint venture between WAH and Avera with no action taken.</p>	Nate Low
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Professional Practice / Quality & Planning	<p>M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE MEDICAL STAFF, TO APPROVE THE FOLLOWING:</p> <p>APPOINTMENT: None</p> <p>REAPPOINTMENTS: (FRESK/ESPENSON) Cindy Olson, RN Ophthalmology Consulting Ahmad Yusuf, MD Family Practice Active</p> <p>SANFORD TELEMEDICINE REAPPOINTMENTS: (FRESK/ESPENSON) Jerome Freeman, MD Neurology Telemedicine Robert Van Demark, Jr., MD Orthopedic Surgery Telemedicine</p>	Laura Fresk
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	<p><u>VRAD TELEMEDICINE APPOINTMENTS:</u> None</p> <p><u>VRAD TELEMEDICINE REAPPOINTMENTS:</u> (FRESK/ESPENSON) Mary Betterman, MD Teleradiology Telemedicine Benjamin Strong, MD Teleradiology Telemedicine</p> <p><u>RESIGNATIONS</u> (<i>Informational Purposes Only</i>): Siva Bodagala, MD Teleradiology Telemedicine Justin Boe, MD Teleradiology Telemedicine Jandie Heinrich, RN Pulmonary Allied Health Professionals Mohamad Nass, MD Teleradiology Telemedicine</p> <p>M/S/C UNANIMOUSLY TO APPROVE HOSPITAL COMMITTEE MINUTES FROM THE FOLLOWING MEETING AS PRESENTED BY SHELBY MEDINA, CEO (FRESK/LOW).</p> <ul style="list-style-type: none"> • PERFORMANCE IMPROVEMENT/RISK COMMITTEE <p>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. There were no reportable adverse events for the month. Plans for filling the Chief Nursing Officer position is still being reviewed. An interim Surgery Dept manager has been assigned due to the resignation of the department's manager. Information was shared regarding leadership plans for the Emergency Department with Dr. AJ Yusuf since becoming the new committee physician for this fiscal year. Review of the WAH Governing Board By-laws and Medical Staff Rules & Regulations took place. Delineation of Privileges for physicians and advanced practice providers was explained to committee members by Dr. Buhleras Advanced Practice Providers in the Wound & Hyperbaric Healing Center are encompassed within this document M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE MEDICAL STAFF, TO APPROVE THE HYPERBARIC & WOUND CARE DELINEATION OF PRIVILEGES AS PRESENTED (FRESK/ESPENSON) Emily reviewed data regarding Windom Area Hospital employee turnover rates and statistics with committee members.</p>	
OTHER REPORTS		
Medical Staff	Discussion was held concerning delineation of privileges for medical staff providers.	Dr S Buhler
City of Windom	The City of Windom annual audit will be completed in July. The city was contacted by Avera for the purpose of holding discussions with the EDA director regarding a location for a new Avera clinic.	Steve Nasby Bryan Joyce
Sanford Health Network	Evaluation packets were distributed to board members to complete and return to Terry at Sanford for the purpose of performing the annual evaluation with Shelby Medina, CEO.	Terry Mahar
Administration	Executive reports were given by Sr. Management Team members ~ <i>Chief Financial Officer, Kim Armstrong</i> – The Revenue Recapture program totaled \$193,546 during FY2018; since the program's inception which started in 2002, \$1.6m in patient revenue has been acquired. The annual hospital audit begins on-site Tuesday through Thursday of this week. <i>Chief Human Relations Officer, Emily Masters</i> – The Path Grand Opening event is scheduled for June 23 rd from 10a-2p. Windom Area Hospital participated in Lakefield's Summerfest this past weekend as surveys are showing a sizeable presence of patients from this community receiving services at WAH. The listing of open positions within the hospital decreased significantly upon the completion of hiring for the wound center. <i>Chief Executive Officer, Shelby Medina</i> – Information was reported in her Executive Summary in the board packet.	Sr. Mgmt Team Mbrs
WAH Foundation Board	WAH Foundation Board did not meet in June.	Shelby M. / Alice H.
WAH Auxiliary	May 2018 Auxiliary meeting minutes were included in board packet. Fiscal year goal setting is taking place.	Shelby M.

OLD & NEW BUSINESS

Old Business	There was no old business to report.	Dr Michael Fisher
New Business	There was no new business to report.	Dr Michael Fisher
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 July 12, 2018
WAH MISSION: “Dedicated to Health”

CHIEF EXECUTIVE OFFICER REPORT

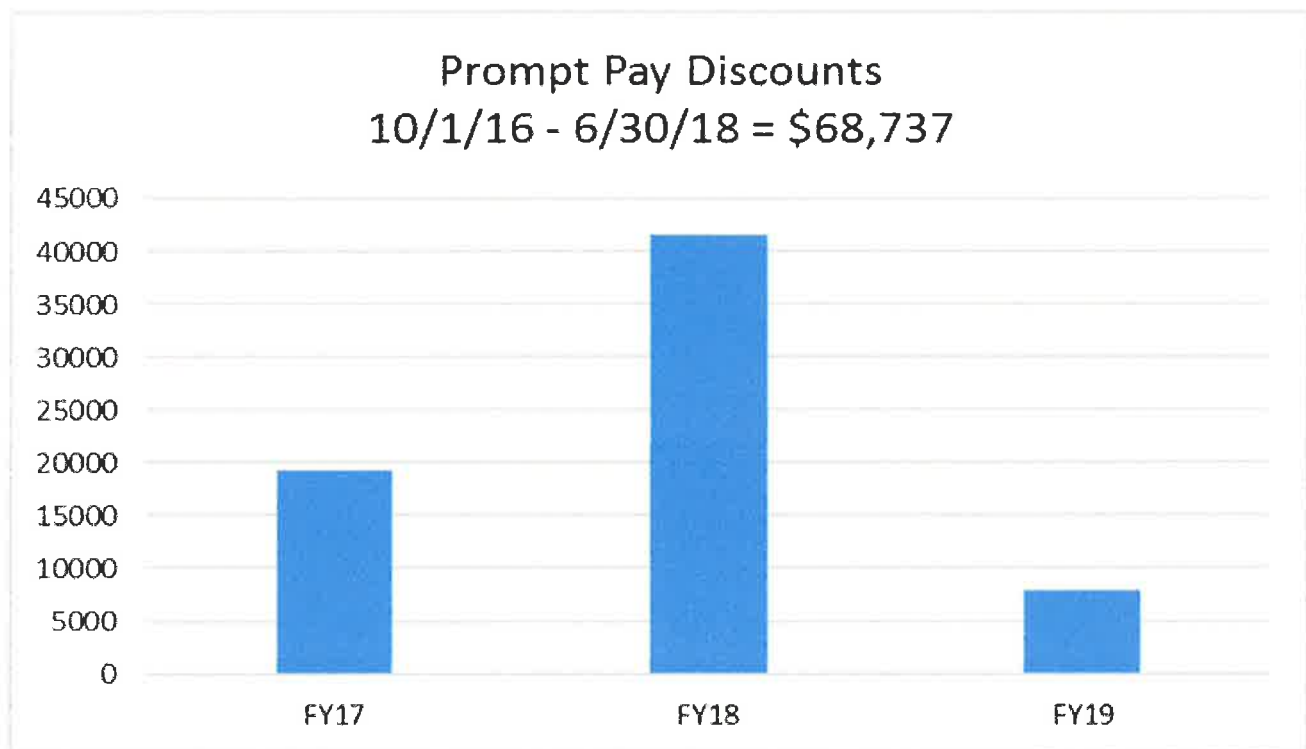
- This month's CEO Executive Summary omitted. Please refer to this month's board meeting agendas for discussion topics.

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

CHIEF FINANCIAL OFFICER REPORT

Prompt Pay Discounts

- On October 1, 2016 we started offering a "prompt pay discount" to patients who are able to pay their entire bill within 30 days. We are able to collect money quickly and we save billing time and resources.



Business Office Staffing

- For several months we have been working on cross training registration, scheduling and outreach staff. A 0.8 FTE was recently hired in scheduling. We are currently hiring patient access representatives.

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

CHIEF HUMAN RELATIONS OFFICER REPORT

Human Resources

- We are currently recruiting for the following positions:
 - Patient Access Rep PRN
 - Dietary Aide/Cook
 - Surgery Manager
 - Housekeeper
 - HUC

Marketing/Public Relations/Foundation

- Plan are underway for Wound & Hyperbaric Healing Center community and staff open houses. WAH staff will get an opportunity to tour on August 9th, we will host chamber coffee on August 10th and a community open house will be held August 23rd from 4:30-6pm,. An additional provider event is scheduled August 21st. The marketing department also is supporting the Wound Center in collecting a mailing/tracking list of over 500 providers in the region.

Community/Employee Health and Wellness

- Farmer's Markets are scheduled at WAH weekly on Tuesdays from 2-3. "Market Bucks" have been introduced to employees, which are \$1 vouchers given to employees to spend at the Farmer's Market. Plans are underway to expand this program to patients, fitness center members, and community programs, pending grant approval.
- Tai Ji Quan, a class focused on increasing balance and mental conditioning, will start again July 30th. There is increasing interest in this class.
- Over 120 people attended the Be Well Path grand opening on June 23rd.

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, July 16, 2018 / 3:30-4:30pm / Nursing Conference Room (room by 2nd 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	
Recorder:	Janel Eichstadt

Category/Topic	Action step(s)/Updates	Accountable Person
STANDING ITEMS		
Call to Order	Call Finance/Personnel/Labor Relations & Building & Grounds meeting to order at 3:30 p.m. by Acting-chairperson	Cindy E
Minutes	Approve minutes from regular meeting of June 18, 2018. <i>(Cmte Motion)</i>	Cindy E
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.
Foundation Board Member Vacancy	Need one board member to fill WAH Foundation Board vacancy	Shelby M
Emergency Room Coverage	Provider coverage discussion	Shelby M
CURRENT ITEMS		
Physician Update	Sanford Windom/Mt. Lake Clinic physician status.	Shelby M

Closed Session	<p>Staffing discussion</p> <ul style="list-style-type: none"> • Motion to adjourn meeting into closed session. • Motion to adjourn back into regular session to conclude committee meeting. 	Shelby M	
CONCLUSION			
	Conclude meeting	Cindy E	

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, June 18, 2018 / 3:30 pm / Nursing Conference Room

Facilitator: Nate Low, Chairperson

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

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

Recorder: Janel Eichstadt

Category/Topic	Action step(s)/Updates	Accountable Person
STANDING ITEMS		
Call to Order	Finance/Personnel/Labor Relations & Building & Grounds meeting was called to order by CommitteeChair, Nate Low.	Nate Low
Minutes	M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE REGULAR MEETING OF MAY 21, 2018 (BARTELT/ESPENSON).	Nate Low.
Statistical & Financial Performance Reports	May 2018 statistical and utilization graphs were reviewed. Graphs showed all modalities meeting budget projections for the first month of fiscal year 2018-19. The month's total patient revenue was below budget projections; contractual adjustments as a percentage of revenue were above budget projections; total operating expenses were below budget expectations; net operating revenue and expenses factored together left a net loss totaling (\$22,350). FY2019 year-to-date net income totals (\$22,350) on a projected budget of \$53,399. Days in A/R were 44.62 and Days Cash on Hand totaled 261. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE MAY 2018 STATISTICAL AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (ESPENSON/BARTELT)	Kim A.
Revenue Recapture & Financial Assistance	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND REVENUE RECAPTURE ACCOUNTS TOTALING \$40,170.90 AND RECOMMEND THE FOLLOWING ACCOUNTS FOR FINANCIAL ASSISTANCE: TOTAL OF 5 NEW APPLICATIONS-4 APPROVED AT 100% WRITE-OFF AND 1 APPROVED AT 75% WRITE-OFF TOTALING \$7301.03; APPROVE 5 PREVIOUSLY APPROVED FINANCIAL ASSISTANCE ACCOUNTS TOTALING \$15,450.44; AND APPROVE 4 ACCOUNTS WITH BALANCES BELOW \$1500 TOTALING \$2934.05. ALL ACCOUNTS FOR WRITE-OFF TOTAL \$25,685.52 (BARTELT/ESPENSON) In month 2 of FY2019, accounts totaling \$48,572.07 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 \$243,488.36 FROM FUNDED DEPRECIATION TO THE CHECKING ACCOUNT FOR MAY 2018 CAPITAL ACQUISITIONS (ESPENSON/BARTELT)	Kim A.
Educational Assistance Applications	M/S/C UNANIMOUSLY TO APPROVE \$614.00 IN EDUCATION ASSISTANCE FUNDS TO AN RN ATTENDING SW STATE UNIVERSITY AT MARSHALL AT ATTAIN HER BSN DEGREE (BARTELT/ESPENSON)	Kim A.
Employee Resignations	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FOLLOWING RESIGNATIONS: SURGERY DEPT MANAGER EFFECTIVE SEPTEMBER 14, 2018; HOUSEKEEPER EFFECTIVE JUNE 15, 2018; NUTRITIONAL SERVICES AIDE EFFECTIVE JUNE 20, 2018; AND IMAGING TECHNICIAN EFFECTIVE JUNE 21, 2018 (ESPENSON/BARTELT).	Emily M.
New / Dept Transfer Employees	Emily reported the following new hires: 1 RN effective June 31; 1 Patient Access Representative, 2 wound center medical providers effective June 19; 1 wound center HBC/Safety Director effective June 11; 2 Nutritional Services employees; 4 summer interns; and one departmental transfer from the nursing dept to the wound center effective June 24.	Emily M.

FOLLOW-UP ITEMS		
Governing Board By-laws Education	Shelby led committee members through a review of pertinent information from the City Charter as it relates to the purpose and functions of a Governing board for Windom Area Hospital. She also led a review and discussion of WAH Governing Board By-laws. Additional review of the WAH Governing Board By-laws will continue at the July committee meeting.	Shelby M.
Foundation Board Member Vacancy	Shelby noted a vacancy remains on the WAH Foundation Board, which is to be filled by a Governing Board member to meet WAH Foundation By-law requirements. Board members were requested to contact Janel in Administration if interested in serving on the Foundation Board.	Shelby M
CURRENT ITEMS		
<i>Turnover & Staff Stats</i>	<i>This item was listed in the incorrect committee agenda. This agenda item was addressed at the Professional Practice/Quality & Planning Committee meeting.</i>	<i>Emily M</i>
Emergency Room Coverage	Shelby shared information regarding a previous discussion she had with a company interested in possibly providing contracted provider services for the hospital's Emergency Department. Additional information will be shared when available.	Shelby M
Clinic Discussions	Shelby shared information regarding a meeting that was held between the City of Windom, Avera, and the hospital discussing land options for a new clinic and proposed joint ventures between Avera and WAH	Shelby M
Future Meeting Times	Shelby noted the July Finance Committee meeting would begin at 3:00 p.m.	Shelby M
CONCLUSION		
	Committee Chair, Nate Low, concluded the meeting of the Finance/Personnel/Labor Relations & Building & Grounds Cmte.	Nate Low

Windom Area Hospital
INCOME STATEMENT

6/30/2018

	6/30/2018	Revenue Comparison	Budget 2019	Revenue Comparison	Y-T-D 2018	Revenue Comparison	Budget 2019	Revenue Comparison
PATIENT REVENUE								
Inpatient Revenue	\$634,954	22.41%	\$489,484	17.74%	\$1,353,984	24.23%	\$978,968	17.74%
Outpatient Revenue	\$2,198,628	77.59%	\$2,269,776	82.26%	\$4,233,753	75.77%	\$4,539,552	82.26%
Total Patient Revenue	\$2,833,582	100.00%	\$2,759,260	100.00%	\$5,587,737	100.00%	\$5,518,520	100.00%
Contractual Adjustments *	\$1,297,465	45.79%	\$1,090,185	39.51%	\$2,447,095	43.79%	\$2,180,370	39.51%
Other Income	\$11,612	0.41%	\$12,766	0.46%	\$23,419	0.42%	\$25,532	0.46%
NET OPERATING REVENUE	\$1,547,729	100.00%	\$1,681,841	100.00%	\$3,164,061	100.00%	\$3,363,682	100.00%
EXPENSE								
Employee Salaries	\$605,879	39.15%	\$643,236	38.25%	\$1,194,335	37.75%	\$1,286,472	38.25%
Employee Benefits	\$176,657	11.41%	\$185,058	11.00%	\$350,493	11.08%	\$370,116	11.00%
Pharmaceuticals	\$78,158	5.05%	\$76,667	4.56%	\$192,793	6.09%	\$153,334	4.56%
Supplies	\$111,742	7.22%	\$85,275	5.07%	\$227,696	7.20%	\$170,550	5.07%
Rents & Utilities	\$25,156	1.63%	\$28,205	1.68%	\$56,951	1.80%	\$56,410	1.68%
Purchased Services	\$308,665	19.94%	\$317,593	18.88%	\$652,409	20.62%	\$635,186	18.88%
Purchased Services Interco	\$23,514	1.52%	\$16,433	0.98%	\$39,191	1.24%	\$32,866	0.98%
Other Direct Expenses	\$110,883	7.16%	\$133,352	7.93%	\$208,446	6.59%	\$266,704	7.93%
Provision for Bad Debts	\$54,815	3.54%	\$16,665	0.99%	\$93,157	2.94%	\$33,330	0.99%
Depreciation	\$108,242	6.99%	\$123,948	7.37%	\$219,869	6.95%	\$247,896	7.37%
Total Operating Expense	\$1,603,711	103.62%	\$1,626,432	96.71%	\$3,235,340	102.25%	\$3,252,864	96.71%
Income (loss) From Operations	(\$55,982)	-3.62%	\$55,409	3.29%	(\$71,279)	-2.25%	\$110,818	3.29%
Investment Income	\$6,788	0.44%	\$13,500	0.80%	\$18,399	0.58%	\$27,000	0.80%
Other Revenue/(Expenses)	(\$14,301)	-0.92%	(\$15,510)	-0.92%	(\$32,966)	-1.04%	(\$31,020)	-0.92%
Non Operating Rev/Exp	(\$7,513)	-0.49%	(\$2,010)	-0.12%	(\$14,567)	-0.46%	(\$4,020)	-0.12%
Increase in Net Assets	(\$63,495)	-4.10%	\$53,399	3.18%	(\$85,846)	-2.71%	\$106,798	3.18%

Month

2

* The monthly Medicare "true up" entry is not included in contractual adjustments * due to the fiscal year 2018 audit still being open.

FY 2019 CAPITAL ASSET ACQUISITIONS						
Yrs. Capital Asset	Vendor	Asset class	May	June		
20 Boiler Chiller Project	Kraus Andersen	Fixed	77,584.78			
20 Roof Work for Wound Center	Bergen 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			
Wound Center	Kraus Andersen	CIP		225,896.66		
Wound Center Architech Fees	I & S Group	CIP		5,583.00		
Therapy/Conf Rm Reno	I & S Group	CIP		1,832.94		
Total			\$ 243,488.36	\$ 233,312.60		

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, July 16, 2018 / 4:30-5:30 pm / Nursing Conference Rm** (room by 2nd 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

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 by chairperson.	Kay Gross
Minutes	Approve minutes from regular meeting of June 18, 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.
FOLLOW-UP ITEMS		
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
CURRENT ITEMS		
Physician Update	Sanford Windom/Mt. Lake Clinic physician status.	Shelby M.
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, June 18, 2018 / 4:30 pm / Nursing 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 Medina/CEO, Dr. S. Buhler/Chief of Med Staff; Terry Mahar/Sanford Health Network VP

Present: Laura Fresk, Cindy Espenson, Mary Holmen, Dr. Michael Fisher-ex officio, Emily Masters/CHRO, Kim Armstrong/CFO, Shelby Medina/CEO, Dr. S. Buhler/Chief of Med Staff; 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
STANDING ITEMS		
Call to Order	Professional Practice/Quality & Planning Committee meeting was called to order by Acting Chair, Laura Fresk.	Laura Fresk
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF MAY 21, 2018 AS PRESENTED (ESPENSON/FISHER).	Laura Fresk
Medical Staff Credentialing	M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE MEDICAL STAFF, TO APPROVE THE FOLLOWING: <u>APPOINTMENT:</u> None <u>REAPPOINTMENTS: (FISHER/ESPENSON)</u> Cindy Olson, RN Ophthalmology Consulting Ahmad Yusuf, MD Family Practice Active <u>SANFORD TELEMEDICINE REAPPOINTMENTS: (FISHER/ESPENSON)</u> Jerome Freeman, MD Neurology Telemedicine Robert Van Demark, Jr., MD Orthopedic Surgery Telemedicine <u>VRAD TELEMEDICINE APPOINTMENTS:</u> None <u>VRAD TELEMEDICINE REAPPOINTMENTS: (FISHER/ESPENSON)</u> Mary Betterman, MD Teleradiology Telemedicine Benjamin Strong, MD Teleradiology Telemedicine <u>RESIGNATIONS (Informational Purposes Only):</u> Siva Bodagala, MD Teleradiology Telemedicine Justin Boe, MD Teleradiology Telemedicine Jandie Heinrich, RN Pulmonary Allied Health Professionals Mohamad Nass, MD Teleradiology Telemedicine CEO, Shelby Medina, reported on the following hospital committee meeting ~ • PI/Patient Safety-Press Ganey scores were reviewed in several pertinent departments of the hospital for quarter 1. M/S/C UNANIMOUSLY TO RECOMMEND ACCEPTING THE WAH COMMITTEE MEETING REPORT AS PRESENTED (ESPENSON/FISHER).	Dr. Steph Buhler
Hospital Committees	CEO, Shelby Medina, reported on the following hospital committee meeting ~ • PI/Patient Safety-Press Ganey scores were reviewed in several pertinent departments of the hospital for quarter 1. M/S/C UNANIMOUSLY TO RECOMMEND ACCEPTING THE WAH COMMITTEE MEETING REPORT AS PRESENTED (ESPENSON/FISHER).	Shelby M.
Patient Concern Reports	Patient concern reports and patient survey comments for May 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.

FOLLOW-UP ITEMS

Open position update	Shelby stated the surgery dept manager has stepped down from her position as of June 15 th , but has agreed to work one day per week until mid-September when her resignation date becomes official. CRNA, Micara Kolander, has agreed to serve as interim surgery department manager until a new dept manager has been hired. Shelby stated she continues to evaluate the Chief Nursing Officer position to determine its job responsibilities before hiring for this position.	Shelby M.
Governing Board By-laws Education	Shelby led committee members through a review of pertinent information from the City Charter as it relates to the purpose and functions of a Governing board for Windom Area Hospital. She also led a review and discussion of WAH Governing Board By laws. Additional review of the WAH Governing Board Bylaws will continue at the July committee meeting.	Shelby M.
Foundation Board Member Vacancy	Shelby noted a vacancy remains on the WAH Foundation Board, which is to be filled by a Governing Board member to meet WAH Foundation By-law requirements. Board members were requested to contact Janel in Administration if interested in serving on the Foundation Board.	Shelby M

CURRENT ITEMS

Delineation of Privileges	Dr. Buhler presented the Hyperbaric & Wound Care Delineation of Privileges document and explained its purpose to committee members. This document is being utilized for the medical providers in the Wound & Hyperbaric Healing Center at WAH. M/S/C UNANIMOUSLY, UPON RECOMMENDATION OF THE MEDICAL STAFF, TO RECOMMEND APPROVAL OF THE HYPERBARIC & WOUND CARE DELINEATION OF PRIVILEGES DOCUMENT AS PRESENTED (ESPENSON/FISHER)	Dr. Steph. Buhler
Turnover & Staff Stats	Emily reviewed information relating to statistics of staff turnover over the past several years for Windom Area Hospital by reporting through various methods of comparisons such as departmental turnover, number of turnovers by year, and MHA statewide workforce study. Emily noted at the conclusion of her presentation, WAH's employee turnover rate is at or below average in comparison of the various types of data presented.	Emily M

CONCLUSION

	Acting Chair, Laura Fresk, concluded the meeting of the Professional Practice/Quality & Planning Committee.	Laura Fresk
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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**

JULY 16, 2018

APPOINTMENTS:

Elizabeth Coleman, CNP	Hyperbaric & Wound Care	Allied Health Professionals
Naomi Bach, FNP	Hyperbaric & Wound Care	Allied Health Professionals
Sarah Oberle, ST	Ophthalmology	Allied Health Professionals
Angelo Santos, M.D.	Vascular	Consulting

REAPPOINTMENTS:

Sean Halligan, M.D.	Cardiology	Consulting
John Odom Jr., M.D.	Emergency Medicine	Emergency Services

SANFORD TELEMEDICINE APPOINTMENTS:

Kenneth Bassett, D.O.	Emergency Medicine	Telemedicine
Christopher Johansen, M.D.	Diagnostic Radiology	Telemedicine
Keith McCollister, M.D.	Diagnostic Radiology	Telemedicine

SANFORD TELEMEDICINE REAPPOINTMENTS:

Maria Recio Restrepo, M.D.	Neurology	Telemedicine
Barney Stoutamire, M.D.	Diagnostic Radiology	Telemedicine

vRAD TELEMEDICINE APPOINTMENTS:

Frederick Anderson, D.O.	Teleradiology	Telemedicine
Joan Sutcliffe, M.D.	Teleradiology	Telemedicine

vRAD TELEMEDICINE REAPPOINTMENTS:

David Burdette, M.D.	Teleradiology	Telemedicine
Paryssa Khadem, M.D.	Teleradiology	Telemedicine
Julie Shaffrey, M.D.	Teleradiology	Telemedicine

ADDITIONAL PRIVILEGE REQUEST:

Steven Hartberg, M.D.	Hyperbaric & Wound Care	Senior Active
Shelly Palmer, PA-C	Hyperbaric & Wound Care	Allied Health Professionals

RESIGNATIONS:

Amanda Anderson, CNP	Vascular	Allied Health Professionals
Peter Kliber, ST	Ophthalmology	Allied Health Professionals
Chad Laurich, M.D.	Vascular	Consulting
Ann Tran, M.D.	Teleradiology	Telemedicine

EMERGENCY DEPARTMENT

No comments

INPATIENT

1. My only complaint is that one of the nurses put the wrong attachment on it, it was painful when they were trying to get it off and attach correct one. (Tests and Treatments) Nurses were very respectful towards my visitors. (Family and Friends) The nurse discharging us had no idea I needed prescriptions. Took a very long time just to get it figured out. Was extremely stressed leaving the hospital. (Discharge) (OB)
2. Maybe nurses should have questioned my black stools & lowering hgb (15->10) as I ended up with a GI bleed diagnosed after discharge - 3 days later. (nurses) The dischg. process was slow, as day staff knew I was going home but did not start process - left it for oncoming staff. (Discharge) (Surgical)
3. Was next to nurse's station and they were noisy and a locked door was snapping electric lock constantly. (Room) One nurse was not good. (Nurses) Usually have trouble finding my veins. (Tests and Treatments) More interested in putting me on hospice care than anything. (Physician) Kept camera and electric monitor on bed. (Personal Issues) Discharge nurse told me I shouldn't use ambulance or emergency room. I use Medicare and Blue Cross should be no reason I can't use any time I need it. (Overall Assessment) Was next to nurse station. Had locked door that was used constantly - sounded like a 22 going off all time 24 hrs. a day. (Room) One nurse told me I shouldn't use ambulance or EM. I pay medicare & Blue Cross. I think it's wrong - I was put lowest care rating. (Nurses) I'm in assisted care at home. (Comments)
4. Mary Oletjenbruns is the best! (Tests and Treatments) Nurses were wonderful! Always going the extra mile. (Visitors and Family) Dr. Buhler is amazing! I wouldn't want to see anyone else. (Physician) The best care imaginable! Wouldn't change a thing. (Overall) This was my first delivery & with the care I received I hope they are all like this in the future. (Labor and delivery) (OB)
5. Being an RN myself I was very impressed with the hospital and care. Excellent facility!! (Overall) The nurses, every single one of them, were SO amazing. I always felt very taken care of! (Labor and Delivery) (OB)
6. My mouth was still very dry from surgery so food didn't taste much. (Meals) Admitting nurse was in training - head nurse left her alone halfway thru. (Nurses) (Swing Bed)
7. No IV was needed. He was only under bili light. (Tests and Treatments) Dr. Buhler is the best dr. we have ever had. (Physician)
8. Had a nurse who must have freshly graduated as they were not quite sure of themselves. (Nurses) My arms (both) looked like I had been beaten - bruises all over! (Tests and Treatments) Dr. Buhler is excellent!! (Physician) No pain. (Personal Issues)
9. Pain wasn't managed well after surgery, but once a plan was made it was much more tolerable. (Personal Issues) C-Section (Labor and Delivery) (OB)

OUTPATIENT

1. Can't say enough about Wendy in cardiac rehab. Absolutely the best!! (Tests/Treatment) (Cardiac Rehab)
2. I was sent over from the clinic because of dehydration and heat exhaustion, I did not have an appointment prior. I had very understanding people helping me whether it was the nurses in outpatient or registration everyone was wonderful. (Registration) Everyone that I had that day was very helpful, understanding and explained everything. I appreciate everything they did. (Tests/Treatments) I did not have a complaint, everyone explained things to me and went beyond to make sure I knew what was going on and why. (Personal Issues) The nurses helped each other out. I thought that was amazing of these ladies. They even explained the outpatient nurse had been busy so they stepped in to help. I applaude these ladies for their efforts in patient care. (Overall) (Other)
3. it was very good (Registration) (Physical Therapy)
4. I have had only good experiences with the therapy staff, so I have had no complaints or concerns. (Personal Issues) (Physical Therapy)
5. Always painful procedure. (Registration) (Mammography)
6. Great (Registration) very good, excellent results (Tests/Treatment) great (Personal Issues) (Therapy)
7. Teresa Elder is an awesome therapist. She works hard on motivating me to push through even when it hurts. (Tests/Treatment) (Therapy)
8. Financial Responsibility/Release of Information form is complicated & hard to read. It needs to be clarified and simplified. (Registration) 2 appointments for long-term rehab does not seem adequate. (Personal Issues) (Therapy)
9. I came in the ambulance, bumpy ride (Registration) I was tended to almost right away (Facility) (CT Scan)
10. don't like having to put on a wrist band just for a lab.(Registration) (Lab)

Windom Area Hospital Auxiliary Meeting

June 11, 2018

The Windom Area Hospital Auxiliary held their monthly meeting Monday, June 11th 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.

M/S Judy Woizeschke/Dona Olsen to approve the agenda. Motion carried.

Recording Secretary's Report – Marlene Smith, Recording Secretary

- M/S Judy Woizeschke/Gerri Burmeister to approve the minutes as presented of the May 14, 2018 meeting. Motion carried.

Treasurer's Report – Gerri Burmeister

- Balance on hand May 31, 2018 was \$8,855.82, M/S Rose Schwalbach/Rozanne Gronseth to approve the Treasurer's Report for May as presented. Motion carried.
- The books are ready to be audited by Sharon Diemer.

Auxiliary Liaison/Publicity – Emily Saffert

- Auxiliary members have reported 647 volunteer hours so far in 2018.
- Saturday, June 23rd will be the Be Well Path dedication from 10:00 until 2:00.
- The hospital participated in the Riverfest Parade and will do Pow Wow next Monday.

Corresponding Secretary – Betty Olson

- No report.

Membership – Nete Grunewald

- We have 43 Active members.
- We welcome our newest member Karen Skarphol.
- The folders for new members are being updated.

Program – Rozanne Gronseth

- Dr. Myra Gotto will be our speaker in July, speaking on mental health.

Gift Shop – Marcia Libra

- The committee is going through old inventory and will reduce prices, especially sleep sacks.

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

- State Conference will be September 12-14 in Brooklyn Park.

Administrator's Report – Shelby Medina

- The hospital is on schedule for the Wound and Hyperbaric Healing Center to open on July 23. Wound Center staff hiring is complete and most have started their training. The hospital will host a grand opening for the community to see the new wound center clinic area and view the hyperbaric oxygen chambers.
- Sanford Health and Good Samaritan are discussing partnership opportunities.
- Sanford Clinic – Mt. Lake will have a new Family Practice provider starting in September.
- Windom Area Hospital Medical Staff and Hospital Governing Board will be reviewing the Medical Staff Bylaws for possible revisions.

- Mary Holmen is the new WAH Governing Board member. Board officers recently elected were Dr. Michael Fisher – chair, Kay Gross – vice chair, Ann Bartelt – secretary, and Laura Fresk – treasurer.

Old Business:

- The EMS personnel enjoyed the pizza meal.
- Gerri Burmeister will deliver flowers for male patients on Father's Day.
- Chamber Coffee will be held Friday, June 15, at 10:00. Please join us to represent the Auxiliary. Pat Lenz and committee have everything ready to go.

New Business:

- Dona Olsen, with assistance from Karla Taber, has agreed to finish Mary Page's term. M/S Pam Dobson/Gerri Burmeister to elect Dona Olsen (Karla Taber) to fill this position. Motion carried.
- Pecan sales committee members will be Marlene Smith, Rozanne Gronseth, and Pam Dobson.
- Raffle Tickets Committee is Diane Sykora - chair, Betty Olson, and Sue Curley.
- Physical Therapy will be the department to receive our 2018-19 fundraising money. M/S Karla Taber/Nancy Meyer to raise money to purchase a Total Gym Power Tower that costs \$5,365.00. Motion carried.
- We will print 1500 raffle tickets and draw for three \$50.00 Chamber Bucks certificates. M/S Pam Dobson/Rozanne Gronseth. Motion carried. The drawing will be held again during the Windom Area Hospital's Kaleidoscope program on KDOM on September 18th.
- Goals for 2018-2019 are:
 1. Explore getting vests for members to wear when they serve as Lobby Hostesses.
 2. Donate a minimum of \$2,500.00 towards the Total Gym Power Tower.
 3. Increase membership by 5 members or more in 2019.

The meeting was adjourned at 7:18 p.m.

Hostesses for tonight - Rozanne Gronseth and Diane Vellema

Hostesses for July – Barb Torkelson and Dona Olsen

Hostesses for August – Judy Woizeschke and Jane Boyer

Upcoming Events

- Friday, June 15 - Chamber Coffee
- Monday, July 9 – Next meeting
- August 15 – 18 – Cottonwood County Fair

Marlene Smith, Recording Secretary