

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

**AGENDA**

<b>Purpose:</b> Provide governance for Windom Area Health	
<b>Date/Time/Location:</b>	<b>Monday, February 25, 2019 / 5:30 pm / Large Conference Room</b>
<b>Members:</b> All Governing Board members	Present: Absent: Others:
<b>Recorder:</b>	Janel Eichstadt
<b>Category / Topic</b>	<b>Action step(s) / Updates</b>
<b>STANDING ITEMS</b>	
Call to Order	Call Windom Area Health Governing Board meeting to order at 5:30 p.m. by Board Chairperson.
Minutes	Approve Windom Area Hospital Governing Board minutes from regular meeting of January 28, 2019.
<b>COMMITTEE REPORTS</b>	
Finance / Personnel / Labor Relations & Building & Grounds	Review committee activities.
Professional Practice / Quality & Planning	Review committee activities.
<b>OTHER REPORTS</b>	
Medical Staff	Dr S Buhler
City of Windom	Steve Nasby Joann Ray
Sanford Health Network	Terry Mahar
Administration	Sr.Mgmt Tm
WAH Foundation Board	Shelby M. / Alice H.
WAH Auxiliary	January meeting minutes included in Board Book.
<b>NEW &amp; OLD BUSINESS</b>	
New Business	Dr Michael Fisher
Old Business	Shelby M.
Board Education	Shelby M.
<b>CONCLUSION</b>	
	Conclude meeting.
	Dr Michael Fisher

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

**MINUTES**

<b>Purpose:</b> Provide governance for Windom Area Hospital d/b/a Windom Area Health	
<b>Date/Time/Location:</b>	<b>Monday, January 28, 2019 / 5:30 pm / Large Conference Room</b>
<b>Members:</b> All Governing Board members	<b>Present:</b> Dr. Michael B. Fisher, Ann Bartelt, Nate Low, Cindy Espenson, Julie Brugman/Mt. Lake Advisory mbr, Kim Armstrong/ CFO, Shelby Medina/CEO, Kathy Becker/DON
<b>Recorder:</b>	<b>Absent:</b> Kay Gross, Laura Fresk, Mary Holmen, Emily Masters/CHRO, Terry Mahar/Sanford Health Network VP <b>Others:</b> Dr. Steph Buhler/Chief of Medical Staff, Steve Nasby/City Administrator, Joann Ray/WAH City Council Liaison Janel Eichstadt

<b>Category / Topic</b>	<b>Action step(s) / Updates</b>	<b>Leader:</b>
<b>STANDING ITEMS</b>		
Call to Order	Windom Area Hospital Governing Board meeting was called to order at 5:30 p.m. by Board Chair, Dr. Michael Fisher.	Dr Michael Fisher
Minutes	M/S/C UNANIMOUSLY TO APPROVE WAH GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF DECEMBER 17, 2018 (BARTELT/ESPENSON).	Dr Michael Fisher

<b>Category / Topic</b>	<b>Action step(s) / Updates</b>	<b>Leader:</b>																								
<b>COMMITTEE REPORTS</b>																										
Finance / Personnel / Labor Relations & Building & Grounds	<p>M/S/C UNANIMOUSLY TO APPROVE THE DECEMBER 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 December 31, 2018 was 229.</li> <li>FY2019 YTD net Assets totaled \$117,518 on a projected budget of \$433,840.</li> </ul> <p>M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$44,261.27 TO REVENUE RECAPTURE AND APPROVE 4 FINANCIAL ASSISTANCE ACCOUNTS FOR WRITE-OFF TOTALING \$1957.29 (LOW/ESPENSON)</p> <ul style="list-style-type: none"> <li>Month 9 of FY2019, Financial Assistance write-offs have totaled \$110,833.70 on a fiscal year budget of \$200,000. Authorization was granted for the transfer of \$65,084.67 from the Funded Depreciation account to WAH checking account for December capital acquisitions.</li> </ul> <p>There were no Educational Assistance applications submitted for committee action.</p> <p>M/S/C UNANIMOUSLY TO ACCEPT 1 RESIGNATION FROM A NUTRITIONAL SERVICES EMPLOYEE (LOW/BARTELT).</p> <p>New hires were reported to include a vascular technician, patient account representative, Health Unit Coordinator transferred from part-time to PRN status, and a fitness specialist accepted the Community Health and Wellness Coordinator position. Shelby provided an update on the Therapy Dept remodeling project. Project is slightly behind schedule.</p> <p>Shelby shared information regarding the final OSHA survey judgement resulting from violations determined during the October 2018 survey. OSHA's final citation penalties that Windom Area Health is responsible to pay, totals \$6375, which was negotiated down from its initial citation fees of \$10,750.</p> <p>As required by CMS, Windom Area Health placed charge master fees for medical items and services onto its website January 1, 2019 for the purpose of pricing transparency for patients seeking informing about medical service costs.</p> <p>Committee members discussed potential community health initiatives to partner with the City of Windom during FY2019-20.</p> <p>M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE MEDICAL STAFF, TO APPROVE THE FOLLOWING: (LOW/ESPENSON)</p> <p><b>REAPPOINTMENTS:</b></p> <table border="0"> <tr> <td>Jesse Botker, M.D.</td> <td>Orthopedics</td> <td>Courtesy</td> </tr> <tr> <td>Kathy Harder, FNP</td> <td>Family Practice</td> <td>Allied Health Professionals</td> </tr> <tr> <td>Kristi Metzger, CNP</td> <td>Cardiology</td> <td>Allied Health Professionals</td> </tr> <tr> <td>Shelly Palmer, PA-C</td> <td>FP, Wound &amp; Hyperbaric</td> <td>Allied Health Professionals</td> </tr> <tr> <td>Kayla Pineda, CNP</td> <td>Family Practice</td> <td>Allied Health Professionals</td> </tr> </table> <p><b>SANFORD TELEMEDICINE REAPPOINTMENTS:</b></p> <table border="0"> <tr> <td>Kenneth Bassett, D.O.</td> <td>Emergency Medicine</td> <td>Telemedicine</td> </tr> <tr> <td>Michael Keppen, M.D.</td> <td>Internal Medicine</td> <td>Telemedicine</td> </tr> <tr> <td>Michelle Vanhove, FNP</td> <td>Cardiology</td> <td>Telemedicine</td> </tr> </table>	Jesse Botker, M.D.	Orthopedics	Courtesy	Kathy Harder, FNP	Family Practice	Allied Health Professionals	Kristi Metzger, CNP	Cardiology	Allied Health Professionals	Shelly Palmer, PA-C	FP, Wound & Hyperbaric	Allied Health Professionals	Kayla Pineda, CNP	Family Practice	Allied Health Professionals	Kenneth Bassett, D.O.	Emergency Medicine	Telemedicine	Michael Keppen, M.D.	Internal Medicine	Telemedicine	Michelle Vanhove, FNP	Cardiology	Telemedicine	Nate Low
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Professional Practice / Quality & Planning		Acting Cmte Chair, Julie Brugman																								

	<p><b>VRAD TELEMEDICINE APPOINTMENT:</b> Michael Grant, M.D. Teleradiology Telemedicine</p> <p><b>VRAD TELEMEDICINE REAPPOINTMENTS:</b> Joshua Blunck, M.D. Teleradiology Telemedicine Jacob Gebrael, M.D. Teleradiology Telemedicine Elaine Khatod, M.D. Teleradiology Telemedicine Joe Parkey, M.D. Teleradiology Telemedicine</p> <p><b>RESIGNATIONS:(Informational Purposes Only)</b> Mary Betterman, M.D. Teleradiology Telemedicine Deanna Engelkes, LPN Surgery Allied Health Professionals Holly Korsvik-Wysocki, M.D. Teleradiology Telemedicine John Odom, M.D. Emergency Medicine Emergency Services John Stewart, M.D. Teleradiology Telemedicine Terri Williams-Weekes, M.D. Teleradiology Telemedicine</p> <p><b>M/S/C UNANIMOUSLY TO APPROVE HOSPITAL COMMITTEE MINUTES FROM THE FOLLOWING MEETING AS PRESENTED BY KATHY BECKER, DON (BARTELT/ESPENSON).</b></p> <ul style="list-style-type: none"> <li>OB COMMITTEE</li> </ul> <p>Patient concern reports and patient survey comments were reviewed and deemed to be appropriately addressed. During quarter 4 it was reported there were four patient falls with no reportable injuries, no pressure ulcers and there was no patient restraints used. There were no reportable adverse events for the month. Shelby shared information regarding the final OSHA survey judgement from violations determined during the October 2018 survey. Final citation penalties Windom Area Health is responsible to pay totaled \$6375, down from the anticipated judgement amount of \$10,750 quoted at the time of the survey. Windom Area Health has posted its pricing transparency on the website effective January 1, 2019, for medical items and services as mandated by CMS. Shelby discussed preliminary plans for holding a Strategic Planning Retreat in March 2019 to plan for Fiscal Year 2019-20. An update regarding the Therapy remodeling project was given. Shelby discussed staffing plans for the Maintenance Department. She noted department duties will be shared amongst three full-time maintenance staff and an ad is in place to hire one full-time maintenance technician to assist with department responsibilities. Shelby noted this plan will be reviewed in 6 months, or sooner if necessary, to monitor the effectiveness of this arrangement. An update was given by Shelby regarding wound care center statistics and geographical information on where patients are traveling from to seek wound care treatment.</p>	
<p><b>OTHER REPORTS</b></p>	<p>Dr. Buhler shared information from the Medical Staff meeting held earlier today. OB Committee report was discussed with a decision to update a form for those parents who decline newborn screenings for their infant. Discussed protocol for emergency C-sections when a CRNA is unavailable to administer anesthesia to the patient until he/she arrives. Discussion was held with Dr. J. Botker, orthopedic physician, regarding surgical patient responsibilities between him and the patient's family practice physician. A Wound Care Center presentation was given by Dr. S. Hartberg, WCC Medical Director. Steve Nasby introduced Joann Ray from the Windom City Council who was appointed as the City Council liaison to Windom Area Health. The Pay Equity plan between City of Windom employees and Windom Area Health employees, which is done every three years, was submitted to the State of MN and failed the equalization test due to the difference in pay scale steps between Windom Area Health and City of Windom employees. Steve noted a meeting would be set in the near future with hospital representatives to discuss a plan to correct this discrepancy.</p> <p>No report available.</p> <p>Executive reports were given by Sr. Management Team members ~ <i>Chief Financial Officer, Kim Armstrong</i> – Kim will be speaking at a Windom High School English class in the near future on how</p>	<p>Dr S Buhler</p> <p>Steve Nasby Joann Ray</p> <p>Terry Mahar</p> <p>Sr.Mgmt Tm</p>
	<p>Medical Staff</p>	
	<p>City of Windom</p>	
	<p>Sanford Health Network</p>	
	<p>Administration</p>	

	<p>she uses communication and listening skills in her job position.  <u>Chief Human Relations Officer, Emily Masters</u> – No report available. Notable items were listed in Emily’s Executive Summary.  <u>Chief Executive Officer, Shelby Medina</u> – Shelby shared information from a MHA article relating to pricing comparisons amongst MN hospital organizations.</p>	
WAH Foundation Board	Foundation Board did not meet in January 2019. Next meeting will be held February 25, 2019.	Shelby M. / Alice H.
WAH Auxiliary	November & December Auxiliary meeting minutes were included in the Board Book.	Shelby M.
<b>NEW &amp; OLD BUSINESS</b>		
New Business	There was no new business to report.	Dr Michael Fisher
Old Business	Shelby noted Medical Staff By-laws review would take place when the hospital’s attorney has completed a review of the current By-laws and remitted correspondence on its contents.	Dr Michael Fisher
Board Education	There was no board education. Board education at the February 25 <sup>th</sup> meeting will be a presentation by Dr. Steve Hartberg, Medical Director, and Nikkie Steen, Clinical Director, about the Wound & Hyperbaric Healing Center.	Shelby M.
<b>CONCLUSION</b>		
	Meeting was concluded by Governing Board Chair, Dr. Michael Fisher.	Dr Michael Fisher

Signature \_\_\_\_\_, Ann Bartelt, Governing Board Secretary

# WINDOM AREA HOSPITAL

## GOVERNING BOARD EXECUTIVE SUMMARY

*as of February 21, 2019*

WAH MISSION: *"Dedicated to Health"*

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### CHIEF EXECUTIVE OFFICER REPORT

- **Organizational Updates**

- The Governing Board Retreat is scheduled for Tuesday March 19<sup>th</sup> at Windom's Community Center. Dr. Myra Heckenlaible-Gotto will be contacting you to obtain general information in preparation for the retreat. Korey Boelter and Matt Borchardt with CLA will facilitate the meeting. Thank you all for your commitment to Windom Area Health!
- WAH's Laboratory Department passed its CLIA survey conducted on February 7<sup>th</sup>.
- Maintenance interviews were completed the week of February 18<sup>th</sup>. The maintenance staff were involved in the interview process and review of candidates for a potential offer will be completed the week of February 25<sup>th</sup>.
- The Therapy Department and Conference Room renovation is moving along and is on schedule for a May finish. Temporary closures of the hallways running parallel to the renovation space is expected over the next month to complete HVAC work.
- The first round of Employee Development Institutes (EDI) are about to end. EDI's were implemented roughly one year ago providing education to employees who have demonstrated leadership behaviors. Sessions included education on Emotional Intelligence, Ladder of Inference, Crucial Conversations/Confrontations, and Effective Communication. Three sessions are left that will focus on Leading and Adapting to Change, Coping with Stress and Burnout, and Big Picture Trends in the Healthcare Industry. A second session has started with a new group of employees.
- Leadership Development Institutes (LDI) were implemented a little over one year ago providing education to WAH leaders with a more in-depth focus on Emotional Intelligence, Ladder of Inference, Crucial Conversations/Confrontations, Identifying and Developing Top Talent, Developing Effective Teams, Managing and Leading Change, and Strategic Thinking.
- WAH attended a 'Meet and Greet' luncheon with Windom's Good Samaritan Society. The purpose of this meeting was to connect with our community partner to identify all services offered by each organization and discuss ideas of how we can be stronger partners with each other. At the conclusion of the meeting, it was decided to continue hosting luncheons every quarter to stay connected with any updates or new services that may be offered in the future.

- **Industry Updates**

- MHA Policy and Advocacy Committee Updates: Current proposed bills MHA and other healthcare organizations are monitoring and providing feedback on are as follows:
  - Changes to Paid Family Leave
  - Changes to Wage Theft
  - Fair Scheduling Act
  - Sexual Harassment
  - Transparency
  - Elder Protection Bills
  - MNA activities

## WINDOM AREA HEALTH

### GOVERNING BOARD EXECUTIVE SUMMARY

*as of February 21, 2019*

WAH MISSION: *"Dedicated to Health"*

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#### DIRECTOR OF NURSING REPORT

- **Medical/Surgical/OB/Emergency Room:**
  - OB Coordinator (Ashley Jensen) and ER/Trauma/Stroke Coordinator (Chrissy Boerboom) held a lunch and learn for nursing staff on Wednesday, February 13<sup>th</sup>. Topics covered were fluid warmer, malignant hyperthermia, scavenger hunt in OB, as well as cart reviews in OB and ER.
  - Debra Snedden continues to provide temporary nursing coverage to assist with FMLA absences.
  - All RN FTE positions have been filled. We are currently orienting three RN's who come to us with the following expertise: one comes with 2 years NICU/PICU experience; one comes with 1 year nursing experience at the nursing home; and one is a new graduate.
  
- **Diabetes Management:**
  - Priscilla is working with our Registered Dietitians on enhancing our diabetic program for both inpatient and outpatient/community health and wellness program.
  
- **Surgery:**
  - Dr. Int'Veld is performing cataract surgery 2 Monday's a month and Dr. West is cutting back to 1 Tuesday a month.
  
- **Emergency Preparedness:**
  - Greg is working on CMS changes including FEMA training and developing a disaster preparedness team.
  
- **Infection Prevention/Workplace Violence:**
  - New policy was developed and implemented addressing 'Contraband in ER'.
  - Changes have been made to our 'Sex Assault' policy. Surgery nurses will now collect the story of assault if a SANE nurse is unable to respond.

## WINDOM AREA HEALTH

### GOVERNING BOARD EXECUTIVE SUMMARY

*As of February 21, 2019*

WAH MISSION: *"Dedicated to Health"*

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#### CHIEF FINANCIAL OFFICER REPORT

##### **Elective Surgeries and Payment Options**

- We are researching surrounding healthcare facility policies regarding collection of percentage of charges for uninsured patients who desire to have *elective* surgical procedures.

##### **Budget**

- Department budgets are complete. Capital and minor equipment requests are currently being reviewed. A preliminary budget will be submitted to the Finance Committee in March.

# **WINDOM AREA HOSPITAL**

## **GOVERNING BOARD EXECUTIVE SUMMARY**

*as of February 21, 2019*

**WAH MISSION:** *"Dedicated to Health"*

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### **CHIEF HUMAN RELATIONS OFFICER REPORT**

#### **Human Resources**

- We are currently recruiting for the following positions:
  - Maintenance Technician
  - Dietary Aide/Cook
  - Fitness Specialist
- Employee engagement survey results are included in the board packets and will be expanded on at the full board meeting.

#### **Marketing/Public Relations/Foundation**

- Chamber Connections was postponed due to weather and is scheduled for February 21<sup>st</sup>.
- Planning is underway for our 'mini-health fair' booth at the Farm & Home Show. Departments participating include Lab, Imaging, Nutrition, Marketing, Wound & Hyperbaric Health Center, Wellness, Social Services, Cardiac Rehab.
- Our Wound & Hyperbaric Healing Center staff will be attending several other Home/Lifestyle Shows including the Worthington Women's Expo and Jackson Farm & Home Show.
- We are promoting the Heart Healthy Lunch & Learn on February 28<sup>th</sup> in partnership with Sanford. Coordinating with that lunch are heart & vascular screens on March 6<sup>th</sup> which we are also co-promoting with Sanford.

#### **Community/Employee Health and Wellness**

- We are working with Interactive Health for our employee wellness program for 2019. Onsite biometric screenings will be held in May. This year, spouses on our health plan will also be invited to take part in the screenings.
- Six financial seminars are scheduled for 2019 to provide education and information on financial well-being for WAH employees.

#### **Jan – Donations/Events**

- Lakefield Business Association – Annual Dues and Train Sponsor
- Ag Scholarship Donation through Windom Chamber of Commerce



# Employee Engagement Survey 2018



**WINDOM**  
**AREA HEALTH**



## Press Ganey 'Pulse' Survey

- In 2017, WAH administered the full Press Ganey 'voice' survey with 66 questions.
  - We had an 88% response rate.
- In Nov/Dec 2018, we surveyed employees again, using a shortened 'pulse' survey format with 10 questions.
  - We had a 64% response rate (with PRN employees, closer to 70%)





## 2017 Areas of Focus

- Communication
- Respect
- Recognition





## What have we done

- Caught you Caring
- Regular Dept meetings
- EDI/LDI
- Monthly articles
- Employee Forums
- Additional events (Santa's workshop, Giving Tree, Halloween Scarecrows, Wellness Challenges)



# Overall Results

Engagement

**3.96**

-0.18 vs. Nat'l Healthcare Avg

You are in the  
**20th Percentile**



Organization Domain

**3.66**

+0.11 vs. History

-0.30 vs. Nat'l Healthcare Avg

Manager Domain

**3.79**

+0.25 vs. History

-0.10 vs. Nat'l Healthcare Avg

Employee Domain

**3.45**

+0.30 vs. History

-0.16 vs. Nat'l Healthcare Avg





## Comparison

- Same overall engagement score of 3.96
- Increased from the 18<sup>th</sup> – 20<sup>th</sup> percentile
- Increase in all three domains:
  - **Organization:** measures the degree to which employees feel connected to the overall organization.
  - **Manager:** reflects the degree to which your employees feel connected to the person that they report to, typically a supervisor or manager.
  - **Employee:** reflects the degree to which your employees feel connected to their colleagues and jobs.



# Detailed Results

Vs. Windermere  
Hospital - Employee  
Voice Survey 2017

Vs. Nat'l  
Healthcare Avg.

Vs. Overall  
Results

Score

Distribution  
Unfair Neutral Fair

Domain

Item

#

1 I am satisfied with the recognition I receive for doing a good job.

Manager

3.69

+0.00

-0.05

+0.25



2 This organization makes employees in my department want to go above and beyond.

Employee

3.45

+0.00

-0.16

+0.30



3 This organization treats employees with respect.

Organization

3.66

+0.00

-0.30

+0.11



4 I am proud to tell people I work for this organization.

Engagement Indicator

4.11

+0.00

-0.19

-0.04



5 I would stay with this organization if offered a similar position elsewhere.

Engagement Indicator

3.70

+0.00

-0.23

+0.08



# Detailed Results Cont'd

#	Item	Item	Score	Vs Overall Hospital	Vs NHIH Hospital	Vs Winton Area Hospital
6	I would recommend this organization to family and friends who need care.	Engagement Indicator	4.19	+0.00	-0.08	+0.03
7	I would like to be working at this organization three years from now.	Engagement Indicator	3.97	+0.00	-0.19	+0.04
8	The person I report to is a good communicator.	Manager	3.89	+0.00	-0.14	+0.25
9	I would recommend this organization as a good place to work.	Engagement Indicator	3.92	+0.00	-0.21	-0.12
10	Overall, I am a satisfied employee.	Engagement Indicator	3.87	+0.00	-0.16	+0.01







## **Next Steps**

- Leaders will get overall results on Feb 27th
  - We will continue to work on action plans established in 2017
- Results will be emailed to all employees in March
- Results will be reviewed at May Employee Forums
- Next full employee survey will be November 2019
  - Leader action plans will become a part of performance evaluations



**Meeting Name: Windom Area Health 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 and recommend approval of annual audit report, and recommend board approval to agenda items as requested.

**Date/Time/Location:** Monday, February 25, 2019 / 3:00-4:30pm / Nursing Conference Room

**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:**

**Facilitator:** Nate Low, Chairperson  
**Recorder:** Janel Eichstadt

Category / Topic	Action step(s) / Updates	Leader:
<b>STANDING ITEMS</b>		
Call to Order	Call Finance/Personnel/Labor Relations & Building & Grounds meeting to order at 3:00 p.m. by Committee chair.	Nate L.
Minutes	Approve minutes from regular meeting of January 28, 2019. <i>(Cmte Motion)</i>	Nate L.
Statistical & Financial Performance Reports	Review & recommend approval of reports. <i>(Cmte Motion / Bd Motion)</i>	Kim A.
Revenue Recapture & Financial Assistance	Review & recommend approval of accounts. <i>(Cmte Motion / Bd Motion)</i>	Kim A.
Funded Depreciation Transfer	Review & approve Funded Depreciation account transfer. <i>(Cmte Motion)</i>	Kim A.
Educational Assistance Applications	Review & recommend approval of application(s) for educational assistance. <i>(Cmte Motion)</i>	Kim A.
Employee Resignations	Review & 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>		
Therapy Department Renovation	Update on Therapy Department remodel project.	Shelby M
Board Retreat	Strategic Planning Retreat, March 19, 2019, 8:00a-4:30p at Windom Community Center meeting room. Questions with Myra.	Shelby M
Grant Update	Update on grant applications and awards	Emily M
<b>CURRENT ITEMS</b>		
Policy Review	Review Financial Assistance to Patients policy	Kim A.
Committee Agenda Discussion	Review committee agenda items	Shelby M
<b>CONCLUSION</b>		
	Conclude meeting.	Nate L

**Meeting Name: Windom Area Health 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 and recommend approval of annual audit report, and recommend board approval to agenda items as requested.

**Date/Time/Location:** Monday, January 28, 2019 / 3:00 pm / Nursing Conference Room

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

**Facilitator:** Nate Low, Chairperson

**Recorder:** Janel Eichstadt

Category / Topic	Action step(s) / Updates	Leader:
<b>STANDING ITEMS</b>		
Call to Order	Finance/Personnel/Labor Relations & Building & Grounds meeting called to order at 3:00 p.m. by Committee chair, Nate Low.	Nate L.
Minutes	M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE REGULAR MEETING OF DECEMBER 17, 2018 (BRUGMAN/ESPENSON).	Nate L.
Statistical & Financial Performance Reports	Review of December 2018 statistical and utilization graphs was completed. 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 above budget expectations; net operating revenue and expenses factored together left a net gain totaling \$8069. FY2019 year-to-date net income totals \$117,518 on a projected budget of \$433,840. Days in A/R were 47.16 and Days Cash on Hand totaled 229. Shelby noted the final cost of the wound care center construction project finished \$28,000 under budget projections. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE DECEMBER 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 ACCOUNTS TOTALING \$44,261.27 TO REVENUE RECAPTURE AND RECOMMEND THE FOLLOWING ACCOUNTS FOR FINANCIAL ASSISTANCE: 1 NEW APPLICATION AT 100% WRITE OFF TOTALING \$1488.56; APPROVE 2 PREVIOUSLY APPROVED FINANCIAL ASSISTANCE ACCOUNTS TOTALING \$488.73, 1 ACCOUNT AT 100% WRITE OFF TOTALING \$200 AND 1 ACCOUNT AT 50% WRITE OFF TOTALING \$288.73; AND APPROVE 1 ACCOUNT WITH A BALANCE UNDER \$1500 TOTALING FOR 0% WRITE OFF; WITH ALL FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$1957.29 (BRUGMAN/BARTELT). In month 9 of FY2019, accounts totaling \$110,833.70 have been approved for Financial Assistance on a budget of \$200,000. M/S/C UNANIMOUSLY TO AUTHORIZE THE TRANSFER OF \$65,084.67 FROM FUNDED DEPRECIATION TO THE CHECKING ACCOUNT FOR DECEMBER 2018 CAPITAL ACQUISITIONS (ESPENSON/BRUGMAN)	Kim A.
Funded Depreciation Transfer	There were no Educational Assistance applications submitted for committee action.	Kim A.
Educational Assistance Applications	M/S/C UNANIMOUSLY TO RECOMMEND ACCEPTING THE RESIGNATION OF A NUTRITIONAL SERVICES EMPLOYEE (BARTELT/ESPENSON).	Shelby M.
Employee Resignations	The following new hires were reported to include a vascular ultrasound technician and a patient access representative. Employment transfers included a part time HUC moving to PRN status and a fitness specialist accepting the position of Community Health and Wellness coordinator. There were no terminations to report.	Shelby M.
New / Dept Transfer Employees		
<b>FOLLOW-UP ITEMS</b>		
Therapy Department Renovation	Remodeling started in early January for the Therapy Department and a new large conference room. Shelby stated the project is proceeding slightly behind schedule. Pouring of the new floor in this area is anticipated to take place the week of February 5 <sup>th</sup> . Shelby also noted asbestos testing was done on floor tiles located in the remodeling area and in the Ladies Lounge located adjacent to the remodeling area. These floor tiles were tested and found to have greater than 1% asbestos which were then required to be removed by a specialty crew, which has been completed.	Shelby M

OSHA Survey Update	Shelby stated paperwork has been received concerning OSHA's final judgement from their October 2018 survey. She stated the final financial judgement from OSHA totaled \$6375, which Windom Area Health is responsible to pay. This final amount was negotiated down from OSHA's initial judgement of \$10,750 due to completion and implementation of correction plans submitted to OSHA following their initial survey.	Shelby M
Price Transparency	Kim reported the Charge Master pricing list for available items and services at Windom Area Health was added to the WAH website as of January 1, 2019, meeting requirements established by CMS in 2018. Kim noted patients will still strongly be recommended to contact WAH Business Office and request a "good faith estimate" which will provide more detailed information than the website information provides.	Kim A.
City Initiatives	Shelby informed committee members she would like to begin discussions for developing a financial plan for FY2019-20 budget as it relates to community health and working with City officials on funding a community project. She noted funding for a community health project would be in addition to the annual \$10,000 contribution designated to the City of Windom.	Shelby M
<b>CURRENT ITEMS</b>		
Organizational staffing	Maintenance Department staffing plans were shared by Shelby. She noted upon meeting with current Maintenance Dept staff, it was agreed upon to disburse department duties amongst the three full-time department staff members and place an ad to hire a full-time maintenance technician to assist with department responsibilities. Shelby noted this plan has been implemented and a review will take place in 6 months, or sooner if necessary, to monitor the effectiveness of this arrangement. Committee members were in agreement with this plan.	Shelby M
Board Retreat	Shelby requested board members to respond to a Doodle Poll she sent recently sent requesting date availability to hold a Strategic Planning Retreat in March for the purpose of meeting and planning for the upcoming fiscal year.	Shelby M
<b>CONCLUSION</b>		
	Committee chair, Nate Low, concluded the Finance/Personnel/Labor Relations & Building & Grounds Committee meeting.	Nate L











1/2019 (month 9)

**ASSETS:**

**CURRENT ASSETS**

Cash in Bank	4,714,199
Flex Plan Fund	(4,353)
Designated Savings	3,282,505
Accounts Receivable	4,503,156
A/R Medicare Prosp Payment	(1,224,830)
Allowance Doubtful Accts	(326,000)
A/R Finance Billing	27,965
Inventories	189,855
Prepaid Expenses	192,954
Prepaid Defined Pension	1,949,913
Employee Loan Receivable	106,086
<b>TOTAL CURRENT ASSETS</b>	<b>13,411,450</b>

Board Designated Investment	4,532,974
Held by Trustee	398,331
<b>TOTAL ASSETS LIMITED</b>	<b>4,931,305</b>

**FIXED ASSETS**

Land	270,594
Land Improvements	2,996,673
Buildings	12,623,041
Fixed Equipment	7,622,478
Major Movable Equipment	5,115,746
Construction in Progress	86,250
<b>SUB-TOTAL FIXED ASSETS</b>	<b>28,714,782</b>
LESS-ACCUM DEPRECIATION	(13,492,512)
<b>TOTAL FIXED ASSETS</b>	<b>15,222,270</b>

**TOTAL ASSETS** 33,565,025

**LIABILITIES:**

**CURRENT LIABILITIES**

Accounts Payable	707,786
Third Party Settlement	269,639
Accrued Wages	265,266
Accrued Vacation	667,226
Accrued Benefits	534,480
Accrued Health Ins Premiums	(1,289)
Accrued Interest	(14,557)
Other Current Liabilities	41,825
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,470,376</b>

**LONG TERM LIABILITIES**

Min Pension Liability	7,559,367
Long Term Debt, less current maturities	4,685,667
<b>TOTAL LIABILITIES</b>	<b>14,715,410</b>

**NET ASSETS**

Net Asset Balance 18,849,615

**TOTAL LIABILITIES & NET ASSETS** **33,565,025**

Windom Area Health  
INCOME STATEMENT

	1/31/2019		Revenue		Y-T-D 2018		Revenue		Revenue	
	1/31/2018	Comparison	Budget 2019	Comparison	Y-T-D 2018	Comparison	Budget 2019	Comparison	Budget 2019	Comparison
<b>PATIENT REVENUE</b>										
Inpatient Revenue	\$578,330	18.22%	\$486,948	17.65%	\$5,574,539	21.40%	\$4,382,532	17.65%	\$4,382,532	17.65%
Outpatient Revenue	\$2,596,619	81.78%	\$2,272,315	82.35%	\$20,469,549	78.60%	\$20,450,835	82.35%	\$20,450,835	82.35%
Total Patient Revenue	\$3,174,949	100.00%	\$2,759,263	100.00%	\$26,044,088	100.00%	\$24,833,367	100.00%	\$24,833,367	100.00%
Contractual Adjustments	\$1,148,969	36.19%	\$1,090,186	39.51%	\$10,915,920	41.91%	\$9,811,674	39.51%	\$9,811,674	39.51%
Other Income	\$19,231	0.61%	\$12,767	0.46%	\$133,745	0.51%	\$114,903	0.46%	\$114,903	0.46%
<b>NET OPERATING REVENUE</b>	<b>\$2,045,211</b>	<b>100.00%</b>	<b>\$1,681,844</b>	<b>100.00%</b>	<b>\$15,261,913</b>	<b>100.00%</b>	<b>\$15,136,596</b>	<b>100.00%</b>	<b>\$15,136,596</b>	<b>100.00%</b>
<b>EXPENSE</b>										
Employee Salaries	\$625,170	30.57%	\$643,239	38.25%	\$5,422,969	35.53%	\$5,789,151	38.25%	\$5,789,151	38.25%
Employee Benefits	\$197,056	9.63%	\$186,569	11.09%	\$1,648,678	10.80%	\$1,679,121	11.09%	\$1,679,121	11.09%
Pharmaceuticals	\$150,098	7.34%	\$76,667	4.56%	\$982,646	6.44%	\$690,003	4.56%	\$690,003	4.56%
Supplies	\$81,236	3.97%	\$106,433	6.33%	\$991,136	6.49%	\$957,897	6.33%	\$957,897	6.33%
Rents & Utilities	\$27,948	1.37%	\$28,205	1.68%	\$245,704	1.61%	\$253,845	1.68%	\$253,845	1.68%
Purchased Services	\$325,930	15.94%	\$317,279	18.86%	\$2,983,677	19.55%	\$2,855,511	18.86%	\$2,855,511	18.86%
Purchased Services Interco	\$16,953	0.83%	\$16,433	0.98%	\$150,277	0.98%	\$147,897	0.98%	\$147,897	0.98%
Other Direct Expenses	\$161,983	7.92%	\$108,880	6.47%	\$971,415	6.36%	\$979,920	6.47%	\$979,920	6.47%
Provision for Bad Debts	\$58,600	2.87%	\$16,667	0.99%	\$364,814	2.39%	\$150,003	0.99%	\$150,003	0.99%
Depreciation	\$113,955	5.57%	\$123,947	7.37%	\$1,024,954	6.72%	\$1,115,523	7.37%	\$1,115,523	7.37%
<b>Total Operating Expense</b>	<b>\$1,758,929</b>	<b>86.00%</b>	<b>\$1,624,319</b>	<b>96.58%</b>	<b>\$14,786,270</b>	<b>96.88%</b>	<b>\$14,618,871</b>	<b>96.58%</b>	<b>\$14,618,871</b>	<b>96.58%</b>
<b>Income (loss) From Operations</b>	<b>\$286,283</b>	<b>14.00%</b>	<b>\$57,525</b>	<b>3.42%</b>	<b>\$475,644</b>	<b>3.12%</b>	<b>\$517,725</b>	<b>3.42%</b>	<b>\$517,725</b>	<b>3.42%</b>
Investment Income	\$7,026	0.34%	\$4,714	0.28%	\$69,669	0.46%	\$42,426	0.28%	\$42,426	0.28%
Other Revenue/(Expenses)	(\$14,955)	-0.73%	(\$8,009)	-0.48%	(\$149,442)	-0.98%	(\$72,081)	-0.48%	(\$72,081)	-0.48%
Non Operating Rev/Exp	(\$7,930)	-0.39%	(\$3,295)	-0.20%	(\$79,773)	-0.52%	(\$29,655)	-0.20%	(\$29,655)	-0.20%
<b>Increase in Net Assets</b>	<b>\$278,353</b>	<b>13.61%</b>	<b>\$54,230</b>	<b>3.22%</b>	<b>\$395,871</b>	<b>2.59%</b>	<b>\$488,070</b>	<b>3.22%</b>	<b>\$488,070</b>	<b>3.22%</b>



<b>Windom- Windom Area Health: Finance:</b>	<b>Financial Assistance to Patients</b>
	<b>APPROVED BY:</b> ADMINISTRATIVE ASSISTANT
<b>DATE REVIEWED/REVISED:</b> Not Approved Yet	<b>FORMULATED BY:</b> CHIEF FINANCIAL OFFICER

**Scope:** Windom Area Health

**I. PURPOSE**

1.1 Windom Area Health is committed to provide emergency and medically necessary care to all patients without regard to race, creed, sex, national origin, disability, age, or ability to pay. This policy sets forth the Windom Area Health policy and procedures to offer and provide financial assistance to all qualified patients receiving emergency and medically necessary care at Windom Area Health.

**II. POLICY**

2.1 Patients receiving emergency or medically necessary care and services at Windom Area Health have the opportunity to apply for financial assistance. For patients who meet the eligibility criteria established in this policy, Windom Area Health will offer financial assistance that can reduce their financial obligations for payment of these services.

**III. DEFINITIONS -** For purposes of this policy, the following definitions apply:

3.1 Emergency Care and Services:

Individuals who present to emergency department seeking emergency care shall receive a medical screening examination by a qualified medical person to determine if an emergency medical condition exists. An emergency medical condition is one manifesting symptoms, including severe pain, psychiatric disturbances and/or symptoms of substance abuse, that the absence of immediate medical attention is likely to cause serious dysfunction or impairment to a bodily organ or function, or serious jeopardy to the health of the individual or unborn child. With respect to a pregnant woman having contractions, an emergency medical condition also includes situations where there is not enough time to safely transfer the woman prior to the delivery, or a transfer would pose a threat to the individual or her unborn child. See EMTALA.Windom Area Hosp policy.

3.2 Medically Necessary Care and Services:

Medically necessary care and services include procedures and treatments necessary to diagnose and provide curative or palliative treatment for physical or mental conditions in accordance with professionally recognized standards of health care. The term "medically necessary" does **not** include for example cosmetic procedures, birth control or fertility treatments, gastric by-pass procedures, non-emergency dental services, experimental or non-traditional care, tests, or treatment, hearing aids, and retail services

such as pharmacy, optical shop, or durable or home medical equipment. For purposes of this policy, Windom Area Health reserves the right to determine, on a case-by-case basis, whether the care and services meet the definition and standard of "medically necessary" for the purpose of eligibility for financial assistance.

3.3 Patients are encouraged to contact providers directly to inquire into any available assistance and to make payment arrangements for services received from care providers not employed by Windom Area Health (i.e. private and/or non-Windom Area Health medical and physician professionals, Ambulance transport, etc.).

3.4 Eligibility Criteria for Financial Assistance:  
The most recent federal poverty guidelines (FPG) will be used with the following write off guidelines:

Family Size	100% FPG		200% FPG		250% FPG		300%
	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual
1	12,490	1,041	24,980	2,082	31,225	2,602	37,470
2	16,910	1,409	33,820	2,818	42,275	3,523	50,730
3	21,330	1,778	42,660	3,555	53,325	4,444	63,990
4	25,750	2,146	51,500	4,292	64,375	5,365	77,250
5	30,170	2,514	60,340	5,028	75,425	6,285	90,510
6	34,590	2,883	69,180	5,765	86,475	7,206	103,770
7	39,010	3,251	78,020	6,502	97,525	8,127	117,030
8	43,430	3,619	86,860	7,238	108,575	9,048	130,290
Add'l	4,420	368	8,840	737	11,050	921	13,260

3.4.1 Patients with a gross income less than 200% of the FPG may be granted a full write off, less than 250% may be granted a 75% write off, less than 300% may be granted a 50% write off, less than 350% may be granted a 25% write off.

3.5 Eligibility for full or partial financial assistance is contingent upon the completion of a Financial Assistance Application and submission of sufficient documentation requested by Windom Area Health to demonstrate financial need.

3.5.1 Exceptional circumstances may influence a patient's (or guarantor's) eligibility for financial assistance and may be considered on a case-by-case basis. These circumstances include, but are not limited to:

- 3.5.1.1 Employment status
- 3.5.1.2 Total amount of debt (medical and non-medical)
- 3.5.1.3 Assets (liquid and non-liquid) in excess of liabilities
- 3.5.1.4 Terminal illness
- 3.5.1.5 Total monthly expenses

3.6 Minnesota residents receiving emergency or medically necessary care and services at Windom Area Health are eligible for the uninsured discount if they have no insurance.

**IV. PROCEDURE**

- 4.1 Availability of Financial Assistance  
Windom Area Health takes reasonable efforts to fully inform all patients and the public of the availability of financial assistance, including the following means of communication:
  - 4.1.1 Posting of signs in all patient registration areas and in other public areas of the facility
  - 4.1.2 Making available at registration desks the Financial Assistance Application.
  - 4.1.3 Posting of information, including the policy and the Financial Assistance Application on the windomareaHealth.com website
  - 4.1.4 Providing written notification on patient billing statements of the availability of Financial Assistance and directions on how to apply.
  - 4.1.5 Mentioning the availability of financial assistance when discussing the bill over the telephone with patients or guarantors
  - 4.1.6 Providing written notification in brochures and other information that is provided to the patient upon admission or discharge
- 4.2 Windom Area Health takes reasonable efforts to help overcome any language or disability barrier that may serve as an impediment to informing patients and guarantors about the availability of financial assistance, including:
  - 4.2.1 Multi-lingual signs in English and in any other language that constitutes the primary language of at least 5% or the 1000 person threshold of the population in the community where the facility is located
  - 4.2.2 Providing interpreters upon request of the patient or patient's companion to accommodate either language or disability needs.
- 4.3 Windom Area Health's Financial Assistance Policy and the Financial Assistance Application are available free of charge, in English (or in other languages that constitute the primary language of at least 5% or the 1000 person threshold of the population). Individuals may obtain these documents through the following means:
  - 4.3.1 Hard copies can be provided in person or can be mailed to the patient upon request
  - 4.3.2 Hard copies can be accessed, downloaded, and printed from the windomareahospital.com website.
- 4.4 Once Windom Area Health has provided emergency or medically necessary services, a patient or guarantor may submit a Financial Assistance Application. The right to apply for financial assistance consideration begins on the date of service and extends through the 240<sup>th</sup> day after the first billing statement is sent to the patient and guarantor. However, patients and guarantors are encouraged to submit their Financial Assistance Applications as soon as possible.
- 4.5 Windom Area Health provides assistance in completing the Financial Assistance application to any patient needing or requesting assistance. Patients (or the patients' guarantors) may contact Windom Area Health at 507-831-0616 for this assistance. The patient may also present to the

front desk or registration and they will be directed to the nearest location for someone to assist in completion of the Financial Assistance application.

#### 4.6 Financial Assistance Application Process

Patients (or patients' guarantors) seeking financial assistance have the following obligations:

4.6.1 Complete, sign, and submit a Financial Assistance Application.

4.6.2 Submit sufficient documentation to establish financial need, including documents such as the latest filed IRS tax return, the two most recent pay stubs, current bank statements and a letter denying Medical Assistance benefits (if requested).

4.6.3 Respond to follow-up questions and further requests for information so Windom Area Health can accurately and promptly assess eligibility for financial assistance.

4.6.4 Resolve and finalize any pending matters with applicable insurers and third party payers so that Windom Area Health can proceed with the processing of a Financial Assistance Application.

4.6.5 Cooperation in applying for other financial assistance available through state or local agencies if qualified under the eligibility criteria of such programs.

4.7 Patients (or guarantors) are expected to cooperate and to submit requested documents and information in a timely manner. Financial Assistance Applications will not be deemed complete until such time that the patient or guarantor submits all required documents. Windom Area Health allows patients and guarantors a reasonable amount of time to submit the supporting documentation and to respond to follow up requests. A pending or incomplete Financial Assistance Application will be cancelled if the patient or guarantor:

4.7.1 Fails to submit all required supporting documentation within 30 days, or

4.7.2 Fails to respond to any follow-up questions and requests within 30 days.

4.8 In the event that the patient or guarantor applies for financial assistance after an unpaid account has been referred to an external collection agency, Windom Area Health will refrain from any extraordinary collection actions while the application remains incomplete and awaiting all required documents. However, in the event that a pending Financial Assistance Application is cancelled for a reason stated in the above paragraph, the unpaid account shall be subject to the terms and provisions of Windom Area Health's Collections Policy.

4.9 Upon receipt of a Financial Assistance Application that is deemed "complete", Windom Area Health will:

4.9.1 Suspend all collection activity until such time that Windom Area Health makes a final determination on the eligibility for financial assistance.

- 4.9.2 Make a determination of the eligibility for financial assistance within 30 days of receipt of a completed Financial Assistance Application
  - 4.9.3 Notify the patient (or guarantor) by mail within 30 days of Windom Area Health's determination to approve or deny the Financial Assistance Application.
  - 4.9.4 In cases where full or partial financial assistance is approved, make appropriate adjustments in the account to reflect the percentage and amount of financial assistance.
  - 4.9.5 Approved financial assistance requests will be written off in the month that they were approved.
- 4.10. Subject to Windom Area Health's discretion, once a patient or guarantor has qualified for financial assistance, the eligibility can be extended up to a maximum of six months from the approval date to cover future qualified care or services. To be eligible for this extended term, Windom Area Health may require patients or guarantors to provide updated financial information.
- 4.11 Financial assistance can be granted solely for services and care performed by Windom Area Health providers.
- 4.12 For services received from care providers not employed by Windom Area Health patients are encouraged to contact the provider directly to inquire into any available assistance and to make payment arrangements.
- 4.13 Windom Area Health shall maintain confidentiality for all Financial Assistance Applications and supporting documents and may share this information outside of Windom Area Health only upon written or verbal request from the patient or guarantor, or upon request by Windom Area Health's external auditors, collection agencies, or law firms.
- 4.14 If a patient is deceased and there are no assets or estate, a letter from the family or personal representative stating the situation will be requested. If the account is returned from the collection agency for this reason, the acknowledgement for the collection agency will serve as documentation.
- 4.15 Deductibles, co-payments, and any balance remaining on patient claims paid in full or part by MHCP will be considered presumptive financial assistance and will be written off. A financial statement will not be required of this patient per IRS and OIG. These regulatory agencies recognize MHCP recipients as being indigent.
- 4.16 **Granting Full or Partial Financial Assistance**  
For patients or guarantors who are deemed qualified for financial assistance, Windom Area Health will send a written notification by mail within 30 days of that determination.



4.16.1 Patients (or guarantors) who are deemed qualified for partial financial assistance, Windom Area Health (or its external collection agency if the patient account has been referred to collections) will submit a bill to the patient or guarantor reflecting the discount for the partial financial assistance.

4.17 Collections Practices

Windom Area Health expects payment from patients and guarantors who have the ability to pay. In the event such patients or guarantors fail or refuse to fulfill their financial obligation, Windom Area Health may engage in collections action including the referral of unpaid accounts to external collections agencies. Windom Area Health will not engage in extraordinary collection actions before taking reasonable efforts to determine whether an individual who has an unpaid account is eligible for financial assistance.

4.18 Business Office Director, or designee, will prepare a monthly report for the Windom Area Health Governing Board of Directors Finance Committee of all patient accounts recommended for financial assistance write-off.

4.19 Recommended financial assistance requests will be reported individually showing de-identified patient/debtor detail.

4.20 Approval of financial assistance applications will be handled in the following manner based on the amount of the patient's Health account.

4.20.1 The Business Office Director and Chief Financial Officer may approve Financial Assistance requests up to \$1,500.00.

4.20.2 Patient accounts totaling \$1,500.00 and over will be reviewed by the Finance Committee of the Governing Board.

**Meeting Name: Windom Area Health Professional Practice / Quality & Planning Committee  
AGENDA**

**Purpose:** Oversee WAH 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 board approval to agenda items as requested.

**Date/Time/Location:** Monday, February 25, 2019 / 4:30-5:30 pm / Nursing Conference Room

**Members:** Laura Fresk, Kay Gross, Mary Holmer, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lake Advisory Mbr, Emily Masters/CHRO, Kim Armstrong/CFO, Kathy Becker/RN, DON, Shelby Medina/CEO, Dr. S. Buhler/Chief of Med Staff

**Present:**  
**Absent:**  
**Others:**

**Facilitator:** Kay Gross, Chairperson  
**Recorder:** Janel Eichstadt

Category / Topic	Action step(s) / Updates	Leader:
<b>STANDING ITEMS</b>		
Call to Order	Call Professional Practice/Quality & Planning Committee meeting to order at 4:30 p.m. by Committee Chair.	Kay Gross
Minutes	Approve minutes from regular meeting of January 28, 2019 ( <i>Cmte Motion</i> )	Kay Gross
Medical Staff Credentialing	Review & recommend approval of appointments & reappointments. ( <i>Cmte Motion / Bd Motion</i> )	Dr. Steph Buhler
Medical Staff Meeting Update	Review of Medical Staff meeting business.	Dr. Steph Buhler
Hospital Committees	Review & recommend approval of hospital committee meetings. ( <i>Cmte Motion / Bd Motion</i> )	Kathy B.
Patient Concern Reports	Review patient concern reports and patient survey comments.	Shelby M.
Patient Safety	Review patient safety activities.	Kathy B.
<b>FOLLOW-UP ITEMS</b>		
Therapy Renovation	Update on Therapy Department and conference room renovation	Shelby M
Board Retreat	Strategic Planning Retreat, March 19, 2019, 8:00a-4:30p at Windom Community Center meeting room	Shelby M
MHA Updates	Legislative updates and potential	Shelby M
<b>CURRENT ITEMS</b>		
Committee Agenda Discussion	Review committee agenda items	Shelby M
<b>CONCLUSION</b>		
	Conclude meeting.	Kay Gross

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

<p><b>Purpose:</b> 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 board approval to agenda items as requested.</p>	<p><b>Monday, January 28, 2019 / 4:10 pm / Nursing Conference Room</b></p>
<p><b>Date/Time/Location:</b></p>	<p><b>Members:</b> Laura Fresk, Kay Gross, Mary Holmen, Dr. Michael Fisher-ex officio, Julie Brugman /Mt Lake Advisory Mbr, Emily Masters/CHRO, Kim Armstrong/CFO, Kathy Becker/RN, DON, Shelby Medina/CEO, Dr. S. Buhler/Chief of Med Staff</p>
<p><b>Facilitator:</b></p>	<p>Julie Brugman, Acting Chair</p>
<p><b>Recorder:</b></p>	<p>Janel Eichstadt</p>

Category / Topic	Action step(s) / Updates	Leader:
<b>STANDING ITEMS</b>		
Call to Order	Call Professional Practice/Quality & Planning Committee meeting to order at 4:30 p.m. by Acting Chair, Julie Brugman.	Julie Brugman
Minutes	M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE REGULAR COMMITTEE MEETING OF DECEMBER 17, 2018 AS PRESENTED (BARTELT/LOW).	Julie Brugman
	M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE MEDICAL STAFF, TO APPROVE THE FOLLOWING: (ESPENSON/BARTELT)	
	<b>REAPPOINTMENTS:</b> Jesse Botker, M.D. Orthopedics Courtesy Kathy Harder, FNP Family Practice Allied Health Professionals Kristi Metzger, CNP Cardiology Allied Health Professionals Shelly Palmer, PA-C FP, Wound & Hyperbaric Allied Health Professionals Kayla Pineda, CNP Family Practice Allied Health Professionals	
	<b>SANFORD TELEMEDICINE REAPPOINTMENTS:</b> Kenneth Bassett, D.O. Emergency Medicine Telemedicine Michael Keppen, M.D. Internal Medicine Telemedicine Michelle Vanhove, FNP Cardiology Telemedicine	
Medical Staff Credentialing	<b>VRAD TELEMEDICINE APPOINTMENT:</b> Michael Grant, M.D. Teleradiology Telemedicine	Dr. Steph Buhler
	<b>VRAD TELEMEDICINE REAPPOINTMENTS:</b> Joshua Blunck, M.D. Teleradiology Telemedicine Jacob Gebrael, M.D. Teleradiology Telemedicine Elaine Khatod, M.D. Teleradiology Telemedicine Joe Parkey, M.D. Teleradiology Telemedicine	
	<b>RESIGNATIONS: (Informational Purposes Only)</b> Mary Betterman, M.D. Teleradiology Telemedicine Deanna Engelkes, LPN Surgery Allied Health Professionals Holly Korsvik-Wysocki, M.D. Teleradiology Telemedicine John Odum, M.D. Emergency Medicine Emergency Services John Stewart, M.D. Teleradiology Telemedicine Terri Williams-Weekes, M.D. Teleradiology Telemedicine	
Medical Staff Meeting Update	Discussion was held on the OB Committee meeting report with a decision made to update a form for those parents who decline newborn health screenings for their newborn infant. Discussion took place regarding protocol for emergency C-sections when a CRNA is unavailable to administer anesthesia to the patient until he/she arrives. Inpatient care responsibilities was discussed	Dr. Steph Buhler

	between orthopedic physician, Dr. J. Botker, and physicians. Dr. Hartberg, Wound Center Medical Director, gave a presentation on the Wound & Hyperbaric Healing Center.	
Hospital Committees	<p>Kathy Becker, DON, reported on the following hospital committee meeting ~</p> <ul style="list-style-type: none"> <li>OB Committee</li> </ul> <p>M/S/C UNANIMOUSLY TO RECOMMEND ACCEPTING THE WAH COMMITTEE MEETING REPORT AS PRESENTED (BARTELT/LOW).</p>	Kathy B.
Patient Concern Reports	December 2018 patient concern reports and patient survey comments were reviewed and found to be appropriately addressed. Shelby noted one outpatient comment was addressed with a patient to discuss concerns relating to medical care she received as a patient at WAH with no further action required.	Shelby M.
Patient Safety	During Quarter 4, it was noted there were 4 patient falls with no reportable injuries; no pressure ulcers were reported; no patient restraint use was required; and the Crisis Response Team was called for assistance 3 times during Qtr 4. Kathy noted there were no reportable adverse events for the month.	Kathy B.
<b>FOLLOW-UP ITEMS</b>		
OSHA Survey Update	Shelby stated paperwork has been received concerning OSHA's final judgement from their October 2018 survey. She stated the final financial judgement from OSHA totaled \$6375, which was negotiated down from their initial judgement of \$10,750 due to completion and implementation of correction plans submitted to OSHA at a December meeting to address survey findings.	Shelby M
MHA Updates	Information was shared by Shelby regarding three legislative issues currently being addressed – 1) MN Nurses Association is lobbying legislation for mandated nurse staffing ratios and seeking authority to divert patients to another healthcare facility for care if nursing staff levels are deemed inadequate for appropriate patient care; exploring healthcare reform issues and review health insurance companies to make a determination of which companies to align with for uninsured patients; and dialogue is taking place on passing a bill legalizing the use of recreational marijuana in MN. If this bill should pass, Shelby noted this action will impact current employment processes in place at Windom Area Health.	Shelby M
Board Retreat	Shelby requested board members to respond to a Doodle Poll recently sent by her requesting date availability to hold a Strategic Planning Retreat in March for the purpose of establishing goals and financial planning for the upcoming fiscal year.	Shelby M
Therapy Renovation	Remodeling started in early January for the Therapy Department and a new large conference room. Shelby stated the project is proceeding slightly behind schedule. Pouring of the new floor in this area is anticipated to take place the week of February 5 <sup>th</sup> . Shelby also noted asbestos testing was done on floor tiles located in the remodeling area and in the Ladies Lounge located adjacent to the remodeling area. These floor tiles were tested and found to have greater than 1% asbestos which then were required to be removed by a specialty crew. This floor has been completed.	Shelby M
Organizational staffing	Maintenance Department staffing plans were shared by Shelby. She noted upon meeting with current Maintenance Dept staff, it was agreed upon to disburse department duties amongst the three full-time department staff members and place an ad to hire a full-time maintenance technician to assist with department responsibilities. Shelby noted this plan has been implemented and a review will take place in 6 months, or sooner if necessary, to monitor the effectiveness of this arrangement. Committee members were in agreement with this plan.	Shelby M
<b>CURRENT ITEMS</b>		
Wound Care Center	Shelby presented an update on the Wound & Hyperbaric Healing Center. She made mention of the multiple communities patients are coming from to receive wound care treatments. To date all patients have been physician referrals with no self-referred patients seen yet. Three patients have successfully completed HBO treatments since the wound center opened in late July 2018.	Shelby M
<b>CONCLUSION</b>		
	Acting Chair, Julie Brugman, concluded the Professional Practice/Quality & Planning Committee meeting.	Julie Brugman

*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 HEALTH  
CREDENTIALING**

**FEBRUARY 25, 2019**

**APPOINTMENT:**

Diane Hansen, LPN	Surgery	Allied Health Professionals
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**REAPPOINTMENTS:**

Gary Famestad, M.D.	Radiology	Consulting
Jenna Roth, RN	Cardiology	Allied Health Professionals
Jeremy Scott, M.D.	Cardiology	Consulting
Richard Pretorius, M.D.	Emergency Medicine	Emergency Services

**SANFORD TELEMEDICINE APPOINTMENTS:**

Angelo Santos, M.D.	Vascular	Telemedicine
Frederick Severs, M.D.	Diagnostic Radiology	Telemedicine

**SANFORD TELEMEDICINE REAPPOINTMENTS:**

Bryan Barness, M.D.	Diagnostic Radiology	Telemedicine
Wendell Hoffman, M.D.	Infectious Disease	Telemedicine
Kristi Metzger, CNP	Cardiology	Telemedicine
Julie Prescott-Focht, D.O.	Diagnostic Radiology	Telemedicine
Patsy Uken, M.D.	Diagnostic Radiology	Telemedicine

**RESIGNATIONS:**

Sarah Fideler, CMA	Podiatry	Allied Health Professionals
Travis Venner, DPM	Podiatry	Associate Professional

**\*\*Responses documented in this report are typed exactly as was received in the survey.\*\***

### **EMERGENCY DEPARTMENT**

1. My experience with doctor & nurses was excellent.
2. First nurse very good, second nurse not as on the ball. Was to have bp etc. Could hear her chatting with dr. Then when radiologist got to hosp. She decided it was time to do it. The room was over crowded at that point.

### **INPATIENT**

1. Got sick so didn't eat a lot. (Meals) I think the whole staff did a great job. (Comments)
2. Things went very smoothly. (Admission) Everyone did such a wonderful job, I can't just single one out. I'm very thankful for this facility so close to home. Thank you. (Comments)
3. The staff at Windom Area Hospital treated me very well. (Comments)
4. Thanks for helping me. (Overall Assessment) All (Comments)
5. As I was getting dressed to get ready to go home; my chair was facing the door to the room. \* \*\* tapped at the door at then barged into my room to see if my nurse was in the room. She was NOT invited in. The room directly across from me was occupied it there were MANY visitors. I felt so VIOLATED! I also am a nurse & respecting patient's privacy is very important - I felt mine was not respected at all by her! EXTREMELY frustrated!!!

### **OUTPATIENT**

1. Excellent job. (Tests/Treatment) The lab tech who took the mammogram and the radiologist were excellent - Kind and caring. (Comments)(Mammogram)
2. Everything went very well. (Registration) I guess I don't know the name of the nurse at the nurses' station - but she was very helpful. (Overall)(Other)
3. \*Dr. Taber - he is just all around an amazing person. And my family loves the Windom Area Hospital.(Overall) (Lab)
4. \*Mitch Boeck - He has always shown great concern & care for Josiah when he's been in for PT he is the only one Josiah wants to see!(Overall) (Therapy)
5. Excellent Care (Overall) (Therapy)
6. Very efficient (Registration) all staff were very helpful and polite. (Overall) (Orthopedics)
7. I did not need to use the waiting room (facility) Nurse(s) that checked me in and got me ready for the procedure and took care of me afterwards. She did an excellent job making sure I knew what was going on and that I was comfortable. (Other)
8. always prompt (Registration) Test will be talked to me by Dr. right? (Tests) had helper who guided. (Facility) felt taken care of (Overall) (Pulmonary)
9. I was early and was able to get right in to register. I was then early for my mammogram and was able to get in early. (Registration) I have had labs taken several times and the gal taking my blood did an excellent job of getting needle in, I can be difficult finding vein. Gal doing

mammogram was excellent also, made me feel comfortable and at ease. (Tests) I don't remember their names; lab tech & \*Valeri Wilkening mammogram tech both did a great job that day! I was out of the door before my mammogram appt was scheduled. (Overall)  
(Mammogram)

\*We added a question on our surveys in July asking if there was a staff member that they wanted to recognize for going above and beyond what they expected to meet their needs and provide excellent care.

### **EMPLOYEE RECOGNITION**

1. Jenna and Dr. Keenan
2. Jen Z.
3. \*Dr. Yusuf is always very knowledgeable it shows concern –
4. \*Mary RN & \*Michelle RN are very wonderful nurses!
5. \*Debra Snedden
6. \*Dr. Taber
7. \*Mitch Boeck
8. \*Nicole
9. \*Cassie in RP
10. \*Nicole Sammons
11. \*Mitch Boeck
12. \*Jessica Hummel
13. \*Nicole Sammons

## **Windom Area Hospital Auxiliary Meeting January 14, 2019**

The Windom Area Hospital Auxiliary held their monthly meeting Monday, January 14, 2019 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.

Guest speaker was Joanne Kaiser, president of the Cottonwood County Animal Rescue, who presented information about their organization. Phyllis Hientz, their secretary, was also present.

M/S Diane Sykora/Judy Woizeschke to approve the agenda. Motion carried.

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

- M/S Diane Vellema/Rozanne Gronseth to approve the minutes as presented of the November 12, 2018 and December 6, 2018 meetings. Motion carried.

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

- Balance on hand on November 30, 2018 was \$5,375.99 and on December 31, 2018 was \$7,021.67. M/S Judy Woizeschke/Connie McCarthy to approve the treasurer's reports as presented. Motion carried.
- A thank you was expressed to Gerri for her work.
- The end of year sales tax of \$180.00 has been sent to MN Revenue.

### **Auxiliary Liaison – Emily Saffert**

- No report.

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

- Thank you note was sent to Jason Purrington, our November speaker.

### **Membership – Nete Grunewald**

- Patron letters were sent out December 20, 2018 to 55 local businesses. Patron membership remains at \$25. So far we have 27 patron members.

### **Program – Rozanne Gronseth**

- Luana Graf will be the speaker for February.

### **Gift Shop – Marcia Libra**

- We are working to get signage that credit card payment is available at the Gift Shop.

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

- M/S Connie McCarthy/Sue Curley to pay our \$100.00 membership. Motion carried.

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

- Shelby presented a Windom Area Health pen to members as a small token of appreciation and personal "thank you" for everything the Auxiliary does for Windom Area Health.
- Shelby presented Judy Woizeschke a "Caught You Caring" recognition token as she was recently nominated by an employee for her extra service to a patient.
- Effective January 1, 2019, Windom Area Hospital is known as Windom Area Health. The name change will allow the WAH acronym to remain using the new name. Campus signage will be replaced over time. Staff continue using current items with the former name on it until it is depleted. The new name, Windom Area Health, and new logo will replace the former name and logo as new stock items are ordered.
- Auxiliary members are requested to filter all requests through President Mary Klosterbuer to help Auxiliary liaison, Emily Saffert, prioritize her time with Auxiliary projects more effectively.



- The new Rehabilitation Department remodeling project is anticipated to last three to four months. A new Large Conference Room is being constructed as part of the remodeling project with the present conference room designated to the Wellness Center.
- Windom Area Health is in compliance with a new mandate from CMS, Center for Medicare and Medicaid Services, regarding pricing transparency. Health services costs are now posted on WAH's website for consumers to check prices for health services. Those interested in knowing the cost of a service at Windom Area Health are encouraged to call the Business Office.
- There is a proposal by CMS on where routine colonoscopies can be administered. The proposal would mandate patients to have this procedure done in an ambulatory surgery center located closest to their residential address rather than in an outreach center of their choice and performed by the physician of their choice.
- If the bill to legalize recreational use of marijuana passes and becomes law in Minnesota, WAH will review employment processes and how this would affect current hiring practices.

#### **Old Business:**

- Pecan Sales: We sold 11 cases of 1 lb. packages of pecans and 2 cases of 8 oz. caramel pecan clusters. Profit from all sales was \$1,467.24. Consensus was to sell pecans again this fall. Members asked that we order 2 cases of the caramel pecan clusters for the Valentine Balloon and Bake Sale in February.
- December Vendor/Craft Fair – Marcia Libra and Gerri Burmeister chaired this event. Marcia spent a lot of time accommodating vendors because of the bad weather. We had 16 tables and a profit of \$556.80. This event is popular with vendors and with employees.
- Christmas stockings – Jane Boyer made 15 stockings for December babies, but there were only 3 babies delivered here in December. There are 12 stockings ready for 2019.
- Christmas Social – Pat Lenz and Sue Curley were in charge of this event at River City Eatery on December 6<sup>th</sup>. It was attended by 28 active and associate members. Cost was \$9 per person.
- Auxiliary vests are very attractive and comfortable. A picture will be posted on Facebook.
- Christmas Decorating – Thanks to all who volunteered to decorate a tree. The tree in the Rehab area is in need of new decorations.
- Members were asked to sign up to be a Hostess for 2019 Auxiliary meetings.

#### **New Business:**

- M/S Betty Olson/Joanne Kaiser to have the Valentine's Day Balloon and Bake Sale on Thursday, February 14 in the Main Lobby at the hospital. Motion carried.
  - Coordinate balloons – Marcia Libra
  - Coordinate bake sale – Marge Paschke and Rozanne Gronseth.
  - Bring items on Wednesday from 5:00 to 7:00 p.m. and use the current price list.
- Nominating committee: Karla Taber, chair, Marge Paschke, and Pat Lenz.
  - Terms expiring in 2019: President, Vice President, Treasurer, and 3 Board Members.
- Mary Klosterbuer filed the Nonprofit Renewal with the MN Secretary of State on 11/16/18.
- There was a brief discussion on the effect of the hospital's name change and the Auxiliary's name.

The meeting was adjourned at 7:42 p.m.

Hostesses for tonight - Marge Paschke and Betty Olson

Hostesses for February – Loretta Jackson and Joanne Kaiser

Hostesses for March – Karla Taber and ?????

#### **Upcoming Events:**

Next meeting – Monday, February 11, 2019 at 6:00 p.m. Speaker: Luana Graf

Thursday February 14, 2019 – Valentine Balloon and Bake Sale from 7:00 a.m. to 1:00 p.m.

Thursday, May 16, 2018 - District E Meeting in Willmar

Marlene Smith, Recording Secretary

**W**  
**WINDOM**  
**AREA HEALTH**

**FOUNDATION BOARD OF DIRECTOR'S MEETING**

**MONDAY, FEBRUARY 25, 2019**

**6:15 p.m. Dinner in Cafeteria**

**6:30 p.m. Meeting in Cafeteria**

**AGENDA**

- |  |  |
|--|--|
| <b>I. CALL WAH FOUNDATION MEETING TO ORDER</b>   | Alice Huebert  |
| <b>II. FOUNDATION MEETING MINUTES -</b><br>- Approve minutes from regular meeting of October 15, 2018  | Alice Huebert  |
| <b>III. FINANCIAL STATEMENT -</b><br>- Review donation gift roster & assign thank-you calls.   | Kim Armstrong  |
| <b>IV. OLD BUSINESS -</b><br>-   |  |
| <b>V. NEW BUSINESS -</b><br>- Spring solicitation letter – area of focus (scholarships?)<br>o Mailing list expansion?<br>- Rebranding Update<br>o Letterhead, other items?<br>- 2019 Scholarships Update<br>o Scholarship review committee<br>o Scholarship application review date<br>- Therapy renovation update<br>- Wound and Hyperbaric Healing Center update<br>- New upcoming service lines | Emily Masters<br><br>Emily Masters<br><br>Emily Masters<br><br>Shelby Medina<br>Shelby Medina<br>Shelby Medina |
| <b>VI. PROJECTS -</b><br>- Dad's Belgian Waffles, March 17 @ Windom Community Center<br>o Duty assignment sign-up, ticket update, advertising, Thrivent \$, other?<br>o Board motion where fundraiser proceeds will be allocated.<br>- Fun Run<br>o Saturday, June 8, 2019<br>- Tammy Hall Breast Health Walk<br>o Saturday, October 12, 2019  | Alice Huebert<br><br>Emily Masters<br><br>Emily Masters  |
| <b>VII. NEXT MEETING DATE – Monday, March 25, 2019</b>   | Alice Huebert  |
| <b>VIII. MEETING CONCLUSION</b>  | Alice Huebert  |

**WINDOM AREA HOSPITAL FOUNDATION  
FOUNDATION MEETING MINUTES  
OCTOBER 15, 2018 – 6:30 PM**

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**ATTENDING:** Alice Huebert, Sandy Robinson, Steve Johnson, Kay Gross, Laura Fresk  
Emily Masters/CHRO, Shelby Medina/Corp President

**ABSENT:** Eric Lohse, Ann Bartelt, Kim Armstrong/Corp Treasurer

**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 SEPTEMBER 17, 2018 MEETING AS PRESENTED (GROSS/ROBINSON).

**FINANCIAL STATEMENT** – Emily Masters

M/S/C UNANIMOUSLY TO APPROVE THE FINANCIAL STATEMENTS FOR THE MONTH OF SEPTEMBER 2018 AS PRESENTED (JOHNSON/GROSS).

Assign Gift Thank-You's

Donor gifts received during September 2018 were reviewed. There were not any gifts of \$100 or more donated to the Foundation this month that required a personal “thank you” call from a board member.

**OLD BUSINESS**

End of Year Mailing – Emily Masters

The End of Year solicitation letter is being drafted by Sanford Foundation and delivered around Thanksgiving. The designated fundraising project noted in this letter for donors to select, if they choose, is the Rehabilitation Dept remodeling project.

The ‘thank you/accomplishment’ card for donors was sent out on Monday, October 15th .

Rebranding Update – Emily Masters

Emily shared information regarding the Windom Area Hospital rebranding initiative, which was addressed with Governing board members at earlier meetings today. She noted board member consensus was selecting Option 1 as their logo and renaming choice in the rebranding initiative. She shared this option will also follow suit with the Foundation logo design. Implementation of the new logo and name design is expected to take effect January 1, 2019 with a “soft” rebranding cutover gradually taking place as stock items with the hospital name and logo are depleted, new stock items will be printed using the new rebranding name and logo.

**NEW BUSINESS**

Runnings Ladies Night Out/ Hy Vee Pink Section – Emily Masters

Thursday evening, October 18<sup>th</sup>, Runnings and WAH Foundation are partnering on “Ladies Night Out” from 5:00-7:00 p.m. The Foundation will be hosting a table at this event sharing information about breast health. Runnings store will be selling “cinch bags” for \$1/bag with proceeds being donated to the WAH Foundation.

Emily noted Hy Vee in Windom requested to partner with WAH Foundation and have a designated bakery area within their store decorated in pink acknowledging October as Breast Cancer Awareness Month. During the month of October, Hy Vee will be donating a percentage of its select pink bakery sales back to the WAH Foundation.

2019 Foundation Meetings – Shelby Medina

Shelby shared information with Foundation members that the WAH Governing Board had made a decision earlier in the evening to move their monthly board meetings from the 3<sup>rd</sup> to the 4<sup>th</sup> Monday of the month beginning January 2019 for the purpose of being able to provide more accurate financial reports. Board members agreed to move WAH Foundation meetings to the 4<sup>th</sup> Monday of each month beginning in January 2019.

## PROJECTS

### Tammy Hall Breast Health Walk – Emily Masters

The annual Tammy Hall Breast Health Walk was held Saturday, October 6, 2018. Emily stated this event had a successful turnout with great financial support from many businesses sponsoring this event. To date, net profits total \$10,940.45. A smaller fundraising activity, placement of pink boots in local businesses, remains ongoing through October collecting funds for the Foundation's Women's Health Fund.

Foundation members acknowledged the tremendous support from local businesses who decorated their windows in pink to acknowledge Breast Cancer Awareness month. Emily noted the FSA office won first place in the window-decorating contest. Alice requested a thank you message in the BEAT recognizing businesses participating in the window-decorating contest expressing our appreciation for their support. Discussion was held on determining an amount of net revenue to be donate to an organization as has been past practice.

M/S/C UNANIMOUSLY TO DONATE \$1100 TO THE EDITH SANFORD BREAST CANCER RESEARCH FOUNDATION (JOHNSON/ROBINSON)

### Dad's Belgian Waffles – Alice Huebert

Dad's Belgian Waffles Brunch will be held at the Windom Community Center March 17, 2019.

## NEXT MEETING DATE

WAH Foundation Board will not meet in November 2018.

Members of the WAH Governing Board and Foundation Board will be invited to attend a holiday dinner at 6:00 p.m. Monday, December 17<sup>th</sup> in the Cafeteria.

Next WAH Foundation Board meeting will be Monday, January 28, 2019 at 6:30 p.m.

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

Sandy Robinson, Foundation Secretary

Recorded by: Janel Eichstadt, Administrative Asst