

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

Purpose: Provide governance for Windom Area Health	
Date/Time/Location:	Monday, March 25, 2019 / 5:30 pm / Large Conference Room
Members: All Governing Board members	Present: Absent: Others:
Recorder:	Janel Eichstadt

Category / Topic	Action step(s) / Updates	Leader:
STANDING ITEMS		
Call to Order	Call Windom Area Health Governing Board meeting to order at 5:30 p.m. by Board Chairperson.	Dr Michael Fisher
Minutes	Approve Windom Area Hospital Governing Board minutes from regular meeting of February 25, 2019.	Dr Michael Fisher
COMMITTEE REPORTS		
Finance / Personnel / Labor Relations & Building & Grounds	Review committee activities.	Ann Bartelt
Professional Practice / Quality & Planning	Review committee activities.	Kay Gross
OTHER REPORTS		
Medical Staff		Dr S Buhler
City of Windom		Steve Nasby Joann Ray
Sanford Health Network		Terry Mahar
Administration	Executive Summary Reports.	Sr.Mgmt Tm
WAH Foundation Board	Foundation Board meeting, 6:30 pm in Cafeteria.	Shelby M. / Alice H.
WAH Auxiliary	No minutes available. February Auxiliary meeting cancelled due to weather.	Shelby M.
NEW & OLD BUSINESS		
New Business		Dr Michael Fisher
Old Business	Medical Staff By-law review update	Shelby M.
Board Education	Wound & Hyperbaric Healing Center presentation by Dr. Steve Hartberg, Wound Center Medical Director	Shelby M.
CONCLUSION		
	Conclude meeting.	Dr Michael Fisher
Annual WAH Medical Staff/Board Dinner	April 22, 2019, WAH Medical Staff/Governing Board/Foundatn Board Dinner, River City Eatery, 6pm Social & 6:30pm Dinner	

Meeting Name: Windom Area Health Board of Directors' Meeting

MINUTES

Purpose: Provide governance for Windom Area Health	
Date/Time/Location:	Monday, February 25, 2019 / 5:30 pm / Large Conference Room
Members: All Governing Board members	Present: Dr. Michael B. Fisher, Ann Bartelt, Nate Low, Kay Gross, Laura Fresk, Julie Brugman/Mt. Lake Advisory mbr, Kim Armstrong/ CFO, Emily Masters/CHRO, Kathy Becker/DON, Shelby Medina/CEO
Recorder:	Absent: Mary Holmen, Cindy Espenson, Terry Mahar/Sanford Health Network VP Others: Dr. Steph Buhler/Chief of Medical Staff, Steve Nasby/City Administrator, Joann Ray/WAH City Council Liaison Janel Eichstadt

Category / Topic	Action step(s) / Updates	Leader:
STANDING ITEMS		
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 JANUARY 28, 2019 (BARTELT/FRESK).	Dr Michael Fisher

COMMITTEE REPORTS		
Finance / Personnel / Labor Relations & Building & Grounds	<p>M/S/C UNANIMOUSLY TO APPROVE THE JANUARY 2019 UTILIZATION AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (LOW/FRESK).</p> <ul style="list-style-type: none"> Total Days Cash on Hand as of January 31, 2019 was 221. FY2019 YTD Net Assets totaled \$395,871 on a projected budget of \$488,070. <p>M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$74,559.77 TO REVENUE RECAPTURE AND APPROVE 2 FINANCIAL ASSISTANCE ACCOUNTS, EACH ACCOUNT UNDER \$1500, FOR WRITE-OFF TOTALING \$593.55 (LOW/GROSS)</p> <ul style="list-style-type: none"> Month 10 of FY2019, Financial Assistance write-offs have totaled \$111,427.25 on a fiscal year budget of \$200,000. <p>Authorization was granted for the transfer of \$16,362.63 from the Funded Depreciation account to WAH checking account for January capital acquisitions.</p> <p>There were no Educational Assistance applications submitted for committee action.</p> <p>There were no Resignations or terminations submitted for board action.</p> <p>New hires were reported to include 2 housekeepers, 1 RN, 1 Outreach LPN, and .4 RN in the Wound Center.</p> <p>Shelby provided an update on the Therapy Dept remodeling project. Project is on schedule for completion in May 2019.</p> <p>Discussion was held about the Strategic Planning Retreat scheduled for March 19, 2019 at the Windom Community Center from 8:00-4:30 p.m.</p> <p>Emily shared Windom Area Health has received 2 grant awards, one award for \$6000 and a second award for \$5500. These funds will be applied towards the purchase of new equipment for the new Therapy Dept. Nate thanked Emily Masters for her continued work on applying for grant opportunities.</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE FINANCIAL ASSISTANCE TO PATIENTS POLICY, WHICH INCLUDED UPDATING THE FEDERAL POVERTY GUIDELINES GRID EFFECTIVE FEBRUARY 1, 2019 (LOW/FRESK).</p>	Nate Low

Professional Practice / Quality & Planning	<p>M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE MEDICAL STAFF, TO APPROVE THE FOLLOWING: (GROSS/FRESK)</p> <p>APPOINTMENT: Diane Hansen, LPN Surgery Allied Health Professionals</p> <p>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</p> <p>SANFORD TELEMEDICINE APPOINTMENTS: Angelo Santos, M.D. Vascular Telemedicine Frederick Severs, M.D. Diagnostic Radiology Telemedicine</p>	Kay Gross
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	<p>SANFORD TELEMEDICINE REAPPOINTMENTS: Bryan Barnes, 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</p> <p>Allied Health Professionals Associate Professional</p>	
	<p>RESIGNATIONS: (for informational purposes only) Sarah Fidler, CMA Podiatry Travis Venner, DPM Podiatry</p> <p>M/S/C UNANIMOUSLY TO APPROVE HOSPITAL COMMITTEE MINUTES FROM THE FOLLOWING MEETINGS AS PRESENTED BY KATHY BECKER, DON (GROSS/FRESK).</p> <ul style="list-style-type: none"> • OB COMMITTEE • INFECTION PREVENTION/VIOLENCE PREVENTION • PFAC • EMPLOYEE HEALTH & SAFETY <p>Patient concern reports and patient survey comments were reviewed and deemed to be appropriately addressed. Kathy Becker, RN/DON, reported there was 1 patient fall with no reportable injuries, no pressure sores reported, and no deaths related to opioids. Kathy also noted there were no reportable adverse events for the month. Shelby shared plans for the Strategic Planning Retreat to be held March 19, 2019 at the Windom Community Center. The purpose of this retreat is to plan for Fiscal Year 2019-20. An update was given by Shelby regarding the Therapy Dept and new conference room renovation project.</p>	
OTHER REPORTS		
Medical Staff	<p>The Patient Safety Report was reviewed. CRNA, Micara Kolander, discussed proposed changes to specified surgery policies due to new guidelines with no action taken at this time. A presentation was given by WAH Speech Therapist, Joanne Anderson, regarding speech therapy services she offers for age groups from pediatrics through adults. Naomi Bach, Wound Care Center CNP, presented information relating to ostomy care services she offers to patients through WAH's Outreach Dept.</p>	Dr S Buhler
City of Windom	<p>Snow removal from Windom's business, residential areas, and airport has been a priority due to recent snow falls and storms. A new director to the Windom Community Center will be starting March 11 or 18, 2019.</p>	Steve Nasby Joann Ray Terry Mahar
Sanford Health Network	<p>No report available.</p>	Sr.Mgmt Trm
Administration	<p>Executive reports were given by Sr. Management Team members ~ <i>Chief Financial Officer, Kim Armstrong</i> – The FY2019-20 preliminary budget will be presented at the March board meeting. <i>Chief Human Relations Officer, Emily Masters</i> – Emily presented an overview of Press Ganey's Employee Engagement "Pulse" Survey completed by Windom Area Health employees in November/December 2018. It was noted an increase from the 18th percentile to the 20th percentile was achieved due to an employee satisfaction increase in the domains of Organization, Manager/Supervisor connectivity by their employees, and Employee connectivity by their colleagues and jobs. <i>Director of Nursing, Kathy Becker</i> – Policies relating to contraband and sexual assault are currently being reviewed. <i>Chief Executive Officer, Shelby Medina</i> – Information was included in the Executive Summary of this month's board book.</p>	Shelby M. / Alice H.
WAH Foundation Board	<p>Foundation Board will be meeting at 6:30 pm this evening. Discussion regarding plans for the Dad's Belgian Waffle Brunch scheduled for March 17th at the Windom Community Center will be held. Waffle tickets were distributed by Alice Huebert from the Foundation.</p>	Shelby M.
WAH Auxiliary	<p>January Auxiliary meeting minutes were included in the Board packet. Auxiliary member, Judy Woizeschke, was recognized for her "Caught You Caring" nomination at the January meeting for her extra service to a patient.</p>	Shelby M.
NEW & OLD BUSINESS		
New Business	<p>There was no new business to report.</p>	Dr Michael Fisher
Old Business	<p>Shelby noted she recently received information from legal counsel regarding revision recommendations to the WAH Medical Staff By-laws for WAH Governing Board members to consider. These recommendations will be presented in the near future for</p>	Shelby M.

	the Governing Board to address.	
Board Education	There was no board education this evening.	Shelby M.
CONCLUSION		
	Meeting was concluded by Governing Board Chair, Dr. Michael Fisher.	Dr Michael Fisher

Signature _____, Ann Bartelt, Governing Board Secretary

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
As of March 21, 2019
WAH MISSION: "Dedicated to Health"

CHIEF FINANCIAL OFFICER REPORT

Budget

- The preliminary budget income statement and capital will be presented to the Finance Committee. The final budget will be presented to Board in April.

Compliance Report

January – December 2018

Issues dealt with:

- Billing when a non-Acute Care physician completed tendon repair in ER but ER physician completed the suture
- Appropriate documentation for sexual assault examinations
- Appropriate discharging of baby to someone other than mom
- Valid orders for minor procedures that are performed by the physician
- Valid admission orders to Acute Care
- Billing of a CT when radiologist refused to read as there was too much movement from patient
- Billing for a minor procedure done during a cataract surgery that the physician documented he did not want to bill the patient
- Billing for a lab test that spanned over multiple dates of service
- Facility level E/M billing guidelines for outpatient departments
- Billing for professional EKG charges
- Global period billing in the Wound Center
- Appropriate documentation and billing guidelines for the Wound Center

Lunch & Learns/Webinars:

- Medicare Exclusion Checking – The whats, whys & hows
- Medical Records Documentation, Modification, Retention and Destruction Guidelines

Audits Completed:

- Prolia
- Observation
- Modifiers
- SPECT

WINDOM AREA HOSPITAL
GOVERNING BOARD EXECUTIVE SUMMARY
as of March 21, 2019
WAH MISSION: “Dedicated to Health”

CHIEF HUMAN RELATIONS OFFICER REPORT

Human Resources

- We are currently recruiting for the following positions:
 - Fitness Specialist
 - Housekeeper
- We offer an employee assistance program (EAP) free to all employees. Last year we had a 7.48% utilization rate, which is higher than the industry average at 5.5%.

Marketing/Public Relations/Foundation

- The Farm & Home Show was rescheduled to April 6th. We will still have a strong presence with our mini-health fair.
- Marketing is supporting the marketing for the Auxiliary’s banquet on April 8th, along with planning the Volunteer Luncheon on April 12th, Doctor’s Day celebration, and Hospital Week.
- A new logo was developed for our Foundation that is based on our new Windom Area Health logo.

Community/Employee Health and Wellness

- Our inaugural Healthy Together class is going strong with 13 members. At the halfway mark, this group has lost a combined 36 pounds.
- We have increased our employee discount to 20% off memberships, which is the highest allowed under tax law without it becoming taxable income. We have also extended this discount to Sanford and Good Samaritan employees.
- Our Wellness Department is taking over the community Easter Egg Hunt from the Chamber this year. We will be holding the event on the Be Well Path on April 13th (weather pending with BARC as the backup).
- Fun Run early-bird registration is open. The event is taking place on June 8th at Island Park with new routes, fun fitness events for kids and a Zumba STRONG demo.
- We are heading into the final 2 weeks of the community and employee weight loss challenge. The community has lost a combined 292 lbs and the employee group has lost a combined 158 lbs.

Feb – Donations/Events

- WAH donated \$600 to Mt. Lake’s Active Living committee for the purchase of bikes for their bike rental system.
- Windom Prom/Mt. Lake Proms-4 blankets, 10 sunglasses
- Hospice Cottage table- \$200
- Ag Scholarship Farm and Home Show- \$25
- Heart Healthy Lunch & Learn for approx. 25 community members

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of March 21, 2019

WAH MISSION: “Dedicated to Health”

DIRECTOR OF NURSING REPORT

- **Medical/Surgical/OB/Emergency Room:**
 - Trauma/ER/Stroke Coordinator completed PALS (Pediatric Advance Life Support) Instructor training on March 11th. Will start training all RNs over the next year.
 - Debra Snedden continues to provide temporary nursing service to cover for FMLA leaves.
 - Roxanna Becker, RN, will transition from 0.6 FTE to prn status starting 4/10/19 due to the commute distance. Two RN’s will be completing orientation the end of March.
 - To improve communication and response time for staffing needs, we will transition to a mass texting system instead of calling staff individually.

- **Diabetes Management:**
 - Priscilla is working with Sanford on the hypoglycemia protocols, workflow, and flowsheet to stream line cohesiveness across the system resulting in better patient outcomes.

- **Surgery:**
 - Laura Penner, Surgery Manager, resigned from her position, with last day of 4/5/19. This role is being re-evaluated, as are all roles when they are vacated. Kathy Becker, DON, and Micara Kolander, CNRA, will co-manage the department.

- **Emergency Preparedness:**
 - Working on subjects for skills fair, which will involve the entire hospital from fire safety to decontamination.

- **Infection Prevention/Workplace Violence:**
 - We continue to trend workplace violence issues and provide debriefing after incidences.

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, March 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:
STANDING ITEMS		
Call to Order	Call Finance/Personnel/Labor Relations & Building & Grounds meeting to order at 3:00 p.m. by Committee Co-chair.	Ann B.
Minutes	Approve minutes from regular meeting of February 25, 2019. <i>(Cmte Motion)</i>	Ann B.
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.
FOLLOW-UP ITEMS		
Therapy Department Renovation	Update on Therapy Department remodel project.	Shelby M
Board Retreat	FY2020 Strategic Planning Retreat follow-up discussion.	Shelby M
Governing Board Appointments	Review Governing Board appointments	Shelby M
CURRENT ITEMS		
FY2020 Budget	Review preliminary income statement and capital budget.	Kim A.
Committee Agenda Discussion	Review committee agenda items	Shelby M
CONCLUSION		
	Conclude meeting.	Ann B.

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.

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Members: Ann Bartelt, Nate Low, Cindy Espenson, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lk Advisory Mbr, Kim Armstrong/CFO, Shelby Medina/CEO
Facilitator: Nate Low, Chairperson
Recorder: Janel Eichstadt

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

Category / Topic	Action step(s) / Updates	Leader:
STANDING ITEMS		
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 JANUARY 28, 2019 (BARTELT/FRESK).	Nate L.
Statistical & Financial Performance Reports	Review of January 2019 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 \$278,353. FY2019 year-to-date net income totals \$395,871 on a projected budget of \$488,070. Days in A/R were 47.35 and Days Cash on Hand totaled 221. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE JANUARY 2019 STATISTICAL AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (BARTELT/FRESK)	Kim A.
Revenue Recapture & Financial Assistance	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND ACCOUNTS TOTALING \$74,559.77 TO REVENUE RECAPTURE AND RECOMMEND APPROVAL OF 2 ACCOUNTS WITH BALANCES UNDER \$1500, 1 ACCOUNT FOR 100% WRITE OFF TOTALING \$239 AND 1 ACCOUNT FOR 25% WRITE OFF TOTALING \$354; WITH ALL FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$593 (BARTELT/FRESK). In month 10 of FY2019, accounts totaling \$111,427.25 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 \$16,362.63 FROM FUNDED DEPRECIATION TO THE CHECKING ACCOUNT FOR JANUARY 2019 CAPITAL ACQUISITIONS (FRESK/BARTELT)	Kim A.
Educational Assistance Applications	There were no Educational Assistance applications submitted for committee action.	Kim A.
Employee Resignations	There were no resignations submitted for committee action.	Emily M.
New / Dept Transfer Employees	The following new hires were reported to include: 2 housekeepers, 1 RN, 1 Outreach LPN, and a .4 RN hired by Healogics working in the Wound Center.	Emily M.
FOLLOW-UP ITEMS		
Therapy Department Renovation	Shelby noted remodeling for the Therapy Department and new conference room is progressing according to schedule with an anticipated finish date in early May. Currently, installation of the HVAC system will be taking place over the next month which is causing temporary closures of hallways parallel to the renovation space. Shelby noted a section of ceiling pipes was found to have suspicious materials on it and is being tested for asbestos by a specialty company this Tuesday. Information was shared regarding the Strategic Planning Retreat planned for March 19, 2019, from 8:00a-4:30p at the Windom Community Center meeting room. Shelby noted Dr. Myra Heckenlaible-Gotto, EdD, LP, RPT-S, will be or has contacted each board member to plan an individual meeting for the purpose of obtaining general information to be used in preparation of the Planning Retreat. Facilitators for this year's Retreat are Corey Boelter and Matt Borchardt from CliftonLarsonAllen, Windom Area Health's auditing firm.	Shelby M
Board Retreat		Shelby M

Grant Update	Emily shared information on the status of 2 grant opportunities Windom Area Hospital recently received. Grant awards were received from MN Department of Health Transition Grant totaling \$5500 and a second grant award was received from Coverys totaling \$6000. Both grant awards will be used towards the purchase of additional equipment for the new Therapy Department. Emily noted Windom Area Health did not receive grant awards for the Imaging Department and landscaping trees for the outdoor walking path.	Emily M
CURRENT ITEMS		
Policy Review	Kim presented the Financial Assistance to Patients policy noting 2 changes to the policy being submitted for approval. Changes include, 1) changing the name to Windom Area Health from Windom Area Hospital and; 2) updating the federal poverty guideline grid to the new version effective February 1, 2019. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF CHANGES NOTED TO THE WINDOM AREA HEALTH FINANCIAL ASSISTANCE TO PATIENTS POLICY EFFECTIVE IMMEDIATELY (BRUGMAN/FRESK).	Kim A.
Committee Agenda Discussion	Shelby led discussion with committee members regarding consideration of restructuring board committee meetings for the purpose of streamlining agenda information and utilizing board members' time more efficiently. Committee members were in agreement to discuss this topic further at the Strategic Planning Retreat in mid-March.	Shelby M
CONCLUSION		
	Committee chair, Nate Low, concluded the Finance/Personnel/Labor Relations & Building & Grounds Committee meeting.	Nate L

Windom Area Health
INCOME STATEMENT

	2/28/2019		Revenue		Y-T-D 2018		Revenue		Revenue	
	2/28/2019	Comparison	Budget 2019	Comparison	Y-T-D 2018	Comparison	Budget 2019	Comparison	Budget 2019	Comparison
PATIENT REVENUE										
Inpatient Revenue	\$579,156	22.87%	\$486,948	17.65%	\$6,153,695	21.53%	\$4,869,480	17.65%		
Outpatient Revenue	\$1,953,440	77.13%	\$2,272,315	82.35%	\$22,422,990	78.47%	\$22,723,150	82.35%		
Total Patient Revenue	\$2,532,596	100.00%	\$2,759,263	100.00%	\$28,576,685	100.00%	\$27,592,630	100.00%		
Contractual Adjustments	\$812,440	32.08%	\$1,090,186	39.51%	\$11,728,360	41.04%	\$10,901,860	39.51%		
Other Income	\$18,130	0.72%	\$12,767	0.46%	\$151,875	0.53%	\$127,670	0.46%		
NET OPERATING REVENUE	\$1,738,286	100.00%	\$1,681,844	100.00%	\$17,000,200	100.00%	\$16,818,440	100.00%		
EXPENSE										
Employee Salaries	\$571,623	32.88%	\$643,239	38.25%	\$5,994,592	35.26%	\$6,432,390	38.25%		
Employee Benefits	\$188,938	10.87%	\$186,569	11.09%	\$1,837,617	10.81%	\$1,865,690	11.09%		
Pharmaceuticals	\$61,339	3.53%	\$76,667	4.56%	\$1,043,984	6.14%	\$766,670	4.56%		
Supplies	\$111,929	6.44%	\$106,433	6.33%	\$1,103,065	6.49%	\$1,064,330	6.33%		
Rents & Utilities	\$26,592	1.53%	\$28,205	1.68%	\$272,296	1.60%	\$282,050	1.68%		
Purchased Services	\$309,345	17.80%	\$317,279	18.86%	\$3,293,022	19.37%	\$3,172,790	18.86%		
Purchased Services Interco	\$16,136	0.93%	\$16,433	0.98%	\$166,413	0.98%	\$164,330	0.98%		
Other Direct Expenses	\$132,427	7.62%	\$108,880	6.47%	\$1,103,841	6.49%	\$1,088,800	6.47%		
Provision for Bad Debts	(\$34,591)	-1.99%	\$16,667	0.99%	\$330,223	1.94%	\$166,670	0.99%		
Depreciation	\$113,942	6.55%	\$123,947	7.37%	\$1,138,897	6.70%	\$1,239,470	7.37%		
Total Operating Expense	\$1,497,680	86.16%	\$1,624,319	96.58%	\$16,283,950	95.79%	\$16,243,190	96.58%		
Income (loss) From Operations	\$240,606	13.84%	\$57,525	3.42%	\$716,250	4.21%	\$575,250	3.42%		
Investment Income	\$12,847	0.74%	\$4,714	0.28%	\$82,516	0.49%	\$47,140	0.28%		
Other Revenue/(Expenses)	(\$14,233)	-0.82%	(\$8,009)	-0.48%	(\$163,675)	-0.96%	(\$80,090)	-0.48%		
Non Operating Rev/Exp	(\$1,386)	-0.08%	(\$3,295)	-0.20%	(\$81,158)	-0.48%	(\$32,950)	-0.20%		
Increase in Net Assets	\$239,220	13.76%	\$54,230	3.22%	\$635,092	3.74%	\$542,300	3.22%		

**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, March 25, 2019 / 4:30-5:30 pm / Nursing Conference Room

Members: 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

Present:
Absent:
Others:

Facilitator: Kay Gross, Chairperson
Recorder: Janel Eichstadt

Category / Topic	Action step(s) / Updates	Leader:
STANDING ITEMS		
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 February 25, 2019 (Cmte Motion)	Kay Gross
Medical Staff Credentialing	Review & recommend approval of appointments & reappointments. (Cmte Motion / Bd Motion)	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. (Cmte Motion / Bd Motion)	Kathy B.
Patient Concern Reports	Review patient concern reports and patient survey comments.	Shelby M.
Patient Safety	Review patient safety activities.	Kathy B.
FOLLOW-UP ITEMS		
Therapy Renovation	Update on Therapy Department and conference room renovation	Shelby M
Board Retreat	FY2020 Strategic Planning Retreat follow-up discussion.	Shelby M
Board Appointments	Review Governing Board Appointments	Shelby M
CURRENT ITEMS		
Committee Agenda Discussion	Review committee agenda items	Shelby M
CONCLUSION		
	Conclude meeting.	Kay Gross

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MINUTES

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Members: 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

Present: Laura Fresk, Kay Gross, Nate Low, 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

Absent: Terry Mahar/Sanford Health Network VP

Others:

Facilitator: Kay Gross, Chairperson

Recorder: Janel Eichstadt

Category / Topic	Action step(s) / Updates	Leader:
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STANDING ITEMS

Call to Order	The Professional Practice/Quality & Planning Committee meeting was called to order at 4:30 p.m. by Chair, Kay Gross.	Kay Gross
Minutes	M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE REGULAR COMMITTEE MEETING OF JANUARY 28, 2019, AS PRESENTED (BRUGMAN/FRESK).	Kay Gross

	M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE MEDICAL STAFF, TO APPROVE THE FOLLOWING: (BRUGMAN/FRESK)	
	APPOINTMENT: Diane Hansen, LPN Surgery Allied Health Professionals	
	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	

Medical Staff Credentialing	SANFORD TELEMEDICINE APPOINTMENTS: Angelo Santos, M.D. Vascular Telemedicine Frederick Severs, M.D. Diagnostic Radiology Telemedicine	Dr. Steph Buhler
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	SANFORD TELEMEDICINE REAPPOINTMENTS: Bryan Barnes, 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: (for informational purposes only) Sarah Fidler, CMA Podiatry Allied Health Professional Travis Venner, DPM Podiatry Associate Professional	

Medical Staff Meeting Update	Patient Safety Report was reviewed. CRNA, Micara Kolerander, discussed proposed changes to specified surgery policies due to new guidelines. No action was taken at this time on the policies reviewed. An update was given by Speech Therapist, Joanne Anderson, regarding therapy services she offers for age groups from pediatrics through adults. Naomi Bach, CNP, discussed ostomy care services for patients through WAH's Outreach Dept.	Dr. Steph Buhler
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Hospital Committees	Kathy Becker, DON, reported on the following hospital committee meetings ~ <ul style="list-style-type: none"> • OB Committee-reviewing policy changes for C-sections and Hepatitis B vaccination protocols. • ER Committee-looking at stroke education for nursing staff in April. 	Kathy B.
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	<ul style="list-style-type: none"> Employee Health and Safety-98% compliance with employees receiving the flu vaccination. WAH currently has no employees on workers compensation. PFAC-Emily Masters reported members reset goals for 2019 with focuses placed on Emergency Dept patient satisfaction, community perception, and ER communication. Committee members also reviewed WAH strategic goals and plans. 	
Patient Concern Reports	<p>M/S/C UNANIMOUSLY TO RECOMMEND ACCEPTING THE WAH COMMITTEE MEETING REPORT AS PRESENTED (LOW/FRESK).</p> <p>January 2019 patient concern reports and patient survey comments were reviewed and found to be appropriately addressed.</p>	Shelby M.
Patient Safety	<p>Kathy noted there was 1 fall with no reportable injuries, no pressure sores documented, and no deaths related to opioids. Kathy noted there were no reportable adverse events for the month. It was noted the MN Department of Health Adverse Event Report will be published March 1st and Windom Area Health is not named in this year's report.</p>	Kathy B.
FOLLOW-UP ITEMS		
Therapy Renovation	<p>Shelby noted remodeling for the Therapy Department and new conference room is progressing according to schedule with an anticipated finish date in early May. Currently, installation of the HVAC system is taking place. Currently HVAC installation is taking place causing temporary closures of hallways parallel to the renovation space. Shelby noted a section of ceiling pipes was found to have suspicious materials on it and is being tested for asbestos by a specialty company this Tuesday.</p>	Shelby M
Board Retreat	<p>Information was shared regarding the Strategic Planning Retreat planned for March 19, 2019, from 8:00a-4:30p at the Windom Community Center meeting room. Shelby noted Dr. Myra Heckenlaible-Gotto, EdD, LP, RPT-S, will be or has contacted each board member to plan an individual meeting for the purpose of obtaining general information to be used in preparation of the Planning Retreat. Facilitators for this year's Retreat are Corey Boelter and Matt Borchardt from CliftonLarsonAllen, Windom Area Health's auditing firm.</p>	Shelby M
MHA Updates	<p>Shelby provided MHA legislative updates on proposed bills Minnesota healthcare organizations are currently monitoring. She noted proposed bills being watched include changes to Paid Family Leave, changes to Wage Theft, Fair Scheduling Act, sexual harassment, transparency, Elder Protection Bills, and MNA activities.</p>	Shelby M
CURRENT ITEMS		
Committee Agenda Discussion	<p>Shelby led discussion with committee members regarding consideration of restructuring board committee meetings for the purpose of streamlining agenda information and utilizing board members' time more efficiently. Committee members were in agreement to discuss this topic further at the Strategic Planning Retreat in mid-March.</p>	Shelby M
CONCLUSION		
	<p>Chair, Kay Gross, concluded the Professional Practice/Quality & Planning Committee meeting.</p>	Kay Gross

Statement of Confidentiality: Records, data, and knowledge, including minutes collected for and by individuals or committees, or committees assigned peer review functions, are confidential, not public records and are not available for court subpoena in accordance with Minnesota MSA 145.61-145.67.

**WINDOM AREA HEALTH
CREDENTIALING**

MARCH 25, 2019

REAPPOINTMENTS:

Gerald Berberick, OPA-C	Orthopedics	Allied Health Professionals
Todd Christianson, OPA-C	Orthopedics	Allied Health Professionals
Charles Coffey, M.D.	Emergency Medicine	Emergency Services
Jennifer Cousins, PA-C	Orthopedics	Allied Health Professionals
Charles Flohr, M.D.	Radiology	Consulting
Richard Harrison, OPA-C	Orthopedics	Allied Health Professionals
Ramon Issa, M.D.	Emergency Medicine	Emergency Services
Timothy Klassen, CRNA	Anesthesia	Allied Health Professionals
Richard Lowry, OPA-C	Orthopedics	Allied Health Professionals
April Quigley, PA-C	Orthopedics	Allied Health Professionals

SANFORD TELEMEDICINE APPOINTMENTS:

Adom Stys, M.D.	Cardiology	Telemedicine
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vRAD REAPPOINTMENTS:

Kimberly Fagen, M.D.	Teleradiology	Telemedicine
Donald Nicell, M.D.	Teleradiology	Telemedicine

RESIGNATIONS:

Sarah Anderson, RN	Orthopedics	Allied Health Professionals
Gregory Miller, D.O.	Emergency Medicine	Emergency Services

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

EMERGENCY DEPARTMENT

1. This is a fine hosp. Everyone was great. Great to have them here. (Overall)
2. After diagnosis doctor was no longer in ER, nurses were confirming with him by phone. He never explained treatment plan with me; and the nurses were not clear about what the plan was. I not sure they knew. (Doctor) Have no issues with the nursing or tech staff; doctor's inability to communicate directly with me is my issue. (Personal Issues) Never asked to see my ins. card or ask me who my carrier was. (Insurance) Can't remember the name of the nurse that met me at the ER door about 3 a.m. on Thurs. Jan 3 - she was excellent! (Open comments)
3. my experience was good. (Arrival) Probably always room for improvement but We were treated very good! (Overall Assessment) None in particular. Dr Dynes was great. One concern that I was taken off of Plavix and that gave me great concern. Because of the little brain bleed. Could have more assurance that was ok for a while. (Open comments)
4. bed side manner of ER Dr. was in need of improvement (Open comments)
5. awesome experience, everyone was great to work with. Kelly with registration with so helpful. Jason was an amazing nurse. Dr. Keenan was fantastic. It was all so quick! (Arrival)
6. Doc gave me a medication I'm not suppose to take while pregnant (Doctors)
7. made sure curtains were pulled tight and verified my husband was my husband... privacy (Nurses) no radiology tests (Tests) Excellent care. Took care and my health concerns seriously (Arrival) You would have to check but the main nurse who took care of me excellent (Michelle Powers). Also my PCP Dr. Stephanie Buhler stopped in and checked on me. I had just been at the clinic 90 minutes prior to my ER arrival. She truly cares about her patients (Comments)
8. The nurse was wonderful! Very genuine & caring.(Michelle Powers) (Nurses) A little gruff - but a good doctor. I would go to him again. (Doctor) Staff was very kind. I had my 5 yr. old along. The receptionist played with him while I was attended to. (Family/Friends) The nurse was outstanding! The receptionists were great too. Thank you. (Laura White) (Comments)
9. The nurse who took care of me. Believe his name was *Jason? *Dr. Yusuf was very good too. (Comments)
10. I had a ekg & the staff were there quickly (Tests) The nurses & Dr. explained everything well!! (Family/Friends) Great place!! (Arrival) Very nice & courteous!! (Personal) I can't remember their names, all of them were great!! (Open) (Bev B., Michelle P., Kristi D., Jessica H., Heath Q., Amanda G., Dr. Keenan) What a great hospital WAH is!! I was treated with so much good care & the ER Dr. was great as well as the nurses. They all were on top of every little thing!! We are very fortunate to have this facility in our town. I was ambulated out & taken care of so well. Thank you!! (Open)
11. Jen was very good with her care and concern. Very much appreciated. (Open)

INPATIENT

1. Patient across the hall was loud, irritating at times. (Room) Very impressed with staff members. (Nurses) IV insertion was very painful, (shunt) ? stent put in to deep in my opinion, bothered me most of stay. (Tests/Treatments) My body doesn't respond to many pain medications, they did trial and error to get good results for me. (Personal) They were all excellent care givers. Nurse *Cassie was extraordinary. (Open)
2. The nurses were excellent. Best ever!! (Nurses) Nurse *Jason. He took care of me when I came to the ER and he was my nurse in the main hospital. He is very good. (Open)
3. I was sent to hospital in Sioux Falls. (Overall)

4. Whenever checking in at WAH the staff is always pleasant and courteous. (Admission) Hospital was full so very noisy at night. Also, babies crying and a mother who yelled. (Room) I have high blood pressure and food was very salty - food was taken away too quickly. I needed more time to eat, because of drugs I was on. I was always groggy. (Meals) Nurses would tell me things, but I wasn't alert because of drugs. (Nurses) Having an outreach doctor makes connecting more difficult. (Doctor) Meds were prescribed that made me ill. Dr. on call gave something different, but not enough to keep up with the pain for more than 3 days. Not a strong enough med. (Discharge) Meds made me ill and unable to eat or have a clear head. Lost 9 lbs in 3 1/2 days I was at WAH. Percocet should not be given before food or on an empty stomach. (Personal) All staff was good. I was just so out of it I don't or didn't remember a lot of dialogue. (Overall) The nursing staff was very calm, gentle, seemed very concerned and treated me as if I was their only patient. Now that I've had physical therapy, they are an excellent crew, too. (Open)
5. I am 91 years old the date I received this Jan. 28th this I couldn't remember a lot of things – to answer. (Overall Assessment) To many questions for a two day stay. "*Sid." (Comments)
6. Good: dr. called cardiologist before transferring me & with his advice did not. (Physician) I thought it took too long. They might have been short on help. (Admission)
7. *Kate Axford and *Mary Oeltjenbruns were so helpful during my stay - awesome job! (Open)
8. I was so sick I don't know who admitted me. (Admission) Need more explanation from nurse on what my job was thought alarm went to nurse station. 40 min. I finally pushed button. Drove me nuts. 4. My feet were hot - arms cold. (Room) Food was excellent. Too sick to eat. (Food) I was so sick. 5. They didn't know so I don't know. (Nurses)
9. All nurses were great. (Nurses) Have recommended hospital & Dr. *Botker & *Yucuf to others. (Overall Assessment) I can't just pick one - everyone is great there. (Comments)

OUTPATIENT

1. I was pleased with everyone who was assigned to me. so very glad I was able to have an endoscopy, colonoscopy and a CT scan in the month of January 2019 right here in Windom! Thank-you! (Open) (CT Scan)
2. He was excellent. I said I like to sleep with a fan, so he found me a fan. He went above and beyond to answer questions and make sure I was comfortable. (Sleep Study)
3. I felt very well cared for as I did not have a former appointment but because i was in town and needed to be checked they took me in while I was in town. I was very satisfied and blessed. Thank You !! (Overall) (Ultrasound)
4. I appreciated the gal as she was very professional and helpful to me. (Test/Treatment) They even invited us to coffee and a delicious Chocolate Chip Cookie. A real plus (for my husband waiting) (Facility) Very helpful and kind (Personal Issues) All was Excellent (Overall) Every one that I had to get help from. From desk lady to the Ultra Sound staff. (Open) (Ultrasound)
5. everyone was helpful and professional (Overall) (Ultrasound)
6. Sorry can't remember the nurse who was with me that day but she was great - Also *Darcy in X-ray so good & kind. (Comments) (Radiology)
7. They are very good at what they do. (Registration) They do a very good job. (Tests) Everyone does a great job. (Overall) All the staff. (Comments) (Lab)
8. Cindy Gehl (Open) (Mammography)
9. very good (Comments) perfect (Tests) ostomy (Other)
10. I got light headed in the out patient room, the staff was very accommodating to get me to my room quickly so that i could lie down. (Registration) Was neat to see the outpatient area! (Facility) (Other)

11. Have been to facility many times and worked in the building. It is always clean (Facility) I only saw one radiology staff member but she was great and knowing others makes it easy to go to the facility (Personal) (Mammography)
12. *Amber Hughes. *Wendy - therapy. Man who gives CT scans. (CT Scan)
13. Kathy in scheduling was very helpful in figuring out how to schedule with my work. Bev is a great register person. She caught a mistake on my profile - That I even didn't see. Not sure how she always keeps a smile on her face. With all the demands & accuracy that is need with a heavy pts load. Windom is very lucky to have her. (Registration) Jess did a great job with explaining & education (Tests) Kathy Bev & Jess (Comments)
14. All Staff (Comments) (Other)
15. great greeting and very personable people taking info (Registration) I didn't spend time in waiting room. got right in (Facility) registration / intake person (Comments) (Radiology)

*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. Jacqueline DeWall RN
2. *Shelby Medina I do not remember the name of the nurse but is very kind, attentive, and they all attended to me very well. (Jason Ella)
3. Can't remember the name of the nurse that met me at the ER door about 3 a.m. on Thurs. Jan 3 - she was excellent! (Destinie)
4. Kelly, Jason and Dr. Keenan
5. The nurses (Destinie S. and Michelle P)
6. Ike Pohlman
7. Darci Jones was very patient, caring & professional!
8. Michelle Powers and Dr. Buhler
9. Jenna Mollema and Darcy
10. Michelle Powers and Laura White
11. Bev B., Michelle P., Kristi D., Jessica H., Heath Q., Amanda G., Dr. Keenan
12. Kate Axford and *Mary Oeltjenbruns
13. *Denise - food looked so good but couldn't eat.
14. *Nicole
15. Kathy, Bev and Jess
16. Wendy W., Amber H.



FOUNDATION BOARD OF DIRECTOR'S MEETING

MONDAY, MARCH 25, 2019

6:15 p.m. Dinner in Cafeteria

6:30 p.m. Meeting in Cafeteria

AGENDA

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| I. CALL WAH FOUNDATION MEETING TO ORDER | Alice Huebert |
| II. FOUNDATION MEETING MINUTES -
- Approve minutes from regular meeting of February 25, 2019 | Alice Huebert |
| III. FINANCIAL STATEMENT -
- Review donation gift roster & assign thank-you calls. | Kim Armstrong |
| IV. OLD BUSINESS -
- 2019 Scholarships Update
o Scholarship application update
o Confirm review date
- Rebranding Update | Emily Masters

Emily Masters |
| V. NEW BUSINESS -
- Spring solicitation letter – Neonatal Hearing Screening
o Mailing list review
- Governing Board Retreat Update
- Annual Dinner, April 22, 2019, River City Eatery, 6p Social & 6:30p Dinner | Emily Masters

Shelby Medina
Shelby Medina |
| VI. PROJECTS -
- Dad's Belgian Waffles Outcome Report
o Spring 2020 Date?

- Fun Run
o Saturday, June 8, 2019

- Tammy Hall Breast Health Walk
o Saturday, October 12, 2019 | Kim Armstrong
Alice Huebert

Emily Masters

Emily Masters |
| VII. NEXT MEETING DATE – Tuesday, May 28, 2019 (May 27-Memorial Day) | Alice Huebert |
| VIII. MEETING CONCLUSION | Alice Huebert |

**WINDOM AREA HEALTH FOUNDATION
FOUNDATION MEETING MINUTES
FEBRUARY 25, 2019 – 6:30 PM**

ATTENDING: Alice Huebert, Sandy Robinson, Steve Johnson, Ann Bartelt, Kay Gross, Laura Fresk, Emily Masters/CHRO, Kim Armstrong/Corp Treasurer, Shelby Medina/Corp President

ABSENT: Eric Lohse

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 OCTOBER 15, 2018 MEETING AS PRESENTED (GROSS/BARTELT).

FINANCIAL STATEMENT: Kim Armstrong, Corporate Treasurer

M/S/C UNANIMOUSLY TO APPROVE FINANCIAL STATEMENTS FOR THE MONTHS OF OCTOBER 2018 THROUGH JANUARY 2019 AS PRESENTED (JOHNSON/GROSS).

Assign Gift Thank-You's – Kim Armstrong

Donor gifts received during the period of September 2018 through January 2019 were reviewed. Those donors contributing gifts of \$100 or more to the Foundation during the noted months will receive a personal “thank you” call from a Foundation board member.

OLD BUSINESS

There was no old business to report.

NEW BUSINESS

Spring Solicitation Letter-Emily Masters

Emily noted preparations for the Foundation’s spring solicitation letter is taking place. Emily requested ideas on an area of focus for this year’s financial gifts.

M/S/C UNANIMOUSLY TO DESIGNATE FUNDS RECEIVED FROM THE SPRING SOLICITATION LETTER TO BE USED TOWARDS THE PURCHASE OF NEWBORN HEARING SCREENING EQUIPMENT (JOHNSON/ROBINSON).

Emily noted a recommendation was made to expand the solicitation letter roster to potential donors included on the mailing roster from the past five years instead of using a mailing list comprised of potential donors from the past three years. She noted this suggestion was made with intentions of possibly securing additional gifts from previous donors not included on the mailing roster from the past three years. Member consensus was to use the expanded mailing roster using names from the past five years.

Rebranding Update – Emily Masters

Emily stated Windom Area Health has started the rebranding initiative as of January 1, 2019. Currently sub-branding of various departments and entities within Windom Area Health is taking place. Emily distributed 3 examples of WAH Foundation letterhead options using the new WAH logo, font, power bar and sub-branding line, and requested feedback from members on their preference for creating new Foundation stationery. Feedback was given with Emily agreeing to email two sample options for members to select from for the Foundation’s rebranding logo that will be used on stationery, envelopes, etc.

2019 Scholarship Update – Emily Masters

Emily noted information about 2019 WAH Foundation scholarships has been mailed to area schools with scholarship applications due back by March 15, 2019. A scholarship review committee comprised of Steve Johnson, Alice Huebert, and Sandy Robinson was established to review scholarship applications April 2, 2019, 9:00-11:00 am. It was noted Nancy Meyer would be invited to review this year’s scholarship applications with committee members, as she will be presenting a scholarship in memory of her husband, Ron, on behalf of Windom Area Health Foundation. Along with the Ron Meyer Memorial scholarship award, Foundation members agreed to award five to six \$1000 scholarships for school year ending spring 2019 on behalf of WAH Foundation; and award one \$1000

scholarship in memory of Mildred Klosterbuer with the scholarship award winner selected by daughter, Mary Klosterbuer.

Therapy Renovation Update - Shelby Medina, CEO

Shelby shared information regarding the remodeling project for the Therapy Department and new conference room. She stated construction is progressing according to schedule with an anticipated completion date in early May. Currently, installation of the HVAC system will be taking place over the next month, which is causing temporary closures of hallways parallel to the renovation space. Shelby noted construction pictures and updates are posted on Facebook and Instagram Thursdays of each week to keep the public informed on this project's progress.

Wound & Hyperbaric Healing Center Update – Shelby Medina, CEO

Shelby noted the Wound Center is “on target” per the proforma indicators set when the Wound Center opened in late July 2018. Shelby shared a conversation she had with a Toro supervisor at a recent Chamber Connections sponsored by Windom Area Health. The Toro supervisor was very complimentary of wound care services being offered locally as it was found to be an extremely valuable service to one of her Toro employees who was referred to Rochester for wound care treatment for an extended length of time. The patient was very grateful to be able to receive the wound care they needed close to home and be able to retain her employment at Toro with minimal loss of time from work.

New Upcoming Service Lines – Shelby Medina, CEO

Shelby stated a new respiratory therapist has been hired. She will start at Windom Area Health in approximately one month. Ostomy care has started as a new outreach service with Naomi Bach, CNP, providing this service. Sleep studies are currently offered in-house, however a new trend is taking place with sleep studies being done in the patient's home setting. This option is currently being looked into. Two registered dietitians are now on staff providing in-house and community outreach education and speaking. The Wound and Hyperbaric Healing Center providers are looking into offering wound care services at skilled nursing facilities in the near future.

PROJECTS

Dad's Belgian Waffles, March 17 @ Windom Community Center

Alice distributed tickets to Foundation members for the waffle brunch. Prices remained the same as last year's event. She noted tickets would be sold at Bank Midwest, Chamber of Commerce office, and Windom Area Health. Steve offered to take care of getting the orange drink from McDonald's. Alice will hang advertising fliers in local businesses that agree to advertise this event. Sandy received a \$250 gift card from Thrivent Financial to be used towards the expenses for this event. She noted Thrivent also donated shirts for Foundation members to wear at the waffle event. Al Peterson from the Masonic Lodge contacted Alice to offer assistance from Lodge members, which is graciously appreciated! Car fliers will be printed by Janel and distributed during church services on that weekend by volunteers.

M/S/C UNANIMOUSLY TO USE PROCEEDS FROM DAD'S BELGIAN WAFFLES FOR FUTURE SCHOLARSHIP AWARDS (JOHNSON/ROBINSON).

Fun Run – Emily Masters

Emily noted the annual Fun Run date has been set for Saturday, June 8. She stated the Riverfest Committee is centralizing this year's event around the town square so it is planned for the Fun Run to begin at Island Park and go around the square. Emily shared information regarding the cost reduction of entry fees for this year's event with a goal of attracting more participants in all divisions making it more of an affordable family event.

Tammy Hall Breast Health Walk – Emily Masters

This event has been planned for Saturday, October 12, 2019.

NEXT MEETING DATE

Next WAH Foundation Board meeting will be Monday, February 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