

Meeting Name: Windom Area Health Board of Directors' Meeting

AGENDA

Purpose: Provide governance for Windom Area Health	
Date/Time/Location:	Monday, April 22, 2019 / 5:30 pm / Large Conference Room
Members: All Governing Board members	Present: Absent: Others:
Recorder:	Janel Eichstadt
Category / Topic	Action step(s) / Updates
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 March 25, 2019. Dr Michael Fisher
COMMITTEE REPORTS	
Finance / Personnel / Labor Relations & Building & Grounds	Review committee activities. Nate Low
Professional Practice / Quality & Planning	Review committee activities. Kay Gross
OTHER REPORTS	
Medical Staff	Medical Staff meeting report. Dr S Buhler
City of Windom	Steve Nasby Joann Ray
Sanford Health Network	Terry Mahar
Administration	Sr.Mgmt Tm
WAH Foundation Board	<ul style="list-style-type: none"> Governing Board approval of WAH Foundation Slate of Directors for FY2019-20. <i>(Bd Motion)</i> Foundation Board not meeting this month. Next meeting May 28, 2019.
WAH Auxiliary	Auxiliary meeting minutes included in Governing Board booklet. Shelby M.
NEW & OLD BUSINESS	
New Business	Dr Michael Fisher
Old Business	<ul style="list-style-type: none"> Medical Staff By-law review update. Therapy and conference room renovation update. FY2020 Strategic Planning Retreat follow-up discussion.
Board Education	No board education this evening. Shelby M.
CONCLUSION	
Annual WAH Medical Staff/Board Dinner	Conclude meeting. Dr Michael Fisher
	WAH Medical Staff/Governing Board/Foundation 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, March 25, 2019 / 5:30 pm / Large Conference Room
Members: All Governing Board members	Present: Dr. Michael B. Fisher, Ann Bartelt, Mary Holmen, Kay Gross, Laura Fresk, Kim Armstrong/ CFO, Emily Masters/CHRO, Kathy Becker/DON, Shelby Medina/CEO, Terry Mahar/Sanford Health Network VP
Recorder:	Absent: Nate Low, Cindy Espenson, Julie Brugman/Mt. Lake Advisory mbr 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 Health Governing Board meeting was called to order at 5:30 pm 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 FEBRUARY 25, 2019 (BARTELT/GROSS).	Dr Michael Fisher																					
COMMITTEE REPORTS																							
Finance / Personnel / Labor Relations & Building & Grounds	<p>M/S/C UNANIMOUSLY TO APPROVE THE FEBRUARY 2019 UTILIZATION AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (BARTELT/FRESK).</p> <ul style="list-style-type: none"> Total Days Cash on Hand as of February 28, 2019 was 254. FY2019 YTD Net Assets totaled \$635,092 on a projected budget of \$542,300. <p>M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$50,406.69 TO REVENUE RECAPTURE AND APPROVE 5 FINANCIAL ASSISTANCE ACCOUNTS FOR WRITE-OFF TOTALING \$3944.18 (BARTELT/GROSS)</p> <ul style="list-style-type: none"> Month 11 of FY2019, Financial Assistance write-offs have totaled \$115,371.43 on a fiscal year budget of \$200,000. <p>Authorization was granted for the transfer of \$94,586.50 from the Funded Depreciation account to WAH checking account for February capital acquisitions.</p> <p>There were no Educational Assistance applications submitted for committee action.</p> <p>Emily Masters, CHRO, reported resignations and new hires to include:</p> <p>M/S/C UNANIMOUSLY TO ACCEPT 2 RESIGNATIONS TO INCLUDE A HOUSEKEEPER AND SURGERY MANAGER. A RETIREMENT NOTICE FROM A HOUSEKEEPER EFFECTIVE MARCH 29, 2019, PRESENTED AT THE JANUARY 28, 2019 MEETING, WAS ACCEPTED (BARTELT/GROSS).</p> <p>New hires include a fulltime Maintenance Dept tech, fulltime Respiratory Therapist, and 1 RN transferred from a .6 position to PRN status.</p> <p>Kim Armstrong, CFO, reviewed the FY2020 financial budget and capital purchases in anticipation of final approval being given at the April WAH Governing Board meeting.</p> <p>Shelby provided an update on the Therapy Dept remodeling project. Project is on schedule for completion in early May, 2019.</p> <p>Follow-up discussion was held regarding the FY2020 Strategic Planning Retreat held March 19, 2019.</p> <p>M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE MEDICAL STAFF, TO APPROVE THE FOLLOWING: (GROSS/HOLMEN)</p>	Co-chair Ann Bartelt																					
Professional Practice / Quality & Planning	<p>REAPPOINTMENTS:</p> <table border="0"> <tr> <td>Gerald Berberick, OPA-C</td> <td>Orthopedics</td> <td>Allied Health Professionals</td> </tr> <tr> <td>Todd Christianson, OPA-C</td> <td>Orthopedics</td> <td>Allied Health Professionals</td> </tr> <tr> <td>Charles Coffey, M.D.</td> <td>Emergency Medicine</td> <td>Emergency Services</td> </tr> <tr> <td>Jennifer Cousins, PA-C</td> <td>Orthopedics</td> <td>Allied Health Professionals</td> </tr> <tr> <td>Charles Flohr, M.D.</td> <td>Radiology</td> <td>Consulting</td> </tr> <tr> <td>Richard Harrison, OPA-C</td> <td>Orthopedics</td> <td>Allied Health Professionals</td> </tr> <tr> <td>Ramon Issa, M.D.</td> <td>Emergency Medicine</td> <td>Emergency Services</td> </tr> </table>	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	Kay Gross
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	<p>Timothy Klassen, CRNA Richard Lowry, OPA-C April Quigley, PA-C</p> <p>SANFORD TELEMEDICINE APPOINTMENTS: Adom Stys, M.D. Cardiology Telemedicine</p> <p>vRAD REAPPOINTMENTS: Kimberly Fagen, M.D. Donald Nicell, M.D. Teleradiology Teleradiology Telemedicine Telemedicine</p> <p>RESIGNATIONS: (for informational purposes only) Sarah Anderson, RN Gregory Miller, D.O. Allied Health Professionals Emergency Services</p> <p>M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE FOLLOWING HOSPITAL COMMITTEE MEETINGS AS PRESENTED (GROSS/FRESK).</p> <ul style="list-style-type: none"> PRESS-GANEY 4TH QUARTER REPORT ON INPATIENT, OUTPATIENT AND EMERGENCY DEPT SERVICES RISK MANAGEMENT/UTILIZATION REVIEW WORKPLACE VIOLENCE <p>Patient concern reports and patient survey comments were reviewed and deemed to be appropriately addressed. Kathy Becker, RN/DON, reported for the month there were no patient falls, no pressure sores reported, and no use of restraints. Kathy also noted there were no reportable adverse events for the month. An update was given by Shelby regarding the Therapy Dept and new conference room renovation project. The project is on schedule and is anticipated to open in early May 2019. Follow-up discussion was held regarding the FY2020 Strategic Planning Retreat held March 19, 2019. Shelby shared information regarding board member reappointments effective May 1, 2019. She noted Nathan Low has informed the mayor his intentions of not seeking reappointment to the Governing Board at the end of his term, effective April 30, 2019. Laura Fresk indicated she has agreed to be reappointed to the Governing Board for her first full term as a board member effective May 1, 2019. Committee members discussed potential options for consideration to restructure Governing board committee meetings in the near future. No action was taken.</p>	<p>Allied Health Professionals Allied Health Professionals Allied Health Professionals</p>
OTHER REPORTS		
Medical Staff	Dr. D. Lynch, Pathologist, presented information on Lab testing and recent Lab survey completed by the MN Department of Health. Nikkie Steen, Wound Care Center Clinic Director, have a presentation on statistical data of the Wound Center and answered questions from attending providers at the Medical Staff meeting regarding this information.	Dr S Buhler
City of Windom	Steve thanked community volunteers for helping with sandbag filling during the current flooding taking place in Windom. He noted recent issues with the city's telecom system have been resolved and apologized for any inconveniences that may have occurred during the system's downtime for repairs.	Steve Nasby JoAnn Ray
Sanford Health Netwk	Terry noted beginning at the April Governing Board meeting, a short educational piece relating to healthcare would be presented to attendees on a monthly basis. Sanford will be hosting the annual Performance Improvement Symposium April 4, 2019. Shelby noted Windom Area Health would have an entry at this event.	Terry Mahar
Administration	Executive reports were given by members of the Sr. Management Team. <u>Chief Financial Officer, Kim Armstrong</u> – Kim noted Danielle Bunting is the Compliance Officer for Windom Area Health and presented the compliance report for the past 12 months. <u>Chief Human Relations Officer, Emily Masters</u> – Windom Area Health will be hosting an Easter egg hunt using the Be Well Path for various types of kids' activities on April 13, 2019, as a family event. If inclement weather occurs, this event will be moved to BARC. <u>Director of Nursing, Kathy Becker</u> – PALS (Pediatric Advanced Life Support) certification is taking place for nursing staff. <u>Chief Executive Officer, Shelby Medina</u> – Shelby thanked Jenny Quade from the Windom City Council for attending a recent orientation meeting about Windom Area Health. A thank you was also extended to Governing board members	Sr. Mgmt Tm

	on attending the FY2020 Strategic Planning Retreat held March 19, 2019. Shelby shared the annual Medical Staff/Governing Board & Foundation Board dinner will be held April 22, 2019 at River City Eatery beginning with social time at 6:00 pm and dinner served at 6:30 pm. The annual Auxiliary Spring Banquet will be held Monday, April 8, at the Cottonwood County Historical Society beginning at 5:00 pm. Shelby noted the annual WAH Medical Staff/Governing Board/Foundation Board dinner will be held at River City Eatery April 22, 2019 beginning at 6:00 pm with social time and dinner served at 6:30 pm.	
WAH Foundation Board	Foundation Board meeting will be held following today's Governing Board meeting. Discussion on the successful Dad's Belgian Waffle Brunch held March 17 th would take place.	Shelby M. / Alice H.
WAH Auxiliary	No February meeting minutes were available as the Auxiliary meeting was cancelled this month due to poor weather.	Shelby M.
NEW & OLD BUSINESS		
New Business	There was no new business to report.	Dr Michael Fisher
Old Business	Shelby stated there was no update available regarding review of the Medical Staff By-laws.	Shelby M.
Board Education	Dr. Steve Hartberg, Wound Center Medical Director and Nikkie Steen, Wound Center Clinical Director, gave a presentation on current operations of the Wound Care Center since its opening in July 2018.	Shelby M.
CONCLUSION		
	Meeting was concluded by Governing Board Chair, Dr. Michael Fisher.	Dr Michael Fisher

Signature _____, Ann Bartelt, WAH Governing Board Secretary

WINDOM AREA HOSPITAL

GOVERNING BOARD EXECUTIVE SUMMARY

as of April 18, 2019

WAH MISSION: "Dedicated to Health"

CHIEF EXECUTIVE OFFICER REPORT

- **Organizational Updates**

- Dr. Botker's outreach clinic and surgery schedule has reached capacity and Mankato's Ortho and Fracture Clinic is looking to add an additional outreach clinic day. We are currently discussing whether this will be weekly or bi-weekly.
- Sanford Vascular will discontinue bringing a vascular tech during outreach clinic and have agreed to utilize WAH's employed vascular tech. Sanford Vascular will lease WAH's employed vascular tech to conduct vascular studies within our local region. This is a great partnership for both entities.
- WAH radiology and laboratory departments will increase hours of coverage effective May 12th. This will be accomplished by adjusting schedules and will not increase departmental FTE's. The decision for the change is to increase response and result time for the Emergency Department and provide staff coverage at peak census in the Emergency Department. The change will also result in reduction in labor costs by responsibly using our resources and increasing efficiency in departmental practices.
- Dawn Boss's outpatient psychiatric clinic is looking to expand its coverage by adding additional clinic days due to reaching capacity of current schedule.
- We have been notified by Fairmont Center for Specialty Care that effective immediately, podiatrist, Dr. Erbes, is no longer a part of the organization and will no longer be providing outreach services at WAH. We are currently reaching out to a contact in Mankato who has expressed interest in outreaching here in the past.
- Wound and Hyperbaric Healing Center statistical information January 2019 to March 2019
 - Wound Care Encounters – total of 366 – goal 288
 - Total New Patients – total of 37 – goal of 38
 - HBO treatments – total of 15 – goal of 0
- We are entering in to our third contractual year with MediServ, company specializing in medical and laboratory equipment management. To date we have experienced a total of \$45,033.00 in cost savings and are expected to experience a total of \$27,940.00 in savings this year. The total anticipated savings for the entire contractual agreement (Feb. 2017 to Feb. 2020) is \$72,973.00.

- **Industry Updates**

- SW MN Sanford CEO's met with Sen. Weber on Wednesday, April 17th to discuss and provide input on how proposals in some healthcare related proposed bills would impact our environment. The discussion was productive and Sen. Weber asked great questions and seemed to listen intently to our perspectives. The bills that were discussed focused on his position on:
 - Provider Tax
 - Gas Tax
 - Education
 - Impacts of payer policy changes (in particular with BC/BS)

- **Committee Meeting Updates**

- Work Place Violence: No Quarter 1 meeting scheduled at this time
- Infection Control: Quarter 1 meeting scheduled for April 24
- Emergency Preparedness:
 - Greg continues to work on revising signage that identifies fire escape and emergency exit routes. Initiative should be completed by the end of May

- All departmental leaders have been assigned lessons to complete focusing on Emergency Preparedness and chain of command roles and responsibilities. Greg will lead an Emergency Preparedness task force team starting in May, 2019.
- Greg, Emily M., and Emily S. will attend a FEMA training on May 1, 2019 focusing on public communication during a disaster.

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

As of April 18, 2019

WAH MISSION: "Dedicated to Health"

CHIEF FINANCIAL OFFICER REPORT

Becker's Healthcare Conference

- I attended the Becker's Hospital Review Conference in April. A wide range of topics were covered, from high-level strategy discussions to successful ways to cut costs and find new sources of revenue. Below are key items discussed in the sessions I attended:
 - Three Top Concern for CFOs in 2019 and How We are Dealing With Them
 - Motivate physicians to learn about the cost of care
 - Manage growth
 - Create the proper friction to make things better
 - How to Build a Culture of Ownership: The Secret Sauce to Achieve an Organization's Quality, Service and Patient Outcomes
 - It's okay to disagree but it is not okay to disrespect
 - Know and understand who you are and what you stand for
 - What you don't address you promote
 - Perspective On Leadership in a Changing Healthcare World; Balancing Margin and Responsibility to a Whole Range of Communities
 - Make investments in people, technology, equipment and community
 - Be a beacon and voice for the voiceless
 - No mission without margin
 - Vision without execution is hallucination
 - Capitalize on the knowledge of front line employees
 - Figure out a way to use technology
 - Don't lose sight that we are dedicated people taking care of people
 - Prevention = Retention: Health and Wellness as a Patient Experience Driver
 - We have been known as a sick care company
 - We are at an intersection of health and health care
 - Predict telehealth will be 25% of our business in 5 years
 - Providers at Essentia in MN screen for social determinants – what are the barriers to going to see a provider
 - Identify gaps in care or health
 - What is the Best Thing you System Has Done in the Last 12 Months?
 - Leadership rounding
 - Be in the healthcare business, not medical
 - We are only as good as our product – patient care
 - Never discharge a patient, connect them to their next care need
 - Reach out to the community to discover social determinates
 - Improve health before they come to the medical center
 - Provide care differently
 - Shift from patients to consumers

- **Managing Change**
 - People love change as long as it's their idea
 - It's all about attitude
 - You can't force or beat in change
 - Manage mindsets not initiatives
 - Mindsets are purposeful, present and personal
- **How to Develop and Implement a Robust Cost Reduction Plan for the Hospital**
 - Create a lasting culture of financial improvement
 - Look at labor expense, supply savings, non-labor expenses, revenue improvements, clinical integration and purchased services
- **Developing a Change Management Strategy for Telehealth**
 - Changed from programs like tele-stroke to a way to deliver health
 - Deliver the right care at the right time
 - Virtual triage
 - Implement where it makes sense
 - Virtual visit doesn't have to resolve the issue. Talk the consumer through if they should go to ER at 9 pm for an earache versus a clinic appointment at 10 am the next day.
 - Modality not a healthcare tool
 - Physicians need to carve out time to do it
 - Relationships are more important than the technology
- **Highlights of the conference included moderated conversations with Katie Couric and former presidents George W. Bush and Bill Clinton.**

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of April 18, 2019

WAH MISSION: *"Dedicated to Health"*

DIRECTOR OF NURSING REPORT

- **Medical/Surgical/OB/Emergency Room:**
 - Christine Boerboom RN, ER/Trauma Coordinator resigned. Katie Bennett as accepted new position. Katie will take Trauma 101 course 4/24/19 and work with the Sanford educator on PALS. Lois Anderson will be completing PI on ER/Trauma/Stroke charts in the interim while Katie is being trained into the position.
 - Marsha Ysker, RN, started prn. She has ER/Med Surg experience and currently works at Fairmont Hospital in the ER.
 - Debra Snedden continues to provide temporary nursing service to cover for FMLA leaves.

- **Diabetes Management/Oncology:**
 - Diabetic Educator and Registered Dieticians are developing and implementing workflow processes for serving diabetic patients in the hospital, outpatient, and community.
 - Katie Bennett, RN, will be taking ONS, chemo certification, training in the future. WAH currently has three other RNs that are ONS certified.

- **Surgery:**
 - Dr. Botker communicated that his joint surgeries went well and staff performed well despite the absence of the Surgery Manager. Kathy Becker, DON, has positioned herself in surgery during high surgery times and will continue to be available until the position is filled.
 - Kathy Becker, DON, is working with Mankato Surgical Center for staff training on interchangeable workflows between circulating RN and surgical techs in the OR.
 - Surgery will be working with Dick from OFC setting up some training opportunities for surgery staff on various topics such as positioning of patients, sterile technique, etc.

- **Committee Meetings**
 - OB Committee: nothing to report.
 - ER/Trauma/Stroke Committee:
 - Met 4/17/19. Greg and Kathy will be working on a drill that has to be completed by end of April for Ebola Grant from SWEPT.
 - Trauma re-designation for Level IV trauma is due December 2019. Application deadline for this is April 30, 2019. Lois and Kathy will work on getting this submitted prior to the end of April.

WINDOM AREA HOSPITAL
GOVERNING BOARD EXECUTIVE SUMMARY
as of April 18, 2019
WAH MISSION: "Dedicated to Health"

CHIEF HUMAN RELATIONS OFFICER REPORT

Human Resources

- We are currently recruiting for the following positions:
 - RN
 - Dietary Aide/Cook
 - Housekeeper
 - Interns (Two in rehab/One in Nutritional Services)
- We continue to work with many students from local high schools and colleges. From October, 2018 – March, 2019 we hosted 41 students either doing job shadow experiences or clinicals.
- Due to the union contract, all RN openings must be posted for a minimum of 7 days. Often this creates a trickle effect as internal applicants fill vacant FTE positions, leaving their previous FTE vacant to be posted. During this time we may choose to recruit externally as well.

Marketing/Public Relations/Foundation

- The Volunteer Luncheon was rescheduled due to weather. It will be held on May 31st.
- Hospital Week planning is underway; a schedule of events is included in the Board book. WAH is purchasing logo shirts for all staff.

Community/Employee Health and Wellness

- Approximately 125 kids attended the Easter Eggstravaganza. The event was moved inside to BARC due to the weather. Great community support was given through donated eggs and egg 'stuffers'.
- Our community weight loss challenge winner was Al Baloun, losing over 21% of his body weight! Terri Elder won the employee challenge.
- A spring open house featuring Wellness Center classes is scheduled for April 29 – May 4th with a free class showcase on Saturday May 4th.

April – Donations/Events

- Food donated to volunteers sandbagging at the arena (chips/water/muffins).

Committee Meetings

- Employee Focus Finance: No report
- Patient & Family Advisory Committee: The committee reviewed ER scores, metrics and patient comments. Wait times will be reviewed next time we meet. Several members toured the Wound & Hyperbaric Healing Center.
- Safety: No Report
- Safe Patient Handling: Annual meeting was held on 4/4/19. A summary of work injuries was reviewed, with each being referred to the soft tissue program. A review of safe patient handling equipment and supplies was reviewed and members brought forth additional equipment requests. Training will be deployed annually, and safe patient handling techniques featured at or Skills Fair in Sept 2019.

2019 Hospital Week Schedule May 12-18

"Celebrating Hope and Healing"

Monday 5/13

****Patient Appreciation—Continuing All Week Long**** *Balloons and promo item to patients*

Appreciation Gifts handed out-if WAH Apparel Delivered??

Be Well Path Bingo

Pick up your Bingo card from Marketing and hit the Be Well Path. Be the first to find all the items in a row column or corner to corner. Redeem prize Marketing/Wellness?? Must redeem by Friday, May 17, 3 p.m.

Tuesday, 5/14

****Interactive Health Screens****

7:00- 9:00 a.m.- Employee Breakfast—Cafeteria

Egg Bake 5 pans, mini-muffins, fruit cocktail and juice-Sign for stop here!

Heels Scans-Location?-Signup posted on cafeteria door?

5:00-7:00 p.m.- Rehabilitation Open House

Tours of the new rehab area, infused water, punch, coffee, meat & Cheese platter, cookie platter. Cafeteria specials??

6:00 p.m.-Subway Dinner (3-11 staff)- New Conference Room??(Due to possible traffic from Open House)

Wednesday 5/15

****Interactive Health Screens****

9:00 a.m.- 2nd Grade Tour-Windom

1:00 p.m.- 2nd Grade Tours- Mt. Lake (Christian/Public/Elmendorf)

2:00-4:00 p.m.- Auxiliary's "Staff Appreciation Reception" Ice Cream Social – Cafeteria

Ice cream sundaes

Thursday 5/16

****Interactive Health Screens****

Friday 5/17

Spirit Day- All employees who wear WAH logo-wear (no t-shirts) get a free jeans day today!

11:30-1 p.m.- Staff Picnic Cookout

Rob and Heath Grill??, Emily Backup...Burgers, hot dogs, beans, potato salad, coleslaw, ice cream cup?

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, April 22, 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 chair.	Nate L.
Minutes	Approve minutes from regular meeting of March 25, 2019. (Cmte Motion)	Nate L.
Statistical & Financial Performance Reports	Review & recommend approval of reports. (Cmte Motion / Bd Motion)	Kim A.
Revenue Recapture & Financial Assistance	Review & recommend approval of accounts. (Cmte Motion / Bd Motion)	Kim A.
Funded Depreciation Transfer	Review & approve Funded Depreciation account transfer. (Cmte Motion)	Kim A.
Educational Assistance Applications	Review & recommend approval of application(s) for educational assistance. (Cmte Motion)	Kim A.
Employee Resignations	Review & recommend acceptance of resignations / terminations. (Cmte Motion / Bd Motion)	Emily M.
New / Dept Transfer Employees	Report of employees recently hired / transferred.	Emily M.
FOLLOW-UP ITEMS		
Governing Board Appointments	Review Governing Board appointments.	Shelby M
FY2020 Budget	Review FY2020 income statement & capital budget. Formulate recommendation to Board. (Cmte Motion / Bd Motion)	Kim A.
Committee Agenda Discussion	Review committee agenda items.	Shelby M
Clinic Lease Update	Review next steps.	Shelby M
CURRENT ITEMS		
CONCLUSION		
Conclude meeting.		Nate L.

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

Facilitator: Nate Low, Chairperson

Recorder: Janel Eichstadt

Category / Topic	Action step(s) / Updates	Leader:
STANDING ITEMS		
Call to Order	Finance/Personnel/Labor Relations & Building & Grounds Committee meeting was called to order at 3:20 p.m. by Co-chair, Ann Bartelt.	Ann B.
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF FEBRUARY 25, 2019, AS PRESENTED (GROSS/FRESK).	Ann B.
Statistical & Financial Performance Reports	Review of February 2019 statistical and utilization graphs was completed. The month's total patient revenue was below budget projections; contractual adjustments as a percentage of revenue were below budget projections; total operating expenses were below budget expectations; net operating revenue and expenses factored together left a net gain totaling \$239,220. FY2019 year-to-date net income totals \$635,092 on a projected budget of \$542,300. Days in A/R were 48.38 and Days Cash on Hand totaled 254. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FEBRUARY 2019 STATISTICAL AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (FRESK/GROSS)	Kim A.
Revenue Recapture & Financial Assistance	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND ACCOUNTS TOTALING \$50,406.69 TO REVENUE RECAPTURE AND RECOMMEND APPROVAL OF 1 NEW ACCOUNT FOR A 75% WRITE OFF TOTALING \$1896.10; 2 ACCOUNTS WITH BALANCES BELOW \$1500 FOR 100% WRITE OFF TOTALING \$1648.08; AND 2 PREVIOUSLY APPROVED ACCOUNTS FOR 100% WRITE OFF TOTALING \$400.00; WITH ALL FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$3944.18 (GROSS/FRESK). In month 11 of FY2019, accounts totaling \$115,371.43 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 \$94,586.50 FROM FUNDED DEPRECIATION TO THE CHECKING ACCOUNT FOR FEBRUARY 2019 CAPITAL ACQUISITIONS (GROSS/FRESK)	Kim A.
Educational Assistance Applications	There were no Educational Assistance applications submitted for committee action.	Kim A.
Employee Resignations	M/S/C UNANIMOUSLY TO RECOMMEND ACCEPTING 2 RESIGNATIONS-FULL TIME HOUSEKEEPER AND FULL TIME SURGERY DEPT MANAGER. A RETIREMENT NOTICE FROM A HOUSEKEEPER EFFECTIVE MARCH 29, 2019, PRESENTED AT THE JANUARY 28, 2019 MEETING, WAS NOTED AND ACCEPTED (FRESK/GROSS).	Emily M.
New / Dept Transfer Employees	The following new hires were reported: Full time Maintenance Dept technician effective March 28 th , full time Respiratory Therapist effective April 2, 2019, and a RN transferred from a .6 position to PRN status effective April 14 th .	Emily M.
FOLLOW-UP ITEMS		
Therapy Department Renovation	Shelby stated the remodeling project is on schedule and anticipate moving into the new Therapy Dept during the first week in May. One hallway was opened as installation of the HVAC system was completed. The opposite hallway is scheduled for closure in the near future to complete ceiling HVAC work. Shelby noted a public restroom is being added into the project for an additional \$5000 in cost due to the loss of a restroom in the former Ladies Lounge room. This new public restroom is being renovated using a patient bathroom located in the Imaging's Fluoroscopy room.	Shelby M

Board Retreat	<p>FY2020 Strategic Planning Retreat follow-up discussion was held with committee members sharing complimentary remarks on the day's agenda topics and facilitators, Corey Boelter and Matt Borchardt from CliftonLarsonAllen. Shelby stated she would be emailing a flowchart created by Matt Borchardt for board members to review for strategic planning purposes and discussion in determining goal planning for FY2020.</p> <p>Shelby shared information regarding board member reappointments effective May 1, 2019. She noted Nathan Low has informed the mayor of his intentions not to seek reappointment to the WAH Governing Board at the end of his partial term, which ends April 30, 2019. Laura Fresk indicated she has agreed to accept reappointment to the Governing Board for her first full term as a board member effective May 1, 2019. Shelby noted she has submitted 2 names of potential candidates for the mayor's consideration of the one open board member position.</p>	Shelby M
Governing Board Appointments		Shelby M
CURRENT ITEMS		
FY2020 Budget	<p>Kim distributed the preliminary FY2020 budget for review and discussion. The presented budget showed an operating margin of 3.0% or net revenue from operations totaling \$648,196 for FY2020. Capital equipment requests were also reviewed totaling \$830,048. The final FY2020 budget will be presented at the April meeting for WAH Governing board approval.</p>	Kim A.
Committee Agenda Discussion	<p>Committee members discussed options and ideas of changing the current format of Governing board committee meetings to begin with the new fiscal year, May 2019. Consensus of committee members favored shorter committee meeting times with an emphasis on addressing most agenda items at the full Governing Board monthly meeting. No action was taken.</p>	Shelby M
Annual Dinner	<p>Committee members were informed of the annual Medical Staff/WAH Governing/Foundation Board dinner, which will be held at River City Meetery on April 22, 2019 beginning at 6pm with social time and dinner served at 6:30pm.</p>	Shelby M
CONCLUSION		
	<p>Committee Co-chair, Ann Bartelt, concluded the Finance/Personnel/Labor Relations & Building & Grounds Committee meeting.</p>	Ann B.

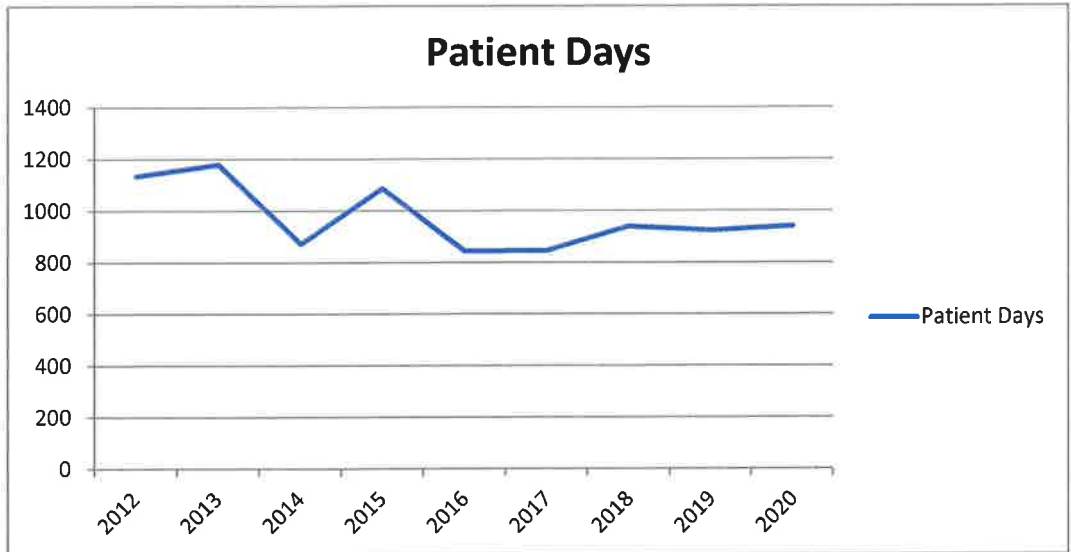
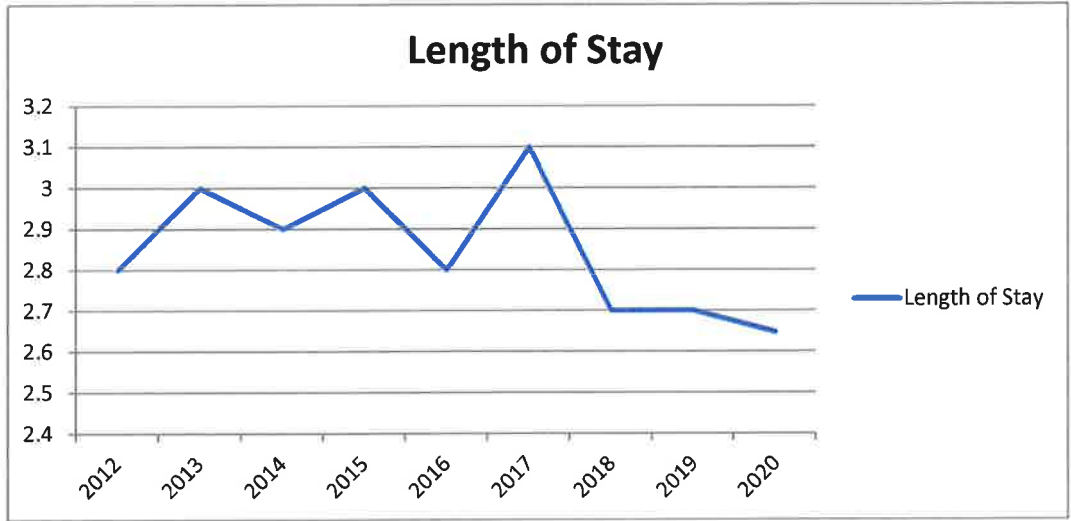
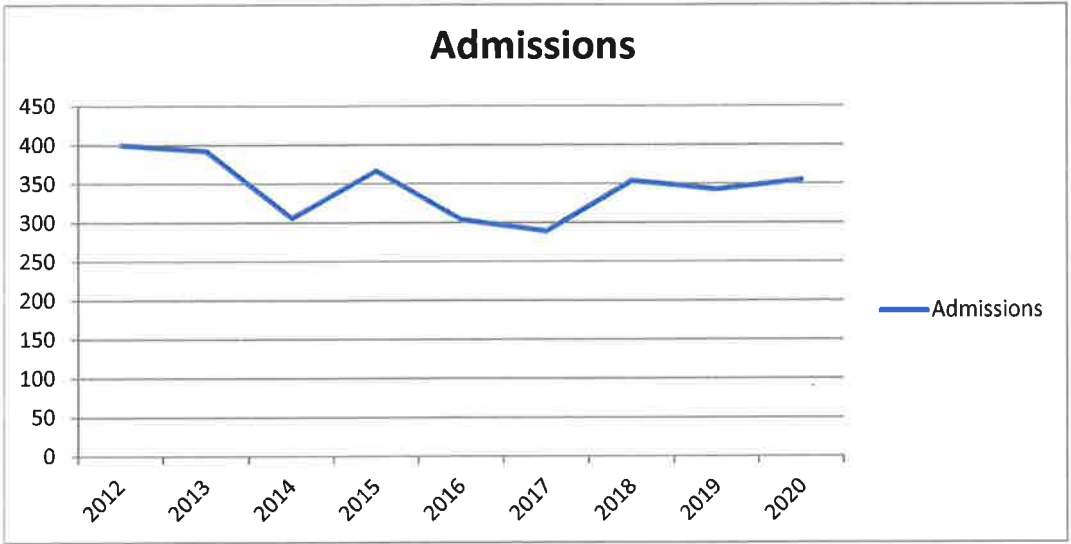
Windom Area Health
INCOME STATEMENT

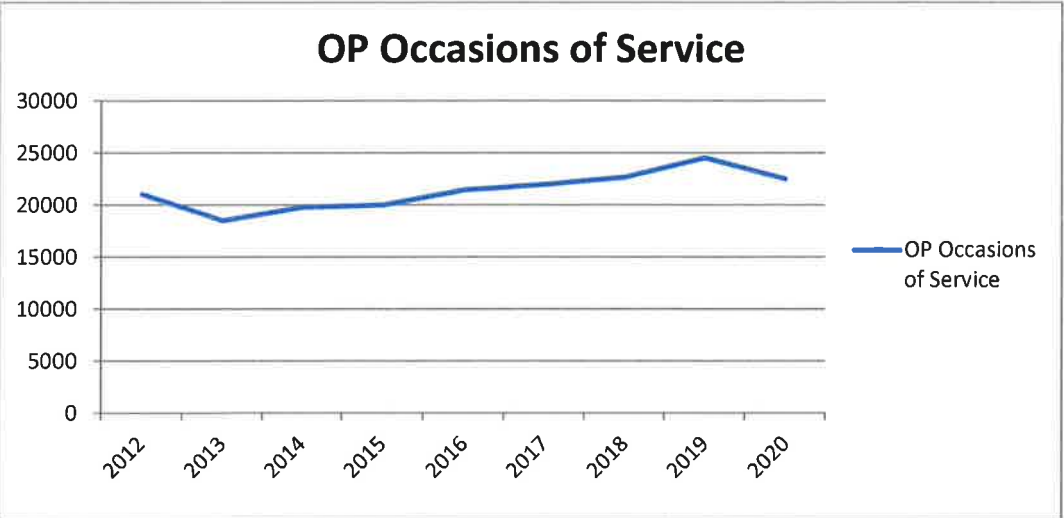
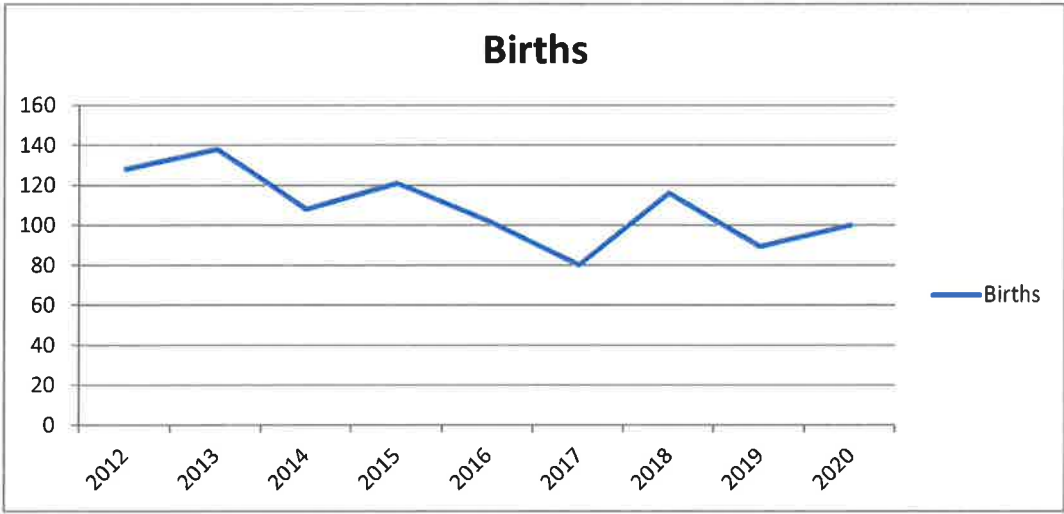
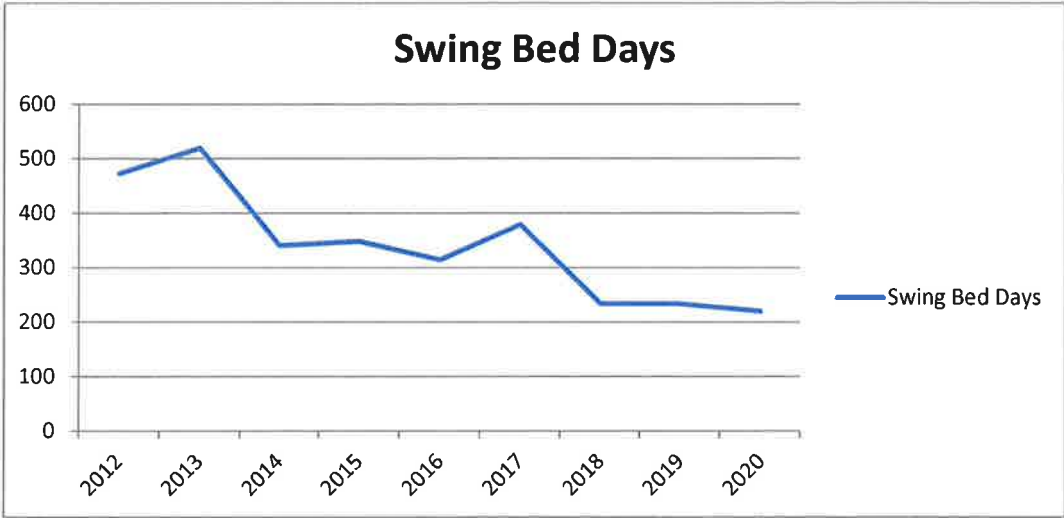
	3/31/2019		Revenue		Y-T-D 2018		Revenue		Revenue	
	3/31/2019	Comparison	Budget 2019	Comparison	Y-T-D 2018	Comparison	Budget 2019	Comparison	Budget 2019	Comparison
PATIENT REVENUE										
Inpatient Revenue	\$941,428	26.83%	\$486,948	17.65%	\$7,095,123	22.11%	\$5,356,428	17.65%		
Outpatient Revenue	\$2,567,982	73.17%	\$2,272,315	82.35%	\$24,990,971	77.89%	\$24,995,465	82.35%		
Total Patient Revenue	\$3,509,410	100.00%	\$2,759,263	100.00%	\$32,086,094	100.00%	\$30,351,893	100.00%		
Contractual Adjustments	\$1,342,078	38.24%	\$1,090,186	39.51%	\$13,070,437	40.74%	\$11,992,046	39.51%		
Other Income	\$17,383	0.50%	\$12,767	0.46%	\$169,258	0.53%	\$140,437	0.46%		
NET OPERATING REVENUE	\$2,184,715	100.00%	\$1,681,844	100.00%	\$19,184,915	100.00%	\$18,500,284	100.00%		
EXPENSE										
Employee Salaries	\$703,773	32.21%	\$643,239	38.25%	\$6,698,365	34.91%	\$7,075,629	38.25%		
Employee Benefits	\$210,040	9.61%	\$186,569	11.09%	\$2,047,657	10.67%	\$2,052,259	11.09%		
Pharmaceuticals	\$134,380	6.15%	\$76,667	4.56%	\$1,178,364	6.14%	\$843,337	4.56%		
Supplies	\$171,365	7.84%	\$106,433	6.33%	\$1,274,430	6.64%	\$1,170,763	6.33%		
Rents & Utilities	\$25,429	1.16%	\$28,205	1.68%	\$297,725	1.55%	\$310,255	1.68%		
Purchased Services	\$350,083	16.02%	\$317,279	18.86%	\$3,643,106	18.99%	\$3,490,069	18.86%		
Purchased Services Interco	\$16,136	0.74%	\$16,433	0.98%	\$182,550	0.95%	\$180,763	0.98%		
Other Direct Expenses	\$114,192	5.23%	\$108,880	6.47%	\$1,218,033	6.35%	\$1,197,680	6.47%		
Provision for Bad Debts	\$12,918	0.59%	\$16,667	0.99%	\$343,142	1.79%	\$183,337	0.99%		
Depreciation	\$116,413	5.33%	\$123,947	7.37%	\$1,255,310	6.54%	\$1,363,417	7.37%		
Total Operating Expense	\$1,854,729	84.90%	\$1,624,319	96.58%	\$18,138,682	94.55%	\$17,867,509	96.58%		
Income (loss) From Operations	\$329,986	15.10%	\$57,525	3.42%	\$1,046,233	5.45%	\$632,775	3.42%		
Investment Income	\$14,785	0.68%	\$4,714	0.28%	\$97,301	0.51%	\$51,854	0.28%		
Other Revenue/(Expenses)	(\$4,014)	-0.18%	(\$8,009)	-0.48%	(\$167,688)	-0.87%	(\$88,099)	-0.48%		
Non Operating Rev/Exp	\$10,771	0.49%	(\$3,295)	-0.20%	(\$70,387)	-0.37%	(\$36,245)	-0.20%		
Increase in Net Assets	\$340,757	15.60%	\$54,230	3.22%	\$975,846	5.09%	\$596,530	3.22%		
Month										

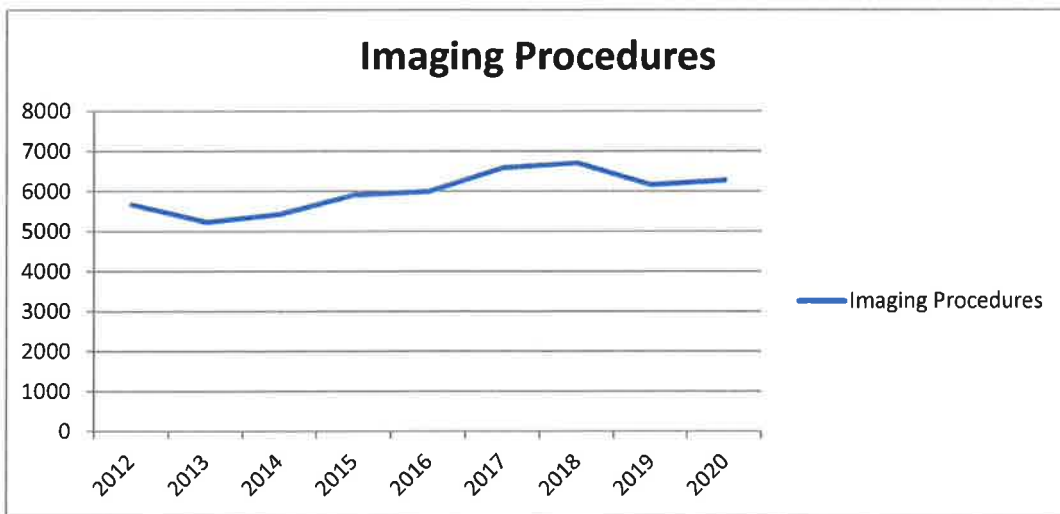
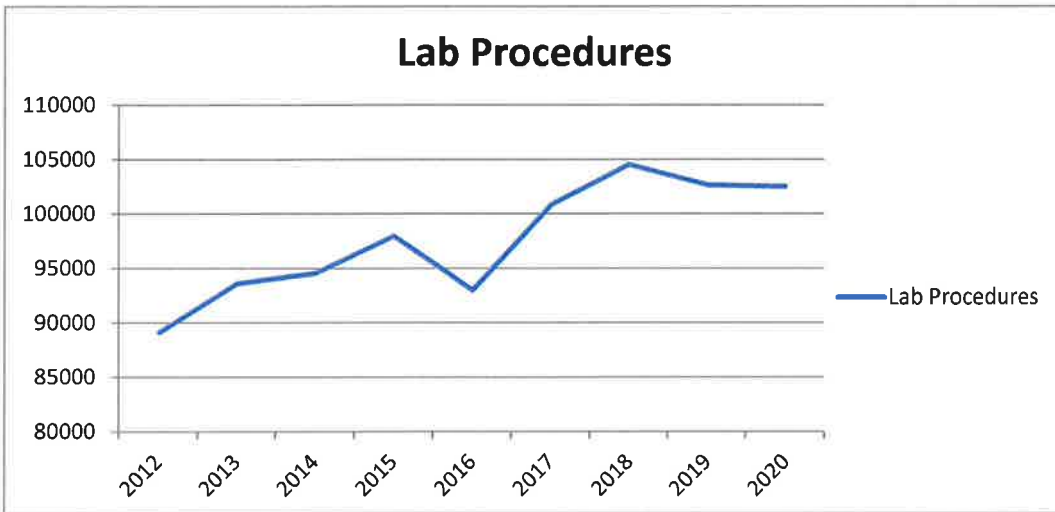
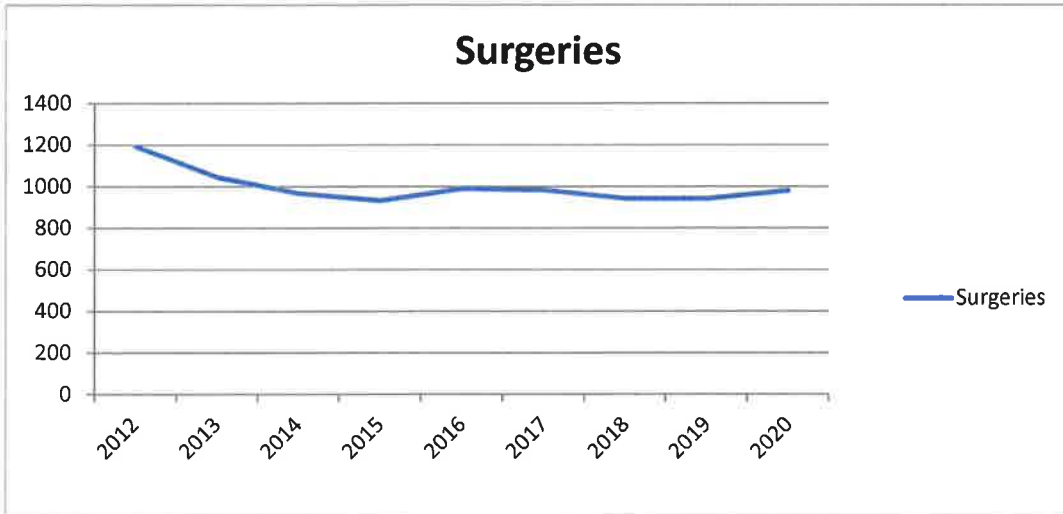
WINDOM AREA HEALTH
INCOME STATEMENT

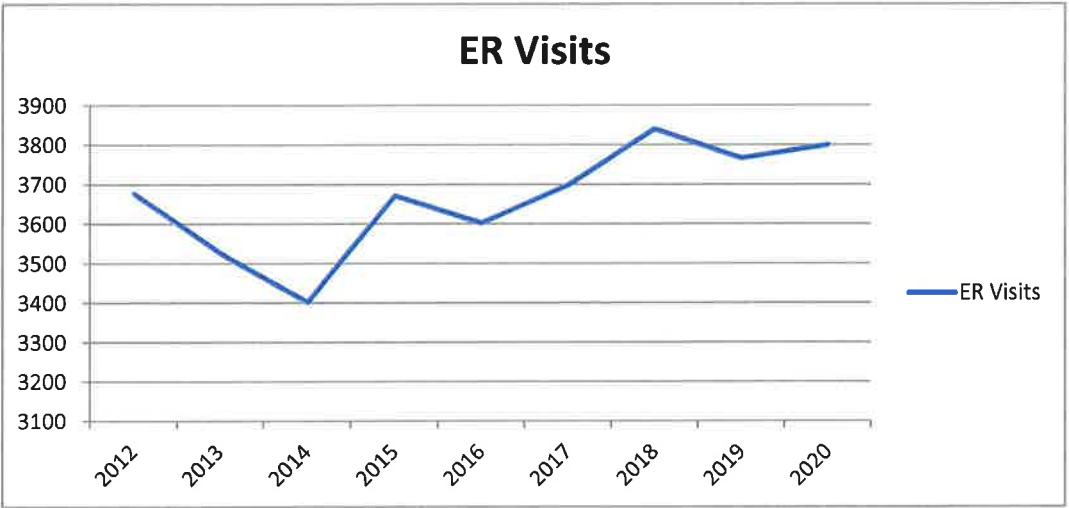
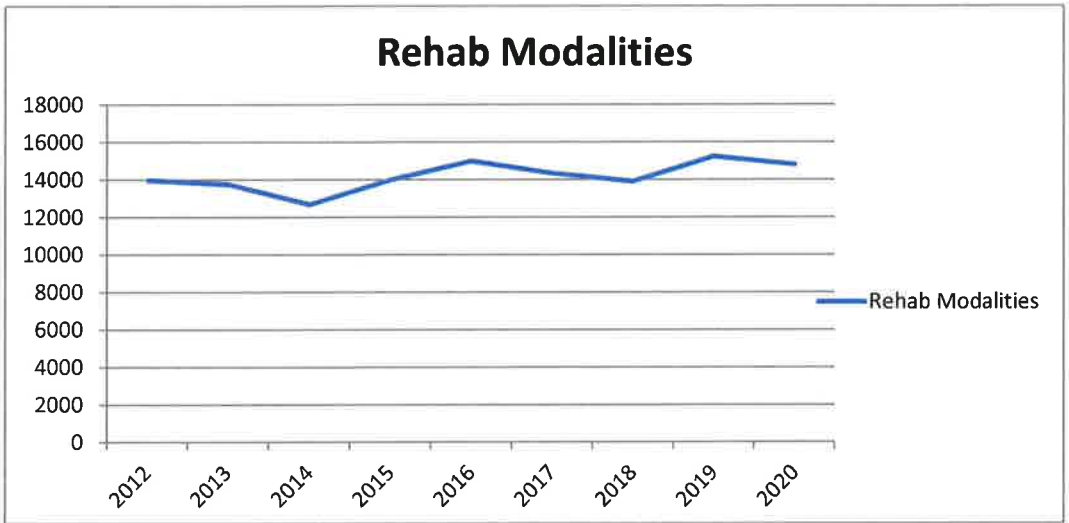
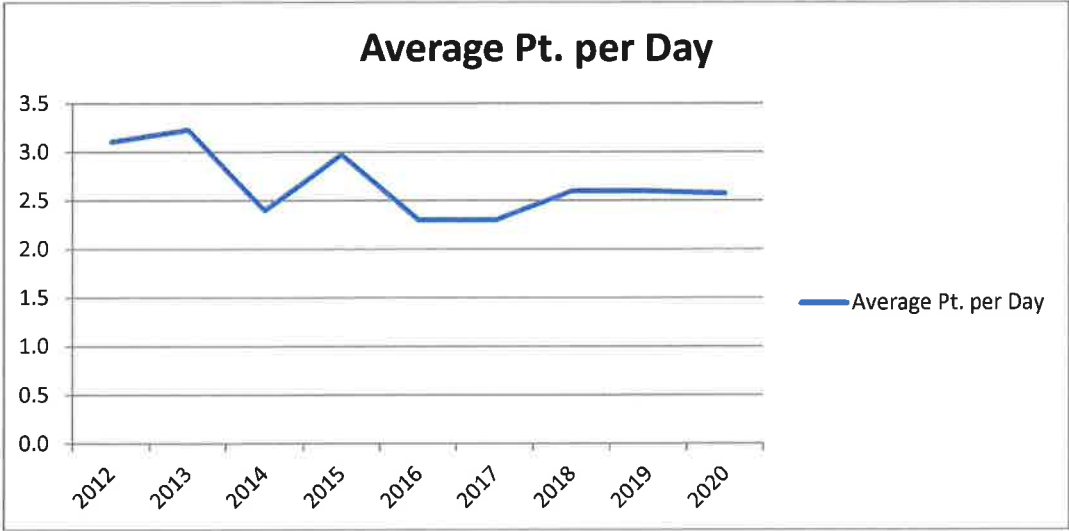
	4/30/2018	Projected 4/30/2019	2020 Budget
REVENUES			
Total patient Revenue	30,957,729	34,292,022	37,690,310
Deduction from Revenue	12,964,300	14,074,032	16,531,150
Other Income	210,786	182,250	174,025
Net Revenue from Operations	18,204,215	20,400,240	21,333,185
EXPENSE			
Employee Salaries	6,816,597	7,193,510	7,819,419
Employee Benefits	2,268,189	2,205,140	2,439,757
Pharmaceuticals	777,705	1,252,781	1,450,000
Supplies	1,039,553	1,323,678	1,336,840
Rents/Utilities	315,418	326,755	327,260
Purchased Services	3,654,482	3,951,626	3,955,903
Purchased Services - Interco	200,274	199,696	208,300
Other Direct Expenses	1,445,555	1,324,609	1,645,769
Provision for Bad Debt	58,570	396,268	200,000
Depreciation	1,333,718	1,366,676	1,468,000
Total Expense	17,910,061	19,540,739	20,851,248
Net from Operations	294,154	859,501	481,936
Non-Operating Income	150,083	99,019	229,500
Non-Operating Expense	(185,819)	196,410	71,500
Net Income (Loss)	630,056	762,110	639,936

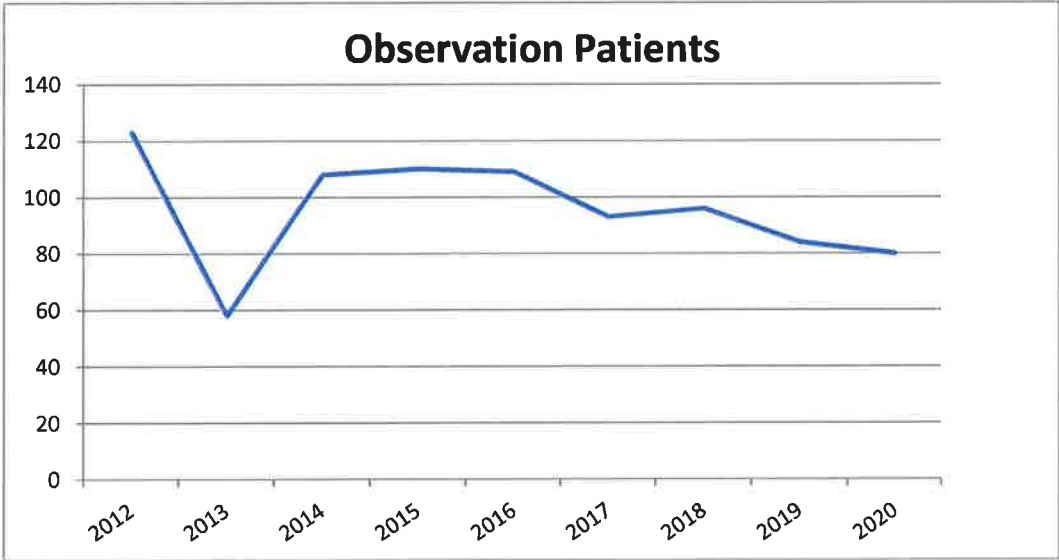
Statistics	2011	2012	2013	2014	2015	2016	2017	2018	Projected	Budget
									2019	2020
Admissions	436	400	392	306	367	304	289	354	343	355
Length of Stay	2.7	2.8	3	2.9	3	2.8	3.1	2.7	3	2.6
Patient Days	1161	1134	1179	871	1086	843	845	939	923	940
Swing Bed Days	289	473	520	341	348	314	379	234	233	220
Births	120	128	138	108	121	102	80	116	89	100
OP Occasions of Service	20122	21020	18510	19769	19998	21438	21970	22672	24524	22500
Surgeries	1161	1194	1046	968	932	990	983	850	943	980
Lab Procedures	91620	89119	93612	94547	97970	92977	100851	104526	102656	102500
Imaging Procedures	6158	5672	5233	5423	5908	5994	6590	6705	6163	6275
Average Pt. per Day	3.2	3.1	3.2	2.4	3.0	2.3	2.3	2.6	2.6	2.6
Rehabilitation Modalities	13577	13975	13747	12673	14007	14988	14332	13907	15239	14800
ER Visits	3544	3677	3526	3401	3671	3602	3698	3840	3767	3800
Observation Patients	136	123	58	108	110	109	93	96	84	80











2020 Budget		Totals	830,048	938,801	1,026,000	159,500	150,500
Capital Purchases > \$5,000							
Department	Description	2020	2021	2022	2023	2024	
Administration	CTE building	-	5,000	5,000	5,000	-	
Emergency Dept	Carbon Monoxide Detector for peds/adults	9,000	-	-	-	-	
Emergency Dept	Telemedicine second unit x 2	13,000	-	-	-	-	
Emergency Preparedness	ARMER system	-	12,051	-	-	-	
General Medical Routine	patient chairs x 4 replacement	5,000	-	-	-	-	
General Medical Routine	Braslow chart for Med/Surg floor	-	5,000	-	-	-	
Outpatient	Telemedicine equipment	6,000	-	-	-	-	
Outpatient	Urodynamics		30,000	-	-	-	
Human Resources	Healthcare source		10,000	-	-	-	
IT Technical	Maintenance/Wellness Switches - relocate 2 to Closet C/rewire	50,000	-	-	-	-	
IT Technical	Closet A (upgrade 2 switches). BO (upgrade 1 switch) relocate + rewire. HIM rewire to Data Closet A. Setup IT Data Room D (in IT Office) + AC mini split (Maintenance expense). Re-use 208 UPS in Data Room A.	33,000	32,000	-	-	-	
IT Technical	Replace old analog Security Cameras (10) + add 1 new in lab waiting	16,000	-	-	-	-	
IT Technical	Windom server replacement	-	8,000	-	-	-	
IT Technical	BE6K servers, Analog Voice Gateways, upgrade CUCM + Marco installation	-	50,250	-	-	-	
IT Technical	PT/CT Switches (2) replacement - relocated to Closet A	-	31,000	-	-	-	
IT Technical	Security Camera base system replacement	-	-	8,000	-	-	
IT Technical	Old Maintenance Switches (2 - relocated in Closet C), IT Switch replacement	-	-	22,500	-	-	
IT Technical	Cisco AP upgrade to new model	-	-	-	25,000	-	

**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, April 22, 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 March 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		
Board Appointments	Review Governing Board Appointments	Shelby M
Committee Agenda Discussion	Review committee agenda items	Shelby M
CURRENT ITEMS		
Annual Fiscal Year Document Approval	Formulate recommendation for approval of annual documents presented from WAH Medical Staff meeting. (Cmte Motion / Bd Motion)	Dr. Steph Buhler
Foundation Officers	Formulate recommendation of WAH Foundation Slate of Directors for FY2020. (Cmte Motion / Bd Motion)	Shelby M.
Annual Officer Election	Review proposed WAH Governing Board Slate of Officers for FY2019-20.	Shelby M.
CONCLUSION		
	Conclude meeting.	Kay Gross

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

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 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: Laura Fresk, Kay Gross, Mary Holmen, Dr. Michael Fisher-ex officio, Emily Masters/CHRO, Kim Armstrong/CFO, Kathy Becker/RN, DON, Shelby Medina/CEO, Dr. S. Buhler/Chief of Medical Staff; Terry Mahar/Sanford Health Network VP

Absent: Julie Brugman/Mt Lake Advisory Mbr

Others:

Facilitator: Kay Gross, Chairperson

Recorder: Janel Eichstadt

Category / Topic	Action step(s) / Updates	Leader:
STANDING ITEMS		
Call to Order	The Professional Practice/Quality & Planning Committee meeting was called to order at 4:30 pm by Chair, Kay Gross.	Kay Gross
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF FEBRUARY 25, 2019, AS PRESENTED (FRESK/GROSS). M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE MEDICAL STAFF, TO APPROVE THE FOLLOWING: (FRESK/HOLMEN) 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	Kay Gross
Medical Staff Credentialing	SANFORD TELEMEDICINE APPOINTMENTS: Adom Stys, M.D. Cardiology Telemedicine VRAD REAPPOINTMENTS: Kimberly Fagen, M.D. Teleradiology Telemedicine Donald Nicell, M.D. Teleradiology Telemedicine RESIGNATIONS: (for informational purposes only) Sarah Anderson, RN Orthopedics Allied Health Professionals Gregory Miller, D.O. Emergency Medicine Emergency Services	Dr. Steph Buhler
Medical Staff Meeting Update	Dr. D. Lynch, Pathologist, presented information on Lab testing and the recent Lab survey completed by the MN Department of Health. He also reviewed transfusion and surgical cases with no significant issues identified. An update was given by DON, Kathy Becker, relating to nursing changes and surgery manager change. Nikkie Steen, Wound Care Center Clinic Director, gave a presentation on statistical data relating to the Wound Care Center and answered questions from attending providers at the Medical Staff meeting regarding this information.	Dr. Steph Buhler
Hospital Committees	The following hospital committee meetings were reported by Shelby Medina, CEO, Emily Masters, CHRO, and Kathy	Kathy B.

	<p>Becker, RN/DON~</p> <ul style="list-style-type: none"> • Press-Ganey 4th Qtr reports on inpatient, outpatient, and Emergency Dept services. It was noted inpatient and Emergency Dept scores improved while outpatient services saw scores decline for the quarter. All physician scores showed improvements for 4th quarter. • Risk Management/Utilization Review-for quarter 4 there were 4 inpatient falls with no reportable injuries and no acquired infections reported. • Workplace Violence Team – discussion was held regarding alerts to staff. Members reviewed workplace violence occurrences for quarter 4. MOAB Team is doing staff training. The new lockbox in the Emergency Dept was viewed. • OB Committee (met in January) – Elective inductions are not being done on Tuesdays due to multiple Outreach clinics performing surgeries on this day. Three new RN’s are going to OB training to become more proficient in Labor/Delivery skills. <p>M/S/C UNANIMOUSLY TO RECOMMEND ACCEPTING THE WAH COMMITTEE MEETING REPORT AS PRESENTED (FRESK/HOLMEN).</p>	Shelby M. Kathy B.
Patient Concern Reports	February 2019 patient concern reports and patient survey comments were reviewed and found to be appropriately addressed.	Shelby M.
Patient Safety	Kathy noted there were no falls to report, no pressure sores were documented, and there was no use of restraints noted. Kathy noted there were no reportable adverse events for the month.	Kathy B.
FOLLOW-UP ITEMS		
Therapy Renovation	Shelby shared the remodeling project is on schedule and anticipate moving into the new area the first week in May. One hallway has been opened due to completion of the HVAC system. The opposite hallway is scheduled for closure in the near future for a shorter period to complete ceiling HVAC work. Shelby also noted a public restroom is being added into the project for an additional cost of \$5000 due to the loss of the restroom from the former Ladies Lounge room. This new public restroom is being renovated using a patient bathroom located in the Imaging’s Fluoroscopy room.	Shelby M
Board Retreat	FY2020 Strategic Planning Retreat follow-up discussion was held with committee members sharing complimentary remarks on the day’s agenda topics and facilitators, Corey Boeliter and Matt Borchardt from CliftonLarsonAllen. Shelby stated she would be emailing a flowchart created by Matt Borchardt for board members to review for strategic planning purposes and discussion in determining goal planning for FY2020.	Shelby M
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CURRENT ITEMS		
Committee Agenda Discussion	Committee members discussed options and ideas of changing the current format of Governing board committee meetings to begin with the new fiscal year, May 2019. Consensus of committee members favored shorter committee meeting times with an emphasis on addressing most agenda items at the full Governing Board monthly meeting. No action was taken.	Shelby M
Annual Dinner	Committee members were informed of the annual Medical Staff/WAH Governing/Foundation Board dinner, which will be held at River City Meetery on April 22, 2019 beginning at 6pm with social time and dinner served at 6:30pm.	Shelby M
CONCLUSION		
	Chair, Kay Gross, concluded the Professional Practice/Quality & Planning Committee meeting.	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

APRIL 22, 2019

REAPPOINTMENTS:

Michael James, M.D.	Urology	Consulting
Tomasz Lis, M.D.	Emergency Medicine	Emergency Services
Matthew Mogensen, CRNA	Anesthesia	Allied Health Professionals
Obinna Nwadibia, M.D.	Emergency Medicine	Emergency Services
Clay Pavlis, M.D.	Psychiatry	Consulting

SANFORD TELEMEDICINE APPOINTMENTS:

Gabrielle Price, DNP	Cardiology	Telemedicine
Divyajot Sandhu, M.D.	Neurology	Telemedicine

SANFORD TELEMEDICINE REAPPOINTMENTS:

David Ellis, M.D.	Radiology	Telemedicine
Gary Famestad, M.D.	Radiology	Telemedicine
Charles Flohr, M.D.	Radiology	Telemedicine
Marc McSherry, M.D.	Emergency Medicine	Telemedicine
William Mohr, M.D.	General Surgery	Telemedicine
Srividya Srinivasan, M.D.	Internal Medicine	Telemedicine

vRAD REAPPOINTMENTS:

Kathryn Zamora, M.D.	Teleradiology	Telemedicine
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RESIGNATIONS:

Julie Dally, RN	Orthopedics	Allied Health Professionals
Emily Salisbury, LPN	Cardiology	Allied Health Professionals

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

EMERGENCY DEPARTMENT

1. I had a severe concussion, (the third one of the nature, I don't believe anyone asked about this). My wife was given a note to resume work the following Monday w/no follow up recommended to my knowledge before going back to work. This did not make sense, I met w/my personal physician for follow up. (Personal Issues) I wish the dr. and a nurse would have asked if this has happened before - if they did I am not aware - I was in & out because of the concussion. Going back to work on Monday w/out the follow up didn't make sense. (Overall Assessment) Heath Quiring, nursing staff. (Open comments)
2. Doctor wanted an x ray but nobody was there to perform it. (Tests)
3. Everything was top notch. (Arrival) We have always been treated exceptionally well by everybody in this hospital. (Comments)
4. The person who did my CT scan explained everything that was going to happen. I had two IV's placed and it was nearly painless. (Tests) I was in too much pain to remember anyone's name. I felt cared for by everyone that was there. (Comments)
5. Excellent care. (Overall Assessment) All of the ER staff. (Comments)
6. Windom area hospital. Especially the nurses. Great care & service. I commend them. (Comments)
7. did not like waiting almost 3 hours to go home after seeing the doctor (Arrival)
8. Dr and Nurses were very good at their job, very caring and professional. I am completely satisfied. (Arrival) They were all very good and should all be recognized. (Comments)
9. The ER staff were all friendly and helpful. Your survey is too long, but I had great care. (Comments)

INPATIENT

1. Had new nurse out of school. She stated to me (mother) that she's never done IV on a 7 month old. Also had student nurse ask my daughter as a subject to do her first cath. Was not very happy with that but understand they have to learn to gain exp. Just next time they need to show more confidence. (Nurses) Again the first nurse to attempt never done it but did seek help. Thanks for making an anxious mom calm. (Tests) All of the nurses! Thank you for all you do! (Nurses)
2. Good - They brought it direct from the kitchen and took the covers off everything. (Meals) They were all excellent in doing the care I got. (Comments)

OUTPATIENT

1. It was over the noon hour so there was no one at the registration desk (Registration) Nicole was very compassionate (Tests) Nicole was always very considerate and took the time to discuss any of my questions (Personal Issues) I did not want to do PT at all. I had not confidence in the treatment going in and Nicole changed all of that attitude 100%. (Overall) Nicole. She was absolutely fantastic in every area you could ask for. She is friendly, considerate, knowledgeable, understanding, compassionate, and just great at what she does. She is a huge asset to Windom Area Hospital. Even though we did not accomplish the end results we were hoping for I fully believe that Nicole did everything in her power to get there. Thank you Nicole! (Open) (Therapy)
2. They are all very good. I have had several different people and they were all very good and everyone is so nice. (Open) (Therapy)
3. happy with the help I received (Registration)(X-ray)

MARCH 2019 COMMENTS

4. Mitch B. and Cierra I always knew I was in good hands with both of them and enjoyed being with them. My doctor was very impressed with the way I recovered after my surgery and got my strength back (Open) (Physical Therapy)
5. Doris from the nursing staff. she gave me helpful hints regarding my knee replacement. always ready to go for a walk. very cheerful. (Lab)
6. The setting for the person's office is very unpleasant. Not very patient friendly . (Wound Center)
7. There was not just one, everyone was great. (Comments) (CT)
8. *Mitch & *Sierra - outstanding - keep focused, sure make therapy good. (Tests) (PT)
9. Very pleasant, very professional - nice job. (Overall) (CT)
10. All were very good! (Comments) (Ultrasound)
11. There was a student there and I didn't realize she was a student until right before the xray was taken. Neither the student or the xray tech introduced themselves to me so I had no idea she was a student. Introductions would have been nice. (Tests) I never saw them clean their hands prior to starting xrays and positioning my body. (Personal Issues) Laura White-at reception. She was very friendly. I still don't know the students name and I know who the xray tech is but I can't remember her name. (Comments)(X-Ray)

*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. Teresa Elder
2. Naomi Bach
3. Nurse Jason & Radiologist Heath
4. Jenn Mutz
5. Bev Boike



**WINDOM
AREA HEALTH**

DRAFT

TO: Windom Area Health Governing Board Members
FROM: Shelby Medina, CEO
DATE: May 28, 2019
RE: FY2019-20 WAH Governing Board Slate of Officers

A nominating committee comprised of Finance / Personnel & Building & Grounds Committee member, Ann Bartelt, Professional Practice / Quality & Planning Committee Chair, Kay Gross, and Governing Board Chair, Dr. Michael Fisher, present this proposed FY2019-20 Slate of Officers to the Windom Area Health Governing Board at its annual meeting of May 28, 2019, as defined in Section 2.8-1 of the Governing Board By-laws.

FY2019-20 WAH GOVERNING BOARD SLATE OF OFFICERS:

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

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

If no nominations are made from the floor to these officer positions as noted in the preceding paragraph, this proposed Slate of Officers may receive a motion for approval by a board member, followed by a second motion for approval, and final board vote to accept the FY2019-20 WAH Governing Board Slate of Officers as presented.

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

Governing Board Chair announces FY2019-20 Committee Chairpersons.

FY2019-20 WAH GOVERNING BOARD COMMITTEE CHAIRPERSONS:

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



WINDOM AREA HEALTH

TO: Windom Area Health Governing Board Members
FROM: Shelby Medina, CEO, WAH Foundation Corporate President
DATE: April 22, 2019
RE: FY2019-20 WAH Foundation Slate of Directors

In accordance with Windom Area Health Foundation Bylaws, Section 3.6, Presentation and Approval of Directors by Windom Area Health Governing Board, the following Windom Area Health Foundation Slate of Directors for FY2019-20 is submitted to Windom Area Health Governing Board for approval at the regular meeting of April 22, 2019.

WAH Foundation Slate of Directors include:

- Foundation Chair – Alice Huebert
- Foundation Vice-chair – Steve Johnson
- Foundation Secretary – Sandy Robinson

(Section 3.6 - Presentation and Approval of Directors by Hospital Board)

Each year, prior to its annual meeting, the Board of Directors of the Windom Area Hospital Foundation ("Foundation Board") shall present a proposed slate of directors for the upcoming year to the Board of Directors of the Windom Area Hospital ("Hospital Board"). The Hospital Board shall then vote to approve or deny the proposed slate of directors. If denied, the Hospital Board shall provide immediate feedback to the Foundation Board regarding what changes need to be made in order for the slate of directors to be approved by the Hospital Board. After receipt of the Hospital Board's proposed changes, the Foundation Board shall assemble and submit a revised slate of directors to the Hospital Board for approval. Upon approval by the Hospital Board, the Foundation Board shall take action to accept the approved slate of directors for the upcoming year.

The power vested in the Hospital Board by this provision is intended to cause the Windom Area Hospital to possess the control required for the Windom Area Hospital Foundation to qualify as a Type 1 Supporting Organization under Section 509(a)(3) of the Internal Revenue Code.)

Windom Area Hospital Auxiliary Summary April 2018 – March 2019

The 2018 annual Spring Banquet was held on Monday, April 9, at the Cottonwood County Historical Society with 51 people attending. P&J's Catering of Heron Lake served a roast beef meal. Theme for the banquet was "Caring Hearts, Healing Hands." Nursing was the featured department and Kari Witte, Chief Nursing Officer at Windom Area Hospital, was the guest speaker.

PROGRAMS DURING THE PAST YEAR WERE:

May	Wound & Hyperbaric Healing Center	Nikkie Steen
July	Crossing Life's Bridges	Dr. Myra Gotto
August	Dry Needling	Laridee Herding
October	Sanford/Good Samaritan merger	Nancy Wepplo
November	911	Jason Purrington
January	Cottonwood County Animal Rescue	Joanne Kaiser
March	Chiropractic and Children	Kylie Norell

GOALS FOR THIS YEAR:

1. Donate a minimum of \$2,500 towards the Total Gym Power Tower by May 2019. (COMPLETED)
2. Increase active membership by 5 members by May 2019. (IN PROGRESS)
3. Explore getting vests for members to wear as Lobby Hostesses by January 2019. (COMPLETED)

HIGHLIGHTS FROM THE YEAR:

- April 2018 we hosted the District E Minnesota Association of Healthcare Volunteer's meeting.
- Nine members were trained and became part of the hospital's Emergency Preparedness team.
- The Auxiliary hosted several recognition events: patients on Mother's and Father's Day, hospital staff during Hospital Week, and Windom Ambulance members during National EMT Week.
- In June we hosted Chamber Coffee.
- In September we updated our By-Laws and Marlene Smith attended the MAHV Conference.
- In November, we delivered Meals on Wheels.
- In December, members decorated 9 Christmas trees and areas in the hospital and had our 2nd Christmas Social at River City Eatery.
- Fundraisers were: Raffle tickets of Chamber Bucks at the County Fair in August, Halloween Bake Sale in October, fresh pecans and caramel pecan clusters in November, Craft and Bake Sale in December, and 3rd Valentine's Balloon and Bake Sale in February.
- All fundraising profits went towards a Power Tower Total Gym for the Physical Therapy department. The total amount donated to PT is \$7,446.88!
- Members continue to knit stocking hats for all our newborns, make chemo caps for cancer patients, and we sent every baby born in December home in a big red stocking.
- Lobby Hostesses guide and escort patients and visitors three mornings each week. We had bright pink vests made for the hostesses to wear.
- The Gift Center now accepts credit cards.
- Our 2019 membership drive is taking place now. We have 34 Patron members for 2019. Dues remain at \$20 per year for both Active and Associate.
- Average attendance at our monthly meetings this past year decreased by 3.5 people to 26.3.
- We donated \$7,783.21 to the hospital in 2018. Our 5-year average donation is \$11,509 and our cumulative donation since 1974 now totals **\$259,891!**
- Members volunteered 2,157 hours in 2018. This is a decrease of 72 hours from 2017.
- March election results: President – Mary Klosterbuer, Vice-President – vacant, Treasurer – Gerri Burmeister, and Board Members – Sue Curley, Pam Dobson, and Dona Olsen.

Sincere thanks to ALL Auxiliary members for another successful year!

Mary Klosterbuer, President