

Meeting Name: Windom Area Health Board of Directors' Meeting

AGENDA

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| Purpose: Provide governance for Windom Area Health | |
| Meeting Date/Time/Location: | Tuesday, May 28, 2019 / 5:15-5:30 get meal from Cafeteria / Meeting 5:30 – 6:30 pm / Large Conference Room (NEW conf room across hallway from Cafeteria) |
| Members: All WAH 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. |
| Election of Officers | Formulate motion to approve FY2020 Slate of Officers to include Governing Board Chair, Vice-chair, Secretary, & Treasurer. |
| Minutes | Approve Windom Area Hospital Governing Board minutes from regular meeting of April 22, 2019 and special meeting of May 6, 2019. (Board Motion) |
| COMMITTEE REPORTS | |
| Professional Practice / Quality & Planning | Review committee activities. |
| Finance / Personnel / Labor Relations & Building & Grounds | Review committee activities. |
| OTHER REPORTS | |
| Statistical & Financial Performance Reports | Review & recommend approval of reports. (Board Motion) |
| Funded Depreciation Transfer | Review & approve Funded Depreciation account transfer. (Board Motion) |
| Educational Assistance Applications | Review & recommend approval of application(s) for educational assistance. (Board Motion) |
| New / Dept Transfer Employees | Report of employees recently hired / transferred. |
| Financial Institution Designation | Approval of FY2020 designated financial institutions for Windom Area Health. (Board Motion) |
| FY2019 Audit | Annual Windom Area Health audit by CliftonLarsonAllen, June 18-21, 2019. |
| Patient Concern Reports | Review patient concern reports and patient survey comments. |
| Patient Safety Reports | Review patient safety activities. |
| Medical Staff Credentialing | Review & approve medical staff credentialing, upon recommendation from WAH Medical Staff. (Bd Motion) |
| Medical Staff Meeting Update | Review of Medical Staff meeting business. |
| City of Windom | Informational update. |
| | Dr Michael Fisher |
| | Dr Michael Fisher |
| | Dr Michael Fisher |
| | Leader: |
| | Kay Gross |
| | Ann Bartelt |
| | Kim A. |
| | Kim A. |
| | Kim A. |
| | Emily M. |
| | Kim A. |
| | Kim A. |
| | Shelby M. |
| | Kathy B. |
| | Dr AJ Yusuf |
| | Dr AJ Yusuf |
| | Steve Nasby Joann Ray |

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| Sanford Health Network | Informational update. | Terry Mahar, VP |
| Administration | Presentation of Executive Summary Reports and approve committee meeting reports (<i>Bd Motion</i>) | Sr.Mgmt Tm |
| WAH Foundation Board | Foundation Board meeting this evening. | Shelby M. / Alice H. |
| WAH Auxiliary | "State of the Auxiliary" annual report by Auxiliary president. | Mary Klosterbuer |
| NEW & OLD BUSINESS | | |
| New Business | Governing Board members review, sign and return FY2020 Conflict of Interest Policy and Statement. | Kim A. |
| Old Business | <ul style="list-style-type: none"> • Medical Staff By-law review update. • FY2020 Strategic Planning Retreat follow-up discussion. | Shelby M. |
| Board Education | No board education this evening. | Shelby M. |
| CONCLUSION | | |
| | Conclude meeting. | Dr Michael Fisher |
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Meeting Name: Windom Area Health Board of Directors' Meeting

MINUTES

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| 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: Dr. Michael B. Fisher, Ann Bartelt, Kay Gross, Laura Fresk, Nate Low, Cindy Espenson, Julie Brugman/Mt. Lake Advisory mbr, Kim Armstrong/CFO, Emily Masters/CHRO, Kathy Becker/DON, Shelby Medina/CEO, Terry Mahar/Sanford Health Network VP |
| Recorder: | Absent: Mary Holmen, Dr. Steph Buhler/Chief of Medical Staff Others: Steve Nasby/City Administrator, JoAnn Ray/WAH City Council Liaison Janel Eichstadt |

| Category / Topic | Action step(s) / Updates | Leader: |
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| 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 MARCH 25, 2019 (GROSS/BARTELT). | Dr Michael Fisher |

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| COMMITTEE REPORTS | | |
| Finance / Personnel / Labor Relations & Building & Grounds | <p>M/S/C UNANIMOUSLY TO APPROVE THE MARCH 2019 UTILIZATION AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (LOW/ESPENSON).</p> <ul style="list-style-type: none"> Total Days Cash on Hand as of March 31, 2019 was 215. FY2019 YTD Net Assets totaled \$975,846 on a projected budget of \$596,530. <p>M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$63,077.63 TO REVENUE RECAPTURE AND APPROVE 12 FINANCIAL ASSISTANCE ACCOUNTS FOR WRITE-OFF TOTALING \$6569.73 (LOW/GROSS)</p> <ul style="list-style-type: none"> Month 12 of FY2019, Financial Assistance write-offs have totaled \$121,941.16 on a fiscal year budget of \$200,000. Authorization was granted for the transfer of \$295,842.760 from the Funded Depreciation account to WAH checking account for March capital acquisitions. <p>There were no Educational Assistance applications submitted for committee action.</p> <p>M/S/C UNANIMOUSLY TO ACCEPT THE FOLLOWING RESIGNATIONS: FT NUTRITIONAL SERVICES COOK/AIDE EFFECTIVE APRIL 5, 2019; FT FLOOR RN EFFECTIVE APRIL 7, 2019; FT ACCOUNTANT EFFECTIVE 5/3/19; AND 1 PRN FLOOR RN EFFECTIVE 5/6/19. (LOW/FRESK)</p> <p>New hires include a PRN RN effective 4/9/19 and a Fitness Specialist effective 5/7/19.</p> <p>Shelby shared information regarding the new board member appointment of Dan Ortmann, replacing Nate Low, to the WAH Governing Board effective May 1, 2019. She noted Laura Fresk accepted reappointed to the Governing Board.</p> <p>Discussion was held on reformatting Governing Board Committee meetings, beginning with May 2019 meetings, to make committee meetings shorter in length and addressing most business at the full WAH Governing Board meeting.</p> <p>Kim Armstrong, CFO, reported on the FY2020 budget noting Charity Care/Financial Assistance would remain at \$200,000 for FY2020. The FY2020 budget shows an operating margin of 3.0% or net revenue from operations totaling \$639,936.</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE FY2020 OPERATING BUDGET AND CAPITAL BUDGET AS PRESENTED (LOW/GROSS).</p> <p>A meeting with independent medical providers, Shelby and board chair, Dr. Michael Fisher is scheduled for May 22, 2019 to discuss a proposed new clinic lease agreement.</p> <p>M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE MEDICAL STAFF, TO APPROVE THE FOLLOWING: (GROSS/BARTELT)</p> <p>REAPPOINTMENTS: Michael James, M.D. Consulting Tomasz Lis, M.D. Urology Matthew Mogenssen, CRNA Emergency Medicine Obinna Nwadibia, M.D. Anesthesia Clay Pavlis, M.D. Emergency Medicine Consulting Telemedicine</p> | Nate Low |
| Professional Practice / Quality & Planning | <p>SANFORD TELEMEDICINE APPOINTMENTS: Gabrielle Price, DNP Cardiology Telemedicine</p> | Kay Gross |

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| <p>Divyajot Sandhu, M.D.</p> <p>SANFORD TELEMEDICINE REAPPOINTMENTS:</p> <p>David Ellis, M.D.</p> <p>Gary Farnestad, M.D.</p> <p>Charles Flohr, M.D.</p> <p>Marc McSherry, M.D.</p> <p>William Mohr, M.D.</p> <p>Srividya Srinivasan, M.D.</p> <p>VRAD REAPPOINTMENTS:</p> <p>Kathryn Zamora, M.D.</p> <p>RESIGNATIONS:</p> <p>Julie Dally, RN</p> <p>Emily Salisbury, LPN</p> | <p>Neurology</p> <p>Radiology</p> <p>Radiology</p> <p>Radiology</p> <p>Emergency Medicine</p> <p>General Surgery</p> <p>Internal Medicine</p> <p>Teleradiology</p> <p>Orthopedics</p> <p>Cardiology</p> | <p>Telemedicine</p> <p>Telemedicine</p> <p>Telemedicine</p> <p>Telemedicine</p> <p>Telemedicine</p> <p>Telemedicine</p> <p>Telemedicine</p> <p>Telemedicine</p> <p>Allied Health Professionals</p> <p>Allied Health Professionals</p> |
| <p>M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE FOLLOWING HOSPITAL COMMITTEE MEETINGS AS PRESENTED (GROSS/BARTELT).</p> <ul style="list-style-type: none"> EMERGENCY PREPAREDNESS ER/TRAUMA/STROKE COMMITTEE PATIENT & FAMILY ADVISORY COMMITTEE SAFE PATIENT HANDLING COMMITTEE <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.</p> <p>An update was given by Shelby regarding the Therapy Dept and new conference room renovation project. The project is anticipated to open May 6, 2019.</p> <p>Shelby shared information regarding board member reappointments recently announced by Mayor Jones. She noted Dan Ortman has been appointed to the Governing Board effective May 1, 2019, to replace Nate Low who is not seeking reappointment to the board at the end of his term, April 30, 2019. Laura Fresk accepted reappointment to the Governing Board for her first full term effective May 1, 2019.</p> <p>Committee members discussed and were in agreement to restructure board committee meetings, beginning with the May 28, 2019 meeting, for the purpose of addressing most board business at the full Governing Board meeting.</p> <p>M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE MEDICAL STAFF, TO APPROVE THE MEDICAL STAFF BYLAWS, ABBREVIATION LIST, ADA NUTRITION MANUAL, FY2019-20 PERFORMANCE IMPROVEMENT/RISK MANAGEMENT PLAN, UTILIZATION REVIEW PLAN, AND MEDICAL STAFF OFFICERS FOR FY2020 (GROSS/BARTELT)</p> <p>THE RE-DESIGNATION OF LEVEL IV TRAUMA PROGRAM RESOLUTION WAS PRESENTED AND APPROVED (GROSS/FRESK)</p> <p>WAH's Foundation By-laws that designates the Foundation as a Type I support organization to Windom Area Health, requires WAH's Foundation's Slate of Officers for the new fiscal year to be presented and approved by the Governing Board of Directors at its meeting prior to the first meeting of the new fiscal year.</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE FY2020 WINDOM AREA HEALTH FOUNDATION SLATE OF OFFICERS TO INCLUDE:</p> <p>ALICE HUEBERT-CHAIRPERSON, STEVE JOHNSON-VICE-CHAIR, AND SANDY ROBINSON-SECRETARY (GROSS/ESPENSON).</p> | <p>OTHER REPORTS</p> <p>WAH Medical Staff Officers for FY2020 were assigned to include Dr. Yusuf-Chair, Dr. Dynes-Vice-chair, and Dr. -Secretary. Medical staff committee member assignments were completed. Discussion was held regarding insurance companies mandating prior authorizations for delivery of patient services due to medical necessity.</p> <p>Nothing to report.</p> <p>The Sanford PI Symposium was held April 4, 2019 with 400 PI board entries on exhibit and over 600 people attending. May 21-23 Sanford Health will be hosting a conference on Emergency Preparedness.</p> <p>Executive reports were given by members of the Sr. Management Team.</p> <p><i>Chief Financial Officer, Kim Armstrong</i> – Kim shared information relating to her educational experience while attending</p> | <p>Shelby M.</p> <p>Steve Nasby Joann Ray</p> <p>Terry Mahar, VP</p> <p>Sr.Mgmt Tm</p> |

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| | <p>Becker's Healthcare Conference in Chicago recently.</p> <p><u>Chief Human Relations Officer, Emily Masters</u> – The activities schedule for Hospital Week was shared in the board book. Emily shared information on how RN vacancies are posted and filled in accordance to the RN Union Contract.</p> <p><u>Director of Nursing, Kathy Becker</u> – Katie Bennett is the new ER/Trauma Coordinator due to the resignation of the RN who previously held this responsibility. Micara Kolander, CRNA, will be returning from her maternity leave May 1st. She and Kathy will be co-managing surgery/OR duties due to the resignation of the surgery manager in early April.</p> <p><u>Chief Executive Officer, Shelby Medina</u> – Shelby referred information to her Executive Summary for her report.</p> | Shelby M. / Alice H. |
| WAH Foundation Board | Foundation Board did not meet this month. Next meeting is scheduled for May 28, 2019. | Shelby M. |
| WAH Auxiliary | FY2018-19 Auxiliary summary report from their annual banquet held April 8, 2019 was included in the Board book. March meeting minutes were distributed to all attendees at the beginning of the board meeting. | Shelby M. |
| NEW & OLD BUSINESS | | |
| New Business | Dr. Michael extended a "thank you" to Nate Low on behalf of the WAH Governing Board for his work on the Governing board and dedication to Windom Area Health during his tenure as a board member. | Dr Michael Fisher |
| Old Business | <ul style="list-style-type: none"> • Medical Staff By-law review update – a draft copy will be received within the next two weeks. • Therapy and conference room renovation update – the project is on schedule and is to be open May 6, 2019. • FY2020 Strategic Planning Retreat follow-up discussion – strategic planning work continues along with preparation of review of the Medical Staff By-laws in the near future. | Shelby M. |
| Board Education | There was no board education this evening due to the Medical Staff/Hospital Board Annual Dinner at River City Meetery. | Shelby M. |
| CONCLUSION | | |
| | Meeting was concluded by Governing Board Chair, Dr. Michael Fisher. | Dr Michael Fisher |

Signature _____, Ann Bartelt, Governing Board Secretary

**Meeting Name: Windom Area Health Governing Board Meeting
SPECIAL GOVERNING BOARD MEETING**

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| Purpose: Special Meeting | Monday, May 6, 2019 / 4:30 pm / WAH Large Conference Room |
| Date/Time/Location: | Dr. Michael Fisher |
| Facilitator: | Present: Dr. Michael B. Fisher, Ann Bartelt, Kay Gross, Laura Fresk, Dan Ortmann, Cindy Espenson, Julie Brugman/Mt. Lake Advisory mbr, Kim Armstrong/CFO, Emily Masters/CHRO, Kathy Becker/DON, Shelby Medina/CEO, Terry Mahar/Sanford Health Network VP (via teleconference) |
| Members: | Absent: Mary Holmen |
| All WAH Governing Board members | Others: |
| Recorder: | Janel Eichstadt, Admin Asst |

| TOPIC | ACTION STEP(S) | LEADER: |
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| Special Meeting Agenda Item | | |
| Call to Order | Windom Area Health Governing Board meeting was called to order at 4:30 pm by Board Chair, Dr. Michael Fisher. | Dr. Michael Fisher |
| Meeting Status | M/S/C unanimously to close this special Windom Area Health Governing Board meeting to the public at 4:31 p.m. | Dr. Michael Fisher |
| Meeting Purpose | <p>The purpose of this special meeting is to discuss a recent land purchase adjacent to Windom Area Health property by Avera Medical Group for the construction of a new Avera clinic. Shelby noted she recently received a phone call from Mark Vortheims, Vice President of Primary Care at Avera, confirming this land purchase and plans for construction of the new clinic building to begin in the fall of 2019. He stated this land was purchased by Avera; however, Avera is seeking an investment group or developer to purchase this piece of land from Avera, and then have a long-term lease agreement between Avera and the investment group or developer that will own the land. Mark noted to Shelby that Avera would be sending a Request for Proposal (RFP) to Windom Area Health for consideration of being a possible investor in this land purchase.</p> <p>Shelby reviewed and discussed potential risks WAH would need to consider in preparation for potential partnership discussions requesting to be held in the near future.</p> <p>Shelby also noted information gleaned from a healthcare attorney regarding the possibility of Windom Area Health possibly entering into a Provider Based Billing agreement with Avera Medical Group when the new clinic opens and how this would affect Windom Area Health.</p> <p>Also reviewed by Shelby was the current Management Agreement from Sanford Health, which Windom Area Health has been under since 1989.</p> <p>MOTION WAS MADE AND SECONDED (BARTELT/FRESK) TO HOLD A MEETING WITH REPRESENTATIVES FROM AVERA MEDICAL GROUP IN THE NEAR FUTURE TO DISCUSS POTENTIAL AVERA CLINIC SERVICES. ADDITIONAL DISCUSSION WAS HELD REGARDING THIS MEETING. BARTELT MADE AN AMENDMENT TO HER MOTION AND WAS APPROVED BY FRESK, REQUESTING BOARD CHAIR, DR. MICHAEL FISHER, SEND A LETTER TO MARK VORTHEIMS AT AVERA INFORMING HIM OF WINDOM AREA HEALTH GOVERNING BOARD'S DECISION OF NOT BEING INTERESTED IN BECOMING A PROVIDER BASED BILLING FACILITY FOR THE NEW AVERA MEDICAL GROUP CLINIC. MOTION PASSED UNANIMOUSLY.</p> | Shelby Medina, CEO |

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| Re-open Meeting | M/S/C unanimously to re-open WAH Governing Board meeting to the public at 6:17 p.m. (Brugman/Espenson). | Dr. Michael Fisher |
| Conclude Meeting | Meeting was concluded by Governing Board Chair, Dr. Michael Fisher. | Dr. Michael Fisher |

Signature _____, Ann Bartelt, Governing Board Secretary

WINDOM AREA HOSPITAL
GOVERNING BOARD EXECUTIVE SUMMARY
as of May 23, 2019
WAH MISSION: "Dedicated to Health"

CHIEF EXECUTIVE OFFICER REPORT

- **Organizational Updates**
 - Construction is completed for Kraus-Anderson for the therapy and conference room remodel, bathroom conversion, and wellness studio workout room. There are a few items left to complete, which is currently being taken care of by our Maintenance Department.
 - The Wound and Hyperbaric Healing Center is working with Community Health and Wellness in offering one-day passes to the fitness center for family who may have long wait times while their loved ones are being seen for treatment. Staff will also promote the Be Well walking path as an option to pass the time while waiting.
 - Employee forums were held in May. Topics of discussion were as follows:
 - Environmental, Safety, and Infection Prevention Rounds
 - Financial update for April and new FY
 - Press Ganey pulse survey results and next steps
 - Staffing and other operational changes
 - Employee Focus Committee restructure
 - Other general topics
- **Industry Updates**
 - On Thursday, May 2nd I attended a meeting and press conference with Gov. Tim Walz, MHA, and 25 other hospital CEO's at the MN State Capitol to discuss, support, and lobby to keep the provider tax in place.
- **Committee Meeting Updates**
 - Work Place Violence:
 - Cheryl Droll has contacted Council Bluffs regarding renovation options and ideas for a safe room in the Emergency Department.
 - Reviewing option to use Community Health and Wellness software to create a contact list where all crisis team members are notified of any incidents.
 - Four hospital members participated in ALICE training for the WPD on 2/28/19.
 - 6 total events identified.
 - Infection Control: April 24, 2019
 - 6 patients diagnosed with Sepsis with 0 related deaths.
 - Health inquired infection rate (HAI) is 0/1000 patient days.
 - HAI CAUTI - 0
 - HAI CLABSI – 0
 - HAIs – 0
 - Total Joint SSI – 0
 - C/S – 1 wound infection (Staph Aureus)
 - Competency review/reminder for all new hires in the Nursing Department for reprocessing flexible endoscopes, catheter insertion, and central line insertion.
 - Discussed endoscope storage and cabinet and transport of scopes as recommended by AORN, AAMI, and CDC.
 - Mock survey due in June per PI/Risk.
 - Pharmaceutical shortages for prevention and treatment of Neisseria Gonorrhoea.
 - MDH recommends CRE screening on patients identified as high risk. Sanford is aware and looking into option of how to capture this information.
 - Emergency Preparedness: Nothing new to report.
 - Pharmacy and Therapeutics: April 30, 2019
 - No recalls.
 - Flu vaccination – 170 regular and 30 high dose.
 - 8 incidents were reviewed first quarter with no harm to the patient.
 - Performance Improvement: February 19, 2019
 - All departments discussed PI progress and next steps.

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

As of May 23, 2019

WAH MISSION: "Dedicated to Health"

CHIEF FINANCIAL OFFICER REPORT

MedData

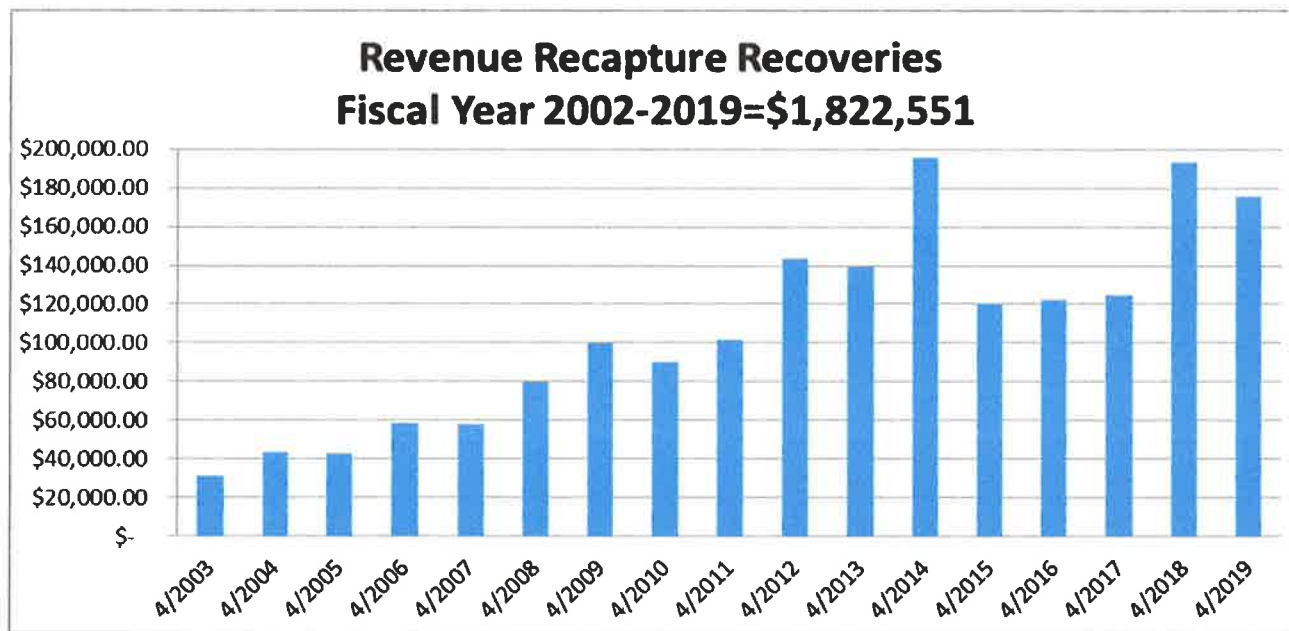
- MedData went live in July 2018. As of 4/30/19 47.6% of placed accounts qualified for medical assistance. To date \$24,880 has been paid.

Annual Audit

- Auditors from Clifton Larson Allen will be on-site the week of June 17th for the fiscal year 2019 audit.

Revenue Recapture

- Fiscal year 2019 recoveries totaled \$176,046.04. Recoveries to date since 2002 total \$1,822,552.



WINDOM AREA HOSPITAL

GOVERNING BOARD EXECUTIVE SUMMARY

as of May 23, 2018

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
 - Registered Dietician
 - HR & Payroll Coordinator
 - Radiology Technologist - PRN
- As previously reported, our Workers Compensation 'mod factor' has been very low. We received a \$785 refund on our premiums paid in 2018 with a mod factor of .84. Our 'mod factor' is .68 for 2019.

Marketing/Public Relations/Foundation

- About 70 community members attended our Rehabilitation Open House and Tours on May 14th. The attendees got a tour, refreshments and snacks, and could take advantage of cafeteria specials.
- In January, 2019 staff at WAH began writing weekly blogs for our website/social media. These have been very successful at driving traffic to our website and readers spend time on each page reading the information.

Community/Employee Health and Wellness

- Through a grant with Odell Wind Farm, we are providing 225 two dollar 'market bucks' to be distributed to WIC clients in the Windom Area. These \$2 vouchers can be redeemed at participating vendors at the Windom Farmer's Market, encouraging fresh fruits/vegetables to be incorporated into diets.

April/May – Donations/Events

- Donated approximately 70 chairs to BARC that were previously used in conference rooms.
- Sponsored Grace Becker as a Miss Riverfest Candidate (Grace works in Nutritional Services).
- Sign sponsor at the Windom Country Club
- Sponsored ½ the cost of helmets for the Bike Rodeo on 6/1 (split cost with the Kiwanis)
- Sponsored \$2 Buck Tuesday at Senior Dining to promote Speech Therapy services.

Committee Meetings

- Employee Focus Finance: No report.
- Patient & Family Advisory Committee: No report, next meeting 6/11.
- Safety: Met on 4/21/19. Safety has had an active role in construction monitoring. Evacuation maps are updated and posted throughout the facility, in plastic holders. There were 4 medical device recalls in the last quarter. A drill will be held related to high consequence infection disease to fulfill the Ebola grant we received several years ago. Rounding was completed 2/16/19 in Med/Surg and OB, minor findings have all be corrected. 3 OSHA recordable injuries were discussed, no lost or restricted time and no one is receiving workers comp. The final flu vaccination rate for WAH was 98.72%.
- Safe Patient Handling: No report.

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of May 23, 2019

WAH MISSION: *"Dedicated to Health"*

DIRECTOR OF NURSING REPORT

- **Medical/Surgical/OB/Emergency Room:**
 - Katie Bennett RN has completed Trauma 101 course and is working on transitioning into the ER/Trauma/Stroke Coordinator position.
 - Trauma re-designation application has been submitted to MDH.
 - Janelle Edwards, RN, will be starting beginning of June in the 0.8 FTE mostly night position. She is an experienced RN working in a step down perioperative ICU setting at Rochester Mayo. A conditional offer has been made and accepted to another nurse pending passing the RN boards. She will be filling a 0.6 FTE rotating shift role.
 - Dorothy Lee RN, 0.6 FTE, resigned and will be relocating with her family towards the Cities. Jenna Mollema RN, 0.7 FTE, currently will be transitioning to prn status.
 - Debra Snedden continues to provide temporary nursing service to cover for PTO/FMLA leaves.

- **Diabetes Management/Oncology:**
 - Diabetic Educator and Registered Dieticians continue to develop and implement workflow processes for serving diabetic patients in the hospital, outpatient, and community.

- **Surgery:**
 - Micara Kolander has returned from maternity leave, she and Kathy Becker continue to co-manage surgery. Micara, Shelby, and Kathy will be meeting to discuss needs for surgery department for the replacement of the surgery manager position recently vacated. .
 - May 30th 2 staff members (1 RN 1 Surg Tech) will shadow at Mankato Surgery Center. The purpose of this experience is to increase cohesiveness and understanding of roles between the RN and Surgical Tech when performing surgeries.
 - Dick from OFC completed training with surgery staff on May 13th.

- **Committee Meetings**
 - OB Committee: Met 5/14/19 1st Quarter 2019 Review
 - External Cephalic Version policy. Will present at May Med Staff meeting.
 - Addendum to hyperbilirubinemia policy for newborns if readmitted repeat hearing screen upon discharge again. Will present at May Med Staff meeting.
 - October 15th WAH will hold STABLE class offered from Medi-Sota.
 - 3 new OB nurses trained Alysse Rasmussen, Tabitha Damm, and Cassie Getting.
 - 25 deliveries for 1st Quarter 2019.
 - ER/Trauma/Stroke Committee: Met 5/15/19 1st Quarter 2019 Review
 - Stroke – 21 charts reviewed, 9 were stroke patients reported to MN Stroke Site, 6 transferred, one admitted, one death, and one sent back to assisted living.
 - Trauma – 65 charts reviewed, 2 trauma team activation, 0 deaths, 1 admission, and 8 transfers.
 - MHA Safety Data
 - Falls – 0
 - Skin Integrity - 0
 - Restraints – 0
 - Opioid Deaths - 0



WINDOM AREA HEALTH

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 Chair, 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 this 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 formal motion of approval by a board member, followed by a second motion of approval, with a 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 – Ann Bartelt
- Professional Practice/Quality & Planning – Kay Gross

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.

Meeting Date/Time/Location: Tuesday, May 28, 2019 / 4:00-4:30 pm / Nursing Conference Room

Members: Kay Gross, Mary Holmen, Dan Ortmann, 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. AJ Yusuf/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 April 22, 2019 (<i>Crnte Motion</i>) | Kay Gross |
| FOLLOW-UP ITEMS | | |
| Governing Board Attendance | Determine attendance requirements for Governing Board Members | Shelby M. |
| Community Education/Communication | Discuss clarification of concerns expressed from community. | Shelby M. |
| CURRENT ITEMS | | |
| 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, April 22, 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, Terry Mahar/Sanford Health Network VP, Dr. S. Buhler/Chief of Med Staff

Present: Laura Fresk, Kay Gross, Ann Bartelt, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lake Advisory Mbr, Emily Masters/CHRO, Kim Armstrong/CFO, Kathy Becker, RN/DON, Shelby Medina/CEO, Terry Mahar/Sanford Health Network VP,
Absent: Dr. S. Buhler/Chief of Med Staff
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 MARCH 25, 2019, AS PRESENTED (BARTELT/FRESK).

Kay Gross

M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE MEDICAL STAFF, TO APPROVE THE FOLLOWING: (BRUGMAN/FRESK)

REAPPOINTMENTS:
 Michael James, M.D. Urology
 Tomasz Lis, M.D. Emergency Medicine
 Matthew Mogensen, CRNA Anesthesia
 Obinna Nwadibia, M.D. Emergency Medicine
 Clay Pavlis, M.D. Psychiatry

Consulting
 Emergency Services
 Allied Health Professionals
 Emergency Services
 Consulting

SANFORD TELEMEDICINE APPOINTMENTS:

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

Telemedicine
 Telemedicine

SANFORD TELEMEDICINE REAPPOINTMENTS:

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

Telemedicine
 Telemedicine
 Telemedicine
 Telemedicine
 Telemedicine
 Telemedicine

Kay Gross

VRAD REAPPOINTMENTS:

Kathryn Zamora, M.D. Teleradiology

Telemedicine

RESIGNATIONS:

Julie Dally, RN Orthopedics
 Emily Salisbury, LPN Cardiology

Allied Health Professionals
 Allied Health Professionals

M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE MEDICAL STAFF, TO APPROVE THE FOLLOWING DOCUMENTS:
 MEDICAL STAFF BYLAWS, FY2019-20 PERFORMANCE IMPROVEMENT/RISK MANAGEMENT PLAN, UTILIZATION REVIEW PLAN, AND MEDICAL STAFF OFFICERS FOR FY2020 TO INCLUDE DR. YUSUF-CHAIR, DR. DYNES-VICE-CHAIR, AND DR. OLSON-SECRETARY. (BRUGMAN/BARTELT)
 Discussion was held regarding obligations of pre-authorization for patient procedures and tests as many insurance companies are mandating additional information to determine the medical necessity of the ordered test. The Medical Staff/WAH Board Annual Dinner will be held this evening at River City Eatery this evening beginning at 6:00 p.m. General discussion was held regarding

Medical Staff Meeting Update

Shelby M.

| | | |
|---|---|------------------|
| | <p>future building plans for Windom Area Health. Shelby noted the next potential project is reviewing the mechanical systems throughout the hospital for future upgrades. As far as building projects, she noted remodeling of the Emergency Department will be under consideration sometime in the future, however these plans are not anticipated to develop for possibly 5-6 more years.</p> <p>The following hospital committee meetings were reported by Shelby Medina, CEO, Emily Masters, CHRO, and Kathy Becker, RN/DON~</p> <ul style="list-style-type: none"> Emergency Preparedness-Greg Holt, EP Coord, continues working on signage that identifies fire escape and emergency exit routes throughout the hospital. Greg, Emily Masters, and Emily Saffert will attend a FEMA training session May 1, 2019, focusing on public communication during a disaster. ER/Trauma/Stroke Committee – Trauma re-designation for Level IV trauma distinction for Windom Area Health is due December 2019. Application deadline is April 30, 2019. Kathy and Lois Anderson are currently working on this process and will have it completed by the April 30, 2019 deadline Patient & Family Advisory Committee – Committee reviewed ER scores, metrics and patient comments. Members toured the Wound Center. Safe Patient Handling – Annual meeting was held 4/4/19 with a summary of work injuries reviewed with each employee being referred to the soft tissue program. Training will be held annually and safe patient handling techniques featured at a Skills Fair in September 2019. | Kathy B. |
| Hospital Committees | M/S/C UNANIMOUSLY TO RECOMMEND ACCEPTING THE WAH COMMITTEE MEETING REPORT AS PRESENTED (BARTELT/FRESK). | Kathy B. |
| Patient Concern Reports | March 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 | | |
| Board Appointments | Dr. Michael and Shelby shared information regarding the mayor's appointment of Dan Ortman to the WAH Governing Board effective May 1, 2019. Dan is replacing Nate Low who has chosen not to renew his term as a board member effective April 30, 2019. Laura Fresk has been reappointed to the Governing Board to serve her first three-year term. | Shelby M |
| Committee Agenda Discussion | Committee members continued discussions relating to reorganizing the current format of Governing board committee meetings. Consensus of this committee's members favored shorter committee meeting times with an emphasis on addressing most agenda items at the full Governing Board monthly meeting. This new Governing Board meeting format will begin with the May 28, 2019 meetings with Professional Practice meeting from 4:15-4:45 and Finance Committee to meet from 4:45-5:30pm. Discussion was also held regarding possibly establishing an amendment to the WAH Governing Board By-laws regarding meeting attendance and establishing a minimum percentage of meeting attendance to remain as a member on the Governing board. This will be addressed in future meetings with no action taken at this meeting. | Shelby M |
| CURRENT ITEMS | | |
| Annual Fiscal Year Document Approval | M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE MEDICAL STAFF, TO APPROVE THE FOLLOWING DOCUMENTS: MEDICAL STAFF BYLAWS, FY2019-20 PERFORMANCE IMPROVEMENT/RISK MANAGEMENT PLAN, UTILIZATION REVIEW PLAN, RE-DESIGNATION OF LEVEL IV TRAUMA PROGRAM; AND MEDICAL STAFF OFFICERS FOR FY2020 TO INCLUDE DR. YUSUF-CHAIR, DR. DYNES-VICE-CHAIR, AND DR. -SECRETARY. (FRESK/BARTELT) | Dr. Steph Buhler |
| Foundation Officers | Kim reviewed information which designates WAH Foundation as a Type I support organization to Windom Area Hospital. The WAH Foundation's Slate of Officers for the new fiscal year are to be presented and approved by the Windom Area Hospital Governing Board of Directors at its meeting prior to the first meeting of the new fiscal year. | Shelby M. |
| Annual WAH Governing Board Officer Election | M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FY2020 WINDOM AREA HEALTH FOUNDATION SLATE OF OFFICERS TO INCLUDE: ALICE HUEBERT-CHAIRPERSON, STEVE JOHNSON-VICE-CHAIR, AND SANDY ROBINSON-SECRETARY (BARTELT/BRUGMAN). Shelby presented a draft memo from the Windom Area Health Governing Board Nominating Committee, comprised of Dr. Michael, Board Chair, Kay Gross, Prof Practice Committee chair, and Ann Bartelt, Finance Committee member, for the FY2020 Windom Area Health Governing Board Slate of Officers. The FY2020 Slate of Officers for the Windom Area Health Governing Board will be presented for Governing board action at the annual WAH Governing Board meeting on May 28, 2019. Shelby noted new Governing board member, Dan Ortman, will be a member of the Professional Practice/Quality & Planning Committee and Laura Fresk will serve as a member on the Finance/Personnel & Building and Grounds Committee beginning with the May 28, 2019 meetings. | Shelby M. |

CONCLUSION

Chair, Kay Gross, concluded the Professional Practice/Quality & Planning Committee meeting.

Kay Gross

Statement of Confidentiality: Records, data, and knowledge 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**

MAY 28, 2019

REAPPOINTMENTS:

| | | |
|-----------------------|-------------|------------------------------|
| Michael Hibbard, M.D. | Cardiology | Consulting |
| Scott Hoffman, DPM | Podiatry | Associate Professional Staff |
| Alison Huber, PA-C | Orthopedics | Allied Health Professionals |
| Anthony Nwakama, M.D. | Orthopedics | Consulting |

SANFORD TELEMEDICINE REAPPOINTMENTS:

| | | |
|--------------------|-------------------|--------------|
| Susan Hoover, M.D. | Internal Medicine | Telemedicine |
|--------------------|-------------------|--------------|

vRAD APPOINTMENTS:

| | | |
|--------------------------|---------------|--------------|
| Scott Baginski, M.D. | Teleradiology | Telemedicine |
| James Faliszek, M.D. | Teleradiology | Telemedicine |
| Adam Hecht, M.D. | Teleradiology | Telemedicine |
| Krishnan Kartha, M.D. | Teleradiology | Telemedicine |
| Jerome Klein, M.D. | Teleradiology | Telemedicine |
| Nausheen Naveed, M.D. | Teleradiology | Telemedicine |
| Alan Pratt, M.D. | Teleradiology | Telemedicine |
| Alsion Robinette, M.D. | Teleradiology | Telemedicine |
| Sergey Shkurovich, M.D. | Teleradiology | Telemedicine |
| David Spirer, M.D. | Teleradiology | Telemedicine |
| Cynthia Tortorelli, M.D. | Teleradiology | Telemedicine |

RESIGNATIONS:

| | | |
|---------------------|--------------------|--------------------|
| Craig Holland, D.O. | Emergency Medicine | Emergency Services |
|---------------------|--------------------|--------------------|

APRIL COMMENTS

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

EMERGENCY DEPARTMENT

1. really good Nurses (Nurses) Windom hospital is exelente (Doctors) good people and professional (Tests) exelente (Family/Friends) really good (Personal Issues) excellent attention (Arrival) super good (Overall Assessment) really good (Personal/Insurance) super good and excellent (Open comments) Dr. Pretorius was very calm and a good listener - And explained his analysis very calmly.
2. All personnel seemed very compassionate. (Arrival) Great job, care providers! (Overall Assess) Dr. Pretorius, ER physician, lab techs, radiology techs, all the nurses that were on duty - THANK YOU. (Open Comments)
3. I am "in the system" and no need for information gathering. (Personal/Insurance)
4. They had information (Personal/Insurance)
5. I am hard to draw blood from. The nurse tried twice the called her supervisor. (Tests) We were buzzed right in no other patients. We didn't wait at all. (Arrival)
6. The Doctor was wonderful. He was very knowledgeable about my situation and displayed a truly caring bedside manner. (Dr. Bynum) (Open comments)

INPATIENT

1. All the nurses were awesome and amazing! Made the stay a lot better. (Nurses) Everyone was very nice and awesome. (Overall Assessment)
2. Too hot. (Room)
3. Felt when ER was busy Thursday night staff was short - did not trust leaving my dad alone - The night-early morning of Thursday into Friday - Nurses discovered my dad's neck brace (C-collar) was put on incorrectly. The back of the brace was applied upside down in the ER and no-one - Not even the dr. realized it until the last _____ he was there - We appreciated the error was caught and corrected - However his nurse seemed more determined to disagree or challenge my input than assess my dad or follow up and confirm the placement of the collar. My brother brought my dad to the ER on the 19th & observed staff apply the C-Collar after a C-1 fx was found on a neck CT. My brother said all the staff in the ER treated our dad very well & were very professional. When my dad was admitted to the hospital I came and stayed with him continually until he was discharged. Staff were wonderful to accommodate me with a cot in his room. Since family was with dad we knew the C-Collar was applied at Windom. The nurse the last _____ insisted the C-Collar was applied before dad was admitted @ a different facility - (I knew it wasn't) and then she wanted to blame the evening staff prior to her shift for mixing it up because they removed it to shower him. I observed the shower and held the collar for the 2 nurses during the shower. One side of the Velcro on the collar was never undone so I knew that staff removed & reapplied the collar as they had found it. (Overall Assessment) Not impressed – (Physician) *DESTINY - RN. *MICHELLE RN - Assisted with discharge - Very caring. *Tammy - RN - Very pleasant - Considerate. *Jason - RN & RN that worked with *Jason - Morning of 2/20/19 - & assisted him give Morphine P.M. for pain. (I think her name started with "*J.") Great. The (aides) (HUC's) staff working all the shifts were very good, caring, considerate. Exceptional. (Open) *Destiny went above & beyond - Very caring.

APRIL COMMENTS

- Exceptional nursing care. She worked nights. Very impressed with her care. Dad really enjoyed her & had confidence in her care. Fantastic bed side manner. (Nursing)
4. Always had amazing food and friendly people delivering. (Food) Loved all of my nurses. (Nurses) It hurt, she kept missing my vein and pulling it back out so she had to have another nurse do it and she got it first try. (Tests/Treatment) Dr. Taber is always so good on keeping you informed & doing his job well. (Physician) Brittany was my favorite. She was super good w/watching the monitor & she was always super sweet & welcoming to my boyfriend & family. She was also quick when I would ask for something! (Labor/Delivery) Brittany. She was the best nurse I've had and I'm super glad she got to be a part of my delivery. I hope there's not more than one *Brittany! I know this one has twins, ha ha. (Open) All were amazing can't remember nurses - esp. my nurse the first day after I was out of my C-section. (Comments)
 5. Opening & closing of doorway into hallway – (Room)
 6. Every single one from surgeon, to attending physician, OT, PT, nurses, helpers, housekeeping and kitchen. Receptionist, intake workers, everyone! (Open)
 7. I was very happy with all of the staff, they worked together and met my needs. (Open)
 8. I had many wonderful nurses! (Nurses) *Kate Axfod - she was fantastic! *Katie Bennett, *Katie (*Katrina), *Michelle, *Jason, *Brooke, *Tabitha. (Open) Was there for one meal only - food was excellent - server was wonderful & efficient. (Meals) I was transferred to Sioux Falls. (Discharge) They were all very efficient and friendly. (Open)

OUTPATIENT

1. I saw *Naomi Back - she is very good and would tell her to several people. (Woundcare)
2. No privacy, I can hear everything going on about other patients. and they can hear mine. not acceptable. hippa laws are not being met. (Therapy)
3. Pleasant and quick even though I'm no fan of Samford after dealing with those quacks at Jackson and Sioux Falls. (Lab) Even though I had a good experience at this hospital on this day, I never would have and never again will,(unless I have no option) visit a Samford facility. When I made the appointment, I had no idea your facility was managed by Samford. (Lab)
4. He came to ER (Registration) Naomi Bach is always helpful, insightful, and is extremely knowledgeable about ostomy care and management. She is a wonderful resource in a field that is really under-staffed throughout the midwest region! (Other) Would rate each in this section higher, if possible. (Overall) Naomi Bach (Open)
5. just a slight problem with the insurance it had me being the policy holder and I was not it was my spouses . (Registration) could not have asked for better treatment outstanding job! Thank you (Tests/Treatment) Front desk -I Thank you ! (Open) (Other)
6. Everything is always spotless. (Facility) I had no complaint (Personal Issues) (x-ray)

APRIL COMMENTS

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

EMPLOYEE RECOGNITION

1. Ashley Jensen (ER)
2. Jason Ella (ER)
3. Brittany (ER)
4. *Katie, *Blake, *Jaclyn, *Jenny, *Melanie, *Kathy, *Carissa and any I missed the whole crew was amazing. (IP)
5. *Jason Ella. (IP)
6. *Mary and *Doris
7. Nicole
8. Cindy
9. Terri Elder
10. *Deb
11. *Bev is great!
12. *Val is professional.
13. Nicole

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.

Meeting Date/Time/Location: Tuesday, May 28, 2019 / 4:30-5:15 pm / Nursing Conference Room

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

Present:
Absent:
Others:

Facilitator: Ann Bartelt, 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. | Ann B. |
| Minutes | Approve minutes from regular meeting of April 22, 2019. (Cmte Motion) | Ann B. |
| Revenue Recapture & Financial Assistance | Review & recommend approval of accounts. (Bd Motion) | Kim A. |
| Employee Resignations | Review & recommend acceptance of resignations / terminations. (Cmte Motion / Bd Motion) | Emily M. |
| FOLLOW-UP ITEMS | | |
| Clinic Lease Update | Review next steps. | Shelby M |
| CURRENT ITEMS | | |
| Pre-Audit Conference Telephone Call | Korey Boelter, auditor from CliftonLarsonAllen, to address pre-audit information with committee members. | Kim A. |
| 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. | |
| Date/Time/Location: Monday, April 22, 2019 / 3:00 pm / Nursing Conference Room | |
| Members: Ann Bartelt, Nate Low, Cindy Espenson, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lk Advisory Mbr, Kim Armstrong/CFO, Emily Masters/CHRO, Kathy Becker/DON; Shelby Medina/CEO | |
| Facilitator: Nate Low, Chairperson | |
| Recorder: Janel Eichstadt | |
| Present: Nate Low, Cindy Espenson, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lk Advisory Mbr, Kim Armstrong/CFO, Emily Masters/CHRO, Shelby Medina/CEO, Kathy Becker, RN/DON; Terry Mahar/Sanford Health Network VP | |
| Absent: Ann Bartelt | |
| Others: | |

| 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 3:00 p.m. by Chair, Nate Low. | Nate L. |
| Minutes | M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF MARCH 25, 2019, AS PRESENTED (ESPENSON/BRUGMAN). Review of March 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 \$340,757. FY2019 year-to-date net income totals \$975,846 on a projected budget of \$596,530. Days in A/R were 57.67 and Days Cash on Hand totaled 215. | Nate L. |
| Statistical & Financial Performance Reports | M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE MARCH 2019 STATISTICAL AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (BRUGMAN/ESPENSON) | Kim A. |
| Revenue Recapture & Financial Assistance | M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND ACCOUNTS TOTALING \$63,077.63 TO REVENUE RECAPTURE. THERE WERE NO NEW ACCOUNTS SUBMITTED FOR FINANCIAL ASSISTANCE; RECOMMEND APPROVAL OF 10 ACCOUNTS WITH BALANCES BELOW \$1500-8 FOR 100% WRITE OFF, 1 FOR 75% WRITE OFF, AND 1 FOR 50% WRITE OFF WITH THOSE ACCOUNTS TOTALING \$4292.11; AND 2 PREVIOUSLY APPROVED ACCOUNTS FOR 100% WRITE OFF TOTALING \$2277.62; WITH ALL FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$6569.73 (ESPENSON/BRUGMAN). In month 12 of FY2019, accounts totaling \$121,941.16 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 \$295,842.76 FROM FUNDED DEPRECIATION TO THE CHECKING ACCOUNT FOR MARCH 2019 CAPITAL ACQUISITIONS (BRUGMAN/ESPENSON) | 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 THE FOLLOWING RESIGNATIONS-FT NUTRITIONAL SERVICES COOK/AIDE EFFECTIVE APRIL 5, 2019; FT FLOOR RN EFFECTIVE APRIL 7, 2019; FT ACCOUNTANT EFFECTIVE 5/3/19; AND 1 PRN FLOOR RN EFFECTIVE 5/6/19 (ESPENSON/BRUGMAN). | Emily M. |
| New / Dept Transfer Employees | The following new hires were reported: PRN RN effective 4/9/19 and Fitness Specialist effective 5/7/19. | Emily M. |
| FOLLOW-UP ITEMS | | |
| Governing Board Appointments | Shelby shared information regarding the mayor's appointment of Dan Ortman to the WAH Governing Board effective May 1, 2019. He will replace Nate Low who has chosen not to renew his term as a board member effective April 30, 2019. Laura Fresk has been reappointed to the Governing Board to serve her first three-year term. | Shelby M |
| FY2020 Budget | Kim reviewed the proposed Income and Expense budget and Capital purchases for FY2020. She noted Charity Care/Financial Assistance would remain at \$200,000 for FY2020. The FY2020 budget showed an operating margin of 3.0% or net revenue from operations totaling \$639,936. Capital equipment requests were also reviewed and recommended for approval totaling \$830,048. | Kim A. |

| | | |
|------------------------------------|---|-----------------|
| | <p>Kim noted the FY2020 budget would be presented to the Windom City Council at their May meeting for final approval. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FY2020 BUDGET AS PRESENTED (ESPENSON/BRUGMAN).</p> | |
| <p>Committee Agenda Discussion</p> | <p>Committee members continued discussions relating to reorganizing the current format of Governing board committee meetings. Consensus of this committee's members favored shorter committee meeting times with an emphasis on addressing most agenda items at the full Governing Board monthly meeting. This new Governing Board committee meetings format will begin with the May 28, 2019 meetings. The Professional Practice/Quality Committee meeting will be held from 4:15-4:45 and the Finance/Personnel & Building/Grounds Committee will meet from 4:45-5:30pm. The WAH Governing Board meeting will remain at 5:30 p.m. Discussion was also held regarding possibly establishing a minimum percentage of meeting attendance to remain as a member on the Governing board. This will be addressed in future meetings with no action taken at this meeting.</p> | <p>Shelby M</p> |
| <p>Clinic Lease Update</p> | <p>Shelby noted a meeting has been set for May 22, 2019, to meet with the two independent medical providers for discussions and review of an updated clinic lease proposal.</p> | <p>Shelby M</p> |
| <p>CURRENT ITEMS</p> | | |
| | <p>There were no current items this month for committee action.</p> | |
| <p>CONCLUSION</p> | | |
| | <p>Committee Chair, Nate Low, concluded the Finance/Personnel/Labor Relations & Building & Grounds Committee meeting.</p> | <p>Nate L.</p> |

4/2019 (month 12)

ASSETS:

CURRENT ASSETS

| | |
|-----------------------------|-------------------|
| Cash in Bank | 4,808,385 |
| Flex Plan Fund | (12,992) |
| Designated Savings | 3,300,724 |
| Accounts Receivable | 5,024,769 |
| A/R Medicare Prosp Payment | (1,291,012) |
| Allowance Doubtful Accts | (345,500) |
| A/R Finance Billing | 29,877 |
| Inventories | 226,039 |
| Prepaid Expenses | 41,864 |
| Prepaid Defined Pension | 1,312,179 |
| Employee Loan Receivable | 111,401 |
| TOTAL CURRENT ASSETS | 13,205,734 |

| | |
|-----------------------------|------------------|
| Board Designated Investment | 4,338,969 |
| Held by Trustee | 398,331 |
| TOTAL ASSETS LIMITED | 4,737,300 |

FIXED ASSETS

| | |
|-------------------------------|-------------------|
| Land | 270,594 |
| Land Improvements | 2,996,673 |
| Buildings | 12,623,041 |
| Fixed Equipment | 7,622,478 |
| Major Movable Equipment | 4,251,001 |
| Construction in Progress | 609,043 |
| SUB-TOTAL FIXED ASSETS | 28,372,830 |

| | |
|---------------------------|-------------------|
| LESS-ACCUM DEPRECIATION | (13,840,045) |
| TOTAL FIXED ASSETS | 14,532,785 |

TOTAL ASSETS

32,475,819

LIABILITIES:

CURRENT LIABILITIES

| | |
|----------------------------------|------------------|
| Accounts Payable | 535,181 |
| Third Party Settlement | 653,180 |
| Accrued Wages | 149,766 |
| Accrued Vacation | 701,232 |
| Accrued Benefits | 420,666 |
| Accrued Health Ins Premiums | 150,122 |
| Accrued Interest | 29,115 |
| Other Current Liabilities | 4,149 |
| TOTAL CURRENT LIABILITIES | 2,643,411 |

LONG TERM LIABILITIES

| | |
|---|-------------------|
| Min Pension Liability | 6,670,279 |
| Long Term Debt, less current maturities | 4,688,327 |
| TOTAL LIABILITIES | 14,002,017 |

NET ASSETS

Net Asset Balance 19,473,802

TOTAL LIABILITIES & NET ASSETS

33,475,819

WINDOM AREA HEALTH
INCOME STATEMENT

| | 4/30/2019 | | Revenue | | Revenue | | Revenue | | Revenue | |
|--------------------------------------|--------------------|----------------|--------------------|----------------|---------------------|----------------|---------------------|----------------|-------------|------------|
| | 4/30/2019 | Comparison | Budget 2019 | Comparison | Y-T-D 2019 | Comparison | Budget 2019 | Comparison | Budget 2019 | Comparison |
| PATIENT REVENUE | | | | | | | | | | |
| Inpatient Revenue | \$644,271 | 21.52% | \$486,948 | 17.65% | \$7,739,201 | 22.06% | \$5,843,376 | 17.65% | | |
| Outpatient Revenue | \$2,348,976 | 78.48% | \$2,272,315 | 82.35% | \$27,340,141 | 77.94% | \$27,267,780 | 82.35% | | |
| Total Patient Revenue | \$2,993,247 | 100.00% | \$2,759,263 | 100.00% | \$35,079,342 | 100.00% | \$33,111,156 | 100.00% | | |
| Contractual Adjustments | \$1,649,960 | 55.12% | \$1,090,186 | 39.51% | \$14,720,397 | 41.96% | \$13,082,232 | 39.51% | | |
| Other Income | \$14,941 | 0.50% | \$12,767 | 0.46% | \$184,199 | 0.53% | \$153,204 | 0.46% | | |
| NET OPERATING REVENUE | \$1,358,228 | 100.00% | \$1,681,844 | 100.00% | \$20,543,144 | 100.00% | \$20,182,128 | 100.00% | | |
| EXPENSE | | | | | | | | | | |
| Employee Salaries | \$636,860 | 46.89% | \$643,239 | 38.25% | \$7,335,226 | 35.71% | \$7,718,868 | 38.25% | | |
| Employee Benefits * | (\$140,274) | -10.33% | \$186,569 | 11.09% | \$1,907,383 | 9.28% | \$2,238,828 | 11.09% | | |
| Pharmaceuticals | \$63,695 | 4.69% | \$76,667 | 4.56% | \$1,242,060 | 6.05% | \$920,004 | 4.56% | | |
| Supplies | \$132,065 | 9.72% | \$106,433 | 6.33% | \$1,406,495 | 6.85% | \$1,277,196 | 6.33% | | |
| Rents & Utilities | \$24,417 | 1.80% | \$28,205 | 1.68% | \$322,142 | 1.57% | \$338,460 | 1.68% | | |
| Purchased Services | \$352,226 | 25.93% | \$317,279 | 18.86% | \$3,995,332 | 19.45% | \$3,807,348 | 18.86% | | |
| Purchased Services Interco | \$26,938 | 1.98% | \$16,433 | 0.98% | \$209,488 | 1.02% | \$197,196 | 0.98% | | |
| Other Direct Expenses | \$90,085 | 6.63% | \$108,880 | 6.47% | \$1,308,118 | 6.37% | \$1,306,560 | 6.47% | | |
| Provision for Bad Debts | \$22,586 | 1.66% | \$16,667 | 0.99% | \$365,728 | 1.78% | \$200,004 | 0.99% | | |
| Depreciation | \$117,178 | 8.63% | \$123,947 | 7.37% | \$1,372,488 | 6.68% | \$1,487,364 | 7.37% | | |
| Total Operating Expense | \$1,325,776 | 97.61% | \$1,624,319 | 96.58% | \$19,464,460 | 94.75% | \$19,491,828 | 96.58% | | |
| Income (loss) From Operations | \$32,452 | 2.39% | \$57,525 | 3.42% | \$1,078,684 | 5.25% | \$690,300 | 3.42% | | |
| Investment Income | \$62,380 | 4.59% | \$4,714 | 0.28% | \$159,681 | 0.78% | \$56,568 | 0.28% | | |
| Other Revenue/(Expenses) | \$20,454 | 1.51% | (\$8,009) | -0.48% | (\$147,235) | -0.72% | (\$96,108) | -0.48% | | |
| Non Operating Rev/Exp | \$82,834 | 6.10% | (\$3,295) | -0.20% | \$12,446 | 0.06% | (\$39,540) | -0.20% | | |
| Increase in Net Assets | \$115,286 | 8.49% | \$54,230 | 3.22% | \$1,091,130 | 5.31% | \$650,760 | 3.22% | | |

Month 12

* End of year GASB 68 & 75 entries were made in April. The PERA entries included a credit of \$393,099 that posted to employee benefits. This lowers our liability but doesn't affect cash.

| FY 2019 CAPITAL ASSET ACQUISITIONS | | | | | | | | | | | |
|--|----------------------|-------------|-------------------|-------------------|-------------------|-------------------|------------------|------------------|------------------|------------------|--|
| Yrs Capital Asset | Vendor | Asset class | May | June | July | August | September | October | November | December | |
| 20 Boiler Chiller Project | Kraus Anderson | Fixed | 77,584.78 | | | | | | | | |
| 20 Roof Work for Wound Center | Bargen X 2 | CIP | 3,526.17 | | | | | | | | |
| Wound Center Pay App | Kraus Anderson | CIP | 154,890.07 | | | | | | | | |
| Wound Center Architect Fees | I & S Group | CIP | 5,654.40 | | | | | | | | |
| Therapy/Conf Rm Architect Fees | I & S Group | CIP | 1,832.94 | | | | | | | | |
| Wound Center Pay App | Kraus Anderson | CIP | 225,896.66 | | | | | | | | |
| Wound Center Architect Fees | I & S Group | CIP | 2,683.15 | | | | | | | | |
| Therapy/Conf Rm Architect Fees | I & S Group | CIP | 10,108.84 | | | | | | | | |
| 15 Wound Clinic Furniture | Canfield | CIP | | | 17,442.55 | | | | | | |
| Wound Center Pay App | Kraus Anderson | CIP | | | 158,862.59 | | | | | | |
| Wound Center Architect Fees | I & S Group | CIP | | | 1,881.70 | | | | | | |
| Therapy/Conf Rm Architect Fees | I & S Group | CIP | | | 9,710.44 | | | | | | |
| Wound Center Furniture | Canfield | CIP | | | 4,798.83 | | | | | | |
| Therapy/Conf Rm Architect Fees | I & S Group | CIP | | | 9,060.00 | | | | | | |
| Wound Center Architect Fees | I & S Group | CIP | | | 275.00 | | | | | | |
| Wound Center Pay App | Kraus Anderson | CIP | | | 53,163.21 | | | | | | |
| Therapy/Conf Rm Architect Fees | I & S Group | CIP | | | 6,500.00 | | | | | | |
| Therapy/Conf Rm Architect Fees | I & S Group | CIP | | | | | | 36,120.46 | | | |
| 5 Dexascan | NXC | Maj Mov | | | | | | 51,317.98 | | | |
| 4 Pickup | Marthaler | Vehicle | | | | | | 8,894.00 | | | |
| 3 I-Heal Software Interface | Sanford Health | Maj Mov | | | | | | | 26,600.00 | | |
| Wound Center Pay App | Kraus Anderson | CIP | | | | | | | | 62,703.30 | |
| Therapy/Conf Rm Architect Fees | I & S Group | CIP | | | | | | | | 2,381.37 | |
| Total | | | 243,488.36 | 238,688.65 | 192,696.11 | 9,335.00 | 59,663.21 | 96,332.44 | 26,600.00 | 65,084.67 | |
| Yrs Capital Asset | Vendor | Asset class | January | February | March | April | | | | | |
| 10 Shoulder Distraction System | Steris | Maj Mov | 5,826.25 | | | | | | | | |
| Therapy/Conf Rm Architect Fees | I & S Group | CIP | 10,536.38 | | | | | | | | |
| Therapy/Conf Rm Architect Fees | I & S Group | CIP | | 7,545.00 | | | | | | | |
| Therapy/Conf Rm Pay App | Kraus Anderson | CIP | | 75,014.00 | | | | | | | |
| Therapy/Conf Rm Asbestos Abatement | MAAC Inc | CIP | | 6,665.00 | | | | | | | |
| Signage Update (Windom Area Health) 50% Down | Pride Neon Inc | CIP | | 5,362.50 | | | | | | | |
| Therapy/Conf Rm Architect Fees | I & S Group | CIP | | | 5,620.33 | | | | | | |
| Therapy/Conf Rm Pay App | Kraus Anderson | CIP | | | 136,971.25 | | | | | | |
| Therapy/Conf Rm Furniture | Canfield | CIP | | | 18,324.49 | | | | | | |
| Conf Rm Equipment | Presidio Networked S | CIP | | | 6,217.51 | | | | | | |
| 5 Colonoscope(2)/Vid Process/Lt Source/Mon/Printer | Olympus | Maj Mov | | | 128,709.18 | | | | | | |
| 10 Smart Lift With Scale for Wound Center | EZ Way | Maj Mov | | | 5,125.00 | | | | | | |
| 7 Stretcher for Wound Center | Stryker | Maj Mov | | | 10,775.27 | | | | | | |
| 7 Stretcher for Emergency Dept | Stryker | Maj Mov | | | 13,770.11 | | | | | | |
| Therapy/Conf Rm Architect Fees | I & S Group | CIP | | | 2,416.00 | | | | | | |
| Therapy/Conf Rm Pay App | Kraus Anderson | CIP | | | 207,875.14 | | | | | | |
| Solo-Step Equip and Install (Therapy) | Solo-Step | CIP | | | 12,365.04 | | | | | | |
| Conf Rm Equipment | AVI Systems Inc | CIP | | | 19,892.54 | | | | | | |
| Therapy/Conf Rm Furniture | InterMetro | CIP | | | 2,069.54 | | | | | | |
| Total | | | 16,362.63 | 94,586.50 | 295,842.76 | 274,288.64 | | | | | |

**Windom Area Health Foundation
Foundation Meeting Minutes
March 25, 2019 – 6:45 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 FEBRUARY 25, 2019 MEETING AS PRESENTED (JOHNSON/ROBINSON).

Financial Statement: Kim Armstrong, Corporate Treasurer

M/S/C UNANIMOUSLY TO APPROVE FINANCIAL STATEMENTS FOR THE MONTH OF FEBRUARY 2019 AS PRESENTED (GROSS/BARTELT).

Assign Gift Thank-you Calls – Kim Armstrong

Donor gifts received during the February 2019 were reviewed. There were no donors contributing gifts of \$100 or more to WAH Foundation during February, thus no personal phone calls were noted to be made.


Old Business

2019 Scholarship Update – Emily Masters

Emily noted she has received 25 scholarship applications to the Scholarship Review Committee to review prior to their meeting slated for April 4, 2019 at 2:00 p.m. Emily noted Nancy Meyer has declined the offer to participate in the on-site scholarship selection process; however, she did communicate with Emily that she would like input into the final selection of the Ron Meyer Memorial scholarship she will be awarding on behalf of her past husband.

Rebranding Update – Emily Masters

Emily stated she emailed WAH Foundation members logo options following February's board meeting. She requested members to select which logo would most favorably be fitting for the Foundation. She shared Option 2 was selected as Windom Area Health Foundation's new logo


moving forward.

New Business

Spring Solicitation Letter-Emily Masters

Emily noted she and Kim Armstrong met with Sanford Foundation and stated the spring solicitation letter will be mailed out May 6, 2019. The expanded mailing list using donor names from the past 0-5 years will be used when mailing the spring letters. Funds gifted from this letter will be applied towards the purchase of new neonatal hearing screening equipment. Emily stated she would email out to Foundation board members a sample solicitation letter for final approval when it is received, along with the mailing list to review.

Governing Board Retreat Update – Shelby Medina

Shelby presented a review of the FY2020 Strategic Planning Retreat held March 19, 2019 with Governing Board members and facilitators, Korey Boelter and Matt Borchardt from CliftonLarsonAllen. Shelby shared it was a very valuable day on in-depth discussion points. She noted she would be validating with board member bullet points identified at the Retreat to use as a strategic plan for FY2020 to keep Windom Area Health Foundation in line with the hospital.

Annual Dinner-Shelby Medina

Shelby invited WAH Foundation members and a guest to the Annual Medical Staff/Governing Board/Foundation Board Dinner, which will be held April 22, 2019, at River City Eatery. She noted social time would begin at 6:00 p.m. and dinner served at 6:30 p.m.

Projects

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

Kim shared information on the outcome of Dad's Belgian Waffle Brunch held March 17, 2019 at the Windom Community Center. The profit from this event totaled \$710.59, serving 515 people. Kim noted this was the second highest turnout during the several years of hosting this event. Committee members reviewed date options for the next Dad's Belgian Waffles event and selected Sunday, March 15, 2020. Janel offered to call Windom Community Center and book this date for next year's event.

Fun Run – Emily Masters

Emily noted the annual Fun Run date is Saturday, June 8, 2019. She stated funds for sponsorships of this event are currently coming in, which is showing on the Foundation Financial Statement. No other updates to report.

Tammy Hall Breast Health Walk – Emily Masters

This event has been planned for Saturday, October 12, 2019. No other updates to report.

Next Meeting Date

Next WAH Foundation Board meeting will be Tuesday, May 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