

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

**AGENDA**

|  |   |                                |  |
|--|---|--------------------------------|--|
| Purpose: Provide governance for Windom Area Health   |   |                                |  |
| Meeting Date/Time/Location: Monday, June 24, 2019 / Meeting 5:30 – 6:30 pm / Large Conference Room (Cafeteria serving meal beginning at 5pm) |   |                                |  |
| Members: All WAH Governing Board members   |   | Present:<br>Absent:<br>Others: |  |
| Recorder: Janel Eichstadt  |   |                                |  |
| <b>Category / Topic</b>  | <b>Action step(s) / Updates</b>   | <b>Leader:</b>                 |  |
| <b>STANDING ITEMS</b>  |   |                                |  |
| Call to Order  | Call Windom Area Health Governing Board meeting to order at 5:30 p.m. by Board Chair, Dr. Michael Fisher.               | Dr Michael Fisher              |  |
| Minutes  | Approve Windom Area Health Governing Board minutes from regular meeting of May 28, 2019. (Board motion)                 | Dr Michael Fisher              |  |
| <b>COMMITTEE REPORTS</b>   |   |                                |  |
| Professional Practice / Quality & Planning   | Review committee activities.  | Kay Gross                      |  |
| Finance / Personnel / Labor Relations & Building & Grounds   | Review committee activities.  | Ann Bartelt                    |  |
| <b>OTHER REPORTS</b>   |   |                                |  |
| Statistical & Financial Performance Reports  | Review & recommend approval of statistical & financial reports. (Board motion)  | Kim A.                         |  |
| Funded Depreciation Transfer   | Review & approve Funded Depreciation account transfer. (Board motion)   | Kim A.                         |  |
| Educational Assistance Applications  | Review & recommend approval of application(s) for educational assistance. (Board motion)                                | Kim A.                         |  |
| New / Dept Transfer Employees  | Report of employees recently hired / transferred.   | Emily M.                       |  |
| FY2019 Audit Update  | Update on Windom Area Health audit completed by CliftonLarsonAllen.   | Kim A.                         |  |
| Medical Staff Credentialing  | Review & approve medical staff credentialing, upon recommendation from WAH Medical Staff. (Board motion)                | Dr AJ Yusuf/<br>Shelby M.      |  |
| Medical Staff Meeting Update   | Review WAH Medical Staff meeting business.  | Dr AJ Yusuf/<br>Shelby M.      |  |
| Patient Concern Reports  | Review patient concern reports and patient survey comments.   | Shelby M./<br>Kathy B.         |  |
| Patient Safety Reports   | Review patient safety activities.   | Kathy B.                       |  |
| Governing Board Member Attendance Policy   | Review draft WAH Governing Board Member Meeting Attendance policy. (Board motion, if approved)                          | Shelby M.                      |  |
| HR Trends  | Report on turnover and other employee statistics.   | Emily M.                       |  |
| Administration   | Review Executive Summary Reports and approve WAH committee meeting reports. (Board motion to approve committee reports) | Sr.Mgmt Trn                    |  |

|                               |   |                          |
|-------------------------------|---|--------------------------|
| City of Windom                | Informational update.   | Steve Nasby<br>JoAnn Ray |
| Sanford Health Network        | Informational update.   | Terry<br>Mahar, VP       |
| WAH Foundation Board          | Foundation Board not meeting in June.                           | Shelby M.                |
| WAH Auxiliary                 | May Auxiliary meeting minutes included in Governing Board book. | Shelby M.                |
| <b>NEW &amp; OLD BUSINESS</b> |   |                          |
| New Business                  |   | Dr Michael<br>Fisher     |
| Old Business                  | WAH Medical Staff By-laws review update.                        | Shelby M.                |
| Board Education               | No Governing Board education this evening.                      |                          |
| <b>CONCLUSION</b>             |   |                          |
|                               | Conclude WAH Governing Board meeting.                           | Dr Michael<br>Fisher     |

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

**MINUTES**

|   |   |
|---|---|
| <b>Purpose:</b> Provide governance for Windom Area Health |   |
| <b>Meeting Date/Time/Location:</b>                        | <b>Tuesday, May 28, 2019 / 5:30 pm / Large Conference Room</b>  |
| <b>Members:</b> All WAH Governing Board members           | <b>Present:</b> Dr. Michael B. Fisher, Ann Bartelt, Kay Gross, Laura Fresk, Mary Holmen, Cindy Espenson, Dan Ortman, Julie Brugman/Mt. Lake Advisory mbr, Kim Armstrong/CFO, Emily Masters/CHRO, Kathy Becker/DON, Shelby Becker/DON, Terry Mahar/Sanford Health Network VP |
| <b>Recorder:</b>  | <b>Absent:</b> Dr. AJ Yusuf/Chief of Staff, Steve Nasby/City Administrator<br><b>Others:</b> JoAnn Ray/City Council Liaison<br>Janel Eichstadt  |

| <b>Category / Topic</b> | <b>Action step(s) / Updates</b>  | <b>Leader:</b>    |
|-------------------------|--|-------------------|
| <b>STANDING ITEMS</b>   |  |                   |
| 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 |
| Election of Officers    | M/S/C UNANIMOUSLY TO APPROVE THE FY2020 SLATE OF OFFICERS TO THE WINDOM AREA HEALTH GOVERNING BOARD AS PRESENTED-GOVERNING BOARD CHAIR-DR. MICHAEL B. FISHER, VICE-CHAIR-KAY GROSS, SECRETARY-ANN BARTELT, & TREASURER-LAURA FRESK (ORTMANN/ESPENSON). | Dr Michael Fisher |
| Minutes                 | M/S/C UNANIMOUSLY TO APPROVE WINDOM AREA HEALTH GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF APRIL 22, 2019 AND SPECIAL MEETING OF MAY 6, 2019 (GROSS/BARTELT).   | Dr Michael Fisher |

| <b>COMMITTEE REPORTS</b>                                   |  |             |
|--|--|-------------|
| Professional Practice / Quality & Planning                 | Discussion was held concerning board member attendance at board committee meetings and Governing Board meetings. It was agreed upon to set attendance standards at 75% for attending regular monthly board committee meetings and Governing Board meetings. Shelby was authorized to establish a Governing Board policy stating the attendance standards, which will be presented at the June meeting for Governing Board approval. Committee members discussed concerns regarding community-based communications being expressed by the public concerning the building of a new clinic near the hospital. No action was necessary on this issue.  | Kay Gross   |
| Finance / Personnel / Labor Relations & Building & Grounds | M/S/C UNANIMOUSLY TO ACCEPT THE FOLLOWING RESIGNATIONS: PRN IMAGING TECH EFFECTIVE 3/21/19, REGISTERED DIETITIAN EFFECTIVE 5/24/19, RN EFFECTIVE 5/30/19, AND CORRECT THE RESIGNATION DATE OF A PREVIOUSLY REPORTED PRN RN FROM 5/6/19 TO RESIGNATION DATE OF 3/29/19 WHICH WAS APPROVED AT THE APRIL 22, 2019 GOVERNING BOARD MEETING (BARTELT/FRESK)<br>A pre-audit conference call was held with Corey Boelter, auditor with CliftonLarsonAllen, regarding information pertaining to the upcoming annual audit. Corey noted the final audit outcome would be presented at the July Governing Board meeting. Dr. Fisher shared information relating to a recent clinic meeting held for discussing a new lease agreement with two independent providers in the adjoining clinics to the hospital. He noted no clinic lease agreement was made at this meeting. Committee members made a decision to have the lease contract presented and signed by the two independent clinic providers by July 1, 2019, and the lease agreement then become effective January 1, 2020 with a yearly renewal. | Ann Bartelt |

| <b>OTHER REPORTS</b>                        |  |          |
|---|--|----------|
| Statistical & Financial Performance Reports | Review of April 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 below budget expectations; net operating revenue and total operating expenses factored together left a net gain totaling \$115,286. FY2019 year-to-date net income totals \$1,091,130 on a projected budget of \$650,760. Days in A/R were 49.58 and Days Cash on Hand totaled 314. It was noted this is the final month of FY2019. | Kim A.   |
| Funded Depreciation Transfer                | M/S/C UNANIMOUSLY TO APPROVE THE APRIL 2019 STATISTICAL AND FINANCIAL PERFORMANCE REPORTS (BARTELT/GROSS).<br>M/S/C UNANIMOUSLY TO AUTHORIZE THE TRANSFER OF \$274,288.64 FROM THE FUNDED DEPRECIATION ACCOUNT TO WAH CHECKING ACCOUNT FOR APRIL 2019 CAPITAL ACQUISITIONS (ESPENSON/ORTMANN).   | Kim A.   |
| Educational Assistance Applications         | M/S/C UNANIMOUSLY TO APPROVE AN EDUCATIONAL ASSISTANCE APPLICATION TOTALING \$3000 FROM A BUSINESS OFFICE STAFF PERSON TO ATTEND NOVA SE UNIVERSITY TO OBTAIN HER DEGREE IN HEALTH LAW COMPLIANCE (GROSS/FRESK).   | Emily M. |
| New / Dept Transfer Employees               | WAH new hires include a housekeeper effective 5/7/19, RN and Nutritional Services Intern effective 6/11/19, and transfer of a RN to PRN status effective 6/6/19.   | Emily M. |



|                               |   |                   |
|-------------------------------|---|-------------------|
| WAH Auxiliary                 | Mary Klosterbuer, WAH Auxiliary president, presented the "State of the Auxiliary" annual report, which included a summary of the past year's Auxiliary events, membership achievements, fundraising goals and accomplishments from the past year.   | Mary Klosterbuer  |
| <b>NEW &amp; OLD BUSINESS</b> |   |                   |
| New Business                  | Governing Board members reviewed, signed and returned their FY2020 Conflict of Interest Policy and Statement form.  | Kim A.            |
| Old Business                  | <ul style="list-style-type: none"> <li>Medical Staff By-law review update – Shelby noted she is reviewing information recently received from legal.</li> <li>FY2020 Strategic Planning Retreat follow-up discussion – Shelby noted she would be providing information relating to Provider Based Billing she has received from legal as requested from the Strategic Planning Retreat held in March.</li> </ul> | Shelby M.         |
| Board Education               | There was no board education presented this evening.  | Shelby M.         |
| <b>CONCLUSION</b>             |   |                   |
|                               | Meeting was concluded by Governing Board Chair, Dr. Michael Fisher.   | Dr Michael Fisher |

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

# WINDOM AREA HOSPITAL

## GOVERNING BOARD EXECUTIVE SUMMARY

*as of June 20, 2019*

WAH MISSION: *"Dedicated to Health"*

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### **CHIEF EXECUTIVE OFFICER REPORT**

- **Organizational Updates**

- We are coming up to a full year for the Wound and Hyperbaric Healing Center (we opened the middle of July). Below are some preliminary statistics of the performance of our new service line:
  - Total wound encounters –
    - 1,189 / 1,238 (proforma stats)
  - Total new patients –
    - 141 / 150 (proforma)
  - Total HBO treatments –
    - 7 / 1 (proforma)
  - Projected revenue is 26% higher than proforma
  - Projected expenses are 20% higher than proforma
  - Market support reached beyond 35 mile radius goal
    - Jackson, Windom, Tracy, Fairmont, Mt. Lake, Worthington, Sioux Falls, New Ulm, Mankato, Rochester, St. Cloud, Sibley, IA.
- An offer has been made and accepted for our Registered Dietician position.

- **Industry Updates**

- New laws and effective dates:
  - Wage theft –effective August 1, 2019
  - Pediatric Care Coordination – effective August 1, 2019
  - Hospital billing and transparency
    - Facility fee identification – August 1, 2019
    - Itemized charges provided to patients 30 days post discharge – August 1, 2020
- 2019 legislative session wins:
  - Maintained the provider tax
  - Continued to fund programs supporting mental health
  - Mandates addressing opioid crisis
  - Maintained rebasing for inpatient Medical Assistance fee-for-service claims
  - MNA's bill to mandate staffing levels and reporting mandates did not receive a hearing
- Minnesota Hospital Association continues to work with private payers to reduce unilateral decisions for policy changes that significantly impact the sustainability of rural healthcare.

- **Committee Meeting Updates**

- Work Place Violence: Nothing to report
- Infection Control: Nothing to report
- Emergency Preparedness: May 29, 2019
  - An EP team has been formed and held its first meeting on May 29<sup>th</sup>.
  - Paul Johnson, Cottonwood County Emergency Manager was in attendance and plans to continue to be a consistent member of the team.
  - Team discussed identifying and prioritizing organizational drills.
  - Discussed inviting Fire Chief, EMTs and City Emergency Manager to join committee.
- Pharmacy and Therapeutics: Nothing to report
- Performance Improvement: Nothing to report



## 2019 legislative session: newly imposed hospital and clinic mandates

### Wage theft

Effective Aug. 1, 2019, this new law makes intentional wage theft a criminal offense. Hospitals, like all employers, should work with human resources to ensure compliance. There are new requirements for recordkeeping related to employee wages, including a list of the personnel policies provided to the employee and the date the policies were given to the employee. Employers must also have the following on employee's earnings statement: the basis of pay (hourly, salary, piece rate) and any allowances for meals or lodging. An employer must give a written notice to an employee at the start of employment that includes information about employee pay and must provide notice when changes are made. Documents must be signed by the employee and kept by the employer. All records are to be made available upon request for inspection by the Department of Labor and Industry commissioner and be kept where employees are working or in a manner that allows the employer to comply with a request for information within 72 hours.

### Pediatric care coordination

Effective Aug. 1, 2019, when caring for a child with high-cost medical or chronic condition, a hospital must arrange for post-hospital services prior to hospital discharge. Services include, but are not limited to, home health care, extended care services, outpatient services or other ancillary care needs. In addition, the hospital must notify the primary care provider, health plan or managed care organization. If the patient is eligible for care coordination services through their health plan or health certified medical home, the care coordinator must connect with the patient's family.

### Hospital billing and transparency

- Effective Aug. 1, 2019, if a hospital has a clinic that imposes a facility fee, this information must be posted in the clinic and on its website. The statement needs to inform patients that there may be a facility fee resulting in a higher cost. The amount of the fee does not need to be posted.
- Effective Aug. 1, 2020, itemized charges must be provided in plain language to every self-pay or privately insured patient within 30 days of inpatient hospital discharge. There are exemptions for emergency services, lab, imaging and ancillary services from providers not employed by a hospital/clinic. This information can be provided through a patient portal.



# 2019 legislative session: priorities and outcomes

## Overview

A Democrat majority in the House and a Republican majority in the Senate with very different political philosophies led to a contentious legislative session. While budget negotiations were intense, in the end the three leaders, Gov. Tim Walz, Senate Majority Leader Paul Gazelka and House Speaker Melissa Hortman, decided that compromise should win the day. While not getting their wish lists, particularly if it involved a more controversial policy objective, all sides got something in the budget agreement.

MHA successfully navigated this highly charged political environment, accomplishing much of our 2019 legislative agenda. MHA played a pivotal role in eliminating the sunset on the provider tax, protecting hospital payments and advancing mental health funding.

### **Preserve meaningful health care coverage for low-income Minnesotans**

**Maintained the provider tax:** MHA concluded that the most sustainable funding stream to preserve coverage for low-income Minnesotans, whether they are eligible for Medical Assistance or MinnesotaCare, was to eliminate the sunset on the provider tax. Keeping the provider tax in place was ultimately the lynchpin decision of the budget agreement, both politically and financially. MHA met with legislators on this issue throughout the legislative session. We organized a well-timed and well-attended media event with hospital leaders and the Governor in support of the provider tax. In addition, we launched a successful social media campaign to engage the public in advocating for the provider tax.

With the help of MHA and many other stakeholder groups, the provider tax sunset was repealed. In addition, the tax rate will be reduced to a rate of 1.8%, beginning on Jan. 1, 2020. This will provide \$873 million

in funding for the Health Care Access Fund for the 2020-21 biennium. This money will help maintain coverage and benefits for 1.2 million Minnesotans enrolled in Medical Assistance and approximately 100,000 Minnesotans in MinnesotaCare.

**Protected Minnesota's public program benefit set:** Successfully blocked the Senate budget proposal to cut adult coverage of vision and dental benefits in MinnesotaCare and Medical Assistance. The actuarial value of MinnesotaCare will remain at 94% rather than be reduced to 87% as was called for in the Senate Health and Human Services bill. This provision, if enacted, would have led to increased uncompensated care with low-income individuals struggling to pay potentially higher co-pays and deductibles.

### **Continue to build mental health supports**

MHA has had a priority of improving access to high quality mental and behavioral health services throughout Minnesota for the past several years. Significant programs were funded in 2019, including:

**Sustained and expanded Certified Community Behavioral Health Clinics (CCBHCs):** MHA helped pass the original legislation authorizing Minnesota to be part of a federal demonstration project of community-based, co-located mental health and substance abuse services. State funding was needed this session to continue the program and build on its success. CCBHCs will receive \$18 million over the next four years to sustain the six current locations and expand the program with five additional behavioral health clinics.

**Increased the number of Psychiatric Residential Treatment Facility (PRTF) beds:** The state is authorized to double its bed capacity with an additional 150 pediatric mental health beds.



**Funded suicide prevention and mobile mental health crisis services:** The HHS budget includes \$13 million over four years in suicide prevention resources, including a statewide 24/7 suicide hotline, and \$13 million for mobile mental health crisis teams.

**Funded school-linked mental health:** Over a four-year period, the Department of Human Services is authorized to spend \$11 million in school-linked mental health grants to expand services statewide for K-12 students.

**Strengthened mental health parity oversight:** The Department of Commerce, in partnership with the Department of Health, will collect information from health plans on their compliance with existing state and federal mental health parity standards. Beginning in June 2021 the departments will issue an annual report to the legislature on the health plans' compliance with the standards as well as the departments oversight of this issue.



### **Protect hospital financing and support individual insurance market affordability**

#### **Maintained rebasing for inpatient Medical**

**Assistance fee-for-service claims:** No reductions, delays or negative changes were made in the state's hospital rebasing process. Inpatient payment rates will see a slight increase to account for some inflation as the new base year moves from 2014 to 2016 for a total of approximately \$26 million over the next two years.

**Brought Minnesota into compliance with a new federal outpatient drug rule:** The new law includes \$1.5 million in enhanced state Disproportionate Share Hospital (DSH) annual payments, which will leverage matching federal dollars for hospitals with high Medicaid volumes and expensive outpatient drug costs.

**Extended Minnesota's reinsurance program for two additional years:** MHA supported reauthorization of reinsurance for one additional year. Reinsurance reduced costs by approximately 20% in the individual insurance market. A stabilized individual insurance market with commercial payment rates is important to all health care providers.



### **Take bold action to address the opioid crisis**

Opioid manufacturers will provide funding to help reverse some of the harm caused by abuse of opioids. Minnesota is the first in the nation to pass legislation which significantly increases licensing fees on opioid manufacturers, raising approximately \$20 million a year. Money will be used to help offset county social service costs associated primarily with out-of-home placements, fund prevention, treatment and recovery services and improve prescriber education. MHA has actively supported this legislation for the last two sessions through both our advocacy efforts and our public media campaigns.



### **Prevent government mandated nurse staffing ratios and government reporting mandates**

The Minnesota Nurses Association (MNA) introduced its nurse staffing ratio bill late in the 2019 legislative session which meant it did not receive a hearing. SF 2901, however, is likely to be considered in the 2020 session. This legislation is like past nurse staffing ratio bills, dictating ratios on each hospital unit and requiring that the ratio be met at all times. The bill also suspends hospital admissions until the ratio is met and prohibits any other staff layoffs to meet the ratio. Hospital leaders need to continue to be vigilant in opposing this legislation and to discuss concerns with local legislators in the off-season.

The MNA's violence reporting and staffing complaints bill (HF 1398/SF 1576) also did not receive a hearing in 2019. MHA members are encouraged to keep up the good work to make hospitals a safe work environment and to continue to advance the best practices as outlined in the [Preventing Violence in Healthcare Gap Analysis](#). Share with legislators the work your hospital is doing to prevent violence against health care workers.

## **WINDOM AREA HEALTH**

### **GOVERNING BOARD EXECUTIVE SUMMARY**

*As of June 20, 2019*

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

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### **CHIEF FINANCIAL OFFICER REPORT**

#### **Prior Authorizations**

- Business Office, HIM and Outreach staff have been working hard on developing a process and being compliant with the changing prior authorization requirements. Changes with various insurance companies in the last year have resulted in 40% of all services needing prior authorizations, with the exception of laboratory tests. This process takes time and often staff need to get additional medical information from the provider ordering the tests.

# WINDOM AREA HEALTH

## GOVERNING BOARD EXECUTIVE SUMMARY

*as of June 20, 2019*

WAH MISSION: *"Dedicated to Health"*

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### DIRECTOR OF NURSING REPORT

- **Medical/Surgical/OB/Emergency Room:**
  - We are currently scheduling a MDH site visit for Trauma 4 re-designation for mid-September through mid-October.
  - We are currently interviewing RN candidates for two 0.6 FTE rotating positions.
  - Debra Snedden, contracted RN and former employee, will be done 8/31/2019. Thank you Debra for all your help over the last two years.
  - Opioid deaths increased in Minneapolis and St. Paul over the last few weeks. We are considering joining MDH overdose monitoring system.
  
- **Diabetes Management/Oncology:**
  - The Diabetic Educator and Registered Dietitians continue to develop and implement workflow processes for serving diabetic patients in the hospital, outpatient, and community.
  - We continue to receive positive feedback from visitors of patients resulting from offering coffee and snacks in inpatient/OB waiting room area.
  
- **Surgery:**
  - We continue to advertise for a Surgery Manager position.
  
- **Committee Meetings**
  - OB Committee: Nothing to report
  - ER/Trauma/Stroke Committee: Nothing to report
  - MHA Safety Data as of 6/11/19.
    - Falls – 0
    - Skin Integrity - 0
    - Restraints – 0
    - Opioid Deaths - 0

# **WINDOM AREA HOSPITAL**

## **GOVERNING BOARD EXECUTIVE SUMMARY**

***as of June 20, 2019***

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

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

#### **Human Resources**

- We are currently recruiting for the following positions:
  - RN
  - Dietary Aide/Cook
  - Housekeeper
  - Radiology Technologist – PRN
  - Hyperbaric Tech/LPN/Safety
- A new state Wage Theft law has passed and will go into effect July 1. Efforts are underway to ensure compliance.
- We recently relaunched a referral recognition program for employees referring applicants. Two positions currently have bonuses offered to employees that successfully refer candidates that are hired.

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

- We have started the process of updating our website to reflect the new branding.
- We will have a large presence in the Senior Living and Progress editions of the paper along with an 'extra' edition of the BEAT in July.

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

- The Wellness Center has a remodeled Wellness Studio and is offering several new classes through the summer.
- A Lazy Man Triathlon is going on from June 17 – August 4<sup>th</sup> and offered to the community. Seventeen people are signed up for this event.
- Another Fun Run was successfully completed on June 8<sup>th</sup> with roughly \$3,000 raised for the Vickie Schendel Fund.

#### **May/June – Donations/Events**

- \$250 Sponsor for the Good Sam Color Jam in Mt. Lake
- \$500 Sponsor for the Relay for Life
- \$500 Riverfest Sponsor
- \$500 Pow Wow Sponsor
- 150 sunglasses for 2<sup>nd</sup> graders that toured WAH in May.

#### **Committee Meetings**

- Employee Focus Finance: No report.
- Patient & Family Advisory Committee: Committee met on 6/11/19 and provided feedback on current website design. The group did a walkthrough of the Rehab Entrance/Lobby/New Rehab area and provided improvement ideas to signage.
- Safety: No Report
- Safe Patient Handling: No report.



|   |  |
|---|--|
| <p><b>Windom- Windom Area Health: Academic Affairs:</b></p> | <p><b>Governing Board Member Meeting Attendance Requirements</b></p> <p><b>APPROVED BY:</b> ADMINISTRATIVE ASSISTANT</p> |
| <p><b>DATE REVIEWED/REVISIONS:</b><br/>Approved Yet</p>     | <p><b>FORMULATED BY:</b> CHIEF EXECUTIVE OFFICER, WINDOM</p>   |

**SCOPE: Windom Area Health**

**PURPOSE**

To establish an attendance policy for Windom Area Health’s (WAH) Governing Board of Directors.

**POLICY**

Windom Area Health’s Governing Board will establish expectations for attendance by directors at meetings of the board and for attendance of directors and other members of board committees at their respective meetings.

**PROCEDURE**

Windom Area Health’s Governing Board members must attend a minimum of 75% of governing board committee and board meetings on an annual basis. Annual basis will align with WAH’s fiscal year starting May 1 and ending April 30.

Failure, without good cause, to satisfy those requirements shall be grounds for removal from the Governing Board by the City Council or the committee by the Governing Board Chair.

# Turnover & Stats



## Turnover

| Year  | # of Terms | # of Employees | Turnover % | Retirements |
|-------|------------|----------------|------------|-------------|
| 2013  | 14         | 120            | 12%        | 1           |
| 2014  | 12         | 121            | 10%        | 1           |
| 2015  | 23         | 118            | 19%        | 6           |
| 2016  | 10         | 125            | 8%         | 4           |
| 2017  | 18         | 130            | 14%        | 2           |
| 2018  | 29         | 135            | 21%        | 1           |
| 2019* | 9          | 150            | 6%         | 1           |

- Sanford's estimated 2018 turnover was 18.24%
- National statistics
  - 20.6% (CompData Surveys 2017 - Healthcare)
  - 19.1% National Health Care Retention Report (NSI – 2018)
  - Ad hoc networking sites – most healthcare is around 20% (2017/2018)
- State Data:
  - 13% - MHA Select clinical positions in 2018 (excludes dietary, housekeeping, etc.)
  - Including the same positions, WAH's clinical turnover was 9% for 2018.

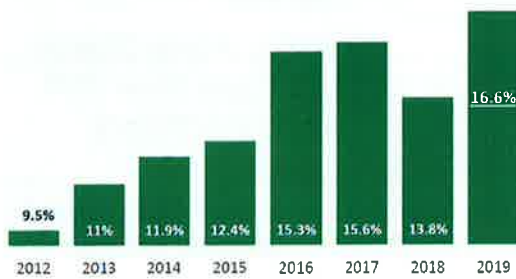
\*Through May 2019



## Low Tenure Turnover – MHA Stats

The turnover rate among low tenure workers is the highest it has ever been:

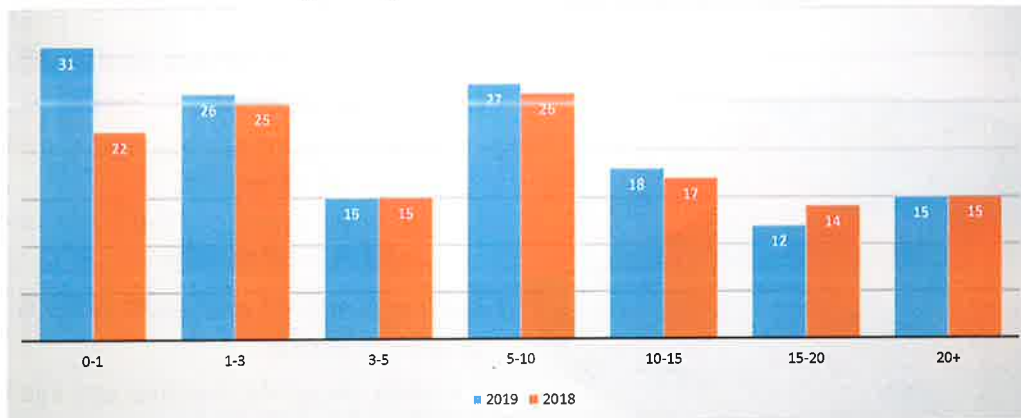
**Low Tenure Turnover Rate Trends**



- Average tenure of the 29 terms in 2018 was 4.7 years
  - 11 terms had been here less than 1 year (38%)
  - 8 had been at WAH more than 5



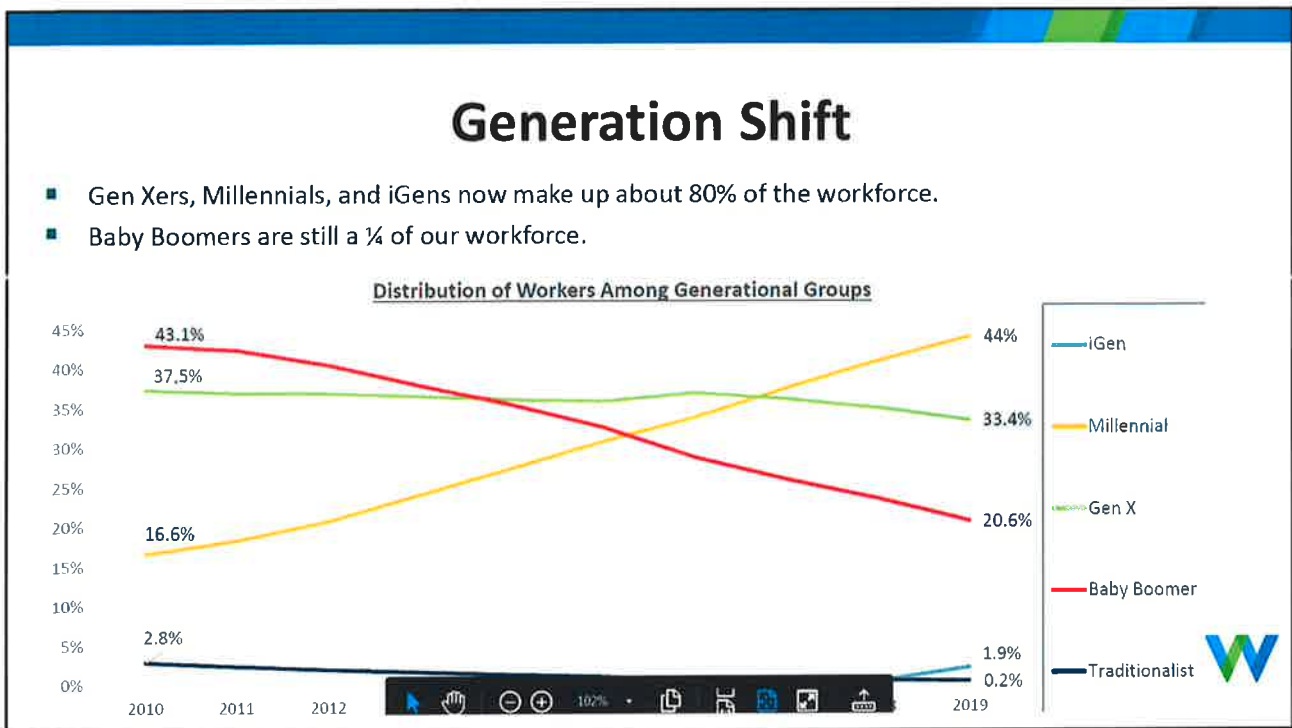
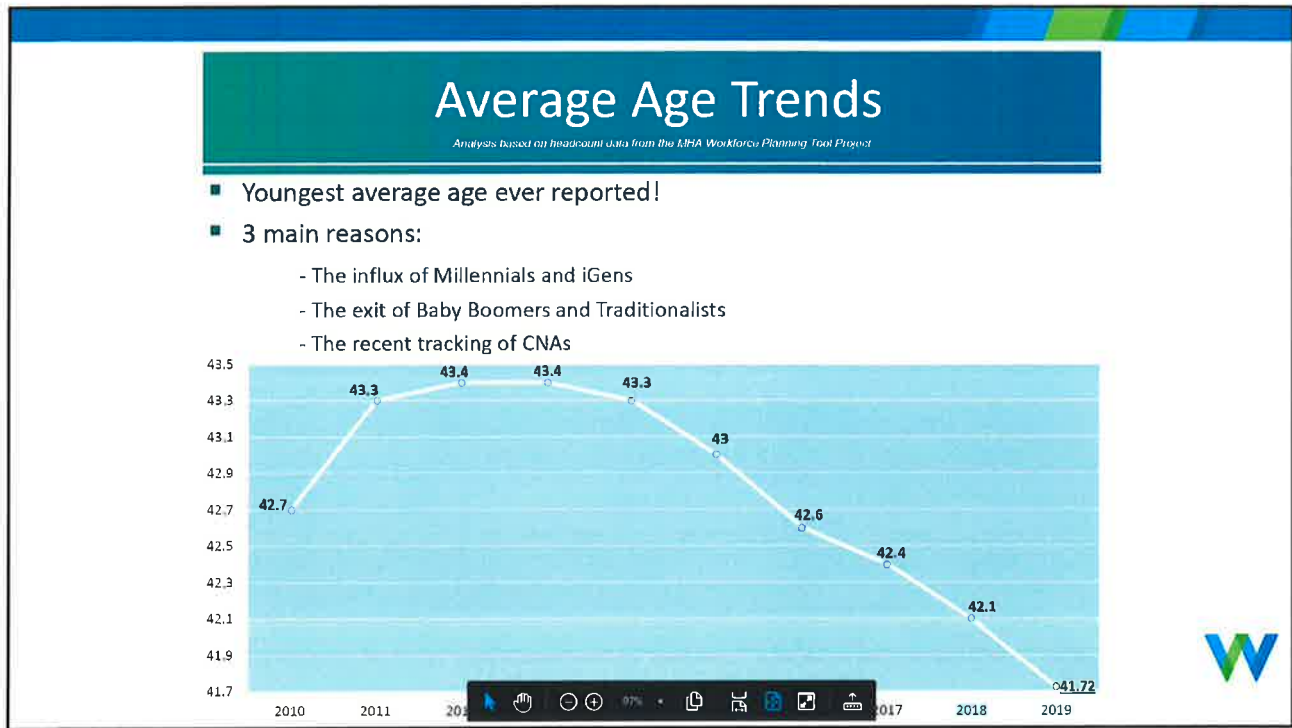
## WAH Employees - Length of Service



- Average length of service is 8 years. Median is 5 years.
  - Down from 8.5 and 5.4 in 2018, respectively.







**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:** **Monday, June 24, 2019 / 4:00-4:30 pm / Large 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/DON, Shelby Medina/CEO

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

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

| Category / Topic             | Action step(s) / Updates  | Leader:    |
|------------------------------|---|------------|
| <b>STANDING ITEMS</b>        |   |            |
| Call to Order                | Call Professional Practice/Quality & Planning Committee meeting to order at 4:00 p.m. by Committee Chair. | Kay Gross  |
| Minutes                      | Approve minutes from the regular Committee meeting of May 28, 2019. ( <i>Cmte Motion</i> )                | Kay Gross  |
| <b>FOLLOW-UP ITEMS</b>       |   |            |
| Clinic Lease Follow up       | Review next steps.  | Shelby M.  |
| Clinic Strategic Plan Update | Review next steps.  | Dr. Fisher |
| <b>CURRENT ITEMS</b>         |   |            |
| HR Trends                    | Report on turnover and other employee statistics.   | Emily M.   |
| <b>CONCLUSION</b>            |   |            |
|                              | Conclude meeting.   | Kay Gross  |

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

|   |   |           |
|---|---|-----------|
| <p><b>Purpose:</b> 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.</p>  |   |           |
| <p><b>Meeting Date/Time/Location:</b> Tuesday, May 28, 2019 / 4:00 pm / Nursing Conference Room</p>   |   |           |
| <p><b>Members:</b> Kay Gross, Mary Holmen, Dan Ortmann, Dr. Michael Fisher-ex officio, Julie Brugman/Mt. Lake Advisory Mbr, Emily Masters/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, Terry Mahar/Sanford Health Network VP</p> <p><b>Absent:</b></p> <p><b>Others:</b></p> |   |           |
| <p><b>Facilitator:</b></p>  | <p>Kay Gross, Chairperson</p>   |           |
| <p><b>Recorder:</b></p>   | <p>Janel Eichstadt</p>  |           |
| <p><b>Category / Topic      Action step(s) / Updates      Leader:</b></p>   |   |           |
| <b>STANDING ITEMS</b>   |   |           |
| Call to Order   | The Professional Practice/Quality & Planning Committee meeting was called to order at 4:00 pm by Chair, Kay Gross. Kay welcomed Dan Ortmann as a new member to this committee and the WAH Governing Board.  | Kay Gross |
| Minutes   | M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF APRIL 22, 2019, AS PRESENTED (BRUGMAN/HOLMEN).   | Kay Gross |
| <b>FOLLOW-UP ITEMS</b>  |   |           |
| Governing Board Attendance  | Discussion was held concerning expectations of meeting attendance requirements for Governing Board members for monthly committee meetings and governing board meetings that will be used as a guideline for future board members to follow. Committee members discussed and agreed upon to establish meeting attendance requirements at 75% attendance and create a new Governing Board policy affirming this requirement. After additional discussion, it was agreed upon to make board meeting attendance requirements a new policy and not create an amendment to the WAH Governing Board By-laws. MOTION WAS MADE AND SECONDED (BRUGMAN/ORTMANN) TO RECOMMEND APPROVAL OF A NEW POLICY REQUIRING GOVERNING BOARD MEMBERS TO ATTEND A MINIMUM OF 75% OF BOARD MEETINGS. ADDITIONAL DISCUSSION ENSUED REGARDING THIS MOTION WITH BRUGMAN MAKING AN AMENDMENT TO HER MOTION AND APPROVED BY ORTMANN, TO RECOMMEND APPROVAL OF ESTABLISHING A POLICY STATING GOVERNING BOARD MEMBERS ARE REQUIRED TO ATTEND A MINIMUM OF 75% OF REGULAR MONTHLY BOARD COMMITTEE MEETINGS AND GOVERNING BOARD MEETINGS (BRUGMAN/ORTMANN). MOTION PASSED UNANIMOUSLY. | Shelby M. |
| Community Education/Communication   | Shelby stated she has obtained documents from legal regarding regulations pertaining to Provider Based Billing that was previously requested by board members at the Strategic Planning Session held in March. She noted she is currently reviewing the documents and will be sharing this information with board members in the near future. As an information item only to committee members, Shelby shared information regarding community-based communications she is aware of which is being expressed by the public and employees. No action was necessary on this issue.   | Shelby M. |
| <b>CURRENT ITEMS</b>  |   |           |
| Annual Officer Election   | Shelby reviewed the FY2020 proposed Slate of Officers for Windom Area Health Governing Board, which was presented at last month's meeting for board member consideration. Committee members concurred with the proposed FY2020 Slate of Officers and recommended proceeding forward with Governing Board approval. M/S/C UNANIMOUSLY TO RECOMMEND FOR APPROVAL THE PROPOSED FY2020 SLATE OF OFFICER FOR WINDOM AREA HEALTH TO INCLUDE, BOARD CHAIR-DR. MICHAEL FISHER; BOARD VICE-CHAIR-KAY GROSS; BOARD SECRETARY-ANN BARTELT; AND BOARD TREASURER-LAURA FRESK (ORTMANN/HOLMEN)  | Shelby M. |
| <b>CONCLUSION</b>   |   |           |
|   | 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**

**JUNE 24, 2019**

**APPOINTMENT:**

|                   |            |                             |
|-------------------|------------|-----------------------------|
| Jaime Johnson, PA | Cardiology | Allied Health Professionals |
|-------------------|------------|-----------------------------|

**REAPPOINTMENTS:**

|                      |                    |                             |
|----------------------|--------------------|-----------------------------|
| Gaither Bynum, M.D.  | Emergency Medicine | Emergency Services          |
| Tonia Carpenter, RN  | Cardiology         | Allied Health Professionals |
| Carolyn Larson, CRNA | Anesthesia         | Allied Health Professionals |
| Beth Lentz, RN       | Cardiology         | Allied Health Professionals |
| Elden Rand, M.D.     | Cardiology         | Consulting                  |
| Brittany Reed, RN    | Cardiology         | Allied Health Professionals |

**SANFORD TELEMEDICINE APPOINTMENT:**

|                     |           |              |
|---------------------|-----------|--------------|
| Lilian Ebuoma, M.D. | Radiology | Telemedicine |
|---------------------|-----------|--------------|

**vRAD REAPPOINTMENTS:**

|                          |               |              |
|--------------------------|---------------|--------------|
| Frederick Anderson, M.D. | Teleradiology | Telemedicine |
| Laurie Gutstein, M.D.    | Teleradiolog  | Telemedicine |
| Dawood Malik, M.D.       | Teleradiology | Telemedicine |

**RESIGNATIONS:**

|                     |               |              |
|---------------------|---------------|--------------|
| Jason Akrami, M.D.  | Teleradiology | Telemedicine |
| Elaine Khatod, M.D. | Teleradiology | Telemedicine |

## MAY COMMENTS

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

### **EMERGENCY DEPARTMENT**

1. Jason Ella and Jaclyn DeWall were excellent. They treated me so good. They treated me with so much kindness. (Open)
2. It seemed like \_\_\_\_\_ did not know how to put in an IV very well. Even after they gave me pain meds they did not help well. (Nurses)
3. I didn't know what was going on or what for - had some family with me. (Tests) All of them (Open)
4. nurses. they were amazing (Open)

### **INPATIENT**

1. Excellent, I loved my stay. God bless you and all! Wonderful hospital & staff! So appreciated! (Swing Bed)
2. I have no complaints. (Medical)
3. Amazing - the nurses and drs. were all incredible - answered any questions and generally really cared for me - truly grateful! Thank you much!!! (OB)
4. Can't remember their names. They were all wonderful. (Medical)
5. I LOVED all my nurses! (OB)
6. Wonderful care - concern - wonderful hospital to have in our town. (Medical)
7. My pain was not addressed. I'm in awful pain and nothing is being done to treat it. Very upset. I'm very frustrated! Your emergency experience was AWFUL. The dr. seen was not going to admit me because I didn't meet the criteria for hospital stay. I had an infection and could not walk and was in terrible pain. Infection was treated but I still left with enormous amount of pain. (Medical)
8. This hospital is the best! \*Tammy H., \*Jason & \*Cassie were excellent in the delivery room! \*Dr. Dynes was also great! Facility is clean & food was always good. Thank you to all who assisted during my stay. (OB)
9. When can I come back? (Surgical)
10. Very good, everyone was great. (Comments) (Medical)
11. Very, very good. (Comments) (Medical)

### **OUTPATIENT**

1. Everyone gave me excellent care. (Ultrasound)
2. staff were very friendly and helpful. (CT)
3. time with Dr. Spaa was scarce to visit about the results of test and time for talking about the situation (Nuclear Med)

## MAY COMMENTS

4. Waiting time for doctor was ridiculous!!! (Registration) Very disappointing. Accomplished nothing. Was looking to have cortisone shots like in the past didn't seem to care. Called doctors office day before about questions, no one to talk to. Said they'd returning call. Did not. (Tests/Treatment) Bad. (Overall) (X-Ray)
5. Good experience. (Registration) The staff that worked with me. Was VERY GOOD. (Tests/Treatment) Good experience. (Facility) VERY GOOD experience & the care & concern was AWESOME. (Personal Issues) The therapy they gave me helped SO MUCH (Overall) Terri Elder, MSPT rehabilitation department & she is a VERY CARING person. Windom hospital. (Open)(Therapy)
6. Very polite & gentle. (Registration) Technician gave verbal instructions as to prepare - Very gentle. (Tests/Treatment) Neat and ready. (Facility) Would recommend. (Overall)(Mammogram)
7. We are proud of our local hospital and employees. (Overall)(MRI)
8. i have no complaints (Registration) all questions answered (Tests/Treatment) chris riepkie. that i know was misspelled. she did my iv treatment (Open) (Lab)
9. Good - accompanied by my sister-in-law who was familiar with the Windom facility. (Overall) (Lab)
10. Hard for me to stand in line to register. (Registration)(Lab)
11. They were all very kind and caring. (Wound Center)
12. Preregistered. (Registration)(Lab)
13. very cordial (Registration)(Therapy)
14. Laura White, always friendly
15. the nurses were pleasant and very friendly. (Tests/treatments) someone was always there to show us where to go. (Facility) the nursing staff (Open) (Other)
16. Nurses and Doctor (Open) (orthopedics)
17. Whoever did my mammogram. (Open) (Mammogram)
18. dr seemed impatient (Personal Issues) The nurse (Open) (Other)

\*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. \*Naomi of the ostomy department.
2. \*Kathy Scheduling.
3. \*Cindy Gehl
4. \*Wendy Wenner
5. \*Heath
6. all the o.r. nurses

**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:** Monday, June 24, 2019 / 4:30-5:15 pm / Large 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 Eichstädt

| Category / Topic                         | Action step(s) / Updates  | Leader:    |
|--|---|------------|
| <b>STANDING ITEMS</b>                    |   |            |
| Call to Order                            | Call Finance/Personnel/Labor Relations & Building & Grounds meeting to order at 3:00 p.m. by Committee chair. | Ann B.     |
| Minutes                                  | Approve minutes from regular meeting of May 28, 2019. (Cmte Motion)   | Ann B.     |
| Revenue Recapture & Financial Assistance | Review & recommend approval of accounts. (Cmte Motion / Bd Motion)  | Kim A.     |
| Employee Resignations/ Terminations      | Review & recommend acceptance of resignations / terminations. (Cmte Motion / Bd Motion)                       | Emily M.   |
| <b>FOLLOW-UP ITEMS</b>                   |   |            |
| Clinic Lease Update                      | Review next steps.  | Shelby M   |
| Donation                                 | Discuss donation for Community Health and Wellness.   | Kim A.     |
| Clinic Strategic Plan Update             | Review next steps.  | Dr. Fisher |
| <b>CURRENT ITEMS</b>                     |   |            |
| HR Trends                                | Report on turnover and other employee statistics.   | Emily M.   |
| <b>CONCLUSION</b>                        |   |            |
|  | 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.

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

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

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

**Facilitator:** Ann Bartelt, Chairperson  
**Recorder:** Janel Eichstact

| Category / Topic                         | Action step(s) / Updates  | Leader:  |
|--|---|----------|
| <b>STANDING ITEMS</b>                    |   |          |
| Call to Order                            | Finance/Personnel/Labor Relations & Building & Grounds Committee meeting was called to order at 4:30 pm by Chair, Ann Bartelt.  | Ann B.   |
| Minutes                                  | M/S/C UNANIMOUSLY TO APPROVE: COMMITTEE MINUTES FROM THE REGULAR MEETING OF APRIL 22, 2019, AS PRESENTED (BRUGMAN/ESPENSON).  | Ann B.   |
| Revenue Recapture & Financial Assistance | M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND ACCOUNTS TOTALING \$48,812.01 TO REVENUE RECAPTURE AND; RECOMMEND APPROVAL OF 2 NEW ACCOUNTS FOR 100% WRITE OFF TOTALING \$6204.44; 4 ACCOUNTS FOR 75% WRITE OFF TOTALING \$10,652.26, 1 ACCOUNT FOR 50% WRITE OFF TOTALING \$2852.75, AND 1 ACCOUNT AT 25% TOTALING \$1066.27; 8 ACCOUNTS WITH BALANCES BELOW \$1500 WITH 4 ACCOUNTS FOR 100% WRITE OFF TOTALING \$2200.78 AND 4 ACCOUNTS FOR 75% WRITE OFF TOTALING \$1605.28; AND 7 PREVIOUSLY APPROVED ACCOUNTS WITH 2 ACCOUNTS FOR 100% WRITE OFF TOTALING \$1502.21, 4 ACCOUNTS FOR 75% WRITE OFF TOTALING \$810.24, AND 1 ACCOUNT FOR 25% WRITE OFF TOTALING \$153.41; WITH ALL FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$27,047.64 (ESPENSON/FRESK).<br>In month 1 of FY2020, accounts totaling \$27,047.64 have been approved for Financial Assistance on a budget of \$200,000.      | Kim A.   |
| Employee Resignations                    | M/S/C UNANIMOUSLY TO RECOMMEND ACCEPTING THE FOLLOWING RESIGNATIONS – PRN IMAGING TECH EFFECTIVE 3/21/19, REGISTERED DIETITIAN EFFECTIVE 5/24/19, RN EFFECTIVE 5/30/19, AND CORRECT THE RESIGNATION DATE OF A PREVIOUSLY REPORTED PRN RN FROM 5/6/19 TO RESIGNATION DATE OF 3/29/19, WHICH WAS APPROVED AT THE APRIL 22, 2019 GOVERNING BOARD MEETING (BRUGMAN/FRESK).  | Emily M. |
| <b>FOLLOW-UP ITEMS</b>                   |   |          |
| Clinic Lease Update                      | Dr. Fisher and Shelby led discussion regarding the outcome of a recent meeting held with representatives from Hartberg Medical Clinic and Windom Family Medical Center. Dr. Fisher noted there was no representation present on behalf of the Windom Family Medical Center so this meeting focused on lease discussions with for the Hartberg Medical Clinic with Karen Hartberg, Clinic Business Manager, present at this meeting. Shelby noted there was no agreement reached with Hartberg Medical Clinic regarding lease terms and monthly rental fees at this meeting. Upon advisement from committee members, authorization was given to Shelby to have clinic lease agreements signed by July 1, 2019, and include as part of the lease agreements, the 5-year incremental lease increases and information stating the updated clinic leases will become effective January 1, 2020, with annual renewal terms. | Shelby M |
| <b>CURRENT ITEMS</b>                     |   |          |
| Pre-Audit Conference Telephone Call      | A phone call with hospital auditor, Corey Boelter, from CliftonLarsonAllen auditing firm, was held with committee members regarding pre-audit information in preparation of the upcoming annual hospital audit scheduled for June 18-20, 2019.  | Kim A.   |
| <b>CONCLUSION</b>                        |   |          |
|  | Committee Chair, Ann Bartelt, concluded the Finance/Personnel/Labor Relations & Building & Grounds Committee meeting.   | Ann B.   |











5/2019 (month 1)

**ASSETS:**

**CURRENT ASSETS**

|                             |                   |
|-----------------------------|-------------------|
| Cash in Bank                | 5,107,009         |
| Flex Plan Fund              | (8,147)           |
| Designated Savings          | 3,306,386         |
| Accounts Receivable         | 4,652,557         |
| A/R Medicare Prosp Payment  | (1,267,450)       |
| Allowance Doubtful Accts    | (337,000)         |
| A/R Finance Billing         | 39,728            |
| Inventories                 | 222,465           |
| Prepaid Expenses            | 243,439           |
| Prepaid Defined Pension     | 1,312,179         |
| Employee Loan Receivable    | 110,119           |
| <b>TOTAL CURRENT ASSETS</b> | <b>13,381,285</b> |

|                             |                  |
|-----------------------------|------------------|
| Board Designated Investment | 4,353,138        |
| Held by Trustee             | 398,331          |
| <b>TOTAL ASSETS LIMITED</b> | <b>4,751,469</b> |

**FIXED ASSETS**

|                               |                   |
|-------------------------------|-------------------|
| Land                          | 270,594           |
| Land Improvements             | 2,996,673         |
| Buildings                     | 12,623,041        |
| Fixed Equipment               | 7,622,478         |
| Major Movable Equipment       | 5,256,201         |
| Construction in Progress      | 881,188           |
| <b>SUB-TOTAL FIXED ASSETS</b> | <b>29,650,175</b> |

|                           |                   |
|---------------------------|-------------------|
| LESS-ACCUM DEPRECIATION   | (13,961,359)      |
| <b>TOTAL FIXED ASSETS</b> | <b>15,688,816</b> |

**TOTAL ASSETS** 33,821,570

**LIABILITIES:**

**CURRENT LIABILITIES**

|                                  |                  |
|----------------------------------|------------------|
| Accounts Payable                 | 847,119          |
| Third Party Settlement           | 653,180          |
| Accrued Wages                    | 140,898          |
| Accrued Vacation                 | 708,596          |
| Accrued Benefits                 | 384,033          |
| Accrued Health Ins Premiums      | 144,747          |
| Accrued Interest                 | 43,672           |
| Other Current Liabilities        | 4,970            |
| <b>TOTAL CURRENT LIABILITIES</b> | <b>2,927,215</b> |

**LONG TERM LIABILITIES**

|   |                   |
|---|-------------------|
| Min Pension Liability                   | 6,670,279         |
| Long Term Debt, less current maturities | 4,688,327         |
| <b>TOTAL LIABILITIES</b>                | <b>14,285,821</b> |

**NET ASSETS**

Net Asset Balance 19,535,749

**TOTAL LIABILITIES & NET ASSETS** **33,821,570**

WINDOM AREA HEALTH  
INCOME STATEMENT

5/31/2019

|                               | 5/31/2019          |                | Revenue Comparison |                | Y-T-D 2020         |                | Revenue Comparison |                | Budget 2020        |                | Revenue Comparison |                |
|-------------------------------|--------------------|----------------|--------------------|----------------|--------------------|----------------|--------------------|----------------|--------------------|----------------|--------------------|----------------|
|                               | 5/31/2019          | Comparison     | Budget 2020        | Comparison     | Y-T-D 2020         | Comparison     | Budget 2020        | Comparison     | Budget 2020        | Comparison     | Budget 2020        | Comparison     |
| <b>PATIENT REVENUE</b>        |                    |                |                    |                |                    |                |                    |                |                    |                |                    |                |
| Inpatient Revenue             | \$829,363          | 25.69%         | \$808,470          | 25.75%         | \$829,363          | 25.69%         | \$808,470          | 25.69%         | \$808,470          | 25.75%         | \$808,470          | 25.75%         |
| Outpatient Revenue            | \$2,398,656        | 74.31%         | \$2,330,763        | 74.25%         | \$2,398,656        | 74.31%         | \$2,330,763        | 74.31%         | \$2,330,763        | 74.25%         | \$2,330,763        | 74.25%         |
| Total Patient Revenue         | \$3,228,019        | 100.00%        | \$3,139,233        | 100.00%        | \$3,228,019        | 100.00%        | \$3,139,233        | 100.00%        | \$3,139,233        | 100.00%        | \$3,139,233        | 100.00%        |
| Contractual Adjustments       | \$1,330,075        | 41.20%         | \$1,360,821        | 43.35%         | \$1,330,075        | 41.20%         | \$1,360,821        | 43.35%         | \$1,360,821        | 43.35%         | \$1,360,821        | 43.35%         |
| Other Income                  | \$16,859           | 0.52%          | \$14,502           | 0.46%          | \$16,859           | 0.52%          | \$14,502           | 0.46%          | \$14,502           | 0.46%          | \$14,502           | 0.46%          |
| <b>NET OPERATING REVENUE</b>  | <b>\$1,914,803</b> | <b>100.00%</b> | <b>\$1,792,914</b> | <b>100.00%</b> | <b>\$1,914,803</b> | <b>100.00%</b> | <b>\$1,792,914</b> | <b>100.00%</b> | <b>\$1,792,914</b> | <b>100.00%</b> | <b>\$1,792,914</b> | <b>100.00%</b> |
| <b>EXPENSE</b>                |                    |                |                    |                |                    |                |                    |                |                    |                |                    |                |
| Employee Salaries             | \$644,826          | 33.68%         | \$651,616          | 36.34%         | \$644,826          | 33.68%         | \$651,616          | 36.34%         | \$651,616          | 36.34%         | \$651,616          | 36.34%         |
| Employee Benefits             | \$197,660          | 10.32%         | \$201,742          | 11.25%         | \$197,660          | 10.32%         | \$201,742          | 11.25%         | \$201,742          | 11.25%         | \$201,742          | 11.25%         |
| Pharmaceuticals               | \$57,698           | 3.01%          | \$120,833          | 6.74%          | \$57,698           | 3.01%          | \$120,833          | 6.74%          | \$120,833          | 6.74%          | \$120,833          | 6.74%          |
| Supplies                      | \$119,471          | 6.24%          | \$128,626          | 7.17%          | \$119,471          | 6.24%          | \$128,626          | 7.17%          | \$128,626          | 7.17%          | \$128,626          | 7.17%          |
| Rents & Utilities             | \$24,788           | 1.29%          | \$27,271           | 1.52%          | \$24,788           | 1.29%          | \$27,271           | 1.52%          | \$27,271           | 1.52%          | \$27,271           | 1.52%          |
| Purchased Services            | \$425,342          | 22.21%         | \$346,026          | 19.30%         | \$425,342          | 22.21%         | \$346,026          | 19.30%         | \$346,026          | 19.30%         | \$346,026          | 19.30%         |
| Other Direct Expenses         | \$125,841          | 6.57%          | \$116,860          | 6.52%          | \$125,841          | 6.57%          | \$116,860          | 6.52%          | \$116,860          | 6.52%          | \$116,860          | 6.52%          |
| Provision for Bad Debts       | \$10,660           | 0.56%          | \$16,775           | 0.94%          | \$10,660           | 0.56%          | \$16,775           | 0.94%          | \$16,775           | 0.94%          | \$16,775           | 0.94%          |
| Depreciation                  | \$121,313          | 6.34%          | \$122,333          | 6.82%          | \$121,313          | 6.34%          | \$122,333          | 6.82%          | \$122,333          | 6.82%          | \$122,333          | 6.82%          |
| Total Operating Expense       | \$1,727,599        | 90.22%         | \$1,732,082        | 96.61%         | \$1,727,599        | 90.22%         | \$1,732,082        | 96.61%         | \$1,732,082        | 96.61%         | \$1,732,082        | 96.61%         |
| Income (loss) From Operations | \$187,204          | 9.78%          | \$60,832           | 3.39%          | \$187,204          | 9.78%          | \$60,832           | 3.39%          | \$60,832           | 3.39%          | \$60,832           | 3.39%          |
| Investment Income             | \$21,802           | 1.14%          | \$18,351           | 1.02%          | \$21,802           | 1.14%          | \$18,351           | 1.02%          | \$18,351           | 1.02%          | \$18,351           | 1.02%          |
| Other Revenue/(Expenses)      | (\$14,060)         | -0.73%         | (\$5,667)          | -0.32%         | (\$14,060)         | -0.73%         | (\$5,667)          | -0.32%         | (\$5,667)          | -0.32%         | (\$5,667)          | -0.32%         |
| Non Operating Rev/Exp         | \$7,742            | 0.40%          | \$12,684           | 0.71%          | \$7,742            | 0.40%          | \$12,684           | 0.71%          | \$12,684           | 0.71%          | \$12,684           | 0.71%          |
| Increase in Net Assets        | \$194,946          | 10.18%         | \$73,516           | 4.10%          | \$194,946          | 10.18%         | \$73,516           | 4.10%          | \$73,516           | 4.10%          | \$73,516           | 4.10%          |

WINDOM AREA HEALTH  
 FY 2020  
 CAPITAL ASSET ACQUISITIONS

| Yrs Capital Asset                   | Vendor                      | Asset class | May               |
|-------------------------------------|-----------------------------|-------------|-------------------|
| 15 Therapy/Conf Rm Furniture        | Canfield Business Interiors | CIP         | 35,727.19         |
| Therapy/Conf Rm Architect Fees      | I & S Group                 | CIP         | 2,357.28          |
| Therapy/Conf Rm Pay App             | Kraus Anderson              | CIP         | 258,513.21        |
| Signage Update (Windom Area Health) | Pride Neon Inc              | CIP         | 10,275.29         |
| <b>Total</b>                        |                             |             | <b>306,872.97</b> |

| 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                      | Barzen 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                        | San 'ord 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         |  |
| <b>Total</b>                                       |                      |             | <b>243,488.36</b> | <b>238,688.65</b> | <b>192,696.11</b> | <b>9,335.00</b>   | <b>59,663.21</b> | <b>96,332.44</b> | <b>26,600.00</b> | <b>65,084.67</b> |  |
| 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       | Price 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                          | Can field            | CIP         |                   |                   | 18,324.49         |                   |                  |                  |                  |                  |  |
| Conf Rm Equipment                                  | Previdio 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                          | Inte-Metro           | CIP         |                   |                   |                   | 2,069.54          |                  |                  |                  |                  |  |
| <b>Total</b>                                       |                      |             | <b>16,362.63</b>  | <b>94,586.50</b>  | <b>295,842.76</b> | <b>274,288.64</b> |                  |                  |                  |                  |  |



**Windom Area Hospital Auxiliary Meeting  
May 13, 2019**

The Windom Area Hospital Auxiliary held their monthly meeting Monday, May 13<sup>th</sup> 2019 at 6:00 p.m. in the New Large Conference Room. The meeting was called to order by President Mary Klosterbuer and a welcome was given to all present followed by the Auxiliary Prayer and Pledge of Allegiance. 24 members were present and reported their hours.

Karla Taber recognized the passing of longtime member, Freddie Hoppert, by reading a poem Freddie wrote to her husband, Dr. Taber.

Rozanne Gronseth introduced speaker Luana Graf who spoke about foster care.

M/S Karla Taber/Betty Olson to approve the agenda. Motion carried.

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

- M/S Judy Woizeschke/Karen Skarphol to approve the minutes as presented of the April 8, 2019 meeting. Motion carried.

**Treasurer's Report** – Gerri Burmeister

- Balance on hand on December 31, 2018 was \$7,021.87, February 28, 2019 was \$8,714.66, March 31, 2019 was \$6,435.88, and April 30, 2019 was 6,990.16. M/S Connie McCarthy/Sue Curley to approve the Treasurer's Reports for the months of December, February, March, and April as presented. Motion carried.
- The books are ready for audit.

**Auxiliary Liaison** – Emily Saffert

- The Volunteer Luncheon has been rescheduled to Friday May 31, 2019.
- During Hospital Week all patients received a small gift.

**Corresponding Secretary** – Betty Olson

- Several cards have been sent. The Banquet Committee was thanked.

**Publicity** – Linda Dawson

- A post has been placed on Facebook showcasing the Gift Center.

**Membership** – Nete Grunewald

- We have an additional patron Member – Ninth Avenue Salon
- Patron members have been listed on Facebook and on the hospital webpage.
- Patron members will be listed in the next BEAT.
- We have 35 paid active members and 22 paid associate members.

**Program** – Rozanne Gronseth

- In June we will be reviewing current goals and setting new ones for the coming year.
- Our speaker for July will be Angie Erickson talking about Windom Area Health Pharmacy.

**Gift Center** – Pat Lenz & Karla Taber

- Windom Pottery now has items in the Gift Center.

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

- MAHV Annual Conference will be in September. Please consider attending.
- Marlene Smith, Mary Klosterbuer, and Karen Skarphol will attend the MAHV Spring Forum in Hendricks.
- M/S Connie McCarthy/Pat Lenz to approve Windom hosting the MAHV Fall Forum on October 17, 2019. Motion carried.

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

- There was not a report this evening.

### **Old Business:**

- Hostesses were recruited for the June and July meetings.
- Sue Curley reported that we had 58 attendees at the Spring Banquet that was catered by P&J's Catering of Heron Lake.
- Pat Lenz reported that there were no ladies in the hospital on Mother's Day so no flowers were given.
- Dona Olsen, Judy Woizesckhe, and Judy Thiesen were in charge of Staff Appreciation on May 15<sup>th</sup>. Ice cream sundaes were served. Three door prizes of gift certificates were given.
- Linda Dawson, Diane Vellema, and Vicki Burmeister will serve pizza and bars for the EMTs in May.

### **New Business:**

- New Board Members Pam Dobson and Dona Olsen were installed.
- The Auxiliary Board met on April 30<sup>th</sup> and May 8<sup>th</sup>. Recommendations are:
  - Each member fill out a form to indicate what activities they want to volunteer.
  - Eliminate Mother's Day and Father's Day flowers, making chemo caps, and sponsoring Chamber Coffee.
  - Bring goals proposals to the June meeting.
  - Create a form to be completed after each event for placement in a notebook kept in the Auxiliary Clubhouse.M/S Betty Olson/Sue Curley to accept and approve these recommendations. Motion carried.
- The Rehab department has asked the Auxiliary to sew three covers for weighted blankets. Betty Olson said we had received \$167.12 from Rehab for fabric to make Chemo Caps that is still in the treasury. Since there is not a need for Chemo Caps at this time, it was suggested that we use that money to purchase fabric for the weighted blankets. Treasurer Gerri Burmeister said that we need the Rehab department's permission to use these funds if different than original decision.

The meeting was adjourned at 7:29 p.m.

Hostesses for tonight - Loretta Jackson and Joanne Kaiser

Hostesses for June – Romelle Wojahn and Sharon Schmidt

Hostesses for July – Pat Lenz and Connie McCarthy

### **Upcoming Events**

- May 15, 2019 – Staff Appreciation from 2:00 to 4:00 pm
- May 31, 2109 – Volunteer Appreciation Luncheon at 12:00 noon
- June 3, 2019 – Fill Fun Run event bags 3:00 to 4:30 pm
- June 10, 2019 – Next meeting at 6:00 p.m. Goal Setting
- July 1, 2019 – Auxiliary Board Meeting at 9:30 am

Marlene Smith, Recording Secretary