

## Meeting Name: Windom Area Health Governing Board of Directors

### AGENDA

<b>Purpose:</b> Provide governance for Windom Area Health		
<b>Meeting Date/Time/Location:</b> Monday, August 26, 2019 / Meeting 5:30 pm / Large Conference Room		
<b>Members:</b> All WAH Governing Board members		
Present:		
Absent:		
Others:		
<b>Recorder:</b>	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 July 22, 2019. <i>(Board motion)</i>	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.	Cindy Espenson
<b>OTHER REPORTS</b>		
Statistical & Financial Performance Reports	Review & recommend approval of statistical & financial reports. <i>(Board motion)</i>	Kim A.
Funded Depreciation Transfer	Review & approve Funded Depreciation Account transfer. <i>(Board motion)</i>	Kim A.
Educational Assistance Applications	Review & recommend approval of application(s) for educational assistance. <i>(Board motion)</i>	Emily M.
New / Dept Transfer Employees	Report on employees recently hired / transferred.	Emily M.
Medical Staff Credentialing	Review & approve medical staff credentialing, upon recommendation from WAH Medical Staff. <i>(Board motion)</i>	Dr AJ Yusuf/ Shelby M.
Medical Staff Meeting Update	Review WAH Medical Staff meeting business.	Dr AJ Yusuf/ Shelby M.
Patient Concern Reports	Review patient concern reports and patient survey comments.	Shelby M./ Kathy B.
Patient Safety Reports	Review patient safety activities.	Kathy B.
Policy Approval	Approval of policies by WAH Governing Board, upon recommendation by Medical Staff. <i>(Board motion)</i> <ul style="list-style-type: none"> <li>• Bloodborne Pathogens ECP policy – Emily Masters</li> <li>• Eye Tissue Donation policy – Kathy Becker</li> <li>• Tuberculosis Annual Policy and Plan – Kathy Becker</li> </ul>	Emily M. / Kathy B.
Administration	Review Executive Summary Reports / Approve WAH committee meeting reports. <i>(Board motion to approve cmte mtg reports)</i>	Sr Mgmt Tm

City of Windom	Informational update.	Steve Nasby JoAnn Ray
Sanford Health Network	Informational update.	Terry Mahar, VP
WAH Foundation Board	Foundation Board not meeting in August. Next meeting September 23, 2019.	Shelby M.
WAH Auxiliary	July Auxiliary meeting minutes included in Governing Board book.	Shelby M.
<b>NEW &amp; OLD BUSINESS</b>		
New Business	FY2019 WAH audit presentation by CliftonLarsonAllen representative. <i>(Board motion)</i>	Korey Boelter
Old Business	Motion to adjourn into Governing Board Executive Session to review Medical Staff By-laws. <i>(Board motion)</i>	Shelby M.
<b>CONCLUSION</b>		
	Conclude WAH Governing Board meeting.	Dr Michael Fisher

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

### MINUTES

Purpose: Provide governance for Windom Area Health	
Meeting Date/Time/Location:	Monday, July 22, 2019 / Meeting 5:30 pm / Large Conference Room
Members: All WAH Governing Board members	Present: Dr. Michael B. Fisher, Ann Bartelt, Kay Gross, Laura Fresk, Mary Holmen, Cindy Espenson, Dan Ortmann, Julie Brugman/Mt. Lake Advisory mbr, Emily Masters/CHRO, Kathy Becker/DON, Shelby Medina/CEO, Terry Mahar/Sanford Health Network VP Absent: Kim Armstrong/CFO, Dr. AJ Yusuf/Chief of Staff Others: John Peyerl/WAH Accounting Manager, JoAnn Ray/City Council Liaison Janel Eichstadt
Recorder:	

Category / Topic	Action step(s) / Updates	Leader:
<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
Minutes	M/S/C UNANIMOUSLY TO APPROVE WINDOM AREA HEALTH GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF JUNE 24, 2019 (BARTELT/FRESK).	Dr Michael Fisher
<b>COMMITTEE REPORTS</b>		
Professional Practice / Quality & Planning	Shelby provided an update regarding the status of the proposed updated clinic lease agreement for Hartberg Medical Clinic and Windom Family Medical Center. To date, an agreement has not been reached on clinic lease terms with the providers at the before mentioned clinics. An additional meeting will be scheduled in the near future to continue discussions on the proposed lease agreement. Committee members reviewed and discussed strategic planning for Windom Area Health as it relates to providing patient services.	Kay Gross
Finance / Personnel / Labor Relations & Building & Grounds	M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$69,896.82 TO REVENUE RECAPTURE AND RECOMMEND APPROVAL OF 10 FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$10,526.84 (BARTELT/FRESK). M/S/C UNANIMOUSLY TO ACCEPT THE FOLLOWING RESIGNATIONS: NUTRITIONAL SERVICES COOK, HOUSEKEEPER, AND PRN HIM EMPLOYEE (BARTELT/GROSS). Committee members received an update on the progress of new updated lease agreements between Hartberg Medical Clinic and Windom Family Medical Center. No agreement has been reached to date. Another meeting will be scheduled in the near future to continue discussions on lease terms and options. An update was given on strategic planning of health care services with the impending construction of a new Avera clinic.	Ann Bartelt
<b>OTHER REPORTS</b>		
Statistical & Financial Performance Reports	June 2019 statistical and utilization graphs were reviewed. The month's total patient revenue was below budget projections; contractual adjustments, as a percentage of revenue, were below budget projections; total operating expenses were below budget expectations; net operating revenue and total operating expenses factored together left a net gain totaling \$9,114. FY2020 year-to-date net income totals \$204,062 on a projected budget of \$147,032. Days in A/R were reported at 45.74 and Days Cash on Hand totaled 238. M/S/C UNANIMOUSLY TO APPROVE JUNE 2019 STATISTICAL AND FINANCIAL PERFORMANCE REPORT AS PRESENTED (ORTMANN/ESPENSON).	John P.
Funded Depreciation Transfer	M/S/C UNANIMOUSLY TO AUTHORIZE THE TRANSFER OF \$132,914.28 FROM THE FUNDED DEPRECIATION ACCOUNT TO WAH CHECKING ACCOUNT FOR JUNE 2019 CAPITAL ACQUISITIONS (BARTELT/FRESK).	John P.
Educational Assistance Applications	M/S/C UNANIMOUSLY TO APPROVE AN EDUCATIONAL ASSISTANCE REQUEST TOTALING \$3500 FROM A SURGERY DEPARTMENT RN TO ATTEND ONLINE COURSES THROUGH AMERICAN CENTENNIAL UNIVERSITY TO OBTAIN HER BSN DEGREE (ESPENSON/GROSS).	Emily M
New / Dept Transfer Employees	WAH new hires include a FT Payroll/HR Coordinator effective July 9, 6 RN effective July 16, and FT Registered Dietitian July 23, 2019.	Emily M.
Medical Staff Credentialing	M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE MEDICAL STAFF, TO APPROVE THE FOLLOWING: (GROSS/ORTMANN) <b>APPOINTMENT:</b> Mark G. DeSautel, M.D. ENT/Allergy Courtesy	Shelby M.

	<p><b>REAPPOINTMENTS:</b>  Thomas Goodlaxson, RN Orthopedics Allied Health Professionals  Jacqueline Haan, RN Cardiology Allied Health Professionals  Amanda Miller, RN Vascular Allied Health Professionals</p> <p><b>SANFORD TELEMEDICINE REAPPOINTMENT:</b>  John Lewis, M.D. Emergency Med Telemedicine</p> <p><b>VRAD APPOINTMENT:</b>  Mary Phillips, M.D. Teleradiology Telemedicine</p> <p><b>VRAD REAPPOINTMENTS:</b>  Dean Batten, M.D. Teleradiology Telemedicine  Michael Cobb, M.D. Teleradiology Telemedicine  Thomas Vreeland, M.D. Teleradiology Telemedicine</p> <p><b>ADDITIONAL PRIVILEGE REQUEST:</b>  Timothy Klassen, CRNA Anesthesia Allied Health Professionals</p> <ul style="list-style-type: none"> <li>Sympathetic Blocks</li> <li>Trigger Point Injections 1-2 muscles &amp; 3+ muscles, scar injections, ligament/tendon injections, Piriformis muscle injection, nerve blocks</li> <li>Large Joint/Bursa Injection, Intermediate Joint/Bursa Injection, Small Joint/Bursa Injection</li> <li>Continuous Radiofrequency Nerve Ablation</li> </ul> <p><b>RESIGNATIONS: (informational item only)</b>  Robert Dayer, M.D. Emergency Medicine Emergency Services</p> <p><b>CHANGE IN PRACTICE LOCATION: (informational item only)</b>  Dr. Erbes – Dulcimer Medical Center – Fairmont, MN</p>	<p>Shelby M.</p>
Patient Concern Reports	<p>June 2019 Patient Concern Reports and patient survey comments were reviewed and found to be appropriately addressed.</p>	Shelby M./Kathy B.
Patient Safety Reports	<p>Kathy noted there was one reportable patient fall with no injuries, no documented skin integrity issues to patients, no use of patient restraints, and no opio d-related deaths. Kathy noted there were no reportable adverse events for the month.</p>	Kathy B.
Administration	<p>DON, Kathy Becker, reported two PRN RN's are returning to Windom Area Health after accepting open positions in the Nursing Department. One RN accepted a .6 position and the other RN has accepted a .9 position, with both nurses beginning in August.</p> <p>Shelby noted that effective July 18, 2019, Windom Area Health switched TV programming to DirectTV from Windomnet through the City of Windom as the City advised Shelby approximately one year ago they are were considering phasing out cable services impacting corporate contracts for telecom services and it would be necessary for Windom Area Health to secure a new provider for TV programming services.</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE FOLLOWING WINDOM AREA HEALTH COMMITTEE MEETING REPORT AS PRESENTED BY SHELBY (GROSS/BARTELT):</p> <ul style="list-style-type: none"> <li>UTILIZATION REVIEW COMMITTEE</li> </ul>	Sr.Mgmt Tm
City of Windom	<p>Pay Equity compliance is currently being addressed. City cleanup from the recent wind/rain storm will take place Tuesday.</p>	JoAnn Ray
Sanford Health Network	<p>Sanford USD is celebrating 125 years of service this week with various events taking place. A Letter of Intent was recently signed between Sanford and UnityPoint health system for an upcoming merger to become effective January 1, 2020.</p>	Terry Mahar, VP
WAH Foundation Board	<p>Foundation Board is not meeting in July.</p>	Shelby M.

WAH Auxiliary	June Auxiliary meeting minutes were included in the Governing Board books. Raffle tickets are being sold for \$1/ea with proceeds to be used towards the purchase of newborn hearing screening equipment.	Shelby M.
<b>NEW &amp; OLD BUSINESS</b>		
New Business	Shelby summarized a meeting with Board Executive Committee members, Dr. Michael Fisher, Kay Gross and Ann Bartelt, along with two Avera Corporate representatives. She noted discussions focused on looking at potential opportunities on shared service line opportunities with the impending new Avera medical clinic, which will be built on adjacent property to Windom Area Health and opening in later 2020. Consensus amongst members of the Executive Committee was that there appeared to be no shared service line opportunities at this time, however, Avera has offered Windom Area Health the opportunity to consider purchasing a piece of land they purchased for WAH to use for a future building project. A concern was expressed at this meeting regarding traffic congestion at the entrance to Hospital Drive with clinic and hospital patient traffic as well as ambulances needing a clear traffic lane to arrive at WAH's Emergency Dept as expeditiously as possible. Avera expressed their willingness to meet and discuss with City of Windom officials possible solutions during the development phase of the project.	Dr Michael Fisher
Old Business	M/S/C UNANIMOUSLY TO ADJOURN FROM THE REGULAR BUSINESS OF THE WAH GOVERNING BOARD MEETING AND ENTER INTO A CLOSED SESSION FOR THE PURPOSE OF REVIEWING WINDOM AREA HEALTH MEDICAL STAFF BY-LAWS (BARTELT/ESPENSON). Meeting was re-opened to the public at the conclusion of the closed session.	Dr Michael Fisher
<b>CONCLUSION</b>		
	Meeting was concluded by Governing Board Chair, Dr. Michael Fisher.	Dr Michael Fisher

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

**WINDOM AREA HEALTH**  
**GOVERNING BOARD EXECUTIVE SUMMARY**  
*as of August 22, 2019*  
**WAH MISSION: "Dedicated to Health"**

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**CHIEF EXECUTIVE OFFICER REPORT**

• **Organizational Updates**

- WAH has partnered with Sanford Mobile Mammography to offer 3D mammography effective January, 2020. Mobile mammography will be offered two times per month with the possibility of an additional day if needed.
- WAH's Outreach is in the process of collaborating with New Ulm Medical Center for neurology services. New Ulm has expressed interest in providing outreach services to our community and we are in the process of finalizing contracts and credentialing.
- The Wound and Hyperbaric Healing Center held a one-year anniversary and healing ceremony on July 30, 2019. Roughly, 75 community members, patients, and families attended the event. Below is the final end of the year stats:
  - WC patient visits – Goal 150 / Actual 153
  - WC patient encounters – Goal 1238 / Actual 1411
  - HBO patients – Goal 1 / Actual 7
  - HBO treatments – Goal 30 / Actual 178

In addition to exceeding all first year statistical goals, the Wound and Hyperbaric Healing Center has expanded its services by executing a skilled nursing (SNF) line of service. This service was not a part of initial discussions with Healogics when WAH decided to launch the comprehensive wound care service line. To date, the Wound and Hyperbaric Healing Center has entered into contracts to offer SNF services with Lakefield and Fulda.

- WAH will be collaborating with Cottonwood County Emergency Management and local businesses to host a tabletop exercise focusing on decontamination processes and procedures. The exercise will focus on the most common chemical exposures WAH may experience. This tabletop exercise is scheduled for September 10, 2019.
- WAH's Therapy Department is piloting the use of a Rumba floor-cleaning device. The pilot will determine if additional Rumba cleaning devices can be used in other areas allowing the Environmental Services department to optimize department responsibilities and FTE's.
- Nutrition Services will be changing food vendors moving from US Foods to Sysco. The change in vendors is a result of Sanford Health System's decision to change vendors and continuing to include WAH as a participant to take advantage of cost savings.
- Respiratory Therapy received its pulmonary function testing equipment and is currently in the process of launching this service to the providers and community.

• **Committee Meeting Updates**

- Work Place Violence: **Will report in October**
- Infection Prevention:
  - 9 inpatient admissions were diagnosed with Sepsis resulting in 0 deaths
  - No healthcare acquired infections
  - No reportable events
  - Hand hygiene compliance totaled 94.4%
  - Health Alerts:
    - April 16 – pharmaceutical shortage used to prevent and treat Neisseria Gonorrhoea Infections – does not impact WAH
    - May 20 – National Hepatitis A outbreaks – MN showing increased numbers

- Candida Auris is now on the reportable disease list for MN State reporting mandates
- Emergency Preparedness: **Will report in September**
- Pharmacy and Therapeutics: **Will report in September**
- Performance Improvement: Quarter 2
  - Median time from ED arrival to ED departure for discharged ED patients – goal 96 min / actual 148 min
  - ED transfer communication – goal is 100% for all 8 categories, composite score was 87%
  - Press Ganey overall rankings:
    - Inpatient – all scores improved with the exception of staff and provider communication
    - Emergency department – all scores improved with the exception of ancillary services
    - Outpatient procedures – all scores decreased
- Utilization Review:
  - Readmission rate for 2<sup>nd</sup> quarter was 5% out of a goal of <7%. No lapses in care transitions, discharge planning or education noted or identified
  - All inpatient certification orders, admission level of care orders, 96-hour notations, and documentation addressing 1- day acute care admissions were present in all required charts.
  - A total of 58 hours and 55 minutes were written off or deemed not billable
    - Waiting for admission orders – 19 hours and 25 minutes
    - CT, X-ray, PT/OT, blood transfusion = 13 hours and 45 minutes
    - Hours over 48 = 25 hours and 45 minutes
  - A total of 927 ED visits with 14% transferred and 4% admitted. All transfers were reviewed and determined to be appropriate

## WINDOM AREA HEATH

### GOVERNING BOARD EXECUTIVE SUMMARY

*as of August 22, 2019*

WAH MISSION: *"Dedicated to Health"*

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#### DIRECTOR OF NURSING REPORT

- **Medical/Surgical/OB/Emergency Room:**
  - Staffing – Landon Johnson and Jenna Mollema are transitioning back to scheduled staff from PRN staff. Landon will be 0.6 FTE and Jenna will be 0.9 FTE.
  - Eight (8) RNs will attend PALS (Pediatric Advanced Life Support) class – 4 in September and 4 October. WAH will continue to plan scheduling 2 more classes after the first of the year.
  - Windom Area Health Skills Fair will be held September 19 & 20. This will be a hospital-wide event with stations for both clinical and non-clinical staff. All annual training requirements will be completed during the Skills Fair.
  
- **Diabetes Management/Oncology:**
  - Diabetic Educator and Med/Surg RN, Rachael Fast, will be attending the annual diabetic education symposium at Sanford August 23, 2019.
  
- **Surgery:**
  - Josh Hilmer started as the RN surgery temp nurse to provide coverage for a maternity leave in October.
  - Surgery is working to develop preference cards for Dr. DeSautel, new outreach ENT, to prepare for procedures and surgeries.
  
- **Committee Meetings**
  - OB Committee: Meeting held August 5<sup>th</sup>.
    - ✓ External Cephalic Version Policy updated.
    - ✓ C-section without anesthesia present - OB physicians will work on a draft of this policy and will discuss at next medical staff.
    - ✓ GE representative present and discussed new Panda Warmer options and will bring a demo unit back of their Bilisoft (bili light pad) at another meeting.
    - ✓ Discussed One Chart updates, hypoglycemia graph for charting small for gestational age (SGA) or large for gestational age (LGA) which indicates management of hypoglycemic management.
  - ER/Trauma/Stroke Committee: Meeting held August 13<sup>th</sup>.
    - ✓ Dr. Issa, ER physician, joined this committee as liaison between Acute Care and Windom Area Health.
    - ✓ No charts were sent for peer review.
    - ✓ Discussion of upcoming Trauma IV re-designation set for October 14<sup>th</sup>. Discussion held on transfer times and criteria. Workflow discussed on activating trauma team and flight transfer sooner. ER coordinator will be working with local EMS on training for the upcoming future.
  - MHA Safety Data as of August 6<sup>th</sup>.
    - Falls – 0
    - Skin Integrity - 0
    - Restraints – 0
    - Opioid Deaths - 0



# WINDOM AREA HOSPITAL

## GOVERNING BOARD EXECUTIVE SUMMARY

*as of August 22, 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:
  - Patient Access Representative
  - Dietary Aide/Cook
  - Radiology Technologist – PRN
- Our first cohort of employees finished their Employee Development Institute (EDI), a two-year leadership development program for informal leaders.
- We will have 5 employees participate in the Chamber of Commerce program called Rising Stars, a young professionals leadership/networking group for the upcoming year.

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

- Planning is underway for the Tammy Hall Breast Health Walk, which will be held October 12<sup>th</sup>. Sanford is a sponsor at \$1,000 and other corporate sponsorships are starting to come in.
- A new Wound & Hyperbaric Healing Center sign near the 'Y' of driveway will be installed soon.

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

- A walking challenge is underway where staff are tasked to 'walk across America'. A community walking challenge will start in September.
- Another session of Healthy Together will start October 1<sup>st</sup>. This is a weekly education class, which includes 1/1 dietitian support, a Wellness Center membership and food prep sessions and guided exercise classes.
- We will be receiving a \$1,500 grant from Odell Wind Farm for improvements to our Be Well Path. A 'connecting' sidewalk from the parking lot to the path will be the focus of the funds.

#### **July/August – Donations/Events**

- Sponsor of Good Sam Color Jam, volunteers helping at a color station on August 24<sup>th</sup>.

#### **Committee Meetings**

- Employee Focus Finance: No report.
- Patient & Family Advisory Committee: The PFAC committee met on August 13<sup>th</sup> and provided feedback on inpatient Patient Binders that go in each room. These will be rebranded and updated.
- Safety: The Safety Committee met on July 31<sup>st</sup>. A HIPAA walk through audit was completed with all departments passing. A new contract with Steri-cycle was entered into for hazardous waste pick up. Updates to the fire annunciator panel is planned which reports fire alarm location, a few recalls were reported on that affected equipment we had, emergency drills were reported on including an ED drill with EMS, a planned incident command and decon drill were also discussed. Safety rounds were conducted in several areas with findings discussed and reported to managers. We had one recordable OSHA injury, which was a needle stick. We had 84.6 hours relating to EE or family member illness in Q2.
- Safe Patient Handling: No meeting. Vendor will be onsite in November to demonstrate equipment and correct patient handling techniques.

## **WINDOM AREA HEALTH**

### **GOVERNING BOARD EXECUTIVE SUMMARY**

*As of August 22, 2019*

WAH MISSION: *"Dedicated to Health"*

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### **CHIEF FINANCIAL OFFICER REPORT**

#### **MedData**

- MedData went live in July 2018. During the first year 27% of placed accounts qualified for medical assistance. To date \$36,290 has been paid. In August, we connected 2 inpatients with the MedData representative while they were in-house.

#### **Business Office Projects**

- Sanford is training billing staff in August on the price estimate module through Epic. This module will allow staff to give more accurate and timely responses to patient charge inquiries. The Affordable Care Act contains a provision that is consistent with our effort to improve the transparency of hospital charges.
- The Standard Revenue Guardian program through Sanford will provide additional work ques for staff to verify certain charges were captured. This program is now available to managed sites and Windom is scheduled for implementation in November.
- Processing electronic claims for work comp will be set up in the next 3-4 months.



**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, August 26, 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 July 22, 2019. <i>(Crnte Motion)</i>	Kay Gross
<b>FOLLOW-UP ITEMS</b>		
Clinic Lease Follow up	Review next steps.	Shelby M.
Strategic Plan Update	Review next steps.	Dr. Fisher/ Shelby M.
Wound Center Update	Discuss staffing changes and additional services	Shelby M.
<b>CURRENT ITEMS</b>		
<b>CONCLUSION</b>		
	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.

**Meeting Date/Time/Location:** Monday, July 22, 2019 / 4:00 pm / Large Conference Room

**Members:** Kay Gross, Mary Holmen, Dan Ortman, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lake Advisory Mbr, Emily Masters/CHRO, Kim Armstrong/CFO, Kathy Becker/DON, Shelby Medina/CEO

**Present:** Kay Gross, Mary Holmen, Dan Ortman, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lake Advisory Mbr, Emily Masters/CHFO, Kathy Becker/DON, Shelby Medina/CEO, Terry Mahar/Sanford Health Network VP  
**Absent:** Kim Armstrong/CFO  
**Others:** John Peyer/Accounting Manager

**Facilitator:** Kay Gross, Chairperson

**Recorder:** Janel Eichstadt

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

Call to Order	The Professional Practice/Quality & Planning Committee meeting was called to order at 4:00pm by Committee Chair, Kay Gross.	Kay Gross
Minutes	M/S/C UNANIMOUSLY TO APPROVE: COMMITTEE MINUTES FROM THE REGULAR MEETING OF JUNE 24, 2019, AS PRESENTED (BRUGMAN/ORTMANN).	Kay Gross

**FOLLOW-UP ITEMS**

Clinic Lease Follow up	Shelby and Dr. Fisher shared information regarding the most recent meeting outcome with the two independent providers who lease clinic space from Windom Area Health. Shelby noted there was no agreement reached on lease terms from either of the clinic physicians at this meeting. Plans are to set another meeting date in the near future to continue discussions on lease terms and discuss other possible options for consideration. It remains expected the new lease is to become effective January 1, 2020.	Shelby M.
Strategic Plan Update	Shelby shared information regarding a recent meeting she attended with members of the Governing Board Executive Committee consisting of Dr. Michael Fisher, Kay Gross and Ann Bartelt and two Avera corporate representatives, to discuss exploring potential partnerships in healthcare services and shared staff opportunities between Windom Area Health and the new Avera medical clinic when it is built in 2020. Avera representatives noted services currently taking place at the Avera Medical Group Clinic would also be included in the new clinic as well as adding some new services, which will be dependent upon the final architectural plans determined for the clinic. At the conclusion of discussions, there appeared to be no optimal discussion points addressed which would make shared services a feasible option to consider between WAH and Avera at this time. Avera representatives did offer an opportunity for Windom Area Health to consider purchasing a portion of the Avera property to use in planning for a future building project. No committee action was required on this agenda item.	Dr. Fisher/ Shelby M.

**CURRENT ITEMS**

	There were no current items to present for board action.	
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**CONCLUSION**

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

**AUGUST 26, 2019**

**REAPPOINTMENTS:**

Chelsea Brech, RN	Cardiology	Allied Health Professionals
Rodney Dynes, M.D.	Family Practice	Active
Orvar Jonsson, M.D.	Cardiology	Consulting
Ewa Konik, M.D.	Cardiology	Consulting
Jenny Van't Hul, RN	Cardiology	Allied Health Professionals
Corey Welchlin, D.O.	Orthopedics	Consulting

**SANFORD TELEMEDICINE APPOINTMENT:**

Andrew Erie, M.D.	Radiology	Telemedicine
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**SANFORD TELEMEDICINE REAPPOINTMENTS:**

Eric Conner, M.D.	Emergency Medicine	Telemedicine
Nicholas Dowling, D.O.	Emergency Medicine	Telemedicine
Janet Dubois, M.D.	Radiology	Telemedicine
Ashraf Elshami, M.D.	Pulmonology	Telemedicine
Matthew Finke, M.D.	Emergency Medicine	Telemedicine
Christopher Fischer, M.D.	Radiology	Telemedicine
Stephen Grove, M.D.	Emergency Medicine	Telemedicine
Jennifer Hsu, M.D.	Internal Medicine	Telemedicine
Anthony Pfeiffer, M.D.	Emergency Medicine	Telemedicine

**VRAD APPOINTMENT:**

Farhad Sani, M.D.	Teleradiology	Telemedicine
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**VRAD REAPPOINTMENTS:**

Jean-Paul Dym, M.D.	Teleradiology	Telemedicine
Kelcey Elsass, M.D.	Teleradiology	Telemedicine
Scott Kerns, M.D.	Teleradiology	Telemedicine

**RESIGNATIONS:**

Diane Hansen, LPN	General Surgery	Allied Health Professionals
Bharat Patel, M.D.	Emergency Medicine	Emergency Services

## JULY COMMENTS

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

### EMERGENCY DEPARTMENT

1. As good as could be expected. #3. I came by ambulance & immediately in bed. #5. Short. (Arrival) This was my first experience for this emergency room. It seemed very professional. (Nurses) I was cold and received a warm blanket to make me comfortable. I am 87 yrs. old and was treated very well. Thank you to all staff! (Doctors) I have never been in the emergency room before, but all seemed to be well done and thorough. #5. My veins are small & hard to find. They did their best. (Tests) I would have liked to see my own dr. but I now realize he was out of town. #3. I did not have pain. (Personal) Since I have never been in an emergency room before, I will say your emergency people were very good and professional. (Open)
2. They were very helpful and respectful in their concern and care of me. (Comments)
3. The Dr, nurses & technicians were all very kind. Explained what was about to happen and always asked if there was anything they could do for me to make me more comfortable and explained where I was headed since I was being transfered to Sanford, Sioux Falls (Comments)
4. I was diagnosed with bronchitis. I had a fever of 101 to 103 for 2 days prior to coming in. I also explained to the doctor I had been having the runs since that morning. by the night after I had been seen I was throwing up. I went to worthington we the followinf day where they addressed my stomach issues, gave me fluids, discontinued the zpac windom gave me and started me on different antibiotics after proper testing. I had colitis not bronchitis. and my er visit in windom my visit summary said a nebulizer was given. wrong no med was administered during my er visit (Comments)
5. They took really good care of me. I had to go to the hospital and finish up my treatment. (Comments)
6. No bad experience. Good experience is when I saw my arm x-ray picture and how it broke. Makes me want to grow up and become a doctor. (8 yr old) (Overall) I wish I can remember their names but I can't. I know that if you check the records you can find their names. Nurse and doctor that worked together on my arm and also the x-ray lady that night. They're awesome. (Open)
7. Waiting time was acceptable. (Arrival) Overheard nurse and other staff making fun of myself and my emergency the second they closed the door to the treatment area. Very limited privacy in the treatment area. (Nurse) Physician could have taken more precautions to ensure my wellbeing and privacy. (Doctor) Blood wasn't drawn, this part is N/A. (Tests) Treatment was very painful; little was done to negate/prevent this. (Personal Issues) Felt belittled and uncomfortable for most of the stay. Likely never coming back unless absolutely necessary. (Overall Asseessment) Acceptable. (Personal Issues) None. (Open)
8. Nurse was very good did all she could. The dr. was rude said had a sprain but next day dr. confirmed with ortho it was a fracture. When asked if I could get anything for swelling or pain he stated you can get Tylenol over the counter. My pain was a 10!!! (Comments)



## JULY COMMENTS

9. Luckily nothing was broke. When taking X-rays man was not too polite he acted like he was mad about something. I have a cane and it was hard getting on table BUT he wouldn't offer a hand, very impolite. (Comments)
10. We would have been done earlier if the nurse had remembered to call in the x-ray tech & if they would have paged him again right away when we were ready for the 2nd set of x-rays (after removal of nail). Both times we waited an extra 20-30 minutes. (Comments)
11. Staff told me what the problem WASN'T, but didn't tell me what the problem was. They only said come back if it happens again.-: (Comments)

### INPATIENT

1. Unbelievably impressed. (Comments)
2. Great job thank you. (Comments)
3. Our care was truly exceptional! Our whole family was very well taken care of during the labor, delivery & post partum care of our daughter. \*Dr. Buhler, \*Dr. Taber, \*Micara, \*Becky Runkle, \*Katie Pauling, \*Anita and \*Jackie were all amazing! They acted promptly and gave the best possible care.
4. Nurses were fantastic \*Dr. Dynes was fantastic. Best dr. around! (Comments)
5. Good excellent care. (Comments)
6. Very satisfied! (Comments)
7. ER - No pillows to prop injured limb on - Requested they just get some from the floor and they never did. Took a long time to begin reduction of hip from entry to ER to procedure. Lots of problems getting IV started - 5 tries. Admitting nurse talked so fast that I had a hard time even understanding her. (Comments)
8. I had an heart attack & sent to Sx. Fs. Excellent care here & there. Thanks. (Comments)

### OUTPATIENT

1. Good experience. (Registration) Very good experience. (Tests) Good experience (Facility) All the hospital staff that I interacted with were awesome. They were patient centered to me. (Open) (Ultrasound)
2. Quick and easy registration. (Registration) Nicole was amazing, she really takes the time to work with her patients no matter their disability. Bravo! (Tests) (OT)
3. Over all a good experience – (Registration) Not a problem with communication and making me feel at ease. (Tests) A very nice & relaxing waiting area. The ice water was a nice touch. (Facility) So far a good experience - therapists are sensitive to my pain level. (Personal Issues) \*Ike & \*Carmen have both been very caring & communicating what they are doing. (Open) (PT)
4. Very friendly, accommodating, helpful staff! Thank you. (Comments) (Not listed)
5. Always friendly and smiley! (Registration) My experience has been very good. The staff seems very knowledgeable and concerned about the patient's well being. They are always ready to answer questions. (Comments) You have an excellent staff! (Overall) (Dept. Not listed)



## JULY COMMENTS

6. Did not have to wait, but appeared very comfortable. (Registration) (Dept. Not listed)
7. Registration over the phone is convenient. (Comments) (Dept. Not listed)
8. I appreciated that I was invited in and made welcome BEFORE I jumped through all the "gatekeeper" hoops (Registration) Not a bad thing, but there was a lot of redundancy. Also not a bad thing, but I wish I knew what role each individual played. For example, there were three first names on my board; I'm not sure who was doing what or even which one I was talking to at the moment (Overall) (Dept. not listed)

\*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. Jennifer Mutz
2. All of them!

**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, August 26, 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

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

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

**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.	Cindy E
Minutes	Approve minutes from regular meeting of July 22, 2019. (Cmte Motion)	Cindy E
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.

**FOLLOW-UP ITEMS**

Clinic Lease Update	Review next steps.	Shelby M
Strategic Plan Update	Review next steps.	Dr. Fisher/ Shelby M.

**CURRENT ITEMS**


**CONCLUSION**

	Conclude meeting.	Cindy E
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**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:** Monday, July 22, 2019 / 4:30 pm / Large Conference Room

**Members:** Ann Bartelt, Laura Fresk, Cindy Espenson, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lk Advisory Mbr, Emily Masters/ Espenson, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lk Advisory Mbr, Kim Armstrong/CFO, Emily Masters/CHRO, Kathy Becker/DON, Shelby Medina/CEO  
**Absent:** Kim Armstrong/CFO  
**Others:** John Peyer/Accounting Manager, Jennifer Dukleth/Business Office Director

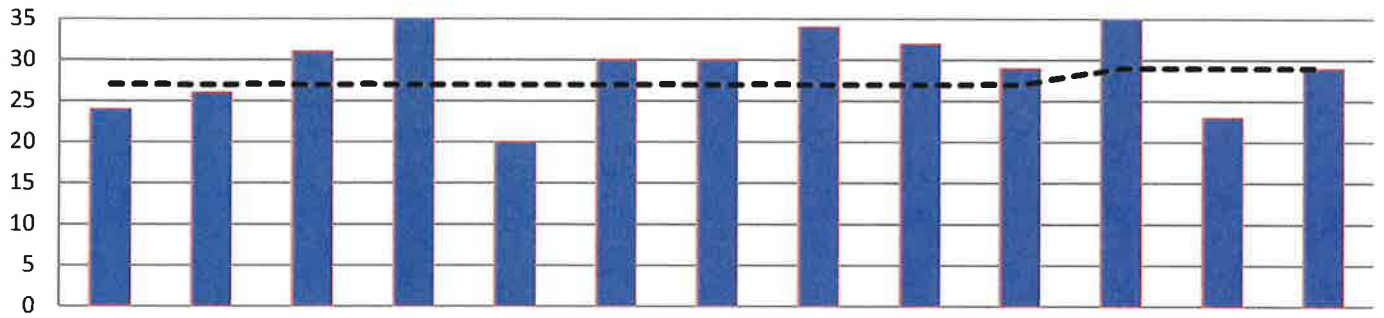
**Facilitator:** Ann Bartelt, Chairperson

**Recorder:** Janel Eichstait

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 4:35pm by Committee Chair, Ann Bartelt.	Ann B.
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF JUNE 24, 2019, AS PRESENTED (BRUGMAN/ESPENSON).	Ann B.
Revenue Recapture & Financial Assistance	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND ACCOUNTS TOTALING \$69,896.82 TO REVENUE RECAPTURE AND; RECOMMEND APPROVAL OF 3 NEW ACCOUNTS, 1 AT 100% WRITE OFF TOTALING \$3993.96, 1 AT 50% WRITE OFF TOTALING 3724.11, AND 1 AT 0% ALL TOTALING 7718.07; 2 ACCOUNTS WITH BALANCES BELOW \$1500 WITH ALL ACCOUNTS APPROVED FOR 100% WRITE OFF TOTALING \$948.73; 3 PREVIOUSLY APPROVED ACCOUNTS: WITH 2 ACCOUNTS FOR 100% WRITE OFF TOTALING \$745.01, AND 1 ACCOUNT FOR 50% WRITE OFF TOTALING \$144.60; AND 2 ACCOUNTS OF DECEASED PATIENTS WITH NO ASSETS WRITTEN OFF AT 100% TOTALING 970.43; WITH ALL FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$10,526.84 (ESPENSON/FRESK). In month 3 of FY2020, accounts totaling \$54,588.63 have been approved for Financial Assistance on a budget of \$200,000.	Jennifer D.
Employee Resignations/ Terminations	M/S/C UNANIMOUSLY TO RECOMMEND ACCEPTING THE FOLLOWING RESIGNATIONS – HOUSEKEEPER EFF AUGUST 9, NUTRITIONAL SERVICES COOK EFF JULY 18, AND PRN HIM EMPLOYEE EFF JUNE 7, 2019 (FRESK/BRUGMAN).	Emily M.
<b>FOLLOW-UP ITEMS</b>		
Clinic Lease Update	Shelby and Dr. Fisher shared information regarding the most recent meeting outcome with the two independent providers who lease clinic space from Windom Area Health. Shelby noted there was no agreement reached on lease terms from either of the clinic physicians at this meeting. Plans are to set another meeting date in the near future to continue discussions on lease terms and discuss other possible options for consideration. It remains expected the new lease is to become effective January 1, 2020.	Dr. Fisher/ Shelby M.
Strategic Plan Update	Shelby shared information regarding a recent meeting she attended with members of the Governing Board Executive Committee consisting of Dr. Michael Fisher, Kay Gross and Ann Bartelt and two Avera corporate representatives, to discuss exploring potential partnerships in healthcare services and shared staff opportunities between Windom Area Health and the new Avera medical clinic when it is built in 2020. Avera representatives noted services currently taking place at the Avera Medical Group Clinic would also be included in the new clinic as well as adding some new services, which will be dependent upon the final architectural plans determined for the clinic. At the conclusion of discussions, there appeared to be no optimal discussion points addressed which would make shared services a feasible option to consider between WAH and Avera at this time. Avera representatives did offer an opportunity for Windom Area Health to consider purchasing a portion of the Avera property to use in planning for a future building project. No committee action was required on this agenda item.	Dr. Fisher/ Shelby M.
<b>CURRENT ITEMS</b>		
	There were no current items to present for board action.	
<b>CONCLUSION</b>		
	Committee Chair, Ann Bartelt, concluded the Finance/Personnel/Labor Relations & Building & Grounds Committee meeting.	Ann B.

### ADMISSIONS

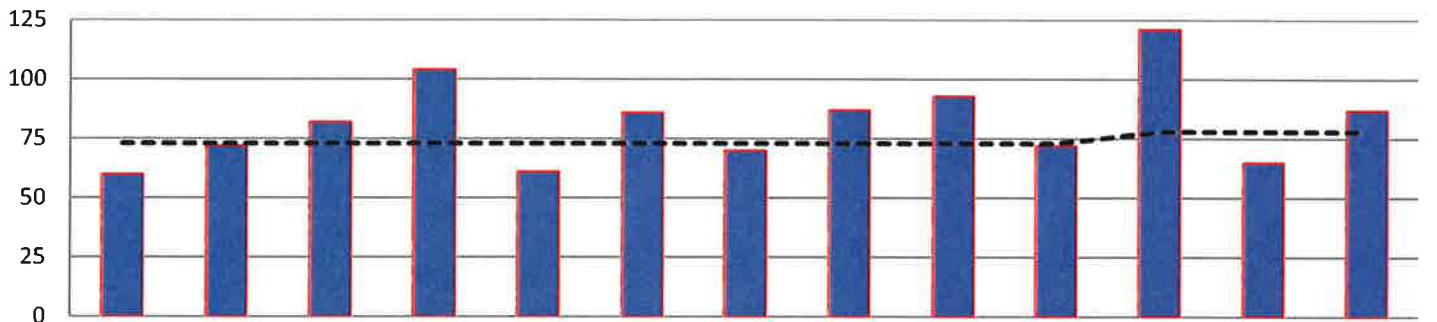
Admissions Budget



	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19
Admissions	24	26	31	39	20	30	30	34	32	29	39	23	29
Budget	27	27	27	27	27	27	27	27	27	27	29	29	29

### PATIENT DAYS

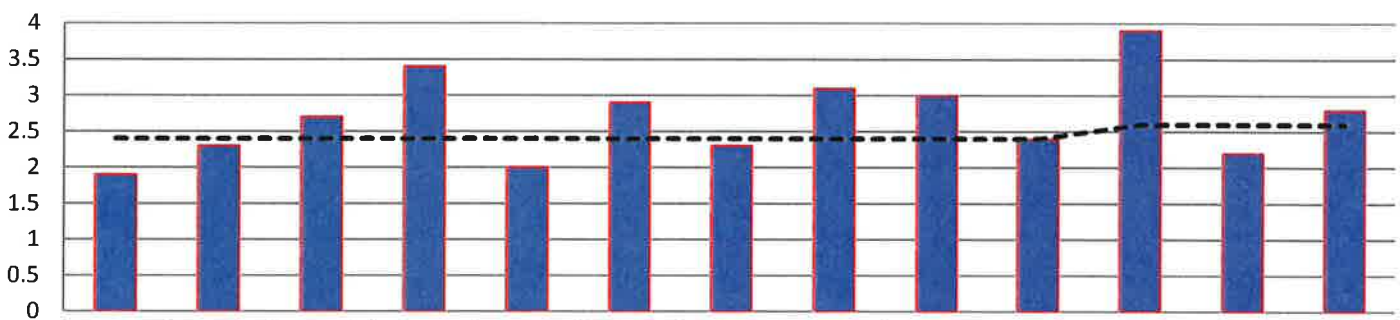
Pt Days Budget



	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19
Pt Days	60	72	82	104	61	86	70	87	93	72	121	65	87
Budget	73	73	73	73	73	73	73	73	73	73	78	78	78

### AVERAGE PATIENTS PER DAY

Avg Pt/Day Budget



	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19
Avg Pt/Day	1.9	2.3	2.7	3.4	2	2.9	2.3	3.1	3	2.4	3.9	2.2	2.8
Budget	2.4	2.4	2.4	2.4	2.4	2.4	2.4	2.4	2.4	2.4	2.6	2.6	2.6

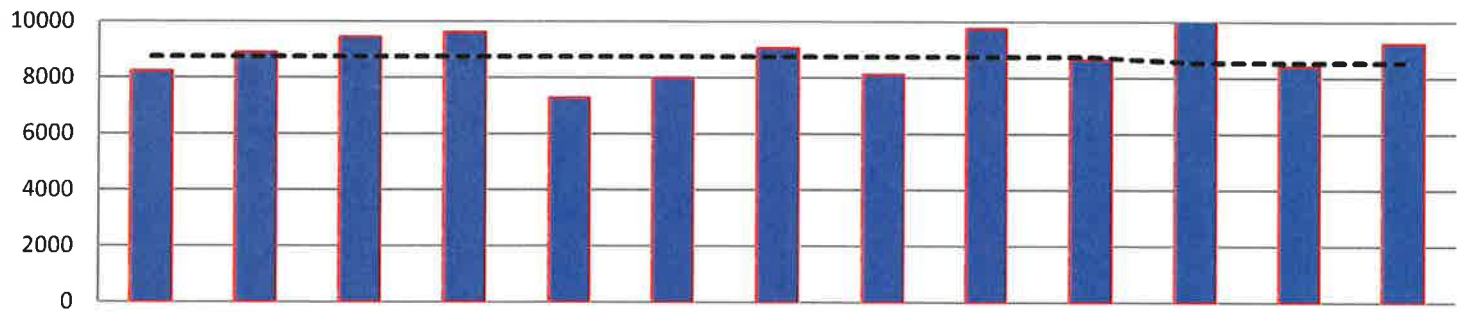






### LAB PROCEDURES

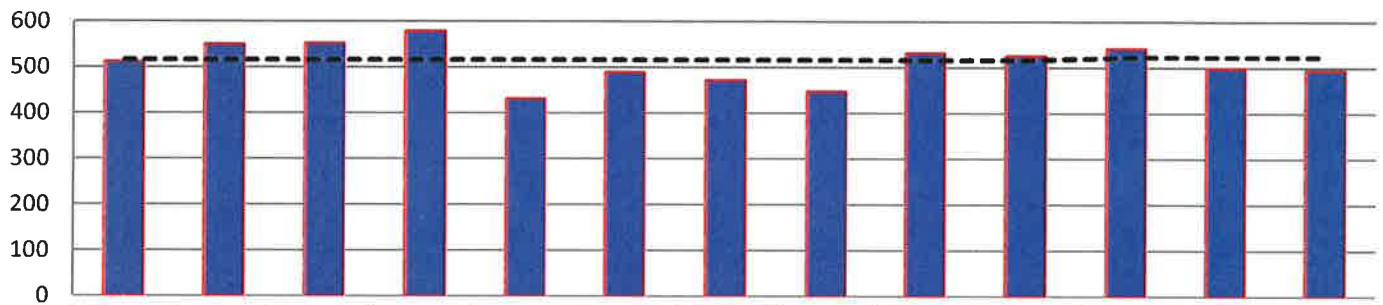
Lab Proc Budget



	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19
Lab Proc	8227	8889	9455	9613	7278	8009	9060	8116	9767	8657	10444	8422	9239
Budget	8750	8750	8750	8750	8750	8750	8750	8750	8750	8750	8542	8542	8542

### IMAGING PROCEDURES

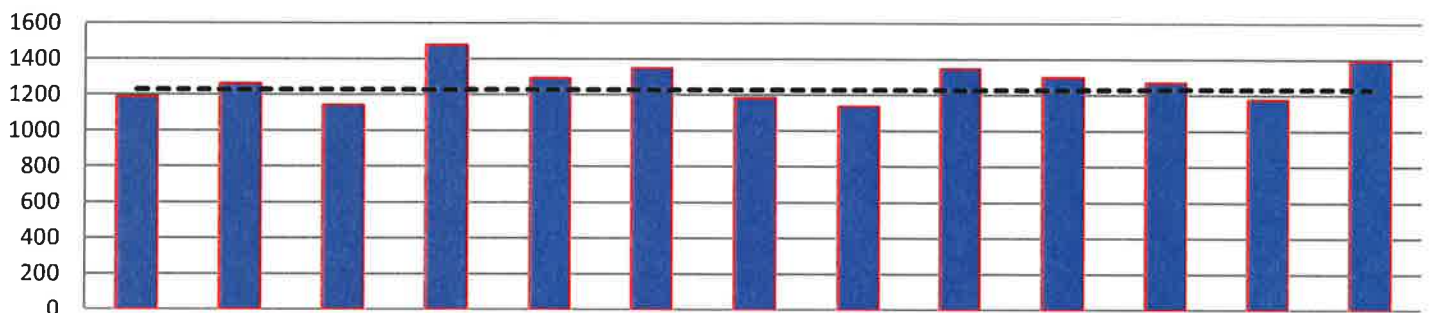
Imaging Proc Budget



	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19
Imaging Proc	512	550	553	579	431	489	472	448	532	526	542	499	494
Budget	516	516	516	516	516	516	516	516	516	516	523	523	523

### REHAB MODALITIES

Rehab Modalities Budget



	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19
Rehab Modalities	1189	1263	1143	1478	1293	1350	1184	1137	1350	1300	1271	1179	1395
Budget	1229	1229	1229	1229	1229	1229	1229	1229	1229	1229	1233	1233	1233

WINDOM AREA HEALTH  
INCOME STATEMENT

7/31/2019

	7/31/2019		Revenue		Y-T-D 2020		Revenue		Revenue	
	7/31/2019	Comparison	Budget 2020	Comparison	Y-T-D 2020	Comparison	Budget 2020	Comparison	Budget 2020	Comparison
<b>PATIENT REVENUE</b>										
Inpatient Revenue	\$747,919	24.31%	\$808,470	25.73%	\$2,280,287	24.98%	\$2,425,410	25.73%		
Outpatient Revenue	\$2,328,935	75.69%	\$2,334,012	74.27%	\$6,848,778	75.02%	\$7,002,036	74.27%		
Total Patient Revenue	\$3,076,854	100.00%	\$3,142,482	100.00%	\$9,129,065	100.00%	\$9,427,446	100.00%		
Contractual Adjustments	\$1,570,540	51.04%	\$1,360,821	43.30%	\$4,065,275	44.53%	\$4,082,463	43.30%		
Other Income	\$25,299	0.82%	\$14,502	0.46%	\$60,245	0.66%	\$43,506	0.46%		
<b>NET OPERATING REVENUE</b>	\$1,531,613	100.00%	\$1,796,163	100.00%	\$5,124,035	100.00%	\$5,388,489	100.00%		
<b>EXPENSE</b>										
Employee Salaries	\$624,977	40.81%	\$651,616	36.28%	\$1,850,629	36.12%	\$1,954,848	36.28%		
Employee Benefits	\$190,328	12.43%	\$201,742	11.23%	\$577,378	11.27%	\$605,226	11.23%		
Pharmaceuticals	\$82,513	5.39%	\$120,833	6.73%	\$201,985	3.94%	\$362,499	6.73%		
Supplies	\$168,888	11.03%	\$128,626	7.16%	\$381,238	7.44%	\$385,878	7.16%		
Rents & Utilities	\$26,992	1.76%	\$27,271	1.52%	\$77,520	1.51%	\$81,813	1.52%		
Purchased Services	\$355,491	23.21%	\$363,943	20.26%	\$1,165,295	22.74%	\$1,091,829	20.26%		
Other Direct Expenses	\$103,463	6.76%	\$116,860	6.51%	\$333,885	6.52%	\$350,580	6.51%		
Provision for Bad Debts	\$86,325	5.64%	\$16,775	0.93%	\$213,073	4.16%	\$50,325	0.93%		
Depreciation	\$130,215	8.50%	\$122,333	6.81%	\$370,019	7.22%	\$366,999	6.81%		
Total Operating Expense	\$1,769,192	115.51%	\$1,749,999	97.43%	\$5,171,022	100.92%	\$5,249,997	97.43%		
Income (loss) From Operations	(\$237,579)	-15.51%	\$46,164	2.57%	(\$46,987)	-0.92%	\$138,492	2.57%		
Investment Income	\$13,572	0.89%	\$7,017	0.39%	\$55,276	1.08%	\$21,051	0.39%		
Other Revenue/(Expenses)	(\$14,105)	-0.92%	(\$4,875)	-0.27%	(\$42,342)	-0.83%	(\$14,625)	-0.27%		
Non Operating Rev/Exp	(\$533)	-0.03%	\$2,142	0.12%	\$12,934	0.25%	\$6,426	0.12%		
Increase in Net Assets	(\$238,112)	-15.55%	\$48,306	2.69%	(\$34,053)	-0.66%	\$144,918	2.69%		

Month



WINDOM AREA HEALTH						
FY 2020						
CAPITAL ASSET ACQUISITIONS						
Yrs [ Capital Asset	Vendor	Asset class	May	June	July	
15 Therapy/Conf Rm Furniture	Canfield Business Interiors	CIP	35,727.19			
Therapy/Conf Rm Architech 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			
Misc Roof Repairs	Bargen Inc	Buildings		9,433.89		
Therapy - Power Tower	Performance Health	Maj Mov		5,711.55		
Therapy/Conf Rm Pay App	Kraus Anderson	CIP		98,429.89		
Therapy - Nurse Call System	DTB Systems Group	CIP		7,490.00		
Therapy/Conf Rm Architech Fees	I & S Group	CIP		261.00		
Conf Rm Video System	AVI Systems	CIP		11,587.95		
System 8: Surgical Saws	Stryker	Maj Mov			35,182.69	
Therapy/Conf Rm Pay App: Final	Kraus Anderson	CIP			41,861.34	
Signage Update (Windom Area Health): Final	Pride Neon Inc	CIP			10,725.00	
<b>Total</b>			<b>306,872.97</b>	<b>132,914.28</b>	<b>87,769.03</b>	

## **Windom Area Hospital Auxiliary Meeting July 8, 2019**

The Windom Area Hospital Auxiliary held their monthly meeting Monday, July 8<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. 26 members were present and reported their hours.

Rozanne Gronseth introduced our speaker Angie Erickson, pharmacist at Windom Area Health.

M/S Karla Taber/Judy Woizeschke to approve the agenda. Motion carried.

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

- M/S Judy Woizeschke/Pat Lenz to approve the minutes as presented of the June 10, 2019 meeting. Motion carried.

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

- Balance on hand on June 30, 2019 was \$7,597.42. M/S Karen Skarphol/Rozanne Gronseth to approve the Treasurer's Reports for June 2019 as presented. Motion carried.
- Corrected annual reports for 2018 & 2019 were shared.

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

- A celebration of the Wound Center's first year will be held on July 30<sup>th</sup>.
- Emily's office has moved to the area vacated by the Rehab Department.

### **Corresponding Secretary – Betty Olson (Absent)**

### **Publicity – Linda Dawson (Absent)**

### **Membership – Nete Grunewald (Given by Mary Klosterbuer)**

- Two potential new members attended: Linda Mix and Char Satter.

### **Program – Rozanne Gronseth**

- Our speaker for August will be Suzanne Murphy, President of the Board at Sunset Hospice Cottage in Worthington.

### **Gift Shop – Pat Lenz & Karla Taber**

- Balloons are available for members and there are a couple on display ready for purchase.

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

- MAHV Annual Conference will be September 15 – 17, 2019. M/S Diane Sykora/Karla Taber to send two members to represent our Auxiliary. Marlene Smith and Karen Skarphol will be attending.

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

- Tim Klassen, Certified Registered Nurse Anesthetist (CRNA), may possibly start seeing patients beginning in September to address chronic pain issues and treatment through physician referrals.
- Administration and WAH Outreach Manager are working on possibly securing a neurologist to come to WAH for outreach services.

- There have been some problems brought to the hospital's attention regarding patients receiving prior authorization to have procedures done at Windom Area Health due to a new requirement established by BC/BS. Those having problems with BC/BS regarding this process are requested to contact WAH for assistance.
- Sanford Health and Unity Point Health System in Iowa are working together on a merger, which is anticipated to be completed by January 1, 2020.
- Avera Health has purchased the farm site and land adjacent to Windom Area Health for construction of a new clinic. Details are in the developing stages.

#### **Old Business:**

- Diane Sykora and Sue Curley distributed raffle tickets to members present. All others will be mailed. Period to sell raffle tickets is less this year since the drawing will be held on KDOM's Kaleidoscope program on August 27.
- Members signed up to work shifts at our Cottonwood Country Fair booth.
- It was decided to not sell pecans at the fair, but display a bag and take orders.
- **Final Goals for 2019-2020:**
  - a. Review and update the Auxiliary brochure and the Auxiliary webpage on the hospital's website by November 1, 2019.
  - b. Donate a minimum of \$4,000 towards Newborn Hearing Screening equipment by April 1, 2020.
  - c. Increase membership by 5 by May 1, 2020.
  - d. Review/update job descriptions for all 12 Auxiliary positions by October 1, 2019.
- **Auxiliary Board Goals for 2019-2020:**
  - a. Create report form by August 1, 2019.
  - b. Create list from red Member Volunteer Form of committees/events and who is willing to serve on each by August 1, 2019.
  - c. Create list of churches willing to list our activities in their bulletins by August 1, 2019.
  - d. Inventory/Organize Clubhouse by April 1, 2020.

#### **New Business:**

- A quilt has been donated. Raffle tickets will be sold for \$1.00 each and the drawing will be at the Halloween Bake Sale on October 31<sup>st</sup>.

The meeting was adjourned at 7:25p.m. Emily Saffert took a picture of the group in Carolyn's Garden.

Hostesses for tonight - Connie McCarthy & Pat Lenz

Hostesses for August - Jane Boyer & Judy Woizeschke

Hostesses for September - Diane Sykora & Nancy Michalski

#### **Upcoming Events**

- Next meeting - Monday, August 12, at 6:00 p.m.
- Cottonwood County Fair - August 14-17
- Tuesday, August 27, 2019 - Raffle Ticket drawing on KDOM Kaleidoscope
- September 15-17 MAHV Annual Conference at Arrowwood Lodge, Brainerd
- Thursday October 17, 2019 - MAHV District E Fall Forum in Windom

Marlene Smith, Recording Secretary