

Meeting Name: Windom Area Health Governing Board of Directors

AGENDA

Purpose: Provide governance for Windom Area Health	
Meeting Date/Time/Location:	Monday, September 23, 2019 / Meeting 5:30 pm / Large Conference Room
Members: All WAH Governing Board members	Present: Absent: Others:
Recorder:	Janel Eichstadt
Category / Topic	Action step(s) / Updates
STANDING ITEMS	
Call to Order	Call Windom Area Health Governing Board meeting to order at 5:30 p.m. by Board Chair, Dr. Michael Fisher.
Minutes	Approve Windom Area Health Governing Board minutes from regular meeting of August 26, 2019. <i>(Board motion)</i>
COMMITTEE REPORTS	
Professional Practice / Quality & Planning	Review committee activities.
Finance / Personnel / Labor Relations & Building & Grounds	Review committee activities.
OTHER REPORTS	
Statistical & Financial Performance Reports	Review & recommend approval of statistical & financial reports. <i>(Board motion)</i>
Funded Depreciation Transfer	Review & approve Funded Depreciation account transfer. <i>(Board motion)</i>
Educational Assistance Applications	Review & recommend approval of application(s) for educational assistance. <i>(Board motion)</i>
New / Transferred Employees	Report on employees recently hired / departmental employee transfers.
Medical Staff Credentialing	Review & approve medical staff credentialing, upon recommendation from WAH Medical Staff. <i>(Board motion)</i>
Medical Staff Meeting Update	Review WAH Medical Staff meeting business.
Patient Concern Reports	Review patient concern reports and patient survey comments.
Patient Safety Reports	Review patient safety activities:.
Administration	Review Executive Summary Reports / Approve WAH committee meeting reports. <i>(Board motion to approve crmte mtg reports)</i>
City of Windom	Informational update.
Sanford Health Network	Informational update.
	Leader:
	Dr Michael Fisher
	Dr Michael Fisher
	Kay Gross
	Ann Bartelt
	Kim A.
	Kim A.
	Emily M.
	Emily M.
	Dr AJ Yusuf/ Shelby M.
	Dr AJ Yusuf/ Shelby M.
	Shelby M. / Kathy B.
	Kathy B.
	Sr Mgmt Tm
	Steve Nasby JoAnn Ray
	Terry Mahar, VP

WAH Foundation Board	Foundation Board meeting Wednesday, September 25, 2019 at 12:15 p.m. in LCR.	Shelby M.
WAH Auxiliary	August Auxiliary meeting minutes included in Governing Board book.	Shelby M.
NEW & OLD BUSINESS		
New Business		
Old Business	Motion to adjourn into Governing Board Executive Session for the purpose of reviewing Medical Staff By-laws. <i>(Board motion)</i>	Shelby M.
CONCLUSION		
	Conclude WAH Governing Board meeting.	Dr Michael Fisher

Meeting Name: Windom Area Health Governing Board of Directors

MINUTES

<p>Purpose: Provide governance for Windom Area Health</p>	
<p>Meeting Date/Time/Location: Monday, August 26, 2019 / Meeting 5:30 pm / Large Conference Room</p>	
<p>Members: All WAH Governing Board members Present: Dr. Michael B. Fisher, Kay Gross, Laura Fresk, Mary Holmen, Cindy Espenson, Dan Ortman, Emily Masters/CHRO, Kathy Becker/DON, John Peyerl/WAH Accounting Manager, Shelby Medina/CEO, Terry Mahar/Sanford Health Network VP Absent: Ann Bartelt, Julie Brugman/Mt Lake Advisory Member Others: JoAnn Ray/City Council Liaison, Steve Nasby/City of Windom Administrator, Korey Boelter & Ryan Strusz/CliftonLarsonAllen auditors, Dr. Stephanie Buhler, Dr. Rod Dynes, Dr. Mary Olson, Dr. Jeff Taber, Dr. Steven Hartberg, Dr. Brett Van Kley, Dr. AJ Yusuf Recorder: Janel Eichstadt</p>	
Category / Topic	Action step(s) / Updates
STANDING ITEMS	
Call to Order	Windom Area Health Governing Board meeting was called to order at 5:30 pm by Governing Board Chair, Dr. Michael Fisher.
Minutes	M/S/C UNANIMOUSLY TO APPROVE WINDOM AREA HEALTH GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF JULY 22, 2019 (GROSS/ESPENSON).
COMMITTEE REPORTS	
Professional Practice / Quality & Planning	Shelby provided an update regarding the clinic lease negotiation status for the Hartberg Medical Clinic and Windom Family Medical Center. She noted a meeting date would be set in the near future to continue negotiations on the terms of a new clinic lease with the involved providers. Committee members were informed by Shelby she would be giving a presentation at a future Windom City Council meeting to review Windom Area Health's goals and vision and also highlight organizational activities and achievements that have taken place over the past two years.
Finance / Personnel / Labor Relations & Building & Grounds	M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$26,041.34 TO REVENUE RECAPTURE AND RECOMMEND APPROVAL OF 12 FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$15,340.38 (ESPENSON/GROSS). M/S/C UNANIMOUSLY TO ACCEPT THE FOLLOWING RESIGNATIONS: PATIENT ACCOUNT REPRESENTATIVE EFFECTIVE 8/3/19, 2 REHAB INTERNS EFFECTIVE 8/8/19, LAB TECHNICIAN EFFECTIVE 9/16/19, AND RESCIND THE RESIGNATION OF A HOUSEKEEPER APPROVED AT THE JULY 22 ND MEETING WITH A RESIGNATION DATE OF 8/9/2019 (ESPENSON/ORTMANN). Committee members received an update on the progress of clinic lease negotiations 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. Shelby informed committee members she would be giving a presentation to members of the Windom City Council in the near future highlighting Windom Area Health's Triple Aim goals and organizational activities and achievements from the past two years.
OTHER REPORTS	
Statistical & Financial Performance Reports	July 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 above budget projections; total operating expenses were above budget expectations; net operating revenue and total operating expenses factored together left a net loss totaling (\$238,112). FY2020 year-to-date net income totals (\$34,053) on a projected budget of \$144,918. Days in A/R were reported at 45.4 and Days Cash on Hand totaled 233. M/S/C UNANIMOUSLY TO APPROVE JULY 2019 STATISTICAL AND FINANCIAL PERFORMANCE REPORT AS PRESENTED (ESPENSON/GROSS).
Funded Depreciation Transfer	M/S/C UNANIMOUSLY TO AUTHORIZE THE TRANSFER OF \$87,769.03 FROM THE FUNDED DEPRECIATION ACCOUNT TO WAH CHECKING ACCOUNT FOR JULY 2019 CAPITAL ACQUISITIONS AND M/S/C UNANIMOUSLY TO AUTHORIZE THE PURCHASE OF A SPECIALIZED TABLE TO BE USED FOR PAIN MANAGEMENT PROCEDURES TOTALING \$10,975 (ORTMANN/GROSS).
Educational Assistance Applications	There were no Educational Assistance applications submitted for Governing Board action this month.

Leader:

Dr Michael Fisher
 Dr Michael Fisher

Kay Gross

Cindy Espenson

Kim A.

Kim A.

Emily M.

New / Dept Transfer Employees	<p>WAH new hires include: Housekeeper, Wound Care Center HBO/Safety Director, Nutrition Aide/Cook, and Lab Technician.</p> <p>M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE MEDICAL STAFF, TO APPROVE THE FOLLOWING: (GROSS/ESPENSON)</p> <p>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</p> <p>TEMPORARY PRIVILEGES: Corey Welchlin, D.O. Orthopedics Consulting</p> <p>SANFORD TELEMEDICINE APPOINTMENT: Andrew Erie, M.D. Radiology Telemedicine</p> <p>SANFORD TELEMEDICINE REAPPOINTMENTS: Eric Conner, M.D. Emergency Medicine Telemedicine Nicholas Dowling, D.O. Emergency Medicine Telemedicine Janet Dubois, M.D. Radiology Telemedicine Ashraf Elishami, 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</p> <p>VRAD APPOINTMENT: Farhad Sani, M.D. Telerradiology Telemedicine</p> <p>VRAD REAPPOINTMENTS: Jean-Paul Dym, M.D. Telerradiology Telemedicine Kelcey Elsass, M.D. Telerradiology Telemedicine Scott Kerns, M.D. Telerradiology Telemedicine</p> <p>RESIGNATIONS: (informational item only) Diane Hansen, LPN General Surgery Allied Health Professionals Bharat Patel, M.D. Emergency Medicine Emergency Services</p>	Emily M.
Medical Staff Credentialing	<p>Shelby M.</p>	Shelby M.
Medical Staff Meeting Update	<p>Shelby M. / Kathy B.</p>	Shelby M. / Kathy B.
Patient Concern Reports	<p>Shelby M.</p>	Shelby M.
Patient Safety Reports	<p>Shelby M. / Kathy B.</p>	Shelby M. / Kathy B.
Policy Approval	<p>Shelby M. / Kathy B. / Shelby M.</p>	Emily M. / Kathy B. / Shelby M.
Administration	<p>Sr Mgmt Tm</p>	Sr Mgmt Tm

	and values, which are discussion items at the monthly Nursing Department meetings. Kathy noted the nursing staff are very engaged and focused at making sure every patient experience is a positive experience for the patient and family.	
City of Windom	Steve noted construction of Highway 60 through Windom has been completed and the highway is now open. The budgeting process for CY2020 has started. Sewer and water expenses are being budgeted for next year and Windom Area Health can expect a 2%-3% increase in these services in 2020 due to the Water Treatment Plant improvements being addressed. The Pay Equity final report has been submitted and seems to have passed testing requirements.	Steve Nasby JoAnn Ray
Sanford Health Network	Sanford affiliated healthcare facilities are switching food vendors to Sysco due to significant financial savings. A Pro-golf tournament is taking place in Sioux Falls in the near future with Sanford involved with the event.	Terry Mahar, VP
WAH Foundation Board	Foundation Board is not meeting in August. Next meeting is set for September 23, 2019.	Shelby M.
WAH Auxiliary	July Auxiliary meeting minutes were included in the Governing Board book. A drawing for three \$50 Chamber Bucks will take place during KDOM's Kaleidoscope program on August 27 th . Proceeds from this Auxiliary fundraiser will be applied towards the purchase of newborn hearing screening equipment.	Shelby M.
NEW & OLD BUSINESS		
New Business: FY2019 Audit Report	Korey Boelter, Principal auditor from CliftonLarsonAllen, reported on the FY2019 audit completed in June. He shared the Independent Auditor's Report stated this was an "unmodified opinion", which is the best audit report a business can receive. He reported a total increase in net position of approximately \$734,000 to \$19.19m in FY2019. In FY2018 net position increased by approximately \$630,000 to \$18.45m. The change in net position results primarily from operating results, and the income impact of GASB Statements 68 and 75. Due to increased outpatient volume during the fiscal year, net patient service revenue increased by approximately 9.4% in comparison to FY2018. FY2018 revenue deductions which included uncollectable patient service revenue due to contractual agreements, government reimbursement policies, and bad debts increased approximately 15% from FY2018. As a result of professional services administered by CliftonLarsonAllen, two proposed audit adjustments with an overall impact of a net decrease in net income of \$283,695 and a passed audit adjustment totaling \$32,854. FY19 operating margin was at 2.3% in comparison to FY18 of 0.8%. The operating margin is operating income as a percentage of net patient service revenue plus other operating revenues. The Total Operating Margin, which reflects excess revenue over expenses as a percentage of total revenues, including non-operative revenues, was at 4.2% for FY2019, which is an increase from FY2018 at 2.5%. It was noted the Discount Percentage, which measures the amount of hospital charges not actually collected after adjustments and discounts saw an increase to 56.8% in FY2019 in comparison to 41.9% in FY2018. Days Cash on Hand at the end of FY19 was at 258, down from FY18 at 285. Net days in Accounts Receivable were 53, which is an increase from FY18, which was 49 days. This increase was due to the addition of new coding procedures for the Wound & Hyperbaric Healing Center. Average Age of Plant increased to 9.9 for FY19 in comparison to 9.3 in FY18. M/S/C UNANIMOUSLY TO ACCEPT AND APPROVE THE FY2019 FINAL AUDIT REPORT AS PRESENTED BY CLIFTONLARSONALLEN (GROSS/ESPENSON).	Korey Boelter / Ryan Strusz, CliftonLar- sonAllen Auditors.
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 (FRESH/GROSS). Meeting was re-opened to the public at the conclusion of the closed session.	Dr Michael Fisher
CONCLUSION		
	Meeting was concluded by Governing Board Chair, Dr. Michael Fisher.	Dr Michael Fisher

Signature _____, Dr. Michael B. Fisher, Governing Board Chair (signing in the absence of Ann Bartelt, Board Secretary)

WINDOM AREA HOSPITAL

GOVERNING BOARD EXECUTIVE SUMMARY

as of September 23, 2019

WAH MISSION: *"Dedicated to Health"*

CHIEF EXECUTIVE OFFICER REPORT

- **Organizational Updates**

- Kathy Becker, DON, and I will attend the October 1, 2019 Windom City Council meeting to provide a summarization of what has occurred over the past three years at Windom Area Health and future plans.
- As services are added and our outreach / surgery services continue to grow, this has presented an opportunity to review roles and responsibilities of key positions and departments and identify if modifications make sense or if there is a need to increase labor.
- Wound and Hyperbaric Healing Center is working with WAH to implement an inpatient wound care program and swing bed HBO care.

- **Committee Meeting Updates**

- Work Place Violence: **Will report in October**
- Infection Prevention: **Will report in November/December**
- Emergency Preparedness: August, 2019
 - All Hazard Organizational Plan has been updated and approved
 - Table Top exercise will be completed with WAH management staff in September
 - September 10th – completed tabletop exercise focusing on decontamination of harsh chemicals. Participating guests were Windom City Emergency Manager, Fire Chief, EMTs and representatives from POET.
 - Working on emergency water plan with WAH Maintenance
 - Reviewed Severe Weather policies and procedures
 - Workplace safety training will be held April 22, 2020 and is open to coalition members and other employees if openings are not filled with members.
- Pharmacy and Therapeutics: August, 2019
 - Adverse Drug Events: INR > 5 = 0; BS <50 = 0 inpatient, 3 emergency department; Use of Narcan = 1 emergency department. All cases discussed
 - Medication Variances: Q2 variances and good catches = 4 incidents. All discussed and no harm to patient
 - All cardinal faxes reviewed and validated
 - Recalls: Tetra Visc and Polytrim (all returned)
 - Shortages: Morphine PCA
 - PI: Narcotic wastage totaled 84% in Q2
 - Effective August 19, 2019 sewerage narcotics is no longer allowed
- PI/ Risk: **Will report in November/ December**
- Utilization Review: **Will report in November / December**

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of September 23, 2019

WAH MISSION: *"Dedicated to Health"*

DIRECTOR OF NURSING REPORT

- **Medical/Surgical/OB/Emergency Room:**
 - Brittany Schichtl will be transitioning to surgery nurse at a 0.6 FTE status and prn on the floor.
 - WAH's first Pediatric Advanced Life Support (PALS) class was held on September 11th and all staff that attended said it was fantastic. A second class has been scheduled for October.
 - On Monday, October 14th the Minnesota Department of Health will be on-site to survey us for renewal of our Level 4 ER Trauma Re-designation.

- **Diabetes Management/Oncology:**
 - WAH's Diabetic Educator and Registered Dietician continue to work with our local medical clinics on process improvement initiatives for scheduling outpatient referrals.

- **Surgery:**
 - Welcome Lori Johnson new Surgery Manager. Lori will start her new position on October 8th. Lori comes to us with many years of leadership experience with the majority of experience in the surgical department within other critical access hospitals.
 - Dr. DeSautel will be changing his clinic and surgery days to Monday. First surgery took place 2 weeks ago and went very well.

- **Committee Meetings**
 - OB Committee: Met 8/5/19
 - ✓ External Cephalic Version Policy: updated with anesthesia notified instead of in house.
 - ✓ C-section without anesthesia present: OB physicians will work on a draft of this policy and will discuss at next medical staff.
 - ✓ GE Rep 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: Met August 13th.
 - ✓ Dr. Issa joined committee as liaison between Acute Care and Windom Area Health.
 - ✓ No charts sent for peer review.
 - ✓ Discussion of upcoming trauma IV re-designation set for October 14th. Discussion on transfer times and criteria. Workflow on activating trauma team and flight sooner. ER coordinator will be working with local EMS on training up the upcoming future.

 - MHA Safety Data as of September 19th.
 - Falls – 1 – assisted to floor no injury occurred
 - Skin Integrity - 0
 - Restraints – 0
 - Opioid Deaths - 0

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

As of September 19, 2019

WAH MISSION: "Dedicated to Health"

CHIEF FINANCIAL OFFICER REPORT

Community Benefits

- Fiscal year 2019 reportable community benefits totaled \$606,546. Of that amount, \$34,175 was cash and in-kind donations to the following organizations:

Windom Baseball Association	Windom Area Hockey Association
Schools including Windom Area, Mt. Lake Christian, Mt. Lake School and HL-O	Chamber of Commerce in Windom, Mt. Lake and Lakefield
City of Windom	Windom Fire Department
Windom Sharing Center	Windom Theatre
Hy-Vee	Good Samaritan Society,
BARC	Cottonwood County Relay for Life
Grain Train	Riverfest and Pow Wow parades
Windom and Jackson Farm & Home Show	Windom Senior Dining
Windom Bike Rodeo	Westbrook Heritage Health Foundation
Worthington Hospice Cottage	Windom and Mt. Lake Crazy Days

- We provided on-site clinical education training for students from:
 - Minnesota West - Worthington and Jackson
 - College of St. Scholastica
 - University of Wisconsin-La Crosse
 - University of North Dakota
 - Creighton University
- Financial Assistance and discounts to uninsured totaled \$239,632.

WINDOM AREA HOSPITAL

GOVERNING BOARD EXECUTIVE SUMMARY

as of September 19, 2019

WAH MISSION: "Dedicated to Health"

CHIEF HUMAN RELATIONS OFFICER REPORT

Human Resources

- We are currently recruiting for the following positions:
 - Contract Fitness Instructor
 - Radiology Technologist – PRN
 - Dietary Aide/Cook
 - RN (internal shuffle)
- We are participating on the Career Pathways committee with several other businesses, community members, and the school to further develop career and training opportunities for students.
- A public/employee shoe drive is taking place with the hospital in partnership with the Lion's club through Sept 30th, with donated shoes going to Soles4Souls.

Marketing/Public Relations/Foundation

- The Wound Center recently had an entry in the Sheldon, Iowa parade.
- The Outreach Providers were featured in the Shopper in a new way this month, previously a calendar was published.

Community/Employee Health and Wellness

- We hosted a Taste Testing event at the City of Windom featuring healthy soups.
- Kid's Choice programs are starting up at Windom, Mt. Lake, Mt. Lake Christian and the ELC.
- A community meeting was held to address the top 3 social determinant issues that factor into the health of our community; food insecurity, unassimilated, and uninsured. Several sub-committees were formed.
- A food resource card will be reviewed by Medical Staff this month, to be distributed to clinics and other entities in October. This can be provided to community members that shows all food programs available in both Windom and Mt. Lake.

August/Sept – Donations/Events

- Donated a bike rack to Windom Area High/Middle School.
- Donated 2 umbrellas to an ALS Golf Tournament fundraiser.
- Cottonwood County Sherriff's Safety Program - \$60 sponsorship

Committee Meetings

- Employee Focus Finance: No report.
- Patient & Family Advisory Committee: No report.
- Safety: No report.
- Safe Patient Handling: No meeting. Vendor will be onsite in November to demonstrate equipment and correct patient handling techniques.

**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, September 23, 2019 / 4:00-4:30 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:
Absent:
Others:

Facilitator: Kay Gross, Chairperson
Recorder: Janel Eichstadt

Category / Topic	Action step(s) / Updates	Leader:
STANDING ITEMS		
Call to Order	Call Professional Practice/Quality & Planning Committee meeting to order at 4:00 p.m. by Committee Chair.	Kay Gross
Minutes	Approve minutes from the regular Committee meeting of August 26, 2019. <i>(Cmte Motion)</i>	Kay Gross
FOLLOW-UP ITEMS		
Clinic Lease Follow up	Review next steps.	Shelby M.
Strategic Plan Update	Review Plan and discuss progress	Shelby M.
Patient Concern	Discuss patient concern	Shelby M.
CURRENT ITEMS		
Marketing Plan	Review current marketing strategies, future options and gather feedback.	Emily M
CONCLUSION		
	Conclude meeting.	Kay Gross

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

Purpose: Oversee WAH compliance with regulations and laws, receive recommendations from the Medical Staff, oversee preparation and implementation of strategic plans, receive and consider all quality reports, and recommend board approval to agenda items as requested.

Meeting Date/Time/Location: Monday, August 26, 2019 / 4:00 pm / Large Conference Room

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

Facilitator: Kay Gross, Chairperson
Recorder: Janel Eichstadt

Category / Topic	Action step(s) / Updates	Leader:
STANDING ITEMS		
Call to Order	The Professional Practice/Quality & Planning Committee meeting was called to order at 4:00pm by Committee Chair, Kay Gross.	Kay Gross
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF JULY 22, 2019, AS PRESENTED (ORTMANN/HOLMEN).	Kay Gross
FOLLOW-UP ITEMS		
Clinic Lease Follow up	Shelby shared there was no new information to report on the negotiations progress for a new clinic lease with the two independent providers whose clinics are located adjacent to the hospital. She stated she was unable to secure a meeting date with the clinic providers due to conflicts for all parties involved. An update will be available at the September 23 rd meeting.	Shelby M.
Strategic Plan Update	Shelby stated she would be requesting to be added to the Windom City Council meeting agenda in the near future to give a PowerPoint presentation review on Windom Area Health's goals and highlight organizational activities and achievements that have taken place over the past two years.	Shelby M.
Wound Center Update	Shelby informed committee members of a provider staffing change that recently took place in the Wound & Hyperbaric Healing Center. She noted the termination of the provider's contract was mutually agreed upon by the provider and Windom Area Health.	Shelby M.
CURRENT ITEMS		
	There were no current items to present for board action.	
CONCLUSION		
	Committee 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**

SEPTEMBER 23, 2019

APPOINTMENTS:

Mohammed Chowdhury, M.D.	Cardiology	Consulting
Conrad Hanstein, M.D.	Emergency Medicine	Emergency Services
Christopher Johansen, M.D.	Radiology	Consulting
Thomas Waterbury, M.D.	Cardiology	Consulting

REAPPOINTMENTS:

Keith Anderson, M.D.	Pathology	Consulting
Thomas Bruns, CRNA	Anesthesia	Allied Health Professionals
Christopher Paa, M.D.	Cardiology	Consulting

vRAD REAPPOINTMENTS:

Karen Phillips, M.D.	Teleradiology	Telemedicine
Alison Robinette, M.D.	Teleradiology	Telemedicine

RESIGNATIONS:

Macy Tolley, LPN	Vascular	Allied Health Professionals
Kristin Casey, M.D.	Teleradiology	Telemedicine

AUGUST COMMENTS

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

EMERGENCY DEPARTMENT

1. The doctor & nurses were well informed and efficient.
2. Took 5 sticks to get an IV started. Had hard time getting blood - would not listen to my wife about using the extra line in my PICC line.
3. Was treated promptly, well educated on new meds & possible side effects. Left with problem addressed completely & on my way to recovery. Thank you.
4. Dr. Pretorius & nurses were OUTSTANDING while I was in the ER.
5. All staff was efficient, kind, timely, knowledgeable, understanding and trustworthy. I felt safe and cared for.
6. almost no tests were done and the test that was done they didn't have me do properly so it came contaminated and then the dr told them to culture it anyways and that was not done. Nothing was given for pain not even Tylenol and an exam wasn't even preformed he just assumed and then proceeded to scare my daughter by suggesting it was cancer when he didn't even look to see if it was coming out vaginally or bladder.
7. The doctor & nurses were well informed and efficient.
8. If I could have gone to the reg/doc next day I would have. It was very busy & I only needed minor attention - The fixed me up & I was gone in 1/2 hr. - Nice. Due to work comp I needed to reports - Get treatment that night. Thanks!
9. Dr. too busy!
10. The nurses and doctor were all wonderful and very helpful. The only thing is that there is no privacy between other patients. You can hear all discussions and procedures going on.

INPATIENT

1. I am very grateful to have such a good hospital in my town. Also, thankful for the out reach doctors that come here! I hope that continues to grow - more out reach doctors. The housekeeping staff does a good job. Very pleased with the entire staff! (Comments)
2. Treated very well. (Comments)
3. Very impressed how the doctor was there waiting for us at the door and taking us into the delivery room. (Comments)
4. Very positive! Thankful for our ever growing hospital here in Windom. (Comments)
5. A longer stay - my daughter Pat came regularly & stayed as long as she cared. She talked with the nurses & *Dr. Taber often & well. She took me to my home & often brought me meals & I enjoyed her a lot. I'm still in my home & do feel lonely but so glad I'm still walking. As _____'s daughter I would change all of her "usually" responses to "always." Her bad hearing & confusion didn't allow her to comprehend much of the time!

OUTPATIENT

1. There was no record of my appointment at the registration desk. The person there had to make the arrangements for me to have the mammogram done. (Registration) (Mammography)
2. Concerning this hospital visit: Making the appointment, in my mind, wasn't normal. Even with the medication for pain, the procedure was very painful. Maybe that is normal with this procedure. My hip hurts more now than it did prior to my visit to the hospital (health center).
3. Waiting to long in line, no privacy and you need a tv in your waiting room. Kathy in scheduling and Laura in registration were great! (Registration) Never saw staff wash her hands or use hand sanitizer (Overall Assess) Tori was great. (Tests)
4. I was very pleased with the nurse that did the test . he was very kind and considerate. he deserves a A plus (Overall) excellent experience (Tests)
5. Outstanding service ! everyone had a smile .
6. No washing (hands) in my presence.
7. Very good (Registration) Good Experience (Tests/Treatment) Good Experience (Overall Assessment)
8. I am very thankful we have access to such an excellent therapy treatment both at WAH and at Mountain Lake Clinic. (Overall Assessment)
9. Have no complaints (Registration)

*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.

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, September 23, 2019 / 4:30-5:15 pm / Large Conference Room

Members: Ann Bartelt, Laura Fresk, Cindy Espenson, 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: Ann Bartelt, Chairperson
Recorder: Janel Eichstadt

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

Call to Order	Call Finance/Personnel/Labor Relations & Building & Grounds meeting to order at 4:30 p.m. by Committee chair.	Ann B.
Minutes	Approve minutes from regular meeting of August 26, 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.

FOLLOW-UP ITEMS

Clinic Lease Update	Review next steps.	Shelby M
Strategic Plan Update	Discuss progress	Shelby M.

CURRENT ITEMS

Policy Review / Approval	Review & recommend approval of policies to WAH Governing Board. (Cmte Motion / Bd Motion) <ul style="list-style-type: none"> • Use of Credit Cards • Investments • Collections • Education Assistance Plan 	Kim A.

CONCLUSION

	Conclude meeting.	Ann B.
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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, August 26, 2019 / 4:30 pm / Large Conference Room

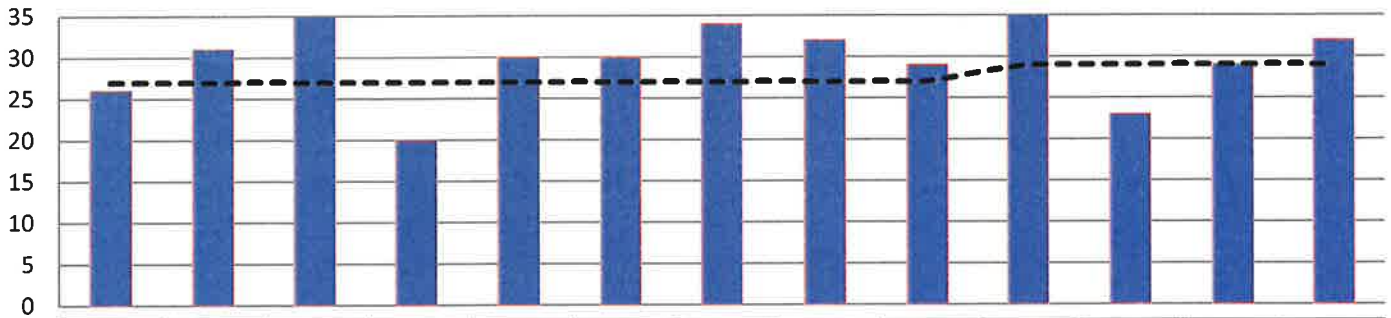
Members: Ann Bartelt, Laura Fresk, Cindy Espenson, Dr. Michael Fisher-ex officio, Kim Armstrong/CFO, Emily Masters/CHRO, Kathy Becker/DON, John Peyerl/Accounting Manager, Shelby Medina/CEO, Terry Mahar/Sanford Health Network VP
Absent: Julie Brugman/Mt Lake Advisory Mbr
Others:

Facilitator: Cindy Espenson, Acting-chairperson
Recorder: Janel Eichstadt

Category / Topic	Action step(s) / Updates	Leader:
STANDING ITEMS		
Call to Order	Finance/Personnel/Labor Relations & Building & Grounds Committee meeting was called to order at 4:30pm by Acting Committee Chair, Cindy Espenson.	Cindy E.
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF JULY 22, 2019, AS PRESENTED (GROSS/ORTMANN).	Cindy E.
Revenue Recapture & Financial Assistance	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND ACCOUNTS TOTALING \$26,041.34 TO REVENUE RECAPTURE AND; RECOMMEND APPROVAL OF 5 NEW ACCOUNTS, 2 AT 100% WRITE OFF, 1 AT 75% WRITE OFF, 1 AT 25% WRITE OFF AND 1 AT 0% WITH ALL ACCOUNTS TOTALING \$10,470.99; 4 ACCOUNTS WITH BALANCES BELOW \$1500 WITH ALL ACCOUNTS APPROVED FOR 100% WRITE OFF TOTALING \$3784.45; 3 PREVIOUSLY APPROVED ACCOUNTS WITH ALL ACCOUNTS APPROVED FOR 100% WRITE OFF TOTALING \$1084.94. ALL FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOALED \$15,340.38 (GROSS/ORTMANN). In month 4 of FY2020, accounts totaling \$58,235.64 have been approved for Financial Assistance on a budget of \$200,000.	Kim A.
Employee Resignations/Terminations	M/S/C UNANIMOUSLY TO RECOMMEND ACCEPTING THE FOLLOWING RESIGNATIONS – PATIENT ACCOUNT REPRESENTATIVE EFFECTIVE 8/3/19, 2 REHAB INTERNS EFFECTIVE 8/8/19, LAB TECHNICIAN EFFECTIVE 9/16/19, AND RESCIND THE RESIGNATION OF A HOUSEKEEPER APPROVED AT THE JULY 22 ND MEETING WITH A RESIGNATION DATE OF 8/9/2019 (ORTMANN/GROSS).	Emily M.
FOLLOW-UP ITEMS		
Clinic Lease Update	Shelby shared there was no new information to report on the negotiations progress for a new clinic lease with the two independent providers whose clinics are located adjacent to the hospital. She stated she was unable to secure a meeting date with the clinic providers due to conflicts for all parties involved. An update will be available at the September 23 rd meeting.	Shelby M
Strategic Plan Update	Shelby stated she would be recuesting to be added to the Windom City Council meeting agenda in the near future to give a PowerPoint presentation review on Windom Area Health’s goals and highlight organizational activities and achievements that have taken place over the past two years.	Shelby M
CURRENT ITEMS		
Capital Purchase for Pain Clinic	Information was shared by Shelby that CRNA and Interventional Pain Management Clinician, Tim Klassen, has completed his fellowship training to begin offering pain clinic services at Windom Area Health in the near future. He is requesting WAH to purchase a specialized patient table totaling \$10,975, which would be used by patients for pain management procedures. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE PURCHASE OF A SPECIALIZED TABLE TO BE USED FOR PAIN MANAGEMENT PROCEDURES TOTALING \$10,975 (GROSS/ORTMANN).	Shelby M
CONCLUSION		
	Acting Chairperson, Cindy Espenson, concluded the Finance/Personnel/Labor Relations & Building & Grounds Committee meeting.	Cindy E.

ADMISSIONS

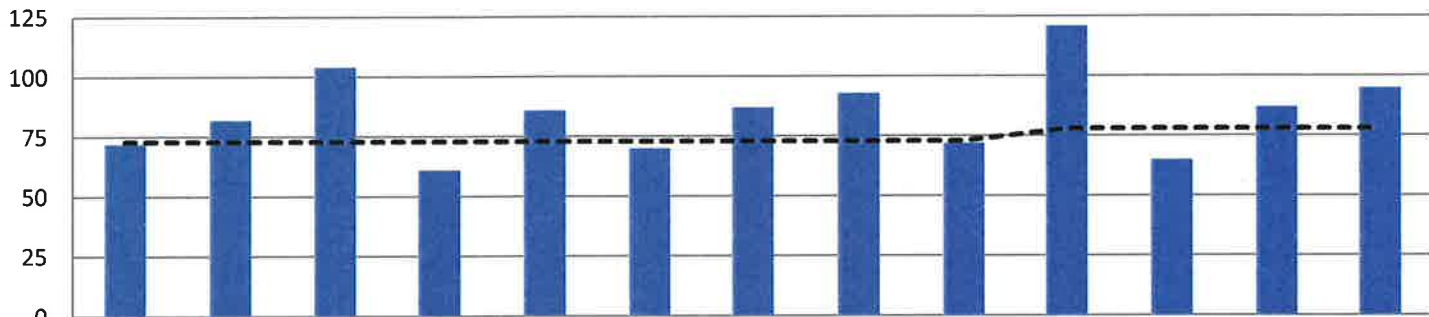
Admissions Budget



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

PATIENT DAYS

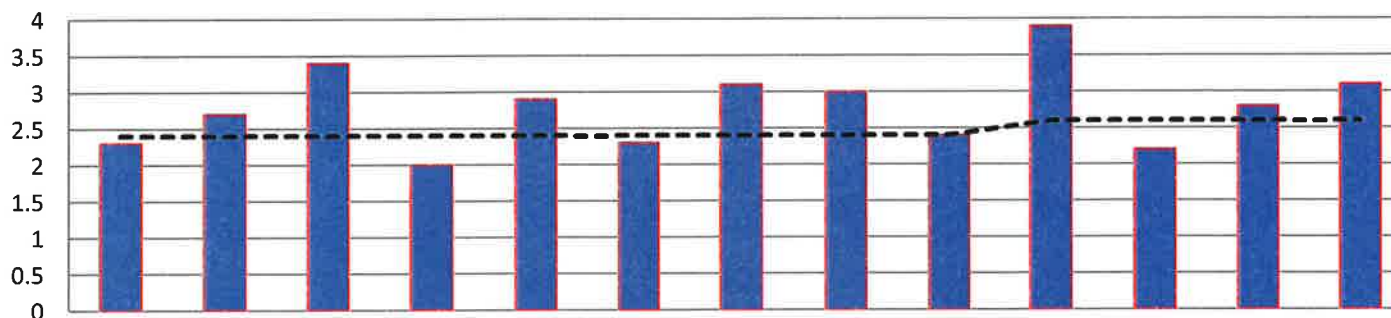
Pt Days Budget



	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19
Pt Days	72	82	104	61	86	70	87	93	72	121	65	87	95
Budget	73	73	73	73	73	73	73	73	73	78	78	78	78

AVERAGE PATIENTS PER DAY

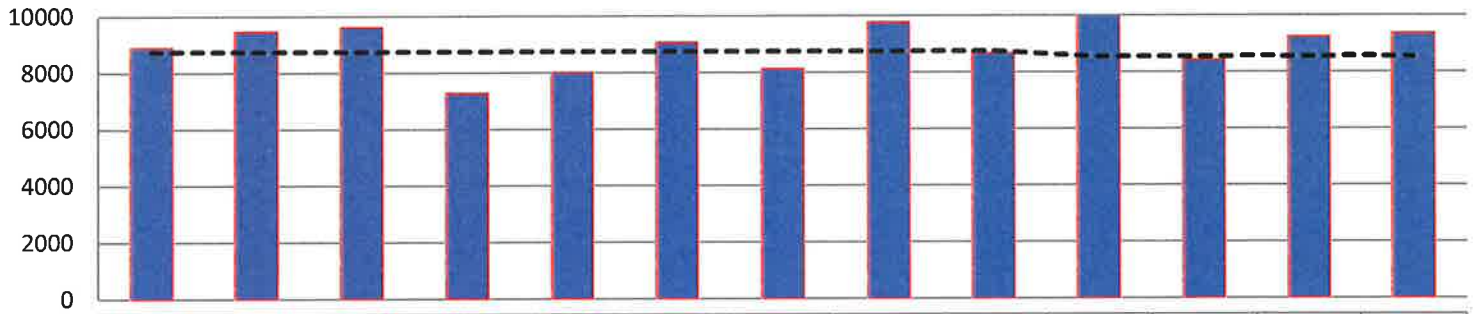
Avg Pt/Day Budget



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

LAB PROCEDURES

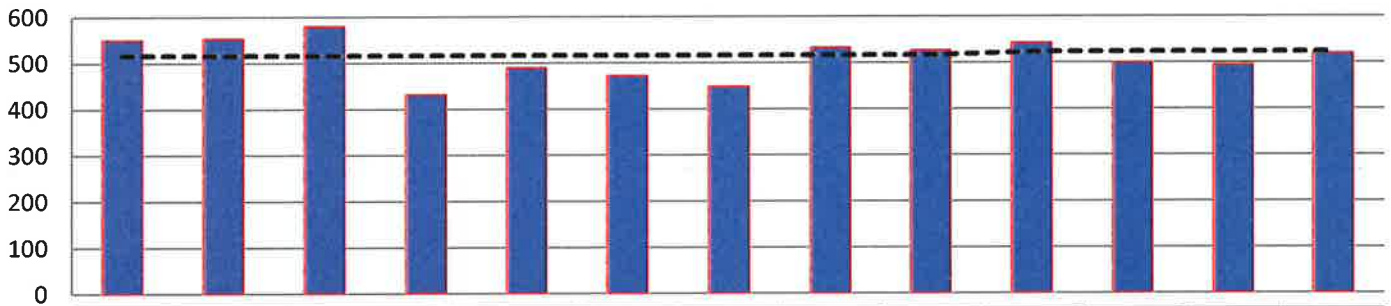
Lab Proc Budget



	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19
Lab Proc	8889	9455	9613	7278	8009	9060	8116	9767	8657	10444	8422	9239	9356
Budget	8750	8750	8750	8750	8750	8750	8750	8750	8750	8542	8542	8542	8542

IMAGING PROCEDURES

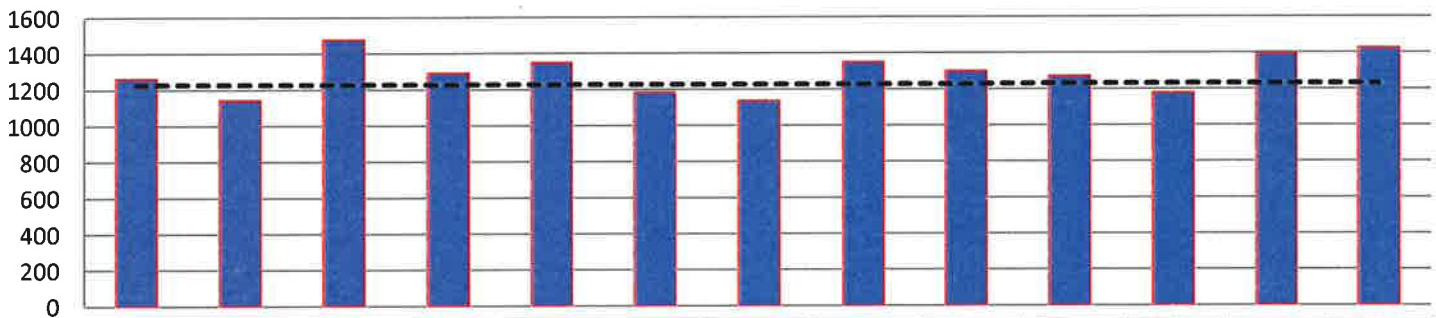
Imaging Proc Budget



	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19
Imaging Proc	550	553	579	431	489	472	448	532	526	542	499	494	519
Budget	516	516	516	516	516	516	516	516	516	523	523	523	523

REHAB MODALITIES

Rehab Modalities Budget



	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19
Rehab Modalities	1263	1143	1478	1293	1350	1184	1137	1350	1300	1271	1179	1395	1426
Budget	1229	1229	1229	1229	1229	1229	1229	1229	1229	1233	1233	1233	1233

8/2019 (month 4)

ASSETS:

CURRENT ASSETS

Cash in Bank	4,206,154
Flex Plan Fund	18,200
Designated Savings	3,324,383
Accounts Receivable	4,261,043
A/R Medicare Prosp Payment	(1,475,425)
Allowance Doubtful Accts	(464,000)
A/R Finance Billing	54,437
Inventories	225,656
Prepaid Expenses	216,686
Prepaid Defined Pension	1,312,179
Employee Loan Receivable	106,273
TOTAL CURRENT ASSETS	11,785,586

Board Designated Investment	4,631,334
Held by Trustee	398,331
TOTAL ASSETS LIMITED	5,029,665

FIXED ASSETS

Land	270,594
Land Improvements	3,023,036
Buildings	13,163,817
Fixed Equipment	8,064,388
Major Movable Equipment	5,186,871
Construction in Progress	-
SUB-TOTAL FIXED ASSETS	29,708,706

LESS-ACCUM DEPRECIATION	(14,059,000)
TOTAL FIXED ASSETS	15,649,706

TOTAL ASSETS 32,464,957

LIABILITIES:

CURRENT LIABILITIES

Accounts Payable	468,590
Third Party Settlement	260,371
Accrued Wages	87,136
Accrued Vacation	681,060
Accrued Benefits	415,359
Accrued Health Ins Premiums	146,245
Accrued Interest	-
Other Current Liabilities	100,196
TOTAL CURRENT LIABILITIES	2,158,957

LONG TERM LIABILITIES

Min Pension Liability	6,670,279
Long Term Debt, less current maturities	4,463,327
TOTAL LIABILITIES	13,292,563

NET ASSETS

Net Asset Balance	19,172,394
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TOTAL LIABILITIES & NET ASSETS

32,464,957

WINDOM AREA HEALTH
INCOME STATEMENT

8/31/2019

	8/31/2019		Budget 2020		Y-T-D 2020		Budget 2020		Revenue Comparison	
	Revenue	Comparison	Revenue	Comparison	Revenue	Comparison	Revenue	Comparison	Revenue	Comparison
PATIENT REVENUE										
Inpatient Revenue	\$677,470	22.14%	\$808,470	25.73%	\$2,957,757	24.27%	\$3,233,880	25.73%		
Outpatient Revenue	\$2,382,412	77.86%	\$2,334,012	74.27%	\$9,231,190	75.73%	\$9,336,048	74.27%		
Total Patient Revenue	\$3,059,882	100.00%	\$3,142,482	100.00%	\$12,188,947	100.00%	\$12,569,928	100.00%		
Contractual Adjustments	\$1,347,190	44.03%	\$1,360,821	43.30%	\$5,412,465	44.40%	\$5,443,284	43.30%		
Other Income	\$16,807	0.55%	\$14,502	0.46%	\$77,052	0.63%	\$58,008	0.46%		
NET OPERATING REVENUE	\$1,729,499	100.00%	\$1,796,163	100.00%	\$6,853,534	100.00%	\$7,184,652	100.00%		
EXPENSE										
Employee Salaries	\$624,124	36.09%	\$651,616	36.28%	\$2,474,753	36.11%	\$2,606,464	36.28%		
Employee Benefits	\$198,072	11.45%	\$201,742	11.23%	\$775,450	11.31%	\$806,968	11.23%		
Pharmaceuticals	\$136,709	7.90%	\$120,833	6.73%	\$338,694	4.94%	\$483,332	6.73%		
Supplies	\$95,854	5.54%	\$128,626	7.16%	\$477,092	6.96%	\$514,504	7.16%		
Rents & Utilities	\$32,503	1.88%	\$27,271	1.52%	\$110,023	1.61%	\$109,084	1.52%		
Purchased Services	\$381,769	22.07%	\$363,943	20.26%	\$1,547,063	22.57%	\$1,455,772	20.26%		
Other Direct Expenses	\$87,599	5.06%	\$116,860	6.51%	\$421,484	6.15%	\$467,440	6.51%		
Provision for Bad Debts	\$36,043	2.08%	\$16,775	0.93%	\$249,116	3.63%	\$67,100	0.93%		
Depreciation	\$124,444	7.20%	\$122,333	6.81%	\$494,463	7.21%	\$489,332	6.81%		
Interest Expense	\$58,551	3.39%	\$14,640	0.82%	\$58,551	0.85%	\$58,560	0.82%		
Total Operating Expense	\$1,775,668	102.67%	\$1,749,999	97.43%	\$6,946,689	101.36%	\$6,999,996	97.43%		
Income (loss) From Operations	(\$46,169)	-2.67%	\$46,164	2.57%	(\$93,155)	-1.36%	\$184,656	2.57%		
Investment Income	\$20,061	1.16%	\$7,017	0.39%	\$75,337	1.10%	\$28,068	0.39%		
Other Revenue/(Expenses)	\$44,550	2.58%	(\$4,875)	-0.27%	\$2,208	0.03%	(\$19,500)	-0.27%		
Non Operating Rev/Exp	\$64,611	3.74%	\$2,142	0.12%	\$77,545	1.13%	\$8,568	0.12%		
Increase in Net Assets	\$18,442	1.07%	\$48,306	2.69%	(\$15,610)	-0.23%	\$193,224	2.69%		

Month

WINDOM AREA HEALTH									
FY 2020									
CAPITAL ASSET ACQUISITIONS									
Yrs	Capital Asset	Vendor	Asset class	May	June	July	August		
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			
	Roof Restoration Therapy/Conf Area	Bargen Inc	Buildings				35,983.20		
	DirectTV System	Nation Sat	Maj Mov				16,220.00		
	Body Plethysmograph (Resp Therapy)	Medical Graphics Corp	Maj Mov				51,122.00		
	Total			306,872.97	132,914.28	87,769.03	103,325.20		

Windom Area Hospital Auxiliary Meeting August 12, 2019

The Windom Area Hospital Auxiliary held their monthly meeting Monday, August 12th 2019 at 6:00 p.m. in the 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. 21 members were present and reported their hours.

Rozanne Gronseth introduced our speaker, Susanne Murphy, President of Sunset Hospice Cottage in Worthington.

M/S Pam Dobson/Betty Olson to approve the agenda. Motion carried.

Recording Secretary's Report – Marlene Smith, Recording Secretary

- M/S Judy Woizeschke/Gerri Burmeister to approve the minutes as presented from the July 8, 2019 meeting. Motion carried.

Treasurer's Report – Gerri Burmeister

- Balance on hand as of July 31, 2019 was \$6,527.68. M/S Diane Sykora/Karla Taber to approve the Treasurer's Report for July 2019 as presented. Motion carried.

Auxiliary Liaison – Emily Saffert

- The Wound and Hyperbaric Healing Center held their 1st year anniversary celebration July 30th.

Corresponding Secretary – Betty Olson

- Sympathy and get well cards were sent to members and thank yous sent to our speakers.

Publicity – Linda Dawson – No report was available.

Membership – Nete Grunewald

Program – Rozanne Gronseth

- Next month's speaker will be talking on the topic of mental health.

Gift Shop – Pat Lenz & Karla Taber

- Everyone was encouraged to stop by the Gift Center and see the new items.

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

- MAHV Annual Conference will be held September 15 – 17, 2019. Marlene Smith and Karen Skarphol will be attending. M/S Karla Taber/Gerri Burmeister to donate a \$50 basket to the Conference. Motion carried.
- Windom will host the District E Fall Forum October 17th.

Administrator's Report – Shelby Medina, CEO

- Windom Area Health will be starting a Pain Management Clinic with Tim Klassen, CRNA/Interventional Pain Management Clinician in the near future.
- If you have problems getting preauthorization for procedures or other types of outpatient services due to new requirements set by BC/BS, please contact WAH to assist you.
- WAH Governing Board Executive members met with Avera representatives recently to discuss possible sharing of services between WAH and Avera Medical Group when the new clinic is built. At this time WAH is unable to identify potential partnering opportunities but will continue to monitor future opportunities to share medical services.

Old Business:

- The Auxiliary has approximately 350 Chamber Bucks raffle tickets remaining to sell at the Cottonwood County fair. There remains some shift openings at the Auxiliary's booth for Saturday afternoon. Drawing of Chamber Bucks raffle tickets will be held August 27th on KDOM's Kaleidoscope program.
- Betty Olson made 3 covers for the weighted blanket used in the Rehab Department. There remains about \$50.00 in that fund which Rehab will determine where to apply it.

New Business:

- A quilt has been donated to the Auxiliary and will be on display at the hospital Main Lobby. Raffle tickets will be sold during September and October for \$1.00 each. The quilt drawing will be held at the Halloween Bake Sale on October 31st.
- M/S Nancy Meyer/ Judy Woizeschke to donate \$100.00 to the Tammy Hall Breast Walk. Motion carried.
- The Auxiliary will sell pecans and pecan caramel clusters again this year. Marlene Smith and Pam Dobson will serve as co-chairs.
- A Halloween Bake Sale will be held Thursday, October 31. Dona Olsen will be one of the co-chairs for this event.
- A decision will be made in September if a Craft and Bake Sale will be held in December.
- The Auxiliary will host a Christmas Social again in December.
- Planning Committee members for the District E meeting will be Connie McCarthy, Rozanne Gronseth, and Marlene Smith.

The meeting was adjourned at 7:16 p.m.

Hostesses for tonight - Jane Boyer & Judy Woizeschke
Hostesses for August – Diane Sykora & Nancy Michalski
Hostesses for October – Linda Dawson & Joanne Kaiser

Upcoming Events

- Cottonwood County Fair – August 14 – 17
- Tuesday, August 27, 2019 – Chamber Bucks Raffle Ticket drawing on KDOM Kaleidoscope
- Next meeting – Monday, September 9, at 6:00 p.m.

Marlene Smith, Recording Secretary



FOUNDATION BOARD OF DIRECTOR'S MEETING

WEDNESDAY, SEPTEMBER 25, 2019
12Noon – Select lunch from Cafeteria
12:15 p.m. Meeting - Large Conference Room

AGENDA

- | | |
|---|---|
| I. CALL WAH FOUNDATION MEETING TO ORDER | Alice Huebert |
| II. FOUNDATION MEETING MINUTES -
- Approve minutes from regular meeting of May 28, 2019 | Alice Huebert |
| III. FINANCIAL STATEMENT -
- Review donation gift roster & assign thank-you calls. | Kim Armstrong |
| IV. OLD BUSINESS -
- Rebranding update
- Spring solicitation letter recap | Emily Masters
Kim Armstrong |
| V. NEW BUSINESS -
- Memorial donation from family of Ed Grunewald
- Fund transfers from Building Fund, Wound Center Fund, General Fund | Alice Huebert
Kim Armstrong |
| VI. PROJECTS -
- Tammy Hall Breast Health Walk
o Saturday, October 12, 2019
o Event planning

- Dad's Belgian Waffles
o Sunday, March 15, 2020, Windom Community Center

- V. Schendel Memorial Fun Run
o V. Schendel Color Me Fun Run financial recap, June 2019
o June 2020 date | Emily Masters

Kim Armstrong
Emily Masters |
| VII. DISCUSS NEXT MEETING DATE/TIME – October ____, 2019 at ____ (time) | Shelby Medina |
| VIII. MEETING CONCLUSION | Alice Huebert |

**Windom Area Health Foundation
Foundation Board Meeting Minutes
May 28, 2019 – 6:45 pm**

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

Absent: Eric Lohse

Recorder: Janel Eichstadt, Admin Asst

Call to Order: WAH Foundation Board Chair, Alice Huebert, called the meeting to order.

Foundation Minutes: Alice Huebert, Foundation Board Chair

M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE REGULAR MEETING OF MARCH 25, 2019 MEETING AS PRESENTED (JOHNSON/BARTELT).

Financial Statement: Kim Armstrong, Corporate Treasurer

M/S/C UNANIMOUSLY TO APPROVE THE FINANCIAL STATEMENT FOR THE MONTH OF APRIL 2019 AS PRESENTED (JOHNSON/BARTELT).

Assign Gift Thank-you Calls – Kim Armstrong

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

Annual Foundation Growth Chart

Kim distributed WAH Foundation's annual report, which points out the Foundation's Growth by Fiscal Year. She noted the Foundation's highlights for FY2019, which included a monetary donation to the Edith Sanford Breast Cancer Foundation for cancer research, chemo chair purchase, purchase of 2 adult CPR mannequins for the hospital, and awarding \$4000 in assistance to a cancer patient.

Old Business

Rebranding Update – Emily Masters

Emily stated Sanford converted to using our new rebranding logo on the Foundation's spring solicitation letter and reformatted the letter layout to make it look more professional and have a "cleaner" appearance. She noted that new WAH Foundation letterhead and envelopes using the new logo would be ordered in the near future as the current stock is almost depleted.

Spring Solicitation Letter-Emily Masters

Emily noted the spring solicitation letter was mailed out May 6, 2019. Currently, gifts are being received in response to this letter with thank you acknowledgement letters being sent to gift donors. Since the letter was only recently mailed, there were no monetary gift totals available to report at this meeting.

Executive Summary Reports–Shelby Medina

Shelby shared with Foundation members that they are now receiving Executive Summaries from members of WAH Sr. Management Team in their Foundation Board information to help in keeping them updated on events taking place with the hospital and employees. The Executive Summaries are currently part of the monthly WAH Governing Board books.

New Business

Foundation Board Attendance – Shelby Medina

Shelby introduced discussion relating to attendance requirements while serving as a member on the WAH Foundation board. She stated current WAH Foundation By-laws does not address attendance requirements while serving as a member on the Foundation board. She noted WAH Governing Board addressed this topic at their monthly meeting held earlier today. Shelby stated Governing Board members requested a policy be written establishing a 75% attendance requirement at regular monthly meetings to serve as a member on the WAH Governing Board

M/S/C UNANIMOUSLY FOR WINDOM AREA HEALTH FOUNDATION TO ESTABLISH A POLICY STATING FOUNDATION BOARD MEMBERS WILL BE REQUIRED TO ATTEND A MINIMUM OF 75% OF REGULARLY SCHEDULED MEETINGS TO SERVE AS A MEMBER ON THE WAH FOUNDATION BOARD (JOHNSON/ROBINSON).

Projects

Fun Run – Emily Masters

Emily noted the annual Fun Run is scheduled for Saturday, June 8, 2019 beginning at 8:00 a.m. in Island Park. She noted volunteers are needed at stations along the Fun Run route. A sign-up sheet was passed around for board members to sign-up to help at this event.

Tammy Hall Breast Health Walk – Emily Masters

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

Dad's Belgian Waffles

Dad's Belgian Waffles has been booked for March 15, 2020 at the Windom Community Center.

Next Meeting Date

Board members were in agreement of not holding Foundation meetings during the months of June and July 2019.

The next WAH Foundation Board meeting will be held Monday, August 26, 2019 at 6:45 p.m. in the WAH Large Conference Room.

Windom Area Health Foundation meeting was concluded by Chairperson, Alice Huebert.

Sandy Robinson, WAH Foundation Secretary

Recorded by:

Janel Eichstadt, Admin Asst