

Meeting Name: Windom Area Health Governing Board of Directors

AGENDA

Purpose: Provide governance for Windom Area Health		
Meeting Date/Time/Location:	Monday, March 23, 2020 / 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	Leader:
STANDING ITEMS		
Call to Order	Call Windom Area Health Governing Board meeting to order at 5:30 p.m. by WAH Board Chairperson.	Dr Michael Fisher
Minutes	Approve Windom Area Health Governing Board minutes from the regular meeting of February 24, 2020 (<i>Board motion</i>)	Dr Michael Fisher
COMMITTEE REPORTS		
Professional Practice / Quality & Planning Cmte	Review committee activities.	Kay Gross
Finance / Personnel / Labor Relations & Building & Grounds Cmte	Review committee activities.	Ann Bartelt
OTHER REPORTS		
Statistical & Financial Performance Reports	Review & recommend approval of statistical & financial reports. (<i>Board motion</i>)	John P.
Funded Depreciation Transfer	Review & approve Funded Depreciation Account transfer. (<i>Board motion</i>)	John P.
Educational Assistance Applications	Review & recommend approval of application(s) for educational assistance. (<i>Board motion</i>)	Emily M.
New / Department Transfer Employees	Report on employees recently hired / transferred.	Emily M.
Medical Staff Credentialing & Meeting Update	Review & approve medical staff credentialing, upon recommendation from WAH Medical Staff (<i>Board motion</i>). Present update on business addressed at WAH Medical Staff meeting.	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.
Review of Policy	Present update to current OB policy.	Kathy B.
Administration	<ul style="list-style-type: none"> • Review and approve WAH committee meeting reports. (<i>Board motion to approve cmte mtg reports</i>) • COVID 19 Update 	Sr. Mgmt Team
City of Windom	Informational update.	Steve Nasby JoAnn Ray
Sanford Health Network	Informational update.	Terry Mahar, VP

WAH Foundation Board	Foundation Board meeting/Strategic Planning Retreat planned for March 30, 2020 has been postponed. Kim Armstrong presenting Foundation Board update	Shelby M.
WAH Auxiliary	February meeting minutes included in WAH Board book.	Shelby M.
NEW & OLD BUSINESS		
New Business	Motion to adjourn into Governing Board Executive Session to review CEO evaluation and compensation adjustment. (Board motion)	Shelby M.
Old Business		Dr Michael Fisher
CONCLUSION		
	Conclude WAH Governing Board meeting.	Dr Michael Fisher

Meeting Name: Windom Area Health Governing Board of Directors

MINUTES

Purpose: Provide governance for Windom Area Health	
Meeting Date/Time/Location:	Monday, February 24, 2020 / Meeting 5:30 pm / Large Conference Room Present: Dr. Michael B. Fisher, Kay Gross, Mary Holmen, Laura Fresk, Dan Ortmann, Ann Bartelt, Emily Masters/CHRO, John Peyer/CFO, Kathy Becker/DON, Shelby Medina/CEO, Terry Mahar/Sanford Health Network VP Absent: Cindy Espenson, Julie Brugman/Mt Lake Advisory Member, Dr. AJ Yusuf/Chief of Medical Staff, JoAnn Ray/City Council Liaison, Steve Nasby/City of Windom Administrator Others:
Members: All WAH Governing Board members	
Recorder:	Janel Eichstadt
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 JANUARY 27, 2020 (BARTELT/GROSS).
COMMITTEE REPORTS	
Professional Practice / Quality & Planning Cmte	Shelby updated the committee on the status of the clinic lease agreement between Windom Area Health and Windom Family Medical Center and Hartberg Medical Clinic. Shelby updated committee members on the status of the WAH Medical Staff By-laws. She noted Medical Staff members turned down the proposed Medical Staff By-laws offered by WAH Governing Board. Shelby shared options available for proceeding with discussions relating to the WAH Medical Staff By-laws. Shelby noted the healthcare law firm of Woods Fuller from Sioux Falls, SD, has been secured as legal counsel for Windom Area Health through a group contract agreement with Medi-Sota, which WAH is a member, to utilize their services. No Committee action was necessary on any of the before mentioned agenda topics.
Finance / Personnel / Labor Relations & Building & Grounds Cmte	M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$77,381.14 TO AAA COLLECTIONS AND APPROVE 6 FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$3773.30 (BARTELT/ORTMANN). To date, financial assistance accounts approved for write off total \$142,572 on a FY2020 budget of \$200,000. M/S/C UNANIMOUSLY TO ACCEPT THE FOLLOWING RESIGNATION – FT SCHEDULER EFFECTIVE 1-2-2020 (BARTELT/GROSS). There were no terminations to report. Discussion was held regarding the proposed clinic lease agreement between Windom Area Health and Hartberg Medical Clinic and Windom Family Medical Center with no Committee action taken. Shelby stated the healthcare law firm of Woods Fuller from Sioux Falls, SD, has been secured as legal counsel for Windom Area Health through a group contract agreement with Medi-Sota, which WAH is a member, to utilize their services. Shelby reported on the status of the proposed Windom Area Health Medical Staff Bylaws. She noted physicians met at the end of January to review the proposed Medical Staff Bylaws with the meeting outcome showing consensus amongst WAH Medical Staff physicians rejecting the proposed By-laws as presented. Options to proceed with discussions on the By-laws was given by Shelby with no Committee action taken.
OTHER REPORTS	
Statistical & Financial Performance Reports	January 2020 statistical and utilization graphs were reviewed. The month's total patient revenue was above 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 \$187,156. FY2020 year-to-date net income totals \$406,908 on a projected budget of \$434,763. Days in A/R were reported at 41.91 and Days Cash on Hand totaled 267. M/S/C UNANIMOUSLY TO APPROVE JANUARY 2020 STATISTICAL AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (BARTELT/FRESK).
	John P.

Funded Depreciation Transfer	M/S/C UNANIMOUSLY TO AUTHORIZE THE TRANSFER OF \$5837.78 FROM THE FUNDED DEPRECIATION ACCOUNT TO WAH CHECKING ACCOUNT FOR JANUARY 2020 CAPITAL ACQUISITIONS (GROSS/ORTMANN).	John P.																																										
Educational Assistance Applications	M/S/C UNANIMOUSLY TO APPROVE TWO EDUCATIONAL ASSISTANCE REQUESTS TOTALING \$7000 FROM TWO (2) RN EMPLOYEES, EACH REQUESTING \$3500 IN EDUCATIONAL ASSISTANCE, TO ATTEND CAPELLA UNIVERSITY ONLINE TO OBTAIN THEIR BSN DEGREES (GROSS/FRESK).	Emily M.																																										
New / Department Transfer Employees	The following new hires/department transfers were reported: Physical Therapist hired at .6 FTE beginning March 3, 2020; and 2 internal transfers-1 HUC transferring to the Scheduling Dept and the addition of part time Scheduling Dept duties to a part time Radiology Tech currently on staff.	Emily M.																																										
WAH Medical Staff Identifying and Meeting Update	<p>M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE MEDICAL STAFF, TO APPROVE THE FOLLOWING: (GROSS/BARTELT)</p> <p>REAPPOINTMENTS:</p> <table border="0"> <tr> <td>Raymond Allen, M.D.</td> <td>Cardiology</td> <td>Consulting</td> </tr> <tr> <td>Jennie Gappa, CRNA</td> <td>Anesthesia</td> <td>Allied Health Professionals</td> </tr> <tr> <td>Chelsea Twamley, CNP</td> <td>Vascular</td> <td>Allied Health Professionals</td> </tr> </table> <p>SANFORD TELEMEDICINE REAPPOINTMENTS:</p> <table border="0"> <tr> <td>Edward Czarnacki, M.D.</td> <td>Neuroradiology</td> <td>Telemedicine</td> </tr> <tr> <td>Susan Duffek, M.D.</td> <td>Pediatric Radiology</td> <td>Telemedicine</td> </tr> <tr> <td>Thomas Free, M.D.</td> <td>Neuroradiology</td> <td>Telemedicine</td> </tr> <tr> <td>Scott Pham, M.D.</td> <td>Cardiology</td> <td>Telemedicine</td> </tr> <tr> <td>Vanessa Smith, PA-C</td> <td>Orthopedic Surgery</td> <td>Telemedicine</td> </tr> </table> <p>V RAD APPOINTMENT:</p> <table border="0"> <tr> <td>John Stewart, M.D.</td> <td>Teleradiology</td> <td>Telemedicine</td> </tr> </table> <p>VRAD REAPPOINTMENTS:</p> <table border="0"> <tr> <td>Toseef Khan, M.D.</td> <td>Teleradiology</td> <td>Telemedicine</td> </tr> <tr> <td>Christopher Rickman, M.D.</td> <td>Teleradiology</td> <td>Telemedicine</td> </tr> </table> <p>RESIGNATIONS: (for informational purposes only)</p> <table border="0"> <tr> <td>Keith Anderson, M.D.</td> <td>Pathology</td> <td>Consulting</td> </tr> <tr> <td>Jennifer Neilson, RN</td> <td>Orthopedics</td> <td>Allied Health Professionals</td> </tr> <tr> <td>Laura Werneke, CRNA</td> <td>Anesthesia</td> <td>Allied Health Professionals</td> </tr> </table> <p>Kathy reported WAH Medical Staff members had discussions on the topics of prior authorization processes, care needs for bariatric patients, and recent insurance company denials on two inpatient cases that were addressed and resolved.</p>	Raymond Allen, M.D.	Cardiology	Consulting	Jennie Gappa, CRNA	Anesthesia	Allied Health Professionals	Chelsea Twamley, CNP	Vascular	Allied Health Professionals	Edward Czarnacki, M.D.	Neuroradiology	Telemedicine	Susan Duffek, M.D.	Pediatric Radiology	Telemedicine	Thomas Free, M.D.	Neuroradiology	Telemedicine	Scott Pham, M.D.	Cardiology	Telemedicine	Vanessa Smith, PA-C	Orthopedic Surgery	Telemedicine	John Stewart, M.D.	Teleradiology	Telemedicine	Toseef Khan, M.D.	Teleradiology	Telemedicine	Christopher Rickman, M.D.	Teleradiology	Telemedicine	Keith Anderson, M.D.	Pathology	Consulting	Jennifer Neilson, RN	Orthopedics	Allied Health Professionals	Laura Werneke, CRNA	Anesthesia	Allied Health Professionals	Kathy B.
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Patient Concern Reports	January 2020 Patient Concern Reports and patient survey comments were reviewed and found to be appropriately addressed.	Shelby M./ Kathy B.																																										
Patient Safety Reports	Kathy noted there was 1 reportable patient fall with a small skin tear noted, but no other injuries to the patient; 0 documented skin integrity issues to patients; 0 use of patient restraints; and 0 opioid-related deaths. Kathy noted there was 1 reportable adverse event in December 2019, which involved a wrong injection site resulting in no harm to the patient.	Kathy B.																																										
Administration	<p>CHRO, Emily Masters, distributed WAH Foundation Dad's Belgian Waffle Brunch tickets for this March 15th event. Emily mentioned currently open positions within the organization and interviews are taking place to fill several of the positions.</p> <p>DON, Kathy Becker, reviewed information from various meetings she attended.</p> <p>CEO, Shelby Medina, noted interviews for a new Director of Nursing would be taking place over the next week.</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE FOLLOWING COMMITTEE REPORTS AS PRESENTED (ORTMANN/BARTELT)</p> <ul style="list-style-type: none"> • Infection Prevention • Pharmacy & Therapeutics • Performance Improvement/Risk Mgmt • Utilization Review • ER/Trauma/Stroke • Patient & Family Advisory Committee (PFAC) • Safety 	Sr. Mgmt Team																																										

City of Windom	No report available.	Steve Nasby JoAnn Ray
Sanford Health Network	Terry reported Sanford facilities have recently upgraded to a new Sectra PACS radiology system. Sanford continues experiencing an unusually high rate of Influenza A cases this season in comparison to the past several years. Coronavirus screening is taking place at Sanford, when deemed necessary, with zero cases found to date. The Sanford PI Symposium will be taking place at the Sioux Falls Convention Center April 8, 2020.	Terry Mahar, VP
WAH Foundation Board	WAH Foundation Board will be meeting February 25, 2020, at 12:15 p.m. Plans for Dad's Belgium Waffle Brunch, to be held March 15, 2020, will be discussed. Kim Armstrong, Executive Director Compliance/Foundation & Auxiliary, will be attending the March 23 rd Governing Board meeting to present an update on WAH Foundation activities.	Shelby M.
WAH Auxiliary	January Auxiliary meeting minutes were included in WAH Governing Board books.	Shelby M.
NEW & OLD BUSINESS		
Old Business	There was no old business to report.	Dr Michael Fisher
New Business (is there a proposal date to add to the motion so it is clear what WAH proposal is being motioned and approved?)	<p>M/S/C UNANIMOUSLY TO ADJOURN FROM REGULAR BUSINESS OF THE WAH GOVERNING BOARD MEETING AND ENTER INTO A CLOSED SESSION FOR THE PURPOSE OF DISCUSSING CLINIC LEASE AGREEMENT TERMS BETWEEN WINDOM AREA HEALTH AND THE HARTBERG MEDICAL CLINIC AND WINDOM FAMILY MEDICAL CENTER (BARTELT/GROSS).</p> <p>Meeting was re-opened to the public at the conclusion of the closed session.</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE WINDOM AREA HEALTH PROPOSED NEW 3-YEAR CLINIC LEASE AGREEMENT, WITH A RENEWABLE OPTION AT THE END OF THE TERM, BETWEEN WINDOM AREA HEALTH AND THE HARTBERG MEDICAL CLINIC AND WINDOM FAMILY MEDICAL CENTER, TO BE SIGNED BY AFFECTED PHYSICIANS MARCH 1, 2020 AND BE RETROACTIVE TO JANUARY 1, 2020, USING THE FULL CLINIC SQUARE FOOTAGE NOTED IN THIS LEASE AGREEMENT (ORTMANN/HOLMEN).</p> <p>Shelby discussed with Governing Board members' available options to move forward on reintroducing discussions with WAH Medical Staff members regarding language revisions to the WAH Medical Staff Bylaws.</p> <p>M/S/C UNANIMOUSLY TO CREATE A GOVERNING BOARD MEMBER GROUP CONSISTING OF 3 BOARD MEMBERS FROM THE PROFESSIONAL PRACTICE COMMITTEE AND WAH CEO TO MEET WITH 2 DESIGNATED MEMBERS OF THE WAH MEDICAL STAFF TO ADDRESS REVISIONS TO THE WAH MEDICAL STAFF BYLAWS (GROSS/FRESK).</p>	Dr Michael Fisher
CONCLUSION		
	Meeting was concluded by Governing Board Chair, Dr. Michael Fisher.	Dr Michael Fisher

Signature _____, Ann Bartelt, Governing Board Secretary

**Meeting Name: Windom Area Health 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, March 23, 2020 / 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, John Peyerl/CFO, Kathy Becker/DON, Shelby Medina/CEO

Present:
Absent:
Others:

Chairperson (Acting Chairperson)

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 February 24, 2020. *(Cmte Motion)*

Kay Gross

FOLLOW-UP ITEMS

Bylaw Revision Update

Review update re: Medical Staff Bylaw revision and next steps.

Shelby M.

COVID-19 review

Discuss process and staffing plans

Shelby M.

CURRENT ITEMS

WAH Board / Medical Staff Event

Postpone April 26, 2020 Annual Medical Staff / WAH Board Dinner.

Shelby M.

Governing Board Appointments

Review Governing Board appointments.

Shelby M

CONCLUSION

Conclude meeting.

Kay Gross

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

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

Meeting Date/Time/Location: Monday, February 24, 2020 / 4:00 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, John Peyerl/CFO, Kathy Becker/DON, Shelby Medina/CEO

Present: Kay Gross, Mary Holmen, Dan Ortmann, Dr. Michael Fisher-ex officio, Emily Masters/CHRO, John Peyerl/CFO, Kathy Becker/DON, Shelby Medina/CEO, Terry Mahar/Sanford Health Network VP
Absent: Julie Brugman/Mt Lake Advisory Mbr, Dr. AJ Yusuf, Chief of Medical Staff
Others:

Chairperson (Acting Chairperson)

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 Chair, Kay Gross.	Kay Gross
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF JANUARY 27, 2020, AS PRESENTED (HOLMEN/ORTMANN).	Kay Gross

FOLLOW-UP ITEMS		
Clinic Lease Follow up	Shelby noted that at the end of the regular Governing Board meeting later this afternoon, a closed session will take place for Governing Board members to discuss information relating to the status of the proposed clinic lease agreement between Windom Area Health and Hartberg Medical Clinic and Windom Family Medical Center. She noted following the conclusion of the closed session, it is anticipated WAH Governing Board members will motion for a vote on the proposed new clinic lease agreement between Windom Area Health and Hartberg Medical Clinic and Windom Family Medical Center.	Shelby M.
Bylaw Revision Update	Shelby noted WAH Medical Staff members met late January to review the proposed WAH Medical Staff Bylaws. She stated Chief of Medical Staff, Dr. Yusuf, had informed her following the meeting that Medical Staff physicians unanimously opposed the proposed WAH Medical Staff Bylaws. Shelby shared options board members may consider to resume discussions with Medical Staff members pertaining to language in the Bylaws. No committee action was taken on this issue.	Shelby M.

CURRENT ITEMS		
Legal Process Review	Shelby stated the healthcare law firm of Woods Fuller from Sioux Falls, SD, has been secured as legal counsel for Windom Area Health through a group contract agreement with Medi-Sota, which WAH is a member, to utilize their services.	Shelby M.
Organizational Talent Review	Shelby shared with committee members how she is continuously monitoring WAH employee talents throughout the organization, assessing individual's skills and talents and how to best utilize those talents when opportunities present themselves. Of recent, Shelby noted one of WAH's registered dietitians has shown leadership qualities and skills to assume responsibilities of the Nutritional Services Dept. She stated that as other transitions take place within the organization, she would keep Board members apprised of changes.	Shelby M.

CONCLUSION		
	Chairperson, 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**

MARCH 23, 2020

APPOINTMENTS:

Chunyen Liu, M.D.
Christopher Ott, M.D.

Emergency Medicine
Emergency Medicine

Emergency Services
Emergency Services

REAPPOINTMENTS:

Gary Goldberg, M.D.
Sean Halligan, M.D.
Julie Langerock, CNP
Tarek Mahrous, M.D.
David Nagelhout, M.D.
Cindy Olson, R.N.

Urology
Cardiology
Cardiology
Cardiology
Cardiology
Ophthalmology

Consulting
Consulting
Allied Health Professionals
Consulting
Consulting
Allied Health Professionals

vRAD REAPPOINTMENTS:

Thomas Boden, M.D.
Sergey Shkurovich, M.D.
James Turner, M.D.

Teleradiology
Teleradiology
Teleradiology

Telemedicine
Telemedicine
Telemedicine

RESIGNATIONS:

FEBRUARY COMMENTS

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

EMERGENCY DEPARTMENT

1. Keep up the great work! You are the best, Great care, concerned staff and so helpful. I was here last fall, and the nurse in the Emergency Room even took the time to call my daughter at school to tell her I had to go by ambulance to Sioux Falls. Above and Beyond? You bet! Thanks ever so much! (From the suggestion box)
2. Very good.
3. No reason given for delay.
4. After hearing bad things about the ER in Windom I was impressed with such good care. I have bad hearing so don't always get words right.
5. Nurse rarely sanitized hands - only when I pointed it out. Nurse and x-ray team didn't work swiftly - doctor kept asking if they had done it yet. Doctor gave bad advice about how to care for symptoms - other doctors (elsewhere) were shocked...
6. Nurse did a great job at addressing concerns. Doctor gave bad advise (according to 2 follow up doctors). Doctor didn't sanitize hands.

INPATIENT

1. Very good. (Medical)
2. My stay was a positive experience. (Medical)
3. TV programming sucked - Pork chop worst I have not eaten. Therapy didn't stress urgency of exercise immediately. (Surgical)
4. Beds are too short for a person 6'3. He was told only had one bed extension. Very uncomfortable beds. (Medical)
5. I had a very positive experience. All staff, from registration to housekeeping to documentation to food to nursing staff, were nice, positive, effective and pleasant. Windom has a great team on staff. (OB)

OUTPATIENT

1. All PT staff are a class act and definitely know their jobs. Always having my best interest & care first & foremost. (Therapy)
2. I am always a little surprised that there are no chairs by the registration desk. I am 74 and still fully ambulatory but I tire easily while standing for very long. I would suggest that you look at the reception area at the Sanford clinic of internal medicine on 22nd in Sioux Falls. They have places to stand but also chairs for sitting right in front of the

FEBRUARY COMMENTS

receptionists. (Registration) As your records no doubt show, this was just a blood draw so it is hard to rate some of these things but I was sully satisfied with all involved. (Your care) (Lab)

3. Needed a ultrasound & no waiting & did get results before I left bldg. (Therapy)
4. Very pleased with *Susan Goodemote. She listens and assess the situation. I get results. I only ask for her now! (Radiology)
5. Out reach & surgery staff *Tim K. are great!
6. i have no complaints. i was treated great (Overall)
7. Jill was awesome. Thank you for letting come in early morning for fasting tests. (Lab)

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, March 23, 2020 / 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, John Peyerl/CFO, Emily Masters/CHRO, Kathy Becker/DON, Shelby Medina/CEO
Chairperson (Acting Chairperson): Ann Bartelt, Chairperson
Recorder: Janel Eichstadt

Category / Topic	Action step(s) / Updates	Leader:
STANDING ITEMS		
Call to Order	Call Finance/Personnel/Labor Relations & Building & Grounds meeting to order at 4:30 p.m. by Committee Chair.	Ann B.
Minutes	Approve minutes from regular meeting of February 24, 2020. (Cmte Motion)	Ann B.
Collections & Financial Assistance	Review & recommend approval of accounts. (Cmte Motion / Bd Motion)	John P.
Employee Resignations/Terminations	Review & recommend acceptance of resignations / terminations. (Cmte Motion / Bd Motion)	Emily M.
FOLLOW-UP ITEMS		
Bylaw Revision Update	Review update re: Medical Staff Bylaw revision and next steps	Shelby M.
COVID-19	Review process changes	Shelby M.
CURRENT ITEMS		
WAH Board / Medical Staff Event	Postpone April 26, 2020 Annual Medical Staff / WAH Board Dinner.	Shelby M.
FY2021 Budget	Preliminary review of FY2021 budget	John P.
Governing Board Appointments	Review Governing Board appointments	Shelby M.
CONCLUSION		
	Conclude meeting.	Ann B.

Meeting Name: Windom Area Health Finance / Personnel / Labor Relations & Building & Grounds Committee
MINUTES

Purpose: Review and recommend annual operating budget and capital expenditure plan, review and recommend capital expenditures, review and evaluate monthly financial reports, review and recommend approval of annual audit report, and recommend board approval to agenda items as requested.

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Present: Ann Bartelt, Laura Fresk, Dan Ortmann, Dr. Michael Fisher-ex officio, John Peyerl/CFO, Emily Masters/CHRO, Kathy Becker/DON, Shelby Medina/CEO, Terry Mahar/Sanford Health Network VP
Absent: Jilie Brugman/Mt Lk Advisory Mbr
Others:

Chairperson (Acting Chairperson)

Ann Bartelt, 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 Chairperson, Ann Bartelt. Ann B.

Minutes M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF JANUARY 27, 2020, AS PRESENTED (ORTMANN/FRESK). Ann B.

Collections & Financial Assistance M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND ACCOUNTS TOTALING \$77,381.14 TO AAA COLLECTIONS; RECOMMEND APPROVAL OF 1 NEW ACCOUNT FOR WRITE-OFF AT 75% TOTALING \$2543.25; 1 ACCOUNT WITH A BALANCE BELOW \$1500 WAS PRESENTED FOR A 100% WRITE-OFF TOTALING \$799.45; AND 4 PREVIOUSLY APPROVED ACCOUNTS WERE SUBMITTED WITH 1 AT 100% WRITE OFF TOTALING \$11.09, 1 AT 75% WRITE OFF TOTALING \$185.63, 1 AT 50% WRITE OFF TOTALING \$97.38, AND 1 AT 25% WRITE-OFF TOTALING \$136.50; WITH ALL APPROVED FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$3773.30 (FRESK/ORTMANN).
 In month 10 of FY2020, accounts totaling \$142,572 have been approved for Financial Assistance on a budget of \$200,000.

Employee Resignations/Terminations M/S/C UNANIMOUSLY TO RECOMMEND ACCEPTING THE FOLLOWING RESIGNATION – FT SCHEDULER EFFECTIVE 1-2-2020 (FRESK/ORTMANN). There were no terminations to report. Emily M.

FOLLOW-UP ITEMS

Clinic Lease Update Shelby noted that at the end of the regular Governing Board meeting later this afternoon, a closed session would take place for Governing Board members to discuss information on the status of the proposed new clinic lease agreement between Windom Area Health and Hartberg Medical Clinic and Windom Family Medical Center. She noted following the conclusion of the closed session, she anticipates Governing Board members to motion for a vote on the proposed new clinic lease agreement between Windom Area Health and the two independent clinics previously noted. No committee action was taken. Shelby M.

Bylaw Revision Update Shelby stated WAH Medical Staff members met late January to review the proposed WAH Medical Staff Bylaws. She noted the physicians vetted the proposed WAH Medical Staff Bylaws as presented. She shared options available that Board members may consider for future discussions with Medical Staff members pertaining to Bylaws language. No committee action was taken. Shelby M.

CURRENT ITEMS

Legal Counsel Contract Shelby informed committee members the healthcare law firm of Woods Fuller from Sioux Falls, SD, has been secured as legal counsel for Windom Area Health through a group contract agreement with Medi-Sota, which WAH is a member, to utilize their services. Shelby M.

CONCLUSION

Chairperson, Ann Bartelt, concluded the Finance/Personnel/Labor Relations & Building & Grounds Committee meeting. Ann B.

WINDOM AREA HEALTH
INCOME STATEMENT

	2/29/2020		Revenue		Revenue		Revenue		Revenue	
	2/29/2020	Comparison	Budget 2020	Comparison	Y-T-D 2020	Comparison	Budget 2020	Comparison	Budget 2020	Comparison
PATIENT REVENUE										
Inpatient Revenue	\$636,057	23.22%	\$808,470	25.71%	\$7,199,624	23.55%	\$8,084,700	25.71%		
Outpatient Revenue	\$2,103,335	76.78%	\$2,335,554	74.29%	\$23,368,698	76.45%	\$23,355,540	74.29%		
Total Patient Revenue	\$2,739,392	100.00%	\$3,144,024	100.00%	\$30,568,322	100.00%	\$31,440,240	100.00%		
Contractual Adjustments	\$1,077,235	39.32%	\$1,360,821	43.28%	\$13,351,082	43.68%	\$13,608,210	43.28%		
Other Income	\$16,909	0.62%	\$14,502	0.46%	\$180,161	0.59%	\$145,020	0.46%		
NET OPERATING REVENUE	\$1,679,066	100.00%	\$1,797,705	100.00%	\$17,397,401	100.00%	\$17,977,050	100.00%		
EXPENSE										
Employee Salaries	\$644,423	38.38%	\$651,616	36.25%	\$6,313,205	36.29%	\$6,516,160	36.25%		
Employee Benefits	\$204,709	12.19%	\$203,284	11.31%	\$1,980,001	11.38%	\$2,032,840	11.31%		
Pharmaceuticals	\$74,664	4.45%	\$120,833	6.72%	\$670,779	3.86%	\$1,208,330	6.72%		
Supplies	\$106,836	6.36%	\$128,626	7.16%	\$1,192,280	6.85%	\$1,286,260	7.16%		
Rents & Utilities	\$24,771	1.48%	\$27,271	1.52%	\$254,502	1.46%	\$272,710	1.52%		
Purchased Services	\$353,415	21.05%	\$363,943	20.24%	\$3,734,303	21.46%	\$3,639,430	20.24%		
Other Direct Expenses	\$77,584	4.62%	\$116,564	6.48%	\$1,112,014	6.39%	\$1,165,640	6.48%		
Provision for Bad Debts	\$4,213	0.25%	\$16,775	0.93%	\$444,013	2.55%	\$167,750	0.93%		
Depreciation	\$120,686	7.19%	\$122,333	6.80%	\$1,230,754	7.07%	\$1,223,330	6.80%		
Interest Expense	\$14,135	0.84%	\$14,640	0.81%	\$143,365	0.82%	\$146,400	0.81%		
Total Operating Expense	\$1,625,436	96.81%	\$1,765,885	98.23%	\$17,075,216	98.15%	\$17,658,850	98.23%		
Income (loss) From Operations	\$53,630	3.19%	\$31,820	1.77%	\$322,185	1.85%	\$318,200	1.77%		
Investment Income	\$18,839	1.12%	\$7,017	0.39%	\$173,057	0.99%	\$70,170	0.39%		
Other Revenue/(Expenses)	\$528	0.03%	\$9,470	0.53%	(\$15,337)	-0.09%	\$94,700	0.53%		
Non Operating Rev/Exp	\$19,367	1.15%	\$16,487	0.92%	\$157,720	0.91%	\$164,870	0.92%		
Increase in Net Assets	\$72,997	4.35%	\$48,307	2.69%	\$479,905	2.76%	\$483,070	2.69%		

WINDOM AREA HEALTH											
FY 2020											
CAPITAL ASSET ACQUISITIONS											
Yrs Dep	Capital Asset	Vendor	Asset class	May	June	July	August	September	October		
15	Therapy/Conf Rm Furniture	Canfield Business Interiors	CIP	35,727.19							
	Therapy/Conf Rm Architech Fees	I & S Group	CIP	2,357.28							
10	Therapy/Conf Rm Pay App	Kraus Anderson	CIP	258,513.21							
10	Signage Update (Windom Area Health)	Pride Neon Inc	CIP	10,275.29							
10	Misc Roof Repairs	Bargen Inc	Buildings		9,433.89						
7	Therapy - Power Tower	Performance Health	Maj Mov		5,711.55						
	Therapy/Conf Rm Pay App	Kraus Anderson	CIP		98,429.89						
10	Therapy - Nurse Call System	DTB Systems Group	CIP		7,490.00						
	Therapy/Conf Rm Architech Fees	I & S Group	CIP		261.00						
7	Conf Rm Video System	AVI Systems	CIP		11,587.95						
10	System 8: Surgical Saws	Stryker	Maj Mov			35,182.69					
	Therapy/Conf Rm Pay App: Final	Kraus Anderson	CIP			41,861.34					
10	Signage Update (Windom Area Health): Final	Pride Neon Inc	CIP			10,725.00					
10	Roof Restoration Therapy/Conf Area	Bargen Inc	Buildings				35,983.20				
10	DirectTV System	Nation Sat	Maj Mov				16,220.00				
6	Body Plethysmograph (Resp Therapy)	Medical Graphics Corp	Maj Mov				51,122.00				
15	Air Handling Unit for ER	Schwalbach	Fixed Equip					19,993.00			
15	Connect RTU - ER	Ron's Electric	Fixed Equip					1,259.00			
5	APLIO 1700 Ultrasound Imaging System	Canon Medical Systems	Maj Mov						120,330.00		
	Total			306,872.97	132,914.28	87,769.03	103,325.20	21,252.00	120,330.00		
Yrs Dep	Capital Asset	Vendor	Asset class	November	December	January	February				
15	Parking Lot - North	Salonek Concrete & Const	Land Imp	121,910.00							
15	Surgical Table - Pain Management	Surgical Tables Inc.	Maj Mov	11,549.00							
5	Broom for Toro 7200/360 Series	MTI Distributing	Maj Mov	5,747.84							
10	Fire Alarm System Upgrade	Custom Communications Inc.	Maj Mov	20,799.25							
7	Newborn Hearing Screener	Natus Medical	Maj Mov	11,942.53							
5	Isotour Bed Mattress	Stryker	Maj Mov		7,231.35						
5	PACS System Implementation - Sectra	Sanford Health	Maj Mov		25,000.00						
10	Convection Oven	Restaurant Design Equip	Maj Mov			5,837.78					
	Total			171,948.62	32,231.35	5,837.78	-				

Windom Area Hospital Auxiliary Meeting February 10, 2020

The Windom Area Hospital Auxiliary held their monthly meeting Monday, February 10, 2020 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. 22 members were present and reported their hours.

Our speaker was Rhonda Wahl, Registered Respiratory therapist at WAH.

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

Recording Secretary's Report – Marlene Smith, Recording Secretary

- M/S Judy Woizeschke/Diane Vellema to approve the minutes as presented of the January 13, 2020 meeting. Motion carried.

Treasurer's Report – Gerri Burmeister

- Balance on hand on January 31, 2020 was \$6,975.93. M/S Connie McCarthy/Marcia Libra to approve the Treasurer's Reports for January 2020 as presented. Motion carried.

Auxiliary Liaison – Kim Armstrong

- Kim's email address is Kimberly.Armstrong@sanfordhealth.org
- 51 Patron letters were sent out and to date 28 have responded.
- The Pain Clinic by Tim Klassen, CRNA/Interventional Pain Management Clinician, has administered 21 joint injections.
- 3D Mammograms are available at WAH, call to schedule your exam.
- The hospital participated in the Poverty Simulation with the school and Community Action Health Awareness Initiative.
- A new Laboratory service is now offered, "Direct Lab", which is a cash only service.
- WAH Foundation
 1. Is again offering Scholarships to students pursuing a degree in Healthcare.
 2. Is considering developing a Tranquility Garden by the pond with flowering trees, flowering plants, and outdoor furniture. Donations welcome.

Corresponding Secretary – Betty Olson

- No cards were sent in January.

Publicity – Emily Saffert (absent)

Membership – Nete Grunewald

- We are asking members to renew their annual membership at the April Banquet.
- A listing of members will be available after April.

Program – Rozanne Gronseth

- The speaker for March will be Brenda Skrove, ACE Coordinator.

Gift Shop – Marcia Libra & Karla Taber

- The Gift Shop now has “Wire” artwork on display from local artist, Dalton Piotter.

MAHV – Minnesota Association of Hospital Volunteers – Marlene

- May 13, 2020 is the Spring Forum.
- The MAHV website address is <https://mahv.org>
- Health Care Legislative Day is April 15, 2020 at the Capital.
- September 16–18, 2020 Annual Conference

Administrator’s Report – Shelby Medina, CEO (Given by Kim Armstrong)

Old Business:

- Valentines Day Balloon and Bake Sale – Marge Paschke
 - Bring goodies between 4:00 and 5:30 on Thursday, February 13th.
 - Balloons - Marcia Libra
 - M/S Betty Olson/Rozanne Gronseth to not offer delivery of any goodies or balloons at the Bake Sale. Motion carried.

New Business:

- Nominations for election of officers are:
 - Recording Secretary - Marlene Smith
 - Corresponding Secretary – Betty Olson
 - Board Members - Nancy Michalski, Diane Vellema, Judy Woizeschke
- Spring Banquet Committee: Marge Paschke, Pam Dobson, Diane Vellema, & Karla Taber.
- Staff Appreciation Committee: Judy Woizeschke, Judy Thiesen, and Shelby Medina.
- Vickie Schendel Color Jam to be held on Saturday, May 16, 2020. M/S Judy Woizeschke/Karla Taber to donate \$150.00, but not host a station. Motion carried.
- Karla Taber offered to notify WAHA members without email access.

The meeting was adjourned at 7:15 p.m.

Hostesses for tonight – Pat Lenz & Marge Paschke, assisted by Sue Curley

- March – Nete Grunewald & Connie McCarthy
- May – LaNette Reynolds & Marlene Smith

Upcoming Events

- Friday, February 14, 2020 – Valentines Day Balloon and Bake Sale
- Next Meeting – March 9, 2020 at 6:00
- Monday, April 13, 2020 Spring Banquet at Historical Society
- Monday, May 11, 2020 – May meeting
- Wednesday, May 13, 2020 – District E Spring Forum in Canby, MN.
- August 12–15 - Cottonwood County Fair

Marlene Smith, Recording Secretary