

Meeting Name: Windom Area Health Governing Board of Directors

AGENDA

Purpose: Provide governance for Windom Area Health		
Meeting Date/Time/Location: Monday, June 22, 2020 / Meeting 5:30 pm / Large Conference Room (SKYPE)		
Members: All WAH Governing Board members	Present:	
	Absent:	
Recorder:	Others:	
	Janel Eichstadt, Admin Asst	Leader:
Category / Topic	Action step(s) / Updates	
STANDING ITEMS		
Call to Order	Call Windom Area Health Governing Board meeting to order at 5:30 pm by WAH Board Chairperson.	Dr Michael Fisher
Minutes	Approve Windom Area Health Governing Board minutes from the regular meeting of May 26, 2020 (Roll call Board motion)	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. (Roll call Board motion)	John Peyerl
Funded Depreciation Transfer	Review & approve Funded Depreciation Account transfer. (Roll call Board motion)	John Peyerl
FY2020 Audit Review	Review of FY2020 Windom Area Health audit completed by CliftonLarsonAllen, during week of June 15, 2020.	John Peyerl
Educational Assistance Applications	Review & recommend approval of application(s) for educational assistance. (Roll call Board motion)	Emily Masters
New / Department Transfer Employees	Report on employees recently hired / transferred.	Emily Masters
Medical Staff Credentialing & Meeting Update	Review & approve medical staff credentialing, upon recommendation from WAH Medical Staff (Roll call Board motion). Present update on business addressed at WAH Medical Staff meeting.	Dr R.Dynes/ 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 Becker
Administration	<ul style="list-style-type: none"> Review and approve WAH committee meeting reports. (Roll call Board motion to approve cmte mtg reports) COVID-19 update on services and re-opening plan (phased approach) 	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 June 23 at 12:15pm in Large Conference Room. Welcoming new board member, Greg Scheitel.	Shelby Medina

WAH Auxiliary	Auxiliary met June 15, 2020, via Zoom. March 9, 2020 meeting minutes included in Board book.	Shelby Medina
NEW & OLD BUSINESS		
New Business		Dr Michael Fisher
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: Tuesday, May 26, 2020 / Meeting 5:30 pm / Large Conference Room (SKYPE)	
Members: All WAH Governing Board members Present: Ann Bartelt, Dan Ortmann, Dr. Michael Fisher, Mary Holmen, Laura Fresk, Justin Schmit, Kay Gross (Skype), John Peyer/CFO, Emily Masters/CHRO, Kathy Becker/DON, Shelby Medina/CEO, Terry Mahar/Sanford Health Network VP (Skype) Absent: Julie Brugman/Mt Lk Advisory Mbr, JoAnn Ray/City Council WAH liaison Other Attendees: Dr. R. Dynes/Chief of Medical Staff, Steve Nasby/City of Windom Administrator Janel Eichstadt	
Recorder:	
Category / Topic	
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. Due to the Covid-19 pandemic, this Governing Board meeting was held via Skype per League of MN Cities Open Meeting Laws, Public Health Emergency. Dr. Fisher welcomed new WAH Governing Board member, Justin Schmit, to the Board.
Election of Officers	Shelby presented the proposed Slate of Officers to the Windom Area Health Governing Board for FY2021. M/S/C UNANIMOUSLY TO APPROVE THE FY2021 SLATE OF OFFICERS TO THE WINDOM AREA HEALTH GOVERNING BOARD AS PRESENTED-GOVERNING BOARD CHAIR-DR. MICHAEL B. FISHER, VICE-CHAIR-KAY GROSS, SECRETARY-ANN BARTELT, & TREASURER-LAURA FRESK (ORTMANN/HOLMEN). ROLL CALL VOTE FOR MOTION APPROVAL – ORTMANN-YES, FRESK-YES, GROSS-YES, SCHMIT-YES, BARTELT-YES, HOLMEN-YES. NAY – NONE. MOTION PASSED. Committee chairs were designated as follows: Professional Practice Committee - Kay Gross and Finance/Personnel/Labor Relations/Building & Grounds - Ann Bartelt. Meeting resumed with Dr. Michael Fisher serving as chairperson.
Minutes	M/S/C UNANIMOUSLY TO APPROVE WINDOM AREA HEALTH GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF APRIL 27, 2020 (BARTELT/HOLMEN). ROLL CALL VOTE FOR MOTION APPROVAL – ORTMANN-YES, FRESK-YES, GROSS-YES, SCHMIT-YES, BARTELT-YES, HOLMEN-YES. NAY – NONE. MOTION PASSED.
COMMITTEE REPORTS	
Professional Practice / Quality & Planning Cmte	Shelby gave a staffing update regarding WAH employees who have been furloughed since April 1 st or have had a reduction in work hours due to Covid-19 events. Shelby stated furloughed employees would continue in their current status for an additional 2 months as hospital activity for patient services remains slow. Employees with a reduction in work hours will also remain under this status, however, as patient activity increases, each employee's position will be re-evaluated to determine if an adjustment in their work hours will need to be addressed. Dr. Dynes reported on the Surgery Committee's reintroduction of elective surgeries/procedures back into Windom Area Health, which began May 18 th . He noted all surgery/procedure patients are required to be tested for Covid-19, 72-hours prior to their surgery/procedure as a precautionary measure.
Finance / Personnel / Labor Relations & Building & Grounds Cmte	M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$37,461.19 TO AAA COLLECTIONS AND APPROVE 10 FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$6170.05 (BARTELT/SCHMIT). ROLL CALL VOTE FOR MOTION APPROVAL – ORTMANN-YES, FRESK-YES, GROSS-YES, SCHMIT-YES, HOLMEN-YES. NAY – NONE. MOTION PASSED. To date, financial assistance accounts approved for write off total \$6170.05 on a FY2021 budget of \$200,000. M/S/C UNANIMOUSLY TO ACCEPT THE FOLLOWING RESIGNATIONS – FT PATIENT ACCESS REPRESENTATIVE EFFECTIVE 6/2/2020, FT RN, MARY OELTIENBRUNS, RETIRING AFTER 27 YEARS OF SERVICE EFFECTIVE 7/31/2020, AND 1 INVOLUNTARY TERMINATION OF A HEALTH UNIT COORDINATOR EFFECTIVE MAY 14, 2020 (BARTELT/SCHMIT). ROLL CALL VOTE FOR MOTION APPROVAL – ORTMANN-YES, FRESK-YES, GROSS-YES, SCHMIT-YES, BARTELT-YES, HOLMEN-YES. NAY – NONE. MOTION PASSED. Shelby gave an update on departmental staffing adjustments noting furloughed employees will remain under this status for an additional 2 months and as patient services begin to increase again, those employees with reduction of work hours will be re-evaluated to determine if an adjustment to their work hours should be reassessed. A phone call with hospital auditor, Corey Boelter from CliftonLarsonAllen auditing firm was held with committee members regarding pre-audit information in preparation of the upcoming annual hospital audit scheduled for June 15-19, 2020. The CliftonLarsonAllen auditor noted this year's audit would be completed electronically due to Covid-19.
	Leader: Dr Michael Fisher Shelby Medina Dr Michael Fisher

OTHER REPORTS	
Statistical & Financial Performance Reports	<p>April 2020 statistical and utilization graphs were reviewed. The month's total patient revenue was substantially below budget projections due to the impact of Covid-19 affecting patient services; 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 \$215,662. FY2020 year-to-date net income totals \$986,903 on a projected budget of \$579,684. Days in A/R were reported at 34.28 and Days Cash on Hand totaled 291.</p> <p>M/S/C UNANIMOUSLY TO APPROVE APRIL 2020 STATISTICAL AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (BARTELT/FRESK) ROLL CALL VOTE FOR MOTION APPROVAL – ORTMANN-YES, FRESK-YES, GROSS-YES, SCHMIT-YES, HOLMEN-YES. MAY – NONE. MOTION PASSED.</p>
John Peyerl	
Funded Depreciation Transfer	<p>M/S/C UNANIMOUSLY TO AUTHORIZE THE TRANSFER OF \$72,069.33 FROM THE FUNDED DEPRECIATION ACCOUNT TO WAH CHECKING ACCOUNT FOR APRIL 2020 CAPITAL ACQUISITIONS (ORTMANN/SCHMIT). ROLL CALL VOTE FOR MOTION APPROVAL – ORTMANN-YES, FRESK-YES, GROSS-YES, SCHMIT-YES, HOLMEN-YES. MAY – NONE. MOTION PASSED.</p>
John Peyerl	
Financial Institution Designation	<p>M/S/C UNANIMOUSLY TO APPROVE BANK OF THE WEST, BANK MIDWEST TO INCLUDE THE CDARS PROGRAM, UNITED PRAIRIE BANK, AND FULDA AREA CREDIT UNION AS DESIGNATED FINANCIAL INSTITUTIONS DURING FY2021 FOR WINDOM AREA HEALTH (ORTMANN/FRESK). ROLL CALL VOTE FOR MOTION APPROVAL – ORTMANN-YES, FRESK-YES, GROSS-YES, HOLMEN-YES, SCHMIT-ABSTAINED DUE TO CONFLICT OF INTEREST. MAY – NONE. MOTION PASSED.</p>
John Peyerl	
FY2020 Audit	<p>John Peyerl, CFO, noted the annual Windom Area Health audit for fiscal year ending April 30, 2020 is scheduled to be completed electronically by the auditing firm of CliftonLarsonAllen during the week of June 15-19, 2020.</p>
John Peyerl	
Educational Assistance Applications	<p>There were no Educational Assistance applications submitted for board action.</p>
Emily Masters	
New / Department Transfer Employees	<p>There were no new hires/department transfers to report:</p>
Emily Masters	
Press-Ganey Employee Engagement Survey	<p>Emily presented a PowerPoint presentation on the Press Ganey final report relating to the employee engagement survey taken by Windom Area Health staff in 2019. Survey results were very favorable, showing improvement in employee engagement in most areas throughout the hospital. Emily noted that of the 60-question survey taken by 84% of WAH staff, only 3 survey questions had lower scoring results in comparison to the 2017 employee engagement survey, "which is excellent".</p> <p>M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM WAH MEDICAL STAFF, TO APPROVE MEDICAL STAFF CREDENTIALING AS PRESENTED (FRESK/BARTELT) ROLL CALL VOTE FOR MOTION APPROVAL – ORTMANN-YES, HOLMEN-YES, BARTELT-YES, FRESK-YES, GROSS-YES, SCHMIT-YES, MAY – NONE. MOTION PASSED.</p>
Emily Masters	
Medical Staff Credentialing & Meeting Update	<p>APPOINTMENTS: Annette Frank, RN Cardiology Allied Health Professionals</p> <p>REAPPOINTMENTS: Stephanie Buhler, M.D. Family Practice Active Staff Elizabeth Coleman, CNP Wound & HBO Allied Health Professionals Stephanie Preister, CNP Cardiology Allied Health Professionals</p> <p>VRAD REAPPOINTMENT: Cristina Cavazos, M.D. Teleradiology Telemedicine Kevin McDonnell, M.D. Teleradiology Telemedicine Marc Paul, M.D. Teleradiology Telemedicine Farhad Sani, M.D. Teleradiology Telemedicine</p> <p>RESIGNATIONS: Dean Batten, M.D. Teleradiology Telemedicine Thomas Boden, M.D. Teleradiology Telemedicine Toseef Khan, M.D. Teleradiology Telemedicine Paul Yates, M.D. Teleradiology Telemedicine</p>
Dr R. Dynes	

	Dr. Dynes reported on business addressed at the WAH Medical Staff meeting held earlier in the day. This included discussion of Dr. Dynes sharing information regarding the written surgery plan for reintroducing elective surgeries and procedures back into Windom Area Health due to the shutdown of this service because to the Covid-19 pandemic. WAH Medical Staff accepted all committee meeting reports as presented. Discussion was held regarding the physician call schedule. The MN Department of Health will be looking at various recommendations to meet requirements of the Trauma 4 re-designation status for Windom Area Health, which will be taking place later this year.	Shelby M./ Kathy B.
Patient Concern Reports	April 2020 Patient Concern Reports and patient survey comments were reviewed and found to be appropriately addressed.	Kathy Becker
Patient Safety Reports	Kathy reported there was 0 reportable patient falls; 0 documented skin integrity issues to patients; 0 use of patient restraints; and 0 opioid-related deaths. Kathy noted there were no reportable adverse events for the month as of May 19. Kathy Becker reported scholarship funds for OB education was recently awarded to WAH with several RN's participating in this OB education program. Kathy noted all obstetric patients arriving to WAH in active labor are being tested for Covid-19 upon admission to the hospital. Emily reported WAH employees are being screened at the beginning of their work shifts as a Covid-19 precautionary measure. Environmental Safety recently did rounds in the Surgery Dept with only minor issues found and addressed. Shelby reported information pertaining to her responsibilities was noted in her Executive Summary included in the Governing Board book. M/S/C UNANIMOUSLY TO APPROVE THE FOLLOWING WAH COMMITTEE MEETING REPORTS AS PRESENTED (FRESK/ORTMANN) ROLL CALL VOTE FOR MOTION APPROVAL – HOLMEN-YES, ORTMANN-YES, FRESK-YES, GROSS-YES, SCHMIT-YES, BARTELT-YES. NAY – NONE. MOTION PASSED.	Sr. Mgmt Team
Administration	<ul style="list-style-type: none"> • INFECTION PREVENTION • PHARMACY & THERAPEUTICS • PI/RISK • UTILIZATION REVIEW • SAFETY COMMITTEE • ER/TRAUMA/STROKE 	
City of Windom	The Windom Ambulance Department received a new ambulance last week. The various city entities are dealing with meeting Covid-19 requirements throughout its various departments. Covid-19 preparation is taking place for the reopening of some City facilities. The City of Windom office recently reopened to the public again.	Steve Nasby
Sanford Health Network	Terry shared Covid-19 statistical data throughout the nation, region and state. He noted Sanford patients are receiving Covid-19 testing prior to all surgeries or procedures per Sanford's surgery protocol.	Terry Mahar, VP
WAH Foundation Board	No Foundation Board meeting held in May. An activity update of the Foundation Board was included in the Board book.	Shelby Medina
WAH Auxiliary	There were no April meeting minutes included in the Board book, as the Auxiliary did not meet.	Shelby Medina
NEW & OLD BUSINESS		
New Business	There was no new business to report.	Dr Michael Fisher
Old Business	There was no old business to report.	Dr Michael Fisher
CONCLUSION		
	Meeting was concluded by Governing Board Chair, Dr. Michael Fisher.	Dr Michael Fisher
Board Education	Governing Board members reviewed, signed and returned their FY2021 Conflict of Interest statement form. Kim Armstrong, Executive Director of Corporate Compliance, gave a presentation on corporate compliance information. She shared information on how compliance is implemented at Windom Area Health and throughout the Sanford Enterprise system.	Kim Armstrong

Signature _____, Ann Bartelt, Governing Board Secretary

WINDOM AREA HEALTH GOVERNING BOARD EXECUTIVE SUMMARY

as of June 18, 2020

WAH MISSION: *"Dedicated to Health"*

CHIEF EXECUTIVE OFFICER REPORT

- **Organizational Updates**

- MDH conducted a random COVID 19 survey focusing on WAH's infection prevention and emergency preparedness plan as it relates to COVID 19. A final report will be emailed within 10 days from the date of survey (June 9, 2020). We continue to plan for our three (3) year MDH survey to happen by the end of this year.
- The Incident Command team continues to meet to discuss WAH's re-opening plan. WAH plans to implement different phases of opening to ensure the continued protection of all who enter the organization.
- WAH leadership continues to monitor staffing needs and plan to adjust FTE's as appropriate. Some furloughed staff have been reinstated in some capacity.
- Kelsey Andrews has accepted the DON position. Kelsey is currently employed with Des Moines Valley Health and Human Services as the Public Health Director. Kelsey's first day of employment will be Tuesday, July 21st.

- **Industry Updates**

- None

- **Committee Meeting Updates**

- Work Place Violence: **Nothing to Report**
 - **No incidents to discuss or report for the quarter**
- Infection Prevention: **Nothing to Report**
 - Last report was April 29, 2020
- Emergency Preparedness: **Nothing to Report**
- Pharmacy and Therapeutics: **Nothing to Report**
 - Last report was April 30, 2020
- PI/ Risk: **Nothing to report**
 - Last report was May 14, 2020
- Utilization Review: **Nothing to Report**
 - Last report was May 12, 2020

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of June 18th, 2020

WAH MISSION: *"Dedicated to Health"*

DIRECTOR OF NURSING REPORT

- **Medical/Surgical/OB/Emergency Room:**
 - Applications for vacant HUC position are being screened for interviews.
 - No new dates yet for PALS or MOAB.
 - We are modifying our COVID surge plan, which will allow us to use patient care rooms currently being reserved for COVID patients. In the event we admit a COVID positive patient, we have a plan in place to quickly revert to our original plan.

- **Diabetes Management/Oncology:**
 - Nothing to report at this time.

- **Surgery:**
 - Total joint surgeries started June 16th. Other same day surgeries have been going well, including cataracts.
 - Preoperative COVID testing going well. We have had one positive COVID patient who was asymptomatic and had to have surgery rescheduled.

- **Committee Meetings:**
 - OB Committee: Nothing to report
 - ER/Trauma/Stroke Committee: Nothing to report.
 - MHA Safety Data as of June 16th.
 - Falls – 2 - no injuries and protocols were followed.
 - Skin Integrity - 0
 - Restraints – 0
 - Opioid Deaths – 0
 - Reportable Events – 0

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of June 18, 2020

WAH MISSION: *"Dedicated to Health"*

CHIEF HUMAN RELATIONS OFFICER REPORT

Human Resources:

- Posted positions:
 - Director of Nursing (offer pending)
 - Front Office Specialist (wound)
 - Health Unit Coordinator
 - RN (retirement replacement)
- For 2020, we changed our Performance Evaluation cycle to July – August. Managers were reminded of this new timeline last week, with all evaluations being due by August 31st.

Community/Employee Health and Wellness:

- We are working on a re-opening plan for the Wellness Center. A soft/limited opening in late June is targeted, with a more full re-open in late July. We are currently replacing the flooring in the Wellness center
- On-site health screenings planned last week for employees have been cancelled. Our wellness vendor, Interactive Health, closed down operations suddenly on 6/15.
- WAH has been involved in the Windom-Wolf Lake Connection Trail Plan community meetings, planning committee, and report writing.
- We are conducting on-site health screenings for Cottonwood County employees this week.
- We are working closely with the farmers market for summer programming, including POP (Power of Produce), which launches in July, and WIC market bucks.
- La Tortuga Powerman challenge has approximately 30 community members and 9 employees participating.

Marketing/PR:

- We are planning a July BEAT, in lieu of our May edition.
- Marketing is working with the wound center to plan a patient celebration for late summer. This will be planned in accordance with current COVID regulations.

Committee Meetings:

- Employee Focus Finance: Quarter 2 Jeans Fund cause will be the Windom State Theater.
- Patient & Family Advisory Committee: We held a meeting with small attendance via Zoom so the meeting will be rescheduled.
- Safety: No report.
- Safe Patient Handling: No report.

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

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

Meeting Date/Time/Location: **Monday, June 22, 2020 / 4:00-4:30 pm / Large Conference Room (Skype)**

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, Admin Asst

Category / Topic	Action step(s) / Updates	Leader:
STANDING ITEMS		
Call to Order	Call Professional Practice/Quality & Planning Committee meeting to order at 4:00 pm by Committee Chairperson.	Kay G.
Minutes	Approve minutes from the regular Committee meeting of May 26, 2020. (Cmte Motion)	Kay G.
FOLLOW-UP ITEMS		
Medical Staff/CMO Review	<ul style="list-style-type: none"> Medical Staff Meeting business Medical Staff Credentialing review and recommendation for approval. (Cmte Motion / Bd Motion) 	Dr. R. Dynes
Medical Staff Bylaw	Review and discuss next steps (CMO vs. Med. Director pilot & peer review/disciplinary process)	Shelby M.
NEW/CURRENT ITEMS		
CONCLUSION		
	Conclude meeting.	Kay G.

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: Tuesday, May 26, 2020 / 4:00-4:30 pm / Large Conference Room (SKYPE)	
Members: Kay Gross, Mary Holmen, Dan Ortmann, Dr. Michael Fisher-ex officio, Emily Masters/CHRO, John Peyer/CFO, Kathy Becker/DON, Shelby Medina/CEO, Terry Mahar/Sanford Health Network (Skype) Absent: Julie Brugman Others: Dr. R. Dynes/Chief of Medical Staff	
Chairperson (Acting Chairperson): Kay Gross, Chairperson	
Recorder: Janel Eichstadt	
Category / Topic	Action step(s) / Updates
STANDING ITEMS	
Call to Order	The Professional Practice/Quality & Planning Committee meeting was called to order at 4:00 pm by Acting-chair, Dan Ortmann, per request of Kay Gross, Committee Chairperson. Due to the Covid-19 pandemic, this committee meeting was held via Skype per League of MN Cities Open Meeting Laws, Public Health Emergency.
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF APRIL 27, 2020, AS PRESENTED (HOLMEN/GROSS).
FOLLOW-UP ITEMS	
WAH Staffing	Shelby gave a staffing update regarding those employees who have been furloughed since April 1 st or have had a reduction in work hours due to Covid-19 events. Shelby stated furloughed employees would continue in their current status for 2 additional months as hospital activity for patient services remains slow. Employees with a reduction in work hours will also remain under this status, however, as patient activity increases, each employee's position will be re-evaluated to determine if an adjustment in their work hours will need to be addressed. Shelby also stated all job hires continue to be frozen at this time with the exception of the Director of Nursing position. She stated interviews for this position were recently held and she is awaiting for a return call from the candidate who has been offered the DON position.
COVID-19 Review	Shelby and Dr. Dynes, Chief of Medical Staff, reported on the Surgery Committee's reintroduction of elective surgeries/procedures back into Windom Area Health, which began May 18 th , following mandates established by the MN Department of Health and Center for Disease Control. Shelby stated Dr. Dynes is heading the Surgery Committee to assure all criteria is followed for future surgeries and procedures under Covid-19 guidelines. Dr. Dynes presented and discussed with committee members a written plan developed for Windom Area Health, which was mandated by MN Governor, Tim Walz, for all health care facilities providing surgery services. Dr. Dynes noted, as part of the written plan for WAH, all surgery/procedure patients are required to meet screening guidelines and receive Covid-19 testing 72-hours prior to their surgery/procedure. He stated WAH Materials Management Dept keeps him apprised of the PPE (Personal Protection Equipment) stock available to ensure supplies are adequate to continue providing surgical/procedural services. Currently, patient visitation remains restricted, but this matter is frequently under review according to individual patient needs.
Medical Staff Bylaw	Shelby reintroduced the subject of engaging back into discussions with WAH Medical Staff members regarding revisions to the current Medical Staff Bylaws. She noted committee consensus, when members were asked this past March when Covid-19 pandemic was announced, was to place Medical Staff Bylaws discussions on hold until Covid-19 events were more under control. Shelby requested and received input from committee members confirming their desire to re-enter into discussions with members of the WAH medical staff in the near future. Shelby will proceed with establishing a date for a meeting with the WAH medical staff.
NEW/CURRENT ITEMS	
Annual Officer Election	Shelby deferred the FY2021 proposed Slate of Officers for Windom Area Health Governing Board to be addressed at the regular WAH Governing Board meeting, which will be held later today.
	Shelby M.

CONCLUSION

Acting Chairperson, Dan Ortman, concluded the Professional Practice/Quality & Planning Committee meeting.

Dan
Ortman

Statement of Confidentiality: Records, data, and knowledge, including minutes collected for and by individuals or committees, or committees assigned peer review functions, are confidential, not public records and are not available for court subpoena in accordance with Minnesota MSA 145.61-145.67.

**WINDOM AREA HEALTH
CREDENTIALING**

JUNE 22, 2020

REAPPOINTMENTS:

Steven Hartberg, M.D.
David West, M.D.
Lindsay Wiese, RN

Family Practice/Wound & HBO	Senior Active Staff
Ophthalmology	Consulting
Ophthalmology	Allied Health Professionals

vRAD REAPPOINTMENT:

Benjamin Strong, M.D.

Teleradiology	Telemedicine
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MAY COMMENTS

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

EMERGENCY DEPARTMENT

1. Was good – was sent to Worthington for an MRI I didn't need.
2. Everything went well and I am well satisfied.

INPATIENT

- 1.

OUTPATIENT

1. No wait at all. (Registration) (Radiology)
2. I have not been able to return for p. therapy because of severe arthritis in hip and hands. (Therapy)
3. another patient came in the waiting room, yanked his mask off & sat there, obviously having a bad attitude. Nothing that staff even noticed, but I would have liked to have told him to put it on. (Registration) The tech was not at all friendly and didn't talk at all. I don't expect a full-fledged conversation, but some niceties go along ways. (Your care) I never noticed if she washed her hands so probably shouldn't comment on that. The probe was very uncomfortable & she never asked once about it. I just had to bite my tongue & count to 10!! (Overall Assessment) (Echo and Stress Test)
4. In and out (Registration) Very efficient and courteous (Your care) Friendly and clean (Overall Assessment) (Lab)
5. Why is this necessary? Job security or what? (Our sensitivity to your needs) (Lab)
6. 45 minute wait (Registration) (Radiology)
7. Good. (Registration) Very efficient and courteous (Your care) (Lab)
8. In and out very good! (Registration) Very efficient and courteous. (Your care) Friendly and clean. (Overall assessment)
9. No cookies and no newspapers. (Registration) (Stress testing)
10. very good job by everyone much better than other hospitals (Overall care) (department not listed)
11. I didn't go to registration. I talked to scheduling and the directions she gave weren't correct. I had to call in and see where I needed to go instead. (Registration) (Lab)
12. I only had to go to lab. (Registration) (Lab)
13. Staff is friendly and very helpful. (Registration) (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, June 22, 2020 / 4:30-5:15 pm / Large Conference Room (SKYPE)

Members: Ann Bartelt, Laura Fresk, Justin Schmit, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lk Advisory Mbr, John Peyerl/CFO, Emily Masters/CHRO, Kathy Becker/DON, Shelby Medina/CEO

Present:
Absent:
Others:

Chairperson (Acting Chairperson)
 Ann Bartelt, Chairperson
Recorder:
 Janel Eichstadt, Admin Asst

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 pm by Committee Chairperson.	Ann B.
Minutes	Approve minutes from regular meeting of May 26, 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		
WAH Staffing	Staffing updates & discussion of hiring temporary screening positions	Shelby M.
FY2020 WAH Audit	Review of FY2020 audit by CliftonLarsonAllen audit performed during week of June 15.	John P.
NEW/CURRENT ITEMS		
CONCLUSION		
	Conclude meeting.	Ann B.

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

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Meeting Date/Time/Location: Tuesday, May 26, 2020 / 4:30-5:15 pm / Large Conference Room (SKYPE)

Members: Ann Bartelt, Laura Fresk, Justin Schmit, Dr. Michael Fisher-ex officio, John Peyer/CFO, Emily Masters/CHRO, Kathy Brugman/Mt Lk Advisory Mbr, John Peyer/CFO, Emily Masters/CHRO, Kathy Becker/DON, Shelby Medina/CFO

Present: Ann Bartelt, Laura Fresk, Justin Schmit, Dr. Michael Fisher-ex officio, John Peyer/CFO, Emily Masters/CHRO, Kathy Becker/DON, Shelby Medina/CEO, Terry Mahar/Sanford Health Network VP (Skype)
Absent: Julie 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. Committee members welcomed new board member, Justin Schmit, to the Finance Committee. Due to the Covid-19 pandemic, this meeting was held via Skype per League of MN Cities Open Meeting Laws, Public Health Emergency.

Ann B.

Minutes

M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF APRIL 27, 2020, AS PRESENTED (FRESK/SCHMIT).

Ann B.

Collections & Financial Assistance

M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND PATIENT ACCOUNTS TOTALING \$37,461.19 TO AAA COLLECTIONS; RECOMMEND APPROVAL OF THE FOLLOWING FINANCIAL ASSISTANCE PATIENT ACCOUNTS - 2 NEW ACCOUNTS-1 AT 75% WRITE-OFF TOTALING \$2759.23 AND 1 ACCOUNT AT \$0 WRITE-OFF; 2 ACCOUNTS WITH BALANCES BELOW \$1500 WAS PRESENTED WITH BOTH ACCOUNTS RECEIVING A \$0 WRITE-OFF ; 5 PREVIOUSLY APPROVED ACCOUNTS WITH 3 ACCOUNTS RECEIVING A 100% WRITE-OFF TOTALING \$233.90, 1 ACCOUNT RECEIVING A 75% WRITE-OFF TOTALING \$591.85, AND 1 ACCOUNT RECEIVING A 50% WRITE-OFF TOTALING \$1065.33; AND 1 ACCOUNT OF A DECEASED PATIENT WITH NO PROBATE TOTALING \$1519.74; WITH ALL APPROVED FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$6170.05 (FRESK/SCHMIT).

John P.

Employee Resignations/Terminations

In month 1 of FY2021, accounts totaling \$6170.05 were approved for Financial Assistance on a budget of \$200,000. M/S/C UNANIMOUSLY TO RECOMMEND ACCEPTING THE FOLLOWING RESIGNATIONS AND TERMINATIONS – FT PATIENT ACCESS REPRESENTATIVE EFFECTIVE JUNE 2, 2020, NOTICE OF RETIREMENT FROM MARY OELTIENBRUNS, RN, WHO HAS BEEN A WAH EMPLOYEE FOR 27 YEARS, AND 1 INVOLUNTARY TERMINATION OF A HEALTH UNIT COORDINATOR EFFECTIVE MAY 14, 2020 (FRESK/SCHMIT).

Emily M.

FOLLOW-UP ITEMS

WAH Staffing

Shelby gave a WAH staffing update regarding those employees who have been furloughed since April 1st or have had a reduction in work hours due to Covid-19 events. Shelby stated furloughed employees would continue in their current status for an additional 2 months as patient activity remains slow. Employees with a reduction in work hours will also remain under this status. She noted, as patient activity increases in the various departments throughout the hospital, each employee's position is being re-evaluated to determine if an adjustment in their work hours is necessitated. Shelby also shared that all job hires continue to be frozen at this time with the exception of the Director of Nursing position. She stated interviews for this position were recently held and she is currently awaiting a return call on the candidate's job acceptance decision.

Shelby M.

NEW/CURRENT ITEMS

Annual Officer Election

Shelby deferred the FY2021 proposed Slate of Officers for Windom Area Health Governing Board to be addressed at the WAH Governing Board regular meeting, which will be held later today.

Shelby M.

CliftonLarsonAllen Pre-Audit Tele-conference Call

A phone call with auditor, Corey Boelter, from CliftonLarsonAllen auditing firm, was held with committee members regarding pre-audit information in preparation of the upcoming annual hospital audit scheduled the week of June 15-19, 2020.

John P.

CONCLUSION

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

Ann B.

WINDOM AREA HEALTH
INCOME STATEMENT

5/31/2020

	5/31/2020		Revenue		Budget 2021		Revenue		Y-T-D 2021		Revenue		Budget 2021		Revenue	
	5/31/2020	Comparison	Comparison	Comparison	Budget 2021	Comparison	Comparison	Comparison	Y-T-D 2021	Comparison	Budget 2021	Comparison	Budget 2021	Comparison	Budget 2021	Comparison
PATIENT REVENUE																
Inpatient Revenue	\$344,864	17.30%	35.00%	35.00%	\$501,267	17.30%	35.00%	35.00%	\$344,864	17.30%	\$501,267	17.30%	\$501,267	35.00%	\$501,267	35.00%
Outpatient Revenue	\$1,648,966	82.70%	65.00%	65.00%	\$930,924	82.70%	65.00%	65.00%	\$1,648,966	82.70%	\$930,924	82.70%	\$930,924	65.00%	\$930,924	65.00%
Total Patient Revenue	\$1,993,830	100.00%	100.00%	100.00%	\$1,432,191	100.00%	100.00%	100.00%	\$1,993,830	100.00%	\$1,432,191	100.00%	\$1,432,191	100.00%	\$1,432,191	100.00%
Contractual Adjustments	\$852,079	42.74%	43.00%	43.00%	\$615,842	42.74%	43.00%	43.00%	\$852,079	42.74%	\$615,842	42.74%	\$615,842	43.00%	\$615,842	43.00%
Other Income	\$508,805	25.52%	1.01%	1.01%	\$14,502	25.52%	1.01%	25.52%	\$508,805	25.52%	\$14,502	25.52%	\$14,502	1.01%	\$14,502	1.01%
NET OPERATING REVENUE	\$1,650,556	100.00%	100.00%	100.00%	\$830,851	100.00%	100.00%	100.00%	\$1,650,556	100.00%	\$830,851	100.00%	\$830,851	100.00%	\$830,851	100.00%
EXPENSE																
Employee Salaries	\$576,846	34.95%	68.85%	68.85%	\$572,065	34.95%	68.85%	68.85%	\$576,846	34.95%	\$572,065	34.95%	\$572,065	68.85%	\$572,065	68.85%
Employee Benefits	\$194,539	11.79%	23.22%	23.22%	\$192,940	11.79%	23.22%	23.22%	\$194,539	11.79%	\$192,940	11.79%	\$192,940	23.22%	\$192,940	23.22%
Pharmaceuticals	\$57,735	3.50%	7.09%	7.09%	\$58,921	3.50%	7.09%	7.09%	\$57,735	3.50%	\$58,921	3.50%	\$58,921	7.09%	\$58,921	7.09%
Supplies	\$56,526	3.42%	13.48%	13.48%	\$112,037	3.42%	13.48%	13.48%	\$56,526	3.42%	\$112,037	3.42%	\$112,037	13.48%	\$112,037	13.48%
Rents & Utilities	\$24,810	1.50%	3.36%	3.36%	\$27,880	1.50%	3.36%	3.36%	\$24,810	1.50%	\$27,880	1.50%	\$27,880	3.36%	\$27,880	3.36%
Purchased Services	\$377,454	22.87%	27.89%	27.89%	\$231,714	22.87%	27.89%	27.89%	\$377,454	22.87%	\$231,714	22.87%	\$231,714	27.89%	\$231,714	27.89%
Other Direct Expenses	\$99,430	6.02%	12.48%	12.48%	\$103,724	6.02%	12.48%	12.48%	\$99,430	6.02%	\$103,724	6.02%	\$103,724	12.48%	\$103,724	12.48%
Provision for Bad Debts	\$67,199	4.07%	3.26%	3.26%	\$27,083	4.07%	3.26%	3.26%	\$67,199	4.07%	\$27,083	4.07%	\$27,083	3.26%	\$27,083	3.26%
Depreciation	\$121,728	7.37%	14.72%	14.72%	\$122,333	7.37%	14.72%	14.72%	\$121,728	7.37%	\$122,333	7.37%	\$122,333	14.72%	\$122,333	14.72%
Interest Expense	\$14,135	0.86%	1.70%	1.70%	\$14,136	0.86%	1.70%	1.70%	\$14,135	0.86%	\$14,136	0.86%	\$14,136	1.70%	\$14,136	1.70%
Total Operating Expense	\$1,590,402	96.36%	176.06%	176.06%	\$1,462,833	96.36%	176.06%	176.06%	\$1,590,402	96.36%	\$1,462,833	96.36%	\$1,462,833	176.06%	\$1,462,833	176.06%
Income (loss) From Operations	\$60,154	3.64%	-76.06%	-76.06%	(\$631,982)	3.64%	-76.06%	-76.06%	\$60,154	3.64%	(\$631,982)	3.64%	(\$631,982)	-76.06%	(\$631,982)	-76.06%
Investment Income	\$14,303	0.87%	1.86%	1.86%	\$15,417	0.87%	1.86%	1.86%	\$14,303	0.87%	\$15,417	0.87%	\$15,417	1.86%	\$15,417	1.86%
Other Revenue/(Expenses)	\$1,512	0.09%	-0.25%	-0.25%	(\$2,083)	0.09%	-0.25%	-0.25%	\$1,512	0.09%	(\$2,083)	0.09%	(\$2,083)	-0.25%	(\$2,083)	-0.25%
Non Operating Rev/Exp	\$15,815	0.96%	1.60%	1.60%	\$13,334	0.96%	1.60%	1.60%	\$15,815	0.96%	\$13,334	0.96%	\$13,334	1.60%	\$13,334	1.60%
Increase in Net Assets	\$75,969	4.60%	-74.46%	-74.46%	(\$618,648)	4.60%	-74.46%	-74.46%	\$75,969	4.60%	(\$618,648)	4.60%	(\$618,648)	-74.46%	(\$618,648)	-74.46%

**WINDOM AREA HEALTH
FY 2021
CAPITAL ASSET ACQUISITIONS**

Yrs Dep	Capital Asset	Vendor	Asset class	May
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No capital assets placed in service in May

Total

-

Windom Area Hospital Auxiliary Meeting March 9, 2020

The Windom Area Hospital Auxiliary held their monthly meeting Monday, March 9, 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. 19 members were present and reported their volunteer hours.

Our speaker was Brenda Skrove, Cottonwood County ACE Coordinator. She explained how Auxilian volunteer hours could be counted for ACE, as well as for the Auxiliary.

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

Recording Secretary's Report – Marlene Smith, Recording Secretary

- M/S Betty Olson/Diane Vellema to approve the minutes as presented for the February 10, 2020 meeting. Motion carried.

Treasurer's Report – Gerri Burmeister

- Balance on hand as of February 29, 2020 was \$7,967.66. M/S Dona Olson/Connie McCarthy to approve the Treasurer's Reports for February 2020. Motion carried.

Windom Area Hospital Update – Kim Armstrong, Auxiliary liaison

- 2020 volunteer hours to date = 160
- Foundation
 1. Dad's Belgian Waffles – March 15 from 9:00a-1:00p at the Community Center.
 2. Tranquility Garden
 3. Scholarship Awards
 4. Foundation Board strategic planning session planned for March 30.
- DON candidate interviews have been completed. There were 3 outside candidates.
- An employee engagement survey has been launched.
- Brittney Schichtl (Surgery RN) was named Employee of the Quarter for 4th quarter 2019.
- New WAH website was launched in February of this year.
- January net income from operations was \$172,997. Year-to-date net income was \$268,555 versus a budget of \$286,380
- 3D Mobile Mammography services from Sanford started in January 2020.
- Coronavirus: WAH is prepared to triage patients who present with suspected Coronavirus. The hospital has been working with the local clinics and has a process for communication if patients present to the hospital or the clinics with suspected coronavirus symptoms. The hospital will be holding community lunch and learns providing updates, resources to refer to that are updated regularly, and answers any questions. The symptoms are similar to the flu and so are the standard precautions for mitigating your chances of getting the virus. Wash your hands more frequently, if you are around individuals who are coughing, try to remain at least 6 feet away, and frequently wipe down highly touched surfaces.

Corresponding Secretary – Betty Olson

- Three cards were sent in February.

Publicity – Emily Saffert (absent)

Membership – Nete Grunewald

- Kathryn Nemitz is a new Associate member.
- Dues should be paid at the April Banquet. Pay Gerri or Nete.

Program – Rozanne Gronseth

- The April meeting is our Spring Banquet. We will be honoring the WAH Maintenance Dept.
- Helen Evers has been a member for 25 years and will be honored.

Gift Shop – Marcia Libra & Karla Taber

- February was a good month. We have added some new things for spring and Easter.

MAHV – Minnesota Association of Hospital Volunteers – Marlene

- Spring Forum is planned for May 13, 2020.
- The MAHV website address is <https://mahv.org>
- Health Care Legislative Day is April 15, 2020 at the Capital.

Old Business:

- We had a profit of \$960.20 from the Valentines Day Balloon and Bake Sale. M/S Karla Taber/Pat Lenz to give this towards the Neo Blue Lights. Motion carried,
- WAH Staff Appreciation will be held Tuesday, May 12, 2020 from 2:00 – 4:00 pm. Committee: Judy Woizeschke, Vicki Burmeister, Linda Mix, and Karen Skarphol.

New Business:

- Election of Officers for 2020 was held.
 - Recording Secretary - Marlene Smith
 - Corresponding Secretary – Betty Olson
 - Board Members: Nancy Michalski, Diane Vellema, Judy Woizeschke
- Spring Banquet will be Monday, April 13, 2020 at the Cottonwood County Historical Society. Committee: Marge Paschke, Pam Dobson, Diane Vellema, & Karla Taber.
- Preserving the history of WAHA was briefly discussed.
- M/S Karla Taber/Pam Dobson that WAHA donate funds for 3 Fiesta Maple Trees to the Tranquility Garden. Motion was amended to donate \$1,000.00 for these trees and extra moneys be applied towards the “Miss Kim Bed.” Motion as amended was carried.

The meeting was adjourned at 7:25 p.m.

Hostesses for tonight – Nete Grunewald & Connie McCarthy

May 11 – LaNette Reynolds & Marlene Smith

Upcoming Events

- Monday April 13, 2020 Spring Banquet
- Monday May 11, 2020 – May meeting
- Wednesday May 13, 2020 – District E Spring Forum in Canby, MN.

Marlene Smith, Recording Secretary

W
WINDOM
AREA HEALTH
FOUNDATION

BOARD OF DIRECTOR'S MEETING

TUESDAY, JUNE 23, 2020

12:15 p.m. Meeting – Large Conference Room

(Lunch available from Cafeteria to eat in LCR)

AGENDA

- | | | |
|---|--|--------------------------------|
| I. CALL WAH FOUNDATION MEETING TO ORDER | | |
| - Introduction of new Foundation Board member | | Alice Huebert
Kim Armstrong |
| II. FOUNDATION MEETING MINUTES - | | |
| - Approve minutes from regular meeting of February 25, 2020 | | Alice Huebert |
| III. FINANCIAL STATEMENT - | | |
| - Review & approve financial statement(s) | | Kim Armstrong |
| - American Express incentive payment | | |
| - Distribute WAH Foundation notecards | | |
| - Review donations & assign thank-you calls | | |
| IV. OLD BUSINESS - | | |
| - Dad's Belgian Waffles | | Kim Armstrong |
| o Event discussion | | |
| - Scholarship awards update | | Kim Armstrong |
| - Rebranding update | | Kim Armstrong |
| - Tranquility Garden update | | Kim Armstrong |
| V. NEW BUSINESS - | | |
| - Foundation Planning Retreat | | Kim Armstrong |
| - Weekly email updates | | Kim Armstrong |
| - Meeting date/time | | Kim Armstrong |
| VI. PROJECTS - | | |
| - Color Jam | | Emily Masters |
| o Cancelled for CY2020 due to Covid-19 | | |
| - Tammy Hall Breast Health Walk | | Emily Masters |
| o October 10, 2020 | | |
| VII. MEETING CONCLUSION | | Alice Huebert |

**Windom Area Health Foundation
Foundation Board Meeting Minutes
February 25, 2020 at 12:15 p.m.**

Attending: Alice Huebert, Sandy Robinson, Kay Gross, Laura Fresk, Kim Armstrong/Exec Dir of Compliance & Foundation/Auxiliary

Absent: Eric Lohse, Steve Johnson, Ann Bartelt, Emily Masters/CHRO, Shelby Medina/Corp President

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 JANUARY 28, 2020 AS PRESENTED (ROBINSON/GROSS).

Financial Statement: Kim Armstrong, Corporate Treasurer

M/S/C UNANIMOUSLY TO APPROVE THE FINANCIAL STATEMENT FOR THE MONTH OF JANUARY 2020 AS PRESENTED (GROSS/FRESK).

Assign Gift Thank-you Calls – Kim Armstrong

Foundation donor gifts received during the month of January 2020 were reviewed. There were no donors acknowledged as giving gifts of \$100 or more to receive a personal phone call from a Board member acknowledging their gift.

Old Business

Rebranding Update-Foundation Flyer – Kim Armstrong

Kim reported that due to a new Marketing Dept staff member recently beginning her employment, she has not had an opportunity to create a new Foundation “rack card” for board members to review prior to the new card being used. An updated card will be presented for review once the sample has been completed.

Tranquility Garden–Kim Armstrong

Kim reported she recently received the outdoor bench purchased for the future Tranquility Garden to be built around the west side of the pond area. She noted this bench would be on display at the upcoming Farm and Home Show slated for March 7. Kim stated she would have information available to share with the public regarding the landscaping plans designed by Redwood Falls Nursery for the Tranquility Garden area. She noted the outdoor bench would also be on display at the Foundation Waffle Brunch March 15th and Riverfest in June to bring awareness to the public on what the WAH Foundation is doing as a fundraising project.

Kim also shared three different illustrations of the Tranquility Garden noting each drawing had different types of plants, trees, and landscaping ideas suggested. A group decision was made to proceed with the diagram showing one garden area with the outdoor bench placed among walking pavers near the pond’s walking path. Members noted the addition of a second garden may be added as funds become available, if so desired.

Scholarship Timeline–Kim Armstrong

Kim stated online scholarship applications are presently available online to those post high school students seeking a career in the healthcare field. Applications will be accepted until April 10, 2020. Those Board members volunteering to serve on the Scholarship Selection Committee are Alice Huebert, Sandy Robinson, Steve Johnson, and CHRO, Emily Masters.

Strategic Planning Session-Kim Armstrong

Kim stated the WAH Foundation Strategic Planning Retreat is being planned for the evening of March 30, 2020, from 5:30-8:00 p.m. Shelby has agreed to facilitate this meeting with dinner being provided by Windom Area Health’s cafeteria.

New Business

Ron Meyer Memorial Scholarship–Kim Armstrong

Kim communicated that Nancy Meyer recently met with her and made a \$500 donation to be applied towards a scholarship in memory of her late husband, Ron Meyer, which is to be awarded along with the other WAH Foundation scholarship award winners.

M/S/C UNANIMOUSLY FOR WINDOM AREA HEALTH FOUNDATION TO ADD AN ADDITIONAL \$500 TO THE RON MEYER MEMORIAL SCHOLARSHIP MAKING THIS A \$1000 SCHOLARSHIP AWARD TO BE AWARDED IN THE SPRING OF 2020 (ROBINSON/FRESK).

Windom Community Foundation–Kim Armstrong

Kim informed board members that processes are moving forward at establishing a Windom Community Foundation. She noted this organization would be affiliated with the SW Initiative Fund. Next steps are to assemble a 7-9 member Board that will complete 5-6 months of strategic planning and board development training.

Projects

Dad's Belgian Waffles – Kim Armstrong

Dad's Belgian Waffles has been booked for March 15, 2020 at the Windom Community Center. Kim noted she recently signed the contract for use of the Windom Community Center. Alice distributed waffle tickets to members. Sandy Robinson received a \$250 gift card from Thrivent, which will be used towards rental fees at the Windom Community Center. Sandy noted Thrivent also furnished shirts for Foundation members to wear at the brunch. Alice noted she took waffle brunch information to City Hall for publication on the cable rollup. Kim will have the Tranquility Garden bench on display. Steve Johnson offered to take care of getting the cooler and orange drink from McDonald's on the morning of this event. Funds from this brunch are designated for the Tranquility Garden project.

Color Jam Fun Run – Kim Armstrong

The Color Jam Fun Run is scheduled for May 16, 2020 in Mt. Lake. Windom Area Health is collaborating with Good Samaritan Societies in Windom and Mt. Lake for this event. Event proceeds will be divided between the three entities with WAH Foundation portion being placed in the Vickie Schendel Education Fund.

Tammy Hall Breast Health Walk – Kim Armstrong

This event will be held October 10, 2020. Additional details will follow as the date becomes closer.

Next Meeting Date

The next WAH Foundation Board meeting is planned for Monday, March 30, 2020, at 5:30 p.m. in the Large Conference Room to coincide with the Foundation Strategic Planning Retreat that same evening.

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

Sandy Robinson

WAH Foundation Secretary

Recorded by: Janel Eichstadt, Admin Asst