

Meeting Name: Windom Area Health Governing Board of Directors

AGENDA

| | | | |
|---|---|--|---------------------------|
| Purpose: Provide governance for Windom Area Health | | | |
| Meeting Date/Time/Location: | Monday, July 27, 2020 / Meeting 5:30 pm / Large Conference Room | | |
| Members: All WAH Governing Board members | Present: | | |
| | Absent: | | |
| | Others: | | |
| Recorder: | | | |
| Category / Topic | Action step(s) / Updates | | Leader: |
| 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 June 22, 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 Peyerl |
| Funded Depreciation Transfer | Review & approve Funded Depreciation Account transfer. <i>(Board motion)</i> | | John Peyerl |
| Educational Assistance Applications | Review & recommend approval of application(s) for educational assistance. <i>(Board motion)</i> | | Emily Masters |
| New / Department Transfer Employees | Report on employees recently hired / transferred. | | Emily Masters |
| HR Trends | Report on WAH employee turnover and other employee statistics. | | Emily Masters |
| Medical Staff Credentialing & Meeting Update | <ul style="list-style-type: none"> 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 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. <i>(Board motion)</i> 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 | No meeting in July. Foundation Bd Planning Retreat to be held August 13, 2020, 5:00-8:00 p.m. in Large Conf Room. | | Shelby Medina |

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|-------------------------------|---|-------------------|
| WAH Auxiliary | June Auxiliary meeting minutes included in Board book. Auxiliary met July 13, 2020, via Zoom. | Shelby Medina |
| NEW & OLD BUSINESS | | |
| New Business | FY2020 final audit presentation by CliftonLarsonAllen representative. | 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: | Monday, June 22, 2020 / Meeting 5:30 pm / Large Conference Room |
| Members: All WAH Governing Board members | Present: Ann Bartelt, Dan Ortmann, Dr. Michael Fisher, Mary Holmen, Laura Fresk, Justin Schmit, Kay Gross, Julie Brugman/Mt Lk Advisory Mbr, John Peyerl/CFO, Emily Masters/CHRO, Kathy Becker/DON, Shelby Medina/CEO, Terry Mahar/Sanford Health Network VP Absent: JoAnn Ray/City Council WAH liaison Other Attendees: Dr. R. Dynes/Chief of Medical Staff, Steve Nasby/City of Windom Administrator |
| Recorder: | Janel Eichstadt, Admin Asst |
| 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 MAY 26, 2020 (BARTELT/ORTMANN). |
| COMMITTEE REPORTS | |
| Professional Practice / Quality & Planning Cmte | Shelby gave a staffing update regarding the employment status of WAH employees who have been furloughed since April 1 st or have had a reduction in work hours due to Covid-19 events. It was noted employees would be returning to their positions in the near future as patient services are returning to normal volumes. Chief of Staff, Dr. Dynes, reported on business addressed at the Medical Staff meeting earlier in the day. Discussion was held concerning prioritization of next steps in addressing WAH Medical Staff Bylaw revisions when negotiations resume with WAH Medical Staff members. Discussion was held concerning a possible pilot between the Chief of Staff and WAH for the purpose of identifying the need for a Medical Director as proposed by WAH. A proposed draft job description was presented to the medical staff for review and comment. The proposed draft job description was presented to committee members for review. Both medical staff and governing board will need to endorse the pilot prior to it moving forward. |
| Finance / Personnel / Labor Relations & Building & Grounds Cmte | M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$67,823.02 TO AAA COLLECTIONS AND APPROVE 6 FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$4205.01 (BARTELT/SCHMIT). To date, financial assistance accounts approved for write off total \$8494.85 on a FY2021 budget of \$200,000. There were no resignations or terminations submitted for Governing Board action. It was noted a part-time RN with the Wound & Hyperbaric Healing Center, associated with Healogics, has resigned from her position. The FY2020 financial audit is in progress through the accounting firm, CliftonLarsonAllen. The FY2020 final audit presentation will be provided at the July WAH Governing Board meeting by a representative through the accounting firm of CliftonLarsonAllen. The FY2020 audit will also be presented to the Windom City Council in August. Shelby gave an update on departmental staffing adjustments noting furloughed employees will be returning their positions in the near future as patient activities are returning to normal volumes. |
| OTHER REPORTS | |
| Statistical & Financial Performance Reports | May 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 slightly below budget projections; total operating expenses were above budget expectations; net operating revenue and total operating expenses factored together left a net gain totaling \$75,969. FY2020 year-to-date net income totals \$75,969 on a projected budget of (\$618,648). Days in A/R were reported at 43.52 and Days Cash on Hand totaled 359. M/S/C UNANIMOUSLY TO APPROVE MAY 2020 STATISTICAL AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (BARTELT/ORTMANN) |
| Funded Depreciation Transfer | There was no transfer of Funded Depreciation funds for May 2020 as there were no capital purchases. |

John Peyerl

John Peyerl

Kay Gross

Ann Bartelt

Dr Michael Fisher

Dr Michael Fisher

Leader:

| | | |
|--|---|--------------------------|
| FY2020 Audit Review | John gave a summary review of the FY2020 Windom Area Health audit, which is in the process of being completed by CliftonLarsonAllen, during week of June 15, 2020. He noted this audit has been done via electronic means due to Covid-19. | John Peyerl |
| Educational Assistance Applications | M/S/C UNANIMOUSLY TO APPROVE AN EDUCATIONAL ASSISTANCE APPLICATION TOTALING \$3500 FROM A BUSINESS OFFICE STAFF PERSON TO ATTEND NOVA SE UNIVERSITY ONLINE TO OBTAIN HER DEGREE IN HEALTH LAW COMPLIANCE (GROSS/SCHMIT). | Emily Masters |
| New / Department Transfer Employees | The following new hires/department transfers were reported: WAH Wound & Hyperbaric Healing Center Unit Coordinator has transferred to the position of Business Office Patient Representative and an employment offer has been made to a candidate for the Director of Nursing position, noting her first day of employment is July 21, 2020. | Emily Masters |
| Medical Staff Credentialing & Meeting Update | M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM WAH MEDICAL STAFF, TO APPROVE MEDICAL STAFF CREDENTIALING AS PRESENTED (GROSS/FRESK) REAPPOINTMENTS: Steven Hartberg, M.D. Family Practice/Wound & HBO Senior Active Staff David West, M.D. Ophthalmology Consulting Lindsay Wiese, RN Ophthalmology Allied Health Professionals VRAD REAPPOINTMENT: Benjamin Strong, M.D. Teleradiology Telemedicine | Dr R.Dynes |
| Patient Concern Reports | Dr. Dynes reported on business addressed at the WAH Medical Staff meeting held earlier in the day. This included approval of Professional Practice committee reports. The Performance Improvement and Utilization reports were reviewed. Windom Area Health will begin offering Occupational Medical health services in the near future for local businesses looking for injury assessment services, Dept of Transportation physicals, drug assessments, and other related OccMed services. Dr. Dynes noted 85 endoscopies/procedures/surgeries have been completed in the past 6 weeks, which was due to reopening of the Surgery Department. He noted that beginning today, June 22 nd , all patients admitted to Windom Area Health will receive testing for Covid-19 and receive appropriate medical treatment according to their test results. It was noted Windom Area Health has had no Covid-19 inpatients or recorded any deaths. | Shelby M./Kathy B. |
| Patient Safety Reports | May 2020 Patient Concern Reports and patient survey comments were reviewed and found to be appropriately addressed. Kathy reported there was 2 reportable patient falls with no injuries and protocol was followed; 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 through June 18, 2020. | Kathy Becker |
| Administration | DON, Kathy Becker, reported Mary Oeltjenbruns, RN, would be retiring July 31, 2020 after providing 27 years of nursing services to WAH. RN's, Ashley Jensen and Cassie Getting, will be taking over responsibilities of the lactation program upon Mary's retirement. CHRO, Emily Masters, reported WAH is hosting the virtual La Tortuga Powerman wellness program with 34 participants. The Wellness Center will be re-opening in the near future using established guidelines from the MN Department of Health and CDC. Final details regarding the opening are currently being addressed. CEO, Shelby Medina, stated processes on re-opening the Cafeteria to the public is currently being worked on as well as addressing issues for increased visitors to WAH. Shelby also noted Covid-19 communications that come from her, the MN Department of Health and CDC, and emailed to board members, physicians, and other pertinent individuals, will not be as frequent from her as Covid-19 information has decreased in frequency. There were no WAH committee meeting reports presented for Governing Board approval. | Sr. Mgmt Team |
| City of Windom | Windom City Hall offices and the public library recently opened to the public using Covid-19 precautions. Windom swimming pool will be opening at the end of June to 50% capacity with Covid-19 precautions. Street project work continues and is moving along very well. The new apartment complex next to the Community Center will be opening about September 1. | Steve Nasby JoAnn Ray |
| Sanford Health Network | Terry shared information and statistics regarding Covid-19 pandemic. He noted outdoor visitation for patients in long-term care facilities would be starting in the near future at Sanford facilities. | Terry Mahar, VP |
| WAH Foundation Board | Foundation Board meeting will be held June 23, 2020. The Board will be welcoming new Foundation board member, Greg Scheitel. | Shelby Medina |
| WAH Auxiliary | WAH Auxiliary met June 15, 2020, via Zoom. Minutes from their meeting held March 9, 2020 were included in the Board book. | 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 | |

Signature _____, Ann Bartelt, Governing Board Secretary

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of July 27, 2020

WAH MISSION: *“Dedicated to Health”*

CHIEF EXECUTIVE OFFICER REPORT

- **Organizational Updates**

- Welcome Kelsey Andrews, DON! Kelsey started on Tuesday, July 21st.
- WAH received the final results of its random COVID 19 MDH survey conducted on June 9, 2020. We received only one citation for non-compliance relating to after hour and weekend employee screening process. WAH submitted its corrective action plan July 22, 2020.
- Our new psychiatric provider, Darla Miles, PMHNP, started offering outreach services in May. She is a native of Heron Lake with tentative plans to move back to the area within the next couple of years. We are excited to have her on-board.
- BC of Minnesota sent us notification that along with its commercial plans, effective October 5, 2020 its Medicaid policies will require GI, ENT, Hernia, Gynecology, and Orthopedic Arthroscopy & Foot procedures must be performed in an Ambulatory Surgical Center to be eligible for reimbursement. WE ARE EXEMPT from this and have letters from BC stating this. We will continue to monitor this as we continue to have issues with patients who are told they are not authorized to have outpatient procedures done at WAH.
- Governing Board monthly meetings will no longer be available via Skype. This will be re-evaluated on an as needed basis.

- **Industry Updates**

- HHS COVID-19 dashboards and data sets available:
 - The U.S. Department of Health and Human Services (HHS) on July 20 announced the creation of the Coronavirus Response Data Hub with the goal of providing as much transparency as possible through dashboards and raw data sharing. The website includes dashboards comparing hospital capacity by state, percentages of facilities reporting by state and the percentage of inpatient beds occupied by all patients. Please go to www.healthdata.gov for more information (MHA, email submitted by Rahul Koranne, July 21, 2020)

- **Committee Meeting Updates**

- Work Place Violence: **Nothing to Report**
 - **No incidents to discuss or report for the quarter**
- Infection Prevention: **Meeting on July 29th**
 - Plan to report in August
- Emergency Preparedness: **Nothing to Report**
- Pharmacy and Therapeutics: **Meeting on July 28th**
 - Plan to report in August
- PI/ Risk: **Nothing to report**
 - Last report was May 14, 2020
- Utilization Review: **Meeting on July 29th**
 - Plan to report in August

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
As of July 23, 2020
WAH MISSION: "Dedicated to Health"

CHIEF FINANCIAL OFFICER REPORT

Overview:

- Net income from operations was \$387,211 compared to a budget of (\$413,622). \$335,000 of the net income for the month came from applied stimulus funds. This brings the year-to-date net income to \$447,367 versus a budget of (\$1,045,604). We have applied \$835,000 in stimulus dollars this year.

The volume of activity in June was surprising good. Substantially all of our services were open or available, though some at reduced volumes. Because we anticipated most services would be unavailable when the budget was established, all outpatient activity exceeded budget. Inpatient activity tracked budget. Overall, gross patient revenues exceed budget by about 1.0% or \$32,890 in January. Inpatient gross revenue was 23.0% or \$123,318 less than budget. Outpatient was 88.4%, \$1,107,334 more than projected for the month. As a comparison to June 2019, total gross charges were 1.8% or about \$50,000 less.

- Imaging procedures exceeded past years volumes for the month of June. An average month produces about 500 procedures. There were over 600 procedures completed in June. General Radiology and CT scans were the main contributors to the positive volumes. There were eighteen more CT scans performed (151) than in an average month this year (133).
- Laboratory volumes have been off the charts. Last fiscal year laboratory tests averaged about 9,130 in a given month. There were 9,793 in the month of June. That is a 7.2% increase over historical averages.
- Surgery procedures were increased over April and May when we had three and five surgeries respectively. Fifty-five procedures were performed, compared to a historical average of about forty-three. Five joint replacements were completed in June.
- Rehab Therapy continues to see volumes increase from a low of 785 modalities in April. The department performed 1,175 modalities compared to a budget of 1,179 last June.

Contractual adjustments came in at 42.8%. This is consistent with our budget of 43.0%.

Overall, expenses were \$116,678 over budget, but about \$110,000 less than last June. With the reduced volume that was budgeted for the month, expenses were also budgeted lower. Because we were able to resume services sooner than anticipated we will likely see these variances for the next several months.

Looking Forward:

- FY 2020 Medicare Cost Report
- Mid-year Budget Revision

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of July 23, 2020

WAH MISSION: *"Dedicated to Health"*

DIRECTOR OF NURSING REPORT

- **Medical/Surgical/OB/Emergency Room:**
 - HUC position 0.9 FTE tentative start date July 28th.
 - Reviewing applications for 0.8 FTE mostly night RN position.
 - Welcome Kelsey Andrews new DON.

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

- **Surgery:**
 - Preoperative COVID testing going well.

- **Committee Meetings**
 - OB Committee: Committee meeting July 21st.
 - ER/Trauma/Stroke Committee: Nothing to report. Next meeting scheduled for July 28th.
 - MHA Safety Data as of July 13th.
 - Falls – 0.
 - Skin Integrity - 0
 - Restraints – 0
 - Opioid Deaths – 0
 - Reportable Events – 0

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of July 23, 2020

WAH MISSION: *"Dedicated to Health"*

CHIEF HUMAN RELATIONS OFFICER REPORT

Human Resources

- Posted positions:
 - Patient Access Representative (FT & Weekends)
 - Health Unit Coordinator
 - Medical Screeners
 - Accountant
 - Medical Records Coder
- Leaders all have their department's employee engagement scores and are in the process of meeting with their teams and setting action plans.
- We received notice that our unemployment bill is not due to the state for Q2. We are a reimbursable employer, so we do not pay unemployment insurance, rather the full unemployment claim paid.
- We are in the process of getting screeners hired to be able to open the Rehab Entrance.

Community/Employee Health and Wellness

- The Wellness Center has a new look (new flooring and 1 less wall) and is open for members from 7:30 – 5:00 by appointment only. Employees have extended hours.
- We held our first Power of Produce (POP) kid's program at the farmers market on Saturday the 11th. We had 11 kids participate.
- We are reviewing our employee health policy on Blood Borne Pathogen/Body Fluid Exposures (BBFE) for non-WAH employees.

Marketing/PR

- Marketing is working on a postcard mailer focusing on 3D Mammography that will be mailed to about 1,000 local residents. This is our first experience with direct mail.

Committee Meetings

- Employee Focus Finance: \$97 was raised for the Windom State Theater in Q2. Voting on the cause that will get the Q3 funds is underway.
- Patient & Family Advisory Committee: No report.
- 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, July 27, 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 Peyer/CFO, Kathy Becker/DON, Shelby Medina/CEO

Present:
Absent:
Others:

Chairperson (Acting Chairperson) Kay Gross, Chairperson

Recorder:

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 June 22, 2020. (*Cmte Motion*) Kay G.

FOLLOW-UP ITEMS

Medical Staff / CMO Review WAH Medical Staff meeting business. Dr. R. Dynes

Medical Staff Bylaws Review and discuss next steps (CMO vs. Med. Director pilot & peer review/disciplinary process) Shelby M.

NEW/CURRENT ITEMS

CONCLUSION

Conclude Professional Practice/Quality & Planning Committee meeting.

Kay G.

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

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Present: 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, Terry Mahar/Sanford Health Network
Absent:
Others: Dr. R. Dynes/Chief of Medical Staff

Chairperson (Acting Chairperson) Kay Gross, Chairperson

Recorder: Janel Eichstadt, Admin Asst

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

STANDING ITEMS

Call to Order

The Professional Practice/Quality & Planning Committee meeting was called to order at 4:00 pm by Committee Chairperson, Kay Gross.

Kay G.

Minutes

M/S/C UNANIMOUSLY TO APPROVE PROFESSIONAL PRACTICE/QUALITY & PLANNING COMMITTEE MINUTES FROM THE REGULAR MEETING OF MAY 26, 2020, AS PRESENTED (ORTMANN/HOLMEN).

Kay G.

FOLLOW-UP ITEMS

Medical Staff Meeting/CMO Review

Dr. Dynes provided a Covid-19 update at the Medical Staff meeting held earlier today and its effects to Windom Area Health since re-opening of the Surgery Dept 6 weeks ago. He noted Surgery Committee members meet weekly to prioritize surgical cases for necessity. He noted daily PPE supplies are monitored and inventoried daily to assure patients and hospital staff will remain protected from Covid-19. Dr. Dynes stated, effective immediately, all procedural and admitted patients to Windom Area Health would receive a Covid-19 test with test results determining the medical care plan for the patient and affected staff members.
 Windom Area Health will begin offering Occupational Medicine services to local businesses in the near future. Shelby noted this new service is being offered to employers who are seeking OccMed services for employee injury assessments, Dept of Transportation physicals, drug screening and other OccMed services. Nurse Practitioner, Naomi Bach, will be the provider for this new service line.
 Discussion was held concerning a possible pilot between the Chief of Staff and WAH for the purpose of identifying the need for a Medical Director as proposed by WAH. A proposed draft job description was presented to the medical staff for review and comment. The proposed draft job description was presented to committee members for review. Both medical staff and governing board will need to endorse the pilot prior to it moving forward.

Dr. R. Dynes & Shelby M.

Medical Staff Bylaw

Shelby led conversation on re-opening discussions with members of the WAH Medical Staff regarding review of the current Medical Staff Bylaws.

Shelby M.

NEW/CURRENT ITEMS

There were no New/Current items to report on for committee action.

CONCLUSION

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

Kay G.

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**

JULY 27, 2020

APPOINTMENTS:

Savanna Altstiel, LPN
Becki Wiese, ST

Cardiology
Ophthalmology

Allied Health Professionals
Allied Health Professionals

REAPPOINTMENTS:

Anthony Hericks, D.O.
Gaddum Reddy, M.D.
Anthony Sierra, M.D.

Pulmonology
General Surgery
OB/GYN

Consulting
Consulting
Consulting

SANFORD TELEMEDICINE APPOINTMENT:

Amy Sanford, M.D.

Internal Medicine

Telemedicine

vRAD REAPPOINTMENTS:

Scott Baginski, M.D.
David Burdette, M.D.
Julie Shaffrey, M.D.

Teleradiology
Teleradiology
Teleradiology

Telemedicine
Telemedicine
Telemedicine

RESIGNATION:

Jean-Paul Dym, M.D.

Teleradiology

Telemedicine

JUNE COMMENTS

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

EMERGENCY DEPARTMENT

1. Nurse, staff, * doctor on shift were amazing great. Thank you for what you guys do
2. Everything went very well sewed up my finger and I was on my way.
3. Very good for this visit.
4. due to the substandard care I received for a lactation requiring a simple stitch I had to have 3 medical visits since Memorial weekend. the doctor screwed up the repair, attempting to glue it instead. He applied MULTIPLE layers of steri strips and glue which subsequently had to be pulled off that next Tuesday. The tissue on the edges of the wound that should have been approximated (it was a clean cut with a knife) ended up dying and now I have a wound that will take multiple weeks to heal. At this time the edges are now gaping open. This was nothing but pure, laziness, & incompetence on the doctors part.
5. Excellent care!!
6. Even though we were in "the garage" - I had great care there. Being able to go into the bldg. was of course much better. The 2 nurses & dr. were great.
7. All good.
8. Because of the COVID-19, my wife wasn't allowed in the ER. She wasn't told what was going on for over 3 hours. The only thing I didn't like!
9. I was taken care of very well.
10. Thank you so much for helping us during this scary painful event and for waiting for us at the door.

INPATIENT

1. *Jaclyn, *Alysse, and *Ashley were my assigned nurses during my stay and they were fantastic. Very respectful and professional I also appreciate that *Mary was able to assist me in my breast feeding questions and concerns. (OB)
2. Exceptional doctor, wonderful nurses! (OB)
3. Once again, we had an amazing experience. Amid all of the COVID-19 stuff, we were treated very well and were given all the attention and respect we needed. (OB)
4. Doctor & all nurses who cared for me were very professional & friendly! (OB)
5. I was treated like I was family. (Medical)
6. Windom Hosp. gave me excellent care. (Medical)

JUNE COMMENTS

OUTPATIENT

1. It was a great experience. *Tim Klassen is the best! (Your care) (No dept.)
2. Cardiac Rehab visit registration is not at registration desk, but with provider (Registration) During rehab sessions, questions were always discussed to my satisfaction (Your care) All machines and surfaces were sanitized as well as the provider sanitized hands and wore mask and shield (Overall) (Cardiac Rehab)
3. Experienced no problems (Registration) (Stress Test)
4. Nurses were great - All i's were dotted & all t's crossed before going on. Wonderful staff. (Your care) (No dept.)
5. Staff is kind & helpful, patient in helping others. (Registration) Explained each step as she went. (Your care) (Radiology)
6. It went real good. Xrayed. ribs & had one bruised & one cracked. Gave some pain pills. He checked my lungs & had a little rattle so got me some cough syrup. (Overall Assessment) (Radiology)
7. I have never had a bad experience at the Windom Hospital. (Registration) (Radiology)
8. 6/15 was a Covid test didn't really register... Was told to wait in my car but when no one came, I did enter and ask and they sent me back to the car to wait so that is what I am doing the survey on. (Registration) (Lab)
9. There was almost no wait time. A hospital employee guided me to the CT area. (Registration) Staff person very upbeat. Seemed to be concerned that I knew what he was doing and why. (Your Care) I only dealt with one staff person for the scan but he definitely wanted me to know what was going and how I could insure success with the procedure. (Overall) (Radiology)
10. Very difficult to hear the person at the desk because of the person questioning those entering the hospital about whether or not they were ill, etc. Seemed extremely pointless to have everyone in masks and gowns asking questions and then leave the hospital and have to walk past everyone. Why worry about social distancing at all if that is the case. (Registration) (Radiology)
11. I got in very fast with no waiting at all. Everyone was friendly and professional. Great staff! (Registration) I have found all of the staff to be professional and friendly, whether they are working directly with me or even just walking by in the hallway. (Your Care) (Lab)
12. Good - but appt. was on May 28 - still have not receive test results. 6-8-2020. (Your Care) (Lab)
13. Mammography tech was very kind and was very receptive to my concerns. (Your care) (Radiology)
14. Never went inside. The test was done outside. (Registration) (Lab)
15. All staff were courteous and friendly. (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, July 27, 2020 / 4:30-5:15 pm / Large Conference Room

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:

| 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 June 22, 2020. <i>(Cmte Motion)</i> | Ann B. |
| Collections & Financial Assistance | Review & recommend approval of accounts. <i>(Cmte Motion / Bd Motion)</i> | John P. |
| Employee Resignations/Terminations | Review & recommend acceptance of resignations / terminations. <i>(Cmte Motion / Bd Motion)</i> | Emily M. |

FOLLOW-UP ITEMS

| | | |
|------------------|--|-----------|
| WAH Staffing | Staffing & temporary screening positions update | Shelby M. |
| MDH COVID Survey | Discuss finding of MDH COVID Infection Prevention Survey | Shelby M. |

NEW/CURRENT ITEMS

| | | |
|--|--|--|
| | | |
| | | |
| | | |

CONCLUSION

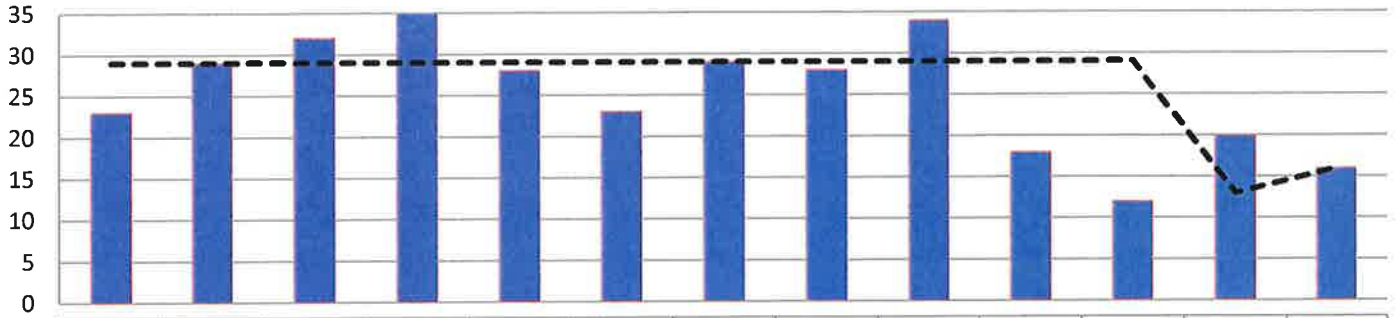
| | | |
|--|--|--------|
| | Conclude Finance/Personnel/Labor Relations & Building & Grounds meeting. | Ann B. |
|--|--|--------|

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

| | |
|---|--|
| Purpose: Review and recommend annual operating budget and capital expenditure plan, review and recommend capital expenditures, review and evaluate monthly financial reports, review and recommend approval of annual audit report, and recommend board approval to agenda items as requested. | |
| Meeting Date/Time/Location: Monday, June 22, 2020 / 4:30-5:15 pm / Large Conference Room | |
| Members: Ann Bartelt, Laura Fresk, Justin Schmit, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lake Advisory Mbr, John Peyerl/CFO, Emily Masters/CHRO, Kathy Becker/DON, Shelby Medina/CEO, Terry Mahar/Sanford Health Network VP | |
| Absent: | |
| Others: | |
| Chairperson (Acting Chairperson) | Ann Bartelt, Chairperson |
| Recorder: | Janel Eichstadt, Admin Asst |
| Category / Topic | Action step(s) / Updates |
| STANDING ITEMS | |
| Call to Order | Finance/Personnel/Labor Relations/Building & Grounds Committee meeting was called to order at 4:35pm by Chairperson, Ann Bartelt. |
| Minutes | M/S/C UNANIMOUSLY TO APPROVE FINANCE/PERSONNEL/LABOR RELATIONS/BUILDING & GROUNDS COMMITTEE MINUTES FROM THE REGULAR MEETING OF MAY 26, 2020, AS PRESENTED (BRUGMAN/FRESK). |
| Collections & Financial Assistance | M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND PATIENT ACCOUNTS TOTALING \$67,823.02 TO AAA COLLECTIONS; RECOMMEND APPROVAL OF THE FOLLOWING 6 FINANCIAL ASSISTANCE PATIENT ACCOUNTS: 1 NEW ACCOUNT AT 75% WRITE-OFF TOTALING \$3658.35; 2 ACCOUNTS WITH BALANCES BELOW \$1500 WITH 1 ACCOUNT AT 100% WRITE-OFF TOTALING \$193.85 AND 1 ACCOUNT AT 50% WRITE-OFF TOTALING \$112.75; AND 3 PREVIOUSLY APPROVED ACCOUNTS WITH 2 ACCOUNTS RECEIVING A 100% WRITE-OFF TOTALING \$181.75, AND 1 ACCOUNT RECEIVING A 25% WRITE-OFF TOTALING \$58.31; WITH ALL APPROVED FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$4205.01 (SCHMIT/FRESK). |
| Employee Resignations/Terminations | In month 2 of FY2021, accounts totaling \$8494.85 were approved for Financial Assistance on a budget of \$200,000. There were no WAH employee resignations or terminations to report. Emily noted a part-time RN from the Wound & Hyperbaric Healing Center, and a Healogics employee, has resigned from her position. |
| FOLLOW-UP ITEMS | |
| WAH Staffing | Shelby gave a WAH 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. She noted Windom Area Health continues moving forward in reopening phases of services, including the Wellness Center, therapies, and wound center, following MN Department of Health guidelines. Screening stations will continue to be available as employees and patients enter WAH. Shelby noted furloughed employees would be returning to their positions in the near future as the hospital advances towards its normal rate of offering its patient services. |
| FY2020 WAH Audit | John reported the FY2020 WAH audit was performed during the week of June 15 th , working with representatives from the auditing firm of CliftonLarsonAllen, and went very well. He noted the auditors are still collecting data to complete the audit; however, the electronic audit process has worked well for him and CliftonLarsonAllen auditors. John stated the FY2020 final audit presentation would be given by CliftonLarsonAllen auditors at the July 27 th Governing Board meeting. He noted the final WAH FY2020 audit would also be presented to the Windom City Council in August. |
| NEW/CURRENT ITEMS | |
| WAH Director of Nursing Position | Shelby announced the Director of Nursing position was recently accepted by RN, Kelsey Andrews, who is replacing current DON, Kathy Becker. Kelsey will be starting in her new position July 21 st . |
| CONCLUSION | |
| | Chairperson, Ann Bartelt, concluded the Finance/Personnel/Labor Relations & Building & Grounds Committee meeting. |
| | Ann B. |

ADMISSIONS

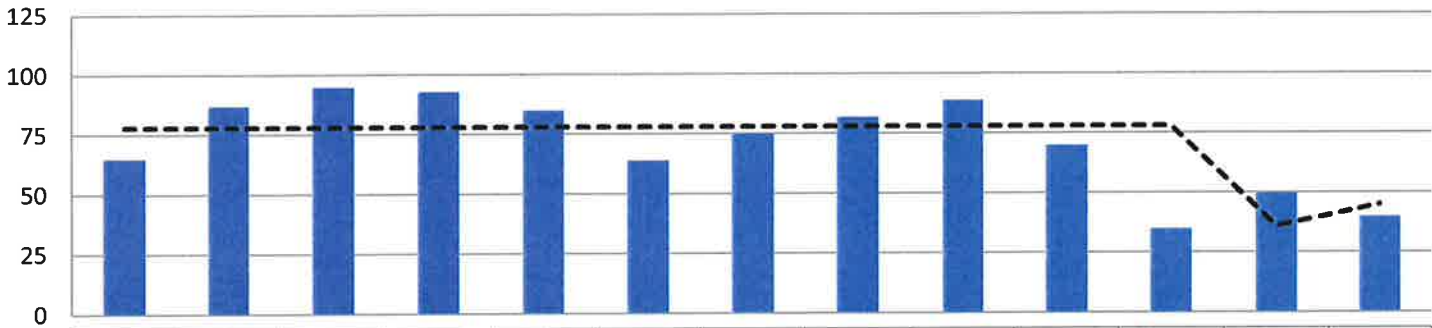
Admissions Budget



| | Jun 19 | Jul 19 | Aug 19 | Sep 19 | Oct 19 | Nov 19 | Dec 19 | Jan 20 | Feb 20 | Mar 20 | Apr 20 | May 20 | Jun 20 |
|------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Admissions | 23 | 29 | 32 | 36 | 28 | 23 | 29 | 28 | 34 | 18 | 12 | 20 | 16 |
| Budget | 29 | 29 | 29 | 29 | 29 | 29 | 29 | 29 | 29 | 29 | 29 | 13 | 16 |

PATIENT DAYS

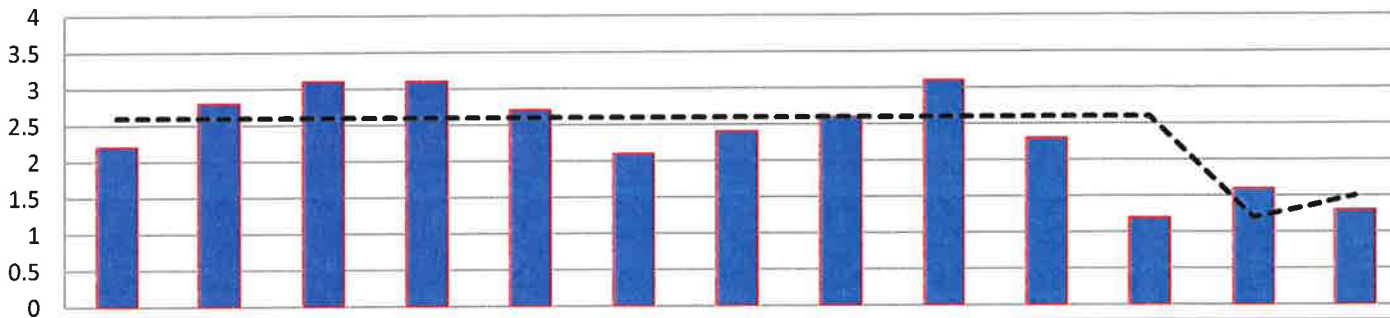
Pt Days Budget



| | Jun 19 | Jul 19 | Aug 19 | Sep 19 | Oct 19 | Nov 19 | Dec 19 | Jan 20 | Feb 20 | Mar 20 | Apr 20 | May 20 | Jun 20 |
|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Pt Days | 65 | 87 | 95 | 93 | 85 | 64 | 75 | 82 | 89 | 70 | 35 | 50 | 40 |
| Budget | 78 | 78 | 78 | 78 | 78 | 78 | 78 | 78 | 78 | 78 | 78 | 36 | 45 |

AVERAGE PATIENTS PER DAY

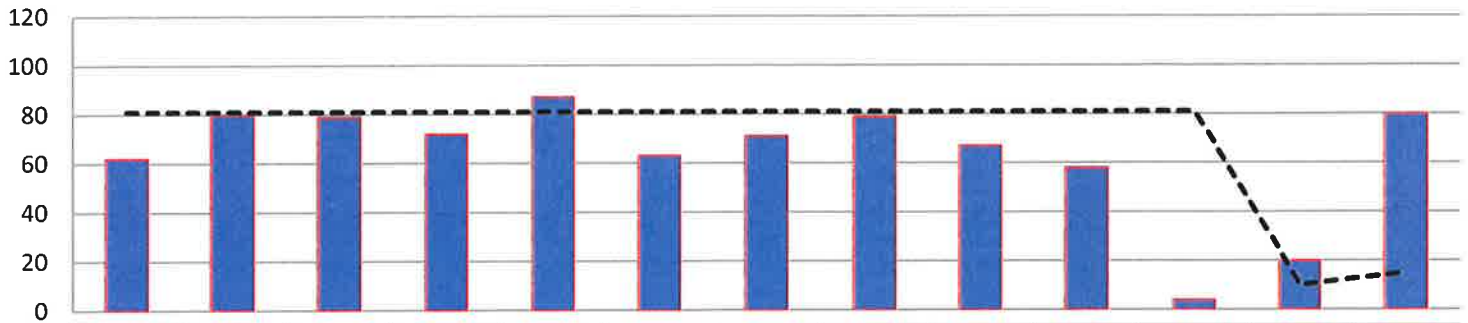
Avg Pt/Day Budget



| | Jun 19 | Jul 19 | Aug 19 | Sep 19 | Oct 19 | Nov 19 | Dec 19 | Jan 20 | Feb 20 | Mar 20 | Apr 20 | May 20 | Jun 20 |
|------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Avg Pt/Day | 2.2 | 2.8 | 3.1 | 3.1 | 2.7 | 2.1 | 2.4 | 2.6 | 3.1 | 2.3 | 1.2 | 1.6 | 1.3 |
| Budget | 2.6 | 2.6 | 2.6 | 2.6 | 2.6 | 2.6 | 2.6 | 2.6 | 2.6 | 2.6 | 2.6 | 1.2 | 1.5 |

SURGERY

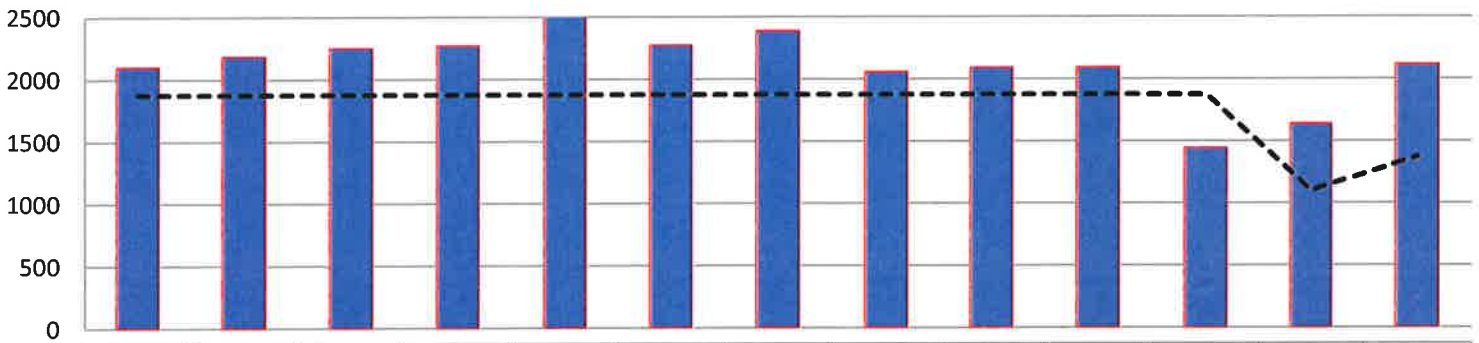
Surgery Budget



| | Jun 19 | Jul 19 | Aug 19 | Sep 19 | Oct 19 | Nov 19 | Dec 19 | Jan 20 | Feb 20 | Mar 20 | Apr 20 | May 20 | Jun 20 |
|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Surgery | 62 | 80 | 79 | 72 | 87 | 63 | 71 | 79 | 67 | 58 | 4 | 20 | 80 |
| Budget | 81 | 81 | 81 | 81 | 81 | 81 | 81 | 81 | 81 | 81 | 81 | 10 | 15 |

OUTPATIENT OCCASIONS OF SERVICE

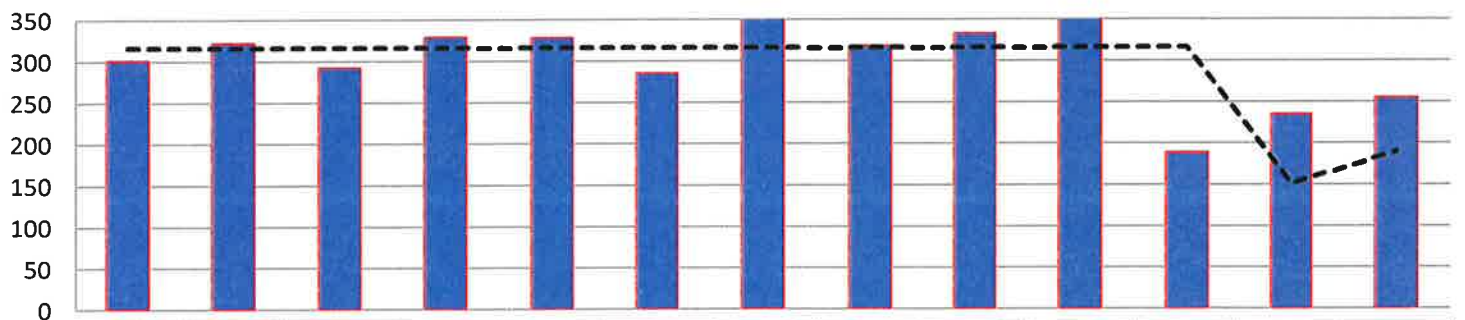
OP Visits Budget



| | Jun 19 | Jul 19 | Aug 19 | Sep 19 | Oct 19 | Nov 19 | Dec 19 | Jan 20 | Feb 20 | Mar 20 | Apr 20 | May 20 | Jun 20 |
|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| OP Visits | 2099 | 2185 | 2249 | 2270 | 2607 | 2271 | 2386 | 2057 | 2090 | 2092 | 1445 | 1639 | 2115 |
| Budget | 1875 | 1875 | 1875 | 1875 | 1875 | 1875 | 1875 | 1875 | 1875 | 1875 | 1875 | 1100 | 1375 |

EMERGENCY VISITS

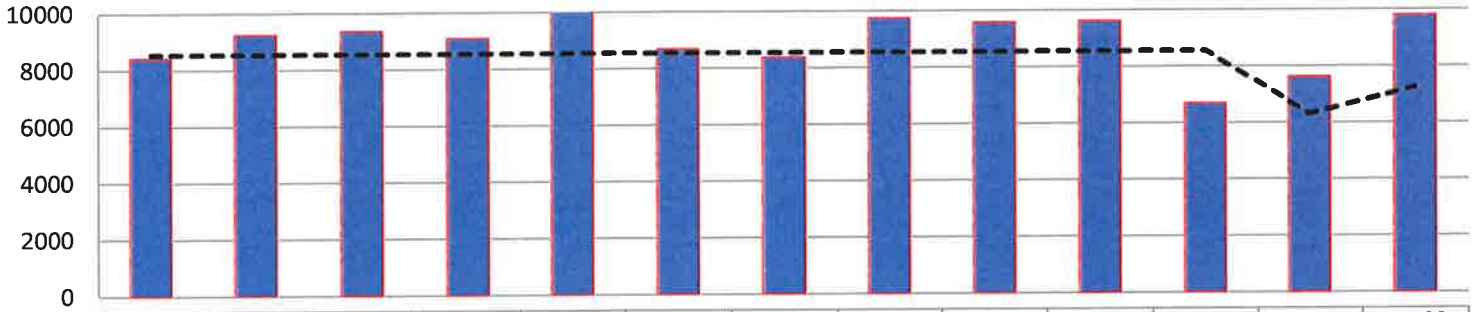
ER Visits Budget



| | Jun 19 | Jul 19 | Aug 19 | Sep 19 | Oct 19 | Nov 19 | Dec 19 | Jan 20 | Feb 20 | Mar 20 | Apr 20 | May 20 | Jun 20 |
|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| ER Visits | 301 | 322 | 292 | 329 | 328 | 285 | 357 | 318 | 333 | 353 | 189 | 235 | 255 |
| Budget | 316 | 316 | 316 | 316 | 316 | 316 | 316 | 316 | 316 | 316 | 316 | 151 | 190 |

LAB PROCEDURES

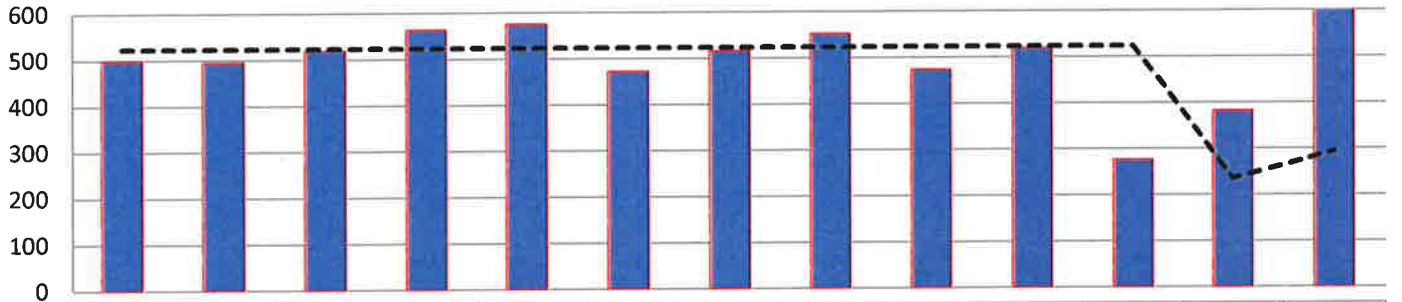
Lab Proc Budget



| | Jun 19 | Jul 19 | Aug 19 | Sep 19 | Oct 19 | Nov 19 | Dec 19 | Jan 20 | Feb 20 | Mar 20 | Apr 20 | May 20 | Jun 20 |
|----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Lab Proc | 8422 | 9239 | 9356 | 9085 | 10419 | 8674 | 8363 | 9727 | 9583 | 9615 | 6680 | 7619 | 9793 |
| Budget | 8542 | 8542 | 8542 | 8542 | 8542 | 8542 | 8542 | 8542 | 8542 | 8542 | 8542 | 6300 | 7245 |

IMAGING PROCEDURES

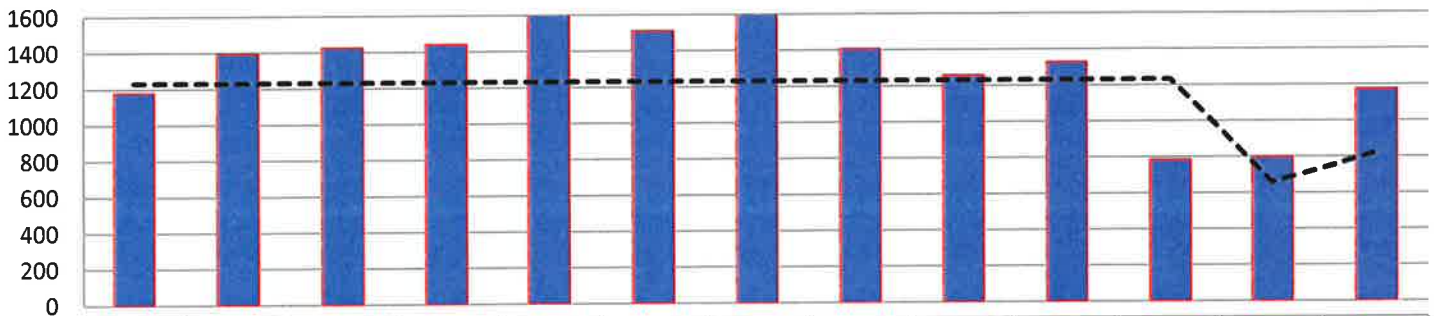
Imaging Proc Budget



| | Jun 19 | Jul 19 | Aug 19 | Sep 19 | Oct 19 | Nov 19 | Dec 19 | Jan 20 | Feb 20 | Mar 20 | Apr 20 | May 20 | Jun 20 |
|--------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Imaging Proc | 499 | 494 | 519 | 563 | 575 | 472 | 516 | 552 | 473 | 519 | 276 | 382 | 672 |
| Budget | 523 | 523 | 523 | 523 | 523 | 523 | 523 | 523 | 523 | 523 | 523 | 235 | 294 |

REHAB MODALITIES

Rehab Modalities Budget



| | Jun 19 | Jul 19 | Aug 19 | Sep 19 | Oct 19 | Nov 19 | Dec 19 | Jan 20 | Feb 20 | Mar 20 | Apr 20 | May 20 | Jun 20 |
|------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Rehab Modalities | 1179 | 1395 | 1426 | 1442 | 1693 | 1511 | 1763 | 1408 | 1259 | 1331 | 785 | 799 | 1175 |
| Budget | 1233 | 1233 | 1233 | 1233 | 1233 | 1233 | 1233 | 1233 | 1233 | 1233 | 1233 | 660 | 825 |

WINDOM AREA HEALTH
INCOME STATEMENT

| | 6/30/2020 | | 6/30/2020 | | Y-T-D 2021 | | Revenue Comparison | | Revenue Comparison | |
|-------------------------------|-------------|--------------------|-------------|--------------------|-------------|--------------------|--------------------|--------------------|--------------------|--|
| | 6/30/2020 | Revenue Comparison | Budget 2021 | Revenue Comparison | Y-T-D 2021 | Revenue Comparison | Budget 2021 | Revenue Comparison | | |
| PATIENT REVENUE | | | | | | | | | | |
| Inpatient Revenue | \$413,753 | 14.91% | \$537,071 | 30.00% | \$758,618 | 15.91% | \$1,038,338 | 32.22% | | |
| Outpatient Revenue | \$2,360,502 | 85.09% | \$1,253,168 | 70.00% | \$4,009,468 | 84.09% | \$2,184,092 | 67.78% | | |
| Total Patient Revenue | \$2,774,255 | 100.00% | \$1,790,239 | 100.00% | \$4,768,086 | 100.00% | \$3,222,430 | 100.00% | | |
| Contractual Adjustments | \$1,192,323 | 42.98% | \$769,803 | 43.00% | \$2,044,402 | 42.88% | \$1,385,645 | 43.00% | | |
| Other Income | \$370,516 | 13.36% | \$14,502 | 0.81% | \$879,321 | 18.44% | \$29,004 | 0.90% | | |
| NET OPERATING REVENUE | \$1,952,448 | 100.00% | \$1,034,938 | 100.00% | \$3,603,005 | 100.00% | \$1,865,789 | 100.00% | | |
| EXPENSE | | | | | | | | | | |
| Employee Salaries | \$588,354 | 30.13% | \$553,611 | 53.49% | \$1,165,200 | 32.34% | \$1,125,676 | 60.33% | | |
| Employee Benefits | \$190,327 | 9.75% | \$186,716 | 18.04% | \$384,867 | 10.68% | \$379,658 | 20.35% | | |
| Pharmaceuticals | \$37,103 | 1.90% | \$60,822 | 5.88% | \$94,838 | 2.63% | \$119,743 | 6.42% | | |
| Supplies | \$113,363 | 5.81% | \$108,423 | 10.48% | \$169,889 | 4.72% | \$220,459 | 11.82% | | |
| Rents & Utilities | \$26,180 | 1.34% | \$26,981 | 2.61% | \$50,990 | 1.42% | \$54,861 | 2.94% | | |
| Purchased Services | \$338,605 | 17.34% | \$241,385 | 23.32% | \$716,058 | 19.87% | \$473,098 | 25.36% | | |
| Other Direct Expenses | \$103,866 | 5.32% | \$107,070 | 10.35% | \$203,296 | 5.64% | \$210,793 | 11.30% | | |
| Provision for Bad Debts | \$28,587 | 1.46% | \$27,083 | 2.62% | \$95,786 | 2.66% | \$54,167 | 2.90% | | |
| Depreciation | \$124,718 | 6.39% | \$122,333 | 11.82% | \$246,446 | 6.84% | \$244,667 | 13.11% | | |
| Interest Expense | \$14,135 | 0.72% | \$14,136 | 1.37% | \$28,270 | 0.78% | \$28,271 | 1.52% | | |
| Total Operating Expense | \$1,565,238 | 80.17% | \$1,448,560 | 139.97% | \$3,155,640 | 87.58% | \$2,911,393 | 156.04% | | |
| Income (loss) From Operations | \$387,210 | 19.83% | (\$413,622) | -39.97% | \$447,365 | 12.42% | (\$1,045,604) | -56.04% | | |
| Investment Income | \$18,791 | 0.96% | \$15,417 | 1.49% | \$33,095 | 0.92% | \$30,834 | 1.65% | | |
| Other Revenue/(Expenses) | \$90,643 | 4.64% | (\$2,083) | -0.20% | \$92,155 | 2.56% | (\$4,166) | -0.22% | | |
| Non Operating Rev/Exp | \$109,434 | 5.60% | \$13,334 | 1.29% | \$125,250 | 3.48% | \$26,668 | 1.43% | | |
| Increase in Net Assets | \$496,644 | 25.44% | (\$400,288) | -38.68% | \$572,615 | 15.89% | (\$1,018,936) | -54.61% | | |
| Month | | | | | | | | | | |

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

| Yrs Dep | Capital Asset | Vendor | Asset class | May | June |
|----------------|----------------------|---------------|--------------------|------------|-------------|
| 5 | Rhinolayngoscope | Olympus | Maj Mov | | 6,697.00 |

Total

-

6,697.00

Windom Area Hospital Auxiliary Meeting

June 13, 2020

The Windom Area Hospital Auxiliary held their monthly meeting Monday, June 13th, 2020 at 6:30 p.m. via Zoom due to restrictions brought about by COVID-19. The April banquet was postponed indefinitely and the May meeting was cancelled.

The meeting was called to order by President Mary Klosterbuer and a welcome was given to 17 members. Volunteer hours can be emailed to Mary.

M/S Karen Skarphol/Diane Vellema to approve the agenda. Motion carried.

Recording Secretary's Report – Marlene Smith, Recording Secretary

- M/S Pat Lenz/Betty Olson to approve the minutes as presented of the March 9, 2020 meeting. Motion carried.

Treasurer's Report – Gerri Burmeister

- Balance on hand March 31, 2020 was \$6,018.92.
- Balance on hand April 30, 2020 was \$5,230.45.
- Balance on hand May 31, 2020 was \$4,783.45.
- M/S Diane Vellema/Phyllis Heinitz to approve all three reports as presented. Carried.

Auxiliary Liaison – Kim Armstrong

WAH Updates

- New fiscal year for WAH began May 1, 2020. Dr. Dynes is Chief of Staff. Dr. Michael Fisher remains Governing Board Chair. Justin Schmit is new Governing Board member. Greg Scheitel is new Foundation Board member.
- Covid-19 related items:
 - Currently reviewing and developing protocols for reopening the Wellness Center and Cafeteria.
 - 3-4 weeks of PPE safety supplies available in case of patient surge.
 - Curbside Covid-19 testing done April 23 to May 12.
 - Starting June 8th, WAH was doing Covid-19 testing using the Lab's microbiology machine, providing there are enough testing supplies. Covid-19 testing takes 3 minutes for a positive result & 14 minutes for a negative result. If not done through Sanford, it takes longer.
 - Outpatient & Surgery activity includes: Scope procedures on Wed-Fri with 3 to 4 per day; June 16th is the first week of total joint surgeries; Cataract surgeries restarted in June; and digital mammography services started June 1st.
 - MN Department of Health was on-site June 9th for a Covid-19 survey.
- 30 trees were planted along the Be Well Path by the Soil & Water Conservation District and Conservation Corps.
- Foundation solicitation letters for Tranquility Garden will be mailed July 8 – 10, 2020.
- A new Outreach clinic physician sign with provider pictures has been placed in the main lobby.
- New on-site mental health provider is Darla Miles.
- Hospital was awarded 5 grants in the last 6 months.

Corresponding Secretary – Betty Olson

- Thank you note was sent to Brenda Skrove, our March speaker. Also sent Thinking of You and sympathy cards.

Publicity – Emily Saffert. No report.

Membership – Vacant

- A thank you was given to Nete Grunewald for serving as Membership Chair the past 2.5 years.
- Dues were to be paid at the Spring Banquet, which was postponed. Please send dues to Kim Armstrong at Windom Area Health.

Program – Rozanne Gronseth

- No speakers for now.

Gift Shop – Marcia Libra, Karla Taber, Pat Lenz

- The hospital has been closed to visitors so no changes.

MAHV – **Minnesota Association of Hospital Volunteers** – Marlene

- The Spring and Fall Forums have been cancelled.
- Health Care Legislative Day for April 15, 2020 at the Capital was cancelled.
- September 16 – 18, 2020 - Annual Conference is cancelled.
- The State Board has been meeting by Zoom and will meet again Wednesday morning.

Old Business:

- The annual banquet is on hold.
- Our officers have not been installed, will ask about this on Wednesday.
- For Hospital Week, members volunteered to write personalized thank you cards so that all 154 WAH employees received one. A coupon for a small Dairy Queen Blizzard was inserted into each card. In addition, the Auxiliary donated two \$10 Chamber Bucks gift certificates for a drawing. M/S Karen Skarphol/Joanne Kaiser to approve this decision and pay the bill of \$328. Carried.
- The Color Jam was cancelled. The Executive Committee voted to allow them to keep our \$150 donation.
- M/S Diane Vellema/Betty Olson to approve the purchase of Godfather's \$100 gift certificate for EMS Week. Carried.

New Business:

- M/S Karen Skarphol/Dona Olson will not hold a Chamber Bucks raffle this year due to the Cottonwood County Fair being canceled. Active and Associate members will be assessed a \$10 fee for this year only to replace income from raffle tickets. Carried.
- Our present fundraising project remains NeoBlue Lights. Kim will research items for the Maintenance Department.
- 2nd year Board member Pam Dobson has resigned because they moved to Belle Plaine.
- 1st year Board member Judy Woizeschke has also resigned.
- Future meetings will continue on Zoom.

Zoom time ran out at 7:12 p.m. and the meeting was adjourned.

Upcoming Events

- Monday, July 13, 2020 - WAHA meeting

Marlene Smith
Recording Secretary