

Meeting Name: Windom Area Health Governing Board of Directors		AGENDA	
Purpose: Provide governance for Windom Area Health			
Meeting Date/Time/Location:	Monday, August 24, 2020 / Meeting 5:30 pm / Large Conference Room		
Members: All WAH Governing Board members	Present:		
	Absent:		
	Others:		
Recorder:			
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.		
Minutes	Approve Windom Area Health Governing Board minutes from the regular meeting of July 27, 2020. <i>(Board motion)</i>		
COMMITTEE REPORTS			
Professional Practice / Quality & Planning Cmte	Review committee activities.		
Finance / Personnel / Labor Relations & Building & Grounds Cmte	Review committee activities.		
OTHER REPORTS			
Statistical & Financial Performance Reports	Review & recommend approval of statistical & financial reports. <i>(Board motion)</i>		
Funded Depreciation Transfer	Review & approve Funded Depreciation Account transfer. <i>(Board motion)</i>		
Educational Assistance Applications	Review & recommend approval of application(s) for educational assistance. <i>(Board motion)</i>		
New / Department Transfer Employees	Report on employees recently hired / transferred.		
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. 		
Patient Concern Reports	Review patient concern reports and patient survey comments.		
Patient Safety Reports	Review patient safety activities.		
Administration	<ul style="list-style-type: none"> Review and approve WAH committee meeting reports. <i>(Board motion)</i> Review and approve WAH All Hazard Plan (annual approval). <i>(Board motion)</i> 		
City of Windom	Informational update.		
Sanford Health Network	Informational update.		
WAH Foundation Board	No meeting in August. Foundation Board Planning Retreat will be rescheduled.		
WAH Auxiliary	Auxiliary met August 10, 2020, via Zoom.		
	Leader:	Dr Michael Fisher	
		Dr Michael Fisher	
		Kay Gross	
		Ann Bartelt	
		John Peyerl	
		John Peyerl	
		Emily Masters	
		Emily Masters	
		Dr R. Dynes/ Shelby M.	
		Shelby M./ Kelsey A.	
		Kelsey A.	
		Sr. Mgmt Team	
		Steve Nasby	
		JoAnn Ray	
		Terry Mahar, VP	
		Shelby Medina	
		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:	Monday, July 27, 2020 / Meeting 5:30 pm / Large Conference Room
Members: All WAH Governing Board members	Present: Ann Bartelt, Dan Ortman, Dr. Michael Fisher, Mary Holmen, Justin Schmit, Kay Gross, Julie Brugman/Mt Lk Advisory Mbr, John Peyerl/CFO, Emily Masters/CHRO, Kathy Becker/DON, Kelsey Andrews/DON, Shelby Medina/CEO, Terry Mahar/Sanford Health Network VP Absent: JoAnn Ray/City Council WAH liaison, Dr. R. Dynes/Chief of Medical Staff, Laura Fresk, Kay Gross Other Attendees: Steve Nasby/City of Windom Administrator
Recorder:	Danielle Bunting
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 JUNE 22, 2020 (ORTMANN/SCHMIT).
COMMITTEE REPORTS	
Professional Practice / Quality & Planning Cmte	Dr. Dynes provided a Covid-19 update at the Medical Staff meeting held earlier today including statistics throughout the county. PPE supplies continue to be monitored and inventoried daily and it was noted we have an adequate supply on hand. Dr. Skow and Dr. Norell will be providing chiropractic services at WAH starting September 1 st . Dr. Dynes noted the Medical Staff is not ready to move forward with the Medical Director pilot position. The Medical Staff will be having a follow up meeting on August 3, 2020.
Finance / Personnel / Labor Relations & Building & Grounds Cmte	M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$78,800.82 TO AAA COLLECTIONS AND APPROVE 12 FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$8,527.42 (BARTELT/ORTMANN). To date, financial assistance accounts approved for write off total \$18,039.86 on a FY2021 budget of \$200,000. M/S/C UNANIMOUSLY TO ACCEPT THE FOLLOWING RESIGNATION AND TERMINATION – 1 PRN RN TERMINATION DUE TO NOT MEETING PRN HOUR REQUIREMENTS EFFECTIVE LAST SHIFT WORKED DATE OF JANUARY 18, 2020, AND 1 PRN NUTRITIONAL SERVICES EMPLOYEE RESIGNATION EFFECTIVE JULY 9, 2020. (BARTELT/SCHMIT). WAH IS CURRENTLY REVIEWING FINANCIAL LOAN AGREEMENTS AND PLAN TO CONTACT STUDENTS WHO HAVE NOT FULFILLED THEIR CONTRACT TERMS TO SET UP PAYMENT PLANS.
OTHER REPORTS	
Statistical & Financial Performance Reports	June 2020 statistical and utilization graphs were reviewed. The month's total patient revenue was above budget projections; contractual adjustments, as a percentage of revenue, were below budget projections; total operating expenses were above budget expectations; net operating revenue and total operating expenses factored together left a net gain totaling \$496,644. FY2020 year-to-date net income totals \$572,615 on a projected budget of (\$1,018,936). Days in A/R were reported at 60.62 and Days Cash on Hand totaled 348. M/S/C UNANIMOUSLY TO APPROVE JUNE 2020 STATISTICAL AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (SCHMIT/BARTELT)
Funded Depreciation Transfer	M/S/C UNANIMOUSLY TO AUTHORIZE THE TRANSFER OF \$6,697 FROM THE FUNDED DEPRECIATION ACCOUNT TO WAH CHECKING ACCOUNT FOR JULY 2020 CAPITAL ACQUISITIONS (BARTELT/SCHMIT).
Educational Assistance Applications	There were no Educational Assistance applications submitted for board action.
New / Department Transfer Employees	The following new hires were reported: Wound & Hyperbaric Healing Center Unit Coordinator, HUC, DON, 3 Medical Screeners
HR Trends	Emily presented on WAH staffing statistics that included turnover percentages for WAH employees for 2019, and current employee demographics as of July 1, 2020, such as tenure and average age.

<p>Medical Staff Credentialing</p>	<p>M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM WAH MEDICAL STAFF, TO APPROVE MEDICAL STAFF CREDENTIALING AS PRESENTED (ORTMANN/SCHMIT)</p> <p>APPOINTMENTS: Savanna Altstiel, LPN Cardiology Allied Health Professionals Becki Wiese, ST Ophthalmology Allied Health Professionals</p> <p>REAPPOINTMENTS: Anthony Hericks, D.O. Pulmonology Consulting Gaddum Reddy, M.D. General Surgery Consulting Anthony Sierra, M.D. OB/GYN Consulting</p> <p>SANFORD TELEMEDICINE APPOINTMENT: Amy Sanford, M.D. Internal Medicine Telemedicine</p> <p>VRAD REAPPOINTMENTS: Scott Baginski, M.D. Teleradiology Telemedicine David Burdette, M.D. Teleradiology Telemedicine Julie Shaffrey, M.D. Teleradiology Telemedicine</p> <p>RESIGNATION: Jean-Paul Dym, M.D. Teleradiology Telemedicine</p> <p>Shelby gave a brief report on agenda items discussed at Medical Staff.</p>	<p>Shelby Medina</p>
<p>Patient Concern Reports</p>	<p>June 2020 Patient Concern Reports and patient survey comments were reviewed and found to be appropriately addressed.</p>	<p>Shelby M./Kathy B.</p>
<p>Patient Safety Reports</p>	<p>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.</p> <p>Members of the Senior Management Team had no further business to report other than what was included in the Executive summaries included in the Board books.</p>	<p>Kathy Becker</p>
<p>Administration</p>	<p>M/S/C UNANIMOUSLY TO APPROVE THE FOLLOWING WAH COMMITTEE MEETING REPORTS AS PRESENTED (SCHMIT/ORTMANN)</p> <ul style="list-style-type: none"> • OB • ER/TRAUMA/STROKE 	<p>Sr. Mgmt Team</p>
<p>City of Window</p>	<p>The City Council strategic planning meeting will be held tomorrow, July 28, 2020.</p>	<p>Steve Nasby</p>
<p>Sanford Health Network</p>	<p>Terry shared Covid-19 statistical data throughout the nation, region and state. He noted Sanford currently has 16 hospitalized Covid-19 patients, with one patient on a ventilator. The Sanford International golf tournament will be held September 17-23, 2020 in Sioux Falls.</p>	<p>Terry Mahar, VP</p>
<p>WAH Foundation Board</p>	<p>The WAH Foundation Board Will be meeting August 13, 2020.</p>	<p>Shelby Medina</p>
<p>WAH Auxiliary</p>	<p>WAH Auxiliary met June 13, 2020, via Zoom. Minutes from the meeting were included in the Board book.</p>	<p>Shelby Medina</p>
<p>NEW & OLD BUSINESS</p>		
<p>New Business: FY2020 Audit Report</p>	<p>Korey Boelter and Ryan Strusz, Principal auditors from CliftonLarsonAllen (CLA), reported on FY2020 audit completed in June. CLA provided an unmodified opinion that stated, "In our opinion, the financial statements referred to above present fairly, the respective financial position of the business-type activities of Window Area Health and its discretely presented component unit as of April 30, 200 and 2019, and the respective changes in its financial position and its cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America." The report as presented by CLA showed the organization having an operating margin of 2.4% for FY2020 compared to 2.3% for the previous year. Total margin remained steady from FY2019 at 4.2%.</p> <p>M/S/C UNANIMOUSLY TO ACCEPT AND APPROVE THE FY2020 FINAL AUDIT REPORT AS PRESENTED BY CLIFTONLARSONALLEN</p>	<p>Korey Boelter/Ryan Strusz, CliftonLars onAllen Auditors</p>

	(SCHMIT/ORTMANN)	
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 August 20, 2020

WAH MISSION: *"Dedicated to Health"*

CHIEF EXECUTIVE OFFICER REPORT

- **Organizational Updates**

- WAH is scheduled for its annual ACHC Sleep Lab survey on Tuesday, October 13th.
- Neurology is coming back to Outreach – Ken Bentson with Dr. Reeve's Neurology Clinic in New Ulm will be returning to outreach on August 25th. He will be coming the 4h Tuesday of each month.
- WAH's therapy department is now offering telemedicine visits for therapy needs. This started on July 13th.
- MDH has announced that it will resume on-site full surveys. We are up for our 3 year recertification survey this year.

- **Industry Updates**

- **CMS Resumes Routine Inspections of All Providers**
 - CMS had previously suspended certain routine surveys during the COVID-19 pandemic in order to prioritize infection control and immediate jeopardy situations. On August 17, CMS issued a memo to all state agencies with updated guidance for the re-prioritization of routine state survey agency activities. In the guidance, CMS has directed the resumption of onsite revisit surveys, nonimmediate jeopardy complaint surveys and annual recertification surveys as soon as resources are available. In addition, CMS is providing guidance on resolving enforcement cases that were previously on hold because of survey prioritization changes. This guidance allows for flexibility and discretion to state agencies based on the status of COVID-19 infections in their states.

- **Committee Meeting Updates**

- Work Place Violence: **Nothing to Report**
 - **No incidents to discuss or report for the quarter**
- Infection Prevention: **Met on July 29th**
 - Sepsis: 6 inpatient admissions diagnosed – 0 deaths
 - COVID 19 Enhanced Precautions with airborne and contact information
 - Clean hands campaign signage posted throughout the building
 - COVID 19 health alerts: CDC fact sheet sent to all staff along with applicable precautions needed
 - HAI: CAUTI = 0; CLABSI = 0; HAIs = 0; Total Joint SSI = 1 (reported to MDH)
- Emergency Preparedness: **Nothing to Report**
- Pharmacy and Therapeutics: **Met on July 28th**
 - ADE: total of 5 discussed
 - INR>5 – 1
 - Narcan – 4
 - Medication Variance: 4 total variances and good catches with no harm to the patient
 - Recalls: Heparin, no impact to WAH
 - Antibiotic Stewardship Program: Sanford is currently developing education on required standards. WAH will plan to monitor MHA roadmaps and follow Sanford's lead.
- PI/ Risk: **Meeting on August 20**
 - Will report in September
- Utilization Review: **Met on July 29th**

- 1 readmission within 30 days of discharge
- Readmission rate is 1.49% - PI goal is <5%
- All admission documentation and criteria present on 48/48 charts reviewed
- No appeals or denials for inpatient or swing bed
- For Q2 transfer rate was 17.2% with 2.8% admissions

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
As of August 20, 2020
WAH MISSION: "Dedicated to Health"

CHIEF FINANCIAL OFFICER REPORT

Overview:

- Net income from operations was \$47,627 compared to a budget of (\$233,793). Our net patient revenue was about \$250,000 more than last July. Therefore, no stimulus funds were applied as in the first two months of the fiscal year. This brings the year-to-date net income to \$494,993 versus a budget of (\$1,279,397). We have applied \$835,000 in stimulus dollars this year.

The volume of activity in July was very strong, particularly inpatients and swingbeds. The ninety-two inpatient days we saw in July were the most since September 2019. Those days combined with swingbed days of thirty-six, made the nursing floor the busiest it has been in over a year. Outpatient activity has returned to volumes we were seeing prior to the start of the COVID-19 precautions that were put into effect in March and relaxed at the end of May. Overall, gross patient revenues exceed budget by about 66% or \$1,477,487 in July. Inpatient gross revenue was 48% or \$325,091 more than budget. Outpatient was 73%, \$1,152,396 more than budgeted for the month. As a comparison to July 2019, total gross charges were 20% or about \$638,431 more.

- Imaging procedures were overstated for the month of June. Therefore, July stats were reduced to show a correct year to date procedure total. An average month produces about 500 procedures. There was an average of 540 procedures in June and July.
- Laboratory volumes continue to grow. Last fiscal year laboratory tests averaged about 9,130 in a given month. There were 10,036 in the month of July. That is a 10% increase over historical averages and far exceeded the 8,150 budgeted for July.
- Thirty-five surgical procedures were performed in July, which is down from the historical average of about forty-three. However, nine of those were joint replacements, which is the most we have had in a month.
- Rehab Therapy continues to see volumes increase from a low of 785 modalities in April. The department performed 1,482 modalities in July. With the help of the joint replacements in July, August should be another growth month for Rehab therapies.

Contractual adjustments came in at a high 52.45%. Contractual adjustments are budgeted at 43.0%. The increase is due primarily the Medicare utilization rate being very high in July. 82% of inpatients had Medicare as their primary insurance. Last year's average was about 60%. Medicare pays roughly at cost. With a high Medicare utilization rate and expenses being kept in check, the allowance is going to be higher than it has been historically.

Overall, expenses were \$204,584 over budget. This is about \$40,000 less than last July. With the reduced volume that was budgeted for the month, expenses were also budgeted lower.

Looking Forward:

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

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of August 20th, 2020

WAH MISSION: *“Dedicated to Health*

DIRECTOR OF NURSING REPORT

- **Medical/Surgical/OB/Emergency Room:**
 - 0.8 RN (Lori Jensen) starting 9/21/2020, position mostly nights, transitioning from PRN.
 - 0.5 RN resignation (Ashley Getting) moving to PRN 8/31/20, (Marsha Ysker) moving from PRN to 0.5 RN 9/13/20.

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

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

- **Committee Meetings:**
 - OB Committee: met 7/21/2020
 - Respiratory Therapy will now be at all scheduled cesareans will leave after 5 minute Apgar if stable.
 - Placing Foley Catheter in OR for scheduled cesareans.

 - ER/Trauma/Stroke Committee: met 7/28/2020
 - EMTALA sheets being completed to comply with MBQIP.
 - ED subcommittee new process for urine cups for people wanting to signal abuse.
 - Trauma site visit will be coming sometime in October.
 - Intranasal medication in ED (looking into).

 - MHA Safety Data as of August 12th.
 - Falls – 0
 - Skin Integrity - 0
 - Restraints – 0
 - Opioid Deaths – 0
 - Reportable Events – 0

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of August 20th, 2020

WAH MISSION: "Dedicated to Health"

CHIEF HUMAN RELATIONS OFFICER REPORT

Human Resources/Employee Health

- Posted positions:
 - Medical Screeners
 - Dietary Aide/Cook
 - Occupational Therapist – PRN
 - Surgery Tech – PRN
 - LPN - Clinic
 - Housekeeper
- We are continually monitoring CDC and MDH guidelines on returning employees to work after an exposure or positive COVID test.
- We are tentatively looking at a 9/1 'soft' launch of our Occupational Medicine (OccMed) line which will run 2 afternoons a week, and add DOT Exams and pre-employment exams to our list of services to local employers.

Community/Employee Health and Wellness

- The Wellness Center is working on expanding hours to 6pm, and getting an operational plan to reopen showers to members.
- The Be Well Path received a WAH branded crosswalk where the path crosses Hospital Drive, which increases visibility for pedestrians. This was funded by a grant and the City of Windom will be adding pedestrian signs to the area.
- Our Healthy Together class starts again in September. The spring class was cancelled and the fall class is full. Food RX will begin in the fall also, which has 3 participants in the food box/nutrition program.

Marketing/PR

- We participated in the Windom Riverfest Parade.
- Marketing and Wellness are working together to determine what the Halloween Spooktacular will look like this fall.

Committee Meetings

- Employee Focus Finance: Q3 Jeans Funds will go towards Windom/Mt. Lake Food Shelves.
- Patient & Family Advisory Committee: No report. August meeting postponed.
- Safety: The Safety Committee met on 7/29/20 for the quarterly meeting. Fire drills held the last quarter were discussed, medical equipment and supply recalls were reviewed, and Employee Screening requirements were discussed. Due to COVID, routine safety rounding was put on hold and will resume next quarter. For 2nd Quarter 2020, 321.14 sick hours were reported by staff.
- 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, August 24, 2020 / 4:00-4:30 pm / Large Conference Room

Members: Kay Gross, Mary Holmen, Dan Ortmann, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lake Advisory Mbr, Emily Masters/CHRO, John Peyerl/CFO, Kelsey Andrews/DON, Shelby Medina/CEO

Present:
 Absent:
 Others:

Kay Gross, Chairperson

Chairperson (Acting 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 July 27, 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	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

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

Chairperson (Acting Chairperson) Dan Ortman, Acting Chairperson

Recorder: Danielle Bunting

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 Acting-chair, Dan Ortman.	Dan Ortman
---------------	----------------------------------------------------------------------------------------------------------------------------	------------

Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF JUNE 22, 2020, AS PRESENTED (BRUGMAN/HOLMEN).	Dan Ortman
---------	--------------------------------------------------------------------------------------------------------------------------	------------

FOLLOW-UP ITEMS

Medical Staff / CMO Review	Dr. Dynes provided a Covid-19 update at the Medical Staff meeting held earlier today including statistics throughout the county. PPE supplies continue to be monitored and inventoried daily and he noted we have an adequate supply on hand. Dr. Skow and Dr. Norell will be providing chiropractic services at WAH starting September 1 st . Dr. Dynes noted the Medical Staff is not ready to move forward with the Medical Director pilot position. The Medical Staff will be having a follow up meeting on August 3, 2020.	Dr. Dynes
----------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------

Medical Staff Bylaw	Discussions with WAH Medical Staff members regarding revisions to the current Medical Staff Bylaws regarding the CMO vs. Medical Director and Peer Review/Disciplinary process were held at a closed Medical Staff meeting. The Medical Staff will be having a follow up meeting for further discussion on how to proceed on August 3, 2020.	Shelby M.
---------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------

NEW/CURRENT ITEMS

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

AUGUST 24, 2020

APPOINTMENTS:

Amber Hogan, PA-C
David Roemhildt, PA-C
Dennis Silver, M.D.

Orthopedics
Orthopedics
Emergency Medicine

Allied Health Professionals
Allied Health Professionals
Emergency Services

REAPPOINTMENTS:

Elise In't Veld, M.D.
Kelli Kolander, CNP
Loretta Krahn, CRNA
Brett Van Kley, M.D.

Ophthalmology
Cardiology
Anesthesia
Family Medicine

Consulting
Allied Health Professionals
Allied Health Professionals
Active

vRAD REAPPOINTMENTS:

Arlene Sussman, M.D.
Cynthia Tortorelli, M.D.

Teleradiology
Teleradiology

Telemedicine
Telemedicine

RESIGNATIONS:

Kimberly Fagen, M.D.
Shelly Palmer, PA-C

Teleradiology
Family Medicine

Telemedicine
Allied Health Professionals

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

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

Meeting Date/Time/Location: Monday, August 24, 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, Kelsey Andrews/DON, Shelby Medina/CEO

Present:
Absent:
Others:

Ann Bartelt, Chairperson

Chairperson (Acting 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 July 27, 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		
CLA Consulting Services	Review additional services available	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.

Date/Time/Location: Monday, July 27, 2020 / 4:30-5:15 pm / Large Conference Room

Facilitator: Ann Bartelt, Chairperson

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

Present: Ann Bartelt, Justin Schmit, Dr. Michael Fisher- ex officio, Julie Brugman/Mt Lake Advisory Mbr, John Peyerl/CFO, Kathy Becker/DON, Kelsey Andrews/DON, Emily Masters/CHRO, Shelby Medina/CEO Terry Mahar/Sanford Health Network VP
Absent: Laura Fresk
Others:

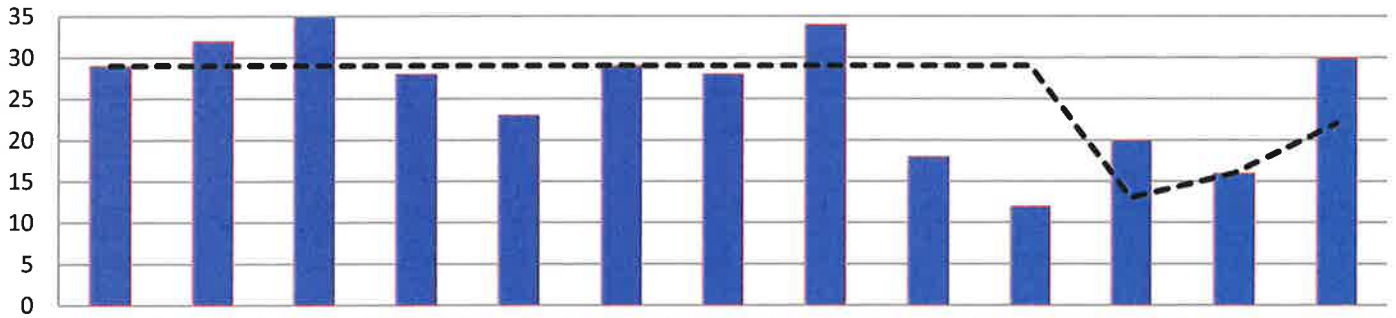
Recorder: Danielle Bunting

Category/Topic	Action step(s)/Updates	Accountable Person
STANDING ITEMS		
Call to Order	Finance/Personnel/Labor Relations/Building & Grounds Committee meeting was called to order at 4:30pm by Chairperson, Ann Bartelt.	Ann B.
Minutes	M/S/C UNANIMOUSLY TO APPROVE FINANCE/PERSONNEL/LABOR RELATIONS/BUILDING & GROUNDS COMMITTEE MINUTES FROM THE REGULAR MEETING OF JUNE 22, 2020 (SCHMIT/BRUGMAN).	Ann B.
Collections & Financial Assistance	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND PATIENT ACCOUNTS TOTALING \$78,800.82 TO AAA COLLECTIONS; RECOMMEND APPROVAL OF THE FOLLOWING 12 FINANCIAL ASSISTANCE PATIENT ACCOUNTS: 2 NEW ACCOUNTS AT 50% WRITE-OFF TOTALING \$3,539.84; AND 2 NEW ACCOUNTS AT 25% WRITE-OFF TOTALING \$2,730.00; 3 ACCOUNTS WITH BALANCES BELOW \$1500 WITH 1 ACCOUNT AT 0% WRITE-OFF TOTALING \$0 AND 2 ACCOUNTS AT 100% WRITE-OFF TOTALING \$319.68; AND 5 PREVIOUSLY APPROVED ACCOUNTS WITH 2 ACCOUNTS RECEIVING A 100% WRITE-OFF TOTALING \$453.29, 2 ACCOUNTS RECEIVING A 50% WRITE-OFF TOTALING \$956.97 AND 1 ACCOUNT RECEIVING A 25% WRITE-OFF TOTALING \$527.64, WITH ALL APPROVED FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$8,527.42. (BRUGMAN/ORTMANN)	John P.
Employee Resignations/Terminations	In month 3 of FY2021, accounts totaling \$18,039.86 have been approved for Financial Assistance on a budget of \$200,000. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF 1 RESIGNATIONS AND 1 TERMINATION: 1 PRN RN TERMINATION DUE TO NOT MEETING PRN HOUR REQUIREMENTS EFFECTIVE LAST SHIFT WORKED DATE OF JANUARY 18, 2020, AND 1 PRN NUTRITIONAL SERVICES EMPLOYEE RESIGNATION EFFECTIVE JULY 9, 2020. (SCHMIT / ORTMANN).	Emily M.
FOLLOW-UP ITEMS		
WAH Staffing	The Rehab door has been opened back up allowing a 2 nd entrance into WAH. The screening process that is currently taking place at the main entrance has been duplicated at this 2 nd entrance so hiring additional screeners is needed.	Shelby M./Emily M.
MDH COVID Survey	MDH surveyors were onsite on Tuesday, June 9 th for a random Infection Prevention COVID survey. Overall, the survey went very well except we did not meet the requirements for overnight and weekend screenings. A new screening process has been implemented and approved by MDH.	Shelby M.
NEW/CURRENT ITEMS		
Loan Agreements	WAH IS CURRENTLY REVIEWING FINANCIAL LOAN AGREEMENTS AND PLAN TO CONTACT STUDENTS WHO HAVE NOT FULFILLED THEIR CONTRACT TERMS TO SET UP PAYMENT PLANS.	John P.
Other	THE FLOORING AND PAINT IN A PROCEDURE ROOM AT HARTBERG MEDICAL CLINIC WERE REPLACED DUE TO AN INFECTION RISK.	Shelby M.
CONCLUSION		

	Committee Chair, Ann Bartelt, concluded the meeting.	Ann B.	
--	------------------------------------------------------	--------	--

ADMISSIONS

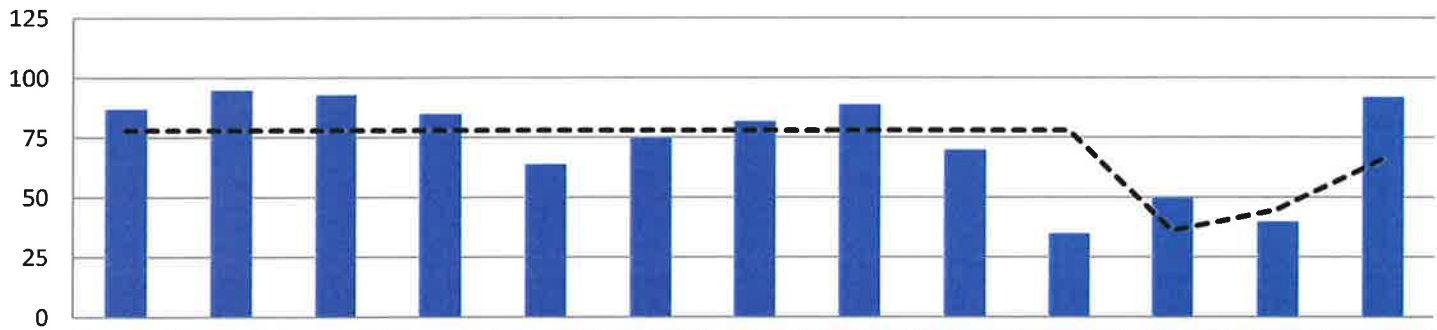
Admissions Budget



	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20
Admissions	29	32	36	28	23	29	28	34	18	12	20	16	30
Budget	29	29	29	29	29	29	29	29	29	29	13	16	22

PATIENT DAYS

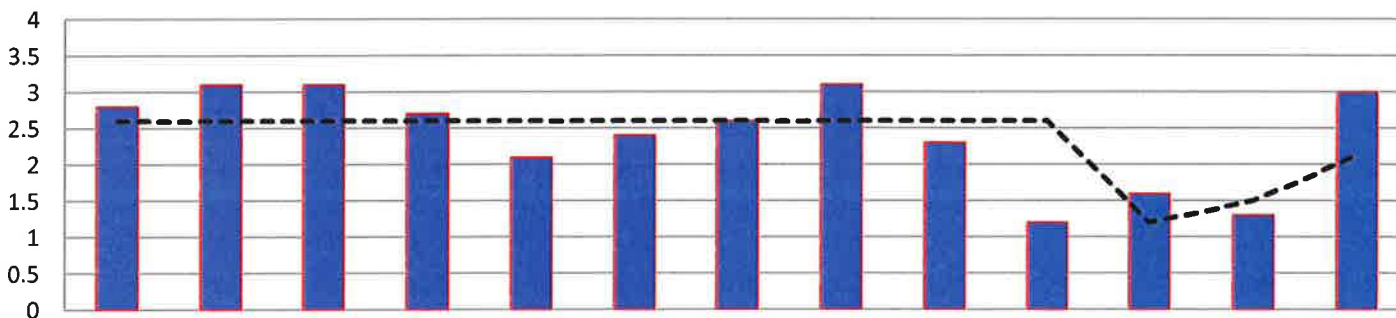
Pt Days Budget



	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20
Pt Days	87	95	93	85	64	75	82	89	70	35	50	40	92
Budget	78	78	78	78	78	78	78	78	78	78	36	45	66

AVERAGE PATIENTS PER DAY

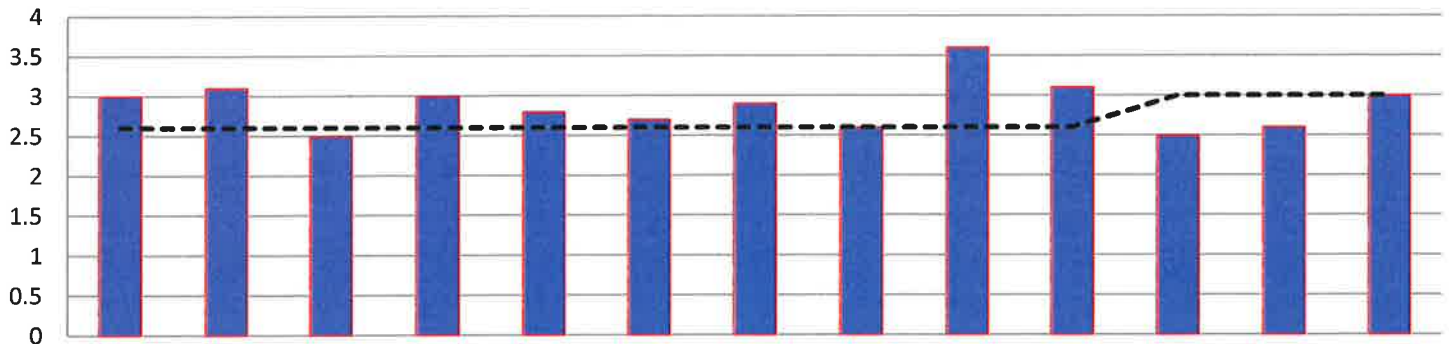
Avg Pt/Day Budget



	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20
Avg Pt/Day	2.8	3.1	3.1	2.7	2.1	2.4	2.6	3.1	2.3	1.2	1.6	1.3	3.0
Budget	2.6	2.6	2.6	2.6	2.6	2.6	2.6	2.6	2.6	2.6	1.2	1.5	2.13

AVERAGE LENGTH OF STAY

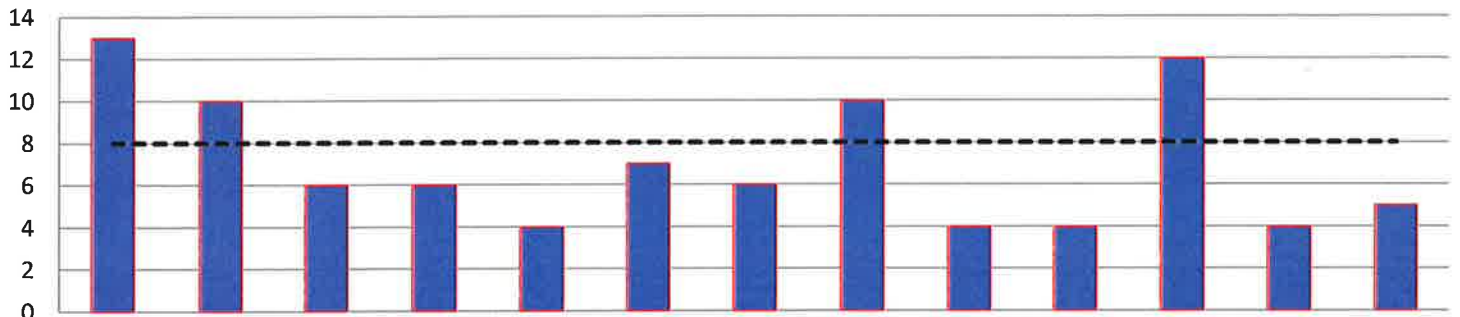
Avg Stay Budget



	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20
Avg Stay	3	3.1	2.5	3	2.8	2.7	2.9	2.6	3.6	3.1	2.5	2.6	3.0
Budget	2.6	2.6	2.6	2.6	2.6	2.6	2.6	2.6	2.6	2.6	3.0	3.0	3.0

BIRTHS

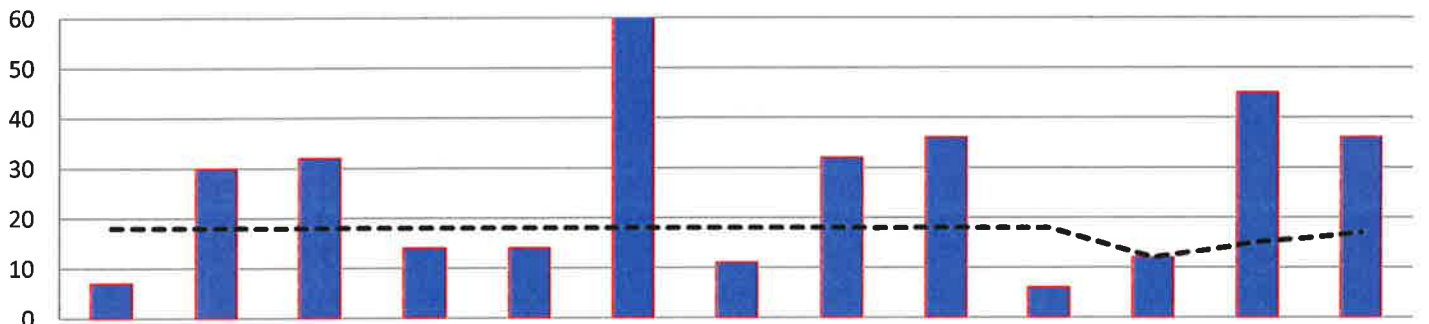
Births Budget



	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20
Births	13	10	6	6	4	7	6	10	4	4	12	4	5
Budget	8	8	8	8	8	8	8	8	8	8	8	8	8

SWING BED DAYS

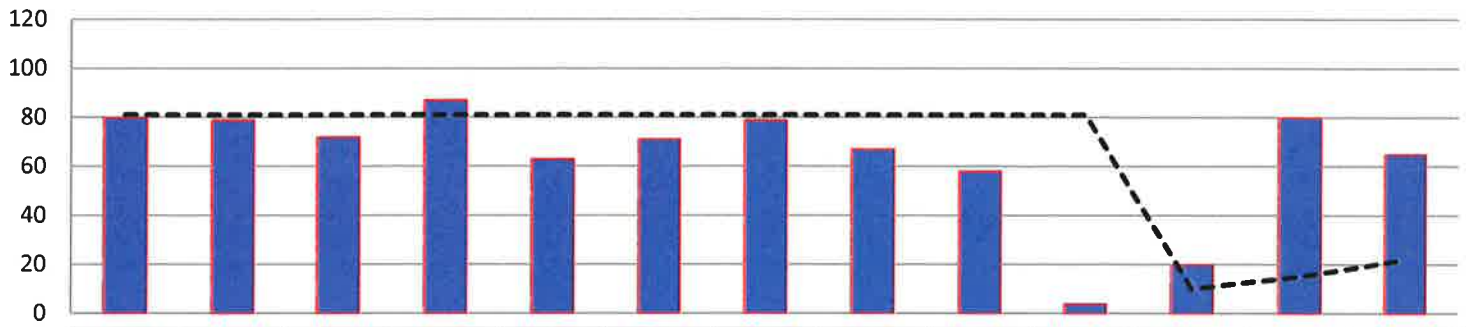
Swing Bed Days Budget



	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20
Swing Bed Days	7	30	32	14	14	65	11	32	36	6	12	45	36
Budget	18	18	18	18	18	18	18	18	18	18	12	15	17

SURGERY

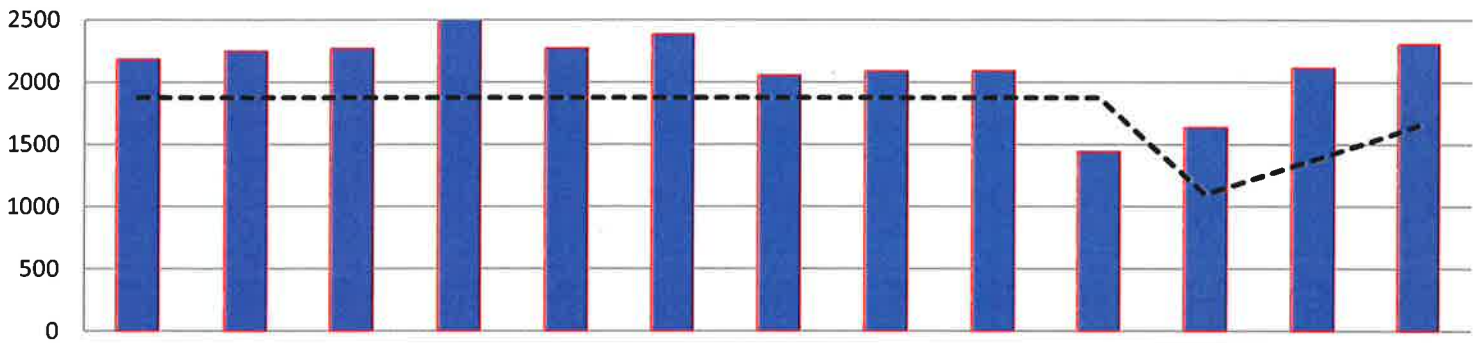
Surgery Budget



	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20
Surgery	80	79	72	87	63	71	79	67	58	4	20	80	65
Budget	81	81	81	81	81	81	81	81	81	81	10	15	22

OUTPATIENT OCCASIONS OF SERVICE

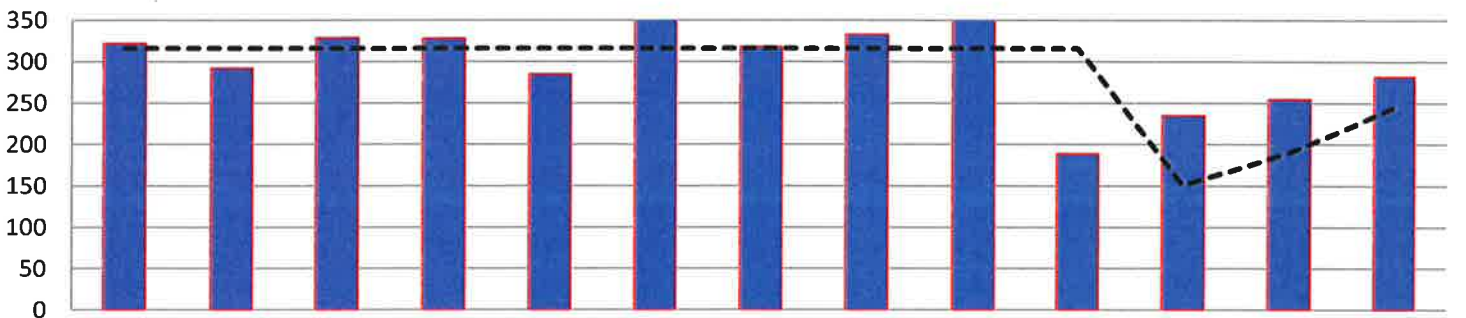
OP Visits Budget



	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20
OP Visits	2185	2249	2270	2607	2271	2386	2057	2090	2092	1445	1639	2115	2309
Budget	1875	1875	1875	1875	1875	1875	1875	1875	1875	1875	1100	1375	1650

EMERGENCY VISITS

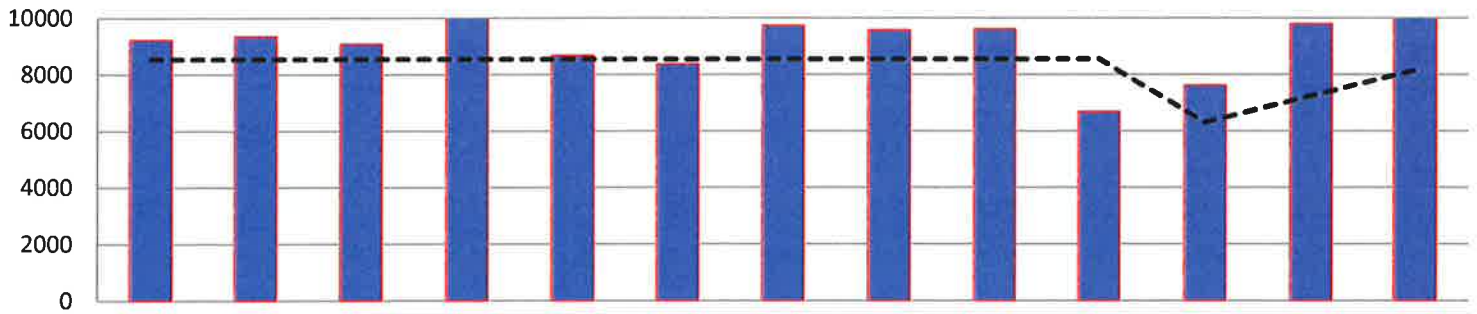
ER Visits Budget



	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20
ER Visits	322	292	329	328	285	357	318	333	353	189	235	255	282
Budget	316	316	316	316	316	316	316	316	316	316	151	190	245

LAB PROCEDURES

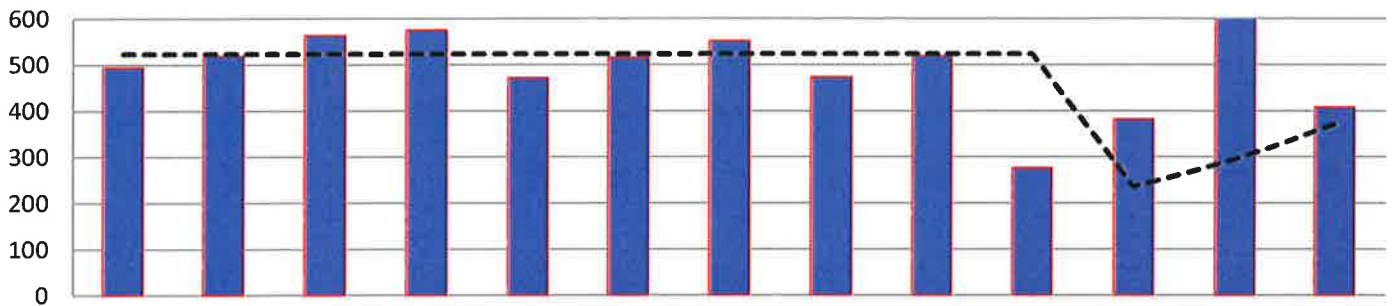
Lab Proc Budget



	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20
Lab Proc	9239	9356	9085	10419	8674	8363	9727	9583	9615	6680	7619	9793	10036
Budget	8542	8542	8542	8542	8542	8542	8542	8542	8542	8542	6300	7245	8150

IMAGING PROCEDURES

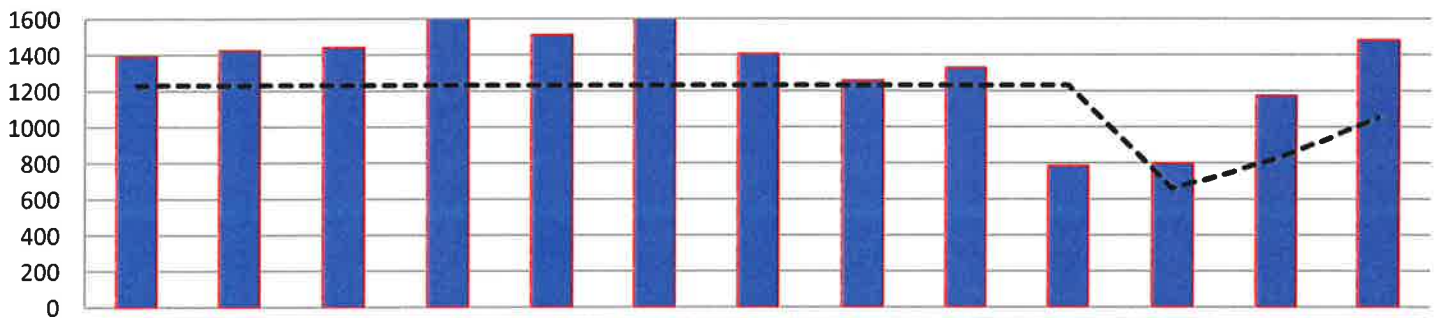
Imaging Proc Budget



	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20
Imaging Proc	494	519	563	575	472	516	552	473	519	276	382	672	408
Budget	523	523	523	523	523	523	523	523	523	523	235	294	370

REHAB MODALITIES

Rehab Modalities Budget



	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20
Rehab Modalities	1395	1426	1442	1693	1511	1763	1408	1259	1331	785	799	1175	1482
Budget	1233	1233	1233	1233	1233	1233	1233	1233	1233	1233	660	825	1050

WINDOM AREA HEALTH
INCOME STATEMENT

7/31/2020

	7/31/2020		7/31/2020		7/31/2020		7/31/2020		7/31/2020		7/31/2020	
	7/31/2020	Comparison	Budget 2021	Comparison	Y-T-D 2021	Comparison	Budget 2021	Comparison	Budget 2021	Comparison	Revenue	Comparison
PATIENT REVENUE												
Inpatient Revenue	\$996,430	26.82%	\$671,339	30.00%	\$1,755,048	20.69%	\$1,709,677	31.31%	\$1,709,677	20.69%	\$1,709,677	31.31%
Outpatient Revenue	\$2,718,855	73.18%	\$1,566,459	70.00%	\$6,728,323	79.31%	\$3,750,551	68.69%	\$3,750,551	79.31%	\$3,750,551	68.69%
Total Patient Revenue	\$3,715,285	100.00%	\$2,237,798	100.00%	\$8,483,371	100.00%	\$5,460,228	100.00%	\$5,460,228	100.00%	\$5,460,228	100.00%
Contractual Adjustments	\$1,948,748	52.45%	\$962,253	43.00%	\$3,993,149	47.07%	\$2,347,898	43.00%	\$2,347,898	47.07%	\$2,347,898	43.00%
Other Income	\$9,514	0.26%	\$14,502	0.65%	\$888,835	10.48%	\$43,506	0.80%	\$43,506	10.48%	\$43,506	0.80%
NET OPERATING REVENUE	\$1,776,051	100.00%	\$1,290,047	100.00%	\$5,379,057	100.00%	\$3,155,836	100.00%	\$3,155,836	100.00%	\$3,155,836	100.00%
EXPENSE												
Employee Salaries	\$609,463	34.32%	\$572,065	44.34%	\$1,774,663	32.99%	\$1,697,741	53.80%	\$1,697,741	32.99%	\$1,697,741	53.80%
Employee Benefits	\$197,119	11.10%	\$192,940	14.96%	\$581,986	10.82%	\$572,597	18.14%	\$572,597	10.82%	\$572,597	18.14%
Pharmaceuticals	\$86,106	4.85%	\$66,777	5.18%	\$180,944	3.36%	\$186,521	5.91%	\$186,521	3.36%	\$186,521	5.91%
Supplies	\$179,722	10.12%	\$112,037	8.68%	\$349,611	6.50%	\$332,496	10.54%	\$332,496	6.50%	\$332,496	10.54%
Rents & Utilities	\$30,618	1.72%	\$27,880	2.16%	\$81,607	1.52%	\$82,741	2.62%	\$82,741	1.52%	\$82,741	2.62%
Purchased Services	\$363,146	20.45%	\$284,865	22.08%	\$1,079,204	20.06%	\$757,963	24.02%	\$757,963	20.06%	\$757,963	24.02%
Other Direct Expenses	\$91,135	5.13%	\$103,724	8.04%	\$294,431	5.47%	\$314,517	9.97%	\$314,517	5.47%	\$314,517	9.97%
Provision for Bad Debts	\$36,849	2.07%	\$27,083	2.10%	\$132,636	2.47%	\$81,250	2.57%	\$81,250	2.47%	\$81,250	2.57%
Depreciation	\$120,131	6.76%	\$122,333	9.48%	\$366,577	6.81%	\$367,000	11.63%	\$367,000	6.81%	\$367,000	11.63%
Interest Expense	\$14,135	0.80%	\$14,136	1.10%	\$42,405	0.79%	\$42,407	1.34%	\$42,407	0.79%	\$42,407	1.34%
Total Operating Expense	\$1,728,424	97.32%	\$1,523,840	118.12%	\$4,884,064	90.80%	\$4,435,233	140.54%	\$4,435,233	90.80%	\$4,435,233	140.54%
Income (loss) From Operations	\$47,627	2.68%	(\$233,793)	-18.12%	\$494,993	9.20%	(\$1,279,397)	-40.54%	(\$1,279,397)	9.20%	(\$1,279,397)	-40.54%
Investment Income	\$17,653	0.99%	\$15,417	1.20%	\$50,747	0.94%	\$46,251	1.47%	\$46,251	0.94%	\$46,251	1.47%
Other Revenue/(Expenses)	\$1,242	0.07%	(\$2,083)	-0.16%	\$93,396	1.74%	(\$6,249)	-0.20%	(\$6,249)	1.74%	(\$6,249)	-0.20%
Non Operating Rev/Exp	\$18,895	1.06%	\$13,334	1.03%	\$144,143	2.68%	\$40,002	1.27%	\$40,002	2.68%	\$40,002	1.27%
Increase in Net Assets	\$66,522	3.75%	(\$220,459)	-17.09%	\$639,136	11.88%	(\$1,239,395)	-39.27%	(\$1,239,395)	11.88%	(\$1,239,395)	-39.27%

07/2020 (month 03)

ASSETS:

CURRENT ASSETS

Cash in Bank	11,281,736
Flex Plan Fund	37,174
Designated Savings	3,396,179
Accounts Receivable	4,832,962
A/R Medicare Prosp Payment	(1,944,947)
Allowance Doubtful Accts	(357,000)
A/R Finance Billing	58,842
Inventories	233,180
Prepaid Expenses	246,021
Prepaid Defined Pension	830,283
Employee Loan Receivable	101,942
TOTAL CURRENT ASSETS	18,716,372

Board Designated Investment Held by Trustee	5,211,419
TOTAL ASSETS LIMITED	398,331
FIXED ASSETS	5,609,750

Land	270,594
Land Improvements	3,144,946
Buildings	13,163,817
Fixed Equipment	8,172,263
Major Movable Equipment	5,421,076
Construction in Progress	-
SUB-TOTAL FIXED ASSETS	30,172,696

LESS-ACCUM DEPRECIATION	(15,403,717)
TOTAL FIXED ASSETS	14,768,980

TOTAL ASSETS 39,095,101

LIABILITIES:

CURRENT LIABILITIES

Accounts Payable	545,810
Third Party Settlement	684,255
Accrued Wages	290,810
Accrued Vacation	645,783
Accrued Benefits	(41,744)
Accrued Health Ins Premiums	175,979
Accrued Interest	70,675
Other Current Liabilities	4,652,156
TOTAL CURRENT LIABILITIES	7,023,724

LONG TERM LIABILITIES

Min Pension Liability	6,800,704
Long Term Debt, less current maturities	4,463,327
TOTAL LIABILITIES	18,287,755

NET ASSETS

Net Asset Balance	20,807,346
-------------------	------------

TOTAL LIABILITIES & NET ASSETS **39,095,101**

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

Yrs Dep	Capital Asset	Vendor	Asset class	May	June	July
5	Rhindlayngoscope	Olympus	Maj Mov		6,697.00	

Total

-

-