

Meeting Name: Windom Area Health Governing Board of Directors

AGENDA

Purpose: Provide governance for Windom Area Health	
Meeting Date/Time/Location:	Monday, September 28, 2020 / Meeting 5:30 pm / Large Conference Room
Members: All WAH Governing Board members	Present: Absent: Others:
Recorder:	Janel Eichstadt, Admin Asst
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 August 24, 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. <ul style="list-style-type: none"> ○ Annual review & approval of Bloodborne Pathogen policy & TB Risk Assessment policy, upon recommendation from WAH Medical Staff. <i>(Board motion)</i>
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 of Sr. Management Team Executive Summaries. • Review and approve WAH committee meeting reports as presented. <i>(Board motion)</i>
City of Windom	Informational update.
Sanford Health Network	Informational update.
WAH Foundation Board	Foundation meeting Tuesday, September 29, 5:00 p.m., Large Conference Room.
	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

WAH Auxiliary	Auxiliary met September 14, 2020, via Zoom. No meeting held in August.	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, August 24, 2020 / Meeting 5:30 pm / Large Conference Room
Members: All WAH Governing Board members	Present: Dr. Michael Fisher, Dan Ortman, Mary Holmen, Justin Schmit, Laura Fresk, 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: Ann Bartelt, JoAnn Ray/City Council WAH liaison Other Attendees: Dr. R. Dynes/Chief of Medical Staff, Steve Nasby/City of Windom Administrator John Peyerl, CFO
Recorder:	John Peyerl, CFO
Category / Topic	Action step(s) / Updates
STANDING ITEMS	
Call to Order	Windom Area Health Governing Board meeting was called to order at 5:30 pm by Governing Board Chair, Dr. Michael Fisher.
Minutes	M/S/C UNANIMOUSLY TO APPROVE WINDOM AREA HEALTH GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF JULY 27, 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.
Finance / Personnel / Labor Relations & Building & Grounds Cmte	M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$97,594.97 TO AAA COLLECTIONS AND APPROVE 8 FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$10,726.11 (SCHMIT/FRESK). To date, financial assistance accounts approved for write off total \$28,765.97 on a FY2021 budget of \$200,000. M/S/C UNANIMOUSLY TO ACCEPT THE FOLLOWING RESIGNATIONS AND TERMINATIONS – 1 PRN HUC TERMINATION EFFECTIVE LAST SHIFT WORKED DATE OF FEBRUARY 28, 2020; , 1 PRN MATERIALS MGMT AIDE TERMINATION EFFECTIVE LAST SHIFT WORKED DATE OF SEPTEMBER 20, 2019; 1 NUTRITIONAL SERVICES AIDE RESIGNATION EFFECTIVE AUGUST 13, 2020; 1 DIRECTOR OF NURSING, KATHY BECKER, RESIGNATION EFFECTIVE SEPTEMBER 30, 2020, AND 1 HIM CODER RETIREMENT OF JULIE ENGLIN EFFECTIVE SEPTEMBER 30, 2020 AFTER BEING AN EMPLOYEE OF WINDOM AREA HEALTH FOR 47 YEARS. (BARTELT/SCHMIT). For informational purposes, Shelby presented information from CliftonLarsonAllen Consulting Services regarding their offering of consulting services for professional governance strategies. No action was taken on this topic.
OTHER REPORTS	
Statistical & Financial Performance Reports	July 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 above budget projections; total operating expenses were above budget expectations; net operating revenue and total operating expenses factored together left a net gain totaling \$66,522. FY2020 year-to-date net income totals \$639,136 on a projected budget of (\$1,239,395). Days in A/R were reported at 52.42 and Days Cash on Hand totaled 362. M/S/C UNANIMOUSLY TO APPROVE JULY 2020 STATISTICAL AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (SCHMIT/BARTELT)
Funded Depreciation Transfer	There was no transfer of Funded Depreciation funds for July 2020 as there were no capital purchases.
Educational Assistance Applications	There were no Educational Assistance applications submitted for board action.
New / Department Transfer Employees	The following new hires were reported: FT Patient Access Representative, PT weekend Patient Access Representative, FT HIM Coder, and 1 Medical Screener.
Medical Staff Credentialing	M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM WAH MEDICAL STAFF, TO APPROVE MEDICAL STAFF CREDENTIALING AS PRESENTED (GROSS/ORTMANN) UPON RECOMMENDATION FROM WAH MEDICAL STAFF, AN EXTENSION OF PRIVILEGES WAS APPROVED FOR TIM KLASSEN, CRNA. THE ADDITIONAL PRIVILEGES ALLOW HIM TO PERFORM A COMPREHENSIVE HISTORY AND PHYSICAL EXAMINATION, ASSESSMENT AND EVALUATION. (ORTMANN/HOLMAN)

Leader:

Dr Michael Fisher

Dr Michael Fisher

Kay Gross

Dan Ortman

John Peyerl

John Peyerl

Emily Masters

Shelby Medina

Shelby Medina

	<p>APPOINTMENTS: Amber Hogan, PA-C Orthopedics David Roemhildt, PA-C Orthopedics Dennis Silver, MD Emergency Medicine</p> <p>REAPPOINTMENTS: Elise In't Veld Ophthalmology Kelli Kolander, CNP Cardiology Loretta Krahn, CRNA Anesthesia Brett Van Vley, MD Family Medicine</p> <p>SANFORD TELEMEDICINE APPOINTMENT: None</p> <p>VRAD REAPPOINTMENTS: Arlene Sussman, M.D. Teleradiology Cynthia Tortorelli, M.D. Teleradiology</p> <p>RESIGNATION: (Informational/Purposes Only) Kimberly Fagen, M.D. Teleradiology Shelly Palmer, PA-C Family Medicine</p> <p>Shelby reported on agenda items discussed at the Medical Staff meeting held earlier today.</p>	<p>Allied Health Professionals Allied Health Professionals Emergency Services</p> <p>Consulting Allied Health Professionals Allied Health Professionals Active</p> <p>Telemedicine Telemedicine</p> <p>Telemedicine Allied Health Professionals</p>	<p>Shelby M./Kelsey A. Kelsey A. Sr. Mgmt Team Steve Nasby Terry Mahar, VP Shelby Medina Shelby Medina</p>
Patient Concern Reports	July 2020 Patient Concern Reports and patient survey comments were reviewed and found to be appropriately addressed.		Shelby M./Kelsey A.
Patient Safety Reports	<p>Kelsey reported there was 0 reportable patient falls; 0 documented skin integrity issues to patients; 0 use of patient restraints; and 0 opioid-related deaths. Kelsey 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>Shelby noted RN contract negotiations with the nurse's union that were put on hold due to COVID-19 are set to resume.</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE FOLLOWING WAH COMMITTEE MEETING REPORTS AS PRESENTED (ORTMANN/FRESK)</p> <ul style="list-style-type: none"> ● INFECTION PREVENTION ● PHARMACY & THERAPEUTICS ● UTILIZATION REVIEW ● OB COMMITTEE ● ER/STROKE/TRAUMA 		Kelsey A.
Administration	Nothing to report.		Sr. Mgmt Team
City of Windom	Nothing to report.		Steve Nasby
Sanford Health Network	Terry gave an update on Covid-19 information. The Sanford International Golf Tournament will be held September 17-23, 2020, in Sioux Falls.		Terry Mahar, VP
WAH Foundation Board	The WAH Foundation Board Strategic Planning meeting scheduled for August 13 has been postponed until a later date.		Shelby Medina
WAH Auxiliary	WAH Auxiliary did not meet in July, no meeting minutes to review. Auxiliary met August 10, 2020 via Zoom.		Shelby Medina
NEW & OLD BUSINESS			
New Business	There was no new business to report.		
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 _____, Dr. Michael Fisher, Governing Board Chairperson

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
as of September 24, 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.
- Greg Holt will assume supervisory responsibilities over the Maintenance Department. Greg is currently Part-time Emergency Preparedness Coordinator and part-time maintenance department. His status has changed in the Maintenance Department but there is no change in his current FTE.
- Progressive Chiropractic (Drs. Skow and Norell) will start chiropractic outreach starting October 1st. They will provide coverage on Tuesdays and Thursdays.
- December Governing Board Meeting Change: Medical Staff and WAH Governing Board has been moved to **Monday, December 21st** due to Christmas Holiday.

• **Industry Updates**

- **None to Report**

• **Committee Meeting Updates**

- Work Place Violence: **Nothing to report this month**
- Infection Prevention: **Nothing to report this month**
- Emergency Preparedness: **Nothing to report this month**
- Pharmacy and Therapeutics: **Nothing to report this month**
- PI/ Risk: **Meeting on August 20**
 - Department PI plans were reviewed.
 - Each department discussed its progress and provided examples of strategies implemented moving them toward their goal. Departments not moving toward their goals discussed the adjustments they have made to move them toward meeting their goal.
- Utilization Review: **Nothing to report this month**

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
As of September 24, 2020
WAH MISSION: "Dedicated to Health"

CHIEF FINANCIAL OFFICER REPORT

Overview:

- Net income from operations was \$280,945 compared to a budget of (\$164,385). Our net patient revenue was about \$310,000 more than last August. 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 \$775,939 versus a budget of (\$1,443,782). We have applied \$835,000 in stimulus dollars this year. It is interesting to note that the operating margin would be about the same as last year without the stimulus dollars.

The volume of activity in August was consistent with July on the outpatient side, quite strong. The inpatient activity was down a little bit. The seventy-three inpatient days we saw in August were about 10% below our pre-COVID-19 averages. However, with Swingbed days of 66, overall patient floor activity was as busy as July. Strong outpatient activity in August has pushed our gross outpatient revenue approximately \$340,000 more year to date than last year. August is the last month that we reduced our original budget to account for the pandemic. Next month's budget numbers will reflect that.

- Imaging procedures were the most in a month in over a year. All modalities exceeded August 2019 numbers with General Radiology (250 compared to 224) and Ultrasounds (61 compared to 31) leading the way.
- Laboratory volumes were down from last month and off historical averages. Last fiscal year laboratory tests averaged about 9,130 in a given month. There were 8,787 in the month of August. That is a 13% decrease over July and 4% less than the historical average.
- Fifty-one surgical procedures were performed in August, which is up from the historical average of about 43. Five of those were joint replacements, which is down from the July total of 9.
- Rehab Therapy continues to see volumes increase from a low of 785 modalities in April. The department performed 1,284 modalities in August. This is slightly down from July, but close to historical averages.

Contractual adjustments came in at 44.5%. Contractual adjustments are budgeted at 43.0%. When the FY2020 cost report is filed, the percentage should reduce closer to budget. An updated template will be available for the current fiscal year, which will take some of the conservatism out of the calculation.

Overall, expenses were \$16,500 less than budget. This is about \$18,849 less than last August.

Looking Forward:

- Mid-year Budget Revision

WINDOM AREA HEATH

GOVERNING BOARD EXECUTIVE SUMMARY

as of September 24th, 2020

WAH MISSION: *"Dedicated to Health"*

DIRECTOR OF NURSING REPORT

- **Medical/Surgical/OB/Emergency Room:**
 - Finalizing Stroke Designation Recertification packet to send in for review.
 - Developing workflow for Covid/Influenza season

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

- **Surgery:**
 - Preoperative COVID testing going well. Working on cold weather plan.

- **Committee Meetings**
 - OB Committee:

 - ER/Trauma/Stroke Committee:
 - Trauma site visit will be coming sometime in October
 - Looking into Intranasal medication in ED
 - Finalizing Stroke Designation Recertification packet to send in for review.

 - MHA Safety Data as of September 21st.
 - Falls – 2
 - Skin Integrity - 0
 - Restraints – 0
 - Opioid Deaths – 0
 - Reportable Events – 0

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
as of September 24, 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
 - Fitness Specialist
 - Surgery Tech – PRN
 - LPN - Clinic
 - Radiology Tech
- Abby Kipfer, our Director of Nutritional Services, has been selected as the Employee of the Quarter for Q2.
- We are working through the launch of our OccMed service line with the help of Sanford. We are a Connect Clinic location and will be offering most OccMed services just after October 1st.

Community Health and Wellness/Wellness Center

- The Wellness Center is now open to members from 6am – 6pm (must be in and screened by 6pm) Monday – Friday. The showers are now available for members as well.
- We have selected a new wellness vendor, Wellworks, to be our platform for the employee wellness program for 2021. We will be working on implementation during Q4.

Marketing/PR

- A Tammy Hall Memorial golf tournament, beanbag tournament, and band was held on 9/19. Proceeds will be directed to the Women's Health Fund.
- Marketing and Wellness will be hosting the 3rd annual Spooktacular on Friday, October 30th around the Be Well Path, including Trunk or Treat, train rides, and activities around the path.

Committee Meetings

- Employee Focus/Finance: Halloween activities are being planned by employees, including door decorating and scarecrows around the path.
- Patient & Family Advisory Committee: No report. August meeting postponed.
- Safety: No report.
- Safe Patient Handling: No report.



BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN ANNUAL REVIEW

DATE: January 1, 2019 – December 31, 2019

TO: Infection Control Committee
Windom Area Health Medical Staff
Windom Area Health Governing Board

FROM: Wanda Bacon, Employee Health & Safety Coordinator

RE: Annual review of Bloodborne Pathogen Exposure Control Plan

1. Windom Area Health had four (4) employee exposures to blood borne pathogens during 2019; x3 needle sticks and x1 body fluid splash to face.
2. BBP exposure rate per 10,000 employee hours

Year	2013	2014	2015	2016	2017	2018	2019
Rate	0.16	0.16	0.00	0.14	0.00	0.04	0.16

3. Bloodborne Pathogen training:
 - a. All new employees received BBP training during orientation.
 - b. Annual training is via the Sanford Learn online training.
4. Bloodborne Pathogen plan reviewed on September 17, 2020. No changes made.
5. Engineered safety devices:
 - Sanford Health Network value analysis team evaluates engineered safety devices before implementation @ WAH. WAH staff receive education before use begins.
 - WAH staff is instructed to notify ICP and/or department manager if safety products do not function properly or staff is not satisfied with function of safety product.
6. Waterless hand hygiene products are readily available. We have increased the availability throughout facility.
7. PPE is available in all patient care areas. PPE caddy's hang over the patient room door, which makes for easy access to PPE by clinical staff.
8. Use of sharps containers with an automatic drop and closure when ¾ full.
9. Reporting system in place for the reporting and follow-up of exposure to blood or OPIM.
10. Rapid HIV testing is available in Windom Area Health Laboratory which enhances timely response to BBP exposure.

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

Purpose: Review and recommend annual operating budget and capital expenditure plan, review and recommend capital expenditures, review and evaluate monthly financial reports, review and recommend approval of annual audit report, and recommend board approval to agenda items as requested.		
Meeting Date/Time/Location: Monday, September 28, 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		
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 Committee meeting of August 24, 2020. <i>(Cmte Motion)</i>	Ann B.
Collections & Financial Assistance	Review & recommend approval of patient accounts. <i>(Cmte Motion / Bd Motion)</i>	John P.
Employee Resignations/Terminations	Review & recommend acceptance of WAH employee resignations / terminations. <i>(Cmte Motion / Bd Motion)</i>	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 Committee meeting.	Ann B.

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

MINUTES

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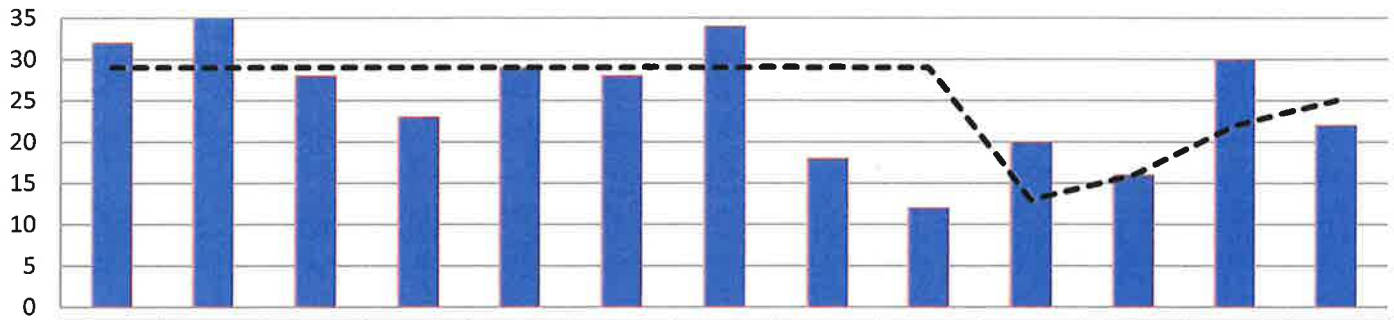
Members: Ann Bartelt, Laura Fresk, Justin Schmit, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lk Advisory Mbr, John Peyerl/CFO, Emily Masters/CHRO, Kelsey Becker/DON, Kelsey Andrews/DON, Shelby Medina/CEO
Absent:
Others:

Chairperson (Acting Chairperson) Dan Ortman, Acting-chairperson
Recorder: John Peyerl, CFO

Category / Topic	Action step(s) / Updates	Leader:
STANDING ITEMS		
Call to Order	Finance/Personnel/Labor Relations/Building & Grounds Committee meeting was called to order at 4:30pm by Acting-chairperson, Dan Ortman.	Dan O.
Minutes	M/S/C UNANIMOUSLY TO APPROVE FINANCE/PERSONNEL/LABOR RELATIONS/BUILDING & GROUNDS COMMITTEE MINUTES FROM THE REGULAR MEETING OF JULY 27, 2020 (BRUGMAN/SCHMIT).	Dan O.
Collections & Financial Assistance	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND PATIENT ACCOUNTS TOTALING \$97,594.97 TO AAA COLLECTIONS; RECOMMEND APPROVAL OF THE FOLLOWING 8 FINANCIAL ASSISTANCE PATIENT ACCOUNTS: 3 NEW ACCOUNTS AT 100% WRITE-OFF TOTALING \$2916.05 AND 2 NEW ACCOUNTS AT 75% WRITE-OFF TOTALING \$5969.85; 3 ACCOUNTS WITH BALANCES BELOW \$1500 WITH 1 ACCOUNT AT 0% WRITE-OFF TOTALING \$0, 1 ACCOUNT AT 75% WRITE-OFF TOTALING \$925.67, AND 1 ACCOUNT AT 100% WRITE-OFF TOTALING \$530.00; AND 2 PREVIOUSLY APPROVED ACCOUNTS WITH 2 ACCOUNTS RECEIVING A 50% WRITE-OFF TOTALING \$384.54, WITH ALL APPROVED FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$10,726.11. (SCHMIT/FRESK) In month 4 of FY2021, accounts totaling \$28,765.976 have been approved for Financial Assistance on a budget of \$200,000.	John P.
Employee Resignations/Terminations	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FOLLOWING RESIGNATIONS AND TERMINATIONS – 1 PRN HUC TERMINATION EFFECTIVE LAST SHIFT WORKED DATE OF FEBRUARY 28, 2020; 1 PRN MATERIALS MGMT AIDE TERMINATION EFFECTIVE LAST SHIFT WORKED DATE OF SEPTEMBER 20, 2019; 1 NUTRITIONAL SERVICES AIDE RESIGNATION EFFECTIVE AUGUST 13, 2020; KATHY BECKER, DIRECTOR OF NURSING RESIGNATION EFFECTIVE SEPTEMBER 30, 2020, AND 1 HIM CODER RETIREMENT OF JULIE ENGLIN EFFECTIVE SEPTEMBER 30, 2020 AFTER BEING EMPLOYED BY WINDOM AREA HEALTH FOR 47 YEARS. (SCHMIT/FRESK).	Emily M.
FOLLOW-UP ITEMS		
CLA Consulting Services	Shelby shared information regarding the company of CliftonLarsonAllen Consulting Services regarding the offering of consulting services for professional governance strategies. No action was required on this agenda item.	Shelby M.
NEW/CURRENT ITEMS		
Loan Agreement	An update was given on the status of outstanding Financial Loan Agreements and a recommended plan for collection.	John P.
BCBS – Updates	Shelby reported 58 MN hospital CEOs participated in a meeting with BCBS to discuss value-based reimbursement and the effects of BCBS practices on hospitals.	Shelby M.
Cash Reserves	John gave an update on WAH cash reserves and discussion on capital improvement projects and allocation ensued	John P.
CONCLUSION		
	Acting-chairperson, Dan Ortman, concluded Finance/Personnel/Labor Relations & Building & Grounds Committee meeting.	Dan O.

ADMISSIONS

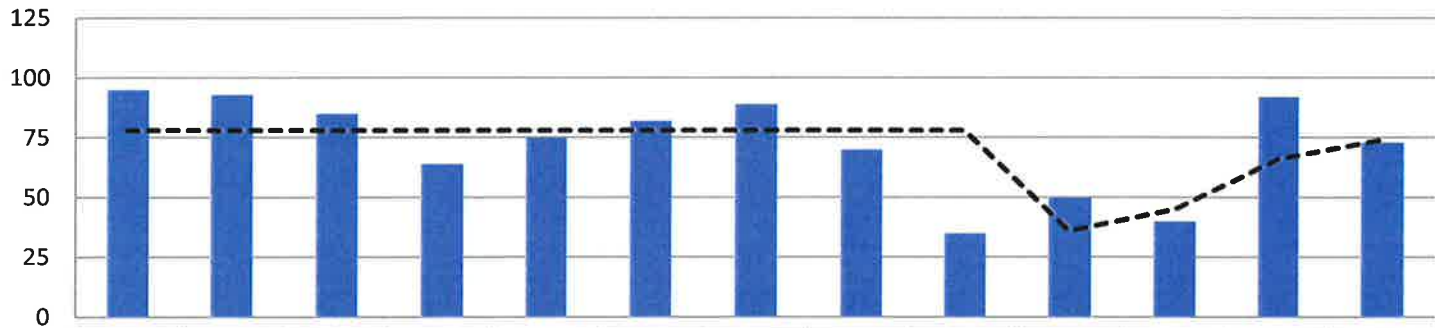
Admissions Budget



	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20
Admissions	32	36	28	23	29	28	34	18	12	20	16	30	22
Budget	29	29	29	29	29	29	29	29	29	13	16	22	25

PATIENT DAYS

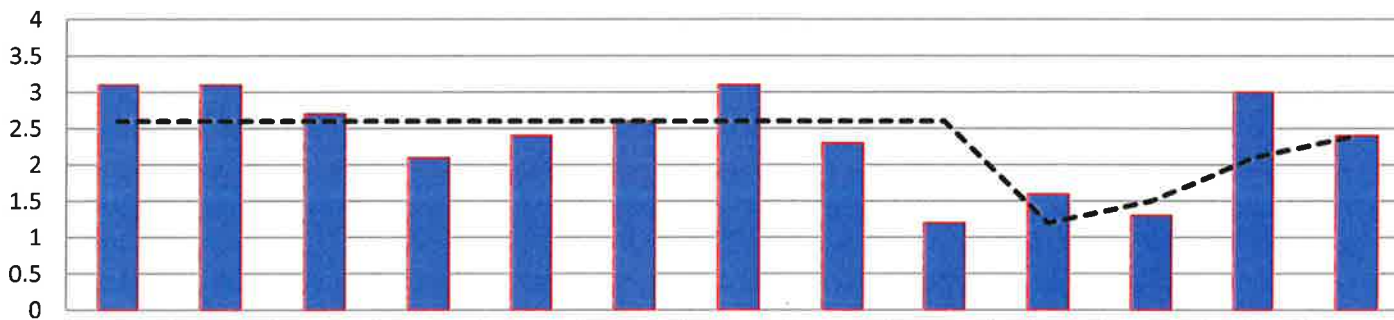
Pt Days Budget



	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20
Pt Days	95	93	85	64	75	82	89	70	35	50	40	92	73
Budget	78	78	78	78	78	78	78	78	78	36	45	66	74

AVERAGE PATIENTS PER DAY

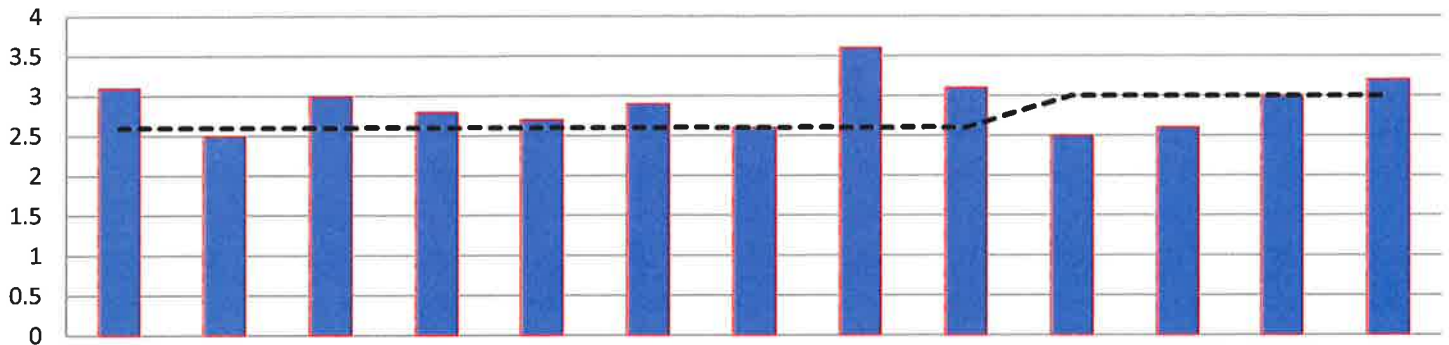
Avg Pt/Day Budget



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

AVERAGE LENGTH OF STAY

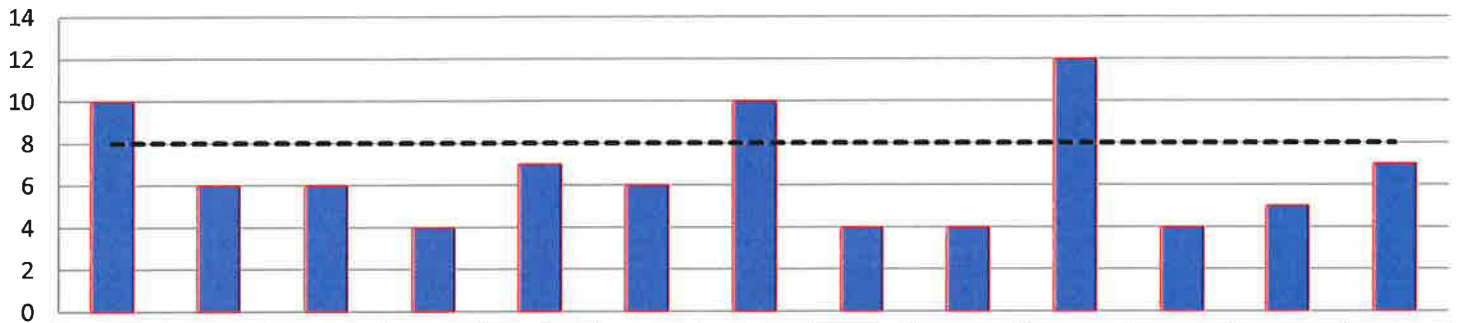
Avg Stay Budget



	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20
Avg Stay	3.1	2.5	3.0	2.8	2.7	2.9	2.6	3.6	3.1	2.5	2.6	3.0	3.2
Budget	2.6	2.6	2.6	2.6	2.6	2.6	2.6	2.6	2.6	3.0	3.0	3.0	3.0

BIRTHS

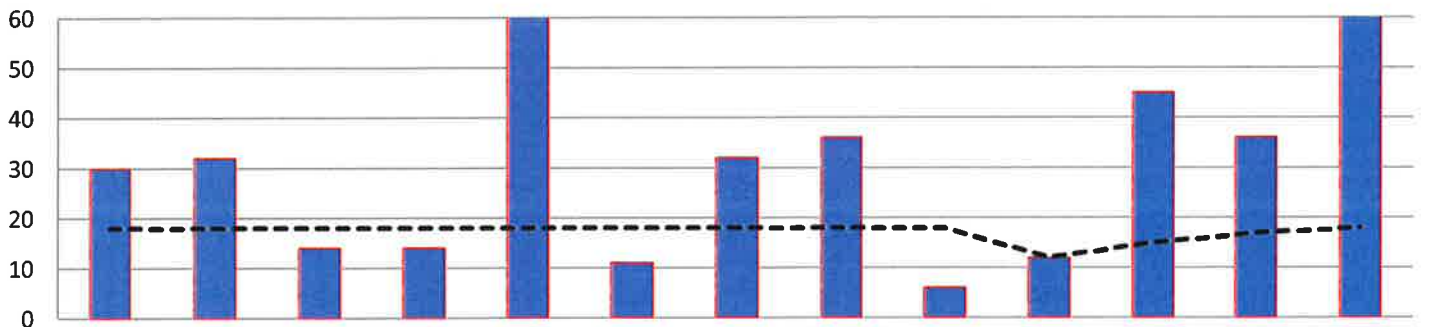
Births Budget



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

SWING BED DAYS

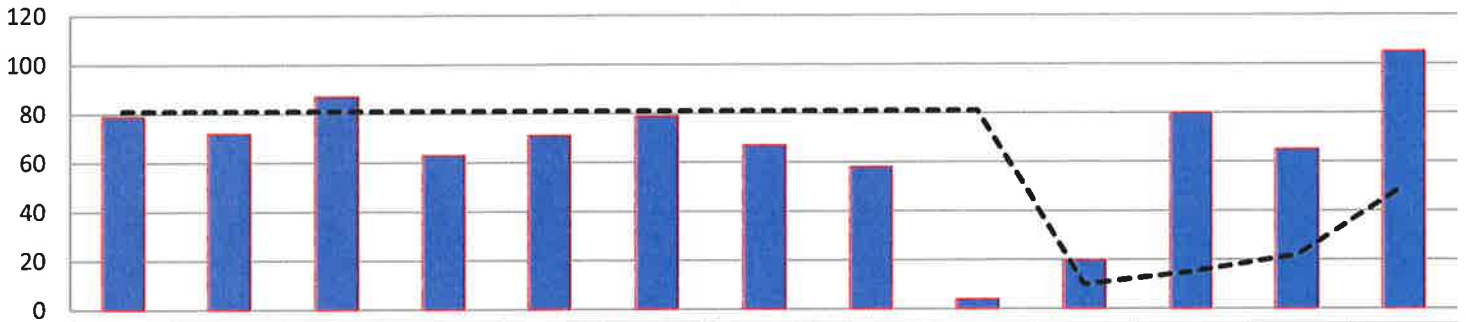
Swing Bed Days Budget



	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20
Swing Bed Days	30	32	14	14	65	11	32	36	6	12	45	36	66
Budget	18	18	18	18	18	18	18	18	18	12	15	17	18

SURGERY

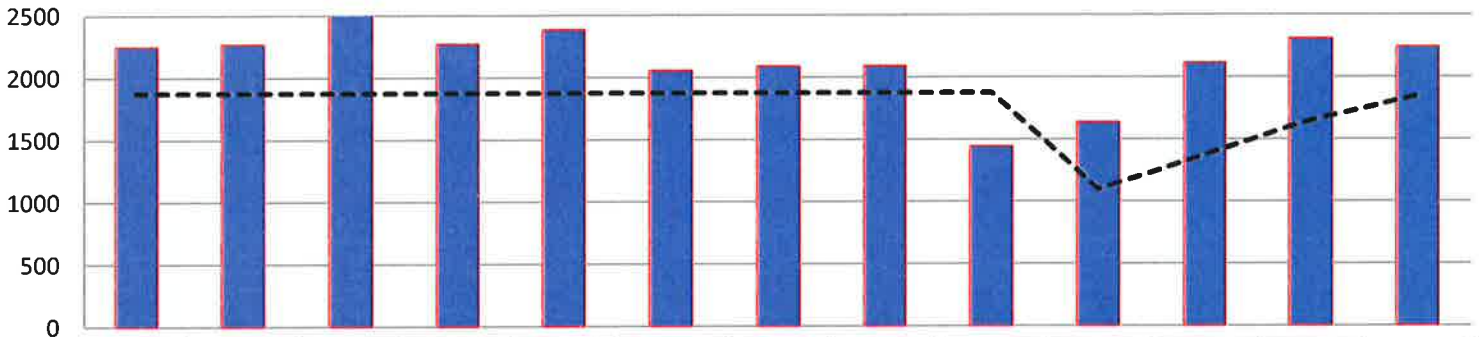
Surgery Budget



	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20
Surgery	79	72	87	63	71	79	67	58	4	20	80	65	105
Budget	81	81	81	81	81	81	81	81	81	10	15	22	50

OUTPATIENT OCCASIONS OF SERVICE

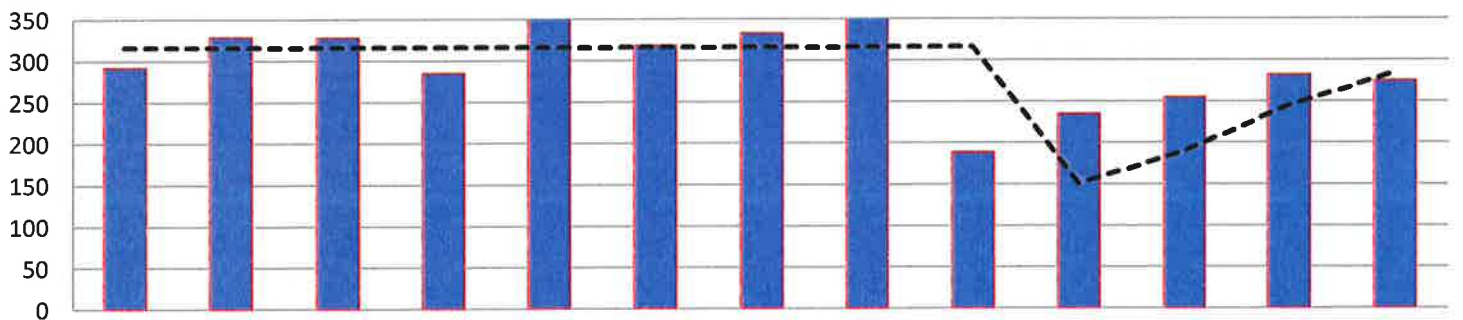
OP Visits Budget



	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20
OP Visits	2249	2270	2607	2271	2386	2057	2090	2092	1445	1639	2115	2309	2243
Budget	1875	1875	1875	1875	1875	1875	1875	1875	1875	1100	1375	1650	1850

EMERGENCY VISITS

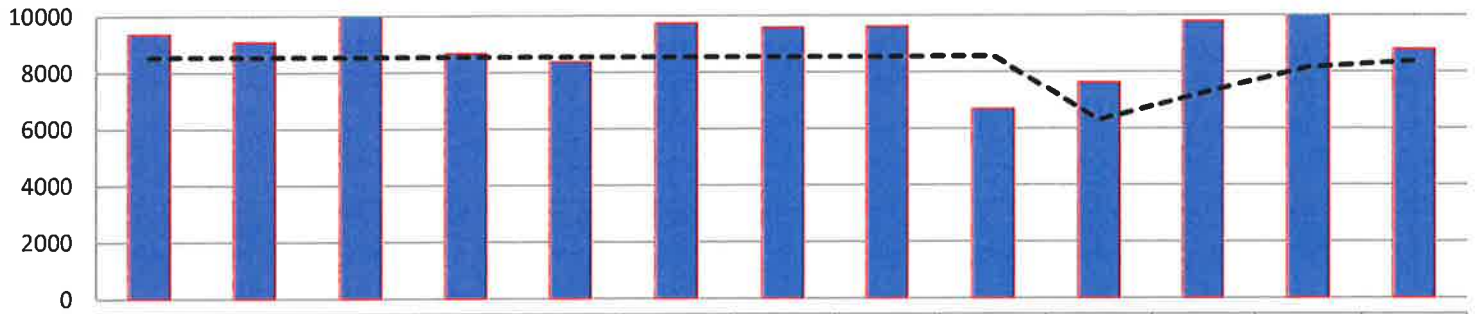
ER Visits Budget



	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20
ER Visits	292	329	328	285	357	318	333	353	189	235	255	282	275
Budget	316	316	316	316	316	316	316	316	316	151	190	245	285

LAB PROCEDURES

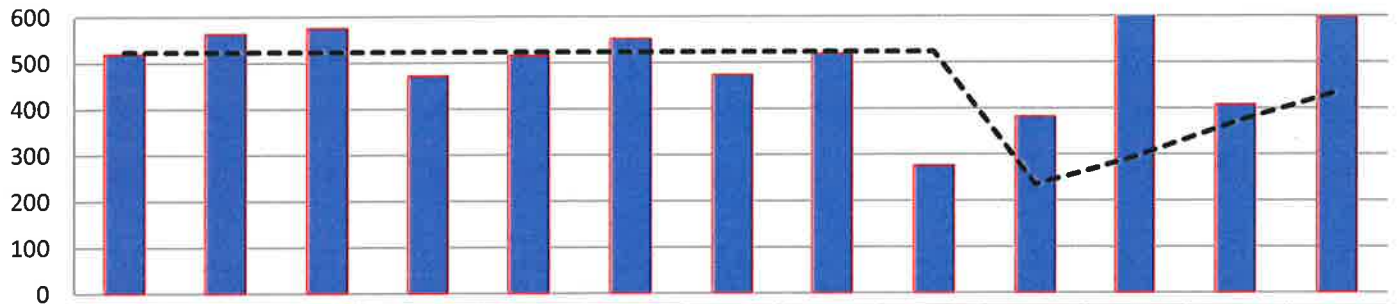
Lab Proc Budget



	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20
Lab Proc	9356	9085	10419	8674	8363	9727	9583	9615	6680	7619	9793	10036	8787
Budget	8542	8542	8542	8542	8542	8542	8542	8542	8542	6300	7245	8150	8375

IMAGING PROCEDURES

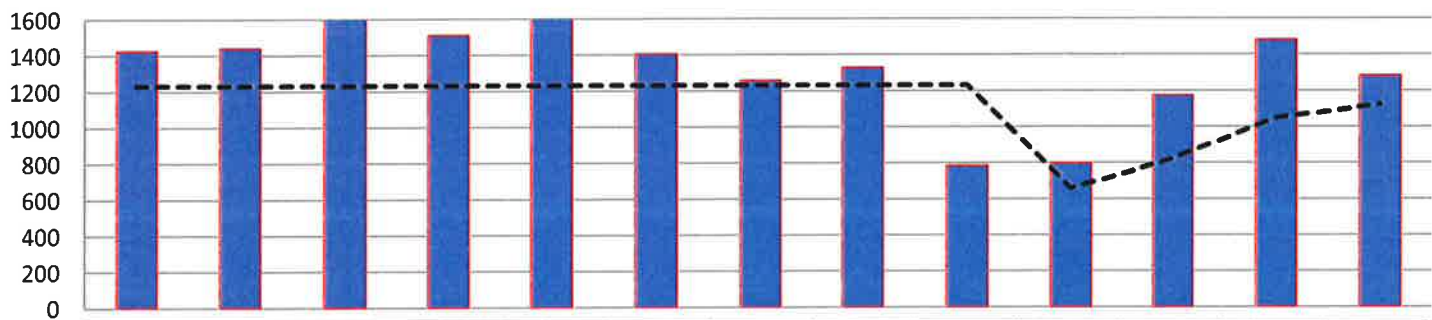
Imaging Proc Budget



	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20
Imaging Proc	519	563	575	472	516	552	473	519	276	382	672	408	597
Budget	523	523	523	523	523	523	523	523	523	235	294	370	435

REHAB MODALITIES

Rehab Modalities Budget



	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20
Rehab Modalities	1426	1442	1693	1511	1763	1408	1259	1331	785	799	1175	1482	1284
Budget	1233	1233	1233	1233	1233	1233	1233	1233	1233	660	825	1050	1125

WINDOM AREA HEALTH
INCOME STATEMENT

8/31/2020

	8/31/2020	Revenue Comparison	Budget 2021	Revenue Comparison	Y-T-D 2021	Revenue Comparison	Budget 2021	Revenue Comparison
PATIENT REVENUE								
Inpatient Revenue	\$818,017	22.34%	\$839,174	30.00%	\$2,573,065	21.19%	\$2,548,851	30.87%
Outpatient Revenue	\$2,843,033	77.66%	\$1,958,074	70.00%	\$9,571,356	78.81%	\$5,708,625	69.13%
Total Patient Revenue	\$3,661,050	100.00%	\$2,797,248	100.00%	\$12,144,421	100.00%	\$8,257,476	100.00%
Contractual Adjustments	\$1,637,887	44.74%	\$1,202,817	43.00%	\$5,631,037	46.37%	\$3,550,715	43.00%
Other Income	\$14,601	0.40%	\$14,502	0.52%	\$903,436	7.44%	\$58,008	0.70%
NET OPERATING REVENUE	\$2,037,764	100.00%	\$1,608,933	100.00%	\$7,416,820	100.00%	\$4,764,769	100.00%
EXPENSE								
Employee Salaries	\$666,178	32.69%	\$673,018	41.83%	\$2,440,841	32.91%	\$2,370,759	49.76%
Employee Benefits	\$201,889	9.91%	\$214,378	13.32%	\$783,875	10.57%	\$786,975	16.52%
Pharmaceuticals	\$59,020	2.90%	\$70,705	4.39%	\$239,964	3.24%	\$257,226	5.40%
Supplies	\$168,510	8.27%	\$112,037	6.96%	\$518,120	6.99%	\$444,533	9.33%
Rents & Utilities	\$27,556	1.35%	\$27,880	1.73%	\$109,164	1.47%	\$110,621	2.32%
Purchased Services	\$356,420	17.49%	\$373,450	23.21%	\$1,435,625	19.36%	\$1,131,413	23.75%
Other Direct Expenses	\$95,824	4.70%	\$138,298	8.60%	\$390,255	5.26%	\$452,816	9.50%
Provision for Bad Debts	\$47,858	2.35%	\$27,083	1.68%	\$180,494	2.43%	\$108,333	2.27%
Depreciation	\$119,424	5.86%	\$122,333	7.60%	\$486,001	6.55%	\$489,333	10.27%
Interest Expense	\$14,139	0.69%	\$14,136	0.88%	\$56,544	0.76%	\$56,543	1.19%
Total Operating Expense	\$1,756,818	86.21%	\$1,773,318	110.22%	\$6,640,883	89.54%	\$6,208,552	130.30%
Income (loss) From Operations	\$280,946	13.79%	(\$164,385)	-10.22%	\$775,937	10.46%	(\$1,443,783)	-30.30%
Investment Income	(\$1,120)	-0.05%	\$15,417	0.96%	\$49,627	0.67%	\$61,668	1.29%
Other Revenue/(Expenses)	\$1,795	0.09%	(\$2,083)	-0.13%	\$95,192	1.28%	(\$8,332)	-0.17%
Non Operating Rev/Exp	\$675	0.03%	\$13,334	0.83%	\$144,819	1.95%	\$53,336	1.12%
Increase in Net Assets	\$281,621	13.82%	(\$151,051)	-9.39%	\$920,756	12.41%	(\$1,390,447)	-29.18%

Month

WINDOM AREA HEALTH
 FY 2021
 CAPITAL ASSET ACQUISITIONS

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

Total

- 6,697.00 -

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

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

Meeting Date/Time/Location: **Monday, September 28, 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, Kelsey Andrews/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:
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STANDING ITEMS

Call to Order	Call Professional Practice/Quality & Planning Committee meeting to order at 4:00 pm by Committee chairperson.	Kay G.
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Minutes	Approve minutes from the regular Committee meeting of August 24, 2020. <i>(Cmte Motion)</i>	Kay G.
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FOLLOW-UP ITEMS

Medical Staff / CMO Review	WAH Medical Staff meeting business.	Dr. R. Dynes
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Medical Staff Bylaws	Review and discuss next steps	Shelby M.
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NEW/CURRENT ITEMS

OccMed Service Line	Review of new service line offerings, clients and staff involvement.	Emily M.
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CONCLUSION

	Conclude Professional Practice/Quality & Planning Committee meeting.	Kay G.
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Meeting Name: Windom Area Health Professional Practice / Quality & Planning Committee MINUTES

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

Meeting Date/Time/Location: Monday, August 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: 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, Terry Mahar/Sanford Health Network VP
Absent:

Others: Dr. R. Dynes, Chief of Medical Staff

Chairperson (Acting Chairperson)

Kay Gross, Chairperson

Recorder:

John Peyerl, CFO

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 Chairperson, Kay Gross.	Kay G.
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF JULY 27, 2020, AS PRESENTED (BRUGMAN/ORTMANN).	Kay G.
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. Dynes reported on an incident command meeting that was held regarding combating Influenza and Covid-19 as we head in fall. Dr. Skow and Dr. Norell will be providing chiropractic services at WAH starting in October. It was previously reported they would start in September.	Dr. R. Dynes
Medical Staff Bylaws	Shelby informed committee members the pilot Medical Director concept was not approved by the medical staff at their special meeting on August 3rd. Possible next steps were discussed on how to move forward. Shelby discussed the option of using an outside firm to help encourage dialogue and develop relationships. A timeline was discussed on what that might look like and the investment associated with it.	Shelby M.

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

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

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

**WINDOM AREA HEALTH
CREDENTIALING**

SEPTEMBER 28, 2020

REAPPOINTMENTS:

Richard Erbes, DPM	Podiatry	Associate Professional
Charles Flohr, M.D.	Radiology	Consulting
Karen Juber, RN	Surgery	Allied Health Professionals
Riyad Mohama, M.D.	Cardiology	Consulting
Bruce Watt, M.D.	Cardiology	Consulting

SANFORD TELEMEDICINE APPOINTMENTS:

Terri Peterson-Henry, M.D.	Hospice & Palliative Medicine	Telemedicine
Elizabeth Toomajian, CNP	Hospice & Palliative Medicine	Telemedicine

vRAD REAPPOINTMENTS:

Joshua Morais, M.D.	Teleradiology	Telemedicine
Katherine Tobin, M.D.	Teleradiology	Telemedicine

RESIGNATION:

Karen Phillips, M.D.	Teleradiology	Telemedicine
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AUGUST COMMENTS

****We have changed our patient experience surveys to NRC starting in August. The surveys are shorter and we can get more specific which outpatient departments returned surveys. There is one place for patients to add comments. There was only one survey returned for inpatient services with no comments.***

EMERGENCY DEPARTMENT

1. I, the experience was good. I understood what was going on and they explained exactly what I could expect up along the way. I guess that's all.
2. Most of the care that was explained to me was because I asked questions, not sure if explanations would have happened if I wouldn't have asked
3. The nurses Brooke and Blake were the best. They were very caring and very polite and thoughtful.
4. I wish the Doctor would have put more stitches to close the cut. Because on day 4 one came out. The other one was next day. Now I have no way to hold it together.
5. the nurses were very helpful and caring. Was not examined by the doctor, he just ordered a CT scan.
6. I had Doctor Issa help me and I really liked him. He listened and made sure he was understanding what I was telling him. He and his team did everything possible to make me comfortable. I came into the ER with terrible pain in my left arm. I still have the pain, but that is another story. I was happy with the care I received .
7. Thank god for the nursing staff that night at the ER. If it wasn't for them I don't know where I would be. The on call doctor was NOT friendly or caring. Not happy about that at all.
8. (Just Because of this covid crap) one person in the car needs to be updated on what is going on in the ER to the person they brought in.

INPATIENT

1. *

OUTPATIENT

1. I was able to get right in, no waiting, and saw my Dr. and appointment quickly (Pain clinic)
2. I was treated with care and concern, it couldn't have gone any better. (Pain clinic)
3. Ike was absolutely wonderful. He not only knew his stuff he was very understanding and easy to talk to. (Rehab)
4. Ike was my physical therapist- he was knowledgeable, respectful & encouraging during my treatments. (Rehab)
5. People were efficient and sanitary. (Radiology)
6. My technician was very friendly and helpful. (Radiology)

AUGUST COMMENTS

7. My only concern was when Avera clinic prescribed the care the Hospital didn't get back to me for over 3 weeks and that was only after I called twice to see why I had not gotten a call (Scheduling)
8. Pleasant staff. Knew their jobs well (Radiology)
9. I told them how impressed I was with their COVID safety precautions. They truly do a remarkable job there. I thank you. (Radiology)
10. The gal doing my ultrasound was very knowledgeable and makes you feel comfortable and at ease.
11. The staff was very welcoming and informed you of what was going on at all times - Kudos! (Radiology)
12. Nurses took very good care of me - loved the warm blanket! Dr. West did a super job of putting me at ease and explaining to me how the procedure would unfold. Thanks Dr. West for my new reader glasses. It's so nice to be able to see clearly now. (OP Surgery)
13. Dr. Dynes and the nursing staff was awesome. Thank you very much. (OP Surgery)
14. Dr. Dynes and his staff were the best!!! (OP Surgery)
15. Excellence in patient experience! Nurses and the surgeon were exceptional. I was a bit nervous about the whole thing but they were there every step of the way. Additionally, the followup was great. Answered all questions and encouraged me to call, message with any questions anytime. I'm looking at moving PC to Sanford as well now. During these challenging times its not always the best for all involved but I couldn't ask for a better experience because there hasn't been one to match this. (OP Surgery)
16. My experience was of high quality. Thanks!! (OP Surgery)
17. I AM VERY FAMILIAR WITH THE HOSPITAL . (Wound Center)
18. Yes I love the care I get at the Health Center. I really enjoy it they take good care of me. So I am really proud of that place. (Wound Center)
19. My experience with the wound clinic is amazing. The nurses are very helpful. They make time to talk to you and never have an attitude that they know everything. They are amazing people. I could have not had a better bunch of people to work with. Thanks for the help and keep staying awesome. (Wound Center)

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

Occupational Medicine Working For You

Windom Area Health - OccMed Connect Clinic will be adding more services to their clinic to help support your company needs.

Our new services include:

- **DOT Exams:** Gives your employees a convenient and quick approach to ensure they are medically cleared to drive commercial vehicles.
- **Respirator Fit Tests:** Qualitative fit tests for respirator use to ensure a proper seal is achieved by using a pass or fail test that relies on the worker's ability to taste or smell and detect leakage.

Services Coming Soon (10/1/20):

- **Pre-Employment Physicals:** Assists employers with determining if a potential new hire is physically capable of meeting the essential functions of the job they have been hired to do.
- **Respirator Clearance Exams:** Physical exams that focus on the body systems and any medical conditions that would negatively affect the worker while wearing a respirator. Stand-alone **Pulmonary Function Tests (PFT)** are also available.
- **Return to Work Exams:** Assists any employee that has been removed from work due to an injury to safely return to work.
- **Fit for Duty Exams:** These exams are for if a company has concerns regarding an employee's health or safety while performing their day-to-day job duties.

Existing services we continue to provide:

- **Drug Testing:** Our certified collectors help employers with DOT, Non-DOT, quick screen and Breath Alcohol Testing (BAT), even after hours. We can use your preferred lab or help you set one up, and can help on-site with mass hiring events.
- **Job Function Testing:** Assures employees (new or returning) can safely perform the physical demands of the job.

The advantages in using OccMed Connect Clinics are:

- Centralized billing
- Consistent, competitive pricing across all Sanford OccMed locations.
- Timely resulting
- Compliant with OSHA and DOT regulations
- Local access to occupational medicine experts

Employers can rely on consistent practices, resulting, and pricing from all Connect Clinic locations.

Call Kayla at (218) 333-4725 or visit sanfordoccmcd.com to learn about the OccMed service that are available at Sanford Windom OccMed clinic.

Windom Area Hospital Auxiliary Meeting

August 11, 2020

The Windom Area Hospital Auxiliary held their monthly meeting Monday, August 11th, 2020 at 6:30 p.m. via Zoom due to Covid-19 restrictions on meeting in person.

The meeting was called to order by President Mary Klosterbuer and a welcome was given to all who joined the meeting. Volunteer hours can be emailed to Kim Armstrong. 14 members joined in the meeting.

M/S Diane Vellema/Pat Lenz to meet electronically. Motion carried.

Agenda was unanimously approved.

Recording Secretary's Report – Marlene Smith, Recording Secretary

- M/S Pat Lenz/Diane Vellema to approve the minutes as presented for the June 13, 2020 meeting. Motion carried.

Treasurer's Report – Gerri Burmeister

- Balance on hand June 30, 2020 was \$5,089.35.
- Balance on hand July 31, 2020 was \$5,384.59.
- M/S Diane Sykora/Phyllis Heinitz to approve both Treasurer Reports as presented. Motion carried.

New Business:

- The Auxiliary will sell pecans and the pecan candy again this year. Marlene Smith and Loretta Jackson will begin calling those who have ordered in the past. Distribution will be worked out when the pecans arrive.
- The Auxiliary will apply for the Cottonwood County CARES grant that is available to Businesses and Non-Profit groups that have had loss of income due to Covid-19.
- It was decided to continue using the free version of Zoom for our monthly meetings.

Old Business:

- Pat Lenz volunteered to fill the 1-year position on the Auxiliary Board.
- Karla Taber volunteered to fill the 2-year position on the Auxiliary Board.

Auxiliary Liaison – Kim Armstrong WAH Updates

- We have 40 Active Members and 24 have paid their dues.
- We have 29 Associate Members and 10 have paid their dues. Five members have chosen not to renew.
- Mary praised Kim for her work on our behalf.

Corresponding Secretary – Betty Olson

- Thank you notes and get well cards have been sent.

Publicity – Emily Saffert

- Emily is working on the new brochure.

Program – Rozanne Gronseth

- We will have a speaker when we meet in person again.

Gift Shop – Marcia Libra, Karla Taber, Pat Lenz

- The hospital is still closed so not much activity.
- The seasonal products have been updated.
- A new artist is interested in placing items in the Gift Shop.

MAHV – Minnesota Association of Hospital Volunteers – Marlene

- The Spring and Fall Forums, and Annual Conference have been cancelled.
- The MAHV website address is <https://mahv.org>
- Inspirational speaker webinar on September 22, 2020 from 10:00 – 11:30 a.m.
- The State Board has been meeting by ZOOM.

The meeting was adjourned at 7:06 p.m.

Upcoming Events

- Monday September 14, 2020, WAHA meeting

Marlene Smith
Recording Secretary

Windom Area Hospital Auxiliary Summary April 2019 – March 2020

The 2019 annual Spring Banquet was held on Monday, April 8, at the Cottonwood County Historical Society with 58 people attending. P&J's Catering of Heron Lake served a boneless pork chop meal. Theme for the banquet was "Spring into Healthy Habits." Rehabilitation Services was the featured department and Terri Elder, department manager, was the guest speaker.

PROGRAMS DURING THE PAST YEAR WERE:

May	Foster Care	Luana Graf
July	Pharmacy	Angie Erickson
August	Sunset Hospice Cottage	Susanne Murphy
September	Mental Health	Stacy Tweedt
October	Vascular Disease	Elizabeth Coleman
November	Drug Dog	Louis Norrell
February	Respiratory Therapy	Rhonda Wahl
March	ACE	Brenda Skrove

GOALS FOR THIS YEAR:

1. Review and update the Auxiliary brochure and the Auxiliary webpage on the hospital's website by November 2019. (IN PROGRESS)
2. Donate a minimum of \$4,000 towards a Newborn Hearing Screening monitor by April 2020. (COMPLETED)
3. Increase total membership by 5 by May 2020. (PARTIALLY COMPLETED - 3 new members)
4. Review/update job descriptions for all 12 Auxiliary positions by October 2019 (NOT STARTED)

HIGHLIGHTS FROM THE YEAR:

- The Auxiliary hosted recognition events for hospital staff during Hospital Week and Windom Ambulance members during National EMT Week.
- In August we sold raffle tickets for Chamber Bucks and a quilt at the county fair. The Chamber Bucks drawing was held on KDOM the end of September.
- In November, we provided volunteers for one week for Meals on Wheels.
- In December, members decorated 9 Christmas trees and areas in the hospital.
- In January, members enjoyed our 3rd Christmas Social at Windom Area Hospital before our meeting. Fundraisers were: Raffle tickets of Chamber Bucks at the county fair in August, Quilt Raffle in October, Halloween Bake Sale in October, fresh pecans and caramel pecan clusters sale in November, Craft and Bake Sale in December, and 4th Valentine's Balloon and Bake Sale in February.
- All fundraising profits go towards equipment for the hospital. In 2019, we donated towards the Total Gym Power Tower and a Newborn Hearing Screening Monitor.
- We knitted stocking hats for newborns and made covers for weighted blankets.
- Lobby Hostesses guided and escorted patients and visitors three mornings each week.
- Our 2020 membership numbers were 38 Active, 26 Associate, and 34 Patron. Dues remain at \$20 per year for both Active and Associate.
- Average attendance at our monthly meetings this past year decreased by 0.4 people to 25.9.
- We donated \$7,316.85 to the hospital in 2019. Our 5-year average donation is \$10,504 and our cumulative donations since 1974 now totals **\$267,208!**
- Members volunteered 2,105 hours in 2019. This is a decrease of 52 hours from 2018.
- March election results: Recording Secretary – Marlene Smith, Corresponding Treasurer – Betty Olson and Board Members – Nancy Michalski, Diane Vellema, and Judy Woizeschke.

Sincere thanks to ALL Auxiliary members for another successful year!

Mary Klosterbuer, President



BOARD OF DIRECTOR'S MEETING

TUESDAY, SEPTEMBER 29, 2020

5:00 p.m. Meeting – Large Conference Room

Supper available from Cafeteria before meeting to eat in LCR

AGENDA

- | | | |
|------|--|--|
| I. | CALL WAH FOUNDATION MEETING TO ORDER | Alice Huebert |
| II. | FOUNDATION MEETING MINUTES -
- Approve minutes from regular meeting of June 23, 2020 | Alice Huebert |
| III. | FINANCIAL STATEMENT -
- Review & approve financial statement
- Review donations & assign thank-you calls | Kim Armstrong |
| IV. | OLD BUSINESS -
- Volunteer Times Review Feedback
- July Solicitation Letter Report
- Tranquility Garden Update
- Scholarships
- Dad's Belgian Waffles
- Foundation Planning Retreat | Kim Armstrong
Kim Armstrong
Kim Armstrong
Kim Armstrong
Kim Armstrong
Kim Armstrong |
| V. | NEW BUSINESS -
- Women's Cancer Application(s)
- Tammy Hall Golf & Bean Bag Tournament Report
- Rebrand Donor Wall
- Foundation 990 Review | Emily Masters
Emily Masters
Emily Masters
Kim Armstrong |
| VI. | PROJECTS -
- Tammy Hall Breast Health Walk
o October 10, 2020 | Emily Masters |
| VII. | MEETING CONCLUSION | Alice Huebert |

**Windom Area Health Foundation
Foundation Board Meeting Minutes
June 23, 2020 at 12:15 p.m.**

Attending: Alice Huebert, Sandy Robinson, Steve Johnson, Kay Gross, Laura Fresk, Greg Scheitel, Ann Bartelt, Kim Armstrong/Exec Dir of Compliance & Foundation/Auxiliary, Emily Masters/CHRO

Absent: Shelby Medina/Corp President

Recorder: Janel Eichstadt/Admin Asst

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

Kim Armstrong introduced and welcomed new member, Greg Scheitel, to the Foundation Board.

Foundation Minutes: Alice Huebert, Foundation Board Chair

M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE REGULAR MEETING OF FEBRUARY 25, 2020 AS PRESENTED (JOHNSON/ROBINSON).

Foundation Board Chair, Alice Huebert, excused herself from the remainder of the meeting and turned chairperson responsibilities over to Vice-chair, Steve Johnson.

Financial Statement: Kim Armstrong, Corporate Treasurer

M/S/C UNANIMOUSLY TO APPROVE FINANCIAL STATEMENTS FOR MAY 2020 AS PRESENTED (ROBINSON/SCHEITEL).

Kim noted a Foundation fund has been established for gifts designated to the impending Tranquility Garden, which will be established by the retention pond.

Kim reported the annual incentive payment the Foundation receives from use of WAH's American Express credit card totaled \$5114.02 for fiscal year 2020.

WAH Foundation notecards with the new branding logo were distributed to board members for use as thank you notes to gift donors or for other Foundation events to acknowledge a special endeavor by an individual or group.

Review Donations & Assign Gift Thank-you Calls

Foundation donor gifts received during the months of March through May 2020 were reviewed. Those donors giving gifts of \$100 or more will receive a personal phone call from a Board member or a thank you note acknowledging their gift.

Old Business

Dad's Belgian Waffles

Discussion was held regarding the possibility of rescheduling Dad's Belgian Waffle brunch this summer or fall at the Windom Community Center. Member consensus was not to reschedule this event in 2020 due to the Covid-19 pandemic still remaining active throughout the state. Kim was requested to schedule Dad's Belgian Waffles brunch on a Sunday during March 2021 at the Windom Community Center and research cost details of renting the full event area to accommodate social distancing due to Covid-19. Kim will report her findings at the next Foundation meeting.

Scholarship Awards Update

Kim reported 18 scholarship applications were received from individuals in several area communities with eight \$1000 scholarships being awarded this spring. Of the eight scholarships, two were awarded through the Mildred Klosterbuer Memorial Scholarship and the Ron Meyer Memorial Scholarship.

Rebranding Update-Foundation Brochure

A new and updated WAH Foundation brochure was presented to Foundation members to review and share comments. The new brochure included several pictures of Foundation activities, a tear-off donation form, and a grateful patient/family recognition section for people to acknowledge a special person(s) who provided care to them while at Windom Area Health. Foundation members were in approval of the new brochure and authorized Kim to proceed with distributing the brochure for immediate use by the public.

Tranquility Garden

Kim distributed the brochure promoting the future Tranquility Garden that was distributed at the Windom Farm and Home Show in March. She noted due to Covid-19 events, fundraising for this initiative has been put on hold for several months. She is anticipating fundraising for this project to take approximately two years.

Kim read the solicitation letter the Foundation will be mailing out in early July, which shares information relating to the future Tranquility Garden as the next Foundation fundraising project. Funds from this solicitation letter are earmarked for the Tranquility Garden with gift donations deposited into Tranquility Garden account. She also noted she is researching grant opportunities to obtain additional funds for this Garden.

New Business

Foundation Planning Session

Kim informed board members she will be emailing them a second Doodle Poll offering various dates to hold the Foundation Planning Session in July or August due to Covid-19 events cancelling the Planning Session previously scheduled in late March. Kim will be emailing Foundation members on the poll tally for the new Planning Session date that will be held in WAH's Large Conference Room from 5:30-8:00 p.m. Shelby will be the facilitator to this meeting with dinner being provided by Windom Area Health's cafeteria.

Weekly Email Updates

Kim offered Foundation members the opportunity to receive a weekly update about activities taking place at Windom Area Health. This is a new initiative she is offering to other volunteer groups associated with Windom Area Health. Member consensus was to proceed with sharing this weekly update with WAH Foundation members.

Meeting Date/Time

Due to a time conflict with a board member, Kim shared it would be necessary to change the Foundation meeting to a different time, and date if necessary. Foundation members agreed to hold meetings the Tuesday following WAH Governing Board meetings starting at 5:00 p.m. in the Large Conference Room beginning with the September 29th meeting.

Projects

Color Jam Fun Run

The Color Jam Fun Run that was scheduled in May with Windom Area Health collaborating with Good Samaritan Societies in Windom and Mt. Lake was cancelled due to the Covid-19 pandemic. This event will be revisited in the spring 2021.

Tammy Hall Breast Health Walk

This event will be held October 10, 2020. Emily noted due to Covid-19, no sponsorship solicitation letters were sent out to businesses. This is the 10-year celebration of this event. Additional details will follow as the date becomes closer.

Next Meeting Date

The next WAH Foundation Board meeting is planned for Monday, September 29, 2020, at 5:00 p.m. in the Large Conference Room.

Windom Area Health Foundation meeting was concluded by Vice Chairperson, Steve Johnson.

Sandy Robinson

WAH Foundation Secretary

Recorded by: Janel Eichstadt, Admin Asst