

Meeting Name: Windom Area Health Governing Board of Directors
AGENDA

Purpose: Provide governance for Windom Area Health	
Meeting Date/Time/Location:	Monday, November 23, 2020 / Meeting 5:30 pm / Large Conference Room OR SKYPE
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 October 26, 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 capitol purchase activity & 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 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 Board met November 16, 2020. Previous meeting minutes included in Board book.
WAH Auxiliary	Auxiliary met November 9, 2020, via Zoom. Previous month's meeting minutes included in Board book.

NEW & OLD BUSINESS		Dr Michael Fisher
Old Business		Dr Michael Fisher
New Business	Adjourn into Executive Session for the purpose of review of timeline and process for management agreement.	Dr Michael Fisher
CONCLUSION		
	Conclude WAH Governing Board meeting. <ul style="list-style-type: none"> • Reminder: Next WAH Governing Board meeting is Monday, December 21st. 	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, October 26, 2020 / Meeting 5:30 pm / Large Conference Room
Members: All WAH Governing Board members	Present: Dr. Michael Fisher, Ann Bartelt, Kay Gross, Justin Schmit, Laura Fresk, Julie Brugman/Mt Lk Advisory Mbr, John Peyerl/CFO, Emily Masters/CHRO, Kelsey Andrews/DON, Shelby Medina/CEO, Terry Mahar/Sanford Health Network VP Absent: Dan Ortman, Mary Holmen, JoAnn Ray/City Council WAH liaison Other Attendees: Dr. R. Dynes/Chief of Medical Staff, Steve Nasby/City of Windom Administrator Janel Eichstadt, Admin Asst
Recorder:	Janel Eichstadt, Admin Asst
Category / Topic	Action step(s) / Updates
STANDING ITEMS	
Call to Order	Windom Area Health Governing Board meeting was called to order at 5:30 pm by Governing Board Chair, Dr. Michael Fisher.
Minutes	M/S/C UNANIMOUSLY TO APPROVE WINDOM AREA HEALTH GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF SEPTEMBER 28, 2020 (BARTELT/SCHMIT).
COMMITTEE REPORTS	
Professional Practice / Quality & Planning Cmte	Shelby reported CliftonLarsonAllen Consulting Services has been secured to assist with aligning communications and dialogue between WAH medical staff members and hospital board/administration. Shelby shared information with the medical staff regarding the concept of a tele-hospitalist group at Windom Area Health. She noted discussions are only in the conceptual stage at this time. Representatives from this company will be on-site in January to meet with providers to review services this company could offer. Windom Area Health recently changed its patient survey vendor from Press Ganey to NRC due to its availability of attaining "real time" follow-up information to share with department managers from patients expressing concerns related to services received at WAH.
Finance / Personnel / Labor Relations & Building & Grounds Cmte	M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$46,935.81 TO AAA COLLECTIONS AND APPROVE 5 FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$1503.93 (BARTELT/SCHMIT). To date, financial assistance accounts approved for write off total \$32,248. on a FY2021 budget of \$200,000. M/S/C UNANIMOUSLY TO ACCEPT THE FOLLOWING RESIGNATIONS AND TERMINATION – TERMINATION OF A PRN HOUSEKEEPER EFFECTIVE LAST SHIFT WORKED DATE OF JULY 26, 2020; RESIGNATIONS FROM COMMUNITY HEALTH & WELLNESS COORD EFFECTIVE NOVEMBER 20, 2020, AND KATE AXFORD RN, RETIRING EFFECTIVE NOVEMBER 5, 2020 AFTER 25 YEARS OF SERVICE (BARTELT/FRESK) Shelby discussed information regarding securing CliftonLarsonAllen Consulting Services to assist with communications between WAH Medical Staff and hospital board/administration. CliftonLarsonAllen consulting staff will be present at the November Medical Staff meeting and Governing Board meeting. John Peryl presented information regarding an organizational adjustment and hiring of a Revenue Cycle Director. This new position has been filled internally and would be director over the departments of HIM, Billing, and Scheduling/Registration. Each of these three areas will have a Lead person supervising staff and departmental business and who reports directly to the Revenue Cycle Director. This new position begins in early November 2020 with lead positions to be filled by end of November.
OTHER REPORTS	
Statistical & Financial Performance Reports	September 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 \$460,930. FY2020 year-to-date net income totals \$1,381,688 on a projected budget of (\$1,323,852). Days in A/R were reported at 45.98 and Days Cash on Hand totaled 360. M/S/C UNANIMOUSLY TO APPROVE SEPTEMBER 2020 STATISTICAL AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (BARTELT/SCHMIT)
Funded Depreciation Transfer	There was no transfer of Funded Depreciation funds for September 2020 due to no capital purchases.

Educational Assistance Applications	There were no Educational Assistance applications submitted for Governing Board action.	Emily Masters
New / Department Transfer Employees	The following new hires were reported: 1 PT Nutritional Services/Screener, 1 PT screener, 1 PT fitness specialist, and 1 PT radiology tech.	Emily Masters
Medical Staff Credentialing & Meeting Update	<p>M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM WAH MEDICAL STAFF, TO APPROVE MEDICAL STAFF CREDENTIALING AS PRESENTED (GROSS/FRESK)</p> <p>APPOINTMENTS: Thomas Kalinoski, M.D. Internal Medicine Emergency Services Kimberlie Lofano, CMA Podiatry Allied Health Professionals Adam Nichols, DPM Podiatry/HBO & Wound Care Associate Professionals</p> <p>REAPPOINTMENTS: Justin Kane, M.D. Emergency Medicine Emergency Services Joseph Keenan, M.D. Emergency Medicine Emergency Services Mary Olson, M.D. Family Medicine Senior Active Jeffrey Taber, M.D. Family Medicine Active</p> <p>SANFORD TELEMEDICINE APPOINTMENTS: Ryan Austin, D.O. Emergency Medicine Telemedicine</p> <p>VRAD REAPPOINTMENTS: Sara Banerjee, M.D. Teleradiology Telemedicine Brendan Miner, M.D. Teleradiology Telemedicine</p> <p>RESIGNATION: <i>(for informational purposes only)</i> Richard Harrison, OPA-C Orthopedics Allied Health Professionals</p> <p>Medical Staff meeting business discussed included discussion with chiropractors, Dr. Skow and Dr. Norell, regarding their new chiropractic outreach services now offered at WAH. Medical Staff were informed that WAH Governing Board has secured consulting services with CliftonLarsonAllen Consulting with their first meeting set for November 23rd. Shelby led discussion regarding the possibility of securing telehospitalist services to assist WAH providers. A company representative will be coming to a Medical Staff meeting in January to introduce their services.</p>	Dr R. Dynes
Patient Concern Reports	September 2020 Patient Concern Reports and patient survey comments were reviewed and found to be appropriately addressed.	Shelby M./Kelsey A.
Patient Safety Reports	Kelsey noted 1 reportable patient fall occurred without injuries; 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.	Kelsey A.
Administration	<p>Members of the Senior Management Team shared additional items of business to report along with information included in the Executive summaries included in the Board books.</p> <ul style="list-style-type: none"> Shelby noted due to holiday travel for many families during the week between Christmas and New Year's, the December 28 Governing Board meeting would be moved to Monday, December 21. <p>M/S/C UNANIMOUSLY TO APPROVE THE FOLLOWING WAH COMMITTEE MEETING REPORTS AS PRESENTED (FRESK/SCHMIT)</p> <ul style="list-style-type: none"> OB COMMITTEE ER/TRAUMA/STROKE COMMITTEE PATIENT & FAMILY ADVISORY COMMITTEE 	Sr. Mgmt Team
City of Windom	Nothing to report.	Steve Nasby
Sanford Health Network	An update was given on Covid-19 statistics throughout the United States and state of MN. Covid vaccine distribution is being discussed and planned by a designated committee of Sanford staff. A "Letter of Intent" was signed between Sanford Health and Intermountain Health in Utah for a merger anticipated to be completed by summer 2021.	Terry Mahar, VP
WAH Foundation Board	The Foundation Board is not meeting in October. A Strategic Planning meeting is planned for November 16 th at 5:00 p.m.	Shelby Medina

WAH Auxiliary	Auxiliary held a meeting October 12, 2020, via Zoom. Minutes were distributed to board members prior to this meeting.	Shelby Medina
NEW & OLD BUSINESS		
New Business	There was no new business for board action.	Dr Michael Fisher
Old Business	There was no old business for board action.	Dr Michael Fisher
CONCLUSION		
Board Education	Nikkie Steffensen, Program Director of the Wound & Hyperbaric Healing Center, presented information regarding Healogics Annual Business Review of the wound center and its outstanding successes in growth and achievements during its first two years of business. Governing Board members were complimentary to Nikkie on the outstanding accomplishments she has led the Wound & Hyperbaric Healing Center to gain in a short time.	Nikkie Steffensen
	WAH Governing Board meeting was concluded by Board chairperson, Dr. Michael Fisher.	Dr Michael Fisher

Signature _____, Ann Bartelt, Governing Board Secretary

WINDOM AREA HEALTH GOVERNING BOARD EXECUTIVE SUMMARY

as of November 19, 2020

WAH MISSION: *"Dedicated to Health"*

CHIEF EXECUTIVE OFFICER REPORT

• **Organizational Updates**

- I have started to send weekly communication update emails to all staff, providers, and governing board.
- The Fitness Center will be closed down until December 18th or longer if the Governor's executive order is extended.
- Visitor policy changes have been implemented for WAH's emergency department. Patients may have one adult, healthy individual with them. The visitor must remain in the patient's room. The providers and nursing staff will continue to have the discretion of requesting the visitor to wait in their vehicle if they feel patient care is being compromised.
- We continue to work with our partner healthcare facilities across the state with accepting transfers to our facilities. We are committed to doing our part to assist other facilities offering higher level of care to realign staffing and accept more critical patients.
- We are reviewing options for a staff and visitor software that will allow screening and door access for after hours and weekend. Door access would be for employees and wellness members only.

• **Industry Updates**

- REMINDER: Review resources on the [CDC COVID-19 website](#), the [MDH COVID-19 website](#) and the [Minnesota COVID-19 dashboard](#).
- On Nov. 9, MHA sent a letter to Gov. Tim Walz regarding areas for state assistance in order to assure staffing so hospitals and health systems can continue to serve all patients.
- On Thursday, November 12th, the EMSRB was notified that MDH requested from FEMA to send 25 ambulances to Minnesota to assist with inter-facility transports. Subsequent to this request, the EMSRB met with representatives of MDH, Homeland Security and Emergency Management, and other stakeholders. The outcome of this and follow up meetings determined that the is federal deployment will be missioned by the EMSRB in partnership with the Statewide EMS Multi-Agency Communication Center (MACC) to augment inter-facility transports only.

• **Committee Meeting Updates**

- Work Place Violence: **October 2, 2020**
 - Workplace violence risk assessment has been completed
 - Reviewed education needs for screeners
 - Developing a sticker system that identifies Vendors or Visitors
 - Continue to explore options for a safe room in ED
- Infection Prevention: **October 28, 2020**
 - Three inpatient diagnosis of sepsis for Q3 and zero deaths resulting
 - Q3 HAI = 0; HAI CAUTI = 0; HAI CLABSI = 0
 - Total Joint SSI = 0
 - Q3 Reportable cases: Campylobacter = 2; COVID19 =6; Hepatitis B = 0
- Emergency Preparedness: **Nothing to Report**
- Pharmacy and Therapeutics: **October 27, 2020**
 - INR>5 = 0
 - BS<50 = 1 ED
 - Narcan use = 4 (2 ED, 1 OB, 1 Surg)
 - Delirium review = none were inappropriate
 - Medication Variance = total of 4 resulting in no harm to the patient
 - Recalls = none affecting WAH

- **PI/ Risk: August 20, 2020**
 - 80 % of front line staff reported that they knew of what their department's PI goal was
 - Each department reviewed PI goal and discussed how they are progressing to meet their goals. Departments not meeting goals discussed initiatives taken to modify their process.
 - Hospital Quality PI goals:
 - Falls = 3 with no injury
 - Readmissions = 1.49%
- **Utilization Review: Met November 18, 2020**
 - Will Report in December

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
as of November 19th, 2020
WAH MISSION: "Dedicated to Health"

DIRECTOR OF NURSING REPORT

- **Medical/Surgical/OB/Emergency Room:**
 - We continue to work through staffing and patient care processes to better streamline patients through the emergency department.
 - Interviews are wrapping up for the RN, 0.5 FTE position that is posted
 - The Stork Report has been discontinued as of November 14, 2020.
 - A new COVID 19 subgroup consisting of nursing representatives, infection control, DON and CEO has been formed to assist with streamlining and expediting communication.

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

- **Surgery:**
 - Preoperative COVID testing continues to be going well and testing has been moved to the ambulance garage.

- **Committee Meetings**
 - ER/Trauma/Stroke Committee:
 - Trauma site visit completed on October 22nd
 - Looking into Intranasal medication in ED.
 - Stroke Designation Recertification packet sent in for review.

 - MHA Safety Data as of November 17th.
 - Falls – 1
 - Skin Integrity - 0
 - Restraints – 0
 - Opioid Deaths – 0
 - Reportable Events – 0

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of November 19, 2020

WAH MISSION: *"Dedicated to Health"*

CHIEF HUMAN RELATIONS OFFICER REPORT

Human Resources/Employee Health

- Posted positions:
 - Surgery Tech – PRN
 - Clinical Nurse Coord
 - RN - .5 FTE
 - Housekeeper
 - HR Assistant
 - Clerk – PRN
 - HIM Lead
- A recent change was made to our benefit eligibility policy to allow employees moving from PRN to an FTE status to prompt a benefit eligibility event.
- Our open enrollment benefit process concluded on 11/13/20. We experienced modest/market increases with our health & dental plans.
- Flu shots are being administered to staff. We are at an 89.9% vaccination rate.
- Employee health continues to be focused on managing employees with symptoms, exposures and positives.

Community Health and Wellness/Wellness Center

- We continue to look for ways to reopen after screening hours, including the pursuit of an electronic screening kiosk.
- Amber Hughes, current Community Health & Wellness Coordinator, left us November 18th. An offer is out for candidate for the Community Health & Wellness Manager position.
- We held the Diabetes Awareness Day on November 4th at HyVee. We distributed 100 bags to the community with diabetes information and giveaways.

Marketing/PR

- We continue to release blogs on our website, which are then shared to Social Media to create traction to our website.
- We have secured the billboard near State Farm on Hwy 60, and will be rotating outpatient services over the next year.
- We are developing a newspaper insert for ENT services that will be distributed in the Shopper in early December. The distribution is between 8,000 – 9,000.

Committee Meetings

- Employee Focus/Finance: The Giving Tree has arranged for gifts to be provided to 126 kids in need in our area.
- Patient & Family Advisory Committee: No Report
- Safety: Met October 28th. Hazardous Materials Waste company changed their name from Steri-Cycle to Clean Earth. We had 2 OSHA recordable injuries in the last quarter including a back strain and tiny non-displaced wrist fracture, neither with lost time.
- Safe Patient Handling: No report.

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

As of November 19, 2020

WAH MISSION: *"Dedicated to Health"*

CHIEF FINANCIAL OFFICER REPORT

Overview:

- Net income from operations was \$79,199 compared to a budget of \$60,005. Our net patient revenue was about \$68,000 less than last October. This brings the year-to-date net income to \$1,308,766 versus a budget of (\$1,330,517). We have applied \$835,000 in stimulus dollars this year. Year to date Net Income from operations would be about \$474,000 without the stimulus funds compared to last year when we were showing \$33,000.

The volume of activity in October was mixed. Acute admissions were at twenty. That is the lowest in the past four months. The sixty-seven inpatient days we saw in October were also the lowest in the past four months and below our 12-month average. Our inpatient activity indicators show this reduction with only average length of stay and births exceeding budget. October has continued the trend of very strong outpatient activity. Our gross outpatient revenue is approximately \$764,000 more year to date than last year. October monthly budget numbers are reflective of our pre-COVID expectations.

- Imaging procedure counts continue to be strong. Imaging performed 560 procedures compared to a budget of 477. This reverses a trend of declining procedures that we experienced from FY19 to FY20. Year to date, 3,223 procedures have been performed compared to 3,192 last year.
- Laboratory volumes are exceeding historical averages. Last fiscal year laboratory tests averaged about 9,130 in a given month. There were 10,543 in the month of October. October produced the most procedures in a month the Windom Area Health has ever seen. The first six months of the fiscal year have average 9,448 tests.
- Sixty-nine surgical procedures were performed in October, which is up from the historical average of about forty-three. Four of those were joint replacements.
- Rehab Therapy continues to see volumes increase from a low of 785 modalities in April. The department performed 1,478 modalities in October. They have average 1,412 modalities the last four months. Almost 10% above budgeted numbers.

Contractual adjustments came in at 48.8% for the month. Contractual adjustments are budgeted at 43.2%. Year to date is 45.73% compared to a budget of 43.1% and last year's amount of 43.9%.

Overall, expenses were \$41,000 less than budget. No significant expenses variances were noted.

Looking Forward:

- Price Transparency

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, November 23, 2020 / 4:30-5:15 pm / Large Conference Room OR SKYPE**

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

Present:
Absent:
Others:

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

Category / Topic	Action step(s) / Updates	Leader:
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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 October 26, 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 next steps.	Shelby M.
Telehospitalist Option	Scheduled for site visit on Tuesday, January 12, 2021 at 5:30 pm.	Shelby M.

NEW/CURRENT ITEMS

CONCLUSION

	Conclude Finance/Personnel/Labor Relations & Building & Grounds Committee meeting.	Ann B.
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Meeting Name: Windom Area Health Finance / Personnel / Labor Relations & Building & Grounds Committee
MINUTES

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

Meeting Date/Time/Location: **Monday, October 26, 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, Kelsey Andrews/DON, Emily Masters/CHRO, Shelby Medina/CEO, Terry Mahar/Sanford Health Network VP

Absent:

Others:

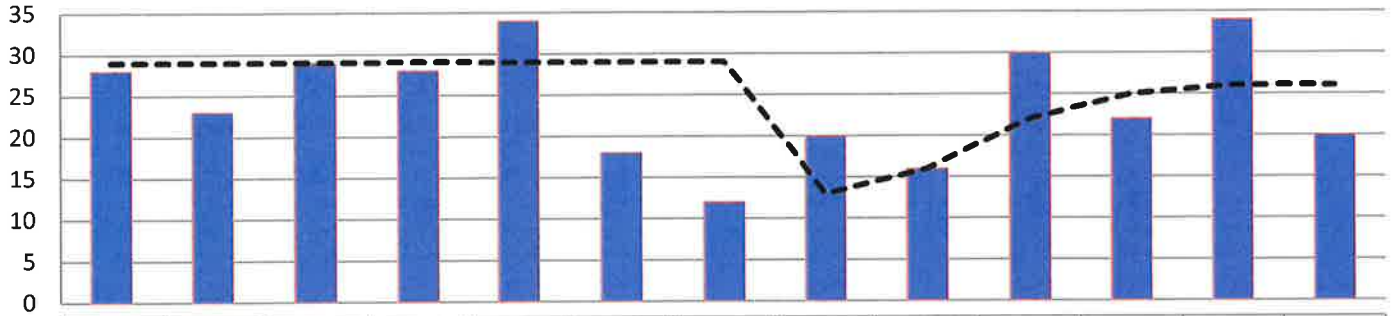
Chairperson (Acting Chairperson) Ann Bartelt, Chairperson

Recorder: Janel Eichstadt, Admin Asst

Category / Topic	Action step(s) / Updates	Leader:
STANDING ITEMS		
Call to Order	Finance/Personnel/Labor Relations/Building & Grounds Committee meeting was called to order at 4:30pm by Chairperson, Ann Bartelt.	Ann B.
Minutes	M/S/C UNANIMOUSLY TO APPROVE FINANCE/PERSONNEL/LABOR RELATIONS/BUILDING & GROUNDS COMMITTEE MINUTES FROM THE REGULAR MEETING OF SEPTEMBER 28, 2020 (BRUGMAN/SCHMIT).	Ann B.
Collections & Financial Assistance	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND PATIENT ACCOUNTS TOTALING \$46,935.81 TO AAA COLLECTIONS; RECOMMEND APPROVAL OF THE FOLLOWING 5 FINANCIAL ASSISTANCE PATIENT ACCOUNTS: 0 NEW ACCOUNTS SUBMITTED FOR WRITE-OFF ; 2 ACCOUNTS WITH BALANCES BELOW \$1500 WITH 2 ACCOUNTS AT 100% WRITE-OFF; AND 2 PREVIOUSLY APPROVED ACCOUNTS WITH 2 ACCOUNTS RECEIVING A 100% WRITE-OFF, AND 1 PATIENT ACCOUNT WITH NO PROBATE AVAILABLE, WITH ALL APPROVED FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$1503.93. (SCHMIT/FRESK) In month 6 of FY2021, accounts totaling \$32,248 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 & TERMINATION – TERMINATION OF A PRN HOUSEKEEPER EFFECTIVE LAST SHIFT WORKED DATE OF JULY 26, 2020; RESIGNATIONS FROM COMMUNITY HEALTH & WELLNESS COORDINATOR EFFECTIVE NOVEMBER 20, 2020, AND KATE AXFORD RN, RETIRING EFFECTIVE NOVEMBER 5, 2020 AFTER 25 YEARS OF SERVICE (BRUGMAN/SCHMIT).	Emily M.
FOLLOW-UP ITEMS		
CLA Consulting Services	Shelby confirmed CliftonLarsonAllen Consulting Services has been secured to assist with aligning communications and dialogue between the WAH medical staff and hospital board/administration. She noted CliftonLarsonAllen company staff is currently finalizing an introductory letter that includes formulated questions to be emailed to physicians and Governing Board members for their input. Information solicited from this survey will serve as discussion topics between CLA, physicians, and board members at future meetings. CLA will begin discussions with physicians from survey questions and responses at November’s Medical Staff meeting. Governing Board members will meet with CLA staff consultants at a future date not yet determined	Shelby M.
Organizational Adjustments	John shared information regarding the need for a Revenue Cycle Director for Windom Area Health due to the changing complexities of healthcare changes continually taking place. He shared information relating to job responsibilities for this position. John stated this new position has been accepted by the HIM Director and would become effective November 8, 2020. He shared three lead positions would be hired in the near future and report to the Revenue Cycle Director. Lead staff will be hired for each of three designated areas-HIM Dept, Registration & Scheduling Dept, and Billing Dept. These three lead positions are expected to be filled by the end of November.	John P.
NEW/CURRENT ITEMS		
	There were no new or current items for Finance Committee discussion.	
CONCLUSION		
	Chairperson, Ann Bartelt, concluded Finance/Personnel/Labor Relations & Building & Grounds Committee meeting.	Ann B.

ADMISSIONS

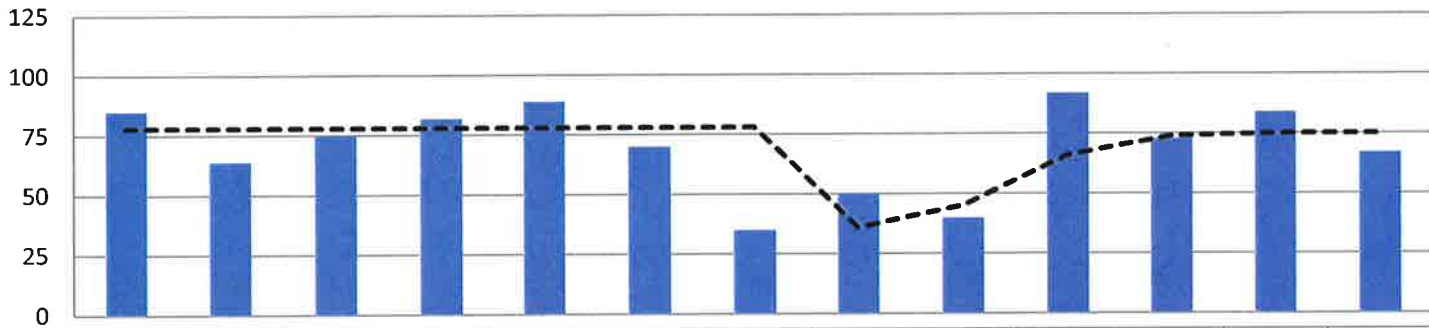
Admissions Budget



	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20
Admissions	28	23	29	28	34	18	12	20	16	30	22	34	20
Budget	29	29	29	29	29	29	29	13	16	22	25	26	26

PATIENT DAYS

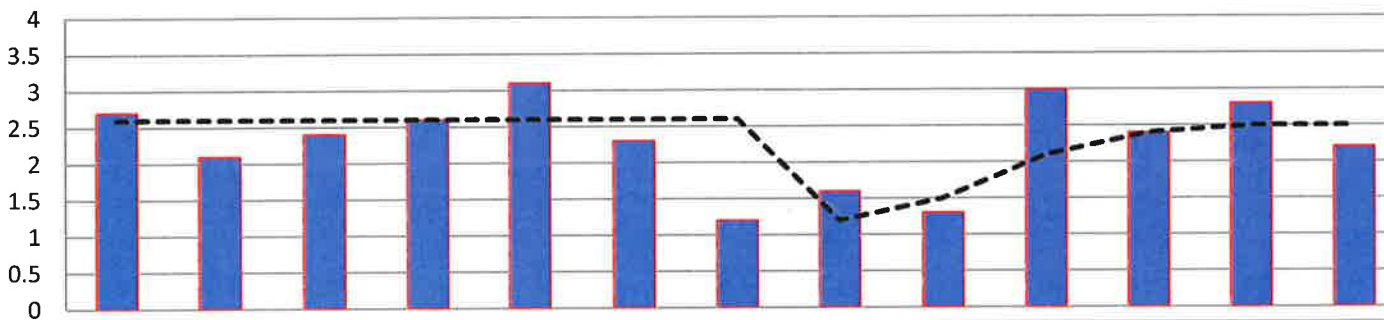
Pt Days Budget



	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20
Pt Days	85	64	75	82	89	70	35	50	40	92	73	84	67
Budget	78	78	78	78	78	78	78	36	45	66	74	75	75

AVERAGE PATIENTS PER DAY

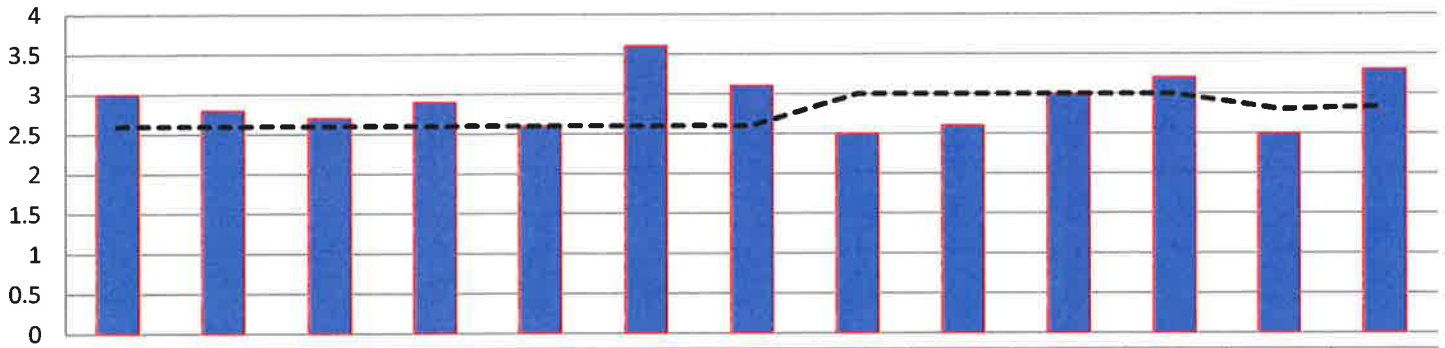
Avg Pt/Day Budget



	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20
Avg Pt/Day	2.7	2.1	2.4	2.6	3.1	2.3	1.2	1.6	1.3	3.0	2.4	2.8	2.2
Budget	2.6	2.6	2.6	2.6	2.6	2.6	2.6	1.2	1.5	2.1	2.4	2.5	2.5

AVERAGE LENGTH OF STAY

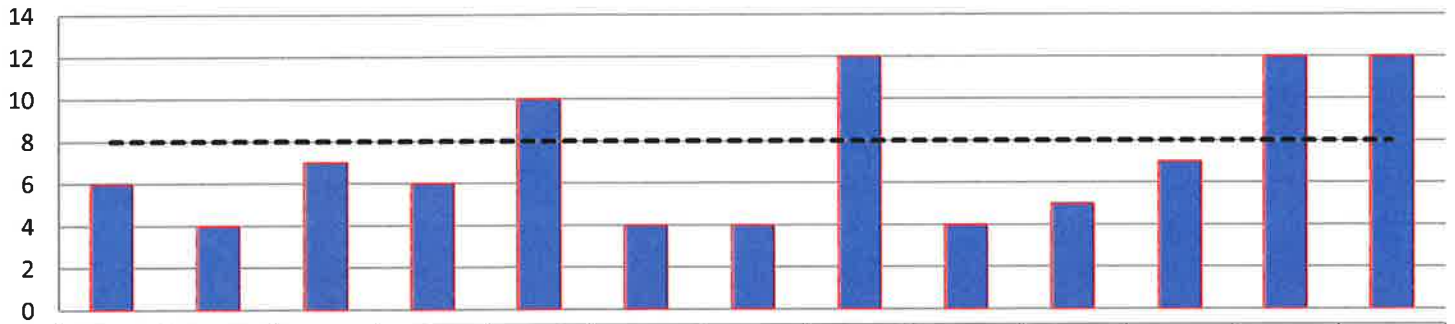
Avg Stay Budget



	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20
Avg Stay	3	2.8	2.7	2.9	2.6	3.6	3.1	2.5	2.6	3.0	3.2	2.5	3.3
Budget	2.6	2.6	2.6	2.6	2.6	2.6	2.6	3.0	3.0	3.0	3.0	2.8	2.8

BIRTHS

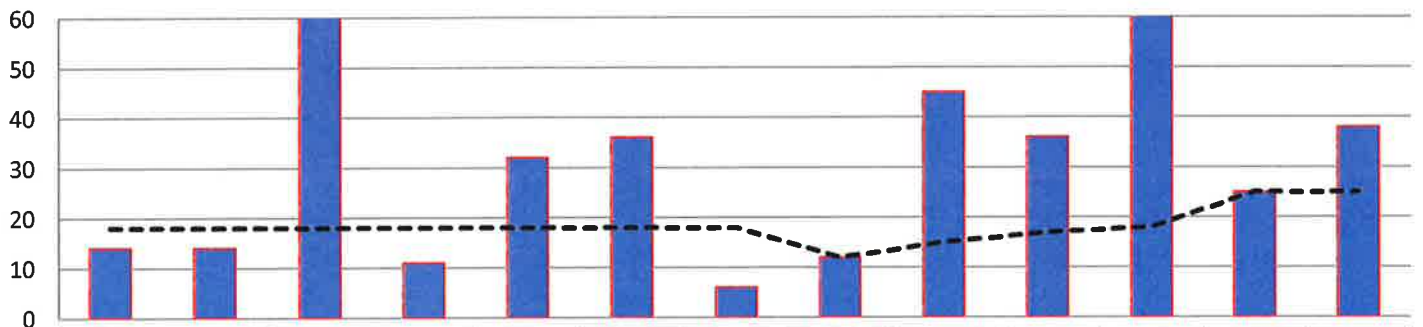
Births Budget



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

SWING BED DAYS

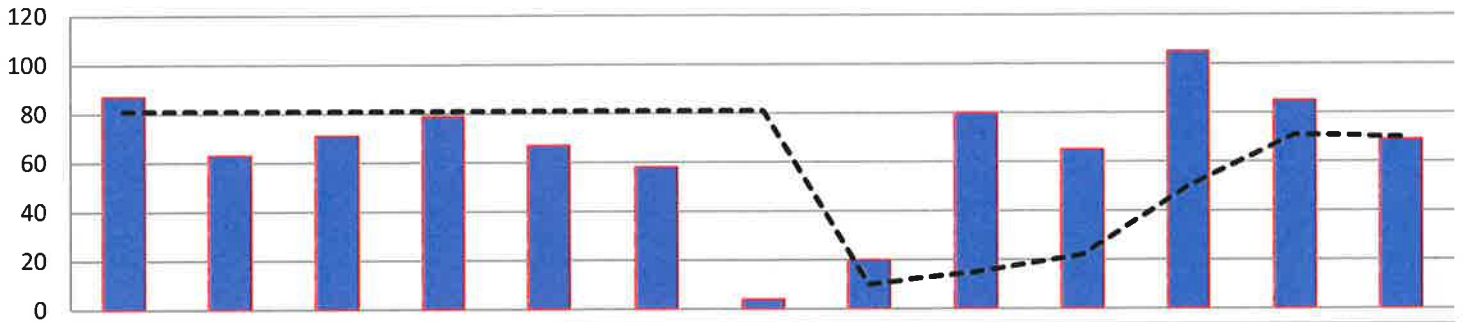
Swing Bed Days Budget



	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20
Swing Bed Days	14	14	65	11	32	36	6	12	45	36	66	25	38
Budget	18	18	18	18	18	18	18	12	15	17	18	25	25

SURGERY

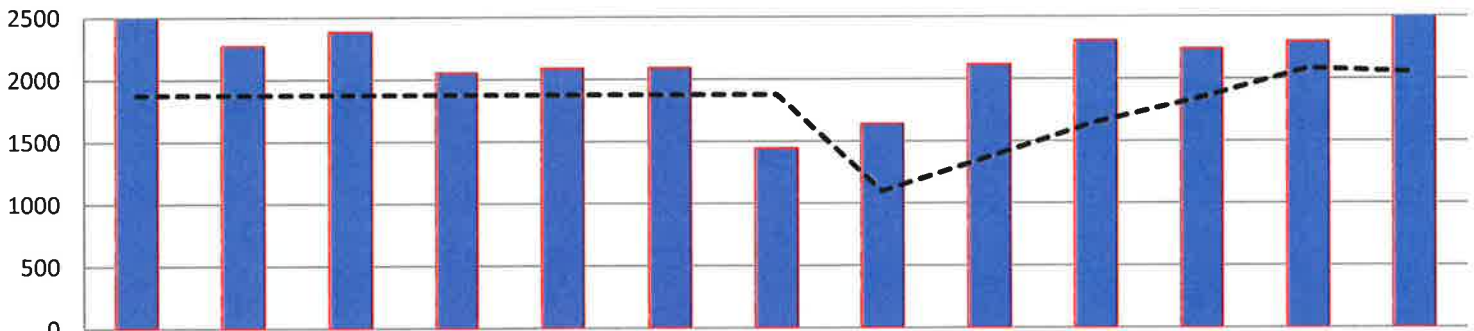
Surgery Budget



	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20
Surgery	87	63	71	79	67	58	4	20	80	65	105	85	69
Budget	81	81	81	81	81	81	81	10	15	22	50	71	70

OUTPATIENT OCCASIONS OF SERVICE

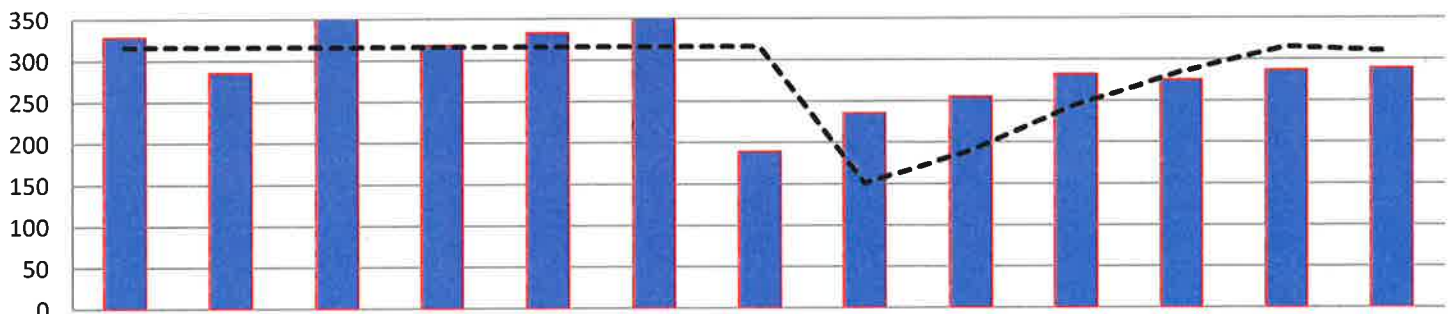
OP Visits Budget



	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20
OP Visits	2607	2271	2386	2057	2090	2092	1445	1639	2115	2309	2243	2298	2682
Budget	1875	1875	1875	1875	1875	1875	1875	1100	1375	1650	1850	2083	2055

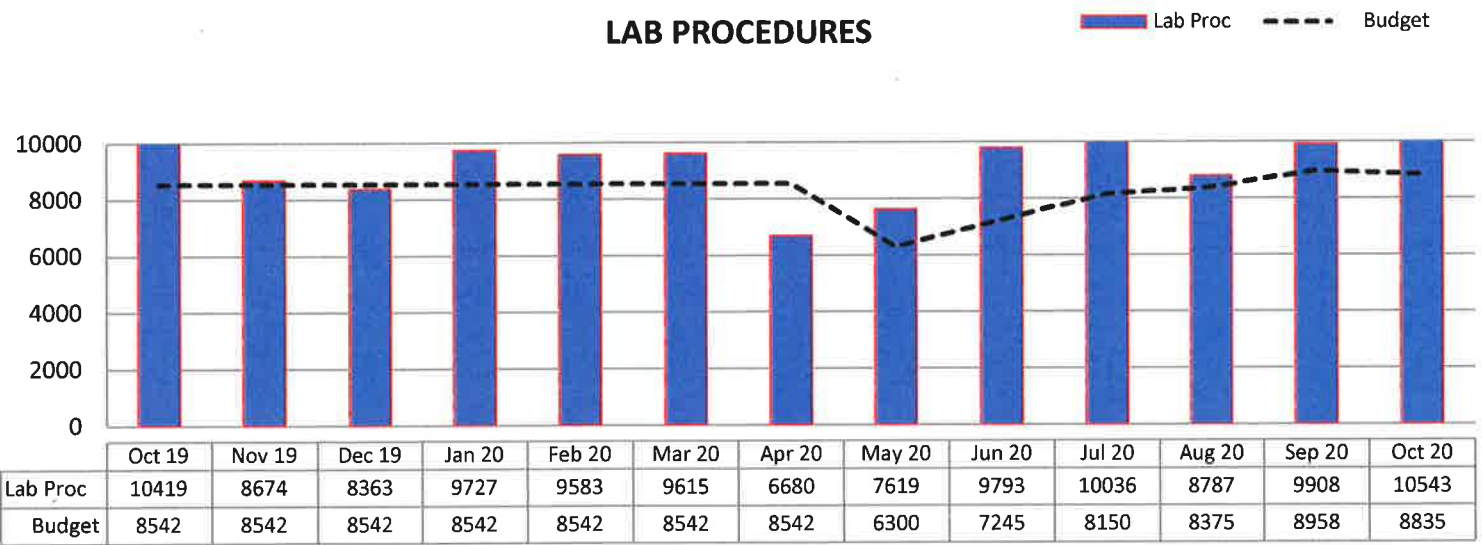
EMERGENCY VISITS

ER Visits Budget

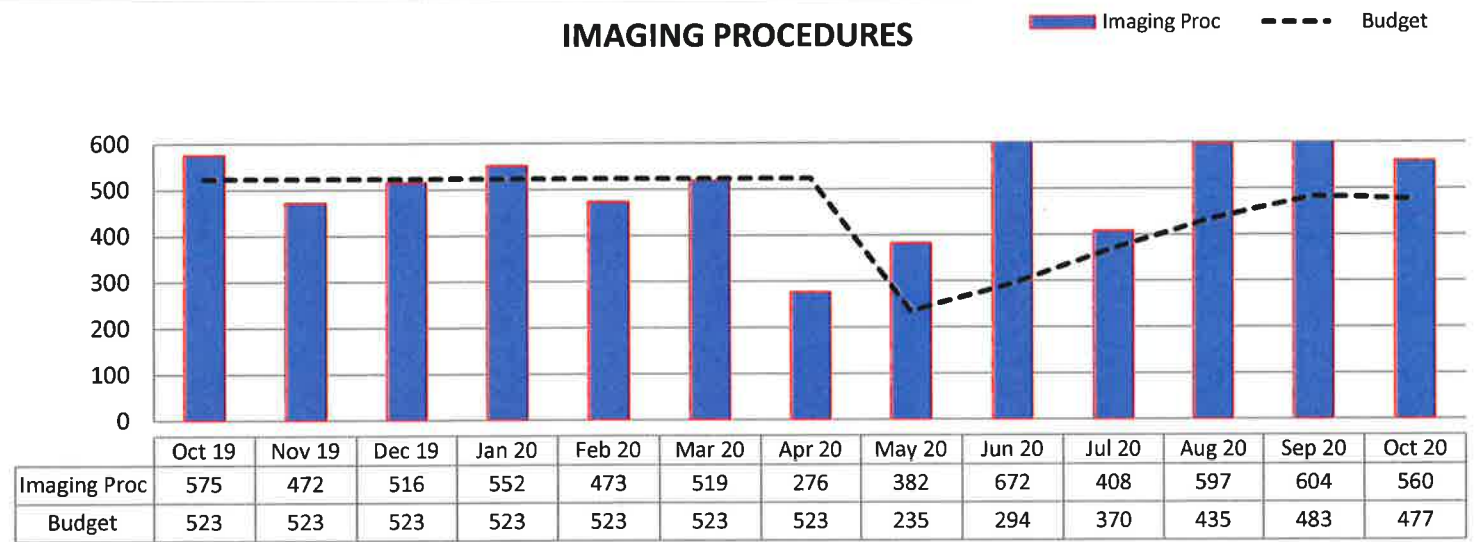


	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20
ER Visits	328	285	357	318	333	353	189	235	255	282	275	287	289
Budget	316	316	316	316	316	316	316	151	190	245	285	315	310

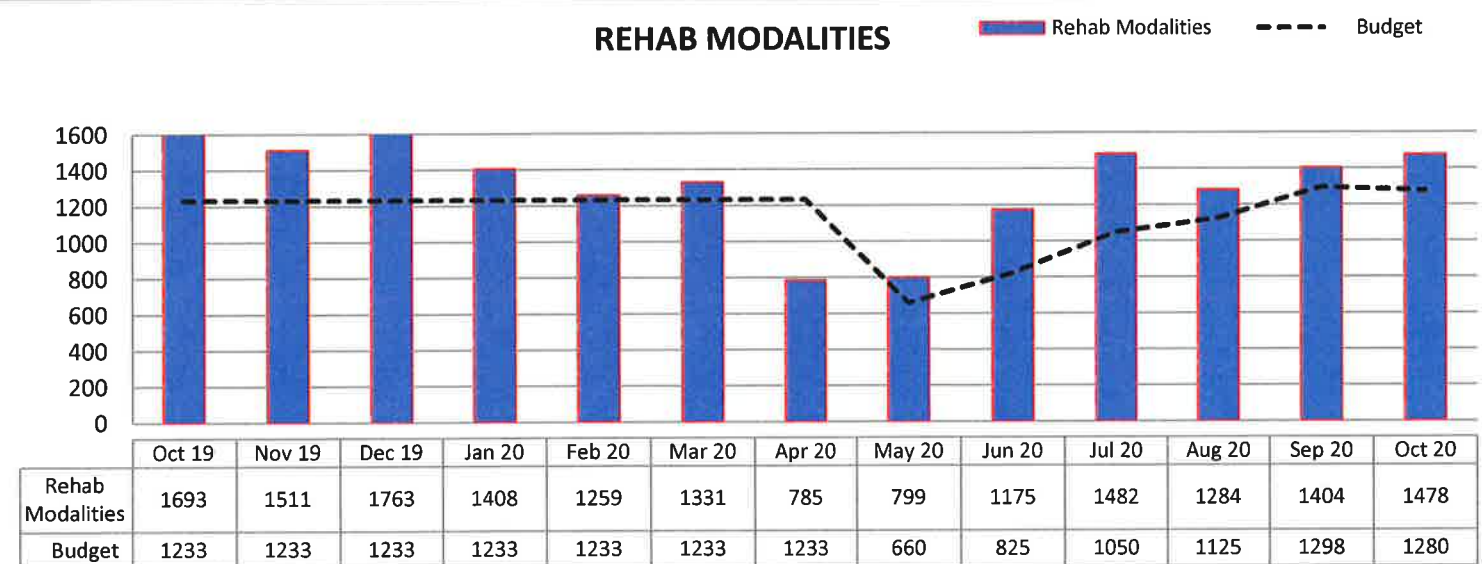
LAB PROCEDURES



IMAGING PROCEDURES



REHAB MODALITIES



WINDOM AREA HEALTH
INCOME STATEMENT

	10/31/2020		Revenue		Budget 2021		Revenue		Y-T-D 2021		Revenue		Budget 2021		Revenue	
	10/31/2020	Comparison	Comparison	Comparison	Budget 2021	Comparison	Comparison	Comparison	Y-T-D 2021	Comparison	Comparison	Comparison	Budget 2021	Comparison	Comparison	Comparison
PATIENT REVENUE																
Inpatient Revenue	\$748,427	21.24%	\$964,079	30.00%	\$964,079	30.00%	\$4,391,673	22.61%	\$4,391,673	22.61%	\$4,445,910	30.49%	\$4,445,910	30.49%	\$4,445,910	30.49%
Outpatient Revenue	\$2,775,706	78.76%	\$2,249,518	70.00%	\$2,249,518	70.00%	\$15,027,742	77.39%	\$15,027,742	77.39%	\$10,135,095	69.51%	\$10,135,095	69.51%	\$10,135,095	69.51%
Total Patient Revenue	\$3,524,133	100.00%	\$3,213,597	100.00%	\$3,213,597	100.00%	\$19,419,415	100.00%	\$19,419,415	100.00%	\$14,581,005	100.00%	\$14,581,005	100.00%	\$14,581,005	100.00%
Contractual Adjustments	\$1,719,481	48.79%	\$1,386,919	43.16%	\$1,386,919	43.16%	\$8,881,087	45.73%	\$8,881,087	45.73%	\$6,279,814	43.07%	\$6,279,814	43.07%	\$6,279,814	43.07%
Other Income	\$21,594	0.61%	\$14,502	0.45%	\$14,502	0.45%	\$940,284	4.84%	\$940,284	4.84%	\$87,012	0.60%	\$87,012	0.60%	\$87,012	0.60%
NET OPERATING REVENUE	\$1,826,246	100.00%	\$1,841,180	100.00%	\$1,841,180	100.00%	\$11,478,612	100.00%	\$11,478,612	100.00%	\$8,388,203	100.00%	\$8,388,203	100.00%	\$8,388,203	100.00%
EXPENSE																
Employee Salaries	\$665,909	36.46%	\$673,018	36.55%	\$673,018	36.55%	\$3,744,650	32.62%	\$3,744,650	32.62%	\$3,695,084	44.05%	\$3,695,084	44.05%	\$3,695,084	44.05%
Employee Benefits	\$202,354	11.08%	\$214,378	11.64%	\$214,378	11.64%	\$1,184,328	10.32%	\$1,184,328	10.32%	\$1,208,816	14.41%	\$1,208,816	14.41%	\$1,208,816	14.41%
Pharmaceuticals	\$54,723	3.00%	\$78,562	4.27%	\$78,562	4.27%	\$334,156	2.91%	\$334,156	2.91%	\$411,815	4.91%	\$411,815	4.91%	\$411,815	4.91%
Supplies	\$132,891	7.28%	\$112,037	6.09%	\$112,037	6.09%	\$854,029	7.44%	\$854,029	7.44%	\$664,993	7.93%	\$664,993	7.93%	\$664,993	7.93%
Rents & Utilities	\$21,245	1.16%	\$27,880	1.51%	\$27,880	1.51%	\$152,968	1.33%	\$152,968	1.33%	\$165,482	1.97%	\$165,482	1.97%	\$165,482	1.97%
Purchased Services	\$384,328	21.04%	\$373,450	20.28%	\$373,450	20.28%	\$2,199,517	19.16%	\$2,199,517	19.16%	\$1,866,266	22.25%	\$1,866,266	22.25%	\$1,866,266	22.25%
Other Direct Expenses	\$127,002	6.95%	\$138,298	7.51%	\$138,298	7.51%	\$620,624	5.41%	\$620,624	5.41%	\$724,951	8.64%	\$724,951	8.64%	\$724,951	8.64%
Provision for Bad Debts	\$25,375	1.39%	\$27,083	1.47%	\$27,083	1.47%	\$270,806	2.36%	\$270,806	2.36%	\$162,499	1.94%	\$162,499	1.94%	\$162,499	1.94%
Depreciation	\$119,593	6.55%	\$122,333	6.64%	\$122,333	6.64%	\$724,970	6.32%	\$724,970	6.32%	\$733,999	8.75%	\$733,999	8.75%	\$733,999	8.75%
Interest Expense	\$13,627	0.75%	\$14,136	0.77%	\$14,136	0.77%	\$83,798	0.73%	\$83,798	0.73%	\$84,815	1.01%	\$84,815	1.01%	\$84,815	1.01%
Total Operating Expense	\$1,747,047	95.66%	\$1,781,175	96.74%	\$1,781,175	96.74%	\$10,169,846	88.60%	\$10,169,846	88.60%	\$9,718,720	115.86%	\$9,718,720	115.86%	\$9,718,720	115.86%
Income (loss) From Operations	\$79,199	4.34%	\$60,005	3.26%	\$60,005	3.26%	\$1,308,766	11.40%	\$1,308,766	11.40%	(\$1,330,517)	-15.86%	(\$1,330,517)	-15.86%	(\$1,330,517)	-15.86%
Investment Income	\$8,116	0.44%	\$15,417	0.84%	\$15,417	0.84%	\$63,606	0.55%	\$63,606	0.55%	\$92,502	1.10%	\$92,502	1.10%	\$92,502	1.10%
Other Revenue/(Expenses)	\$1,495	0.08%	(\$2,083)	-0.11%	(\$2,083)	-0.11%	\$98,129	0.85%	\$98,129	0.85%	(\$12,498)	-0.15%	(\$12,498)	-0.15%	(\$12,498)	-0.15%
Non Operating Rev/Exp	\$9,611	0.53%	\$13,334	0.72%	\$13,334	0.72%	\$161,735	1.41%	\$161,735	1.41%	\$80,004	0.95%	\$80,004	0.95%	\$80,004	0.95%
Increase in Net Assets	\$88,810	4.86%	\$73,339	3.98%	\$73,339	3.98%	\$1,470,501	12.81%	\$1,470,501	12.81%	(\$1,250,513)	-14.91%	(\$1,250,513)	-14.91%	(\$1,250,513)	-14.91%

10/2020 (month 06)

ASSETS:

CURRENT ASSETS

Cash in Bank	11,545,120
Flex Plan Fund	44,413
Designated Savings	3,400,373
Accounts Receivable	5,778,408
A/R Medicare Prosp Payment	(2,364,604)
Allowance Doubtful Accts	(393,000)
A/R Finance Billing	36,921
Inventories	235,499
Prepaid Expenses	207,666
Prepaid Defined Pension	830,283
Employee Loan Receivable	99,655
TOTAL CURRENT ASSETS	19,420,732
Board Designated Investment	5,216,945
Held by Trustee	398,331
TOTAL ASSETS LIMITED	5,615,276

FIXED ASSETS

Land	270,594
Land Improvements	3,144,946
Buildings	13,163,817
Fixed Equipment	8,173,802
Major Movable Equipment	5,434,557
Construction in Progress	-
SUB-TOTAL FIXED ASSETS	30,187,716
LESS-ACCUM DEPRECIATION	(15,762,110)
TOTAL FIXED ASSETS	14,425,606
TOTAL ASSETS	39,461,614

LIABILITIES:

CURRENT LIABILITIES

Accounts Payable	542,310
Third Party Settlement	612,221
Accrued Wages	160,183
Accrued Vacation	655,673
Accrued Benefits	(50,912)
Accrued Health Ins Premiums	173,869
Accrued Interest	33,838
Other Current Liabilities	4,661,691
TOTAL CURRENT LIABILITIES	6,788,873

LONG TERM LIABILITIES

Min Pension Liability	6,800,704
Long Term Debt, less current maturities	4,233,327
TOTAL LIABILITIES	17,822,904

NET ASSETS

Net Asset Balance	21,638,710
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TOTAL LIABILITIES & NET ASSETS

39,461,614

WINDOM AREA HEALTH
 FY 2021
 CAPITAL ASSET ACQUISITIONS

Yrs Dep	Capital Asset	Vendor	Asset class	May	June	July	August	September	October
5	Rhinolayngoscope	Olympus	Maj Mov		6,697.00				
5	Glidescope	Verathon	Maj Mov						13,481.65
Total					6,697.00				13,481.65

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, November 23, 2020 / 4:00-4:30 pm / Large Conference Room OR SKYPE**

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

Present:
 Absent:
 Others:

Chairperson (Acting Chairperson) Dan Ortmann, Acting Chairperson
Recorder: Janel Eichstadt, Admin Asst

Category / Topic	Action step(s) / Updates	Leader:
STANDING ITEMS		
Call to Order	Call Professional Practice/Quality & Planning Committee meeting to order at 4:00 pm by Committee chairperson.	Dan O.
Minutes	Approve minutes from the regular Committee meeting of October 26, 2020. <i>(Cmte Motion)</i>	Dan O.
FOLLOW-UP ITEMS		
Medical Staff / CMO Review	WAH Medical Staff meeting business.	Dr. R. Dynes
CLA Consulting Services	Review and discuss next steps.	Shelby M.
Telehospitalist Option	Review telehospitalist coverage options. Scheduled for site visit on Tuesday, January 12, 2021 at 5:30 pm.	Shelby M.
NEW/CURRENT ITEMS		
New Service Line	Integrative Health aimed to launch January 1, 2021.	Emily Masters
CONCLUSION		
	Conclude Professional Practice/Quality & Planning Committee meeting.	Dan O.

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, October 26, 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, John Peyerl/CFO, Julie Brugman/Mt Lake Advisory Mbr, Emily Masters/CHRO, John Peyerl/CFO, Kelsey Andrews/DON, Shelby Medina/CEO
Present: Mary Holmen, Kay Gross, Laura Fresk, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lake Advisory Mbr, John Peyerl/CFO, Kelsey Andrews/DON, Emily Masters/CHRO, 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: Janel Eichstadt, Admin Asst

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

STANDING ITEMS

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

Minutes M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF SEPTEMBER 28, 2020, AS PRESENTED (HOLMEN/BRUGMAN). Kay G.

FOLLOW-UP ITEMS

Medical Staff / CMO Review Medical Staff providers were informed WAH Governing Board approved at their November board meeting to move forward with securing CliftonLarsonAllen to provide consulting services to aid in improving communications between the Governing Board and providers. Medical staff members were introduced to Dr. Kylie Norell and Dr. Phil Skow, chiropractors from Progressive Chiropractic in Mt. Lake who recently began providing services in the Outreach Dept. Shelby shared information regarding implementation of a telehospitalist program for Windom Area Health.

CLA Consulting Services Shelby confirmed CliftonLarsonAllen Consulting Services has been secured to assist with aligning communications and dialogue between the medical staff and hospital board/administration. She noted CliftonLarsonAllen company staff is currently finalizing an introductory letter that includes formulated questions to be emailed to physicians and Governing Board members for their input. Information solicited from this survey will serve as discussion topics between CLA, physicians, and board members at future meetings. CLA will begin discussions with physicians from survey questions and responses at November's Medical Staff meeting. Governing Board members will meet with CLA staff consultants in a future date. Shelby M.

NEW/CURRENT ITEMS

Telehospitalist Option An introduction about a telehospitalist program was presented by Shelby. She stated some of the considerations of a telehospitalist program for WAH would be to assist lowering patient transfer rates, provide coverage to local MD's during vacations and other times of absences, increase inpatient bed census for higher acuity patients, and alleviate physician workload expectations by using a telehospitalist for those physicians requesting their services. She stated physicians preferring to provide care to their own patients are not obligated to secure telehospitalist services from this company. The company will be on site in January to meet with the providers. Shelby M.

Patient Survey Change Shelby shared Windom Area Health recently changed its patient survey company from Press Ganey to NRC for the availability of receiving "real time" follow-up information to share with department managers from patients expressing concerns related to services received at WAH. She noted this option was not available from the previous vendor. She also stated the patient survey comment report has a different comment layout from the previous patient surveys, however the information gleaned from NCR remains the same. Shelby M.

CONCLUSION

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

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

**WINDOM AREA HEALTH
CREDENTIALING**

NOVEMBER 23, 2020

APPOINTMENTS:

Chelsea Fuhrer, LPN	Cardiology	Allied Health Professionals
A.B.M. Masudur Rahman, M.D.	Family Medicine	Emergency Services
Julie Oyan, LPN	Cardiology	Allied Health Professionals

REAPPOINTMENTS:

Jesse Botker, M.D.	Orthopedics	Courtesy
Paul Carpenter, M.D.	Cardiology	Consulting
Micara Kolander, CRNA	Anesthesia	Allied Health Professionals
David Krusemark, CRNA	Anesthesia	Allied Health Professionals
Connie Morrison, M.D.	Surgery	Consulting
Samir Shah, M.D.	Family Medicine	Emergency Services

SANFORD TELEMEDICINE APPOINTMENTS:

David Krause, M.D.	Radiology	Telemedicine
Adam Nichols, DPM	Podiatry	Telemedicine
Kimberly Niemann, CNP	Hematology & Oncology	Telemedicine

vRAD REAPPOINTMENTS:

Taro Aikawa, M.D.	Teleradiology	Telemedicine
Karen Caldemeyer, M.D.	Teleradiology	Telemedicine

RESIGNATION:

Thomas Goodlaxson, RN	Orthopedics	Allied Health Professionals
Katherine Tobin, M.D.	Teleradiology	Telemedicine

SURVEY COMMENTS OCTOBER 2020

The question on the survey asks: What else do you want to tell us about your experience.

Facility	Comment
Windom OP Radiology	The staff were very efficient and professional.
Windom OP Radiology	Wonderful & caring!
Windom ED	The only thing that disappointed me was that I had to go to Worthington for the ultrasound on my arm. Would have been so much better to have it done in Windom.
Windom OP Wound	Sanfort is amazing.
Windom OP Radiology	Valerie Wilkening made my experience enjoyable actually
Windom ED	Doctor did nothing. "We don't do ultrasound sounds or anything on weekends. Follow up Monday".... I called my pcp and Monday. My gallbladder needs removed and Dr ____ did nothing other than give me tramadol and send me home
Windom OP Radiology	Wait time was not long
Windom OP Radiology	Very helpful
Windom OP Radiology	Everything was very well done
Windom OP Nursing Services	Naomi, the ostomy nurse, is excellent. She always makes me feel comfortable. She is knowledgeable and understanding.
Windom OP Nuc Med	All the helpers were great but I was uptight over a nuclear stress test and had to lay a long time before Dr. Pham's assistant came. Seems the schedule was messed up. The bed I was on was getting uncomfortable! I also had to wait to go to the outside truck then for the pictures too. Otherwise everyone was very kind.
Windom ED	Destinie was awesome in helping me stay calm. The other nurses were awesome as well, I just don't remember their names.
Windom OP Radiology	Excellent facility; excellent staff
Windom OP Radiology	Always pleased by Windom Hospital and staff
Windom OP Surgery	Very good care with awesome nurses
Windom OP Respiratory	Friendly and thorough
Windom OP Radiology	Great job as always!
Windom OP Radiology	Everyone from the front desk to the lab to the truck with the MRI were great!!!
Windom OP Surgery	I just wanted to thank all the nurses that helped me on Thursday. They were very kind and compassionate. Brittany was able to put in my iv with little pain and the site barely bled after it was taken out. All the nurses were wonderful and Dr. Dynes was as well. Thank you to everyone.
Windom OP Radiology	Very friendly staff.
Windom OP Radiology	Did test of legs. will get report from Dr. next week.
Windom OP Radiology	Everyone was very kind and helpful
Windom OP Radiology	The technician who did the mammogram was wonderful!

SURVEY COMMENTS OCTOBER 2020

Windom OP Surgery	I felt well taken care of and in good hands. Great staff!
Windom OP Nursing Services	The sleep test person was very helpful and friendly A good experience.
Windom ED	Everyone at the hospital was nice and professional, but the young woman checking me in, Casey was exceptional.
Windom OP Radiology	All I had done was X ray of my hand/wrist. Image personal great
Windom OP Radiology	PERFECT!
Windom OP Surgery	Awesome place to receive care" the nurses and doctor was excellent!!
Windom OP Radiology	I felt very confident with the staff. Thank you for the great care I received.
Windom ED	I called in first so they were ready for me and I did not have to wait long to be seen by the dr.
Windom ED	Explained everything
Windom OP Surgery	The surgery girls and Tim Klassen are outstanding!!!
Inpatient	Excellent
Inpatient	My memory is not good. It seems so long ago that I may have not write the right answers.
Inpatient	Every thing was great Food was very good
Inpatient	Nurses were very kind + loving when I got confused + afraid

**Windom Area Hospital Auxiliary Meeting
October 12, 2020**

The Windom Area Hospital Auxiliary held their monthly meeting Monday, October 12th, 2020 at 6:30 p.m. via Zoom due to restrictions brought about by Coronavirus-19.

The meeting was called to order by President Mary Klosterbuer and a welcome was given. Volunteer hours should be emailed to Kim Armstrong. 15 members joined in the meeting.

M/S Karla Taber/Diane Vellema to meet via Zoom until further notice. Motion carried.

M/S Gerri Burmeister/Pat Lenz to approve the agenda. Motion carried.

Recording Secretary's Report – Marlene Smith, Recording Secretary

- M/S Phyllis Heinitz/Rozanne Gronseth to approve the minutes as presented of the September 14, 2020 meeting. Motion carried.

Treasurer's Report – Gerri Burmeister

- Balance on hand September 30, 2020 was \$5,628.35.
- M/S Karla Taber/Karen Skarphol to approve the September Treasurer's Report as presented. Motion carried.

Old Business:

- Pecan sales – Marlene Smith reported that she will order pecans and candy after October 20.

New Business:

- Members brainstormed goals to be approved next month.

Auxiliary Liaison/WAH Updates – Kim Armstrong

- The Auxiliary members have volunteered 590 hours through August
- Diane Vellema and Pat Lenz volunteered to help revise the Auxiliary brochure
- We have 40 Active Members and 31 have paid their dues.
- We have 27 Associate Members and 21 have paid their dues.
- We received \$5,000 from the CARES grant to help with income lost due to the Covid-19 pandemic. \$3,800.00 will be given to the hospital towards the NEO Blue Lights. \$1,200.00 will go to the Maintenance Department for equipment.
- Kim was encouraged to reach out to the Auxilians anytime they are in need of volunteers.

Corresponding Secretary – Betty Olson

- There was nothing to report this month.

Publicity –

- The Health Breast Walk was held on Saturday, October 10th, but with no sponsors.

Gift Shop – Karla Taber

- Karla reported that the gift shop is selling a little but is not very active now.

MAHV – Minnesota Association of Hospital Volunteers – Marlene Smith

- The MAHV website address is <https://mahv.org>
- Four members participated in the MAHV webinar on September 22, 2020. Message was that the more you volunteer, the happier you are.

The meeting was adjourned at 7:22 p.m.

Upcoming Events

- WAHA Meeting - Monday November 9, 2020, 6:30 p.m. via Zoom.

Stay safe and keep others safe.

Marlene Smith
Recording Secretary



WINDOM AREA HEALTH FOUNDATION

BOARD OF DIRECTOR'S MEETING

MONDAY, NOVEMBER 16, 2020

Select supper from Cafeteria before meeting

5:00 pm - Large Conference Room (SKYPE)

AGENDA

- | | | |
|------|--|--|
| I. | CALL WAH FOUNDATION MEETING TO ORDER | Alice Huebert |
| II. | FINANCIAL STATEMENT -
- Review donations & assign thank-you's | Kim Armstrong |
| III. | OLD BUSINESS -
- Tranquility Garden Update
- Tammy Hall Breast Health Walk Report
- End-of-Year Mailing
- Rebrand Donor Wall | Kim Armstrong
Kim Armstrong
Kim Armstrong
Emily Masters |
| IV. | NEW BUSINESS -
- Women's Cancer Application
- Ask Anything Grants
- Dad's Belgian Waffle Brunch – March 14, 2021, Windom Community Center
- Adding Patients to Mailing List | Kim Armstrong |
| V. | NEXT MEETING DATE/TIME - | Alice Huebert |
| VI. | MEETING CONCLUSION | Alice Huebert |

**Windom Area Health Foundation
Foundation Board Meeting Minutes
September 29, 2020 at 5:00 p.m.**

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

Absent: Greg Scheitel, Shelby Medina

Recorder: Janel Eichstadt/Admin Asst

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

Foundation Minutes: Alice Huebert, Foundation Board Chair

M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE REGULAR MEETING OF JUNE 23, 2020 AS PRESENTED (JOHNSON/ROBINSON).

Financial Statement: Kim Armstrong, Corporate Treasurer

M/S/C UNANIMOUSLY TO APPROVE THE FINANCIAL STATEMENT ENDING AUGUST 31, 2020 AS PRESENTED (ROBINSON/GROSS).

Review Donations & Assign Gift Thank-you Calls

Foundation donor gifts received during the months of June through August 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

Volunteer Times Review Feedback

Kim requested Foundation members to share feedback regarding a weekly newsletter, Volunteer Times Review, which included information about activities taking place at Windom Area Health. She noted this newsletter is also offered to other volunteer groups associated with Windom Area Health. Member consensus was to proceed with sharing this weekly update.

July Solicitation Letter Report

Kim reported 277 letters were mailed for the 2020 summer fundraising campaign. This campaign had a 9% response rate, which is considered a good response rate based on industry benchmarks. A total of \$3230 was received from solicitation letters and \$3565 from memorials. All funds were designated for the Tranquility Garden.

The end-of-year solicitation letter will be sent out in November with funds designated for a baby warmer.

Tranquility Garden Update

Kim stated funding for purchasing the plants, trees and shrubs for the Tranquility Garden has nearly been accomplished. She noted Redwood Falls Nursery would be completing this entire project yet this fall. If the Hospital Auxiliary receives the CARES Grant, they will be purchasing equipment and tools for maintenance staff to use for lawn care and snow removal.

She also noted a WAH employee campaign for the Tranquility Garden is currently taking place with approximately 20 employees participating in this campaign through a one-time donation or payroll deduction.

A request was made from a family to purchase an angel statue for placement in the Tranquility Garden as a memorial of a passed family member after the Garden has been completed. Board members reviewed a picture of the statue in question. Board members in agreement to authorize Kim to inform the family they may move forward with purchasing the statue and its placement will be decided once landscaping and plants are placed.

Scholarships

Kim reported all 2020 scholarships have been paid out to the college of choice by the scholarship winners.

Dad's Belgian Waffles

Kim shared information about rental fees at the Community Center. She noted the fee for using both sides of the gym area would be \$760 to accommodate social distancing for waffle feed attendees. She also noted she has been attempting to contact the booking person for Dad's Belgian Waffles to schedule this event in March 2021 with no success to date. Kim will reach out to the Dad's Belgian Waffle company.

Foundation Planning Session

Kim informed board members the Foundation Planning Session has been rescheduled for Monday, November 16, 2020 from 5:00-7:30 p.m. in the Large Conference Room.

New Business

Women's Cancer Applications

Emily informed members she currently has 2 active Women's Health Fund applications she is waiting to be returned for board action. She noted when these applications are returned, she will be in contact with board members.

Tammy Hall Golf & Bean Bag Tournament Report

Emily shared information about the Tammy Hall Golf and Bean Bag Tournament held September 19th at the Windom Country Club. Along with this event there was also a cookout and a live band. A meeting with event coordinator, Tyann Marcy, and Emily would be taking place October 2 to finalize the events activities and monies. It is estimated that approximately \$800 was brought in for this event with expenses yet to be deducted from this amount. Emily thanked Steve Johnson and Laura Fresk for volunteering their time to help at this event.

Rebrand Donor Wall

Emily spoke about the idea of redoing the WAH Foundation Donor Wall display in the Rehab Lobby area to update it to reflect rebranding name to Windom Area Health and possibly relocating this display to a different area more frequented by patients and visitors. Board members requested Emily and Kim to find display ideas for a new layout of the donor wall and share their findings at an upcoming meeting. Kim and Emily were agreeable to this request.

Foundation 990 Form Review

Kim Armstrong reported IRS Form 990, which is an informational tax return, was completed by the hospital's auditing firm, CliftonLarsonAllen. Alice Huebert, Board Chair and Steve Johnson, Board Vice-chair, will sign the required forms for filing purposes.

M/S/C UNANIMOUSLY TO APPROVE THE COMPLETED IRS FORM 990 FOR SIGNATURES AND FILING (BARTELT/JOHNSON)

Foundation Board Meeting Time

Discussion was held regarding a suggestion of considering changing the Foundation Board meeting day and time for future meetings. This request was made due to those Foundation Board members who also serve on the WAH Governing Board would have late afternoon WAH meetings for two consecutive days and is conflicting with personal time. Board members discussed options to consider for meeting days and times which will be discussed further at the November 16th Strategic Planning session.

Projects

Tammy Hall Breast Health Walk

This event will be held October 10, 2020. Emily noted due to Covid-19, several previous events would not be held this year. The Breast Health Walk will begin at the Windom Area High School beginning at 10:00 a.m.

Emily and Kim noted Tyann Marcy has spoken with them about this year's Breast Health Walk possibly being the last year of this event as participation has decreased substantially over the past few years. Board members were in agreement to table a decision on the future of this event at this time.

Next Meeting Date

There will be no Foundation Board meeting in October.

Next Board meeting is planned for Monday, November 16, 2020, at 5:00 p.m. in the Large Conference Room for the Strategic Planning Session.

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

Sandy Robinson

WAH Foundation Secretary

Recorded by: Janel Eichstadt, Admin Asst

**WINDOM AREA HEALTH FOUNDATION
FOUNDATION SPECIAL MEETING MINUTES
OCTOBER 9, 2020 – 12:00 NOON**

ATTENDING: Steve Johnson, Sandy Robinson, Greg Scheitel, Laura Fresk, Kim Armstrong/Exec Dir of Compliance/Foundation/Auxiliary, and Emily Masters/CHRO

ABSENT: Alice Huebert, Ann Bartelt, Kay Gross

RECORDER: Janel Eichstadt, Administrative Assistant

CALL TO ORDER: Special meeting of the Windom Area Health Foundation Board was called to order by Vice-chair, Steve Johnson.

NEW BUSINESS:

- Women's Health Fund Application – Kim Armstrong / Emily Masters
Foundation members reviewed an application request from a recently diagnosed cancer patient requesting approval to receive funds from the Women's Health Fund to assist with medical and personal expenses due to their cancer surgery and treatments.
M/S/C UNANIMOUSLY TO AWARD \$500 TO THE APPLICANT FOR GAS CARDS FROM CASEY'S TO ASSIST WITH TRAVELING EXPENSES FOR OUT OF TOWN MEDICAL APPOINTMENTS AS OUTLINED ON THE APPLICATION, AND APPLICANT IS RECOMMENDED TO REAPPLY FOR ADDITIONAL FUNDS IN 6 MONTHS (FRESK/ROBINSON).

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

Sandy Robinson
WAH Foundation Secretary

Recorded by:
Janel Eichstadt, Admin Asst