

Meeting Name: Windom Area Health Governing Board of Directors **AGENDA**

Purpose: Provide governance for Windom Area Health	
Meeting Date/Time/Location:	Monday, January 25, 2021 / Meeting 5:30 pm / Large Conference Room or WebEx
Members: All Windom Area Health 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 December 21, 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 not meeting in December 2020
WAH Auxiliary	Auxiliary met January 11, 2021, via Zoom. December's meeting minutes included in Board book

NEW & OLD BUSINESS		
Old Business		Dr Michael Fisher
New Business	Board motion to adjourn into Executive Session for the purpose reviewing timeline and process for management agreement	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, December 21, 2020 / Meeting 5:30 pm / Large Conference Room or SKYPE	
Members: All Windom Area Health Governing Board members Present: Dr. Michael Fisher, Dan Ortmann, Mary Holmen, Ann Bartelt, Kay Gross, Justin Schmit, Laura Fresk, John Peyerl/CFO, Emily Masters/CHRO, Kelsey Andrews/DON, Shelby Medina/CEO, Terry Mahar/Sanford Health Network VP Absent: Julie Brugman/Mt Lk Advisory Mbr, Steve Nasby/City of Windom Administrator, Dr. R. Dynes/Chief of Medical Staff Other Attendees:	
Recorder:	Janel Eichstadt, Admin Asst
Category / Topic	Action step(s) / Updates
STANDING ITEMS	
Call to Order	Call Windom Area Health Governing Board meeting was called to order at 5:45 pm by WAH Board Chairperson, Dr. Michael Fisher. Due to the Covid-19 pandemic, this meeting was held via Skype per League of MN Cities Open Meeting Laws, Public Health Emergency. .
Minutes	M/S/C UNANIMOUSLY TO APPROVE WINDOM AREA HEALTH GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF NOVEMBER 23, 2020 (SCHMIT/BARTELT). ROLL CALL VOTE TO APPROVE: ANN BARTELT, LAURA FRESK, DAN ORTMANN, JUSTIN SCHMIT, KAY GROSS, MARY HOLMEN. VOTING AGAINST: NONE. MOTION APPROVED.
COMMITTEE REPORTS	
Professional Practice / Quality & Planning Cmte	Medical Staff meeting was held earlier in the day. CNP, Liz Coleman, was invited to this meeting to share information regarding the new outreach service, Integrative Health, which is anticipated to start in January 2021. A consultant from CliftonLarsonAllen has completed almost all individual meetings with medical providers compiling information on their perspective on ways of improving communications between WAH Medical Staff and WAH Governing Board members and administration. Next step is for Governing board members to meet with this consultant. It is anticipated a summary report on the outcome of these meetings may be presented at the January Governing board meeting. Shelby shared information regarding the Covid-19 vaccination processes being led by the MN Department of Health and the local public health agency and Windom Area Health providing the facility for vaccinations to take place. Dr. Dynes presented an update on Covid statistics locally, statewide, and nationally, noting Covid has become the number one cause of death throughout the United States, replacing previous leaders of cancer and heart disease.
Finance / Personnel / Labor Relations & Building & Grounds Cmte	<p>M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$96,496.42 TO AAA COLLECTIONS AND APPROVE 7 FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$8648.49 (BARTELT/ORTMANN). ROLL CALL VOTE TO APPROVE: ANN BARTELT, LAURA FRESK, DAN ORTMANN, JUSTIN SCHMIT, KAY GROSS, MARY HOLMEN. VOTING AGAINST: NONE. MOTION APPROVED.</p> <p>To date, financial assistance accounts approved for write off total \$39,926.61 on a FY2021 budget of \$200,000.</p> <p>M/S/C UNANIMOUSLY TO ACCEPT THE RESIGNATION OF A CENTRAL SCHEDULER EFFECTIVE DECEMBER 4, 2020. (BARTELT/GROSS). ROLL CALL VOTE TO APPROVE: ANN BARTELT, LAURA FRESK, DAN ORTMANN, JUSTIN SCHMIT, KAY GROSS, MARY HOLMEN. VOTING AGAINST: NONE. MOTION APPROVED.</p> <p>Shelby gave an update relating to CliftonLarsonAllen Consulting Services. Currently, individual meetings with medical staff members have almost been completed and will begin meeting individually with board members in the near future requesting their insight on improving communications between Medical Staff members and hospital board/administration.</p> <p>Shelby presented information regarding a request for funds for the construction of a community trail in Windom for public use. She noted this project would move forward dependent upon grant approval submitted by the City of Windom. Terry Mahar, Sanford Health Network VP, noted he would explore the possibility of a donation from Sanford to support the construction of this community trail.</p> <p>M/S/C UNANIMOUSLY FOR WINDOM AREA HEALTH TO PROCEED WITH A CONTRIBUTION TOTALING \$20,000 TO BE PAID OVER A 4-YEAR PERIOD (\$5000 PER YEAR) TO THE CITY OF WINDOM FOR THE DEVELOPMENT OF A COMMUNITY TRAIL IN WINDOM PENDING GRANT APPROVAL. (BARTELT/SCHMIT). ROLL CALL VOTE TO APPROVE: ANN BARTELT, LAURA FRESK, DAN ORTMANN, JUSTIN SCHMIT, KAY GROSS,</p>
	<p>Dr Michael Fisher</p> <p>Dr Michael Fisher</p> <p>Dan Ortmann</p> <p>Ann Bartelt</p>

	<p>MARY HOLMEN. VOTING AGAINST: NONE. MOTION APPROVED. M/S/C UNANIMOUSLY TO APPROVE WAGE SCALE ADJUSTMENTS FOR CY2021 AVERAGING 2.2%, DEPENDENT UPON CURRENT MARKET ANALYSIS, EFFECTIVE JANUARY 3, 2021 FOR WINDOM AREA HEALTH NON-UNION EMPLOYEES (BARTELT/ORTMANN) ROLL CALL VOTE TO APPROVE: ANN BARTELT, LAURA FRESK, DAN ORTMANN, JUSTIN SCHMIT, KAY GROSS, MARY HOLMEN. VOTING AGAINST: NONE. MOTION APPROVED. Shelby shared information regarding logistics of the initial Covid-19 vaccination clinic being held at Windom Area Health December 22 & 23. She stated processes for administering the vaccine is being directed through the MN Department of Health and the local public health agency. Information was shared by Shelby regarding a new service line, Integrative Health, which will begin in mid-January 2021. This clinic will be headed by Liz Coleman, CNP. Marketing of this service will begin in early January. Shelby shared information about a new employee recognition program, "Step Up". Each week 3 employee names submitted by peers will be drawn to receive a \$10 gift card.</p>	
OTHER REPORTS		
Statistical & Financial Performance Reports	<p>November 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 loss totaling (\$157,563). FY2020 year-to-date net income totals \$1,312,937 on a projected budget of (\$1,183,918). Days in A/R were reported at 47.29 and Days Cash on Hand totaled 357. M/S/C UNANIMOUSLY TO APPROVE NOVEMBER 2020 STATISTICAL AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (SCHMIT/FRESK). ROLL CALL VOTE TO APPROVE: ANN BARTELT, LAURA FRESK, DAN ORTMANN, JUSTIN SCHMIT, KAY GROSS, MARY HOLMEN. VOTING AGAINST: NONE. MOTION APPROVED.</p>	John Peyerl
Funded Depreciation Transfer	<p>M/S/C UNANIMOUSLY TO AUTHORIZE THE TRANSFER OF \$46,617.75 FROM THE FUNDED DEPRECIATION ACCOUNT TO WAH CHECKING ACCOUNT FOR NOVEMBER 2020 CAPITAL ACQUISITIONS (ORTMANN/SCHMIT). ROLL CALL VOTE TO APPROVE: ANN BARTELT, LAURA FRESK, DAN ORTMANN, JUSTIN SCHMIT, KAY GROSS, MARY HOLMEN. VOTING AGAINST: NONE. MOTION APPROVED.</p>	John Peyerl
Educational Assistance Applications	<p>There were no Educational Assistance applications submitted for Governing Board action.</p>	Emily Masters
New / Department Transfer Employees	<p>The following new hires were reported: 1 RN, 1 PRN Occupational Therapist, and a PRN HIM clerk effective December 8, 2020; Community Health and Wellness manager effective December 15, and one internal change of a LPN/Hyperbaric Oxygen Tech changed to PRN status. M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM WAH MEDICAL STAFF, TO APPROVE MEDICAL STAFF CREDENTIALING AS PRESENTED (GROSS/HOLMEN). ROLL CALL VOTE TO APPROVE: ANN BARTELT, LAURA FRESK, DAN ORTMANN, JUSTIN SCHMIT, KAY GROSS, MARY HOLMEN. VOTING AGAINST: NONE. MOTION APPROVED.</p>	Emily Masters
Medical Staff Credentialg & Meeting Update	<p>APPOINTMENTS: George Hirschboeck, CRNA Anesthesia Allied Health Professionals REAPPOINTMENTS: Kristi Metzger, CNP Cardiology Allied Health Professionals Kayla Pineda, CNP Family Practice Allied Health Professionals Jenna Roth, RN Cardiology Allied Health Professionals SANFORD TELEMEDICINE APPOINTMENTS: Justin Espland, D.O. Emergency Medicine Telemedicine Holly Hedge, CNP Infectious Disease Telemedicine Emad Abu Sitta, M.D. Infectious Disease Telemedicine VRAD REAPPOINTMENTS: Jonathan Bold, M.D. Teleradiology Telemedicine Steven Davis, M.D. Teleradiology Telemedicine Snehal More, M.D. Teleradiology Telemedicine Michael Novick, M.D. Teleradiology Telemedicine</p>	Shelby M

	<p>RESIGNATION: <i>(informational purposes only)</i> Stephen Grove, M.D. Emergency Medicine Telemedicine</p> <p>Medical Staff meeting information included discussions on the new Integrative Health service line beginning in January 2021, Covid-19 vaccination clinics taking place at Windom Area Health and an update on the status of CliftonLarsonAllen Consulting interviews with WAH Medical Staff members.</p>	
Patient Concern Reports	November 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 without injury occurred; 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 reported additional items of business along with information included in the Executive summaries included in the Board books.</p> <ul style="list-style-type: none"> Kelsey reported that results from the State Trauma Review was received. She noted a 6-month extension was given for completion of a peer review of Emergency Department cases. Shelby stated recruitment of a new Wound & Hyperbaric Healing Center director is underway, as the current director has plans of relocating in the future. <p>M/S/C UNANIMOUSLY TO APPROVE THE FOLLOWING WAH COMMITTEE MEETING REPORTS AS PRESENTED (GROSS/SCHMIT). ROLL CALL VOTE TO APPROVE: ANN BARTELT, LAURA FRESK, DAN ORTMANN, JUSTIN SCHMIT, KAY GROSS, MARY HOLMEN. THOSE VOTING AGAINST: NONE. MOTION APPROVED.</p> <ul style="list-style-type: none"> ANNUAL PERFORMANCE IMPROVEMENT/RISK PLAN FOR 2021 UTILIZATION REVIEW 	Sr Mgmt Team
City of Windom	No report available.	Steve Nasby
Sanford Health Network	An update was given on Covid-19 statistics nationally and within Minnesota. The Covid-19 vaccine has arrived and is being administered through direction of the Department of Health. Sanford Foundation made a donation to Imaginetics for the Sanford CHIP program. The new Windom Area Foundation received a \$30,000 donation from Sanford, which Sanford will distribute to the Foundation in increments over several years.	Terry Mahar, VP
WAH Foundation Board	WAH Foundation Board did not meet for its regular meeting in December 2020.	Shelby Medina
WAH Auxiliary	Auxiliary met December 14, 2020, via Zoom. November 2020 meeting minutes were included in the Board book.	Shelby Medina
NEW & OLD BUSINESS		
Old Business	A telehospitalist company offering to provide medical services to Windom Area Health in the upcoming future has scheduled an onsite visit on Tuesday, January 12, 2021 for a 5:30 pm dinner meeting with physicians and interested Board members to introduce their company and discuss services they are able to provide.	Dr Michael Fisher
New Business	There was no new business for Board action.	Dr Michael Fisher
CONCLUSION		
	WAH Governing Board meeting was concluded by Chairperson, Dr. Michael Fisher.	Dr Michael Fisher

Signature _____, Dr. Michael Fisher, WAH Governing Board Chair

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
as of January 21, 2021
WAH MISSION: "Dedicated to Health"

CHIEF EXECUTIVE OFFICER REPORT

• **Organizational Updates**

- COVID vaccination process:
 - WAH continues to take direction from our local public health department on coordinating vaccine clinics.
 - Vaccination sites have been developed through the State Department of Health. WAH's participation in future vaccination clinics is still being determined.
- WAH and Healogics are starting to review candidates for the Clinical Program Director.
- WAH continues to monitor for changes in our patient visiting policies. We will increase our weekend visiting hours to 4:00 pm. We are also adjusting the restrictions on how many visitors per day to the following
 - Non-COVID medical inpatients will be allowed to have one visitor at a time, but, unlimited number per day (during visiting hours)
 - Non-COVID OB patients will be allowed to have their significant other and one other adult visitor (2 at a time max) with unlimited visitors per day.
 - COVID positive patients will continue to have visitors restricted, regardless of vaccination, until further notice.
- Windom Wound and Hyperbaric Healing Center will be recruiting for a new Clinical Program Director. This hire is in anticipation and notice provided to WAH that a succession plan should be considered.

• **Committee Meeting Updates**

- Work Place Violence: Met January 13, 2021
 - Reviewed issues with panic button connection and discussed anticipated correction date and interim alternative
 - Reviewed the reasonableness of having another suspicious person drill during this time
 - Discussed need to continue changing key pad access doors to badge swipe doors
 - Discussed need to place a badge swipe device or keypad to emergency exit door off the OB hallway.
 - Portals identifying suspicious/aggressive behaviors were reviewed
- Infection Prevention: **Nothing to Report**
 - Last report was November 2020
- Emergency Preparedness: **Nothing to Report**
 - Last report was December 2020
- Pharmacy and Therapeutics: **Nothing to Report**
 - Last report was November 2020
- PI/ Risk: **ANNUAL PI/RISK Plan 2021**
 - Board and Medical Staff Approved 2020 PI/Risk Plan December 2020
- Utilization Review: **Nothing to Report**
 - Last report was November 2020

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
As of January 21, 2021
WAH MISSION: "Dedicated to Health"

CHIEF FINANCIAL OFFICER REPORT

Overview:

- Net income from operations was \$445,176 compared to a budget of \$60,005. Our net patient revenue was about \$500,000 more than last December. This brings the year-to-date net income to \$1,587,966 versus a budget of (\$1,217,251). We have applied \$835,000 in stimulus dollars this year. Year to date Net Income from operations would be about \$753,000 without the stimulus funds compared to last year when we had a Net Income of \$95,555 YTD. The YTD operating income is 10.3%. The YTD operating margin would be 5.2% without stimulus dollars applied.

The volume of activity in December was substantial. December was the busiest month of the year across all service lines. Acute admissions totaled thirty-six. That is the highest since September 2019, when we also had thirty-six. The ninety-eight inpatient days in December were also the most since May 2019. There were eight Swing Bed admissions that equated to fifty-five days. Gross outpatient revenue was the highest WAH has ever produced. Outpatient gross revenue was 18.5% or \$455,000 more than last December.

- Imaging procedure counts continue to be strong. Imaging performed 618 procedures compared to a budget of 495. Year to date; 4,377 procedures have been performed compared to 4,180 last year. Basic Radiographic and Fluoroscopy procedures have remained flat compared to last year, but there has been volume growth in Mammography, CT, MRI and Ultrasound.
- Laboratory volumes continue to exceed budget and historical averages. Last fiscal year laboratory tests averaged about 9,130 in a given month. There were 11,292 in the month of November this year. That total is the most procedures in a month Windom Area Health has ever seen. Outpacing last month, which had been the previous record. The first eight months of the fiscal year have average 9,855 tests or about 725 more a month on average compared to last year.
- Ninety-two surgical procedures were performed in December, which is the highest number performed since August. Five of joint replacements.
- Rehab Therapy performed 1,489 modalities in December. Rehab Therapy has average 1,451 modalities the last four months. About 10% above budgeted numbers, but also about 10% below last year's totals.

Contractual adjustments came in at 43.03% for the month. Contractual adjustments are budgeted at 43.2%. Year to date is 45.41% compared last year's amount of 43.9%.

Overall, expenses were \$62,546 more than budget. Supplies were about \$50,000 more than budgeted and accounted for the bulk of the overage. This is due to the increased volume of activity and COVID supplies. As a comparison, without stimulus dollars included, YTD net operating revenue is up \$773,653 and operating expenses are up \$116,232 compared to last year.

Looking Forward:

- FY 2022 Capital & Operating Budgets
- Financial Assistance Policy

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
as of January 21, 2021
WAH MISSION: "Dedicated to Health"

DIRECTOR OF NURSING REPORT

- **Medical/Surgical/OB/Emergency Room:**
 - COVID 19 subgroup continues to meet as needed
 - Outpatient Monoclonal Antibody treatments for those with COVID is going well. The medications, "Bam" and "Regeneron," has become available again.
 - If we have two or more COVID patients admitted at one time, we will plan to dedicate rooms to those patients that will be located in one hallway.
 - Nursing staff have been trained on intranasal medication administration

- **Diabetes Management/Oncology:**
 - Kits have been made for COVID diabetic glucose testing.

- **Surgery:**

Nothing to report, pre-op testing going well.

- **Committee Meetings**
 - ER committee being held 1/27/21
 - OB committee nothing to report

- MHA Safety Data as of January 18th.
 - Falls – 1
 - Skin Integrity - 0
 - Restraints – 0
 - Opioid Deaths – 0
 - Reportable Events – 0

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of January 21, 2021

WAH MISSION: "Dedicated to Health"

CHIEF HUMAN RELATIONS OFFICER REPORT

Human Resources/Employee Health

- Posted positions:
 - HR Assistant
 - HIM Lead
 - Medical Screeners
 - Patient Access Rep
 - RN - .8
- The FFCRA (emergency COVID sick bank) was allowed to be extended on a voluntary basis for employers through March 31, 2021. WAH has opted to extend this program, which provides two weeks of paid time for all employees due to COVID reasons.
- On-site massage will be brought in every Tuesday for 'Feel Good February'.
- A bill was recently signed allowing temporary rules for Flexible Spending Plans for 2021/2022. Windom Area Health will be allowing some of the modifications, including an additional election period mid-year and higher carryovers.

Community Health and Wellness/Wellness Center

- The Wellness Center is open on a restricted basis, members must have appointments, use their masks and equipment is spaced out.
- Due to restrictions, the annual Weight Loss Challenge is pushed to March – May for both the public and employees. Registration starts Feb 1.

Marketing/PR

- Integrative Health was launched in print, radio and social media in January. A Billboard will go up in February and an internal lunch and learn was held.
- The BEAT will go in the Shopper the first weekend in February.
- The New Year's Baby package was an internal effort this year, as the radio station did not run the promotional program that generates prizes. Marketing led the effort with soliciting donations from employees and local businesses.

Committee Meetings

- Employee Focus/Finance: \$169 was donated to Rainbows from our Jeans Fund. Funds from Q1 will go toward internal gardening upkeep. Departments are signing up for employee events for 2021.
- Patient & Family Advisory Committee: No Report.
- Safety: No report.
- Safe Patient Handling: No report.

Windom Area Health Operational & Strategic Goals

Fiscal Year 2020-2021		Target	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21
SERVICE														
Complete Master Plan to Accommodate New Patient Rooms for Outpatient Services	4/30/2021													
Optimize Usage of Technology to Provide Optimal Healthcare to Community	4/30/2021													
Ambulatory Net Promoter Score	83.8%	n/a	94.1%	n/a	n/a	chgd to NCR 9/1/20	72.1%	85.7%	n/a	n/a				
OP Net Promoter Score	80.6%	n/a	90.6%	n/a	n/a	chgd to NCR 9/1/20	76.9%	81.4%	67.3%	68.5%				
Emergency Dept Net Promoter Score	49.1%	n/a	91.4%	n/a	n/a	chgd to NCR 9/1/20	32.1%	59.10%	66.7%	11.8%				
Wound Center Overall Pt. Satisfaction	>92%	98.2%	96.1%	100.0%	93.0%	100.0%	100.0%	84.7%	97.2%	100.0%				
QUALITY														
Falls per 1000 Patient Days	0.0	n/a	24.0	n/a	n/a	n/a	4.0	n/a	n/a	n/a				
Patient Falls with Injuries	0.0	n/a	0.0	n/a	n/a	n/a	0.0	n/a	n/a	n/a				
Hand Hygiene	100%	n/a	100.0%	n/a	n/a	n/a	91.8%	n/a	n/a	n/a				
Patient Experience/HCAHPS Recommend	81%	n/a	71.4%	n/a	n/a	n/a	85.7%	n/a	n/a	n/a				
How would you rate/HCAHPS	83%	n/a	71.4%	n/a	n/a	n/a	86.4%	n/a	n/a	n/a				
Communication with Nurses	89%	n/a	78.6%	n/a	n/a	n/a	88.0%	n/a	n/a	n/a				
Communication with Doctors	85%	n/a	77.1%	n/a	n/a	n/a	92.3%	n/a	n/a	n/a				
Readmission within 30 days	<5%	n/a	1.0%	n/a	n/a	n/a	0.0%	n/a	n/a	n/a				
Wound Center Patient Healing Rate	>92%	97.1%	100.0%	100.0%	100.0%	100.0%	95.2%	100.0%	100.0%	100.0%				
FINANCIAL														
Income (Loss) from Operations to Budget	-5.25%	3.64%	19.83%	2.68%	13.82%	20.29%	4.34%	-9.85%	19.44%					
Days in Accts Receivable	<53	43.52	60.62	52.42	49.38	45.98	48.50	47.29	49.92					
Days Cash on Hand	>150	359	348	362	362	360	367	357	375					
GROWTH														
Surgeries to Budget	71	20	80	65	105	85	69	60	92					
Wound Center New Patients	17	13	21	22	24	21	19	15	19					
Wound Center Encounters	135	108	120	145	157	193	176	154	182					
Wound Center Nurses Visits	no target # established	8	10	14	24	35	24	11	17					
SNF/ALF Wound Center New Patients	no target # established	1	2	4	4	5	0	4	3					
SNF/ALF Wound Ctr Encounters/Telehealth	no target # established	8	13	10	28	14	15	27	28					
Wound Center HBO Treatments (new pts)	1.6	0	3	0	0	0	0	0	0					
COMMUNITY														
Community Development Project	1													

Diabetes Spook-tacular Giving Tree
Aware Expo

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, January 25, 2021 / 4:30-5:15 pm / Large Conference Room or WebEx

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

Present:
Absent:
Others:

Chairperson (or 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 Committee meeting to order at 4:30 pm by Chairperson	Ann B
Minutes	Approve minutes from regular Committee meeting of December 21, 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
COVID vaccination	Discuss COVID vaccination process and future plans	Shelby M
Telehospitalist F/U	Follow up discussion on next steps	Shelby M

NEW/CURRENT ITEMS

MN Dept of Health Capital Improvement Grant	Grant resolution for FY22 capital improvements	Shelby M
Chemotherapy Service Line	Discussion of service line	Shelby M
Other		

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

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Meeting Date/Time/Location: **Monday, December 21, 2020 / 4:30 pm / Large Conference Room or SKYPE**

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

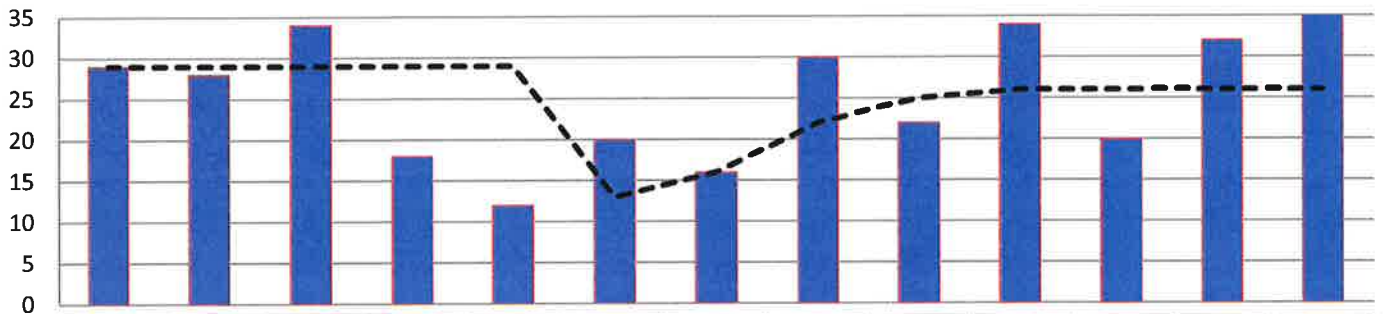
Chairperson (or Acting Chairperson): Ann Bartelt, Chairperson
Recorder: Janel Eichstadt, Admin Asst

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 4:30 pm by chairperson, Ann Bartelt. Due to the Covid-19 pandemic, this committee meeting was held via Skype per League of MN Cities Open Meeting Laws, Public Health Emergency.	Ann B
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF NOVEMBER 23, 2020, AS PRESENTED (FRESK/BRUGMAN). ROLL CALL VOTE TO APPROVE: ANN BARTELT, LAURA FRESK, JUSTIN SCHMIT, JULIE BRUGMAN. VOTING AGAINST: NONE. MOTION APPROVED.	Ann B
Collections & Financial Assistance	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND PATIENT ACCOUNTS TOTALING \$96,496.42 TO AAA COLLECTIONS; RECOMMEND APPROVAL OF THE FOLLOWING FINANCIAL ASSISTANCE PATIENT ACCOUNTS: 4 NEW ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$7108.21; 1 ACCOUNT WITH A BALANCE BELOW \$1500 TOTALING \$75.00; AND 2 PREVIOUSLY APPROVED ACCOUNTS FOR WRITE-OFF TOTALING \$1465.28, WITH ALL APPROVED FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$8648.49. (SCHMIT/FRESK). ROLL CALL VOTE TO APPROVE: ANN BARTELT, LAURA FRESK, JUSTIN SCHMIT, JULIE BRUGMAN. VOTING AGAINST: NONE. MOTION APPROVED.	John P
Employee Resignations/Terminations	In month 7 of FY2021, accounts totaling \$39,926.61 have been approved for Financial Assistance on a budget of \$200,000. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FOLLOWING RESIGNATION – FT CENTRAL SCHEDULER EFFECTIVE DECEMBER 4, 2020 (BRUGMAN/SCHMIT). ROLL CALL VOTE TO APPROVE: ANN BARTELT, LAURA FRESK, JUSTIN SCHMIT, JULIE BRUGMAN. THOSE VOTING AGAINST: NONE. MOTION APPROVED.	Emily M
FOLLOW-UP ITEMS		
CLA Consulting Services	Shelby stated the CliftonLarsonAllen consultant has spoken with almost all medical providers to date. The consultant is now waiting for Governing Board members to respond to his invitation to set up an interview time with him to glean information from their perspective on ways of improving communications between WAH Medical Staff and Governing Board members/administration. Shelby noted if all interviews are completed in a timely process, a summary report may be completed for presentation at the January 25 th Governing Board meeting.	Shelby M
NEW/CURRENT ITEMS		
City/Community Donation	Information regarding a request for funds for the construction of a community trail in Windom for public use was presented by Shelby. She stated this trail project would begin moving forward dependent upon approval of a grant submitted by the City of Windom. Terry Mahar, Sanford Health Network VP, noted he would explore the possibility of a donation from Sanford to support the construction of this community trail. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL FOR WINDOM AREA HEALTH TO PROCEED MAKING A CONTRIBUTION TOTALING \$20,000 TO BE PAID OVER A 4-YEAR PERIOD (\$5000 PER YEAR) TO THE CITY OF WINDOM FOR THE DEVELOPMENT OF A COMMUNITY WALKING TRAIL IN WINDOM, PENDING GRANT APPROVAL (SCHMIT/FRESK). ROLL CALL VOTE TO APPROVE: ANN BARTELT, LAURA FRESK, JUSTIN SCHMIT, JULIE BRUGMAN. VOTING AGAINST: NONE. MOTION APPROVED.	Shelby M

2021 Market Adjustments	<p>Emily stated a wage scale analysis for WAH non-union employees was recently completed. Upon review of information gathered from this analysis, it was recommended a wage adjustment to WAH non-union employees be granted effective January 3, 2021, for calendar year 2021, for an average of 2.2% increase. Emily noted for those non-union wage scales determined to be at or above market, a wage increase would not be granted for CY2021.</p> <p>M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF AN AVERAGE WAGE SCALE ADJUSTMENT TOTALING 2.2% EFFECTIVE JANUARY 3, 2021, FOR WINDOM AREA HEALTH NON-UNION EMPLOYEES FOR CY2021 (SCHMIT/FRESK). ROLL CALL VOTE TO APPROVE: ANN BARTELT, LAURA FRESK, JUSTIN SCHMIT, JULIE BRUGMAN. VOTING AGAINST: NONE. MOTION APPROVED.</p>	Emily M
COVID vaccination	<p>Shelby shared information regarding processes established by the MN Department of Health and the county public health department regarding dispensing of the Covid-19 vaccine. She noted 150 doses of the vaccine arrived at Windom Area Health and would be administered to Tier 1 individuals December 22nd & 23rd with the 2nd dose of this vaccine administered 21 days later. Shelby noted the Moderna Covid-19 vaccine would be arriving to WAH in the near future to be administered to another "Tier" of individuals identified by the MN Department of Health and county public health department.</p>	Shelby M
"Step Up" Employee Program	<p>Shelby and Emily Masters, CHRO, were requested to share additional information clarifying criteria concerning the newly implemented "Step Up" employee recognition program being offered to WAH employees through nominations from peers. Shelby shared this recognition program is a way to acknowledge 3 employees, whose names will be randomly drawn weekly for a \$10 gift card to a local business, who willingly went above their regular duties to assist with additional responsibilities, in part due to Covid-19.</p>	Shelby M
CONCLUSION		
	Chairperson, Ann Bartelt, concluded the Finance/Personnel/Labor Relations & Building & Grounds Committee meeting.	Ann B

ADMISSIONS

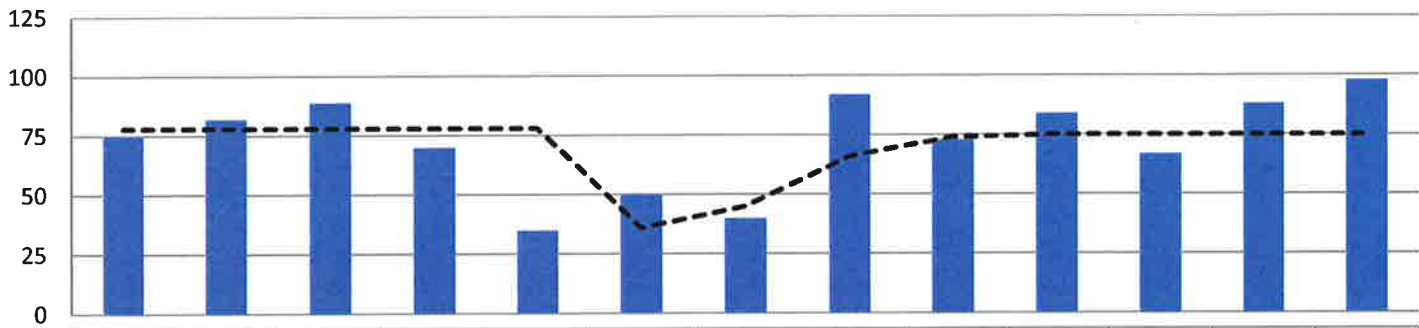
Admissions Budget



	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20
Admissions	29	28	34	18	12	20	16	30	22	34	20	32	36
Budget	29	29	29	29	29	13	16	22	25	26	26	26	26

PATIENT DAYS

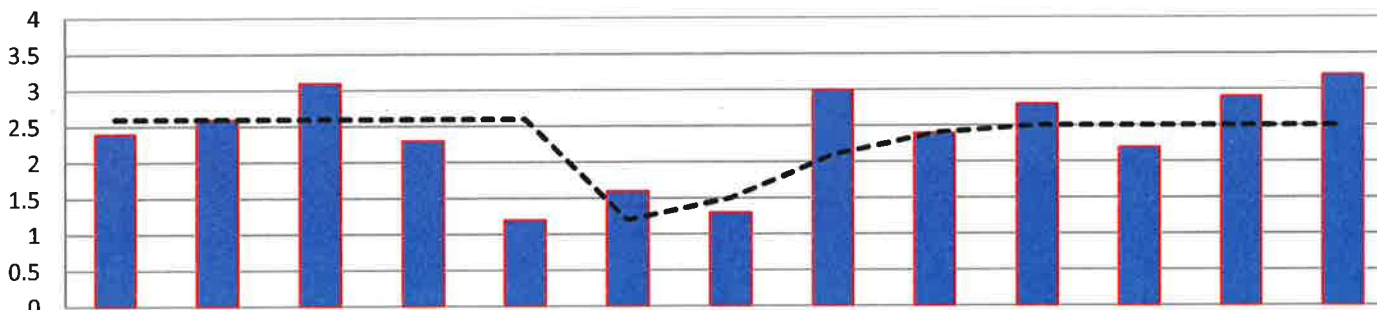
Pt Days Budget



	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20
Pt Days	75	82	89	70	35	50	40	92	73	84	67	88	98
Budget	78	78	78	78	78	36	45	66	74	75	75	75	75

AVERAGE PATIENTS PER DAY

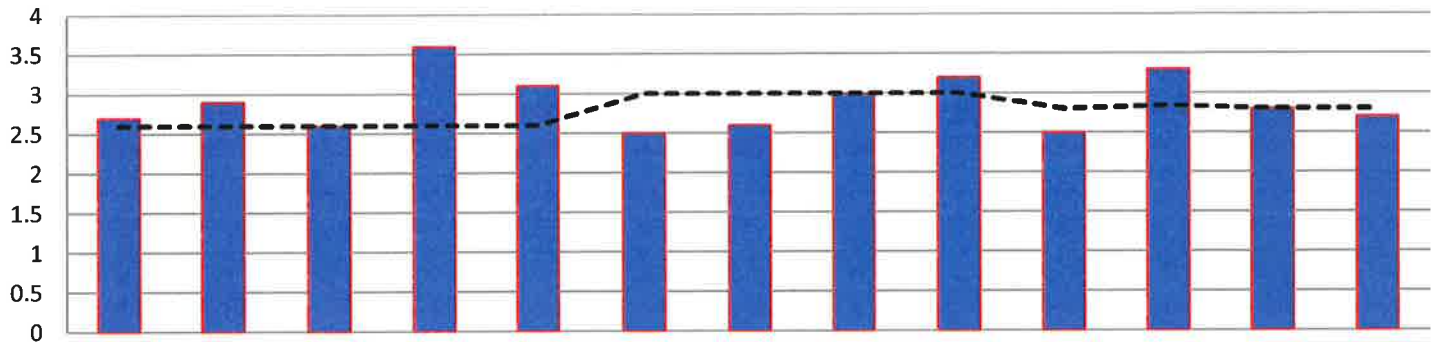
Avg Pt/Day Budget



	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20
Avg Pt/Day	2.4	2.6	3.1	2.3	1.2	1.6	1.3	3.0	2.4	2.8	2.2	2.9	3.2
Budget	2.6	2.6	2.6	2.6	2.6	1.2	1.5	2.1	2.4	2.5	2.5	2.5	2.5

AVERAGE LENGTH OF STAY

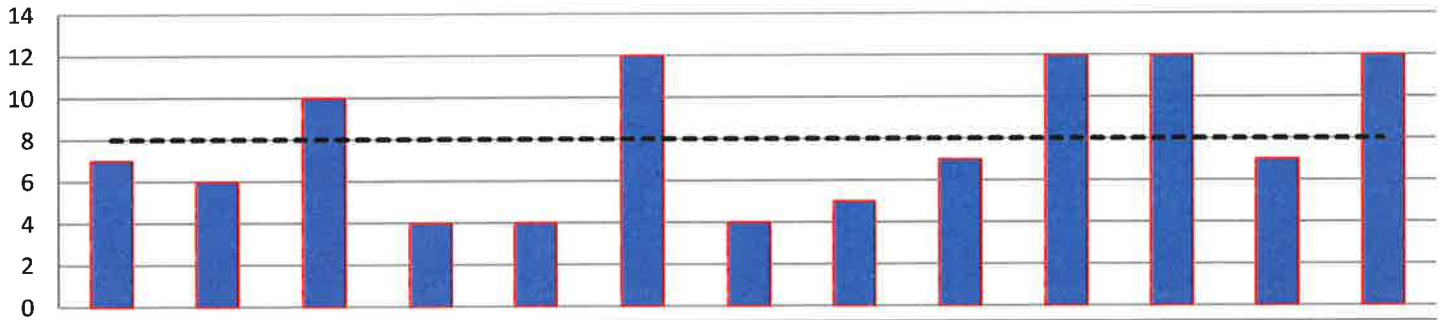
Avg Stay Budget



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

BIRTHS

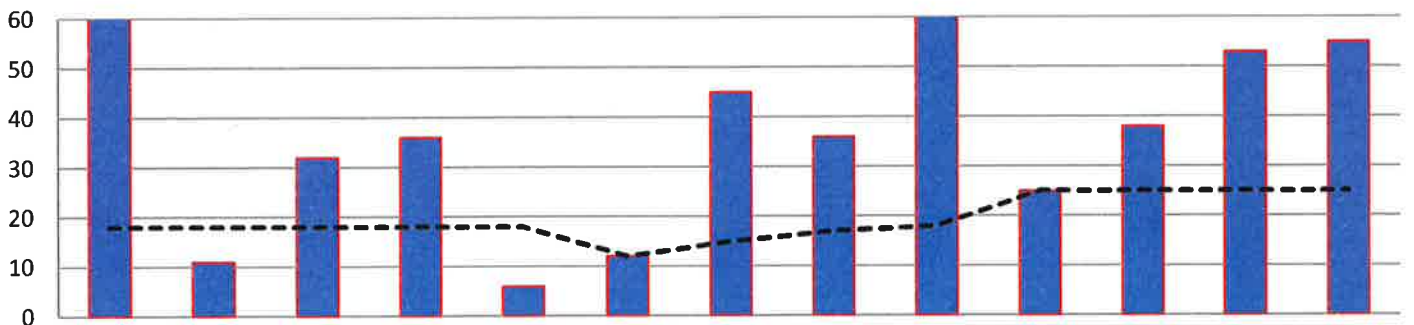
Births Budget



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

SWING BED DAYS

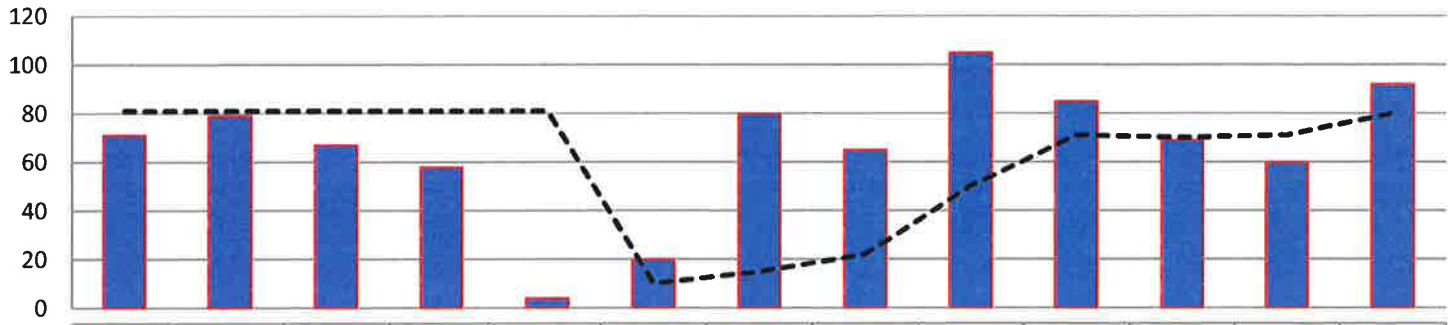
Swing Bed Days Budget



	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20
Swing Bed Days	65	11	32	36	6	12	45	36	66	25	38	53	55
Budget	18	18	18	18	18	12	15	17	18	25	25	25	25

SURGERY

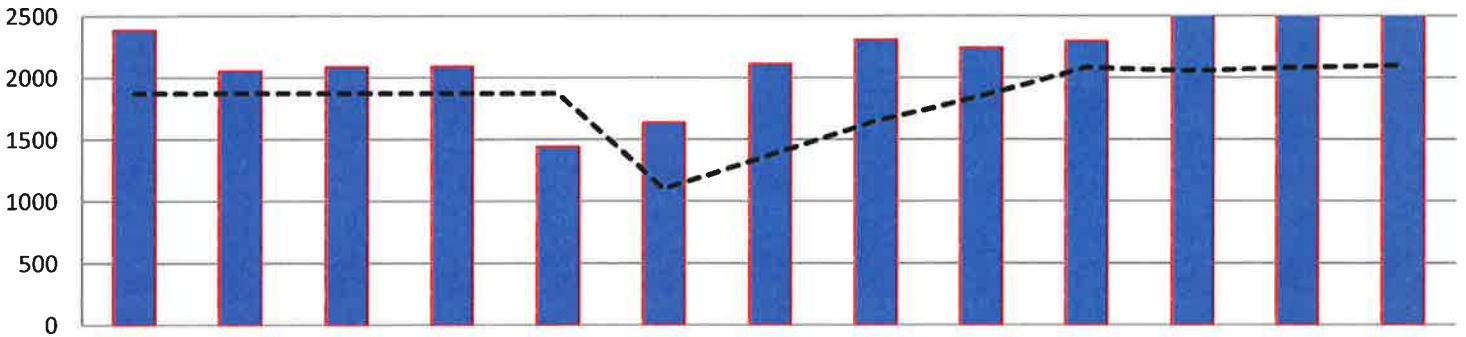
■ Surgery - - - Budget



	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20
Surgery	71	79	67	58	4	20	80	65	105	85	69	60	92
Budget	81	81	81	81	81	10	15	22	50	71	70	71	80

OUTPATIENT OCCASIONS OF SERVICE

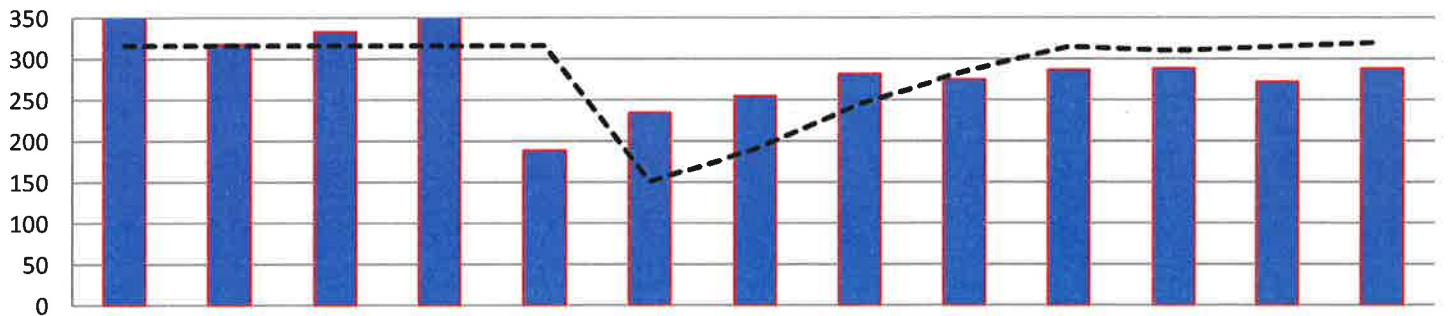
■ OP Visits - - - Budget



	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20
OP Visits	2386	2057	2090	2092	1445	1639	2115	2309	2243	2298	2682	2524	3227
Budget	1875	1875	1875	1875	1875	1100	1375	1650	1850	2083	2055	2083	2100

EMERGENCY VISITS

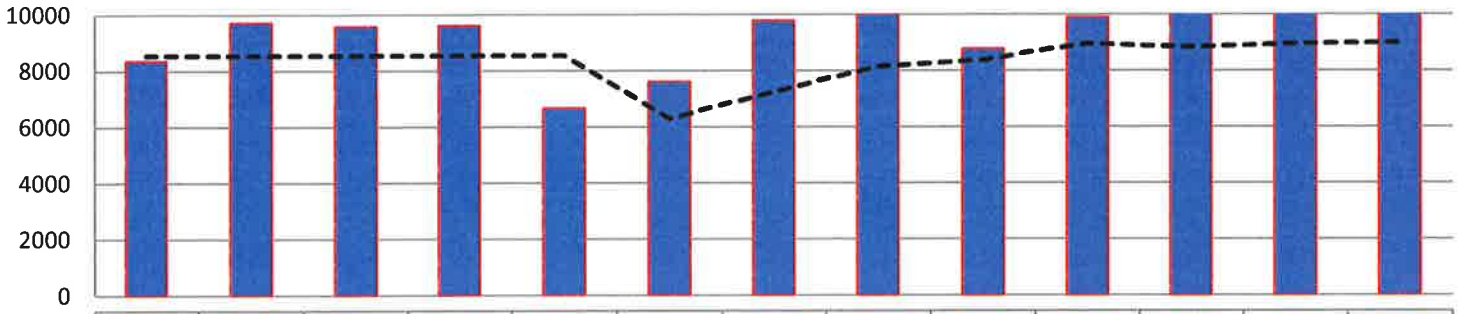
■ ER Visits - - - Budget



	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20
ER Visits	357	318	333	353	189	235	255	282	275	287	289	272	288
Budget	316	316	316	316	316	151	190	245	285	315	310	315	320

LAB PROCEDURES

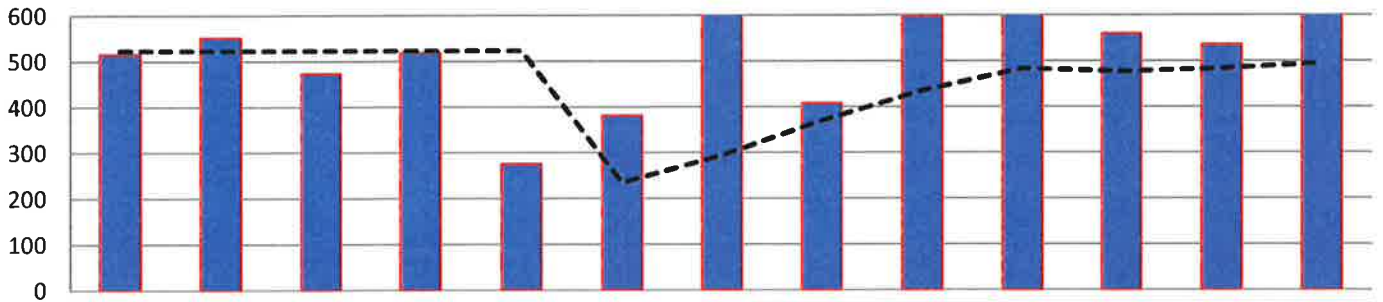
Lab Proc Budget



	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20
Lab Proc	8363	9727	9583	9615	6680	7619	9793	10036	8787	9908	10543	10858	11292
Budget	8542	8542	8542	8542	8542	6300	7245	8150	8375	8958	8835	8958	9000

IMAGING PROCEDURES

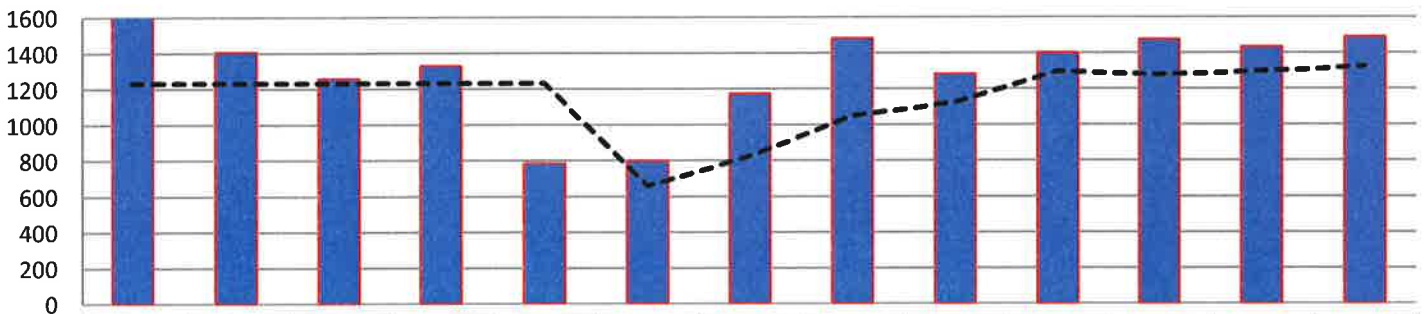
Imaging Proc Budget



	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20
Imaging Proc	516	552	473	519	276	382	672	408	597	604	560	536	618
Budget	523	523	523	523	523	235	294	370	435	483	477	483	495

REHAB MODALITIES

Rehab Modalities Budget



	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20
Rehab Modalities	1763	1408	1259	1331	785	799	1175	1482	1284	1404	1478	1435	1489
Budget	1233	1233	1233	1233	1233	660	825	1050	1125	1298	1280	1298	1325

WINDOM AREA HEALTH
INCOME STATEMENT

	12/31/2020		Revenue		Y-T-D 2021		Revenue		December		% Change	
	12/31/2020	Comparison	Budget 2021	Comparison	Y-T-D 2021	Comparison	Budget 2021	Comparison	Y-T-D 2020	From Last Year	From Last Year	% Change
PATIENT REVENUE												
Inpatient Revenue	\$1,056,992	26.46%	\$964,079	30.00%	\$6,179,134	23.29%	\$6,342,969	30.34%	\$5,820,602	\$358,532	\$358,532	6.2%
Outpatient Revenue	\$2,937,880	73.54%	\$2,249,518	70.00%	\$20,351,602	76.71%	\$14,561,565	69.66%	\$18,831,413	\$1,520,189	\$1,520,189	8.1%
Total Patient Revenue	\$3,994,872	100.00%	\$3,213,597	100.00%	\$26,530,736	100.00%	\$20,904,534	100.00%	\$24,652,015	\$1,878,721	\$1,878,721	7.6%
Contractual Adjustments	\$1,718,804	43.03%	\$1,386,919	43.16%	\$12,047,556	45.41%	\$9,008,913	43.10%	\$10,947,235	\$1,100,321	\$1,100,321	10.1%
Other Income	\$13,829	0.35%	\$14,502	0.45%	\$970,644	3.66%	\$116,016	0.55%	\$140,401	\$830,243	\$830,243	
NET OPERATING REVENUE	\$2,289,897	100.00%	\$1,841,180	100.00%	\$15,453,824	100.00%	\$12,011,637	100.00%	\$13,845,181	\$1,608,643	\$1,608,643	11.6%
EXPENSE												
Employee Salaries	\$697,157	30.44%	\$673,018	36.55%	\$5,115,374	33.10%	\$5,019,409	41.79%	\$5,029,583	\$85,791	\$85,791	1.7%
Employee Benefits	\$203,974	8.91%	\$214,378	11.64%	\$1,591,058	10.30%	\$1,630,657	13.58%	\$1,565,129	\$25,929	\$25,929	1.7%
Pharmaceuticals	\$72,743	3.18%	\$78,562	4.27%	\$526,652	3.41%	\$566,404	4.72%	\$543,066	(\$16,414)	(\$16,414)	-3.0%
Supplies	\$161,027	7.03%	\$112,037	6.09%	\$1,135,586	7.35%	\$885,453	7.37%	\$963,834	\$171,752	\$171,752	17.8%
Rents & Utilities	\$24,018	1.05%	\$27,880	1.51%	\$201,377	1.30%	\$220,343	1.83%	\$206,878	(\$5,501)	(\$5,501)	-2.7%
Purchased Services	\$385,039	16.81%	\$373,450	20.28%	\$2,921,679	18.91%	\$2,601,119	21.65%	\$3,022,667	\$100,988	\$100,988	-3.3%
Other Direct Expenses	\$121,207	5.29%	\$138,298	7.51%	\$858,871	5.56%	\$997,086	8.30%	\$907,260	(\$48,389)	(\$48,389)	-5.3%
Provision for Bad Debts	\$48,686	2.13%	\$27,083	1.47%	\$439,416	2.84%	\$216,665	1.80%	\$406,733	\$32,683	\$32,683	8.0%
Depreciation	\$117,243	5.12%	\$122,333	6.64%	\$962,133	6.23%	\$978,665	8.15%	\$989,381	(\$27,248)	(\$27,248)	-2.8%
Interest Expense	\$13,627	0.60%	\$14,136	0.77%	\$113,712	0.74%	\$113,087	0.94%	\$115,095	(\$1,383)	(\$1,383)	-1.2%
Total Operating Expense	\$1,844,721	80.56%	\$1,781,175	96.74%	\$13,865,858	89.72%	\$13,228,888	110.13%	\$13,749,626	\$116,232	\$116,232	0.8%
Income (loss) From Operations	\$445,176	19.44%	\$60,005	3.26%	\$1,587,966	10.28%	(\$1,217,251)	-10.13%	\$95,555	\$1,492,411	\$1,492,411	
Investment Income	\$7,426	0.32%	\$15,417	0.84%	\$87,897	0.57%	\$123,336	1.03%	\$140,582	(\$52,685)	(\$52,685)	
Other Revenue/(Expenses)	\$2,305	0.10%	(\$2,083)	-0.11%	\$91,980	0.60%	(\$16,664)	-0.14%	(\$16,388)	\$108,368	\$108,368	
Non Operating Rev/Exp	\$9,731	0.42%	\$13,334	0.72%	\$179,877	1.16%	\$106,672	0.89%	\$124,194	\$55,683	\$55,683	
Increase in Net Assets	\$454,907	19.87%	\$73,339	3.98%	\$1,767,843	11.44%	(\$1,110,579)	-9.25%	\$219,749	\$1,548,094	\$1,548,094	

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

Yrs Dep	Capital Asset	Vendor	Asset class	May	June	July	August	September	October
5	Rhinolaryngoscope	Olympus	Maj Mov		6,697				
5	Glidescope	Verathon	Maj Mov						13,482
Total				-	6,697	-	-	-	13,482

Yrs Dep	Capital Asset	Vendor	Asset class	November	December				
5	Upgrade to Phone Servers and Voice Gateway	Marco	Maj Mov	45,079					
5	Cabling for Voice Gateway	City of Windom	Fixed Equip	1,538					
7	Hematology Equipment	Sysmex America, Inc	Maj Mov		33,278				
Total				46,618	33,278	-	-	-	-

Total YTD Capital Acquisitions 100,074

**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, January 25, 2021 / 4:00-4:30 pm / Large Conference Room or WebEx**

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 (or Acting Chairperson) Dan Ortmann, Acting 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 Acting Chairperson	Dan O
Minutes	Approve minutes from the regular Committee meeting of December 21, 2020 (<i>Cmte Motion</i>)	Dan O

FOLLOW-UP ITEMS

Medical Staff / CMO Review	WAH Medical Staff meeting business	Dr. Dynes Shelby M
CLA Consulting Services	Review next steps	Shelby M
COVID Vaccinations	Discuss and review COVID vaccination process and future plans	Shelby M
Telehospitalist F/U	Follow up discussion on next steps	Shelby M

NEW/CURRENT ITEMS

Other		
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CONCLUSION

Conclude Professional Practice/Quality & Planning Committee meeting	Dan O
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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, December 21, 2020 / 4:00 pm / Large Conference Room or SKYPE

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

Chairperson (or Acting Chairperson) Dan Ortman, Acting 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 Acting-chair, Dan Ortman, per request of Kay Gross, Committee Chairperson. Due to the Covid-19 pandemic, this committee meeting was held via Skype per League of MN Cities Open Meeting Laws, Public Health Emergency.	Dan O
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF NOVEMBER 23, 2020, AS PRESENTED (HOLMEN/GROSS). ROLL CALL VOTE TO APPROVE: MARY HOLMEN, DAN ORTMANN, KAY GROSS, JULIE BRUGMAN. VOTING AGAINST: NONE. MOTION APPROVED.	Dan O
FOLLOW-UP ITEMS		
Medical Staff / CMO Review	Medical providers held discussion regarding the Covid-19 vaccination processes established by the MN Department of Health and the county public health department. A vaccination clinic for Tier 1 medical personnel in the community will be taking place at WAH December 22 & 23, 2020, with 150 doses of the Pfizer vaccine to be dispensed. Liz Coleman, provider to the new Integrative Health service line slated to begin mid-January 2021 through the Outreach Dept, was present to share information about this new patient service. Angie Erickson, WAH pharmacist, was present at this meeting to discuss Covid-19 vaccinations for those outpatients receiving services regularly at Windom Area Health. Discussion was held concerning the viability of purchasing a new chemo hood used to mix chemo drugs for patients receiving chemotherapy. A review of patient frequency, chemo med usage and input from physicians will take place to determine if this hood will be a worthy capital expenditure.	Dr. R Dynes / Shelby M
CLA Consulting Services	Shelby informed members the CliftonLarsonAllen consultant has completed personal interviews with almost all medical providers to date. The consultant is now waiting for Governing Board members to respond to his invitation to set up an interview time with him to attain information from their perspective on ways of improving communications between WAH Medical Staff and Governing Board members/administration. Shelby noted if all interviews are completed in a timely process, a summary report may be completed and ready for presentation at the January 25 th Governing Board meeting.	Shelby M
NEW/CURRENT ITEMS		
COVID Vaccinations	Shelby shared information regarding processes established by the MN Department of Health and the county public health department regarding dispensing of the Covid-19 vaccine using a “tiered” format. She noted 150 doses of the Pfizer vaccine have arrived at Windom Area Health to be administered to Tier 1 individuals December 22 nd & 23 rd with the 2 nd vaccine dose administered 21 days later. Shelby noted the Moderna Covid-19 vaccine would be arriving at WAH in the near future. Upon arrival, this vaccine would be administered to another “Tier” of individuals identified by the MN Department of Health and county public health department. Dr. Dynes shared information on antibody infusion treatments for Covid outpatients to aid in their recuperation from this virus. He also shared additional information on Covid related deaths and hospitalizations, which appear to be on the decline in Minnesota. Dr. Dynes noted pre-op Covid testing is still taking place for all inpatients, surgical and procedural patients.	Shelby M
CONCLUSION		
	Acting-chairperson, Dan Ortman, concluded the Professional Practice/Quality & Planning Committee meeting.	Dan O

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**

JANUARY 25, 2021

APPOINTMENT:

REAPPOINTMENTS:

Gerald Berberick, OPA-C	Orthopedics	Allied Health Professionals
Todd Christianson, OPA-C	Orthopedics	Allied Health Professionals
Jennifer Cousins, PA-C	Orthopedics	Allied Health Professionals
Gary Famestad, M.D.	Radiology	Consulting
Kathy Harder, CNP	Family Practice	Allied Health Professionals
Jaime Johnson, PA-C	Cardiology	Allied Health Professionals
Richard Lowry, OPA-C	Orthopedics	Allied Health Professionals
Richard Pretorius, M.D.	Emergency Medicine	Emergency Services
Jeremy Scott, M.D.	Cardiology	Consulting

vRAD REAPPOINTMENTS:

Jacob Gebrael, M.D.	Teleradiology	Telemedicine
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RESIGNATIONS:

Opeyemi Ajayi, M.D.	Emergency Medicine	Emergency Services
Brooke Johnson, LPN	Cardiology	Allied Health Professionals

PATIENT COMMENTS DECEMBER 2020

Facility	Comment
Windom OP Lab	I just had blood drawn, and first time a male did the honors. I have had a history of it being hard to get it, or even getting enough drawn. This fellow was so very good. He did a fabulous job. THANKS to him!
Windom OP Nursing Services	Wanda is the best! My favorite nurse at WAH!
Windom OP Lab	I appreciate getting in so quickly at a busy holiday time.
Windom ED	Spending 6hrs in room on uncomfortable chairs a 2 1/2 hr wait till seen by Dr was not good feeling
Windom OP Nursing Services	Heath was very nice and helpful.
Windom OP Lab	Front desk staff and nurses are friendly and very special. Dr. Tabor is excellent; very informative; always compassionate and genuinely concerned.
Windom OP Lab	they all did a very good job.
Windom OP Radiology	Darci J did an awesome job on my mammogram!! Very friendly & caring!!
Windom OP Lab	I am very satisfied with the Sanford Health Care System. I have been in SF, Wgtn, and Windom. Everyone has been so kind and caring. If someone can't answer a question I have they find it out for me or tell me who can answer it. I haven't had to wait weeks or months for an appt. like I hear some people who go to facilities other than Sanford. I have had a lot of appts. in the last six years and am a very satisfied patient.
Windom ED	The nurses made me feel very unwelcome wouldn't really recommend this place to anyone
Windom OP Radiology	Very very satisfied with all the people that I had contact with.
Windom OP Wound	I felt very comfortable. I thought they did a good job. I was really honored to have the team that I had. I just think this was a good visit for me, and I they were very polite. I'm happy that I came there and yes, I would recommend it to somebody else. Thank you.
Windom ED	I did not have a very good visit with out of town doctors day just did not seem to care and was no visitation they just not not good.
Windom OP Outreach Clinic	They were great
Windom OP Lab	Wonderful surgical staff, they were kind and professional. I am proud of our Windom hospital, nice job!
Windom OP Wound	I feel all the questions I had to answer took such a long time. I wish that could be speeded up. That was before I saw the doctor. Otherwise, it was pretty good or very good in many cases. That's it. Thanks.
Windom OP Radiology	Very courteous people.
Windom OP Radiology	Very informative on the procedures they were doing step by step

PATIENT COMMENTS DECEMBER 2020

Windom OP Radiology	Scott but I haven't got my results back yet. It's been 4 days.
Windom OP Lab	with the covid 19,felt very safe.It is a wonderful place to go thanks very much.
Windom OP Radiology	Very good experience
Windom OP Lab	Everyone was amazing!!! Never had a bad experience at at any Sanford. Never had been to Windom, but it was a very good experience.
Windom OP Lab	I been going here a long time. I like that Dr. Taber is not only my doctor but a friend, whose spiritual beliefs are similar to mine. Years ago before our son went to Russia on a mission trip when Doctor was done doing whatever exam he needed to do he prayed with Brent for his mission trip (when Brent told us that I was impressed). We like Deb, she always works with us.
Windom OP Lab	Felt very comfortable and there's a lot of professionalism there. Was very helpful and very kind. Thank you.
Windom OP Nursing Services	Could not ask for anything better! Thank You !!
Windom OP Radiology	I'm very happy with the service I was given. Keep up the good work in these trying times!!!
Windom OP Radiology	Always have a good experience at the Windom Hospital.
Windom OP Outreach Clinic	The nurses were absolutely amazing, but I feel there may be a need to purchase some new outpatient treatment chairs. It felt like it was broken and it looked like a dog scratched all over the arms. Not very comfortable for a two hour treatment. I felt bad for the wonderful nurse as the only other option she could offer was a folding chair.
Windom OP Nursing Services	They checked in on me all the time and set up for me to get oxygen and got my doctors to get me medicine. They took good care of me.
Windom OP Lab	Yes, well, this was my first time ever at Windom Health and I was very impressed and I would recommend your facility to ... to anybody because you ... you treated me very well and helped me and I'm better. So feel great again. So I appreciate all your help. Thank you.
HCAHPS Inpatient	I had Covid + was very glad to be in the hospital. Everyone took very good care of me.
HCAHPS Inpatient	They helped me the best that they could when busy! I did what I could do with their help. I slept a lot so I could get better. Thank you what you did.
HCAHPS Inpatient	I had surgery + I'm allergic to Duramorph I had a band on my wrist. The anesthesiologist saw that + said, that's what we use here - I had terrible reaction to it - I think she should have looked at my history + planned for something else to use. I wa
HCAHPS Inpatient	Excellent
HCAHPS Inpatient	I was sent to E.R. by doctor clinic on Wednesday - they checked me & sent me home - on Friday a.m. I couldn't breath very well Went to E.R. & was admitted for a few days - maybe Wednesday would have been better?
HCAHPS Inpatient	This was my first ever hospital stay ever and everything went perfect! Very friendly + welcoming. Thank you.
HCAHPS Inpatient	I gave this place 5 star rating. When I walk through that door I was treated like a king From the front desk, nurses + doctors and the food. Even rehab was top notch Glad to have a place like this in Windom so you don't have to travel home 1 or 2 hours away 5 - (star)

PATIENT COMMENTS DECEMBER 2020

HCAHPS Inpatient	Nurses were wonderful!
HCAHPS Inpatient	The nurses were great and PT has also been great
HCAHPS Inpatient	Excellent
HCAHPS Inpatient	My memory is not good. It seems so long ago that I may have not write the right answers.
HCAHPS Inpatient	Every thing was great Food was very good
HCAHPS Inpatient	Nurses were very kind + loving when I got confused + afraid

**Windom Area Hospital Auxiliary Meeting
December 14, 2020**

The Windom Area Hospital Auxiliary held their monthly meeting Monday, December 14th, 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 to all who joined the meeting. Please report your Volunteer hours to Kim Armstrong. 17 members joined in the meeting.

Recording Secretary's Report – Marlene Smith, Recording Secretary

- M/S Diana Vellema/Connie McCarthy to approve the minutes as presented of the November 9, 2020 meeting. Motion carried.

Treasurer's Report – Gerri Burmeister

- Balance on hand November 30, 2020 was \$11,903.66.
- M/S Karla Taber/Connie McCarthy to approve the November Treasurer's Report as presented. Motion carried.
- WAH Auxiliary received \$5,000 from the CARES grant through Cottonwood County. Thank you, Kim Armstrong, for completing the application on our behalf.
- Gerri shared that we have more money in our treasury than we need to cover our expenses for 2021.
- M/S Diane Vellema/Phyllis Heinitz to donate \$747.05 to complete payment for the NeoBlue Lights and to donate \$5,000 to the Maintenance Department to complete that goal. Motion carried.

Old Business:

- We sold all 9 cases of pecans. We have 5 packages remaining from the 3 cases of caramel pecan clusters left. They will be for sale in the Gift Shop. Total profit will be \$1,310.40.
- Betty Olson and Pat Lenz have made masks for the hospital.
- Auxiliary members volunteered to become a "Buddy" to other members who haven't paid dues or are not participating in Zoom.
- An updated Auxiliary brochure has been finalized.
- Gerri Burmeister made 12 large stockings and knit 12 hats for babies born in December.
- The Employee Focus Committee at Windom Area Health coordinated the Giving Tree for the 3rd year. By working with a silent group to identify the needs, gifts were donated for 126 children in Cottonwood and Jackson Counties. Auxiliary volunteers participated by wrapping the gifts and donated wrapping supplies.

New Business:

- Information about a new effort called Rebuilding Together to provide affordable housing in Windom was shared. Contact Drew Hage if you are interested in participating.
- Patron Letters which request a \$25 donation from businesses are usually sent in November. M/S Karla Taber/Betty Olson to not send Patron Letters this year due to Covid-19 restrictions to businesses. 2019 patrons will be posted on Facebook. Motion carried.
- M/S Diane Vellema/Betty Olson that the Auxiliary give \$5 in Chamber Bucks to each WAH employee and include a thank you note from an Auxiliary member. Motion carried.

Auxiliary Liaison/WAH Updates – Kim Armstrong

- Report your volunteer hours to Kim Armstrong.
- COVID-19 activity has increased in the area recently.

Corresponding Secretary – Betty Olson

- A sympathy card was sent to Loretta Jackson and a get well card to Vicki Burmeister.

Goals for 2020-2021

1. Finish updating the Auxiliary Brochure. **Completed.**
2. Donate a minimum of \$5,000 towards equipment for the Maintenance Department. **Completed**
3. Resume serving as Lobby Hostesses.
4. Sew masks for the Hospital for patients and visitors to use. **Ongoing**
5. Assign Member Buddies to reach out to members who are not at meetings. **Completed**

The meeting was adjourned at 7:45.

Upcoming Events

- WAHA Meeting – January 11, 2021 6:30 p.m. via Zoom.

Marlene Smith
Recording Secretary