

Meeting Name: Windom Area Health Governing Board of Directors AGENDA

Purpose: Provide governance for Windom Area Health	
Meeting Date/Time/Location: Monday, February 22, 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 January 25, 2021 (<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 capital 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/Update 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 meeting February 23, 2021 at 5:00 pm in Chapel
WAH Auxiliary	Auxiliary met February 8, 2021, via Zoom. January's meeting minutes included in Board book

NEW & OLD BUSINESS		
Old Business		Dr Michael Fisher
New Business	Future Board Meetings: Discuss meeting format for March and going forward, in-person vs WebEx	Shelby Medina
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, January 25, 2021 / Meeting 5:30 pm / Large Conference Room or WebEx
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: 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 5:45 pm by WAH Board Chairperson, Dr. Michael Fisher. Due to the Covid-19 pandemic, this meeting was held via WebEx 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 DECEMBER 21, 2020 (ORTMANN/BARTELT). ROLL CALL VOTE TO APPROVE: ANN BARTELT, LAURA FRESK, DAN ORTMANN, JUSTIN SCHMIT, MARY HOLMEN, DR. MICHAEL FISHER. VOTING AGAINST: NONE. ABSENT: KAY GROSS, MOTION APPROVED. Kay Gross joined this meeting at 5:34 pm via WebEx.
COMMITTEE REPORTS	
Professional Practice / Quality & Planning Cmte	Shelby reported the chemotherapy hood used to mix chemo drugs has reached its end of life and needs to be replaced at a cost of approximately \$25,000. Committee members considered two options. Option 1) if chemotherapy services should be continued as an outpatient service and proceed with the purchase of a new chemo hood, or, Option 2) should this service line be discontinued due to low patient utilization and operating at a revenue loss due to low reimbursement rates from commercial insurances and Medicare combined with the high cost of chemo drugs. Shelby stated Medical Staff members have expressed their support of continuing chemotherapy services due to its valued service to affected cancer patients. M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE PROFESSIONAL PRACTICE COMMITTEE, TO CONTINUE PROVIDING OUTPATIENT CHEMOTHERAPY SERVICES AT WINDOM AREA HEALTH AND MOVE FORWARD WITH THE PURCHASE OF A NEW CHEMOTHERAPY HOOD AT A COST OF APPROXIMATELY \$25,000, WITH A CAVEAT THAT THE NEW CHEMOTHERAPY HOOD COULD BE RESOLD IF THIS OUTPATIENT SERVICE WOULD BE DISCONTINUED IN THE FUTURE (ORTMANN/GROSS). ROLL CALL VOTE TO APPROVE: ANN BARTELT, KAY GROSS, LAURA FRESK, DAN ORTMANN, JUSTIN SCHMIT, MARY HOLMEN, DR. MICHAEL FISHER. VOTING AGAINST: NONE. MOTION APPROVED. Dr. Dynes provided an update on Covid-19. He stated Windom Area Health has not had any Covid inpatients for 3 weeks. Discussion was held regarding the telehospitalist program. Physicians were in agreement to proceed with initiating this program, however, they requested Shelby to invite additional companies/systems to give presentations on their telehospitalist programs before a final decision is acted upon to secure telehospitalist services at WAH. Shelby gave an update on Covid-19 vaccination clinics recently held at Windom Area Health. She stated almost 300 Tier 1 vaccinations have been administered with no vaccine wasted and 100% return rate of those receiving a second vaccine dose. M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$76,510.98 TO AAA COLLECTIONS AND APPROVE 12 FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$9361.26 (BARTELT/SCHMIT). ROLL CALL VOTE TO APPROVE: ANN BARTELT, LAURA FRESK, DAN ORTMANN, JUSTIN SCHMIT, KAY GROSS, MARY HOLMEN, DR. MICHAEL FISHER. VOTING AGAINST: NONE. MOTION APPROVED.
Finance / Personnel / Labor Relations & Building & Grounds Cmte	To date, financial assistance accounts approved for write off total \$48,166.45 on a FY2021 budget of \$200,000. M/S/C UNANIMOUSLY TO ACCEPT THE RESIGNATION OF A TEMPORARY MEDICAL SCREENER EFFECTIVE LAST SHIFT WORKED SEPTEMBER 11, 2020 (BARTELT/GROSS). ROLL CALL VOTE TO APPROVE: ANN BARTELT, LAURA FRESK, DAN ORTMANN, JUSTIN SCHMIT, KAY GROSS, MARY HOLMEN, DR. MICHAEL FISHER. VOTING AGAINST: NONE. MOTION APPROVED. Shelby gave an update relating to CliftonLarsonAllen Consulting Services. The consultant stated meetings with medical staff members and board members have been almost completed. It is anticipated the consultant will be present at the February
	Leader: Dr Michael Fisher Dr Michael Fisher Dan Ortmann Ann Bartelt

	<p>board meeting to present his summary report. An update was given by Shelby on the Covid-19 vaccination program for Tier 1 workers through Windom Area Health and implemented by the MN Department of Health. Discussion was held regarding the telehospitalist program being considered for implementation in the near future. Shelby will be contacting two other health care systems, as requested by the WAH Medical Staff, to secure dates for additional presentations before making a decision on which company may provide telehospitalist services. Committee members discussed the outpatient chemotherapy service line. Kim Armstrong, Executive Director of Compliance, is preparing the FY2021 Rural Hospital Capital Improvement Grant RFP through the MN Department of Health, Office of Rural Health and Primary Care. The request totals \$125,000 in grant funds, which will be used for the replacement of air handlers at WAH. M/S/C UNANIMOUSLY TO APPROVE THE FY2021 RURAL HOSPITAL CAPITAL IMPROVEMENT GRANT REQUEST FROM THE MN DEPARTMENT OF HEALTH TOTALING \$125,000, WITH FUNDS TO BE APPLIED TOWARDS REPLACEMENT COSTS TO WAH'S AIR HANDLER UNITS (BARTELT/FRESK). ROLL CALL VOTE TO APPROVE: ANN BARTELT, LAURA FRESK, DAN ORTMANN, JUSTIN SCHMIT, KAY GROSS, MARY HOLMEN, DR. MICHAEL FISHER. VOTING AGAINST: NONE. MOTION APPROVED. An update was given by Shelby regarding the outpatient chemotherapy service line. She noted in order for this service to continue, it has become necessary to replace the chemotherapy hood at a cost of approximately \$125,000 as it has become unrepairable.</p>	
OTHER REPORTS		
Statistical & Financial Performance Reports	<p>December 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 from Operations totaling \$445,176. FY2021 year-to-date net income from totals \$1,767,843 on a projected budget of (\$1,110,579). Days in A/R were reported at 49.92 and Days Cash on Hand totaled 375. M/S/C UNANIMOUSLY TO APPROVE DECEMBER 2020 STATISTICAL AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (BARTELT/SCHMIT). ROLL CALL VOTE TO APPROVE: ANN BARTELT, LAURA FRESK, DAN ORTMANN, JUSTIN SCHMIT, KAY GROSS, MARY HOLMEN, DR. MICHAEL FISHER. VOTING AGAINST: NONE. MOTION APPROVED.</p>	John Peyerl
Funded Depreciation Transfer	<p>M/S/C UNANIMOUSLY TO AUTHORIZE THE TRANSFER OF \$33,278 FROM THE FUNDED DEPRECIATION ACCOUNT TO WAH CHECKING ACCOUNT FOR DECEMBER 2020 CAPITAL ACQUISITIONS (ORTMANN/GROSS). ROLL CALL VOTE TO APPROVE: ANN BARTELT, LAURA FRESK, DAN ORTMANN, JUSTIN SCHMIT, KAY GROSS, MARY HOLMEN, DR. MICHAEL FISHER. 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: FT Housekeeper effective January 5, 2021; Outreach Clinic Nurse Coordinator effective February 2, 2021; part time Screener transferred to FT Central Scheduler position effective January 17, 2021; 1 Patient Account Representative vacancy was filled internally by a part time ER registration representative who added this position onto her current position effective February 1, 2021; and 1 RN moved to PRN status effective January 17, 2021.</p>	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). ROLL CALL VOTE TO APPROVE: ANN BARTELT, LAURA FRESK, DAN ORTMANN, JUSTIN SCHMIT, KAY GROSS, MARY HOLMEN, DR. MICHAEL FISHER. VOTING AGAINST: NONE. MOTION APPROVED. APPOINTMENT: None REAPPOINTMENTS: Gerald Berberick, OPA-C Todd Christianson, OPA-C Jennifer Cousins, PA-C Gary Famestad, M.D. Kathy Harder, CNP Jaime Johnson, PA-C Richard Lowry, OPA-C Richard Pretorius, M.D.</p>	Dr R Dynes/ Shelby M
<p>Allied Health Professionals Allied Health Professionals Allied Health Professionals Consulting Allied Health Professionals Allied Health Professionals Allied Health Professionals Emergency Services</p>	<p>Orthopedics Orthopedics Orthopedics Radiology Family Practice Cardiology Orthopedics Emergency Medicine</p>	

	Jeremy Scott, M.D. VRAD REAPPOINTMENTS: Jacob Gebrael, M.D. RESIGNATIONS: (for informational purposes only) Opeyemi Ajayi, M.D. Brooke Johnson, LPN Medical Staff meeting included general discussion items with no additional information to report.	Cardiology Teleradiology Emergency Medicine Cardiology	Consulting Telemedicine Emergency Services Allied Health Professionals	
Patient Concern Reports	December 2020 Patient Concern Reports and patient survey comments were reviewed and 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. Members of the Senior Management Team reported on additional items of business along with information included in the Executive summaries included in the Board books. <ul style="list-style-type: none"> Emily reported several open positions have recently been filled. The HIM Lead position was recently filled internally. The Beat brochure will be going out in the Shopper newspaper soon. Kelsey reported the Covid Subgroup is meeting as needed now. Covid antibody treatments continue to be administered. The Nursing Dept remains to have a designated Covid hallway. 			Kelsey A
Administration	M/S/C UNANIMOUSLY TO APPROVE THE FOLLOWING WAH COMMITTEE MEETING REPORTS AS PRESENTED (BARTELT/FRESK). ROLL CALL VOTE TO APPROVE: ANN BARTELT, LAURA FRESK, DAN ORTMANN, JUSTIN SCHMIT, KAY GROSS, MARY HOLMEN, DR MICHAEL FISHER. THOSE VOTING AGAINST: NONE. MOTION APPROVED. <ul style="list-style-type: none"> WORK PLACE VIOLENCE COMMITTEE EMERGENCY DEPT COMMITTEE 			Sr Mgmt Team
City of Windom	City facilities are now open with mask wearing mandated. Jacqueline Schmidt has been named as the City Council liaison to the WAH Governing Board effective immediately. A new city council member for the Alderman-at-Large vacancy will be announced at the February 2 nd City Council meeting.			Steve Nasby
Sanford Health Network	Terry gave an update on Covid-19 statistics for the United States and Minnesota. He noted Covid-19 inpatient admissions at South Dakota's larger facilities has declined dramatically since November 2020.			Terry Mahar, VP Shelby Medina
WAH Foundation Board	Foundation Board is not meeting in January 2021.			Shelby Medina
WAH Auxiliary	Auxiliary met January 11, 2021, via Zoom. December's meeting minutes included in Board book			
NEW & OLD BUSINESS				
Old Business	There was no old business for board action.			Dr Michael Fisher
New Business	M/S/C UNANIMOUSLY TO ADJOURN FROM THE REGULAR BUSINESS OF THE WAH GOVERNING BOARD MEETING AND ENTER INTO A CLOSED SESSION FOR THE PURPOSE OF REVIEWING TIMELINE AND PROCESS FOR MANAGEMENT AGREEMENT (ORTMANN/BARTELT). ROLL CALL VOTE TO APPROVE: ANN BARTELT, LAURA FRESK, DAN ORTMANN, JUSTIN SCHMIT, KAY GROSS, MARY HOLMEN, DR MICHAEL FISHER. THOSE VOTING AGAINST: NONE. MOTION APPROVED. <ul style="list-style-type: none"> Meeting discussion included consideration of exploring management options available to Windom Area Health and timeline processes to be followed to meet terms established under the current Sanford Health Management Agreement. Shelby discussed how the WAH Board would like to proceed to start discussion regarding the review of the Sanford management contract. Meeting was re-opened to the public at the conclusion of the closed session.			Dr Michael Fisher
CONCLUSION				
	WAH Governing Board meeting was concluded by Chairperson, Dr. Michael Fisher.			Dr Michael Fisher

Signature _____, Ann Bartelt, WAH Governing Board Secretary

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of February 18, 2021

WAH MISSION: "Dedicated to Health"

CHIEF EXECUTIVE OFFICER REPORT

- **Organizational Updates**

- COVID vaccination process updates:
 - WAH will receive vaccinations from the SW Coalition. We are expecting regular shipments of vaccines (amounts will vary). The vaccines will be divided between all clinics. Each clinic will be responsible for contacting patients and provide staff to vaccinate. WAH will provide storage of the Pfizer vaccination and space to vaccinate.
 - MDH expectations for vaccinations are 90% to be used within 72 hours with all doses used within 5 days
- WAH and Healogics have made an offer and is awaiting an acceptance for the Clinical Program Director.
- Two telehospitalist groups will be onsite to meet with the providers in March. Providers will have a total of three telehospitalist groups to consider and we anticipate a recommendation to the Board by the April governing board meeting.

- **Committee Meeting Updates**

- Work Place Violence: **Nothing to Report**
 - Last report January 2021
- Infection Prevention: **Nothing to Report**
 - Meeting scheduled March 17, 2021
- Emergency Preparedness: **Nothing to Report**
 - Last report was December 2020
- Pharmacy and Therapeutics: **Minutes from January 26, 2021**
 - Total of 5 ADE – none causing harm
 - Flu vaccine order end of March
 - No recalls
 - Remdesivir for COVID inpatients only – plenty of stock
 - OP COVID treatments – currently 14 in stock with ability to obtain more if needed. Providers pleased with outcomes
- PI/ Risk: **ANNUAL PI/RISK Plan 2021**
 - Board and Medical Staff Approved 2020 PI/Risk Plan December 2020
- Utilization Review: **Minutes from February 8, 2021**
 - The readmission review committee met and reviewed each readmission: no lapses in discharge planning, education or services identified
 - 2 readmissions – COVID related
 - 1 readmission – wound complicated by chronic health conditions
 - Readmission rate for Q4 of 2020 was 2.7% with PI goal of <5%
 - Recommendation made for respiratory therapist to meet with all acute and observation patients with acute or chronic respiratory diagnosis.
 - Continue to monitor discharge disposition assignments for 36+ weeks gestational OB patients admitted and sent home prior to delivery.
 - Admission level of care orders 100% of charts reviewed
 - Acute admission review – 100% of charts reviewed
 - Observation admission review – total of 58 hours and 37 minutes of care not deemed billable
 - No inpatient or swing bed discharge appeal requests
 - One BCBS Medicare Replacement denial
 - Transfer rate for Q4: 15.2% / admission rate 4.9% - YTD 15.7% transfer and 3.6% admission

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

As of February 18, 2021

WAH MISSION: *"Dedicated to Health"*

CHIEF FINANCIAL OFFICER REPORT

Overview:

- Net income from operations was \$200,968 compared to a budget of \$60,005. Our net patient revenue was about \$28,500 less than last January. This brings the year-to-date net income to \$1,789,473 versus a budget of (\$1,157,243). We have applied \$835,000 in stimulus dollars this year. Year to date Net Income from operations would be about \$954,000 without the stimulus funds compared to last year when we had a Net Income of \$268,555 YTD. The YTD operating income is 10.35%. The YTD operating margin would be 5.6% without stimulus dollars applied.

The volume of activity in January was substantially down from December. After coming off the busiest month of the fiscal year in December, volumes dropped significantly across all service lines. Acute admissions totaled twenty-six. Although twenty-six was the budgeted number, those twenty-six days only produced sixty-six inpatient days for an average daily census of 2.1. That is the lowest number since June 2020. There were two Swing Bed admissions that equated to twenty-three days. Gross outpatient revenue was the lowest WAH has produced since May 2020. Outpatient gross revenue was 12.3% or about \$300,000 less than last January.

- Imaging procedure counts continue to be strong, exceeding budgeted numbers again. Imaging performed 526 procedures compared to a budget of 495. Year to date; 4,903 procedures have been performed compared to 4,622 last year.
- Laboratory volumes continue to exceed budget and historical averages. Last fiscal year laboratory tests averaged about 9,130 in a given month. There were 9,836 in the month of January this year. That total is the least procedures in a month since August 2020.
- Forty-four surgical procedures were performed in January, which is the lowest number performed since May 2020 when elective procedures were not allowed. Two of those surgeries were joint replacements.
- Rehab Therapy performed 1,154 modalities in January. That total is about 300 less modalities than the averaged of the four previous months. Overall modalities are up about 2% compared to year to date last year.

Contractual adjustments came in at 33.24% for the month. Contractual adjustments are budgeted at 43.2%. Year to date is 44.27% compared last year's amount of 44.1%. The factors leading to the reduced monthly allowance are reduced overall charges, lower receivables and most significantly, a change in the payor mix during the month to more commercial type payors.

Overall, expenses were \$152,173 less than budget. Pharmaceuticals were about \$44,000 less than budget. Provision for bad debts is showing credit activity due to reduced gross revenue and reduced receivables in January.

Looking Forward:

- FY 2022 Capital & Operating Budgets
- Financial Assistance Policy

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
as of February 18, 2021
WAH MISSION: "Dedicated to Health"

DIRECTOR OF NURSING REPORT

- **Medical/Surgical/OB/Emergency Room:**
 - COVID 19 subgroup continues to meet as needed. We have moved away from the COVID designated hallway.
 - 2- 0.8 FTEs posted, one mostly nights, the other is posted in preparation for a nurse leaving with her advanced practice degree.
 - Visitation guidelines have changed: 1 visitor allowed in all areas, over the age of 18, can change visitors throughout the day. Staff may limit visitors or make exceptions on a case-by-case basis.

- **Diabetes Management/Oncology:** nothing to report

- **Surgery:**
 - Working through next steps in leadership in the surgical department

- **Committee Meetings**
 - ER committee met 1/27/21
 - 2 charts sent to Acute Care (2 patients) in Quarter 4
 - Will be doing a lunch and learn in March on pediatric care in the emergency room
 - Education was given on EMTALA requirements if going by private vehicle.
 - Went through the 2021 trauma and stroke goals
 - ❖ **2021 Trauma Goals:**
 1. Chest and pelvic X-ray completed before advanced imaging in TTA's - 60% of the time
 2. Decision to transfer <30 mins from when TTA criteria is met or from when TTA criteria is found – 80% of the time
 3. Low acuity patients transferred in <120 mins – 50% of the time
 - ❖ **2021 Stroke Goals**
 1. Neuro consult within 10-30 mins – 60% of the time
 2. Swallow screen complete – 60% of the time
 3. Transfer time <90 mins – 60% of the time
 - OB committee nothing to report

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

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
as of February 18, 2021
WAH MISSION: "Dedicated to Health"

CHIEF HUMAN RELATIONS OFFICER REPORT

Human Resources/Employee Health

- Posted positions:
 - RN - .8 FTE
 - Patient Access Rep
 - Medical Records Coder
 - Lab Tech – PT
 - RN - .8 FTE Nights
- Jeanna LaCanne was named Employee of the Quarter for 2020 Quarter 4.
- Sarah Haynes joins us as a new HR Assistant and will be taking over various recruitment and new hire onboarding processes.
- We are finishing yearend reporting, including for various salary surveys, workforce reports and benefits.

Community Health and Wellness/Wellness Center

- The Wellness Studio is being used throughout the vaccination clinics as a monitoring space.
- Registration is underway for the Spring Into Shape for Summer weight loss challenge. Both employees and the community will have separate challenges.

Marketing/PR

- Cardiac Rehab and Podiatry will have social media ads in March.
- We continue to support the Wound & Hyperbaric Healing Center on their marketing pieces for the SNF (Skilled Nursing Facility) program, along with community education and provider visits.
- We will be working with the Chamber on welcome bags and including hospital information.

Committee Meetings

- Employee Focus/Finance: No report.
- Patient & Family Advisory Committee: No Report.
- Safety: No report, meeting was postponed in January.
- Safe Patient Handling: No report.

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, February 22, 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

Janel Eichstadt, Admin Asst

Recorder:

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

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 January 27, 2021 (<i>Cmte Motion</i>)	Ann B
Collections & Financial Assistance	Review & recommend approval of patient financial 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>)	Shelby M

FOLLOW-UP ITEMS

CLA Consulting Services	Review next steps	Shelby M

NEW/CURRENT ITEMS

Master Facility Plan	Proposal for future project planning – facility and plant operations	Shelby M
IT Risk Assessment	Review and approve annual IT Risk Assessment	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

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 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: 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, Terry Mahar/Sanford Health Network VP
Absent:
Others:

Chairperson (or Acting Chairperson): Ann Bartelt, Chairperson

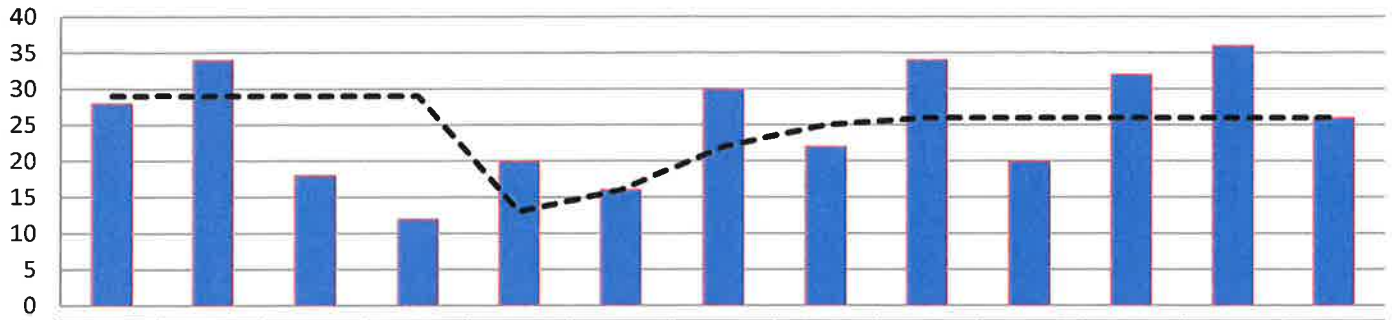
Recorder: Janel Eichstadt, Admin Asst

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 WebEx 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 DECEMBER 21, 2020, AS PRESENTED (SCHMIDT/FRESK). 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 \$76,510.98 TO AAA COLLECTIONS; RECOMMEND APPROVAL OF THE FOLLOWING FINANCIAL ASSISTANCE PATIENT ACCOUNTS: 5 NEW ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$6564.97; 4 ACCOUNTS WITH A BALANCE BELOW \$1500 TOTALING \$1713.29; AND 3 PREVIOUSLY APPROVED ACCOUNTS FOR WRITE-OFF TOTALING \$1083.00, WITH ALL APPROVED FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$9361.26. (BRUGMAN/FRESK). ROLL CALL VOTE TO APPROVE: ANN BARTELT, LAURA FRESK, JUSTIN SCHMIT, JULIE BRUGMAN. VOTING AGAINST: NONE. MOTION APPROVED. In month 8 of FY2021, accounts totaling \$48,166.45 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 RESIGNATION – TEMP SCREENER AS OF LAST SHIFT WORKED SEPTEMBER 11, 2020 (FRESK/BRUGMAN). 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 one interview left to complete between medical staff providers and members of the Governing Board and then will organize gathered information for discussion on ways of improving communications between WAH Medical Staff and Governing Board members/administration. The consultant anticipates the summary report will be ready for him to present at the February Board meeting.	Shelby M
COVID vaccination	For informational purposes only, Windom Area Health continues working with the local public health nurse and MN Department of Health to follow mandated protocols on the Covid-19 vaccination program. Shelby reported almost 300 Tier 1a people have been vaccinated at WAH with no vaccine waste and 100% of people have returned to receive their 2 nd vaccine dose.	Shelby M
Telehospitalist F/U	Telehospitalist services for Windom Area Health was discussed at the Medical Staff meeting held earlier today. Shelby noted consensus amongst WAH Medical Staff was to proceed with securing telehospitalist services. Medical staff members requested Shelby to explore other companies/health care systems that offer telehospitalist services and have a presentation of their services provided to Windom Area Health providers and members of the Governing board. Shelby noted she would be securing presenters for telehospitalist services from affiliated health care systems and request presentations from them in the near future. No committee action was necessary at this time.	Shelby M

NEW/CURRENT ITEMS		
<p>MIN Dept of Health Capital Improvement Grant</p>	<p>M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FY2021 RURAL HOSPITAL CAPITAL IMPROVEMENT GRANT FROM THE OFFICE OF RURAL HEALTH AND PRIMARY CARE OF THE MN DEPARTMENT OF HEALTH TOTALING \$125,000 TO BE APPLIED TOWARDS THE REPLACEMENT COSTS OF AIR HANDLING UNITS FOR WINDOM AREA HEALTH COSTING A TOTAL OF \$816,000 (FRESK/SCHMIT)</p>	<p>Shelby M</p>
<p>Chemotherapy Service Line</p>	<p>For informational purposes, Shelby shared information regarding the chemotherapy service line offered at Windom Area Health. She noted the chemotherapy hood used by the hospital's pharmacist for mixing chemotherapy medications has reached its end of life and needs to be replaced at a cost of approximately \$25,000. Shelby lead discussion as to whether WAH should continue with offering chemotherapy services to patients at a minimal financial loss to Windom Area Health as patient utilization of this service has been minimal over the past three years, or, if replacing the chemotherapy hood should be done to continue offering this service to patients. She noted consensus at the Medical Staff meeting held earlier today was to continue offering chemotherapy services, as it is a benefit to those patients receiving this service not having to travel a distance. Shelby noted the Professional Practice Committee would be advancing a recommendation from that committee to purchase a new replacement chemotherapy hood and continue offering this service line.</p>	<p>Shelby M</p>
CONCLUSION		
	<p>Chairperson, Ann Bartelt, concluded the Finance/Personnel/Labor Relations & Building & Grounds Committee meeting.</p>	<p>Ann B</p>

ADMISSIONS

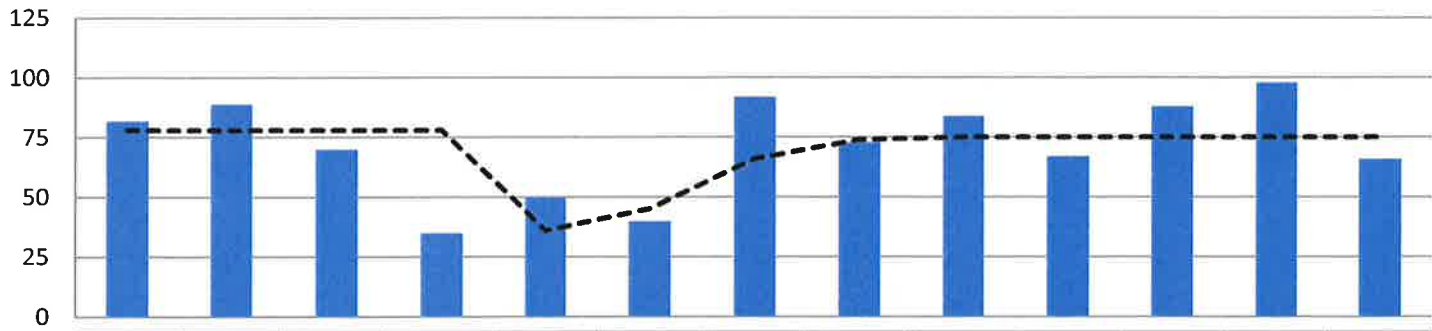
Admissions Budget



	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21
Admissions	28	34	18	12	20	16	30	22	34	20	32	36	26
Budget	29	29	29	29	13	16	22	25	26	26	26	26	26

PATIENT DAYS

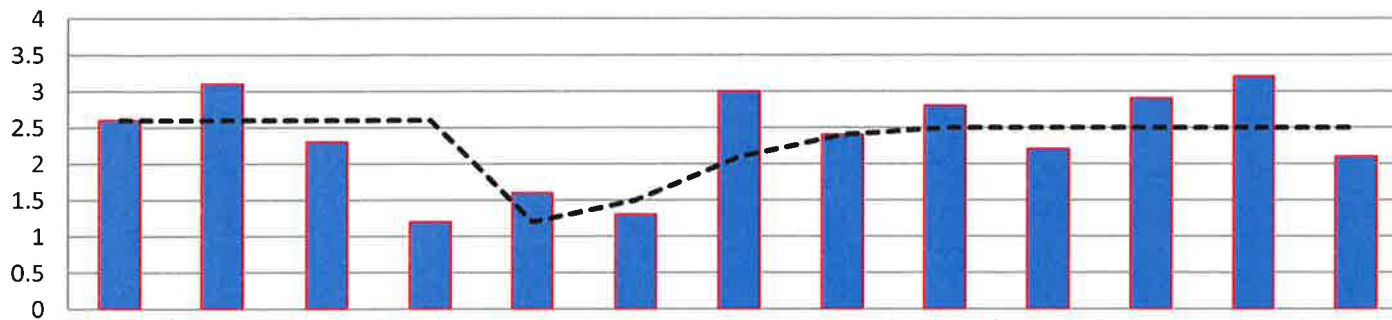
Pt Days Budget



	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21
Pt Days	82	89	70	35	50	40	92	73	84	67	88	98	66
Budget	78	78	78	78	36	45	66	74	75	75	75	75	75

AVERAGE PATIENTS PER DAY

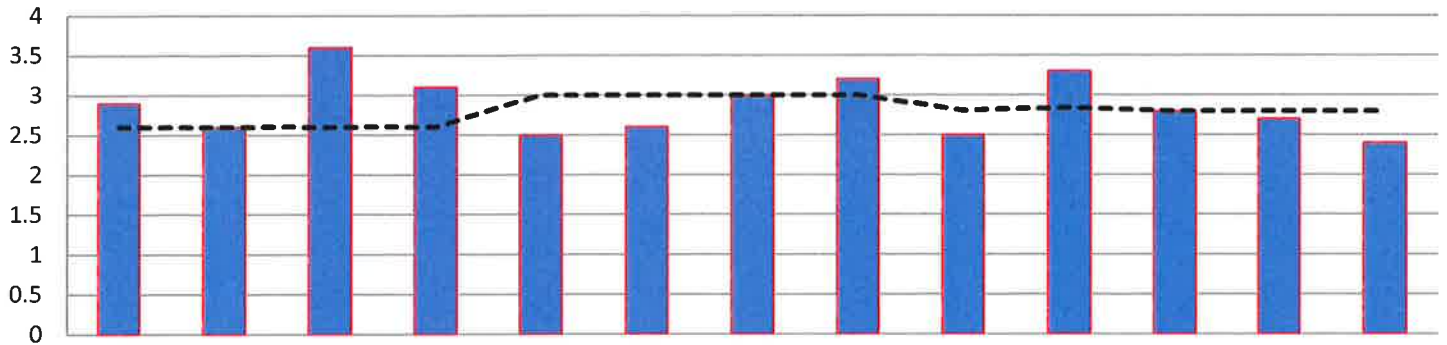
Avg Pt/Day Budget



	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21
Avg Pt/Day	2.6	3.1	2.3	1.2	1.6	1.3	3.0	2.4	2.8	2.2	2.9	3.2	2.1
Budget	2.6	2.6	2.6	2.6	1.2	1.5	2.1	2.4	2.5	2.5	2.5	2.5	2.5

AVERAGE LENGTH OF STAY

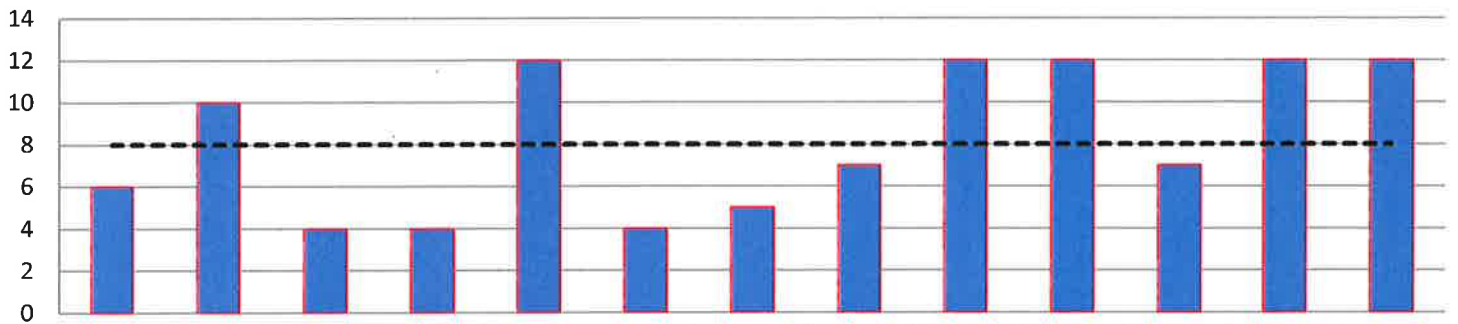
Avg Stay Budget



	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21
Avg Stay	2.9	2.6	3.6	3.1	2.5	2.6	3.0	3.2	2.5	3.3	2.8	2.7	2.4
Budget	2.6	2.6	2.6	2.6	3.0	3.0	3.0	3.0	2.8	2.8	2.8	2.8	2.8

BIRTHS

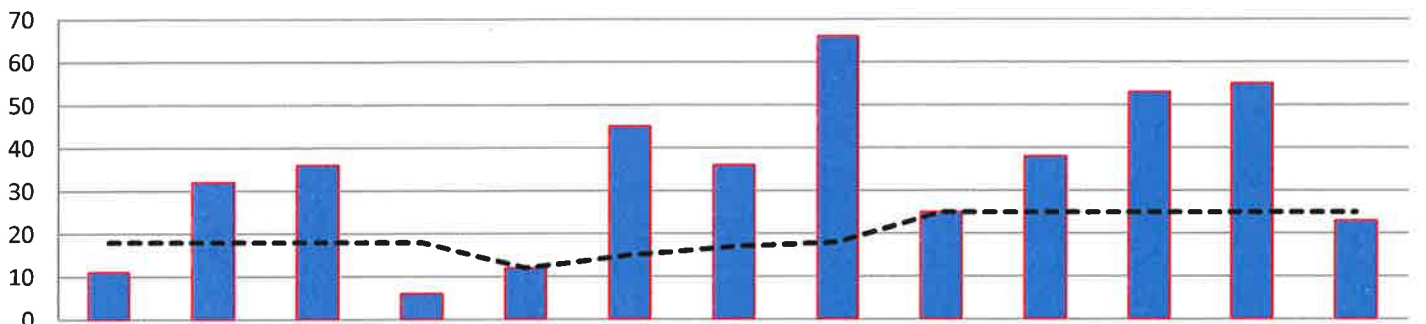
Births Budget



	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21
Births	6	10	4	4	12	4	5	7	12	12	7	12	12
Budget	8	8	8	8	8	8	8	8	8	8	8	8	8

SWING BED DAYS

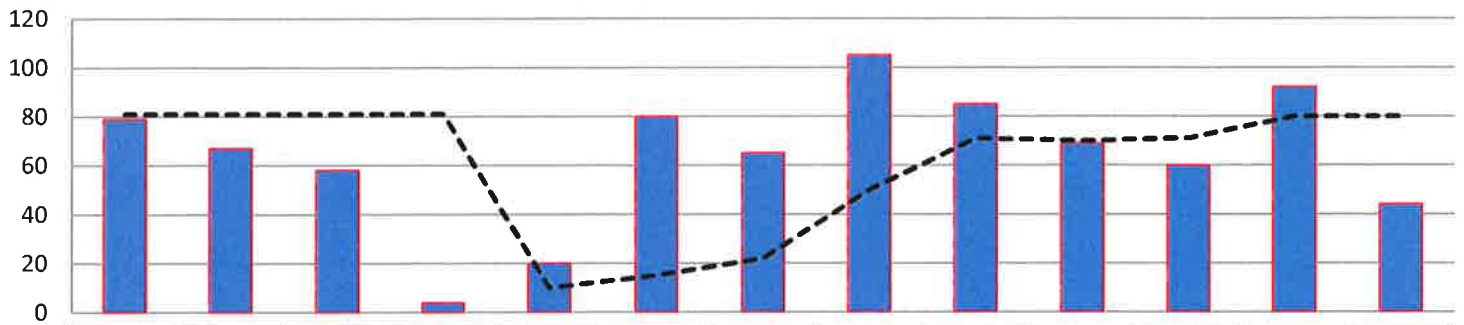
Swing Bed Days Budget



	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21
Swing Bed Days	11	32	36	6	12	45	36	66	25	38	53	55	23
Budget	18	18	18	18	12	15	17	18	25	25	25	25	25

SURGERY

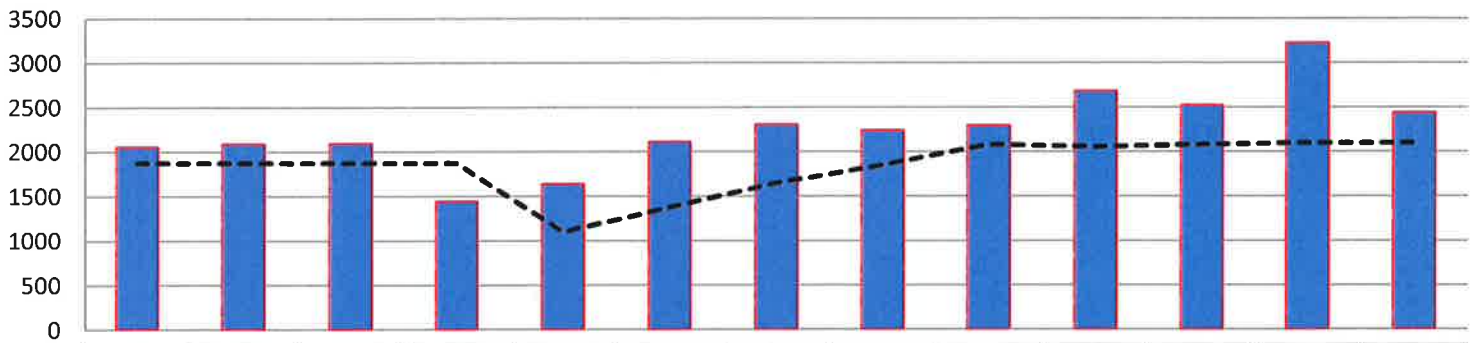
Surgery Budget



	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21
Surgery	79	67	58	4	20	80	65	105	85	69	60	92	44
Budget	81	81	81	81	10	15	22	50	71	70	71	80	80

OUTPATIENT OCCASIONS OF SERVICE

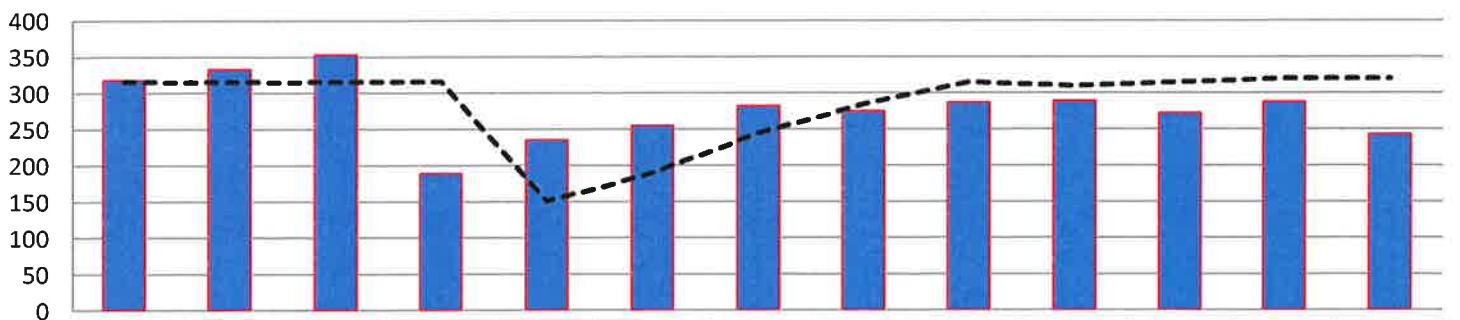
OP Visits Budget



	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21
OP Visits	2057	2090	2092	1445	1639	2115	2309	2243	2298	2682	2524	3227	2438
Budget	1875	1875	1875	1875	1100	1375	1650	1850	2083	2055	2083	2100	2100

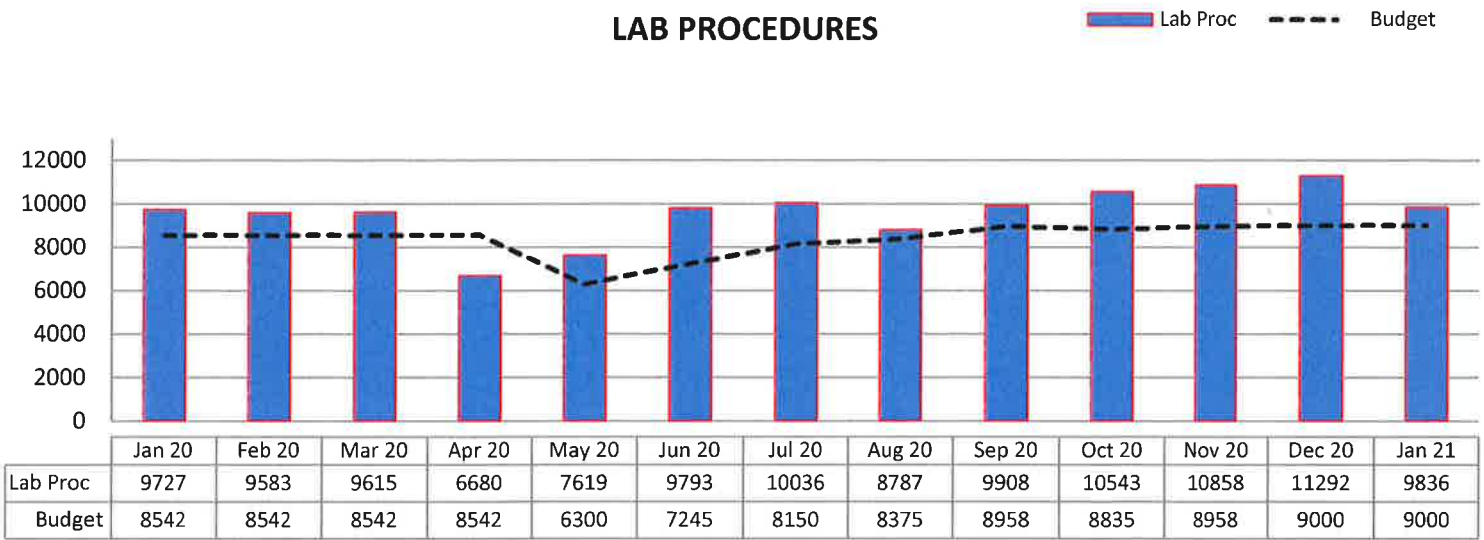
EMERGENCY VISITS

ER Visits Budget

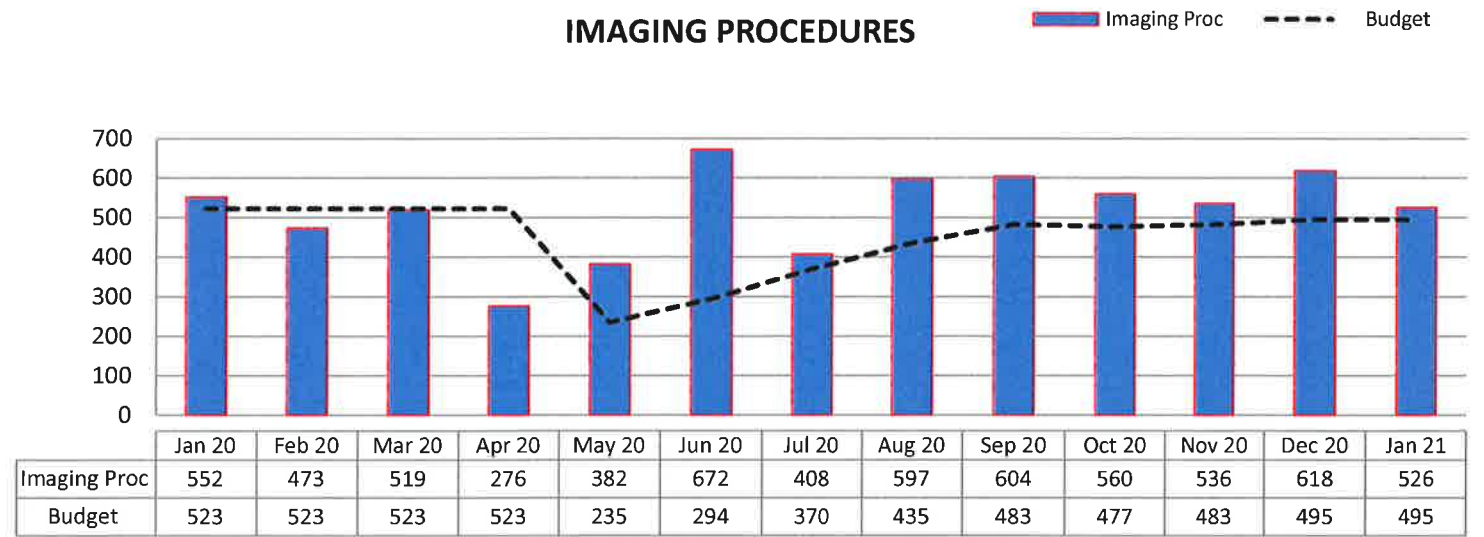


	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21
ER Visits	318	333	353	189	235	255	282	275	287	289	272	288	243
Budget	316	316	316	316	151	190	245	285	315	310	315	320	320

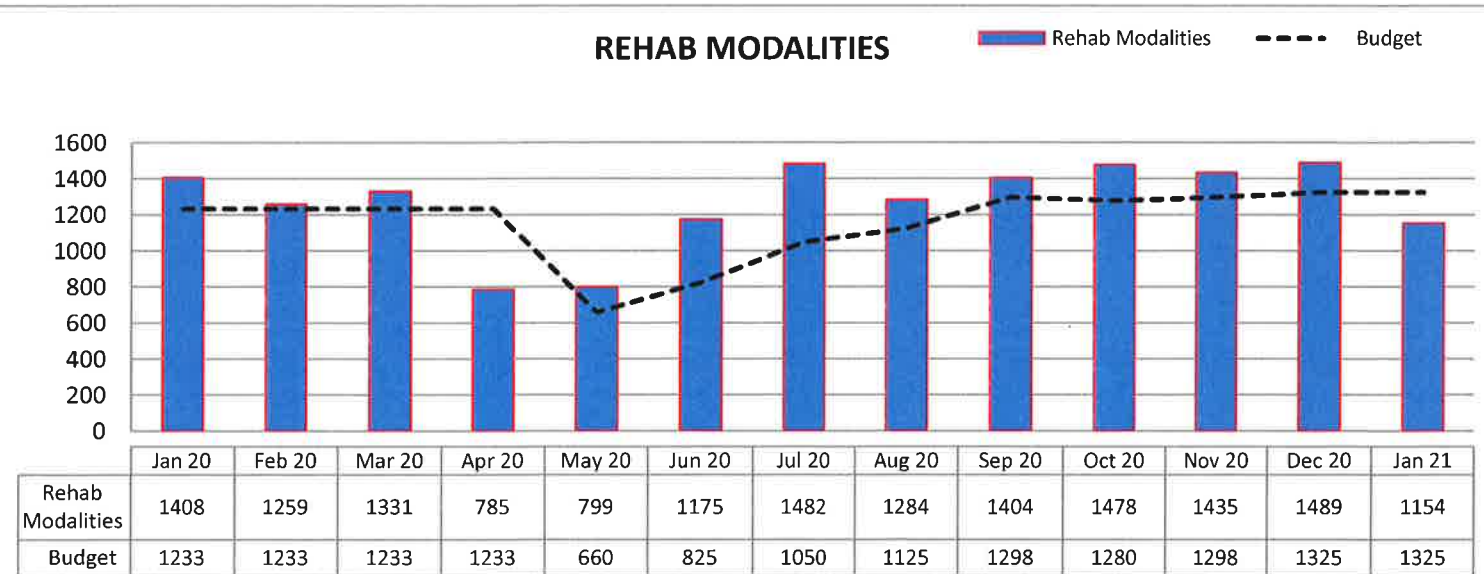
LAB PROCEDURES



IMAGING PROCEDURES



REHAB MODALITIES



WINDOM AREA HEALTH
INCOME STATEMENT

1/31/2021

	1/31/2021		Revenue		Revenue		Revenue		January	\$ Change	% Change
	1/31/2021	Comparison	Budget 2021	Comparison	Y-T-D 2021	Comparison	Budget 2021	Comparison	Y-T-D 2020	From Last Year	From Last Year
PATIENT REVENUE											
Inpatient Revenue	\$592,633	21.72%	\$964,079	30.00%	\$6,771,767	23.14%	\$7,235,440	30.00%	\$6,563,567	\$208,200	3.2%
Outpatient Revenue	\$2,136,183	78.28%	\$2,249,518	70.00%	\$22,487,786	76.86%	\$16,882,692	70.00%	\$21,265,363	\$1,222,423	5.7%
Total Patient Revenue	\$2,728,816	100.00%	\$3,213,597	100.00%	\$29,259,553	100.00%	\$24,118,132	100.00%	\$27,828,930	\$1,430,623	5.1%
Contractual Adjustments	\$907,069	33.24%	\$1,386,919	43.16%	\$12,954,625	44.27%	\$10,395,830	43.10%	\$12,273,847	\$680,778	5.5%
Other Income	\$8,764	0.32%	\$14,502	0.45%	\$979,408	3.35%	\$130,518	0.54%	\$163,251	\$816,157	
NET OPERATING REVENUE	\$1,830,511	100.00%	\$1,841,180	100.00%	\$17,284,336	100.00%	\$13,852,820	100.00%	\$15,718,334	\$1,566,002	10.0%
EXPENSE											
Employee Salaries	\$678,416	37.06%	\$673,018	36.55%	\$5,793,789	33.52%	\$5,692,427	41.09%	\$5,668,782	\$125,007	2.2%
Employee Benefits	\$213,024	11.64%	\$214,378	11.64%	\$1,804,083	10.44%	\$1,845,035	13.32%	\$1,775,291	\$28,792	1.6%
Pharmaceuticals	\$34,897	1.91%	\$78,562	4.27%	\$561,550	3.25%	\$644,966	4.66%	\$596,115	(\$34,565)	-5.8%
Supplies	\$90,720	4.96%	\$112,037	6.09%	\$1,226,306	7.09%	\$997,490	7.20%	\$1,085,444	\$140,862	13.0%
Rents & Utilities	\$23,721	1.30%	\$27,880	1.51%	\$225,098	1.30%	\$248,223	1.79%	\$229,731	(\$4,633)	-2.0%
Purchased Services	\$359,540	19.64%	\$373,450	20.28%	\$3,281,219	18.98%	\$2,974,569	21.47%	\$3,380,888	(\$99,669)	-2.9%
Other Direct Expenses	\$110,920	6.06%	\$138,298	7.51%	\$969,791	5.61%	\$1,135,384	8.20%	\$1,034,430	(\$64,639)	-6.2%
Provision for Bad Debts	(\$12,699)	-0.69%	\$27,083	1.47%	\$426,718	2.47%	\$243,748	1.76%	\$439,800	(\$13,082)	-3.0%
Depreciation	\$116,836	6.38%	\$122,333	6.64%	\$1,078,970	6.24%	\$1,100,998	7.95%	\$1,110,068	(\$31,098)	-2.8%
Interest Expense	\$13,627	0.74%	\$14,136	0.77%	\$127,339	0.74%	\$127,223	0.92%	\$129,230	(\$1,891)	-1.5%
Total Operating Expense	\$1,629,002	88.99%	\$1,781,175	96.74%	\$15,494,863	89.65%	\$15,010,063	108.35%	\$15,449,779	\$45,084	0.3%
Income (loss) From Operations	\$201,509	11.01%	\$60,005	3.26%	\$1,789,473	10.35%	(\$1,157,243)	-8.35%	\$268,555	\$1,520,918	
Investment Income	\$7,385	0.40%	\$15,417	0.84%	\$95,282	0.55%	\$138,750	1.00%	\$154,218	(\$58,936)	
Other Revenue/(Expenses)	(\$3,688)	-0.20%	(\$2,083)	-0.11%	\$88,292	0.51%	(\$18,750)	-0.14%	(\$15,865)	\$104,157	
Non Operating Rev/Exp	\$3,697	0.20%	\$13,334	0.72%	\$183,574	1.06%	\$120,000	0.87%	\$138,353	\$45,221	
Increase in Net Assets	\$205,206	11.21%	\$73,339	3.98%	\$1,973,047	11.42%	(\$1,037,243)	-7.49%	\$406,908	\$1,566,139	

Month

01/2021 (month 09)

ASSETS:

CURRENT ASSETS

Cash in Bank	13,071,782
Flex Plan Fund	32,272
Designated Savings	3,101,171
Accounts Receivable	5,150,092
A/R Medicare Prosp Payment	(1,773,597)
Allowance Doubtful Accts	(365,000)
A/R Finance Billing	9,026
Inventories	247,919
Prepaid Expenses	227,258
Prepaid Defined Pension	830,283
Employee Loan Receivable	95,488
TOTAL CURRENT ASSETS	20,626,692

Board Designated Investment	5,217,829
Held by Trustee	400,678
TOTAL ASSETS LIMITED	5,618,507

FIXED ASSETS

Land	270,594
Land Improvements	3,144,946
Buildings	13,163,817
Fixed Equipment	8,173,802
Major Movable Equipment	5,512,914
Construction in Progress	-
SUB-TOTAL FIXED ASSETS	30,266,073

LESS-ACCUM DEPRECIATION	(16,116,109)
TOTAL FIXED ASSETS	14,149,964

TOTAL ASSETS 40,395,163

LIABILITIES:

CURRENT LIABILITIES

Accounts Payable	509,070
Third Party Settlement	1,011,666
Accrued Wages	81,074
Accrued Vacation	716,592
Accrued Benefits	(20,053)
Accrued Health Ins Premiums	172,333
Accrued Interest	68,135
Other Current Liabilities	4,678,398
TOTAL CURRENT LIABILITIES	7,217,215

LONG TERM LIABILITIES

Min Pension Liability	6,800,704
Long Term Debt, less current maturities	4,235,987
TOTAL LIABILITIES	18,253,906

NET ASSETS

Net Asset Balance	22,141,257
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TOTAL LIABILITIES & NET ASSETS **40,395,163**

**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	January
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	Systemex 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

<p>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.</p>		
<p>Meeting Date/Time/Location: Monday, February 22, 2021 / 4:00-4:30 pm / Large Conference Room or WebEx</p>		
<p>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</p>		
<p>Present: Dan Ortmann, Acting Chairperson</p>		
<p>Absent: Janel Eichstadt, Admin Asst</p>		
<p>Others:</p>		
<p>Chairperson (or Acting Chairperson)</p>		
<p>Recorder:</p>		
<p>Category / Topic Action step(s) / Updates Leader:</p>		
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 January 25, 2021 (<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
NEW/CURRENT ITEMS		
IT Risk Assessment	Review and approve annual IT Risk Assessment	Shelby M
Other		
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, January 25, 2021 / 4:00 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, John Peyerl/CFO, Kelsey Andrews/DON, Shelby Medina/CEO

Present: Mary Holmen, Dan Ortmann, 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 Ortmann, Acting Chairperson

Recorder: Janel Eichstadt, Admin Asst

Category / Topic	Action step(s) / Updates	Leader:
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STANDING ITEMS

Call to Order	The Professional Practice/Quality & Planning Committee meeting was called to order at 4:00 pm by Acting-chair, Dan Ortmann, per request of Kay Gross, Committee Chairperson. Due to the Covid-19 pandemic, this committee meeting was held via WebEx 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 DECEMBER 21, 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	Shelby shared information regarding the chemotherapy service line offered at Windom Area Health. She stated the chemotherapy hood used by the hospital's pharmacist for mixing chemotherapy medications has reached its end of life and needs to be replaced at a cost of approximately \$25,000. Shelby requested committee feedback as to whether or not investing in a new chemo hood would be a good investment and continue offering outpatient chemotherapy services as this service has experienced nominal financial loss for Windom Area Health as patient utilization has been minimal over the past three years. She noted consensus from providers at the Medical Staff meeting held earlier today was to continue offering chemotherapy services and to move forward with replacing the chemotherapy hood. M/S/C UNANIMOUSLY UPON RECOMMENDATION BY THE PROFESSIONAL PRACTICE COMMITTEE TO CONTINUE OFFERING OUTPATIENT CHEMOTHERAPY SERVICES AT WINDOM AREA HEALTH AND PURCHASE A NEW CHEMOTHERAPY HOOD AT A COST OF APPROXIMATELY \$25,000 WITH THE POTENTIAL OF SEEKING FUNDS FROM THE WAH FOUNDATION TO ASSIST WITH COVERING PART OF THE LOST REVENUE FROM THOSE PATIENTS WITH COMMERCIAL INSURANCE OR MEDICARE TO OFFSET THE LOSS OF REVENUE. ROLL CALL VOTE TO APPROVE: MARY HOLMEN, DAN ORTMANN, KAY GROSS, JULIE BRUGMAN. VOTING AGAINST: NONE. MOTION APPROVED. Dr. Dynes gave an update on Covid-19 statistics for Windom Area Health. He noted WAH has had no Covid positive inpatients for three weeks, but noted the designated Covid-19 wing in the nursing unit will remain in place yet for a period of undetermined time.	Dr 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
COVID Vaccinations	For informational purposes only, Shelby noted Windom Area Health continues working with the local public health nurse and MN Department of Health to follow mandated protocols regarding the Covid-19 vaccination program. She reported almost 300 Tier 1a people have been vaccinated at WAH with no vaccine waste and 100% of people returning to receive their 2 nd vaccine dose. Shelby noted the MN Department of Health recently announced they have established 9 public vaccination sites throughout MN for future vaccination clinics for those who are not included in the Tier 1 platform.	Shelby M

Telehospitalist F/U	Telehospitalist services for Windom Area Health was discussed at the Medical Staff meeting held earlier today. Shelby noted consensus amongst WAH Medical Staff was to proceed with securing telehospitalist services. Medical staff members requested Shelby to explore other companies/health care systems that offer telehospitalist services and have a presentation of their services provided to WAH medical providers and Governing Board members. Shelby noted she would be securing presenters from regional health care systems and request them to provide presentations on their telehospitalist program in the near future. No committee action was necessary at this time.	Shelby M
NEW/CURRENT ITEMS		
Change in Department Management	Shelby stated the Surgery Dept manager would be leaving the Windom Area Health organization in the near future, however no later than February 4 th . This resignation will be presented and acted upon at the February Governing Board meeting.	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**

FEBRUARY 22, 2021

REAPPOINTMENTS:

Tonia Carpenter, RN	Cardiology	Allied Health Professionals
Charles Coffey, M.D.	Emergency Medicine	Emergency Services
Beth Lentz, RN	Cardiology	Allied Health Professionals
Brittany Reed, RN	Cardiology	Allied Health Professionals

vRAD APPOINTMENT:

Joseph Horner, D.O.	Teleradiology	Telemedicine
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RESIGNATIONS:

Mary Phillips, M.D.	Teleradiology	Telemedicine
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JANUARY 2021 PATIENT COMMENTS

Question Pod	Comment
Lab	The first person wasn't very friendly who approached me in the waiting room. I believe her name was _____. All the rest were very friendly and listened.
Imaging	I was called by WAH to schedule the mammogram. It was scheduled for 1-20-2021 at 2 p.m. I wrote it on my calendar as we were speaking. When I got to WAH on 1-20-1021, they had no record of my appointment being made and could not get me in that day. I had to reschedule for the next day, same time. VERY INCONVENIENT and time wasted. Was not a happy camper! Wish I could remember the name of the gal that called to schedule in the first place.
Lab	All good. Very professional
Lab	It was a little confusing to understand where to get covid tested and how to get the colon prep picked up.
Lab	I liked how they talked to me and the job they did.
Lab	When I was meeting with the person who registered me everything went fine, but I went to get my blood and the person forgot to tell the blood person that I needed, I waited for 15 minutes in the room. And finally there's a phone there that says if you've been waiting too long call us and that's what I did and they said oh, we're sorry and then the young man came out immediately and he said he didn't know I was there. So that was a problem that I don't think I'll happen regularly, but there was a miscommunication and it was an unpleasant wait for me.
Lab	I received excellent care. Thank you for the explanations and assistance.
Imaging	The Mammogram Tech was super! She was efficient, friendly, and made the experience super easy.
Surgery	The nursing staff was great! Jackie, Anita and Brittany were all very caring and accommodating.
Lab	I was especially impressed with the young man who did the blood draw. I don't recall his name, but we compared the difficulty of pronouncing our last names so I'm sure that clue will help you to identify him. Since I had gotten the Pfizer shot the day before in my left arm and it was very sore, he drew blood from my right arm which is often a problem. But he did it successfully. I've always had a good experience with the lab at WAH. Thank you for all you do.
Emergency Department	They were caring & kind
Imaging	The Staff is always very friendly, attentive and very helpful. I so appreciate them!!
Lab	The Lab Technician was extremely professional and caring. Best blood draw I have experienced.
Emergency Department	I would definitely say depending on the nurse or the doctor that I am seeing the visit can be really good or the visit can be super super shitty. It just depends on the nurse and the doctor on call. I will say Dr. Dines is one of the better ones, I had him as my OB doctor and my primary and he's excellent, love him to death. Destiny being one of the other nurses out here at Windom area, she's awesome. She's excellent and awesome. Some of the other ones could improve greatly, like major greatly. It just really depends on who we get. I would say there was one that I had that was my OB doctor toward the end of my stay. That she was a nurse on call through the ER and she was not very nice*
Outpatient	Excellent care.
Imaging	Everyone I encountered during my visit was professional, friendly, and excellent.
Imaging	Hello, they were very kind to me and I'm glad that test is over. And now I'm back home.
Lab	Always friendly!
Imaging	All was good, quick and easy.
Lab	I am very grateful for the care and attention that I received.
Emergency Department	I had Nurse Jacalyn and she is such a sweetheart. I had her when I had both my kids and when I was in the ER and she is so patient and has a heart of gold
Lab	This is the first time my IV was started on the first try. My veins are small and hard to find. Great job!

JANUARY 2021 PATIENT COMMENTS

Emergency Department	The doctor and all the nurses were very very kind to me and I appreciated their wonderful care so much.
Lab	I would like to know when my vaccine shots will be coming to me.
Lab	Routine and very professional but friendly.
Emergency Department	When we got to the door we were supposed to be met by a wheelchair and there was nobody at the door with a wheelchair. Otherwise it was fine. Thank you. Bye.
Outpatient	I WAS VERY PLEASED WITH ALL THE SERVICES I RECEIVED.
Imaging	Very well planned out and staff very helpful.
Emergency Department	Too long of a wait. It took 3+ hours to from the time we got there to flush a catheter and get out of the ER.
Emergency Department	I want to say how wonderful the care was that Windom Hospital gave me I am very happy with the people there. I worked his that worked with me and help me that morning and I would recommend them highly and have told all my friends how great care I get it was received. So I give him an A plus on everything. Thank you very much.
Outpatient	Cassie Getting and Janelle did great!
Outpatient	The nurses didn't excellent job on my vaccinations. I didn't feel a thing.
Lab	Great
Lab	The lab does a great.job!
Outpatient	Wanda is the best shot giver, always!
Outpatient	Very efficient process-getting the vaccine was easy and a well thought out process
Outpatient	Everything was great.
Outpatient	I don't remember going to the Windham area Stanford Hospital.
Lab	I thought everyone was very friendly.
Lab	This was my first visit to this clinic. The staff were all kind and personable. Dr. Taber heard what I was telling him, but at a level of understanding that has been uncommon in many of my past experiences. I left the clinic feeling encouraged and hopeful.
Outpatient	This visit was for my Covid vaccine and the process was very smooth. Your team running this operation was outstanding.
Outpatient	The care we had was exceptional, from the MD (Dr. Buhler), the nursing staff (Ashley, Kristi, Rachel, Katie and Jeni), and the food services staff (Marsha, Allie, Mara, and Linda). We felt completely comfortable with everyone throughout our stay. Thank you so much for everything you all do!
Outpatient	Landon gave me my COVID vaccine. It was painless! Thanks, Landon!!
Outpatient	Landon gave an excellent injection. The ladies who checked me in and out were excellent.
Outpatient	COVID vaccine...Yeah!
Lab	All went extremely well, as always! Thanks.
Outpatient	I went in for the covid inj. and everything went very smoothly
Emergency Dept	Nurse and doctor were caring and professional.
Lab	Everything was done on the scheduled time which I appreciated.
Inpatient	1. Nurse's were 100% in their profession. 2. Care assistant's also were top of the line in all of their duties. 3. Kitchen meals were very tasty.
Inpatient	Staff did a wonderfully fabulous, job Thank you
Inpatient	The food was great.
Inpatient	As I think about hospital care I've received elsewhere, I would rate my care as highly commendable. One person close to me, not authorized to get information about me, was given information about my health from a nurse. Other: I had to wait in the emergency room quite a while before I was given information about my condition was made comfortable or admitted. There was however, an emergency demanding much more attention by staff!



COVID-19
VISITOR GUIDELINES

VISITING HOURS:

Monday - Friday 8:00a.m. until 6:00p.m.
Saturday & Sunday* 8:00a.m. until 4:00p.m.
*ER Entrance must be used when visiting on weekends.

- Patients are allowed one visitor in all areas (Emergency Room, Inpatient, Outpatient).
- Visitors must pass the COVID-19 screening, be over the age of 18 and wear a mask at all times.
- If visiting an inpatient, visitors may switch during the day, but only one can be in the room at a time.
- OB patients may have one visitor in addition to a support person.
- Hospital staff may limit visitors or make exceptions on a case-by-case basis.

REMEMBER:

- Visitors must stay in the room with the patient they are visiting and are not allowed to move throughout the building.
- Wash or sanitize your hands throughout your time in the building and upon exiting of the building.
- The Windom Area Health Cafeteria is closed to the public. If you are visiting a patient, please talk to their nurse about ordering meals.

**Thank you for your understanding
and help in keeping our patients
and staff healthy and safe.**



WINDOM AREA HEALTH FOUNDATION

BOARD OF DIRECTOR'S MEETING

TUESDAY, FEBRUARY 23, 2021

Select supper from Grab & Go in Cafeteria before meeting

5:00 pm – **CHAPEL** (note location change)

AGENDA

- | | |
|---|---------------|
| I. CALL WAH FOUNDATION MEETING TO ORDER | Alice Huebert |
| <ul style="list-style-type: none">- Approve minutes from regular meeting of November 16, 2020 and special meeting of December 8, 2020 | |
| II. FINANCIAL STATEMENT - | Kim Armstrong |
| <ul style="list-style-type: none">- Review donations & assign thank-you's | |
| III. OLD BUSINESS - | Kim Armstrong |
| <ul style="list-style-type: none">- End-of-Year Mailing Results- Rebrand Donor Wall/Digital Signage- Ask for Anything Grants- Dad's Belgian Waffle Brunch<ul style="list-style-type: none">o Sunday, March 14, 2021, Windom Community Center- Strategic Planning Session - May | |
| IV. NEW BUSINESS - | Kim Armstrong |
| <ul style="list-style-type: none">- Women's Cancer Application- CARES Grant Application- Scholarships<ul style="list-style-type: none">o Online applications due 4/11/21o Committee to select winners the week of April 19th- Spring Mailing- Pharmacy Hood for Chemo- Future Fundraising Events<ul style="list-style-type: none">o Fun Run/Color Jam – virtual event in Mayo No Tammy Hall Breast Health Walk in October | |
| V. NEXT MEETING DATE/TIME – March 23, 2021, 5 pm, LCR | Alice Huebert |
| VI. MEETING CONCLUSION | Alice Huebert |

**Windom Area Health Foundation
Foundation Board Meeting Minutes
November 16, 2020 at 5:00 p.m.**

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

Absent: Alice Huebert, Shelby Medina

Recorder: Janel Eichstadt/Admin Asst

Call to Order: WAH Foundation Board Vice-chairperson, Steve Johnson, called the meeting to order.

Foundation Minutes:

M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE REGULAR MEETING OF SEPTEMBER 29, 2020 AND THE SPECIAL MEETING OF OCTOBER 9, 2020 AS PRESENTED (FRESK/BARTELT).

Financial Statement:

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

Review Donations & Assign Gift Thank-you Calls

Foundation donor gifts received during the months of September through October 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

Tranquility Garden Update

Kim stated the Tranquility Garden project has been completed by Redwood Falls Nursery and is now paid in full due to several designated donations to this project as well as several WAH employees participating in a payroll deduction campaign with monies being applied to the cost of this project.

M/S/C UNANIMOUSLY TO TRANSFER FUNDS TOTALING \$9582 FROM THE WAH FOUNDATION'S TRANQUILITY GARDEN ACCOUNT TO WINDOM AREA HEALTH TO COVER EXPENSES RELATED TO THE TRANQUILITY GARDEN AND OUTDOOR FURNITURE (SCHEITEL/GROSS).

Tammy Hall Events

Emily and Kim shared information about the Tammy Hall Golf and Bean Bag Tournament held September 19th and the Tammy Hall Breast Health Walk held on October 10th. Emily noted Tyann Marcy organized the golf outing by securing sponsors for this event and selling merchandise. The net profit from the events was \$7112. Kim requested board members to consider a donation from this event's profit be given to breast research as has been done in past years.

M/S/C UNANIMOUSLY TO DONATE 10% OR \$700 FROM THE TAMMY HALL GOLF & BEAN BAG TOURNAMENTS AND BREAST HEALTH WALK TO THE EDITH SANFORD BREAST HEALTH FOUNDATION TO USE FOR BREAST CANCER RESEARCH (FRESK/BARTELT).

End of Year Mailing

Kim noted the Foundation's End-of-Year solicitation letter would be mailed in the very near future with donation gifts designated for a new baby warmer in the Nursery Department.

Rebrand Donor Wall

Board members reviewed illustrations of donor wall displays presented by Emily Masters for discussion. The current WAH Foundation Donor Wall has not been updated to coordinate with the new Windom Area Health rebranding logo. Members requested Emily to proceed with obtaining additional information on prices for a replacement Foundation Donor Wall display and also prices for a digital display monitor that would scroll information about WAH Foundation to viewers.

New Business

Women's Cancer Applications

Foundation members reviewed an application from a cancer patient requesting approval to receive funds from the Women's Health Fund to assist with medical and personal expenses due to their cancer treatments.

M/S/C UNANIMOUSLY TO AWARD \$600 IN GAS CARDS AND PAYMENT OF HER HOME MORTGAGE FOR SIX (6) MONTHS TOTALING \$4,080 (FRESK/SCHEITEL).

Ask Anything Grants

Kim proposed implementing a new annual grant program, "Ask for Anything Grant", with \$10,000 in funds available each fiscal year. Department managers are eligible to complete the grant application stating what item(s) they would like to acquire through this grant and a paragraph stating how being awarded grant funds for their requested item(s) would enhance their department. Grant applications would be reviewed by the Management Team to determine two award winners with each receiving a \$5000 gift.

M/S/C UNANIMOUSLY TO PROCEED WITH INITIATING THE "ASK FOR ANYTHING GRANT" PROGRAM BEGINNING THIS FISCAL YEAR AND RECEIVE GRANT REQUESTS TO REVIEW TO AWARD TWO (2) \$5000 GRANT AWARDS (GROSS/ROBINSON).

Dad's Belgian Waffle Brunch

Kim informed Board members she has secured Dad's Belgian Waffles from Algona, IA for their services on Sunday, March 14, 2021 at the Windom Community Center. She noted the Community Center has stated the gym rental fee of \$480 would include use of the full gym to distance attendees due to Covid-19.

Adding Patients to Mailing List

Kim stated she would be working with Sanford to pull addresses from Windom Area Health patients over the past three years and have them added onto the current mailing roster for solicitation letters and other future mailings.

Next Meeting Date

There will be no Foundation Board meetings in December 2020 or January 2021.

Next WAH Foundation meeting will be planned for in February 2021 at 5:00 p.m. in the Large Conference Room.

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

Sandy Robinson

WAH Foundation Secretary

Recorded by: Janel Eichstadt, Admin Asst

**WINDOM AREA HEALTH FOUNDATION
FOUNDATION SPECIAL MEETING MINUTES
DECEMBER 8, 2020 – 12:15 PM**

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

ABSENT: Greg Scheitel, Ann Bartelt

RECORDER: Janel Eichstadt, Administrative Assistant

CALL TO ORDER: Special meeting of the Windom Area Health Foundation Board was called to order by Chair, Alice Huebert.

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 TO THE APPLICANT, \$500 IN GAS CARDS TO ASSIST WITH TRAVEL EXPENSES FOR OUT OF TOWN MEDICAL APPOINTMENTS AND \$3500 FOR MEDICAL EXPENSES AS OUTLINED ON THE APPLICATION, WITH ALL FUNDS TOTALING \$4000. (GROSS/JOHNSON)

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

Sandy Robinson
WAH Foundation Secretary

Recorded by:
Janel Eichstadt, Admin Asst

Windom Area Hospital Auxiliary Meeting

January 11, 2021

The Windom Area Hospital Auxiliary held their monthly meeting Monday, January 11th, 2021 at 6:30 p.m. via Zoom due to restrictions brought about by Coronavirus-19.

President Mary Klosterbuer hosted the meeting with Kim Armstrong as Co-host. Volunteer hours can be emailed to Kim. 16 members joined in the meeting.

The agenda was unanimously approved.

Recording Secretary's Report – Marlene Smith, Recording Secretary

- M/S Connie McCarthy/Diane Vellema to approve the December minutes. Motion carried.

Treasurer's Report – Gerri Burmeister

- Balance on hand December 31, 2020 was \$6,031.31
- M/S Joanne Kaiser/Betty Olson to approve December report. Motion carried.

Old Business:

- Buddies Report: Members reported on contact with their “buddies” regarding dues and joining meetings.
- Decorating report: Marlene Smith donated Windom ornaments for one tree.
- Giving Tree: Kim reported that they are all fired up and looking forward to 2021. They had 360 gifts for 126 children. Auxiliary members will consider sponsoring or donating funds to this project next year.
- Patron Dues were forgiven for 2021. Patrons are being recognizing on our Facebook page.
- Chamber Bucks: The WAH staff were pleasantly surprised and appreciative of our \$5.00 Chamber Bucks gift to each employee.
- Connie, Dona, and Betty assisted at the first round of COVID vaccine clinic, but it was determined that the clinical person could do that job in the future.

New Business:

- Joanne Kaiser, Chair, Diane Vellema, and Janel Eichstadt were appointed to serve as the Nominating Committee.
- Terms expiring April 30, 2021 are: President, Vice President, Treasurer, and three Board Members (Sue Curley, Pat Lenz, Dona Olsen)
- The status of events for 2021 will probably depend on how the vaccines are accepted, and a slow down of virus cases. We will discuss this at a later date.
- Volunteer hours: We donated 1,078 volunteer hours in 2020.

Auxiliary Liaison/ WAH Updates – Kim Armstrong

- The hospital is working with Des Moines Valley Health and Human Services on giving of the vaccine shots for Covid-19.

Corresponding Secretary – Betty Olson

MAHV – Minnesota Association of Hospital Volunteers – Marlene

- The MAHV website address is <https://mahv.org>

Upcoming Events

- Monday February 8, 2021 at 6:30 p.m. - WAHA meeting
- Wednesday March 3, 2021 at 10:00 a.m - MAHV District E & F Joint meeting via Zoom

The meeting was adjourned at 7:15 p.m.

Marlene Smith
Recording Secretary