

Meeting Name: Windom Area Health Governing Board of Directors

AGENDA

Purpose: Provide governance for Windom Area Health	
Meeting Date/Time/Location:	Monday, May 24, 2021 / Meeting 5:30 pm / Large Conference Room
Members: All Windom Area Health Governing Board Mbrs	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 Governing Board Chairperson Dr Michael Fisher
Election of FY22 Officers	Formulate Board motion to approve FY22 Slate of Officers to include Governing Board Chair, Vice-chair, Secretary, & Treasurer Dr Michael Fisher
Meeting Minutes	Approve Windom Area Health Governing Board minutes from the regular meeting of April 26, 2021 (<i>Board motion</i>) Dr Michael Fisher
COMMITTEE REPORTS	
Professional Practice / Quality & Planning Cmte	Review Committee activities Kay Gross
Finance / Personnel / Labor Relations & Building & Grounds Cmte	Review Committee activities Justin Schmit
OTHER REPORTS	
Statistical & Financial Performance Reports	Review & recommend approval of statistical & financial reports (<i>Board motion</i>) John Peyerl
Capital Acquisition Review	Review capital acquisition activity (<i>Board motion</i>) John Peyerl
Financial Institution Designation	Approval of FY2022 designated financial institutions for Windom Area Health (<i>Board motion</i>) John Peyerl
FY2021 CLA Audit	Windom Area Health annual audit by CliftonLarsonAllen, June 7-10, 2021. Final audit presentation at July 26, 2021 Board mtg John Peyerl
Educational Assistance Applications	Review & recommend approval of application(s) for educational assistance (<i>Board motion</i>) Emily Masters
New / Department Transfer Employees	Report of recently hired / transferred employees Emily Masters
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>) Report on business addressed at WAH Medical Staff meeting Dr M Olson/ Shelby M
Patient Concern Reports	Review patient concern reports and patient survey comments Shelby M / Kelsey A
Patient Safety Reports	Review patient safety activities Kelsey Andrews
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>) Sr Mgmt Team
City of Windom	Informational update Steve Nasby

Sanford Health Network	Informational update	Terry Mahar, VP
WAH Foundation Board	Foundation Board did not meet in May. Next meeting June 14, 2021 at 12N in Large Conf Room	Shelby Medina
WAH Auxiliary	Auxiliary met May 10, 2021, via Zoom. April's meeting minutes included in Governing Board book	Shelby Medina
NEW & OLD BUSINESS		
Old Business		Dr Michael Fisher
New Business		Dr Michael Fisher
CONCLUSION		
	Conclude WAH Governing Board meeting	Dr Michael Fisher
Board Education	Kim Armstrong, Exec Director of Compliance, Foundation/Auxiliary, reporting on Corporate Compliance Education <ul style="list-style-type: none"> All Governing Board members complete & turn in Conflict of Interest Disclosure Statement for FY2022 	Kim Armstrong

Meeting Name: Windom Area Health Governing Board of Directors

MINUTES

Purpose: Provide governance for Windom Area Health	
Meeting Date/Time/Location:	Monday, April 26, 2021 / Meeting 5:30 pm / Large Conference Room or WebEx
Members: All Windom Area Health Governing Board members	Present: Dr. Michael Fisher, Dan Ortman, Mary Holmen, Ann Bartelt, Kay Gross, Justin Schmit, Laura Fresk, Julie Brugman/Mt Lk Advisory Mbr, John Peyerl/CFO, Emily Masters/CHRO, Kelsey Andrews/DON, Shelby Medina/CEO, Terry Mahar/Sanford Health Network VP Absent: Dr. R. Dynes/Chief of Medical Staff, Jacqueline Schmidt, City Council Liaison Other Attendees: Steve Nasby/City of Windom Administrator Janel Eichstadt, Admin Asst
Recorder:	Janel Eichstadt, Admin Asst
Category / Topic	Action step(s) / Updates
STANDING ITEMS	
Call to Order	Windom Area Health Governing Board meeting was called to order at 5:30 pm by 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 MARCH 22, 2021 AND THE SPECIAL MEETING OF APRIL 12, 2021 (GROSS/SCHMIT). ROLL CALL VOTE TO APPROVE: ANN BARTELT, LAURA FRESK, KAY GROSS, DAN ORTMANN, JUSTIN SCHMIT, MARY HOLMEN, DR. MICHAEL FISHER. VOTING AGAINST: NONE. MOTION APPROVED.
COMMITTEE REPORTS	
Professional Practice / Quality & Planning Cmte	Shelby reported on agenda items reported at the Medical Staff meeting held earlier today. She noted WAH Medical Staff held their annual meeting with FY2022 officers elected, Chief of Staff-Dr. Mary Olson, Vice Chief of Staff-Dr. Brett Van Kley, and Secretary-Dr. Steve Hartberg. Next steps regarding the CliftonLarsonAllen Consulting report was discussed.
Finance / Personnel / Labor Relations & Building & Grounds Cmte	M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$73,234.41 TO AAA COLLECTIONS AND APPROVE 9 FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$3997.55 (SCHMIT/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. In month 12 of FY21, financial assistance accounts approved for write off total \$70,451.16 on a budget of \$200,000. M/S/C UNANIMOUSLY TO ACCEPT THE RESIGNATIONS OF A NUTRITIONAL SERVICES AIDE EFFECTIVE FEB 11, 2021 & 1 RN EFFECTIVE MAY 21, 2021 (SCHMIT/FRESK). IT WAS NOTED, WAH WOUND & HYPERBARIC HEALING CENTER DIRECTOR, WHO IS A HEALOGICS EMPLOYEE, HAS SUBMITTED HER RESIGNATION EFFECTIVE MAY 15, 2021. ROLL CALL VOTE TO APPROVE RESIGNATIONS: ANN BARTELT, LAURA FRESK, DAN ORTMANN, JUSTIN SCHMIT, KAY GROSS, MARY HOLMEN, DR. MICHAEL FISHER. VOTING AGAINST: NONE. MOTION APPROVED. Discussion was held regarding an agreement with the Windom Police Department to enter into a 2-year joint pilot program that will provide Windom Area Health with additional police presence for the safety of employees, patients and guests. This agreement will be brought forward at the Windom City Council's meeting of May 11 for City Council approval. M/S/C UNANIMOUSLY TO APPROVE THE 2-YEAR JOINT PILOT PROGRAM WITH THE WINDOM POLICE DEPARTMENT FOR ADDITIONAL SECURITY AT WINDOM AREA HEALTH AS PRESENTED (SCHMIT/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. M/S/C UNANIMOUSLY TO APPROVE THE RN UNION CONTRACT RETROACTIVE TO JANUARY 1, 2021 TO JULY 1, 2023 AS PRESENTED (FRESK/ORTMANN) 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.
OTHER REPORTS	
Statistical & Financial Performance Reports	March 2021 statistical and utilization graphs were reviewed. The month's total patient revenue was above budget projections; contractual adjustments, as a percentage of revenue, were above budget projections; total operating expenses were above budget expectations; net operating revenue and total operating expenses factored together left a Net Gain from Operations totaling \$243,229. FY2021 year-to-date Net income from Operations totals \$2,256,625 on a projected budget of (\$910,794). Days in A/R were reported at 52.01 and Days Cash on Hand totaled 394. M/S/C UNANIMOUSLY TO APPROVE MARCH 2021 STATISTICAL AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (ORTMANN/SCHMIT).

Leader:

Dr Michael Fisher
Dr Michael Fisher

Kay Gross

Justin Schmit

John Peyerl

	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.	
Funded Depreciation Transfer	There were no capital acquisitions in March 2021 requiring Governing Board approval.	John Peyerl
Educational Assistance Applications	There were no Educational Assistance applications submitted for Governing Board action.	Emily Masters
New / Department Transfer Employees	The following new hires/department transfers were reported: FT Patient Access Representative effective April 13, Lab tech effective April 27, CNP in Wound Center effective April 27, Nutritional Services employee effective May 11, and one employment status change, an RN moving to PRN status effective May 21, 2021.	Shelby Medina
	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, DR. MICHAEL FISHER. VOTING AGAINST: NONE. MOTION APPROVED.	
	APPOINTMENTS: Sarah Heckel, CNP Cardiology Allied Health Professionals	
	REAPPOINTMENTS: Gaither Bynum, M.D. Emergency Medicine Emergency Services Scott Hoffman, DPM Podiatry Associate Professional Allison Huber, PA-C Orthopedics Allied Health Professionals Clay Pavlis, M.D. Psychiatry Consulting	
	SANFORD TELEMEDICINE APPOINTMENTS:	
Medical Staff Credentialing & Meeting Update	vRAD REAPPOINTMENTS: James Faliszek, M.D. Teleradiology Telemedicine David Spierer, M.D. Teleradiology Telemedicine	Shelby M
	RESIGNATIONS: (Informational Purposes Only) Gregory DeSautel, M.D. ENT Courtesy Joseph Keenan, M.D. Emergency Medicine Emergency Services John Lewis, M.D. Emergency Medicine Telemedicine	
	Shelby noted WAH Medical Staff officers for FY21-22 include Dr. Olson-Chief of Staff, Dr. Van Kley-Vice Chief of Staff, and Dr. Hartberg-Secretary. Committee assignments were designated to members of the Medical Staff with no changes made from the previous year.	
	M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE MEDICAL STAFF, TO APPROVE THE MEDICAL STAFF BYLAWS, UTILIZATION REVIEW PLAN, AND MEDICAL STAFF OFFICERS FOR FY2022 (FRESK/BARTELT) 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.	
Patient Concern Reports	March 2021 Patient Concern Reports and patient survey comments were reviewed and appropriately addressed.	Shelby M /Kelsey A
Patient Safety Reports	Kelsey noted 0 reportable patient falls occurred; 0 documented skin integrity issues to patients; 0 use of patient restraints; and 0 opioid-related deaths. Kelsey stated there were no reportable adverse events for the month.	Kelsey Andrews
Administration	M/S/C UNANIMOUSLY TO DESIGNATE THE REVENUE CYCLE DIRECTOR AS THE WAH PRIVACY OFFICER (SCHMIT/FRESK) ROLL CALL VOTE FOR APPROVAL – HOLMEN, ORTMANN, FRESK, GROSS, ESPENSON, BARTELT, SCHMIT. MAY – NONE. MOTION PASSED. Shelby noted WAH department managers would be presenting brief informational updates on departmental activities taking place at the conclusion of Governing Board meetings beginning in May with Compliance Dept. Community Health & Wellness Dept will be presenting at the June Board meeting. Emily Masters shared information pertaining to National Hospital Week activities at Windom Area Health. She stated the employee compensation package discussed at the April 12 meeting is being taken back to Sr. Management Team for further review and discussion. Lindsey Englar, Wellness Dept Coordinator, has received her certificate as a personal trainer and is offering this service to	Sr Mgmt Team

	<p>anyone interested in this benefit.</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE FOLLOWING WAH COMMITTEE MEETING REPORTS AS PRESENTED (SCHMITT/BARTELT) ROLL CALL VOTE FOR APPROVAL – HOLMEN, ORTMANN, FRESK, GROSS, ESPENSON, BARTELT, SCHMITT. NAY – NONE. MOTION PASSED.</p> <ul style="list-style-type: none"> • EMERGENCY PREPAREDNESS • PI/RISK COMMITTEE • OB COMMITTEE • PATIENT & FAMILY ADVISORY COMMITTEE 	
City of Windom	<p>Councilperson, Jacqueline Schmidt, has resigned from the Windom City Council due to moving out of city limits in the near future. A new city council liaison will be assigned to the hospital when determined. Mary Holmen was thanked for serving 3 years on the WAH Governing Board. Mary decided to not renew her term as a board member. Mr. Nasby shared information about the potential housing development at the Cemstone site by Cottonwood Lake.</p> <p>An update was given on recent Covid 19 activity taking place at Sanford as well as throughout the U.S. and MN. Mr. Mahar noted the Johnson and Johnson vaccine as recently been released again for use after concerns from patient reactions to the vaccine. Influenza has been at a record low this past winter into spring. Terry gave “kudos” to CFO, John Peyerl, and CEO, Shelby Medina, for doing a great job at managing Windom Area Health during this past year dealing with Covid 19 and the numerous challenges of running a healthcare organization cost-effectively, but keeping in mind the needs of patients first.</p> <p>No Foundation Board meeting will be held in April. Terry Tegels has agreed to join the WAH Foundation Board effective May 1, 2021 as its new board member replacing Alice Huebert who retired from the Board.</p> <p>M/S/C TO APPROVE THE FY2021 WINDOM AREA HEALTH FOUNDATION SLATE OF OFFICERS TO INCLUDE STEVE JOHNSON-CHAIRPERSON, GREG SCHEITEL-VICE-CHAIR, AND SANDY ROBINSON-SECRETARY (GROSS/BARTELT). ROLL CALL VOTE FOR MOTION APPROVAL – ANN BARTELT, LAURA FRESK, DAN ORTMANN, JUSTIN SCHMITT, KAY GROSS, MARY HOLMEN, DR. MICHAEL FISHER. VOTING AGAINST: NONE. MOTION APPROVED.</p>	Steve Nasby Terry Mahar, VP Shelby Medina Shelby Medina
WAH Auxiliary	<p>Auxiliary met April 12, 2021, via Zoom. March’s meeting minutes included in Board book</p>	Shelby Medina
NEW & OLD BUSINESS		
Old Business	<p>Governing Board members discussed attendance protocol for future board and committee meetings.</p> <p>M/S/C UNANIMOUSLY TO HOLD IN-PERSON COMMITTEE AND GOVERNING BOARD MEETINGS BEGINNING IN MAY 2021 (ORTMANN/SCHMITT) ROLL CALL VOTE FOR APPROVAL – ANN BARTELT, LAURA FRESK, DAN ORTMANN, JUSTIN SCHMITT, KAY GROSS, MARY HOLMEN, DR. MICHAEL FISHER. VOTING AGAINST: NONE. MOTION APPROVED.</p> <p>Board members discussed committee and committee chair assignments and Governing Board officer positions for FY2021-22. A WAH Governing Board Slate of Officers will be presented at the May 24, 2021 Board meeting for review and approval.</p> <p>M/S/C UNANIMOUSLY TO ADJOURN FROM REGULAR BUSINESS OF THE WAH GOVERNING BOARD MEETING AND ENTER INTO AN EXECUTIVE SESSION FOR THE PURPOSE OF PERFORMING THE ANNUAL CEO EVALUATION AND COMPENSATION ADJUSTMENT [Minn. Statute 13D.05., Subd.3] (ORTMANN/SCHMITT). ROLL CALL VOTE FOR MOTION APPROVAL – ANN BARTELT, LAURA FRESK, DAN ORTMANN, JUSTIN SCHMITT, KAY GROSS, MARY HOLMEN, DR. MICHAEL FISHER. VOTING AGAINST: NONE. MOTION APPROVED.</p> <p>Meeting was re-opened to the public at the conclusion of the Executive Session.</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE ANNUAL CEO PERFORMANCE EVALUATION AND COMPENSATION ADJUSTMENT AS APPROVED BY THE WAH GOVERNING BOARD (ORTMANN/FRESK) ROLL CALL VOTE FOR APPROVAL – HOLMEN, ORTMANN, FRESK, GROSS, SCHMITT, BARTELT, SCHMITT. NAY – NONE. MOTION PASSED.</p>	Dr Michael Fisher Dr Michael Fisher
New Business		
CONCLUSION		
	<p>WAH Governing Board meeting was concluded by Chairperson, Dr. Michael Fisher.</p>	Dr M. Fisher

Signature _____, Ann Bartelt, Governing Board Secretary

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
as of May 20, 2021
WAH MISSION: "Dedicated to Health"

CHIEF EXECUTIVE OFFICER REPORT

• **Organizational Updates**

- CDC Mask Requirement for Healthcare settings:
 - Currently, the new guidance from the CDC does not impact healthcare settings. The CDC continues to recommend for staff, patients, residents, and visitors to continue to wear masks in the facility. The same recommendation is true for the Minnesota Department of Health.
- Effective May, 2021, WAH will invite department leaders to governing board meetings on a monthly bases to provide a short presentation of their respective areas of responsibility. In my last Exec. Summary I recommended quarterly, however, this will be offered monthly.
- WAH pharmacy hazard hood has been installed and has passed inspection
- Congratulations to WAH lab department for a deficiency free annual CLIA inspection!
- Congratulations to WAH ED nursing staff for your recognition from the Sanford Stroke team drawing attention to the outstanding teamwork and the excellent care of our stroke patients.
- MHA Federal Updates:
 - The U.S. House of Representatives recently passed two bills that call for increased funding and access to mental health resources for emergency department patients and healthcare professionals. The Improving Access to Mental Health Act will award grants to emergency departments looking to expand mental health programs for those experiencing an acute mental health episode and the HERO Act would develop tactics for targeted interventions to prevent suicide among emergency personnel.
 - The Senate Judiciary Subcommittee on Competition Policy, Antitrust, and Consumer Rights will hold an antitrust hearing on May 19th regarding hospital consolidation concerns and solutions. On May 19th the Senate HELP Committee will hold a hearing on health care workforce shortages. Many healthcare direct patient care workers have chosen to leave the healthcare industry and pursue other career paths.

• **Committee Meeting Updates**

- Work Place Violence: **Met April 2021**
 - Reviewed process for obtaining law enforcement assistance for aggressive patients
 - Reviewed incidents for threats and behaviors of patients in ED / OB
 - Reviewed process to move forward with installing panic button in OB nurses station
 - Reviewed process to move forward with moving to all badge access
- Infection Prevention: **Met April 27, 2021**
 - 3 patients admitted with Sepsis in Q1 – no deaths due to diagnosis
 - Emergency threats policy continues to be reviewed to comply with COVID recommendations
 - HAI rate = 0 / HAI CAUTI = 0/ HAI CLABSI = 0/HAI = 0/ SSI = 0
 - 37 total reportable diseases in Q4
- Emergency Preparedness: **Nothing to Report**
 - Report in June (met February 22)
- Pharmacy and Therapeutics: **Met April 27, 2021**
 - ADE = INR > 5 = 0 / BS < 50 = 1 ED & 1 M/S / Narcan use = 1 ED / 1 Post op / Delirium review = 0 in appropriate.
 - Medication variance = review of 1 with no patient harm
 - COVID vaccine – Cottonwood County vaccination rate is 54% for patients >16
 - WAH gave approximately 1550 doses of vaccine and assisted Avera and Sanford with an additional 1945 doses

- PI/ Risk: **Nothing to Report**
 - Meeting May 20, 2021
- Utilization Review: **Met May 10, 2021**
 - Readmission rate for Q1 was 2.9% meeting goal of <5%
 - Admission level of care orders present on 100% charts reviewed
 - Acute admission review: 100% of charts reviewed contained certification orders
 - Observation admission review: total of 28 hrs and 19 minutes were removed as unbillable charges
 - Swing bed admissions: 100% of charts reviewed contained appropriate certification and qualification documentation
 - Total of 5 insurance denials during Q1
 - 2 – OB patients admitted to inpatient and discharged less than 24 hrs.
 - 3 – Med/surg patients
 - 1 – no prior authorization
 - 2 – lack of medical necessity
 - Transfers Q1:
 - 821 ED visits / 152 transfers (18.5%) / 17 admissions (2.1%)

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
As of May 20, 2021
WAH MISSION: "Dedicated to Health"

CHIEF FINANCIAL OFFICER REPORT

Overview:

- Net income from operations was \$92,609 compared to a budget of \$53,261. Our net patient revenue was \$685,511 more than last April. This brings the year-to-date net income to \$2,147,177 versus a budget of (\$1,004,200). We have applied \$835,000 in stimulus dollars this year. Year-to-date Net Income from operations would be about \$1,312,200 without the stimulus funds compared to last year when we had a Net Income of \$642,128 YTD. The YTD operating income is 9.6%. The YTD operating margin would be 5.9% without stimulus dollars applied.

The volume of activity in April was down slightly from budget on the inpatient side. Inpatient admissions fell short of budget by seven admissions. Acute patient days fell short of budget by nine days. Activity on the outpatient side produced strong volumes, with key indicators exceeding volumes in most categories. Eighty-two percent of our gross revenues came from outpatient activity. This pushed the YTD percentage to 77.74%. Acute admissions totaled nineteen. Those nineteen admissions produced sixty-four inpatient days for an average daily census of 2.1. There were three Swing Bed admissions that equated to nineteen days. Gross outpatient revenue was the most ever reported at WAH at \$3,127,727, exceeding the record set in March. Outpatient gross revenue was 43.6% more than budget and \$1,785,600 more than last April.

- Imaging procedure counts continue to be strong, exceeding budgeted numbers again and setting a volume record. Imaging performed 744 procedures compared to a budget of 483. Year to date; 6,818 procedures have been performed compared to 6,000 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 11,620 in the month of April this year.
- Seventy-two surgical procedures were performed in April, which is one above our budgeted number. Three of those surgeries were joint replacements.
- Rehab Therapy performed 1,221 modalities in April. That total is 77 less modalities than budgeted. Overall modalities are down about 3.0% compared to year to date last year. However, volumes overall continue to exceed budgeted totals.

Contractual adjustments came in at 52.94% for the month. Contractual adjustments are budgeted at 43.2%. Year to date is 45.53% compared last year's amount of 43.2%.

Overall, expenses were \$17,123 more than budget. Purchased Services were about \$35,000 more than budget, provision for bad debts at \$20,000 less and salaries at \$16,000 more than budgeted were the key outliers.

Looking Forward:

- Financial Assistance Policy
- Investment of Reserves
- Annual Financial Audit – June 2021

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of May 18, 2021

WAH MISSION: *"Dedicated to Health"*

CHIEF HUMAN RELATIONS OFFICER REPORT

Human Resources/Employee Health

- Posted positions:
 - Fitness Specialist/Group Fitness Instructor
 - RN - .8 & .7 FTE & PRN
 - IT Support Tech
 - Clinical Program Director/Program Director (Healogics)
 - Surgery Manager
 - LPN - PRN
 - RN - .8 FTE Nights
 - IT Technician
 - Internships (Dietary, Wellness)
- Abby Kipfer, Director of Nutritional Services, helped HR with the 8th Grade Virtual Career Fair on May 17th. We delivered a careers presentation and hands-on activity (liquid thickener).

Community Health and Wellness/Wellness Center

- We received \$2,800 from the Remick Foundation for Food Insecurity Projects (Market Bucks, POP, Food Rx).
- We are rolling out Walk with Ease, a free 6-week program to help those with arthritis and other pain issues.
- A speaker from Unidos MN was brought into the Nurses Meeting in May to discuss the cultural barriers in healthcare.
- Southwest EMS donated bike helmets to us, which are being given out with the Fun Run and Summer Kick Off events.

Marketing/PR

- We are planning a 'Healthcare Heroes' themed parade float for Windom Riverfest and Mt. Lake Pow Wow.
- We are running paid social media ads for Speech and Pulmonary Rehab.
- New Podiatry and Ortho billboards are up in Windom (near State Farm).

Donations/Sponsorships

- \$175 for a sponsorship sign at the Golf Course.
- \$25 donation for an Eagle Achievement project (Environmental Center Bridge)
- Candy donation (9 lbs) to the Sharing Center (leftover from Easter event)
- \$27.58 for prizes (2 sets of mugs/masks) to the 8th grade Career Fair.

Committee Meetings

- Employee Focus/Finance: Committee approved two projects relating to gardens/outdoor plants around the hospital.
- Patient & Family Advisory Committee: No Report.
- Safety: Committee met on 4/28/21. IT updated that the security camera server and panic button were updated. Fire drills continue to be done virtually. Equipment recalls were reviewed. We received a free HEPA filter from the SW Coalition's COVID dollars. Environmental rounding continues with Med/Surg, OB, ED, Radiology and Lab inspected in the last quarter. One OSHA recordable injury occurred in Q1, a needlestick during a procedure. We had 515.39 sick hours in Q1, down just slightly from 551 last quarter.
- Safe Patient Handling: Now incorporated into Safety.

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of May 18, 2021

WAH MISSION: *"Dedicated to Health"*

DIRECTOR OF NURSING REPORT

- **Medical/Surgical/OB/Emergency Room:**
 - Jason Ella and Tabitha Damm have completed the MOAB (Management of Aggressive Behavior) trainer class.
 - Have 3 RN openings, two 0.7 FTEs and one 0.8 FTE
 - We have Jaclyn Westcott RN starting June 1st, Elisabeth Johnson starting June 29th, and Courtney Zins starting PRN.
 - Stroke designation site visit was completed May 11th, went very well.
 - Trauma designation site visit completed April 29th, awaiting final report.
 - Ashley Jensen (OB coordinator) offered a Neonatal Resuscitation lunch and learn, went well, new edition coming in June of 2021.

- **Diabetes Management/Oncology:**
 - No updates

- **Surgery:**
 - Brittany Schichtl and Patty Hinkeldey will share the piloted charge nurse position in Surgery Dept.

- **Committee Meetings**
 - ER committee nothing to report
 - OB committee nothing to report
 - MHA Safety Data as of May 18th.
 - Falls – 1
 - Skin Integrity - 0
 - Restraints – 0
 - Opioid Deaths – 0
 - Reportable Events – 0



WINDOM AREA HEALTH

TO: Windom Area Health Governing Board Members
FROM: Shelby Medina, CEO
DATE: May 24, 2021
RE: FY2021-22 WAH Governing Board Slate of Officers

A nominating committee comprised of Finance / Personnel and Building & Grounds Committee Chair, Justin Schmit, Professional Practice / Quality & Planning Committee Chair, Kay Gross, and Governing Board Chair, Dr. Michael Fisher, present this proposed FY2021-22 Slate of Officers to the Windom Area Health Governing Board at this annual meeting of May 24, 2021, as defined in Section 2.8-1 of the Windom Area Health Governing Board Bylaws.

FY2021-22 WAH GOVERNING BOARD SLATE OF OFFICERS:

- Governing Board Chair – Dr. Michael B. Fisher
- Governing Board Vice-chair – Kay Gross
- Governing Board Secretary – Dan Ortmann
- Governing Board Treasurer – Laura Fresk

WAH Governing Board members may open nominations from the floor to appoint a Governing Board member to a designated office above, if desired.

If there are no nominations made from the floor to an officer position noted above, the before mentioned Slate of Officers is to receive a formal motion of approval by a WAH board member, followed by a second motion of approval, with a final board vote accepting the FY2021-22 WAH Governing Board Slate of Officers as presented.

The WAH Governing Board Chair will preside over the remainder of the meeting.

WAH Governing Board Chair may announce FY2021-22 Committee Chairpersons.

FY2021-22 WAH GOVERNING BOARD COMMITTEE CHAIRPERSONS:

- Finance/Personnel, Labor Relations, & Building/Grounds – Justin Schmit
- Professional Practice/Quality & Planning – Kay Gross

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, May 24, 2021 / 4:30-5:15 pm / Large Conference Room

Members: Justin Schmit, Ann Bartelt, Dan Ortmann, 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): Justin Schmit, 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	Justin S
Minutes	Approve minutes from regular Committee meeting of April 26, 2021 (<i>Cmte Motion</i>)	Justin S
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>)	Emily M

FOLLOW-UP ITEMS

NEW/CURRENT ITEMS

CliftonLarsonAllen Pre-Audit Conference Call	Korey B/Ryan S, CliftonLarsonAllen auditors, to address FY21 pre-audit information with Finance Cmte members	John P.
Other		

CONCLUSION

	Conclude Finance/Personnel/Labor Relations & Building & Grounds Committee meeting	Justin S
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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, April 26, 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: Dan Ortman, 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)

Justin Schmit, Acting-Chairperson

Recorder:

Janel Eichstadt, Admin Asst

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

Call to Order	Finance/Personnel/Labor Relations & Building & Grounds Committee meeting was called to order at 4:30 pm by Acting-chairperson, Justin Schmit. Due to the Covid-19 pandemic, this committee meeting was held via WebEx per League of MN Cities Open Meeting Laws, Public Health Emergency.	Justin S
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Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF MARCH 22, 2021, AS PRESENTED (ORTMANN/FRESK). ROLL CALL VOTE TO APPROVE: DAN ORTMANN, LAURA FRESK, JUSTIN SCHMIT, JULIE BRUGMAN. VOTING AGAINST: NONE. MOTION APPROVED.	Justin S
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Collections & Financial Assistance	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND PATIENT ACCOUNTS TOTALING \$73,234.41 TO AAA COLLECTIONS; RECOMMEND APPROVAL OF THE FOLLOWING FINANCIAL ASSISTANCE PATIENT ACCOUNTS: 0 NEW ACCOUNTS SUBMITTED FOR WRITE-OFF; 5 ACCOUNTS FOR WRITE-OFF WITH A BALANCE BELOW \$1500 TOTALING \$3190.23; AND 4 PREVIOUSLY APPROVED ACCOUNTS FOR WRITE-OFF TOTALING \$807.32, WITH 9 APPROVED FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$3997.55 (BRUGMAN/FRESK). ROLL CALL VOTE TO APPROVE: DAN ORTMANN, LAURA FRESK, JUSTIN SCHMIT, JULIE BRUGMAN. VOTING AGAINST: NONE. MOTION APPROVED. In month 12 of FY2021, accounts totaling \$70,451.16 have been approved for Financial Assistance on a budget of \$200,000.	John P
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Employee Resignations/ Terminations	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FOLLOWING RESIGNATIONS – NUTRITIONAL SERV AIDE EFFECTIVE FEBRUARY 11, 2021 AND RN EFFECTIVE MAY 21, 2021 (FISHER/FRESK). ROLL CALL VOTE TO APPROVE: DAN ORTMANN, LAURA FRESK, JUSTIN SCHMIT, JULIE BRUGMAN. VOTING AGAINST: NONE. MOTION APPROVED. It was noted the Wound & Hyperbaric Healing Center Director would be resigning from her position effective May 15, 2021. She is a contracted Healogics employee.	Shelby M
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FOLLOW-UP ITEMS

MOU Windom PD/WAH	Shelby presented the final draft of the Memo of Understanding between Windom Area Health and Windom Police Department. WAH is seeking additional police presence for the purpose of patient, employee and guest security. She noted this MOU is a two-year joint pilot program agreement between WAH and Windom Police Dept. She requested Governing Board acceptance of the MOU, which will allow the City of Windom Police Dept to formally move forward and seek applications for this position. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE MEMO OF UNDERSTANDING BETWEEN WINDOM AREA HEALTH AND WINDOM POLICE DEPARTMENT FOR A TWO YEAR JOINT PILOT PROGRAM (FISHER/FRESK). ROLL CALL VOTE TO APPROVE: DAN ORTMANN, LAURA FRESK, JUSTIN SCHMIT, JULIE BRUGMAN. VOTING AGAINST: NONE. MOTION APPROVED.	Shelby M
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NEW/CURRENT ITEMS

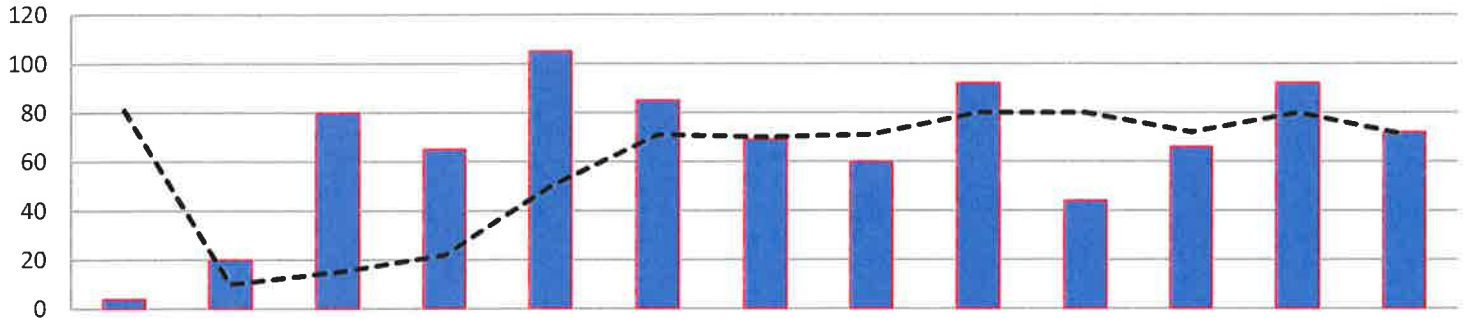
RN Union Contract	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE 3-YEAR WAH RN AGREEMENT EFFECTIVE JULY 1, 2020 TO JULY 1, 2023, AND BE RETROACTIVE TO JANUARY 1, 2021 (ORTMANN/FRESK). ROLL CALL VOTE TO APPROVE: DAN ORTMANN, LAURA FRESK, JUSTIN SCHMIT, JULIE BRUGMAN. VOTING AGAINST: NONE. MOTION APPROVED.	Emily M
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CONCLUSION

	Acting Chairperson, Justin Schmit, concluded the Finance/Personnel/Labor Relations & Building & Grounds Committee meeting.	Justin S
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SURGERY

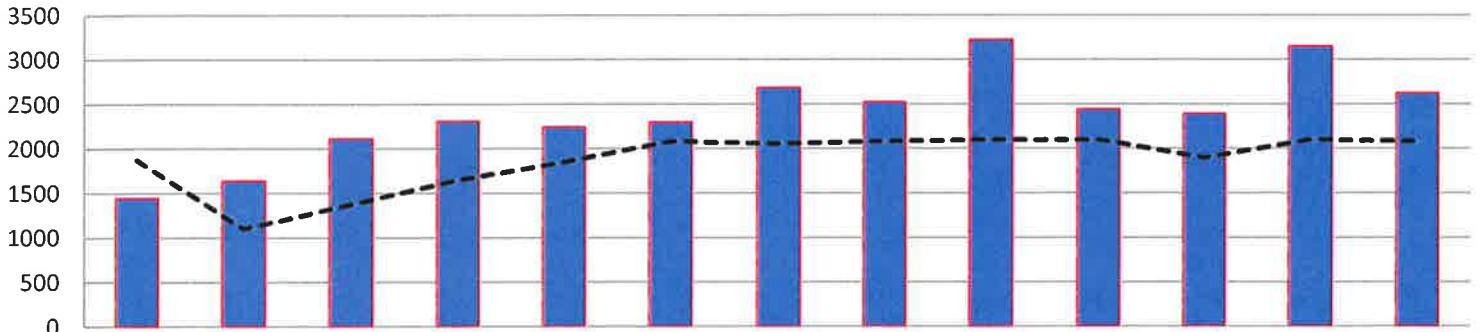
Surgery Budget



	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21
Surgery	4	20	80	65	105	85	69	60	92	44	66	92	72
Budget	81	10	15	22	50	71	70	71	80	80	72	80	71

OUTPATIENT OCCASIONS OF SERVICE

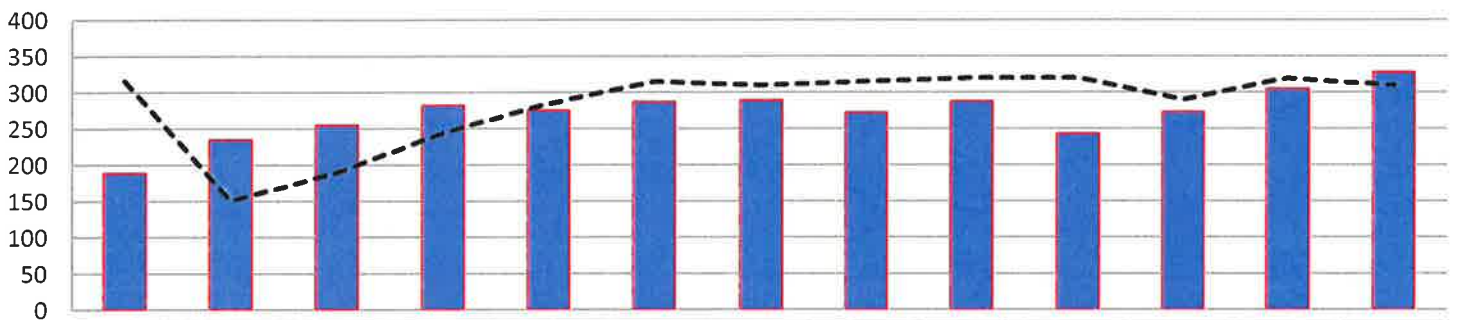
OP Visits Budget



	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21
OP Visits	1445	1639	2115	2309	2243	2298	2682	2524	3227	2438	2390	3151	2622
Budget	1875	1100	1375	1650	1850	2083	2055	2083	2100	2100	1897	2100	2083

EMERGENCY VISITS

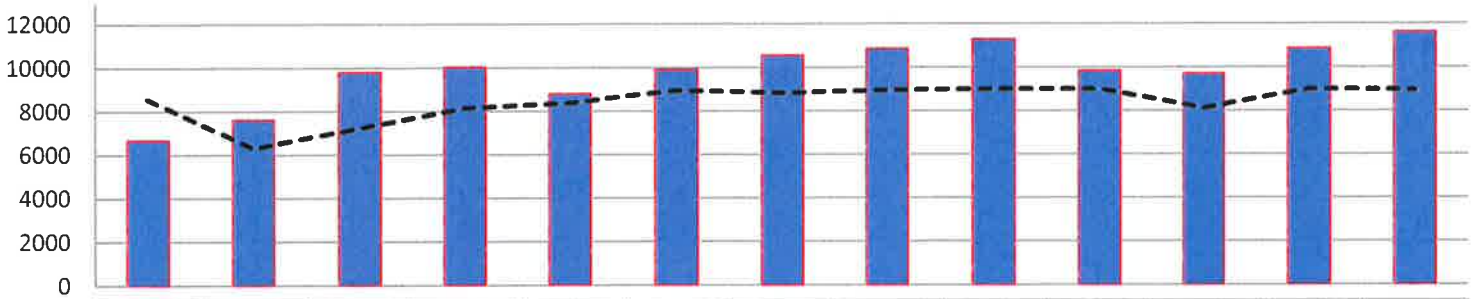
ER Visits Budget



	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21
ER Visits	189	235	255	282	275	287	289	272	288	243	273	305	328
Budget	316	151	190	245	285	315	310	315	320	320	290	320	310

LAB PROCEDURES

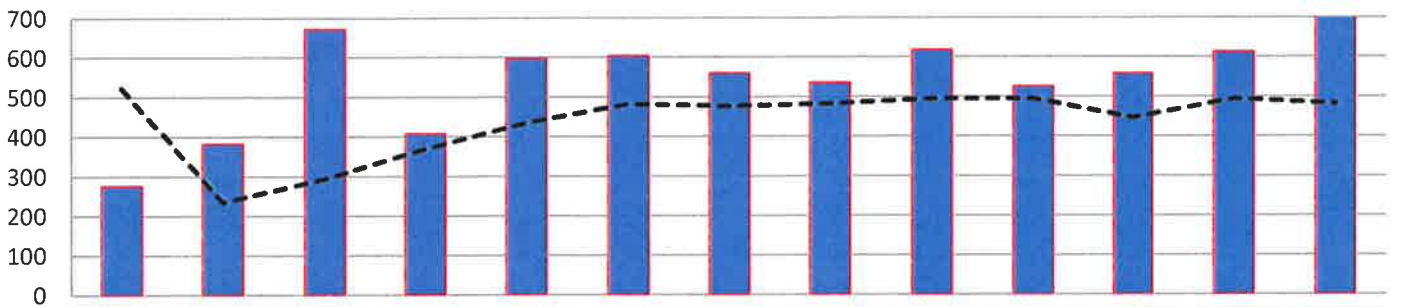
Lab Proc Budget



	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21
Lab Proc	6680	7619	9793	10036	8787	9908	10543	10858	11292	9836	9692	10858	11620
Budget	8542	6300	7245	8150	8375	8958	8835	8958	9000	9000	8129	9000	8958

IMAGING PROCEDURES

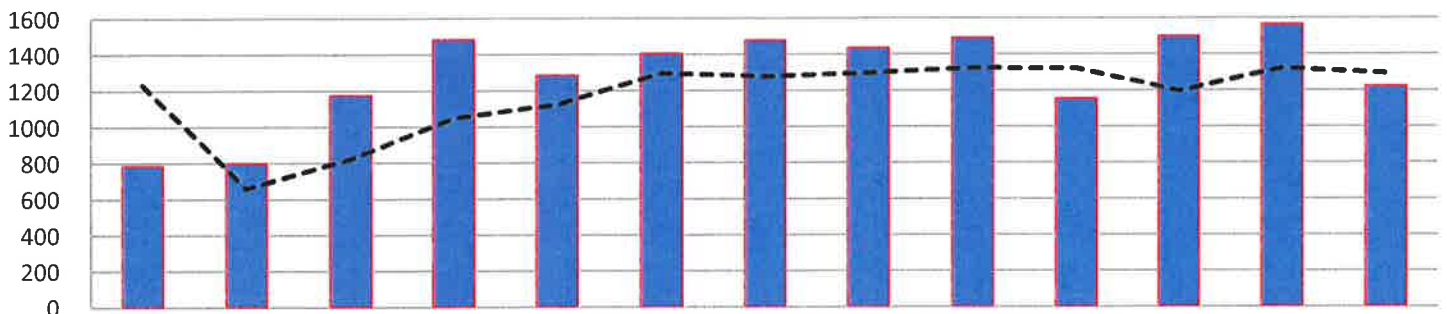
Imaging Proc Budget



	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21
Imaging Proc	276	382	672	408	597	604	560	536	618	526	558	613	744
Budget	523	235	294	370	435	483	477	483	495	495	447	495	483

REHAB MODALITIES

Rehab Modalities Budget



	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21
Rehab Modalities	785	799	1175	1482	1284	1404	1478	1435	1489	1154	1500	1565	1221
Budget	1233	660	825	1050	1125	1298	1280	1298	1325	1325	1197	1325	1298

WINDOM AREA HEALTH
INCOME STATEMENT

4/30/2021

	4/30/2021		Revenue		Revenue		Revenue		Revenue		April	\$ Change	% Change
	4/30/2021	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	\$682,633	17.92%	\$932,980	30.00%	\$8,952,029	22.26%	10,003,280	30.00%	\$7,951,380	\$1,000,649	12.6%		
Outpatient Revenue	\$3,127,727	82.08%	\$2,176,952	70.00%	\$31,272,050	77.74%	23,340,985	70.00%	\$27,313,299	\$3,958,751	14.5%		
Total Patient Revenue	\$3,810,360	100.00%	\$3,109,932	100.00%	\$40,224,079	100.00%	\$33,344,265	100.00%	\$35,264,679	\$4,959,400	14.1%		
Contractual Adjustments	\$2,017,068	52.94%	\$1,342,180	43.16%	\$18,313,316	45.53%	\$14,377,630	43.12%	\$14,967,083	\$3,346,233	22.4%		
Other Income	\$45,433	1.19%	\$14,502	0.47%	\$1,069,038	2.66%	\$174,024	0.52%	\$674,931	\$394,107			
NET OPERATING REVENUE	\$1,838,725	100.00%	\$1,782,254	100.00%	\$22,979,801	100.00%	\$19,140,659	100.00%	\$20,972,527	\$2,007,274	9.6%		
EXPENSE													
Employee Salaries	\$667,956	36.33%	\$651,307	36.54%	\$7,802,979	33.96%	\$7,624,639	39.83%	\$7,502,952	\$300,027	4.0%		
Employee Benefits	\$200,880	10.92%	\$207,463	11.64%	\$2,408,991	10.48%	\$2,460,507	12.85%	\$2,571,541	(\$162,550)	-6.3%		
Pharmaceuticals	\$69,243	3.77%	\$76,027	4.27%	\$805,363	3.50%	\$870,514	4.55%	\$785,589	\$19,774	2.5%		
Supplies	\$111,742	6.08%	\$108,423	6.08%	\$1,644,013	7.15%	\$1,319,143	6.89%	\$1,360,383	\$283,630	20.8%		
Rents & Utilities	\$21,192	1.15%	\$26,981	1.51%	\$294,712	1.28%	\$328,265	1.72%	\$300,173	(\$5,461)	-1.8%		
Purchased Services	\$396,093	21.54%	\$361,403	20.28%	\$4,431,571	19.28%	\$3,859,333	20.16%	\$4,437,133	(\$5,562)	-0.1%		
Other Direct Expenses	\$138,885	7.55%	\$133,837	7.51%	\$1,360,989	5.92%	\$1,719,832	8.99%	\$1,306,111	\$54,878	4.2%		
Provision for Bad Debts	\$6,979	0.38%	\$27,083	1.52%	\$485,152	2.11%	\$324,999	1.70%	\$422,279	\$62,873	14.9%		
Depreciation	\$116,859	6.36%	\$122,333	6.86%	\$1,427,970	6.21%	\$1,467,999	7.67%	\$1,472,603	(\$44,633)	-3.0%		
Interest Expense	\$16,287	0.89%	\$14,136	0.79%	\$170,884	0.74%	\$169,628	0.89%	\$171,635	(\$751)	-0.4%		
Total Operating Expense	\$1,746,116	94.96%	\$1,728,993	97.01%	\$20,832,624	90.66%	\$20,144,859	105.25%	\$20,330,399	\$502,225	2.5%		
Income (loss) From Operations	\$92,609	5.04%	\$53,261	2.99%	\$2,147,177	9.34%	(\$1,004,200)	-5.25%	\$642,128	\$1,505,049			
Investment Income	\$8,352	0.45%	\$15,417	0.87%	\$114,266	0.50%	\$185,000	0.97%	\$185,484	(\$71,218)			
Other Revenue/(Expenses)	\$30,651	1.67%	(\$2,083)	-0.12%	\$126,796	0.55%	(\$25,000)	-0.13%	\$6,382	\$120,414			
Non Operating Rev/Exp	\$39,003	2.12%	\$13,334	0.75%	\$241,062	1.05%	\$160,000	0.84%	\$191,866	\$49,196			
Increase in Net Assets	\$131,612	7.16%	\$66,595	3.74%	\$2,388,239	10.39%	(\$844,200)	-4.41%	\$833,994	\$1,554,245			

04/2021 (month 12)

ASSETS:

CURRENT ASSETS

Cash in Bank	14,029,268
Flex Plan Fund	36,942
Designated Savings	2,850,505
Accounts Receivable	6,290,174
A/R Medicare Prosp Payment	(2,620,686)
Allowance Doubtful Accts	(398,000)
A/R Finance Billing	63,499
Inventories	237,738
Prepaid Expenses	62,285
Prepaid Defined Pension	830,283
Employee Loan Receivable	97,540
TOTAL CURRENT ASSETS	21,479,548

Board Designated Investment	5,219,000
Held by Trustee	403,024
TOTAL ASSETS LIMITED	5,622,024

FIXED ASSETS

Land	270,594
Land Improvements	3,144,946
Buildings	13,163,817
Fixed Equipment	8,167,423
Major Movable Equipment	5,571,464
Construction in Progress	-
SUB-TOTAL FIXED ASSETS	30,318,244

LESS-ACCUM DEPRECIATION	(16,465,109)
TOTAL FIXED ASSETS	13,853,135

TOTAL ASSETS **40,954,707**

LIABILITIES:

CURRENT LIABILITIES

Accounts Payable	441,650
Third Party Settlement	1,139,286
Accrued Wages	143,813
Accrued Vacation	777,520
Accrued Benefits	(51,985)
Accrued Health Ins Premiums	180,792
Accrued Interest	27,254
Other Current Liabilities	4,700,579
TOTAL CURRENT LIABILITIES	7,358,909

LONG TERM LIABILITIES

Min Pension Liability	6,800,704
Long Term Debt, less current maturities	4,238,647
TOTAL LIABILITIES	18,398,260

NET ASSETS

Net Asset Balance	22,556,447
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TOTAL LIABILITIES & NET ASSETS **40,954,707**

**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				13,482
5	Glidescope	Verathon	Maj Mov						
Total					6,697				13,482

Yrs Dep	Capital Asset	Vendor	Asset class	November	December	January	February	March	April
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				
5	Toro Groundsmaster GM7210	MTI Distributing	Maj Mov						15,500
3	Shoulder Arthroscopy Kit	Arthrex	Maj Mov						19,252
3	Expresswre III AC+ Gun Suture Passer	Johnson & Johnson	Maj Mov						5,424
10	Ventilator	Hamilton Medical	Maj Mov						18,374
Total				46,618	33,278				58,550

Total YTD Capital Acquisitions 158,624

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, May 24, 2021 / 4:00-4:30 pm / Large Conference Room

Members: Kay Gross, Laura Fresk, 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)

Kay Gross, Chairperson

Recorder:

Janel Eichstadt, Admin Asst

Category / Topic	Action step(s) / Updates	Leader:
STANDING ITEMS		
Call to Order	Call Professional Practice/Quality & Planning Committee meeting to order at 4:00 pm by chairperson	Kay Gross
Minutes	Approve minutes from the regular Committee meeting of April 26, 2021 (<i>Cmte Motion</i>)	Kay Gross
FOLLOW-UP ITEMS		
Medical Staff mtg / CMO Review	WAH Medical Staff meeting review	Dr Olson / Shelby M
CLA Consulting Services	Review next steps	Shelby M
NEW/CURRENT ITEMS		
Other		
CONCLUSION		
	Conclude Professional Practice/Quality & Planning Committee meeting	Kay Gross

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, April 26, 2021 / 4:00pm / Large Conference Room or WebEx

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

Present: Kay Gross, Dan Ortmann, 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: Mary Holmen, Dr. R. Dynes/Chief of Medical Staff

Others:

Chairperson (or Acting Chairperson): Kay Gross, Chairperson

Recorder: Janel Eichstadt, Admin Asst

Category / Topic	Action step(s) / Updates	Leader:
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Call to Order	The Professional Practice/Quality & Planning Committee meeting was called to order at 4:00 pm by Chairperson, Kay Gross. Due to the Covid-19 pandemic, this committee meeting was held via WebEx per League of MN Cities Open Meeting Laws, Public Health Emergency.	Kay Gross
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Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF MARCH 22, 2021, AS PRESENTED (ORTMANN/BRUGMAN). ROLL CALL VOTE TO APPROVE: MARY HOLMEN, DAN ORTMANN, KAY GROSS, JULIE BRUGMAN. VOTING AGAINST: NONE. MOTION APPROVED.	Kay Gross
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FOLLOW-UP ITEMS

Medical Staff / CMO Review	Shelby shared information regarding the Medical Staff meeting held earlier today. This specific meeting was noted as the Annual WAH Medical Staff Meeting with FY2022 Medical Staff officers elected. Medical Staff officers for FY2022 are Dr. M. Olson, Chief of Staff, Dr. B. Van Kley, Vice Chief of Staff, and Dr. S. Hartberg, Secretary. Physicians were elected to various WAH medical committees for FY22 with no changes made to upcoming committee memberships from FY2021. A proposal was made by the Chief of Staff to discontinue Covid testing for outpatient procedure patients. This proposal was tabled unanimously by members of the Medical Staff, as there has been no confirmed directive from the MN Department of Health stating this procedural change would be acceptable. Discussion was held regarding the next steps in moving forward with Medical Staff Bylaws review/revisions, telehospitalist program, and CliftonLarsonAllen consultation report results. Dr. Lynch, from Sanford Health Labs, presented his quarterly review.	Shelby M
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CLA Consulting Services	Shelby reviewed the three areas of discussion that was to be addressed by the CliftonLarsonAllen consultant during one on one interviews with members of the Medical Staff and members of the Governing Board. She stated the information gleaned from the CliftonLarsonAllen consultants final report did not contain information relevant to the three areas Windom Area Health Governing Board members were seeking from input given by Medical Staff members. Professional Practice Committee members were in agreement to meet with Medical Staff members to discuss the three key issues initially proposed. M/S/C UNANIMOUSLY TO HAVE PROFESSIONAL PRACTICE COMMITTEE MEMBERS, INCLUDING JULIE BRUGMAN, MOUNTAIN LAKE LIAISON MEMBER, TO MEET WITH WAH MEDICAL STAFF MEMBERS AND CLIFTONLARSONALLEN CONSULTANT TO DISCUSS THE THREE PREVIOUSLY IDENTIFIED ISSUES TO INCLUDE PEER REVIEW PROCESS, MEDICAL STAFF BYLAWS AND CHIEF MEDICAL OFFICER FOR WINDOM AREA HEALTH (ORTMANN/FISHER). ROLL CALL VOTE TO APPROVE: DAN ORTMANN, KAY GROSS, JULIE BRUGMAN. VOTING AGAINST: NONE. MOTION APPROVED.	Shelby M
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NEW/CURRENT ITEMS

New Board Member	Shelby shared that Mayor Jones is still seeking a qualified individual to fill the Governing Board vacancy of Mary Holmen who has chosen to resign from the Governing Board at the end of her first term effective April 30, 2021.	Shelby M
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CONCLUSION

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

MAY 24, 2021

APPOINTMENTS:

Pamela Barthle, CNP	Cardiology	Allied Health Professionals
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REAPPOINTMENTS:

Michael Hibbard, M.D.	Cardiology	Consulting
Anthony Nwakama, M.D.	Orthopedics	Consulting

SANFORD TELEMEDICINE APPOINTMENT:

Qamar Mohammed, M.D.	Nephrology	Telemedicine
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vRAD REAPPOINTMENTS:

Michael Cobb, M.D.	Teleradiology	Telemedicine
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RESIGNATIONS: *(for informational purposes only)*

Jaime Johnson, PA-C	Cardiology	Allied Health Professionals
Jennifer Lucas, ST	Ophthalmology	Allied Health Professionals
Richard Pretorius, M.D.	Emergency Medicine	Emergency Services

APRIL 2021 PATIENT COMMENTS

Emergency Department	The lady Dr was difficult to understand, but the nurses were amazing!
Emergency Department	The doctor and nurses did a very good job.
Clinic - Windom	Just had cortisone shots but pain is gone and I feel great! Dr. Bottker mentioned exercises for my neck and that has helped the tightness there! I enjoyed having Sara for my nurse! She was a kindergartner of mine!! Lovely girl so full of life! I am always treated with great respect and enjoy the hospital atmosphere! Keep up the good work! So thankful for a hospital so close and the outreach is phenomenal!!
Clinic - Windom	Very good. Really felt comfortable and confident with all. Dr seemed a little rushed but I find that understandable.
Clinic - Windom	Wonderful care by nurses and my Doctor!
Emergency Department	Hello yeah, had excellent nurses no problem there. The doctor talked way too fast too much broken English couldn't understand sometimes what she was saying behind the mask. So not impressed with the doctor out there at all compared to what I've had in the past. I think Sanford could do a lot better with their doctors in training instead of just sending whoever over from Sioux Falls and that's it. That's all I got to say.
Emergency Department	We appreciate the good care that takes place in the ER in Windom. We are blessed !
Emergency Department	The doctor was amazing and was extremely understanding. He is amazing
Emergency Department	Hi. We had an amazing nurse. She was wonderful. However, when the doctor came in and we were very disappointed and based off of our experience. We decided we would not be coming back to the Windom ER ever. The doctor made us feel stupid for bringing our child in when we were concerned about her health. He put on our checkout papers that we shouldn't come to the ER for a cough. Which our daughter ended up having croup and I know that's maybe a minor thing but we were very concerned about her breathing and we thought that was very inappropriate and he was rude throughout our visit and just wasn't very doctorly and we weren't impressed and who is very frustrating and it bothers me and my husband for multiple days about how he treated us while we were there. So that's very frustrating and it's very negative experience. We purposely go to a doctor*
Emergency Department	I felt bad for wasting their time, but I wanted to be sure I didn't break anything. Thanks for all they did!
Emergency Department	It was a stressful situation that all the nurses made a lot easier for me. They were calm and careful. They took time to talk with my son and let him feel comfortable. They explained things to him so he understood. They weren't forceful, a great experience considering the circumstances!
Emergency Department	I had the absolutely kindest nurses and doctor. That's really important when you're not feeling well. I got the help I needed and felt listened to by a doctor for the first time in awhile.
HCAHPS Inpatient	I would like to say thank you to the hospital staff for take care of me. Second I would like to say thank you to help me for what I need when I stay in the hospital. 3rd I would like to say thank to all the nurses and the doctor for they take care of my baby Siana. That's what I would like to say. Thank you so much. God bless you all. By Mienta Elias
HCAHPS Inpatient	Nurses where very helpful + friendly!

APRIL 2021 PATIENT COMMENTS

HCAHPS Inpatient	Very good clean hospital close to home. My only complaint was that you may be understaffed at nights. One night 4 nurses had 2 OB's, 3 ER's with 2 transfers plus several surgical patients. They did their best. I tried to help out by getting myself pretty much ready for bed that night. Nothing to do with them just too much that night for them.
HCAHPS Inpatient	Very good Food excellent
HCAHPS Inpatient	My doctor and nurses that came through were great! My only disappointment was when they took baby for his bath and he came back with his face all scratched because his nails needed to be clipped/ No covering of his hands. Otherwise we had a great stay at this hospital.
HCAHPS Inpatient	Our Dr - Dr. Taber - was thrown into a quick - decision situation, as our baby was born still. He gave us compassionate, kind, and humble service, as did the other nurses on staff!
HCAHPS Inpatient	Thank you
HCAHPS Inpatient	Landon saved my baby's life. His quick action and attention to detail alerted the doctors + staff to a life threatening situation that required emergency surgical intervention Had he not done that we could have loss our son.
Imaging - Non Magnet	I was not able to pick up my results from the Sanford website. I realize I only had 24 hours and didn't click in that period of time. I'm sure if there was anything wrong my doctor would have called. Thank You!
Imaging - Non Magnet	After checking in online and being accustomed to going to the Sanford Clinic in SF, I was thinking it would have been easier to drive to Sioux Falls and see Dr. Nichols there
Imaging - Non Magnet	Examiner was pleasant and easy to interact with.
Imaging - Non Magnet	Thorough
Imaging - Non Magnet	Very friendly & knowledgeable!
Imaging - Non Magnet	I felt safe and felt they were trying their best. I would like to know what is there I can do to help me have less pain. Years ago I had my left knee surgery. Now my right knee is giving me trouble plus the other pain. I appreciate your help.
Imaging - Non Magnet	Darcy gave me a mammogram. What a great person you have on your team. She explained everything asked if I had any questions or concerns and really put me at ease during a stressful time. I am so glad that I had Darcy and also thankful for our local hospital.
Imaging - Non Magnet	No complaints. Everyone I had contact with was friendly and helpful.
Imaging - Non Magnet	Hi, the radiologist gal was wonderful. She knew what she was doing, and she made me feel comfortable and she did an excellent job.
Imaging - Non Magnet	We are very fortunate to have Windom Area Health. An excellent facility and staff.
Imaging - Non Magnet	I was very pleased with all the quick action.
Imaging - Non Magnet	It is a great place
Imaging - Non Magnet	Brittany and Anita were super!
Inpatient	I was very happy and very pleased with the treatment I got. In fact, I was overwhelmed with some of the treatment I've got and I was very pleased.
Inpatient	I had excellent care by all the staff
Inpatient	Thankful for Windom Hospital and staff!

APRIL 2021 PATIENT COMMENTS

Inpatient	VERY STRESSED from an early Saturday morning at 2 am....I needed help at that point even going to the bathroom. I got NO RESPONSE from anyone for an HOUR and 16 minutes. I was so in need I got up and yelled "help" down the hall. There was no one in the nurses station. Later, I was told they were down in ER helping with babies. I have related this event to numerous people and they were all appalled. Other than that stressor, the nurses were mostly good.
Lab	Always have a great experience at WAH!
Lab	Everyone was so nice and made me feel at ease
Lab	The layout of the facility and especially the location of the Lab is very inconvenient for the elderly and those with disabilities. Sure would be easier for the Lab to have a closer entrance.
Lab	We are very fortunate to have this great facility
Lab	The staff was efficient, helpful & friendly. They listened to my concerns and requests.
Lab	Friendly
Lab	The front desk receptionist got a phone call while I was signing in that caused me to wait standing there for quite some time. I'm in relatively good shape so it wasn't too big of a deal but had it been an elderly person with mobility issues, it wouldn't have been so forgivable. Perhaps split that job into something that could be split off to someone else if the receptionist couldn't handle it in a timely manner.
Lab	Thankful to be able to have the service in our community.
Lab	It was excellent
Outpatient	I would definitely go back to Windom area health. Very good hospital with great, knowledgeable & caring staff. They certainly know their jobs and do them well.
Outpatient	Kris did a great job with my care. I was very pleased with my experience.
Outpatient	Genna S did a wonderful job helping me to understand the situation I was in. Thank you again for all the help
Outpatient	I have been to The Wound Center before and appreciate "Liz" every time I've been there.
Outpatient	This this team help me more than Rochester has. They were very excellent and they listen to me. It was, I just couldn't believe the good care I got and yes, I'll probably be back again because I'm still going every Wednesday, but Naomi and that team was fantastic. Thank you.
Outpatient	Hi, I was at the Windom Hospital for a Covid-19 vaccine. From parking through the whole vaccine route in the hospital, to waiting the 15 minutes in the waiting room was very smooth, very fast, very efficient and a wonderful experience
Outpatient	I had the Covid 19 , Moderna shot on this day . It went very well !
Outpatient	I just came in for a Covid shot. So most of these questions didn't even apply.
Outpatient Therapy (PT, OT, ST)	Nothing it was exceptional, I wouldn't change a thing.
Outpatient Therapy (PT, OT, ST)	Nicole Sammons is incredibly helpful, and attentive to the needs of my child with autism.

Windom Area Hospital Auxiliary Meeting
April 12, 2021

The Windom Area Hospital Auxiliary held their monthly meeting Monday, April 12, 2021 at 6:30 p.m. via Zoom. President Mary Klosterbuer called the meeting to order and welcomed 18 members.

M/S Diane Vellema/Phyllis Heinitz to approve the agenda. Motion carried.

Recording Secretary's Report – Marge Paschke, Recording Secretary pro tem

- M/S Betty Olson/Diane Vellema to approve the minutes as presented for the March 8, 2021 meeting. Motion carried.

Treasurer's Report – Gerri Burmeister, Treasurer

- Balance on hand March 31, 2021 was \$6,191.21.
- M/S Phyllis Heinitz/Sue Curley to approve the Treasurer's Report as presented. Motion carried.

Corresponding Secretary – Betty Olson

- Cards were sent to Vicki Burmeister and Marlene Smith.

MAHV – Minnesota Association of Hospital Volunteers – Marlene Smith

- "Be the Exception" with speaker Annie Meehan, will be the MAHV webinar held on Wednesday, April 14, 2021 from 10:00-11:30 via Zoom. Three members will be attending.

Auxiliary Liaison/WAH Updates – Kim Armstrong

- Volunteer hours for March were 100 hours. Year to date hours is 271.
- Covid-19 vaccination clinics will continue through the end of April.
- Hospital updates are in the Volunteer Times Review.
- A business card will be included with the knitted baby hats so the recipients know they were hand made by Auxiliary volunteers.
- A volunteer recognition drive through will be held on Wednesday, April 21, from 1:30-2:30 at the main lobby entrance.
- M/S Betty Olson/Pat Lenz to resume Lobby Hostesses in May after the Covid-19 clinics are completed. Motion carried. Hostesses must wear a cloth mask.

Old Business:

- None

New Business:

- M/S Pat Lenz/Karla Taber that members send handwritten thank you cards with a gift certificate for an ice cream treat from Dairy Queen to all hospital employees for Hospital Week like we did last year. Motion carried. Mary Klosterbuer will match members with employees and send out instructions.
- Tentative dates for the Cottonwood County Fair have been set. Selling raffle tickets this year was discussed. Cutting back on the number of tickets printed was suggested. A decision was tabled until the May meeting.
- Dues for 2021-2022 are to be paid by May 1, 2021. They are \$20 for both Active and Associate members and can be sent/given to Kim Armstrong. Reminder emails and phone calls will be made to those who have not paid their dues.

Next meeting will be Monday, May 10, 2021 at 6:30 p.m. via Zoom. The meeting was adjourned at 7:00 p.m.

Marge Paschke, Recording Secretary Pro tem