

Meeting Name: Windom Area Health Governing Board of Directors

AGENDA

Purpose: Provide governance for Windom Area Health	
Meeting Date/Time/Location:	Monday, July 26, 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
Meeting Minutes	Approve Windom Area Health Governing Board minutes from the regular meeting of June 28, 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 Ann Bartelt
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
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 Credentialg & 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
Annual Policy Review	<ul style="list-style-type: none"> Review / Approve Tissue and Eye Donation Policy (<i>Board motion</i>) Kelsey Andrews
Administration	<ul style="list-style-type: none"> Review / Update Sr Management Team executive summaries Review / 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 July. Strategic Planning Session planned for August 17, 2021 Shelby Medina

WAH Auxiliary	Auxiliary met July 12, 2021. June's meeting minutes included in Governing Board book	Shelby Medina
NEW & OLD BUSINESS		
Old Business	Management Contract Review Schedule	Dr Michael Fisher
New Business		Dr Michael Fisher
CONCLUSION		
	Conclude WAH Governing Board meeting	Dr Michael Fisher
FY2021 Audit Presentation	CliftonLarsonAllen presenting FY2021 final audit report via WebEx	John P

Meeting Name: Windom Area Health Governing Board of Directors

MINUTES

Purpose: Provide governance for Windom Area Health	
Meeting Date/Time/Location: Monday, June 28, 2021 / Meeting 5:30 pm / Large Conference Room	
Members: All Windom Area Health Governing Board Mbrs Present: Dr. Michael Fisher, Dan Ortmann, Ann Bartelt, Justin Schmit, Kay Gross, 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: Laura Fresk Other Attendees: Dr. M. Olson/Chief of Medical Staff, Steve Nasby/City of Windom Administrator; Lisa Farag/Windom City Council Liaison Janel Eichstadt, Admin Asst	
Recorder:	
Category / Topic	Action step(s) / Updates
STANDING ITEMS	
Call to Order	Windom Area Health Governing Board meeting was called to order at 5:30 pm by Governing Board Chair, Dr. Michael Fisher.
Meeting Minutes	M/S/C UNANIMOUSLY TO APPROVE WINDOM AREA HEALTH GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF MAY 24, 2021 WITH ONE CORRECTION NOTED, JUSTIN SCHMIT ABSTAINED FROM VOTING IN THE MOTION PERTAINING TO THE FY22 FINANCIAL INSTITUTION DESIGNATION DUE TO CONFLICT OF INTEREST (GROSS/ORTMANN).
COMMITTEE REPORTS	
Professional Practice / Quality & Planning Cmte	Dr. Olson reported on business addressed at the Medical Staff meeting held earlier in the day to include discussion pertaining to Covid-19 protocol updates for surgery patients, visitation guidelines, and reopening of the cafeteria to the public. Shelby shared information regarding Value Based Reimbursement Strategies and this program's effect it will have on Windom Area Health's upcoming reimbursements from Medicare & Medicaid and contracted commercial payers. Shelby noted a directive was recently received from the MN Dept of Labor and WAH's insurance carrier for WAH's Risk Management coordinator to follow their established guidelines requiring immunization records be requested and kept on file from all WAH contracted staff and local medical providers as these individuals are considered current active staff at WAH.
Finance / Personnel / Labor Relations & Building & Grounds Cmte	<p>M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$92,868 TO AAA COLLECTIONS AND APPROVE 6 FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$2661 (ORTMANN/SCHMIT).</p> <p>In month 2 of FY22, financial assistance accounts approved for write off total \$13,773.19 on a budget of \$125,000. There were no employee resignations and terminations to report.</p> <p>Shelby shared information pertaining to the Emergency Dept remodeling project. She noted the projected cost of this remodel is \$1.3m, which includes the HVAC system.</p> <p>M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE FINANCE COMMITTEE, TO PROCEED WITH THE EMERGENCY DEPARTMENT REMODELING PROJECT AND PUT THIS PROJECT OUT FOR BIDS IMMEDIATELY (BARTELT/GROSS).</p> <p>Information was shared regarding a second proposed Cottonwood Lake Housing Project at the current Cemstone property site by Cottonwood Lake for community housing and recreation with plans to include a public walking path. It was noted Windom Area Health previously committed \$25,000 towards a pedestrian project by Cottonwood Lake, but due to lack of funding this project was abandoned. The Windom EDA is requesting \$60,000 from Windom Area Health to support this housing and recreation initiative. Committee members discussed Windom Area Health's financial support of this project using those designated funds not allocated from the cancelled Cottonwood Lake pedestrian project.</p> <p>M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE FINANCE COMMITTEE, TO APPROVE WINDOM AREA HEALTH ALLOCATING \$30,000 TO THE COTTONWOOD LAKE HOUSING AND RECREATION PROJECT TO BE DISBURSED OVER A PERIOD OF SIX (6) YEARS, OR \$5000 PER YEAR, WITH WINDOM AREA HEALTH'S FUNDS SPECIFICALLY EARMARKED FOR THE CONSTRUCTION OF A WALKING PATH AT THIS SITE (ORTMANN/GROSS).</p>
OTHER REPORTS	
Statistical & Financial Performance Reports	May 2021 statistical and utilization graphs were reviewed. The month's total patient revenue was below budget projections; contractual adjustments, as a percentage of revenue, were below budget projections; total operating expenses were below budget expectations; net operating revenue and total operating expenses factored together left a net increase in assets

John Peyerl

Capital Acquisition Review	<p>totaling \$62,142. FY2021 year-to-date net income totals \$62,142 on a projected budget of \$79,900. Days in A/R were reported at 54.45 and Days Cash on Hand totaled 382.</p> <p>M/S/C UNANIMOUSLY TO APPROVE APRIL 2021 STATISTICAL AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (SCHMIT/ORTMANN)</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE PURCHASE OF CAPITAL ASSET ACQUISITIONS TOTALING \$41,160 FOR MAY 2021 (GROSS/SCHMIT).</p>	John Peyerl																																	
FY2021 Audit Review	<p>John gave a brief overview of the FY2021 Windom Area Health audit that took place during the week of June 7th noting auditors found no issues that would create large adjustments to the completed audit report. He noted the final audit is in the process of being completed by CliftonLarsonAllen auditing firm with plans to have it presented at the July 26th board meeting.</p>	John Peyerl																																	
Educational Assistance Applications	<p>There were no Educational Assistance applications submitted for board action.</p>	Emily Masters																																	
New / Department Transfer Employees	<p>The following new hires and department transfers were reported: PRN RN began June 3, 2 Nutritional Service interns began June 15, 2 RN's-one beginning June 24 and second RN beginning July 20, PRN RN began June 24, and a contracted RN beginning June 29 to work the summer months. A PRN radiology tech transferred to a part-time position, and PRN surgery tech moved to a part-time position.</p>	Emily Masters																																	
Medical Staff Credentialing & Meeting Update	<p>M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE WAH MEDICAL STAFF, TO APPROVE MEDICAL STAFF CREDENTIALING AS PRESENTED (GROSS/ORTMANN).</p> <p>APPOINTMENTS:</p> <table border="0"> <tr> <td>Lori McInerney, CNP</td> <td>Wound & HBO</td> <td>Allied Health Professionals</td> </tr> <tr> <td>REAPPOINTMENTS:</td> <td></td> <td></td> </tr> <tr> <td>Jacqueline Haan, RN</td> <td>Cardiology</td> <td>Allied Health Professionals</td> </tr> <tr> <td>Carolyn Larson, CRNA</td> <td>Anesthesia</td> <td>Allied Health Professionals</td> </tr> <tr> <td>Elden Rand, M.D.</td> <td>Cardiology</td> <td>Consulting</td> </tr> <tr> <td>VRAD REAPPOINTMENTS:</td> <td></td> <td></td> </tr> <tr> <td>Dawood Malik, M.D.</td> <td>Teleradiology</td> <td>Telemedicine</td> </tr> <tr> <td>Alan Pratt, M.D.</td> <td>Teleradiology</td> <td>Telemedicine</td> </tr> <tr> <td>Thomas Vreeland, M.D.</td> <td>Teleradiology</td> <td>Telemedicine</td> </tr> <tr> <td>RESIGNATIONS: (for informational purposes only)</td> <td></td> <td></td> </tr> <tr> <td>Katherine Somsen, RN</td> <td>Cardiology</td> <td>Allied Health Professionals</td> </tr> </table>	Lori McInerney, CNP	Wound & HBO	Allied Health Professionals	REAPPOINTMENTS:			Jacqueline Haan, RN	Cardiology	Allied Health Professionals	Carolyn Larson, CRNA	Anesthesia	Allied Health Professionals	Elden Rand, M.D.	Cardiology	Consulting	VRAD REAPPOINTMENTS:			Dawood Malik, M.D.	Teleradiology	Telemedicine	Alan Pratt, M.D.	Teleradiology	Telemedicine	Thomas Vreeland, M.D.	Teleradiology	Telemedicine	RESIGNATIONS: (for informational purposes only)			Katherine Somsen, RN	Cardiology	Allied Health Professionals	Dr M Olson/ Shelby M
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Patient Concern Reports	<p>Dr. Olson stated there were not any agenda items addressed at the WAH Medical Staff meeting to report.</p>	Shelby M / Kelsey A																																	
Patient Safety Reports	<p>May 2021 Patient Concern Reports and patient survey comments were reviewed and found to be appropriately addressed.</p> <p>Kelsey reported there was 0 reportable patient falls; 0 documented skin integrity issues to patients; 0 use of patient restraints; and 0 opioid-related deaths. Kelsey noted there were no reportable adverse events for the month as of June 21.</p>	Kelsey Andrews																																	
Annual Policy Review	<p>M/S/C UNANIMOUSLY TO APPROVE THE FY2021-22 TUBERCULOSIS EXPOSURE CONTROL PLAN AND INFECTION PREVENTION & CONTROL PLAN AS PRESENTED (ORTMANN/SCHMIT).</p>	Kelsey Andrews																																	
Administration	<p>CHRO-Emily noted the PFAC met in June and reviewed the Patient Satisfaction format and what the scores mean. She noted CMS recommends the PFAC Committee have a governing board member affiliation and requested a board member to consider becoming part of the PFAC group.</p> <p>DON-Kelsey reported Windom Area Health received its trauma and stroke-ready designations recently. The new infant Panda Warmer has been delivered to the OB Department.</p> <p>CFO-Shelby shared information about the MHA Trustee Conference June 15-16 and encouraged board members to consider participating in this educational conference. Information was shared regarding the Value Based Reimbursement Strategy that is beginning in the healthcare industry that awards less reimbursement from Medicare/Medicaid and commercial payors to those hospitals not meeting criteria for satisfactory patient outcomes.</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE FOLLOWING WAH COMMITTEE MEETING REPORTS AS PRESENTED (BARTELT/ORTMANN)</p> <ul style="list-style-type: none"> • Emergency Preparedness • Performance Improvement & Risk 	Sr Mgmt Team																																	

	<ul style="list-style-type: none"> ER Committee 		
City of Windom	<p>New Windom City Council member, Lisa Farag, introduced herself as the new Windom City Council Ward 2 representative and will also serve as the City Council liaison to the WAH Governing Board. Clifton Larson Allen will be presenting the City of Windom final audit at one of the July City Council meetings. Street patchwork is currently taking place on River Road. The City pool is open and doing well. The Windom Community Center is booked for events almost every weekend for several months in advance now that Covid restrictions have been lifted.</p>	Steve Nasby	
Sanford Health Network	<p>Terry gave an update of Covid-19 statistics and noted the decrease in cases healthcare facilities are experiencing relating to Covid cases. The Sanford International Pro Golf Tournament will be taking place in Sioux Falls September 13-19. Sanford Health will be transitioning the pharmaceutical coverage for their healthcare facilities from a contracted outside vendor to an internal process. Pharmacists have been hired by Sanford and will be located in Aberdeen for this service. The pharmacists will provide remote tele-pharmacy services to all of the Sanford facilities 24/7. It is anticipated this new service will start by the end of 2021.</p>	Terry Mahar, VP	
WAH Foundation Board	<p>Foundation Board met June 14, 2021. Meeting minutes from last Foundation meeting was included in Governing Board book</p>	Shelby Medina	
WAH Auxiliary	<p>Auxiliary met June 14, 2021. May's meeting minutes were included in the Governing Board book</p>	Shelby Medina	
NEW & OLD BUSINESS			
Old Business	<p>There was no old business to report.</p>	Dr Michael Fisher	
New Business	<p>Dr. Fisher announced a Strategic Planning session would be taking place in August to discuss partnership opportunities with Sanford Health.</p>	Dr Michael Fisher	
CONCLUSION			
	<p>Meeting was concluded by Governing Board Chair, Dr. Michael Fisher.</p>	Dr Michael Fisher	
Board Education	<p>Anna Snyder, Community Health & Wellness manager and Liz Coleman, CNP, CWON and provider to the Integrative Health Outreach clinic provided information relating to their departmental programs they are promoting throughout the communities served by Windom Area Health.</p>		

Signature _____, Dan Ortman, WAH Governing Board Secretary

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
as of July 22, 2021
WAH MISSION: "Dedicated to Health"

CHIEF EXECUTIVE OFFICER REPORT

• **Organizational Updates**

- OSHA Emergency Temporary Standards: Recently, the Occupational Safety and Health Administration (OSHA) issued emergency temporary standards (ETS) to address risks specific to health care workers. Windom Area Health has followed CDC guidance throughout the pandemic, so we are well-positioned to comply with the OSHA ETS and are already meeting most of the requirements.
- CDC Mask Requirement for Healthcare settings:
 - Currently, the new guidance from the CDC does not affect 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.
- Kaci Paradis, NP, the Wound and Hyperbaric Healing Center's new clinical program director started her position on July 20. Kaci lives in Fairmont and brings a wealth of knowledge and clinical skills that will greatly benefit the wound center and its future growth opportunities.
- Dr. Nichols, Sanford Podiatry, has scheduled his second surgery at WAH. Dr. Nichols and Dr. Hartberg have been sharing the Medical Director responsibilities for the wound center in preparation for Dr. Hartberg's future retirement. Dr. Hartberg's retirement has not been determined.
- Welcome home Laridee Herding! Laridee has been stationed in CUBA for the past year as a physical therapist. She has completed her mission and is now home with her family.

• **Committee Meeting Updates**

- Work Place Violence: **Met May 2021**
 - New badges for WPD, Sheriffs, Fire and EMS have been distributed
 - Workplace violence training has been added to first week orientation of selected staff.
 - In person MOAB training has resumed
 - Portable panic buttons have arrived and will be implemented for the OB department
 - WPD and WAH contract has been implemented. WPD started routinely rounding at WAH.
- Infection Prevention: **Met April 2021**
 - 3 inpatient admissions diagnosed with Sepsis with 0 deaths
 - Emerging threats policy reviewed – addition of COVID 19 information
 - HAI = 0; HAI CAUTI = 0; HAI CLABSI = 0; HAI = 0
 - Comprehensive Healthcare Associate Infection Prevention Program: COVID 19 reporting continues and are in compliance with added reporting requirements
 - Hand Hygiene was at 99% out of goal of 100%
 - Reportable diseases: 2 Streptococcus pneumonia, 1 N. gonorrhoea Nuc. Acid, 34 COVID 19 with 1 associated death
- Emergency Preparedness: **Met May 2021**
 - All Life Safety updates and documentation completed
 - Quarterly fire drills complete
 - Weather awareness drill complete
- Pharmacy and Therapeutics: **Met April 2021**
 - ADE: INR > 5 = 0; BS<50 = 1 ED/1 MS; Narcan use = 1 ED / 1 post-op; Delirium review = 0
 - Medication variance: 1 reviewed with no harm
 - flu vaccination ordered same as 2020
 - crash carts will be standardized to match Sanford network
 - new chemo hood has been installed
 - yearly pharmacy inventory has been completed
- PI/ Risk: **No Report Due until Aug.**
- Utilization Review: **No Report Due Until Aug/Sep**

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

As of July 22, 2021

WAH MISSION: *"Dedicated to Health"*

CHIEF FINANCIAL OFFICER REPORT

Overview:

- Net income from operations was \$23,539 compared to a budget of \$55,464. Our net patient revenue was \$250,838 more than last June (stimulus funds excluded). The YTD operating income is 1.7% compared to a budget percentage of 3.1%.

The volume of activity in June was down from budget on the inpatient side. Inpatient admissions fell short of budget by three admissions. Acute patient days fell short of budget by thirty-two days. Activity on the outpatient side produced volumes and revenues slightly higher than budget expectations. Eighty percent of our gross revenues came from outpatient activity, similar to last month. This YTD percentage to 80.7%. Acute admissions totaled twenty-two. Those twenty-two admissions produced forty-one inpatient days for an average daily census of 1.4. That average daily census for acute activity is the lowest since last June. There were three Swing Bed admissions that equated to sixty-one days. That number of days is the most since August 2020. Outpatient gross revenue was \$260,000 more than budget for June and \$470,000 more than last June.

- Imaging procedure counts continue to be strong, exceeding budgeted numbers again in June. Imaging performed 652 procedures compared to a budget of 525.
- Laboratory volumes increased over May. Last fiscal year laboratory tests averaged about 10,068 in a given month. There were 9,781 in the month of June this year.
- Eighty-six surgical procedures were performed in June, which is sixteen above our budgeted number. Six of those surgeries were joint replacements.
- Rehab Therapy performed 1,352 modalities in June. That total is seventy-seven more modalities than the budgeted number of 1,275.

Contractual adjustments came in at 48.28% for the month. Contractual adjustments are budgeted at 44%.

Overall, expenses were \$12,362 more than budget. Areas exceeding budget were salaries at about \$25,000 more, provision for bad debts at \$15,200 more and other direct expenses at \$15,600 more.

Looking Forward:

- Investment of Reserves
- Refinance of Gross Revenue Bonds
- Cost Report Filing

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of July 19th, 2021

WAH MISSION: *"Dedicated to Health"*

DIRECTOR OF NURSING REPORT

- **Medical/Surgical/OB/Emergency Room:**
 - All open nursing FTE's have been hired
 - An additional 0.9 FTE for a Health Unit Coordinator (HUC) has been posted to offer additional nursing support
 - Danelle Ericksen-Bently has accepted a 0.8 FTE and Dawn Davis a 0.7 FTE nursing.
 - WAH has a new patient ventilator in the Emergency Department. This new ventilator is a replacement of the current ventilator that is end of life.
 - A new program that allows the ER nurses to receive and print ambulance run sheets has been implemented at WAH. The program is called Hospital Hub.

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

- **Surgery:**
 - Nothing to report

- **Committee Meetings:**
 - ER committee - nothing to report.
 - OB committee - nothing to report.
 - MHA Safety Data as of July 19th.
 - Falls – 0
 - Skin Integrity - 0
 - Restraints – 0
 - Opioid Deaths – 0
 - Reportable Events – 0

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
as of July 19, 2021
WAH MISSION: "Dedicated to Health"

CHIEF HUMAN RELATIONS OFFICER REPORT

Human Resources/Employee Health

- Posted positions:
 - Fitness Specialist/Group Fitness Instructor
 - Growth & Development Coordinator
 - Patient Financial Counselor
 - Patient Account Rep
 - RN
 - Health Unit Coordinator
 - Surgery Manager
 - LPN - PRN
- We will be transitioning to a pay for performance compensation program for salaried individuals in 2022. Step increases will be discontinued at that time, and increases for that group in 2022 will be based on their performance eval rating. Nonexempt/hourly employees will remain on the step system.
- Employee health is working on meeting the new OSHA requirements for healthcare, which includes completing a risk assessment, COVID plan and training for all employees.
- We have secured a traveling RN for 8/23 – 11/13 to help with nurse staffing.

Community Health and Wellness/Wellness Center

- We recently changed our focus for the MN Path to Value project. Initially we were focusing on the Hispanic community and high blood pressure/blood sugar, and have now refocused the project attention on mental health and substance abuse.

Marketing/PR

- We had a large presence in the recent Senior Edition through the Citizen, allowing us to take advantage of discounted ads in the subsequent Shopper.
- We have a good RSVP response to our upcoming Lunch and Learn, "Go with Your Gut" on gut health, both in Windom and Mt. Lake.
- Several departments (Wellness, Nutrition, Outreach, Rehab) had tables on 7/15 on the square during the summer music series put on by the Windom Area Chamber of Commerce. The tables provided community education, games, and info on our services.

Donations/Sponsorships

- \$180.65 donated to the SW Crisis Center from the Employee Jeans Fund. Jeans Fund proceeds will go to the Giving Tree for Q3.

Committee Meetings

- Employee Focus/Finance: No report
- Patient & Family Advisory Committee: No report. Next meeting August 10th.
- Safety: No report. Next meeting July 28th.
- Safe Patient Handling: Now incorporated into Safety.

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, July 26, 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): Ann Bartelt, Acting Chairperson

Recorder: Janel Eichstadt, Admin Asst

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

Call to Order	Call Finance/Personnel/Labor Relations & Building & Grounds Committee meeting to order at 4:30 pm by chairperson	Ann B
Minutes	Approve minutes from regular Committee meeting of June 28, 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>)	Emily M

FOLLOW-UP ITEMS

ED Renovation	Review timeline updates	Shelby M
Telehospitalist	Review scheduled meeting date	Shelby M

NEW/CURRENT ITEMS

Compensation System Transition	Transition for salaried positions to a Pay for Performance model	Emily 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, June 28, 2021 / 4:30 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: Dan Ortmann, Ann Bartelt, 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, Chairperson

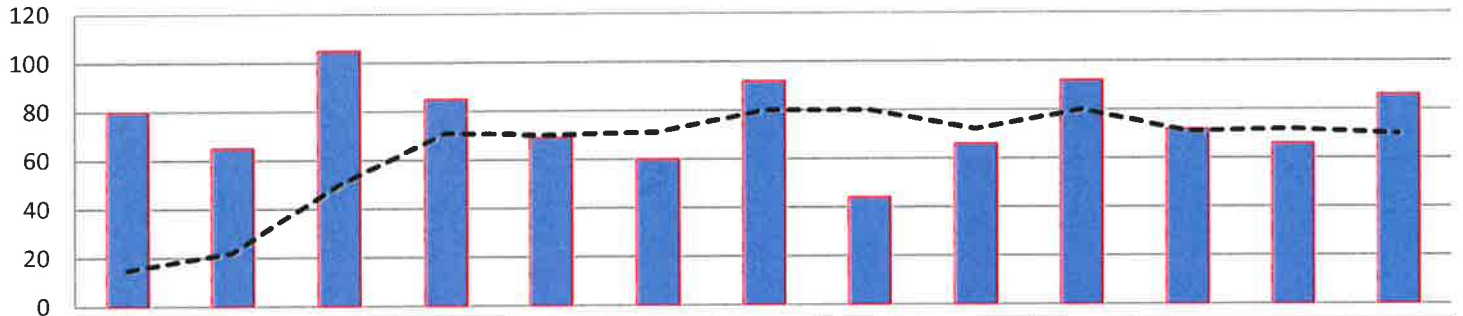
Recorder: Janel Eichstadt, Admin Asst

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, Justin Schmit.	Justin S
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF MAY 24, 2021, AS PRESENTED (ORTMANN/BRUGMAN).	Justin S
Collections & Financial Assistance	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND PATIENT ACCOUNTS TOTALING \$92,868 TO AAA COLLECTIONS; RECOMMEND APPROVAL OF THE FOLLOWING FINANCIAL ASSISTANCE PATIENT ACCOUNTS: 0 NEW ACCOUNTS SUBMITTED FOR WRITE-OFF; 3 ACCOUNTS FOR WRITE-OFF WITH A BALANCE BELOW \$1500 TOTALING \$2083; AND 3 PREVIOUSLY APPROVED ACCOUNTS FOR WRITE-OFF TOTALING \$578., WITH 6 APPROVED FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$2661. (BARTELT/ORTMANN). In month 2 of FY2022, accounts totaling \$13,773.19 have been approved for Financial Assistance on a budget of \$125,000.	John P
Employee Resignations / Terminations	There were no employee resignations or terminations to report.	Emily M
FOLLOW-UP ITEMS		
FY2021 Audit Review	John gave a brief overview of the FY2021 Windom Area Health audit recently completed by the auditing firm of CliftonLarsonAllen. He noted the field audit went smoothly with no large adjustments anticipated that would impact WAH's FY2021 ending financial report. He stated the final audit report will be presented at the July 26 th WAH Governing Board meeting by CliftonLarsonAllen auditors.	John P
ED Renovation	Shelby shared information gleaned from construction planning meetings regarding the proposed Emergency Department remodeling project. She noted the budget estimate for this project is estimated at approximately \$1.3m, which includes the HVAC system. M/S/C UNANIMOUSLY TO RECOMMEND PROCEEDING WITH THE EMERGENCY DEPARTMENT REMODELING PROJECT AND PUT PROJECT OUT FOR BIDS IMMEDIATELY (BRUGMAN/BARTELT).	Shelby M
NEW/CURRENT ITEMS		
City Donation Request	Emily shared information regarding the Cottonwood Lake Housing Project and its ties to Windom Area Health's wellness & community improvement goals. She noted Windom Area Health previously committed \$25,000 towards a pedestrian project by Cottonwood Lake, however, due to lack of funding this project was abandoned. The Windom EDA is proposing a new second project that includes acquiring the current Cemstone property site by Cottonwood Lake for community housing and recreation and includes a public walking path. The City of Windom is requesting \$60,000 in funding from Windom Area Health as financial support of this community improvement project. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL FOR WINDOM AREA HEALTH TO ALLOCATE \$30,000 TO BE DISBURSED OVER A PERIOD OF SIX (6) YEARS, OR \$5000 PER YEAR, WITH FUNDS SPECIFICALLY EARMARKED FOR CONSTRUCTION OF A WALKING PATH AT THE SITE OF THE COTTONWOOD LAKE HOUSING PROJECT (ORTMANN/BARTELT).	Emily M

Bond Refinancing	John stated as of September 1, 2021, the 2014A Gross Revenue Hospital Refunding Bonds for the 2014 Outreach addition would be due. John led discussion on bond options; should bonds be paid off on their due date or renew the bonds using a bidding process coordinated through Ahler's Bonding agency. Finance Committee members authorized John to move forward with renewing the 2014A Gross Revenue Hospital Refunding Bonds through Ahler's using the bidding processes.	John P
Policy Review	John presented a review of the Financial Assistance Policy stating the policy's revisions were to clarify the intent of this policy. He noted only the application form within this policy was changed in its layout form for obtaining appropriate information from applicants to make a determination of financial assistance.	John P
Other	M/S/C UNANIMOUSLY TO APPROVE THE REVISED VERSION OF THE FINANCIAL ASSISTANCE POLICY AS PRESENTED (ORTMANN/FISHER)	Dr. M Fisher
CONCLUSION		
	Chairperson, Justin Schmit, concluded the Finance/Personnel/Labor Relations & Building & Grounds Committee meeting.	Justin S

SURGERY

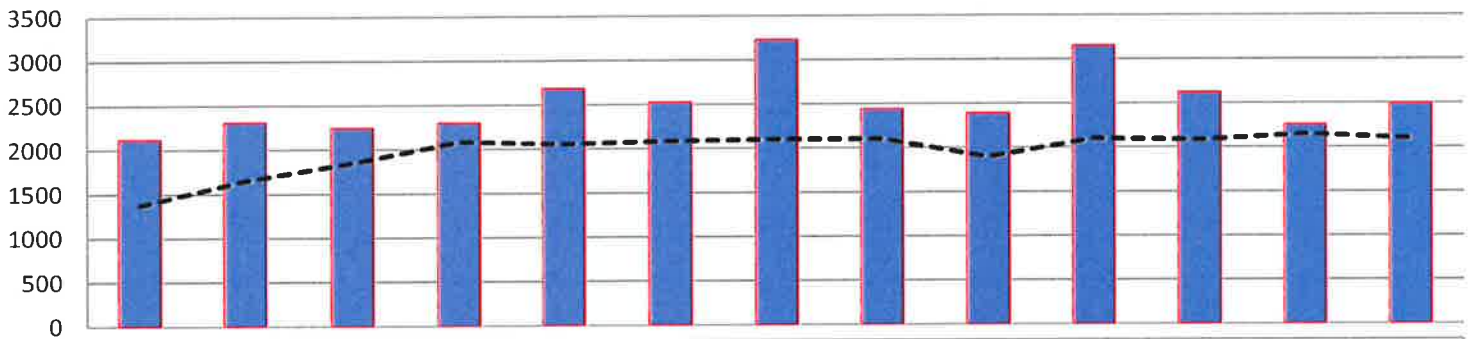
Surgery Budget



	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21
Surgery	80	65	105	85	69	60	92	44	66	92	72	66	86
Budget	15	22	50	71	70	71	80	80	72	80	71	72	70

OUTPATIENT OCCASIONS OF SERVICE

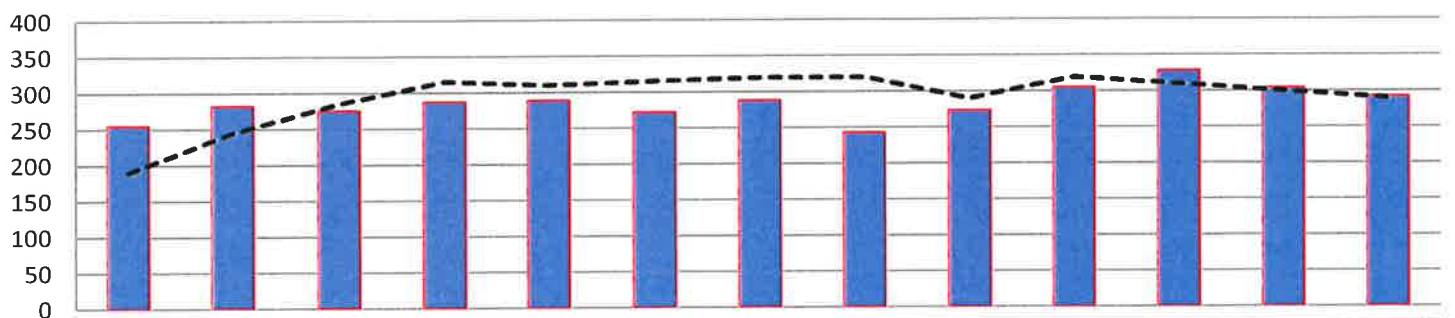
OP Visits Budget



	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21
OP Visits	2115	2309	2243	2298	2682	2524	3227	2438	2390	3151	2622	2255	2490
Budget	1375	1650	1850	2083	2055	2083	2100	2100	1897	2100	2083	2150	2100

EMERGENCY VISITS

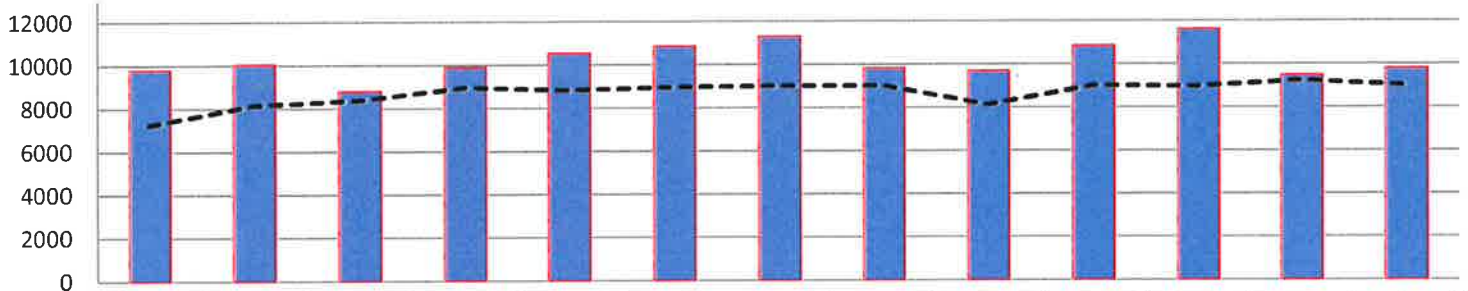
ER Visits Budget



	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21
ER Visits	255	282	275	287	289	272	288	243	273	305	328	304	292
Budget	190	245	285	315	310	315	320	320	290	320	310	300	290

LAB PROCEDURES

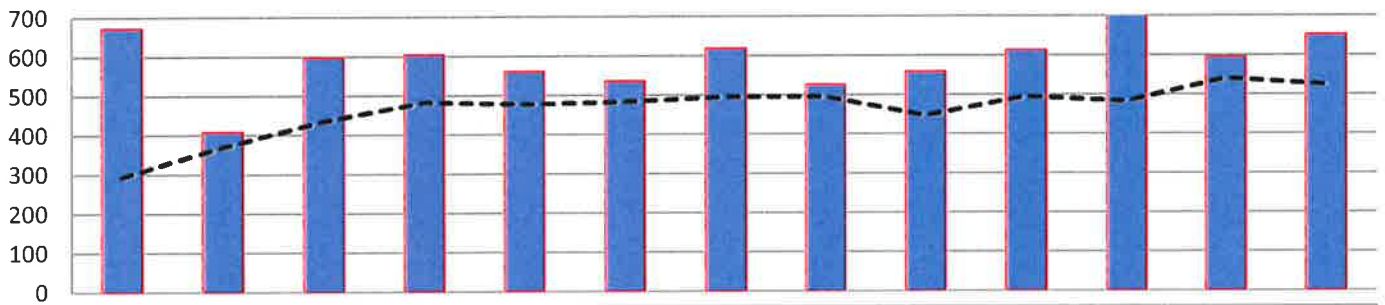
Lab Proc Budget



	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21
Lab Proc	9793	10036	8787	9908	10543	10858	11292	9836	9692	10858	11620	9473	9781
Budget	7245	8150	8375	8958	8835	8958	9000	9000	8129	9000	8958	9250	9000

IMAGING PROCEDURES

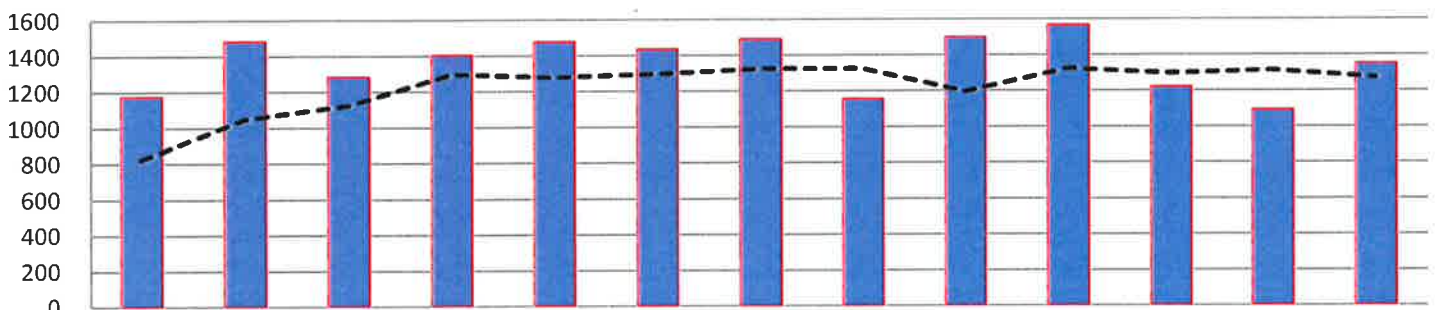
Imaging Proc Budget



	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21
Imaging Proc	672	408	597	604	560	536	618	526	558	613	744	594	652
Budget	294	370	435	483	477	483	495	495	447	495	483	541	525

REHAB MODALITIES

Rehab Modalities Budget



	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21
Rehab Modalities	1175	1482	1284	1404	1478	1435	1489	1154	1500	1565	1221	1091	1352
Budget	825	1050	1125	1298	1280	1298	1325	1325	1197	1325	1298	1316	1275

WINDOM AREA HEALTH

FY 2022

CAPITAL ASSET ACQUISITIONS

Yrs Dep	Capital Asset	Vendor	Asset class	May	June
10	Biosafety Cabinet - Pharmacy	NUAIRE	Fixed Equip	12,682.00	
10	Alt-Pro Automatic Leak Tester	Olympus	Maj Mov	14,730.23	
5	8 Bay Pro-Lite Video Recording System	Midwest Alarm	Maj Mov	13,747.78	
7	Digital Detector - Rad Room	Neurologica	Maj Mov		49,895.00
20	Shelving - Materials Storeroom	Intermetro	Maj Mov		10,672.87
	Total			41,160.01	60,567.87

Total YTD Capital Acquisitions 101,728

**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, July 26, 2021 / 4:00-4:30 pm / Large Conference Room

Members: Kay Gross, Laura Fresk, Terry Tegels, 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:
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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 June 28, 2021 (<i>Crnte Motion</i>)	Kay Gross

FOLLOW-UP ITEMS

Medical Staff mtg / CMO Review	WAH Medical Staff meeting review	Dr Olson / Shelby M
Medical Director Meeting	Review meeting for Medical Director job description	Shelby M

NEW/CURRENT ITEMS

Policy Review	Review and recommend approval of Windom Area Health's Tissue and Eye Donation policy	Kelsey A
Clinical Staffing	Review critical staffing for clinical staff	Shelby M
Other		

CONCLUSION

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

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

Meeting Date/Time/Location: Monday, June 28, 2021 / 4:00 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, Terry Mahar, Sanford Health Network VP
Absent:
Others: Dr. Mary Olson, Chief of Medical Staff

Chairperson (or Acting Chairperson) Kay Gross, Chairperson

Recorder: Janel Eichstadt, Admin Asst

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

STANDING ITEMS

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

Minutes M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF MAY 24, 2021, AS PRESENTED (BRUGMAN/SCHMIT). Kay Gross

FOLLOW-UP ITEMS

Medical Staff mtg / CMO Review Dr. Olson reviewed business addressed at the Medical Staff meeting held earlier today to include presentation of the June Credentialing roster that was approved by the providers along with discussion involving changes to Windom Area Health's Covid protocols for surgery patients and updating visitation guidelines for inpatients and Emergency Room patients. Dr Olson

COVID Restrictions Shelby stated discussion was held with providers regarding Covid protocol changes within Windom Area Health. She noted an Incident Command meeting would be held June 29th to address protocol changes being considered for surgical patients, patient visitation, and cafeteria opening to the public, noting the necessity that all changes must remain in compliance with MN Department of Health and CDC guidelines. Shelby M

VBR Strategy Shelby shared information regarding the Value Based Reimbursement Strategy, or "Pay for Performance" strategy she has gained knowledge of through membership on the MN Hospital Association Committee. She noted value-based reimbursement strategies have become the future of payments to healthcare organizations to include federal reimbursement organizations such as Medicare & /Medicaid, to contracted commercial payors. Additional information on this topic will be shared as it becomes available. Shelby M

NEW/CURRENT ITEMS

Marketing of WAH Services Video crews visited Windom Area Health recently to stage and tape various WAH department activities. Emily noted the tapings went very well. Emily played short clips of the four WAH departments included in these filming's. She shared these videos will be used for future marketing of WAH services on YouTube, Hulu, and other electronic and social media devices. Emily M

Contracted Provider Immunization Request Shelby shared the MN Dept of Labor, WAH's insurance carrier, and WAH's Risk Management Dept are following established guidelines requiring immunization records from all contracted staff to Windom Area Health, to include Acute Care providers, anesthesia staff, and local medical providers as these individuals are considered current or contracted staff at WAH. To date, the majority of those staff members included under this designation have returned their immunization records to WAH's Risk Management Dept coordinator. Shelby M

CONCLUSION

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

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**

JULY 26, 2021

REAPPOINTMENTS:

Chelsea Brech, RN	Cardiology	Allied Health Professionals
Rodney Dynes, M.D.	Family Practice	Active & Emergency Services
Sean Halligan, M.D.	Cardiology	Consulting
Douglas Lynch, M.D.	Pathology	Consulting
Amanda Miller, RN	Vascular	Allied Health Professionals

SANFORD TELEMEDICINE APPOINTMENT:

Sam Miotke, M.D.	General Surgery	Telemedicine
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vRAD APPOINTMENTS:

Jinha Park, M.D.	Teleradiology	Telemedicine
Peggy Rouleau, M.D.	Teleradiology	Telemedicine
Gerald Yutzy, M.D.	Teleradiology	Telemedicine

RESIGNATIONS:

Alycia Pesicka, RN	Vascular	Allied Health Professionals
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JUNE PATIENT COMMENTS

Question Pod	Comment
Emergency Department	Nurses are absolutely awesome!
Lab	Very good
Emergency Department	Everything is okay, thank you.
Emergency Department	The ER nurses were exceptionally calm, kind, compassionate, and competent - not all harried or giving any impression of being put out. Dr. ISSA identified my health issue immediately, confirmed it with some tests, and thoroughly explained the problem and gave a decisive recommendation for treatment. We just really appreciated our care team in the WAH ER. Thank you.
Emergency Department	I would suggest if the hospital would remodel the emergency area, I suggest that each section would be private so that you wouldn't be able to hear the section next to you in what they were talking about. No curtains but enclose doors.
Emergency Department	I have no complaints and was very satisfied with both the doctor and nurses
Emergency Department	Definitely an excellent service, very grateful to all the staff.
Imaging - Non Magnet	Great team of employees, very nice, thank you
Emergency Department	I think the staff did an excellent job of taking care of me in the emergency room and I was very impressed with the professionalism and the communication they provided. Thank you.
Imaging - Non Magnet	I had a great experience. And I felt everyone was very knowledgeable on the Radiology team to explain what was taking place. Having never had a CAT scan before. I wasn't sure of the time that it would take or that, I had to drink things ahead of time, but I had a very positive experience.
Emergency Department	Wonderful experience with your team on Friday night, June 11th, 2021. Thank you
Outpatient Therapy (PT, OT, ST)	Thank the Ot with her help and kind responses to my senior driving evaluation.
Outpatient Therapy (PT, OT, ST)	This is only the second time I've had PT, so far very pleased! Very professional and very nice facility
Outpatient Therapy (PT, OT, ST)	My physical therapist is the best. I can ask him about anything concerning my physical therapy and the treatment I'm receiving and I get up front direct answers. No hidden secrets know sugar coating, nothing. All the way around it is just a great and lovely experience. Thank you.
Lab	There is no reason to force people to wear masks. They are not only unnecessary, they are shown to cause damage to many. Please get caught up on real science on covid instead of what your drug companies are trying to force on everyone.
Outpatient	they seem not treat you, they seem to be after the money, they seem they did not want to cure you, after 4 months they did nothen to make me belter
Lab	I needed a wheel chair to get to the lab which you readily provided.
Imaging - Non Magnet	It was good! I felt like they did a very good job.

JUNE PATIENT COMMENTS

Emergency Department	I live in and very grateful to live in Windham where I have this kind of care so close to me. I live alone and you asked me of how I got there and I said in my own car and I was okay to do it. And I'm just very, very pleased with Windham Hospital and that they're close enough to take care of me in every way. And I thank them for what they're doing.
Outpatient Therapy (PT, OT, ST)	I will recommend you to everyone I know
Outpatient Therapy (PT, OT, ST)	The physical therapists at Windom Area Health provide excellent care in a very professional manner.
Outpatient Therapy (PT, OT, ST)	There are very caring staff wanting to show me ways to improve my progress & goals to better mobility!
Outpatient	Love that my procedure can be done locally. Thank you!
Emergency Department	I was very satisfied. They read 100%. Thank you.
Outpatient Therapy (PT, OT, ST)	Great people to work with
Outpatient	I did not have my scheduled appointment. I waited 30 minutes after my scheduled time and then someone came and told me it would be at least another half hour. I understand emergencies happen but I don't understand the lack of communication regarding the wait time. I feel that my time was not valued.
Emergency Department	Thank you for saving my life!
Lab	Yes
Emergency Department	My concern on admission was dyspnea of rather sudden onset over previous 2 days. Following a nebulizer treatment during nurse interview, I felt much better, Physician recommended a full battery of tests to rule out dire respiratory and/or cardiovascular involvement. I chose to leave against medical advice, promising to see my primary physician in the morning for any necessary follow-up and that I would return to ER if symptoms returned. The document I was asked to sign listed my diagnosis as "respiratory failure and cardiovascular failure", which was quite an over-reach because I was definitely not dead! The only legitimate diagnosis for this ER visit was dyspnea.
Lab	Greeting in lobby was very good, helped me get a wheelchair and directed me to receiving, thereafter to registration. Everyone was extremely helpful.
Lab	Very courteous and friendly.
Lab	Would appreciate computerized system of records.
Lab	Just very friendly staff & all around great visit.
Imaging - Non Magnet	Everyone there was kind and helpful. It makes a big difference for those of us who get nervous going to appointments.
Outpatient	Rhonda was very good, very thorough and explaining everything as I went to the system. I really, I wasn't scared. I was very relaxed. She was very good. I'm very pleased.
Lab	It was all great.
Inpatient	1 nurse offered me a back rub one evening before bed time to make me feel better. Food service staff tried hard to find foods to encourage me to eat due to

JUNE PATIENT COMMENTS

	poor appetite. They were very flexible to bring meals once ordered. There are very caring staff
Inpatient	Everything was great. The nurses + aides were all great. We are so lucky to have a wonderful caring hospital
Inpatient	Dr. Taber told the nurses I was a no assistance needed, so having the worst pain in my life, I couldn't even get a hand help up from my bed during my stay. That left me incontinent to get up by myself to go to the bathroom at night. Also, Dr. Taber