

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

|  |  |
|--|--|
| <b>Purpose:</b> Provide governance for Windom Area Health                                      |  |
| <b>Meeting Date/Time/Location:</b> Monday, February 28, 2022 / 5:30 pm / Large Conference Room |  |
| <b>Members:</b> All Windom Area Health Governing Board Mbrs<br>Present:<br>Absent:<br>Others:  |  |
| <b>Recorder:</b>   | Janel Eichstadt, Admin Asst  |
| <b>Category / Topic</b>  | <b>Action step(s) / Updates</b>  |
| <b>STANDING ITEMS</b>  |  |
| Call to Order  | Call Windom Area Health Governing Board meeting to order at 5:30 pm by WAH Governing Board Vice-chairperson  |
| Meeting Minutes  | Approve Windom Area Health Governing Board minutes from the regular meeting of January 24, 2022 ( <i>Board motion</i> )  |
| <b>COMMITTEE REPORTS</b>   |  |
| Professional Practice / Quality & Planning Cmte  | <ul style="list-style-type: none"> <li>• Medical Staff Credentialing review and approval per recommendation of the Medical Staff (<i>Board motion</i>)</li> <li>• Medical Staff meeting review</li> <li>• Review PPQ/P Committee activities</li> </ul>   |
| Finance / Personnel / Labor Relations & Building & Grounds Cmte                                | Review FPLR/BG Committee activities  |
| <b>OTHER REPORTS</b>   |  |
| Statistical & Financial Performance Reports  | Review & recommend approval of statistical & financial reports ( <i>Board motion</i> )   |
| Capital Acquisition Activity   | Review & recommend approval of capital acquisition activity ( <i>Board motion</i> )  |
| Educational Assistance Applications  | Review & recommend approval of application(s) for educational assistance ( <i>Board motion</i> )   |
| New / Department Transfer Employees  | Report of recently hired / transferred employees   |
| Patient Concern Reports  | Review patient concern reports and patient survey comments   |
| Patient Safety Reports   | Review patient safety activities   |
| Administration   | <ul style="list-style-type: none"> <li>• Review / Update Sr Management Team Executive Summaries</li> <li>• Review / Approve WAH committee meeting reports as presented (<i>Board motion</i>)</li> <li>• IT Risk Assessment - Review and approve annual IT Risk Assessment (<i>Board motion</i>)</li> </ul> |
| City of Windom   | Informational updates  |
| Sanford Health Network   | Informational updates  |
| WAH Foundation Board   | Foundation Board meeting March 1, 2022, 5:00 pm, LCR. Meeting minutes from January 25, 2022 included in Board book   |
| WAH Auxiliary  | Auxiliary met February 14, 2022. January meeting minutes included in Board book  |
|  | <b>Leader:</b>   |
|  | Dr M Fisher  |
|  | Dr M Fisher  |
|  | Dr M Olson<br>Kay Gross  |
|  | Justin Schmit  |
|  | John Peyerl  |
|  | John Peyerl  |
|  | Emily Masters  |
|  | Emily Masters  |
|  | Shelby M Kelsey A  |
|  | Kelsey Andrews   |
|  | Sr Mgmt Team   |
|  | Steve Nasby<br>Lisa Farag  |
|  | Terry Mahar, VP  |
|  | Shelby Medina  |
|  | Shelby Medina  |

| <b>NEW &amp; OLD BUSINESS</b> |   |             |
|-------------------------------|---|-------------|
| Old Business                  |   | Dr M Fisher |
| New Business                  | Motion to adjourn into WAH Governing Board Executive Session to review CEO evaluation and compensation adjustment.<br><i>(Board motion)</i> | Dr M Fisher |
| <b>CONCLUSION</b>             |   |             |
|                               | Conclude WAH Governing Board meeting  | Dr M Fisher |
| Board Education               | <i>Board Education postponed to March Governing Board meeting</i>   |             |

## Meeting Name: Windom Area Health Governing Board of Directors

### MINUTES

|  |  |
|--|--|
| <b>Purpose:</b> Provide governance for Windom Area Health  |  |
| <b>Meeting Date/Time/Location:</b> Monday, January 24, 2022 / 5:30 pm / Large Conference Room  |  |
| <b>Members:</b> All Windom Area Health Governing Board Mbrs<br>Present: Ann Bartelt, Kay Gross, Terry Tegels, Justin Schmit, Dr. Michael Fisher, John Peyerl/CFO, Emily Masters/CHRO, Kelsey Andrews/DON, Shelby Medina/CEO, Terry Mahar/Sanford Health Network VP via WebEx<br>Other Attendees: Dr. M. Olson/Chief of Medical Staff, Lisa Farag/Windom City Council Liaison, Steve Nasby/City of Windom Administrator<br>Absent: Dan Ortmann, Laura Fresk, Julie Brugman/Mt Lk Advisory Mbr |  |
| <b>Recorder:</b> Janel Eichstadt, Admin Asst   |  |
| <b>Category / Topic</b>  | <b>Action step(s) / Updates</b>  |
| <b>STANDING ITEMS</b>  |  |
| Call to Order  | Windom Area Health Governing Board meeting was called to order at 5:30 pm by Board Chairperson, Dr. Michael Fisher.  |
| Meeting Minutes  | M/S/C UNANIMOUSLY TO APPROVE WINDOM AREA HEALTH GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF DECEMBER 20, 2021 AS PRESENTED (SCHMIT/TEGELS).  |
| <b>COMMITTEE REPORTS</b>   |  |
| Professional Practice / Quality & Planning Cmte  | <p>Medical Staff members reviewed the proposed January Credentialing list with no issues found and a recommendation made to the WAH Governing Board for its approval. Credentialing motion included in the Medical Staff Credentialing section of these minutes.</p> <p>WAH pharmacist, Angie Erickson, was present to discuss with providers new medication options available in the treatment of Covid-19.</p> <p>M/S/C UNANIMOUSLY TO APPROVE AN AMENDMENT TO THE WAH MEDICAL STAFF BYLAWS, CREDENTIALING STAFF SECTION, TO APPROVE AN INCREASE OF INPATIENTS ADMISSIONS PER CALENDAR YEAR FOR COURTESY STAFF FROM 35 TO 70 INPATIENTS ADMISSIONS PER CALENDAR YEAR (GROSS/TEGELS).</p> <p>Shelby reported Telehealth Solutions would have designated staff onsite February 3<sup>rd</sup> to discuss and familiarize themselves with Windom Area Health's processes in preparation for this company's telehospitalists to begin providing services at Windom Area Health February 7, 2022.</p> <p>Shelby reported Windom Area Health recently signed a Return Transfer Agreement with Sanford Health, which allows Sanford to transfer an inpatient back to Windom Area Health from their inpatient unit once the patient is clinically stable and WAH has an open bed available. This transfer agreement was initiated upon its signing to assist Sanford with bed availability for their incoming Covid patients requiring acute care services..</p> <p>Dr M Olson<br/>Kay Gross</p> |
| Finance / Personnel / Labor Relations & Building & Grounds Cmte  | <p>M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$64,739.47 TO AAA COLLECTIONS AND APPROVE 5 FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$3541.68 (SCHMIT/GROSS).</p> <p>In month 9 of FY22, financial assistance accounts approved for write off totaled \$58,137.02 on a budget of \$125,000.</p> <p>M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FOLLOWING RESIGNATIONS – COMMUNITY HEALTH &amp; WELLNESS DIRECTOR EFFECTIVE 1/10/22; FT PT ACCESS REP EFFECTIVE 1/31/22; PRN RADIOLOGY TECH EFFECTIVE 1/26/22 (SCHMIT/TEGELS).</p> <p>Justin Schmit</p>  |
| <b>OTHER REPORTS</b>   |  |
| Statistical & Financial Performance Reports  | <p>December 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 below budget projections; total operating expenses were slightly below budget expectations; net operating revenue and total operating expenses factored together left a net increase in assets totaling \$642,033. FY2021 year-to-date net income totals \$2,806,320 on a projected budget of \$635,838. Days in A/R were reported at 48.40 and Days Cash on Hand totaled 374.</p> <p>John Peyerl</p>   |
| Capital Acquisition Activity   | <p>M/S/C UNANIMOUSLY TO APPROVE DECEMBER 2021 STATISTICAL AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (SCHMIT/BARTELT)</p> <p>M/S/C UNANIMOUSLY TO AUTHORIZE THE TRANSFER OF \$213,909.05 FROM THE FUNDED DEPRECIATION ACCOUNT TO WINDOM AREA HEALTH CHECKING ACCOUNT FOR DECEMBER 2021 CAPITAL ACQUISITIONS AND ADD TO THIS AMOUNT THE REFURBISHING OF WAH'S SOUTHWEST PARKING LOT COMPLETED IN SEPTEMBER 2021 AT A COST OF \$162,900 (GROSS/SCHMIT).</p> <p>John Peyerl</p>   |

|  |   |                           |
|--|---|---------------------------|
| Educational Assistance Applications          | There were no Educational Assistance applications submitted requiring Governing Board action.   | Emily Masters             |
| New / Department Transfer Employees          | The following new hires and department transfers were reported. New hires included Payroll & Human Resources Coordinator effective January 25, 2022; temporary PRN nights/weekends patient registration representative; PRN radiology tech effective January 25, 2022; and an RN moving from FT to PRN effective February 10, 2022.   | 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/SCHMITT).</p> <p><b>APPOINTMENTS:</b><br/> Kimberly Haycraft-Williams, M.D. Family Medicine Emergency Services</p> <p><b>REAPPOINTMENTS:</b><br/> Jennie Gappa, CRNA Anesthesia Allied Health Professionals<br/> Angelo Santos, M.D. Vascular Consulting</p> <p><b>SANFORD TELEMEDICINE APPOINTMENTS:</b><br/> Laurie Gromer, CNP Family NP Telemedicine<br/> Miguel Hernandez, M.D. Infectious Disease Telemedicine<br/> Kari Westenkriehner, CNP Family NP Telemedicine</p> <p><b>VRAD REAPPOINTMENTS:</b><br/> Christine Lamoureux, M.D. Teleradiology Telemedicine<br/> Christopher Rickman, M.D. Teleradiology Telemedicine</p> <p><b>RESIGNATION: (informational purposes only)</b><br/> Gaither Bynum, M.D. Emergency Medicine Emergency Services<br/> Richard Erbes, DPM Podiatry Associate Professional<br/> Chelsea Fuhrer, LPN Cardiology (Jonsson) Allied Health Professionals<br/> Michael James, M.D. Urology Consulting</p> <p>Dr. Olson reported on agenda items addressed at the Medical Staff meeting held earlier in the day. Her report is included in the Professional Practice Committee report above.</p> | Dr M Olson<br>Shelby M    |
| Patient Concern Reports                      | December 2021 Patient Concern Reports and patient survey comments were reviewed and found to be appropriately addressed.  | Shelby M<br>Kelsey A      |
| Patient Safety Reports                       | Kelsey shared there was 1 reportable patient fall with no patient injuries incurred; 0 documented patient skin integrity issues; 0 use of patient restraints; and 0 opioid-related deaths. Kelsey noted there were no reportable adverse events as of January 18 2022.  | Kelsey<br>Andrews         |
| Administration                               | <p>Emily Masters reported sign on bonuses have been initiated for specific positions at Windom Area Health. All WAH staff will be going through mandatory service training January 25 and 26 offered through Medi-Sota.</p> <p>Kelsey Andrews reported WAH had 103 births during CY2021. The Emergency Department renovation project is progressing smoothly with an anticipated move-in date of mid-March 2022.</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE FOLLOWING WAH COMMITTEE MEETING REPORTS AS PRESENTED (GROSS/SCHMITT)</p> <ul style="list-style-type: none"> <li>• WORKPLACE VIOLENCE</li> <li>• OB COMMITTEE</li> </ul>  | Sr Mgmt<br>Team           |
| City of Windom                               | Steve thanked members of the WAH Governing Board and Terry Mahar, SHN VP, for attending the recent Windom City Council meeting to present the new Sanford Management Agreement for Windom Area Health. The City Council approved a job description and hiring of a fulltime ambulance director for Windom Ambulance Service in anticipation of the future retirement of the current ambulance director. Kwik Trip convenience store construction is planned to begin this spring, along with Cemstone constructing a new facility in the North Windom Industrial Park. Steve noted the current Cemstone facility located near Cottonwood Lake is undergoing demolition.   | Steve Nasby<br>Lisa Farag |
| Sanford Health Network                       | Terry presented current statistics relating to Covid throughout the US and state of Minnesota. Staffing recruitment issues for key healthcare positions are becoming an issue nationwide as more people are leaving healthcare fields than entering school.   | Terry<br>Mahar, VP        |
| WAH Foundation Board                         | Foundation Board will be meeting Tuesday, January 25, 2022, at 5:00pm. Minutes from the meeting held October 26, 2021 were included in the Board book   | Shelby<br>Medina          |

|                               |  |               |
|-------------------------------|--|---------------|
| WAH Auxiliary                 | Auxiliary met January 10, 2022. November meeting minutes were included in the Board book. The Auxiliary did not meet in December as members decorated Windom Area Health for the holidays.   | Shelby Medina |
| <b>NEW &amp; OLD BUSINESS</b> |  |               |
| Old Business                  | Board chairperson, Dr. Fisher, requested a rollcall vote from WAH Governing Board members regarding the following motion: M/S/C UNANIMOUSLY TO PROCEED WITH APPROVING AND ENTERING INTO A NEW SANFORD HEALTH MANAGEMENT AGREEMENT FOR A PERIOD OF 10 YEARS. THOSE BOARD MEMBERS VOTING YES INCLUDE ANN BARTELT, TERRY TEGELS, JUSTIN SCHMIT, KAY GROSS, DR. MICHAEL FISHER; THOSE OPPOSED-NONE; ABSENT BOARD MEMBERS-DAN ORTMANN AND LAURA FRESK. MOTION PASSED.   | Dr M Fisher   |
| New Business                  | Due to a personal conflict, Shelby requested input from Board member regarding the date to hold the regular monthly April 25, 2022, Governing Board Meeting due to her absence on this day. Board member consensus was to continue with the planned regular Governing Board meeting date of April 25, 2022 with CFO, John Peyerl, leading all meetings on this day. M/S/C UNANIMOUSLY TO PROCEED WITH A REQUESTED PURCHASE FROM TIM KLASSEN, PAIN MANAGEMENT CRNA, OF A RADIO FREQUENCY GENERATOR TOTALING \$21,900, TO BE USED FOR PAIN MANAGEMENT FOR THOSE PATIENTS NOT QUALIFIED AS SURGICAL CANDIDATES (SCHMIT/TEGELS). CFO, John Peyerl, noted this new pain management procedure is a chargeable service and is currently being utilized at several other healthcare facilities by Tim Klassen for pain management with successful results. | Shelby Medina |
| <b>CONCLUSION</b>             |  |               |
|                               | WAH Governing Board meeting was concluded by Chairperson, Dr. Michael Fisher.  | Dr M Fisher   |
| Board Education               | Danielle Bunting, Revenue Cycle Director, spoke on the various duties she is responsible for in this position.   |               |

Signature \_\_\_\_\_, Dr. Michael B Fisher, WAH Governing Board Chairperson

**WINDOM AREA HEALTH**  
**GOVERNING BOARD EXECUTIVE SUMMARY**  
*as of February 24, 2022*  
**WAH MISSION: "Dedicated to Health"**

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**CHIEF EXECUTIVE OFFICER REPORT**

- **Organizational Updates**
  - Story to share:
    - A community member sent an email making us aware that her husband was treated at Mayo, Rochester and recommended hyperbaric treatment. When the Mayo provider was told that Windom had this service he was very impressed and the provider "almost fell over when she told him we have a hyperbaric chamber in Windom." The community member wanted to let us know how grateful her and her husband are for having this service close to home.
  
- **MHA/Federal Updates:**
  - **No updates this month**
  
- **Committee Meeting Updates**
  - Work Place Violence: **No Report until April 2022**
  - Infection Prevention: Met January, 2022
    - 2 inpatient admits with Sepsis and zero deaths
    - HAI's (CAUTI/CLABSI) = 0 / Total Joint SSI = 0 / C/S = none
    - Q4 HH scores = 92.34%
    - Q4 Reportable disease = Strep Pneumo blood = 1 / COVID 81 cases
    - COVID+ (Cottonwood) = Jan 18-25 = 222 cases reported with positivity rate of 33%
  - Emergency Preparedness: Met February 2022
    - Discuss renovation ICRA's
    - Reviewed decon training and county is interested in partnering for more extensive training
  - Pharmacy and Therapeutics: **No Report until March, 2022**
  - PI/ Risk: Met February 2022
    - HCAHPS Scores: 2/9 scores increased; 6/9 decreased with most significant decrease in "recommend the hospital)
    - Review of all department plans and discussion on status
    -
  - Utilization Review: met February, 2022
    - 5 – 30 day/all cause readmissions
      - 1 admitted twice with dx of CHF
      - 3 admitted with dx of COVID
      - No lapses in discharge planning, education or instruction
    - Readmission rate for Q4 was 4.07% with goal of ,5%
    - Admission level of care orders present on 146/146 charts
    - Inpatient certification orders were present in 97/97 acute charts
    - Documentation of 96+ hour stays noted in 7/7 charts
    - 35 hours and 56 minutes deemed unbillable
      - Waiting for admit orders (27 hours and 26 minutes)
      - Radiology, therapy (18 hours)
      - Hours over 48 = 34 hours and 47 minutes
    - No inpatient or swing bed appeals and no denials of payment
    - ED transfer rate was 11.2% (2021 15.9%)
    - Admission rate was 3.4% (2021 2.9%)

## WINDOM AREA HEALTH

### GOVERNING BOARD EXECUTIVE SUMMARY

*As of February 24, 2022*

WAH MISSION: *"Dedicated to Health"*

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#### CHIEF FINANCIAL OFFICER REPORT

##### Overview:

- Net income from operations was \$331,419 compared to a budget of \$104,330. Our net patient revenue was \$611,806 more than last January. The YTD operating income is 15.1% compared to a budget percentage of 3.44%.

The volume of inpatient activity in January was consistent with past several months, where we have seen an increase in acute admissions. Patient admissions have exceeded budgeted volumes for the last five months. Inpatient admissions exceeded budget by six admissions. Activity on the outpatient side produced volumes and revenues higher than budget expectations for the eighth consecutive month. Seventy-seven percent of our gross revenues came from outpatient activity, which is less than the yearly average of eighty-two percent. Acute admissions totaled thirty-three. Those thirty-three admissions produced eighty-three inpatient days for an average daily census of 2.7. Last January our daily census was 2.1. There were no Swing Bed admissions for the month. However, there were nine days from a December admission. Outpatient gross revenue was \$350,000 more than budget and \$864,000 more than last January.

- Imaging procedure counts continue to be strong, exceeding budgeted numbers again in January and outperforming the previous two months. Imaging performed 692 procedures compared to a budget of 555. Last January 526 procedures were performed.
- Laboratory volumes exceeded budget expectation. Last fiscal year laboratory tests averaged about 10,068 in a given month. There were 10,713 in the month of January this year. Which is about 775 more than last January.
- Forty-three surgical procedures were performed in January, which is thirty-three below our budgeted number and one less than last January. Six of those surgeries were joint replacements.
- Rehab Therapy performed 1,414 modalities in January. Rehab Therapy didn't break the 1,500 threshold for the first time since last June. That total is 64 more modalities than the budgeted number of 1,350.

Contractual adjustments came in at 36.93% for the month. Contractual adjustments are budgeted at 44%. YTD is currently at 42.13%.

Overall, expenses were \$246,734 more than budget. All categories exceeded budget except for Purchased Services and Interest Expense.

##### Looking Forward:

- FY2023 Budget Preparation

# WINDOM AREA HEALTH

## GOVERNING BOARD EXECUTIVE SUMMARY

*as of February 23rd, 2022*

WAH MISSION: *"Dedicated to Health"*

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### DIRECTOR OF NURSING REPORT

- **Medical/Surgical/OB/Emergency Room:**
  - Outpatient Monoclonal Antibody treatments for those with COVID going well.
  - Working with nursing staff to look at care delivery models to ensure we are meeting the needs for our patients.
  - Telehealth Solution started on February 9<sup>th</sup>, staff report going well.
  - Emergency Room remodel is on track, flow of patients in the 130's and 150's hallways going well. Plan to move to the new ER starting the end of March.
  - Active Shooter classroom training will be taking place in March and April, which is mandatory for all staff. There will be an active shooter portion taking place later this year.
  - Nursing staff group is working on bringing back bedside reporting for nurse-to-nurse handoff. We are hoping this will help with patient satisfaction.
  
- **Diabetes Management/Oncology:**
  
- **Surgery:**
  - We continue to do preoperative testing for procedures. Monitoring COVID rapid test availability on a week-to-week basis.
  
- **Committee Meetings**
  - OB Committee meeting was held January 24th.
    - Review Fetal Demise policy to include information on disposition of baby and reference to State Statute 149.01A-90
    - Discussed adding the use of SCD's prior to cesarean section for schedule/repeat cesarean sections and continue to use until the patient is fully ambulatory.
    - Discussed and reviewed our informed consent for the use of Cytotec for Cervical Ripening.
    - We added updated English/Spanish Car Seat Education on all of the postpartum computers for families to view before discharge.
    - We reviewed birth statistics for our hospital over the past year and ten years.
  
- **MHA Safety Data as of February 23rd.**
  - Falls – 0
  - Skin Integrity - 0
  - Restraints – 0
  - Opioid Deaths – 0
  - Reportable Events – 0



**WINDOM AREA HEALTH**  
**GOVERNING BOARD EXECUTIVE SUMMARY**  
*as of February 21, 2022*  
**WAH MISSION: "Dedicated to Health"**

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**CHIEF HUMAN RELATIONS OFFICER REPORT**

**Human Resources/Employee Health**

- Posted positions:
  - Radiology Tech
  - RNs: .8 FTE x 2, .7 FTE
  - Medical Director
  - Nutritional Services Aide
  - Marketing Coordinator
  - Front Office Specialist PRN – Wound
  - Outpatient Clinical Nurse Coordinator
  - Patient Access Rep – PT Weekends
  - Environmental Services Tech
- Leadership Development Institutes (LDIs) resumed on Feb 23<sup>rd</sup> for leaders, who met offsite at the Historical Society.
- Our employee engagement survey launched on Feb. 21<sup>st</sup> and is being administered through Press Ganey. Results are brought forward to Board, typically in the summer.
- We recently met with our RN Union to discuss accommodating 12 hour shifts. It was decided to move Friday – Sunday to 12-hour shifts, but keep a blend of 8 hour and 12 hour shifts during the week to accommodate current employee preference.

**Community Health and Wellness/Wellness Center**

- Jessica Schmidt is joining our team as the Community Health Program Manager on March 1<sup>st</sup>.

**Marketing/PR**

- Effective 2/13, Emily Saffert assumed the role of Growth & Development Coordinator. We have posted a Marketing Coordinator as a replacement. Emily will function in much of the same capacity for Wound and Outreach services, but will also be taking on the business development efforts for the Wound Center that Nikkie Steen Steffenson was previously doing.
- We are gearing up for the Windom Farm and Home Show on March 5<sup>th</sup>. We will have the 'giant colon' and many departments present to provide free screenings and information on services.
- Through January, we received great exposure with our new 3D mammography service, including a Windom Chamber Facebook live, and coverage from KEYC television.

**Donations/Sponsorships**

- Windom Chamber – Prize donation of \$29.02 (cups, shirt, etc)
- Windom Area Hockey Association –goodie bag donation for tournament - \$352.50
- Lakefield Business Association Membership - \$125
- Windom Figure Skating Club Sponsor - \$500

**Committee Meetings**

- Employee Focus/Finance: \$121 was donated to the Windom Area Foundation for the Veteran's Memorial, from our Q4 Jeans Fund.
- Patient & Family Advisory Committee: No meeting held in February. Next meeting will be April 5<sup>th</sup>.
- Safety: Committee met on 1/26/22. Various life safety contracts were discussed and renewed (i.e. fire alarms, sprinklers, etc). Product recalls were listed. Active Shooter training will be mandated for employees and will be held in Feb, March and April. Safety rounding was completed in the following departments: ED, Radiology, Lab, Materials, Wellness, Diabetic Ed, and Nutrition Services. We had 8 COVID cases deemed to be work related in 4<sup>th</sup> Quarter. Total staff hours out due to sickness in Q4 were 1,229, of which 649 was due to COVID.
- Safe Patient Handling: Patient handling events were reviewed, none of which resulted in any injury.

Fiscal Year 2021-2022

| WAH Operational & Strategic Goals   |                         | Target | May-21 | Jun-21 | Jul-21 | Aug-21 | Sep-21 | Oct-21 | Nov-21 | Dec-21 | Jan-22 | Feb-22 | Mar-22 | Apr-22 |
|---|-------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| <b>SERVICE</b>  |                         |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Complete Master Plan to Accommodate New Patient Rooms for Outpatient Services | 4/30/2022               |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Optimize Usage of Technology to Provide Optimal Healthcare to Community       | 4/30/2022               |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Ambulatory Net Promoter Score   | 83.3%                   | n/a    | n/a    | 66.7%  | 75.0%  | 75.0%  | 75.0%  | 100.0% | 100.0% | 72.7%  | 100.0% |        |        |        |
| OP Net Promoter Score   | 80.6%                   | n/a    | n/a    | 70.5%  | 77.5%  | 65.8%  | 65.8%  | 69.9%  | 76.2%  | 80.0%  | 62.5%  |        |        |        |
| Emergency Dept Net Promoter Score   | 49.1%                   | n/a    | n/a    | 46.4%  | 47.5%  | 74.3%  | 74.3%  | 25.5%  | 43.3%  | 50.0%  | 40.5%  |        |        |        |
| Wound Center Overall Pt. Satisfaction   | >92%                    | 94.5%  | 100.0% | 100.0% | 100.0% | 100.0% | 94.0%  | 99.0%  | 95.0%  | 80.0%  | 100.0% |        |        |        |
| <b>QUALITY</b>  |                         |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Falls per 1000 Patient Days   | 0.0                     | n/a    | n/a    | 10.7   | n/a    | n/a    | n/a    | 0.0    | n/a    | n/a    | 14.1   |        |        |        |
| Patient Falls with Injuries   | 0.0                     | n/a    | n/a    | 10.7   | n/a    | n/a    | n/a    | 0.0    | n/a    | n/a    | 0.0    |        |        |        |
| Hand Hygiene  | 100%                    | 98.7%  | 99.6%  | 97.2%  | 96.9%  | n/a    | n/a    | 98.1%  | n/a    | n/a    | 92.3%  |        |        |        |
| Patient Experience/HCAHPS Recommend   | 81%                     | n/a    | n/a    | 83.3%  | n/a    | n/a    | n/a    | 70.0%  | n/a    | n/a    | 73.5%  |        |        |        |
| How would you rate/HCAHPS   | 83%                     | n/a    | n/a    | 88.1%  | n/a    | n/a    | n/a    | 80.0%  | n/a    | n/a    | 71.8%  |        |        |        |
| Communication with Nurses   | 89%                     | n/a    | n/a    | 90.5%  | n/a    | n/a    | n/a    | 86.5%  | n/a    | n/a    | 84.8%  |        |        |        |
| Communication with Doctors  | 85%                     | n/a    | n/a    | 95.1%  | n/a    | n/a    | n/a    | 95.6%  | n/a    | n/a    | 87.9%  |        |        |        |
| Readmission within 30 days  | <5%                     | n/a    | n/a    | 0.0%   | n/a    | n/a    | n/a    | 1.2%   | n/a    | n/a    | 4.1%   |        |        |        |
| Wound Center Patient Healing Rate   | >92%                    | 100.0% | 96.0%  | 100.0% | 100.0% | 100.0% | 100.0% | 93.0%  | 91.0%  | 95.0%  | 95.0%  |        |        |        |
| <b>FINANCIAL</b>  |                         |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Income (Loss) from Operations to Budget                                       | 3.87%                   | 3.35%  | 1.25%  | 13.63% | 15.69% | 23.83% | 21.33% | 21.33% | 11.86% | 25.38% | 13.57% |        |        |        |
| Days in Accts Receivable  | <53                     | 54.45  | 46.66  | 51.9   | 52.04  | 46.25  | 47.80  | 47.80  | 45.83  | 48.40  | 50.09  |        |        |        |
| Days Cash on Hand   | >150                    | 382    | 383    | 392    | 388    | 372    | 387    | 387    | 392    | 374    | 365    |        |        |        |
| <b>GROWTH</b>   |                         |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Surgeries to Budget   | 71                      | 66     | 86     | 70     | 62     | 66     | 81     | 81     | 74     | 71     | 43     |        |        |        |
| Wound Center New Patients   | 17                      | 19     | 23     | 22     | 21     | 22     | 24     | 24     | 17     | 18     | 17     |        |        |        |
| Wound Center Encounters   | 135                     | 190    | 246    | 234    | 232    | 243    | 217    | 217    | 241    | 255    | 236    |        |        |        |
| SNF/ALF Wound Center New Patients   | no target # established | 6      | 4      | 5      | 6      | 1      | 8      | 8      | 1      | 0      | 4      |        |        |        |
| SNF/ALF Wound Ctr Encounters/Telehealth                                       | no target # established | 54     | 40     | 34     | 45     | 29     | 27     | 27     | 48     | 34     | 31     |        |        |        |
| Wound Ctr New Patients for HBO Treatmts                                       | 1.6                     | 0      | 0      | 1      | 1      | 1      | 0      | 0      | 0      | 0      | 0      |        |        |        |
| <b>COMMUNITY</b>  |                         |        |        |        |        |        |        |        |        |        |        |        |        |        |
| WAH Hosted Events w/ Commun Participn   | 2/year                  | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      |        |        |        |

**Meeting Name: Windom Area Health Finance / Personnel / Labor Relations & Building & Grounds Committee**  
**MINUTES**

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

**Meeting Date/Time/Location:** **Monday, January 24, 2022 / 4:30pm / Large Conference Room**

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

Present: Justin Schmit, Ann Bartelt, Kay Gross, Dr. Michael Fisher-ex officio, John Peyerl/CFO, Emily Masters/CHRO, Kelsey Andrews/DON, Shelby Medina/CEO  
 Absent: Julie Brugman/Mt Lake Advisory Mbr, Terry Mahar/Sanford Health Network VP  
 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 DECEMBER 20, 2021, AS PRESENTED (GROSS/BARTELT)   | Justin S |
| Collections & Financial Assistance   | M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND PATIENT ACCOUNTS TOTALING \$64,739.47 TO AAA COLLECTIONS; RECOMMEND APPROVAL OF THE FOLLOWING FINANCIAL ASSISTANCE PATIENT ACCOUNTS: 0 NEW ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$0.00; 2 ACCOUNTS FOR WRITE-OFF WITH A BALANCE BELOW \$1500 TOTALING \$285.54; AND 3 PREVIOUSLY APPROVED ACCOUNTS FOR WRITE-OFF TOTALING \$3256.14; IN TOTAL, 5 FINANCIAL ASSISTANCE ACCOUNTS WERE SUBMITTED AND APPROVED FOR WRITE-OFF TOTALING \$3541.68 (BARTELT/FISHER)<br>In month 9 of FY2022, accounts totaling \$58,137.02 have been approved for Financial Assistance on a budget of \$125,000. | John P   |
| Employee Resignations / Terminations | M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FOLLOWING RESIGNATIONS – COMMUNITY HEALTH & WELLNESS DIRECTOR EFFECTIVE 1/10/22; FT Pt ACCESS REPRESENTATIVE EFFECTIVE 1/31/22; PRN RADIOLOGY TECH EFFECTIVE 1/26/22; AND 1 FT RN MOVING TO PRN STATUS EFFECTIVE 2/10/22 (GROSS/BARTELT)  | Emily M  |

**FOLLOW-UP ITEMS**

|                        |   |          |
|------------------------|---|----------|
| ER Renovation Project  | Shelby noted the Emergency Department renovation project is progressing on schedule with an anticipated move-in date planned for mid-March.   | Shelby M |
| Telehospitalist Update | Shelby noted Telehealth Solutions will be having designated staff onsite at Windom Area Health February 3 <sup>rd</sup> to acclimate themselves to Windom Area Health's processes and meet Medical Staff members in preparation of their telehospitalist services to officially begin at Windom Area Health February 7, 2022. | Shelby M |

**NEW/CURRENT ITEMS**

|       |  |  |
|-------|--|--|
| Other | There were no new or current items for Committee discussion. |  |
|-------|--|--|

**CONCLUSION**

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

**Meeting Name: Windom Area Health Finance / Personnel / Labor Relations & Building & Grounds Committee**  
**AGENDA**

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

**Meeting Date/Time/Location:** Monday, February 28, 2022 / 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 Peyer/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: |
|------------------|--------------------------|---------|
|------------------|--------------------------|---------|

**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 January 24, 2022 ( <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**

|   |   |                     |
|---|---|---------------------|
| MN Dept of Health Capital Improvement Grant | Grant resolution for FY23 capital improvements ( <i>Cmte Motion / Bd Motion</i> ) | Shelby M            |
| Capital Purchase Request                    | Dr. Botker – AEX Generator and Cart   | John P/<br>Kelsey A |
| Fiscal Year 2023 Budget                     | Update on FY23 Budget   | John P              |
|   |   |                     |
| Other                                       |   |                     |

**CONCLUSION**

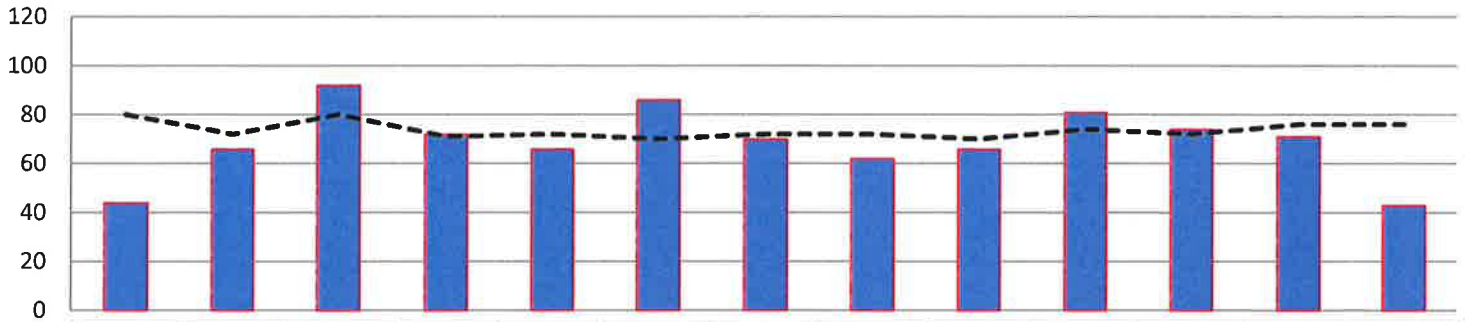
|  |   |          |
|--|---|----------|
|  | Conclude Finance/Personnel/Labor Relations & Building & Grounds Committee meeting | Justin S |
|--|---|----------|





### SURGERY

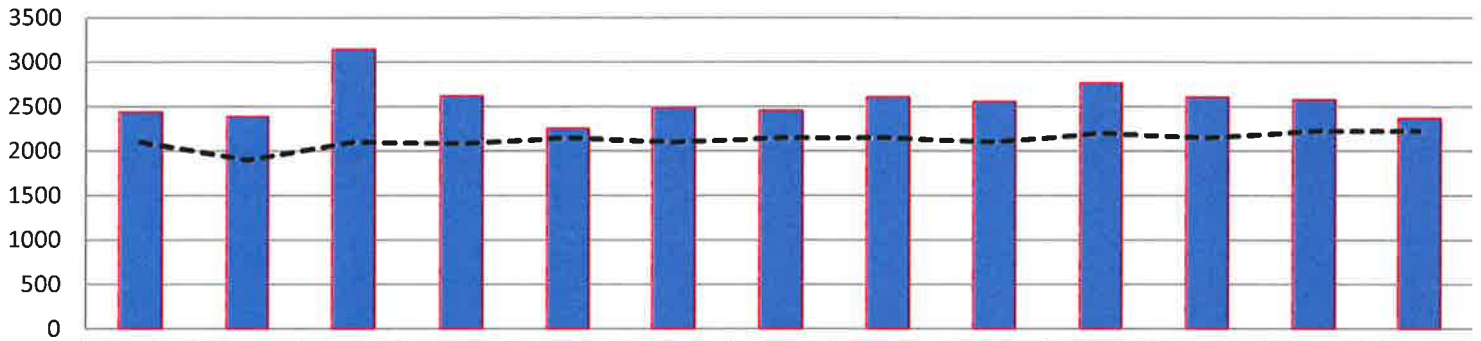
Surgery Budget



|         | Jan 21 | Feb 21 | Mar 21 | Apr 21 | May 21 | Jun 21 | Jul 21 | Aug 21 | Sep 21 | Oct 21 | Nov 21 | Dec 21 | Jan 22 |
|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Surgery | 44     | 66     | 92     | 72     | 66     | 86     | 70     | 62     | 66     | 81     | 74     | 71     | 43     |
| Budget  | 80     | 72     | 80     | 71     | 72     | 70     | 72     | 72     | 70     | 74     | 72     | 76     | 76     |

### OUTPATIENT OCCASIONS OF SERVICE

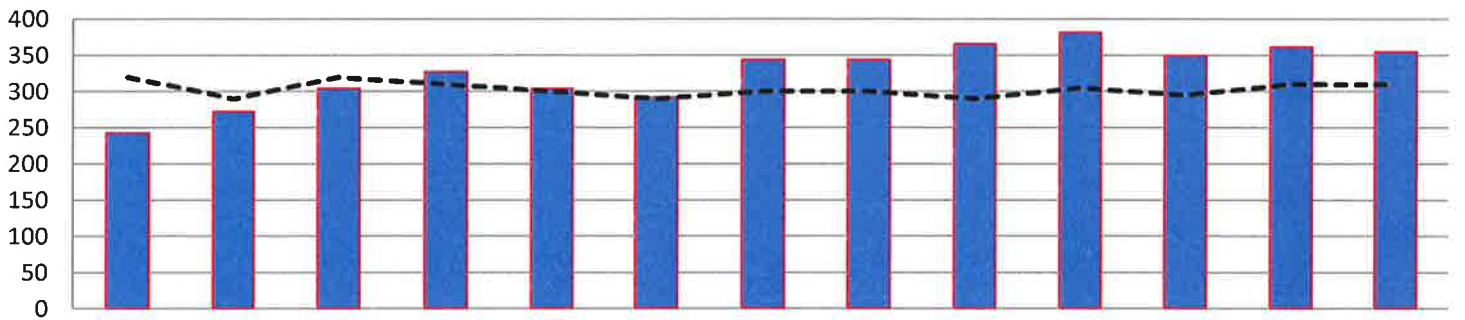
OP Visits Budget



|           | Jan 21 | Feb 21 | Mar 21 | Apr 21 | May 21 | Jun 21 | Jul 21 | Aug 21 | Sep 21 | Oct 21 | Nov 21 | Dec 21 | Jan 22 |
|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| OP Visits | 2438   | 2390   | 3151   | 2622   | 2255   | 2490   | 2461   | 2610   | 2561   | 2770   | 2608   | 2583   | 2372   |
| Budget    | 2100   | 1897   | 2100   | 2083   | 2150   | 2100   | 2150   | 2150   | 2100   | 2200   | 2150   | 2225   | 2225   |

### EMERGENCY VISITS

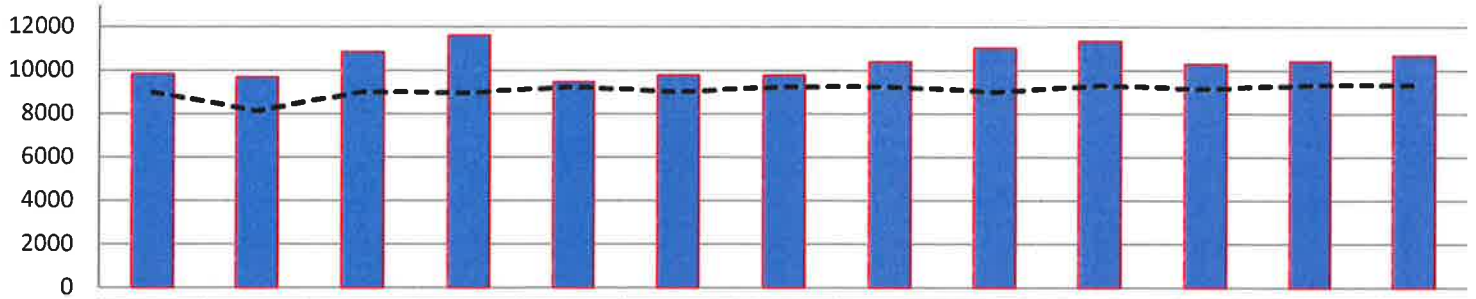
ER Visits Budget



|           | Jan 21 | Feb 21 | Mar 21 | Apr 21 | May 21 | Jun 21 | Jul 21 | Aug 21 | Sep 21 | Oct 21 | Nov 21 | Dec 21 | Jan 22 |
|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| ER Visits | 243    | 273    | 305    | 328    | 304    | 292    | 344    | 344    | 366    | 382    | 350    | 362    | 355    |
| Budget    | 320    | 290    | 320    | 310    | 300    | 290    | 300    | 300    | 290    | 305    | 295    | 310    | 310    |

### LAB PROCEDURES

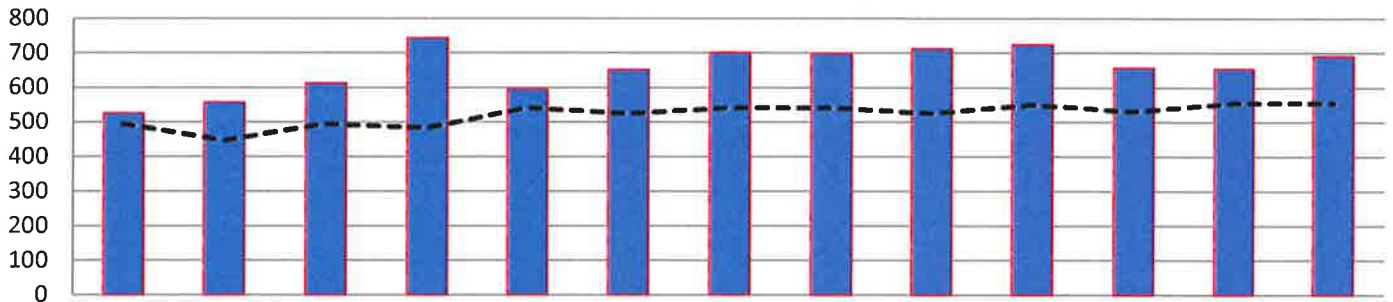
Lab Proc Budget



|          | Jan 21 | Feb 21 | Mar 21 | Apr 21 | May 21 | Jun 21 | Jul 21 | Aug 21 | Sep 21 | Oct 21 | Nov 21 | Dec 21 | Jan 22 |
|----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Lab Proc | 9836   | 9692   | 10858  | 11620  | 9473   | 9781   | 9785   | 10410  | 11049  | 11379  | 10329  | 10440  | 10713  |
| Budget   | 9000   | 8129   | 9000   | 8958   | 9250   | 9000   | 9250   | 9250   | 9000   | 9300   | 9150   | 9325   | 9325   |

### IMAGING PROCEDURES

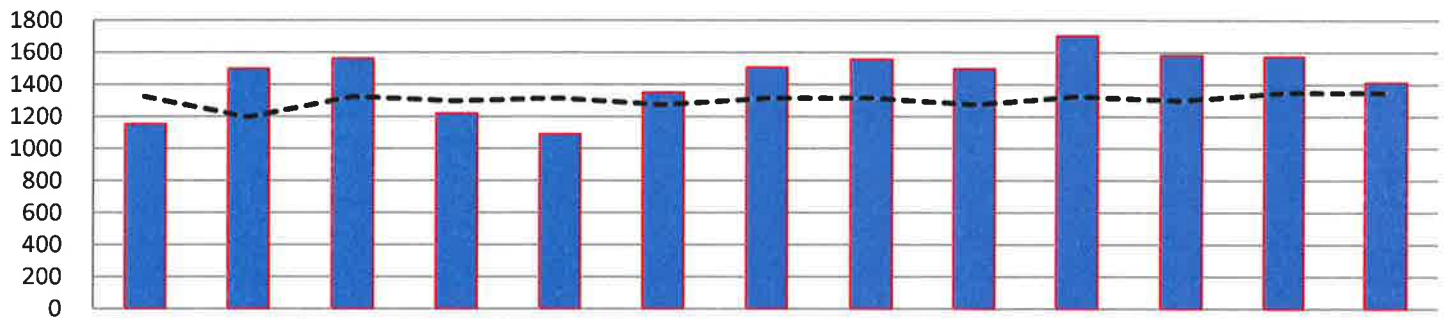
Imaging Proc Budget



|              | Jan 21 | Feb 21 | Mar 21 | Apr 21 | May 21 | Jun 21 | Jul 21 | Aug 21 | Sep 21 | Oct 21 | Nov 21 | Dec 21 | Jan 22 |
|--------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Imaging Proc | 526    | 558    | 613    | 744    | 594    | 652    | 702    | 699    | 714    | 725    | 658    | 655    | 692    |
| Budget       | 495    | 447    | 495    | 483    | 541    | 525    | 541    | 541    | 525    | 550    | 530    | 555    | 555    |

### REHAB MODALITIES

Rehab Modalities Budget



|                  | Jan 21 | Feb 21 | Mar 21 | Apr 21 | May 21 | Jun 21 | Jul 21 | Aug 21 | Sep 21 | Oct 21 | Nov 21 | Dec 21 | Jan 22 |
|------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Rehab Modalities | 1154   | 1500   | 1565   | 1221   | 1091   | 1352   | 1508   | 1559   | 1501   | 1707   | 1585   | 1575   | 1414   |
| Budget           | 1325   | 1197   | 1325   | 1298   | 1316   | 1275   | 1316   | 1316   | 1275   | 1325   | 1300   | 1350   | 1350   |



WINDOM AREA HEALTH  
INCOME STATEMENT

1/31/2022

Revenue

|                        | 1/31/2022   | Comparison | Budget 2022 | Y-T-D 2022   | Comparison | Budget 2022  | Y-T-D 2022   | Revenue | Comparison | Revenue      | Comparison | Y-T-D 2022   | From Last Year | % Change |
|------------------------|-------------|------------|-------------|--------------|------------|--------------|--------------|---------|------------|--------------|------------|--------------|----------------|----------|
| <b>PATIENT REVENUE</b> |             |            |             |              |            |              |              |         |            |              |            |              |                |          |
| Inpatient Revenue      | \$840,024   | 21.88%     | \$795,000   | \$6,258,791  | 23.08%     | \$7,080,942  | \$6,771,767  | 23.08%  | 23.08%     | \$6,771,767  | 23.08%     | \$6,771,767  | (\$512,976)    | -7.6%    |
| Outpatient Revenue     | \$2,999,283 | 78.12%     | \$2,650,000 | \$28,056,230 | 76.92%     | \$23,597,573 | \$22,487,786 | 76.92%  | 76.92%     | \$22,487,786 | 76.92%     | \$22,487,786 | \$5,568,444    | 24.8%    |
| Total Patient Revenue  | \$3,839,307 | 100.00%    | \$3,445,000 | \$34,315,021 | 100.00%    | \$30,678,515 | \$29,259,553 | 100.00% | 100.00%    | \$29,259,553 | 100.00%    | \$29,259,553 | \$5,055,468    | 17.3%    |

|                         |             |        |             |              |        |              |              |        |        |              |        |              |             |       |
|-------------------------|-------------|--------|-------------|--------------|--------|--------------|--------------|--------|--------|--------------|--------|--------------|-------------|-------|
| Contractual Adjustments | \$1,417,960 | 36.93% | \$1,495,000 | \$14,457,173 | 43.40% | \$13,471,894 | \$12,954,625 | 43.91% | 43.91% | \$12,954,625 | 43.91% | \$12,954,625 | \$1,502,548 | 11.6% |
| Other Income            | \$20,970    | 0.55%  | \$18,494    | \$214,729    | 0.54%  | \$168,785    | \$979,408    | 0.55%  | 0.55%  | \$979,408    | 0.55%  | \$979,408    | (\$764,679) |       |

NET OPERATING REVENUE \$2,442,317 100.00% \$1,968,494 100.00% \$20,072,577 100.00% \$17,375,406 100.00% \$17,284,336 \$2,788,241 16.1%

EXPENSE

|                         |           |        |           |             |        |             |             |        |        |             |        |             |           |       |
|-------------------------|-----------|--------|-----------|-------------|--------|-------------|-------------|--------|--------|-------------|--------|-------------|-----------|-------|
| Employee Salaries       | \$835,080 | 34.19% | \$693,193 | \$6,465,500 | 35.21% | \$6,172,614 | \$5,793,789 | 35.53% | 35.53% | \$5,793,789 | 35.53% | \$5,793,789 | \$671,711 | 11.6% |
| Employee Benefits       | \$254,849 | 10.43% | \$225,356 | \$1,971,814 | 11.45% | \$2,042,336 | \$1,804,083 | 11.75% | 11.75% | \$1,804,083 | 11.75% | \$1,804,083 | \$167,731 | 9.3%  |
| Pharmaceuticals         | \$89,908  | 3.68%  | \$70,562  | \$755,096   | 3.58%  | \$639,480   | \$561,550   | 3.68%  | 3.68%  | \$561,550   | 3.68%  | \$561,550   | \$193,546 | 34.5% |
| Supplies                | \$181,046 | 7.41%  | \$149,424 | \$1,258,760 | 7.59%  | \$1,354,192 | \$1,226,306 | 7.79%  | 7.79%  | \$1,226,306 | 7.79%  | \$1,226,306 | \$32,454  | 2.6%  |
| Rents & Utilities       | \$33,733  | 1.38%  | \$26,564  | \$254,291   | 1.35%  | \$240,743   | \$225,098   | 1.39%  | 1.39%  | \$225,098   | 1.39%  | \$225,098   | \$29,193  | 13.0% |
| Purchased Services      | \$380,741 | 15.59% | \$398,465 | \$3,458,308 | 20.24% | \$3,611,174 | \$3,281,219 | 20.78% | 20.78% | \$3,281,219 | 20.78% | \$3,281,219 | \$177,089 | 5.4%  |
| Other Direct Expenses   | \$139,032 | 5.69%  | \$121,106 | \$1,164,341 | 6.15%  | \$1,097,549 | \$969,791   | 6.32%  | 6.32%  | \$969,791   | 6.32%  | \$969,791   | \$194,550 | 20.1% |
| Provision for Bad Debts | \$61,472  | 2.52%  | \$44,392  | \$521,486   | 2.26%  | \$402,307   | \$426,718   | 2.32%  | 2.32%  | \$426,718   | 2.32%  | \$426,718   | \$94,768  | 22.2% |
| Depreciation            | \$122,009 | 5.00%  | \$121,352 | \$1,072,252 | 6.16%  | \$1,093,753 | \$1,078,970 | 6.29%  | 6.29%  | \$1,078,970 | 6.29%  | \$1,078,970 | (\$6,718) | -0.6% |
| Interest Expense        | \$13,028  | 0.53%  | \$13,750  | \$119,652   | 0.70%  | \$123,750   | \$127,338   | 0.71%  | 0.71%  | \$127,338   | 0.71%  | \$127,338   | (\$7,686) | -6.0% |

Total Operating Expense \$2,110,898 86.43% \$1,864,164 94.70% \$17,041,500 84.90% \$16,777,898 96.56% \$15,494,862 \$1,546,638 10.0%

Income (loss) From Operations \$331,419 13.57% \$104,330 5.30% \$3,031,077 15.10% \$597,508 3.44% \$1,789,474 \$1,241,603

Investment Income \$1,539 0.06% \$7,459 0.38% \$57,696 0.29% \$68,127 0.39% \$95,282 (\$37,586)

Other Revenue/(Expenses) \$3,957 0.16% \$10,081 0.51% \$54,466 0.27% \$92,073 0.53% \$88,292 (\$33,826)

Non Operating Rev/Exp \$5,496 0.23% \$17,540 0.89% \$112,162 0.56% \$160,200 0.92% \$183,574 (\$71,412)

Increase in Net Assets \$336,915 13.79% \$121,870 6.19% \$3,143,239 15.66% \$757,708 4.36% \$1,973,048 \$1,170,191

Month

**WINDOM AREA HEALTH  
FY 2022  
CAPITAL ASSET ACQUISITIONS**

| Yrs Dep      | Capital Asset                         | Vendor                     | Asset class  | May              | June             | July | August | September         | October          |
|--------------|---------------------------------------|----------------------------|--------------|------------------|------------------|------|--------|-------------------|------------------|
| 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        |      |        |                   |                  |
| 10           | Panda Warmer                          | GE Healthcare              | Maj Mov      |                  |                  |      |        | 21,716.69         |                  |
| 3            | Gastrosopes (2)                       | Olympus                    | Maj Mov      |                  |                  |      |        | 59,015.20         |                  |
| 3            | Laparoscopes (4)                      | Arthrex                    | Maj Mov      |                  |                  |      |        | 16,170.00         |                  |
| 20           | West Parking Lot (47,000 SF)          | Nielson Blacktopping, Inc. | Land Improve |                  |                  |      |        | 162,900.00        |                  |
| 3            | MX450 Patient Monitors                | Agiliti (Philips)          | Maj Mov      |                  |                  |      |        |                   | 15,876.45        |
| 5            | Chemistry Analyzer                    | Siemens                    | Maj Mov      |                  |                  |      |        |                   | 83,000.00        |
| <b>Total</b> |                                       |                            |              | <b>41,160.01</b> | <b>60,567.87</b> | -    | -      | <b>259,801.89</b> | <b>98,876.45</b> |

| Yrs Dep | Capital Asset                             | Vendor         | Asset class | November | December          | January |
|---------|---|----------------|-------------|----------|-------------------|---------|
| 10      | Med Vac Pump                              | BeaconMedaes   | Maj Mov     |          | 7,361.63          |         |
| 10      | Rooftop Ductwork Insulation Units #1 - #4 | Schwicker's    | Fixed Equip |          | 21,200.00         |         |
| 20      | Steam Water Heater Project                | Kraus Anderson | Fixed Equip |          | 185,347.42        |         |
|         |   |                |             | -        | <b>213,909.05</b> | -       |

**Total YTD Capital Acquisitions 674,315**

**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, February 28, 2022 / 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

| <b>Category / Topic</b> | <b>Action step(s) / Updates</b> | <b>Leader:</b> |
|-------------------------|---------------------------------|----------------|
|-------------------------|---------------------------------|----------------|

**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 January 24, 2022 ( <i>Cmte Motion</i> ) | Kay Gross |
|---------|---|-----------|

**FOLLOW-UP ITEMS**

|  |   |                     |
|--|---|---------------------|
| Medical Staff Credentialing & Med Staff Meeting Update | <ul style="list-style-type: none"> <li>Review &amp; approve medical staff credentialing, upon recommendation from WAH Medical Staff (<i>Board motion</i>)</li> <li>Report on business addressed at WAH Medical Staff meeting</li> </ul> | Dr Olson / Shelby M |
|--|---|---------------------|

|                        |   |         |
|------------------------|---|---------|
| Labor Relations Update | MOU forthcoming that will change shifts | Emily M |
|------------------------|---|---------|

**NEW/CURRENT ITEMS**

|               |  |          |
|---------------|--|----------|
| Policy Review | Review and recommend approval of updated policy, Fetal Demise. | Kelsey A |
|---------------|--|----------|

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, January 24, 2022 / 4:00pm / 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, Others: Dr. Mary Olson, Chief of Staff  
Absent: Laura Fresk, Julie Brugman/Mt Lake Advisory Mbr, Terry Mahai/Sanford Health Network VP

**Chairperson (or Acting Chairperson)** Kay Gross, Chairperson  
**Recorder:** Janel Eichstadt, Admin Asst

| Category / Topic      | Action step(s) / Updates  | Leader:   |
|-----------------------|---|-----------|
| <b>STANDING ITEMS</b> |   |           |
| 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 DECEMBER 20, 2021, AS PRESENTED (TEGELS/FISHER). | Kay Gross |

| <b>FOLLOW-UP ITEMS</b>          |  |                     |
|---------------------------------|--|---------------------|
| Medical Staff mtg / CMO Review  | WAH Medical Staff reviewed the January credentialing list and recommended its approval to the Governing Board. Dr. Olson stated discussion was held amongst Medical Staff members regarding a revision to the Medical Staff Bylaws, Courtesy Staff section, regarding the number of patient admissions Courtesy Staff providers will be permitted per calendar year. WAH Medical Staff providers recommend approval by the WAH Governing Board to allow Courtesy Staff inpatient admissions be increased from the current 35 patient admissions up to 70 inpatient admissions per calendar year. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO THE WAH GOVERNING BOARD, AN AMENDMENT TO THE WAH MEDICAL STAFF BYLAWS, COURTESY STAFF SECTION, STATING COURTESY STAFF INPATIENT ADMISSIONS BE INCREASED FROM THE CURRENT 35 INPATIENT ADMISSIONS PER CALENDAR YEAR TO 70 INPATIENT ADMISSIONS PER CALENDAR YEAR (FISHER/TEGELS). | Dr Olson / Shelby M |
| Telehospitalist Update          | Shelby noted Telehealth Solutions will be having designated staff onsite February 3 <sup>rd</sup> to acclimate themselves to Windom Area Health's processes and meet WAH Medical Staff members in preparation for implementation of the telehospitalist program that will officially begin at Windom Area Health on February 7, 2022.  | Shelby M            |
| Emergency Department Renovation | Shelby stated the Emergency Department renovation project is progressing smoothly with an anticipated move-in date being planned for mid-March 2022.   | Shelby M            |

| <b>NEW/CURRENT ITEMS</b> |  |           |
|--------------------------|--|-----------|
| Other: Sanford Agreement | Shelby informed members Windom Area Health recently signed a Return Transfer Agreement with Sanford Health, which allows Sanford to transfer an inpatient back to Windom Area Health from their inpatient unit once the patient is clinically stable and WAH has an open bed available. This transfer agreement was initiated upon its signing to assist Sanford with bed availability due to the demand for patient beds because of Covid-19. | Shelby M  |
| <b>CONCLUSION</b>        |  |           |
|                          | 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**

**FEBRUARY 28, 2021**

**APPOINTMENTS:**

None

**REAPPOINTMENTS:**

|                       |                      |                             |
|-----------------------|----------------------|-----------------------------|
| Raymond Allen, M.D.   | Cardiology           | Consulting                  |
| Gary Goldberg, M.D.   | Urology              | Consulting                  |
| Justin Kane, M.D.     | Emergency Medicine   | Emergency Services          |
| Kelli Kolander, CNP   | Cardiology (Pham)    | Allied Health Professionals |
| Julie Langerock, CNP  | Cardiology (Paa)     | Allied Health Professionals |
| Chunyen Liu, M.D.     | Emergency Medicine   | Emergency Services          |
| Cindy Olson, RN       | Ophthalmology (West) | Allied Health Professionals |
| Christopher Ott, M.D. | Emergency Medicine   | Emergency Services          |

**SANFORD TELEMEDICINE APPOINTMENTS:**

|                           |                    |              |
|---------------------------|--------------------|--------------|
| Brooklyn Bertels, D.O.    | Emergency Medicine | Telemedicine |
| Edgardo Fortuno III, D.O. | Internal Medicine  | Telemedicine |

**vRAD REAPPOINTMENTS:**

|                     |               |              |
|---------------------|---------------|--------------|
| Peggy Rouleau, M.D. | Teleradiology | Telemedicine |
|---------------------|---------------|--------------|

**RESIGNATION: *(for informational purposes only)***

|                       |                   |                             |
|-----------------------|-------------------|-----------------------------|
| Savanna Altstiel, LPN | Cardiology (Pham) | Allied Health Professionals |
|-----------------------|-------------------|-----------------------------|

## JANUARY COMMENTS

### Inpatient

Minus the intrathecal that didn't go well, I couldn't have been more pleased with my care! The doctor + nurses went above + beyond to make sure I was comfortable. Excellent job Windom Area Health!

### Emerg Dept

For going to the er it was more like going in for a check up; there didn't seem to be any sense of urgency to the issue that needed to be addressed. Especially being sent home that night and then driving in the early morning to Sioux Falls to get it taken care of immediately and when the doctors there could not believe they sent me home that night. That doesn't make Windom look very good. Don't get me wrong, I don't want Windom to go away it's much closer and convenient to be at, they just need just a few of the amenities the bigger hospitals have that being staff (surgeons, Drs, nurses, etc.) otherwise it's really not what I would consider to be an er, but just a clinic and that's not what I want that's not what the surrounding communities want they want something close by that if something happens they know it can be taken care of immediately in house and not get a referral and time if the issue is serious enough is a matter of life and death

### Emerg Dept

I had the best care I've had in the Windham Hospital in a long time. I've been upset several times and I didn't even want to go back to the Windham emergency room, but I am totally satisfied. You have it, I had a good team. Thank you.

### Emerg Dept

I think the doctor did a fine job particularly second day. I didn't realize how much distress I was in trying to swallow the first day because I came into the ER 2 days back to back. And I think that had I realize how much distress I was in myself. We could have got that figured out first day rather than the second day, but but it all worked out in the end and I think you did a fine fine job. So, thanks very much.

### Emerg Dept

Your facility was poorly staffed of both doctors and nurses. I waited at least 3 1/2 hours to be seen by doctor. Once in room, there over hour approximately. They apologized over and over. Sick of hearing because of Covid. By this time that problem should be solved.

### Emerg Dept

It was a scary time and they were supportive.

### Emerg Dept

"I don't know if I was even asked my name upon arrival. No one took my insurance information. My son brought me in for Covid. I was worried about passing out all the time but it wasn't even approached by the ER department. After testing me for Covid I was told go home. I was worried about my heart. No one asked or listened to my concerns. The ER was more concerned about telling me to go to my regular Dr then helping me. My husband was in for the same symptoms two days earlier and he was given an EKG. Why was I not treated with the same care? The part that upsets me the most is you gave my private phone number out the the MN department of health for them to harass me for my personal info. That I NEVER would have given you permission to do. Who made that decision they could give out my private info. I would like to give out their private info without asking. Show some patient respect. Now I am wondering what kind of lies are being documented about me in some database. I am very upset with the lack of patient concern and privacy.

I am thankful for a hospital so close to home yet I have lost trust that it is there for the actual care of the patient. I felt I was a bother and my concerns and my actual health wasn't part of your agenda. I was just a number. Very sad how it all played out. "

### Emerg Dept

The nurse \*\*\* had no bedside manner. She was relatively rude and unpleasant. The other nurse and the doctor were amazing.

## JANUARY COMMENTS

- Emerg Dept** Dr.Nwadibia was amazing. He has the best bedside manor and he actually listened to what I had to say
- Emerg Dept** Thank you for treating me with kindness and respect even though I was there for an addiction. I'm home and safe and back in treatment. You helped save my life.
- Emerg Dept** Very well satisfied
- Cardiac Rehab** I was in cardiac rehab so I didn't see any doctors
- Lab** They were very very with my blood draw it's not always so smooth we are very fortunate to have this facility!!!!
- Lab** I went there for a mamogram. Not any other type of procedure. Very simple.
- Lab** All staff were professional and pleasant. Thank you.
- Lab** Although it was my annual exam, I was provided important and helpful information to deal with some issues which I very much appreciated.
- Lab** All the nurses we had during our stay were absolutely amazing.
- Outpatient** Very professional, polite & caring.
- Outpatient** "Very thankful for the caring concern from my wonderful nurse when I came in for my antibody infusion. I just wish I knew her name, so much protective gear but handled it all so professionally"
- Outpatient** No doctors in the loop, but I had to answer a question related to a doctor's role in my visit.
- Outpatient** To have a cot to lay on while receiving treatment would help greatly.
- Outpatient** Very pleased that I could get the medicine i needed closed by. Thanks to nurses that did a great job!!!
- Outpatient** Nurses were very nice and competent
- Outpatient** Appointment times are important to keep. My infusion didn't start till 1 hour after my scheduled time. You make people feel like you don't think there time is worth anything when you cannot perform you job in a timely manor. Otherwise staff is nice and helpful
- Outreach Clinic** I felt it a total waste of time
- Outreach Clinic** I dealt with Dr. Botker several times for several issues. This was a second opinion, and he filled me in on the questions that I felt needed to be answered. I have always been very pleased with Dr. Botker's care. Thank you.
- Outreach Clinic** Cindy at the front reception was helping another patient with billing questions and a long line started to form at the entrance. Cindy gave exceptional customer service to the patient with on going questions without making the patient feel like a inconvenience. Knowing Cindy meets patient's needs at any time of day is a good feeling to know I can go to her with any questions and she will help or direct me to the right person of knowledge.
- OP Pain Services** "I am very happy with doctors and nurses at windom hospital..."

## JANUARY COMMENTS

- Outpatient Ther (PT, OT, ST)** I free that the experience is very positive and the staff member is wonderful and I will go to her again if I need PT
- Outpatient Ther(PT, OT, ST)** The wait time at the reception desk was at least 5 minutes. It would be nice to be checked in immediately so your care team knows you are there and ready.
- Outpatient Ther (PT, OT, ST)** Terri is a wonderful therapist. She has a very special and gentle way about her. She is very knowledgeable and is excellent in her work. Much thanks to her!
- Outpatient Ther (PT, OT, ST)** Terri is amazing!!!!
- Outpatient Ther (PT, OT, ST)** I like how she pushes me with the things I have to do. Because before you know it you our done with what she asked you to do. That pushes me at home to do better.
- Outpatient Ther (PT, OT, ST)** I thought she did a wonderful job. I definitely would recommend her and your facility to anybody who's child has a...sports injury. Thank you.
- Outpatient Ther (PT, OT, ST)** lke is very easy to talk to, he listens and has a plan for "homework" He is knowledgeable and friendly
- Imaging - Non Magnet** Need a new bike,
- Imaging - Non Magnet** The MRI took was done on a Thursday and it took until Monday to reach my doctor. My doctor had to call and request the MRI
- Imaging - Non Magnet** The gal who did the ultrasound on my legs was VERY good!!!
- Imaging - Non Magnet** Perfect
- Imaging - Non Magnet** Darci was very professional and did a great job.
- Imaging - Non Magnet** I was really anxious and worried coming into my appointment. Everyone was wonderful!!! They made me feel calm.
- Imaging - Non Magnet** It was good
- Imaging - Non Magnet** I think Cindy at the reception desk and Mr. Warner at the hospital entrance do a fantastic job of helping and doing what needs to be done in regard to Covid plus getting people to their area of care in good time. They helped me with registration to get me where I needed to be on time. I have found them to be very helpful on all my recent visits to Windom Area Health.
- Imaging - Non Magnet** Went well. Think they missed one of the X-ray spots, but were very friendly and courteous and did a great job.
- Imaging - Non Magnet** It was fine.
- Respiratory** Rhonda is so good at her job! After my daughters appointment, my daughter asked if all Drs/staff are as nice as Rhonda. We really appreciated her a lot!!
- Surgery** I am so grateful that we have such fantastic medical care available here in our small town. The nurses were great, really appreciated Patty and Jackie for how well they went through all the details before surgery. Thank you all.
- Surgery** Better tasting liquid.



## JANUARY COMMENTS

### Surgery

"My nurse Brittany was awesome! Very caring and explained things well. Dr. Reddy is a very compassionate Dr. and treats his patients and staff very well!"

### Surgery

I was a little nervous about the procedure but the staff was very comforting and yet professional. They explained everything as it was happening and made me feel like I was more than just another patient.

### Surgery

I think the procedure went as well as could be expected.

### Surgery

Everyone I dealt with was professional, friendly and helpful, I felt confident of their abilities and I wish to thank them for the excellent experience

To all Board Members  
and Foundation  
members -

Thanks for sending  
the plant for my  
mom's service. Also  
thank you for all the  
encouraging words said  
as we go through the  
day.

Your kindness and  
thoughtfulness means  
so much to us.

Just to know  
that in countless ways  
our family and friends  
are with us,  
makes the way easier.

Thank you.

Laura + Steve  
Freek



# WINDOM AREA HEALTH FOUNDATION

## BOARD OF DIRECTOR'S MEETING

**TUESDAY, FEBRUARY 22, 2022**

*Select meal from the Cafeteria before meeting*

**5:00 pm – Large Conference Room**

### AGENDA

- |   |               |
|---|---------------|
| <b>I. CALL WAH FOUNDATION MEETING TO ORDER</b>  | Steve Johnson |
| <b>II. FOUNDATION MEETING MINUTES -</b><br>- Approve minutes from regular meeting on January 25, 2022   | Steve Johnson |
| <b>III. FINANCIAL STATEMENT -</b><br>- Review donations & assign thank-you's  | Kim Armstrong |
| <b>IV. OLD BUSINESS -</b><br>- Ask for Anything Grants<br>- Scholarship Timeline & Committee<br>- Fun Run with HyLife<br>- Board Vacancies  | Kim Armstrong |
| <b>V. NEW BUSINESS -</b><br>- 990 Review<br>- Memorial Gift Recognition   | Kim Armstrong |
| <b>VI. PROJECTS -</b><br>- Dad's Belgian Waffle Brunch<br>o Sunday, March 13, 2022, Windom Community Center<br>- Golf Tournament<br>o Friday, June 24, 2022, Windom Country Club<br>- Breast Health Event<br>o October 1, 2022<br>- Rock the Rink Pink<br>o November 2022, Windom Arena |               |
| <b>VII. NEXT MEETING DATE/TIME – March 29, 2022, 5 pm, LCR</b>  | Steve Johnson |
| <b>VIII. MEETING CONCLUSION</b>   | Steve Johnson |