

Meeting Name: Windom Area Health Governing Board of Directors

AGENDA

Purpose: Provide governance for Windom Area Health	
Meeting Date/Time/Location:	Monday, March 28, 2022 / 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
Meeting Minutes	Approve Windom Area Health Governing Board minutes from the regular meeting of February 28, 2022 (<i>Board motion</i>)
COMMITTEE REPORTS	
Professional Practice / Quality & Planning Cmte	<ul style="list-style-type: none"> Medical Staff Credentialing review and approval per recommendation of the Medical Staff (<i>Board motion</i>) Medical Staff meeting review Review Committee meeting activities
Finance / Personnel / Labor Relations & Bldg & Grounds Cmte	Review Committee meeting activities
OTHER REPORTS	
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"> Review / Update Sr Management Team Executive Summaries Review / Approve WAH committee meeting reports as presented (<i>Board motion</i>)
City of Windom	Informational updates
Sanford Health Network	Informational updates
WAH Foundation Board	Foundation Board meeting March 29, 2022, 5:00 pm, LCR. Meeting minutes from March 1, 2022 included in Board book
WAH Auxiliary	<ul style="list-style-type: none"> Auxiliary met March 14, 2022. February meeting minutes included in Board book Auxiliary Spring Banquet scheduled for Monday, April 11th starting at 5:00pm at the Cottonwood County Historical Society

NEW & OLD BUSINESS		
Old Business		Dr M Fisher
New Business		Dr M Fisher
CONCLUSION		
Board Education	Greg Holt, Maintenance and Emergency Preparedness Supervisor	Shelby M
	Conclude WAH Governing Board meeting Motion to move into executive session to discuss physician performance in accordance to Minn. Statute 13D.05, Subd. 3(a)	Dr M Fisher

Meeting Name: Windom Area Health Governing Board of Directors

MINUTES

Purpose: Provide governance for Windom Area Health

Meeting Date/Time/Location: **Monday, February 28, 2022 / 5:30 pm / Large Conference Room**

Members: All Windom Area Health Governing Board Mbrs
 Present: Ann Bartelt, Kay Gross, Terry Tegels, Justin Schmit, Dan Ortman, Laura Fresk, Dr. Michael Fisher, John Peyerl/CFO, Emily Masters/CHRO, Kelsey Andrews/DON, Shelby Medina/CEO, Terry Mahar/Sanford Health Network VP
 Other Attendees: Lisa Farag/Windom City Council Liaison
 Absent: Julie Brugman/Mt Lk Advisory Mbr, Dr. M. Olson/Chief of Medical Staff, Steve Nasby/City of Windom Administrator
Recorder: Janel Eichstadt, Admin Asst

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

Call to Order

Windom Area Health Governing Board meeting was called to order at 5:30 pm by Board Chairperson, Dr. Michael Fisher.

Dr M Fisher

Meeting Minutes

M/S/C UNANIMOUSLY TO APPROVE WINDOM AREA HEALTH GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF JANUARY 24, 2022 AS PRESENTED (SCHMIT/ORTMANN).

Dr M Fisher

COMMITTEE REPORTS

February's Medical Staff Credentialing list was presented for review and approval.

M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE WAH MEDICAL STAFF, TO APPROVE MEDICAL STAFF CREDENTIALING AS PRESENTED (GROSS/TEGELS).

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

Professional Practice / Quality & Planning Cmte

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
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RESIGNATION: *(for informational purposes only)*

Savanna Altstiel, LPN	Cardiology (Pham)	Allied Health Professionals
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Shelby reported on agenda items addressed at the Medical Staff meeting held earlier in the day. She reported Dr. Ghannam, telehospitalist from TeleSolutions, would be attending Medical Staff meetings moving forward to provide communications regarding the telehospitalist program recently implemented at Windom Area Health. Providers reviewed and discussed the updated Fetal Demise policy, which now includes MN Statute 149A.90 regarding "Disposition of the Infant" being added into the policy. This policy revision was met with approval by the WAH Medical Staff for Governing Board action. DON, Kelsey Andrews, presented the updated Fetal Demise policy for review and discussion to Governing Board members due to an amendment added into this policy, Section 8, subsection 8.7, Disposition of the Infant, per MN Statute 149A.90. M/S/C UNANIMOUSLY TO APPROVE THE REVISED WAH POLICY, FETAL DEMISE, AS PRESENTED (TEGELS/FRESK)

Shelby M
Kay Gross

<p>Finance / Personnel / Labor Relations & Building & Grounds Cmte</p>	<p>M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$118,358.76 TO AAA COLLECTIONS AND APPROVE 8 FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$15,409.78 (SCHMIT/BARTELT). In month 10 of FY22, financial assistance accounts approved for write off totaled \$62,258.92 on a budget of \$125,000. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FOLLOWING RESIGNATIONS – 2 OUTPATIENT RN EFFECTIVE LAST SHIFT WORKED 12/20/21, RN CARDIAC REHAB COORDINATOR EFFECTIVE MARCH 2, 2022, RN EFFECTIVE MARCH 17, 2022, EMPLOYEE HEALTH AND SAFETY COORDINATOR EFFECTIVE APRIL 4, 2022 AND PRN IMAGING TECH WITH PREVIOUS RESIGNATION DATE OF FEBRUARY 4TH CHANGED RESIGNATION DATE TO BE EFFECTIVE JANUARY 26, 2022 (SCHMIT/ORTMANN). John shared information regarding a capital acquisition request by Orthopedic surgeon, Dr. J. Botker for the purchase of an AEX Generator and cart. This surgical equipment is used to cauterize skin, tissue and bone during surgery using radio frequency. Cost of this capital acquisition item is \$28,500. M/S/C UNANIMOUSLY TO PROCEED WITH THE PURCHASE OF THE AEX GENERATOR AND CART TOTALING \$28,500 (ORTMANN/BARTELT)</p>	<p>Justin Schmit</p>
<p>OTHER REPORTS</p>		
<p>Statistical & Financial Performance Reports</p>	<p>January 2022 statistical and utilization graphs were reviewed. The month's total patient revenue was above budget projections; contractual adjustments, as a percentage of revenue, were below budget projections; total operating expenses were above budget expectations; net operating revenue and total operating expenses factored together left a net increase in assets totaling \$336,915. FY2022 year-to-date net income totals \$3,143,239 on a projected budget of \$757,708. Days in A/R were reported at 50.09 and Days Cash on Hand totaled 365. M/S/C UNANIMOUSLY TO APPROVE DECEMBER 2021 STATISTICAL AND FINANCIAL PERFORMANCE REPORTS AS PRESENTED (SCHMIT/TEGELS)</p>	<p>John Peyerl</p>
<p>Capital Acquisition Activity</p>	<p>There were no Capital Acquisitions for January 2022 requiring Governing Board approval.</p>	<p>John Peyerl</p>
<p>Policy Review</p>	<p>John shared information regarding an update to Windom Area Health's Credit Card Policy. He noted all verbiage within the policy remained the same, however, the credit limit to WAH's American Express account was increased. M/S/C UNANIMOUSLY TO APPROVE THE CREDIT LIMIT INCREASE TO \$605, TO WAH'S AMERICAN EXPRESS ACCOUNT (SCHMIT/GROSS)</p>	<p>John Peyerl</p>
<p>MN Dept of Health Capital Improvement Grant</p>	<p>M/S/C UNANIMOUSLY TO APPROVE THE FY2022 RURAL HOSPITAL CAPITAL IMPROVEMENT GRANT FROM THE OFFICE OF RURAL HEALTH AND PRIMARY CARE OF THE MN DEPARTMENT OF HEALTH IN THE AMOUNT OF UP TO \$125,000 TO BE APPLIED TOWARDS THE REPLACEMENT COST OF A NEW PHARMACY DISPENSING SYSTEM FOR WINDOM AREA HEALTH'S PHARMACY DEPT COSTING APPROXIMATELY \$380,000 (GROSS/SCHMIT)</p>	<p>Shelby M</p>
<p>Sanford Supply Chain Agreement</p>	<p>Shelby stated Sanford Health Network is requesting an extension of time to complete negotiations of the Supply Chain agreement from the current agreement stating this agreement would be signed within 45 days of the new Sanford Management Agreement with Windom Area Health. She noted Sanford is requesting this additional time to allow negotiations to be completed no later than late June 2022 for the Supply Chain agreement. M/S/C UNANIMOUSLY TO APPROVE THE REQUESTED TIME EXTENSION TO SANFORD FOR COMPLETION OF THE SUPPLY CHAIN AGREEMENT NEGOTIATIONS TO BE COMPLETED BY THE END OF JUNE 2022 (SCHMIT/GROSS)</p>	<p>Shelby M</p>
<p>New / Department Transfer Employees</p>	<p>The following new hires and department transfers were reported. New hires included PRN Imaging Tech effective 2/16/2022; RN effective 2/15/22; PRN Imaging Tech effective 1/25/2022; Lab Tech 3/22/2022; Community Health Program Manager effective 3/1/2022, PRN RN changed status to a .6 Surgical RN, .4 Pt Access Rep moved to FT status effective 3/2/2022, and a new RN was hired by Heallogics for WAH Wound Center.</p>	<p>Emily Masters</p>
<p>Patient Concern Reports</p>	<p>January 2022 Patient Concern Reports and patient survey comments were reviewed and found to be appropriately addressed.</p>	<p>Shelby M Kelsey A</p>
<p>Patient Safety Reports</p>	<p>Kelsey shared there were 0 reportable patient falls 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 February 23, 2022.</p>	<p>Kelsey Andrews</p>
<p>IT Risk Assessment</p>	<p>The 2021 IT Risk Assessment was presented by Shelby for Board review. She noted Windom Area Health was categorized as being in the "medium risk" category. Because of safeguards WAH has in place, including access control, implementation of security policies and documented procedures, our Residual Risk level was determined to be at "low risk". M/S/C UNANIMOUSLY TO APPROVE THE CY2021 IT RISK ASSESSMENT AS PRESENTED (TEGELS/FRESK)</p>	<p>Shelby M</p>
<p>Administration</p>	<p>CHRO Emily Masters reported on committee meeting outcomes as noted in her February Executive Summary. DON Kelsey Andrews reported on additional information relating to monoclonal antibody treatment choices patients have available to them when receiving this Covid treatment. A nursing staff group is working on bringing back bedside reporting for nurse-to-nurse handoff with intentions of improving inpatient satisfaction scores. M/S/C UNANIMOUSLY TO APPROVE THE FOLLOWING WAH COMMITTEE MEETING REPORTS AS PRESENTED (ORTMANN/FRESK)</p>	<p>Sr Mgmt Team</p>

	<ul style="list-style-type: none"> • OB COMMITTEE • SAFETY • SAFE PATIENT HANDLING • INFECTION PREVENTION • PI/RISK • UTILIZATION REVIEW 	
City of Windom	<p>Lisa Farag reported on the City of Windom, City Council update. She noted a presentation was given on future Hwy 60 improvements. Discussion is taking place about possibly installing 2 roundabouts, one to Hwy 71 N and a second to Hwy 71 S. Three firefighters recently retired from the Windom Fire Dept. The EDA is closing on the Cemstone property in March. EDA has selected the single-family land developer and multi-family apartment developer for the Cemstone property. Drew Hage, Development Director, is leaving April 1st for a private sector job. The City is working to refill this position as soon as possible. Kwik Trip has filed building plans and will start construction this Spring in south Windom. Application period is open for employment of a full-time Windom Ambulance Director position</p> <p>An update was given on Covid statistics throughout the United States and the state of MN. Recruitment and retention of new employees to Sanford has been a significant issue due to Covid. Sanford Profile was sold to a firm in North Carolina. Currently, Sanford Profile stores will remain in place and under the same business name. Terry announced he is retiring from Sanford Health Network as one of its vice presidents effective March 25, 2022. Board member expressed their appreciation to Terry for his 6 years of leadership to Windom Area Health.</p> <p>Foundation Board will be meeting March 1, 2022, 5:00 pm, LCR. Minutes from the January 25, 2022 meeting were included in the Board books. Additional planning of the Dad's Belgian Waffle event planned for March 13th will be discussed.</p> <p>Auxiliary met February 14, 2022. January 10, 2022 meeting minutes were included in the Board books.</p>	Lisa Farag
Sanford Health Network		Terry Mahar, VP
WAH Foundation Board		Shelby Medina
WAH Auxiliary		Shelby Medina
NEW & OLD BUSINESS		
Old Business	There was no old business to report.	Dr M Fisher
New Business	<p>M/S/C UNANIMOUSLY TO ADJOURN FROM REGULAR MEETING BUSINESS OF THE WAH GOVERNING BOARD AND ENTER INTO A CLOSED EXECUTIVE SESSION FOR THE PURPOSE OF REVIEWING THE CEO PERFORMANCE EVALUATION AND COMPENSATION ADJUSTMENT FOR THE NEXT YEAR (FISHER/ORTMANN)</p> <p>Meeting was re-opened to the public at the conclusion of the closed executive session.</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE CEO PERFORMANCE EVALUATION AND COMPENSATION ADJUSTMENT FOR WINDOM AREA HEALTH CEO, SHELBY MEDINA (GROSS/SCHMIT)</p>	Dr M Fisher
CONCLUSION		
Board Education	<p>WAH Governing Board meeting was concluded by Chairperson, Dr. Michael Fisher.</p> <p>There was no Governing Board education presented this evening.</p>	Dr M Fisher

Signature _____, Dan Ortmann, Governing Board Secretary

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

DIRECTOR OF NURSING REPORT

- **Medical/Surgical/OB/Emergency Room:**
 - Continued work is being done with nursing staff to look at care delivery models to ensure we are meeting the needs for our patients.
 - Emergency Room remodel is on track. Plan to move to the new ER starting the end of March and beginning of April.
 - Nursing staff group is working on bringing back bedside reporting for nurse-to-nurse handoff. We are hoping this will help with patient satisfaction.
 - Working through nurse vacancies, currently have 5 positions open at this time.
- **Diabetes Management/Oncology: nothing to report**
- **Surgery: nothing to report**
- **Committee Meetings**
 - ED Committee Meeting March 8th, 2022.
 - Dr. Issa has been our Acute Care liason provider and will likely not continue due to cutting back on coverage at WAH.
 - Monitoring our transfer communication on our EMTALA form for the purposes of ensuring our PI goals are met.
 - Reviewed patient satisfaction scores, seeing a direct tie to ED callbacks and our scores.
 - Reviewed our trauma and stroke goals and approved our 2022 goals which are:
Trauma (continue to keep the same goals):
 - Chest and pelvic X-ray completed before advanced imaging in TTA's - 85% of the time
 - Decision to transfer <30 mins from when TTA criteria is met or from when TTA criteria is found – 80% of the time
 - Low acuity patients transferred in <120 mins – 50% of the time**Stroke (continue all the same except swallow screen):**
 - Neuro consult within 10-30 mins – 60% of the time
 - Transfer time <90 mins – 60% of the time
 - MD documentation if patient is a candidate for endovascular therapy (new goal for 2022)
- **MHA Safety Data as of March 21st.**
 - Falls – 0
 - Skin Integrity - 0
 - Restraints – 0
 - Opioid Deaths – 0
 - Reportable Events – 0

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of March 22, 2022

WAH MISSION: *"Dedicated to Health"*

CHIEF HUMAN RELATIONS OFFICER REPORT

Human Resources/Employee Health

- Posted positions:
 - Front Office – Wound PRN
 - RNs – 4 vacancies
 - Medical Director
 - Nutritional Services Aide
 - Outpatient Clinical Nurse Coordinator
 - Interns (PT, marketing, nutritional serv)
 - Patient Access Rep – PT Weekends
 - Environmental Services Tech
- Mitch Boeck, Physical Therapist, was selected as the Employee of the Quarter. He receives a prize, recognition and a parking spot.
- We achieved an 86% participation rate on our recent Press Ganey survey. Our goal was 85% so our staff will receive a pizza party. Again, summary results will be shared with the Board in coming months.

Community Health and Wellness/Wellness Center

- Our Eggstravaganza is scheduled for April 9th from 2:00 – 3:30pm. The event will be a drive through Easter treat delivery by the Easter Bunny. If the weather is decent, path activities will be planned.
- March 30th our wellness staff will be teaching BLS to 20 Barga employees.

Marketing/PR

- We are promoting the next blood drive, coming up April 4th.
- The Farm & Home Show was a great success, with many departments represented. Wellness did a physical activity (activity dice) and had 80 people participate.
- The ED opening will be promoted through a Facebook Live tour, and a Chamber Ribbon Cutting. Dates TBD.

Committee Meetings

- Employee Focus/Finance: Pi Day event was held, HIM sold donated pies during lunch.
- Patient & Family Advisory Committee: No meeting held in March. Next meeting will be April 5th.
- Safety: No report, next meeting will be in April.
- Safe Patient Handling:

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of March, 2022

WAH MISSION: "Dedicated to Health"

CHIEF EXECUTIVE OFFICER REPORT

- **Organizational Updates**

- Wound and Hyperbaric Healing Center:
 - The wound center experienced quite a bit of transition last year and despite this, the wound center has been selected to receive two awards, 2021 Healogics Robert A Warriner, III Clinic Excellence Award AND 2021 Center of Distinction. We will be receiving plaques to hand on the wall.
- Story to share:
 - I received a phone call from an OB patient who wanted to tell me how much she enjoyed her stay and that her and her family were treated like "royalty." She stated that we are so lucky to have a community hospital in Windom that offers so many services and have outstanding staff.
 - Received an email from Josh Sammons wanting to make us aware of a patient who came in for a follow up and stated that her care in our ER was excellent and she was "impressed with every single staff person she encountered."
- New Service/Partnership: Rebuilding together is a nonprofit organization that is moving forward with operations in Cottonwood, Jackson and Nobles County. Their mission is repairing homes, revitalizing communities, rebuilding lives. They serve low-income homeowners who are seniors, individuals living with disabilities, families with children and veterans and their families in need. The goal is to sustain healthy neighborhoods and ensure that people in need can live independently and safely in their homes

Windom Area Health is partnering with Rebuilding Together to provide Occupational Therapy services via home assessments and consultations regarding appropriate modification and or repairs that will allow individuals to stay within their homes and optimize their function within that environment. This program (Older Adults Home Modifications Program with HUD and the National Rebuilding Together office) is being conducted in three locations: SW Minnesota, North Central Florida and in Oregon.

- Sanford Remote Pharmacy service started on March 14th and is going well.
 - Screeners: Effective April 14th, we will be terminating all of our screening positions. Screening stations will remain at the main and rehab entrances for patients and visitors to self-screen.
- **MHA/Federal Updates:**
 - Minnesota Nurses Association has submitted the "Staffing Committee Ratio Bill" to legislature for consideration. If this bill passes, it would be extremely problematic especially to CAHs.
 - Olivia Hospital will be ending OB services. [Olivia Hospital explains decision to end deliveries, listens to those disappointed by it – West Central Tribune – Minnesota News \(darik.news\)](#)

- **Committee Meeting Updates**

- Work Place Violence: **No Report until April 2022**
- Infection Prevention: **No Report until May/June**
- Emergency Preparedness: **No Report until May/June**
- Pharmacy and Therapeutics: Met February 2022
 - ADE: INR>5 = 1 / BS<50 = 2 / Narcan =0 / Delirium none inappropriate
 - Medication Variance = 3 not resulting in patient harm
 - No Medication Recalls
 - Discussed options between Pyxis or Omnicel
- PI/ Risk: **No Report until May/June**
- Utilization Review: **No Report until May/June**

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

As of March 24, 2022

WAH MISSION: *"Dedicated to Health"*

CHIEF FINANCIAL OFFICER REPORT

Overview:

- Net income from operations was \$123,896 compared to a budget of \$26,992. Our net patient revenue was \$112,877 more than last February. The YTD operating income is 14.3% compared to a budget percentage of 3.23%.

The volume of inpatient activity in February was consistent with past several months, where we have seen acute admissions exceed budget projections. Patient admissions have exceeded budgeted volumes for the last six months. Inpatient admissions exceeded budget by three admissions for the month. Activity on the outpatient side produced volumes and revenues higher than budget expectations for the ninth 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 twenty-seven. Those twenty-seven admissions produced sixty-one inpatient days for an average daily census of 2.2. Last February our daily census was 1.6. There were three Swing Bed admissions for the month producing twenty-nine days. Outpatient gross revenue was \$20,000 more than budget and \$175,000 more than last February.

- Imaging procedure counts were the lowest they have been since January of 2021 when 526 procedures were performed. Imaging performed 549 procedures compared to a budget of 510. Last February, 558 procedures were performed.
- Laboratory volumes fell below budget expectations. Last fiscal year laboratory tests averaged about 10,068 in a given month. There were 8,564 in the month of February this year. Which is about 1,128 less than last February and 436 less than budget.
- Forty-five surgical procedures were performed in February, which is twenty-three below our budgeted number and twenty-one less than last February. Five of those surgeries were joint replacements.
- Rehab Therapy performed 1,537 modalities in February. That total is 287 more modalities than the budgeted number of 1,250.

Contractual adjustments came in at 46.45% for the month. Contractual adjustments are budgeted at 44%. YTD is currently at 42.54%.

Overall, expenses were \$122,131 less than budget. Employee Salaries and Benefits came in below budget for the month. Pharmaceuticals and Supplies exceeded budgeted figures.

Looking Forward:

- FY2022 Year End and Annual Audit

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
SERVICE														
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%	91.7%		
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%	90.0%		
Emergency Dept Net Promoter Score	49.1%	n/a	n/a	46.4%	47.5%	74.3%	74.3%	25.6%	43.3%	50.0%	40.5%	60.0%		
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%	100.0%		
QUALITY														
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	n/a		
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	n/a		
Hand Hygiene	100%	98.7%	99.6%	97.2%	96.9%	n/a	n/a	98.1%	n/a	n/a	92.3%	n/a		
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%	n/a		
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%	n/a		
Communication with Nurses	89%	n/a	n/a	90.5%	n/a	n/a	n/a	86.5%	n/a	n/a	84.8%	n/a		
Communication with Doctors	85%	n/a	n/a	95.1%	n/a	n/a	n/a	95.6%	n/a	n/a	87.9%	n/a		
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%	n/a		
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%	96.0%		
FINANCIAL														
Income (Loss) from Operations to Budget	3.87%	3.35%	1.26%	13.63%	15.69%	23.83%	21.33%	11.86%	25.38%	13.57%	6.40%			
Days in Accts Receivable	<53	54.45	46.66	51.9	52.04	46.25	47.80	45.83	48.40	50.09	44.72			
Days Cash on Hand	>150	382	383	392	388	372	387	392	374	365	365	334		
GROWTH														
Surgeries to Budget	71	66	86	70	62	66	81	74	71	43	45			
Wound Center New Patients	17	19	23	22	21	22	24	17	18	17	9			
Wound Center Encounters	135	190	246	234	232	243	217	241	255	236	195			
SNF/ALF Wound Center New Patients	no target # established	6	4	5	6	1	8	1	0	4	0			
SNF/ALF Wound Ctr Encounters/Telehealth	no target # established	54	40	34	45	29	27	48	34	31	37			
Wound Ctr New Patients for HBO Treatmts	1.6	0	0	1	1	1	0	0	0	0	3			
COMMUNITY														
WAH Hosted Events w/ Commun Participitin	2/year	0	0	0	0	0	1 Go w/ Gut Lunch/1.m.	3 Go w/ Gut Lunch/1.m.	1 Go w/ Gut Lunch/1.m.	Halloween Spooky Path	Virtual Grinch 5K	0	0	0

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, March 28, 2022 / 4:30-5:15 pm / 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:
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 February 28, 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		
Fiscal Year 2023 Budget	Update on FY23 Budget	John P
NEW/CURRENT ITEMS		
Other		
CONCLUSION		
	Conclude Finance/Personnel/Labor Relations & Building & Grounds Committee meeting	Justin S

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, February 28, 2022 / 4:30 pm / Large Conference Room

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

Present: Justin Schmit, Ann Bartelt, Dan Ortman, Dr. Michael Fisher-ex officio, John Peyer/CFO, Emily Masters/CHRO, Kelsey Andrews/DON, Shelby Medina/CEO, Terry Mahar/Sanford Health Network VP
Absent: Julie Brugman/Mt Lake Advisory Mbr
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 JANUARY 24, 2022, AS PRESENTED (ORTMANN/FISHER)

Justin S

Collections & Financial Assistance

M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND PATIENT ACCOUNTS TOTALING \$118,358.76 TO AAA COLLECTIONS; RECOMMEND APPROVAL OF THE FOLLOWING FINANCIAL ASSISTANCE PATIENT ACCOUNTS: 2 NEW ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$11,642.89; 5 ACCOUNTS FOR WRITE-OFF WITH A BALANCE BELOW \$1500 TOTALING \$3581.02; AND 1 PREVIOUSLY APPROVED ACCOUNTS FOR WRITE-OFF TOTALING \$185.87; IN TOTAL, 8 FINANCIAL ASSISTANCE ACCOUNTS WERE SUBMITTED AND APPROVED FOR WRITE-OFF TOTALING \$15,409.78 (BARTELT/FISHER)

John P

Employee Resignations / Terminations

In month 10 of FY2022, accounts totaling \$62,258.92 have been approved for Financial Assistance on a budget of \$125,000. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FOLLOWING RESIGNATIONS – 2 OUTPATIENT RN EFFECTIVE LAST SHIFT WORKED 12/20/21, RN CARDIAC REHAB COORDINATOR EFFECTIVE MARCH 2, 2022, RN EFFECTIVE MARCH 17, 2022, EMPLOYEE HEALTH AND SAFETY COORDINATOR EFFECTIVE APRIL 4, 2022 AND PRN IMAGING TECH WITH PREVIOUS RESIGNATION DATE OF FEBRUARY 4TH CHANGED RESIGNATION DATE TO BE EFFECTIVE JANUARY 26, 2022 (FISHER/ORTMANN)

Emily M

FOLLOW-UP ITEMS

No follow-up items to report.

NEW/CURRENT ITEMS

MN Dept of Health Capital Improvement Grant

Shelby noted this agenda item was being referred over to the Governing Board meeting agenda for Governing Board action.

Shelby M

Capital Purchase Request

John shared information regarding a capital acquisition request made by Orthopedic surgeon, Dr. J. Botker for the purchase of an AEX Generator and cart. This surgical equipment is used to cauterize skin, tissue and bone during surgery using radio frequency. John noted this equipment provides an advanced method of cauterizing, thus enhances faster healing of post-surgical wounds in comparison to the current equipment used by Dr. Botker. Cost of this capital request is \$28,500. M/S/C UNANIMOUSLY TO RECOMMEND PROCEEDING WITH THE PURCHASE OF THE AEX GENERATOR AND CART TOTALING \$28,500 (ORTMANN/BARTELT)

John P/
Kelsey A

Fiscal Year 2023 Budget

John provided an update on WAH budget planning for FY2023 and its timelines. He noted the FY2023 budget will be presented at the March 28, 2022 Governing Board meeting for Board approval and then following, the FY2023 budget will be presented to the Windom City Council at their April 5th or 19th meeting for final approval with FY2023 implementation date to be May 1, 2022.

John P

IT Risk Assessment

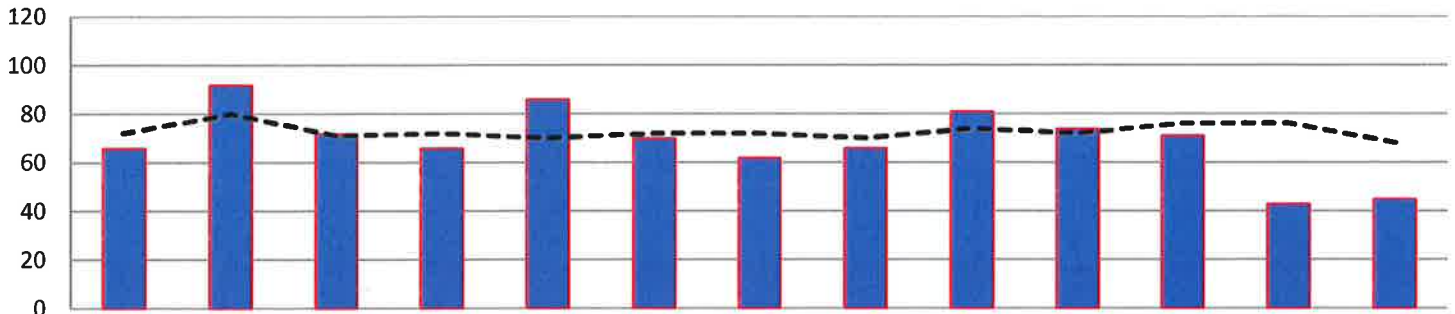
The annual IT Risk Assessment for 2021 was presented by Shelby for review. She noted Windom Area Health was categorized as being in the medium risk category. Because of safeguards WAH has in place, including access control, implementation of security policies and documented procedures, our Residual Risk level was determined to be Low.

Shelby M

Supply Chain Contract	<p>Shelby stated Sanford Health Network is requesting an extension of time from the current agreement to continue with negotiations of the Supply Chain agreement, which is a separate section to WAH's new Sanford Management Agreement. She noted Sanford is requesting additional time to allow negotiations to be completed no later than late June 2022 for finalization of the Supply Chain agreement. Shelby noted this request would be addressed at the Governing Board meeting for Board action.</p>	Shelby M
CONCLUSION		
	Chairperson, Justin Schmit, concluded the Finance/Personnel/Labor Relations & Building & Grounds Committee meeting.	Justin S

SURGERY

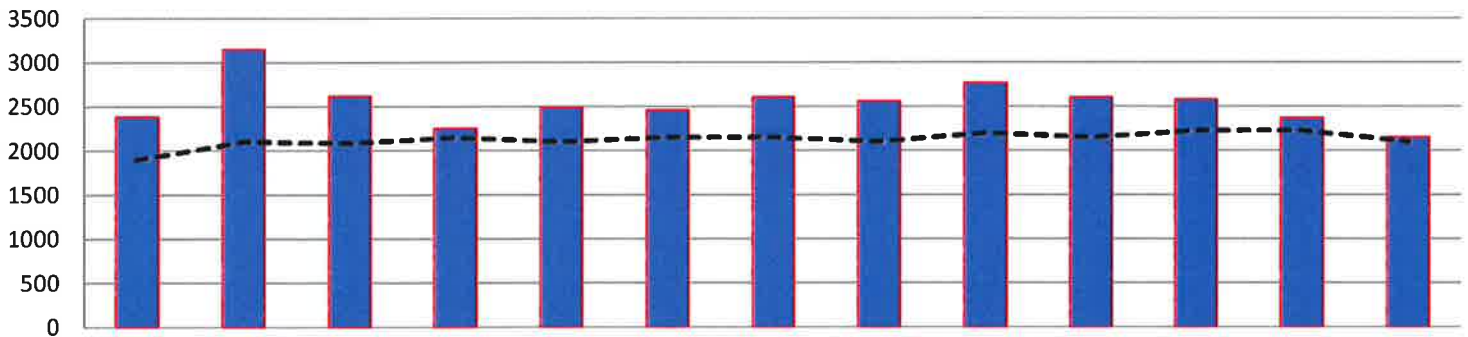
Surgery --- Budget



	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22
Surgery	66	92	72	66	86	70	62	66	81	74	71	43	45
Budget	72	80	71	72	70	72	72	70	74	72	76	76	68

OUTPATIENT OCCASIONS OF SERVICE

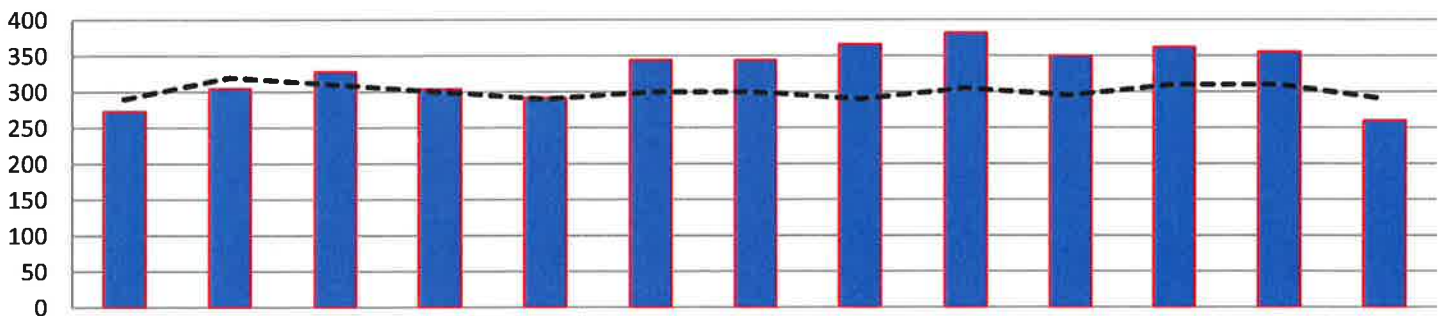
OP Visits --- Budget



	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22
OP Visits	2390	3151	2622	2255	2490	2461	2610	2561	2770	2608	2583	2372	2155
Budget	1897	2100	2083	2150	2100	2150	2150	2100	2200	2150	2225	2225	2100

EMERGENCY VISITS

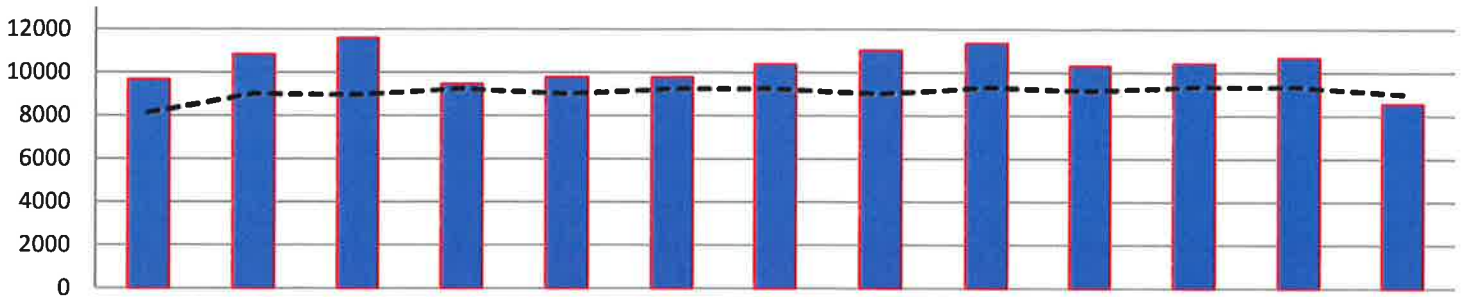
ER Visits --- Budget



	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22
ER Visits	273	305	328	304	292	344	344	366	382	350	362	355	260
Budget	290	320	310	300	290	300	300	290	305	295	310	310	290

LAB PROCEDURES

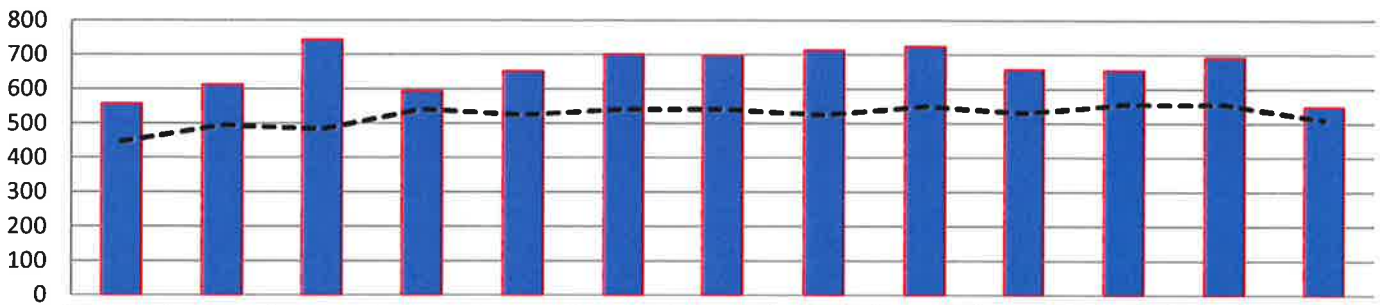
Lab Proc Budget



	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22
Lab Proc	9692	10858	11620	9473	9781	9785	10410	11049	11379	10329	10440	10713	8564
Budget	8129	9000	8958	9250	9000	9250	9250	9000	9300	9150	9325	9325	9000

IMAGING PROCEDURES

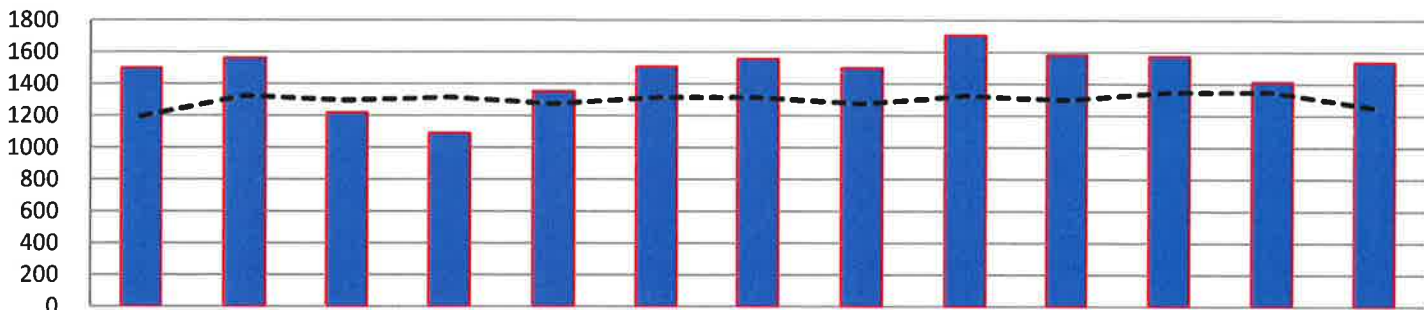
Imaging Proc Budget



	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22
Imaging Proc	558	613	744	594	652	702	699	714	725	658	655	692	549
Budget	447	495	483	541	525	541	541	525	550	530	555	555	510

REHAB MODALITIES

Rehab Modalities Budget



	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22
Rehab Modalities	1500	1565	1221	1091	1352	1508	1559	1501	1707	1585	1575	1414	1537
Budget	1197	1325	1298	1316	1275	1316	1316	1275	1325	1300	1350	1350	1250

WINDOM AREA HEALTH
INCOME STATEMENT

2/28/2022

February
2021

	2/28/2022		Revenue		Comparison		Y-T-D 2022		Revenue		Comparison		Budget 2022		Revenue		Comparison		Y-T-D 2021		From Last Year		% Change	
	Revenue	Comparison	Budget 2022	Comparison	Y-T-D 2022	Comparison	Budget 2022	Comparison	Y-T-D 2021	Revenue	Comparison	Budget 2022	Comparison	Y-T-D 2021	Revenue	Comparison	Y-T-D 2021	Revenue	Comparison	Y-T-D 2021	From Last Year	From Last Year	% Change	% Change
PATIENT REVENUE																								
Inpatient Revenue	\$810,460	22.62%	\$804,058	22.61%	\$7,069,250	18.65%	\$7,885,000	23.03%	\$7,545,849	\$7,545,849	23.03%	\$7,885,000	23.03%	\$7,545,849	\$7,545,849	23.03%	\$7,545,849	\$7,545,849	23.03%	\$7,545,849	(\$476,599)	-6.3%		
Outpatient Revenue	\$2,772,387	77.38%	\$2,752,427	77.39%	\$30,828,617	81.35%	\$26,350,000	76.97%	\$25,085,383	\$25,085,383	76.97%	\$26,350,000	76.97%	\$25,085,383	\$25,085,383	76.97%	\$25,085,383	\$25,085,383	76.97%	\$25,085,383	\$5,743,234	22.9%		
Total Patient Revenue	\$3,582,847	100.00%	\$3,556,485	100.00%	\$37,897,867	100.00%	\$34,235,000	100.00%	\$32,631,232	\$32,631,232	100.00%	\$34,235,000	100.00%	\$32,631,232	\$32,631,232	100.00%	\$32,631,232	\$32,631,232	100.00%	\$32,631,232	\$5,266,635	16.1%		
Contractual Adjustments	\$1,664,349	46.45%	\$1,613,106	45.36%	\$16,121,522	42.54%	\$15,085,000	44.06%	\$14,517,960	\$14,517,960	44.06%	\$15,085,000	44.06%	\$14,517,960	\$14,517,960	44.06%	\$14,517,960	\$14,517,960	44.06%	\$14,517,960	\$1,603,562	11.0%		
Other Income	\$17,870	0.50%	\$18,215	0.51%	\$232,598	0.61%	\$187,000	0.55%	\$994,556	\$994,556	0.55%	\$187,000	0.55%	\$994,556	\$994,556	0.55%	\$994,556	\$994,556	0.55%	\$994,556	(\$761,958)			
NET OPERATING REVENUE	\$1,936,368	100.00%	\$1,961,594	100.00%	\$22,008,943	100.00%	\$19,337,000	100.00%	\$19,107,828	\$19,107,828	100.00%	\$19,337,000	100.00%	\$19,107,828	\$19,107,828	100.00%	\$19,107,828	\$19,107,828	100.00%	\$19,107,828	\$2,901,115	15.2%		
EXPENSE																								
Employee Salaries	\$651,770	33.66%	\$727,386	37.08%	\$7,117,270	32.34%	\$6,900,000	35.68%	\$6,427,447	\$6,427,447	35.68%	\$6,900,000	35.68%	\$6,427,447	\$6,427,447	35.68%	\$6,427,447	\$6,427,447	35.68%	\$6,427,447	\$689,823	10.7%		
Employee Benefits	\$208,656	10.78%	\$232,665	11.86%	\$2,180,470	9.91%	\$2,275,000	11.77%	\$2,005,753	\$2,005,753	11.77%	\$2,275,000	11.77%	\$2,005,753	\$2,005,753	11.77%	\$2,005,753	\$2,005,753	11.77%	\$2,005,753	\$174,717	8.7%		
Pharmaceuticals	\$117,636	6.08%	\$66,520	3.39%	\$872,732	3.97%	\$706,000	3.65%	\$664,448	\$664,448	3.65%	\$706,000	3.65%	\$664,448	\$664,448	3.65%	\$664,448	\$664,448	3.65%	\$664,448	\$208,284	31.3%		
Supplies	\$168,838	8.72%	\$145,808	7.43%	\$1,427,598	6.49%	\$1,500,000	7.76%	\$1,396,676	\$1,396,676	7.76%	\$1,500,000	7.76%	\$1,396,676	\$1,396,676	7.76%	\$1,396,676	\$1,396,676	7.76%	\$1,396,676	\$30,922	2.2%		
Rents & Utilities	\$32,790	1.69%	\$25,257	1.29%	\$287,082	1.30%	\$266,000	1.38%	\$250,747	\$250,747	1.38%	\$266,000	1.38%	\$250,747	\$250,747	1.38%	\$250,747	\$250,747	1.38%	\$250,747	\$36,335	14.5%		
Purchased Services	\$382,378	19.75%	\$388,826	19.82%	\$3,840,685	17.45%	\$4,000,000	20.69%	\$3,622,416	\$3,622,416	20.69%	\$4,000,000	20.69%	\$3,622,416	\$3,622,416	20.69%	\$3,622,416	\$3,622,416	20.69%	\$3,622,416	\$218,269	6.0%		
Other Direct Expenses	\$105,015	5.42%	\$102,451	5.22%	\$1,269,356	5.77%	\$1,200,000	6.21%	\$1,104,662	\$1,104,662	6.21%	\$1,200,000	6.21%	\$1,104,662	\$1,104,662	6.21%	\$1,104,662	\$1,104,662	6.21%	\$1,104,662	\$164,694	14.9%		
Provision for Bad Debts	\$10,356	0.53%	\$60,693	3.09%	\$531,842	2.42%	\$463,000	2.39%	\$479,501	\$479,501	2.39%	\$463,000	2.39%	\$479,501	\$479,501	2.39%	\$479,501	\$479,501	2.39%	\$479,501	\$52,341	10.9%		
Depreciation	\$122,007	6.30%	\$171,247	8.73%	\$1,194,259	5.43%	\$1,265,000	6.54%	\$1,195,309	\$1,195,309	6.54%	\$1,265,000	6.54%	\$1,195,309	\$1,195,309	6.54%	\$1,195,309	\$1,195,309	6.54%	\$1,195,309	(\$1,050)	-0.1%		
Interest Expense	\$13,026	0.67%	\$13,750	0.70%	\$132,679	0.60%	\$137,500	0.71%	\$140,970	\$140,970	0.71%	\$137,500	0.71%	\$140,970	\$140,970	0.71%	\$140,970	\$140,970	0.71%	\$140,970	(\$8,291)	-5.9%		
Total Operating Expense	\$1,812,472	93.60%	\$1,934,603	98.62%	\$18,853,973	85.67%	\$18,712,500	96.77%	\$17,287,929	\$17,287,929	96.77%	\$18,712,500	96.77%	\$17,287,929	\$17,287,929	96.77%	\$17,287,929	\$17,287,929	96.77%	\$17,287,929	\$1,566,044	9.1%		
Income (loss) From Operations	\$123,896	6.40%	\$26,992	1.38%	\$3,154,970	14.33%	\$624,500	3.23%	\$1,819,899	\$1,819,899	3.23%	\$624,500	3.23%	\$1,819,899	\$1,819,899	3.23%	\$1,819,899	\$1,819,899	3.23%	\$1,819,899	\$1,335,071			
Investment Income	\$4,209	0.22%	\$7,323	0.37%	\$61,905	0.28%	\$75,450	0.39%	\$99,418	\$99,418	0.39%	\$75,450	0.39%	\$99,418	\$99,418	0.39%	\$99,418	\$99,418	0.39%	\$99,418	(\$37,513)			
Other Revenue/(Expenses)	\$7,702	0.40%	\$10,927	0.56%	\$62,169	0.28%	\$103,000	0.53%	\$94,079	\$94,079	0.53%	\$103,000	0.53%	\$94,079	\$94,079	0.53%	\$94,079	\$94,079	0.53%	\$94,079	(\$31,910)			
Non Operating Rev/Exp	\$11,911	0.62%	\$18,250	0.93%	\$124,074	0.56%	\$178,450	0.92%	\$193,497	\$193,497	0.92%	\$178,450	0.92%	\$193,497	\$193,497	0.92%	\$193,497	\$193,497	0.92%	\$193,497	(\$69,423)			
Increase in Net Assets	\$135,807	7.01%	\$45,242	2.31%	\$3,279,044	14.90%	\$757,708	3.92%	\$2,013,396	\$2,013,396	3.92%	\$757,708	3.92%	\$2,013,396	\$2,013,396	3.92%	\$2,013,396	\$2,013,396	3.92%	\$2,013,396	\$1,265,648			

**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
	Total			41,160.01	60,567.87	-	-	259,801.89	98,876.45

Yrs Dep	Capital Asset	Vendor	Asset class	November	December	January	February
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	Stream Water Heater Project	Kraus Anderson	Fixed Equip		185,347.42		
	Total			-	213,909.05	-	-

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, March 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

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
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Minutes	Approve minutes from the regular Committee meeting of February 28, 2022 (Cmte Motion)	Kay Gross
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FOLLOW-UP ITEMS

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

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, February 28, 2022 / 4:00 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, Others:
Absent: Julie Brugman/Mt Lake Advisory Mbr, Dr. Mary Olson, Chief of Staff

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	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 JANUARY 24, 2022, AS PRESENTED (TEGELS/FRESK).	Kay Gross

FOLLOW-UP ITEMS

Medical Staff Credentialing & Med Staff Meeting Update	Due to Dr. Olson's absence, Shelby reported the WAH Medical Staff reviewed the February 2022 Credentialing list and recommended its approval to the Governing Board. Shelby shared Dr. Ghannam, telehospitalist from TeleSolutions, will be attending Medical Staff meetings moving forward to provide communications regarding the telehospitalist program. The updated policy, Fetal Demise, was discussed amongst physicians with the policy revision agreed upon by attendees.	Shelby M
Labor Relations Update	Emily noted Nursing Dept RN staff have been trialing 12-hour working shifts as interest was communicated from nursing staff to possibly incorporate 12-hour working shifts into their current union nursing contract. Emily shared that Nursing Dept RN's consensus is to retain a blend of 8-hour and 12-hour shifts available for current floor RN's to select from moving forward. Emily stated a Memo of Understanding would be added into the current WAH Nursing Union Contract clarifying a blend of 8-hour and 12-hour work shifts would be made available to current union RN's per their request. Management reserves the right to hire either 12 or 8 hour positions in the future. Management's intent is to hire 12 hour shift from this point forward.	Emily M

NEW/CURRENT ITEMS

Policy Review	DON, Kelsey Andrews, presented the Fetal Demise policy for review and discussion due to an amendment added into this policy, Section 8, subsection 8.7, Disposition of the Infant per MN Statute 149A.90. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE UPDATED WAH POLICY, FETAL DEMISE, AS PRESENTED (TEGELS/FRESK)	Kelsey A
Supply Chain Contract	Shelby stated Sanford Health Network is requesting an extension of time from the current agreement to continue with negotiations of the Supply Chain agreement, which is a separate section to WAH's new Sanford Management Agreement. She noted Sanford is requesting additional time to allow negotiations to be completed no later than late June 2022 for finalization of the Supply Chain agreement. Shelby noted this request would be addressed at the Governing Board meeting for Board action.	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

MARCH 28, 2022

APPOINTMENTS:

Nicole Dyer, M.D.	Tele-hospitalist	Telemedicine
Waseem Ghannam, M.D.	Tele-hospitalist	Telemedicine
Jeffrey Morgan, M.D.	Tele-hospitalist	Telemedicine
Jacob Raimann, CRNA	Anesthesia	Allied Health Professionals

REAPPOINTMENTS:

Tarek Mahrous, M.D.	Cardiology	Consulting
David Nagelhout, M.D.	Cardiology	Consulting
Stephanie Preister, CNP	Cardiology (Jonsson)	Allied Health Professionals
Anthony Sierra, M.D.	OB/GYN	Consulting
Ahmad Yusuf, M.D.	Family Practice	Active/Emergency Services

SANFORD TELEMEDICINE APPOINTMENTS:

Aneta Mergen, CNP	Family Nurse Practitioner (Jonsson)	Telemedicine
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vRAD APPOINTMENT

Donald Kash, M.D.	Teleradiology	Telemedicine
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vRAD REAPPOINTMENTS:

Krishnan Kartha, M.D.	Teleradiology	Telemedicine
Jinha Park, M.D.	Teleradiology	Telemedicine
Koreen Potts, M.D.	Teleradiology	Telemedicine
James Turner, M.D.	Teleradiology	Telemedicine
Gerald Yutzy, M.D.	Teleradiology	Telemedicine

RESIGNATION: *(for informational purposes only)*

Marc Paul, M.D.	Teleradiology	Telemedicine
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FEBRUARY COMMENTS

- Dietary** The Telehealth teams and various staff members in a meeting complimented the cook on the good soup and meal provided to them.
- Dietary** Marsha has come up with a new salad that is just a little different but adds to the variety that we offer our patients, staff and visitors.
- HR** Tina has done a great job of learning her new role, along with finding efficiencies and not being afraid to bring them forward. She has streamlined two forms/processes that will make the work more efficient.
- Marketing** Big thank you to Ryan Fauglid for taking on an Excel non-profit listing project for Marketing/Outreach. Your time/completion of this project is greatly appreciated!
- Materials Management** I caught Jeanna caring by her being such a loving person to all she works with and others that may pass with her at the hospital.
- Scheduling** Amanda was super helpful in helping the Radiology Department when we were very short staffed and a patient needed to be rescheduled for a proper exam. Thank you Amanda for reaching out and helping in every way possible that you could.
- Surgery** These two were extremely helpful in surgery when surgeries were running late. They helped me clean up. It was truly appreciated. Thank you very much! I'd still be diving away if they were not there to help.
- Ambulatory Surgery** Was a positive experience thank you
- Ambulatory Surgery** The people I had were absolutely great from the nurses to Dr. Dynes.
- Ambulatory Surgery** Very professional from check-in to release.
- Ambulatory Surgery** I have had Tim Klassen and at least one of the nurses 6 years ago. Great service every time.
- Ambulatory Surgery** Tim Klassen is a fantastic provider!!
- Clinic Windom** I really appreciate being able to get such great care close to home. Very grateful for the excellent caregivers we have in Windom. Thank you all!
- Clinic-Windom** It was a great experience.
- ED** I realized as I was going through the survey that I was pressing 1, meaning I was very satisfied as opposed to 4. And I was very satisfied with everything that I that I encountered at the hospital, but nurses, the doctors everything. So please disregard that. Both numbers that I put into the phone cause I was extremely pleased. Feel free to call me back at 507-830-1782 if you have any other questions, goodbye.
- ED** Lori and Katie are amazing nurses! They helped me cope with the situation and really took time to listen and understand. My daughter even smiled and giggled at Lori when she explain what some of the equipment I her room was for. I can not explain how deeply thankful I am that she had them there for her.

FEBRUARY COMMENTS

ED I was left in room with light off and door cracked open for 2 1/2 hours. No call button, no one came and checked on me. When lab came to retake blood I told her I needed to go to bathroom. She went and told them. Male nurse came in and I said to him, no one has been in here in 2 1/2 hours, I need to use the restroom. His reply was your first test was fine and you should have yelled. I took of pulse monitor from finger and let it ding several times, no one came. I unhooked one lead to my heart monitor figuring that would get them to come in considering they can monitor at the desk. Nope nothing. That is very poor care, they would not have known if something happened to me. Very sad considering it's an Emergency Room. Very disappointed is an understatement.

ED I received this message from a mom of a patient we had from 2/18-2/20: I just wanted to say that Lori and Katie B are absolutely amazing. I mean I knew they were amazing but they were so exceptionally amazing through our few days. They kept me from completely going crazy with everything and took the time to talk to my child even though she wasn't super talkative. Best damn nurses on the planet!

ED The overall visit was good and I will say Dr. Dynes is one of my OB doctors and ER doctor and he was willing to see me and Dr. Dynes is the best doctor possible on the ER team. I would prefer to see Dynes over any other doctor.

Imaging - Non Magnet Love that my local hospital can take care of my needs.

Imaging - Non Magnet The team was just a wonderful group to have taken care of me. That's it. Thank you for their help. Most appreciated.

Imaging - Non Magnet Professional

Imaging - Non Magnet Very nice of Heath to come in on the weekend and was extremely pleasant and easy to work with! Great tech!!

Imaging - Non Magnet Great experience. Wait time for the appointment was a little long.

Lab Positive experience with all staff

Lab It was just a blood draw in the lab, but it was the most pain-free draw I've ever had. And the results were posted so quickly via My Sanford, I was impressed.

Lab I worked for many years with the staff of the lab they were good then and they have not disappointed me this time either. I always ask to have my labs done at the hospital I know I will be well taken care of.

Lab It was fabulous, After having over 30+ surgeries by various Doctors .Dr. BOTKER is simply the Best surgeon I have ever experienced his direct honest approach is appreciated by his patients. My nurse Ashley was the best!!!!Her ability to communicate, problem solve, to have empathy toward her patients and to care for those that are sick and hurting are above reproach these 2 people are amazing and an asset to your medical organization.

Lab very satisfied with appointment

FEBRUARY COMMENTS

- Outpatient** Great staff at Windom Area Health!
- Outpatient** Very professional
- Outpatient** A comfy chair in order to sit back for infusion and possibly nap would have been helpful.
- Outpatient** Hi, I have been happy that we have a nice Hospital in Windham and it's constantly improving, and that's a very good thing to not have to go out of town for a lot of the treatments that I have to have. Thank you.
- Outpatient** very good experience
- Outpatient** That staff was very helpful. Very communicative, very clear in all directions. It was a very good trip to the wound clinic.
- Outpatient** The girls -all of them -the staff at the Windom wound center are all Wonderful. They really care and give you the best of care. They treat you with so much respect and kindness just like family.
- Outpatient Therapy (PT, OT, ST)** The therapist did a thorough assessment to decide on a plan of care for treating my health condition.
- Outpatient Therapy (PT, OT, ST)** Hi had no problem with either one of the fellows that I had, and we did a good job of it and I had no... no negative feedback of any kind. He, they both were very pleasant very good to work with and I was very pleased with everything that we did. So that's all I have to say. Thank you.
- Outpatient Therapy (PT, OT, ST)** Mitchel was a delight to work with! Even tho it was a "fill-in" situation!
- Outpatient Therapy (PT, OT, ST)** I went and had my evaluation and then I had to go on to another facility to get further testing, and so I did not do anymore physical therapy at this time, but I had a very good experience with Joel. Thank you.
- Windom IP Med Surg** The care I received was very good, all the staff were very nice
- Windom IP Obstetrics** Ashley Jensen was absolutely amazing! She took so much time with me and my newborn daughter to make sure we were both during great after birth. Kristi was also fantastic & provided excellent care! Thank you to all!
- Windom IP Med Surg** I received very good care
- Windom IP Obstetrics** I really appreciated not being woken up in the middle of the night to be asked how I was doing.

Windom Area Hospital Auxiliary Meeting February 14, 2022

The Windom Area Hospital Auxiliary held their monthly meeting Monday, February 14, 2022 at 6:00 p.m. in the Large Conference Room.

President Mary Klosterbuer welcomed everyone to the meeting with 16 members in attendance. The Auxiliary Prayer was read in unison, and the Pledge of Allegiance was recited.

M/S Betty Olson/Diane Vellema to approve the agenda. Motion carried.

Recording Secretary's Report – Marlene Smith, Recording Secretary

- M/S Karla Taber/Connie McCarthy to approve the minutes as presented of the January 10, 2022 meeting. Motion carried.

Treasurer's Report – Gerri Burmeister

- Balance on hand January 31, 2022 was \$8,381.35.
- 2021 sales tax of \$186 was paid.
- \$50.00 for 2022 MAHV membership was paid.
- M/S Karen Skarphol/Pat Lenz to approve the Treasurer's Reports as presented. Motion carried.

Corresponding Secretary – Betty Olson

- A sympathy card was sent to Janel Eichstadt on the death of her father.

MAHV Report – Karen Skarphol

- The MAHV website address is <https://mahv.org> (Member code is mahv2018)
- Mary attended today's MAHV Zoom meeting for presidents and vice presidents.
- Tomorrow is a MAHV webinar which will focus on fundraising. Anyone is welcome to join in.

WAH Update – Kim Armstrong

- The Hospital Governing Board voted to work with TeleHealth Solutions for virtual telehospitalist providers. It began on February 7th with three providers available primarily for nights and weekends. This should help keep patients here in Windom vs. transferring them to another facility.
- Department Managers applied for "Ask-for-Anything" grants from the WAH Foundation and received two for up to \$5,000.00. One is for the pediatric rehab patients and one is for new Serve-ware in the nutrition department.
- Windom Area Health is participating in the Power of Service Training, and the Active Shooter Program taught by Windom Law Enforcement.
- 3-D Mammography is now available five days a week at Windom Area Health.
- The hospital advertising video has had over 1,500 views.
- February is "Heart Month."
- Windom Area Health Foundation is sponsoring a Belgian Waffle breakfast on March 13, 2022.
- Windom Area Health Foundation is sponsoring \$1,000 scholarships again this year. Anyone going into the healthcare field is welcome to apply. Applications are available on the website.
- WAH Foundation is considering sponsoring a golf tournament on June 24, 2022.
- "Rock the Rink Pink" will take place at a hockey event in November. There will be an opportunity to sponsor a square on the ice if the Auxiliary is interested.

Old Business:

- Valentine's Day Bake Sale held today: We took in roughly \$1,200 and had an expense of \$190 for balloons.
- Nominating Committee report – Pat Lenz
 - President – Mary Klosterbuer
 - Vice-President – Karen Skarphol
 - Treasurer – Gerri Burmeister
 - Board Members: Nancy Michalski, Diane Vellema, Karla TaberElection will be held at the March meeting.

New Business

- Spring Banquet: We can hold a banquet this year and it will be on April 11, 2022. The committee will be all the Board Members.
- Hospital Week 2022: Staff appreciation was discussed. Consensus was to give all employees a coupon from Dairy Queen again.
- Having a booth at the county fair and selling Chamber raffle tickets again was briefly discussed. Cottonwood County fair is August 10 -13, 2022.

The meeting was adjourned at 6:40 p.m.

Upcoming Events

- Monday March 14, 2022 at 6:00 p.m. - WAHA meeting

Marlene Smith, Recording Secretary



BOARD OF DIRECTOR'S MEETING

TUESDAY, MARCH 29, 2022

Select meal from the Cafeteria before meeting

5:00 pm – Large Conference Room

AGENDA

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|--------------|--|---------------|
| I. | CALL WAH FOUNDATION MEETING TO ORDER | Steve Johnson |
| II. | FOUNDATION MEETING MINUTES -
- Approve minutes from regular meeting on March 1, 2022 | Steve Johnson |
| III. | FINANCIAL STATEMENT -
- Review donations & assign thank-you's | Kim Armstrong |
| IV. | OLD BUSINESS -
- Dad's Belgian Waffle Brunch Financial Report
- Memorial Gifts on Digital Signage
- Scholarship Committee Meeting
- Board Vacancies | Kim Armstrong |
| V. | NEW BUSINESS -
- Slate of Officers
- Spring Solicitation Letters
- Employee Campaign | Kim Armstrong |
| VI. | PROJECTS -
- Golf Tournament
o Friday, June 24, 2022, Windom Country Club
- Breast Health Event
o October 1, 2022, Round Lake Winery
- Rock the Rink Pink
o November 2022, Windom Arena | Kim Armstrong |
| VII. | NEXT MEETING DATE/TIME – April 26, 2022, 5 pm, LCR | Steve Johnson |
| VIII. | MEETING CONCLUSION | Steve Johnson |

**WINDOM AREA HEALTH FOUNDATION
FOUNDATION BOARD MEETING MINUTES
MARCH 1, 2022, AT 5:00 P.M.**

Attending: Sandy Robinson, Greg Scheitel, Terry Tegels, Kay Gross, Emily Masters/CHRO, Kim Armstrong/
Exec Dir. Compliance & Foundation/Auxiliary

Absent: Steve Johnson, Ann Bartelt, Shelby Medina/CEO

CALL TO ORDER: WAH Foundation Board Vice-chairperson, Greg Scheitel, called the meeting to order.

FOUNDATION MINUTES:

M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE REGULAR MEETING OF JANUARY 25, 2022 AS PRESENTED (TEGELS/GROSS).

FINANCIAL STATEMENT:

THE JANUARY FINANCIAL STATEMENT WAS APPROVED AS PRESENTED.

Review Donations & Assign Gift Thank-you's

Foundation donor gifts received during January 2022 were reviewed. During this period, a total of \$680.00 in monetary gifts were contributed. Kim noted that seven employees gave over \$100 through payroll deductions in calendar year 2021. The Board suggested recognizing all employees who give to the Foundation through payroll deduction annually through the Caught You Caring program.

OLD BUSINESS

Ask for Anything Grants

Kim reported that six applications totaling approximately \$25,000 were received for the "Ask for Anything Grant" program. The winners were Watch Me GROW from the Rehabilitation department and Modernized Serve Ware in Nutrition. Each department will receive up to \$5,000 for their project.

Scholarship Timeline & Committee

Kim stated online scholarship applications for students pursuing a career in a healthcare field are open now through April 8, 2022. Sandy and Greg volunteered to be on the scholarship selection committee. Kim will reach out to Steve to see if he is interested in being on the committee as well.

Fun Run with HyLife

WAH Marketing staff met with HyLife about their interest in a running event during Riverfest. HyLife is looking to run competitive race events and will be the sole sponsor.

New Board Members

Kim has emailed a potential new Foundation Board member. She will continue to work on filling the upcoming Board vacancies.

NEW BUSINESS

990 Review

Kim reviewed the Foundation 990 tax report prepared by WAH's auditing firm, CliftonLarsonAllen. M/S/C UNANIMOUSLY TO APPROVE THE COMPLETED IRS 990 FOR SIGNATURES AND FILING (GROSS/SCHEITEL).

Memorial Gift Recognition

Kim stated with the change to digital signage there currently is not recognition for memorial or honorarium gifts. The Board recommended adding a list of memorials given in the last year to the digital signage. They also would like to see Foundation information on all digital signage at WAH.

PROJECTS

Dad's Belgian Waffle Brunch

The Dad's Belgian Waffle Brunch is scheduled for Sunday, March 13, 2022 at the Windom Community Center from 9:30 am – 1 pm. Members of the local Masonic Lodge will assist with the event. Thrivent Financial has awarded a \$250 expense card, which will be applied towards the rental expense of the Community Center.

Golf Tournament

A Foundation fundraising golf tournament is planned at the Windom Country Club for Friday, June 24, 2022.

Breast Health Event

The Foundation Breast Health Event featuring speaker, Diana Jordan, will be Saturday, October 1, 2022 at the Round Lake Winery.

Rock the Rink Pink

The Foundation is partnering with the Windom Area Chamber of Commerce and the City Arena to host a Rock the Rink Pink event at a high school hockey double header in November 2022. Businesses and organizations will be able to purchase squares on the ice to decorate with their logo.

NEXT MEETING DATE

Next WAH Foundation meeting is planned for Tuesday, March 29, 2022 at 5pm in the Large Conference Room.

Windom Area Health Foundation meeting was concluded by Vice-chairperson, Greg Scheitel.

Sandy Robinson
WAH Foundation Secretary