

**Meeting Name: Windom Area Health Governing Board of Directors Annual Meeting  
AGENDA**

|   |  |
|---|--|
| <b>Purpose:</b> Provide governance for Windom Area Health   |  |
| <b>Meeting Date/Time/Location:</b>                          | Monday, May 23, 2022 / 5:30 pm / Large Conference Room   |
| <b>Members:</b> All Windom Area Health Governing Board Mbrs | 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 Governing Board chairperson   |
| Election of Officers  | Formulate motion to approve FY2022-23 Slate of Officers to include Governing Board Chair, Vice-chair, Secretary, & Treasurer<br><i>(Board motion)</i>  |
| Financial Institution Designation                           | Annual designation and approval of FY2022-23 financial institutions for Windom Area Health <i>(Board motion)</i>   |
| Meeting Minutes   | Approve Windom Area Health Governing Board minutes from the regular meeting of April 25, 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 Committee meeting activities</li> </ul> |
| Finance / Personnel / Labor Relations & Bldg & Grounds Cmte | Review Committee meeting 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>  |
| FYE 2022 Audit  | WAH annual audit by CliftonLarsonAllen, June 6-9, 2022. Final audit presentation at July 25, 2022 Board mtg via WebEx  |
| 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   |
| Employee Engagement Results                                 | Report on high level engagement findings from the 2022 Press Ganey Employee Engagement survey  |
| Patient Concern Reports                                     | Review patient concern reports and patient survey comments   |
| Patient Safety Reports                                      | Review patient safety activities   |
| Policy Review/Approval                                      | Review and approve FY2022-23 WAH Infection Prevention & Control Plan <i>(Board motion)</i>   |
|   | <b>Leader:</b>   |
|   | Dr M Fisher  |
|   | Dr M Fisher  |
|   | John Peyerl  |
|   | Dr M Fisher  |
|   | Dr Van Kley<br>Kay Gross   |
|   | Justin<br>Schmit   |
|   | John Peyerl  |
|   | John Peyerl  |
|   | John Peyerl  |
|   | Emily<br>Masters   |
|   | Emily<br>Masters   |
|   | Emily<br>Masters   |
|   | Shelby M /<br>Kelsey A   |
|   | Kelsey<br>Andrews  |
|   | Shelby M   |

|                               |   |                             |
|-------------------------------|---|-----------------------------|
| Administration                | <ul style="list-style-type: none"> <li>Review/Update of Sr. Management Team Executive Summaries</li> <li>Review and approve WAH committee meeting reports as presented (<i>Board motion</i>)</li> </ul> | Sr Mgmt Team                |
| City of Windom                | Informational updates   | Steve Nasby<br>Lisa Farag   |
| Sanford Health Network        | Informational updates   | Eric Hilmoie,<br>Sanford VP |
| WAH Foundation Board          | Foundation Board meeting May 24, 2022 at 5:00 pm, LCR. March 29, 2022 meeting minutes included in Governing Board book  | Shelby Medina               |
| WAH Auxiliary                 | Auxiliary met May 9, 2022. Meeting minutes from March 14 and April 11 included in Governing Board book  | Shelby Medina               |
| <b>NEW &amp; OLD BUSINESS</b> |   |                             |
| Old Business                  |   | Dr M Fisher                 |
| New Business                  | All WAH Governing Board members to complete FY 2023 Conflict of Interest Disclosure Statement. Return to Shelby/Janel   | Dr M Fisher                 |
| <b>CONCLUSION</b>             |   |                             |
|                               | Conclude WAH Governing Board meeting  | Dr M Fisher                 |
| Executive Session             | Enter into Executive Session to discuss 1) Medical Director contract negotiation and 2) physician performance in accordance to Minn. Statute 13D.03 & 13D.05, Subd. 3(a)(b) ( <i>Board motion</i> )     | 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, April 26, 2022 / 5:30 pm / Large Conference Room**

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

**Recorder:**

**Category / Topic**

**Action step(s) / Updates**

**Leader:**

**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 MARCH 28, 2022 AS PRESENTED (SCHMIT/ORTMANN).

Dr M Fisher

**COMMITTEE REPORTS**

April's Medical Staff Credentialing list was presented for review and approval by Dr. Olson, Chief of Staff. M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE WAH MEDICAL STAFF, TO APPROVE MEDICAL STAFF CREDENTIALING AS PRESENTED (GROSS/TEGELS).

**APPOINTMENTS:**

Karen Dickes, D.O. Ophthalmology Consulting  
 Jennifer Lucas, S.T. Ophthalmology (West/Dickes) Allied Health Professionals  
 Karim Saleeby, D.O. Tele-hospitalist Telemedicine  
 Theresa Sheehan, M.D. Tele-hospitalist Telemedicine

**REAPPOINTMENTS:**

Naomi Bach, CNP Wound/Ostomy Allied Health Professionals  
 Elizabeth Coleman, CNP Integrative Health Allied Health Professionals  
 Annette Frank, RN Cardiology (Pham) Allied Health Professionals  
 Darla Miles, CNP Psychiatry Allied Health Professionals

**SANFORD TELEMEDICINE APPOINTMENTS:**

**VRAD APPOINTMENT**  
 Jennifer Kujak, M.D. Teleradiology Telemedicine

**VRAD REAPPOINTMENTS:**

Cristina Cavazos, M.D. Teleradiology Telemedicine  
 Kevin McDonnell, M.D. Teleradiology Telemedicine  
 Sergey Shkurovich, M.D. Teleradiology Telemedicine

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

Chelsea Brech, RN Cardiology Allied Health Professionals  
 Jacqueline Haan, RN Cardiology Allied Health Professionals  
 Julie Oyan, LPN Cardiology Allied Health Professionals  
 Brittany Reed, RN Cardiology Allied Health Professionals

**WAH MEDICAL STAFF MEETING UPDATE-**

Dr. Olson reported on agenda items addressed at the Medical Staff meeting held earlier in the day. Dr. Ghannam, Tele Health

Professional Practice / Quality & Planning Cmte

Dr M Olson  
 Kay Gross

|   |   |                         |
|---|---|-------------------------|
|   | <p>Solutions (THS) telehospitalist, provided an update to the Medical Staff regarding telehospitalist services. He noted he was pleased with the success of the telehospitalist program to date and had no concerns to address. Dr. Olson shared that this Governing Board meeting was her last meeting serving as Chief of Staff for FY2022. She stated Dr. Van Kley would be her successor as Chief of Staff for FY2023 beginning May 1, 2022.</p> <p>Kay noted interviews for the WAH Medical Director position would be taking place May 2<sup>nd</sup> and May 13<sup>th</sup> with Medical Staff members and a Governing Board committee comprised of Ann Bartelt, Terry Tegels, Kay Gross and Dr. Michael Fisher participating in the interview process for each candidate.</p> <p>Emily Masters was requested to share an update regarding the status of Behavioral Task Force meetings taking place to discuss plans of Windom Area Health providing mental health services in the upcoming future. She noted Task Force members recently took a field trip to Waterloo, IA to visit a walk-in mental health clinic and glean information on its services. She stated future developments are in their infancy stages, but discussions continue with upcoming meetings scheduled.</p> <p>Kay stated a document submitted by WAH's Executive Director of Compliance listing new, reviewed and revised Windom Area Health policies for FY2021-22 was reviewed by committee members with no issues found and the following motion introduced.</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE NEW, REVIEWED AND REVISED WINDOM AREA HEALTH POLICIES FOR FY2021-22 AS PRESENTED (TEGELS/ORTMANN)</p> <p>M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$47,533.36 TO AAA COLLECTIONS AND APPROVE 9 FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$19,352.53 (SCHMIT/ORTMANN).</p> <p>In month 12 of FY22, financial assistance accounts approved for write off totaled \$88,619.31 on a budget of \$125,000.</p> <p>M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FOLLOWING RESIGNATIONS/TERMINATIONS – PRN ER PATIENT ACCESS REP EFFECTIVE APRIL 27, 2022 AND TERMINATIONS OF 1 TEMPORARY SCREENER EFFECTIVE FEBRUARY 9, 4 TEMPORARY SCREENERS EFFECTIVE APRIL 14, 2022; AND 1 FT PATIENT ACCESS REPRESENTATIVE EFFECTIVE APRIL 25, 2022 (SCHMIT/BARTELT)</p> | Justin Schmit           |
| <b>OTHER REPORTS</b>                        |   |                         |
| Statistical & Financial Performance Reports | <p>March 2022 statistical and utilization graphs were reviewed showing “very strong activity” for the month. Total patient revenue for the month was above budget projections; as a percentage of revenue, contractual adjustments were below budget projections; total operating expenses were below budget expectations; net operating revenue and total operating expenses factored together left a net increase in assets totaling \$495,797. FY2022 year-to-date net income totals \$3,774,837 on a projected budget of \$916,725. Days in A/R were reported at 47.51 and Days Cash on Hand totaled 361.</p> <p>M/S/C UNANIMOUSLY TO APPROVE MARCH 2022 STATISTICAL AND FINANCIAL PERFORMANCE REPORT AS PRESENTED (TEGELS/BARTELT)</p> <p>M/S/C UNANIMOUSLY TO AUTHORIZE THE TRANSFER OF \$47,988.25 FROM THE FUNDED DEPRECIATION ACCOUNT TO WAH CHECKING ACCOUNT FOR MARCH 2022 CAPITAL ACQUISITIONS (SCHMIT/GROSS).</p>  | John Peyerl             |
| Capital Acquisition Activity                | <p>There were no Educational Assistance applications submitted requiring Governing Board action.</p>  | John Peyerl             |
| Educational Assistance Applications         |   | Emily Masters           |
| New / Department Transfer Employees         | <p>The following new hires and department transfers were reported. New hires included 2 traveling RN's, 1 traveling RN beginning May 23, 2022, Nutritional Services aide beginning April 19, 2022, Marketing intern beginning May 16, 2022, and an RN transferring to Employee Health &amp; Safety Coordinator effective May 22, 2022</p>   | Emily Masters           |
| Patient Concern Reports                     | <p>March 2022 Patient Concern Reports and patient survey comments were reviewed and found to be appropriately addressed.</p>  | John Peyerl<br>Kelsey A |
| Patient Safety Reports                      | <p>Kelsey reported there were 0 reportable patient falls; 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 April 20, 2022.</p> <p>Sr Management Team members reported updates to their Executive Summary to include:</p>  | Kelsey Andrews          |
| Administration                              | <p>Emily M noted activity planning is underway for Hospital Week, May 8-14. The PFAC Committee welcomed Kathy Veenker as a new member at their recent meeting.</p> <p>Kelsey reported training would be taking place in the near future on the new heated high flow oxygen unit. The new ablation unit has arrived that allows Tim Klassen, CRNA/interventional Pain Management Clinician, to provide pain management services for patients. The AEX generator and cart used to cauterize skin, tissue and bone during surgery procedures is being utilized by Dr. Botker with very good results being reported.</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE FOLLOWING WAH COMMITTEE MEETING REPORTS AS PRESENTED (GROSS/SCHMIT)</p> <ul style="list-style-type: none"> <li>● WORKPLACE VIOLENCE</li> <li>● PFAC COMMITTEE</li> </ul>   | Sr Mgmt Team            |

|                               |   |                             |
|-------------------------------|---|-----------------------------|
|                               | <ul style="list-style-type: none"> <li>EMPLOYEE FOCUS/FINANCE</li> </ul> <p>M/S/C UNANIMOUSLY TO APPROVE THE DESIGNATION OF DANIELLE BUNTING, REVENUE CYCLE DIRECTOR AS WAH'S PRIVACY OFFICER FOR FY2022-23 (TEGELS/ORTMANN)</p>  |                             |
| City of Windom                | <p>The search continues to secure an Economic Development director for the City of Windom. The Windom Public Library director has submitted her retirement notice to be effective June 28, 2022. Paperwork on the Cemstone property purchase is being finalized. The new Kwik Trip gas station/convenience store in south Windom has started construction. A 60-unit housing development project near the Windom Community Center, consisting of 6 buildings with 10 units per building, continues moving forward. Property along County Highway 15 was recently annexed into the city of Windom for the development and construction of a Public Works facility.</p> | Steve Nasby                 |
| Sanford Health Network        | <p>Eric shared Sanford Health Network is actively moving forward with securing a replacement for the recently retired vice-president, Terry Mahar, who was Windom Area Health's Sanford Health VP representative. Eric noted a job offer was made and was accepted by the applicant. It is anticipated the new Sanford Health Network VP will begin his duties on/around July 5, 2022. The Sanford Annual Meeting was held April 22<sup>nd</sup>. Many rural healthcare initiatives were addressed by attendees.</p>  | Eric Hilmoie,<br>Sanford VP |
| WAH Foundation Board          | <p>WAH Foundation Board will not meet in April. The next Board meeting is planned for May 24, 2022.</p>   | John Peyerl                 |
| WAH Auxiliary                 | <p>M/S/C TO APPROVE THE FY2023 WINDOM AREA HEALTH FOUNDATION SLATE OF OFFICERS TO INCLUDE STEVE JOHNSON-CHAIRPERSON, GREG SCHEITEL-VICE-CHAIR, AND KAY GROSS-SECRETARY (TEGELS/ORTMANN).</p> <p>Auxiliary met March 14, 2022. The Auxiliary held their Spring Banquet April 11<sup>th</sup>. Several compliments were shared amongst Board attendees regarding the banquet and program. The Spring Banquet pamphlet was included in the Board book showing the Auxiliary's accomplishments during FY2021-22.</p>  | John Peyerl                 |
| <b>NEW &amp; OLD BUSINESS</b> |   |                             |
| Old Business                  | There was no old business to report.  | Dr M Fisher                 |
| New Business                  | Board members reviewed committee and committee chair assignments and Governing Board officer nominations for FY2022-23. The FY2022-23 WAH Governing Board Officers and Board committee chair assignments will be presented at the May 23, 2022 Governing Board annual meeting for final approval.   | Dr M Fisher                 |
| <b>CONCLUSION</b>             |   |                             |
|                               | WAH Governing Board meeting was concluded by Chairperson, Dr. Michael Fisher.   | Dr M Fisher                 |
| Board Education               | Rhonda Wahl, Respiratory Therapy/Pulmonary Rehab manager, presented information about the various inpatient and outpatient services she provides.   | John P                      |
| Closed Executive Session      | M/S/C UNANIMOUSLY TO MOVE INTO A CLOSED EXECUTIVE SESSION TO DISCUSS PHYSICIAN PERFORMANCE IN ACCORDANCE TO MINN. STATUTE 13D.05, SUBD. 3(A)(B) (BARTELT/SCHMIT)  | Dr M Fisher                 |

Signature \_\_\_\_\_ Dan Ortmann, Governing Board Secretary

**WINDOM AREA HEALTH**  
**GOVERNING BOARD EXECUTIVE SUMMARY**  
*as of May 18, 2022*  
**WAH MISSION:** “Dedicated to Health”

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**CHIEF EXECUTIVE OFFICER REPORT**

- **Organizational Updates**
  - Sanford Home Health updates: in coordination with Good Samaritan Society, home health services will be adjusted in an effort to streamline services. Sanford will be expanding operations for the Good Samaritan Society – Home Care of Southwest Minnesota to the Windom office. The following locations will be moved to Windom: Sanford Tracy office (June 17<sup>th</sup>); Sanford Worthington office (July 15<sup>th</sup>); and Sanford Luverne office (Aug. 19<sup>th</sup>).
    - In addition to the above change, Sanford is also consolidating operations of the following hospice locations to Sanford Luverne Hospice: Sanford Worthington and Sanford Canby/Madison. It is important to note that the services are not closing, they are just operating from the Luverne location. The transition will begin on June 20<sup>th</sup> with an expected completion by Aug. 19<sup>th</sup>.
- **MHA/Federal Updates:**
  - No new updates for this month.
- **Committee Meeting Updates**
  - Work Place Violence: **No Report Until Aug/Sept**
  - Infection Prevention: **Met April 27<sup>th</sup>**
    - 5 inpts admitted with sepsis with 0 deaths
    - HAI = 0; HAI CAUTI=0; HAI CLABSI = 0; HAI's = 0; total joint SSI = 0
    - 4 pts with C-diff reported and 1 MRSA in the blood
    - QI hand hygiene score was 100% for Q1
    - Reportable diseases = Salmonella = 1 / COVID = 60
    - Recalls = powder formula (? Cronobacter sakazakii/salmonella)
  - Emergency Preparedness: **No Report until June**
  - Pharmacy and Therapeutics: **Met April 26<sup>th</sup>**
    - **ADE:** INR>5 = 3; BS<50 = 3 (ED); Narcan use = 0; Delirium review – none inappropriate
    - Medication Variance – 2 reviewed from Q1 causing no harm to patient
    - PI: continue to work towards stated goals.
    - Recalls - none
  - PI/ Risk: **No Report until June**
  - Utilization Review: **Met May 10<sup>th</sup>**
    - Readmission rate for Q1 was 4.35% - continues to be below 5% goal
    - Readmission review:
      - 1 was canceled/rescheduled joint patient – chart was not counted towards the total
      - 1 was a patient readmitted x2 with complex medical issues with residence in nursing home care
      - 1 for recurring symptoms and concerns for potential neurological diagnosis
      - 2 for acute exacerbation of chronic respiratory illnessesThe readmission review committee reviewed current discharge planning processes with no recommendations for change in policy
      - Admission level of care orders present on 121/121 charts
      - Inpatient certification orders present on 93/93 charts
      - Documentation related to 96+ hour stays noted on 7/7 charts
      - Total of 35 hours and 56 minutes non-billable hours
      - No inpatient or swing bed discharge appeal requests
      - 905 ED patients with 79 transfers (8.7%) and 23 admissions (2.5%)

## WINDOM AREA HEALTH

### GOVERNING BOARD EXECUTIVE SUMMARY

*As of May 19, 2022*

WAH MISSION: *"Dedicated to Health"*

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#### CHIEF FINANCIAL OFFICER REPORT

##### Overview:

- Net income from operations was \$388,720 compared to a budget of \$61,250. Our net patient revenue was \$193,389 more than last April. The YTD operating income is 15.16% compared to a budget percentage of 3.33%.

The volume of inpatient activity in April was less than budgeted and below the preceding months. The last six months have produced an average of thirty acute admissions. The preceding six months produced an average of twenty. Inpatient admissions exceeded budget by two admissions for the month. Activity on the outpatient side produced volumes and revenues higher than budget expectations for the eleventh consecutive month. Eighty-five percent of our gross revenues came from outpatient activity, which is significantly more than the yearly average of eighty-one percent. Acute admissions totaled twenty-eight. Those twenty-eight admissions produced sixty-five inpatient days for an average daily census of 2.2. This is a drop from our March daily census of 2.6. There was one Swing Bed admission for the month producing twelve days. Outpatient gross revenue was \$508,319 more than budget and \$207,722 more than last April.

- Imaging procedure counts were forty-two procedures below the yearly age. Imaging performed 634 procedures compared to a budget of 540. Last March, 744 procedures were performed.
- Laboratory volumes exceeded budget expectations. Last fiscal year laboratory tests averaged about 10,068 in a given month. There were 9,357 in the month of April this year, which is about 2,263 less than last April and 157 more than budget.
- Seventy-four surgical procedures were performed in April, which is right on our budgeted number and two more than last April. Three of those surgeries were joint replacements.
- Rehab Therapy performed 1,600 modalities in April. This is the third most modalities performed at WAH this fiscal year. That total is 275 more modalities than the budgeted number of 1,325.

Contractual adjustments came in at 45.31% for the month. Contractual adjustments are budgeted at 44%. YTD is currently at 42.88%.

Overall, expenses were \$35,393 more than budget. Pharmaceuticals (\$29,200) and Purchased Services (\$85,000) were the notable categories that exceeded budget.

##### Looking Forward:

- FY2022 Year End and Annual Audit

**WINDOM AREA HEALTH**  
**GOVERNING BOARD EXECUTIVE SUMMARY**  
*as of May 17th, 2022*  
**WAH MISSION: "Dedicated to Health"**

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**DIRECTOR OF NURSING REPORT**

- **Medical/Surgical/OB/Emergency Room:**
  - We continue to collaborate with nursing staff to look at care delivery models to ensure we are meeting the needs for our patients.
  - Emergency Room has been open for a month, things are going well, working on a scavenger hunt for staff for training purposes.
  - Working through nurse vacancies, currently have 6 positions open at this time. Staff have left for a variety of reasons, nothing consistent. Currently have 2 travelers that started in April and also utilizing Alaina Reynolds and Debra Snedden for contract nursing.
  - Working through an IV contract shortage. This is a nationwide issue. We are working to educate providers on any information we receive and with any alternatives.
  - Nurses had a refresher on Mental Health First Aid by our Community Health Coordinator, Jessica Schmit.
  
- **Diabetes Management/Oncology: nothing to report**
  
- **Surgery**
  - Dr. Dickes will be the new ophthalmologist, taking the place of Dr. West, she will start coming to WAH in June for training.
  
- **Committee Meetings**
  - Nothing to report
  
  - **MHA Safety Data as of May 17th.**
    - Falls – 0
    - Skin Integrity - 0
    - Restraints – 0
    - Opioid Deaths – 0
    - Reportable Events – 0



# WINDOM AREA HEALTH

## GOVERNING BOARD EXECUTIVE SUMMARY

as of May 17, 2022

WAH MISSION: "Dedicated to Health"

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### CHIEF HUMAN RELATIONS OFFICER REPORT

#### Human Resources/Employee Health

- Posted positions:
  - RNs
  - Medical Director
  - Outpatient Clinical Nurse Coordinator
  - Environmental Services Tech
  - Nutritional Services Manager
  - Nursing Intern
  - Patient Access Rep - Scheduling
- During hospital week employees were treated to a Be Well Path Bingo game, Casey's breakfast pizza, Subway for 2<sup>nd</sup> shift, free heel scans, a picnic cookout, a free family movie night, daily giveaways, a DQ blizzard coupon from our Auxiliary and a \$50 credit from our apparel store.
- All employees were required to attend Active Shooter training in Feb – April. WAH partnered with Louis Norell from the City of Windom Police to provide the classroom training.

#### Community Health and Wellness/Wellness Center

- We met with our community group again on 5/12 to further discuss the Mental Health Walk-In Clinic service line we are pursuing. All committee members were assigned to a group to move efforts ahead. Internally we will be putting together a more formal business plan.
- We are ramping up for a new Farmer's Market season. We will once again be attending monthly to promote our 'market bucks' program.

#### Marketing/PR

- 146 2<sup>nd</sup> graders and their teachers were given tours of the hospital on May 11<sup>th</sup>.
- The Spring BEAT will be published May 27<sup>th</sup>.
- Social media paid ads are running for a Speech Therapy service line for dyslexia.
- Lunch and Learns in Windom and Lakefield are scheduled on 6/23 and 6/30 for Integrative Health with Liz Coleman on Hormone Health.

#### Sponsorships/Donations (Feb – April)

- Sponsored Citizen ads for students/athletes of the week (Kendyl Sammons, Jorgia DeWall, Noah Armstrong).
- Prizes for the Lion's Pancake Breakfast silent auction.
- Prizes for the BARC bingo fundraiser.
- \$100 for Eagle Achievement Project for Kinn Oilouch (current employee) to refurbish picnic tables.
- Riverfest & Pow Wow sponsor.

#### Committee Meetings

- Employee Focus/Finance: A food/fund drive was held in March in collaboration with Thrivent/Justin Espenson.
- Patient & Family Advisory Committee: No Report.
- Safety: Meeting on 4/27/22. IT discussed door and camera updates related to security. Recalls were reviewed, active shooter training was provided for all staff, rounding findings were reviewed for Med/Surg, OB, Environmental Services, Rehab, WCC. There was 1 OSHA recordable injury in Q1 (COVID), and 1,449.64 hours attributed to illness (up from 1,229 hrs last quarter). FIT testing will start in April/May.
- Safe Patient Handling: Meeting was combined with Safety on 4/27/22. The annual checklist is being reviewed, and will be presented at the next meeting.

# HOSPITAL WEEK EVENTS

National Hospital Week • May 8–14

## Monday, May 9

### • BE WELL PATH BINGO

Grab a bingo card and head to the path for outdoor bingo. Be aware of all the objects and creatures around you and check if they are on your card. Get five in-a-row and yell BINGO! Bingo cards will be available for pick-up in the cafeteria or at either screening station.\*

*\*Prize must be redeemed from Wellness by Friday, May 13, 3 p.m.*

## Tuesday, May 10

### • EMPLOYEE BREAKFAST

7–10 a.m. | Cafeteria  
Casey's Breakfast Pizza

### • EMPLOYEE P.M. SHIFT SUPPER

(3–11 P.M. STAFF)

6:00 p.m. | Conference Room  
Sandwiches, wraps, chips,  
cookies & lemonade

## Wednesday, May 11

### • FREE HEEL SCANS

10 a.m.–12 p.m., 1–3 p.m. | Imaging  
*\*Recommended for ages 35 & up\**

### • 2ND GRADE TOURS

Windom & Mtn. Lake Schools

## WEEK LONG EVENTS

- City Council Proclamation
- Patient Appreciation Gifts
- Employee Hot/Cold Tumbler Daily Giveaway
- Auxiliary Thank You Gift
- And More Surprises!

## Thursday, May 12

### • STAFF LUNCH COOKOUT

Burgers, hot dogs, calico beans, chips, potato & broccoli salads, watermelon, ice cream cups and lemonade.

### • THEATRE THURSDAY

6:30 p.m. | Windom State Theatre  
*\*Movie announced on Monday, 5/9\**  
Free admission for your immediate household family/significant other along with a snack (up to a \$5 value per person).

## Friday, May 13

### • WAH SPIRIT DAY

All employees who wear WAH logo apparel receive free jeans day! Free jeans day valid on Friday, May 13 only.

### • FOOD TRUCKS:

11 a.m.–2 p.m. | Main Entrance

#### PAPA'S SMOK'IN MEAT

Serving smoked meats, beans, potatoes, coleslaw and more!

#### SIMPLY SWEET CHEESECAKE

Serving a variety of mini cheesecake, sure to please any cheesecake lover!

## Monday, May 16

### • WORK WEAR ON WHEELS SCRUB SALES

7 a.m.–1 p.m. | Main Entrance  
Payroll deduction options available for WAH employees.

#MyHhospital





# WINDOM AREA HEALTH

**TO:** Windom Area Health Governing Board Members  
**FROM:** Shelby Medina, CEO  
**DATE:** May 23, 2022  
**RE:** FY2022-23 WAH Governing Board Slate of Officers

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A nominating committee comprised of Finance / Personnel and Building & Grounds Committee Chair, Justin Schmit, Professional Practice / Quality & Planning Committee Chair, Kay Gross, and Governing Board Chair, Dr. Michael Fisher, present this proposed FY2022-23 Slate of Officers to the Windom Area Health Governing Board at this annual meeting of May 23, 2022, as defined in Section 2.8-1 of the Windom Area Health Governing Board Bylaws.

## **FY2022-23 WAH GOVERNING BOARD SLATE OF OFFICERS:**

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

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

If there are no nominations made from the floor to an officer position noted above, the before mentioned Slate of Officers is to receive a formal motion of approval by a WAH board member, followed by a second motion of approval, with a final board vote accepting the FY2022-23 WAH Governing Board Slate of Officers as presented.

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

WAH Governing Board Chair may announce FY2022-23 Committee Chairpersons.

## **FY2022-23 WAH GOVERNING BOARD COMMITTEE CHAIRPERSONS:**

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



# WINDOM AREA HEALTH

## WINDOM AREA HEALTH GOVERNING BOARD MEETING DATES

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### **CY 2022 GOVERNING BOARD MEETING DATES:**

Monday, January 24

Monday, February 28

Monday, March 28

Monday, April 25

Monday, May 23 – *First Governing Board meeting of new fiscal year*

Monday, June 27

Monday, July 25

Monday, August 22

Monday, September 26

Monday, October 24

Monday, November 28

\*Monday, December 19 – *Meeting one week earlier than normal due to Christmas/New Year's holidays*

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### **CY 2023 GOVERNING BOARD MEETING DATES:**

Monday, January 23

Monday, February 27

Monday, March 27

Monday, April 24

Monday, May 22 – *First Governing Board meeting of new fiscal year*

Monday, June 26

Monday, July 24

Monday, August 28

Monday, September 25

Monday, October 23

Monday, November 27

\*Monday, December 18 – *Meeting one week earlier than normal due to Christmas/New Year's holidays*

- 
- Professional Practice / Quality & Planning Committee meetings - 4:00 – 4:30 p.m.
  - Finance / Personnel and Building & Grounds Committee meetings - 4:30 – 5:15 p.m.
  - WAH Governing Board meetings begin at 5:30 p.m. Meetings are open to the public.



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%  | 88.9%  | 87.5%  |
| 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%  | 71.4%  | 82.4%  |
| 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%  | 56.0%  | 46.4%  |
| 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% | 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   | n/a   | 0.0    |
| 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   | 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% | n/a   | n/a   | 100.0% |
| 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   | n/a   | 70.8%  |
| 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   | n/a   | 79.2%  |
| 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   | n/a   | 76.4%  |
| 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   | n/a   | 87.5%  |
| 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   | n/a   | 4.4%   |
| 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% | 94.0% | 96.5%  |

**FINANCIAL**

|   |       |       |       |        |        |        |        |        |        |        |       |        |        |       |
|---|-------|-------|-------|--------|--------|--------|--------|--------|--------|--------|-------|--------|--------|-------|
| Income (Loss) from Operations to Budget | 3.87% | 3.35% | 1.26% | 13.63% | 15.89% | 23.83% | 21.33% | 11.86% | 25.38% | 13.57% | 6.40% | 20.09% | 17.97% |       |
| Days in Accts Receivable                | <53   | 54.45 | 46.66 | 51.9   | 52.04  | 46.25  | 47.80  | 48.40  | 45.83  | 48.40  | 50.09 | 44.72  | 47.51  | 51.42 |
| Days Cash on Hand                       | >150  | 382   | 383   | 392    | 388    | 372    | 387    | 392    | 392    | 374    | 365   | 334    | 361    | 347   |

**GROWTH**

|   |                         |     |     |     |     |     |     |     |     |     |     |     |     |     |
|---|-------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Surgeries to Budget                     | 71                      | 66  | 86  | 70  | 62  | 66  | 81  | 74  | 74  | 71  | 43  | 45  | 74  | 74  |
| Wound Center New Patients               | 17                      | 19  | 23  | 22  | 21  | 22  | 24  | 17  | 17  | 18  | 17  | 9   | 14  | 21  |
| Wound Center Encounters                 | 135                     | 190 | 246 | 234 | 232 | 243 | 217 | 241 | 241 | 255 | 236 | 195 | 203 | 182 |
| SNF/ALF Wound Center New Patients       | no target # established | 6   | 4   | 5   | 6   | 1   | 8   | 1   | 1   | 0   | 4   | 0   | 0   | 2   |
| SNF/ALF Wound Ctr Encounters/Telehealth | no target # established | 54  | 40  | 34  | 45  | 29  | 27  | 48  | 34  | 34  | 31  | 37  | 60  | 58  |
| Wound Ctr New Patients for HBO Treatmts | 1.6                     | 0   | 0   | 1   | 1   | 1   | 0   | 0   | 0   | 0   | 0   | 3   | 1   | 0   |

**COMMUNITY**

|  |        |   |   |   |   |   |   |   |   |   |   |   |   |   |
|--|--------|---|---|---|---|---|---|---|---|---|---|---|---|---|
| WAH Hosted Events w/ Commun Participtn | 2/year | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|--|--------|---|---|---|---|---|---|---|---|---|---|---|---|---|

Easter Egg-  
aggravation

3 Go w/ Gut Lunch/mt  
1 Go w/ Gut Lunch/mt  
Halloween Society Pkth

Virtual Grinch  
5K

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

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

**Meeting Date/Time/Location:** Monday, May 23, 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 April 25, 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**

|   |  |        |
|---|--|--------|
| CliftonLarsonAllen Pre-audit WebEx Call | Ryan Strusz, CPA, Principal, at CliftonLarsonAllen, to address FY 2022 pre-audit information with Finance Cmte members | John P |
|   |  |        |
|   |  |        |
| 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**

|   |  |          |
|---|--|----------|
| <b>Purpose:</b> 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. |  |          |
| <b>Meeting Date/Time/Location:</b> Monday, April 26, 2022 / 4:30pm / Large Conference Room  |  |          |
| <b>Members:</b> Justin Schmit, Ann Bartelt, Dan Ortmann, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lake Advisory Mbr, John Peyerl/CFO, Emily Masters/CHRO, Kelsey Andrews/DON, Eric Hilmoe/Sanford Health Network VP of Operations<br><b>Absent:</b> Shelby Medina/CEO<br><b>Others:</b>        |  |          |
| <b>Chairperson (or Acting Chairperson):</b> Justin Schmit, Chairperson  |  |          |
| <b>Recorder:</b> Janel Eichstadt, Admin Asst  |  |          |
| <b>Category / Topic</b> <b>Action step(s) / Updates</b> <b>Leader:</b>  |  |          |
| <b>STANDING ITEMS</b>   |  |          |
| 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 MARCH 28, 2022, AS PRESENTED (BRUGMAN/ORTMANN)  | Justin S |
| Collections & Financial Assistance  | M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND PATIENT ACCOUNTS TOTALING \$47,533.36 TO AAA COLLECTIONS; RECOMMEND APPROVAL OF THE FOLLOWING FINANCIAL ASSISTANCE PATIENT ACCOUNTS: 4 NEW ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$15,548.30; 2 ACCOUNTS FOR WRITE-OFF WITH A BALANCE BELOW \$1500 TOTALING \$1265.75; AND 3 PREVIOUSLY APPROVED ACCOUNTS FOR WRITE-OFF TOTALING \$2538.48; IN TOTAL, 9 FINANCIAL ASSISTANCE ACCOUNTS WERE SUBMITTED AND APPROVED FOR WRITE-OFF TOTALING \$19,352.53 (BARTELT/ORTMANN)<br>In month 12 of FY2022, accounts totaling \$88,619.31 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/TERMINATIONS – RESIGNATION OF 1 PRN ER PATIENT ACCESS REP EFFECTIVE APRIL 27, AND TERMINATIONS OF 1 TEMPORARY SCREENER EFFECTIVE FEBRUARY 4 AND 3 TEMPORARY SCREENERS EFFECTIVE APRIL 14; AND TERMINATION OF 1 FT PATIENT ACCESS REP EFFECTIVE APRIL 25, 2022 (BRUGMAN/BARTELT).   | Emily M  |
| <b>FOLLOW-UP ITEMS</b>  |  |          |
|   | There were no follow-up items to report.   |          |
| <b>NEW/CURRENT ITEMS</b>  |  |          |
|   | There were no new/current items to report.   |          |
| <b>CONCLUSION</b>   |  |          |
|   | Chairperson, Justin Schmit, concluded the Finance/Personnel/Labor Relations & Building & Grounds Committee meeting.  | Justin S |

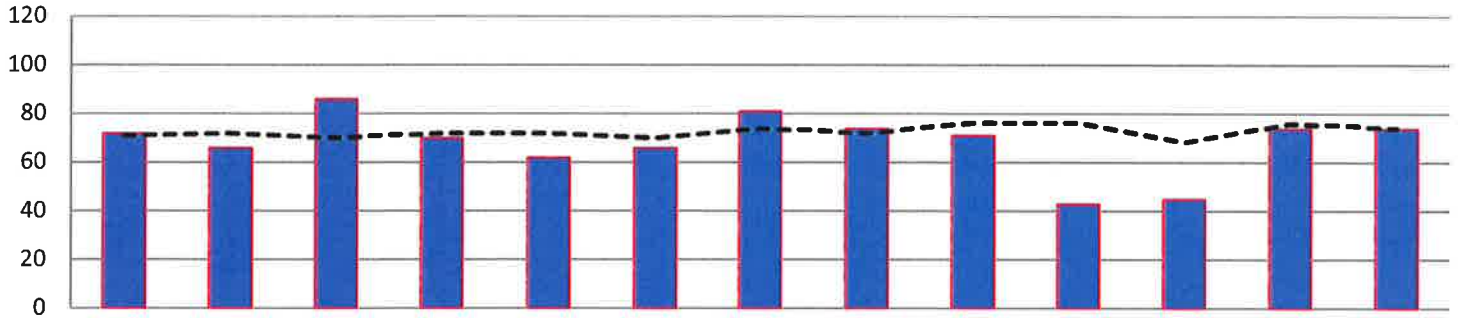






### SURGERY

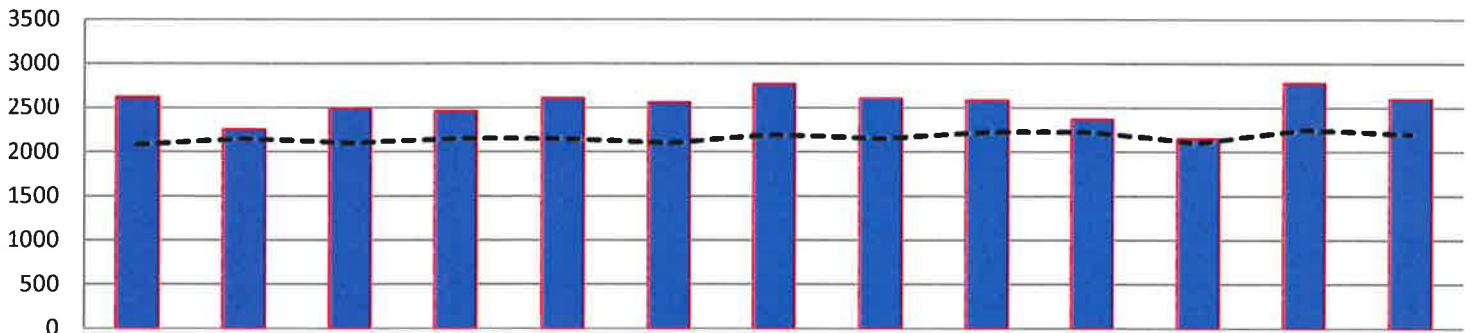
Surgery Budget



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

### OUTPATIENT OCCASIONS OF SERVICE

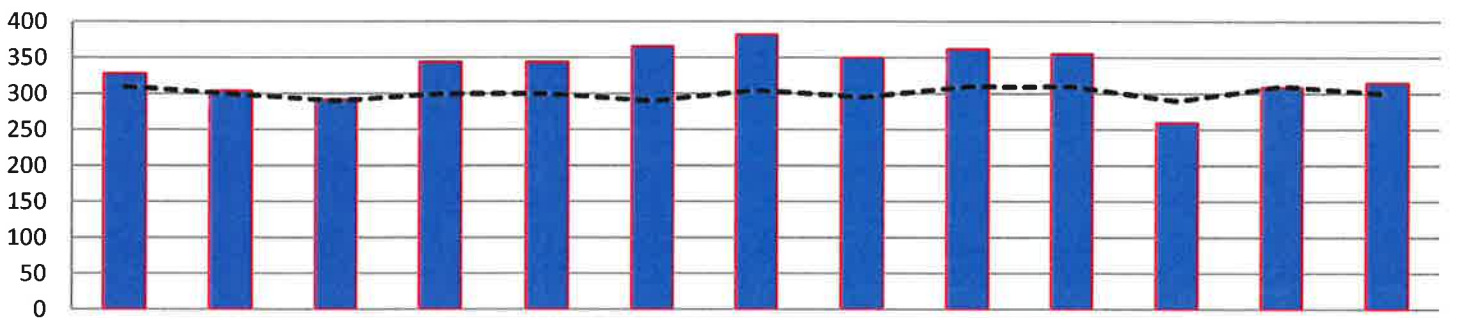
OP Visits Budget



|           | Apr 21 | May 21 | Jun 21 | Jul 21 | Aug 21 | Sep 21 | Oct 21 | Nov 21 | Dec 21 | Jan 22 | Feb 22 | Mar 22 | Apr 22 |
|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| OP Visits | 2622   | 2255   | 2490   | 2461   | 2610   | 2561   | 2770   | 2608   | 2583   | 2372   | 2155   | 2781   | 2605   |
| Budget    | 2083   | 2150   | 2100   | 2150   | 2150   | 2100   | 2200   | 2150   | 2225   | 2225   | 2100   | 2250   | 2200   |

### EMERGENCY VISITS

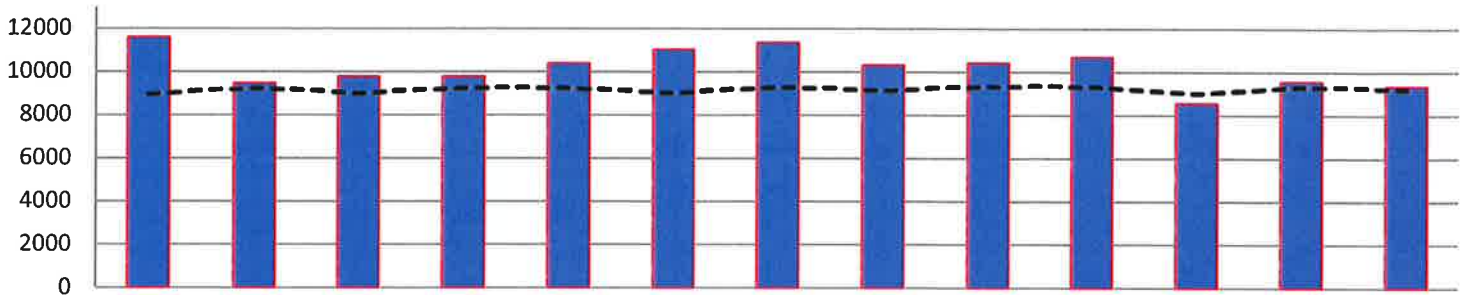
ER Visits Budget



|           | Apr 21 | May 21 | Jun 21 | Jul 21 | Aug 21 | Sep 21 | Oct 21 | Nov 21 | Dec 21 | Jan 22 | Feb 22 | Mar 22 | Apr 22 |
|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| ER Visits | 328    | 304    | 292    | 344    | 344    | 366    | 382    | 350    | 362    | 355    | 260    | 309    | 315    |
| Budget    | 310    | 300    | 290    | 300    | 300    | 290    | 305    | 295    | 310    | 310    | 290    | 310    | 300    |

### LAB PROCEDURES

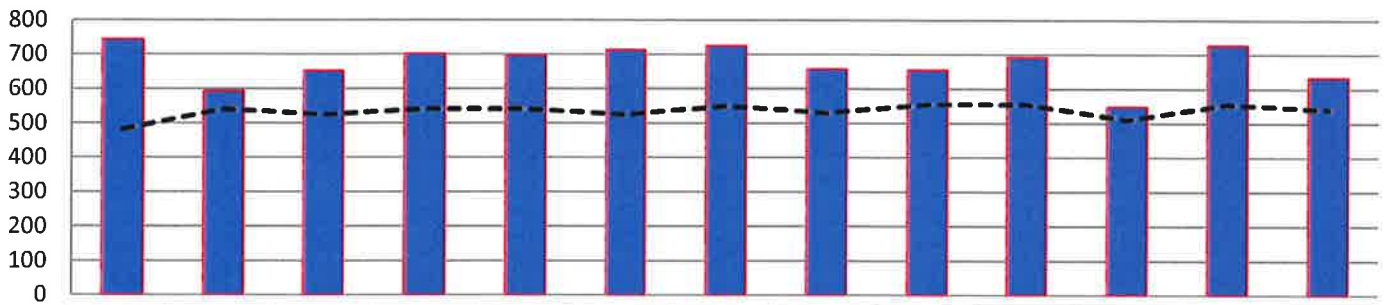
Lab Proc Budget



|          | Apr 21 | May 21 | Jun 21 | Jul 21 | Aug 21 | Sep 21 | Oct 21 | Nov 21 | Dec 21 | Jan 22 | Feb 22 | Mar 22 | Apr 22 |
|----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Lab Proc | 11620  | 9473   | 9781   | 9785   | 10410  | 11049  | 11379  | 10329  | 10440  | 10713  | 8564   | 9569   | 9357   |
| Budget   | 8958   | 9250   | 9000   | 9250   | 9250   | 9000   | 9300   | 9150   | 9325   | 9325   | 9000   | 9325   | 9200   |

### IMAGING PROCEDURES

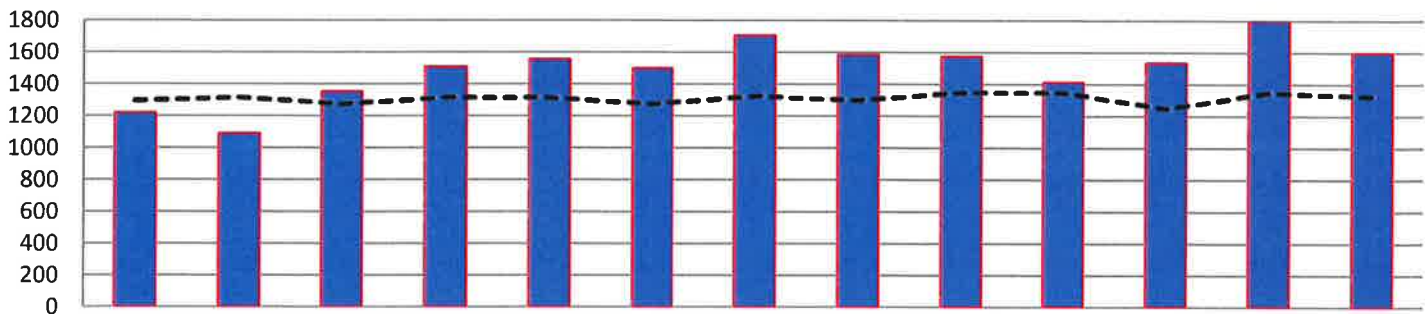
Imaging Proc Budget



|              | Apr 21 | May 21 | Jun 21 | Jul 21 | Aug 21 | Sep 21 | Oct 21 | Nov 21 | Dec 21 | Jan 22 | Feb 22 | Mar 22 | Apr 22 |
|--------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Imaging Proc | 744    | 594    | 652    | 702    | 699    | 714    | 725    | 658    | 655    | 692    | 549    | 728    | 634    |
| Budget       | 483    | 541    | 525    | 541    | 541    | 525    | 550    | 530    | 555    | 555    | 510    | 555    | 540    |

### REHAB MODALITIES

Rehab Modalities Budget



|                  | Apr 21 | May 21 | Jun 21 | Jul 21 | Aug 21 | Sep 21 | Oct 21 | Nov 21 | Dec 21 | Jan 22 | Feb 22 | Mar 22 | Apr 22 |
|------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Rehab Modalities | 1221   | 1091   | 1352   | 1508   | 1559   | 1501   | 1707   | 1585   | 1575   | 1414   | 1537   | 1801   | 1600   |
| Budget           | 1298   | 1316   | 1275   | 1316   | 1316   | 1275   | 1325   | 1300   | 1350   | 1350   | 1250   | 1350   | 1325   |

WINDOM AREA HEALTH  
INCOME STATEMENT

|                               | 4/30/2022   |            | Revenue     |            | Revenue      |            | Revenue      |            | Revenue      |                | April          | \$ Change | % Change |
|-------------------------------|-------------|------------|-------------|------------|--------------|------------|--------------|------------|--------------|----------------|----------------|-----------|----------|
|                               | 4/30/2022   | Comparison | Budget 2022 | Comparison | Y-T-D 2022   | Comparison | Budget 2022  | Comparison | Y-T-D 2021   | From Last Year | From Last Year |           |          |
| <b>PATIENT REVENUE</b>        |             |            |             |            |              |            |              |            |              |                |                |           |          |
| Inpatient Revenue             | \$584,810   | 14.90%     | \$805,000   | 22.33%     | \$8,553,277  | 18.56%     | \$9,500,000  | 22.89%     | \$8,952,029  | (\$398,752)    | -4.5%          |           |          |
| Outpatient Revenue            | \$3,339,497 | 85.10%     | \$2,800,000 | 77.67%     | \$37,526,433 | 81.44%     | \$32,000,000 | 77.11%     | \$31,276,098 | \$6,250,335    | 20.0%          |           |          |
| Total Patient Revenue         | \$3,924,307 | 100.00%    | \$3,605,000 | 100.00%    | \$46,079,710 | 100.00%    | \$41,500,000 | 100.00%    | \$40,228,127 | \$5,851,583    | 14.5%          |           |          |
| Contractual Adjustments       | \$1,778,103 | 45.31%     | \$1,620,000 | 44.94%     | \$19,758,195 | 42.88%     | \$18,325,000 | 44.16%     | \$18,157,844 | \$1,600,351    | 8.8%           |           |          |
| Other Income                  | \$16,762    | 0.43%      | \$19,000    | 0.53%      | \$273,701    | 0.59%      | \$225,000    | 0.54%      | \$1,069,038  | (\$795,337)    |                |           |          |
| <b>NET OPERATING REVENUE</b>  | \$2,162,966 | 100.00%    | \$2,004,000 | 100.00%    | \$26,595,216 | 100.00%    | \$23,400,000 | 100.00%    | \$23,139,321 | \$3,455,895    | 14.9%          |           |          |
| <b>EXPENSE</b>                |             |            |             |            |              |            |              |            |              |                |                |           |          |
| Employee Salaries             | \$684,494   | 31.65%     | \$737,500   | 36.80%     | \$8,534,210  | 32.09%     | \$8,375,000  | 35.79%     | \$7,811,479  | \$722,731      | 9.3%           |           |          |
| Employee Benefits             | \$217,783   | 10.07%     | \$237,500   | 11.85%     | \$2,583,108  | 9.71%      | \$2,750,000  | 11.75%     | \$2,366,662  | \$216,446      | 9.1%           |           |          |
| Pharmaceuticals               | \$101,209   | 4.68%      | \$72,000    | 3.59%      | \$1,100,738  | 4.14%      | \$850,000    | 3.63%      | \$807,325    | \$293,413      | 36.3%          |           |          |
| Supplies                      | \$153,258   | 7.09%      | \$150,000   | 7.49%      | \$1,725,422  | 6.49%      | \$1,800,000  | 7.69%      | \$1,641,862  | \$83,560       | 5.1%           |           |          |
| Rents & Utilities             | \$25,463    | 1.18%      | \$27,000    | 1.35%      | \$339,431    | 1.28%      | \$320,000    | 1.37%      | \$294,712    | \$44,719       | 15.2%          |           |          |
| Purchased Services            | \$485,117   | 22.43%     | \$400,000   | 19.96%     | \$4,805,979  | 18.07%     | \$4,800,000  | 20.51%     | \$4,440,544  | \$365,435      | 8.2%           |           |          |
| Other Direct Expenses         | (\$52,030)  | -2.41%     | \$100,000   | 4.99%      | \$1,339,715  | 5.04%      | \$1,400,000  | 5.98%      | \$1,335,770  | \$3,945        | 0.3%           |           |          |
| Provision for Bad Debts       | \$8,264     | 0.38%      | \$30,000    | 1.50%      | \$524,617    | 1.97%      | \$545,000    | 2.33%      | \$528,152    | (\$3,535)      | -0.7%          |           |          |
| Depreciation                  | \$135,000   | 6.24%      | \$175,000   | 8.73%      | \$1,450,001  | 5.45%      | \$1,615,000  | 6.90%      | \$1,427,970  | \$22,031       | 1.5%           |           |          |
| Interest Expense              | \$15,688    | 0.73%      | \$13,750    | 0.69%      | \$161,395    | 0.61%      | \$165,000    | 0.71%      | \$170,884    | (\$9,489)      | -5.6%          |           |          |
| Total Operating Expense       | \$1,774,246 | 82.03%     | \$1,942,750 | 96.94%     | \$22,564,616 | 84.84%     | \$22,620,000 | 96.67%     | \$20,825,360 | \$1,739,256    | 8.4%           |           |          |
| Income (loss) From Operations | \$388,720   | 17.97%     | \$61,250    | 3.06%      | \$4,030,600  | 15.16%     | \$780,000    | 3.33%      | \$2,313,961  | \$1,716,639    |                |           |          |
| Investment Income             | \$4,524     | 0.21%      | \$8,275     | 0.41%      | \$66,429     | 0.25%      | \$92,000     | 0.39%      | \$114,240    | (\$47,811)     |                |           |          |
| Other Revenue/(Expenses)      | \$4,363     | 0.20%      | \$11,250    | 0.56%      | \$66,531     | 0.25%      | \$125,500    | 0.54%      | \$152,278    | (\$85,747)     |                |           |          |
| Non Operating Rev/Exp         | \$8,887     | 0.41%      | \$19,525    | 0.97%      | \$132,960    | 0.50%      | \$217,500    | 0.93%      | \$266,518    | (\$133,558)    |                |           |          |
| Increase in Net Assets        | \$397,607   | 18.38%     | \$80,775    | 4.03%      | \$4,163,560  | 15.66%     | \$997,500    | 4.26%      | \$2,580,479  | \$1,583,081    |                |           |          |

**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                | Agliti (Phillips)          | 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 | February | March            | April                 |
|---------|--|-------------------|--------------|----------|-------------------|---------|----------|------------------|-----------------------|
| 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        |         |          |                  |                       |
| 10      | Biosafety Cabinet - Laboratory                       | NUAIRE            | Fixed Equip  |          |                   |         |          | 10,454.75        |                       |
| 7       | G4 Radiofrequency Ablator                            | Boston Scientific | Maj Mov      |          |                   |         |          | 21,900.00        |                       |
| 3       | Lenovo Thinkstation Comput - Radiology Portable Unit | Neurologica       | Maj Mov      |          |                   |         |          | 10,000.00        |                       |
| 8       | Precor 731 Treadmill - Wellness                      | Push Pedal Pull   | Maj Mov      |          |                   |         |          | 5,633.50         |                       |
| 20      | Air Handling Unit                                    | Kraus Anderson    | Fixed Equip  |          |                   |         |          |                  | 1,425,000.00 Estimate |
| 25      | Emergency Dept Renovation                            | Kraus Anderson    | Bldg/Maj Mov |          |                   |         |          |                  | 1,450,000.00 Estimate |
|         |  |                   |              | -        | <b>213,909.05</b> | -       | -        | <b>47,988.25</b> | <b>2,875,000.00</b>   |

**Total YTD Capital Acquisitions 3,597,304**

**Meeting Name: Windom Area Health Professional Practice / Quality & Planning Committee**  
**AGENDA**

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

**Meeting Date/Time/Location:** **Monday, May 23, 2022 / 4:00-4:30 pm / Large Conference Room**

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

Present:  
Absent:  
Others:

**Chairperson (or Acting Chairperson)**

Kay Gross, Chairperson

**Recorder:** Janel Eichstadt, Admin Asst

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

**STANDING ITEMS**

|               |  |           |
|---------------|--|-----------|
| Call to Order | Call Professional Practice/Quality & Planning Committee meeting to order at 4:00 pm by chairperson | Kay Gross |
|---------------|--|-----------|

|         |   |           |
|---------|---|-----------|
| Minutes | Approve minutes from the regular Committee meeting of April 25, 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 Van Kley<br>Shelby M |
|--|---|-------------------------|

|                     |  |          |
|---------------------|--|----------|
| Operational Updates | Provide updates on hospital operations/recruitment/retention | Shelby M |
|---------------------|--|----------|

**NEW/CURRENT ITEMS**

|  |   |               |
|--|---|---------------|
| Educational Assistance Policy Variance | Discuss variance of the eligibility requirements for the Educational Assistant Plan for clinical positions. | Emily Masters |
|--|---|---------------|

|       |  |  |
|-------|--|--|
| Other |  |  |
|-------|--|--|

**CONCLUSION**

|  |   |           |
|--|---|-----------|
|  | Conclude Professional Practice/Quality & Planning Committee meeting | Kay Gross |
|--|---|-----------|



**Meeting Name: Windom Area Health Professional Practice / Quality & Planning Committee MINUTES**

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

**Meeting Date/Time/Location:** Monday, April 26, 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, Masters/CHRO, John Peyerl/CFO, Kelsey Andrews/DON, Eric Hilimoe/Sanford Health Network VP of Operations

**Chairperson (or Acting Chairperson):** Kay Gross, Chairperson

**Recorder:** Janel Eichstadt, Admin Asst

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

**STANDING ITEMS**

|               |   |           |
|---------------|---|-----------|
| Call to Order | The Professional Practice/Quality & Planning Committee meeting was called to order at 4:00 pm by Chairperson, Kay Gross.  | Kay Gross |
| Minutes       | M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF MARCH 28, 2022, AS PRESENTED (BRUGMAN/FISHER). | Kay Gross |

**FOLLOW-UP ITEMS**

|  |   |                   |
|--|---|-------------------|
| Medical Staff Credentialing & Med Staff Meeting Update | Dr. Olson reported the WAH Medical Staff reviewed the April 2022 Credentialing list and recommended its approval to the Governing Board. Dr. Ghannam, telehospitalist from TeleHealth Solutions (THS) provided an update to the Medical Staff regarding the telehospitalist program and reported everything is going well. Dr. Olson noted Tele Health Solutions is "doing a great job" at providing services to our patients and their families. Dr. Olson reported this was her last committee meeting as Chief of Staff for FY22. Dr. B. Van Kley will be the FY23 Chief of Staff effective May 1, 2022. | Dr Olson / John P |
| Medical Director Update                                | John reported interviews for the position of WAH Medical Director would be taking place May 2 <sup>nd</sup> and May 13 <sup>th</sup> . Governing Board members involved with the interview process are Ann Bartelt, Terry Tegels, Kay Gross and Dr. Michael Fisher. The candidates will also be interviewed by the WAH Medical Staff on the same dates as before mentioned.   | John P            |

**NEW/CURRENT ITEMS**

|                               |  |         |
|-------------------------------|--|---------|
| WAH Policies                  | A document provided by WAH's Executive Director of Compliance listing new, reviewed and revised Windom Area Health policies for FY2021-22 was reviewed by committee members with no issues found. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE NEW, REVIEWED AND REVISED WINDOM AREA HEALTH POLICIES FOR FY2021-22 AS PRESENTED (FISHER/TEGELS)  | John P  |
| Mental Health Services Update | Emily reported on recent meeting outcomes of the Behavioral Task Force, which is exploring the possibility of offering outpatient mental health services due to the recent closing of Southwest Mental Health Services. She noted that even though plans are in their infancy stages, future plans of the task force include implementing a business plan to provide outpatient mental health services for adults at a walk-in clinic and possibly offer pediatric services sometime in the upcoming future. | Emily 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

**MAY 23, 2022**

## **APPOINTMENTS:**

Aarti Attreya-Latuso, M.D.  
Ludmil Lazarov, M.D.

Telehospitalist  
Telehospitalist

Telemedicine  
Telemedicine

## **REAPPOINTMENTS:**

Stephanie Buhler, M.D.  
Kristi Metzger, CNP  
Obinna Nwadibia, M.D.  
Lindsay Wiese, RN

Family Practice  
Cardiology  
Emergency Medicine  
Ophthalmology

Active  
Allied Health Professionals  
Emergency Services  
Allied Health Professionals

## **SANFORD TELEMEDICINE:**

Ross Bacon, M.D.

Pulmonology

Telemedicine

## **vRAD APPOINTMENTS:**

Jason Mitchell, M.D.  
Joseph Rozell, M.D.

Teleradiology  
Teleradiology

Telemedicine  
Telemedicine

## **vRAD REAPPOINTMENT:**

Scott Chang, M.D.

Teleradiology

Telemedicine

## **ADDITIONAL PRIVILEGE REQUEST:**

April Quigley, PA-C:

Read and Interpret own x-rays

Allied Health Professionals

## **RESIGNATIONS:**

Kathy Harder, CNP  
Alison Huber, PA-C

Family Practice  
Orthopedics (Botker)

Allied Health Professionals  
Allied Health Professionals



## APRIL COMMENTS

### Nutrition

Baseball opener: Thank You Marisa for grilling (it was a big treat) Marsha Thank You for cooking the rest of the food! You ladies do an awesome job! Looking forward to more grilling days! :)

### Dietary

Marisa went out of her way to fix a patients breakfast as the patient was not satisfied with it the first time (burnt pancakes)

### Dietary

Pt in room 115 wrote a note back to kitchen on her tray tag it stated "Breakfast was Yum-Yum Thanks MT" The cook and aide was Marsha Dick and Mara Smith

### Dietary

A pt in Room 115 wrote a note back on her tray tag about her Breakfast. "Thank you for the good Breakfast MT" Marisa C and Denise G were the workers in the kitchen at the time.

### ED

Perfect hospital/staff as far I felt, and experienced. Thank you all.

### ED

I received excellent care from the ER staff. They diagnosed my problem and gave me the help I needed. I am extremely pleased with the entire experience. Thank you.

### ED

Both the dr & Janelle were excellent, no complaints at all & they were super busy!

### ED

This facility was beautiful and very clean. Very well kept. We felt like we had a lot of privacy, but I also felt like we had been left for over an hour without any communication from staff. They rushed me back to the back to put on oxygen and then it took 20 minutes to get me on oxygen. So I don't, I didn't understand that. And then he did the test CT and the, the Doctor who did it said there were changes and that's why they were sending either to Saint Paul or Sioux Falls, but we got the Sioux Falls. The doctor said there was no change at all from the test. So there's a lot of confusion. I did not want to be air lifted and I would, they insisted that we the air lifted. And so it's a lot of frustration in that regard but as a whole, the nurses were amazing. And I didn't feel like the medical staff for the communicated with.

### ED

The ER was very busy, but we never felt abandoned when a nurse or Dr. suddenly had to leave for other patients

### ED

If you have to go to ER, it's never pleasant, but Windom Area Health made it comfortable and easy. They kept my husband informed and brought him back to my room in the time they promised.

### ED

It was the best ER experience we have ever had!!!

### ED

Thank you Travis for all the work and extra time you put into the ED remodel. You did a fabulous job - you had a TON of things you had to coordinate for everything to run smoothly and you did a fantastic job!

### ED

Jeanna has put so much effort, above and beyond what is required, to make the ED remodel project run smoothly and get all the supplies needed for the remodel. She also undertook the Philips Monitoring System project which was a huge undertaking and she did a fabulous job with the entire project! Thank you Jeanna for going the extra mile - you truly did a phenomenal job with everything!

## APRIL COMMENTS

ED

I just want to express what an amazing job Jeanna, Travis, Mike, Maintenance, business office and housekeeping did with the ER remodel. From the start of this project to the finish these people all pitched in and went above and beyond what was required and worked together so well to get everything accomplished. Thank you everyone - you are truly appreciated!!

Lab

I would like to know when this happened to the date of this and was at the clinic or the hospital. I just don't recall. You please let me know.

Lab

Quick and friendly!

Lab

We are fortunate to have the skilled nurses and doctors at Windom Area Hospital.

Lab

"Dynes os the best, little understaffed But nice people."

Lab

felt very comfortable during the whole process. All staff members were very professional

Lab

Everyone was so professional, kind, good looking,?, explained things well and took the time to answer questions and concerns.

Med Surg

Great care

Med Surg

We are very fortunate to have the staff - facility ER Dr. Lisa - and the dr's we have in Windom - I felt I was in the best care - Thank you for being there all of you and do nothing to lose this facility, + staff -

Med Surg

I want to commend your entire staff that had inter-action with me and my family on what a wonderful, caring, compassionate group of people work here. Absolutely Amazing! From the second we pulled up to the door for admittance to the minute we were discharged, everyone was so professional and made sure we had everything needed. If I could nominate everyone for the Caring Award I would do so. Absolutely incredible!!! Thank you for helping us.

OB

on 4/30, the shift got very busy with a critically ill patient in the ED. There was not adequate staffing and no one was willing to come in. Dr. Buhler stayed to monitor her OB so that the OB nurse could help in the ED. She went above and beyond to provide care for her patient and to help out the staff. Her dedication to her patients and this hospital is amazing, she is an excellent provider. It meant so much to the staff that Dr, Buhler saw how bad we were struggle and was willing to go the extra mile to help out the staff. Thank you so much Dr. Buhler. You are amazing!

OB

Other than a nurse forgetting to take of my blood pressure cuff when doing vitals? I was very pleased with my care & quick? response to needing medication prior to delivering my son.

Outreach Clinic

Dr. Botker, Staff and Hospital personnel provided the BEST possible medical care one could hope to receive!!!!

Outreach Clinic

Waited for over 30 minutes to be seen and doctor spend 5 minutes explaining and advising the next step

Outreach Clinic

I am grateful for the outreach to WAH. It would be difficult for me to travel for this care.

## APRIL COMMENTS

### OP Pain Services

I was disappointed that they have not told me that I was supposed to have an MRI before I can have the shot, and then they didn't get back to me. And I have to call them today to make an appointment. So it's all delayed and I am dealing with this pain. So that's what my complaint was.

### OP Pain Services

The staff were very caring and helpful.

### ST

"Good experience. She worked with me to help pronounce speech sounds that I needed help with. She also had some brain activities that I felt helped my concentration and thinking

### OT

"Nicole, Thank you so very much for your kind, gentle therapy. Never experienced ultra sound before but believe it is a good addition. I am amazed to have pain free mobility of my L shoulder. Would like you to fix all of my other joints!

### OT

Very good experience. Nicole listens to my feedback and concerns and works with me to make sure I am making progress towards a full recovery. She demonstrates great empathy and care for her patients and paces the therapy to avoid unnecessary pain and risk of reinjury.

### PT

Very professional and knowledgeable.

### PT

VERY PROFESSIONAL STAFF WITH VERY NICE FACILITY

### PT

"I was very satisfied with my provider and would appreciate his expertise with each visit.  
Thank you very much!!"

### PT

I liked the exercises we worked on and felt they were helpful to get me back on track physically.

### PT

I felt the therapist was totally concerned with my issues. Ike is very compassionate and knowledgeable.

### PT Outreach Mountain Lake

Ike was great. Always caring and respectful. Thank you!

### Radiology

They were very friendly to me and explain things that they were going to do and they were very good.

### Radiology

Hi, the lady that helped me with my dexta scan was very, very nice. She was very knowledgeable in her job, very friendly. I felt very comfortable and at ease. She talked to me a lot and told me the procedure. Excellent, excellent staff person you have there and an excellent hospital. Thank you.

### Radiology

all good!

### Radiology

Staff very compassionate and professional

### Radiology

The staff is ALWAYS incredible! I wouldn't go anywhere else.

### Radiology

I was hoping to get a quick answer to my problem and not have to wait a week so I went to Mankato & had an immediate answer

### Radiology

The X-ray tech was very professional.

### Radiology

Everyone from start to finish were very friendly and accommodating.

### Radiology

It was very friendly and efficient. It's a beautiful facility.

## APRIL COMMENTS

- Radiology** They were awesome
- Surgery** No complaints about anything.
- Surgery** Great anesthesiologist... first time I haven't had N/V after surgery
- Surgery** Good surgery, surgeon and department.
- Surgery** very professional and courteous
- Surgery** Everyone was absolutely wonderful. I feel really bad that I'm a "hard case", and that I made everyone in the surgical room extra work. Thank you all for your hard work and patience!
- Surgery** Everyone that helped with my procedure was very professional. I felt safe and in good hands.
- Surgery** I had a patient email me stating, "I had a colonoscopy today. What a great experience - if it can be. Everyone was a 10 out of 10. Great job! Special call out to Jackie Fester, Anita Eichstadt and Jenny Gappa.
- Wound** I was very pleased with my treatment. I wish my Dr had recommended this earlier. I've battled these leg ulcers for 3 months. This team was confident they would get them healed soon.

## CAUGHT YOU CARING

- Maintenance** Caught you caring slip: "I caught Terry caring by unclogging a toilet that needed the unclogging. Thanks for saving the day, Terry! You are always so helpful!"
- Outreach** Caught you Caring slip: "I caught Danielle caring by talking so kindly to me. I know her but didn't recognize her. She talked so kindly and in such a caring voice as she asked how I was." I am not sure which Danielle this is... Assuming outreach as it was left in the outreach basket.
- Dietary** From Caught you Caring slip: "Wanted to pass along that Mara from the dietary staff went above and beyond and is a real asset for the hospital. Family stated they received great care from all staff and was very about with their stay.
- Therapy** From survey: "Ike was great. Always caring and respectful. Thank you!"
- Therapy** From survey: "I felt the therapist was totally concerned with my issues. Ike is very compassionate and knowledgeable"
- Therapy** From survey: "Nicole, Thank you so very much for your kind, gentle therapy. Never experienced ultra sound before but believe it is a good addition. I am amazed to have pain free mobility of my L shoulder. Would like you to fix all of my other joints! "
- ED** From survey: "Both the dr (Hanstein) & Janelle were excellent, no complaints at all & they were super busy!"

## **Windom Area Hospital Auxiliary Meeting March 14, 2022**

The Windom Area Hospital Auxiliary held their monthly meeting Monday, March 14, 2022 at 6:00 p.m. in the Large Conference Room. Ten members enjoyed the tour of the remodeled Emergency Department prior to the meeting at 5:00.

President Mary Klosterbuer welcomed everyone to the meeting with 9 members in attendance plus one via zoom. The Auxiliary Prayer was read in unison, and the Pledge of Allegiance was recited.

M/S Connie McCarthy/Joanne Kaiser to approve the agenda. Motion carried.

### **Recording Secretary's Report** – Marlene Smith, Recording Secretary

- M/S Pat Lenz/Diane Vellema to approve the February 14, 2022 minutes. Motion carried.

### **Treasurer's Report** – Gerri Burmeister, Treasurer

- Balance on hand February 28, 2022 was \$9,376.42
- M/S Karla Taber/Kitty Hansen to approve the Treasurer's Reports as presented. Motion carried.

### **Corresponding Secretary** – No report

### **MAHV Report** – No report

### **WAH Update** – Kim Armstrong

- 366 people attended the WAH Foundation's Belgium Waffle feed on Sunday, March 13.

### **Old Business:**

- Valentine's Day Bake Sale: Profit was \$1,160.04 and will be donated towards the purchase of a cataract surgery chair.

### **New Business**

- The following officers were elected by unanimous consent.
  1. Vice-President – Karen Skarphol (1 year)
  2. Recording Secretary – Marlene Smith (2 years)
  3. Corresponding Secretary – Betty Olson (2 years)
  4. Board Members: Nancy Michalski, Diane Vellema, Karla Taber
- Spring Banquet will be held on Monday April 11, 2022 at the Cottonwood County Historical Society. The Maintenance Department will be the featured department.
- Staff Appreciation for Hospital Week (2<sup>nd</sup> week in May)
  1. Pat Lenz will get a uniform card to give for this event.
  2. M/S Pat Lenz/Karla Taber to give Dairy Queen certificates for a small blizzard to each Hospital Employee. Motion carried.
- Raffle Tickets
  1. Consensus was to order 1,500 tickets

The meeting was adjourned at 6:48.

### **Upcoming Events** –

- Monday April 11, 2022 at 5:00 p.m. – Spring Banquet/Annual meeting
- Tuesday April 19, 2022 – MAHV District E Spring Forum via Zoom 10:00 – 11:30 am

Marlene Smith, Recording Secretary

## **Windom Area Hospital Auxiliary Banquet**

**April 11, 2022**

After not being able to have a banquet in 2020 and 2021 because of Covid-19, the Windom Area Hospital Auxiliary held their Spring Banquet at 5:00 p.m. on Monday, April 11, 2022 at the Cottonwood County Historical Society with 70 people attending. P&J's Catering of Heron Lake served a delicious meal of turkey and dressing at a cost of \$15 per person. Members were encouraged to pay their dues of \$20 also.

Rozanne Gronseth played the piano for us before the meal.

We recognized Helen Evers for being a member for 27 years and Maxine Walters for being a member for 25 years. They received letters of recognition from the mayor of Windom and the president of Minnesota Association of Healthcare Volunteers.

We recognized 15 members for reaching milestones on the number of hours they have volunteered over the past 5 years.

We celebrated our first male member when Mayor Dominic Jones joined during the banquet!!

The theme for the banquet was "The High Maintenance Men of WAH" since the Maintenance Department was the featured department. They received \$5,000 from the Auxiliary to buy tools in 2020. Everyone enjoyed Greg Holt "roasting" his coworkers.

Comments were given by Dominic Jones, Mayor of Windom; Kay Gross, WAH Governing Board Vice Chair; and Shelby Medina, WAH CEO.

Newly elected officers were installed.

### **Upcoming Events**

- Monday, May 9 – MAHV-elous Monday at 10:00 a.m. on Zoom
- Monday, May 9 – May meeting at 6:00 p.m.

Marlene Smith, Recording Secretary



## BOARD OF DIRECTOR'S MEETING

**TUESDAY, MAY 24, 2022**

*Select meal from the Cafeteria before meeting*

**5:00 pm – Large Conference Room**

### AGENDA

- |              |  |               |
|--------------|--|---------------|
| <b>I.</b>    | <b>CALL WAH FOUNDATION MEETING TO ORDER</b>  | Greg Scheitel |
| <b>II.</b>   | <b>FOUNDATION MEETING MINUTES -</b><br>- Approve minutes from regular meeting on March 29, 2022  | Greg Scheitel |
| <b>III.</b>  | <b>FINANCIAL STATEMENT -</b><br>- Review donations & assign thank-you's  | Kim Armstrong |
| <b>IV.</b>   | <b>OLD BUSINESS -</b><br>- Scholarship Recipients<br>- Board Vacancies<br>- Employee Campaign<br>- Spring Solicitation Letters<br>- HyLife Race Proceeds to WAH Foundation<br>- Transfer Funds for Chemo Hood & ED Trauma Monitors | Kim Armstrong |
| <b>V.</b>    | <b>NEW BUSINESS -</b><br>- American Express Payments<br>- Women's Cancer Application<br>- Growth Report<br>- Ash Trees<br>- Golf Tournament Activities & Workers   | Kim Armstrong |
| <b>VI.</b>   | <b>PROJECTS -</b><br>- Golf Tournament<br>o Friday, June 24, 2022, Windom Country Club<br>- Breast Health Event<br>o October 1, 2022, Round Lake Winery<br>- Rock the Rink Pink<br>o November 2022, Windom Arena                   | Kim Armstrong |
| <b>VII.</b>  | <b>NEXT MEETING DATE/TIME – September 26, 2022, 5 pm, LCR</b>  | Greg Scheitel |
| <b>VIII.</b> | <b>MEETING CONCLUSION</b>  | Greg Scheitel |



**WINDOM AREA HEALTH FOUNDATION  
FOUNDATION BOARD MEETING MINUTES  
MARCH 29, 2022, AT 5:00 P.M.**

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**Attending:** Sandy Robinson, Greg Scheitel, Kay Gross, Ann Bartelt, Laura Fresk, Kim Armstrong/Exec Dir.  
Compliance & Foundation/Auxiliary

**Absent:** Terry Tegels, Emily Masters/CHRO, Shelby Medina/CEO

**CALL TO ORDER:** WAH Foundation Board Chairperson, Steve Johnson, called the meeting to order.

**FOUNDATION MINUTES:**

M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE REGULAR MEETING OF MARCH 1, 2022 AS PRESENTED (ROBINSON/FRESK).

**FINANCIAL STATEMENT:**

THE FEBRUARY FINANCIAL STATEMENT WAS APPROVED AS PRESENTED.

**Review Donations & Assign Gift Thank-you's**

Foundation donor gifts received during February 2022 were reviewed. During this period, a total of \$295.86 in monetary gifts were contributed primarily through employee payroll deductions.

**OLD BUSINESS**

**Dad's Belgian Waffle Brunch**

Kim presented the financial report from the Dad's Belgian Waffle Brunch. We served 366 people on March 13<sup>th</sup> and made a profit of \$2,062.55. Kim will contact the Windom Community Center and Dad's Belgian Waffles to book next year's event on March 12, 2023.

**Memorial Gift Recognition**

Marketing has updated Foundation digital signage to include memorial and honorarium gifts since 1/1/21. Foundation information has also been added to the content on the other digital signage in the hospital.

**Scholarship Committee**

The scholarship committee of Steve Johnson, Greg Scheitel and Sandy Robinson will meet April 12<sup>th</sup> or 19<sup>th</sup> at 4 pm to select scholarship recipients.

**Board Vacancies**

Kim is continuing to work on filling the upcoming Board vacancies.

**NEW BUSINESS**

**Slate of Officers**

The following slate of officers for fiscal year 2023 was approved (Robinson/Fresk):

Chairperson – Steve Johnson

Vice-Chairperson – Greg Scheitel

Secretary – Kay Gross

**Spring Solicitation Letters**

The Board approved additional outdoor equipment for the Be Well walking path as the fundraising project for the spring solicitation letters.

**Employee Campaign**

Kim will be launching an employee campaign to raise money through payroll deductions for additional scholarships in 2023. If WAH staff contribute at least \$1,000 the Foundation will match that amount and will give another \$1,000 scholarship from WAH staff.

**PROJECTS**

**Golf Tournament** – Friday, June 24, 2022, Windom Country Club



Breast Health Event – October 1, 2022, Round Lake Winery

Rock the Rink Pink – November 2022, Windom Arena

**NEXT MEETING DATE**

Next WAH Foundation meeting is planned for Tuesday, April 26, 2022 at 5pm in the Large Conference Room.

Windom Area Health Foundation meeting was concluded by Chairperson, Steve Johnson.

Sandy Robinson  
WAH Foundation Secretary