

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

|   |  |
|---|--|
| <b>Purpose:</b> Provide governance for Windom Area Health   |  |
| <b>Meeting Date/Time/Location:</b>                          | <b>Monday, June 27, 2022 / 5:30 pm / Large Conference Room</b>   |
| <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   |
| Meeting Minutes   | Approve Windom Area Health Governing Board minutes from the regular meeting of May 23, 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 Capital Acquisition activity for reporting month.   |
| FYE 2022 Audit Review                                       | Review of FYE2022 Windom Area Health audit recently completed by CliftonLarsonAllen  |
| 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   |
| Annual Policy Review  | Review and approve the following policies: ( <i>Board motion</i> ) <ul style="list-style-type: none"> <li>FY2022-23 WAH Infection Prevention &amp; Control Plan-Kelsey</li> <li>FY2022-23 Tuberculosis Exposure Control Plan-Kelsey</li> </ul>   |
| 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>  |
| City of Windom  | Informational updates  |
| Sanford Health Network                                      | Informational updates  |
|   | <ul style="list-style-type: none"> <li>John Peyerl</li> <li>John Peyerl</li> <li>John Peyerl</li> <li>Emily Masters</li> <li>Emily Masters</li> <li>Shelby M Kelsey A</li> <li>Kelsey Andrews</li> <li>Shelby M Kelsey A</li> <li>Sr Mgmt Team</li> <li>Steve Nasby</li> <li>Lisa Farag</li> <li>Eric Hilmoe,</li> <li>Sanford VP</li> </ul> |

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|-------------------------------|---|--------------------------|
| WAH Foundation Board          | Foundation Board not meeting in June. Next meeting date September 27, 2022                      | Shelby Medina            |
| WAH Auxiliary                 | Auxiliary met June 13, 2022. Meeting minutes from May 9, 2022, included in Governing Board book | Shelby Medina            |
| <b>NEW &amp; OLD BUSINESS</b> |   |                          |
| Old Business                  |   | Dr M Fisher              |
| New Business                  | Governing Board strategic planning session – identify dates                                     | Dr M Fisher<br>Shelby M. |
| <b>CONCLUSION</b>             |   |                          |
|                               | Conclude WAH Governing Board meeting  | Dr M Fisher              |
| Board Education               | Kim Armstrong, Exec Director of Compliance, providing annual report on Corporate Compliance     |                          |

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

|  |   |
|--|---|
| <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<br>Present: Kay Gross, Justin Schmit, Dan Ortmann, Terry Tegels, Dr. Michael Fisher, Dan Hormig, Julie Brugman/Mt Lake Advisory Mbr, John Peyerl/CFO, Emily Masters/ CHRO, Kelsey Andrews/DON, Shelby Medina/CEO,<br>Others: Dr. J Taber/Vice-chief of Staff, Steve Nasby/City Administrator, Lisa Farag/Windom City Council Liaison<br>Absent: Ann Bartelt, Eric Hillmoe/Sanford Health Network VP of Operations<br>Janel Eichstadt, Admin Asst |   |
| <b>Recorder:</b>   |   |
| <b>Category / Topic</b>  | <b>Action step(s) / Updates</b>   |
| <b>STANDING ITEMS</b>  |   |
| Call to Order  | Windom Area Health Governing Board meeting was called to order at 5:30 pm by Governing Board Chair, Dr. Michael Fisher. New WAH Governing Board member, Dan Hormig, was introduced and welcomed to the Board.   |
| Election of FY23 Officers  | The proposed FY2023 Slate of Officers to the Windom Area Health Governing Board for FY2023 was presented for approval. M/S/C UNANIMOUSLY TO APPROVE THE FY2023 SLATE OF OFFICERS TO THE WINDOM AREA HEALTH GOVERNING BOARD AS PRESENTED-GOVERNING BOARD CHAIR-DR. MICHAEL B. FISHER, VICE-CHAIR-KAY GROSS, SECRETARY-DAN ORTMANN, & TREASURER-TERRY TEGELS (GROSS/SCHMIT).<br>Committee chairs were designated as follows: Professional Practice Committee - Kay Gross and Finance/Personnel/Labor Relations/Building & Grounds – Justin Schmit. Governing Board meeting resumed with Dr. Michael Fisher as chairperson.  |
| Financial Institution Designation  | M/S/C UNANIMOUSLY TO APPROVE BANK OF THE WEST, BANK MIDWEST TO INCLUDE THE CDARS PROGRAM, UNITED PRAIRIE BANK, FULDA AREA CREDIT UNION AND MIDWEST WEALTH MANAGEMENT AS DESIGNATED FINANCIAL INSTITUTIONS DURING FY2022-23 FOR WINDOM AREA HEALTH (TEGELS/ORTMANN) *DUE TO CONFLICT OF INTEREST, JUSTIN SCHMIT ABSTAINED FROM VOTING ON THIS AGENDA ITEM.   |
| Meeting Minutes  | M/S/C UNANIMOUSLY TO APPROVE WINDOM AREA HEALTH GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF APRIL 25, 2022 (SCHMIT/TEGELS).   |
| <b>COMMITTEE REPORTS</b>   |   |
| Professional Practice / Quality & Planning Cmte  | <p>May's Medical Staff Credentialing list was presented for review and approval by Vice-chief of Staff, Dr. Taber, with the exception of the Additional Privilege Request by April Quigley, PA-C, to read and interpret her own x-rays. Medical Staff members are requesting additional information on Ms Quigley's request to take under consideration before approving. M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE WAH MEDICAL STAFF, TO APPROVE MEDICAL STAFF CREDENTIALING AS PRESENTED (GROSS/TEGELS).</p> <p><b>APPOINTMENTS:</b><br/>           Aarti Attreya-Latuso, M.D. Telehospitalist Telemedicine<br/>           Ludmil Lazarov, M.D. Telehospitalist Telemedicine</p> <p><b>REAPPOINTMENTS:</b><br/>           Stephanie Buhler, M.D. Family Practice Active<br/>           Kristi Metzger, CNP Cardiology Allied Health Professionals<br/>           Obinna Nwadibia, M.D. Emergency Medicine Emergency Services<br/>           Lindsay Wiese, RN Ophthalmology Allied Health Professionals</p> <p><b>SANFORD TELEMEDICINE:</b><br/>           Ross Bacon, M.D. Pulmonology Telemedicine</p> <p><b>VRAD APPOINTMENTS:</b><br/>           Jason Mitchell, M.D. Teleradiology Telemedicine<br/>           Joseph Rozell, M.D. Teleradiology Telemedicine</p> <p><b>VRAD REAPPOINTMENT:</b><br/>           Scott Chang, M.D. Teleradiology Telemedicine</p> <p style="text-align: right;">Dr Taber<br/>Kay Gross</p> |

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|  | <p><b>ADDITIONAL PRIVILEGE REQUEST:</b> <i>(Request placed on hold per WAH Medical Staff request)</i><br/> <del>April Quigley, PA-C: Read &amp; Interpret own x-rays Allied Health Professionals</del></p> <p><b>RESIGNATIONS:</b> <i>(informational purposes only)</i><br/> Kathy Harder, CNP Family Practice Allied Health Professionals<br/> Alison Huber, PA-C Orthopedics (Botker) Allied Health Professionals</p> <p><u>WAH MEDICAL STAFF MEETING UPDATE:</u><br/> Dr. Taber reported on agenda items addressed at the Medical Staff meeting held earlier in the day. Dr. Ghannam, telehospitalist from Tele Health Solutions (THS), was unavailable to provide an update regarding the telehospitalist program. Medical Staff members were in agreement to recommend approval of Dr. Dan Blue for the new Medical Director position at Windom Area Health. Shelby shared a proposal to discontinue facemask wearing at Windom Area Health beginning June 1, 2022, with the exception noted of being required to wear a facemask at all times when having direct patient contact. Medical Staff members were in agreement with this option and agreed to revisit this topic should Cottonwood County experience a significant increase in Covid-19 cases in the future. Joann Anderson, WAH speech pathologist, provided information on a new speech service being offered through the Rehabilitation Department for patients with dyslexia. Tim Klassen, CRNA/Interventional Pain Management Clinician, provided information on a new medical block procedure used for long-term Covid syndrome. Dr. A. Yusuf announced he and his family are relocating to Sioux Falls, SD in July but will continue with providing part-time services to Windom Area Health for a period of time.<br/> Kay shared other information addressed during the Professional Practice Committee meeting to include discussion of a proposed variance by CHRO manager, Emily Masters, to the Educational Assistance Plan policy, which currently provides educational loan monies through an application process to WAH employees upon completing one year of WAH employment. The proposed variance allows newly hired WAH clinical employees to be eligible for educational loan monies through Windom Area Health upon their first day of employment at Windom Area Health. Emily noted this policy variance, if approved by the Governing Board would be in effect for a period of 1-year. Committee members recommended moving forward with this variance to the Educational Assistance Plan policy.</p> |                      |
| <p>Finance / Personnel / Labor Relations &amp; Bldg &amp; Grounds Cmte</p> | <p>M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$63,806.08 TO AAA COLLECTIONS AND APPROVE 9 FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$9109.11 (ORTMANN/SCHMIT).<br/> In month 1 of FY23, financial assistance accounts approved for write off totaled \$9109.11 on a budget of \$125,000.<br/> M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FOLLOWING RESIGNATIONS/TERMINATIONS – RESIGNATIONS OF PT PATIENT ACCESS REPRESENTATIVE EFFECTIVE 5/19/22; PT FITNESS SPECIALIST EFFECTIVE 5/7/22; ENVIRONMENTAL SERVICES SUPERVISOR EFFECTIVE 7/1/22; AND RETIREMENT RESIGNATION FROM DENISE GILBERTSON, NUTRITIONAL SERVICES SUPERVISOR, EFFECTIVE 7/2/22 (GROSS/ORTMANN)<br/> Discussion by Emily Masters, CHRO, regarding a proposed variance to the Educational Assistance Plan policy was held with committee support to move forward with this employee benefit with a one year variance.<br/> M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE PROPOSED VARIANCE FOR A PERIOD OF ONE YEAR TO THE EDUCATIONAL ASSISTANCE PLAN POLICY WHICH ALLOWS NEWLY HIRED WAH EMPLOYEES IN CLINICAL POSITIONS TO BE ELIGIBLE TO APPLY FOR EDUCATIONAL ASSISTANCE LOAN MONIES THROUGH WINDOM AREA HEALTH UPON THEIR FIRST DAY OF EMPLOYMENT AT WINDOM AREA HEALTH AND FOREGO THE ONE YEAR OF EMPLOYMENT WAITING PERIOD AS THIS POLICY CURRENTLY STATES (SCHMIT/GROSS)</p>  | <p>Justin Schmit</p> |
| <b>OTHER REPORTS</b>   |   |                      |
| <p>Statistical &amp; Financial Performance Reports</p>                     | <p>April 2022 statistical and utilization graphs were reviewed for the month, the final month of reporting for FY2022. Total patient revenue for the month was above budget projections; as a percentage of revenue, contractual adjustments were above budget projections; total operating expenses were below budget expectations; net operating revenue and total operating expenses factored together left an increase in net assets totaling \$397,607. FY2022 year-to-date net income totals \$4,163,560 on a projected budget of \$997,500. Days in A/R were reported at 51.42 and Days Cash on Hand totaled 347.<br/> M/S/C UNANIMOUSLY TO APPROVE APRIL 2022 STATISTICAL AND FINANCIAL PERFORMANCE REPORT AS PRESENTED (GROSS/TEGELS)<br/> John noted due to the annual audit by CliftonLarsonAllen taking place in June, final auditor adjustments for FYE2022 may change the end of year financial outcome from what is reported in the April 2022 financial statement.<br/> John reported that he plans to invest approximately \$10 million of WAH reserve funds in government treasury bonds through Midwest Wealth Management due to improving interest rates and the security of the treasury bonds. The investments would be laddered in 12-month, 18-month, and 24-month increments. He noted this is a good investment to go along with WAH's</p>  | <p>John Peyerl</p>   |

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|                                     | currently held certificate of deposits (CD's) and interest earned on the operating account.   |                            |
| Capital Acquisition Activity        | M/S/C UNANIMOUSLY TO AUTHORIZE THE TRANSFER OF \$2,875,000 FROM THE FUNDED DEPRECIATION ACCOUNT TO WAH CHECKING ACCOUNT FOR APRIL 2022 CAPITAL ACQUISITIONS WHICH INCLUDE AN ESTIMATED COST OF THE NEW AIR HANDLING UNIT AND THE EMERGENCY DEPARTMENT RENOVATION PROJECT (SCHMIT/ORTMANN).  | John Peyerl                |
| FYE 2022 Audit Review               | John gave a brief overview of the FY2022 Windom Area Health audit scheduled to take place during the week of June 6 <sup>th</sup> . He noted the final audit is expected to be presented by CliftonLarsonAllen auditing firm at the July 25 <sup>th</sup> Governing Board meeting.  | John Peyerl                |
| Educational Assistance Applications | There were no Educational Assistance applications submitted requiring Governing Board action.   | Emily Masters              |
| New / Department Transfer Employees | The following new hires / department transfers were reported. New hires included 2 Rehab interns effective 5/31/22; FT X-ray tech effective 6/20/22; Nutritional Services intern effective 6/7/22; and 2 RN's to PRN status effective 5/8/22 and 6/2/22.  | Emily Masters              |
| Employee Engagement Results         | Emily presented a PowerPoint report on high-level findings from the 2022 Press Ganey Employee Engagement survey completed by WAH employees earlier this year. She stated this same information would be presented to WAH department managers at their monthly meeting to be held May 25, 2022 and presented to employees at July's Employee Forums.   | Emily Masters              |
| Patient Concern Reports             | April 2022 Patient Concern Reports and patient survey comments were reviewed and found to be appropriately addressed.   | Shelby M / Kelsey A        |
| Patient Safety Reports              | 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 May 17, 2022.   | Kelsey Andrews             |
| Annual Policy Review                | M/S/C UNANIMOUSLY TO APPROVE THE FY2022-23 INFECTION PREVENTION & CONTROL PLAN AS PRESENTED (SCHMIT/ORTMANN).   | Kelsey A<br>Emily M        |
| Administration                      | No additional updates were given by Sr Management Team members to their Executive Summaries.<br>M/S/C UNANIMOUSLY TO APPROVE THE FOLLOWING WAH COMMITTEE MEETING REPORTS AS PRESENTED (GROSS/SCHMIT) <ul style="list-style-type: none"> <li>• INFECTION PREVENTION</li> <li>• PHARMACY &amp; THERAPEUTICS</li> <li>• UTILIZATION REVIEW</li> <li>• SAFETY/SAFE PATIENT HANDLING</li> </ul>  | Sr Mgmt Team               |
| City of Windom                      | Library director will be retiring from her position in the near future. The Community Center director has resigned from his position to relocate to another state, this position is currently being advertised. The EDA position remains open as a candidate was recently offered the position but turned it down. The City closed on the Cemstone property recently and is working with Cemstone in preparation for their future move to the North Windom Industrial Park. Windom City Council members recently toured half of the City's utility facilities. Construction of the new Kwik Trip Convenience Store continues and is expected to open Labor Day. Family Dollar will be building a new store in Windom on the vacant land between the former Shopko store and former Guardian Inn motel. Culligan is opening a new store in Windom along Hwy 60-71. | Steve Nasby<br>Lisa Farag  |
| Sanford Health Network              | Dave Rogers from Ortonville has been hired as the new Sanford Health Network VP, replacing Terry Mahar who retired from this position in late March of this year. Mr. Rogers will begin in his new position July 5, 2022.   | Shelby Medina              |
| WAH Foundation Board                | Foundation Board meets Tuesday, May 24 <sup>th</sup> , 5:00 pm in the Large Conference Room. Meetings minutes from March 29, 2022 were included in the Governing Board book.  | Shelby Medina              |
| WAH Auxiliary                       | Auxiliary met June 13, 2022. Meeting minutes from May 9, 2022 were included in the Governing Board book.  | Shelby Medina              |
| <b>NEW &amp; OLD BUSINESS</b>       |   |                            |
| Old Business                        | There was no old business to report.  | Dr M Fisher                |
| New Business                        | Governing Board members were requested to complete and return their Conflict of Interest statement for FY2023.  | Dr M Fisher                |
| <b>CONCLUSION</b>                   |   |                            |
| Executive Session                   | WAH Governing Board meeting was concluded by Chairperson, Dr. Michael Fisher.<br>M/S/C UNANIMOUSLY TO ENTER INTO AN EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSIONS REGARDING MEDICAL DIRECTOR CONTRACT NEGOTIATIONS AND PHYSICIAN PERFORMANCE IN ACCORDANCE TO MINN. STATUTE 13D.03 & 13D.05, SUBD. 3(A)(B) (SCHMIT/TEGELS)   | Dr M Fisher<br>Dr M Fisher |

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

**WINDOM AREA HEALTH**  
**GOVERNING BOARD EXECUTIVE SUMMARY**  
*as of June 23, 2022*  
**WAH MISSION:** *“Dedicated to Health”*

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**CHIEF EXECUTIVE OFFICER REPORT**

• **Organizational Updates**

- WAH hosted Sanford’s CMS readiness team on Monday, June 27<sup>th</sup>, to conduct a mock survey to identify any potential improvements WAH should consider. The last mock survey was completed three years ago and proved to be highly beneficial. State surveys are conducted every three years typically. The State could survey WAH at any time.
- The Cottonwood County Corn and Soybean Growers Board, as part of a statewide campaign, selected WAH to be a recipient of 37 pairs of Skechers’ soy-based shoes to be donated to our nursing staff. The donation is to give thanks to frontline workers.

• **MHA/Federal Updates:**

- No new updates for this month.

• **Committee Meeting Updates**

- Work Place Violence: **No Report Until Aug/Sept**
- Infection Prevention: **No Report Until Aug**
- Emergency Preparedness: **No Report until Aug**
- Pharmacy and Therapeutics: **No Report until Aug**
- PI/ Risk: **Met May 22, 2022**
  - All departments present reported on PI progress and strategies used
  - No reports of organizational risk identified for the quarter
- Utilization Review: **No Report until Sept**

**WINDOM AREA HEALTH**  
**GOVERNING BOARD EXECUTIVE SUMMARY**  
*As of June 23, 2022*  
**WAH MISSION: "Dedicated to Health"**

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**CHIEF FINANCIAL OFFICER REPORT**

**Overview:**

- Net income from operations was \$114,614 compared to a budget of \$134,150. Our net patient revenue was \$337,045 more than last May. May operating income is 5.24% compared to a budget percentage of 6.62%.

The volume of inpatient activity in May was less than budgeted and below the preceding months. The last six months have produced an average of thirty acute admissions. Inpatient admissions were five less than budget for the month. The lowest acute admission total since last July. Activity on the outpatient side produced volumes and revenues higher than budget expectations for May. Eighty-seven percent of our gross revenues came from outpatient activity, which is significantly more than last year's average of eighty-one percent. Acute admissions totaled nineteen. Those nineteen admissions produced fifty-one inpatient days for an average daily census of 1.6. There was one Swing Bed admission for the month producing four days. Outpatient gross revenue was \$262,463 more than budget and \$693,612 more than last May.

- Imaging procedure counts were twenty-five procedures above budget. Imaging performed 674 procedures compared to a budget of 650. Last May, 594 procedures were performed.
- Laboratory volumes fell short of budget expectations. Last fiscal year laboratory tests averaged about 10,068 in a given month. There were 9,030 in the month of May this year, which is 443 less than last May and 470 less than budget.
- Seventy surgical procedures were performed in May, which is right on our budgeted number and four more than last May. Two of those surgeries were joint replacements.
- Rehab Therapy performed 1,692 modalities in May. That total is 142 more modalities than the budgeted number of 1,550.

Contractual adjustments came in at 42.59% for the month. Contractual adjustments were budgeted at 44.44%.

Overall, expenses were \$180,530 more than budget. Pharmaceuticals (\$31,486), Purchased Services (\$95,274) and Other Direct Expenses (\$82,243) were the notable categories that exceeded budget.

**Looking Forward:**

- FY2022 Annual Audit and Cost Report

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

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**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.
  - 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 will be extending their contract. Also, an additional traveler planning to start in late July. We are continuing to utilize Debra Snedden for contract nursing.
  - Auto launch has been installed at the Law Enforcement Center and at the hospital on all computers in the ED and inpatient areas (except OB).
  
- **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 Outreach in July.
  
- **Committee Meetings**
  - ED Committee met June 13<sup>th</sup>.
    - Reviewed our transfer communication (EMTALA forms) our goal is 100% we were at 91.3% for quarter 1, this is up from the previous 3 quarters. Jen Zajic had done education in January to the nurses.
    - Reviewed our Stroke and Trauma goals
    - Updates on Stroke Code Activation and Trauma Team Activation Policies.
    - Revamped the Vital Signs/Neuro checklist used for post Alteplase monitoring (for strokes).
    - Have the availability for ED providers to have fingerprinting to prescribe meds on their phones if they are interested in this.
    - Reminder that we have the High Flow Oxygen machine that Rhonda is working on training staff, if any providers want training they can reach out to Rhonda or myself.
  
  - **MHA Safety Data as of June 21st.**
    - Falls – 1
    - Skin Integrity - 0
    - Restraints – 0
    - Opioid Deaths – 0
    - Reportable Events – 0



# WINDOM AREA HEALTH

## GOVERNING BOARD EXECUTIVE SUMMARY

as of June 21, 2022

WAH MISSION: *"Dedicated to Health"*

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### CHIEF HUMAN RELATIONS OFFICER REPORT

#### Human Resources/Employee Health

- Posted positions:
  - RNs
  - Fitness Specialist/Instructor
  - Environmental Services Tech
- We have informed employees that they may apply for the MN State Frontline Worker Pay. The application process and payment will be handled through the state.
- We are moving all non-union employees to a Salary Range/Pay for Performance compensation system in 2023. Salaried employees are already on this plan for 2022. Employees will learn more about the system in July during Employee Forum meetings.

#### Community Health and Wellness/Wellness Center

- We continue to work on the Mental Health Walk-In Clinic service line. Business plans are being formulated.
- We are rolling out another session of Food Rx this fall, which is a program for referred patients that will receive food bundles and coaching/instruction from a Registered Dietician.
- We had 9 employees join our "WAH Code Runners" team for the Hylife HyFive race during Riverfest.
- The Wellness Center is putting on a Lazy Man Triathlon which will run 7/18 – 8/26. This is a self-paced event.

#### Marketing/PR

- We had a great time being in both the Riverfest and Pow Wow parades in June.
- 22 community members are registered for the Lunch and Learn in Windom on June 23<sup>rd</sup> on Hormone Health, with Liz Coleman, NP. 10 are registered for the same event in Lakefield the following week.
- Marketing is supporting the first Foundation Golf Tournament on July 24<sup>th</sup>. To date, 12 teams are registered, funds from this event will support new path equipment.
- We hosted Chamber Connections on our Path on Thursday, June 23<sup>rd</sup>.

#### Committee Meetings

- Employee Focus/Finance: No report.
- Patient & Family Advisory Committee: The PFAC reported no specific feedback on the ED remodel. Members were introduced and discussed the Mental Health Walk In clinic, voicing support of the idea and were asked to report any feedback from the community. Darci Jones provided information and a tour of the Imaging Department. One member is going to write a blog about their PFAC experience for use on our website.
- Safety: No report, next meeting July.
- Safe Patient Handling: No report, next meeting July.



**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, June 27, 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:**

Justin Schmit, Chairperson  
 Janel Eichstadt, Admin Asst

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

|                                      |  |          |
|--------------------------------------|--|----------|
| Call to Order                        | Call Finance/Personnel/Labor Relations & Building & Grounds Committee meeting to order at 4:30 pm by chairperson | Justin S |
| Minutes                              | Approve minutes from regular Committee meeting of May 23, 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**

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**NEW/CURRENT ITEMS**

|                          |   |        |
|--------------------------|---|--------|
| CliftonLarsonAllen Audit | Review of FY2022 WAH audit completed by CliftonLarsonAllen during week of June 6, 2022. | 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**

**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 pm / Large Conference Room

**Members:** Justin Schmit, Ann Bartelt, Dan Ortmann, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lake Advisory Mbr, John Peyerl/CFO, Emily Masters/CHRO, Kelsey Andrews/DON, Shelby Medina/CEO, Absent: Eric Hillmoe/Sanford Health Network VP of Operations 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 APRIL 25, 2022, AS PRESENTED (ORTMANN/BRUGMAN)  | Justin S |
| Collections & Financial Assistance   | M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND PATIENT ACCOUNTS TOTALING \$63,806.08 TO AAA COLLECTIONS; RECOMMEND APPROVAL OF THE FOLLOWING FINANCIAL ASSISTANCE PATIENT ACCOUNTS: 2 NEW ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$5865.11; 3 ACCOUNTS FOR WRITE-OFF WITH A BALANCE BELOW \$1500 TOTALING \$1924.52; AND 4 PREVIOUSLY APPROVED ACCOUNTS FOR WRITE-OFF TOTALING \$1319.48; IN TOTAL, 9 FINANCIAL ASSISTANCE ACCOUNTS WERE SUBMITTED AND APPROVED FOR WRITE-OFF TOTALING \$9109.11 (BRUGMAN/FISHER)<br>In month 1 of FY2023, accounts totaling \$9109.11 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 – RESIGNATIONS OF PT PATIENT ACCESS REPRESENTATIVE EFFECTIVE 5/19/22; PT FITNESS SPECIALIST EFFECTIVE 5/7/22; ENVIRONMENTAL SERVICES SUPERVISOR EFFECTIVE 7/1/22; AND RETIREMENT RESIGNATION FROM DENISE GILBERTSON, NUTRITIONAL SERVICES SUPERVISOR, EFFECTIVE 7/2/22 (ORTMANN/GROSS).   | Emily M  |

**FOLLOW-UP ITEMS**

|                              |  |          |
|------------------------------|--|----------|
| Covid-19 Mask Wearing Update | Shelby shared a proposal to committee members regarding a changing the face-masking mandate currently in place to only wearing a facemask during those times when an individual is in direct patient contact beginning June 1, 2022. She noted this proposal was discussed with Medical Staff members at an earlier meeting held today with approval given for this masking change using the guidelines of mask wearing when in direct patient contact. She noted this topic would be revisited should Cottonwood County experience a significant increase in Covid-19 cases in the future. Support of this proposal was given by committee members to move forward with masking change requirements effective June 1, 2022. | Shelby M |
|------------------------------|--|----------|

**NEW/CURRENT ITEMS**

|  |   |         |
|--|---|---------|
| CliftonLarsonAllen Audit               | A WebEx mtg with CliftonLarsonAllen auditor, Ryan Struz, was held with committee members regarding pre-audit information in preparation of the upcoming annual hospital audit scheduled during the week of June 6, 2022. No action was necessary on this agenda item.   | John P  |
| Educational Assistance Policy Variance | Emily briefed committee members on the current protocol of the Educational Assistance Plan policy offered to employees after one year of employment at WAH. Due to the nursing shortage most healthcare facilities are experiencing, Emily is requesting authorization to add a one-year variance to the Educational Assistance Plan policy that allows new WAH employees hired in clinical positions to be eligible to apply for college loan monies upon their first day of employment at WAH through the Educational Assistance Plan. Committee members agreed the proposed variance to the Educational Assistance Plan policy would be satisfactory and to move forward with its implementation. This topic was discussed at the Professional Practice meeting with consent to move forward.<br>M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE PROPOSED ONE YEAR VARIANCE TO THE EDUCATIONAL ASSISTANCE PLAN POLICY | Emily M |

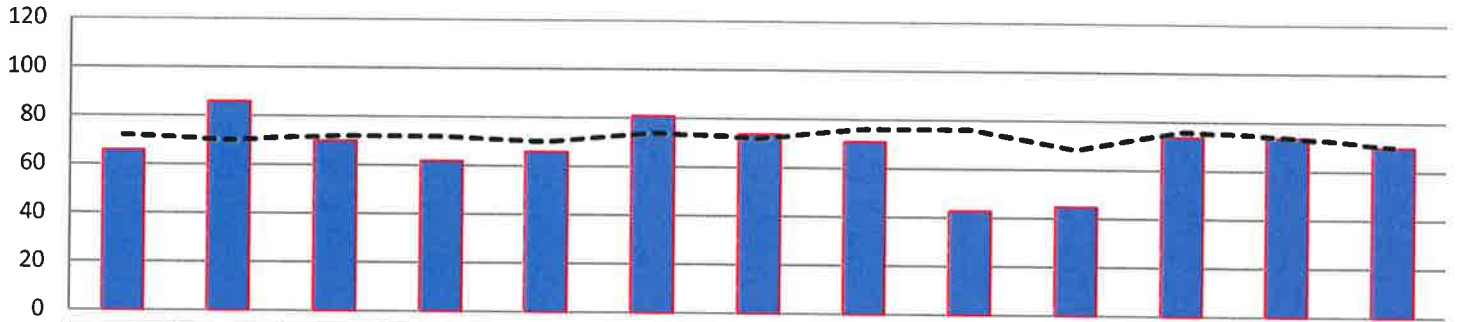
|                       |  |          |
|-----------------------|--|----------|
|                       | WHICH ALLOWS NEW WAH EMPLOYEES HIRED IN CLINICAL POSITIONS TO BE ELIGIBLE TO APPLY FOR EDUCATIONAL ASSISTANCE LOANS THROUGH WINDOM AREA HEALTH UPON THEIR FIRST DAY OF EMPLOYMENT AT WINDOM AREA HEALTH (GROSS/BRUGMAN)  |          |
| Transfer of WAH Funds | John reported that he plans to invest approximately \$10 million of WAH reserve funds in government treasury bonds through Midwest Wealth Management. The investments would be laddered in 12-month, 18-month and 24-month increments. With improving interest rates and the security of the treasury bonds, this is a good investment to go along with our currently held certificate of deposits (CDs) and interest earned on our operating account. | John P   |
| Employee Retention    | Shelby informed committee members that ongoing conversations have been taking place with Nursing Dept RN's regarding incentives WAH may consider at offering to Nursing Dept RN's to attain assurances of a stronger employment relationship for retention purposes. Shelby noted discussions between management and the RN group would continue in an effort to increase RN employment retention.   | Shelby M |
| <b>CONCLUSION</b>     |  |          |
|                       | Chairperson, Justin Schmit, concluded the Finance/Personnel/Labor Relations & Building & Grounds Committee meeting.  | Justin S |





### SURGERY

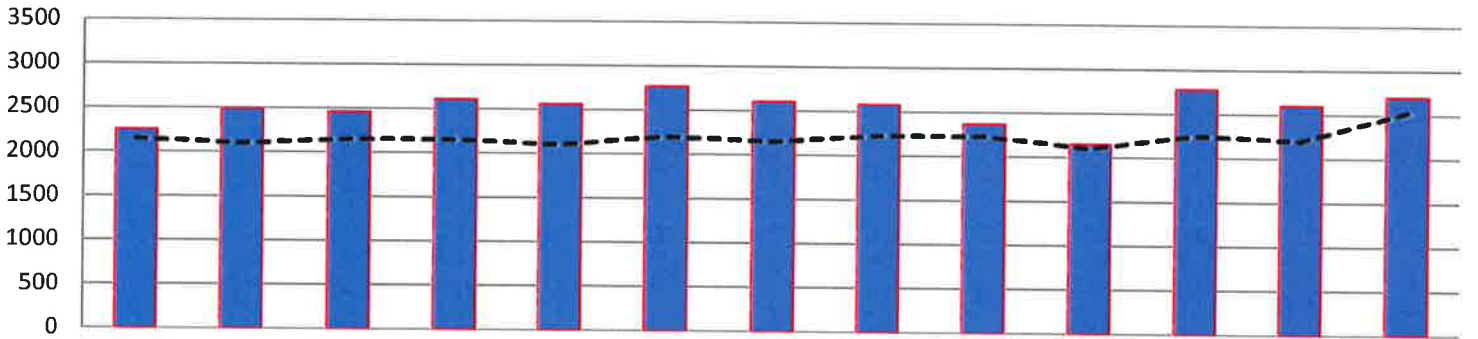
Surgery Budget



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

### OUTPATIENT OCCASIONS OF SERVICE

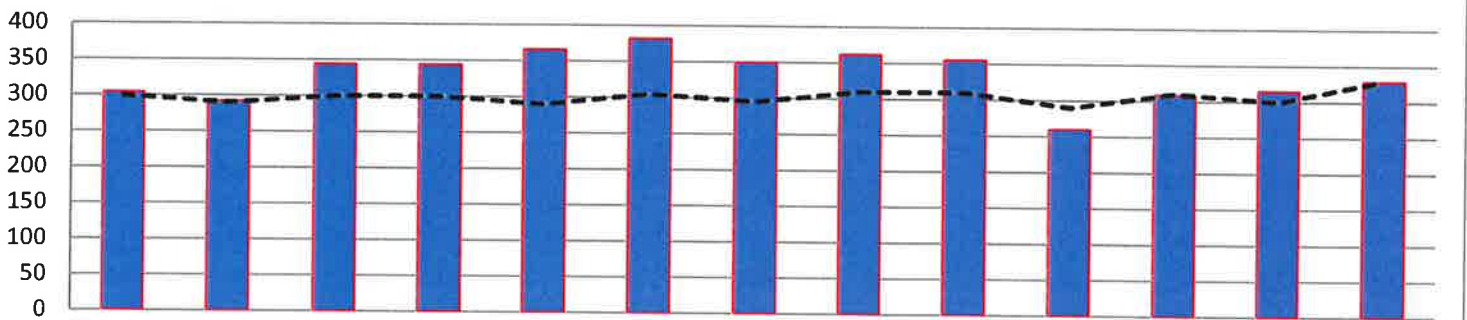
OP Visits Budget



|           | May 21 | Jun 21 | Jul 21 | Aug 21 | Sep 21 | Oct 21 | Nov 21 | Dec 21 | Jan 22 | Feb 22 | Mar 22 | Apr 22 | May 22 |
|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| OP Visits | 2255   | 2490   | 2461   | 2610   | 2561   | 2770   | 2608   | 2583   | 2372   | 2155   | 2781   | 2605   | 2704   |
| Budget    | 2150   | 2100   | 2150   | 2150   | 2100   | 2200   | 2150   | 2225   | 2225   | 2100   | 2250   | 2200   | 2525   |

### EMERGENCY VISITS

ER Visits Budget

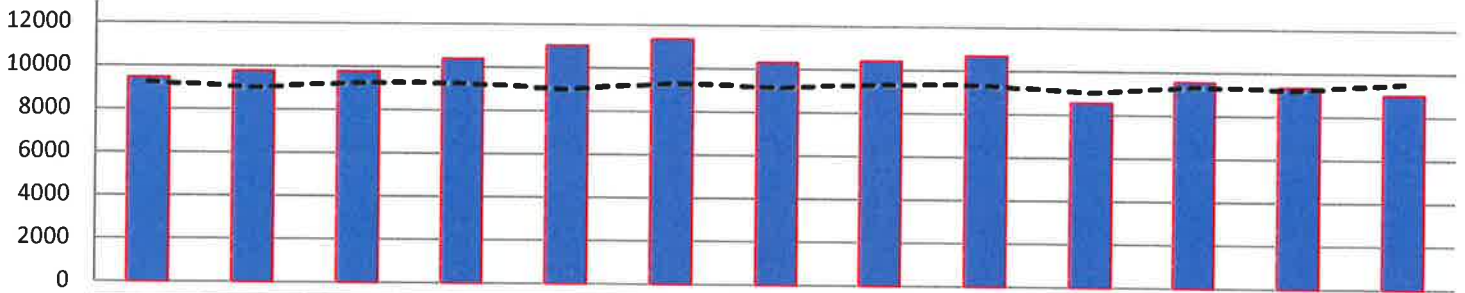


|           | May 21 | Jun 21 | Jul 21 | Aug 21 | Sep 21 | Oct 21 | Nov 21 | Dec 21 | Jan 22 | Feb 22 | Mar 22 | Apr 22 | May 22 |
|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| ER Visits | 304    | 292    | 344    | 344    | 366    | 382    | 350    | 362    | 355    | 260    | 309    | 315    | 329    |
| Budget    | 300    | 290    | 300    | 300    | 290    | 305    | 295    | 310    | 310    | 290    | 310    | 300    | 330    |



### LAB PROCEDURES

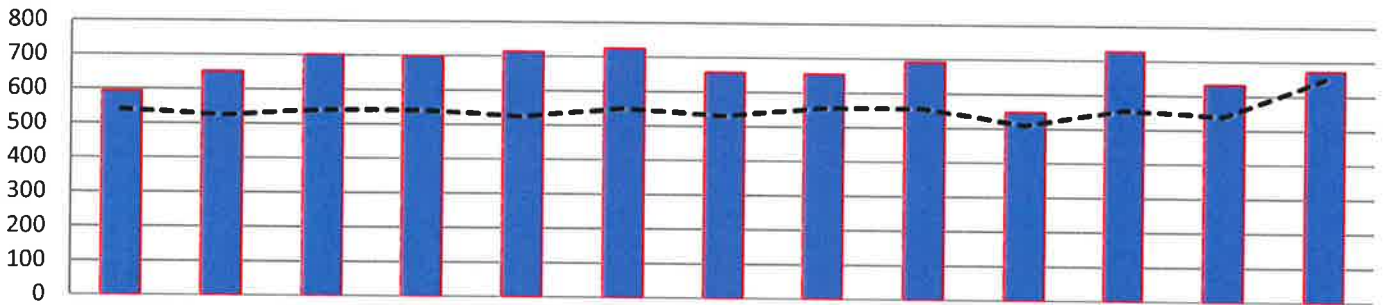
Lab Proc Budget



|          | May 21 | Jun 21 | Jul 21 | Aug 21 | Sep 21 | Oct 21 | Nov 21 | Dec 21 | Jan 22 | Feb 22 | Mar 22 | Apr 22 | May 22 |
|----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Lab Proc | 9473   | 9781   | 9785   | 10410  | 11049  | 11379  | 10329  | 10440  | 10713  | 8564   | 9569   | 9357   | 9030   |
| Budget   | 9250   | 9000   | 9250   | 9250   | 9000   | 9300   | 9150   | 9325   | 9325   | 9000   | 9325   | 9200   | 9500   |

### IMAGING PROCEDURES

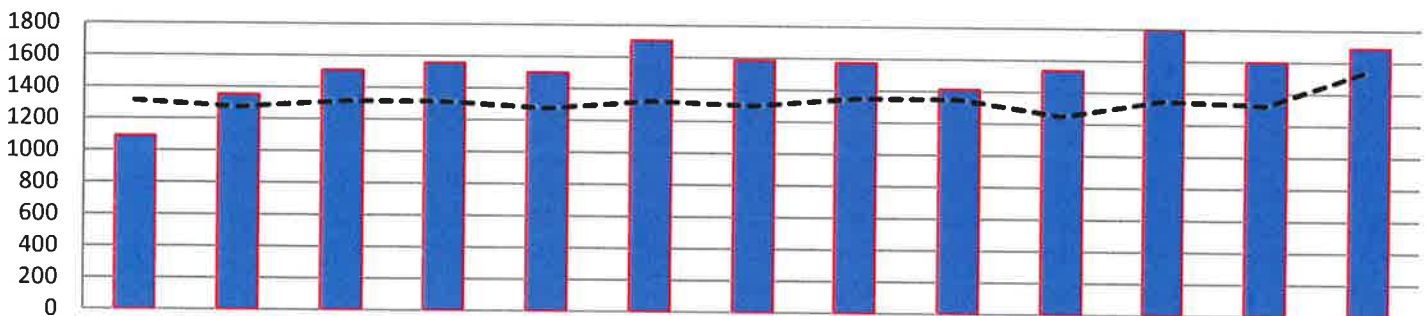
Imaging Proc Budget



|              | May 21 | Jun 21 | Jul 21 | Aug 21 | Sep 21 | Oct 21 | Nov 21 | Dec 21 | Jan 22 | Feb 22 | Mar 22 | Apr 22 | May 22 |
|--------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Imaging Proc | 594    | 652    | 702    | 699    | 714    | 725    | 658    | 655    | 692    | 549    | 728    | 634    | 674    |
| Budget       | 541    | 525    | 541    | 541    | 525    | 550    | 530    | 555    | 555    | 510    | 555    | 540    | 650    |

### REHAB MODALITIES

Rehab Modalities Budget



|                  | May 21 | Jun 21 | Jul 21 | Aug 21 | Sep 21 | Oct 21 | Nov 21 | Dec 21 | Jan 22 | Feb 22 | Mar 22 | Apr 22 | May 22 |
|------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Rehab Modalities | 1091   | 1352   | 1508   | 1559   | 1501   | 1707   | 1585   | 1575   | 1414   | 1537   | 1801   | 1600   | 1692   |
| Budget           | 1316   | 1275   | 1316   | 1316   | 1275   | 1325   | 1300   | 1350   | 1350   | 1250   | 1350   | 1325   | 1550   |

WINDOM AREA HEALTH  
INCOME STATEMENT

|                               | 5/31/2022   |            | Revenue     |            | Revenue     |            | Revenue     |            | May         | \$ Change      | % Change       |
|-------------------------------|-------------|------------|-------------|------------|-------------|------------|-------------|------------|-------------|----------------|----------------|
|                               | 5/31/2022   | Comparison | Budget 2023 | Comparison | Y-T-D 2022  | Comparison | Budget 2023 | Comparison | Y-T-D 2022  | From Last Year | From Last Year |
| <b>PATIENT REVENUE</b>        |             |            |             |            |             |            |             |            |             |                |                |
| Inpatient Revenue             | \$464,709   | 12.30%     | \$550,000   | 15.28%     | \$464,709   | 12.30%     | \$550,000   | 15.28%     | \$580,530   | (\$115,821)    | -20.0%         |
| Outpatient Revenue            | \$3,312,463 | 87.70%     | \$3,050,000 | 84.72%     | \$3,312,463 | 87.70%     | \$3,050,000 | 84.72%     | \$2,618,851 | \$693,612      | 26.5%          |
| Total Patient Revenue         | \$3,777,172 | 100.00%    | \$3,600,000 | 100.00%    | \$3,777,172 | 100.00%    | \$3,600,000 | 100.00%    | \$3,199,381 | \$577,791      | 18.1%          |
| Contractual Adjustments       | \$1,608,714 | 42.59%     | \$1,600,000 | 44.44%     | \$1,608,714 | 42.59%     | \$1,600,000 | 44.44%     | \$1,368,522 | \$240,192      | 17.6%          |
| Other Income                  | \$17,536    | 0.46%      | \$25,000    | 0.69%      | \$17,536    | 0.46%      | \$25,000    | 0.69%      | \$18,090    | (\$554)        |                |
| <b>NET OPERATING REVENUE</b>  | \$2,185,994 | 100.00%    | \$2,025,000 | 100.00%    | \$2,185,994 | 100.00%    | \$2,025,000 | 100.00%    | \$1,848,949 | \$337,045      | 18.2%          |
| <b>EXPENSE</b>                |             |            |             |            |             |            |             |            |             |                |                |
| Employee Salaries             | \$700,301   | 32.04%     | \$715,000   | 35.31%     | \$700,301   | 32.04%     | \$715,000   | 35.31%     | \$701,545   | (\$1,244)      | -0.2%          |
| Employee Benefits             | \$218,312   | 9.99%      | \$225,000   | 11.11%     | \$218,312   | 9.99%      | \$225,000   | 11.11%     | \$213,759   | \$4,553        | 2.1%           |
| Pharmaceuticals               | \$116,486   | 5.33%      | \$85,000    | 4.20%      | \$116,486   | 5.33%      | \$85,000    | 4.20%      | \$77,877    | \$38,609       | 49.6%          |
| Supplies                      | \$125,900   | 5.76%      | \$125,000   | 6.17%      | \$125,900   | 5.76%      | \$125,000   | 6.17%      | \$102,423   | \$23,477       | 22.9%          |
| Rents & Utilities             | \$28,772    | 1.32%      | \$25,000    | 1.23%      | \$28,772    | 1.32%      | \$25,000    | 1.23%      | \$26,043    | \$2,729        | 10.5%          |
| Purchased Services            | \$495,274   | 22.66%     | \$400,000   | 19.75%     | \$495,274   | 22.66%     | \$400,000   | 19.75%     | \$372,393   | \$122,881      | 33.0%          |
| Other Direct Expenses         | \$202,243   | 9.25%      | \$120,000   | 5.93%      | \$202,243   | 9.25%      | \$120,000   | 5.93%      | \$121,992   | \$80,251       | 65.8%          |
| Provision for Bad Debts       | \$37,744    | 1.73%      | \$50,000    | 2.47%      | \$37,744    | 1.73%      | \$50,000    | 2.47%      | \$61,811    | (\$24,067)     | -38.9%         |
| Depreciation                  | \$133,320   | 6.10%      | \$132,500   | 6.54%      | \$133,320   | 6.10%      | \$132,500   | 6.54%      | \$116,693   | \$16,627       | 14.2%          |
| Interest Expense              | \$13,028    | 0.60%      | \$13,350    | 0.66%      | \$13,028    | 0.60%      | \$13,350    | 0.66%      | \$13,627    | (\$599)        | -4.4%          |
| Total Operating Expense       | \$2,071,380 | 94.76%     | \$1,890,850 | 93.38%     | \$2,071,380 | 94.76%     | \$1,890,850 | 93.38%     | \$1,808,163 | \$263,217      | 14.6%          |
| Income (loss) From Operations | \$114,614   | 5.24%      | \$134,150   | 6.62%      | \$114,614   | 5.24%      | \$134,150   | 6.62%      | \$40,786    | \$73,828       |                |
| Investment Income             | \$15,992    | 0.73%      | \$7,500     | 0.37%      | \$15,992    | 0.73%      | \$7,500     | 0.37%      | \$5,575     | \$10,417       |                |
| Other Revenue/(Expenses)      | \$9,373     | 0.43%      | \$8,750     | 0.43%      | \$9,373     | 0.43%      | \$8,750     | 0.43%      | \$20,706    | (\$11,333)     |                |
| Non Operating Rev/Exp         | \$25,365    | 1.16%      | \$16,250    | 0.80%      | \$25,365    | 1.16%      | \$16,250    | 0.80%      | \$26,281    | (\$916)        |                |
| Increase in Net Assets        | \$139,979   | 6.40%      | \$150,400   | 7.43%      | \$139,979   | 6.40%      | \$150,400   | 7.43%      | \$67,067    | \$72,912       |                |

**WINDOM AREA HEALTH  
 FY 2023  
 CAPITAL ASSET ACQUISITIONS**

| <b>Yrs Dep Capital Asset</b>            | <b>Vendor</b>               | <b>Asset class</b> | <b>May</b> |
|---|-----------------------------|--------------------|------------|
| 7 Neptune 3 Rover                       | Stryker                     | Maj Mov            | 14,500.00  |
| 7 Micromedical VisualEyes 505 Binocular | Midwest Special Instruments | Maj Mov            | 10,150.00  |

**Total**

**24,650.00**

**Total YTD Capital Acquisitions 24,650**

**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, June 27, 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 May 23, 2022 ( <i>Cmte Motion</i> ) | Kay Gross |
|---------|---|-----------|

**FOLLOW-UP ITEMS**

|  |   |                         |
|--|---|-------------------------|
| Medical Staff Credentialing & Medical Staff Meeting Update | <ul style="list-style-type: none"> <li>Review &amp; approve medical staff credentialing, upon recommendation from WAH Medical Staff (<i>Committee &amp; 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**

|                     |  |         |
|---------------------|--|---------|
| Compensation System | Intent to change all non-union employees to a pay-for-performance program effective 1/1/23 | Emily M |
|---------------------|--|---------|

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

**CONCLUSION**

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

| <b>Meeting Name: Windom Area Health Professional Practice / Quality &amp; Planning Committee MINUTES</b>   |  |
|--|--|
| <b>Purpose:</b> 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.  |  |
| <b>Meeting Date/Time/Location:</b> Monday, May 23, 2022 / 4:00 pm / Large Conference Room  |  |
| <b>Members:</b> Kay Gross, Terry Tegels, Dan Hormig, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lake Advisory Mbr, Emily Masters/CHRO, John Masters/CHRO, John Peyerl/CFO, Kelsey Andrews/DON, Shelby Medina/CEO, Others: Dr. J Taber/Vice-chief of Staff<br>Absent: Eric Hillmoe/Sanford Health Network VP of Operations |  |
| <b>Chairperson (or Acting Chairperson)</b><br>Kay Gross, Chairperson   |  |
| <b>Recorder:</b><br>Janel Eichstadt, Admin Asst  |  |
| <b>Category / Topic</b>  | <b>Action step(s) / Updates</b>  |
| <b>STANDING ITEMS</b>  |  |
| Call to Order  | The Professional Practice/Quality & Planning Committee meeting was called to order at 4:00 pm by Chairperson, Kay Gross.   |
| Minutes  | M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF APRIL 25, 2022, AS PRESENTED (BRUGMAN/TEGELS).  |
| <b>FOLLOW-UP ITEMS</b>   |  |
| Medical Staff Credentialing & Med Staff Meeting Update   | Dr. Taber reported the WAH Medical Staff reviewed the May 2022 Credentialing list and recommended its approval to the Governing Board with the exception of the additional privilege request by April Quigley, PA-C, from Mankato Ortho and Fracture Clinic, to read and interpret her own x-rays. Dr. Taber noted Medical Staff members requested additional information concerning her request before approving this additional privilege. Dr. Ghannam, telehospitalist from Tele Health Solutions (THS), was unavailable to provide an update regarding the telehospitalist program to the Medical Staff. Medical Staff members were in agreement to recommend approval of Dr. Dan Blue for the new Medical Director position at Windom Area Health. Shelby discussed with Medical Staff members the option to discontinue mask wearing at Windom Area Health beginning June 1, 2022, with the exception being when having direct patient contact a mask must be worn at all times. Medical Staff members were in agreement with this option and agreed to revisit this topic should Cottonwood County experience a significant increase in Covid-19 cases in the future. Joann Anderson, WAH speech pathologist, provided information on a new speech service being offered through the Rehabilitation Department for patients with dyslexia. Tim Klassen, CRNA/Interventional Pain Management Clinician, provided information on a new medical block procedure used for long-term Covid syndrome. Dr. A. Yusuf announced he and his family are relocating to Sioux Falls, SD in July but will continue with providing part-time services to Windom Area Health for a period of time. Discussion was held concerning the medical staff category Dr. Yusuf would change to upon his relocating to Sioux Falls and not be a full time physician of the WAH Medical Staff. A decision regarding Dr. Yusuf's category change will be further discussed at an upcoming meeting. |
| Operational Updates  | Shelby provided updates on hospital operations, recruitment and retention regarding the industry-wide nursing shortage being experienced throughout the nation and region, and is affecting recruitment efforts for Windom Area Health. She noted WAH's Nursing Department currently has several RN openings with few applications being received. Shelby stated meetings are being held with WAH nurses to receive ideas on alternatives to enhance recruitment and retention of nursing staff. Additional information on this topic will be shared as it becomes available.  |
| <b>NEW/CURRENT ITEMS</b>   |  |
| Educational Assistance Policy Variance   | Emily briefed committee members on the current protocol of the Educational Assistance Plan policy offered to employees after one year of employment at WAH. Due to the nursing shortage most healthcare facilities are experiencing, Emily is requesting authorization to add a one-year variance to the Educational Assistance Plan policy that allows new WAH employees hired in clinical positions to be eligible to apply for college loan monies upon their first day of employment at WAH through  |
|  | Dr J Taber<br>Shelby M   |
|  | Kay Gross  |
|  | Kay Gross  |
|  | Leader:  |
|  | Emily Masters  |

|                   |   |           |
|-------------------|---|-----------|
|                   | the Educational Assistance Plan. Committee members agreed the proposed variance to the Educational Assistance Plan policy would be satisfactory and to move forward with its implementation. This topic will be discussed further with Finance Committee members and at the full Governing Board meeting. |           |
| <b>CONCLUSION</b> |   |           |
|                   | Chairperson, Kay Gross, concluded the Professional Practice/Quality & Planning Committee meeting.   | Kay Gross |

*Statement of Confidentiality: Records, data, and knowledge, including minutes collected for and by individuals or committees, or committees assigned peer review functions, are confidential, not public records and are not available for court subpoena in accordance with Minnesota MSA 145.61-145.67.*

# WINDOM AREA HEALTH CREDENTIALING

JUNE 27, 2022

## **APPOINTMENTS:**

|                   |                         |                             |
|-------------------|-------------------------|-----------------------------|
| Monty Seper, M.D. | Family Medicine         | Emergency Services          |
| Kylie Turner, RN  | General Surgery (Reddy) | Allied Health Professionals |

## **REAPPOINTMENTS:**

|                        |                    |                    |
|------------------------|--------------------|--------------------|
| Anthony Hericks, D.O.  | Pulmonary          | Consulting         |
| Thomas Kalinoski, M.D. | Emergency Medicine | Emergency Services |
| Tomasz Lis, M.D.       | Emergency Medicine | Emergency Services |
| Gaddum Reddy, M.D.     | General Surgery    | Consulting         |

## **CHANGE IN MEDICAL STAFF CATEGORY:**

|                   |                                |
|-------------------|--------------------------------|
| Ahmad Yusuf, M.D. | Active Staff to Courtesy Staff |
|-------------------|--------------------------------|

## **ADDITIONAL PRIVILEGE REQUEST:**

|                      |                             |                             |
|----------------------|-----------------------------|-----------------------------|
| April Quigley, PA-C: | Read & Interpret own x-rays | Allied Health Professionals |
|----------------------|-----------------------------|-----------------------------|

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

|                      |                 |              |
|----------------------|-----------------|--------------|
| Nicole Dyer, M.D.    | Telehospitalist | Telemedicine |
| Jeffrey Morgan, M.D. | Telehospitalist | Telemedicine |

## MAY COMMENTS

|                    |   |
|--------------------|---|
| Ambulatory Surgery | Fast and thorough.  |
| Ambulatory Surgery | Keep up the good work.  |
| Ambulatory Surgery | Nice clean facility. Things went very smoothly.   |
| Ambulatory Surgery | I was treated with great respect by the nurses, Dr.Dynes and anesthesia prior, during and after my EGD. Things were explained wonderfully and all my questions answered. This was my first scope and I was unsure of what to expect. Dr.Dynes, the nurses and anesthesia were exceptional. Thank you for the professionalism, understanding and great care I was given!   |
| Ambulatory Surgery | Anita, the RN, was great!   |
| Ambulatory Surgery | It was as pleasant of an experience as could have when getting ready for a colonoscopy!   |
| Clinic – Windom    | My diagnosis was a shock to me so I was responsible for perhaps a lack of questions. Dr. Botker did a good job.   |
| ED                 | The food was terrible. I loved the care giver from the physical team.   |
| ED                 | I think they should have asked me to stay overnight.  |
| ED                 | The ER upgrade was great. Private room made the visit much better. Tests were completed quickly and all techs were great.   |
| ED                 | "Annie did a great job with me in the ER and with me during the ambulance ride. Blake did a great job with my daughter at the same time. Thank you!"  |
| ED                 | Very nice and caring staff  |
| ED                 | I had an absolute terrible experience with the doctor. The nurse was fantastic. The doctor was awful, condescending, rude, and completely on helpful. I went there for pain management because I knew that my normal prescriptions would not handle the pain I was in. All she did was gave me a steroid shot and copped an attitude about how it wouldn't work for 8-10 hours. And that was just going to have to be good enough.      |
| ED                 | Truly one of the worst experiences I have had. Unfortunately nothing was really done to treat my problem that I came in for. Will definitely think twice about every coming back.   |
| ED                 | Yes, hi, this is Anthony and I just would like to give my personal. Thank you to all of the nurses, the technicians Dr. Silver everyone that helped me out, and my wife was there with me and everybody was just so kind and polite and worked very hard. And I felt like I was in great care and I'm doing very well now, and I just wanted to thank them for working that night and for just being professional. Thank you very much. |
| ED                 | I received excellent care from Dr. Silver and Nurses Lori and Jason. They explained my treatment plan, test results, medications and my at home care very thoroughly. I am very thankful for everything they did for me.  |



## MAY COMMENTS

|           |   |
|-----------|---|
| Imaging   | "Although everything went very well with my visit, it's too bad that your nurses and others are spread so thin. I felt bad for them that they had to deal with so many things going on that day. They all have my utmost respect for what they do. Thank you for seeing me and getting to my problem so that I could have peace of mind that I was going to be OK and that it was just going to take time for my injury to heal. Once again Thank You." |
| Imaging   | Very satisfied with the whole experience.   |
| Imaging   | Each staff I dealt with was very polite, cheerful & knowledgeable about procedure   |
| Imaging   | EVERYONE WAS KIND.  |
| Imaging   | Darci and Carlie were so friendly and professional. They all made me feel so relaxed and they explained everything happening which put me at ease.  |
| Imaging   | I was registered by Bev Boike and then had my mammogram by Darci Jones. Both gals recently received employee of the quarter, and I can see why. They both made me feel comfortable and that they cared about me. Thank you.   |
| Imaging   | Waited for quite a while in the exam room for the doctor to come in.  |
| Imaging   | Darci was wonderful, she explained everything so well. She was gentle and kind. Very good experience.   |
| Imaging   | Your staff in the CT department, needs to be a little more familiar with the protocol as to how what, what the patient can and cannot have before and after the procedure. And it would have been nice to have written instructions sent home as to when I could resume some of my medications. Thank you.  |
| Inpatient | The medical staff was professional, thorough, and very caring.  |
| Inpatient | The staff & facility were excellent! I was really pleased by all the staff and the care I received. Thank you Jim Bohn.   |
| Inpatient | Everything was great there were nurses training during my stay, so I felt like there was a slight delay of help. But overall very good.   |
| Inpatient | From the moment my caregivers pulled up to front door entry to my ambulance ride to Sioux Falls, all nurses and staff were very kind, and helpful. The professionalism of everyone was amazing! It was so re-assuring to have such care and concern.  |
| Inpatient | Thank you   |
| Lab       | "no body calls and goes over your results. When tests were done before someone always did a follow up, don't like this new system at all"   |
| Lab       | Stop sending surveys if I didn't like it I wouldn't go  |
| Lab       | I don't know of anything that will make it better   |

## MAY COMMENTS

|                      |   |
|----------------------|---|
| Lab                  | We are so blessed to have such a top notch facility for all the top doctors to come here is amazing. May we use it respectfully and keep it available   |
| Lab                  | Very professional considerate on time   |
| Lab                  | no issues   |
| Lab                  | Everything went well  |
| Lab                  | Everyone took great care of Amy Jo Larson??   |
| Lab                  | Windom Area Health has excellent employees. Thank you for your good care.   |
| Outpatient           | "Naomi and all of her nurses where polite, knew exactly what to do, and we trusted them very much. Prior to coming to the Wound Center, we heard a lot of positive things about Naomi. She knows what she is talking about, excellent care."  |
| Outpatient           | Excellent care  |
| Outpatient           | Everything went according to schedule and I was actually done before the time line that had been explained to me. That was fantastic!   |
| Outpatient           | Love the wound center care team-They have been a Blessing to us. We are so glad we were sent to them. They have been so wonderful to us. The whole team has been so professional and caring and so on top of everything with some serious wound care. We are glad we put our trust in them. |
| Outpatient           | I'd like to cancel my appointment for today. I've got a very bad cold and I've been coughing and I don't feel very well. I'm staying at home. So, Keep get that message to the Wound Center please.   |
| Outpatient           | Everyone was outstanding!   |
| Outpatient           | As I communicated to the after sleep study questioner and the follow up call I was unable to sleep easily because of the excessive temp.in the room...Other than for that I was treated very well.  |
| Outpatient           | "We received prompt and courteous service."   |
| Outpatient           | Abby was very professional and explained everything well! Great experience!   |
| Therapy (PT, OT, ST) | I really appreciated the chance to talk about what is going on with my body and being listened to. I appreciate the time that was given to and the instruction to better help my joints.  |
| Therapy (PT, OT, ST) | I had Joel for physical therapy. He is very professional, very friendly, very knowledgeable. Answered all my questions so I could understand. Just a very good therapist. Thank you.  |
| Therapy (PT, OT, ST) | OT therapist, Nichole, is amazing! She is so caring and compassionate   |