

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

**Purpose:** Provide governance for Windom Area Health

**Meeting Date/Time/Location:** Monday, July 25, 2022 / 5:30 pm / Large Conference Room

**Members:** All Windom Area Health Governing Board Mbrs  
Present:  
Absent:  
Others:

**Recorder:** Janel Eichstadt, Admin Asst

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

Call to Order	Call Windom Area Health Governing Board meeting to order at 5:30 pm by Governing Board chairperson	Dr M Fisher
Meeting Minutes	Approve Windom Area Health Governing Board minutes from the regular meeting of June 27, 2022 (Board motion)	Dr M Fisher

**COMMITTEE REPORTS**

Professional Practice / Quality & Planning Cmte	<ul style="list-style-type: none"> <li>Medical Staff Credentialing review and approval per recommendation of the Medical Staff (Board motion)</li> <li>Medical Staff meeting review</li> <li>Review Committee meeting activities</li> </ul>	Dr Van Kley Dr. Blue Kay Gross
Finance / Personnel / Labor Relations & Bldg & Grounds Cmte	<ul style="list-style-type: none"> <li>Review Committee meeting activities</li> <li>Review and recommend approval of WAH resignations and terminations (Board motion)</li> </ul>	Justin Schmit

**OTHER REPORTS**

Statistical & Financial Performance Reports	Review & recommend approval of statistical & financial reports (Board motion)	John Peyerl
Capital Acquisition Activity	Review Capital Acquisition activity for reporting month.	John Peyerl
Educational Assistance Applications	Review & recommend approval of application(s) for educational assistance (Board motion)	Emily Masters
New / Department Transfer Employees	Report of recently hired / transferred employees	Emily Masters
Patient Concern Reports	Review patient concern reports and patient survey comments	Shelby M Kelsey A
Patient Safety Reports	Review patient safety activities	Kelsey Andrews
Annual Policy Review	Review and approve the following annual policies- (Board motion) <ul style="list-style-type: none"> <li>FY2022-23 WAH Bloodborne Pathogens Exposure Control Plan-Kelsey</li> <li>FY2022-23 WAH Tuberculosis Exposure Control Plan-Kelsey</li> </ul>	Shelby M Kelsey A
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 (Board motion)</li> </ul>	Sr Mgmt Team
City of Windom	Informational updates	Steve Masby Lisa Farag
Sanford Health Network	Informational updates	Dave Rogers Sanford VP
WAH Foundation Board	Foundation Board not meeting in July. Next meeting date September 27, 2022	Shelby Medina

WAH Auxiliary	Auxiliary met July 11, 2022. Meeting minutes from June 13, 2022, included in Governing Board book	Shelby Medina
<b>NEW &amp; OLD BUSINESS</b>		
Old Business	Governing Board strategic planning session date	Shelby Medina
New Business	Presentation of FYE 2022 WAH final audit by CliftonLarsonAllen (Board motion to approve FYE 2022 audit)	Dr M Fisher John Peyerl
<b>CONCLUSION</b>		
	Conclude WAH Governing Board meeting	Dr M Fisher
Board Education	No board education due to WAH audit presentation	

**Meeting Name: Windom Area Health Governing Board of Directors Meeting MINUTES**

**Purpose:** Provide governance for Windom Area Health

**Meeting Date/Time/Location:** Monday, June 27, 2022 / 5:30 pm / Large Conference Room

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

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

Call to Order	Windom Area Health Governing Board meeting was called to order at 5:30 pm by Governing Board Chair, 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 MAY 23, 2022 (TEGELS/BARTELT).	Dr M Fisher

**COMMITTEE REPORTS**

June's Medical Staff Credentialing list was presented for review and approval, including the Additional Privilege Request by April Quigley, PA-C, to read and interpret her own x-rays, with cosignature of Dr. Botker, which was tabled at May's meeting. M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE WAH MEDICAL STAFF, TO APPROVE MEDICAL STAFF CREDENTIALING AS PRESENTED (SCHMIT/ORTMANN).

**APPOINTMENTS:**

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

**REAPPOINTMENTS:**

Anthony Herricks, 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 effective July 1, 2022

**ADDITIONAL PRIVILEGE REQUEST:**

April Quigley, PA-C: Read & Interpret own x-rays Allied Health Professionals  
 (outcome: Dr. J Botker, Orthopaedic MD, in agreement to co-sign her interpretation of x-rays)

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

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

**WAH MEDICAL STAFF MEETING UPDATE-**

Shelby reported on agenda items addressed at the Medical Staff meeting held earlier in the day. Dr. Ghannam, tele hospitalist from Tele Health Solutions (THS), was invited to provide an update to the Medical Staff regarding the tele hospitalist program. He had no current issues to discuss. Tele Health Solutions has agreed to cover inpatients and admits on Thursdays and Fridays for Sanford clinic providers due to Dr. Yusuf changing to Courtesy Staff effective July 1, 2022. Discussion was continued from May's Professional Practice meeting regarding physician engagement with the following motion entertained, M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF SHELBY MEDINA, CEO, TO BE RESPONSIBLE FOR INSURING COMPLIANCE WITH

Professional Practice / Quality & Planning Cmtr:

Shelby M  
Terry Tegels

	<p>PHYSICIAN CME REQUIREMENTS ARE MET PER ESTABLISHED GUIDELINES (TEGELS/BARTELT)</p> <p>Kim Armstrong, WAH Compliance Officer, provided compliance training during the Medical Staff meeting.</p> <p>Emily Masters, CHRO, shared information regarding WAH non-union employees transitioning to a pay-for-performance compensation program effective January 1, 2023.</p> <p>M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$63,970.66 TO AAA COLLECTIONS AND APPROVE 11 FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$13,750.33 (SCHMIT/ORTMANN).</p> <p>In month 2 of FY2023, financial assistance accounts approved for write off totaled \$10,724.84 on a budget of \$125,000.</p> <p>M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FOLLOWING RESIGNATIONS TO INCLUDE- CHANGE OF RETIREMENT DATE FOR DENISE GILBERTSON, NUTRITIONAL SERVICES SUPVR, TO JULY 1, 2022, NOT JULY 2, 2022 AS NOTED IN MAY MEETING MINUTES, FT PATIENT ACCOUNTS LEAD EFFECTIVE JULY 22, 2022, NUTRITIONAL SERVICES STUDENT AIDE EFFECTIVE JULY 8, 2022; AND RETIREMENT RESIGNATION FROM JANCL EICHSSTADT, ADMINISTRATIVE ASSISTANT, EFFECTIVE 9/2/22. NO TERMINATIONS TO REPORT. (SCHMIT/TEGELS). Terry thanked Denise Gilbertson and Janel Eichstadt for their years of service and dedication to Windom Area Health.</p>	Justin Schmit
<b>OTHER REPORTS</b>		
Statistical & Financial Performance Reports	<p>May 2022 statistical and utilization graphs were reviewed 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 above budget expectations; net operating revenue and total operating expenses factored together left an increase in net assets totaling \$139,979. FY2023 year-to-date net income totals \$139,979 on a projected budget of \$150,400. Days in A/R were reported at 47.60 and Days Cash on Hand totaled 364.</p> <p>M/S/C UNANIMOUSLY TO APPROVE MAY 2022 STATISTICAL AND FINANCIAL PERFORMANCE REPORT AS PRESENTED (SCHMIT/BARTELT)</p>	John Peyerl
Capital Acquisition Activity	<p>M/S/C UNANIMOUSLY TO AUTHORIZE THE TRANSFER OF \$24,650 FROM THE FUNDED DEPRECIATION ACCOUNT TO WAH CHECKING ACCOUNT FOR MAY 2022 CAPITAL ACQUISITIONS (ORTMANN/TEGELS).</p>	John Peyerl
FYE 2022 Audit Review	<p>John gave a brief overview of the FYE2022 Windom Area Health audit that took 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. The Windom City Council will receive the CliftonLarsonAllen audit report at one of their August meetings.</p>	John Peyerl
Educational Assistance Applications	<p>M/S/C UNANIMOUSLY TO APPROVE AN EDUCATIONAL ASSISTANCE REQUEST TOTALING \$3500 FOR A HEALTH UNIT COORDINATOR (HUC) EMPLOYEE TO ATTEND RASMUSSEN COLLEGE IN MANKATO, MN, TO OBTAIN HER RN DEGREE (TEGELS/BARTELT)</p> <p>The following new hires / department transfers were reported -</p> <p>New hires included Dr. Dan Blue, Medical Director effective July 11, 2022, Nurse intern effective June 7, 2022, Health Unit Coordinator effective June 14, 2022, Environmental Services tech effective June 14, 2022, Environmental Services tech moving to Environmental Services Supervisor effective June 5, 2022, Nutritional Services cook/aide moving to Nutritional Services Manager effective June 19, 2022, and HUC moving to PRN status effective June 18, 2022.</p>	Emily Masters Emily Masters
Patient Concern Reports	<p>May 2022 Patient Concern Reports and patient survey comments were reviewed and found to be appropriately addressed.</p>	Shelby M Kelsey A
Patient Safety Reports	<p>Kelsey reported there were 2 reportable patient falls with no injuries incurred; 0 documented patient skin integrity issues; 0 use of patient restraints; and 0 opioid-related deaths. Kelsey noted there were no reportable adverse events as of June 21, 2022.</p>	Kelsey Andrews
Annual Policy Review	<p>The FY2022-23 Infection Prevention and Control Plan noted on the meeting agenda was approved at the Governing Board meeting of May 23, 2022. The TB Exposure Control Plan will be presented at the July meeting. No other action necessary.</p> <p>Updates were given by Sr Management Team members to their Executive Summaries. Emily noted marketing research is showing a stronger than anticipated participant showing in WAH activities such as Lunch and Learns. With this in mind, Lakeland and Heron Lake communities will be included much stronger in advertising and event campaigns. Kelsey noted the Auto-launch program was recently activated which will be used to call for helicopter services in a more efficient manner. Windom Area Health had a mock survey completed today by Sanford with a very good outcome of only minor issues found.</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE FOLLOWING WAH COMMITTEE MEETING REPORTS AS PRESENTED (ORTMANN/SCHMIT)</p> <ul style="list-style-type: none"> <li>• PERF IMPROVEMENT/RISK CMTE</li> <li>• EMERGENCY DEPT CMTE</li> <li>• PFAC CMTE</li> </ul>	Shelby M Kelsey A
Administration		Sr Mgmt Team
City of Windom	<p>The City of Windom audit overview went very well. The contract for the interim EDA was extended due to lack of applications being received. Lisa noted interviews for the Community Center director position was taking place this evening. Dawn Aarnot</p>	Lisa Farag

	retired from the Windom Library June 24 <sup>th</sup> with Kari Hansen being named as the new librarian. Approval was given to Windom Apartments LLC for the construction of 6 apartment buildings with 10 apartments within each building.	
Sanford Health Network	Dave Rogers has been hired as Sanford Health Network executive director and Windom Area Health's new Sanford Health Network VP effective July 5, 2022. Shelby noted Dave will be attending the July 25 <sup>th</sup> Board meetings. The Sanford vascular group has decided to go independently effective July 1, 2022. Vascular provider, Dr Santos, who provides outreach services to WAH, will continue coming to Windom.	Shelby Medina
WAH Foundation Board	The WAH Foundation Board is not meeting in June. The next meeting date is scheduled for September 27, 2022	Shelby Medina
WAH Auxiliary	The Auxiliary met June 13, 2022. Meeting minutes from the May 9, 2022, meeting was included in the Governing Board book	Shelby Medina
<b>NEW &amp; OLD BUSINESS</b>		
Old Business	Julie Brugman thanked Windom Area Health and Wound Center staff for participating in Mt. Lake's Pow Wow parade June 20 <sup>th</sup> .	Dr M Fisher
New Business	Shelby stated she wishes to plan for a strategic planning session with WAH Governing Board members in the near future. It was agreed upon by board members for Shelby to send out available date/time options in an email for Board members to select their preference of when to hold this session.	Dr M Fisher Shelby M.
<b>CONCLUSION</b>		
	The Windom Area Health Governing Board meeting was concluded by Chairperson, Dr. Michael Fisher.	Dr M Fisher
Board Education	Kim Armstrong, Exec Director of Compliance, provided the Governing Board with the annual report on Corporate Compliance.	

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

**WINDOM AREA HEALTH**  
**GOVERNING BOARD EXECUTIVE SUMMARY**  
*as of July 21, 2022*  
**WAH MISSION:** *“Dedicated to Health”*

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**CHIEF EXECUTIVE OFFICER REPORT**

• **Organizational Updates**

- Dr. Dan Blue, WAH Medical Director, started on Monday, July 11<sup>th</sup>. Dr. Blue practiced as a Family Physician for 12 years and a healthcare executive for the past 20 years. He has worked with healthcare teams within the United States and internationally. We are excited to have him as a member of our WAH team.
  
- Jen Zajic, RN, who currently holds the position of Performance Improvement and Risk Coordinator has accepted additional responsibilities of assisting Kelsey, DON, with routine day-to-day duties. This restructure allows for Kelsey to focus on future strategic growth opportunities. The healthcare industry faces significant shortages in key clinical areas that requires organizations to place a significant focus on long-term strategies that are sustainable.

• **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: **No Report until Sept**
- Utilization Review: **No Report until Sept.**

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

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**CHIEF FINANCIAL OFFICER REPORT**

**Overview:**

- Net income from operations was \$262,039 compared to a budget of \$174,150. Our net patient revenue was \$451,506 more than last June. June operating income is 11.35% compared to a budget percentage of 8.39%.

The volume of inpatient activity in June was more than budgeted and significantly above May activity. The previous six months averaged twenty-eight acute admissions. Inpatient admissions were six more than budget for the month. The acute admission trailed only January (33) and March (32) in the calendar year. Activity on the outpatient side produced volumes and revenues higher than budget expectations for June. Eighty-four percent of our gross revenues came from outpatient activity, which is slightly more than last year's average of eighty-one percent. Acute admissions totaled thirty-one. Those thirty-one admissions produced sixty-seven inpatient days for an average daily census of 2.2. There was one Swing Bed admission for the month producing six days. Outpatient gross revenue was \$379,815 more than budget and \$641,204 more than last June.

- Imaging procedure counts were ninety-six procedures above budget. Imaging performed 746 procedures compared to a budget of 650. Last June, 652 procedures were performed. The 746 procedures were the most performed since last October.
- Laboratory volumes exceeded budget expectations. Last fiscal year laboratory tests averaged about 10,068 in a given month. There were 9,951 in the month of June this year, which is 170 more than last May and 451 more than budget.
- Seventy surgical procedures were performed in June, which is right on our budgeted number and sixteen less than last June. Three of those surgeries were joint replacements.
- Rehab Therapy performed 1,578 modalities in June. That total is 28 more modalities than the budgeted number of 1,550.

Contractual adjustments came in at 44.91% for the month. Contractual adjustments were budgeted at 44.22%.

Overall, expenses were \$146,729 more than budget. Pharmaceuticals (\$19,235), Purchased Services (\$105,419), Other Direct Expenses (\$28,222) and Provision for Bad Debt (49,695) were the notable categories that exceeded budget.

**Looking Forward:**

- FY2022 Annual Audit Presentation and Cost Report Preparation

## WINDOM AREA HEALTH

### GOVERNING BOARD EXECUTIVE SUMMARY

as of July 18, 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. With this work, we are revising and looking into our duties for different roles in the nursing department.
  - We continue our recruitment efforts to fill RN vacancies. We currently have 2 travelers that started in April and will be extending their contracts, with an additional traveler planning to start in late July. We are continuing to utilize Debra Snedden for contract nursing.
  - We have a new RN who will start in mid-August pending pre-employment results.
  - Working on action items from our mock survey. Overall, things went very well.
  
- **Diabetes Management/Oncology:**
  - Working with pharmacy, diabetes management and our emergency department coordinator to update our Insulin drip protocol. This group is also working on developing a new protocol for IV push Insulin.
  
- **Surgery**
  
- **Committee Meetings**
  - OB committee met July 12<sup>th</sup>.
    - Reviewed two policies "Pre-eclampsia & Eclampsia" and "Hemorrhage"
    - Have 5 new nurses we are training into OB, 2 will be attending a 2 day course at Avera.
    - Working on setting up a Fetal Heart Rate Strip reading Lunch and Learn/Review for nursing staff.
    - Working on mainstreaming patient education.
    - AWHONN (Association of Women's Health, Obstetric and Neonatal Nurses) has updated and released: "Standards for Professional Registered Nurse Staffing for Perinatal Units"- currently reviewing this and what it means for the WAH.
  
  - **MHA Safety Data as of July 19th.**
    - Falls – 1
    - Skin Integrity - 0
    - Restraints – 0
    - Opioid Deaths – 0
    - Reportable Events – 0



## WINDOM AREA HEALTH

### GOVERNING BOARD EXECUTIVE SUMMARY

as of July 19, 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
  - HR Assistant
  - Marketing Coordinator
  - Patient Account Rep
  - Financial Counselor
  - Dietary Aide/Cook
- Leaders are currently rolling out individual department results of the 2022 Employee Engagement Survey and coming up with action plans.

#### Community Health and Wellness/Wellness Center

- We continue to work on the Mental Health Walk-In Clinic service line. Decision points being discussed relate to staffing and how the service line will be classified, as a clinic or hospital outpatient department.
- Healthy Together class started in Lakefield last week.
- After an amazing spring and summer of fundraising, we are moving forward with purchasing four new pieces of outdoor equipment for our path (included pictures of similar equipment). The main fundraising was from the Foundation Spring solicitation mailer, Foundation Golf Tournament, and a \$9,000 donation from HyLife from their HyFive Riverfest races. We are tentatively planning for some installation to begin this fall, but supply chain issues may delay until Spring.

#### Marketing/PR

- The summer BEAT will be inserted in the Shopper on July 30<sup>th</sup>.
- We served approximately 175 people during our Wound Center Pie & Ice Cream event on July 14<sup>th</sup> to celebrate their award for being a 2021 Center of Distinction and 2021 Clinical Excellence Award. All staff members from the Wound Center took part in handing out the pie and ice cream during the drive through event. Current patients also received a commemorative medical scissors and thank you.

#### Donations/Sponsorships (May – current)

- Foundation Golf Tournament Prize Raffle: cutting board, knife set, tote bag, tumbler, 3 cooler bags
- Historical Society Fundraiser: Cooler bag, sunglasses, water bottle, \$10 in cafeteria gift cards
- BARC Silent Auction: Cooler bag, sunglasses, water bottle, \$10 in cafeteria gift cards
- Chamber Golf Outing: 2 cooler bags, 2 water bottles, 2 power banks
- Watermelon Days: 50 Sanipens
- Blue Heron Days: 50 WAH plastic bags, band aids
- Relay for Life Pirates Game: \$500 sponsor
- Hospital week 2<sup>nd</sup> grade tours: 148 first aid kits
- Career fair: Sanipens, pens, band aids, tattoos
- Rainbows Summer Programs: \$150 Sponsor
- Wellness Center Weight Tower donated to the ALC school: \$300 estimated value, \$10,000 new

#### Committee Meetings

- Employee Focus/Finance: \$121 was raised in Q2 from the Jeans Fund which will be donated to the Foundation to the Scholarship Fund.
- Patient & Family Advisory Committee:
- Safety: No report, meeting scheduled for July 27<sup>th</sup>.
- Safe Patient Handling: No report, meeting scheduled for July 27<sup>th</sup>.



The **Spring Balance Beam** is a set of 3 individual balance beams, with an advanced degree of difficulty added by the spring supports. It is an enjoyable and fun way to promote balancing skills.

The Spring Balance Beam improves balancing skills, an important aspect of motor development. Many school-age kids will walk on straight lines whenever possible during free play. Balancing is pure fun. But adults too should practice and enjoy their balancing skills equally.

Practice walking along the beam flawlessly, without the need to check balance, without a pause, completing the walk quickly. Perform this several times until you are secure and confident. Overcome any loss of balance gracefully.

Stand in place on the right foot and balance the body with the arms stretched out, repeating this also with the left foot. Walking across the balance beam backwards will add additional challenges. Invent other balancing skills commensurate with your abilities.

More questions? [Contact Us](#)  
[CLICK HERE](#) for Installation Drawing (pdf)



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

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

**Meeting Date/Time/Location:** Monday, July 25, 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:
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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 June 27, 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**

CliftonLarsonAllen Audit	FYE2022 WAH audit presentation preview.	John P
Operational Update	Provide updates on hospital operations and staffing	Shelby M


**NEW/CURRENT ITEMS**

Other		

**CONCLUSION**

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

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

**Meeting Date/Time/Location:** **Monday, June 27, 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

Present: 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:

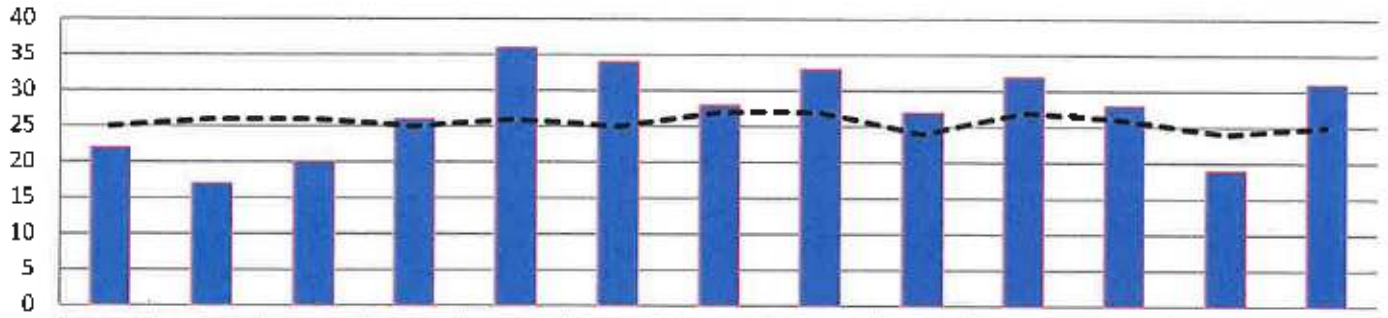
**Chairperson (or Acting Chairperson):** Justin Schmit, Chairperson

**Recorder:** Janel Eichstadt, Admin Asst

Category / Topic	Action step(s) / Updates	Leader:
<b>STANDING ITEMS</b>		
Call to Order	Finance/Personnel/Labor Relations & Building & Grounds Committee meeting was called to order at 4:45 pm by Chairperson, Justin Schmit.	Justin S
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF MAY 23, 2022, AS PRESENTED (BRUGMAN/ORTMANN)	Justin S
Collections & Financial Assistance	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND PATIENT ACCOUNTS TOTALING \$63,970.66 TO AAA COLLECTIONS; RECOMMEND APPROVAL OF THE FOLLOWING FINANCIAL ASSISTANCE PATIENT ACCOUNTS: 5 NEW ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$10,052.15; 3 ACCOUNTS FOR WRITE-OFF WITH A BALANCE BELOW \$1500 TOTALING \$2482.18; AND 3 PREVIOUSLY APPROVED ACCOUNTS FOR WRITE-OFF TOTALING \$1216.00; IN TOTAL, 11 FINANCIAL ASSISTANCE ACCOUNTS WERE SUBMITTED AND APPROVED FOR WRITE-OFF TOTALING \$13,750.33 (ORTMANN/FISHER) In month 2 of FY2023, accounts totaling \$10,724.84 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 TO INCLUD CHANGE OF RETIREMENT DATE FOR DENISE GILBERTSON, NUTRITIONAL SERVICES SUPVR, TO JULY 1, 2022, MOT JULY 2, 2022 AS NOTED IN MAY MEETING MINUTES, FT PATIENT ACCOUNTS LEAD EFFECTIVE JULY 22, 2022, NUTRITIONAL SERVICES STUDENT AIDE EFFECTIVE JULY 8, 2022; AND RETIREMENT RESIGNATION FROM JANEL EICHSTADT, ADMINISTRATIVE ASSISTANT, EFFECTIVE 9/2/22, WITH NO TERMINATIONS REPORTED. (ORTMANN/BARTELL)	Emily M
<b>FOLLOW-UP ITEMS</b>		
	No follow-up items to report.	
<b>NEW/CURRENT ITEMS</b>		
CliftonLarsonAllen Audit	John gave a brief overview of the FYE2022 Windom Area Health audit recently completed by the auditing firm of CliftonLarsonAllen. He noted the audit went smoothly with the onsite portion of the audit being done remotely. John shared the final audit report will be presented at the July 25th WAH Governing Board meeting by CliftonLarsonAllen auditors. The Windom City Council will receive the audit presentation at one of their August City Council meetings.	John P
Other-Sanford Contract Update	Shelby noted Sanford has requested an extension of time until the end of 2022 for negotiating their supply chain contract due to organizational changes. Finance Committee members were in agreement to Sanford's extension request.	Shelby M
<b>CONCLUSION</b>		
	Chairperson, Justin Schmit, concluded the Finance/Personnel/Labor Relations & Building & Grounds Committee meeting.	Justin S

### ADMISSIONS

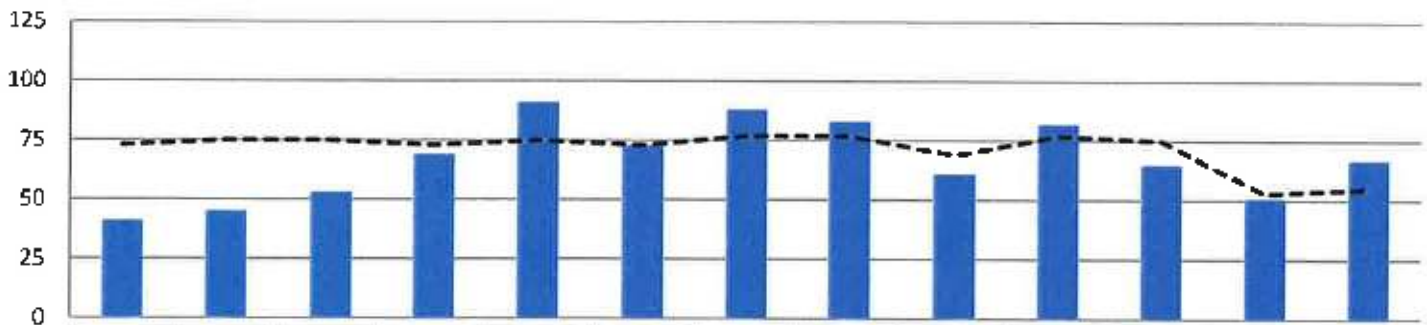
Admissions Budget



	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22
Admissions	22	17	20	26	36	34	28	33	27	32	28	19	31
Budget	25	26	26	25	26	25	27	27	24	27	26	24	25

### PATIENT DAYS

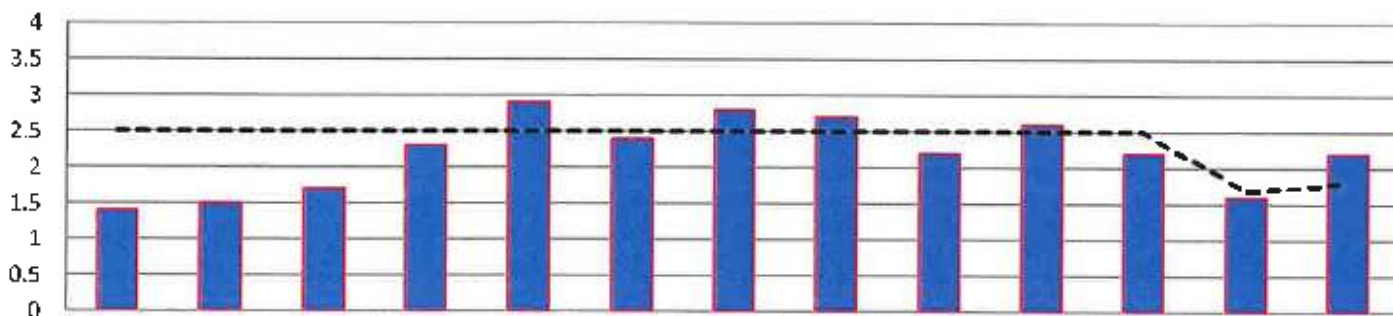
Pt Days Budget



	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22
Pt Days	41	45	53	69	91	73	88	83	61	82	65	51	67
Budget	73	75	75	73	75	73	77	77	69	77	75	53	55

### AVERAGE PATIENTS PER DAY

Avg Pt/Day Budget

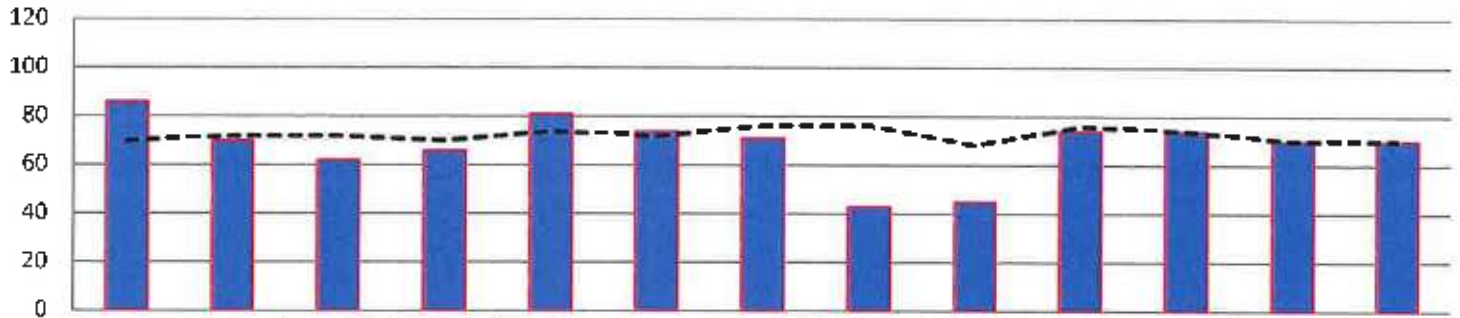


	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22
Avg Pt/Day	1.4	1.5	1.7	2.3	2.9	2.4	2.8	2.7	2.2	2.6	2.2	1.6	2.2
Budget	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	1.7	1.8



### SURGERY

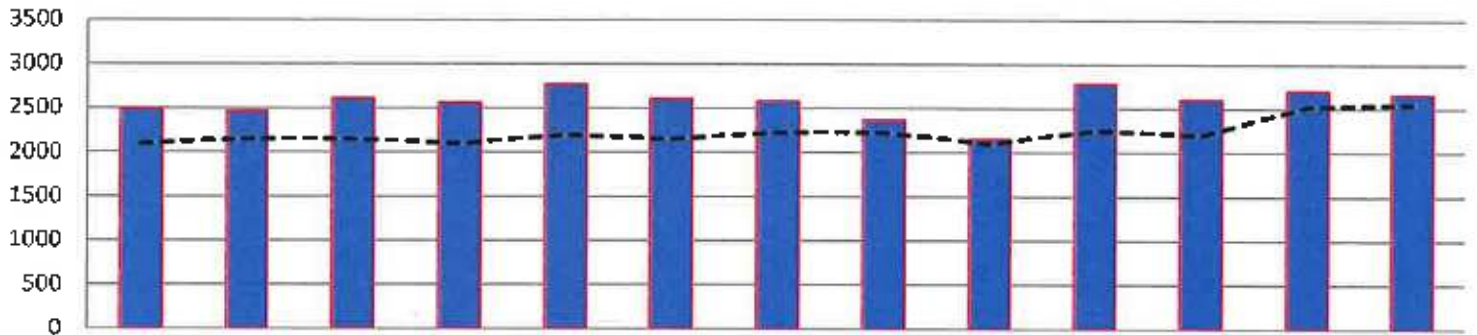
Surgery Budget



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

### OUTPATIENT OCCASIONS OF SERVICE

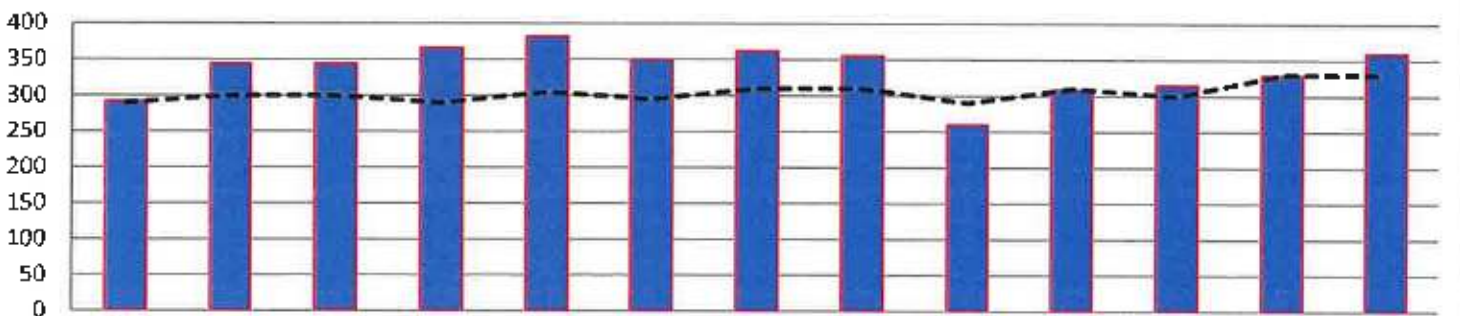
OP Visits Budget



	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22
OP Visits	2490	2461	2610	2561	2770	2608	2583	2372	2155	2781	2605	2704	2661
Budget	2100	2150	2150	2100	2200	2150	2225	2225	2100	2250	2200	2525	2550

### EMERGENCY VISITS

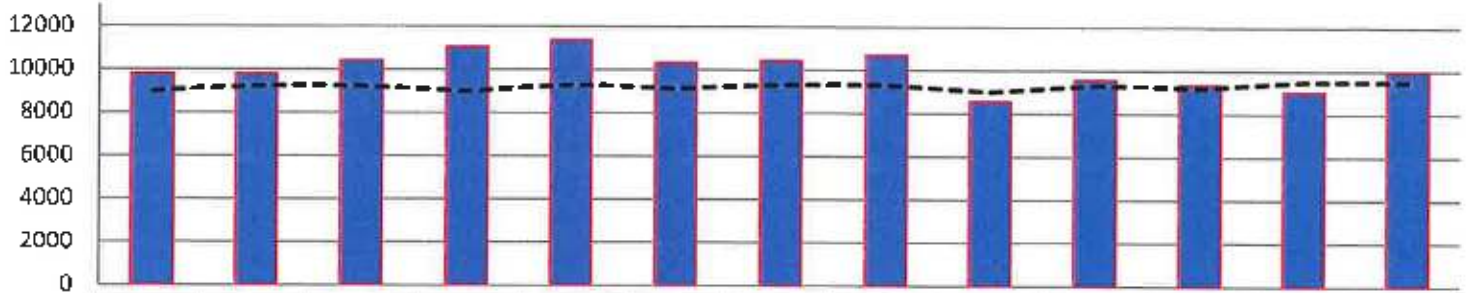
ER Visits Budget



	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22
ER Visits	292	344	344	366	382	350	362	355	260	309	315	329	360
Budget	290	300	300	290	305	295	310	310	290	310	300	330	330

### LAB PROCEDURES

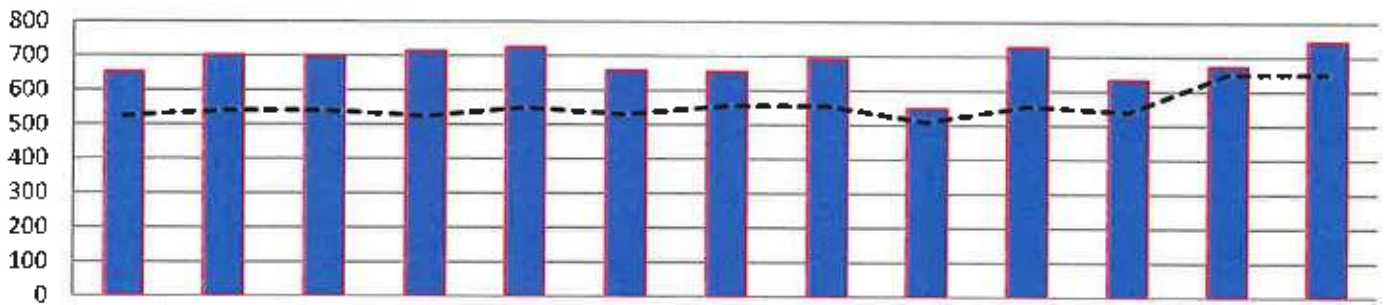
Lab Proc Budget



	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22
Lab Proc	9781	9785	10410	11049	<b>11379</b>	10329	10440	10713	8564	9569	9357	9030	9951
Budget	9000	9250	9250	9000	9300	9150	9325	9325	9000	9325	9200	9500	9500

### IMAGING PROCEDURES

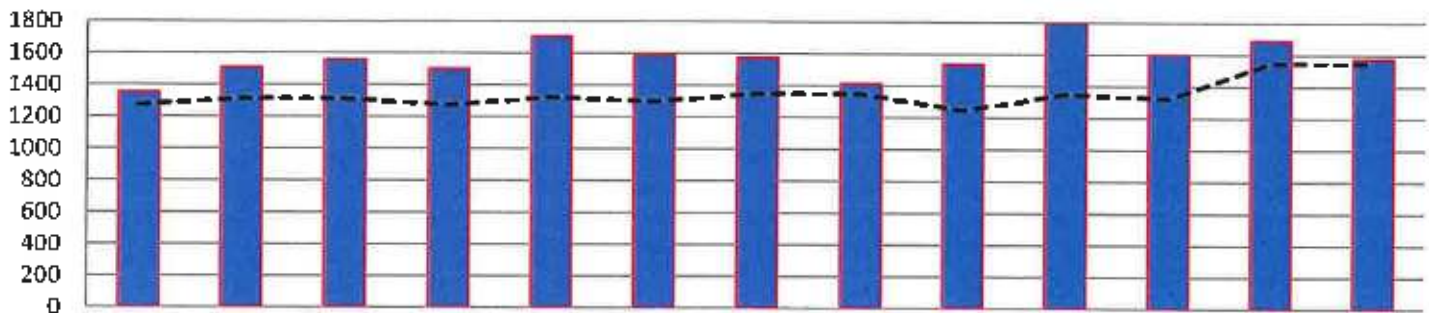
Imaging Proc Budget



	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22
Imaging Proc	652	702	699	714	725	658	655	692	549	728	634	674	746
Budget	525	541	541	525	550	530	555	555	510	555	540	650	650

### REHAB MODALITIES

Rehab Modalities Budget



	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22
Rehab Modalities	1352	1508	1559	1501	1707	1585	1575	1414	1537	1801	1600	1692	1578
Budget	1275	1316	1316	1275	1325	1300	1350	1350	1250	1350	1325	1550	1550



WINDOM AREA HEALTH  
INCOME STATEMENT

	6/30/2022		Revenue		Y-T-D 2022		Revenue		June		% Change	
	6/30/2022	Comparison	Budget 2023	Comparison	Y-T-D 2022	Comparison	Budget 2023	Comparison	Y-T-D 2022	From Last Year	% Change	
<b>PATIENT REVENUE</b>												
Inpatient Revenue	\$684,988	16.45%	\$575,000	15.65%	\$1,149,698	14.48%	\$1,125,000	15.46%	\$1,305,270	(\$155,572)	-11.9%	
Outpatient Revenue	\$3,479,815	83.55%	\$3,100,000	84.35%	\$6,792,279	85.52%	\$6,150,000	84.54%	\$5,457,462	\$1,334,817	24.5%	
Total Patient Revenue	\$4,164,803	100.00%	\$3,675,000	100.00%	\$7,941,977	100.00%	\$7,275,000	100.00%	\$6,762,732	\$1,179,245	17.4%	
Contractual Adjustments	\$1,870,249	44.91%	\$1,625,000	44.22%	\$3,478,963	43.80%	\$3,225,000	44.33%	\$3,088,825	\$390,138	12.6%	
Other Income	\$15,064	0.36%	\$25,000	0.68%	\$32,600	0.41%	\$50,000	0.69%	\$43,327	(\$10,727)		
<b>NET OPERATING REVENUE</b>	\$2,309,618	100.00%	\$2,075,000	100.00%	\$4,495,614	100.00%	\$4,100,000	100.00%	\$3,717,234	\$778,380	20.9%	
<b>EXPENSE</b>												
Employee Salaries	\$689,210	29.84%	\$720,000	34.70%	\$1,389,511	30.91%	\$1,435,000	35.00%	\$1,399,064	(\$9,553)	-0.7%	
Employee Benefits	\$220,555	9.55%	\$225,000	10.84%	\$438,868	9.76%	\$450,000	10.98%	\$426,055	\$12,813	3.0%	
Pharmaceuticals	\$104,935	4.51%	\$85,000	4.10%	\$220,721	4.91%	\$170,000	4.15%	\$133,705	\$87,016	65.1%	
Supplies	\$119,310	5.17%	\$130,000	6.27%	\$245,210	5.45%	\$255,000	6.22%	\$230,474	\$14,736	6.4%	
Rents & Utilities	\$22,015	0.95%	\$25,000	1.20%	\$50,787	1.13%	\$50,000	1.22%	\$51,913	(\$1,126)	-2.2%	
Purchased Services	\$505,419	21.88%	\$400,000	19.28%	\$1,000,693	22.26%	\$800,000	19.51%	\$771,921	\$228,772	29.6%	
Other Direct Expenses	\$148,222	6.42%	\$120,000	5.78%	\$350,465	7.80%	\$240,000	5.85%	\$257,528	\$92,937	36.1%	
Provision for Bad Debts	\$99,695	4.32%	\$50,000	2.41%	\$137,439	3.06%	\$100,000	2.44%	\$120,974	\$16,465	13.6%	
Depreciation	\$125,890	5.45%	\$132,500	6.39%	\$256,802	5.71%	\$265,000	6.46%	\$234,025	\$22,777	9.7%	
Interest Expense	\$13,028	0.56%	\$13,350	0.64%	\$26,056	0.58%	\$26,700	0.65%	\$27,254	(\$1,198)	-4.4%	
<b>Total Operating Expense</b>	\$2,047,579	88.65%	\$1,900,850	91.61%	\$4,116,552	91.57%	\$3,791,700	92.48%	\$3,652,913	\$463,639	12.7%	
<b>Income (loss) From Operations</b>	\$262,039	11.35%	\$174,150	8.39%	\$379,062	8.43%	\$308,300	7.52%	\$64,321	\$314,741		
Investment Income	\$3,654	0.16%	\$7,500	0.36%	\$19,646	0.44%	\$15,000	0.37%	\$11,480	\$8,166		
Other Revenue/(Expenses)	\$4,172	0.18%	\$8,750	0.42%	\$13,545	0.30%	\$17,500	0.43%	\$22,662	(\$9,117)		
<b>Non Operating Rev/Exp</b>	\$7,826	0.34%	\$16,250	0.78%	\$33,191	0.74%	\$32,500	0.79%	\$34,142	(\$951)		
<b>Increase in Net Assets</b>	\$269,865	11.68%	\$190,400	9.18%	\$412,253	9.17%	\$340,800	8.31%	\$98,463	\$313,790		

**WINDOM AREA HEALTH**

**FY 2023**

**CAPITAL ASSET ACQUISITIONS**

<b>Yrs Dep</b>	<b>Capital Asset</b>	<b>Vendor</b>	<b>Asset class</b>	<b>May</b>	<b>June</b>
7	Neptune 3 Rover	Stryker	Maj Mov	14,500.00	
7	Micromedical VisualEyes 505 Binocular	Midwest Special Instruments	Maj Mov	10,150.00	
<b>Total</b>				<b>24,650.00</b>	<b>-</b>
<b>Total YTD Capital Acquisitions</b>				<b>24,650</b>	

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

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

**Meeting Date/Time/Location:** **Monday, July 25, 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:**

Kay Gross, Chairperson

Janel Eichstadt, Admin Asst

**Recorder:**

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

Call to Order	Call Professional Practice/Quality & Planning Committee meeting to order at 4:00 pm by chairperson	Kay Gross
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Minutes	Approve minutes from the regular Committee meeting of June 27, 2022 (Cmte Motion)	Kay Gross
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**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 (Committee &amp; Board motion)</li> <li>Report on business addressed at WAH Medical Staff meeting</li> </ul>	Dr Van Kley / Dr. Blue
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Operational Updates	Provide updates on hospital operations/recruitment/retention	Shelby M
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**NEW/CURRENT ITEMS**

Other

**CONCLUSION**

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

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

**Absent:** Dr. B Van Kley/Chief of Staff, Eric Hilmoe/Sanford Health Network VP of Operations

**Chairperson (or Acting Chairperson):** Terry Tegels, Acting Chairperson

**Recorder:** Janet Eichstadt, Admin Asst

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

Call to Order	The Professional Practice/Quality & Planning Committee meeting was called to order at 4:00 pm by Acting Chair, Terry Tegels.	Terry T
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Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF MAY 23, 2022, AS PRESENTED (BRUGMAN/HORMIG).	Terry T
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**FOLLOW-UP ITEMS**

Medical Staff Credentialing & Medical Staff Meeting Update	Shelby reported Medical Staff meeting information on behalf of Dr. Van Kley. The WAH Medical Staff reviewed the June 2022 Credentialing list and recommended its approval to the Governing Board, including approval of the additional privilege request by April Quigley, PA C, from Mankato Ortho and Fracture Clinic, to read and interpret her own x rays, which was tabled at the May meeting. Shelby noted Dr. J Botker, Orthopaedic MD, agreed to co-sign her X-ray interpretations to confirm Ms. Quigley's readings. Dr. AJ Yusuf, Sanford Windom clinic provider, was moved from Active Staff category to Courtesy Staff effective July 1, 2022. Dr. Ghannam, telehospitalist from Tele Health Solutions (THS), was invited to provide an update to the Medical Staff regarding the telehospitalist program. He had no issues to discuss. Tele Health Solutions has agreed to cover all inpatients and admits on Thursdays and Fridays for the Sanford clinic providers due to Dr. Yusuf moving to Courtesy Staff. Kim Armstrong, WAH Compliance Officer, provided compliance training during the meeting. Discussion was continued from May's Professional Practice meeting regarding physician engagement. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF CEO, SHELBY MEDINA, TO BE RESPONSIBLE FOR INSURING COMPLIANCE WITH PHYSICIAN'S CME REQUIREMENTS ARE MET (TEGELS/BARTELT)	Shelby M
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Operational Updates	Shelby provided updates on hospital operations, recruitment and retention regarding the industry-wide nursing shortage being experienced throughout the nation, which is affecting recruitment efforts for Windom Area Health. She noted the Sr. Management Team is scheduled to meet with WAH nursing staff regarding proposals they have submitted for management's consideration to aid in nursing recruitment and retention. No action was necessary at this time. Shelby noted Dr. Dan Blue would begin as Windom Area Health's Medical Director July 11, 2022.	Shelby M
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**NEW/CURRENT ITEMS**

Compensation System	Emily Masters, CHRO, communicated Windom Area Health's intent to change all non-union employees to a pay-for-performance compensation program effective January 1, 2023. She stated that currently, the non-union exempt employees were converted to the pay for performance program January 1, 2022. Emily stated this information will be announced to WAH staff at the July Employee Forums.	Emily M
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**CONCLUSION**

	Acting Chairperson, Terry Tegels, concluded the Professional Practice/Quality & Planning Committee meeting.	Terry T
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*Statement of Confidentiality: Records, data, and knowledge, including minutes collected for and by individuals or committees, or committees assigned peer review functions, are confidential, not public records and are not available for court subpoena in accordance with Minnesota MSA 145.61-145.67.*

**WINDOM AREA HEALTH  
CREDENTIALING**

**JULY 25, 2022**

**APPOINTMENTS:**

Robert Gardner, M.D.	Family Medicine	Emergency Services
Alettie Lewis, PA	Family Practice	Allied Health Professionals
Jennifer Pipitone, DNP	Psychiatric Mental Health	Allied Health Professionals
Ashley Sorenson, CNP	Cardiology (Dr. Jonsson)	Allied Health Professionals

**REAPPOINTMENTS:**

Karen Juber, RN	General Surgery (Reddy)	Allied Health Professionals
Riyad Mohama, M.D.	Cardiology	Consulting
Bruce Watt, M.D.	Cardiology	Consulting

**SANFORD TELEMEDICINE APPOINTMENT:**

Xiyan Yi, M.D.	Psychiatry & Neurology	Telemedicine
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**VRAD REAPPOINTMENTS:**

Scott Baginski, M.D.	Teleradiology	Telemedicine
David Burdette, M.D.	Teleradiology	Telemedicine
Benjamin Strong, M.D.	Teleradiology	Telemedicine

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

Charles Coffey, M.D.	Emergency Medicine	Emergency Services
Samir Shah, M.D.	Emergency Medicine	Emergency Services

## JUNE COMMENTS

- Ambulatory Surgery** Everyone is so kind and appointment was right on time with no delays!!
- Ambulatory Surgery** You can definitely improve on literature that was sent home after surgery. I was sent home. A generic form, was not able to know what I should and should not be doing. Exactly, never had carpal tunnel surgery before so didn't know what to expect and I ended up calling the nurse's back now. Three times to find out if things were normal, or not normal or whatever. So there needs to be more literature and explanation sent home after a surgery is done.
- Ambulatory Surgery** Not being able to drink before surgery makes a person dehydrated, creating challenges when it comes to putting in IVs. This process is made more difficult as a person ages and their skin loosens up. The IVs were the most painful process of the procedure.
- Clinic – Windom** Nurses were not aware as to how to take out the kind of stitches I had in my hand. They came back 5 minutes later and took them out, however. They said they wanted to wait for April, the nurses practitioner, but came back in anyway and took them out. It really, really hurt the taking out of my stitches. I also feel that Dr Botker might have misdiagnosed me in the first place. My fingers are still as numb as they were as before I had the surgery. I do not feel that I got a very good pre-diagnosis test on my hand. It was way too abbreviated, I believe. Just not happy at all with my results on my hand. I have a gut feeling this carpal tunnel surgery was done in vain.
- Clinic – Windom** My experience was Excellent
- ED** My nurse was Annie and she was very good and very thorough. The other nurse was helping her was also very good and very thorough, and the doctor listened and took things seriously and yeah, it was, it was a good experience for having to go to the ER.
- ED** The doctor didn't even check my main concern. Just argued with me.
- ED** They send me home and I ended up going back...thought the pain was under control but barely got out of town before we were questioning our decision to leave.
- ED** When I got there they took care of me very well. But then they just said, go to the hospital and we'd we don't, we weren't from there. We didn't know where the hospital was. A lady come out and offered to take me to the hospital and she did and the only thing I could do for her and is say thank you very much but and she said, I don't know why they didn't call you on the ambulance or something to take you to the hospital. We didn't know where it was. That's all I've got to say but otherwise we were treated very well.
- ED** They took into consideration the fact I'm in recovery
- ED** Good Job while being overworked because of shortages everywhere

## JUNE COMMENTS

Outpatient They were very professional.

Outpatient Very professional and friendly staff

**Outpatient Therapy (PT, OT, ST)** I had a good time at PT for the most of it. Then they want myself to move my knee. But it is always for the best. Yes, or they will pull out the whip and get you to move. HA, HA she would not do that. But sometimes I need it to get going.

**Outpatient Therapy (PT, OT, ST)** Ike is very good using dry needling and teaching exactly how to do the exercises and stretching at home. It is so convenient to have expert PT in my hometown.

**Outpatient Therapy (PT, OT, ST)** Excellent

**Outpatient Therapy (PT, OT, ST)** The therapist explained to me in detail what the Doctor wished

**Outpatient Therapy (PT, OT, ST)** Receptionists were pleasant and very helpful.

**Outpatient Therapy (PT, OT, ST)** Gave me assurance of what I was doing would not injure surgery site so I was able to relax more

**Outpatient Therapy (PT, OT, ST)** very good

**Outpatient Therapy (PT, OT, ST)** Mitch was so nice and respectful.

## **Windom Area Hospital Auxiliary Meeting June 13, 2022**

The Windom Area Hospital Auxiliary held their monthly meeting Monday, June 13, 2022 at 6:00 p.m. in the Large Conference Room.

President Mary Klosterbuer welcomed everyone to the meeting with 12 members attending in person and 2 joining via Zoom. The Auxiliary Prayer was read in unison, and the Pledge of Allegiance was recited.

M/S Karen Skarphol/Jean Johnson to approve the agenda. Motion carried.

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

- M/S Karla Taber/Dona Olsen to approve the minutes as presented of the May 9, 2022 meeting. Motion carried.

### **Treasurer's Report** – Gerri Burmoister

- Balance on hand May 31<sup>st</sup>, 2022 was \$4,309.43
- M/S Connie McCarthy/Dona Olsen to approve the Treasurer's Reports as presented. Motion carried.
- M/S Karen Skarphol/Connie McCarthy to accept the financial review done by Marlene Smith, Kitty Hansen, and Diane Vellema. Motion carried.
- The books will be given to Becky Swenson to do the tax report.

### **Corresponding Secretary** – Betty Olson

- No report.

### **MAHV Report** – Karen Skarphol

- The MAHV website address is <https://mahv.org> (Member code is mahv2018.)
- The MAHV Board will meet Wednesday June 15<sup>th</sup>.
- The Annual Conference will be a virtual conference on September 19 and 20, 2022.

### **WAH Update** – Kim Armstrong

- One active and 10 associate members have not paid their dues for 2022-2023. Members will call them.
- We received a thank you from the Outreach Staff for the Dairy Queen certificates.
- Dr. Yusuf will be moving to Sioux Falls.
- Dr. Dan Blue will be the WAH Medical Director.
- WAH has a new Governing Board Member – Dan Hornig.
- WAH Foundation has two new members: Chad Merrihew and Tom Christensen.
- The Foundation will be hosting a golf tournament in June.



### **Unfinished Business**

- Karla Taber sent a letter and Dairy Queen coupons to the EMS staff on behalf of the Auxiliary for EMS Week.
- Thanks to the six members who volunteered to help sell duck raffle tickets for Riverfest. We have been requested to help again next year.

### **New Business**

- M/S Marlene Smith/Kitty Hansen to pledge \$5,000 towards a bed/cart to move patients from OR to recovery. Motion carried.
- Cottonwood County Fair will be August 10 – 13.
  1. Booth rental is \$85.00 for an 8' x 10' booth.
  2. We will print 1,500 tickets and sell them for \$1.00 each.
  3. Give members 20 tickets to sell rather than 10?
  4. There will be three \$50.00 Prizes in Chamber Bucks.
  5. Drawing will be held on August 23 on the Kalcidoscope program.
  6. Chamber Raffle Tickets committee:
    - o Jean Johnson
    - o Connie McCarthy
    - o Karen Skarphol
    - o Mary Klosterbuer
- Goals for 2021 – 2022 were reviewed.
- Goals for 2022 – 2023:
  1. Start the process of writing the Auxiliary History. Will be 50 years in 2024
  2. Recruit new/more Lobby Hostesses.
  3. Volunteer at Riverfest again in 2023
  4. Resume having speakers at monthly meetings, frequency to be determined.
  5. Resume having Hostesses serve lunch at monthly meetings.

The meeting was adjourned at 7:32 p.m.

### **Upcoming Events –**

- Monday July 11, 2022 at 6:00 p.m. – Auxiliary Meeting

Marlene Smith, Recording Secretary