

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

Purpose: Provide governance for Windom Area Health

Meeting Date/Time/Location: Monday, August 22, 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:
------------------	--------------------------	---------

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 July 25, 2022 and special meeting of August 1, 2022 (Board motion)	Dr M Fisher

COMMITTEE REPORTS

Professional Practice / Quality & Planning Cmte	<ul style="list-style-type: none"> Medical Staff Credentialing review and approval per recommendation of the Medical Staff (Board motion) Medical Staff meeting review Review PP/Q & P Committee meeting activities 	Dr Van Kley Dr Blue Kay Gross
Finance / Personnel / Labor Relations & Bldg & Grounds Cmte	<ul style="list-style-type: none"> Review F/P/LR & B-G Committee meeting activities Review and recommend approval of WAH resignations and terminations (Board motion) 	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
Medical Director	<ul style="list-style-type: none"> Organizational Updates Annual policy review and approval of All Hazards Plan (Board motion) 	Dr Blue
Administration	<ul style="list-style-type: none"> Review/Update of Sr. Management Team Executive Summaries Review and approve WAH committee meeting reports as presented (Board motion) 	Sr Mgmt Team
City of Windom	Informational updates	Steve Nasby Lisa Farag
Sanford Health Network	Informational updates	Dave Rogers, SHN Exec Dir
WAH Foundation Board	Foundation Board meeting August 23, 2022, 5:00 pm, WAH Large Conference Room	Shelby Medina
WAH Auxiliary	Auxiliary met August 8, 2022. Meeting minutes from July 11, 2022, included in Governing Board book	Shelby Medina

NEW & OLD BUSINESS		
Old Business	Governing Board strategic planning session date	Shelby Medina
New Business		Dr M Fisher
CONCLUSION		
	Conclude WAH Governing Board meeting	Dr M Fisher
Board Education	WAH Department presentation by Kaci Paradis, WAH Wound & Hyperbaric Healing Center Director	Dr M Fisher

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

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: Dan Ortman, Justin Schmit, Kay Gross, Terry Tegels, Dr. Michael Fisher, Dan Hormig, Julie Brugman/Wit Lake Advisory Mbr, John Peyer/CFO, Emily Masters/ CHRO, Kelsey Andrews/DON, Dr. Dan Blue/WAH Medical Director, Shelby Medina/CEO, Dave Rogers/Sanford Health Network Exec Director
 Others: Dr. B. Van Kley/Chief of Staff, Steve Nasby/City Administrator, Lisa Farag/Windom City Council Liaison, Dr. Mary Olson, Dr. Stephanie Buhler, WAH RN's
 Absent: Ann Bartelt

Recorder: Janel Eichstadt, Admin Asst

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

STANDING ITEMS

Call to Order	Windom Area Health Governing Board meeting was called to order at 5:30 pm by Governing Board Chair, Dr. Michael Fisher. Shelby introduced Dave Rogers, Sanford Health Network Executive Director. Dave will serve as WAH's director from Sanford Health in Sioux Falls. Shelby also introduced Dr. Dan Blue, WAH Medical Director, who began in his new position July 11, 2022.	Dr M Fisher
Meeting Minutes	M/S/C UNANIMOUSLY TO APPROVE WINDOM AREA HEALTH GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF JUNE 27, 2022 (GROSS/SCHMIT).	Dr M Fisher

COMMITTEE REPORTS

Professional Practice / Quality & Planning Cmte	July's Medical Staff Credentialing list was presented for review and approval. M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE WAH MEDICAL STAFF, TO APPROVE MEDICAL STAFF CREDENTIALING AS PRESENTED (GROSS/TEGELS). APPOINTMENTS: 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 VRAD REAPPOINTMENTS: Scott Baginski, M.D. Teleradiology Telemedicine David Burdette, M.D. Teleradiology Telemedicine Benjamin Strong, M.D. Teleradiology Telemedicine RESIGNATIONS: (For informational purposes only) Charles Coffey, M.D. Emergency Medicine Emergency Services Samir Shah, M.D. Emergency Medicine Emergency Services WAH MEDICAL STAFF MEETING UPDATE: Dr. Van Kley gave a brief report on agenda items addressed at the Medical Staff meeting held earlier in the day. Kay stated business addressed at the Professional Practice Committee meeting related to employee operations at Windom Area Health.	Dr Van Kley Kay Gross
---	--	--------------------------

Finance / Personnel / Labor Relations & Bldg & Grounds Cmte	<p>M/S/C UNANIMOUSLY TO APPROVE SENDING ACCOUNTS TOTALING \$69,288.20 TO AAA COLLECTIONS AND APPROVE 10 FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$10,639.98 (ORTMANN/SCHMIT).</p> <p>In month 3 of FY2023, financial assistance accounts approved for write off totaled \$24,018.47 on a budget of \$125,000.</p> <p>M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FOLLOWING RESIGNATIONS TO INCLUDE- FT FINANCIAL COUNSELOR EFFECTIVE JULY 18, FT HR ASSISTANT JULY 17, FT LAB TECH EFFECTIVE JULY 29, MARKETING DEPT INTERN EFFECTIVE AUGUST 19, AND RN EFFECTIVE AUGUST 22, 2022. THERE WERE NO TERMINATIONS OF EMPLOYMENT. TWO EMPLOYMENT DATE CHANGES WERE SUBMITTED, RETIREMENT DALL FOR JANEL EICHSTADT, ADMINISTRATIVE ASSISTANT, CHANGED FROM SEPTEMBER 2, 2022 TO DECEMBER 22, 2022, AS NOTED IN THE JUNE MEETING MINUTES, AND CHANGE OF RESIGNATION DATE FOR FT PATIENT ACCOUNTS LEAD TO BE EFFECTIVE JULY 29, 2022, NOT JULY 22, 2022 AS NOTED IN THE JUNE MEETING MINUTES. (SCHMIT/TEGELS).</p>	Justin Schmit
OTHER REPORTS		
Statistical & Financial Performance Reports	<p>June 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 slightly above 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 \$269,865. FY2023 year-to-date net income totals \$412,253 on a projected budget of \$340,800. Days in A/R were reported at 49.25 and Days Cash on Hand totaled 354.</p> <p>M/S/C UNANIMOUSLY TO APPROVE JUNE 2022 STATISTICAL AND FINANCIAL PERFORMANCE REPORT AS PRESENTED (ORTMANN/SCHMIT)</p>	John Peyerl
Capital Acquisition Activity	<p>No were no Capital Acquisitions requiring Governing Board action during June 2022.</p>	John Peyerl
Educational Assistance Applications	<p>M/S/C UNANIMOUSLY TO APPROVE AN EDUCATIONAL ASSISTANCE REQUEST TOTALING \$2757.44 FOR A NURSING INTERN EMPLOYEE TO ATTEND SOUTH CENTRAL COLLEGE TO OBTAIN HER RN DEGREE (TEGELS/GROSS)</p>	Emily Masters
New / Department Transfer Employees	<p>The following new hires / department transfers were reported - New hires included FT Scheduler in Scheduling Dept effective July 12, Outreach clinic nurse effective July 26, Business Office Patient Account Representative effective July 27, and RN effective August 16th pending successful completion of pre-employment requirements.</p>	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 was 1 reportable patient fall 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 July 18, 2022.</p>	Kelsey Andrews
Annual Policy Review	<p>M/S/C UNANIMOUSLY TO APPROVE THE FY2022-23 BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN AND THE TUBERCULOSIS EXPOSURE CONTROL PLAN FOR 2021-22 AS PRESENTED (ORTMANN/TEGELS). Shelby noted these policies were presented and approved at the Medical Staff meeting held earlier in the day.</p>	Shelby M Kelsey A
Administration	<p>Updates were given by Sr Management Team members to their Executive Summaries. The Be Well Path new equipment order is moving forward much sooner than anticipated, as fund raising activities were much more successful than originally anticipated. The mock survey completed by Sanford Health went very well with corrective action plans currently being worked on by those department managers noted in the final survey report. Dr. Dan Bluc, WAH Medical Director, and Dave Rogers, Sanford Health Network Executive Director introduced themselves to the Governing Board.</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE FOLLOWING WAH COMMITTEE MEETING REPORTS AS PRESENTED (GROSS/SCHMIT)</p> <ul style="list-style-type: none"> OB COMMITTEE EMPLOYEE FOCUS/FINANCE 	Sr Mgmt Team
City of Windom	<p>The 2023 budget process is beginning for the City of Windom. Elections will be taking place in November with 4 city council seats up for election. The new Cottonwood Lake shelter house construction project has started. The new Kwik Trip convenience store/gas station will be opening in Windom September 9, 2022.</p>	Steve Nasby Lisa Farrag
Sanford Health Network	<p>Dave shared information on the utilization of traveling nurses, lab techs, and X-ray techs Sanford Health is experiencing due to the current shortage of qualified health care workers in the various positions. Dave shared he was looking forward to working with the WAH Governing Board members and Shelby in the upcoming future.</p>	Dave Rogers, SHN Exec Director
WAH Foundation Board	<p>The WAH Foundation Board is not meeting in July. The next meeting date is scheduled for September 27, 2022</p>	Shelby Medina
WAH Auxiliary	<p>The Auxiliary met July 11, 2022. Meeting minutes from the June 13, 2022, were included in the Governing Board book</p>	Shelby Medina

NEW & OLD BUSINESS		Shelby Medina
Old Business	A date for the Governing Board strategic planning session was not able to be determined in the first polling by Board members. Shelby stated she would email a second polling to Board members on new dates and times to select from.	
New Business	CliftonLarsonAllen auditor, Ryan Strutz, Principal, presented the FYE2022 final audit report via WebEx. He noted there were no auditor adjustments made and no past audit adjustments were necessary to include in this audit. He noted this was an unqualified audit report, which is the highest standing to report, and stated to those involved with this audit, "Job well done!" M/S/C UNANIMOUSLY TO APPROVE THE FYE2022 WAH AUDIT REPORT BY CLIFTONLARSONALLEN AS PRESENTED (SCHMITT/GROSS) RN Union leader, Jaclyn DeWall, spoke on behalf of WAH RN's regarding a labor relations issue within their department that the RN's requested to have brought to the attention of the Governing Board. Due to the labor relations concern presented to the Governing Board, Board members were in agreement to hold a special closed Governing Board meeting on August 1, 2022, at 5:00pm in the Large Conference Room at Windom Area Health to address this concern.	Dr M Fisher John Peyerl
CONCLUSION		
	The Windom Area Health Governing Board meeting was concluded by Chairperson, Dr. Michael Fisher.	Dr M Fisher
Board Education	No board education due to WAH audit presentation	

Signature _____, Dan Ortman, Windom Area Health Governing Board Secretary

Meeting Name: Windom Area Health SPECIAL Governing Board Meeting

GOVERNING BOARD MINUTES

Purpose: Discussion of WAH Nursing Dept. labor relations concerns
Date/Time/Location: Monday, August 1, 2022 / 5:00 pm / Large Conference Room
Facilitator: Dr. Michael Fisher
Attending Members: Present: Dr. Michael Fisher, Dan Ortmann, Terry Tegels, Ann Bartelt, Kay Gross, Justin Schmit, Dan Hornig, Julie Brugman/ All WAH Governing Board members Absent: Mt Lk Advisory Mbr, Dr Dan Blue/WAH Medical Director, Shelby Medina/CEO
Recorder: Other Attendees: Jen Zajic, RN/Performance Improvement & Risk Coordinator Janel Eichstadt, Admin Asst

TOPIC	ACTION STEP(S)	LEADER
AGENDA ITEMS		
Call to Order	Windom Area Health Governing Board meeting was called to order at 5:03 pm by WAH Board Chairperson, Dr. Michael Fisher.	Dr. M Fisher
Meeting Status	Dr. Fisher announced this special meeting of the WAH Governing Board was closed to the public per Minn. Statute 13D.05, Subd. 3(a). Shelby introduced Jen Zajic, RN, to Governing Board members and requested Jen to introduce herself and share a brief background on her qualifications as Performance Improvement & Risk Coordinator. At the conclusion of Jen's presentation, she dismissed herself from this special meeting. Shelby shared with Board members identified issues that were brought forward at the July 25, 2022 Governing Board meeting regarding the protocol she followed in establishing requirements for additional administrative nursing duties being assigned to the Performance Improvement & Risk Coordinator. She stated the goal of the reassignment of nursing duties to the PI & Risk Coordinator was to oversee the flow of Med/Surg nursing duty requirements to meet the needs of patients receiving health care services at Windom Area Health. At the conclusion of this discussion, Board members were in agreement that this labor relations concern regarding the reassigning of nursing duties on the Med/Surg floor to the PI & Risk Coordinator should be returned back to WAH management to determine the best course of action to achieve the goal of providing pinnacle care to meet the medical needs of patients who seek health care services at Windom Area Health.	Dr. M Fisher Shelby Medina, CEO
Conclude Meeting	WAH Special Governing Board meeting was concluded by Chairperson, Dr. Michael Fisher.	Dr. M Fisher

Signature _____ Dan Ortmann, Governing Board Secretary

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
as of August 16, 2022
WAH MISSION: "Dedicated to Health"

CHIEF EXECUTIVE OFFICER REPORT

- **Organizational Updates**
 - Dr. Blue, John Peyerl, and I met with Avera leadership and Dr. Buhler to discuss OB services and to start discussion on what a shared vision for growth and sustainability of this service would look like.
 - The Senior Executive Team met to discuss future strategy regarding job roles resulting from communication provided by nursing staff at July's governing board meeting. The revision of the PI/Risk Coordinator position has been paused at this time. The healthcare industry continues to face significant shortages in key clinical areas that requires organizations to place a significant focus on long-term strategies that are sustainable. This will continue to be the focus as we work to address recruitment and retention of all WAH employees.
 - We continue to work on scheduling a governing board strategic planning session. This strategic planning session will provide the Senior Executive Team with determining key initiatives to focus on and developing strategies to execute that will ensure future growth and sustainability of WAH.
- **MHA/Federal Updates:**
 - No new updates for this month.
- **Committee Meeting Updates**
 - Work Place Violence: **No Report Until Sept**
 - Infection Prevention: **Met July 27, 2022**
 - Six inpt. Admissions diagnosed with Sepsis – zero deaths
 - COVID 19 – no new disease trends. Cottonwood County remains in low community transmission levels. Re-educated on PPE expectations for staff and community for COVID precautions.
 - HAI = 0; HAI CAUTI = 0; HAI CLABSI = 0; Total Joint SSI = 0
 - Hand Hygiene for Q2 = 99.53% (entering and leaving patient rooms)
 - Emergency Preparedness: **No Report until Sept.**
 - Pharmacy and Therapeutics: **Met July 26, 2022**
 - INR>5 = 1 / BS<50 = 6 / Narcan use = 0 / Delirium review = none inappropriate
 - Medication variances = 4 causing no harm to patient
 - Sanford Remote Pharmacy is going well. Sanford Remote offers more clinical support than previous vendor (Cardinal)
 - Chemo patient growth = 6 new patients. Current patients = 5
 - Narc waste was 98% for Q2
 - Flu vaccines should arrive late August/early September
 - PI/ Risk: **No Report until Sept**
 - Utilization Review: **Met August 11, 2022**
 - Readmission rate for Q2 was 2.83% (PI goal <5%)
 - 3 readmissions reviewed, no lapse in discharge planning or discharge education
 - Inpatient follow up phone calls did not meet goal. DON to review with nursing staff
 - Admission levels of care orders present on 118/118 charts reviewed
 - 78 acute/33 OB/ 36 obs/ 1 trans level of care
 - 96+ hour stays noted in 5/6 charts reviewed
 - Inpatient certification orders present in 78/78 charts reviewed
 - Total of 197 hours and 50 minutes deemed not billable which is an increase from 35 hours and 56 minutes in Q1
 - Physician certifications present in 3/3 swing bed charts reviewed
 - No inpatient or swing bed discharge appeal requests
 - One denial from BC/BS – noting stay did not meet acute care criteria but would have met observation criteria
 - 1004 ED visits / 118 transfers (11.8% - YTD = 10.4%) / 52 admissions (5.2% - YTD = 5.4%)

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

As of August 18, 2022

WAH MISSION: "Dedicated to Health"

CHIEF FINANCIAL OFFICER REPORT

Overview:

- Net income from operations was \$100,704 compared to a budget of \$159,150. Our net patient revenue was \$196,922 less than last July. July operating income is 5.07% compared to a budget percentage of 7.60%.

The volume of inpatient activity in July was more than budgeted and acute patient days has increased each month of the fiscal year. The previous six months averaged twenty-eight acute admissions. Inpatient admissions were three more than budget for the month. The acute admissions were two less than June, but ten more than May. Activity on the outpatient side produced volumes and revenues at or slightly below budget expectations for July. Eighty-four percent of our gross revenues came from outpatient activity, which is more than last year's average of eighty-one percent, but consistent with this year. Acute admissions totaled twenty-nine. Those twenty-nine admissions produced seven-two inpatient days for an average daily census of 2.3. There were two Swing Bed admission for the month producing nine days. Outpatient gross revenue was \$41,732 more than budget and \$62,083 more than last July.

- Imaging procedure counts were fourteen procedures above budget. Imaging performed 679 procedures compared to a budget of 665. Last July, 702 procedures were performed.
- Laboratory volumes missed budget expectations. Last fiscal year laboratory tests averaged about 10,068 in a given month. There were 9,433 in the month of July this year, which is 352 more than last July and 92 less than budget.
- Fifty-three surgical procedures were performed in July, which is nineteen short of our budgeted number and seventeen less than last July. Three of those surgeries were joint replacements.
- Rehab Therapy performed 1,448 modalities in July. That total is 127 less modalities than the budgeted number of 1,575.

Contractual adjustments came in at 47.22% for the month. Contractual adjustments were budgeted at 44.05%.

Overall, expenses were \$50,523 less than budget. Supplies (\$18,086), Purchased Services (\$100,065) was the notable category that exceeded budget.

Looking Forward:

- FY2022 Cost Report Preparation

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of August 16th, 2022

WAH MISSION: *"Dedicated to Health"*

DIRECTOR OF NURSING REPORT

- **Medical/Surgical/OB/Emergency Room:**
 - Continued work is being done with nursing staff to look at care delivery models to ensure we are meeting the needs for our patients. This strategy takes into consideration implementing more support staff into the care delivery team. This would require all care delivery team members working to the full capacity of their scope of practice.
 - Working through nurse vacancies, we have two LPNs hired that will be finishing with their RN degree this school year, and a nurse intern who will graduate with her RN in December. With those three soon to be RN's, we will have six openings.
 - We had a new RN start August 16th, Amber Determan.
 - We currently have four traveling nurses working at WAH, two started in the last two weeks, one specializes in OB and the other in ED.
 - The Senior Team is looking into alternative recruitment strategies for nurses.
 - The Nursing Department is currently working on action items identified from our Mock Survey.
 - Rhonda Wahl from Respiratory Therapy did training with the new BiPap/CPap units we invested in for nursing.
 - A Skill Fair for all hospital employees is scheduled for October 6th and 11th.
 - Cheryl Droll from Infection Prevention met with nursing to review Monkey Pox testing processes and education.

- **Diabetes Management/Oncology:**
 - Nothing to report

- **Surgery**
 - The new ophthalmologist started in July and things are going well.

- **Committee Meetings**
 - Nothing to report

 - **MHA Safety Data as of August 16th.**
 - Falls – 1
 - Skin Integrity - 0
 - Restraints – 0
 - Opioid Deaths – 0
 - Reportable Events – 0

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
as of August 16, 2022
WAH MISSION: "Dedicated to Health"

CHIEF HUMAN RELATIONS OFFICER REPORT

Human Resources/Employee Health

- Posted positions:
 - RNs/LPNs
 - Fitness Specialist/Instructor
 - HR Assistant
 - Patient Account Rep
 - Patient Access Rep - Scheduling
 - Dietary Aide/Cook
 - Clinical Education Coordinator
 - Coder
 - Lab Technician
- CHRO has met with nearly all RNs to discuss the results of the Employee Engagement survey results, and their top concerns and ideas for improvement. Health Unit Coordinators will also be scheduled for one on one meetings.

Community Health and Wellness/Wellness Center

- Community Health and Lab continue to partner to provide biometric screenings to various local entities, including Des Moines Valley Health & Human Services in September.
- We will be partnering with public health in creating food bundles from the Farmers Market for WIC patients.

Marketing/PR

- We will be welcoming Katie Greener to our marketing team on October 4th.
- Marketing is working closely with Outreach to relaunch Dr. Santos and Vascular Services in September.
- We are working hard on prepping for the Women's Night Out event with the WAH Foundation. See flier on backside of this page.

Donations/Sponsorships (May – current)

- Jamie Torkelson Ride – Door prizes
- WAH purchased 552 EXPO dry erase markers for the school supply drive, equating just under \$400.

Committee Meetings

- Employee Focus/Finance: \$298.50 was raised from our last Scrub Truck sale, Summer Gift Baskets were given to employees with the closest overall cost guess, Rehab hosted an Ice Cream Float event in the cafeteria.
- Patient & Family Advisory Committee: Dr. Blue was introduced to the group. We discussed Patient Satisfaction scores and what is monitored and followed up on by Jen Zajic, PI/Risk Coordinator. Ideas for getting services out to the community were discussed and passed along to marketing.
- Safety: Meeting held on 7/27/22, 6 new panic buttons have been installed, various food and equipment recalls were discussed, active shooter training was extended via web recording for all employees, the current Sanford-owned SDS system is now inactive, they are searching for a new system. Meanwhile we have paper copies printed or employees can Google the SDS sheets needed. We had 1 OSHA recordable illness in Q2, which was COVID. We had 684 hours of paid time off due to illness, down from 1,449 hours the previous quarter.
- Safe Patient Handling: There were 5 safe patient handling incidences reviewed. OSHA Safe Patient Handling Program Checklist was reviewed with committee members on May 12, 2022. Inventory list was updated. Future needs were discussed for equipment and projects.

Women's Night Out

WOMENS HEALTH FUND

Dijana Jordan



TICKETS ON SALE NOW!

Presenting Comedian, Author, Actor, Singer, and Breast Cancer Survivor

SATURDAY, OCTOBER 1 | 5:00 P.M.

Round Lake Vineyards & Winery | Tickets: \$60/per + fees

Includes: Wine tasting flight, pasta buffet, wine glass and entertainment

Full-table discounts available, call 507-831-0620 for booking while space lasts



Scan QR code to purchase tickets or visit our website at windomareahealth.org or Facebook page



THANK YOU TO OUR SPONSORS



Ron's Electric

Simply Sweet Cheesecake

Tammy Hall Memorial Fund

Staples Oil Company

Salon Oasis
Kozy Heat

Bank Midwest
Duffy's Bar & Grill
Subway

Wolf Therapeutic
Massage & Gifts
Hometown Sanitation

LaCanne Family Celebration of Life Center
Optimal Health Chiropractic & Acupuncture

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, August 22, 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 Peyer/CFO, Emily Masters/CHRO, Kelsey Andrews/DON, Shelby Medina/CEO

Present:
Absent:
Others:

Chairperson (or Acting Chairperson): Justin Schmit, Chairperson
Recorder: Janel Eichstadt, Admin Asst

Category / Topic	Action step(s) / Updates	Leader:
STANDING ITEMS		
Call to Order	Call Finance/Personnel/Labor Relations & Building & Grounds Committee meeting to order at 4:30 pm by chairperson	Justin S
Minutes	Approve minutes from regular Committee meeting of July 25, 2022 (Cmte Motion)	Justin S
Collections & Financial Assistance	Review & recommend approval of patient financial accounts (Cmte Motion / Bd Motion)	John P
Employee Resignations / Terminations	Review & recommend acceptance of WAH employee resignations / terminations (Cmte Motion / Bd Motion)	Emily M
FOLLOW-UP ITEMS		
Contract Updates	Clinic Rental Agreements / ED Coverage Agreements	Shelby M
NEW/CURRENT ITEMS		
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, July 25, 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 Peyer/CFO, Emily Masters/CHRO, Kelsey Andrews/DON, Dr. Dan Blue/WAH Medical Director, Shelby Medina/CEO, Dave Rogers/Sanford Health Network VP of Operations
Absent:
Others:

Chairperson (or Acting Chairperson): Justin Schmit, Chairperson

Recorder: Janel Eichstadt, Admin Asst

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

STANDING ITEMS

Call to Order 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 JUNE 27, 2022, AS PRESENTED (ORTMANN/BRUGMAN) Justin S

Collections & Financial Assistance M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND PATIENT ACCOUNTS TOTALING \$69,288.20 TO AAA COLLECTIONS; RECOMMEND APPROVAL OF THE FOLLOWING FINANCIAL ASSISTANCE PATIENT ACCOUNTS: 4 NEW ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$8516.38; 2 ACCOUNTS FOR WRITE-OFF WITH A BALANCE BELOW \$1500 TOTALING \$918.30; AND 4 PREVIOUSLY APPROVED ACCOUNTS FOR WRITE-OFF TOTALING \$1205.30; IN TOTAL, 10 FINANCIAL ASSISTANCE ACCOUNTS WERE SUBMITTED AND APPROVED FOR WRITE-OFF TOTALING \$10,639.98 (FISHER/BRUGMAN) John P

Employee Resignations / Terminations In month 3 of FY2023, accounts totaling \$24,018.42 have been approved for Financial Assistance on a budget of \$125,000. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FOLLOWING RESIGNATIONS/TERMINATIONS – RESIGNATIONS TO INCLUDE FT FINANCIAL COUNSELOR EFFECTIVE JULY 18, FT HR ASSISTANT JULY 17, FT LAB TECH EFFECTIVE JULY 29, MARKETING DEPT INTERN EFFECTIVE AUGUST 19, AND RN EFFECTIVE AUGUST 22. THERE WERE NO TERMINATIONS OF EMPLOYMENT. TWO EMPLOYMENT DATE CHANGES WERE SUBMITTED, RETIREMENT DATE FOR JANEL EICHSTADT, ADMINISTRATIVE ASSISTANT, CHANGED TO DECEMBER 22, 2022, NOT SEPTEMBER 2, 2022 AS NOTED IN THE JUNE MEETING MINUTES, AND CHANGE OF RESIGNATION DATE FOR FT PATIENT ACCOUNTS LEAD TO BE EFFECTIVE JULY 29, 2022, NOT JULY 22, 2022 AS NOTED IN THE JUNE MEETING MINUTES. (ORTMANN/FISHER). Emily M

FOLLOW-UP ITEMS

CliftonLarsonAllen Audit John noted the FYE2022 WAH audit presentation would be given at the Governing Board meeting this evening by CliftonLarsonAllen Principle, Ryan Strusz. He noted Windom Area Health had a very successful year financially. John shared that governmental funds received during the Covid-19 pandemic were used for two major projects Windom Area Health addressed during this past fiscal year, which included, replacement of the air handling system and remodeling of the Emergency Department. John P

Operational Update Shelby provided updates on hospital operations, recruitment and retention strategies taking place at Windom Area Health. She shared information regarding a labor relations issue brought to her by the WAH RN nursing staff. Shelby stated the RN's requested to meet with Governing Board members at the regular Board meeting slated for later today to speak on their issue. Upon discussion by Committee members, consensus was to hold a special closed meeting of the Windom Area Health Governing Board on August 1, 2022 at 5pm to further discuss information regarding this labor relations issue. This special meeting date/time would be confirmed at the full Governing Board meeting later today. Shelby M

NEW/CURRENT ITEMS

There were no new/current items for committee discussion.

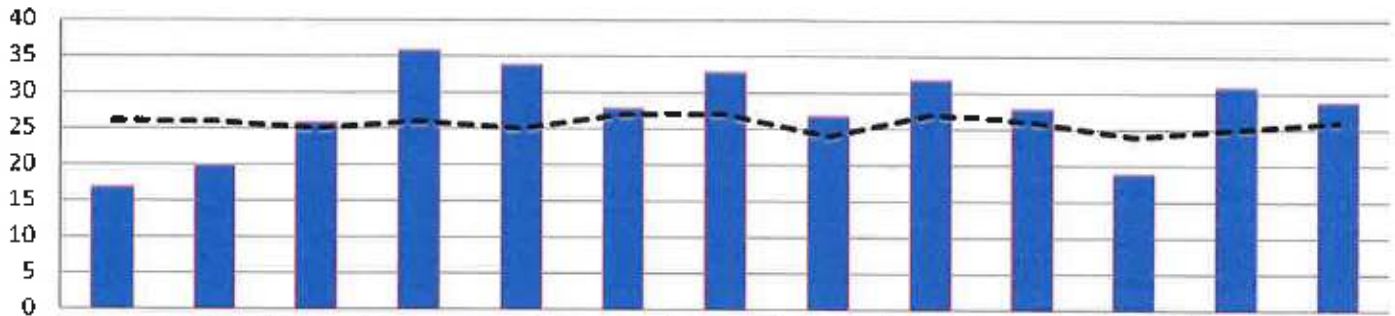
CONCLUSION

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

Justin S

ADMISSIONS

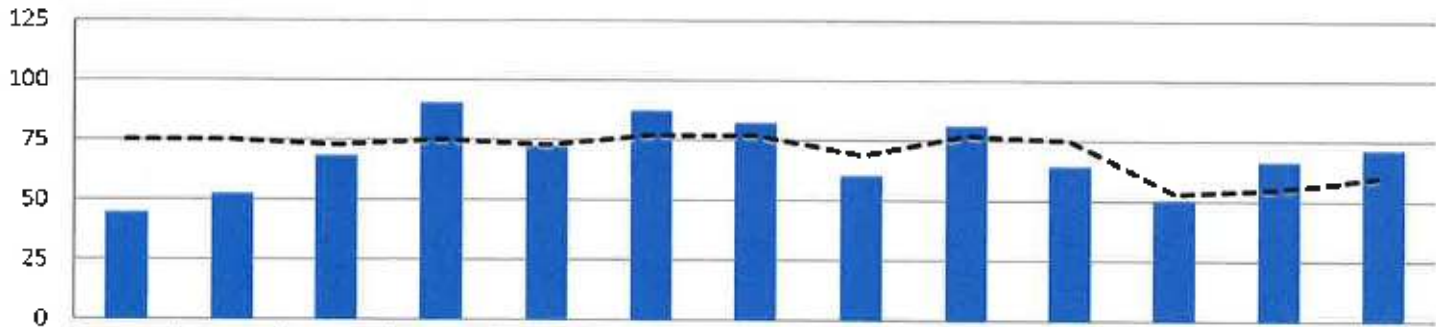
Admissions Budget



	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22
Admissions	17	20	26	36	34	28	33	27	32	28	19	31	29
Budget	26	26	25	26	25	27	27	24	27	26	24	25	26

PATIENT DAYS

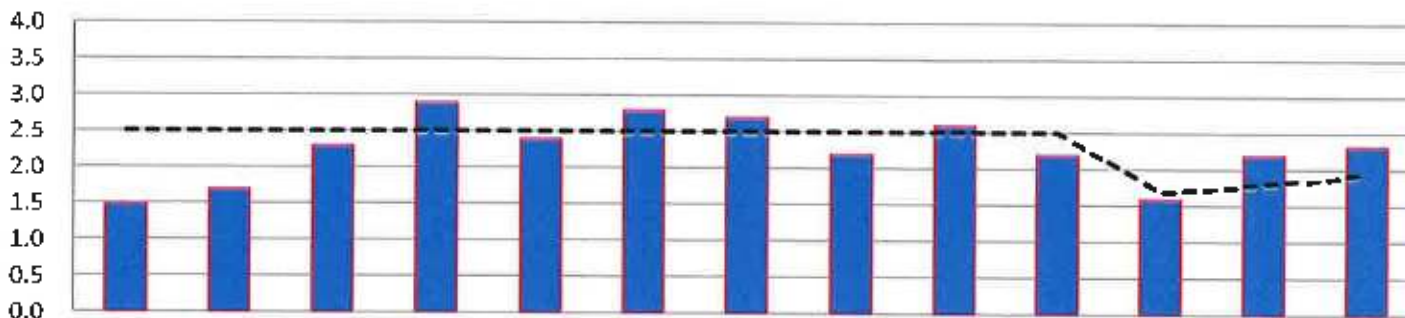
Pt Days Budget



	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22
Pt Days	45	53	69	91	73	88	83	61	82	65	51	67	72
Budget	75	75	73	75	73	77	77	69	77	75	53	55	60

AVERAGE PATIENTS PER DAY

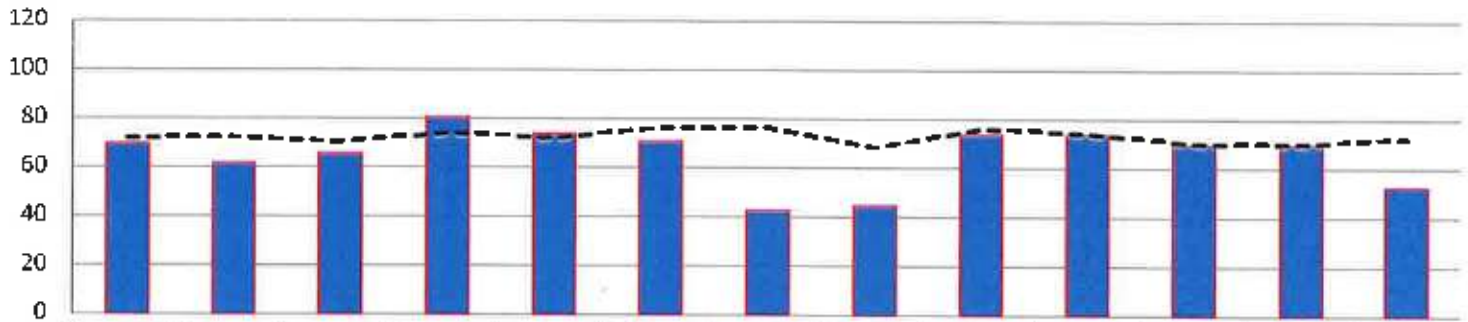
Avg Pt/Day Budget



	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22
Avg Pt/Day	1.5	1.7	2.3	2.9	2.4	2.8	2.7	2.2	2.6	2.2	1.6	2.2	2.3
Budget	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	1.7	1.8	1.9

SURGERY

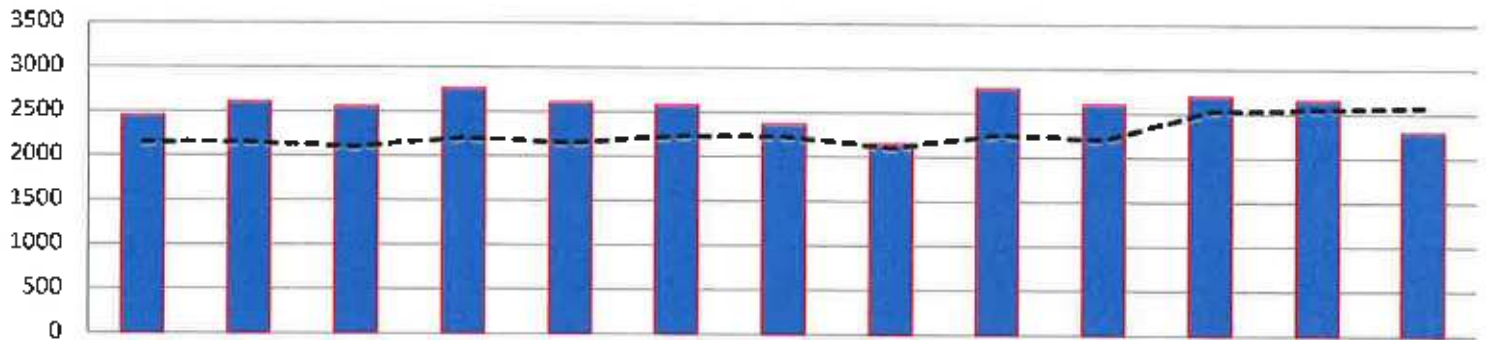
Surgery Budget



	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22
Surgery	70	62	66	81	74	71	43	45	74	74	70	70	53
Budget	72	72	70	74	72	76	76	68	76	74	70	70	72

OUTPATIENT OCCASIONS OF SERVICE

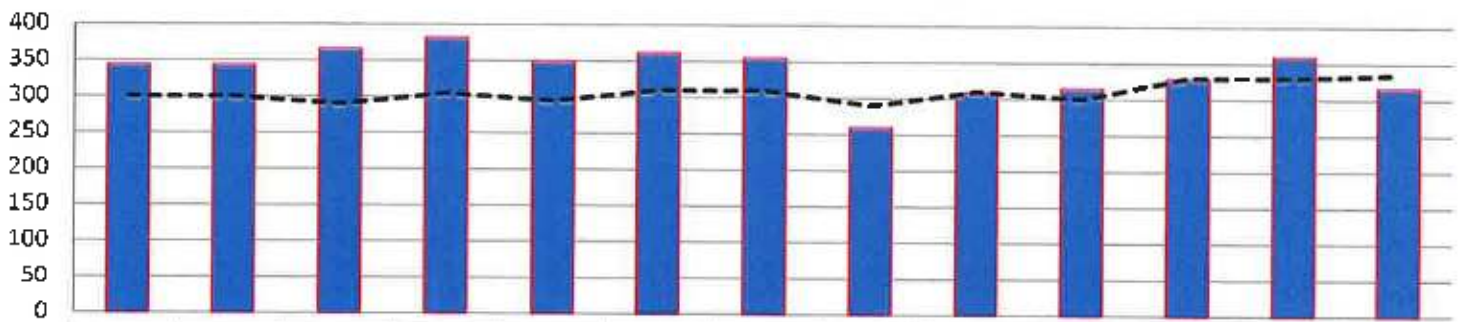
OP Visits Budget



	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22
OP Visits	2461	2610	2561	2770	2608	2583	2372	2155	2781	2605	2704	2661	2303
Budget	2150	2150	2100	2200	2150	2225	2225	2100	2250	2200	2525	2550	2575

EMERGENCY VISITS

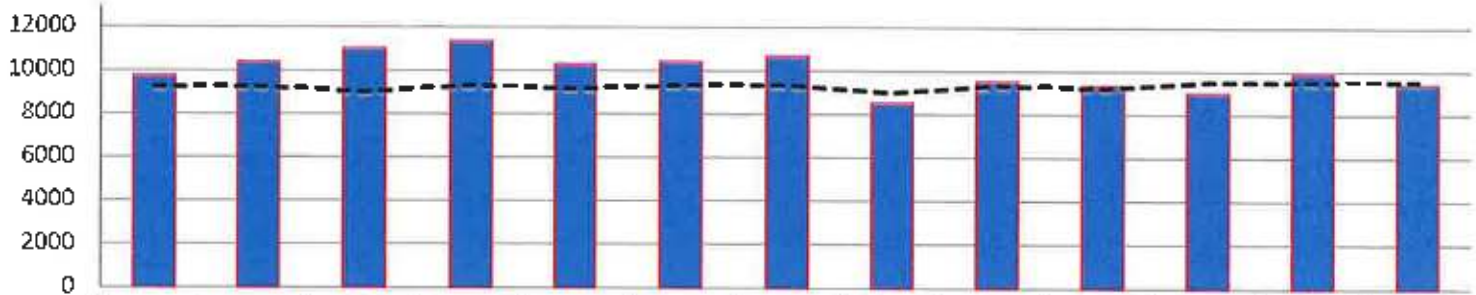
ER Visits Budget



	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22
ER Visits	344	344	366	382	350	362	355	260	309	315	329	360	317
Budget	300	300	290	305	295	310	310	290	310	300	330	330	335

LAB PROCEDURES

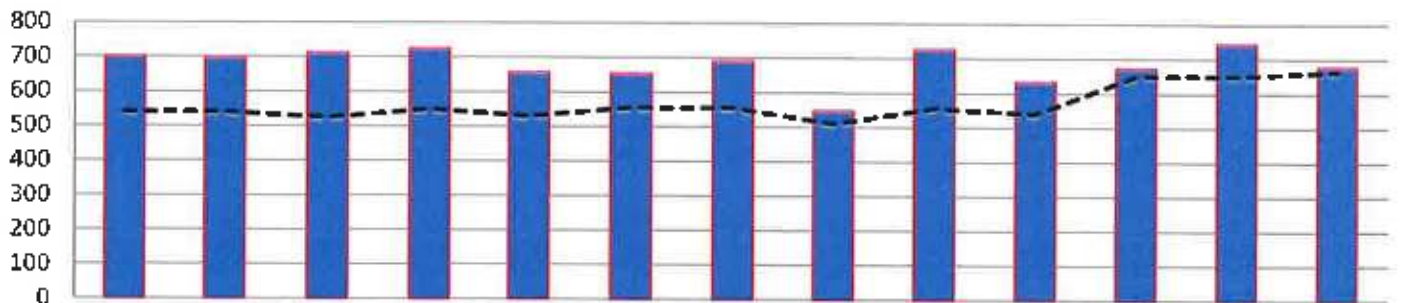
Lab Proc Budget



	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22
Lab Proc	9785	10410	11049	11379	10329	10440	10713	8564	9569	9357	9030	9951	9433
Budget	9250	9250	9000	9300	9150	9325	9325	9000	9325	9200	9500	9500	9525

IMAGING PROCEDURES

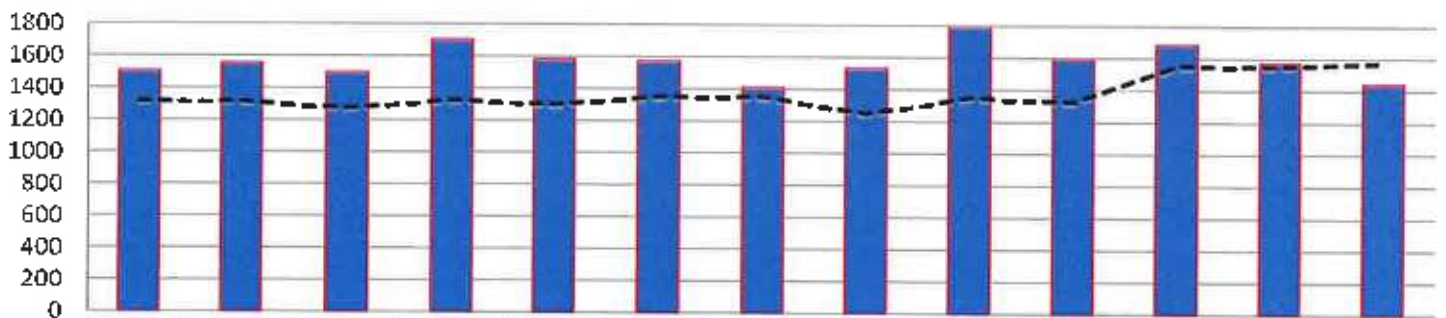
Imaging Proc Budget



	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22
Imaging Proc	702	699	714	725	658	655	692	549	728	634	674	746	679
Budget	541	541	525	550	530	555	555	510	555	540	650	650	665

REHAB MODALITIES

Rehab Modalities Budget



	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22
Rehab Modalities	1508	1559	1501	1707	1585	1575	1414	1537	1801	1600	1692	1578	1448
Budget	1316	1316	1275	1325	1300	1350	1350	1250	1350	1325	1550	1550	1575

WINDOM AREA HEALTH
INCOME STATEMENT

7/31/2022

	7/31/2022		Revenue		Revenue		Revenue		Revenue		July		\$ Change		% Change	
	7/31/2022	Comparison	Budget 2023	Comparison	Y-T-D 2022	Comparison	Budget 2023	Comparison	Y-T-D 2022	Comparison	Budget 2023	Comparison	Y-T-D 2022	From Last Year	From Last Year	% Change
PATIENT REVENUE																
Inpatient Revenue	\$573,243	35.43%	\$600,000	16.22%	\$1,777,941	14.78%	\$1,725,000	15.72%	\$1,884,772	15.72%	\$1,725,000	15.72%	\$1,884,772	(\$161,831)	8.6%	
Outpatient Revenue	\$3,141,732	84.57%	\$3,100,000	83.78%	\$9,934,011	85.22%	\$9,250,000	84.28%	\$8,537,111	84.28%	\$9,250,000	84.28%	\$8,537,111	\$1,396,900	15.4%	
Total Patient Revenue	\$3,714,975	100.00%	\$3,700,000	100.00%	\$11,656,952	100.00%	\$10,975,000	100.00%	\$10,421,883	100.00%	\$10,975,000	100.00%	\$10,421,883	\$1,235,069	11.9%	
Contractual Adjustments	\$1,754,147	47.22%	\$1,630,000	44.05%	\$5,233,110	44.89%	\$4,855,000	44.24%	\$4,665,275	44.24%	\$4,855,000	44.24%	\$4,665,275	\$567,885	12.2%	
Other Income	\$25,203	0.68%	\$25,000	0.68%	\$57,803	0.50%	\$75,000	0.68%	\$62,391	0.68%	\$75,000	0.68%	\$62,391	(\$4,588)		
NET OPERATING REVENUE	\$1,986,031	100.00%	\$2,095,000	100.00%	\$6,481,645	100.00%	\$6,195,000	100.00%	\$5,819,049	100.00%	\$6,195,000	100.00%	\$5,819,049	\$662,596	11.4%	
EXPENSE																
Employee Salaries	\$653,039	32.88%	\$725,000	34.61%	\$2,042,550	31.51%	\$2,160,000	34.87%	\$2,086,537	34.87%	\$2,160,000	34.87%	\$2,086,537	(\$43,987)	-2.1%	
Employee Benefits	\$226,190	11.39%	\$225,000	10.74%	\$665,058	10.26%	\$675,000	10.90%	\$650,482	10.90%	\$675,000	10.90%	\$650,482	\$14,576	2.2%	
Pharmaceuticals	\$76,955	3.87%	\$85,000	4.06%	\$297,676	4.59%	\$255,000	4.12%	\$717,497	4.12%	\$255,000	4.12%	\$717,497	\$85,179	40.1%	
Supplies	\$106,914	5.38%	\$135,000	6.44%	\$352,124	5.43%	\$390,000	6.30%	\$348,580	6.30%	\$390,000	6.30%	\$348,580	\$3,544	1.0%	
Rents & Utilities	\$33,644	1.69%	\$30,000	1.43%	\$84,432	1.30%	\$80,000	1.29%	\$80,517	1.29%	\$80,000	1.29%	\$80,517	\$3,915	4.9%	
Purchased Services	\$570,065	26.19%	\$420,000	20.05%	\$1,570,758	23.46%	\$1,220,000	19.69%	\$1,130,880	19.69%	\$1,220,000	19.69%	\$1,130,880	\$389,878	34.5%	
Other Direct Expenses	\$81,492	4.10%	\$120,000	5.73%	\$431,957	6.66%	\$360,000	5.81%	\$375,853	5.81%	\$360,000	5.81%	\$375,853	\$56,104	14.9%	
Provision for Bad Debts	\$38,204	1.92%	\$50,000	2.39%	\$175,644	2.71%	\$150,000	2.42%	\$190,864	2.42%	\$150,000	2.42%	\$190,864	(\$15,220)	-8.0%	
Depreciation	\$135,797	6.84%	\$132,500	6.32%	\$392,599	6.06%	\$397,500	6.42%	\$351,216	6.42%	\$397,500	6.42%	\$351,216	\$41,333	11.8%	
Interest Expense	\$13,078	0.66%	\$13,350	0.64%	\$39,084	0.60%	\$40,050	0.65%	\$40,881	0.65%	\$40,050	0.65%	\$40,881	(\$1,797)	-4.4%	
Total Operating Expense	\$1,885,327	94.93%	\$1,935,850	92.40%	\$6,001,882	92.60%	\$5,727,550	92.45%	\$5,468,307	92.45%	\$5,727,550	92.45%	\$5,468,307	\$533,575	9.8%	
Income (loss) From Operations	\$100,704	5.07%	\$159,150	7.50%	\$479,763	7.40%	\$467,450	7.55%	\$350,742	7.55%	\$467,450	7.55%	\$350,742	\$129,021		
Investment Income	\$5,866	0.30%	\$7,500	0.36%	\$25,512	0.39%	\$22,500	0.36%	\$17,406	0.36%	\$22,500	0.36%	\$17,406	\$8,106		
Other Revenue/(Expenses)	\$4,178	0.21%	\$8,750	0.42%	\$17,723	0.27%	\$26,250	0.42%	\$26,404	0.42%	\$26,250	0.42%	\$26,404	(\$8,681)		
Non Operating Rev/Exp	\$10,044	0.51%	\$16,250	0.78%	\$43,235	0.67%	\$48,750	0.79%	\$43,810	0.79%	\$48,750	0.79%	\$43,810	(\$575)		
Increase in Net Assets	\$110,748	5.58%	\$175,400	8.37%	\$522,998	8.07%	\$516,200	8.33%	\$394,552	8.33%	\$516,200	8.33%	\$394,552	\$128,446		

WINDOM AREA HEALTH
 FY 2023
 CAPITAL ASSET ACQUISITIONS

Yrs Dep	Capital Asset	Vendor	Asset class	May	June	July
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, August 22, 2022 / 4:00-4:30 pm / Large Conference Room**

Members: Kay Gross, Terry Tegels, Dan Hornig, 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 July 25, 2022 (<i>Crute Motion</i>)	Kay Gross

FOLLOW-UP ITEMS

Medical Staff Credentialing & Medical Staff Meeting Update	<ul style="list-style-type: none"> Review & approve medical staff credentialing, upon recommendation from WAH Medical Staff (<i>Committee & Board motion</i>) Report on business addressed at WAH Medical Staff meeting 	Dr. Van Kley / Dr. Blue
Operational Updates	Provide updates on hospital operations/recruitment/retention	Shelby M

NEW/CURRENT ITEMS

Other		

CONCLUSION

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

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

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

Meeting Date/Time/Location: Monday, July 25, 2022 / 4:00 pm / Large Conference Room

Members: Kay Gross, Terry Tegels, Dan Hornig, Dr. Michael Fisher-ex officio, Julie Peyer/CFO, Kelsey Andrews/DON, Dr. Dan Blue/WAH Medical Director, Shelby Medina/CEO, Dave Rogers/Sanford Health Network
Exc Director
 Others: Dr. B Van Kley/Chief of Staff
 Absent:

Chairperson (or Acting Chairperson): Kay Gross, Chairperson

Recorder: Janel Eichstadt, Admin Asst

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

STANDING ITEMS

Call to Order The Professional Practice/Quality & Planning Committee meeting was called to order at 4:00 pm by Chair, Kay Gross. Kay Gross

Minutes M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF JUNE 27, 2022, AS PRESENTED (BRUGMAN/TEGELS). Kay Gross

FOLLOW-UP ITEMS

Medical Staff Credentialing & Medical Staff Meeting Update Dr. Van Kley, Chief of Staff, gave a brief report on agenda business addressed at the Medical Staff meeting held earlier in the day. He stated the WAH Medical Staff reviewed the July 2022 Credentialing list and recommended its approval to the Governing Board. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE JULY 2022 CREDENTIALING LIST AS PRESENTED (TEGELS/BRUGMAN). Dr. Dan Blue, WAH Medical Director, attended his first WAH Medical Staff meeting and introduced himself to the attendees. Dr Van Kley

Operational Updates Shelby provided updates on hospital operations, recruitment and retention strategies taking place at Windom Area Health. She shared information regarding a labor relations issue brought to her by the WAH RN nursing staff. Shelby stated the RN's requested to meet with Governing Board members at the regular Board meeting slated for later today to speak on their issue. Upon discussion by Committee members, consensus was to hold a special closed meeting of the Windom Area Health Governing Board on August 1, 2022 at 5pm to further discuss information regarding this labor relations issue. This special meeting date/time would be confirmed at the full Governing Board meeting later today. Shelby M

NEW/CURRENT ITEMS

There were no new/current items for committee discussion.

CONCLUSION

Conclude 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.

JULY COMMENTS

- Ambulatory Surgery** I had asked several times what medication would be used for my sedation. Nobody could tell me. I asked the anesthesiologist and she simply said, "you will be sedated". I would like more communication regarding exact chemical names ahead of time. I am not a stupid person and I can understand chemical names.
- Ambulatory Surgery** Everything went smoothly and I felt comfortable with those attending to me.
- Ambulatory Surgery** You are very fortunate having the quality nurses you have my prayer is that you respect them keep them paid well so we don't have to have traveling nurses come in that aren't attached to the community like these are we are very blessed for all the younger staff you have They are good and work so well together
- ED* Excellent care
- ED* The doctor was very condescending to me and the nurses. It was not a very good experience.
- ED* Very happy with my visit.
- ED* the visit was long but they were doing everything to figure out what was causing such a high fever and in the end found out it was just viral but they did every test possible to try to figure things out. we had a good experience
- ED* I am so thankful to the care team! They were all so good to me. The best experience I had over all going to Windom emergency room. The nurses so very nice. I was so happy they helped me out with my illness.
- ED* Nurses were caring and worked well with the ER doctor to find a solution for the pain I was experiencing with my fracture and dislocation.
- Imaging** Imaging for the Radiology was good. Both of technicians are really good. Didn't really like how I had to go down from the clinic to... one desk, which wasn't even the scheduling desk and then go from the scheduling desk to the Radiology area. So, I don't get why we have to have 3 people scheduling ones that I images. It just seems like a lot of moving around and a lot of waiting personally when the Radiology lab was pretty much empty. So, make it more clean, through put and get your patients to the Imaging faster instead of sitting in the waiting room and waiting for 3, different tests to process.
- Imaging** The radiologist that I had would not transport me in a wheel chair to get my CT scan even though I was barely 1 day post op of a difficult hysterectomy, and presented for suspected ileus. He also was rushing me to sit up etc. I had to ask him to give me a sec and he pulled me up anyway causing more pain. Other wise the nurses and doctors were ok
- Imaging** "Very positive experience. Staff was very attentive and professional."
- Imaging** Very friendly and informative

JULY COMMENTS

- Imaging** I came in for a Dexascan. After running the machine over me several times she left saying, "just a minute". When she returned with a man, he said "you have her laying with her head on the wrong end." REALLY??? How much radiation did I get??? Do you give me to someone who doesn't even know how to lay me on the table??? It was Very disconcerting. I don't mean to get the girl in trouble but how does this happen???
- Imaging** Positive. They did not do any unnecessary tests that were not related to the mammogram. Some clinics are guilty of weighing the patient and running blood pressure checks each time a patient comes in. These kinds of exams are not necessary every time a patient visits.
- Imaging** You can approve by allowing. Feedback on where you want results to be sent to. My doctor is a nevera doctor Yes. I know this was not at Stanford and was told that I could not have my records transferred to a Vera just because they're a Vera and they're Sanford, while something needs to be done about that because that is, that is completely asinine.
- Inpatient* The nurses are very compassionate + caring of my medical + personal needs when under their care. They encouraged me to do the cures possible to get strength + improve to go home, as soon as I could.
- Inpatient* I had one lab tech that tried to draw blood from my right arm and I told her that I can't straighten that arm and prefer she get blood from diferent area but she insisted to draw from my right arm. Well she shoved the nedel in and no blood so she just contuned to shove it in but still nothing so she then went to the back of my hand and got her blood right away!!!!
- Inpatient* This was my first Labor/Delivery experience and I am so happy with the care I received at Windom Area Health.
- Inpatient* I am so happy we have this fine facility in our town Since I was an RN in my younger days I feel my judgement is good. Most all were very knowledgeable workers. A couple of personality conflict are to be expected Keep up the good management of a fine
- Inpatient* The care I received at WAH was great! I suggest that the postpartum rooms get mini fridges for beverages + food. OB's are always hungry/thirsty + father or baby is there for an extended period of time.
- Lab** Covid test went very smoothly. Good service and explanation of what to expect.
- Lab** Very caring staff
- Lab** Had great staff and care
- Lab** Excellent job! Thank you for providing great care close to home with friendly, confident staff.
- Lab** Just went for Covid test and was done outside - quickly and well done.
- Lab** It was very helpful and appreciated.

JULY COMMENTS

- Lab** I have had a great experience every time I have been at Windom Hospital. Thank you!
- Lab** The gal that took my blood, was very friendly and very good at what she did. Not painful at all!
- Outpatient* good very well
- Therapy (PT, OT, ST)** It was very good as usual
- Therapy (PT, OT, ST)** I have been very satisfied they all make you feel so comfortable a big thank you.
- Therapy (PT, OT, ST)** I have already sent a friend to you and she at least got a few answers and is a little more hopeful!
- Therapy (PT, OT, ST)** The only reason I had a score of 1 on one of the questions. Was because I was not at the visit so I was not contacted. My daughter is 17 and went on her own and she was completely satisfied with everything that was explained and done.

Windom Area Hospital Auxiliary Meeting July 11, 2022

The Windom Area Hospital Auxiliary held their monthly meeting Monday, July 11, 2022 at 6:00 p.m. in the Large Conference Room.

President Mary Klosterbuer welcomed everyone to the meeting with 19 members in attendance, plus one planning to join. The Auxiliary Prayer was read in unison, and the Pledge of Allegiance was recited.

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

Recording Secretary's Report – Marlene Smith, Recording Secretary

- M/S Karen Skarphol/Phyllis Heintz to approve the minutes of the June 13, 2022 meeting. Motion carried.

Treasurer's Report – Gerri Burmeister

- Balance on hand June 30th, 2022 was \$4,390.42
- M/S Connie McCarthy/Karla Taber to approve the Treasurer's Reports as presented. Motion carried.
- \$5,000.00 was donated in June for the surgical chair.
- Swenson Accounting has been paid \$250 for tax preparation.

Corresponding Secretary – Betty Olson

- Joanne Kaiser thanked us for the card she received.

MAHV Report – Karen Skarphol

- The MAHV website address is <https://mahv.org> (Member code is mahv2018)
- Karen reported that the Annual Fall Conference will be held via zoom in November.

WAIH Update – Kim Armstrong

- Jackie Turner is a new Auxiliary member.
- Membership update: 38 Active and 20 of 26 Associate members have renewed.
- The Golf Tournament sponsored by the Foundation netted a profit of \$2,900 that will go toward Outdoor Exercise Equipment.
- HyLife donated \$9,000 to the Hospital Foundation.
- The hospital has hired Dr. Dan Blue as Medical Director.
- The Episcopal Church donated \$2,000 for children's equipment in the Rehab Department.

Unfinished Business

- Raffle Tickets
 1. 1,5000 tickets were printed.
 2. Tickets were distributed to members tonight.
 3. Our project is \$5,000 donation towards the purchase of a Patient Transport Bed for Surgery.
 4. Committee: Jean Johnson, Connie McCarthy, Karen Skarphol, Mary Klosterbuer.
 5. Booth rental of \$85 has been paid.
 6. There will be three Prizes of \$50 Chamber Bucks each.
 7. Drawing will be held at 10:00 on Tuesday, August 23, 2022 on KDOM.
- 2022 - 2023 Goals
 1. Recruit new/more Lobby Hostesses

2. Resume having speakers at the monthly meetings
3. Resume serving Lunch at monthly meetings
4. Volunteer again for Riverfest
5. Contact Janelle Kaye to write up Auxiliary History. We will reach 50 years in 2024.

New Business

- Giving Tree Bake Sale on Tuesday, July 26
 1. Coordinators: Jackie Turner and Karen Skarphol.
 2. Proceeds will be split 50/50 between the Auxiliary and the Giving Tree.
 3. Sale will have a Christmas theme.
 4. An ornament will be given to donators.
 5. Sale will include a RADA cutlery fundraiser, 40% comes back to the hospital.
 6. Use the February price list and please mark your items.
 7. Workers: 7:30 am - 9:30 am - Jackie Turner, Connie McCarthy, and Karen Skarphol
9:30 am - 11:30 am - Rozanne Gronseth, Jackie Turner, and Karen Skarphol
- Breast Health Event – Women’s Night Out
 1. Will be held on Saturday October 1st, 2022
 2. The Auxiliary is a sponsor of the event since we gave \$500 towards the speaker.
 3. We will have a Quilt Raffle, print 500 tickets at \$5 each.
 4. Drawing will be held October 31st at the Halloween Bake Sale.

The meeting was adjourned at 7:03 pm

Upcoming Events –

- Monday August 8, 2022, at 6:00 p.m. – Auxiliary Meeting
- Wednesday to Saturday, August 10 – 13, 2022 - Cottonwood County Fair
- Tuesday August 23, 2022 - Raffle Ticket Drawing
- Saturday - October 1, 2022 – Women’s Night Out
- Monday – October 31, 2022 - Halloween Bake Sale

Marlene Smith,
Recording Secretary



BOARD OF DIRECTOR'S MEETING

TUESDAY, AUGUST 23, 2022

Select meal from the Cafeteria before meeting

5:00 pm – Large Conference Room

AGENDA

- | | | |
|--------------|---|---------------|
| I. | CALL WAH FOUNDATION MEETING TO ORDER | Steve Johnson |
| II. | FOUNDATION MEETING MINUTES - <ul style="list-style-type: none">- Approve minutes from regular meeting on May 24, 2022 & special meeting on June 15, 2022 | Steve Johnson |
| III. | FINANCIAL STATEMENT - <ul style="list-style-type: none">- Review donations & assign thank-you's- American Express incentive payment of \$3,471.94 on 5/26/22 | Kim Armstrong |
| IV. | OLD BUSINESS - <ul style="list-style-type: none">- Scholarships update- Golf tournament report- Transfer funds for outdoor exercise equipment | Kim Armstrong |
| V. | NEW BUSINESS - <ul style="list-style-type: none">- Women's Night Out<ul style="list-style-type: none">o Auxiliary quilt raffle tickets | Kim Armstrong |
| VI. | PROJECTS - <ul style="list-style-type: none">- Women's Night Out<ul style="list-style-type: none">o October 1, 2022, Round Lake Winery- Rock the Rink Pink<ul style="list-style-type: none">o November 2022, Windom Arena | Kim Armstrong |
| VII. | NEXT MEETING DATE/TIME – September 26, 2022, 5 pm, LCR | Steve Johnson |
| VIII. | MEETING CONCLUSION | Steve Johnson |

**WINDOM AREA HEALTH FOUNDATION
FOUNDATION BOARD MEETING MINUTES
MAY 24, 2022, AT 5:00 P.M.**

Attending: Ann Bartelt, Terry Tegels, Steve Johnson, Tom Christensen, Emily Masters/CHRO, Kim Armstrong/Exec Dir. Compliance & Foundation/Auxiliary
Absent: Greg Scheitel, Kay Gross, Shelby Medina/CEO

CALL TO ORDER: WAH Foundation Board Chairperson, Steve Johnson, called the meeting to order. Steve introduced and welcomed new WAH Foundation Board member, Tom Christensen, to the meeting.

FOUNDATION MINUTES:

M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE REGULAR MEETING OF MARCH 29, 2022 AS PRESENTED (BARTELT/TEGELS).

FINANCIAL STATEMENT:

The April 2022 financial statement was reviewed and approved as presented.

Review Donations & Assign Gift Thank-you's

Foundation donor gifts received during March and April 2022 were reviewed. During this period, a total of approximately \$4400 in monetary gifts were contributed through employee payroll deductions. Donor thank yous will be extended to those individuals gifting \$100 or more during this reporting period.

OLD BUSINESS

Scholarship Recipients

Kim shared twelve scholarship applications were received for consideration this year with eight \$1000 scholarship awards being given. One WAHF scholarship winner was also awarded a matching \$1000 scholarship from Sanford Health.

Board Vacancies

Kim noted Tom Christensen has agreed to be member on the Foundation Board leaving one vacancy remaining to be filled. Kim shared a potential new Foundation Board member is considering this opening and she is currently waiting for a reply.

Employee Campaign

Kim displayed a tri-folding board exhibiting pictures and information about WAH Foundation Board accomplishments over the past several years as a promotion tool for the May employee campaign to raise scholarship funds through employee payroll deductions. She noted this campaign's goal was to raise \$1000 through payroll deductions with matching funds from the Foundation to award an additional scholarship in spring 2023. Kim stated the campaign fell short of its campaign goal with slightly over \$400 in payroll deduction funds raised.

Spring Solicitation Letters

Kim stated the Foundation spring solicitation letter was mailed out in early May with funds earmarked for the purchase of additional outdoor exercise equipment for kids along the Be Well Path. Gifts are currently being received with Kim providing a more detailed report at a future meeting.

HyLife Race Proceeds to WAH Foundation

Kim shared HyLife, pork-processing plant in Windom, is sponsoring a HyFive race event during Windom's Riverfest event in early June. In 2022 HyLife is donating the profit to Windom Area Health Foundation earmarked for the purchase of additional outdoor exercise equipment. Each year HyLife will choose a different non-profit organization to donate too.

Transfer Funds for Chemo Hood & ED Trauma Monitors

M/S/C UNANIMOUSLY TO TRANSFER \$10,000 FROM WINDOM AREA HEALTH FOUNDATION GENERAL FUND TO WINDOM AREA HEALTH FOR PAYMENT TOWARDS THE REPLACEMENT OF THE PHARMACY'S CHEMOTHERAPY HOOD (BARTELT/TEGELS)

M/S/C UNANIMOUSLY TO TRANSFER \$10,000 FROM WINDOM AREA HEALTH FOUNDATION GENERAL FUND TO WINDOM AREA HEALTH TO BE APPLIED TOWARDS THE PURCHASE OF THE EMERGENCY DEPARTMENT TRAUMA MONITORS (BARTELT/T-GFIS)

NEW BUSINESS

American Express Payments

Kim shared information regarding Windom Area Health Foundation receiving American Express incentive payments. From February 2020 through November 2021 we received \$30,351.66. She noted American Express is changing their incentive payment to a quarterly payment going forward. She noted only 501(c)(3) organization are eligible to receive these monies.

Women's Health Cancer Application

Foundation members reviewed an application request from a recently diagnosed cancer patient requesting approval to receive funds from the Women's Health Fund to assist with medical and personal expenses due to their cancer diagnosis and treatments. It was noted this same patient received \$4,074.04 in November 2020 for her cancer diagnosis medical care and treatments.

M/S/C UNANIMOUSLY TO AWARD TO THE APPLICANT, \$600 IN GAS CARDS TO ASSIST WITH TRAVEL EXPENSES FOR OUT OF TOWN MEDICAL APPOINTMENTS AND PAYMENT OF THEIR HOUSE MORTGAGE FOR A PERIOD OF 4-MONTHS, WITH ALL FUNDS TOTALING \$2942.60. (BARTELT/TEGELS)

Ash Trees

Kim noted with Ash Borers present in Cottonwood County, she requested Board members to consider options of replacing hillside trees in the future, such as purchases of memorial trees. No action was required at this time.

Growth Report

Kim distributed WAH Foundation's annual report, which points out the Foundation's Growth by Fiscal Year. Notable FY2022 Foundation highlights included reimbursing Windom Area Health \$35,000 for 3D mammography machine lease payments; awarding two \$5000 Ask for Anything Grants to the Rehabilitation Dept and Nutritional Services Dept; receiving \$30,351.66 from the American Express incentive program; and awarding 8 \$1000 scholarships in spring 2022.

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

Kim shared golf hole sponsorship letters were sent out recently with 11 responses received to sponsor or co-sponsor a hole for June 24, 2022 Foundation Golf Tournament at the Windom Country Club totaling \$1150. Discussion was held on numerous items needing to be planned for this event. A subcommittee was established to plan event details with Tom Christensen, Terry Tegels, Emily Masters, Kim Armstrong and WAH's Marketing Dept serving as members.

PROJECTS

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

Rock the Rink Pink – November 2022, Windom Arena

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

Steve Johnson
WAH Foundation Chairperson

**WINDOM AREA HEALTH FOUNDATION
FOUNDATION SPECIAL MEETING MINUTES
JUNE 15, 2022 – 1:30 PM**

ATTENDING: Steve Johnson, Greg Scheitel, Kay Gross, Chad Merrihew, Kim Armstrong/Exec Dir of Compliance/Foundation/Auxiliary, and Emily Masters/CHRO

ABSENT: Ann Bartelt, Tom Christensen, Terry Tegels

CALL TO ORDER: Special meeting of the Windom Area Health Foundation Board was called to order by Chairperson, Steve Johnson.

NEW BUSINESS:

- **Women's Health Fund Application – Kim Armstrong**
Foundation members reviewed an application from a cancer patient requesting approval to receive funds from the Women's Health Fund to assist with expenses due to their cancer treatments. M/S/C UNANIMOUSLY TO AWARD \$4,400 TO THE APPLICANT. FUNDS WILL BE USED FOR THREE MONTHS OF MORTGAGE PAYMENTS, TWO CAR PAYMENTS AND \$370 IN GAS CARDS FROM CASEY'S (SCHEITEL/GROSS).

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

Kay Gross
WAH Foundation Secretary

Recorded by:
Kim Armstrong