

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

<b>Purpose:</b> Provide governance for Windom Area Health	
<b>Meeting Date/Time/Location:</b> Monday, November 28, 2022 / 5:30 pm / Large Conference Room	
<b>Members:</b> All Windom Area Health Governing Board Mbrs	Present: Absent: Others:
<b>Recorder:</b>	Janel Eichstadt, Executive Asst
<b>Category / Topic</b>	<b>Action step(s) / Updates</b>
<b>STANDING ITEMS</b>	
Call to Order	Call Windom Area Health Governing Board meeting to order at 5:30 pm by Governing Board chairperson
Meeting Minutes	Approve Windom Area Health Governing Board minutes from the regular meeting of October 24, 2022 ( <i>Board motion</i> )
<b>COMMITTEE REPORTS</b>	
Professional Practice / Quality & Planning Cmte	<ul style="list-style-type: none"> <li>Medical Staff Credentialing review and approval per recommendation from the WAH Medical Staff (<i>Board motion</i>)</li> <li>Medical Staff meeting review</li> <li>Review PP/Q &amp; P Committee meeting activities</li> </ul>
Finance / Personnel / Labor Relations & Bldg & Grounds Cmte	<ul style="list-style-type: none"> <li>Review F/P/LR &amp; B-G Committee meeting activities</li> <li>Review and recommend approval of WAH resignations and terminations (<i>Board motion</i>)</li> </ul>
<b>OTHER REPORTS</b>	
Statistical & Financial Performance Reports	Review & recommend approval of statistical & financial reports ( <i>Board motion</i> )
Capital Acquisition Activity	Review capital acquisition activity
Educational Assistance Applications	Review & recommend approval of application(s) for educational assistance ( <i>Board motion</i> )
New / Department Transfer Employees	Report of recently hired / transferred employees
Patient Concern Reports	Review patient concern reports and patient survey comments
Patient Safety Reports	Review patient safety activities
WAH Policy Review	Review, discussion and approval of WAH policy(ies)
Medical Director	Organizational updates
Administration	<ul style="list-style-type: none"> <li>Review/Update of Sr Management Team Executive Summaries</li> <li>Review and approve WAH committee meeting reports as presented (<i>Board motion</i>)</li> </ul>
City of Windom	Informational updates
Sanford Health Network	Informational updates
WAH Foundation Board	Foundation Board Planning Session 5:00-8:00pm, November 29, 2022 at Cottonwood County Historical Society

WAH Auxiliary	Auxiliary met November 14, 2022. Meeting minutes from October 10, 2022, included in Governing Board book	Dr M Fisher
<b>OLD &amp; NEW BUSINESS</b>		
Old Business	Next Windom Area Health Governing Board meeting, Monday, December 19, 2022, all meetings at regular times	Shelby Medina
New Business		Dr M Fisher
<b>CONCLUSION</b>		
	Conclude WAH Governing Board meeting	Dr M Fisher
Board Education	No Board education this month	Shelby Medina

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

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

**Meeting Date/Time/Location:** Monday, October 24, 2022 / 5:30 pm / Large Conference Room

**Members:** All Windom Area Health Governing Board Mbrs  
Present: Justin Schmit, Dan Ortmann, Ann Bartelt, Terry Tegels, Dr. Michael Fisher, Dan Hormig, Julie Brugman/Mt Lake Advisory Mbr, John Peyer/CFO, Emily Masters/CHRO, Kelsey Andrews/DON, Dr. Dan Blue/Medical Director, Shelby Medina/CEO, Dave Rogers/SHN Exec Director  
Others: Steve Nasby/City Administrator, Lisa Farag/Windom City Council Liaison  
Absent: Kay Gross, Dr. J Taber/Vice-chief of Staff,  
Janel Eichstadt, Executive Asst

**Recorder:**

Category / Topic	Action step(s) / Updates	Leader:
<b>STANDING ITEMS</b>		
Call to Order	Windom Area Health Governing Board meeting was called to order at 5:30 pm by Governing Board Chair, Dr. Michael Fisher.	Dr M Fisher
Meeting Minutes	M/S/C UNANIMOUSLY TO APPROVE WINDOM AREA HEALTH GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF SEPTEMBER 26, 2022 (TEGELS/SCHMIT).	Dr M Fisher
<b>COMMITTEE REPORTS</b>		
Professional Practice / Quality & Planning Cmte	<p>October'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 (TEGELS/SCHMIT).</p> <p><b>APPOINTMENTS:</b> Melanie Behrends, CNP Family Practice Allied Health Professionals</p> <p><b>REAPPOINTMENTS:</b> Jesse Botker, M.D. Orthopedics Courtesy Thomas Bruns, CRNA Anesthesia Allied Health Professionals Gary Famestad, M.D. Radiology Consulting Carolyn Larson, CRNA Anesthesia Allied Health Professionals Connie Morrison, M.D. Surgery Consulting Jeffrey Taber, M.D. Family Practice Active</p> <p><b>SANFORD TELEMEDICINE APPOINTMENT:</b> Jane Kroese, FNP Palliative Care Telemedicine</p> <p><b>VRAD REAPPOINTMENTS:</b> James Faliszek, M.D. Teleradiology Telemedicine Brendan Miner, M.D. Teleradiology Telemedicine</p> <p><b>ADDITIONAL PRIVILEGE REQUEST:</b> Darla Miles, CNP Psychiatry Allied Health Professionals  <ul style="list-style-type: none"> <li>Perform psychiatric-related inpatient rounds, including documentation of progress notes; upon request of the PCP</li> </ul> </p> <p><b>DR. SANTOS:</b> Vascular Core Privileges</p> <p><b>RESIGNATION:</b> <i>(For informational purposes only)</i> David Krusemark, CRNA Anesthesia Allied Health Professionals</p> <p><b>WAH MEDICAL STAFF MEETING UPDATE:</b> Dr. Blue reported on agenda items addressed at the Medical Staff meeting held earlier today. Dr. Jeff Taber requested to discontinue his cesarean privileges and coverage for cesareans effective immediately. Dr. Blue noted that Dr. Rod Dynes is</p>	Dr D. Blue Terry Tegels

Finance / Personnel / Labor Relations & Bldg & Grounds Cmte	<p>withdrawing his WAH Medical Staff privileges effective November 4, 2022. Physician recruitment is taking place with Avera and Sanford Health systems. Tours of Windom Area Health are planned in the near future for two upcoming physician candidates who are currently in their residency programs and enrolled in the Family Practice program. A new policy, Propofol IV Administration on Ventilated Patients, was presented and unanimously approved by the Medical Staff.</p> <p>M/S/C UNANIMOUSLY TO APPROVE SENDING 55 PATIENT ACCOUNTS TOTALING \$59,608.01 TO AAA COLLECTIONS; APPROVAL OF THE FOLLOWING FINANCIAL ASSISTANCE PATIENT ACCOUNTS: 1 NEW ACCOUNT SUBMITTED FOR WRITE-OFF TOTALING \$2045.88; 1 ACCOUNT FOR WRITE-OFF WITH A BALANCE BELOW \$1500 TOTALING \$888.36; AND THERE WERE NO PREVIOUSLY APPROVED ACCOUNTS FOR WRITE-OFF THIS MONTH; IN TOTAL, 2 FINANCIAL ASSISTANCE ACCOUNTS WERE SUBMITTED AND APPROVED FOR WRITE-OFF TOTALING \$2934.24 (ORTMANN/SCHMIT)</p> <p>In month 6 of FY2023, accounts totaling \$40,369.83 have been approved for Financial Assistance on a budget of \$125,000. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FOLLOWING RETIREMENT RESIGNATION – 1 RN RETIRING EFFECTIVE DECEMBER 16, 2022. THERE WERE NO TERMINATIONS OF EMPLOYMENT TO REPORT (SCHMIT/ORTMANN)</p>	Justin Schmit
<b>OTHER REPORTS</b>		
Statistical & Financial Performance Reports	<p>September 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 above budget projections; total operating expenses were slightly above budget expectations; net operating revenue and total operating expenses factored together left an increase in net assets totaling \$326,147. FY2023 year-to-date net income totals \$1,226,873 on a projected budget of \$872,000. Days in A/R were reported at 59.10 and Days Cash on Hand totaled 343.</p> <p>M/S/C UNANIMOUSLY TO APPROVE SEPTEMBER 2022 STATISTICAL AND FINANCIAL PERFORMANCE REPORT AS PRESENTED (BARTELT/ORTMANN).</p>	John Peyerl
Capital Acquisition Activity	<p>September Capital Acquisition activity included a telemetry system upgrade totaling \$360,550, which was a planned FY2023 budget expense.</p>	John Peyerl
Educational Assistance Applications	<p>There were no Educational Assistance applications submitted for Governing Board action this month.</p>	Emily Masters
New / Department Transfer Employees	<p>The following new hires / department transfers and updates were reported – New hires include 2 potential new employees pending completion of their background checks. Internal transfers included a Scheduling Dept employee transferring to a HUC position in the Emergency Dept at the end of October. It is anticipated use of traveling nurses will no longer be necessary by the end of CY2022.</p>	Emily Masters
Patient Concern Reports	<p>September 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 2 reportable patient falls by the same patient with no injuries incurring in either fall; 0 documented patient skin integrity issues; 0 use of patient restraints; and 0 opioid-related deaths. She also noted as of October 18, 2022, there were no reportable adverse events to report.</p>	Kelsey Andrews
WAH Policy Review	<p>M/S/C UNANIMOUSLY TO APPROVE THE ADOPTION OF THE HEALTH CARE SAVINGS PLAN EFFECTIVE DECEMBER 1, 2022 FOR NON-UNION WAH EMPLOYEES AND APPROVE THE MODIFIED LANGUAGE IN THE PTO AND SICK LEAVE USAGE POLICIES DUE TO THE ADOPTION OF THE HCSP EMPLOYEE BENEFIT (ORTMANN/SCHMIT)</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE REVISED WAH ALL HAZARDS PLAN WITH POLICY LANGUAGE ADDED TO DEFINE ROLES AND RESPONSIBILITIES OF THE WAH MEDICAL STAFF MEMBERS WHEN/IF ASSISTING WITH A COMMUNITY DISASTER. (ORTMANN/SCHMIT)</p>	Emily M Dr Dan Blue
Medical Director	<p>Dr. Blue stated he has been seeing positive enforcements given by nursing staff and other staff throughout the hospital when providing care to our patients! Discussions have been taking place between Dr. Blue and Kelsey Andrews, DON, regarding ambulance transfers to ensure safe transfers take place for WAH staff and our patients.</p>	Dr Dan Blue
Administration	<p>Emily reported a mental health therapist has accepted a position to become part of WAH's new walk-in mental health clinic. It is anticipated this therapist will begin her job responsibilities in mid-November. Kelsey reported Dr. Blue has been attending nurse's meetings and nursing staff have been very welcoming and open to having him involved with their department.</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE FOLLOWING WAH COMMITTEE MEETING REPORTS AS PRESENTED (BARTELT/TEGELS)</p> <ul style="list-style-type: none"> <li>• PATIENT &amp; FAMILY ADVISORY COMMITTEE (PFAC)</li> <li>• EMPLOYEE FOCUS/FINANCE</li> </ul>	Sr Mgmt Team
City of Windom	<p>The last budget workshop for CY2023 will be held Tuesday evening, October 25<sup>th</sup>. MN DOT officials will be attending the November 1<sup>st</sup> City Council meeting to discuss the south Hwy 60 new striping project in Windom that was recently completed</p>	Steve Nasby Lisa Farag

	due to the addition of Kwik Trip Convenience Store. A reminder was given of the elections to be held November 8 <sup>th</sup> .	
Sanford Health Network	The new Supply Chain Agreement between Sanford Health and Windom Area Health is being finalized. Dr. Blue and Shelby will be participating in a recruitment visit with a 2025 medical student graduate who will be visiting WAH in the near future. Sanford recently had a reduction in work forces, which affected less than 1% of employees who were at the supervisory level or above. Dave noted Sanford also cut some nonmedical outside services in their plan for savings reductions. Dave stated he and Eric Hilmoie will be attending the October 27 <sup>th</sup> Strategic Planning Session with the Governing Board members.	Dave Rogers, SHN Exec Dir
WAH Foundation Board	The WAH Foundation Board will not be meeting in October.	Dr M Fisher
WAH Auxiliary	WAH Auxiliary met October 10, 2022. Minutes from the September 12, 2022, meeting were included in the Governing Board books.	Dr M Fisher
<b>OLD &amp; NEW BUSINESS</b>		
Old Business	Shelby reminded Governing Board members of the Strategic Planning Session to be held Thursday, Oct. 27 <sup>th</sup> from 1p-7p at the Cottonwood County Historical Society in Windom.	Dr M Fisher
New Business	There was no new business to report.	Dr M Fisher
<b>CONCLUSION</b>		
	The meeting was concluded by WAH Governing Board Chairperson, Dr. Michael Fisher.	Dr M Fisher
Board Education	There was no Board education.	Shelby M

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

**WINDOM AREA HEALTH**  
**GOVERNING BOARD EXECUTIVE SUMMARY**  
*as of November 22, 2022*  
**WAH MISSION: “Dedicated to Health”**

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**CHIEF EXECUTIVE OFFICER REPORT**

● **Organizational Updates**

- I am pleased to announce that Naomi Bach has accepted the CPD position for the Wound and Hyperbaric Healing Center. Her official transition date is scheduled for Monday, December 5<sup>th</sup>.
- I am pleased to announce that Heather Hummel has accepted the position as executive administrative assistant. Heather and her family resides in Jackson, MN.
- I will be facilitating a strategic planning session with WAH’s Foundation Board on Tuesday, November 29<sup>th</sup>.
- I will be presenting to the Sanford Network Board of Directors on Thursday, December 1<sup>st</sup>.

● **MHA/Federal Updates:**

- No new updates for this month.

● **Committee Meeting Updates**

- Work Place Violence:
  - No meeting or incidents reported
- Infection Prevention: **No Report Until Dec/Jan 23**
- Emergency Preparedness: **No Report until Nov/Dec.**
- Pharmacy and Therapeutics: **No Report Until Dec/Jan 23**
- PI/ Risk: **No Report Until Dec/Jan 23**
- Utilization Review: **No Report Until Dec / Jan 23**

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

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**CHIEF FINANCIAL OFFICER REPORT**

**Overview:**

- Net income from operations was \$134,600 compared to a budget of \$179,150. Our net patient revenue was \$403,852 less than last October. October operating income is 5.85% compared to a budget percentage of 8.14%.

The volume of inpatient activity in October was the slowest it has been since June 2020. Inpatient admissions were four less than budget for the month. The acute admissions were thirteen less than September. Year-to-date comparison to last year is negative as well, as we have had thirteen less acute care admission this year compared to last year. Activity on the outpatient side produced volumes and revenues at rates similar to the fiscal year monthly average. Other than surgical procedures and lab procedures, our outpatient metrics exceeded budget expectations. Eighty-nine percent of our gross revenues came from outpatient activity, which is 6% higher than expectations. Acute admissions totaled twenty-three. Those twenty-three admissions produced forty-four inpatient days for an average daily census of 1.4. There was one Swing Bed admission for the month producing ten days. Outpatient gross revenue was \$388,958 more than budget and \$277,040 more than last October.

- Imaging procedure counts were 152 procedures above budget. Imaging performed 827 procedures compared to a budget of 675. Last October, 725 procedures were performed.
- Laboratory volumes missed budget expectations. Last fiscal year laboratory tests averaged about 10,068 in a given month. There were 9,147 in the month of October, which is 2,232 less than last October and 403 less than budget.
- Sixty-three surgical procedures were performed in October, which is nine less than our budgeted number and eighteen less than last October. Four of those surgeries were joint replacements.
- Rehab Therapy performed 1,803 modalities in October, which was ninety-six more than last October. That is 178 more modalities than budgeted number of 1,625.

Contractual adjustments came in at 43.34% for the month. Contractual adjustments were budgeted at 44.23%.

Overall, expenses were \$145,344 more than budget. Purchased Services (\$171,947) and Provision for Bad Debts (\$47,179) were the notable categories that exceeded budget.

## WINDOM AREA HEATH

### GOVERNING BOARD EXECUTIVE SUMMARY

*as of November 22, 2022*

WAH MISSION: *"Dedicated to Health"*

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### DIRECTOR OF NURSING REPORT

- **Medical/Surgical/OB/Emergency Room:**

- We continue to work through nurse vacancies, but have seen an uptick in applications.
- We have 2 new RNs starting on December 6<sup>th</sup>: Bethany Stillwell and Hailey Bakken.
- Our current nurse intern will be graduating the beginning of December. Once she passes boards, we will start the full orientation process. We also have hired another nurse intern who will start in December, once she graduates from nursing school and passes her boards, we will start the full orientation process.
- With the above new hires, we are currently at 2 nurse openings.
- We continue to utilize travelers, but we are down to just 1 traveler who will be done at the end of this year.
- Working through orientation process of new nurses and how we can be more efficient and beneficial.
- We completed Pyxis training, the new Pyxis system will be installed this week.
- Dr. Blue has been attending the nurse's meetings. Nurses have been very welcoming and open to having him involved, and seem to be very excited to see where we can move the nursing department.
- Working with Emily, Dr. Blue, and Katie to draft a paramedic job description and what that role would look like at Windom Area Health.

- **Diabetes Management/Oncology:**

- Nothing to report.

- **Surgery**

- Nothing to report.

- **Committee Meetings**

- OB committee met October 26<sup>th</sup>
  - Reviewed AWHONN Standards for Professional Registered Nurse Staffing for Perinatal Units.
  - Skills fair scenario reviewed- had a great response. Want to continue to do quarterly simulations.
  - Continue to orient new nurses to OB, to help build our OB coverage.
  - Jada Device reviewed.
  - OBs with BMIs over 50.
  - Policies reviewed Cervidil, Cytotec, Hemorrhage, Pitocin, and Pre-eclampsia & Eclampsia Protocol.
- **MHA Safety Data as of November 22<sup>nd</sup>.**
  - Falls – 0
  - Skin Integrity - 0
  - Restraints – 0
  - Opioid Deaths – 0
  - Reportable Events – 0



## WINDOM AREA HEALTH

### GOVERNING BOARD EXECUTIVE SUMMARY

*as of November 21, 2022*

WAH MISSION: "Dedicated to Health"

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## CHIEF HUMAN RELATIONS OFFICER REPORT

### Human Resources/Employee Health

- Posted positions:
  - RN
  - Environmental Services Tech
  - Clinical Program Director (wound)
  - Health Unit Coordinator
  - Dietary Aide/Cook
  - Senior Billing Specialist
  - Patient Access Rep – Scheduling
  - Patient Access Rep – Front/registration
- Final details are moving into place for the nonexempt, non-union employees to move to their salary ranges and pay for performance program in January.

### Community Health/Mental Health/Wellness Center

- We welcome Mara Smith to our Wellness Center as a Fitness Specialist/Class Instructor. Mara has been working PT in the department, and will move to a .8 FTE in December.
- 57 employees met their wellness goals for 2022 and will earn a health insurance premium discount or a cash award.
- Starting 1/1/23, our WAH eligible employees will have 24 hour, FREE access to the Wellness Center.
- Our Community Weight Loss Challenge will start shortly after the first of January, with registration occurring in December.
- Brianna Jonason joined WAH on November 15<sup>th</sup> as our new Mental Health Therapist. She was previously providing social worker services to patients in the ED in Mankato. We are working on details regarding billing and EMR access/charting before she will be providing patient care.

### Marketing/PR

- We had 350+ kids visit our Spooky Path on Halloween! It was great to see so many families on our path, not only getting treats but getting ACTIVE and learning what our path has to offer. Many thanks to the Marketing & Wellness departments for putting this on, but also to all departments that created a scarecrow or fun Halloween scene for our attendees to enjoy.
- Coming soon! Windom Area Health commercials coming to a TV channel or streaming station near you.

### Donations/Sponsorships

- Sponsor for the CEO program that will be offered to high school students in Windom, Jackson and Mt. Lake. This is a \$3,000 commitment paid over three years.

### Committee Meetings

- **Employee Focus/Finance:** Holiday events are being planned (see attached). To help fund these events, we hold periodic 'scrub truck' sales, in which a portion of profits are shared with our employee committee. \$248 was deposited from a recent sale.
- **Patient & Family Advisory Committee:** No November meeting.
- **Safety:** FIT testing is complete for the year. Recalls were reviewed. Plan for conversion of current SDS system was reported on. Rounds were reviewed for the quarter. Salt shakers for parking lots will be distributed to employees this winter. There were 4 OSHA recordable injuries this quarter, 3 were COVID and 1 was a BBP exposure. Staff had 636.15 hours of time off due to leaves/illness/injury this past quarter, roughly the same as the previous quarter. 80 staff tested for COVID this quarter with a 23.75% positivity rate. We ended October with 70% of staff vaccinated for influenza.
- **Safe Patient Handling:** Nursing staff requested refresher training on SPH equipment, a rep from EZ Way came on 9/28 to train staff. 4 patient handling events occurred in the quarter with 1 resulting in patient injury.

# ★ DECEMBER EMPLOYEE ★ ★ HOLIDAY EVENTS ★

Check the E-gram for more info & weekly updates!



**Monday, Dec 5**

**AUXILIARY CRAFT & BAKE SALE**

7:30 A.M. - 3:30 P.M.  
In Large Conference Room

**FURRY FRIENDS PHOTO CONTEST**

**VOTING RUNS DEC 12-20**

Submit your festive pet photo to Katie by Dec 9:  
kathryn.greener@windomareahealth.org  
Vote board displayed in Cafeteria.



**Friday, Dec 9**

**GIVING TREE GIFTS**

GIFTS DUE TO KIM



**Friday, Dec 16**

**UGLY SWEATER DAY**

PHOTO AT 3 P.M. IN LOBBY

Prize for all photo participants!

**Wednesday, Dec 14**

**COOKIE DECORATING**

CAFETERIA AT 9 A.M.

Hosted by Marketing



**Monday, Dec 19**

**HOT COCOA BAR**

CAFETERIA AT 2 P.M.

Hosted by Outreach



**Wednesday, Dec 21**

**BINGO AT 9 A.M. & HOLIDAY MEAL**

Bingo hosted by Lab. Board displayed outside Cafeteria.  
Meal served in Cafeteria over lunch.



**Fiscal Year 2022-2023**

WAH Operational & Strategic Goals	Target	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23
<b>SERVICE</b>													
Complete Master Plan to Accommodate New Patient Rooms for Outpatient Mental Health Services	4/30/2023												
Optimize Usage of Technology to Provide Optimal Healthcare to Community	4/30/2023												
Ambulatory Net Promoter Score	83.3%	87.5%	n/a	88.6%	100.0%	78.6%	92.3%						
OP Net Promoter Score	80.6%	66.7%	n/a	95.9%	100.0%	94.7%	97.9%						
Emergency Dept Net Promoter Score	49.1%	46.4%	n/a	45.3%	40.0%	43.5%	45.8%						
Wound Center Overall Pt. Satisfaction	>92%	100.0%	98.0%	100.0%	100.0%	100.0%	98.8%						

**QUALITY**

Falls per 1000 Patient Days	0.0	n/a	n/a	13.3	n/a	n/a	8.8						
Patient Falls with Injuries	0.0	n/a	n/a	16.4	n/a	n/a	0.0						
Hand Hygiene	100%	n/a	n/a	100.0%	n/a	n/a	99.0%						
Patient Experience/HCAHPS Recommend	81%	n/a	n/a	77.3%	n/a	n/a	82.6%						
How would you rate/HCAHPS	83%	n/a	n/a	77.3%	n/a	n/a	73.9%						
Communication with Nurses	89%	n/a	n/a	90.8%	n/a	n/a	84.1%						
Communication with Doctors	85%	n/a	n/a	86.4%	n/a	n/a	83.3%						
Readmission within 30 days	<5%	n/a	n/a	2.8%	n/a	n/a	4.4%						
Wound Center Patient Healing Rate	>92%	100.0%	100.0%	94.0%	94.0%	96.7%	100.0%						

**FINANCIAL**

Income(Loss) YTD Operations Budget '23	5.96%	5.24%	8.43%	7.40%	9.50%	10.28%	8.14%						
Days in Accts Receivable	<53	47.60	49.25	53.98	52.37	59.10	52.62						
Days Cash on Hand	>150	364	354	374	367	343	336						

**GROWTH**

Surgeries to Budget	71	69	70	53	81	64	63						
Wound Center New Patients	23	24	18	20	23	27	17						
Wound Center Encounters	135	180	199	185	243	214	229						
SNF/ALF Wound Center-New Patients	22	0	18	19	22								
SNF/ALF Wound Ctr-Encounters/Telehealth	no target # established	54	46	62	65	41	56						
Wound Ctr New Patients for HBO Treatments	10/calendr yr	0	1	0	0	0	1						

\* This information no longer available to report \*

**COMMUNITY**

WAH Hosted Events w/ Commun Participn	2/fiscal yr	0	0	0	0	0	0						
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**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, November 28, 2022 / 4:30-5:15 pm / Large Conference Room

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

**Present:**  
**Absent:**  
**Others:**

**Chairperson (or Acting Chairperson):** Justin Schmit, Chairperson  
**Recorder:** Janel Eichstadt, Executive 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 October 24, 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**

Final Review of Compensation System Changes	Overview of transition to salary ranges/pay for performance from steps for all non-union staff	Emily M
Strategic planning update	Update on strategic planning initiatives	Shelby M

**NEW/CURRENT ITEMS**

Other		

**CONCLUSION**

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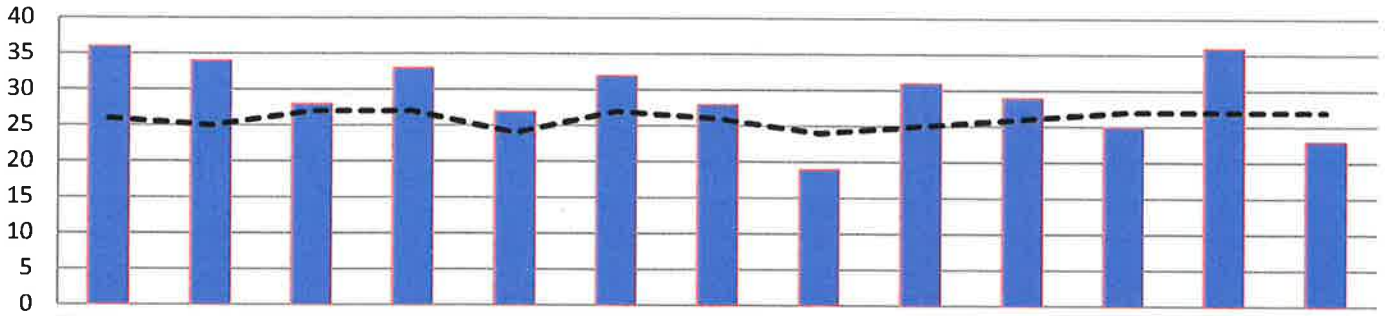
**Meeting Name: Windom Area Health Finance / Personnel / Labor Relations & Building & Grounds Committee**  
**MINUTES**

<p><b>Purpose:</b> Review and recommend annual operating budget and capital expenditure plan, review and recommend capital expenditures, review and evaluate monthly financial reports, review and recommend approval of annual audit report, and recommend board approval to agenda items as requested.</p>		
<p><b>Meeting Date/Time/Location:</b> <b>Monday, October 24, 2022 / 4:30 pm / Large Conference Room</b></p>		
<p><b>Members:</b> Justin Schmit, Dan Ortman, Ann Bartelt, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lake Advisory Mbr, Emily Ortman, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lake Advisory Mbr, John Peyerl/CFO, Emily Masters/CHRO, Kelsey Andrews/DON, Dr. Dan Blue/Medical Dir, Shelby Medina/CEO</p>		
<p><b>Chairperson (or Acting Chairperson)</b> Justin Schmit, Chairperson</p>		
<p><b>Recorder:</b> Janel Eichstadt, Executive Asst</p>		
<p><b>Category / Topic</b>      <b>Action step(s) / Updates</b>      <b>Leader:</b></p>		
<p><b>STANDING ITEMS</b></p>		
Call to Order	Finance/Personnel/Labor Relations & Building & Grounds Committee meeting was called to order at 4:30 pm by Chairperson, Justin Schmit.	Justin S
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF SEPTEMBER 26, 2022, AS PRESENTED (BARTELT/BRUGMAN).	Justin S
Collections & Financial Assistance	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF SENDING 55 PATIENT ACCOUNTS TOTALING \$59,168.01 TO AAA COLLECTIONS; RECOMMEND APPROVAL OF THE FOLLOWING FINANCIAL ASSISTANCE PATIENT ACCOUNTS: 1 NEW ACCOUNT SUBMITTED FOR WRITE-OFF TOTALING \$2045.88; 1 ACCOUNT FOR WRITE-OFF WITH A BALANCE BELOW \$1500 TOTALING \$888.36; AND THERE WERE NO PREVIOUSLY APPROVED ACCOUNTS FOR WRITE-OFF THIS MONTH; IN TOTAL, 2 FINANCIAL ASSISTANCE ACCOUNTS WERE SUBMITTED AND APPROVED FOR WRITE-OFF TOTALING \$2934.24 (ORTMANN/BRUGMAN) In month 6 of FY2023, accounts totaling \$40,369.83 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 RETIREMENT RESIGNATION: 1 RN EFFECTIVE DECEMBER 16, 2022. THERE WERE NO TERMINATIONS OF EMPLOYMENT TO REPORT (FISHER/BARTELT)	Emily M
<p><b>FOLLOW-UP ITEMS</b></p>		
	There were no follow-up items for Committee discussion.	
<p><b>NEW/CURRENT ITEMS</b></p>		
	There were no new or current items for Committee discussion.	
<p><b>CONCLUSION</b></p>		
	Finance/Personnel/Labor Relations & Building & Grounds Committee meeting was concluded by Chairperson, Justin Schmit.	Justin S



### ADMISSIONS

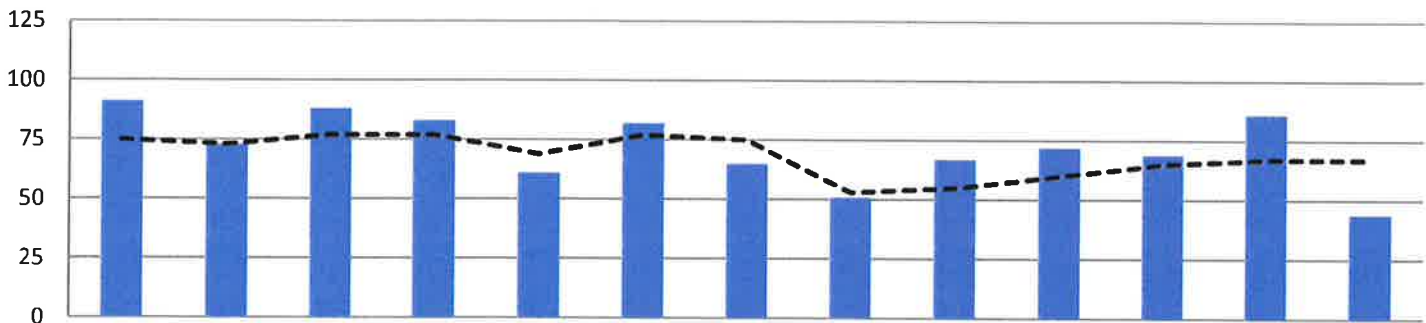
Admissions Budget



	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22
Admissions	36	34	28	33	27	32	28	19	31	29	25	36	23
Budget	26	25	27	27	24	27	26	24	25	26	27	27	27

### PATIENT DAYS

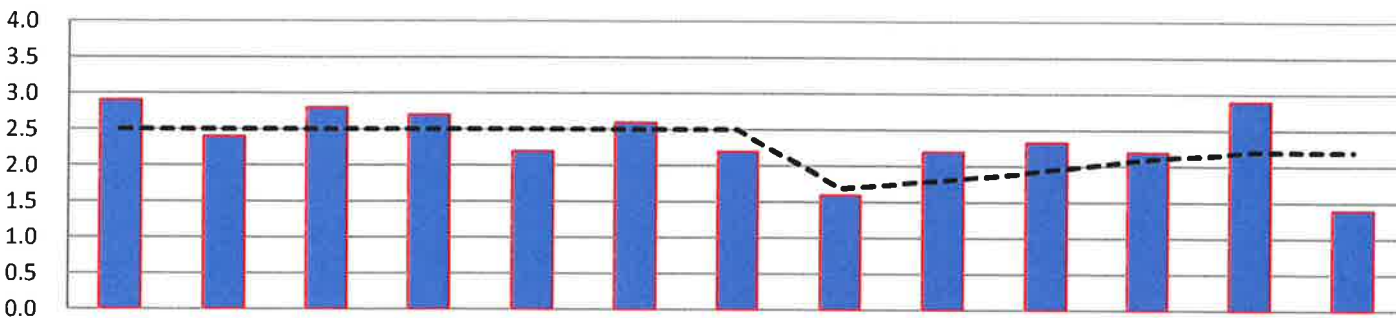
Pt Days Budget



	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22
Pt Days	91	73	88	83	61	82	65	51	67	72	69	86	44
Budget	75	73	77	77	69	77	75	53	55	60	65	67	67

### AVERAGE PATIENTS PER DAY

Avg Pt/Day Budget

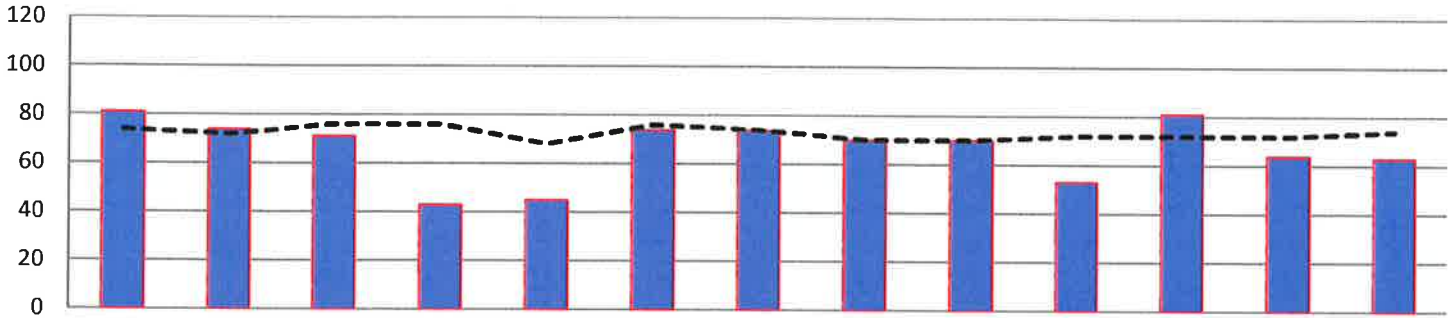


	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22
Avg Pt/Day	2.9	2.4	2.8	2.7	2.2	2.6	2.2	1.6	2.2	2.3	2.2	2.9	1.4
Budget	2.5	2.5	2.5	2.5	2.5	2.5	2.5	1.7	1.8	1.9	2.1	2.2	2.2



### SURGERY

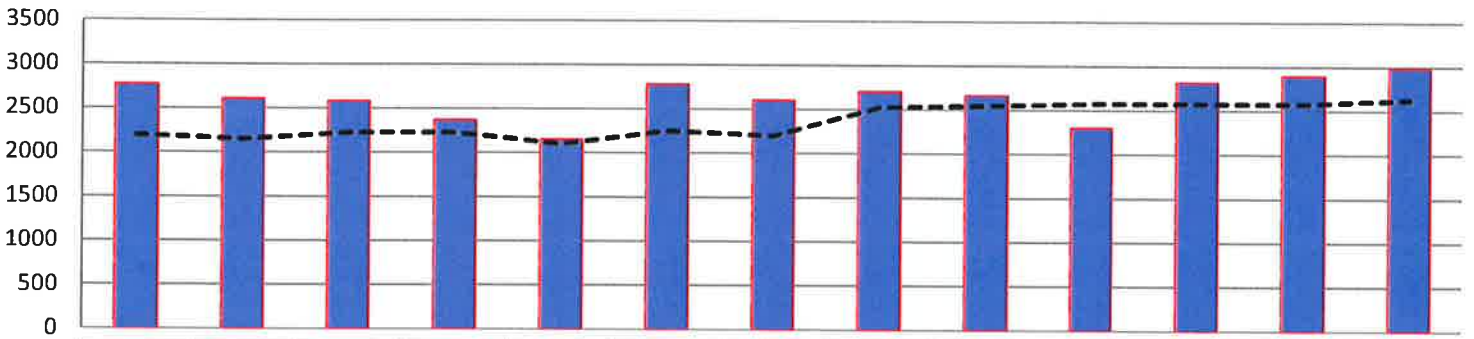
Surgery Budget



	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22
Surgery	81	74	71	43	45	74	74	70	70	53	81	64	63
Budget	74	72	76	76	68	76	74	70	70	72	72	72	74

### OUTPATIENT OCCASIONS OF SERVICE

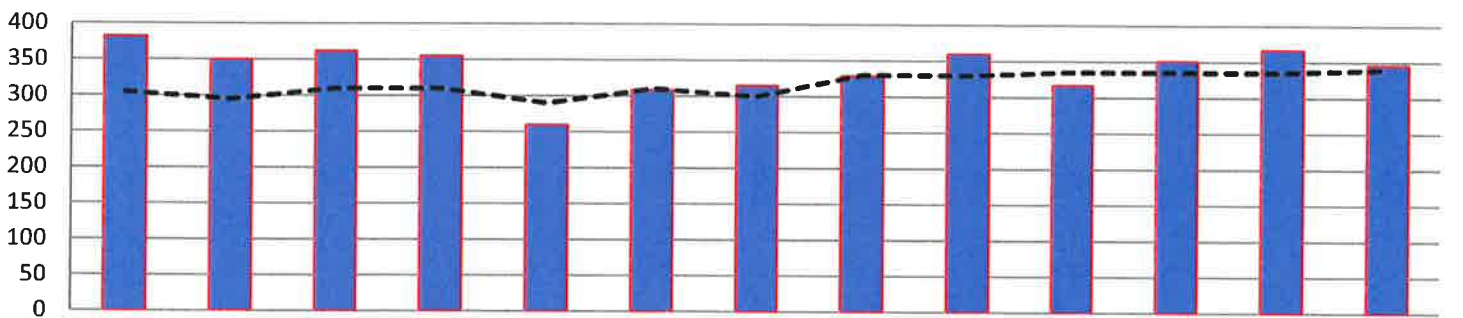
OP Visits Budget



	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22
OP Visits	2770	2608	2583	2372	2155	2781	2605	2704	2661	2303	2818	2899	2984
Budget	2200	2150	2225	2225	2100	2250	2200	2525	2550	2575	2575	2575	2625

### EMERGENCY VISITS

ER Visits Budget

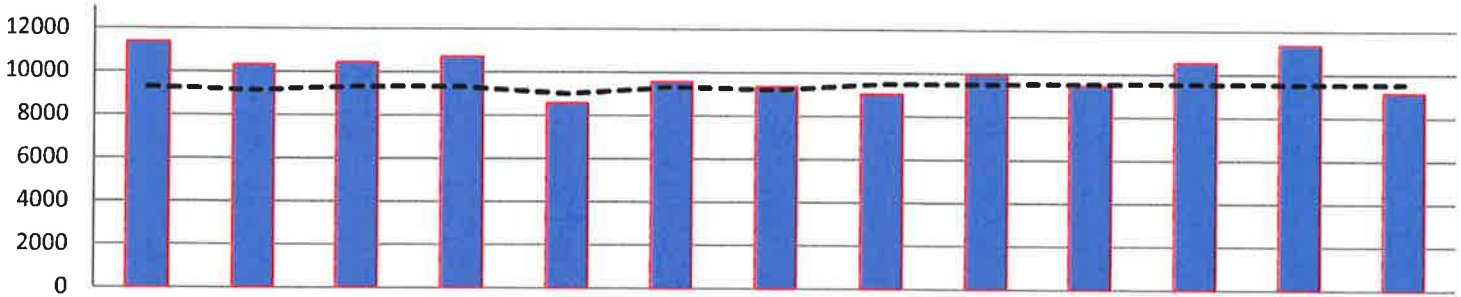


	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22
ER Visits	382	350	362	355	260	309	315	329	360	317	351	367	346
Budget	305	295	310	310	290	310	300	330	330	335	335	335	340



### LAB PROCEDURES

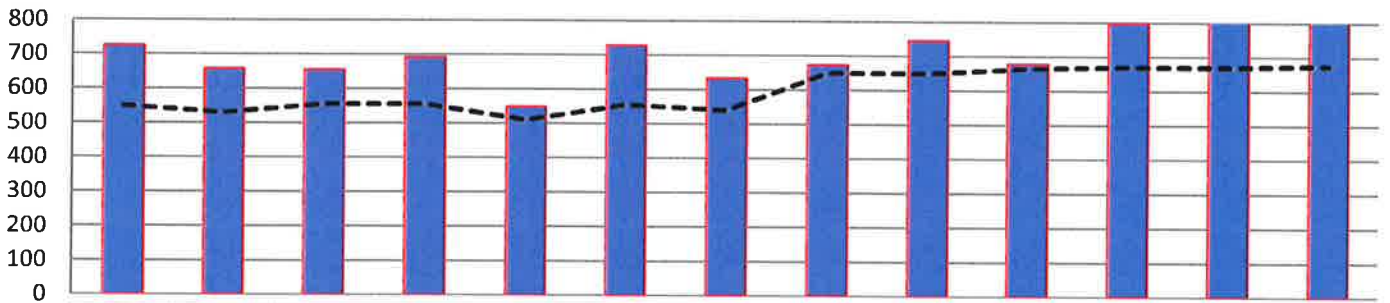
Lab Proc Budget



	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22
Lab Proc	11379	10329	10440	10713	8564	9569	9357	9030	9951	9433	10542	11361	9147
Budget	9300	9150	9325	9325	9000	9325	9200	9500	9500	9525	9525	9525	9550

### IMAGING PROCEDURES

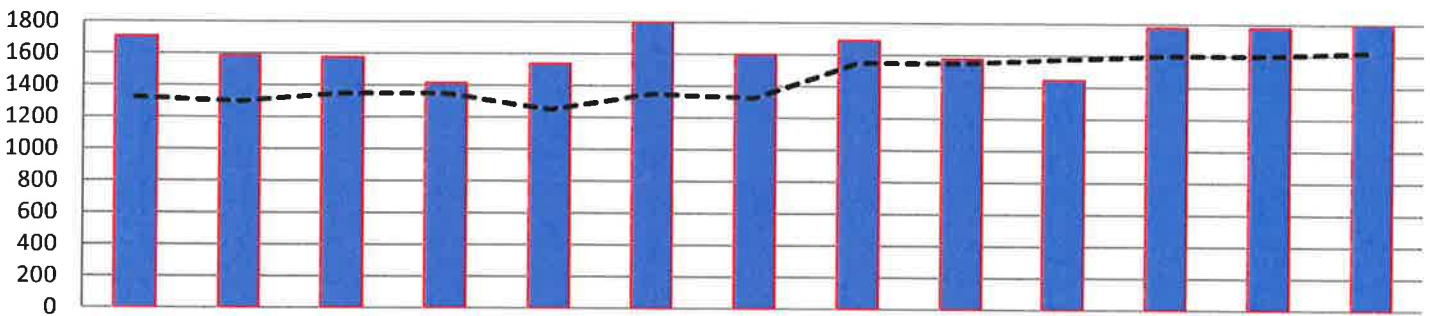
Imaging Proc Budget



	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22
Imaging Proc	725	658	655	692	549	728	634	674	746	679	799	908	827
Budget	550	530	555	555	510	555	540	650	650	665	670	670	675

### REHAB MODALITIES

Rehab Modalities Budget



	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22
Rehab Modalities	1707	1585	1575	1414	1537	1801	1600	1692	1578	1448	1779	1779	1803
Budget	1325	1300	1350	1350	1250	1350	1325	1550	1550	1575	1600	1600	1625

WINDOM AREA HEALTH  
INCOME STATEMENT

10/31/2022

	10/31/2022		Revenue		Budget 2023		Revenue		October		\$ Change		% Change	
	10/31/2022	Comparison	Budget 2023	Comparison	Y-T-D 2023	Comparison	Budget 2023	Comparison	Y-T-D 2022	From Last Year	From Last Year	From Last Year	From Last Year	From Last Year
<b>PATIENT REVENUE</b>														
Inpatient Revenue	\$439,221	10.90%	\$700,000	17.95%	\$3,743,359	14.95%	\$3,750,000	16.67%	\$3,979,767	(\$236,408)	(\$236,408)	(\$236,408)	(\$236,408)	-5.9%
Outpatient Revenue	\$3,588,958	89.10%	\$3,200,000	82.05%	\$21,294,241	85.05%	\$18,750,000	83.33%	\$18,457,836	\$2,836,405	\$2,836,405	\$2,836,405	\$2,836,405	15.4%
Total Patient Revenue	\$4,028,179	100.00%	\$3,900,000	100.00%	\$25,037,600	100.00%	\$22,500,000	100.00%	\$22,437,603	\$2,599,997	\$2,599,997	\$2,599,997	\$2,599,997	11.6%
Contractual Adjustments	\$1,745,752	43.34%	\$1,725,000	44.23%	\$11,503,296	45.94%	\$9,945,000	44.20%	\$9,601,451	\$1,901,845	\$1,901,845	\$1,901,845	\$1,901,845	19.8%
Other Income	\$18,367	0.46%	\$25,000	0.64%	\$110,270	0.44%	\$150,000	0.67%	\$138,827	(\$28,557)	(\$28,557)	(\$28,557)	(\$28,557)	
<b>NET OPERATING REVENUE</b>	<b>\$2,300,794</b>	<b>100.00%</b>	<b>\$2,200,000</b>	<b>100.00%</b>	<b>\$13,644,574</b>	<b>100.00%</b>	<b>\$12,705,000</b>	<b>100.00%</b>	<b>\$12,974,979</b>	<b>\$669,595</b>	<b>\$669,595</b>	<b>\$669,595</b>	<b>\$669,595</b>	<b>5.2%</b>
<b>EXPENSE</b>														
Employee Salaries	\$773,063	33.60%	\$765,000	34.77%	\$4,251,221	31.16%	\$4,420,000	34.79%	\$4,226,449	\$24,772	\$24,772	\$24,772	\$24,772	0.6%
Employee Benefits	\$220,522	9.58%	\$230,000	10.45%	\$1,322,933	9.70%	\$1,365,000	10.74%	\$1,291,233	\$31,700	\$31,700	\$31,700	\$31,700	2.5%
Pharmaceuticals	\$75,838	3.30%	\$95,000	4.32%	\$543,686	3.98%	\$535,000	4.21%	\$495,890	\$47,796	\$47,796	\$47,796	\$47,796	9.6%
Supplies	\$123,325	5.36%	\$160,000	7.27%	\$774,974	5.68%	\$850,000	6.69%	\$755,814	\$19,160	\$19,160	\$19,160	\$19,160	2.5%
Rents & Utilities	\$27,422	1.19%	\$30,000	1.36%	\$178,096	1.31%	\$170,000	1.34%	\$164,926	\$13,170	\$13,170	\$13,170	\$13,170	8.0%
Purchased Services	\$591,947	25.73%	\$420,000	19.09%	\$3,290,821	24.12%	\$2,480,000	19.52%	\$2,349,180	\$941,641	\$941,641	\$941,641	\$941,641	40.1%
Other Direct Expenses	\$104,163	4.53%	\$120,000	5.45%	\$698,771	5.12%	\$725,000	5.71%	\$746,313	(\$47,542)	(\$47,542)	(\$47,542)	(\$47,542)	-6.4%
Provision for Bad Debts	\$102,179	4.44%	\$55,000	2.50%	\$410,271	3.01%	\$315,000	2.48%	\$344,579	\$65,692	\$65,692	\$65,692	\$65,692	19.1%
Depreciation	\$135,350	5.88%	\$132,500	6.02%	\$796,712	5.84%	\$795,000	6.26%	\$707,676	\$89,036	\$89,036	\$89,036	\$89,036	12.6%
Interest Expense	\$12,385	0.54%	\$13,350	0.61%	\$76,880	0.56%	\$80,100	0.63%	\$80,568	(\$3,688)	(\$3,688)	(\$3,688)	(\$3,688)	-4.6%
Total Operating Expense	\$2,166,194	94.15%	\$2,020,850	91.86%	\$12,344,365	90.47%	\$11,735,100	92.37%	\$11,162,628	\$1,181,737	\$1,181,737	\$1,181,737	\$1,181,737	10.6%
Income (loss) From Operations	\$134,600	5.85%	\$179,150	8.14%	\$1,300,209	9.53%	\$969,900	7.63%	\$1,812,351	(\$512,142)	(\$512,142)	(\$512,142)	(\$512,142)	
Investment Income	\$8,712	0.38%	\$7,500	0.34%	\$44,178	0.32%	\$45,000	0.35%	\$45,889	(\$1,711)	(\$1,711)	(\$1,711)	(\$1,711)	
Other Revenue/(Expenses)	(\$303)	-0.01%	\$8,750	0.40%	\$25,493	0.19%	\$52,500	0.41%	\$39,110	(\$13,617)	(\$13,617)	(\$13,617)	(\$13,617)	
Non Operating Rev/Exp	\$8,409	0.37%	\$16,250	0.74%	\$69,671	0.51%	\$97,500	0.77%	\$84,999	(\$15,328)	(\$15,328)	(\$15,328)	(\$15,328)	
Increase in Net Assets	\$143,009	6.22%	\$195,400	8.88%	\$1,369,880	10.04%	\$1,067,400	8.40%	\$1,897,350	(\$527,470)	(\$527,470)	(\$527,470)	(\$527,470)	
Month														

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

Yrs Dep	Capital Asset	Vendor	Asset class	May	June	July	August	September	October
7	Neptune 3 Rover	Stryker	Maj Mov	14,500					
7	Micromedical VisualEyes 505 Binocular	Midwest Special Instruments	Maj Mov	10,150					
5	Seal Coating of Driveway and East Parking Lot	Nielsen/Cottonwood/Windom	Land Improv				27,356		
5	Telemetry System Upgrade	Philips Medical Systems	Maj Mov					360,550	

**Total YTD Capital Acquisitions 412,556**

**Total**

**24,650      -      -      27,356      360,550      -**

**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, November 28, 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, Dr Dan Blue/Medical Dir, Shelby Medina/CEO

Present:  
Absent:  
Others:

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

**Recorder:** Janel Eichstadt, Executive Asst

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

Call to Order	Call Professional Practice/Quality & Planning Committee meeting to order at 4:00 pm by chairperson	Kay Gross
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Minutes	Approve minutes from the regular Committee meeting of October 24, 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 (Cmte &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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Strategic Planning Review	Review strategic planning outline	Shelby M
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**NEW/CURRENT ITEMS**

Other		

**CONCLUSION**

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

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

**Meeting Date/Time/Location:** Monday, October 24, 2022 / 4:00 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, Dr. Dan Blue/Medical Director, Shelby Medina/CEO, SHN Exec Director  
 Others: Dr. J Taber/Vice-chief of Staff  
 Absent:

**Chairperson (or Acting Chairperson)** Terry Tegels, Acting-chairperson  
**Recorder:** Janel Eichstadt, Executive Asst

Category / Topic	Action step(s) / Updates	Leader:
<b>STANDING ITEMS</b>		
Call to Order	The Professional Practice/Quality & Planning Committee meeting was called to order at 4:00 pm by Acting-chairperson, Terry Tegels.	Terry Tegels
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF SEPTEMBER 26, 2022, AS PRESENTED (BRUGMAN/HORMIG).	Terry Tegels

<b>FOLLOW-UP ITEMS</b>		
Medical Staff Credentialing / Medical Staff Meeting Update	Dr. Blue, WAH Medical Director, and Dr. Taber reported on agenda items addressed at the Medical Staff meeting held earlier in the day. It was noted the WAH Medical Staff reviewed the October 2022 Credentialing list and recommended its approval to the Governing Board, additionally noting, Dr. Jeff Taber requested to discontinue his cesarean privileges and coverage of this procedure effective immediately. Dr. Blue stated that on behalf of the WAH Medical Staff, he was requested to convey that Dr. Rod Dynes has chosen to withdraw his WAH Medical Staff privileges effective November 4, 2022. The WAH Medical Staff acknowledged Dr. Dynes request and thanked him for his years of medical services. Physician recruitment is taking place with Avera and Sanford Health systems. Tours of Windom Area Health are planned in the near future for two upcoming physicians, who are currently in their residency programs, enrolled in the Family Practice program. A new policy, Propofol IV Administration on Ventilated Patients, was presented and discussed by Kelsey Andrews, DON. This new policy was unanimously approved by the Medical Staff.	Dr Taber / Dr. Blue

<b>NEW/CURRENT ITEMS</b>		
	There were no new/current items for Committee discussion.	

<b>CONCLUSION</b>		
	The Professional Practice/Quality & Planning Committee meeting was concluded by Vice-chairperson, Terry Tegels.	Terry Tegels

*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

NOVEMBER 28, 2022

## **APPOINTMENTS:**

Miriam Ragab, D.O.	Emergency Medicine	Emergency Services
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## **REAPPOINTMENTS:**

Elena Canfield, M.D.	Emergency Medicine	Emergency Services
Paul Carpenter, M.D.	Cardiology	Consulting
Michael Hibbard, M.D.	Cardiology	Consulting
George Hirschboeck, CRNA	Anesthesia	Allied Health Professionals
Beth Lentz, RN	Cardiology – Dr. Pham	Allied Health Professionals
Kayla Pineda, CNP	Family Practice	Allied Health Professionals
Jenna Roth, RN	Cardiology – Dr. Jonsson	Allied Health Professionals

## **SANFORD TELEMEDICINE APPOINTMENT:**

Alexander Rovner, M.D.	Neurology	Telemedicine
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## **VRAD REAPPOINTMENTS:**

Joshua Morais, M.D.	Teleradiology	Telemedicine
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## **RESIGNATIONS:** *(Informational Purposes Only)*

Steven Davis, M.D.	Teleradiology	Telemedicine
Rodney Dynes, M.D.	Family Practice	Active/Emergency Services

## OCTOBER COMMENTS

- Ambulatory Surgery I couldn't have been more pleased. I was in on time and finished when they said I would be.
- Ambulatory Surgery Very happy with the personal attention and care given by Dr. Dickes, the nurses and supporting staff! I feel that the very best of care was given to me by everyone for checking in, procedure, and aftercare!
- Ambulatory Surgery I believe it's all said in the survey
- Ambulatory Surgery My experiences at WAH have always been good. Everyone has been so kind and helpful.
- Ambulatory Surgery Anita, Jenni, and Dr Reddy were all great! They made me feel very comfortable during the entire procedure, and answered all of my questions and concerns. Thank you!
- Ambulatory Surgery "The only complaint I have is that I did not receive a call from anyone the day before the procedure. I did reach a nurse in Worthington and she thought is 8am. So I trusted that and went at that time and it was right. All nurses and receptionist apologized for that not having been done."
- ED** The doctor did not listen to me at all. My daughter could not breathe at home. She had tears in her eyes. We use her albuterol. We went to the, ER, the doctor did not listen to us at all. He prescribed albuterol like that would magically correct. The problem when it didn't even freaking work at home.
- ED** Nurses were great, doctor was terrible.
- ED** Great visit, nurses were very nice and professional. Doctor was also.
- ED** Want to say thank you for the nurse that was there yesterday to help Kenny (INAUDIBLE) two days ago. Thank you for Dr. Silver, I have had bad experience before there. But yesterday was very positive. And I also want to say thank you for Dr. (INAUDIBLE) and then the, the other guy that works at the in x-rays or something. His name is Heath. Thank you. There are some good people that do work there and thank God. I never had Dr. Silver before I hope he stays, he's he seems very kind and caring. I was scared and the nurse was very kind too. I Also Dr. (INAUDIBLE) have always been very good in there and others have not, thank you.
- ED** I was in severe pain due to a surgery had and I feel like the nurse didn't have much patience and was very rude to me when discharging me. I was pleased that they gave me a shot for the pain, but it took 2 hours and it was too long of a visit and I did not like how it's treated by the nurse.
- Imaging I was 100% satisfied.
- Imaging Tech doing the screening was great! Very friendly.
- Imaging Very friendly staff from the time you are greeted at the door until you are done
- Imaging The team there was very competent, kind, and did an excellent job in administering the MRI. Thanks, again!
- Imaging The person processing this test was professional and kind.

## OCTOBER COMMENTS

- Imaging** Hi, yes. She was absolutely wonderful and excellent and very kind and explained everything wonderfully. I really appreciated her and Darcy. I would recommend her going there to anybody. Thank you.
- Imaging** Dr. Hanstein was 100% winner, he was able to diagnose to understand the problem. I would highly recommend him to any hospital. He is or any patient. Thank you very much for your hospital. Thank you, Elsie Freezing.
- Imaging** It was o k no difficulty.
- Imaging** The Upgrade to 3d imaging is Great!!
- Imaging** Both of the gals were friendly and professional which helped put me at ease.
- Lab** Hi. I have been there many times and everything has been done well. I am a retired registered nurse and so I know the procedures. And everybody has been welcome and everything was done well. Thank you. Bye.
- Lab** I always get excellent care there and I'm very, very satisfied with the way people treat you. Thank you.
- Lab** Very friendly and conscientious!
- Lab** I had a great experience with the procedure that was performed at Windom Area Health. Everyone involved was fantastic from the time I arrived to the time I left. Very thankful to be able to have Windom Area Health in our community!!! Thank you!
- Lab** It was great!
- Lab** Experience is great. The lady that drew blood was super friendly and happy and did such a great job that I didn't feel the needle being injected into my arm and it's quick and easy was in and out of the clinic in no time.
- Lab** Nobody has contacted me with any of my results. I'm very disappointed. Whether it's supposed to be you or the doctor, somebody should get back to me.
- Lab** The medical team that handled my surgery was very professional and calming. They put me at ease with the procedure.
- Lab** There was only one lady in the lab that was rude as I showed up at 12:30 and didn't know everyone at the lab took the same lunch break, when I gave her my sample she wouldn't look at it and was less than professional, so once I arrived home I received a call from someone else in the lab that the sample was rejected so I had to make another trip to the lab.
- Lab** The Windom Hospital Lab, and Xray staff have always been competent, kind, and professional. Those in the area are fortunate to have such a place in close proximity to where they live. One of my doctors in the greater southern Minnesota area, who used to come to Windom to work, told me a number of years ago, that all healthcare is best delivered closest to where people live.
- Lab** Friendly, professional and quick. Great experience. Thank you.



## OCTOBER COMMENTS

- Med Surg I felt safe and well informed.
- Med Surg My prescription was unsuccessful. I was transferred
- Med Surg Excellent care
- OB** Would be nice to be able to buy the formula you are given in town instead of driving 30 miles to find it. The nurses & staff were great & Ashley Jensen was a huge help with breastfeeding.
- Outpatient "All your questions are pointing at rating the nurse. The real situation was the Doctor. I went to ER bent over with my hands to the floor! It was my back left side. It was very confusing as every time he came in the room his diagnosis changed. Very disturbing & confusing to say the least. Even the words from the person I had drive me to ER & come into the room said I cannot believe this doctor. He keeps changing...1st you have kidney stones ...next time 'No you don't you have... 3rd time yes you do have kidney stones.' So he orders a MRI to confirm it. Come out of x-ray he says yes you have two kidney stones, you may have to go to Worthington or Sioux Falls but we'll give you a shot to blase it up. The nurse is just ready to give me the shot and the lab nurse comes in and said 'No you do not have a kidney stone!!!!!!' What in the world does this say about how I feel about Windom Hospital ER????? I should of never went to ER. I have not been hearing good things about Windom ER before and now I know why and I agree with what is being said around Windom. My concern is ...Why did that Dr. read the x-ray and order that shot before the lab nurse read it???"
- Outpatient Thanks
- Outpatient Overall, my visit was excellent!
- PT, OT, ST** Again, I'm very proud and very happy with the way that I've been treated by the professionals and I would go back anytime and, you know, there's always room for improvement but nothing right now I can think of that would cause any kind of a questioning. Okay, so that's my comment.
- PT, OT, ST** Very helpful. The exercises or stretches they gave to help with my lower back helped a ton.
- PT, OT, ST** Teri always listens to her clients.
- PT, OT, ST** Mitch has a... definite... Professionalism about him. He makes you feel comfortable and makes sure that everything is understood. He takes his job very serious but is very friendly and joking at the same time. I always look forward to my visits with him.
- PT, OT, ST** Joel was very thorough. Explained what he recommended for me to do, I agreed to that. He was very helpful to me. I will be continue to go back, and hope the pain will subside for me. I would recommend Joel and the rest of the PT personal to anyone.
- PT, OT, ST** Windom is lucky to have an OT, PT, SP team.
- PT, OT, ST** I feel that Laridee takes time to listen and offer advice for solving pain issues. She has shown much caring towards me during my prior PT with her.
- PT, OT, ST** He was very nice and wanted to go in the right direction for my situation. He was a great help. He gave me several exercises to help with my arm and my knee.
- PT, OT, ST** Mitch is wonderful.

**Windom Area Hospital Auxiliary Meeting  
October 10, 2022**

The Windom Area Hospital Auxiliary held their monthly meeting Monday, October 10, 2022 at 6:00 p.m. in the Large Conference Room.

President Mary Klosterbuer welcomed everyone, our speaker Danielle Masters, our guests Ruth Steinfeld and Mary Meier, and new member LaVonne Minion. The Auxiliary Prayer was read in unison, and the Pledge of Allegiance was recited.

Kim Armstrong introduced, Danielle Masters who spoke on the Foot Care Clinic at WAH. The Foot Clinic is staffed by two RNs and is open Mondays and Thursdays in the Outreach area

M/S Jackie Turner/Kitty Hansen to approve the agenda. Motion carried.

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

- M/S Kay Evers/Jean Johnson to approve the minutes as presented of the September 12, 2022 meeting. Motion carried.

**Treasurer's Report** – Gerri Burmeister

- Balance on hand September 30, 2022 was \$5,803.54
- M/S Connie McCarthy/Karen Skarphol to approve the Treasurer's Reports as presented. Motion carried.

**Corresponding Secretary** – Betty Olson

MAHV website address is <https://mahv.org> (Member code is mahv2018)

**Program Report** – Rozanne Gronseth

- Abby Kipfer, Dietician, will be the speaker in November.

**WAH Update** – Kim Armstrong

- There were 118 people at Ladies Night Out. Fourteen WAHA members plus 2 others attended.
- Please turn in your flu shot documentation by November 1<sup>st</sup>.

**Unfinished Business**

- Chamber Bucks Raffle
  - Sold all 1,500 tickets.
  - M/S Jean Johnson/Kitty Hansen to donate profit of \$1,145.15 from Chamber Bucks towards the patient transport bed.. Motion carried.
- Quilt Raffle tickets are still available.

### **New Business**

- Dona Olsen shared information on the death of Mary Page, a past member of WAHA. Memorial money is available. M/S Dona Olsen/Connie McCarthy to pay \$250 for a picture by Mitch Boeck to be displayed in the Chemo Room. Motion carried.
- The Worthington Hospital Auxiliary is celebrating 50 years. We will send a congratulations card.
- Runnings Ladies Nite Out is 4 – 7 on October 19<sup>th</sup>. We will sell quilt raffle tickets and take orders for pecans and clusters. Kitty Hansen, Char Satter, Jackie Turner, and Kay Evers volunteered.
- Halloween Bake Sale is Monday October 31 from 7:30 to 1:00.
  - Jackie Turner and Karen Skarphol will be the chairs.
  - Bring items from 4:00 to 5:00 on Sunday evening, or Monday morning.
  - Cash donations are also appreciated
  - Workers:
    - 7:00 – 9:00 Connie McCarthy and Dona Olsen
    - 9:00 – 11:00 Rozanne Gronseth and Kay Evers
    - 11:00 – 1:00 Jean Johnson and Gerri Burmeister
- The October 31<sup>st</sup> Spooktacular event on the Wellness Path was discussed. M/S Kay Evers/Joanne Kaiser to donate \$50.00. Motion carried.
- M/S Marlene Smith/Kay Evers for the officers to set the price for the pecans and clusters. Motion carried.

The meeting was adjourned at 7:16 pm

Marlene Smith  
Recording Secretary

### **Upcoming Events –**

- Monday – October 31, 2022 - Halloween Bake Sale
- Monday – October 31, 2022 - Quilt Drawing at the Bake Sale
- Monday - November 14, 2022, at 6:00p.m.

### **Hostess -**

- Tonight - Pat Lenz and Karla Taber
- October - Rozanne Gronseth and Char Satter



# WINDOM AREA HEALTH FOUNDATION

## BOARD OF DIRECTOR'S MEETING

**TUESDAY, NOVEMBER 29, 2022**

**5:00-8:00 pm – Cottonwood County Historical Society**

**Dinner served from Plaza Jalisco at 5:30 pm**

### AGENDA

- |   |               |
|---|---------------|
| <b>I. CALL WAH FOUNDATION MEETING TO ORDER</b>  | Steve Johnson |
| <b>II. FOUNDATION MEETING MINUTES -</b><br>- Approve minutes from regular meeting on September 27, 2022   | Steve Johnson |
| <b>III. FINANCIAL STATEMENT -</b><br>- Review donations & assign thank-you's  | Kim Armstrong |
| <b>IV. OLD BUSINESS -</b><br>- Women's Night Out & Quilt Raffle<br>- End of Year Solicitation Letters<br>- WAH Foundation Funds out of Sanford<br>- Rock the Rink Pink – January 19, 2023 | Kim Armstrong |
| <b>V. NEW BUSINESS -</b><br>- Ask for Anything Grants   | Kim Armstrong |
| <b>VI. STRATEGIC PLANNING SESSION</b><br>- SWOT Analysis  | Shelby Medina |
| <b>VII. PROJECTS -</b><br>- Dad's Belgian Waffle Brunch<br>o March 12, 2023, Windom Community Center<br>- Golf Tournament<br>o June 16, 2023, Windom Country Club                         | Kim Armstrong |
| <b>VIII. NEXT MEETING DATE/TIME – January 24, 2023</b>  | Steve Johnson |
| <b>IX. MEETING CONCLUSION</b>   | Steve Johnson |

**WINDOM AREA HEALTH FOUNDATION  
FOUNDATION BOARD MEETING MINUTES  
SEPTEMBER 27, 2022, AT 5:00 P.M.**

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**Attending:** Terry Tegels, Steve Johnson, Tom Christensen, Greg Scheitel, Chad Merrihew, Emily Masters/CHRO, Kim Armstrong/Exec Dir. Compliance & Foundation/Auxiliary

**Absent:** Ann Bartelt, Kay Gross, Shelby Medina/CEO

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

**FOUNDATION MINUTES:**

M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE REGULAR MEETING OF AUGUST 23, 2022 AS PRESENTED (SCHEITEL/MERRIHEW).

**FINANCIAL STATEMENT:**

The August 2022 financial statement was reviewed.

M/S/C UNANIMOUSLY TO APPROVE THE FINANCIAL STATEMENT AS PRESENTED (TEGELS/CHRISTENSEN)

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

Foundation donor gifts received during August 2022 were reviewed. There were no donor gifts of \$100 or more made during August requiring a thank you note or phone call from a Foundation Board member.

**OLD BUSINESS**

**Corporate Resolution**

Kim shared a bequest was recently made to the Windom Area Health Foundation. She stated in order for the bequest to be awarded to the Foundation, a corporate resolution stating Kim Armstrong, Corporate Treasurer, and Shelby Medina, Corporate President, are authorized to act on behalf of Windom Area Health Foundation. An email was sent to Foundation Board members requesting them to vote for or against the proposed corporate resolution name Kim and Shelby as corporate officers to the Windom Area Health Foundation.

M/S/C UNANIMOUSLY TO AGREE TO HAVE KIM ARMSTRONG AND SHELBY MEDINA BE DESIGNATED AS THE AUTHORIZED PERSONS TO ACT ON BEHALF OF WINDOM AREA HEALTH FOUNDATION. FOUNDATION BOARD MEMBERS VOTING IN FAVOR OF THIS RESOLUTION: ANN BARTELT, GREG SCHEITEL, KAY GROSS, STEVE JOHNSON, TOM CHRISTENSEN, TERRY TEGELS, AND CHAD MERRIHEW. THOSE VOTING AGAINST THIS RESOLUTION: NONE.

**Scholarships Policy**

Kim presented a new Scholarship Policy that was emailed to Board members earlier for their review and discussion. The purpose of this policy is to provide financial support to local students who are interested in pursuing a career in a healthcare field. And, to create a future employee pipeline for WAH positions. Kim stated non-educational expenses submitted by the student for reimbursement would be addressed on a case-by-case basis.

M/S/C UNANIMOUSLY TO APPROVE THE WINDOM AREA HEALTH FOUNDATION SCHOLARSHIP POLICY AS PRESENTED (TEGELS/SCHEITEL).

**Women's Night Out & Quilt Tickets**

Kim noted Women's Night Out will be held October 1, 2020 at the Round Lake Vineyards and Winery. She noted approximately 118 tickets have been sold for this event. She stated Windom's Cotton Quilters have donated a queen size quilt to the WAH Auxiliary. Auxiliary members will be selling raffle tickets for this quilt at the Women's Night Out event with raffle ticket proceeds being donated to the Foundation's Women's Health Fund. Kim noted the raffle drawing would take place October 31st during the Auxiliary's Halloween Bake Sale event.

**End of Year Solicitation Letters**

Kim brought additional capital item suggestions for Board members to consider as their next fundraising campaign using gift monies from the upcoming end of year solicitation letters being mailed in November. M/S/C UNANIMOUSLY TO DESIGNATE PROCEEDS FROM THE 2022 END OF YEAR SOLICITATION LETTER TO BE USED FOR THE PURCHASE OF A NEW FETAL MONITOR COSTING APPROXIMATELY \$17,000 (TEGELS/MERRIHEW)

## **NEW BUSINESS**

### **Running's Ladies Night**

Kim shared information regarding the annual Running's Ladies Night Out to be held October 19<sup>th</sup> from 4:00-8:00pm at the Windom store. She noted Running's will be making a monetary donation to the Foundation from this day's event. The Auxiliary will be attending this event to sell raffle tickets for the donated quilt to be drawn for October 31st. Kim will have a display board at this event to bring awareness of Foundation highlights and accomplishments over the past several years.

### **Ivory Silk Lilac Trees**

Kim stated two of the Ivory Silk Lilac Trees in the Tranquility Garden have died and need replacing. It was felt these trees should be replaced at the expense of the Foundation as these trees were purchased by a local community person in memory of loved ones. Redwood Falls Nursery confirmed they have Ivory Silk Lilac trees available and will replace the two trees for a cost of \$350, which includes delivery and planting. M/S/C UNANIMOUSLY TO PURCHASE TWO IVORY SILK LILAC TREES FROM REDWOOD FALLS NURSERY AT A TOTAL COST OF \$350, WHICH INCLUDES DELIVERY AND PLANTING, WITH THIS PROJECT TO BE COMPLETED THIS FALL. (CHRISTENSEN/SCHTEL)

### **Strategic Planning Session**

Kim shared three possible November dates to hold the WAHF Strategic Planning Session. Board members agreed to contact Kim to determine which of the designated dates will work best for the Planning Session.

### **WAH Foundation Funds out of Sanford**

Kim stated that since 2004 the Sanford Foundation has assisted in helping Windom Area Health Foundation with several types of clerical duties such as solicitation letter mailings, recording donor gifts, composing donor thank you letters along with assisting with other business functions. Kim was notified recently that Sanford Foundation would be discontinuing their services to WAH Foundation and the funds would have to be moved to a new financial institution before the end of 2022. Kim stated she would become responsible for all clerical duties of the WAH Foundation moving forward, including the end of year solicitation letter and mailing. She stated as additional information is shared, she would update Board members.

### **Form 990**

As an FYI, Kim shared that the auditing firm of CliftonLarsonAllen is working on the tax information Form 990. Foundation Board approval is needed upon its completion.

## **PROJECTS**

**Women's Night Out** – October 1, 2022, at Round Lake Vineyard and Winery beginning at 5:00 pm.

**Rock the Rink Pink** – January 19, 2023 at the Windom Arena. Board members discussed this event with Board member consensus being to decline in participating in this year's event.

**Dad's Belgian Waffle Brunch** – March 12, 2023 at Windom Community Center

**Golf Tournament** – June 16, 2023 at Windom Country Club. Kim noted she has secured this date for holding this event and planning can begin as the date becomes closer.

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

Steve Johnson  
WAH Foundation Chairperson