

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

Purpose: Provide governance for Windom Area Health	
Meeting Date/Time/Location:	Monday, January 23, 2023 / 5:30 pm / Large Conference Room
Members: All Windom Area Health Governing Board Mbrs	Present: Absent: Others:
Recorder:	Janel Eichstadt, Executive Asst
Category / Topic	Action step(s) / Updates
STANDING ITEMS	
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 December 19, 2022 <i>(Board motion)</i>
COMMITTEE REPORTS	
Professional Practice / Quality & Planning Cmte	<ul style="list-style-type: none"> Medical Staff Credentialing review and approval per recommendation from the WAH Medical Staff <i>(Board motion)</i> Medical Staff meeting review Review PP/Q & P Committee meeting activities
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 <i>(Board motion)</i>
OTHER REPORTS	
Statistical & Financial Performance Reports	Review & recommend approval of statistical & financial reports <i>(Board motion)</i>
Capital Acquisition Activity	Review capital acquisition activity
Collections Policy	Review & recommend approval of the Collections Policy <i>(Board Motion)</i>
Capital Improvement Grant	Review & recommend approval of Capital Improvement Grant <i>(Board Motion)</i>
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
Grant Application	Review & recommend approval of MDH Planning and Transition Grant application <i>(Board motion)</i>
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) <i>(Board motion)</i>
Medical Director	Organizational updates
Administration	<ul style="list-style-type: none"> Review/Update of Sr Management Team Executive Summaries Review and approve WAH committee meeting reports as presented <i>(Board motion)</i>

Leader:	Dr M Fisher
	Dr M Fisher
	Dr Van Kley Dr Blue Kay Gross
	Justin Schmit
	John Peyerl
	John Peyerl
	John Peyerl
	John Peyerl
	Emily Masters
	Emily Masters
	Emily Masters
	Shelby M Kelsey A
	Kelsey Andrews
	Dr M Fisher
	Dr Dan Blue
	Sr Mgmt Team

City of Windom	Informational updates	Steve Nasby Mary Grunig
Sanford Health Network	Informational updates	Dave Rogers, SHN Exec Dir
WAH Foundation Board	Foundation Board meeting January 24, 2023 at 5:00 pm in LCR. November meeting minutes included in Board book.	Dr M Fisher
WAH Auxiliary	Auxiliary met January 9, 2023. Meeting minutes from November 14, 2022, included in Governing Board book	Dr M Fisher
OLD & NEW BUSINESS		
Old Business		Dr M Fisher
New Business	Motion to adjourn WAH Governing Board meeting into Executive Session for the purpose of discussing provider contracts and labor negotiations strategy under Minnesota Statute 144.581 HOSPITAL AUTHORITIES: Subd.5(a), closed meetings and Minnesota Statute 13D.03 CLOSED MEETINGS FOR LABOR NEGOTIATIONS STRATEGY: Subd. 1(b). <i>(Board motion)</i> Motion to reopen Governing Board meeting. <i>(Board motion)</i>	Dr M Fisher
CONCLUSION		
	Conclude WAH Governing Board meeting	Dr M Fisher
Board Education	None	

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

Purpose: Provide governance for Windom Area Health

Meeting Date/Time/Location: Monday, December 19, 2022 / 5:30 pm / Large Conference Room

Members: All Windom Area Health Governing Board Mbrs
 Present: Kay Gross, Justin Schmit, Dan Ortman, Ann Bartelt, Terry Tegels, Dr. Michael Fisher, Dan Hormig, John Peyerl/CFO, Kelsey Andrews/DON, Dr. Dan Blue/Medical Director, Shelby Medina/CEO,
 Others: Dr. B Van Kley/Chief of Staff, Steve Nasby/City Administrator
 Absent: Julie Brugman/Mt Lake Advisory Mbr, Emily Masters/CHRO, Dave Rogers/SHN Exec Dir, Lisa Farag/Windom City Council Liaison

Recorder: Janel Eichstadt, Executive 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.

Dr M Fisher
 Dr M Fisher

Meeting Minutes

M/S/C UNANIMOUSLY TO APPROVE WINDOM AREA HEALTH GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF NOVEMBER 28, 2022 (ORTMANN/GROSS).

COMMITTEE REPORTS

December's Medical Staff Credentialing list was presented for review with the following motion made:

M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE WAH MEDICAL STAFF, TO APPROVE MEDICAL STAFF CREDENTIALING AS PRESENTED (GROSS/TEGELS).

APPOINTMENTS:

Elias Issa, M.D.	Telehospitalist	Telemedicine
Sridevi Manginani, M.D.	Telehospitalist	Telemedicine
Erin Meyer, D.O.	Telehospitalist	Telemedicine
Rachael Nambusi, M.D.	Telehospitalist	Telemedicine
Christina Richardson, CNP	Wound & HBO	Allied Health Professionals

REAPPOINTMENTS:

Jennifer Cousins, PA-C	Orthopedics (Dr. Botker)	Allied Health Professionals
Susan Goodemote, CNP	Family Medicine	Allied Health Professionals
Richard Lowry, OPAC	Orthopedics (Dr. Botker)	Allied Health Professionals
Anthony Nwakama, M.D.	Orthopedics	Consulting
Kari Westenkirchner, CNP	Cardiology – Dr. Jonsson	Allied Health Professionals

SANFORD TELEMEDICINE APPOINTMENT:

Bruce Bennett, M.D. Burn Care Telemedicine

VRAD REAPPOINTMENTS:

Johnathan Bold, M.D.	Teleradiology	Telemedicine
Snehal More, M.D.	Teleradiology	Telemedicine
Michael Novick, M.D.	Teleradiology	Telemedicine

RESIGNATIONS: none

WAH MEDICAL STAFF MEETING UPDATE-

Dr. Blue reported on agenda items addressed at the Medical Staff meeting held earlier in the day. He shared discussion was held regarding various models of hospitalist services that can be considered for use at Windom Area Health as he continues to explore launching a hospitalist program at Windom Area Health in the upcoming future. Dr. Blue agreed to further explore additional information on types of hospitalist programs that can be considered at WAH as it relates to patient care and report

Professional Practice / Quality & Planning Cmte

Dr Van Kley
 Dr Blue
 Kay Gross

	<p>his findings at a future Medical Staff meeting. Dr. Blue informed Medical Staff members a Sports Medicine agreement was signed recently between Windom Area Health and Windom Public Schools for the remainder of the 2022-23 school year to provide sports medicine services for all varsity and B-squad sports events held in Windom.</p> <p>John shared there were no financial assistance applications to review this month. He stated a recent emphasis was directed on decreasing Accounts Receivable days due to its increase in uncollected payments from insurances and patient payments. He noted Accounts Receivable days were reduced from 52.62 days in October, down to 45.60 days in November.</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE 'NO REPORTS AVAILABLE' STATUS FOR DECEMBER AS IT RELATES TO PATIENT FINANCIAL ASSISTANCE AND PATIENT COLLECTIONS (SCHMIT/GROSS).</p> <p>In month 8 of FY2023, financial assistance accounts approved for write off remained at \$45,657.37 on a budget of \$125,000. M/S/C UNANIMOUSLY TO APPROVE THE FOLLOWING RESIGNATIONS: NUTRITIONAL SERVICES AIDE EFFECTIVE OCTOBER 30, 2022, PATIENT ACCESS REPRESENTATIVE EFFECTIVE OCTOBER 31, 2022, NUTRITIONAL SERVICES COOK AIDE EFFECTIVE DECEMBER 3, HIM CODER EFFECTIVE DECEMBER 8, ENVIRONMENTAL SERVICES TECH EFFECTIVE DECEMBER 22, 2022, PRN RN EFFECTIVE DECEMBER 31, 2022, RN EFFECTIVE JANUARY 16, 2023, OUTREACH RN RETIREMENT DATE WAS CHANGED FROM DECEMBER 16, 2022, TO NEW EFFECTIVE DATE OF JANUARY 16, 2023, AND THE WOUND CENTER PROGRAM DIRECTOR RESIGNATION DATE OF DECEMBER 5, 2022 NOTED IN THE SEPTEMBER 26, 2022 MINUTES WERE REPORTED INCORRECTLY, THE CORRECT RESIGNATION DATE WAS NOTED TO BE DECEMBER 2, 2022. THERE WERE NO TERMINATIONS OF EMPLOYMENT TO REPORT (SCHMIT/GROSS).</p> <p>The Sanford Supply Chair Agreement that remained to be negotiated at the time Windom Area Health signed its new 10-year Management Agreement with Sanford Health earlier in 2022 has been finalized. The agreement notes a 2% per year annual increase as part of this supply chain agreement, which begins January 1, 2023 and extends through the 10-year term of the Windom Area Health/Sanford management agreement.</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE SANFORD HEALTH SUPPLY CHAIN AGREEMENT EFFECTIVE JANUARY 1, 2023 WITH A 2% PER YEAR ANNUAL INCREASE IN SUPPLIES FOR WINDOM AREA HEALTH AND REMAINS EFFECTIVE THROUGH THE REMAINDER OF THE SANFORD HEALTH MANAGEMENT AGREEMENT, JANUARY 2032 (SCHMIT/ORTMANN).</p>	Justin Schmit
Finance / Personnel / Labor Relations & Bldg & Grounds Cmte		
OTHER REPORTS		
Statistical & Financial Performance Reports	November 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 above budget expectations; net operating revenue and total operating expenses factored together left an increase in net assets totaling \$52,719. FY2023 year-to-date net income totals \$1,420,191 on a projected budget of \$1,237,800. Days in A/R were reported at 45.60 and Days Cash on Hand totaled 359.	John Peyerl
Capital Acquisition Activity	There was no Capital Acquisition activity during November requiring Governing Board action.	John Peyerl
Educational Assistance Applications	M/S/C UNANIMOUSLY TO APPROVE ONE EDUCATION ASSISTANCE REQUEST TOTALING \$3500 FROM AN OUTREACH NURSE TO ATTEND MANKATO STATE UNIVERSITY TO OBTAIN HER BSN DEGREE (TEGELS/GROSS).	Shelby Medina
New / Department Transfer Employees	The following new hires / department transfers and updates were reported – New hires included a RN December 13, 2022, Surgery Tech effective December 20, 2022, and PT Wellness staff member moved to PRN effective December 1, 2022.	Shelby Medina
Patient Concern Reports	November 2022 Patient Concern Reports and patient survey comments were reviewed and found to be appropriately addressed.	Shelby M Kelsey A
Patient Safety Reports	Kelsey reported there was 1 reportable patient fall without injury; 0 documented patient skin integrity issues; 0 use of patient restraints; and 0 opioid-related deaths. She also noted as of December 13, 2022, there were no reportable adverse events to report.	Kelsey Andrews
WAH Policy Review	There were no policies presented for Governing Board approval.	Dr M Fisher
Medical Director	Dr. Blue shared work continues on ideas developed at the Strategic Planning Session held in October.	Dr Dan Blue
Administration	Kelsey, DON, noted an interview is planned in the near future for an outpatient nurse position. Two nurse interns will be moving to RN positions as soon as they have successfully passed their nursing board examinations. Nurse preceptor pay of an additional \$1/hour has been added to those RN's mentoring new nurses during their training period.	Sr Mgmt Team
	M/S/C UNANIMOUSLY TO APPROVE WAH COMMITTEE MEETING REPORTS AS PRESENTED (FISHER/ORTMANN).	

	<ul style="list-style-type: none"> • INFECTION PREVENTION • PHARMACY AND THERAPEUTICS • PI/RISK • UTILIZATION REVIEW • ED COMMITTEE 	
City of Windom	Steve thanked Lisa Farag for her service to the Windom City Council and serving as a WAH Governing Board liaison to the City Council. Marv Grunig was announced as the new City Council liaison to the WAH Governing Board effective January 2023. The City Council will be finalizing the CY2023 city budget at the next council meeting.	Steve Nasby Lisa Farag
Sanford Health Network	No report was available.	Dave Rogers SHN Exec Dir
WAH Foundation Board	The Foundation Board is not meeting in December. Their next meeting is scheduled for January 24, 2023 at 5:00pm	Dr M Fisher
WAH Auxiliary	Auxiliary did not meet in December as they decorated WAH for the holidays.	Dr M Fisher
OLD & NEW BUSINESS		
Old Business	There was no old business to report.	Dr M Fisher
New Business	There was no new business to report.	Dr M Fisher
CONCLUSION		
	The meeting was concluded by WAH Governing Board Chairperson, Dr. Michael Fisher.	Dr M Fisher
Board Education	There was no Governing Board education this month.	

Signature _____, Dan Ortmann, Governing Board Secretary

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
as of January 17, 2023
WAH MISSION: *"Dedicated to Health"*

CHIEF EXECUTIVE OFFICER REPORT

• **Organizational Updates**

- WAH is working to secure interim Locum Obstetrical and Caesarean Section surgical coverage to provide clinical support for Dr. Buhler. WAH continues to work with our local health systems to develop a recruitment and retention strategy for obstetrical services.
- WAH Therapy Department has started its sports medicine coverage for Windom Area Schools. Current coverage has gone well from our standpoint.
- Senior Executive Team has been reviewing and prioritizing strategic initiatives decided in October's strategic planning session. Communication schedule is as follows:
 - February 1st: Communication to organizational leaders and expectations
 - February 8th and 9th: Communication to all staff via employee forums (post leadership communication)
 - February 27th: Follow up summarization to Governing Board

• **MHA/Federal Updates:**

- No new updates for this month.

• **Committee Meeting Updates**

- Work Place Violence:
 - No meeting or incidents reported
- Infection Prevention: No update
- Pharmacy and Therapeutics: No update
- PI/ Risk: No update
- Utilization Review: No update
- Emergency Preparedness: Met October 2022
 - Hazard Plan policy reviewed and approved by Medical Staff
 - Working to schedule a facility tour for the Windom Fire Department to orient new members on Oxygen shut off and fire suppression system locations and other emergency shut off systems.
 - Katie Bennett is reviewing dates/times/needs to host a full scale event:
 - IE: operations based exercise that typically involves multiple agencies, jurisdictions, and disciplines performing functional and integration of operational elements involved in the response to a disaster event.

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
As of January 20, 2023
WAH MISSION: *"Dedicated to Health"*

CHIEF FINANCIAL OFFICER REPORT

Overview:

- Net income from operations was negative \$188,735 compared to a budget of \$134,150. Our net patient revenue was \$232,948 less than last December. December operating income is negative 9.73% compared to a budget percentage of 5.90%.

The volume of inpatient activity in December was consistent with our budget meeting activity in November. Inpatient admissions were right on budget for the month. The acute admissions were one less than November. Activity on the outpatient side produced volumes and revenues significantly below our budget expectations. Other than Emergency Department activity, our outpatient metrics were substantially behind budget expectations. Seventy-eight percent of our gross revenues came from outpatient activity, which is 2% lower than expectations. Acute admissions totaled twenty-eight. Those twenty-eight admissions produced sixty-eight inpatient days for an average daily census of 2.2. Outpatient gross revenue was \$296,818 less than budget and \$473,791 less than last December.

- Imaging procedure counts were 56 procedures below budget. Imaging performed 624 procedures compared to a budget of 680. Last December, 655 procedures were performed.
- Laboratory volumes exceeded budget expectations. Last fiscal year laboratory tests averaged about 10,068 in a given month. There were 8,620 in the month of December, which is 1,820 less than last December and 955 less than budget.
- Forty-three surgical procedures were performed in December, which is thirty-three less than our budgeted number and twenty-eight less than last December. Three of those surgeries were joint replacements.
- Rehab Therapy performed 1,340 modalities in December, which was 235 less than last December. That is 310 less modalities than the budgeted number of 1,650.

Contractual adjustments came in at 49.28% for the month. Contractual adjustments were budgeted at 44.44%.

Overall, expenses were \$13,203 more than budget. Purchased Services (\$216,397), Provision for Bad Debts (\$20,267) and Depreciation (\$22,542) were the notable categories that exceeded budget.

WINDOM AREA HEATH
GOVERNING BOARD EXECUTIVE SUMMARY
as of January 16th, 2023
WAH MISSION: *"Dedicated to Health"*

DIRECTOR OF NURSING REPORT

- **Medical/Surgical/OB/Emergency Room:**
 - One of two nurse interns has passed her RN nursing boards and has now started full orientation as an RN. The other nurse intern is working to schedule her RN nursing boards.
 - We currently have 2 nurse openings for the general nursing floor and 1 nurse opening for outpatient services. A Nurse Supervisor position has also been posted and we are currently accepting applications. The Nurse Supervisor position will be expected to cover ½ days and ½ PM's. This position is non-union and exempt.
 - Due to changes being implemented for Emergency Room Triage by Sanford, we sent a nurse to become a super trainer who will be expected to train the remaining nursing staff.
 - The Telehospitalist will be responsible for all patient admits who have not established a primary care provider.

- **Diabetes Management/Oncology:**
 - We have posted to train an additional nurse in chemotherapy. We are working to grow our chemotherapy program here.

- **Surgery**
 - Nothing to report.

- **Committee Meetings**
 - **No meetings to report**

 - **MHA Safety Data as of January 16th:**
 - Falls – 0
 - Skin Integrity - 0
 - Restraints – 0
 - Opioid Deaths – 0
 - Reportable Events – 0

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of January 17, 2023

WAH MISSION: "Dedicated to Health"

CHIEF HUMAN RELATIONS OFFICER REPORT

Human Resources/Employee Health

- Posted positions:
 - RN & RN Outpatient Nurse
 - Radiology Tech
 - Environmental Services Tech
 - Dietary Aide/Cook
 - Senior Billing Specialist
 - Medical Records Coder
 - Patient Access Rep – Scheduling
 - Patient Access Rep – Front/registration
 - Compliance & Credentialing Specialist
 - Paramedic
 - Nursing Supervisor
- Nicole Sammons was recognized as the employee of the quarter. Nicole chose a prize, gets a reserved parking space, and recognition in the BEAT, egram, social media and around the hospital. Nicole is a huge asset to WAH!
- New recruitment videos promoting our nursing team are currently running on social media. Big thanks to the nursing staff for helping make these!

Community Health/Mental Health/Wellness Center

- Mara Smith attended Sr. Dining on January 10th to promote the new SAIL (Stay Active & Independent for Life) class. WAH sponsored ½ price Tuesday.
- The community and employee weight loss challenges are currently running.
- We are working on two large grants for the mental health clinic, one federal for \$100,000 (HRSA) and one through the MN Dept of Health for \$40,000.

Marketing/PR/Foundation

- Dad's Belgian Waffles will be held on Sunday, March 12th at the Windom Community Center.
- We have worked with Nutritional Services to get several room service menus translated to Spanish. Several other registration, admission and cardiac rehab materials have also been translated to Spanish.
- As of January 1, WAH is handling all aspects of the Foundation funds, donor lists, and solicitation letters.
- Heart and Vascular Screens (Sanford trucks) are scheduled to be here on Feb 16th. We are working with Sanford to schedule a 'heart health month' event.

Donations/Sponsorships

- 16 turkeys were donated to the food shelf from WAH employees who did not want theirs as a holiday gift.
- Windom Figure Skating - \$500 sponsor

Committee Meetings

- **Employee Focus/Finance:** Employees donated \$193 to the Southwest Crisis Center, collected from the Jeans Fund during Quarter 4 (employees pay \$1 to wear jeans on Fridays).
- **Patient & Family Advisory Committee:** No report, next meeting scheduled for Feb 7th.
- **Safety:** No report
- **Safe Patient Handling:** No report.

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
SERVICE													
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%	n/a	79.6%				
OP Net Promoter Score	80.6%	66.7%	n/a	95.9%	100.0%	94.7%	97.9%	n/a	70.6%				
Emergency Dept Net Promoter Score	49.1%	46.4%	n/a	45.3%	40.0%	43.5%	45.8%	n/a	50.5%				
Wound Center Overall Pt. Satisfaction	>92%	100.0%	98.0%	100.0%	100.0%	100.0%	98.8%	98.0%	n/a				

QUALITY

Falls per 1000 Patient Days	0.0	n/a	n/a	13.3	n/a	n/a	8.8	n/a	10.8				
Patient Falls with Injuries	0.0	n/a	n/a	16.4	n/a	n/a	0.0	n/a	0.0				
Hand Hygiene	100%	n/a	n/a	100.0%	n/a	n/a	99.0%	n/a	n/a				
Patient Experience/HCAHPS Recommend	81%	n/a	n/a	77.3%	n/a	n/a	82.6%	n/a	88.1%				
How would you rate/HCAHPS	83%	n/a	n/a	77.3%	n/a	n/a	73.9%	n/a	77.4%				
Communication with Nurses	89%	n/a	n/a	90.8%	n/a	n/a	84.1%	n/a	88.9%				
Communication with Doctors	85%	n/a	n/a	86.4%	n/a	n/a	83.3%	n/a	88.3%				
Readmission within 30 days	<5%	n/a	n/a	2.8%	n/a	n/a	4.4%	n/a	n/a				
Wound Center Patient Healing Rate	>92%	100.0%	100.0%	94.0%	94.0%	96.7%	100.0%	80.0%	97.0%				

FINANCIAL

Income(Loss) YTD Operations Budget '23	5.96%	5.24%	8.43%	7.40%	9.50%	10.28%	8.14%	6.94%	5.90%				
Days in Accts Receivable	<53	47.60	49.25	53.98	52.37	59.10	52.62	45.60	52.82				
Days Cash on Hand	>150	364	354	374	367	343	336	359	342				

GROWTH

Surgeries to Budget	71	69	70	53	81	64	63	58	43				
Wound Center New Patients	23	24	18	20	23	27	17	24	23				
Wound Center Encounters	135	180	199	185	243	214	229	222	220				
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	46	29				
Wound Ctr New Patients for HBO Treatments	10/calendr.yr	0	1	0	0	0	1	1	2				

* This information no longer available to report *

COMMUNITY

WAH Hosted Events w/ Commun Participn	2/fiscr yr	0	0	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, January 23, 2023 / 4:30-5:15 pm / Large Conference Room

Members: Justin Schmit, Ann Bartelt, Dan Ortmann, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lake Advisory Mbr, John Peyerl/CFO, Emily Masters/CHRO, Kelsey Andrews/DON, 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 December 19, 2022 (<i>Cmte Motion</i>)	Justin S
Collections & Financial Assistance	Review & recommend approval of patient financial accounts (<i>Cmte Motion / Bd Motion</i>)	John P
Employee Resignations & Terminations	Review & recommend acceptance of WAH employee resignations / terminations (<i>Cmte Motion / Bd Motion</i>)	Emily M
FOLLOW-UP ITEMS		
NEW/CURRENT ITEMS		
Collections Policy	Review & recommend approval of the Collections Policy (<i>Cmte Motion / Bd Motion</i>)	John P
Capital Improvement Grant	Review & recommend approval of Capital Improvement Grant (<i>Cmte Motion / Bd Motion</i>)	John P
Strategic Planning Action Items	Review and recommend approval to move forward of MOB	Shelby M
Other		
CONCLUSION		
	Conclude Finance/Personnel/Labor Relations & Building & Grounds Committee meeting	Justin S

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

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

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Present: Justin Schmit, Dan Ortman, Kay Gross, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lake Advisory Mbr, John Peyer/CFO, Kelsey Andrews/DON, Dr. Dan Blue/Medical Director, Shelby Medina/CEO
Absent: Emily Masters/CHRO, Dave Rogers/SHN Exec Director
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 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 NOVEMBER 28, 2022, AS PRESENTED (ORTMANN/GROSS). Justin S

Collections & Financial Assistance John shared there were no financial assistance applications to review this month. John stated a recent emphasis was directed on decreasing Accounts Receivable days. He noted Accounts Receivable days were reduced from 52.62 days in October down to 45.60 days in November. John P

M/S/C UNANIMOUSLY TO APPROVE THE 'NO REPORTS AVAILABLE' STATUS FOR DECEMBER AS IT RELATES TO PATIENT FINANCIAL ASSISTANCE AND PATIENT COLLECTIONS (SCHMIT/BRUGMAN). In month 8 of FY2023, financial assistance accounts approved for write off remained at \$45,657.37 on a budget of \$125,000.

M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FOLLOWING RESIGNATIONS: NUTRITIONAL SERVICES AIDE EFFECTIVE OCTOBER 30, 2022, PATIENT ACCESS REPRESENTATIVE EFFECTIVE OCTOBER 31, 2022, NUTRITIONAL SERVICES COOK AIDE EFFECTIVE DECEMBER 3, HIM CODER EFFECTIVE DECEMBER 8, ENVIRONMENTAL SERVICES TECH EFFECTIVE DECEMBER 22, 2022, PRN RN EFFECTIVE DECEMBER 31, 2022, OUTREACH RN RETIREMENT DATE WAS CHANGED FROM DECEMBER 16, 2022, TO NEW EFFECTIVE DATE OF JANUARY 16, 2023, AND THE WOUND CENTER PROGRAM DIRECTOR RESIGNATION DATE OF DECEMBER 5, 2022 NOTED IN THE SEPTEMBER 26, 2022 MEETING MINUTES WAS REPORTED INCORRECTLY WITH THE CORRECT RESIGNATION DATE TO BE DECEMBER 2, 2022. THERE WERE NO TERMINATIONS OF EMPLOYMENT TO REPORT (SCHMIT/GROSS). Shelby M

FOLLOW-UP ITEMS

There were no follow-up items to report for Committee action.

NEW/CURRENT ITEMS

Other: Sanford Supply Chain Agreement
Shelby shared the Sanford Supply Chain Agreement that remained to be negotiated at the time Windom Area Health signed its new 10-year Management Agreement with Sanford Health, earlier in 2022, has been finalized and ready to be presented to the WAH Governing Board at its meeting later today. She noted a 2% per year annual increase was negotiated as part of the Supply Chain Agreement, which begins January 1, 2023 and extends through the remainder of the 10-year term of the Windom Area Health/Sanford Health Management Agreement.

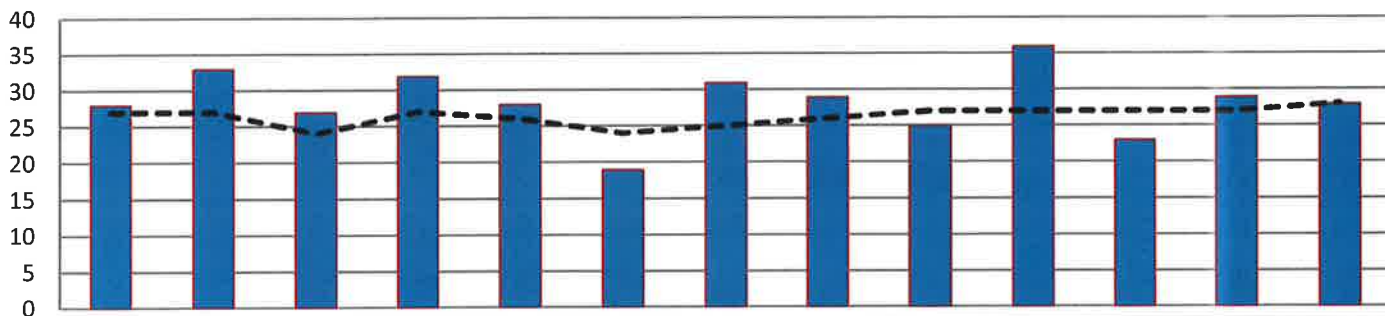
CONCLUSION

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

Justin S

ADMISSIONS

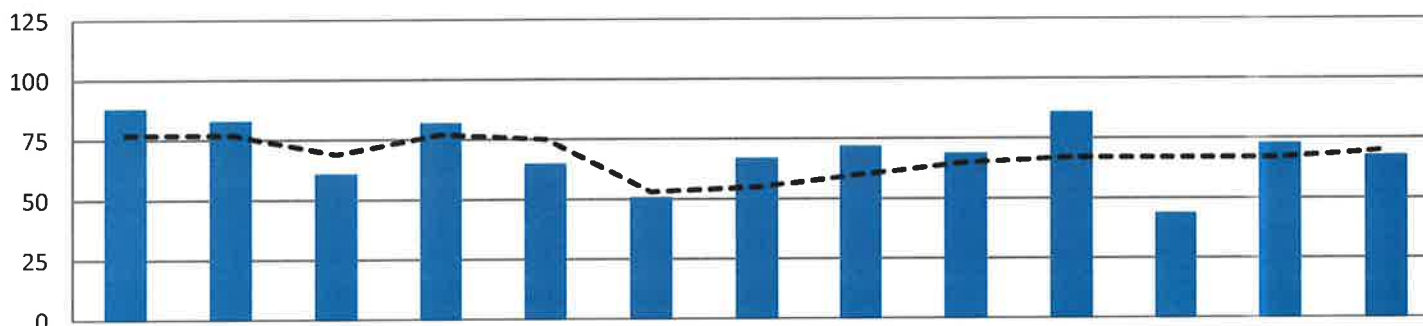
Admissions Budget



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

PATIENT DAYS

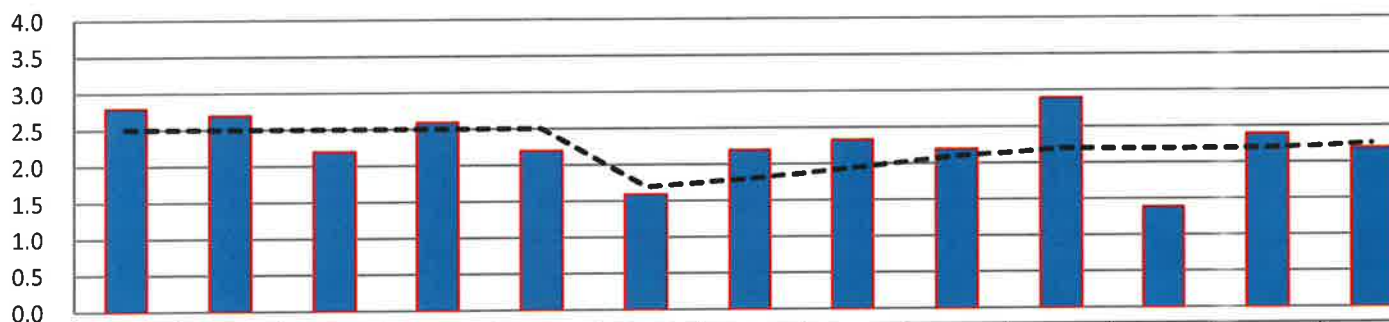
Pt Days Budget



	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22
Pt Days	88	83	61	82	65	51	67	72	69	86	44	73	68
Budget	77	77	69	77	75	53	55	60	65	67	67	67	70

AVERAGE PATIENTS PER DAY

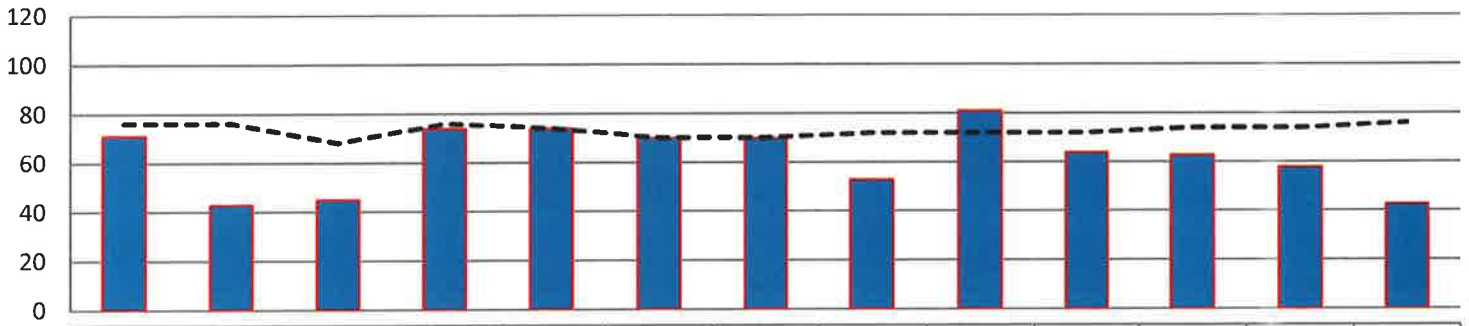
Avg Pt/Day Budget



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

SURGERY

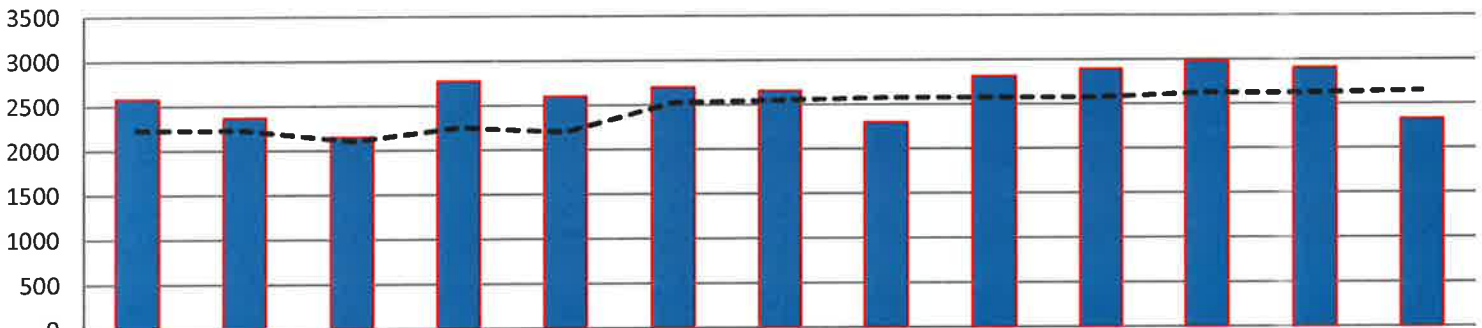
Surgery Budget



	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22
Surgery	71	43	45	74	74	70	70	53	81	64	63	58	43
Budget	76	76	68	76	74	70	70	72	72	72	74	74	76

OUTPATIENT OCCASIONS OF SERVICE

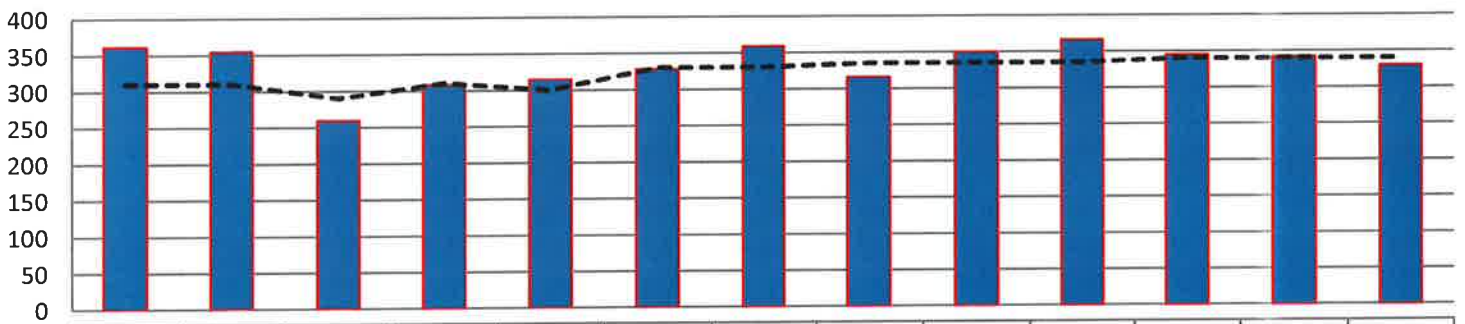
OP Visits Budget



	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22
OP Visits	2583	2372	2155	2781	2605	2704	2661	2303	2818	2899	2984	2912	2336
Budget	2225	2225	2100	2250	2200	2525	2550	2575	2575	2575	2625	2625	2650

EMERGENCY VISITS

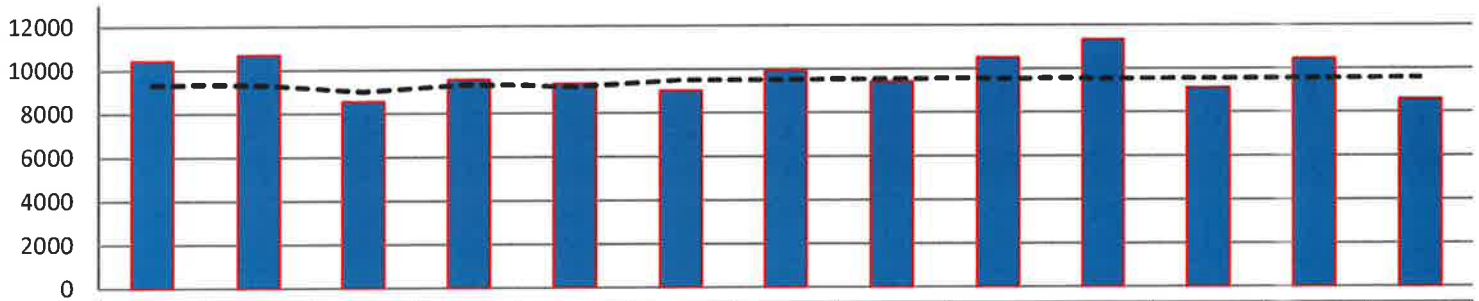
ER Visits Budget



	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22
ER Visits	362	355	260	309	315	329	360	317	351	367	346	343	331
Budget	310	310	290	310	300	330	330	335	335	335	340	340	340

LAB PROCEDURES

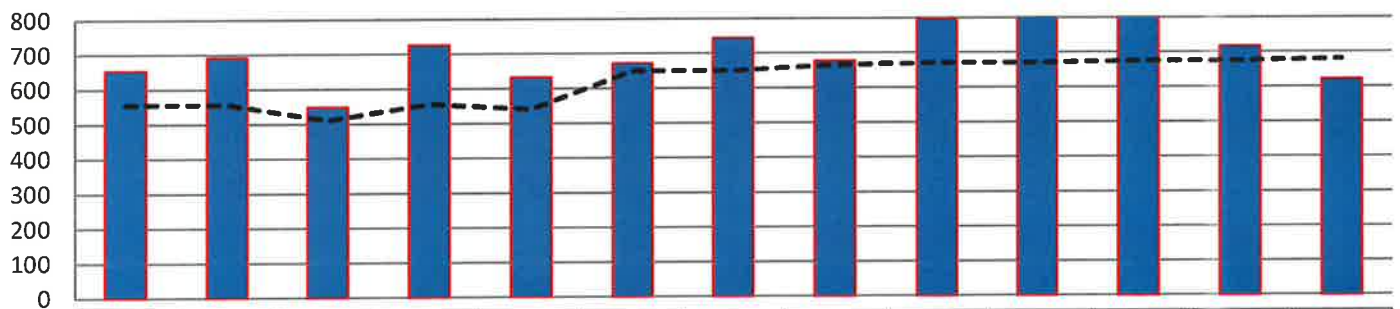
Lab Proc Budget



	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22
Lab Proc	10440	10713	8564	9569	9357	9030	9951	9433	10542	11361	9147	10484	8620
Budget	9325	9325	9000	9325	9200	9500	9500	9525	9525	9525	9550	9550	9575

IMAGING PROCEDURES

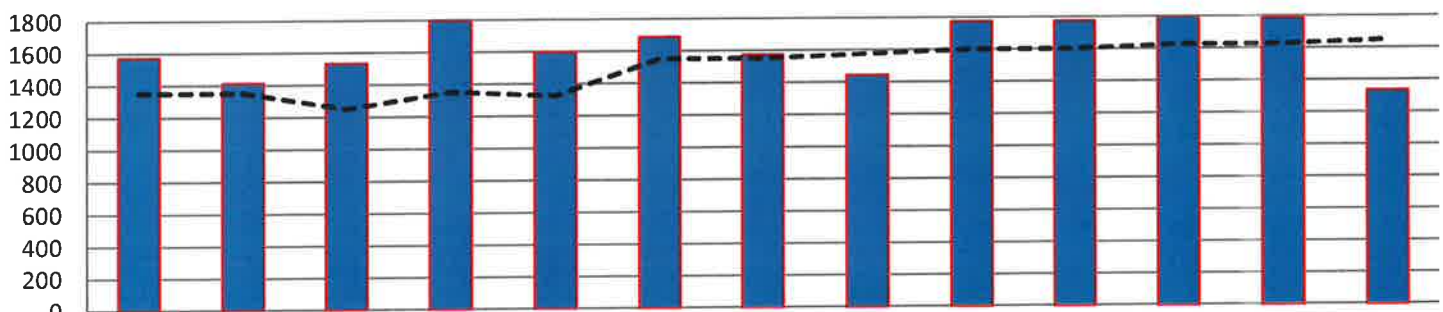
Imaging Proc Budget



	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22
Imaging Proc	655	692	549	728	634	674	746	679	799	908	827	719	624
Budget	555	555	510	555	540	650	650	665	670	670	675	675	680

REHAB MODALITIES

Rehab Modalities Budget



	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22
Rehab Modalities	1575	1414	1537	1801	1600	1692	1578	1448	1779	1779	1803	1794	1340
Budget	1350	1350	1250	1350	1325	1550	1550	1575	1600	1600	1625	1625	1650

WINDOM AREA HEALTH
INCOME STATEMENT

	12/31/2022		Revenue		Comparison		Budget 2023		Revenue		Comparison		Budget 2023		Revenue		Comparison		December		\$ Change		% Change	
	12/31/2022	Comparison	Budget 2023	Comparison	Y-T-D FY2023	Comparison	Budget 2023	Comparison	Y-T-D FY2023	Comparison	Budget 2023	Comparison	Y-T-D FY2023	Comparison	Budget 2023	Comparison	Y-T-D FY2023	Comparison	From Last Year	From Last Year	\$ Change	% Change		
PATIENT REVENUE																								
Inpatient Revenue	\$834,142	22.02%	\$800,000	19.75%	\$5,252,203	15.99%	\$5,275,000	17.31%	\$5,418,766	17.31%	\$5,275,000	17.31%	\$5,418,766	17.31%	\$5,275,000	17.31%	\$5,418,766	17.31%	(\$166,563)	-3.1%				
Outpatient Revenue	\$2,953,182	77.98%	\$3,250,000	80.25%	\$27,600,782	84.01%	\$25,200,000	82.69%	\$25,056,947	82.69%	\$25,200,000	82.69%	\$25,056,947	82.69%	\$25,200,000	82.69%	\$25,056,947	82.69%	\$2,543,835	10.2%				
Total Patient Revenue	\$3,787,324	100.00%	\$4,050,000	100.00%	\$32,852,985	100.00%	\$30,475,000	100.00%	\$30,475,713	100.00%	\$30,475,000	100.00%	\$30,475,713	100.00%	\$30,475,000	100.00%	\$30,475,713	100.00%	\$2,377,272	7.8%				
Contractual Adjustments	\$1,866,405	49.28%	\$1,800,000	44.44%	\$15,165,419	46.16%	\$13,475,000	44.22%	\$13,039,215	44.22%	\$13,475,000	44.22%	\$13,039,215	44.22%	\$13,475,000	44.22%	\$13,039,215	44.22%	\$2,126,204	16.3%				
Other Income	\$17,993	0.48%	\$25,000	0.62%	\$157,854	0.48%	\$200,000	0.66%	\$193,759	0.66%	\$200,000	0.66%	\$193,759	0.66%	\$200,000	0.66%	\$193,759	0.66%	(\$35,905)					
NET OPERATING REVENUE	\$1,938,912	100.00%	\$2,275,000	100.00%	\$17,845,420	100.00%	\$17,200,000	100.00%	\$17,630,257	100.00%	\$17,200,000	100.00%	\$17,630,257	100.00%	\$17,200,000	100.00%	\$17,630,257	100.00%	\$215,163	1.2%				
EXPENSE																								
Employee Salaries	\$750,433	38.70%	\$825,000	36.26%	\$5,744,371	32.19%	\$6,035,000	35.09%	\$5,630,420	35.09%	\$6,035,000	35.09%	\$5,630,420	35.09%	\$6,035,000	35.09%	\$5,630,420	35.09%	\$113,951	2.0%				
Employee Benefits	\$235,091	12.12%	\$245,000	10.77%	\$1,778,767	9.97%	\$1,845,000	10.73%	\$1,716,966	10.73%	\$1,845,000	10.73%	\$1,716,966	10.73%	\$1,845,000	10.73%	\$1,716,966	10.73%	\$61,801	3.6%				
Pharmaceuticals	\$79,448	4.10%	\$100,000	4.40%	\$697,473	3.91%	\$735,000	4.27%	\$665,188	4.27%	\$735,000	4.27%	\$665,188	4.27%	\$735,000	4.27%	\$665,188	4.27%	\$32,285	4.9%				
Supplies	\$133,621	6.89%	\$170,000	7.47%	\$1,092,334	6.12%	\$1,185,000	6.89%	\$1,077,714	6.89%	\$1,185,000	6.89%	\$1,077,714	6.89%	\$1,185,000	6.89%	\$1,077,714	6.89%	\$14,620	1.4%				
Rents & Utilities	\$36,994	1.91%	\$40,000	1.76%	\$243,652	1.37%	\$240,000	1.40%	\$220,558	1.40%	\$240,000	1.40%	\$220,558	1.40%	\$240,000	1.40%	\$220,558	1.40%	\$23,094	10.5%				
Purchased Services	\$546,397	28.18%	\$430,000	18.90%	\$4,368,122	24.48%	\$3,330,000	19.36%	\$3,077,567	19.36%	\$3,330,000	19.36%	\$3,077,567	19.36%	\$3,330,000	19.36%	\$3,077,567	19.36%	\$1,290,555	41.9%				
Other Direct Expenses	\$102,969	5.31%	\$130,000	5.71%	\$913,992	5.12%	\$980,000	5.70%	\$1,025,309	5.70%	\$980,000	5.70%	\$1,025,309	5.70%	\$980,000	5.70%	\$1,025,309	5.70%	(\$111,317)	-10.9%				
Provision for Bad Debts	\$75,267	3.88%	\$55,000	2.42%	\$567,936	3.18%	\$425,000	2.47%	\$460,014	2.47%	\$425,000	2.47%	\$460,014	2.47%	\$425,000	2.47%	\$460,014	2.47%	\$107,922	23.5%				
Depreciation	\$155,042	8.00%	\$132,500	5.82%	\$1,089,221	6.10%	\$1,060,000	6.16%	\$950,243	6.16%	\$1,060,000	6.16%	\$950,243	6.16%	\$1,060,000	6.16%	\$950,243	6.16%	\$138,978	14.6%				
Interest Expense	\$12,385	0.64%	\$13,350	0.59%	\$101,650	0.57%	\$106,800	0.62%	\$106,624	0.62%	\$106,800	0.62%	\$106,624	0.62%	\$106,800	0.62%	\$106,624	0.62%	(\$4,974)	-4.7%				
Total Operating Expense	\$2,127,647	109.73%	\$2,140,850	94.10%	\$16,597,518	93.01%	\$15,941,800	92.68%	\$14,930,603	92.68%	\$15,941,800	92.68%	\$14,930,603	92.68%	\$15,941,800	92.68%	\$14,930,603	92.68%	\$1,666,915	11.2%				
Income (loss) From Operations	(\$188,735)	-9.73%	\$134,150	5.90%	\$1,247,902	6.99%	\$1,258,200	7.32%	\$2,699,654	7.32%	\$1,258,200	7.32%	\$2,699,654	7.32%	\$1,258,200	7.32%	\$2,699,654	7.32%	(\$1,451,752)					
Investment Income	\$12,751	0.66%	\$7,500	0.33%	\$68,020	0.38%	\$60,000	0.35%	\$56,157	0.35%	\$60,000	0.35%	\$56,157	0.35%	\$60,000	0.35%	\$56,157	0.35%	\$11,863					
Other Revenue/(Expenses)	\$7,822	0.40%	\$8,750	0.38%	\$38,978	0.22%	\$70,000	0.41%	\$50,509	0.41%	\$70,000	0.41%	\$50,509	0.41%	\$70,000	0.41%	\$50,509	0.41%	(\$11,531)					
Non Operating Rev/Exp	\$20,573	1.06%	\$16,250	0.71%	\$106,998	0.60%	\$130,000	0.76%	\$106,666	0.76%	\$130,000	0.76%	\$106,666	0.76%	\$130,000	0.76%	\$106,666	0.76%	\$332					
Increase in Net Assets	(\$168,162)	-8.67%	\$150,400	6.61%	\$1,354,900	7.59%	\$1,388,200	8.07%	\$2,806,320	8.07%	\$1,388,200	8.07%	\$2,806,320	8.07%	\$1,388,200	8.07%	\$2,806,320	8.07%	(\$1,451,420)					

**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/Window	Land Improv				27,356		
5	Telemetry System Upgrade	Philips Medical Systems	Maj Mov					360,550	
Total				24,650	-	-	27,356	360,550	-

Yrs Dep	Capital Asset	Vendor	Asset class	November	December
3	Meacon Medaes	Valve Replacement Med Gases	Fixed Equipment	10,779	
7	Stretcher	Stryker	Maj Mov	7,597	
15	Affinity Birthing Bed	Hill-Rom Company Inc	Maj Mov		14,131
10	Upgrade Pharmaceutical Dispensing System (Pyxis)	Carefusion	Maj Mov		181,353
				18,377	195,484

Total YTD Capital Acquisitions 626,416

**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, January 23, 2023 / 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 Peyer/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 December 19, 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"> Review & approve medical staff credentialing, upon recommendation from WAH Medical Staff (Cmte & Board motion) Report on business addressed at WAH Medical Staff meeting 	Dr Van Kley / Dr Blue

NEW/CURRENT ITEMS

Strategic Planning Action Items Follow up	<ul style="list-style-type: none"> Update on Hospitalist program Update on recruitment strategy 	Dr. Blue
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, December 19, 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, John Peyerl/CFO, Julie Brugman/Mt Lake Advisory Mbr, Emily Masters/CHRO, John Peyerl/CFO, Kelsey Andrews/DON, Dr Dan Blue/Medical Director, Shelby Medina/CEO
Others: Dr. B Van Kley/Chief of Staff
Absent: Emily Masters/CHRO, Dave Rogers/SHN Exec Director

Chairperson (or Acting Chairperson) Kay Gross, Chairperson

Recorder: Janel Eichstadt, Executive Asst

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

STANDING ITEMS

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

Minutes M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF NOVEMBER 28, 2022, AS PRESENTED (BRUGMAN/TEGELS). Kay Gross

FOLLOW-UP ITEMS

Medical Staff Credentialing & Medical Staff Meeting Update Dr. Blue, WAH Medical Director, reported on agenda items addressed at the Medical Staff meeting held earlier in the day. The WAH Medical Staff reviewed the December 2022 Credentialing list and recommended its approval to the Governing Board. Dr. Blue shared additional information and addressed questions with providers regarding Windom Area Health's intentions at continuing to move forward with implementing a hospitalist program in the upcoming future. Dr. Blue agreed to research additional information regarding patient care alternatives through a hospitalist program. Dr. Blue stated he would share his findings at a future Medical Staff meeting. Dr. Blue informed Medical Staff members a Sports Medicine agreement was signed recently between Windom Area Health and Windom Public Schools for the remainder of the 2022-23 school year to provide sports medicine services for all varsity and B-squad sports events held in Windom. Dr Van Kley
Dr Blue

NEW/CURRENT ITEMS

Other: Sanford Supply Chain Agreement Shelby stated the Sanford Supply Chair Agreement that remained to be negotiated at the time Windom Area Health signed its new 10-year Management Agreement with Sanford Health earlier in 2022 has been finalized and is ready to be presented and signed by Windom Area Health. She noted a 2% per year annual increase was negotiated as part of this supply chain agreement, which begins January 1,2023 and extends through the 10-year term of the Windom Area Health/Sanford management agreement. She noted this agreement would be presented to the Governing Board for final approval at the meeting later today. Shelby M

CONCLUSION

The Professional Practice/Quality & Planning Committee meeting was concluded by Chairperson, Kay Gross Kay Gross

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

**WINDOM AREA HEALTH
CREDENTIALING**

JANUARY 23, 2023

APPOINTMENTS:

Sherif Latif, M.D.	Telehospitalist	Telemedicine
Benjamin Jorgensen, M.D.	Vascular	Consulting
Mary Ann Sherman, PA-C	Vascular (Jorgensen)	Allied Health Professionals
Chinemerem Ugorji, M.D.	Telehospitalist	Telemedicine
Katherine Vosburg, D.O.	Telehospitalist	Telemedicine
Rhilynn Zebe, LPN	General Surgery (Reddy)	Allied Health Professionals

REAPPOINTMENTS:

Gerald Berberick, OPA-C	Orthopedics (Dr. Botker)	Allied Health Professionals
Tonia Carpenter, RN	Cardiology (Pham)	Allied Health Professionals
Todd Christianson, OPA-C	Orthopedics (Dr. Botker)	Allied Health Professionals
Orvar Jonsson, M.D.	Cardiology	Consulting
Jeremy Scott, M.D.	Cardiology	Consulting

SANFORD TELEMEDICINE APPOINTMENTS:

Nessim Amin, M.D.	Neurology	Telemedicine
Alexandra Lacey, M.D.	General Surgery	Telemedicine
Travis Snyders, M.D.	Hematology & Oncology	Telemedicine

VRAD REAPPOINTMENTS:

Jason Mitchell, M.D.	Teleradiology	Telemedicine
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RESIGNATIONS:

Brittany Larson, RN	General Surgery (Reddy)	Allied Health Professionals
Brendan Miner, M.D.	Teleradiology	Telemedicine
Kaci Paradis, CNP	Wound & HBO	Allied Health Professionals

DECEMBER 2022 COMMENTS

Ambulatory Surgery

So grateful to have such a great facility and staff in Windom. Exceptional!

Ambulatory Surgery

I was very satisfied with my care at Windom Hospital. I am very grateful doctors come to Windom to meet our Medical needs.

Ambulatory Surgery

I was very happy the way the nurses took care of me. I wasn't embarrassed or anything like that, which is sometimes other places would give me a feeling of embarrassment. But I was very pleased with the way the nurses to care of me.

Ambulatory Surgery

"I have always been treated with genuine care and I have felt heard and seen. Thank you to all who work at Windom Area Health. Merry Christmas!"

Ambulatory Surgery

None

Ambulatory Surgery

Excellent staff. Well cared for.

Ambulatory Surgery

Very down to earth and friendly

Clinic – Windom

I was very lucky I broke my Ankle on. Tuesday. I could get in to see the specialist he only comes on Tuesday.

Clinic - Windom

"Excellent care"

Clinic – Windom

"I was not keen on the mountain of paperwork - But the nurses helped me with it. The paperwork end was unavoidable. I am probably going to need Knee Surgery. I do appreciate TheFollowMyHealth App they set me up with."

ED

Excellent!

ED

"Everyone was so friendly and caring, they made a great team. The lady that was the receptionist that day was also very helpful. We were stranded at the hospital and she connected us with the local Ford dealer who borrowed us a pickup to recover or personal belongings and giving us a ride to get the pickup. She definitely deserves some kudos for kindness to us. Also the local Ford dealer does also. "

ED

Nurses the really good job .the DR not really

ED

We are so lucky to have a hospital with good staffing in our community. We are always treated with respect & know the staff is caring & knowledgeable.

ED

The ER nurse, Heidi, was excellent! She was kind, welcoming, pleasant and a very comforting presence. She is an asset to WAH!

ED

"Doctor listened to my situation and acted accordingly saying that I was very helpful in my accurate portrayal of my extremely LOUSY feeling, Telling the Doctor I have had a history of sinusitis nailed it apparently!"

ED

My overall care was great. Everyone was kind and knowledgeable. I was sort of forgotten in the entry way for 15 minutes so glad my situation was not super emergent, but I was in a lot of pain at the time and falling asleep out in the waiting room. I buzzed a second time and Jackie came within a minute or so.

ED

I am so grateful for the care I received in the ER! We were seen right away and everyone was so helpful and did a great job in taking care of me and keeping us informed. I think I saw 2 nurses and they were both great, the X-ray tech was gentle and efficient, Ethan was helpful in figuring out my follow-up scheduling, Amanda G got me a cup of coffee while we waited for results, much appreciated. Dr. Issa is an excellent ER doc, we were very pleased with his care. Thank you all for everything you do in taking care of us!

Imaging

Staff was kind, explained things well and very efficient. Was basically no waiting time --very well done.

My ultrasound tech Christie was phenomenal! She was so caring and made my experience great!

Imaging

I appreciated getting a call with my results the next day from Sanford clinic.

Imaging

test went pretty fast compared to other mammogram testing I've had. I assumed it was a normal test, but now have to go back due to needing more testing and visualization due to my dense breasts. I'm not complaining...just thought the mammogram went faster than previous mammograms. That's all.

Imaging

my family has Used WAH many times. We have never has an experance like this before

Imaging

The facility is always a great place to have anything done. It is friendly, accommodating, knowledgeable and caring.

Imaging

Only wait time was through registration! Went back for ct scan and was taken back immediately! Was very quick! Result we're also read and put in my chart within 20 minutes!! Now waiting on Doctor!

Lab

very good lab tech found my vein on the first try!!!

Lab

Great job. Very communicative. Thank you very much. Appreciate it. Good day.

Lab

Excellent care

Lab

Fast service - very little wait time

Lab

I was treated very well by everyone.

Lab

WAH lab is excellent, have been there several times. I always know they will take good care of me, thank you!

Lab

"My experience with the lab was excellent. What I didn't appreciate, was the fact that when I called on 11/29/22 to schedule my 12/5/22 appointment, the appointment wasn't in the computer when I arrived on the 5th. As well as no labs had been ordered. I wasn't expecting to sit and wait for an hour."

Lab

Very pleasant.

Lab

The nurses were very attentive and kind and loving to me. I felt at ease while they were treating me. Thank you.

Lab

The staff was exceptional at their jobs. Michelle, Brooke, Jacob, Dr. Reddy and the others all were very good at what they do. Thank You for the excellent care. Also the follow up call the next day was a nice touch to ask how I was doing after the procedure. Thanks again.

Lab

Excellent care!

Lab

I was there for a, covid test. The staff person explained the process thoroughly, took the swabs and thanked me. Nice fellow.

Outpatient

Good experience.

Outpatient

My last appointment was a total waste of my time and the hospital staff. When Classen come into the room he had no clue as to why I was there. My app for 1-9-2023 is the only app I should have. Who ever made this last app was wrong in doing so.

Outpatient

I only had a nurse for foot care. There was not a doctor involved. She was very good! Explaining all the procedures. I would recommend her care to others.

Outpatient

I would give them a 4 for everything. I didn't listen long enough and I said. UCAN has a better wound care system than you have there. They work together and I was very, very satisfied. I could have went to Rochester, but I'd rather come to Wyndham where I lived. Thank you.

Outpatient

I liked going there, those people were very nice, and I felt at ease going there. I would recommend it to anybody.

Outpatient

I had a very positive experience from reception all the way thru my seeing the nurse to visiting with the Dr.

(PT, OT, ST)

Thank you very much for your attention, your service is excellent and mainly my physiotherapists, who have been very good for me, the receptionist, they have also all been very good. Thanks.

(PT, OT, ST)

Excellent care

**Windom Area Hospital Auxiliary Meeting
November 14, 2022**

The Windom Area Hospital Auxiliary held their monthly meeting Monday, November 14, 2022 at 6:00 p.m. in the Large Conference Room.

President Mary Klosterbuer welcomed everyone to the meeting with 20 members in attendance. The Auxiliary Prayer was read in unison, and the Pledge of Allegiance was recited.

Our speaker was Abby Kipfer from the Dietary department of WAH. She gave an educational presentation on healthy eating.

M/S Jackie Turner/Betty Olson to approve the agenda. Motion carried.

Recording Secretary's Report – Marlene Smith, Recording Secretary

- M/S Kay Evers/Pat Lenz to approve the minutes as presented of the October 10, 2022 meeting. Motion carried.

Treasurer's Report – Gerri Burmeister

- Balance on hand November 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

- Betty sent a sympathy card to Kim Armstrong on the loss of her father-in-law. Thank-you cards were sent to Dr. Blue and Danielle Masters for speaking at our meetings.

MAHV Report –

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

Program Report – Rozanne Gronseth

- It was a unanimous decision to not have a meeting in December.
- If you have any recommendations for speakers, please let Rozanne know.

WAH Update – Kim Armstrong

- Report volunteer hours to Kim.
- A Lobby Hostess shift has been added for Tuesday afternoons from 12:00-3:00.
- The Soybean Growers donated 23 pair of Sketcher shoes to the nurses.
- The WAH Foundation is a good place to give memorials.
- More cataract chairs are needed.
- Kim's office will now be the former lactation lounge.

Membership

- We now have 44 Active Members and 26 Associate members = 70 members.
- New active members: Kay Evers, Connie Hesse, Mary Meyer, LaVonne Minion, Jane Polz, Ruth Steinfeldt, Jackie Turner, and Brenda Renczycowski. Welcome!

Unfinished Business

- Quilt Raffle
 1. We sold 468 tickets for the Quilt Raffle resulting in \$2,340.00 in ticket sales. Printing cost was \$104.80. The profit is \$2,235.20.

2. M/S Diane Vellema/Connie McCarthy to give \$2,235.20 to WAH Foundation Women's Health Fund. Motion carried.
3. The winner of the quilt was Judy Holt.
- Running's Ladies Night
 1. Karen Skarphol, Char Satter, and Kitty Hanson reported that Ladies Night at Running's went well. Recommended to do this again next year.
- Halloween Bake Sale chairs Jackie Turner and Karen Skarphol
 1. 30 members donated food or money.
 2. Total profit is \$1,642.00

New Business

- **Pecan Sales**
 1. Pecans are \$15.00 for a 1 lb package
 2. Pecan Caramel Clusters are \$7.000 for an 8 oz package.
 3. We ordered 10 cases of pecans and 5 cases of the clusters
 4. Profit is estimated to be \$1,638 and will go towards the patient transport bed.
- **December decorating**
 1. Put decorations up right after Thanksgiving
 2. Take down decorations after New Year's Day
- **Craft and Vendor Fair** – Gerri Burmeister and Marcia Libra
 1. Will be held on Monday, December 5th from 7:30 am to 3:30 pm.
 2. We have 14 vendors signed up at this time.
 3. Auxiliary members can bring baked goods. Put the price on the sticker and designate if they are being donated to the Auxiliary. Price sticker needs to be removable.
 4. Set up time is from 2:00 pm to 6:00 pm on Sunday
- **The Giving Tree** - Kim Armstrong
 1. We have 169 eligible children for gifts this year.
 2. Gifts are to be wrapped when they come in this year.
 3. We need shoppers for this project.
- **Christmas Stockings and Caps** – Gerri Burmeister
 1. We have 16 stockings left from last year which should be sufficient for this year.
- **Patron Letters**
 1. Last sent in 2019. 35 Patron members donated \$900.00
 2. No letters sent in 2020 and 2021 because of Covid.
 3. M/S Gerri Burmeister/Kay Evers to not do so in 2022.
 4. M/S Karla Taber/Betty Olson to discontinue Patron Members. Motion carried.

The meeting was adjourned at 7:25 pm

Marlene Smith

Recording Secretary

Upcoming Events –

- Monday, December 5, 2022 - Craft and Vendor Fair 7:30 am to 3:30 pm
- Monday, January 9, 2023 - Auxiliary Meeting 6:00 pm

Hostess -

- Tonight - Char Satter & Rozanne Gronseth
- January - Kay Evers & Brenda Renczycowski



BOARD OF DIRECTOR'S MEETING

TUESDAY, JANUARY 24, 2023

5:00 pm – Large Conference Room

Select meal from the Cafeteria before the meeting
WebEx link available for out of town Board Members

AGENDA

- | | |
|--|---------------|
| I. CALL WAH FOUNDATION MEETING TO ORDER | Greg Scheitel |
| II. FOUNDATION MEETING MINUTES -
- Approve minutes from strategic planning session on November 29, 2022 | Greg Scheitel |
| III. FINANCIAL STATEMENT -
- Review donations & assign thank-you's | Kim Armstrong |
| IV. OLD BUSINESS -
- End-of-Year Solicitation Letters
- WAH Foundation Funds out of Sanford
- Rock the Rink Pink – January 19, 2023
- Ask for Anything Grants | Kim Armstrong |
| V. NEW BUSINESS -
- 990 Tax Information Return
- The Beat Foundation Edition
- SWOT Analysis | Kim Armstrong |
| VII. PROJECTS -
- Dad's Belgian Waffle Brunch
o March 12, 2023, Windom Community Center
- Golf Tournament
o June 16, 2023, Windom Country Club | Kim Armstrong |
| VIII. NEXT MEETING DATE/TIME – February 28, 2023 | Greg Scheitel |
| IX. MEETING CONCLUSION | Greg Scheitel |

**WINDOM AREA HEALTH FOUNDATION
FOUNDATION BOARD MEETING MINUTES
NOVEMBER 29, 2022, AT 5:00 P.M., COTTONWOOD COUNTY HISTORICAL SOCIETY**

Attending: Steve Johnson, Ann Bartelt, Kay Gross, Tom Christensen, Greg Scheitel, Chad Merrihew, Emily Masters/CHRO, Kim Armstrong/Exec Dir. Compliance & Foundation/Auxiliary Shelby Medina/CEO & Planning Session Facilitator

Absent: Terry Tegels

Recorder: Janel Eichstadt, Administrative Assistant

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 SEPTEMBER 27, 2022 AS PRESENTED (SCHEITEL/MERRIHEW).

FINANCIAL STATEMENT:

The September & October 2022 Windom Area Health Foundation financial statement was reviewed. M/S/C UNANIMOUSLY TO APPROVE THE FINANCIAL STATEMENT AS PRESENTED (CHRISTENSEN/GROSS)

Review Donations & Assign Gift Thank-you's

Donor gifts to the Foundation received during September and October 2022 were reviewed. Those gifts of \$100 or more were reviewed and a thank you phone call or notecard from a Board member will be made extending appreciation for their gift to the Foundation.

Kim distributed the "Growth by Fiscal Year" annual report, which summarized Windom Area Health Foundation's accomplishments during the 2021-22 fiscal year.

OLD BUSINESS

Women's Night Out & Quilt Tickets

Kim reviewed the Women's Night Out event held October 1, 2022 at the Round Lake Vineyards and Winery. She noted good attendance was on hand for this evening's dinner and speaking event. Several WAH Auxiliary members were present at this event selling tickets for a quilt raffle they were holding October 31st, selling 400 tickets that evening. Proceeds from the quilt raffle were donated to the Foundation's Women's Health Fund. The Board discussed options and plans for this event to take place in future years.

End of Year Solicitation Letters

Kim shared that fall solicitation letters were sent out at the beginning of November with proceeds from this campaign to be used for replacement of surgical chairs used for cataract surgeries. Gifts are being received to date, a wrap up report will be provided to the Board at the next Foundation meeting.

WAH Foundation Funds Out of Sanford

Kim stated she is currently working with Sanford Foundation on the "off-boarding process" to move clerical and financial duties back to Windom Area Health by December 31, 2022. Sanford is discontinuing their services to WAH Foundation and all Foundation funds will be moved to a new financial institution before the end of 2022. Tom Christensen shared information he obtained from Bank Midwest Windom regarding their handling of the WAH Foundation funds. Chad Merrihew shared information on what Leading Edge Credit Union would do with these funds.

M/S/C UNANIMOUSLY TO SPLIT THE WAH FOUNDATION FUNDS BETWEEN BANK MIDWEST WINDOM AND LEADING EDGE CREDIT UNION WINDOM FOR THE FIRST YEAR 2023 (GROSS/CHRISTENSEN). C. MERRIHEW ABSTAINED FROM VOTING DUE TO A CONFLICT OF INTEREST.

Rock the Rink Pink

This event is scheduled January 19, 2023, at the Windom Arena. At the September meeting, Board members decided the Windom Area Health Foundation would not participate in this fund raising event this year. Kim updated members at this meeting that Windom Area Health's Marketing Dept had already begun planning and marketing of this hockey event before the Foundation Board had made their decision

to not participate in this event, so direction was given for the Marketing Dept to proceed with their planning/marketing activities for this year's event. She noted Marketing is selling sections of ice at the rink with the WAH logo on them for this event.

NEW BUSINESS

Ask for Anything Grants

Kim proposed moving forward again this year with the grant program, "Ask for Anything Grant", which was established two years ago, with \$10,000 in funds available from the Foundation's General Fund. She noted this grant program was very successful the past two years with many WAH department managers applying for 2 \$5000 grants. Kim restated grant program criteria to include all department managers are eligible to complete the grant application stating what item(s) they would like to acquire through this grant and a paragraph stating how being awarded grant funds for their requested item(s) would enhance their department and patient experience. The completed grant applications would be reviewed by the Management Team to determine the award winners with each winner receiving up to a \$5000 gift.

M/S/C UNANIMOUSLY TO PROCEED WITH THE "ASK FOR ANYTHING GRANT" PROGRAM AND AWARD THREE (3) \$5000 GRANT AWARDS THIS YEAR (GROSS/BARTELT).

Robert Byers Bequest

Kim noted the Robert Byers estate recently left a bequest to the Windom Area Health Foundation in the amount of \$57,694.03, with no directive given on how funds should be used. Kim noted these funds were deposited into the Foundation's General Fund at the time of receiving the bequest.

Strategic Planning Session

Shelby gave an overview of the WAH Board Planning Session and guided the Foundation Board members through a SWOT analysis. Next steps over the next 3-4 months include summarizing the notes, identifying key things for the Foundation to focus on, and developing action steps and a timeline determined at the outcome of this Planning Session.

PROJECTS

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

Golf Tournament – June 16, 2023 at Windom Country Club.

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

Kay Gross

WAH Foundation Secretary