

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

Purpose: Provide governance for Windom Area Health	
Meeting Date/Time/Location: Monday, February 27, 2023 / 5:30 pm / Large Conference Room	
Members: All Windom Area Health Governing Board Mbrs Present: Absent: Others: Heather Hummel, Executive Asst	
Recorder:	
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 Vice-chairperson
Meeting Minutes	Approve Windom Area Health Governing Board minutes from the regular meeting of January 23, 2023 (<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>)
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 new/updated 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>)
City of Windom	Informational updates
Sanford Health Network	Informational updates
	Leader:
	Kay Gross
	Kay Gross
	Dr Van Kley Dr Blue Kay Gross
	Justin Schmit
	John Peyerl
	John Peyerl
	John Peyerl
	Emily Masters
	Emily Masters
	Shelby M Kelsey A
	Kelsey Andrews
	Kay Gross
	Dr Dan Blue
	Sr Mgmt Team
	Steve Nasby Mary Grunig
	Dave Rogers, SHN Exec Dir

WAH Foundation Board	Foundation Board meeting, February 28, 2023, 5:00 pm in LCR. January 24, 2023 meeting minutes included in Board book.	Kay Gross
WAH Auxiliary	Auxiliary met February 13, 2023. Meeting minutes from January 9, 2023 included in Governing Board book	Kay Gross
OLD & NEW BUSINESS		
Old Business		Kay Gross
New Business		Kay Gross
CONCLUSION		
	Conclude WAH Governing Board meeting	Kay Gross
Board Education	Jill Liepold, Laboratory Manager	

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

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: Kay Gross, Justin Schmit, Dan Ortmann, Ann Bartelt, Terry Tegels, Dr. Michael Fisher, Dan Hormig, Julie Brugman/Mt Lake Advisory Mbr, John Peyerl/CFO, Kelsey Andrews/DON, Emily Masters/CHRO, Dr. Dan Blue/Medical Director, Shelby Medina/CEO, Dave Rogers/SHN Exec Dir, Others: Dr. J Taber/Vice-chief of Staff, Steve Nasby/City Administrator, Marv Grunig/Windom City Council Liaison
 Absent:

Recorder: Janel Eichstadt/Executive Asst, Heather Hummel/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
Meeting Minutes	M/S/C UNANIMOUSLY TO APPROVE WINDOM AREA HEALTH GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF DECEMBER 19, 2022 (GROSS/ORTMANN).	Dr M Fisher

COMMITTEE REPORTS

January'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/BARTELT).

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: *(for informational purposes only)*

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

Professional Practice / Quality & Planning Cmte

Dr J Taber
 Dr Blue
 Kay Gross

	<p><u>WAH MEDICAL STAFF MEETING UPDATE-</u> Dr. Blue reported on agenda items addressed at the Medical Staff meeting held earlier in the day. He shared discussion was held regarding Medical Staff's desire for a hybrid hospitalist program in the future and what that might look like. Dr. Blue agreed to continue conversations about the hospitalist program so that a clear layout of the plan is obtained. Recruitment strategy for the hospitalist position was reviewed by Dr. Blue.</p>	
<p>Finance / Personnel / Labor Relations & Bldg & Grounds Cmte</p>	<p>M/S/C UNANIMOUSLY TO APPROVE SENDING 78 PATIENT ACCOUNTS TO AAA COLLECTIONS TOTALING \$64,198.43; APPROVAL OF 7 FINANCIAL ASSISTANCE PATIENT ACCOUNTS WERE SUBMITTED AND APPROVED FOR WRITE-OFF TOTALING \$10,791.73 (SCHMIT/ORTMANN). John noted Accounts Receivable days increased from 45.60 days in November, to 52.82 days in December. In month 9 of FY2023, financial assistance accounts approved for write off remained at \$58,037.07 on a budget of \$125,000. M/S/C UNANIMOUSLY TO APPROVE THE FOLLOWING RESIGNATIONS: PRN SURGICAL TECH EFFECTIVE AUGUST 17, 2022. THERE WERE NO TERMINATIONS OF EMPLOYMENT TO REPORT (SCHMIT/GROSS). John presented the WAH Collections Policy with no changes to the policy. M/S/C UNANIMOUSLY TO APPROVE THE WAH COLLECTIONS POLICY AS PRESENTED. (SCHMIT/TEGELS) John discussed the Rural Hospital Capital Improvement Grant which would be put towards replacing WAH's heat exchange units that were installed in 1974. The estimated cost of the project is \$200,000. M/S/C UNANIMOUSLY TO APPROVE THE FY2023 RURAL HOSPITAL CAPITAL IMPROVEMENT GRANT REQUEST APPLICATION FROM THE MN DEPARTMENT OF HEALTH TOTALING UP TO \$125,000 IN AVAILABLE FUNDS, WITH THE PURPOSE OF GRANT FUNDS, IF AWARDED, TO BE APPLIED TOWARDS REPLACEMENT COSTS TO WAH'S HEAT EXCHANGE UNITS (SCHMIT/ORTMANN). Emily reported on a Federal grant that WAH has applied for totaling \$100,000. If awarded, this grant will be applied towards staff time for the Mental Health Clinic Project. Emily reviewed the MDH Planning and Transition Grant application. If approved, WAH would have to commit to a match of the grant totaling up to \$40,000. The monies received from the grant would also be applied toward the Mental Health Clinic Project. M/S/C UNANIMOUSLY TO APPROVE THE MN DEPARTMENT OF HEALTH PLANNING AND TRANSITION GRANT APPLICATION TOTALING UP TO \$40,000 IN AVAILABLE FUNDS, WITH THE PURPOSE OF GRANT FUNDS, IF AWARDED, TO BE APPLIED TOWARDS THE WAH MENTAL HEALTH CLINIC PROJECT (SCHMIT/TEGELS).</p>	<p>Justin Schmit John Peyerl Emily Masters</p>
OTHER REPORTS		
<p>Statistical & Financial Performance Reports</p>	<p>December 2022 statistical and utilization graphs were reviewed for the month. Total births were up for the month of December with surgery, outpatient, lab, and imaging procedures down significantly due to the inclement weather. Imaging procedures were at their lowest since February 2022. There were contractual adjustments with Medicare resulting in a reduction in payroll. Net income from operations was negative \$188,735 compared to a budget of \$134,150. Overall, expenses were \$13,203 more than budget. FY2023 year-to-date net income totals \$1,354,900 on a projected budget of \$1,388,200. Days in A/R were reported at 52.82 and Days Cash on Hand totaled 342. M/S/C UNANIMOUSLY TO APPROVE DECEMBER 2022 STATISTICAL AND FINANCIAL PERFORMANCE REPORT AS PRESENTED (TEGELS/SCHMIT).</p>	<p>John Peyerl</p>
<p>Capital Acquisition Activity</p>	<p>There was no Capital Acquisition activity during December requiring Governing Board action.</p>	<p>John Peyerl</p>
<p>Educational Assistance Applications</p>	<p>There were no Educational Assistance applications submitted for Board action.</p>	<p>Emily Masters</p>
<p>New / Department Transfer Employees</p>	<p>The following new hires / department transfers and updates were reported – New hires included a FT Environmental Services January 17, 2023, Nursing Intern to FT RN effective January 15, 2023, RN to PRN effective January 15, 2023, HUC to HUC II position effective January 1, 2023, and Executive Assistant retiring effective February 24, 2023.</p>	<p>Emily Masters</p>
<p>Patient Concern Reports</p>	<p>December 2022 Patient Concern Reports and patient survey comments were reviewed and found to be appropriately addressed.</p>	<p>Shelby M Kelsey A</p>
<p>Patient Safety Reports</p>	<p>Kelsey reported there were 0 reportable patient falls; 0 documented patient skin integrity issues; 0 use of patient restraints; and 0 opioid-related deaths. She also noted as of January 16, 2023, there were no reportable adverse events to report.</p>	<p>Kelsey Andrews</p>
<p>WAH Policy Review</p>	<p>There were no policies presented for Governing Board approval.</p>	<p>Dr M Fisher</p>
<p>Medical Director</p>	<p>Dr. Blue shared that Dr. Sierra from Sioux Falls, SD will begin OB coverage one weekend per month starting February 3, 2023. This will help with getting Dr. Buhler some relief with coverage. Dr. Blue stated that work continues on recruitment for OB services.</p>	<p>Dr Dan Blue</p>

Administration	CEO, Shelby Medina, shared the timeline regarding information for strategic planning. DON, Kelsey Andrews, stated that the nursing supervisor position has been posted. This position will be non-exempt, working Monday-Friday with the supervisor covering half day and half evening shifts. She also mentioned that the Nursing Department is also onboarding four nurses. CHRO, Emily Masters, reported that the paramedic position has been posted. The position will be 0.9 and the person hired will cover 7p-7a. Emily also noted that they are moving forward with the Mental Health Walk-In Clinic with a plan to open May 1. M/S/C UNANIMOUSLY TO APPROVE WAH COMMITTEE MEETING REPORTS AS PRESENTED (ORTMANN/TEGELS). <ul style="list-style-type: none"> • EMERGENCY PREPAREDNESS • EMPLOYEE FOCUS/FINANCE 	Sr Mgmt Team
City of Windom	Steve welcomed Marv Grunig as the Windom City Council liaison for the WAH Governing Board. The City is currently seeking bids for a new ambulance. Steve reported that the new housing by the Community Center has a targeted finish date of April 2023. Marv commented that the Veterans Memorial has been fully funded.	Steve Nasby Marv Grunig
Sanford Health Network	Dave reported Sanford Health and Fairview Hospital in the Twin Cities are continuing discussion regarding a possible merger. There will be listening session meetings to be held in the near future with other Sanford affiliated hospitals. The merger could be finalized the end of March or beginning of April. Good Sam is shrinking their footprint from 23 states down to 7 states to be more regionally based. New goals have been set on 2023 supply chain agreement to gain more savings. Sanford is also in the process of converting their financial program from Lawson to Workday which is something Windom Area Health will be moving to later this year.	Dave Rogers, SHN Exec Dir
WAH Foundation Board	The next WAH Foundation Board meeting is planned for January 24, 2023 at 5:00 pm in LCR. Minutes from the meeting held November 29, 2022, were included in Board book.	Dr M Fisher
WAH Auxiliary	Auxiliary met January 9, 2023. Meeting minutes from November 14, 2022, were included in Governing Board book	Dr M Fisher
OLD & NEW BUSINESS		
Old Business	There was no old business to report.	Dr M Fisher
New Business: Closed Executive Session	M/S/C UNANIMOUSLY TO ADJOURN FROM REGULAR BUSINESS OF THE WAH GOVERNING BOARD MEETING AND ENTER INTO A CLOSED 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) (TEGELS/ORTMANN). No board action was taken in the closed executive session. M/S/C UNANIMOUSLY TO RE-OPEN THE WAH GOVERNING BOARD MEETING TO THE PUBLIC AT THE CONCLUSION OF THE EXECUTIVE SESSION (SCHMIT/GROSS).	Dr M Fisher
CONCLUSION		
Conclusion	The meeting was concluded by WAH Governing Board Chairperson, Dr. Michael Fisher.	Dr M Fisher
Board Education	There was no Board Education for this month.	

Signature _____, Dan Ortmann, WAH Governing Board Secretary

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
as of February 23, 2023
WAH MISSION: "Dedicated to Health"

CHIEF EXECUTIVE OFFICER REPORT

• **Organizational Updates**

- WAH's lab department received NO DEFICIENCIES on their CLIA site inspection held earlier this month! Congratulations to the lab team for their hard work and dedication to ensuring best practice work processes resulting in full CLIA compliance!
- The Senior Executive Team hosted a representative from da Vinci for initial discussions to secure a da Vinci robot to enhance WAH's surgical services. It was found that WAH's operating rooms are sufficient to operate a da Vinci robot. The next step is determining the best financial strategy for the purchase of a robot.
- WAH has a verbal acceptance of employment of an OBGYN provider. We continue to work through contract negotiations and acceptance is dependent upon WAH's decision to purchase a da Vinci robot. Securing employment of an OBGYN provider would allow WAH to enhance surgical services for the communities we serve.
- WAH has continued discussions for the development of a MOB. A motion to move forward with the design phase of the MOB will be presented to the Governing Board in March.
- 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:**

- WAH plans to request site visits for our legislative representatives in March or April. There are many State and Federal bills being introduced that could significantly affect operations and staffing regulations. The goal for the site visit is to assist our legislative leaders with better understanding healthcare operations and how the various bills would influence operations, especially in rural communities.

• **Committee Meeting Updates**

- Work Place Violence:
 - No meeting or incidents reported
- Infection Prevention: Met January 25, 2023
 - Six inpt. Admissions diagnosed with Sepsis. One death R/T sepsis
 - COVID-19: no new disease trends noted
 - HAI – 0; HAI CAUTI – 0; HAI CLABSI – 0; Total Joint SSI – 0
 - Q4 HH score = 99.06% out of goal of 100%
 - Reportable diseases = COVID 33; Influenza A = 1 (hospitalized); Hep A = 1; Campylobacter = 1
- Pharmacy and Therapeutics: Met January 31, 2023
 - ADE: INR>5 = 0; BS<50 = 2 (1ED/1Inpt); Narcan use = 0; Delirium review = none inappropriate
 - Medication variance = 4 with no patient harm
 - Med shortages: local anesthetics, Amoxicillin, Tamifly, Duoneb, Tylenol Liquid
 - Antibiotic Stewardship – no issues reported or noted
- PI/ Risk: Met February 16, 2023
 - All departments continue to work towards meeting PI goals. Discussions with leaders on plans to address barriers with moving towards goals and plans for continued monitoring to ensure progress continues to meet or exceed goals.
- Utilization Review: Met January 30, 2023
 - Readmission rate Q4 = 0.98% with goal of <5%
 - Admission level of care present in 122/122 charts reviewed
 - Inpatient certification orders present in 78/80 charts reviewed
 - 96+ hour documentation present in 7/7 charts reviewed
 - Non-billable hours = 77 hours 32 minutes
 - 4 inpatient denials for Q4 – 2 diagnosis did not meet inpatient criteria / 2 admitted to observation instead of inpatient
 - ED visits totaled 1020 for Q4
 - 8.7 % transfer rate for Q4 / 10.3% YTD
 - 7.5 % admission rate for Q4 / 6.2% YTD
- Emergency Preparedness: Nothing to Report

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
As of February 24, 2023
WAH MISSION: "Dedicated to Health"

CHIEF FINANCIAL OFFICER REPORT

Overview:

- Net income from operations was negative \$103,594 compared to a budget of negative \$3,300. Our net patient revenue was \$551,806 less than last January. January operating income is negative 5.48% compared to a budget percentage of negative 0.15%.

The volume of inpatient activity in January was very strong, exceeding budget expectations. The acute admissions were nine more than December and nine more than the budgeted volume. Activity on the outpatient side produced volumes and revenues slightly below our monthly averages, but above our budget expectation. Seventy-six percent of our gross revenues came from outpatient activity, which is 3% lower than expectations. Acute admissions totaled thirty-seven. Those thirty-seven admissions produced inpatient days for an average daily census of 2.8. Outpatient gross revenue was \$133,443 more than budget and \$134,160 more than last January.

- Imaging procedure counts were 62 procedures above budget. Imaging performed 742 procedures compared to a budget of 680. Last January, 692 procedures were performed.
- Laboratory volumes exceeded budget expectations. Last fiscal year laboratory tests averaged about 10,068 in a given month. There were 10,484 in the month of January, which is 229 less than last January and 909 more than budget.
- Forty-nine surgical procedures were performed in January, which is twenty-seven less than our budgeted number of Seventy-six and six more than last January. Eight of those surgeries were joint replacements.
- Rehab Therapy performed 1,531 modalities in January, which was 117 more than last January. That is 119 less modalities than the budgeted number of 1,650.

Contractual adjustments came in at 54.74% for the month. Contractual adjustments were budgeted at 44.08%.

Overall, expenses were \$159,436 less than budget. Purchased Services (\$79,730) was the only category that exceeded budget.

WINDOM AREA HEATH
GOVERNING BOARD EXECUTIVE SUMMARY
as of February 20th, 2023
WAH MISSION: "Dedicated to Health"

DIRECTOR OF NURSING REPORT

- **Medical/Surgical/OB/Emergency Room:**
 - Landon Johnson has accepted the position of Nursing Supervisor. Landon was a PRN nurse for WAH and has started his new position on Monday, February 20th.
 - Decontamination training will be held on March 8th for nursing staff and other key departments.
 - We have extended an offer for our Outpatient Nurse.
 - We have two nurse openings

- **Diabetes Management/Oncology:**
 - We have two staff working on their chemotherapy training. This is an area we hope to grow over the next year and it requires a specialized training to be able to administer.

- **Surgery**
 - Surgery is currently recruiting for a surgical technician

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

- **MHA Safety Data as of February 20th.**
 - Falls – 2
 - Skin Integrity - 0
 - Restraints – 0
 - Opioid Deaths – 0
 - Reportable Events – 0

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of February 22, 2023

WAH MISSION: "Dedicated to Health"

CHIEF HUMAN RELATIONS OFFICER REPORT

Human Resources/Employee Health

- Posted positions:
 - RN
 - Radiology Tech
 - Environmental Services Tech
 - Dietary Aide/Cook
 - Patient Access Rep – Scheduling
 - Patient Access Rep – Registration
 - Compliance & Credentialing Specialist
 - Paramedic
 - Surgical Tech

Community Health/Mental Health/Wellness Center

- Our two active senior classes, Alive & Active and SAIL, are both nearly full and have just one spot available each (max of 12 participants in each).
- Traffic is picking back up in the Wellness Center with 900 check-ins in January.
- The Wound & Hyperbaric Healing Center will be working with Wellness on 1-month free memberships for referred patients (similar to the current offering for post-rehab patients).
- Our new Mental Health Walk-In Clinic concept was selected as a feature in Mankato State University's Health and Biomedical Summit. Jessica Schmit and Liz Coleman, NP, will be presenting on March 29th.
- We are reviewing new CMS/Joint Commission requirements related to Health Equity. Jessica Schmit, Community Health Programs Manger, will be leading this effort.

Marketing/PR/Foundation

- Dad's Belgian Waffles will be held on Sunday, March 12th at the Windom Community Center.
- WAH and Sanford co-hosted the Cooking with a Cardiologist lunch for Heart Month on February 9th. The class featured a health charcuterie board with Dr. Jonsson, free lunch, and over 40 attendees.
- An additional 'heart month' class is being co-hosted with Good Samaritan – Windom. Due to weather this class is postponed to March 1. Lacey Krueger and Lindsey Englar will be speaking to the class that is open to the community.
- The Heart/Vascular Screens held in February were full. WAH will be introducing our own in-house Vascular Screening in March.

Donations/Sponsorships

- We donated \$45 in medical supplies to an Eagle Achievement project to provide 1st aid kits to all non-varsity hockey teams.
- We provided 250 bags and bag tags for the Mite District hockey tournament on 2/25 – 2/26.

Committee Meetings

- **Employee Focus/Finance:**
- **Patient & Family Advisory Committee:** For 2023, the committee will again have a focus of communicating/ensuring our community knows of all of the outpatient/outreach services offered. The group provided feedback on what would be helpful to list on our website for patients coming in for surgeries. Brittany Schichtl will work on the website build-out with Marketing. Members also reviewed potential rebrand options of the Outreach Clinic.
- **Safety:** Met 1/25/23, discussed new panic buttons for employees working in current and new mental health service lines, the fire alarm and extinguisher annual tests were completed, recalls were discussed. Expired PAPR filters were replaced, BBP annual training was done for all employees at the skills fair. Rounding was completed in the ED, Imaging, Lab, Materials Storeroom, Wellness, Diabetic Education, and Nutritional Services. Salt shakers have been distributed at doors for employees to take with them to their cars. There was 1 OSHA recordable injury in Q4. 698.13 hours of PTO/SICK time was used in Q4 attributable to illness. This was consistent with the previous quarter, and down from 1229 hours in Q4 the previous year.
- **Safe Patient Handling:** Met 1/25/23 in combination with Safety, two safe patient handling events occurred in Q4 that did NOT result in injury. Staff received safe patient handling education during the skills fair on the EZ Lift and EZ Stand.



**TAKEOUT
AVAILABLE**

All-You-Can-Eat

DAD'S BELGIAN WAFFLE BRUNCH

**Sunday, March 12 | 9:30 a.m.–1 p.m.
Windom Community Center**

Proceeds Designated for Student Scholarships

**Adults \$10 | Children 6-10 yrs \$5
5-years and under eat FREE!**

*Co-sponsored by Windom Area Health Foundation,
Prudence Lodge #97, and Thrivent Financial*



**WINDOM
AREA HEALTH
FOUNDATION**

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%	80.0%			
OP Net Promoter Score	80.6%	66.7%	n/a	95.9%	100.0%	94.7%	97.9%	n/a	70.6%	81.0%			
Emergency Dept Net Promoter Score	49.1%	46.4%	n/a	45.3%	40.0%	43.5%	45.8%	n/a	50.5%	40.0%			
Wound Center Overall Pt. Satisfaction	>92%	100.0%	98.0%	100.0%	100.0%	100.0%	98.8%	98.0%	100.0%	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	n/a			
Patient Falls with Injuries	0.0	n/a	n/a	16.4	n/a	n/a	0.0	n/a	0.0	n/a			
Hand Hygiene	100%	n/a	n/a	100.0%	n/a	n/a	99.0%	n/a	n/a	99.0%			
Patient Experience/HCAHPS Recommend	81%	n/a	n/a	77.3%	n/a	n/a	82.6%	n/a	88.1%	n/a			
How would you rate/HCAHPS	83%	n/a	n/a	77.3%	n/a	n/a	73.9%	n/a	77.4%	n/a			
Communication with Nurses	89%	n/a	n/a	90.8%	n/a	n/a	84.1%	n/a	88.9%	n/a			
Communication with Doctors	85%	n/a	n/a	86.4%	n/a	n/a	83.3%	n/a	88.3%	n/a			
Readmission within 30 days	<5%	n/a	n/a	2.8%	n/a	n/a	4.4%	n/a	n/a	1.0%			
Wound Center Patient Healing Rate	>92%	100.0%	100.0%	94.0%	94.0%	96.7%	100.0%	80.0%	97.0%	100.0%			

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	50.13			
Days Cash on Hand	>150	364	354	374	367	343	336	359	342	376			

GROWTH													
Surgeries to Budget	71	69	70	53	81	64	63	58	43	49			
Wound Center New Patients	23	24	18	20	23	27	17	24	23	19			
Wound Center Encounters	135	180	199	185	243	214	229	222	220	217			
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	31			
Wound Ctr New Patients for HBO Treatments	10/calendr yr	0	1	0	0	0	1	1	2	3			

COMMUNITY													
WAH Hosted Events w/ Commun Participtn	2/fiscal yr	0	0	0	0	0	0	0	0	0			

* This information no longer available to report *

Rock the Fork Page

Spook-acular Page

Litch&Lam WndmMilk Page

Litch&Lam Get Toin Page

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, February 27, 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:

Justin Schmit, Chairperson
 Heather Hummel, Executive Asst

Chairperson (or Acting Chairperson)

Recorder:

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

Call to Order	Call Finance/Personnel/Labor Relations & Building & Grounds Committee meeting to order at 4:30 pm by chairperson	Justin S
Minutes	Approve minutes from regular Committee meeting of January 23, 2023 (Cmte Motion)	Justin S
Collections & Financial Assistance	Review & recommend approval of patient financial accounts (Cmte Motion / Bd Motion)	John P
Employee Resignations & Terminations	Review & recommend acceptance of WAH employee resignations / terminations (Cmte Motion / Bd Motion)	Emily M

FOLLOW-UP ITEMS

NEW/CURRENT ITEMS

Strategic Planning Action Items	Review and update on progress	Shelby M
Leadership Adjustments	Review adjustments to leadership strategy	Shelby M
Other		

CONCLUSION

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

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

Meeting Date/Time/Location: Monday, January 23, 2023 / 4:30 pm / Large Conference Room

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

Present: Justin Schmit, Ann Bartelt, Dan Ortmann, Dr. Michael Fisher-ex officio, John Peyerl/ CFO, Kelsey Andrews/DON, Emily Masters/ CHRO, Dr. Dan Blue/Medical Director, Shelby Medina/CEO, Dave Rogers/SHN Exec Director
Absent: Julie Brugman/Mt Lake Advisory Mbr
Others:

Chairperson (or Acting Chairperson) Justin Schmit, Chairperson

Recorder: Janel Eichstadt/Executive Asst, Heather Hummel/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
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Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF DECEMBER 19, 2022, AS PRESENTED (ORTMANN/BARTELT).	Justin S
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Collections & Financial Assistance	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF SENDING 78 PATIENT ACCOUNTS TOTALING \$64,198.43 TO AAA COLLECTIONS; RECOMMEND APPROVAL OF THE FOLLOWING FINANCIAL ASSISTANCE PATIENT ACCOUNTS: 3 NEW ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$8040.01; 1 ACCOUNT FOR WRITE-OFF WITH A BALANCE BELOW \$1500 TOTALING \$668.87; AND THERE WERE 3 PREVIOUSLY APPROVED ACCOUNTS FOR WRITE-OFF TOTALING \$2082.85; IN TOTAL, 7 FINANCIAL ASSISTANCE ACCOUNTS WERE SUBMITTED AND APPROVED FOR WRITE-OFF TOTALING \$10,791.73 (ORTMANN/BARTELT) In month 9 of FY2023, financial assistance accounts approved for write off remained at \$58,037.07 on a budget of \$125,000.	John P
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Employee Resignations & Terminations	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FOLLOWING RESIGNATIONS: PRN SURGICAL TECH EFFECTIVE LAST SHIFT WORKED 8/17/22. THERE WERE NO TERMINATIONS OF EMPLOYMENT TO REPORT (BARTELT/ORTMANN).	Emily M
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FOLLOW-UP ITEMS

There were no follow-up items to address.

NEW/CURRENT ITEMS

Collections Policy	The WAH Collections Policy was submitted to the Finance Committee for review with no changes made to policy. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE WAH COLLECTIONS POLICY AS PRESENTED (BARTELT/ORTMANN)	John P
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Capital Improvement Grant & Other Grants	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FY2023 RURAL HOSPITAL CAPITAL IMPROVEMENT GRANT REQUEST APPLICATION FROM THE MN DEPARTMENT OF HEALTH TOTALING UP TO \$125,000 IN AVAILABLE FUNDS, WITH THE PURPOSE OF GRANT FUNDS, IF AWARDED, TO BE APPLIED TOWARDS REPLACEMENT COSTS TO WAH'S HEAT EXCHANGER UNITS; AND; M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE MDH PLANNING AND TRANSITION GRANT APPLICATION TOTALING \$40,000 WITH THE STIPULATION THAT WINDOM AREA HEALTH MATCHES GRANT FUNDS TO USE TOWARDS EXPENSES RELATED WAH'S MENTAL HEALTH CLINIC (ORTMANN/BARTELT). Emily noted a Federal Grant application has been submitted for the amount of \$100,000 to be used towards expenses related to staff time for the Mental Health Clinic project currently taking place.	John P Emily M
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Strategic Planning Action Items	Shelby shared information involving discussion with Kraus-Anderson architects involving plans to propose a medical office building located on the Windom Area Health campus. Preliminary architect drawings were presented for committee members to share feedback. Committee members were in agreement to authorize Administration to continue moving forward with developing architectural plans for a new Medical Office Building with Kraus-Anderson serving as architect and construction managers.	Shelby M
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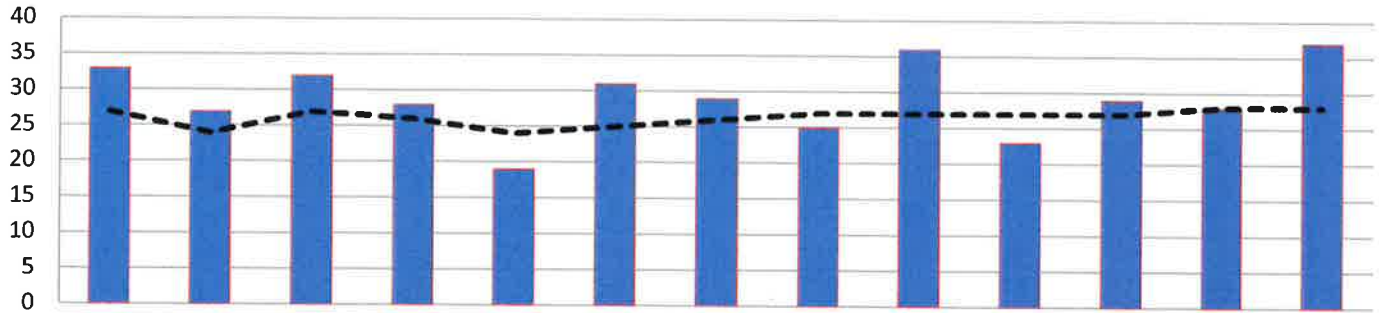
CONCLUSION

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

Justin S

ADMISSIONS

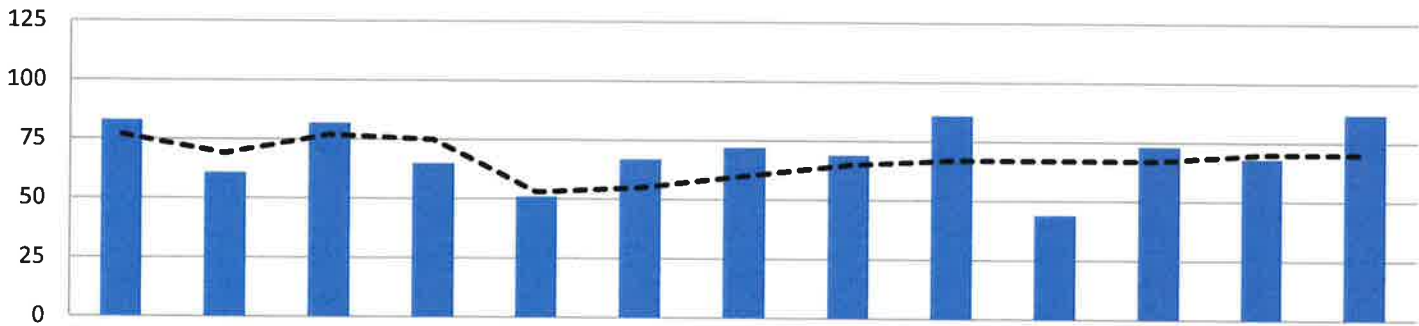
Admissions Budget



	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23
Admissions	33	27	32	28	19	31	29	25	36	23	29	28	37
Budget	27	24	27	26	24	25	26	27	27	27	27	28	28

PATIENT DAYS

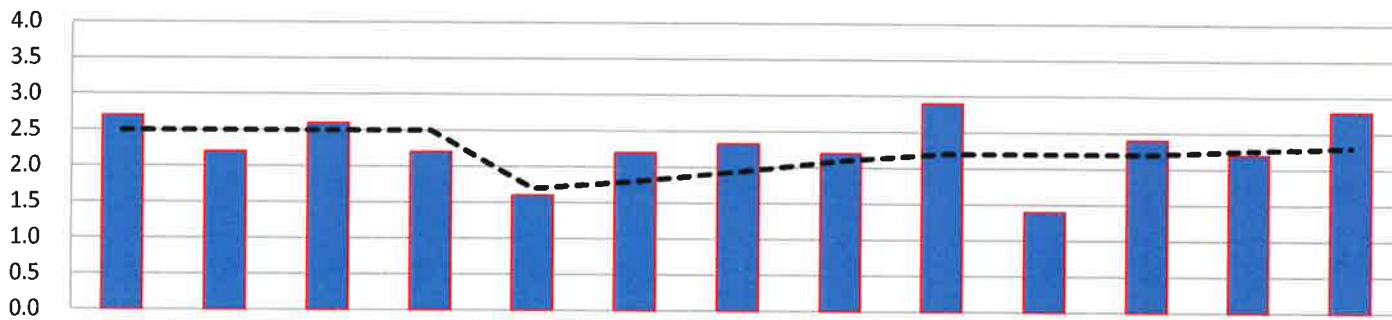
Pt Days Budget



	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23
Pt Days	83	61	82	65	51	67	72	69	86	44	73	68	87
Budget	77	69	77	75	53	55	60	65	67	67	67	70	70

AVERAGE PATIENTS PER DAY

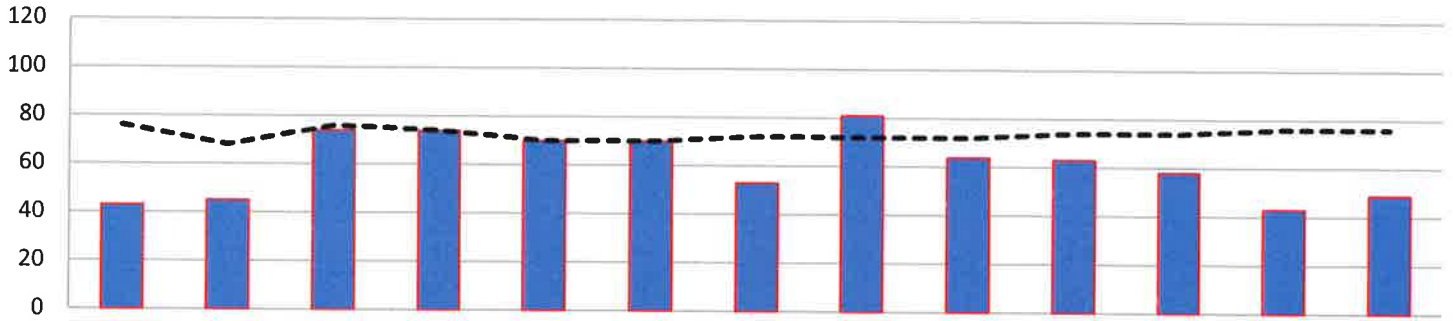
Avg Pt/Day Budget



	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23
Avg Pt/Day	2.7	2.2	2.6	2.2	1.6	2.2	2.3	2.2	2.9	1.4	2.4	2.2	2.8
Budget	2.5	2.5	2.5	2.5	1.7	1.8	1.9	2.1	2.2	2.2	2.2	2.3	2.3

SURGERY

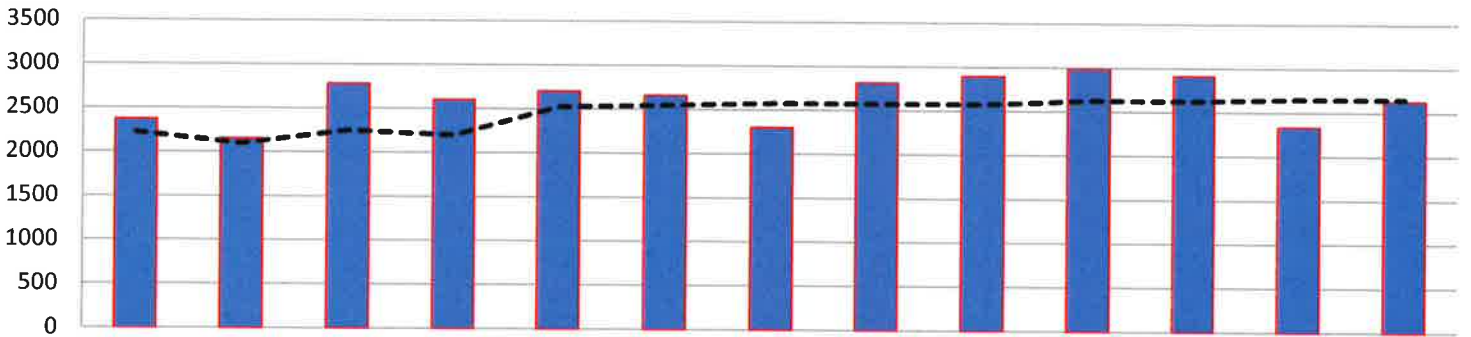
█ Surgery Budget



	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23
Surgery	43	45	74	74	70	70	53	81	64	63	58	43	49
Budget	76	68	76	74	70	70	72	72	72	74	74	76	76

OUTPATIENT OCCASIONS OF SERVICE

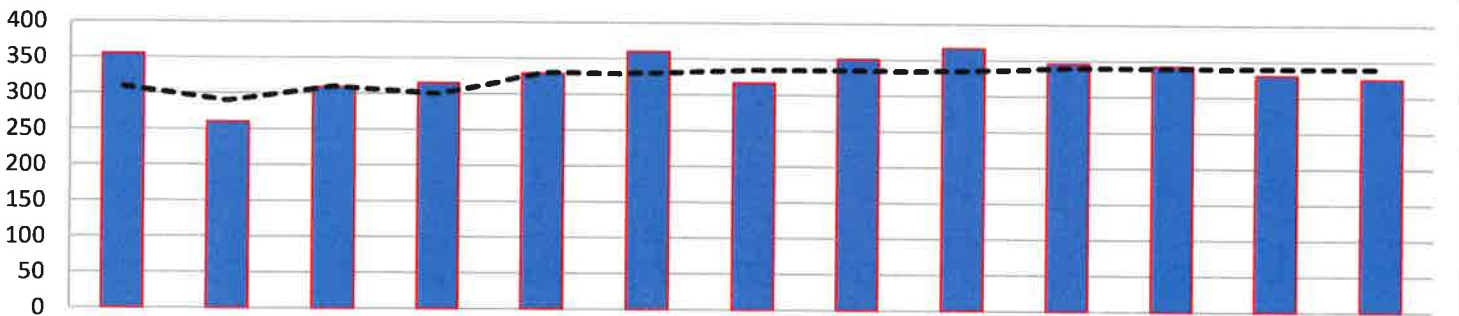
█ OP Visits Budget



	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23
OP Visits	2372	2155	2781	2605	2704	2661	2303	2818	2899	2984	2912	2336	2633
Budget	2225	2100	2250	2200	2525	2550	2575	2575	2575	2625	2625	2650	2650

EMERGENCY VISITS

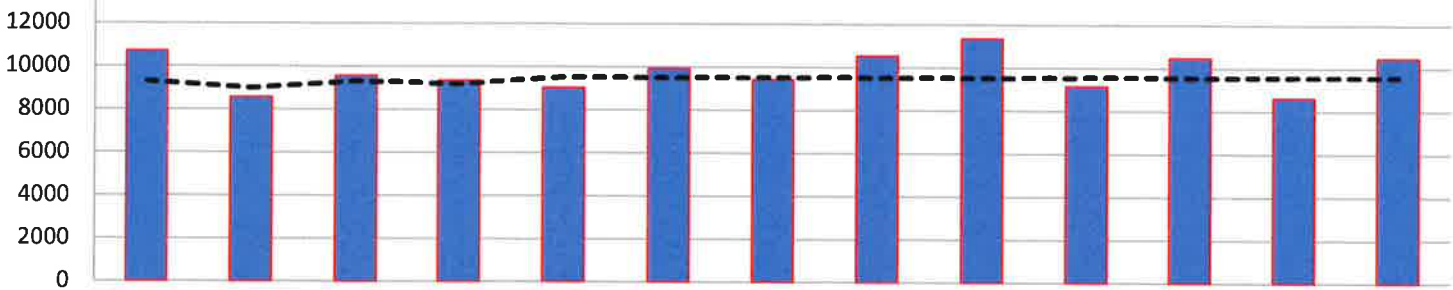
█ ER Visits Budget



	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23
ER Visits	355	260	309	315	329	360	317	351	367	346	343	331	326
Budget	310	290	310	300	330	330	335	335	335	340	340	340	340

LAB PROCEDURES

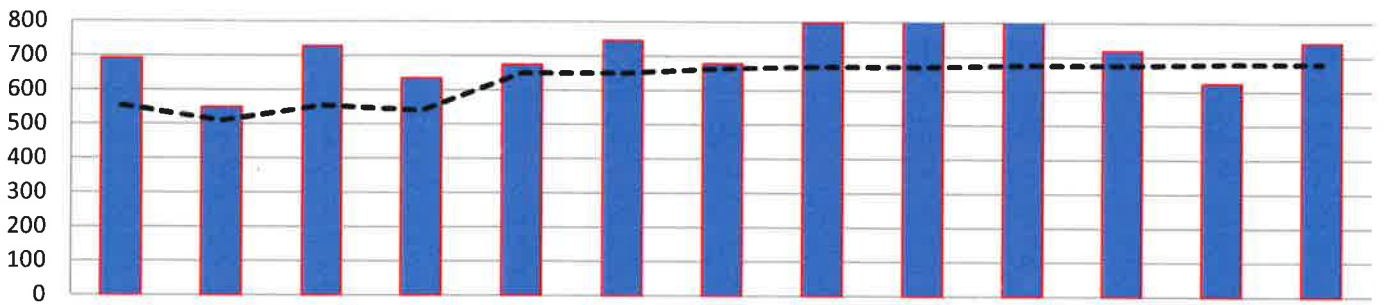
Lab Proc Budget



	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23
Lab Proc	10713	8564	9569	9357	9030	9951	9433	10542	11361	9147	10484	8620	10484
Budget	9325	9000	9325	9200	9500	9500	9525	9525	9525	9550	9550	9575	9575

IMAGING PROCEDURES

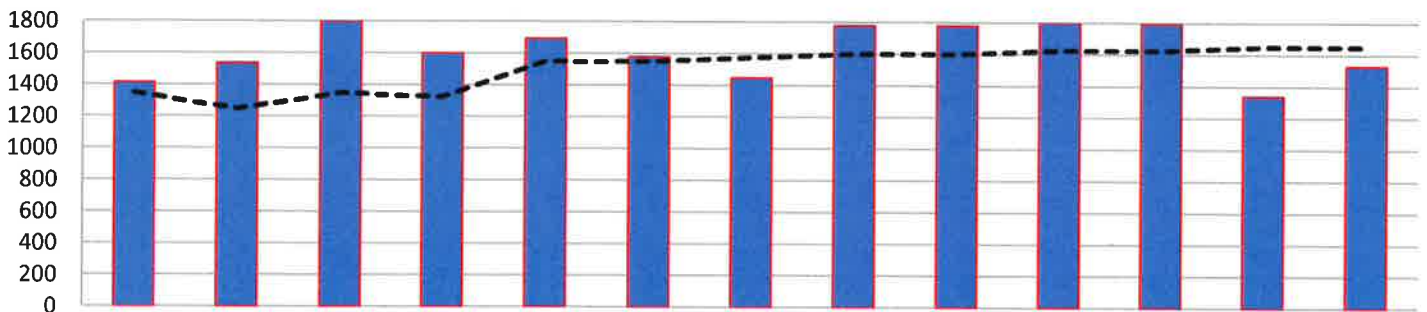
Imaging Proc Budget



	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23
Imaging Proc	692	549	728	634	674	746	679	799	908	827	719	624	742
Budget	555	510	555	540	650	650	665	670	670	675	675	680	680

REHAB MODALITIES

Rehab Modalities Budget



	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23
Rehab Modalities	1414	1537	1801	1600	1692	1578	1448	1779	1779	1803	1794	1340	1531
Budget	1350	1250	1350	1325	1550	1550	1575	1600	1600	1625	1625	1650	1650

WINDOM AREA HEALTH
INCOME STATEMENT

	1/31/2023		Revenue		Revenue		Revenue		January	\$ Change
	1/31/2023	Comparison	Budget 2023	Comparison	Y-T-D FY2023	Comparison	Budget 2023	Comparison	Y-T-D FY2022	From Last Year
PATIENT REVENUE										
Inpatient Revenue	\$997,551	24.15%	\$800,000	21.05%	\$6,249,754	16.90%	\$6,075,000	17.72%	\$6,258,791	(\$9,037)
Outpatient Revenue	\$3,133,443	75.85%	\$3,000,000	78.95%	\$30,734,209	83.10%	\$28,200,000	82.28%	\$28,056,230	\$2,677,979
Total Patient Revenue	\$4,130,994	100.00%	\$3,800,000	100.00%	\$36,983,963	100.00%	\$34,275,000	100.00%	\$34,315,021	\$2,668,942
Contractual Adjustments	\$2,261,452	54.74%	\$1,675,000	44.08%	\$17,526,870	47.39%	\$15,150,000	44.20%	\$14,457,173	\$3,069,697
Other Income	\$20,728	0.50%	\$25,000	0.66%	\$178,598	0.48%	\$225,000	0.66%	\$214,729	(\$36,131)
NET OPERATING REVENUE	\$1,890,270	100.00%	\$2,150,000	100.00%	\$19,635,691	100.00%	\$19,350,000	100.00%	\$20,072,577	(\$436,886)
EXPENSE										
Employee Salaries	\$786,782	41.62%	\$840,000	39.07%	\$6,531,154	33.26%	\$6,875,000	35.53%	\$6,465,500	\$65,654
Employee Benefits	\$216,711	11.46%	\$250,000	11.63%	\$1,995,475	10.16%	\$2,095,000	10.83%	\$1,971,814	\$23,661
Pharmaceuticals	\$67,727	3.58%	\$100,000	4.65%	\$765,201	3.90%	\$835,000	4.32%	\$755,096	\$10,105
Supplies	\$127,712	6.76%	\$160,000	7.44%	\$1,220,046	6.21%	\$1,345,000	6.95%	\$1,258,760	(\$38,714)
Rents & Utilities	\$33,936	1.80%	\$40,000	1.86%	\$277,589	1.41%	\$280,000	1.45%	\$254,291	\$23,298
Purchased Services	\$509,730	26.97%	\$430,000	20.00%	\$4,877,853	24.84%	\$3,760,000	19.43%	\$3,458,308	\$1,419,545
Other Direct Expenses	\$60,122	3.18%	\$130,000	6.05%	\$974,114	4.96%	\$1,110,000	5.74%	\$1,164,341	(\$190,227)
Provision for Bad Debts	\$43,944	2.32%	\$55,000	2.56%	\$611,880	3.12%	\$480,000	2.48%	\$521,486	\$90,394
Depreciation	\$134,815	7.13%	\$135,000	6.28%	\$1,202,969	6.13%	\$1,195,000	6.18%	\$1,072,252	\$130,717
Interest Expense	\$12,385	0.66%	\$13,300	0.62%	\$114,035	0.58%	\$120,100	0.62%	\$119,652	(\$5,617)
Total Operating Expense	\$1,993,864	105.48%	\$2,153,300	100.15%	\$18,570,316	94.57%	\$18,095,100	93.51%	\$17,041,500	\$1,528,816
Income (loss) From Operations	(\$103,594)	-5.48%	(\$3,300)	-0.15%	\$1,065,375	5.43%	\$1,254,900	6.49%	\$3,031,077	(\$1,965,702)
Investment Income	\$24,556	1.30%	\$10,000	0.47%	\$92,576	0.47%	\$70,000	0.36%	\$57,696	\$34,880
Other Revenue/(Expenses)	\$4,439	0.23%	\$8,750	0.41%	\$43,417	0.22%	\$78,750	0.41%	\$54,466	(\$11,049)
Non Operating Rev/Exp	\$28,995	1.53%	\$18,750	0.87%	\$135,993	0.69%	\$148,750	0.77%	\$112,162	\$23,831
Increase in Net Assets	(\$74,599)	-3.95%	\$15,450	0.72%	\$1,201,368	6.12%	\$1,403,650	7.25%	\$3,143,239	(\$1,941,871)

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

Yrs Dep	Capital Asset	Vendor	Asset class	November	December	January
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, February 27, 2023 / 4:00-4:30 pm / Large Conference Room

Members: Kay Gross, Terry Tegels, Dan Hornig, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lake Advisory Mbr, Emily Masters/CHRO, John Peyer/CFO, Kelsey Andrews/DON, Dr Dan Blue/Medical Dir, Shelby Medina/CEO

Present:
 Absent:
 Others:

Chairperson (or Acting Chairperson) Kay Gross, Chairperson

Recorder: Heather Hummel, 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
Minutes	Approve minutes from the regular Committee meeting of January 23, 2023 (<i>Cmte Motion</i>)	Kay Gross

FOLLOW-UP ITEMS

Medical Staff Credentialing & Medical Staff Meeting Update	<ul style="list-style-type: none"> Review & approve medical staff credentialing, upon recommendation from WAH Medical Staff (<i>Cmte & Board motion</i>) 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"> Review and update on progress 	Dr. Blue
Leadership Adjustments	<ul style="list-style-type: none"> Review and discuss WAH leadership adjustments 	Dr. Blue / Shelby M
<i>Other</i>		

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, January 23, 2023 / 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 Dir, Shelby Medina/CEO

Present: Terry Tegels, Dan Hormig, Kay Gross, Dr. Michael Fisher ex-officio, John Peyerl/CFO, Kelsey Andrews/DON, Emily Masters/CHRO, Dr. Dan Blue/Medical Director, Shelby Medina/CEO, Dave Rogers/SHN Exec Director
Others: Dr. J Taber/Vice-chief of Staff
Absent: Julie Brugman/Mt Lake Advisory Mbr,

Chairperson (or Acting Chairperson) Kay Gross, Chairperson

Recorder: Janel Eichstadt/Executive Asst, Heather Hummel/Executive Asst

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

Call to Order	The Professional Practice/Quality & Planning Committee meeting was called to order at 4:00 pm by Chairperson, Kay Gross.	Kay Gross
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF DECEMBER 19, 2022, AS PRESENTED (TEGELS/HORMIG).	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 January 2023 Credentialing list and recommended its approval to the WAH Governing Board. Dr. Blue stated the 2023 Performance Improvement Plan was presented by Jen Zajic, RN/PI Coordinator. Medical Staff members requested an additional month to review the 2023 Performance Improvement Plan before approval is given. Dr. Blue shared several discussion topics were addressed at the Medical Staff meeting with no action items addressed.	Dr J Taber / Dr Blue
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NEW/CURRENT ITEMS

Strategic Planning Action Items Follow up	Dr. Blue noted an agreement has been made with a locum OB/GYN who will provide weekend coverage one weekend per month for a period of time to assist Dr. Buhler with weekend OB call coverage. He noted the locum OB/GYN physician will begin providing OB coverage starting the first weekend in February. Update on Hospitalist program was given. Dr. Blue shared discussion on the role of a hospitalist providing patient care services at Windom Area Health. He stated Medical Staff physicians would like additional information presented on the operations of a “hybrid” hospitalist program as preference is showing the local physicians prefer involvement in the care of their patients. Further information will be researched for a future discussion.	Dr. Blue
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CONCLUSION

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

WINDOM AREA HEALTH CREDENTIALING

FEBRUARY 27, 2023

APPOINTMENTS:

Laeq Butt, M.D.	Telehospitalist	Telemedicine
Katherine Houser, CST	Surgery Tech (Dr. Dickes)	Allied Health Professionals
Chimkama Ibe, M.D.	Telehospitalist	Telemedicine
John Reinschmidt, M.D.	Radiology	Consulting

REAPPOINTMENTS:

Theresa Person, M.D.	Emergency Medicine	Emergency Services
April Quigley, PA-C	Orthopedics (Dr. Botker)	Allied Health Professionals
Kate Rasmussen, RN	Vascular (Dr. Santos)	Allied Health Professionals
Karen Uecker-Bezdicek, CNP	Family Practice	Allied Health Professionals
Kimberly VanMeeteren, CNP	Cardiology (Pham)	Allied Health Professionals

SANFORD TELEMEDICINE APPOINTMENTS:

Lindsey Jader, D.O.	Radiology	Telemedicine
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VRAD APOINTMENT:

Ty Ovella, M.D.	Teleradiology	Telemedicine
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RESIGNATIONS:

Amanda Miller, RN	General Surgery (Reddy)	Allied Health Professionals
Anthony Odubanjo, M.D.	Telehospitalist	Telemedicine

JANUARY 2023 COMMENTS

Ambulatory Surgery

I was very happy about the care the nurses did for me. Thank you

Ambulatory Surgery

I am grateful that we have the hospital here in Windom and they have the Outpatient Department that they have. Thank you.

Ambulatory Surgery

The care that we experienced was awesome from the time we entered the hospital. surgery prep. surgery and recovery. Everyone was professional, caring, knowledgeable and compassionate. Well done!!

Clinic - Windom

Have dealt with this department since 2017 and is always a great experience.

Clinic - Windom

Jan was a great nurse!!

ED

I am very very pleased with the nurses that were on hand that day. They were excellent. Excellent, excellent. The doctor I was not impressed with. I've had better doctors in the past, but I guess gotta take what you can get. Thank you.

ED

I was just like them to know that the nurses screwed up. I'm trying to put a catheter in my daughter three times. She was extremely uncomfortable and crying. She's seeing a specialist. Who said there was no reason why they shouldn't have been possibility to get that catheter in. I am pissed. She will not be coming back there Nor will I. Nor will any of my family.

ED

Everyone was exceptional! Very competent and knowledgeable.

ED

The doctor on call was very good about doing what had to be done, and seemed to care about getting answers, and wanted me to follow up with my cardiologist , since I already had an appointment set up for the 23rd of January. I thought he was such a good communicator, and very personable! Excellent bedside manner!! And the nurses were so sweet and and kind, and caring, along with being very professional!! Great experience, even though it seemed long!? Everyone was very thorough, and worked well together!!

ED

They took very good care of me. Thank you

ED

Blake and Jeni Beckel were awesome nurses! Rob and Dixie also did a great job with our son.

ED

First nurse was totally rude to me. She knew who I was and was rude and very short. The 2nd nurse was nice.

ED

Maybe you could use more help in the ER. They were very busy and the doctor was too. The wait when you are in extreme pain is way too long.

ED

The doctor on staff that night was excellent!!!! Best I've seen in a long time!! Explained everything and treated me very good as well as the nurse did Landon I believe can't remember the Dr's names but both I was very happy and pleased with!!

JANUARY 2023 COMMENTS

ED

Well, the first thing I'd like to say is I did like the doctors that we had last night. However they did not figure out the issue, and I still was released with the same issue I came in with, was not impressed with that. They said everything looked good, when I still felt pretty ill when I left, and I felt not so good all day, and so feel like I didn't get the amount of care that I should have gotten.

ED

this was the first time for me and they were really great how they clean out eye

Imaging

Christie was a great ultrasound tech!!

Imaging

The ultrasound tech was wonderful. She was kind, patient, and explained everything she was looking at and measuring.

Imaging

I got in quickly, the tech was friendly and I got my results in only a few days.

Imaging

The x-ray techs were exceptionally nice and did a great job.

Imaging

Very courteous

Imaging

The Staff obviously could not explain the results of my CT Scan until it was reviewed. The results were posted on MY CHART later that evening. I was uptight that day. I have a lot of Medical issues going on, and some of them might be, let's say, BAD. So I was nervous.

Imaging

The staff helped find where I needed to go. I was rather lost. This was my first experience dealing with mobile imaging.

Imaging

The only thing that was, could use improvement is communication from the reception of to the x-ray department when I showed up for my appointment.

Lab

I really am, I'm in awe of how I can see. I'm looking forward to having my other eye taken care of and It's, I didn't know, I had so many wrinkles on my face, that was a shock to me. I haven't seen them. I appreciate everything that you did to help me. Thank you. Bye.

Lab

It was a very comfortable experience and most helpful to me personally.

Lab

Great job

Outpatient

The ladies at Wound Care in Windom are Awesome!!!

Outpatient

Liz does such an amazing job every time I'm there for my toe nail appointment. She's so sweet.

Outpatient

Great staff at Windom Area Health!

Outpatient

I meant to press 4 on all of the buttons. My visit was fantastic. My provider Tim Klassen was amazing. I would definitely come back again.

Outpatient

The nurses were nothing short of amazing.

JANUARY 2023 COMMENTS

Outpatient

The group of ladies that helped we were absolutely amazing! An outside order getting completed is not always easy but they did it was easy and I felt so much better after my visit!! Thanks ladies!! :)

Outpatient

The Wound Care team is outstanding!! Everyone was knowledgeable, professional, caring and kind! We had appointments from September through last week and were discharged. Randy gets his healthcare through the VA and that's difficult sometimes. The team managed it so well and we appreciated that. We told them that we'd tell anyone who needs wound care to come to Windom!! Thank you!!

Outpatient

Dr Nichols needs to talk and communicate better. Nurses are the BEST we could ever ask for- Love them

PT, OT, ST

Friendly knowledgeable staff.

PT, OT, ST

Nicole is an excellent therapist with so much knowledge about injuries and recovery. I really appreciate her! She explains everything so well and has helped me work through my current injury, and some other long standing issues with my arm and hand.

PT, OT, ST

The physical therapist and the occupational therapist were awesome. My son loves them, and they're very helpful. Thank you for your services.

PT, OT, ST

I apologize for the missed you earlier, I was starting to type 10 and then it said No for 1, and I meant to give you the best. So I do apologize for that, I hope you can adjust it.

Windom Area Hospital Auxiliary Meeting January 9, 2023

The Windom Area Hospital Auxiliary held their monthly meeting Monday, January 9, 2023 at 6:00 p.m. in the Large Conference Room.

President Mary Klosterbuer welcomed everyone to the meeting with 16 members in attendance. The Auxiliary Prayer was read in unison, and the Pledge of Allegiance was recited.

Rozanne Gronseth introduced Naomi Bach, our guest speaker. Naomi is a nurse in the Wound Center and gave us some very interesting updates about the service available at WAH.

M/S Karla Taber/Betty Olson to approve the agenda. Motion carried.

Recording Secretary's Report – Marlene Smith, Recording Secretary

- M/S Pat Lenz/Diane Vellema to approve the minutes as presented of the November 14, 2022 meeting. Motion carried.

Treasurer's Report – Gerri Burmeister

- Balance on hand November 30, 2022 was \$6,443.61 and balance on December 31, 2022 was \$6,806.78.
- 2022 Sales Tax is paid.
- M/S Kay Evers/Connie McCarthy to approve the Treasurer's Reports as presented. Motion carried.

Corresponding Secretary – Betty Olson

- A thank you card was sent to our November speaker. Betty will send a get-well card to Loring Paschke.

Program: Rozanne will have speakers lined up for the meetings.

MAHV Report –

- The MAHV website address is <https://mahv.org> (Member code is mahv2018)
- M/S Karen Skarphol/Pat Lenz to renew membership dues of \$50.00 for MAHV. Motion carried.

WAH Update – Kim Armstrong

- Please submit your volunteer hours to Kim.
- Kim is moving to a new office.
- This was the 5th year of the "Giving Tree". In the last five years, 568 kids received gifts. In 2022, the Giving Tree gave 569 gifts to 169 kids.

Old Business:

- Marlene Smith reported that ten cases of pecans were ordered, and five cases of the caramel pecan clusters. All have been sold, giving us a profit of \$1,638.00.

- Christmas decorations have all been taken down and put away for another year.
- We used nine Christmas stockings for newborns, and probably have enough left for 2023.

New Business

- Valentine Balloon and Bake Sale will be Tuesday, February 14, from 7:30 a.m. to 1:00 p.m. in the main lobby.
 1. Proceeds will go towards a new project.
 2. Marcia Libra volunteered to be responsible for the balloons.
 3. Baked goods can be brought between 5:00-6:00 on Monday evening.
 4. Co-Chairs: Jackie Turner & Karen Skarphol.
 5. Workers:
 - 7:00 - 10:00 Connie McCarthy, Karen Skarphol, Marcia Libra, Karla Taber
 - 10:00 - 1:00 Dona Olsen, Rozanne Gronseth, Marcia Libra, Gerri Burmeister
- Nominating committee will be the 1st year Board Members: Nancy Michalski, Karla Taber, and Diane Vellema
- Terms expiring April 30, 2023:
 - President – Mary Klosterbuer
 - Vice President – Karen Skarphol
 - Treasurer - Gerri Burmeister
 - Board Members – Pat Lenz, Connie McCarthy, and Dona Olsen
 - Election will be at the March 13th meeting.
- An update to the weather policy was presented.
 1. Decision will be made by the President, Vice President, and the Auxiliary Director before 3:00 in the afternoon to change a meeting from in person to meeting via Zoom.
 2. An e-mail will be sent to active members with email giving the Zoom link/phone number.
 3. Phone calls will be made to those without e-mail with the information.
 4. Change in meeting status will be posted on Facebook.
M/S Karen Skarphol/Rozanne Gronseth to approve the policy above. Motion carried.
- The Auxiliary Spring Banquet will be April 10, 2023.
 1. We will have recognition for 25-year members.
 2. The six Board Members plan the banquet.

The meeting was adjourned at 7:05 p.m.

Tonight's hostesses: Kay Evers and Brenda Rencykowski

Upcoming Events –

- Monday February 13, 2023 at 6:00 p.m. - WAHA meeting

Marlene Smith,
Recording Secretary



BOARD OF DIRECTOR'S MEETING

TUESDAY, FEBRUARY 28, 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 | Steve Johnson |
| II. FOUNDATION MEETING MINUTES -
- Approve minutes from regular meeting on January 24, 2023 | Steve Johnson |
| III. FINANCIAL STATEMENT -
- Review donations & assign thank-you's | Kim Armstrong |
| IV. OLD BUSINESS -
- Transfer funds for cataract surgical chairs & cardiac rehab equipment
- Ask for Anything grant winners
- The Beat Foundation edition
- Strategic planning | Kim Armstrong |
| V. NEW BUSINESS -
- Waffle brunch duties
- Employee crisis fund policy
- Scholarships
- Spring solicitation letters | 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 – March 28, 2023 | Steve Johnson |
| IX. MEETING CONCLUSION | Steve Johnson |

**WINDOM AREA HEALTH FOUNDATION
FOUNDATION BOARD MEETING MINUTES
JANUARY 24, 2023, AT 5:00 P.M.**

Attending: Greg Scheitel, Chad Merrihew, Steve Johnson (via phone), Terry Tegels (via phone), Emily Masters/CHRO, Kim Armstrong/Exec Dir. Compliance & Foundation/Auxiliary

Absent: Shelby Medina/CEO, Ann Bartelt, Tom Christensen, Kay Gross

Recorder: Heather Hummel, Executive Assistant

CALL TO ORDER: WAH Foundation Board Vice-Chairperson, Greg Scheitel, called the meeting to order.

FOUNDATION MINUTES:

M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE STRATEGIC PLANNING SESSION ON NOVEMBER 29, 2022 AS PRESENTED (JOHNSON/MERRIHEW).

FINANCIAL STATEMENT:

The December 2022 Windom Area Health Foundation financial statement was reviewed and approved as presented. M/S/C UNANIMOUSLY TO APPROVE THE FINANCIAL STATEMENT AS PRESENTED (MERRIHEW/JOHNSON)

Review Donations & Assign Gift Thank-you's

Donor gifts to the Foundation received during November and December 2022 were reviewed. Those gifts of \$100 or more were assigned to Board members so they can make a thank you phone call or send a notecard extending appreciation for their gift to the Foundation. Kim shared that during this period, a total of \$65,020.48 in monetary gifts were contributed. Kim noted the WAH Foundation received their quarterly incentive payment in December from American Express totaling \$3,854.49.

OLD BUSINESS

End-of-Year Solicitation Letters

Kim shared results of the end-of-year solicitation letters which were sent the beginning of November. She noted 200 letters were mailed out with 35 donors responding with gifts totaling \$12,790.00. The proceeds from this campaign will be used for replacement of surgical chairs used for cataract surgeries.

WAH Foundation Funds out of Sanford

Kim stated that accounts have been opened at Bank Midwest and Leading Edge Credit Union for the Foundation's funds. The Foundation is expecting to receive a check the beginning of February from Sanford. Effective January 1, 2023, Sanford discontinued their clerical and financial duties for the WAH Foundation.

Rock the Rink Pink – January 19, 2023

Rock the Rink Pink was scheduled for January 19, 2023. Due to inclement weather, the doubleheader hockey games were rescheduled to hosting one game Friday, January 20 and the other game on Saturday, January 21. Kim reported that \$1,421.00 was generated from this event. 20 gallons of paint were ordered but only eight gallons were used. The plan is to use this paint for next year's event. The Foundation will put money towards the expense of the paint. Proceeds will be deposited in the Women's Health Fund.

Ask for Anything Grants

Kim reported on the "Ask for Anything Grant" program with \$15,000 in funds available to be awarded to three WAH department applicants. She noted this is the third year for this grant program. The grant funds are to be used to improve the patient experience or make the department better caregivers. Kim stated the applications would be reviewed by the Management Team at their January 25th meeting to determine the three award winners through voting, with each winner receiving up to a \$5000. Winners will be announced in the Volunteer Times Review on Tuesday, January 31, 2023.

NEW BUSINESS

990 Tax Information Return

Kim reviewed the Foundation 990 tax report prepared by WAH's auditing firm, CliftonLarsonAllen. M/S/C UNANIMOUSLY TO APPROVE THE COMPLETED IRS 990 FOR SIGNATURES AND FILING (MERRIHEW/JOHNSON).

The Beat Foundation Edition

Kim reported that in honor of the WAH Foundation's 20 year anniversary, there will be a Special Edition of The Beat in March featuring the WAH Foundation. Kim reviewed different ideas for the special edition to include items such as interviews from long-time Foundation members, an employee that donates to the Foundation through payroll deductions, a long-time donor, a department that has been a recipient for the "Ask for Anything Grant", a scholarship recipient, and giving memorials to the Foundation to help shed more light to the public eye. The Beat is included in the Shopper once per quarter.

Scholarships (ADDED)

Kim noted that in the past, the Foundation has used Sanford Network Scholarship website for the Foundation scholarship applications. Kim has reached out to her contact at Sanford to see if this is something that will continue or not with the off-boarding of other clerical duties that Sanford previously did for the Foundation. If they will not support this, Emily mentioned that a form could be created that is similar to our WAH job applications. Kim will report back to the Foundation with more information as it becomes available.

SWOT Analysis

The Foundation SWOT Analysis was reviewed and discussed. At the February meeting the Board will work on identifying 3-5 initiatives to accomplish in 3-5 years.

PROJECTS

Dad's Belgian Waffle Brunch – March 12, 2023 at Windom Community Center, with profit being applied towards the Education Fund. Tickets will be sold at the door only.

Golf Tournament – A Foundation fundraising golf tournament is planned at the Windom Country Club for Friday, June 16, 2023.

Windom Area Health Foundation meeting was concluded by Vice-Chairperson, Greg Scheitel.

Greg Scheitel
WAH Foundation Vice-Chairperson