

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

Purpose: Provide governance for Windom Area Health

Meeting Date/Time/Location: Monday, March 27, 2023 / 5:30 pm / Large Conference Room

Members: All Windom Area Health Governing Board Mbrs

Present:
 Absent:
 Others:

Recorder: Heather Hummel, Executive Asst

Category / Topic	Action step(s) / Updates	Leader:
STANDING ITEMS		
Call to Order	Call Windom Area Health Governing Board meeting to order at 5:30 pm by Governing Board Vice-chairperson	Dr. Michael Fisher
Meeting Minutes	Approve Windom Area Health Governing Board minutes from the regular meeting of February 27, 2023 (<i>Board motion</i>)	Dr. Michael Fisher
Board Education	Jeanna LaCanne, Materials Management Manager	
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 	Dr Van Kley Dr Blue Kay Gross
Finance / Personnel / Labor Relations & Bldg & Grounds Cmte	<ul style="list-style-type: none"> Review F/P/LR & B-G Committee meeting activities Review and recommend approval of WAH resignations and terminations (<i>Board motion</i>) FY24 Budget Updates 	Justin Schmit John Peyerl
OTHER REPORTS		
Statistical & Financial Performance Reports	Review & recommend approval of statistical & financial reports (<i>Board motion</i>)	John Peyerl
Capital Acquisition Activity	Review capital acquisition activity	John Peyerl
Educational Assistance Applications	Review & recommend approval of application(s) for educational assistance (<i>Board motion</i>)	Emily Masters
New / Department Transfer Employees	Report of recently hired / transferred employees	Emily Masters
Patient Concern Reports	Review patient concern reports and patient survey comments	Shelby M Monica H
Patient Safety Reports	Review patient safety activities	Monica Huber
WAH Policy Review	No WAH policies to consider for March.	Dr. Michael Fisher
Medical Director	Organizational updates	Dr Dan Blue
Administration	<ul style="list-style-type: none"> Review/Update of Sr Management Team Executive Summaries Review and approve WAH committee meeting reports as presented (<i>Board motion</i>) 	Sr Mgmt Team
City of Windom	Informational updates	Steve Nasby Marv Grunig
Sanford Health Network	Informational updates	Dave Rogers, SHN Exec Dir

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WAH Foundation Board	Foundation Board meeting, March 28, 2023, 5:00 pm in LCR. February 28, 2023 meeting minutes included in Board book.	Dr. Michael Fisher
WAH Auxiliary	Auxiliary met March 13, 2023. February minutes included in Governing Board book. Auxiliary Spring Banquet is Monday, April 10, 2023 at the Cottonwood County Historical Society. Social time begins at 5pm and cost of meal is \$15.00.	Dr. Michael Fisher
OLD & NEW BUSINESS		
Old Business		Dr. Michael 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. Michael Fisher
CONCLUSION		
	Conclude WAH Governing Board meeting	Dr. Michael Fisher

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Members: All Windom Area Health Governing Board Mbrs		Present: Ann Bartelt, Terry Tegels, Dan Ortmann, Kay Gross, Justin Schmit, Dan Hormig, Emily Masters/CHRO, John Peyerl/CFO, Dr. Dan Blue/Medical Director, Shelby Medina/CEO, Dave Rogers/SHN Exec Director Absent: Kelsey Andrews/DON, Dr. Michael Fisher, Julie Brugman/Mt Lake Advisory Mbr, Steve Nasby/City Administrator Others: Dr. B Van Kley/Chief of Staff, Marv Grunig/Windom City Council Liaison																																								
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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 Vice-Chair, Kay Gross.	Kay Gross																																								
Meeting Minutes	M/S/C UNANIMOUSLY TO APPROVE WINDOM AREA HEALTH GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF JANUARY 23, 2023 (SCHMIT/ORTMANN).	Kay Gross																																								
COMMITTEE REPORTS																																										
Professional Practice / Quality & Planning Cmte	<p>February'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).</p> <p>APPOINTMENTS:</p> <table border="0"> <tr> <td>Laeq Butt, M.D.</td> <td>Telehospitalist.</td> <td>Telemedicine</td> </tr> <tr> <td>Katherine Houser, CST</td> <td>Surgery Tech (Dr. Dickes)</td> <td>Allied Health Professionals</td> </tr> <tr> <td>Chimkama Ibe, M.D.</td> <td>Telehospitalist</td> <td>Telemedicine</td> </tr> <tr> <td>John Reinschmidt, M.D.</td> <td>Radiology</td> <td>Consulting</td> </tr> </table> <p>REAPPOINTMENTS:</p> <table border="0"> <tr> <td>Theresa Person, M.D.</td> <td>Emergency Medicine</td> <td>Emergency Medicine</td> </tr> <tr> <td>April Quigley, PA-C</td> <td>Orthopedics (Dr. Botker)</td> <td>Allied Health Professionals</td> </tr> <tr> <td>Kate Rasmussen, RN</td> <td>Vascular (Dr. Santos)</td> <td>Allied Health Professionals</td> </tr> <tr> <td>Karen Uecker-Bezdicek, CNP</td> <td>Family Practice</td> <td>Allied Health Professionals</td> </tr> <tr> <td>Kimberly VanMeeteren, CNP</td> <td>Cardiology (Pham)</td> <td>Allied Health Professionals</td> </tr> </table> <p>SANFORD TELEMEDICINE APPOINTMENTS:</p> <table border="0"> <tr> <td>Lindsey Jader, D.O.</td> <td>Radiology</td> <td>Telemedicine</td> </tr> </table> <p>VRAD APPOINTMENT:</p> <table border="0"> <tr> <td>Ty Ovella, M.D.</td> <td>Teleradiology</td> <td>Telemedicine</td> </tr> </table> <p>RESIGNATIONS:</p> <table border="0"> <tr> <td>Amanda Miller, RN</td> <td>General Surgery (Reddy)</td> <td>Allied Health Professionals</td> </tr> <tr> <td>Anthony Odubanjo, M.D.</td> <td>Telehospitalist</td> <td>Telemedicine</td> </tr> </table> <p>WAH MEDICAL STAFF MEETING UPDATE- Dr. Blue reported on agenda items addressed at the Medical Staff meeting held earlier in the day. He shared that discussion was held regarding the Nursing Department leadership changes including Kelsey Andrews, former DON, accepting a position in Outreach as a Clinical Nurse Coordinator. Landon Johnson has been promoted from Nursing Supervisor to Nurse Manager. WAH has also contracted with a former nursing executive, Monica Huber, who will be starting March 6, 2023 as a Chief Nursing</p>	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	Theresa Person, M.D.	Emergency Medicine	Emergency Medicine	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	Lindsey Jader, D.O.	Radiology	Telemedicine	Ty Ovella, M.D.	Teleradiology	Telemedicine	Amanda Miller, RN	General Surgery (Reddy)	Allied Health Professionals	Anthony Odubanjo, M.D.	Telehospitalist	Telemedicine	Dr Van Kley Dr Blue Kay Gross	
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	Officer.	
Finance / Personnel / Labor Relations & Bldg & Grounds Cmte	M/S/C UNANIMOUSLY TO APPROVE SENDING 121 PATIENT ACCOUNTS TO AAA COLLECTIONS TOTALING \$96,268.90; APPROVAL OF 5 FINANCIAL ASSISTANCE PATIENT ACCOUNTS WERE SUBMITTED AND APPROVED FOR WRITE-OFF TOTALING \$7,138.55 (SCHMIT/ORTMANN). John noted Accounts Receivable days decreased from 52.82 in December to 50.13 in January. In month 10 of FY2023, financial assistance accounts approved for write-off at \$67,759.57 on a budget of \$125,000. M/S/C UNANIMOUSLY TO APPROVE THE FOLLOWING RESIGNATIONS: PRN RADIOLOGY TECH EFFECTIVE APRIL 20, 2022, EXECUTIVE ASSISTANT EFFECTIVE FEBRUARY 24, 2023, PATIENT ACCESS REP EFFECTIVE MARCH 3, 2023, AND SURGICAL TECH EFFECTIVE MARCH 10, 2023. THERE WERE NO TERMINATIONS OF EMPLOYMENT TO REPORT (SCHMIT/TEGELS).	Justin Schmit
OTHER REPORTS		
Statistical & Financial Performance Reports	January 2023 statistical and utilization graphs were reviewed for the month. John reported that inpatient volumes have been met with very strong inpatient activity. Surgery was less than expected. Lab and Imaging exceeded budget and Outpatient revenue was right at budget. Contractual adjustments were discussed in terms of percentage rates for month-to-date, year-to-date, budgeted year-to-date. This change is due to adjustments in health insurance. Our contractual adjustments are in line for February to get us more on track with budget. 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%. FY2023 year-to-date net income totals \$1,201,368 on a projected budget of \$1,403,650. Days in A/R were reported at 50.13 and Days Cash on Hand totaled 376. M/S/C UNANIMOUSLY TO APPROVE JANUARY 2023 STATISTICAL AND FINANCIAL PERFORMANCE REPORT AS PRESENTED (SCHMIT/TEGELS).	John Peyerl
Capital Acquisition Activity	There was no Capital Acquisition activity during January requiring Governing Board action.	John Peyerl
Collections Policy	The Collections Policy was approved at the January 23, 2023 Governing Board meeting.	John Peyerl
Educational Assistance Applications	There were no Educational Assistance applications submitted for Board action.	Emily Masters
New / Department Transfer Employees	The following new hires / department transfers and updates were reported – New hires included a FT Environmental Services effective January 31, 2023, FT Patient Access Representative for our Mental Health Walk-In Clinic effective February 7, 2023, and contracted Chief Nursing Officer effective March 6, 2023.	Emily Masters
Patient Concern Reports	January 2023 Patient Concern Reports and patient survey comments were reviewed and found to be appropriately addressed.	Shelby M
Patient Safety Reports	Shelby reported there were 2 reportable patient falls; 0 documented patient skin integrity issues; 0 use of patient restraints; and 0 opioid-related deaths. She also noted as of February 20, 2023, there were no reportable adverse events to report.	Shelby M
WAH Policy Review	Shelby shared that the 2023 Performance Improvement Plan was presented at the Medical Staff Meeting for review in December and January. The plan was reviewed and approved to move forward with plan as presented. M/S/C UNANIMOUSLY TO APPROVE THE WAH 2023 PERFORMANCE IMPROVEMENT PLAN AS PRESENTED. (TEGELS/HORMIG)	Shelby M
Medical Director	Dr. Blue discussed the Nursing leadership changes at Windom Area Health including Monica Huber who will be starting March 6, 2023 as the Chief Nursing Officer. Dr. Blue stated that work continues on the strategic plan.	Dr Dan Blue
Administration	CEO, Shelby Medina, recognized our Lab Department who received no deficiencies with their CLIA Inspection. Dr. Blue and Shelby mentioned hosting some legislatures, as there are some bills on the table that will directly affect our healthcare facility. CHRO, Emily Masters, reported that we are concluding the month of February which was Heart Health Month. The Quarterly Safety Committee met with 1 injury reported in Quarter 4. Sick time has been consistent.	Sr Mgmt Team
City of Windom	Marv Grunig reported that the City Council awarded a new ambulance project for \$205,000 with \$9,000 trade-in for the old ambulance. New service rates for the Ambulance Department increasing to \$1,000 with an increase in mileage from \$12 to \$15 per mile effective March 1, 2023.	Marv Grunig
Sanford Health Network	Dave gave an update on the Fairview Hospital and Sanford Health merger that could be finalized by the end of May. An executive team has been formed with 3 members from each organization. Dave discussed the legislative bills that are on the table that will drastically affect staffing hospitals, which could significantly influence hospitals in rural areas if they are passed as currently presented.	Dave Rogers, SHN Exec Dir

WAH Foundation Board	The next WAH Foundation Board meeting is planned for February 28, 2023 at 5:00 pm in LCR. Minutes from the meeting held January 24, 2023 were included in Board book.	Kay Gross	
WAH Auxiliary	Auxiliary met February 13, 2023. Meeting minutes from January 9, 2023, were included in Governing Board book.	Kay Gross	
OLD & NEW BUSINESS			
Old Business	There was no old business to report.	Kay Gross	
New Business	There was no new business to report.	Kay Gross	
CONCLUSION			
	The meeting was concluded by WAH Governing Board Vice-Chairperson, Kay Gross.	Kay Gross	
Board Education	Jill Liepold, Laboratory Manager, gave a presentation on the Lab department.		

Signature _____, Dan Ortmann, WAH Governing Board Secretary

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
as of March 21, 2023
WAH MISSION: “Dedicated to Health”

CHIEF EXECUTIVE OFFICER REPORT

- **Organizational Updates**
 - Welcome Monica Huber, RN MS, as the new Chief Nursing Officer for WAH. Monica’s main responsibilities will be providing overall strategic vision and execution strategy for WAH’s executive team and provide the Nursing Manager with mentorship and professional growth opportunities. Monica will attend medical staff meetings and work closely with Dr. Blue.
 - Welcome Dr. Jim Hinshaw, MD – OBGYN, to the WAH team! Dr. Hinshaw is an OBGYN provider who specializes in gynecological procedures via robotics. Dr. Hinshaw will join our team on May 1, 2023 where we will invest the first couple of months introducing him to community and other local partners.
 - WAH has continued discussions for the development of a MOB. Formal request for approval to move forward will be presented to the Governing Board in April.
 - In recognition of our up and coming talent and leadership, a VERY WELL DESERVED Congratulations to Danielle Bunting, Director of Revenue Cycle, for completing her Masters in Business Administration!
- **MHA/Federal Updates:**
 - WAH plans to request site visits for our legislative representatives in April, May and June. 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.
 - State Bills:
 - SF 1561/HF 1700 Nurse staffing ration
 - SF 1681/HF 402 Regulation of health care transactions
 - SF 2/HF2 Paid family and medical leave
 - Federal:
 - Biden administration announced the end of PHE May 11, 2023 - many flexibilities/waivers will end, including:
 - Use of temporary expansion sites
 - SNF beds available for patient not meeting SNF requirements
 - CAH flexibilities for 25 beds and 96 hour rule
 - Medicare COVID-19 add on payment
 - Controlled substance prescribing without in-person visits
 - Most Medicare telehealth flexibilities now extended through 2024 (currently)
- **Committee Meeting Updates**
 - Work Place Violence:
 - Active Shooter table top exercise will be scheduled in April
 - Infection Prevention: Nothing to Report until May
 - Pharmacy and Therapeutics: Nothing to Report until May
 - PI/ Risk: Nothing to Report until June
 - Utilization Review: Nothing to Report until May
 - Emergency Preparedness: Nothing to Report

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

CHIEF FINANCIAL OFFICER REPORT

Overview:

- Net income from operations was negative \$113,435 compared to a budget of \$21,700. Our net patient revenue was \$77,670 less than last February. February operating income is negative 6.10% compared to a budget percentage of 1.07%.

The volume of inpatient activity in February was soft, coming up short budget expectations. The acute admissions were seventeen less than January and six less than the budgeted volume. Activity on the outpatient side produced volumes and revenues below our monthly averages, but slightly below our budget expectation. Eighty-three percent of our gross revenues came from outpatient activity, which is consistent with expectations. Acute admissions totaled twenty. Those twenty admissions produced fifty-six inpatient days for an average daily census of 1.8. Outpatient gross revenue was \$311,856 more than budget and \$389,469 more than last February.

- Imaging procedure counts were 90 procedures above budget. Imaging performed 710 procedures compared to a budget of 620. Last February, 549 procedures were performed.
- Laboratory volumes exceeded budget expectations. Last fiscal year laboratory tests averaged about 10,068 in a given month. There were 9,661 in the month of February, which is 1,097 more than last February and 511 more than budget.
- Sixty-two surgical procedures were performed in February, which is six less than our budgeted number of sixty-six and seventeen more than last February. Three of those surgeries were joint replacements.
- Rehab Therapy performed 1,437 modalities in February, which was 100 less than last February. That is sixty-three less modalities than the budgeted number of 1,500.

Contractual adjustments came in at 51.39% for the month. Contractual adjustments were budgeted at 44.06%.

Overall, expenses were \$30,787 less than budget. Purchased Services (\$60,955) was the only category that exceeded budget.

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

CHIEF NURSING OFFICER REPORT

- **Medical/Surgical/OB/Emergency Room:**
 - 4 RN openings
 - Outpatient Nurse hired
 - Experienced RN hired. Start date May.

- **Diabetes Management/Oncology:**
 - No report

- **Surgery**
 - Interview for Surgical Tech on 3/21/23
 - 1.7 Surgical Tech opening
 - Dr. Botker will be gone for 2 weeks next month.

- **Committee Meetings**
 - OB Committee met 3/20/23
 - Discussed need for updated fetal monitoring equipment. Current equipment is no longer supported by vendor and does not interface with Epic.
 - Newer RN's will be attending Sanford's Perinatal Nurse Fellowship class in Sioux Falls. This will expedite their orientation to Labor and Delivery.

 - **MHA Safety Data as of March 23:**
 - Falls – 0
 - Skin Integrity – 0
 - Restraints – 0
 - Opioid Deaths – 0
 - Reportable Events – 0

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of March 21, 2023

WAH MISSION: *"Dedicated to Health"*

CHIEF HUMAN RELATIONS OFFICER REPORT

Human Resources/Employee Health

- Posted positions:
 - RN
 - Radiology Tech
 - Dietary Aide/Cook
 - Patient Access Rep – Scheduling
 - Patient Access Rep – Registration
 - Rehab Power Program Interns
 - Senior Billing Specialist
 - Paramedic
 - Surgical Tech
- We attended the Windom Career Fair held on March 10. All 7-12 graders attended a gym full of booths of employers and colleges. We also attended the Worthington Career Fair on February 17.
- New leaders and some seasoned leaders attended an educational presentation from Vital WorkLife on March 21, our Employee Assistance Program (EAP), on resources available to employees and leaders.
- Planning is still underway for global recruitment for nurses. We are waiting for Prevailing Wage Determination from the federal government before we can proceed.

Community Health/Mental Health/Wellness Center

- The Mental Health Walk-In clinic progress is coming along nicely. Brianna Jonason, Mental Health Therapist, is seeing a limited amount of outpatients, and are doing community outreach and education prior to the May 1 launch. Walk-In Clinic hours will be Monday – Wednesday, with Thursday – Friday reserved for outpatient therapy.
 - Board members should watch for more information on a public open house the last week of April.

Marketing/PR/Foundation

- Marketing is supporting planning for the Auxiliary's Annual Banquet on April 10.
- Our Mental Health Walk-In Clinic, Rehab Sports Medicine, and the Nursing Department are being featured in the Citizen's Progress Edition next week.
- We are working with a marketing consulting firm to develop plans for the onboarding and promotion of Dr. Hinshaw.

Donations/Sponsorships

- \$250 donation to Springfield playground build (attached to school and daycare).

Committee Meetings

- **Employee Focus/Finance:** No report.
- **Patient & Family Advisory Committee:** No meeting held in March.
- **Safety:** No meeting held in March.
- **Safe Patient Handling:** No meeting held in March.

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%	50.0%		
OP Net Promoter Score	80.6%	66.7%	n/a	95.9%	100.0%	94.7%	97.9%	n/a	70.6%	81.0%	92.3%		
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%	56.7%		
Wound Center Overall Pt. Satisfaction	>92%	100.0%	98.0%	100.0%	100.0%	100.0%	98.8%	98.0%	100.0%	100.0%	100.0%		

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	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	n/a		
Hand Hygiene	100%	n/a	n/a	100.0%	n/a	n/a	99.0%	n/a	n/a	99.0%	n/a		
Patient Experience/HCAHPS Recommend	81%	n/a	n/a	77.3%	n/a	n/a	82.6%	n/a	88.1%	n/a	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	n/a		
Communication with Nurses	89%	n/a	n/a	90.8%	n/a	n/a	84.1%	n/a	88.9%	n/a	n/a		
Communication with Doctors	85%	n/a	n/a	86.4%	n/a	n/a	83.3%	n/a	88.3%	n/a	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%	n/a		
Wound Center Patient Healing Rate	>92%	100.0%	100.0%	94.0%	94.0%	96.7%	100.0%	80.0%	97.0%	100.0%	98.0%		

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%	5.43%	4.43%		
Days in Accounts Receivable	<53	47.60	49.25	53.98	52.37	59.10	52.62	45.60	52.82	50.13	48.32		
Days Cash on Hand	>150	364	354	374	367	343	336	359	342	376	337		

GROWTH														
Surgeries to Budget	71	69	70	53	81	64	63	58	43	49	53			
Wound Center New Patients	23	24	18	20	23	27	17	24	23	19	22			
Wound Center Encounters	135	180	199	185	243	214	229	222	220	217	179			
SNF/ALF Wound Center-New Patients	22	0	18	19	22	* This information no longer available to report *								
SNF/ALF Wound Ctr-Encounters/Telehealth	no target # established	54	46	62	65	41	56	46	29	31	36			
Wound Ctr New Patients for HBO Treatments	10/calendr yr	0	1	0	0	0	1	1	2	3	0			

COMMUNITY													
WAH Hosted Events w/ Community Participants	2/fiscal yr	0	Lich & Learn Unit Tour	0	0	Lich & Learn Wedm-Meet	Spook-lecture	0	0	Rock the Park	0		

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, March 27, 2023 / 4:30-5:15 pm / Large Conference Room

Members: Justin Schmit, Ann Bartelt, Dan Ortman, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lake Advisory Mbr, John Peyerl/CFO, Emily Masters/CHRO, Monica Huber/CNO, Dr. Dan Blue/Medical Dir, Shelby Medina/CEO
Present:
Absent:
Others:

Chairperson (or Acting Chairperson) Justin Schmit, Chairperson

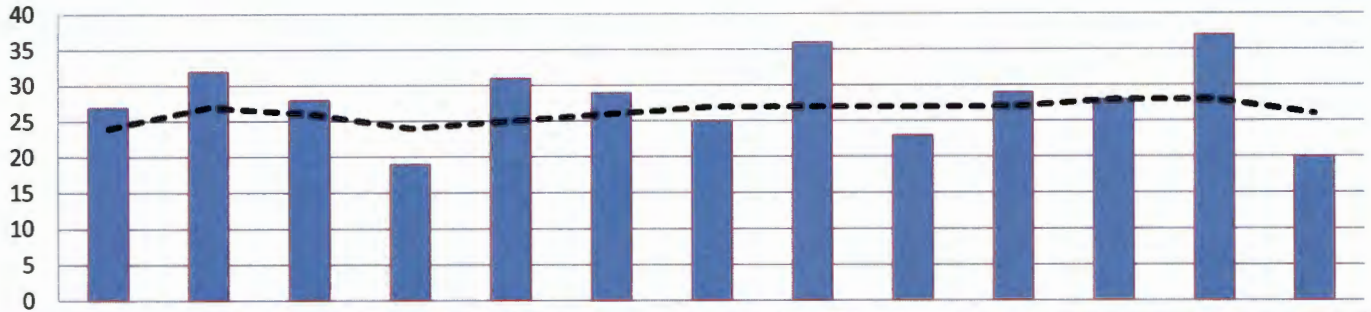
Recorder: Heather Hummel, Executive Asst

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 February 27, 2023 <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			
Fiscal Year 2024 Budget	Update on FY24 Budget	John P	
<i>Other</i>			
CONCLUSION			
	Conclude Finance/Personnel/Labor Relations & Building & Grounds Committee meeting	Justin S	

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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 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, Dan Ortmann, Terry Tegels, Ann Bartelt, John Peyerl/CFO, Emily Masters/CHRO, Dr. Dan Blue/Medical Director, Shelby Medina/CEO Absent: Julie Brugman/Mt. Lake Advisory Mbr, Dave Rogers/SHN Exec Director, Kelsey Andrews/DON Others:	
Chairperson (or Acting Chairperson)		Justin Schmit, Chairperson	
Recorder:		Heather Hummel, 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 Schmit.	Justin S	
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF JANUARY 23, 2023, AS PRESENTED (ORTMANN/TEGELS).	Justin S	
Collections & Financial Assistance	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF SENDING 121 PATIENT ACCOUNTS TOTALING \$96,268.90 TO AAA COLLECTIONS; RECOMMEND APPROVAL OF THE FOLLOWING FINANCIAL ASSISTANCE PATIENT ACCOUNTS: 4 NEW ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$7,127.56; 1 ACCOUNT FOR WRITE-OFF WITH A BALANCE BELOW \$1500 TOTALING \$10.99; AND THERE WERE NO PREVIOUSLY APPROVED ACCOUNTS FOR WRITE-OFF; IN TOTAL, 5 FINANCIAL ASSISTANCE ACCOUNTS WERE SUBMITTED AND APPROVED FOR WRITE-OFF TOTALING \$7,138.55 (ORTMANN/BARTELT) In month 10 of FY2023, financial assistance accounts approved for write off remained at \$67,759.57 on a budget of \$125,000.	John P	
Employee Resignations & Terminations	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FOLLOWING RESIGNATIONS: PRN RADIOLOGY TECH EFFECTIVE LAST SHIFT WORKED 4/20/22, PATIENT ACCESS REP EFFECTIVE 3/3/23, SURGICAL TECH EFFECTIVE 3/10/23, AND EXECUTIVE ASSISTANT RETIREMENT EFFECTIVE 2/24/23. THERE WERE NO TERMINATIONS OF EMPLOYMENT TO REPORT (BARTELT/ORTMANN).	Emily M	
FOLLOW-UP ITEMS			
	There were no follow-up items to address.		
NEW/CURRENT ITEMS			
Strategic Planning Action Items	Dr. Blue mentioned that we have a verbal commitment with an OB/GYN, which depends on if we are able to get a robot. Leadership is continuing to move forward with strategic planning items.	Shelby M	
Leadership Adjustments	Kelsey Andrews has accepted a position as a Clinical Nurse Coordinator in Outreach. Landon Johnson has moved from a Nursing Supervisor to a Nurse Manager within WAH. Shelby noted that Windom Area Health has secured a one-year contract with a Chief Nursing Officer, Monica Huber, who will start on Monday, March 6, 2023. Management will reassess the nursing management positions in the future to determine what we need in that role.	Shelby M	
CONCLUSION			
	Finance/Personnel/Labor Relations & Building & Grounds Committee meeting was concluded by Chairperson, Justin Schmit.	Justin S	

ADMISSIONS

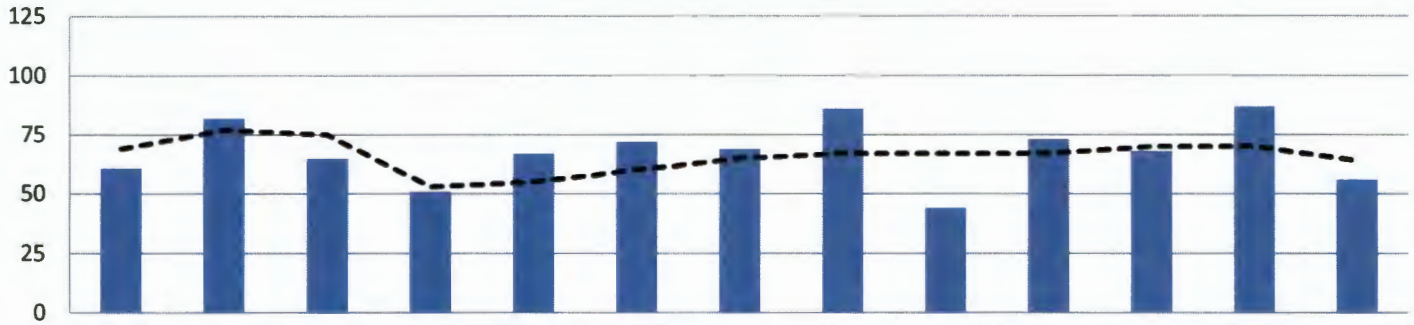
Admissions Budget



	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23
Admissions	27	32	28	19	31	29	25	36	23	29	28	37	20
Budget	24	27	26	24	25	26	27	27	27	27	28	28	26

PATIENT DAYS

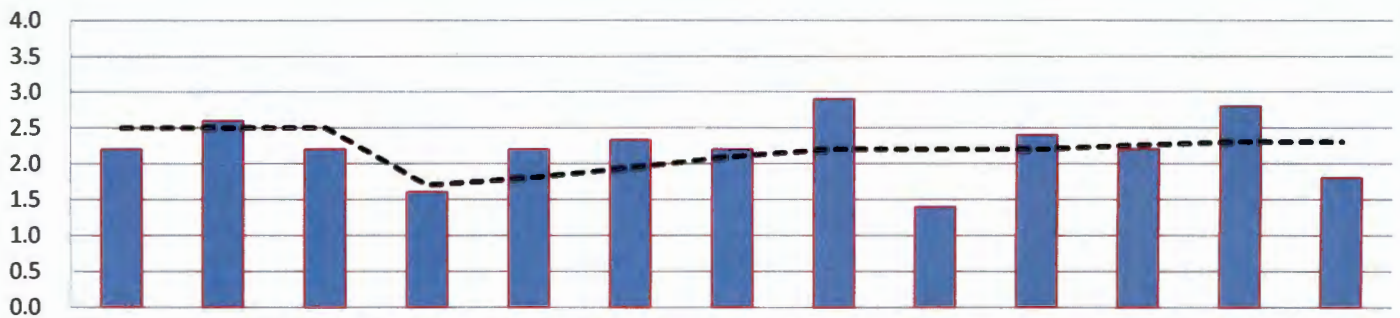
Pt Days Budget



	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23
Pt Days	61	82	65	51	67	72	69	86	44	73	68	87	56
Budget	69	77	75	53	55	60	65	67	67	67	70	70	64

AVERAGE PATIENTS PER DAY

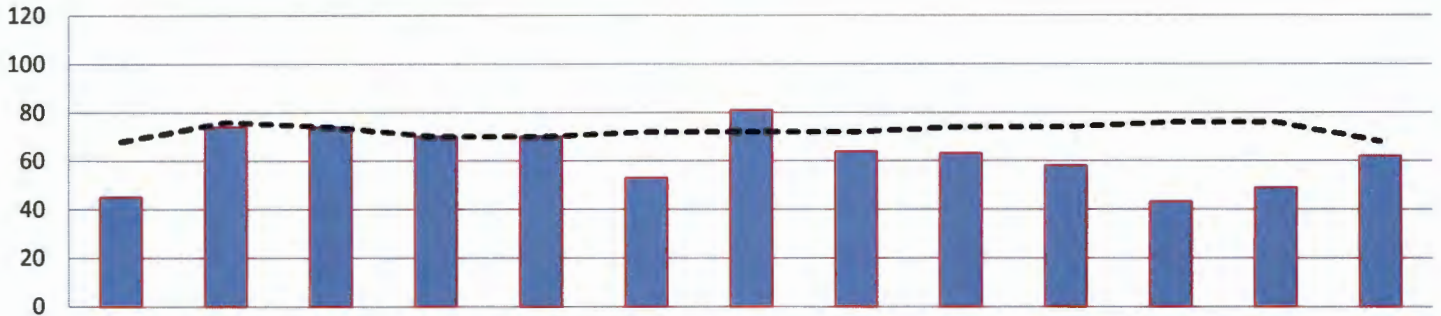
Avg Pt/Day Budget



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

SURGERY

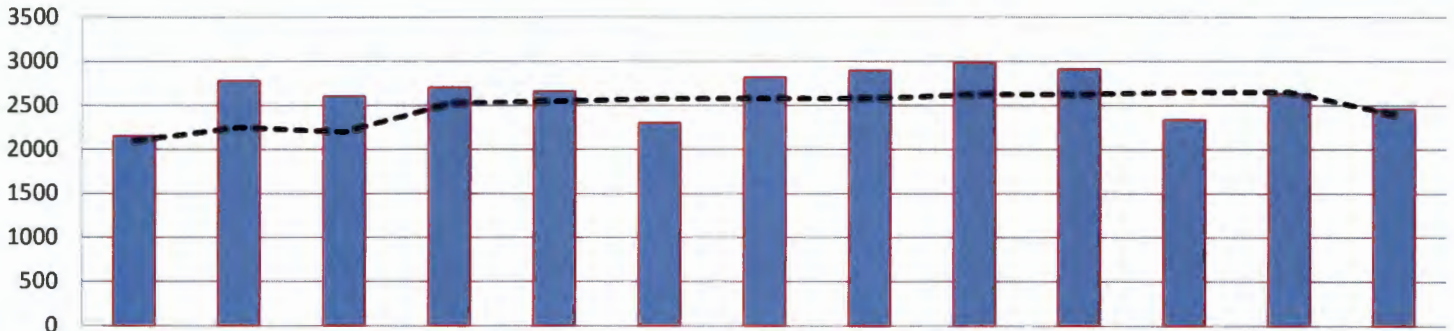
■ Surgery - - - Budget



	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23
Surgery	45	74	74	70	70	53	81	64	63	58	43	49	62
Budget	68	76	74	70	70	72	72	72	74	74	76	76	68

OUTPATIENT OCCASIONS OF SERVICE

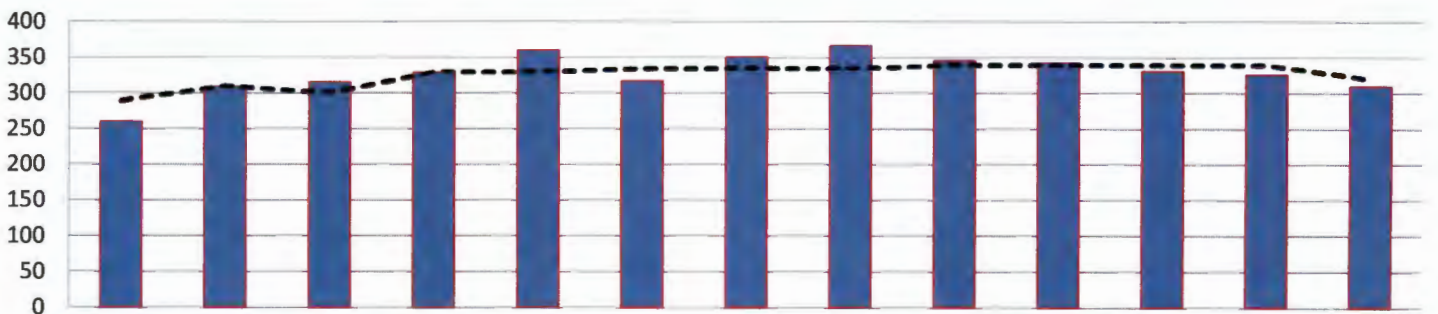
■ OP Visits - - - Budget



	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23
OP Visits	2155	2781	2605	2704	2661	2303	2818	2899	2984	2912	2336	2633	2458
Budget	2100	2250	2200	2525	2550	2575	2575	2575	2625	2625	2650	2650	2400

EMERGENCY VISITS

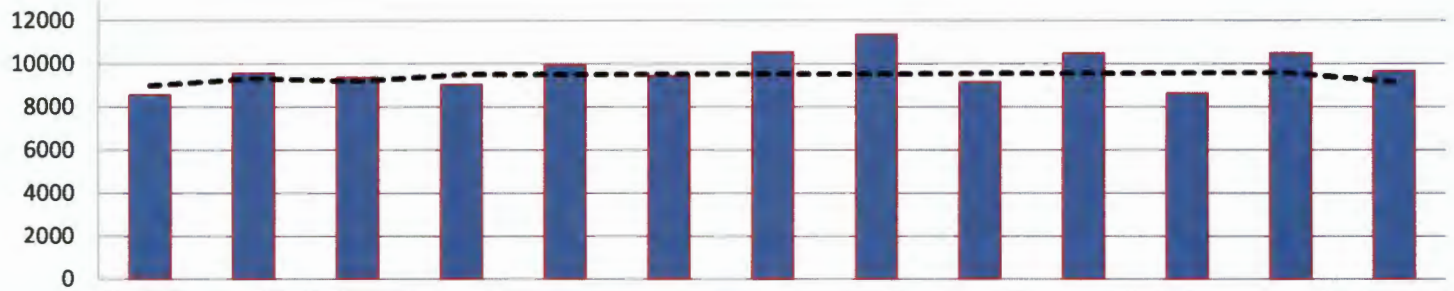
■ ER Visits - - - Budget



	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23
ER Visits	260	309	315	329	360	317	351	367	346	343	331	326	310
Budget	290	310	300	330	330	335	335	335	340	340	340	340	320

LAB PROCEDURES

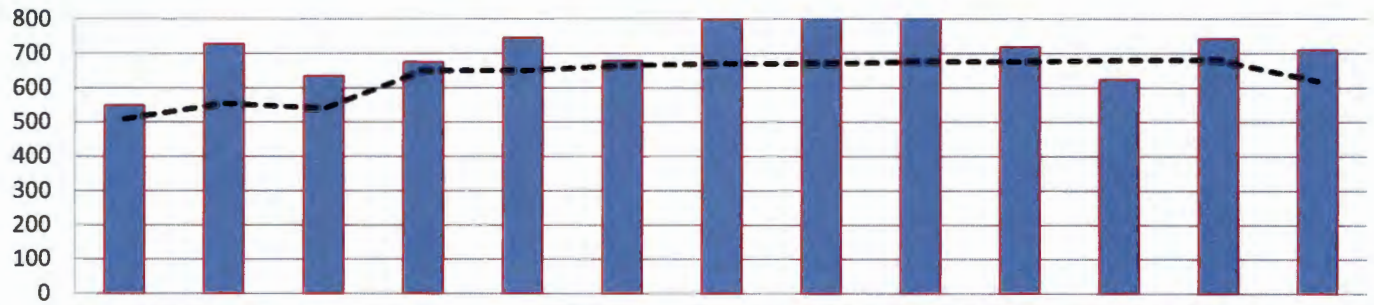
Lab Proc Budget



	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23
Lab Proc	8564	9569	9357	9030	9951	9433	10542	11361	9147	10484	8620	10484	9661
Budget	9000	9325	9200	9500	9500	9525	9525	9525	9550	9550	9575	9575	9150

IMAGING PROCEDURES

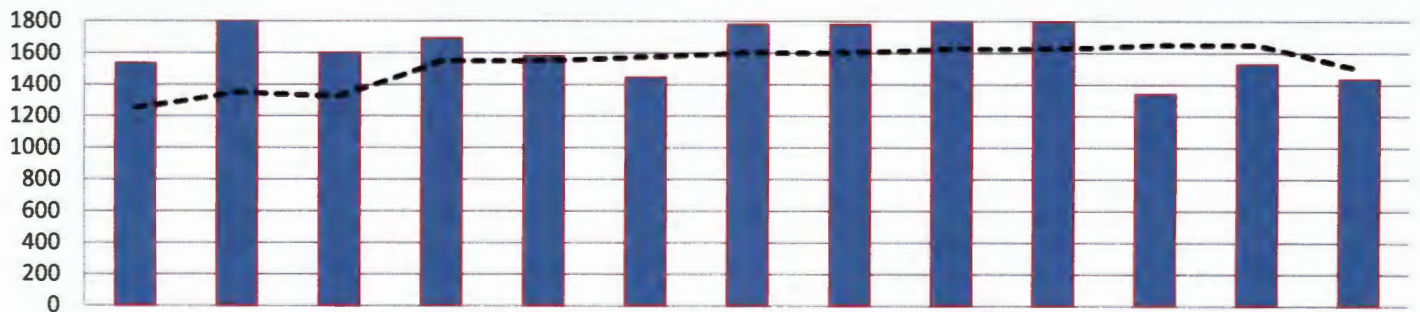
Imaging Proc Budget



	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23
Imaging Proc	549	728	634	674	746	679	799	908	827	719	624	742	710
Budget	510	555	540	650	650	665	670	670	675	675	680	680	620

REHAB MODALITIES

Rehab Modalities Budget



	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23
Rehab Modalities	1537	1801	1600	1692	1578	1448	1779	1779	1803	1794	1340	1531	1437
Budget	1250	1350	1325	1550	1550	1575	1600	1600	1625	1625	1650	1650	1500

WINDOM AREA HEALTH
INCOME STATEMENT

	2/28/2023	Revenue		Revenue		Revenue		Revenue		February	\$ Change	% Change
	2/28/2023	Comparison	Budget 2023	Comparison	Y-T-D FY2023	Comparison	Budget 2023	Comparison	Y-T-D FY2022	From Last Year	From Last Year	
PATIENT REVENUE												
Inpatient Revenue	\$625,152	16.51%	\$725,000	20.28%	\$6,874,906	16.86%	\$6,800,000	17.97%	\$7,069,250	(\$194,344)	-2.7%	
Outpatient Revenue	\$3,161,856	83.49%	\$2,850,000	79.72%	\$33,896,065	83.14%	\$31,050,000	82.03%	\$30,828,617	\$3,067,448	10.0%	
Total Patient Revenue	\$3,787,008	100.00%	\$3,575,000	100.00%	\$40,770,971	100.00%	\$37,850,000	100.00%	\$37,897,867	\$2,873,104	7.6%	
Contractual Adjustments	\$1,946,180	51.39%	\$1,575,000	44.06%	\$19,473,050	47.76%	\$16,725,000	44.19%	\$16,121,522	\$3,351,528	20.8%	
Other Income	\$18,250	0.48%	\$25,000	0.70%	\$196,848	0.48%	\$250,000	0.66%	\$232,598	(\$35,750)		
NET OPERATING REVENUE	\$1,859,078	100.00%	\$2,025,000	100.00%	\$21,494,769	100.00%	\$21,375,000	100.00%	\$22,008,943	(\$514,174)	-2.3%	
EXPENSE												
Employee Salaries	\$726,493	39.08%	\$750,000	37.04%	\$7,257,646	33.76%	\$7,625,000	35.67%	\$7,117,270	\$140,376	2.0%	
Employee Benefits	\$236,791	12.74%	\$240,000	11.85%	\$2,232,266	10.39%	\$2,335,000	10.92%	\$2,180,470	\$51,796	2.4%	
Pharmaceuticals	\$66,487	3.58%	\$85,000	4.20%	\$831,688	3.87%	\$920,000	4.30%	\$872,732	(\$41,044)	-4.7%	
Supplies	\$138,349	7.44%	\$150,000	7.41%	\$1,358,395	6.32%	\$1,495,000	6.99%	\$1,427,598	(\$69,203)	-4.8%	
Rents & Utilities	\$32,725	1.76%	\$30,000	1.48%	\$310,313	1.44%	\$310,000	1.45%	\$287,082	\$23,231	8.1%	
Purchased Services	\$490,955	26.41%	\$430,000	21.23%	\$5,368,808	24.98%	\$4,190,000	19.60%	\$3,840,685	\$1,528,123	39.8%	
Other Direct Expenses	\$103,289	5.56%	\$130,000	6.42%	\$1,077,403	5.01%	\$1,240,000	5.80%	\$1,269,356	(\$191,953)	-15.1%	
Provision for Bad Debts	\$30,324	1.63%	\$40,000	1.98%	\$642,204	2.99%	\$520,000	2.43%	\$531,842	\$110,362	20.8%	
Depreciation	\$134,717	7.25%	\$135,000	6.67%	\$1,337,686	6.22%	\$1,330,000	6.22%	\$1,194,259	\$143,427	12.0%	
Interest Expense	\$12,383	0.67%	\$13,300	0.66%	\$126,418	0.59%	\$133,400	0.62%	\$132,679	(\$6,261)	-4.7%	
Total Operating Expense	\$1,972,513	106.10%	\$2,003,300	98.93%	\$20,542,827	95.57%	\$20,098,400	94.03%	\$18,853,973	\$1,688,854	9.0%	
Income (loss) From Operations	(\$113,435)	-6.10%	\$21,700	1.07%	\$951,942	4.43%	\$1,276,600	5.97%	\$3,154,970	(\$2,203,028)		
Investment Income	\$27,495	1.48%	\$10,000	0.49%	\$120,071	0.56%	\$80,000	0.37%	\$61,905	\$58,166		
Other Revenue/(Expenses)	\$4,481	0.24%	\$8,750	0.43%	\$47,899	0.22%	\$87,500	0.41%	\$62,169	(\$14,270)		
Non Operating Rev/Exp	\$31,976	1.72%	\$18,750	0.93%	\$167,970	0.78%	\$167,500	0.78%	\$124,074	\$43,896		
Increase in Net Assets	(\$81,459)	-4.38%	\$40,450	2.00%	\$1,119,912	5.21%	\$1,444,100	6.76%	\$3,279,044	(\$2,159,132)		

**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	February
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, March 27, 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 Peyerl/CFO, Monica Huber/CNO, Dr. Dan Blue/Medical Dir, Shelby Medina/CEO	Present: Absent: Others:
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Chairperson (or Acting Chairperson) Kay Gross, Chairperson

Recorder: Heather Hummel, Executive Asst

Category / Topic	Action step(s) / Updates	Leader:	
STANDING ITEMS			
Call to Order	Call Professional Practice/Quality & Planning Committee meeting to order at 4:00 pm by chairperson	Kay Gross	
Minutes	Approve minutes from the regular Committee meeting of February 27, 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	Review and update on progress	Dr. Blue	
Leadership Adjustments	Introduction of Monica Huber, CNO and provider update	Dr. Blue / Monica H	
<i>Other</i>			
CONCLUSION			
	Conclude Professional Practice/Quality & Planning Committee meeting	Kay Gross	

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

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

Meeting Date/Time/Location: Monday, February 27, 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, Justin Schmit, John Peyerl/CFO, Dr. Dan Blue/Medical Director, Shelby Medina/CEO, Emily Masters/CHRO
Others: Dr. B Van Kley/Chief of Staff
Absent: Julie Brugman/Mt Lake Advisory Mbr, Kelsey Andrews/DON

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.	Kay Gross
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF JANUARY 23, 2023, AS PRESENTED (TEGELS/HORMIG).	Kay Gross

FOLLOW-UP ITEMS

Medical Staff Credentialing & Medical Staff Meeting Update	The WAH Medical Staff reviewed the February 2023 Credentialing list and recommended its approval to the WAH Governing Board. Dr. Blue, WAH Medical Director, reported on agenda items addressed at the Medical Staff meeting held earlier in the day with no action items addressed. Dr. Van Kley stated that reports were good and that there were no concerns with credentialing.	Dr Van Kley / Dr Blue
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NEW/CURRENT ITEMS

Strategic Planning Action Items Follow up	Shelby stated that there are plans of going into executive session at the March Governing Board Meeting to discuss contractual types of agreements and progress with the Da Vinci Robotic Program.	Dr. Blue
Leadership Adjustments	Shelby reported that Kelsey Andrews has accepted a Clinical Nurse Coordinator position in Outreach at WAH. Landon Johnson has accepted a position as the Nursing Manager who will focus on leading the nurses. WAH has contracted with a Chief Nursing Officer, Monica Huber, who will start at Windom Area Health on Monday, March 6, 2023.	Dr. Blue / Shelby M

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**

MARCH 27, 2023

APPOINTMENTS:

Ellena Boddie, M.D.
Monica Martin, M.D.
Ali Shehata, M.D.

Telehospitalist
Telehospitalist
Emergency Medicine

Telemedicine
Telemedicine
Emergency Services

REAPPOINTMENTS:

Scott Hoffman, DPM
Ramon Issa, M.D.
Timothy Klassen, CRNA

Podiatry
Emergency Medicine
Anesthesia/Pain

Associate Professional
Emergency Services
Allied Health Professionals

VRAD REAPPOINTMENT:

Donald Nicell, M.D.
David Spierer, M.D.

Teleradiology
Teleradiology

Telemedicine
Telemedicine

RESIGNATIONS:

Emilee Gruse, PA-C
Alison Robinette, M.D.
Chinemerem Ugorji, M.D.

Orthopedics (Dr. Botker)
Teleradiology
Telehospitalist

Allied Health Professionals
Telemedicine
Telemedicine

FEBRUARY COMMENTS

Ambulatory Surgery

Dr. Tim Klassen is amazing! He listens to everything and is honest and up front about the process. Highly recommended!

Ambulatory Surgery

Very nice and respectful nurses considering the type of job was being done given I was there for a colonoscopy. :)

Ambulatory Surgery

The whole team was great!

Ambulatory Surgery

Yeah, I'm a just let you folks know that the nurses and doctor was awesome. Explained everything, and getting the nurses were so kind and just sweethearts. So couldn't get any better care. Thank you. Bye.

Ambulatory Surgery

"Dr Reddy great guy! The girls, Brook, Jacki and Michelle what a team. Very polite, professional and so friendly! However, the kitchen needs to work on the coffee? Last Jacki gets extra points for knowing my friend Nancy Jensen! Thanks and good work everyone!

Ambulatory Surgery

Everything was excellent!! No complaints at all. I told them at the last minute that I only wanted local and not full anesthesia. I know it was a change in original plans, but the staff was wonderful about it.

Clinic

First time I have used this service. I'm glad you have it for us and it is convenient for Windom people.

Clinic

I felt very unease around her. She didn't exactly understand me and she jump to conclusion that I was sick and wanting to put me in the hospital. And it wasn't that I was tired. I was I needed to get some sleep. Thank you.

Clinic

Everything was fine. This was only to have stitches out following a carpel tunnel release

Clinic

Excellent staffing very nice an very helpful

Clinic

Thank you for your care. It was an excellent service. Greetings and have a good weekend.

ED

Just moved here and haven't been a hospital in 4 years but all this cold and wind kind of got away from me.

ED

The doctor was really rude. He could have been nicer.

ED

The doctor and nurses where very good. I felt I was in very good hands.

ED

They helped me so very much!

ED

would have been nice to have labs to see if I was dehydrated or not or if there was something more going on than just muscle spasms. I asked but nothing was done about it. Was told to drink more water and no caffeine.

FEBRUARY COMMENTS

ED

The only complaint I had was the wait to get in. It took a point to my bladder being ready to explode for us to get in, but the clinic was really short staffed. So putting more emphasis on that than the overall service. So all I got.

ED

Overall, the facilities were great and the service provided was professional.

Imaging

Well, my doctor is with Avera. And I had it the MRI done in Windham but I would think that the report should come through Avera and not through Sanford. So I didn't, I don't have a start on Sanford and it's telling me to go to my chart. Sorry.

Imaging

I forget the ladies name but the radiologist was amazing. I have an emotional support animal, due to high anxiety & she was extremely accommodating. She was super knowledgeable & nice!

Imaging

The x-ray tech had a student with him. They were both as kind and considerate as could be.

Imaging

the lab tech was very good and answered my questions, was clean and comfortable

Imaging

Thought there would be a referral by now from what was found, but haven't heard anything.

Imaging

My whole experience, including my hospital stay, was positive. Everyone was very thoughtful, respectful and compassionate.

Imaging

My mammogram was as comfortable as possible. And there were two gals in the room, I presume one training try to talk to (INAUDIBLE) I had not seen them with my last mammogram, and I thought that they were very short and cold to my conversation.

Imaging

Excellent experience. Tech was amazing.

Imaging

The tech was knowledgeable, compassionate and explained what she was doing and why. Front desk and patient registration staff were friendly and kind.

Imaging

Heath was friendly, professional and did a great job! He is an asset to your radiology department!

Inpatient

The experience I had this last time in Windham Area Health, and I just got discharged Wednesday morning, the nurses that I had, they had on staff while I was there were excellent, Telehealth, I think we have a little bit of issues with the communication thing froze while she's trying to talk to me and she worked the night shift, so things didn't get really done until 11 o'clock in the evening. So it's just, you know, the little perks that maybe have to be looked at and worked through, but I think Telehealth would be a plus. Thank you. Bye.

Inpatient

I was very pleased with all the staff & doctor my whole time I was at the hospital. Thank you so much.

Lab

Thanks for your help

Lab

very good!!

FEBRUARY COMMENTS

- Lab Did really well, I'm satisfied. Thank you.
- Lab Excellent nursing staff!
- Lab Everything was good
- Lab I have had hundreds of blood draws in my life and the lab tech on this one did an excellent job. Techs often have trouble with my veins and sometimes multiple attempts but this young man did an excellent job on the first try.
- Lab I have appreciated my overall experience with Dr. Taber and staff very much. They have always been kind and helpful.
- Outpatient This staff was extremely thoughtful and took care of it.
- Outpatient It was good. Everything was okay with the visit okay. Bye bye.
- Outpatient Would recommend Lacy to anyone, very pleasant, courteous and thorough. Always look forward to coming to therapy with her there. ??
- Outpatient It was extremely busy in the hospital and all the floor nurses were busy in the ER. 2 surgery nurses were able to come down and take care of me. They did a great job in a setting that wasn't where they were most familiar with working. They were very kind and helpful during my brief time there.
- PT, OT, ST They have great staff in physical therapy!
- PT, OT, ST Terri is the best! She is honest with me, kind, and listens to my fears/concerns with my treatment going forward.
- PT, OT, ST I am so pleased with Joel helping me with my therapy. He answered all my questions and gave me some really helpful advice as well. He is really good at showing me the exercises and working with me through them. He also is very professional and friendly and I feel comfortable asking him any questions about my exercises. What an asset he is to the therapy department!!
- PT, OT, ST I had a very positive experience at the Mt. Lake clinic, I am thankful it is here in my town.
- PT, OT, ST I am very happy, I need to get back on my feet from a broken ankle.

Windom Area Hospital Auxiliary Meeting February 13, 2023

The Windom Area Hospital Auxiliary held their monthly meeting Monday, February 13, 2023 at 6:00 p.m. in the Large Conference Room.

President Mary Klosterbuer welcomed everyone to the meeting with 23 members in attendance. The Auxiliary Prayer was read in unison, and the Pledge to the Flag was recited.

CEO Shelby Medina and Dr. Dan Blue were the guest speakers and gave updates about WAH Strategic Plan Initiatives. These are initiatives for the next 3-5 years:

- (1) physician recruitment – hospitalist, ob/gyn, surgeons, and specialists,
- (2) hospitalist program,
- (3) centers of excellence – women’s center, specialty and surgery center,
- (4) medical office building,

Sanford Health is working to merge with Fairview. Windom is in a prime mid-location.

M/S Karen Skarphol/Kay Evers to approve the agenda. Motion carried.

Recording Secretary’s Report – Marlene Smith, Recording Secretary

- M/S Pat Lenz/Jackie Turner to approve the minutes as presented of the January 9, 2023 meeting. Motion carried.

Treasurer’s Report – Gerri Burmeister

- Balance on hand January 31, 2023, was \$6,348.42. M/S Karla Taber/Joanne Kaiser to approve the Treasurer’s Report as presented. Motion carried.
- 2022 sales taxes of \$126.00 have been paid.
- M/S Karen Skarphol/Kay Evers to reimburse Gerri for bags she purchased for the Gift Center. Motion carried.
- M/S Connie McCarthy/Phyllis Heinitz to give the proceeds of \$1,689.80 from the pecan sales and proceeds of \$581.31 from the December Vendor Sale to WAH towards the patient transport bed.
- Auxiliary’s total donation to the transport bed will be \$5,058.26. Motion carried.

Corresponding Secretary – Betty Olson

- A thank you card was sent to our January speaker; get well cards to Mary Klosterbuer, Gerri Burmeister, and Judy Woizeschke. Will send a card to Romelle Wojahn and Maxine Walters as they both fell recently.

Program: Rozanne Gronseth

- March speaker will be from the Cardiac Rehab Department.

MAHV Report –

- The MAHV website address is <https://mahv.org> (Member code is mahv2018)
- Mary Klosterbuer and Marlene Smith attended the webinar in January.

WAH Update – Kim Armstrong

- Hospital has ordered two cataract chairs. The patient transport bed is here.
- Kim presented a gift to those who helped purchase or wrap gifts for the Giving Tree project.

Unfinished Business

- Valentine Bake Sale will be on Tuesday, February 14, from 7:30 am to 1:00 am in the main lobby.
 1. Co-Chairs: Jackie Turner & Karen Skarphol.
 2. 7:00-10:00 Connie McCarthy, Karla Taber, Karen Skarphol, Marcia Libra
 3. 10:00-1:00 Dona Olsen, Rozanne Gronseth, Marcia Libra, Gerri Burmeister

New Business

- The Executive Committee voted via email to purchase a KDOM Community Calendar ad for \$100.00 to see if we could draw more people from the community to the Bake Sale.
- New fundraiser item - M/S Joanne Kaiser/Kay Evers to purchase 7 Vital Signs Monitors costing \$5,000.00 so there is always a machine available in each room. Motion carried.
- Nominating committee Chair Karla Taber presented the slate of officers.
 1. President – Mary Klosterbuer
 2. Vice President – Karen Skarphol
 3. Treasurer - Gerri Burmeister
 4. Board Members: still in progress
 5. Election will be at the March 13th meeting.
- Helping with Pi Day and/or Hospital Week was discussed. M/S Kay Evers/Rozanne Gronseth to again give a personally written thank-you card with a DQ blizzard certificate to all employees. Motion carried.
- Auxiliary Spring Banquet will be April 10, 2023.
 1. Two 25-year members will be recognized: Gerri Burmeister and Judy Thiesen.
 2. Board Members plan the banquet.
- Volunteer Week was discussed. M/S Betty Olson/Karla Taber to go with the meal before the May 8th meeting. Motion carried.

The meeting was adjourned at 7:30.

February hostesses: Diane Vellema and Marge Paschke

March hostesses: Gerri Burmeister and Dona Olson

Upcoming Events –

- Monday, March 13, 2023 - WAHA meeting at 6:00 p.m.
- Monday, April 10, 2023 - Annual Meeting & Spring Banquet

Marlene Smith,
Recording Secretary



BOARD OF DIRECTOR'S MEETING

TUESDAY, MARCH 28, 2023

5:00 pm – Large Conference Room

Select meal from the Cafeteria before the meeting

AGENDA

- | | | |
|-------|---|---------------|
| I. | CALL WAH FOUNDATION MEETING TO ORDER | Steve Johnson |
| II. | FOUNDATION MEETING MINUTES -
- Approve minutes from regular meeting on February 28, 2023 | Steve Johnson |
| III. | FINANCIAL STATEMENT -
- Review donations & assign thank-you's | Kim Armstrong |
| IV. | OLD BUSINESS -
- Dad's Belgian Waffles financial report
- Scholarship meeting date
- Spring solicitation letters
- Strategic planning | Kim Armstrong |
| V. | NEW BUSINESS -
- Women's cancer application
- Golf Tournament | Kim Armstrong |
| VII. | PROJECTS -
- Golf Tournament
o June 16, 2023, Windom Country Club | Kim Armstrong |
| VIII. | NEXT MEETING DATE/TIME – April 25, 2023 | Steve Johnson |
| IX. | MEETING CONCLUSION | Steve Johnson |

**WINDOM AREA HEALTH FOUNDATION
FOUNDATION BOARD MEETING MINUTES
FEBRUARY 28, 2023, AT 5:00 P.M.**

Attending: Greg Scheitel, Steve Johnson, Terry Tegels, Kay Gross (via WebEx), Tom Christensen (via WebEx), Emily Masters/CHRO, Kim Armstrong/Exec Dir. Compliance & Foundation/Auxiliary

Absent: Shelby Medina/CEO, Ann Bartelt, Chad Merrihew

Recorder: Heather Hummel, Executive Assistant

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

FOUNDATION MINUTES:

M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE REGULAR MEETING ON JANUARY 24, 2023 AS PRESENTED (TEGELS/SCHEITEL).

FINANCIAL STATEMENT:

The January 2023 Windom Area Health Foundation financial statement was reviewed and approved as presented. M/S/C UNANIMOUSLY TO APPROVE THE FINANCIAL STATEMENT AS PRESENTED (SCHEITEL/TEGELS)

Review Donations & Assign Gift Thank-you's

Donor gifts to the Foundation received during January 2023 were reviewed. Kim shared that we are now receiving monthly interest since taking over our financials from Sanford. The board discussed prorating the interest and allocating it to each fund monthly. Kim mentioned that the Foundation has received the check from Sanford for the Foundation funds and the check will be deposited this week.

OLD BUSINESS

Transfer Funds for Cataract Surgical Chairs & Cardiac Rehab Equipment

WAH recently ordered two surgical chairs used for cataract surgeries. End-of-year Foundation solicitation letters generated \$8,290.00 towards replacing a cataract chair. A \$400.00 gift in memory of Peggy Onken designated half be used for eye care and half for cardiac care. \$200.00 of this donation will go toward a surgical chair and the other \$200.00 will be used to purchase ankle/wrist weights for Cardiac Rehab. The Auxiliary also raised over \$5,000.00 to replace a cataract chair. Since one chair costs \$13,735.00 donations are just \$245.00 short of the total. M/S/C UNANIMOUSLY TO APPROVE THE TRANSFER OF \$15,544.24 FROM THE GENERAL FOUNDATION FUND FOR THE COST OF ONE AND A HALF CATARACT CHAIRS. (CHRISTENSEN/TEGELS)

Ask for Anything Grant Winners

Kim announced the three winners of the "Ask for Anything" Grants which include an ABI Machine that allows for faster testing in the Wound Center, Find the Vein for the Nursing Department that will assist nurses with starting IVs without having to poke the patient multiple times, and a Phlebotomy Procedure Recliner which is a lower chair that is safer for patients to use for procedures that require them to lay down.

The Beat Foundation Edition

Kim is excited to announce that The Beat Foundation Edition will be included in the local Shopper this weekend. This eight-page Foundation Edition includes interviews, stories, honorariums, memorials and the list of donors with a cumulative total exceeding \$1,000.

Strategic Planning

The Foundation SWOT Analysis was reviewed and discussed. The Board said it is important to keep our name out there so people know about the Foundation. Other topics of discussion included donor appreciation dinner or gala, talking with financial advisors about the Foundation, building relationships with major donors, better board orientation on Foundation and WAH, and Foundation By-laws. Members discussed the potential of holding "Women's Night Out" every other year or every 3-5 years. Emily commented about the potential of the Medical Office Building addition and marketing in terms of what to call the building. Other places have named their building after a major donor, which is something that would incorporate the Foundation. Kim will summarize the information for the next Foundation board meeting.

NEW BUSINESS

Waffle Brunch Duties

Kim passed a sign-up sheet around at the meeting for Foundation members to sign up to help at Dad's Belgian Waffle Brunch that will be held on March 12th. The Foundation received \$250 from Thrivent to cover part of the rental cost of the Windom Community Center. Thrivent t-shirts are available to wear for those that are volunteering to work for the event.

Employee Crisis Fund Policy

Kim informed the Foundation Board that the contact for the Employee Crisis Fund Policy was changed from the Chief Human Relations Officer to the Foundation Director. As the Board evaluates the By-laws they will decide if this policy should stay with the Foundation or if it should be a Windom Area Health policy.

Scholarships

The scholarship portal is currently open through the Sanford website. Applications are due by April 7, 2023. Steve, Greg, Terry, and Kay will be on the scholarship review committee. The meeting will be set at the March Foundation Board Meeting.

Spring Solicitation Letters

The spring solicitation letters usually raise between \$1,900-\$6,300 in funds. Kim noted that the Board will need to decide the focus of the 2023 letter. Ideas include adding other items to the Be Well Path, equipment for the hospital, or a Chemotherapy chair. More ideas will be discussed at the next meeting.

PROJECTS

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

Golf Tournament – A Foundation fundraising golf tournament is planned for Friday, June 16, 2023 at the Windom Country Club. Chad, Terry, and Tom have volunteered to be on a subcommittee for this event.

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

Kay Gross
WAH Foundation Secretary