

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

Purpose: Provide governance for Windom Area Health	
Meeting Date/Time/Location:	Monday, May 22, 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
STANDING ITEMS	
Call to Order	Call Windom Area Health Governing Board meeting to order at 5:30 pm by Governing Board chairperson
Meeting Minutes	<ul style="list-style-type: none"> Approve Windom Area Health Governing Board minutes from the regular meeting of April 24, 2023 (<i>Board Motion</i>) Approve Windom Area Health Governing Board minutes from the special meeting of May 8, 2023 (<i>Board Motion</i>)
Board Education	Kim Armstrong & Ashley Haskin, Compliance Education
Election of Officers	Formulate motion to approve FY2023-24 Slate of Officers to include Governing Board Chair, Vice-Chair, Secretary, & Treasurer (<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
Financial Institution Designation	Annual designation and approval of FY2024 financial institutions for Windom Area Health (<i>Board Motion</i>)
FY2023 CIA Audit	Windom Area Health annual audit by CliftonLarsonAllen, on-site week of June 5, 2023. Final audit presentation at July 24, 2023 Board Meeting.
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

Dr. Michael Fisher	Leader:
Dr. Michael Fisher	
Dr. Michael Fisher	
Dr. Michael Fisher	
Dr. Taber Dr. Blue Kay Gross Justin Schmit John Peyerl	
John Peyerl	
John Peyerl	
John Peyerl	
John Peyerl	
Emily Masters	
Emily Masters	
Shelby Medina / Landon Johnson	
Landon Johnson	

WAH Policy Review	No policies to review this month	Dr. Michael Fisher
Medical Director	Organizational updates	Dr. Blue
Administration	<ul style="list-style-type: none"> Review/Update of Senior Management Team Executive Summaries Review and approve WAH committee meeting reports as presented (<i>Board Motion</i>) Designation of Privacy Officer – Shelby/John 	Sr Mgmt Team
City of Windom	Informational updates	Steve Nasby Marv Grunig
Sanford Health Network	Informational updates	Dave Rogers, SHN Exec Dir
WAH Foundation Board	Foundation Board meeting, May 30, 2023, 5:00 pm in LCR. April 25, 2023 and May 2, 2023 Special Board meeting minutes included in Board book.	Dr. Michael Fisher
WAH Auxiliary	Auxiliary met March 13, 2023. Auxiliary Spring Banquet held Monday, April 10, 2023. FY2022-23 Spring Banquet information included in Board book.	Dr. Michael Fisher
OLD & NEW BUSINESS		
Old Business		Dr. Michael Fisher
New Business	<ul style="list-style-type: none"> All WAH Governing Board members to complete FY2024 Conflict of Interest Disclosure Statement. Return to Shelby/Heather. Motion to adjourn WAH Governing Board meeting into Executive Session to discuss strategic partnerships aligning with board approved WAH strategic goals/initiatives. [Minn. Statute 144.581 HOSPITAL AUTHORITIES; Subd. 5; CLOSED MEETINGS] (<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

Meeting Name: Windom Area Health Governing Board of Directors Meeting MINUTES		
Purpose: Provide governance for Windom Area Health		
Meeting Date/Time/Location: Monday, April 24, 2023 / 5:30 pm / Large Conference Room		
Members: All Windom Area Health Governing Board Mbrs Present: Dr. Michael Fisher, Ann Bartelt, Terry Tegels, Dan Ortmann, Kay Gross, Justin Schmit, Julie Brugman/Mt Lake Advisory Mbr, Shelby Medina/CEO, Dr. Blue/Medical Director, John Peyerl/CFO, Emily Masters/CHRO, Monica Huber/CNO, Dave Rogers/SHNVP Absent: Dan Hormig Others: Steve Nasby/City Admin, Marv Grunig/City Council Liaison, Pat Weerts, Heather Hummel/Executive Asst Recorder: Heather Hummel, Executive Asst		
Category / Topic	Action step(s) / Updates	Leader:
STANDING ITEMS		
Call to Order	The Windom Area Health Governing Board meeting was called to order at 5:30 pm by Governing Board Chair, Dr. Michael Fisher.	Dr. Michael Fisher
Meeting Minutes	M/S/C UNANIMOUSLY TO APPROVE WINDOM AREA HEALTH GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF MARCH 27, 2023 (TEGELS/GROSS).	Dr. Michael Fisher
Board Education	Brittney Schichtl, Surgery Supervisor, gave a presentation on the Surgical Department.	
COMMITTEE REPORTS		
Professional Practice / Quality & Planning Cmte	<p>April'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: Mihaela Suru, M.D. Telehospitalist Telemedicine</p> <p>REAPPOINTMENTS: Drew Messerschmidt, M.D. Cardiology Consulting Clay Pavlis, M.D. Psychiatry Consulting Michelle Vanhove, CNP Cardiology Allied Health Professionals</p> <p>RESIGNATIONS: Theresa Sheehan, M.D. Telehospitalist Telemedicine</p> <p>WAH MEDICAL STAFF MEETING UPDATE- Dr. Blue reported on the Annual Medical Staff meeting held earlier in the day. Dr. Blue thanked Dr. Van Kley for his services as Chief of Staff. Effective May 1, Dr. Taber will be the Chief of Staff. The medical staff are working on updating their by-laws. John stated there were no collections or financial assistance report available for the month. John noted Accounts Receivable days increased from 48.32 in February to 49.98 in March. M/S/C UNANIMOUSLY TO APPROVE THE FOLLOWING RESIGNATIONS: OUTREACH CLINIC RN EFFECTIVE APRIL 21, 2023. THERE WERE NO TERMINATIONS OF EMPLOYMENT TO REPORT (SCHMIT/ORTMANN). Justin noted that the budget for FY2024 was discussed and will be covered, in detail, during tonight's board meeting.</p>	Dr Blue Kay Gross
Finance / Personnel / Labor Relations & Bldg & Grounds Cmte		Justin Schmit John Peyerl
OTHER REPORTS		
Medical Office Building	Pat Weerts, Senior Project Manager for Kraus-Anderson Construction Company, gave a presentation on the proposed Medical Office Building (MOB). The four-story building totaling 57,000 square feet, would allow Windom Area Health to continue to	Shelby M / Pat Weerts

	<p>grow as outlined in the strategic plan. Overall project cost is estimated at \$30 million, which includes demolition of the current clinic, moving parking, and construction of the MOB. Discussion on the project was held. Request for a Special Meeting to vote on the Medical Office Building project was made.</p> <p>M/S/C UNANIMOUSLY TO MOVE FORWARD WITH DESIGN AND SITE AT COSTS NOT TO EXCEED \$4 MILLION (ORTMANN/GROSS).</p> <p>There will be a WAH Governing Board Special Meeting on Monday, May 8, 2023 at 5:00 p.m. at the Cottonwood County Historical Society for the purpose of discussing the Medical Office Building Proposal.</p> <p>March 2023 statistical and utilization graphs were reviewed for the month. John reported imaging procedure counts were 199 procedures above budget at 801. Laboratory volumed exceeded budget expectations with 12,234 in the month of March, which is 2,665 more than last March and 2,659 more than budget. Net income from operations was \$158,992 compared to a budget of \$121,700. Our net patient revenue was \$225,137 less than March 2022. March operating income is negative 7.23% compared to a budget percentage of 5.66%. FY2023 year-to-date net income totals \$1,326,736 on a projected budget of \$1,582,050. Days in A/R were reported at 49.98 and Days Cash on Hand totaled 370.</p> <p>M/S/C UNANIMOUSLY TO APPROVE MARCH 2023 STATISTICAL AND FINANCIAL PERFORMANCE REPORT AS PRESENTED (SCHMIT/ORTMANN).</p>	John Peyerl
Statistical & Financial Performance Reports	<p>John Peyerl, CFO, presented the fiscal year 2024 budget. Operating expenses are estimated at a 4% rate increase with an overall operating margin budgeted at 2.7%.</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE FY2024 OPERATING BUDGET AND CAPITAL BUDGET AS PRESENTED (SCHMIT/TEGELS).</p>	Shelby M / John P
WAH FY2023-24 Budget	<p>March Capital Acquisition activity included the final upgrade of the pharmaceutical dispensing system (Pyxis) for \$43,584.</p>	John Peyerl
Capital Acquisition Activity	<p>There were no Educational Assistant applications submitted for Board action.</p>	Emily Masters
Educational Assistance Applications	<p>The following new hires / department transfers and updates were reported – New hires included FT Surgical Tech effective April 25, 2023, FT Nutritional Services Cook effective April 25, 2023, FT Nutritional Service Cook effective May 2, 2023, FT Patient Access Representative effective May 1, 2023, and FT Patient Access Representative effective May 9, 2023. A Radiology Tech will be going from FT to PRN effective May 7, 2023.</p>	Emily Masters
New / Department Transfer Employees	<p>March 2023 Patient Concern Reports and patient survey comments were reviewed and appropriately addressed.</p>	Shelby M Monica H
Patient Concern Reports	<p>Monica noted 0 reportable patient falls occurred; 0 documented skin integrity issues to patients; 1 use of patient restraints; and 0 opioid-related deaths. Monica stated there was one reportable adverse event reported for the month.</p>	Monica Huber
Patient Safety Reports	<p>There were no policies presented for Governing Board approval.</p>	Dr. Michael Fisher
WAH Policy Review	<p>Dr. Blue discussed Dr. Jim Hinshaw joining the Windom Area Health team beginning May 1. There has been discussion with a general surgeon that is capable of doing robotics surgery and how that relates to the strategic plan.</p>	Dr Dan Blue
Medical Director	<p>CHRO, Emily Masters, stated that rebranding of the Outreach to Specialty Clinics will be starting immediately and will continue to be promoted when Dr. Hinshaw starts. Monica Huber, CNO, commended the WAH Inpatient/ED Nursing Service Morale Committee for receiving the MHA 2023 Retention and Resiliency Team Award.</p>	Sr Mgmt Team
Administration	<p>M/S/C UNANIMOUSLY TO APPROVE WAH COMMITTEE MEETING REPORTS AS PRESENTED (GROSS/ORTMANN).</p>	Steve Nasby Marv Grunig
City of Windom	<p>Marv Grunig reported that the Veterans Memorial construction has started and will progress as weather allows. Steve Nasby noted that talks with Hy-Life continue with little information being provided on the status of the business closing. The city is optimistic that it will turn over to a different owner.</p>	Dave Rogers, SHN Exec Dir
Sanford Health Network	<p>Dave Rogers gave an update on the Sanford/Fairview merger stating they will not meet the May 31 close date. The Sanford Annual Meeting was held the week of April 17 with 250 leaders present, 120 of which were physicians. The Sanford USD Medical Center reached their highest occupancy ever recently which caused the need for traveling nurses and doubled-up patient rooms.</p>	
	<p>The next WAH Foundation Board meeting is planned for April 25, 2023 at 5:00 pm in LCR. Minutes from the meeting held March 28, 2023, were included in the Board book.</p>	Dr. Michael Fisher
WAH Foundation Board	<p>M/S/C TO APPROVE THE FY2024 WINDOM AREA HEALTH FOUNDATION SLATE OF OFFICERS TO INCLUDE STEVE JOHNSON-CHAIRPERSON, GREG SCHEITEL-VICE-CHAIR, AND KAY GROSS-SECRETARY (SCHMIT/TEGELS).</p>	
WAH Auxiliary	<p>The Auxiliary met March 13, 2023. The Auxiliary Spring Banquet was held Monday, April 10, 2023. The FY2022-23 Spring Banquet information was included in Board book.</p>	Dr. Michael Fisher
OLD & NEW BUSINESS		

Old Business	There was no old business to report.	Dr. Michael Fisher
New Business	Board members discussed committee and committee chair assignments and Governing Board officer positions for FY2023-24. A WAH Governing Board Slate of Officers will be presented at the May 22, 2023 Board meeting for review and approval.	Dr. Michael Fisher
New Business	M/S/C UNANIMOUSLY TO ADJOURN FROM REGULAR BUSINESS OF THE WAH GOVERNING BOARD MEETING AND ENTER INTO AN EXECUTIVE SESSION FOR THE PURPOSE OF PERFORMING THE ANNUAL CEO EVALUATION AND COMPENSATION ADJUSTMENT [Minn. Statute 13D.05., Subd.3] (GROSS/TEGELS). Meeting was re-opened to the public at the conclusion of the Executive Session. M/S/C UNANIMOUSLY TO APPROVE THE ANNUAL CEO PERFORMANCE EVALUATION AND COMPENSATION ADJUSTMENT AS APPROVED BY THE WAH GOVERNING BOARD (SCHMIT/GROSS).	Dr. Michael Fisher
CONCLUSION		
	The WAH Governing Board meeting was concluded by Chairperson, Dr. Michael Fisher.	Dr. Michael Fisher

Signature _____, Dan Ortman, WAH Governing Board Secretary

Meeting Name: Windom Area Health SPECIAL Governing Board Meeting

GOVERNING BOARD MINUTES

Purpose: Special Meeting	
Date/Time/Location: Monday, May 8, 2023 / 5:00 pm / Cottonwood County Historical Society – Windom, MN	
Facilitator: Dr. Michael Fisher	
Attending Members: All WAH Governing Board members	
Present: Dr. Michael Fisher, Dan Ortmann, Terry Tegels, Ann Bartelt, Kay Gross, Justin Schmit, Julie Brugman/ Mt Lk Advisory Mbr, Dr Dan Blue/WAH Medical Director, Shelby Medina/CEO, John Peyerl/CFO, Emily Masters/CHRO, Monica Huber/CNO, Dave Rogers/SHN Executive Director	
Absent:	
Other Attendees: Steve Nasby/Windom City Administrator, Marv Gruning/Windom City Council Liaison, Dominic Jones/City of Windom Mayor, Dr. Taber, Heather Hummel/Executive Assistant	
Recorder: Heather Hummel, Executive Assistant	
TOPIC	ACTION STEP(S)
AGENDA ITEMS	
Call to Order	Windom Area Health Governing Board meeting was called to order at 5:06 pm by WAH Board Chairperson, Dr. Michael Fisher.
Meeting Status	Dr. Fisher announced this special meeting of the WAH Governing Board was open to the public.
Medical Office Building Proposal	John Peyerl and Shelby Medina presented the Medical Office Building proposal, which would replace the old clinic space on campus. Financial reports from the last four years were discussed with positive outcomes of growth shown. CliftonLarsonAllen is putting together a formal financial feasibility study to aid the Governing Board in making financial decisions on the best options for financing the project, which will be presented once available. Shelby noted that if WAH wants to remain independent and financially viable, we need to take these opportunities that are there and establish ourselves. WAH is in a very strong position to do that. Motion to approve project resulted in six approvals and one non-approval. M/S/C TO MOVE FORWARD WITH THE MEDICAL OFFICE BUILDING PROJECT OF \$30 MILLION AS PRESENTED (BARTELT/SCHMIT). 5 IN FAVOR, 1 OPPOSED. MOTION CARRIES.
Conclude Meeting	The WAH Special Governing Board meeting was concluded by Chairperson, Dr. Michael Fisher.

Signature _____ Dan Ortmann, Governing Board Secretary

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

CHIEF EXECUTIVE OFFICER REPORT

- **Organizational Updates**
 - Dr. Hinshaw has completed his first 3 weeks at WAH. We plan to continue to market him for the remainder of May and he will start to see patients in June.
 - The DaVinci surgical robot is still on track to be onsite in June or July. Additional information and marketing will be forthcoming.
 - With the end of the Federal COVID public health emergency ending May 11, 2023, WAH will be reviewing, revising, and discontinuing policies and protocols associated with the PHE mandates.
 - We are currently working on a start date for Dr. Marc Fernandez, MD. Dr. Fernandez is a well-respected general surgeon who has extensive experience in general surgery and in working with the DaVinci robot. We are tentatively working on a start date sometime in June. More information to come as the contract is solidified.
- **MHA/Federal Updates:**
 - WAH continues to monitor progress for the below bills and are actively participating in lobby efforts.
 - State Bills:
 - SF 1561/HF 1700 Nurse staffing Ratio
 - SF 1681/HF 402 Regulation of health care transactions
 - SF 2/HF2 Paid family and medical leave
 - Federal:
 - Effective May 11, 2023 the Federal Government has declared the end of the Public Health Emergency.
- **Committee Meeting Updates**
 - Work Place Violence: May 4, 2023
 - Active Shooter table top exercise conducted and submitted to Sanford
 - Infection Prevention: April 26, 2023
 - 9 inpatient admits dx. With Sepsis with 1 death
 - HAI = 0 / HAI CAUTI = 0 / HAI CLABSI = 0 / Total Joint SSI = 0
 - Pharmacy and Therapeutics: April 25, 2023
 - ADE: INR >= 1 OBS/2 ED; BS < 50 = 1 ED; Delirium review: none inappropriate
 - Med Variance = 1 resulting in no harm
 - Performance improvement = medication bar coding and Narcotics Waste is trending towards PI goal
 - Med. Shortages = local anesthetics, mag citrate liquid, racepibephrine (may have to extend use of outdates per FDA recommendations)
 - PI/ Risk: **Nothing to Report until June**
 - Utilization Review: May 1, 2023
 - Q1 readmission rate = 2.38% with TD of 2.38% (goal < 5%)
 - Admission level of care orders present on 122/122 charts
 - Inpatient certification orders present on 77/79 charts
 - 96+ hour stay documentation noted on 10/10 charts
 - Total of 334 hours and 10 minutes deemed unbillable due to: admit order wait time, radiology and therapy treatments, NH placement issue without transferring to transcare
 - 3 denials in appeal process – all related to patient diagnosis not meeting admit criteria (1-Aetna MC and 2 BCBS MC)
 - Transfer rate for Q1: 10.6% transferred / 6.7% admitted
 - Emergency Preparedness: **No report until July**

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

As of May 18, 2023

WAH MISSION: *"Dedicated to Health"*

CHIEF FINANCIAL OFFICER REPORT

Overview:

- Net income from operations was \$197,390 compared to a budget of \$131,700. Our net patient revenue was \$617,852 less than last April. April operating income is 8.59% compared to a budget percentage of 6.13%.

The volume of inpatient activity in April fell short of budget expectations. The acute admissions were four less than March and eight less than the budgeted volume. Activity on the outpatient side produced volumes and revenues above our monthly averages and significantly above budget expectation. Eighty-nine percent of our gross revenues came from outpatient activity, which is higher than expectations. Acute admissions totaled twenty. Those twenty admissions produced fifty-two inpatient days for an average daily census of 1.7. Outpatient gross revenue was \$527,576 more than budget and \$288,079 more than last April.

- Imaging procedure counts were 131 procedures above budget. Imaging performed 811 procedures compared to a budget of 680. Last April, 634 procedures were performed.
- Laboratory volumes exceeded budget expectations. Last fiscal year laboratory tests averaged about 10,068 in a given month. There were 10,733 in the month of April, which is 1,376 more than last April and 1,158 more than budget.
- Fifty-nine surgical procedures were performed in April, which is seventeen less than our budgeted number of seventy-six and thirteen less than last April. Two of those surgeries were joint replacements.
- Rehab Therapy performed 1,733 modalities in April, which was 133 more than last April. That is 183 more modalities than the budgeted number of 1,650.

Contractual adjustments came in at 44.20% for the month. Contractual adjustments were budgeted at 44.44%.

Overall, expenses were \$82,977 more than budget. Employee Salaries (\$41,699), Purchased Services (\$103,154) were the notable categories that exceeded budget.

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of May 17, 2023

WAH MISSION: "Dedicated to Health"

CHIEF NURSING OFFICER REPORT

- The Nursing Department Morale Committee organized daily themes/events for Nurse's Week which coincides with Hospital Week. Nurse's Week events culminated with a hospital wide celebration in honor of Florence Nightingale's 203rd birthday.



- Nursing union contract negotiations have begun. This is the normal process that occurs every 3 years.

Medical/Surgical/OB/Emergency Room:

- 2.8 FTE openings for RN
- We have 2 applications for our Nursing Student paid intern positions. This is a strategy to provide a pipeline to future RN openings upon the intern's graduation.
- Continue work with nursing staff to evaluate nursing models of care to optimize the quality of patient care both in the ED and inpatient.
- Working to hire a hospital based Paramedic. This role will work mostly in the ED and will accompany many of the patients that are transferred by ambulance rather than needing to send an RN.
- Nursing dept. leaders will be meeting with local school administrators to coordinate notification of WAH in the event of school lockdown, with or without active shooter threat. This is an effort to assure appropriate communication and evaluate needed supplies, such as tourniquets.

Surgery

- Working closely with Dr. Hinshaw as he gets prepared and acclimated to WAH.
- Awaiting the arrival of the DaVinci robot and planning staff training
- Dr. Botker quite a few totals coming up in the next few weeks!
- Still have a 0.7 opening for a Surgical Tech.

MHA Safety Data as of May 17:

- Falls: 0
- Skin Integrity 0
- Restraints 0
- Opioid Deaths 0
- Reportable Events: 0

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of May 16, 2023

WAH MISSION: "Dedicated to Health"

CHIEF HUMAN RELATIONS OFFICER REPORT

Human Resources/Employee Health

- Posted positions:
 - RN
 - Nursing Intern
 - Radiology Tech
 - Patient Account Manager
 - Nutritional Services Intern
 - Paramedic
 - Surgical Tech
 - Outpatient Clinical Nurse Coordinator
 - Outpatient Patient Access Rep
- All employees receive total compensation statements for 2022 last week.
- Emily Masters attended a conference and served on a panel in Hutchinson on April 28th, related to creating career pathways for high school students.
- On May 17th, we hosted a tour for five HLO Jr/Sr High students.
- Our Employee Assistance Program (EAP) had an engagement score in 2022 of 7%, up from 2% in 2021.

Community Health/Mental Health/Wellness Center

- Leading up to the opening of the Mental Health Walk-In Clinic, we held an open house in which approximately 30 community members, providers and others from the mental health community attended. We also hosted Chamber Connections leading up to the opening, which approximately 10-15 people attended.
- As of May 15, we have had 10 patients in the walk-in clinic.
- Work has started for the installation of the new outdoor fitness equipment.

Marketing/PR/Foundation

- The Foundation is gearing up for the Golf Outing, which will be held on June 16th with funds being raised for the new Obix Software (fetal heart monitoring). The Spring Solicitation letters also focused on fundraising for this software.
- Six \$1,000 scholarships were awarded to area students pursuing healthcare careers. Students from HLO, Mt. Lake, Springfield and Windom were all represented in the recipient list. Kim Armstrong will be attending award ceremonies to provide the recipients with their certificates.
- A community letter introducing Dr. Hinshaw will be mailed to a 30-mile radius in May.
- The Wound Center was once again awarded the Center of Distinction award. Marketing is supporting a celebration event on June 16th at Cottonwood Lake.

Donations/Sponsorships

- We will be sponsoring the Cottonwood County Fair (\$1,000).
- We are partnering with 4-H to help members put together 100 first aid kits for farmers. We are donating supplies such as Band-Aids, gauze/tape and bacitracin.

Committee Meetings

- **Employee Focus/Finance:** \$177 was raised and donated to the Cottonwood County Animal Rescue from the Employee Jeans Fund in Q1. Voting is underway for Q2.
- **Patient & Family Advisory Committee:** No report.
- **Safety:** Met 4/25/23. A panic button has been ordered for the Mental Health Therapist. Recall were noted. Cardiac rehab, Respiratory Therapy, Specialty Clinics, Surgery, Med/Surg, OB, EVS, Rehab and the Wound Center were all rounded on for life safety and infection prevention. There was one employee OSHA recordable injury in Q1, involving a slip on ice. The OSHA 300 log was posted in Q1 by the deadline. There were 792.85 hours of recorded employee time off related to sickness in Q1. This is down from 1449.64 hours in Q1 last year.
- **Safe Patient Handling:** Combined into Safety Meeting on 4/25/23. There were two patient handling events (same patient) in Q1, that did not result in patient or employee injury. 12 additional gait belts were ordered for surgery and 12 more were ordered for the floor.



2ND ANNUAL

GOLF TOURNAMENT



FRIDAY, JUNE 16, 2023
WINDOM COUNTRY CLUB

4-PERSON BEST BALL

Check in 2:00 - 3:00 pm | Tee off 3:00 pm | Dinner around 6:00 pm
Games & Cash Prizes!

\$50 / Person

(\$200/team, includes meal & nine holes,
payment due the day-of)

Golf Cart Rental Available for
Additional \$20/cart

(Only 6 available, first-come first-served, call WCC to reserve)

GOLF FOR A CAUSE!

Proceeds go toward the purchase of
a new hospital OB Monitoring System!

**Register through the
Windom Country Club:
507-831-3489**

Provide team name and contact information.
Make registration payment to
Windom Area Health Foundation.

Contact Kim Armstrong for
hole sponsorship opportunities
at 507-831-0615 or Kim.Armstrong@windomareahealth.org



WINDOM AREA HEALTH

TO: Windom Area Health Governing Board Members
FROM: Shelby Medina, CEO
DATE: May 22, 2023
RE: FY2023-24 WAH Governing Board Slate of Officers

A nominating committee comprised of Finance / Personnel and Building & Grounds Committee Chair, Justin Schmit, Professional Practice / Quality & Planning Committee Chair, Kay Gross, and Governing Board Chair, Dr. Michael Fisher, present this proposed FY2023-24 Slate of Officers to the Windom Area Health Governing Board at this annual meeting of May 22, 2023, as defined in Section 2.8-1 of the Windom Area Health Governing Board Bylaws.

FY2023-24 WAH GOVERNING BOARD SLATE OF OFFICERS:

- Governing Board Chair – Dr. Michael B. Fisher
- Governing Board Vice-chair – Kay Gross
- Governing Board Secretary – Dan Ortmann
- Governing Board Treasurer – Terry Tegels

WAH Governing Board members may open nominations from the floor to appoint a Governing Board member to a designated office above, if desired.

If there are no nominations made from the floor to an officer position noted above, the before mentioned Slate of Officers is to receive a formal motion of approval by a WAH board member, followed by a second motion of approval, with a final board vote accepting the FY2023-24 WAH Governing Board Slate of Officers as presented.

The WAH Governing Board Chair will preside over the remainder of the meeting.

WAH Governing Board Chair may announce FY2023-24 Committee Chairpersons.

FY2023-24 WAH GOVERNING BOARD COMMITTEE CHAIRPERSONS:

- Finance/Personnel, Labor Relations, & Building/Grounds – Justin Schmit
- Professional Practice/Quality & Planning – Kay Gross



WINDOM AREA HEALTH

WINDOM AREA HEALTH GOVERNING BOARD MEETING DATES

CY 2023 GOVERNING BOARD MEETING DATES:

Monday, January 23

Monday, February 27

Monday, March 27

Monday, April 24

Monday, May 22 – *First Governing Board meeting of new fiscal year*

Monday, June 26

Monday, July 24

Monday, August 28

Monday, September 25

Monday, October 23

Monday, November 27

*Monday, December 18 – *Meeting one week earlier than normal due to Christmas/New Year's holidays*

CY 2024 GOVERNING BOARD MEETING DATES:

Monday, January 22

Monday, February 26

Monday, March 25

Monday, April 22

*Monday, May 20 – *First Governing Board meeting of new fiscal year. Meeting one week earlier due to Memorial Day holiday*

Monday, June 24

Monday, July 22

Monday, August 26

Monday, September 23

Monday, October 28

Monday, November 25

*Monday, December 16 – *Meeting one week earlier than normal due to Christmas/New Year's holidays*

- Professional Practice / Quality & Planning Committee meetings - 4:00 – 4:30 p.m.
- Finance / Personnel and Building & Grounds Committee meetings - 4:30 – 5:15 p.m.
- WAH Governing Board meetings begin at 5:30 p.m. Meetings are open to the public.

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, May 22, 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:
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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 Schmit
Minutes	Approve minutes from regular Committee meeting of March 27, 2023 (Cmte Motion)	Justin Schmit
Collections & Financial Assistance	Review & recommend approval of patient financial accounts (Cmte Motion / Bd Motion)	John Peyerl
Employee Resignations & Terminations	Review & recommend acceptance of WAH employee resignations / terminations (Cmte Motion / Bd Motion)	Emily Masters

FOLLOW-UP ITEMS

NEW/CURRENT ITEMS

CliftonLarsonAllen Audit	On-site review of FY2023 Windom Area Health audit by CliftonLarsonAllen will be held during the week of June 5, 2023.	John Peyerl
Service Line Updates	Review and discuss pain clinic regulations	Shelby Medina
Other		

CONCLUSION

	Conclude Finance/Personnel/Labor Relations & Building & Grounds Committee meeting	Justin Schmit
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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, April 24, 2023 / 4:00-5:15 pm / Large Conference Room

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

Present: Justin Schmit, Ann Bartelt, Dan Ortman, Julie Brugman, Dr. Michael Fisher – ex officio, Shelby Medina/CEO, Dr. Blue/Medical Director, John Peyer/CFO, Emily Masters/CHRO, Monica Huber/CNO, Dave Rogers/SHNVP
Absent:
Others: Heather Hummel/Executive Assistant

Chairperson (or Acting Chairperson) Justin Schmit, Chairperson

Recorder: Heather Hummel, Executive Asst

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

STANDING ITEMS

Call to Order	The Finance/Personnel/Labor Relations & Building & Grounds Committee meeting was called to order at 4:30 pm by Chairperson, Justin Schmit.	Justin S
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF MARCH 27, 2023, AS PRESENTED (ORTMANN/BRUGMAN).	Justin S
Collections & Financial Assistance	There was no report available for March 2023 Collections and Financial Assistance.	John P
Employee Resignations & Terminations	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FOLLOWING RESIGNATIONS: CLINIC OUTREACH RN EFFECTIVE APRIL 21, 2023. THERE WERE NO TERMINATIONS OF EMPLOYMENT TO REPORT (BRUGMAN/ORTMANN).	Emily M

FOLLOW-UP ITEMS

There were no follow-up items to address.

NEW/CURRENT ITEMS

Fiscal Year 2024 Budget	John presented the proposed FY2024 statistical budget, income & expense budget and capital purchase requests for committee review and discussion. A review of FY2024 operating budget with projected patient revenue of an 11.5% increase with 4% of that being a charge increase and 7.5% growth increase to include new business operations. Contractual adjustments estimated at 50% of outpatient revenue, which was at 44% for FY2023. Net operating revenue estimated at \$27,700,000, which is a 5.80% net increase in revenue. John noted Charity Care/Financial Assistance for FY2024 would remain at \$125,000. He presented the FY2024 total operating expenses of \$27,700,000 which is an 11.9% increase. Income from operations is projected to break even by fiscal year ending April 30, 2024, which is conservative from the standpoint of all of the new services being added this coming fiscal year. John stated the FY2024 proposed budget is planned to be presented to the Windom City Council at their May 2 meeting for final approval. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FY2024 BUDGET AS PRESENTED (ORTMANN/BARTELT).	John P
Medical Office Building	Shelby reviewed information in regards to the Medical Office Building. This information will be presented at the Governing Board meeting where we will seek formal approval of the Medical Office Building. The four-story building has a projected budget of \$30 million which would include demolition of the current clinic. Upon approval of the Medical Office Building, different funding options will be presented to the Governing Board. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE MEDICAL OFFICE BUILDING TO BE PRESENTED TO THE GOVERNING BOARD FOR FORMAL APPROVAL (BARTELT/BRUGMAN).	Shelby M
Other	WAH Governing Board Member, Dan Hormig, has moved to Sioux Falls, SD. Mayor Dominic Jones is seeking input of the WAH Governing Board to assist in the efforts of appointing a new member.	Shelby M

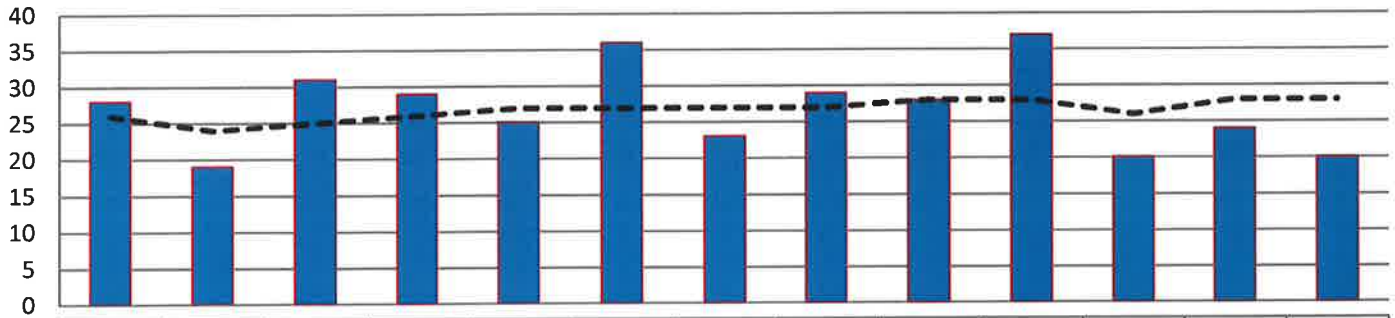
CONCLUSION

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

Justin S

ADMISSIONS

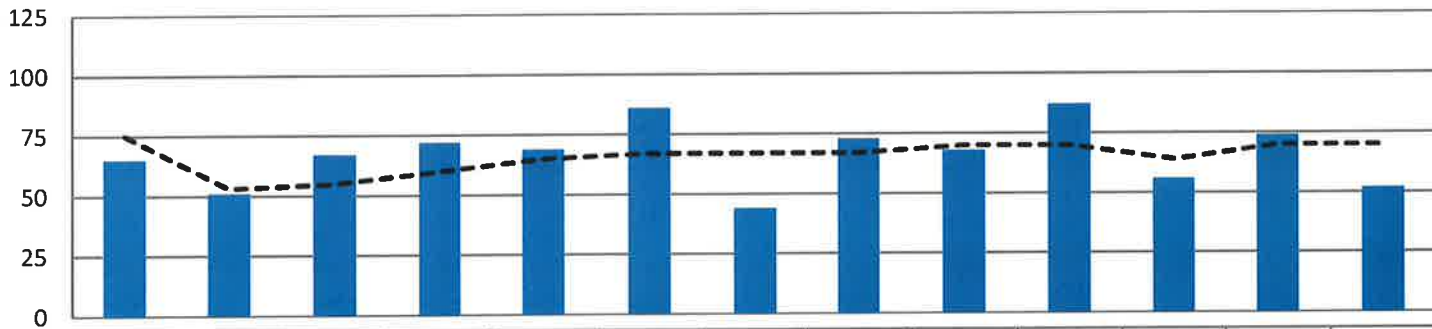
Admissions Budget



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

PATIENT DAYS

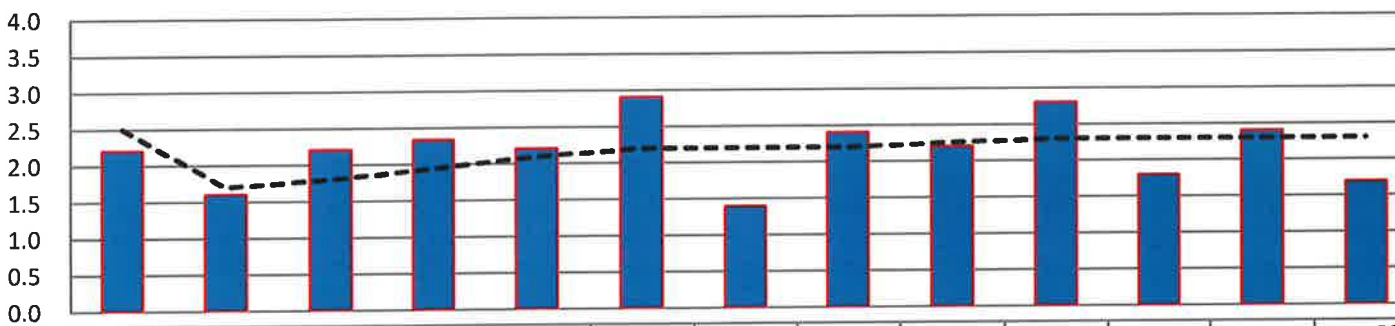
Pt Days Budget



	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23
Pt Days	65	51	67	72	69	86	44	73	68	87	56	74	52
Budget	75	53	55	60	65	67	67	67	70	70	64	70	70

AVERAGE PATIENTS PER DAY

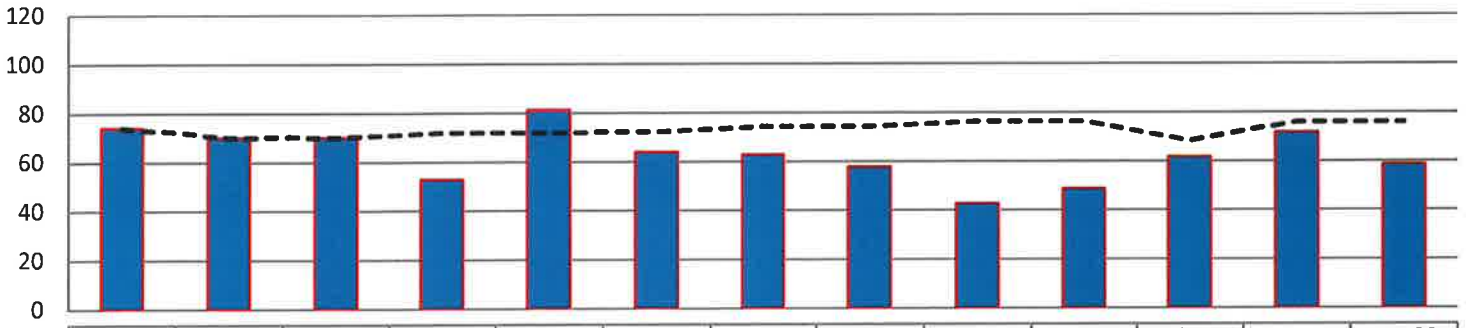
Avg Pt/Day Budget



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

SURGERY

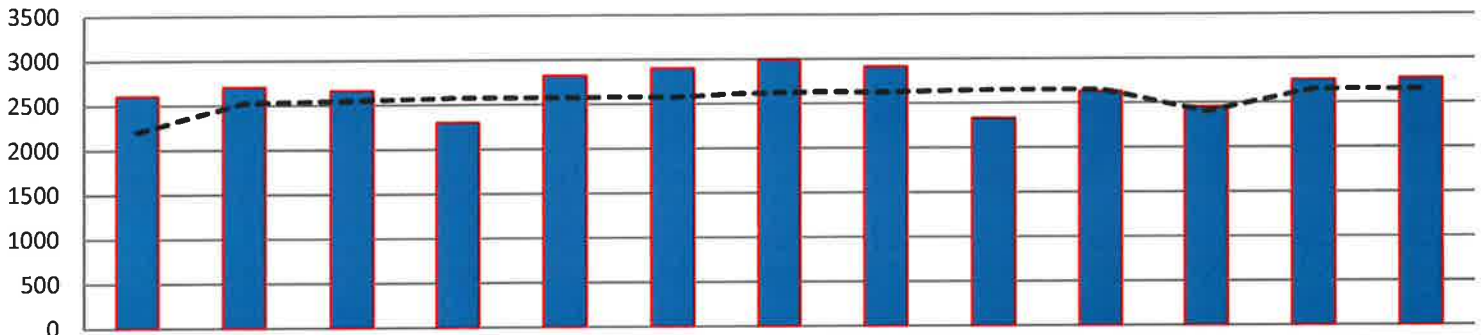
■ Surgery - - - Budget



	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23
Surgery	74	70	70	53	81	64	63	58	43	49	62	72	59
Budget	74	70	70	72	72	72	74	74	76	76	68	76	76

OUTPATIENT OCCASIONS OF SERVICE

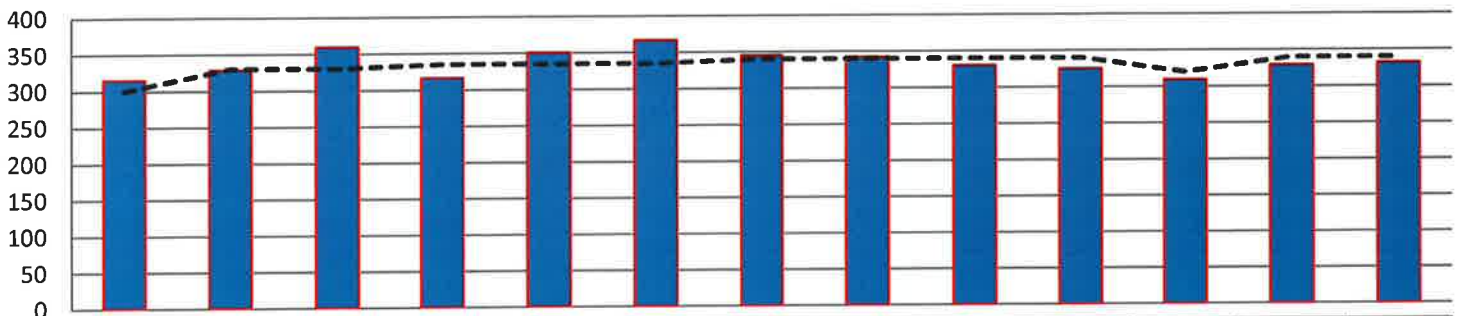
■ OP Visits - - - Budget



	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23
OP Visits	2605	2704	2661	2303	2818	2899	2984	2912	2336	2633	2458	2758	2776
Budget	2200	2525	2550	2575	2575	2575	2625	2625	2650	2650	2400	2650	2650

EMERGENCY VISITS

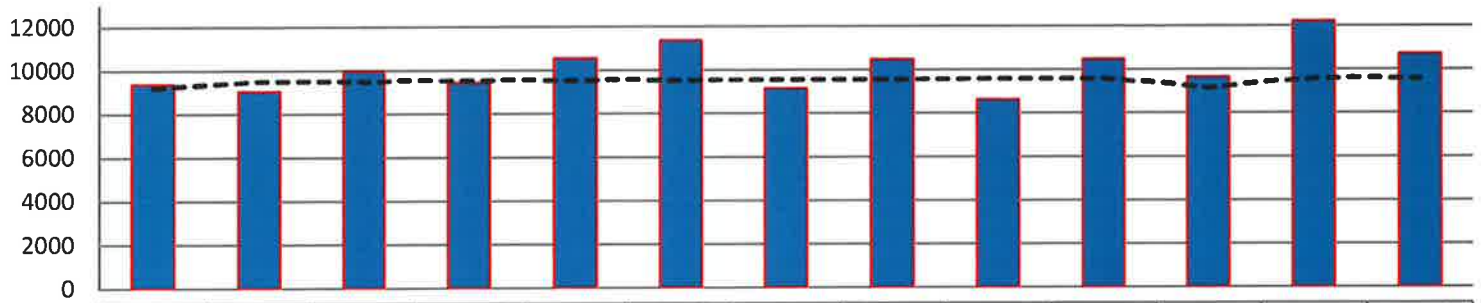
■ ER Visits - - - Budget



	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23
ER Visits	315	329	360	317	351	367	346	343	331	326	310	330	333
Budget	300	330	330	335	335	335	340	340	340	340	320	340	340

LAB PROCEDURES

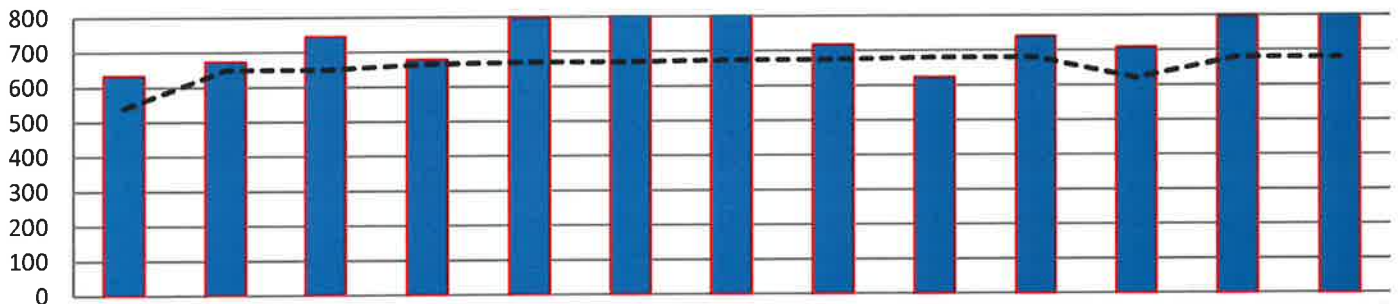
Lab Proc Budget



	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23
Lab Proc	9357	9030	9951	9433	10542	11361	9147	10484	8620	10484	9661	12234	10733
Budget	9200	9500	9500	9525	9525	9525	9550	9550	9575	9575	9150	9575	9575

IMAGING PROCEDURES

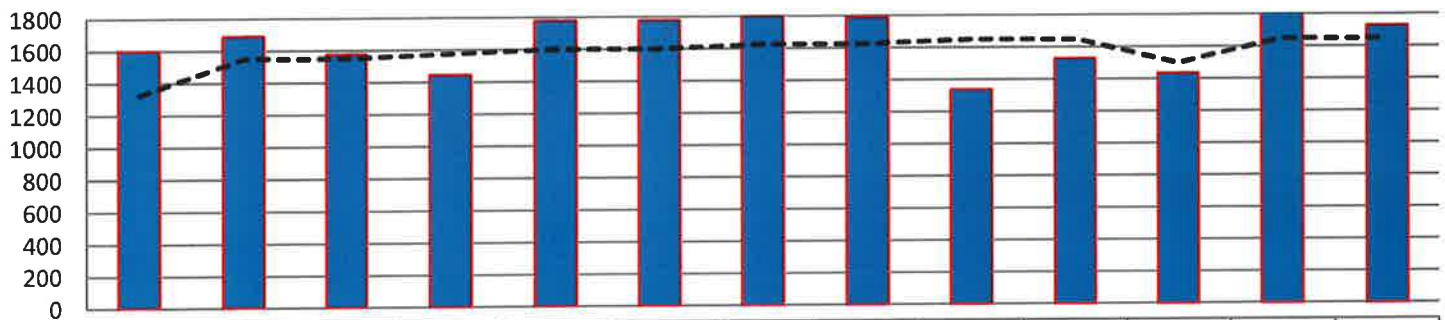
Imaging Proc Budget



	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23
Imaging Proc	634	674	746	679	799	908	827	719	624	742	710	801	811
Budget	540	650	650	665	670	670	675	675	680	680	620	680	680

REHAB MODALITIES

Rehab Modalities Budget



	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23
Rehab Modalities	1600	1692	1578	1448	1779	1779	1803	1794	1340	1531	1437	1807	1733
Budget	1325	1550	1550	1575	1600	1600	1625	1625	1650	1650	1500	1650	1650

WINDOM AREA HEALTH
INCOME STATEMENT

4/30/2023

	4/30/2023	Revenue	Budget 2023	Comparison	Y-T-D FY2023	Revenue	Comparison	Budget 2023	Revenue	Comparison	Y-T-D FY2022	Revenue	Comparison	Budget 2023	Revenue	Comparison	Y-T-D FY2022	\$ Change	% Change	
PATIENT REVENUE																				
Inpatient Revenue	\$455,838	11.16%	\$725,000	18.95%	\$8,048,228	16.26%	\$8,250,000	18.13%	\$8,553,277	18.13%	\$8,553,277	18.13%	\$8,250,000	16.26%	\$8,048,228	16.26%	\$8,250,000	(\$505,049)	-5.9%	
Outpatient Revenue	\$3,627,576	88.84%	\$3,100,000	81.05%	\$41,445,156	83.74%	\$37,250,000	81.87%	\$37,526,433	81.87%	\$37,526,433	81.87%	\$37,250,000	83.74%	\$41,445,156	83.74%	\$37,250,000	\$3,918,723	10.4%	
Total Patient Revenue	\$4,083,414	100.00%	\$3,825,000	100.00%	\$49,493,384	100.00%	\$45,500,000	100.00%	\$46,079,710	100.00%	\$46,079,710	100.00%	\$45,500,000	100.00%	\$49,493,384	100.00%	\$45,500,000	\$3,413,674	7.4%	
Contractual Adjustments	\$1,804,872	44.20%	\$1,700,000	44.44%	\$23,741,637	47.97%	\$20,125,000	44.23%	\$19,758,195	44.23%	\$19,758,195	44.23%	\$20,125,000	47.97%	\$23,741,637	47.97%	\$20,125,000	\$3,983,442	20.2%	
Other Income	\$20,125	0.49%	\$25,000	0.65%	\$239,858	0.48%	\$300,000	0.66%	\$273,701	0.66%	\$273,701	0.66%	\$300,000	0.48%	\$239,858	0.66%	\$300,000	(\$33,843)		
NET OPERATING REVENUE	\$2,298,667	100.00%	\$2,150,000	100.00%	\$25,991,605	100.00%	\$25,675,000	100.00%	\$26,595,216	100.00%	\$26,595,216	100.00%	\$25,675,000	100.00%	\$25,991,605	100.00%	\$25,675,000	(\$603,611)	-2.3%	
EXPENSE																				
Employee Salaries	\$816,699	35.53%	\$775,000	36.05%	\$8,881,803	34.17%	\$9,175,000	35.74%	\$8,525,710	35.74%	\$8,525,710	35.74%	\$9,175,000	34.17%	\$8,881,803	34.17%	\$9,175,000	\$356,093	4.2%	
Employee Benefits	\$281,089	12.23%	\$245,000	11.40%	\$2,760,422	10.62%	\$2,825,000	11.00%	\$2,139,657	11.00%	\$2,139,657	11.00%	\$2,825,000	10.62%	\$2,760,422	10.62%	\$2,825,000	\$620,765	29.0%	
Pharmaceuticals	\$79,923	3.48%	\$90,000	4.19%	\$1,011,417	3.89%	\$1,100,000	4.28%	\$1,085,518	4.28%	\$1,085,518	4.28%	\$1,100,000	3.89%	\$1,011,417	3.89%	\$1,100,000	(\$74,101)	-6.8%	
Supplies	\$104,319	4.54%	\$165,000	7.67%	\$1,591,855	6.12%	\$1,825,000	7.11%	\$1,725,422	7.11%	\$1,725,422	7.11%	\$1,825,000	6.12%	\$1,591,855	6.12%	\$1,825,000	(\$133,567)	-7.7%	
Rents & Utilities	\$25,922	1.13%	\$25,000	1.16%	\$362,892	1.40%	\$360,000	1.40%	\$339,431	1.40%	\$339,431	1.40%	\$360,000	1.40%	\$362,892	1.40%	\$360,000	\$23,461	6.9%	
Purchased Services	\$533,154	23.19%	\$430,000	20.00%	\$6,407,579	24.65%	\$5,050,000	19.67%	\$4,812,091	19.67%	\$4,812,091	19.67%	\$5,050,000	24.65%	\$6,407,579	24.65%	\$5,050,000	\$1,595,488	33.2%	
Other Direct Expenses	\$90,782	3.95%	\$130,000	6.05%	\$1,269,162	4.88%	\$1,500,000	5.84%	\$1,375,932	5.84%	\$1,375,932	5.84%	\$1,500,000	4.88%	\$1,269,162	4.88%	\$1,500,000	(\$106,770)	-7.8%	
Provision for Bad Debts	\$19,911	0.87%	\$10,000	0.47%	\$637,761	2.45%	\$550,000	2.14%	\$524,617	2.14%	\$524,617	2.14%	\$550,000	2.45%	\$637,761	2.45%	\$550,000	\$113,144	21.6%	
Depreciation	\$134,433	5.85%	\$135,000	6.28%	\$1,606,542	6.18%	\$1,600,000	6.23%	\$1,448,321	6.23%	\$1,448,321	6.23%	\$1,600,000	6.18%	\$1,606,542	6.18%	\$1,600,000	\$158,221	10.9%	
Interest Expense	\$15,045	0.65%	\$13,300	0.62%	\$153,848	0.59%	\$160,000	0.62%	\$161,395	0.62%	\$161,395	0.62%	\$160,000	0.59%	\$153,848	0.59%	\$160,000	(\$7,547)	-4.7%	
Total Operating Expense	\$2,101,277	91.41%	\$2,018,300	93.87%	\$24,683,281	94.97%	\$24,145,000	94.04%	\$22,138,094	94.04%	\$22,138,094	94.04%	\$24,145,000	93.87%	\$24,683,281	93.87%	\$24,145,000	\$2,545,187	11.5%	
Income (loss) From Operations	\$197,390	8.59%	\$131,700	6.13%	\$1,308,324	5.03%	\$1,530,000	5.96%	\$4,457,122	5.96%	\$4,457,122	5.96%	\$1,530,000	5.03%	\$1,308,324	5.03%	\$1,530,000	(\$3,148,798)		
Investment Income	\$30,348	1.32%	\$10,000	0.47%	\$174,174	0.67%	\$100,000	0.39%	\$86,981	0.39%	\$86,981	0.39%	\$100,000	0.67%	\$174,174	0.67%	\$100,000	\$87,193		
Other Revenue/(Expenses)	(\$12,555)	-0.55%	\$6,250	0.29%	\$59,421	0.23%	\$100,000	0.39%	\$3,309,974	0.39%	\$3,309,974	0.39%	\$100,000	0.23%	\$59,421	0.23%	\$100,000	(\$3,250,553)		
Non Operating Rev/Exp	\$17,793	0.77%	\$16,250	0.76%	\$233,595	0.90%	\$200,000	0.78%	\$3,396,955	0.78%	\$3,396,955	0.78%	\$200,000	0.90%	\$233,595	0.90%	\$200,000	(\$3,163,360)		
Increase in Net Assets	\$215,183	9.36%	\$147,950	6.88%	\$1,541,919	5.93%	\$1,730,000	6.74%	\$7,854,077	6.74%	\$7,854,077	6.74%	\$1,730,000	5.93%	\$1,541,919	5.93%	\$1,730,000	(\$6,312,158)		

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

Yrs Dep	Capital Asset	Vendor	Asset class	May	June	July	August	September	October
7	Neptune 3 Rover	Stryker	Maj Mov	14,500					
7	Micromedical VisualEyes 505 Binocular	Midwest Special Instruments	Maj Mov	10,150					
5	Seal Coating of Driveway and East Parking Lot	Nielsen/Cottonwood/Window	Land Improv				27,356		
5	Telemetry System Upgrade	Philips Medical Systems	Maj Mov					360,550	
Total				24,650	-	-	27,356	360,550	-

Yrs Dep	Capital Asset	Vendor	Asset class	November	December	January	February	March	April
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				
10	Upgrade Pharmaceutical Dispensing System (Pyxis) - Final	Carefusion	Maj Mov					43,584	
5	Vein Visualization System	AccuVein	Maj Mov						5,809
15	Cataract Chairs (2)	Concordance	Maj Mov						25,400
Total				18,377	195,484	-	-	43,584	31,209

Total YTD Capital Acquisitions 701,209

**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, May 22, 2023 / 4:00-4:30 pm / Large Conference Room

Members: Kay Gross, Terry Tegels, 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:

Chairperson (or Acting Chairperson): Terry Tegels, Acting 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 acting chairperson	Terry Tegels
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Minutes	Approve minutes from the regular Committee meeting of March 27, 2023 (Cmte Motion)	Terry Tegels
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FOLLOW-UP ITEMS

Medical Staff Credentialing & Medical Staff Meeting Update	<ul style="list-style-type: none"> Review & approve medical staff credentialing, upon recommendation from WAH Medical Staff (Cmte / Bd Motion) Report on business addressed at WAH Medical Staff meeting 	Dr. Taber/ Dr. Blue
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NEW/CURRENT ITEMS

Strategic Planning Action Items Follow up	Review and update on progress	Dr. Blue
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MOU Review	Review MOU and recommendations for outside healthcare partners	Shelby Medina
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Other

CONCLUSION

	Conclude Professional Practice/Quality & Planning Committee meeting	Terry Tegels
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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, April 24, 2023 / 3:30-4:00 pm / Large Conference Room	
Members: Kay Gross, Terry Tegels, Dan Hornig, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lake Advisory Mbr, Emily Masters/CHRO, John Peyerl/CFO, Monica Huber/CNO, Dr. Dan Blue/Medical Dir, Shelby Medina/CEO	
Chairperson (or Acting Chairperson): Kay Gross, Chairperson	
Recorder: Heather Hummel, Executive Asst	
Category / Topic	Action step(s) / Updates Leader:
STANDING ITEMS	
Call to Order	The Professional Practice/Quality & Planning Committee meeting was called to order at 4:00 pm by Chairperson, Kay Gross. Kay Gross
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF MARCH 27, 2023, AS PRESENTED (BRUGMAN/TEGELS). Kay Gross
FOLLOW-UP ITEMS	
Medical Staff Credentialing & Medical Staff Meeting Update	Dr. Blue, WAH Medical Director, reported on agenda items addressed at the Medical Staff meeting held earlier in the day with no action items addressed. He noted that the WAH Medical Staff reviewed the April 2023 Credentialing list and recommended its approval to the Governing Board. He stated the April meeting was the Annual Meeting with duties of leadership changing effective May 1 to include Dr. Taber as Chief of Staff, Stephanie Buhler as Vice-Chair, and Dr. Cowdin as Secretary. The medical staff are starting to update the by-laws that were started in 2019. This will take place over several months. Dr. Blue commended the WAH Lab Department who completed their second site visit with zero findings under manager Jill Liepold. Dr. Blue
NEW/CURRENT ITEMS	
Strategic Planning Action Items Follow up	Dr. Jim Hinshaw, OB/GYN, will start at Windom Area Health on May 1. The first 4-6 weeks will be spent introducing him to staff, the community, and providers in the area. Dr. Hinshaw's Clinic will start out being open on Monday, Thursday, and Friday and then will increase clinic time as he goes. His clinic will be located in Outreach with plans to move him to the Medical Office Building. Shelby stated that the Da Vinci robot will be installed this summer. The Da Vinci robot will be used for OB/GYN, General Surgery, and potentially Urology. There will be public and staff education on the Da Vinci once installed. The Outreach Clinic is being rebranded to Specialty Clinics. Dr. Blue / Shelby M
Foundation Officers	The WAH Foundation Slate of Directors for FY2024 were reviewed. M/S/C TO RECOMMEND APPROVAL OF THE FY2024 WINDOM AREA HEALTH FOUNDATION SLATE OF OFFICERS TO INCLUDE STEVE JOHNSON-CHAIRPERSON, GREG SCHEITEL-VICE-CHAIR, AND KAY GROSS-SECRETARY (TEGELS/BRUGMAN). Shelby M
Annual Officer Election	The proposed WAH Governing Board Slate of Officers for FY2023-24 was reviewed with formal approval to be held at the May 22 meeting. Dan Hornig has moved to Sioux Falls, SD. For that reason, Dominic Jones, Mayor of the City of Windom, will be appointing a new board member to the Windom Area Health Governing Board. Shelby M
CONCLUSION	
	The Professional Practice/Quality & Planning Committee meeting was concluded by Chairperson, Kay Gross. Kay Gross

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

**WINDOM AREA HEALTH
CREDENTIALING**

May 22, 2023

APPOINTMENTS:

Akachi Azubuike, M.D.	Telehospitalist	Telemedicine
James Hinshaw, M.D.	OB/GYN	Active
Kehinde Idowu, M.D.	Telehospitalist	Telemedicine
Blake Kadinger, CNP	Cardiology (Jonsson)	Allied Health Professionals
Laura Thomas, CNP	Cardiology (Jonsson)	Allied Health Professionals

REAPPOINTMENTS:

Pamela Barthle, CNP	Cardiology (Pham)	Allied Health Professionals
Christopher Johansen, M.D.	Radiology	Consulting
Douglas Lynch, M.D.	Pathology	Consulting
Elden Rand, M.D.	Cardiology	Consulting

SANFORD TELEMEDICINE APPOINTMENTS:

Derrick Doolittle, M.D.	Radiology	Telemedicine
Daniel Lee Fetzer, M.D.	Radiology	Telemedicine
Logan Frank, DNP	Family Practice	Telemedicine

VRAD APPOINTMENTS:

Maryellyn Gilfeather, M.D.	Teleradiology	Telemedicine
Sergy Lemeshko, M.D.	Teleradiology	Telemedicine

VRAD REAPPOINTMENTS:

Dawood Malik, M.D.	Teleradiology	Telemedicine
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RESIGNATIONS:

Chimkama Ibe, M.D.	Telehospitalist	Telemedicine
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APRIL COMMENTS

Ambulatory Surgery

I would not hesitate

Ambulatory Surgery

The nurse that put my IV in did it painlessly, never had it done like that ever, it was painless. She was so good.

Ambulatory Surgery

I was nervous and they made me feel at ease. They were all very kind and friendly and they took good care of me. Thank-you.

Ambulatory Surgery

I felt comfortable and well taken care of.

Ambulatory Surgery

Everyone involved was kind and gentle and accommodating.

Clinic - Windom

glad to have a place that close to go to.

ED

I am thankful to have a competent health care provider here in Windom.

ED

Everyone was very, very kind to me and they listen to me and I felt very secure as I was waiting in between doc..., the doctor and everybody, but I felt very secure there. I felt I could trust everybody. And at the beginning of this, I push the wrong key. When I started this tonight, so I think I pushed I would not go there again which is not true. I would definitely go there again. It was very nice. Thank you.

ED

Nurse Montana was wonderful. She was patient, thorough, wise to her skills and very very thoughtful.

ED

Most of the nursing care was exceptional. There were 2, stand Out nurses, And then there were a few care team providers. I don't know what their titles were wanting to discharge me as I was vomiting, and white as a ghost and not feeling well. So, very pushed out of the situation that we were in a motor vehicle accident out of town. No belongings. No car, no place to stay the hotel was booked. It was a very unfortunate situation and on top of it, I wasn't feeling well. So the care provider gave was good overall rating of the hospital was good. But some of the Care team members were, you know not *"

ED

I'll probably need to speak up a little because they're not your pain as check in time (INAUDIBLE) speed it up a little bit (INAUDIBLE).

ED

I just so appreciate all the help and the care that they had given me the day that I hurt myself and I'm glad that they're there to help when ... when somebody does need an extra hand and when they get injured. Thank you. Bye.

ED

Great crew

Imaging

Okay, the younger generation does not know how to interact with people. I think they should use your name, and all that. It seems very impersonal. I mean they were fine, but not like Darcey who was there or other ones I've had, you don't they make you feel comfortable, like your more than just okay I'll say it more than just a bold and I think you have you know maybe it needs to be worked out. So that's it.

Imaging

I had an x-ray and it went very well! The technicians were very pleasant and helpful.

Imaging

Excellent knowledgeable and caring staff. Exceptionally clean and well organized

APRIL COMMENTS

- Imaging** The staff were very helpful and knowledgeable. I felt at ease with what I was having done.
- Imaging** I was there for x-rays and it went smoothly!
- Imaging** Please get my results. I haven't heard back anything.
- Imaging** "I was pleased with their knowledge, politeness, and treating me. I am very pleased with the pain doctor, Dr. Tim Klassen. He was very respectfully, explained what he was doing, thoroughly. I was not afraid with what Dr. Klassen was about to do.
- Imaging** I love Dr Mary & all the staff is extremely helpful & kind. I would highly recommend this clinic to everyone!
- Imaging** Always satisfied
- Imaging** I would like to know the results, I haven't heard yet and it's been several days. Otherwise, everything went okay. Thank you.
- Inpatient** I think that the whole thing was a good experience for me, and I will definitely refer other people to it. Thank you goodbye.
- Lab** I thought I had very good care
- Lab** I answered the first question that you could do one or two, I hit one and I meant to hit 2. The, the experience was overall extremely good. The young man who took care of me was wonderful and I have nothing bad to say about the experience.
- Lab** It seemed very impersonal, calling me mam. You know, you could use my name and there really wasn't much conversation it's just telling me what to do and so I think maybe communication use the name of the patient and make me feel, you know, like familiar with you know what we're doing and that as a patient. That's it.
- Lab** I had lab work done and a routine appointment. They both were very successful. Everything went very well. But what I need to say to you is that I have been to the outpatient at Windham twice, both very ill, and I have had excellent care, and I would tell anybody that wanted to hear it. So I'm at the outpatient has been very, very good to me. Thank you.
- Lab** It was a good experience. Staff was very nice and competent at her phlebotomy skills. The results were fast. I feel it was a little costly is the only negative.
- Lab** The staff is like family. They make you feel so welcome and comfortable in a case that could be awkward.
- Outpatient** Please keep the Foot Care Clinic going - love it.
- Outpatient** The nurses were young, very respectful, polite, and cared about me as a patient, and a person. Dr. Tim Klassen was very good. Answered all my questions, so I would understand. Satisfied.

APRIL COMMENTS

Outpatient

If this is for the sleep study, they did very well, they explained everything before they did it and everything. It was a very, and she was very knowledgeable and I'm glad I went up to Windom Hospital. Thank you. Bye.

Outpatient

Visits have always been efficient, professional, friendly, and helpful. Can't imagine better care anywhere else.

PT, OT, ST

I was in and out in a timely manner. I feel they were a great help and were cautious about pushing me when I felt pain.

PT, OT, ST

Helpful and friendly

PT, OT, ST

I think the entire physical therapy staff is the best!

PT, OT, ST

Very professional at the therapy session. Thank you. Bye.

PT, OT, ST

The staff are all fantastic. They make you feel very comfortable. They are encouraging and understanding.

PT, OT, ST

Very satisfied with the start of my therapy. Found weakness was unaware of thanks to my therapist and now will work on it and more.

Windom Area Hospital Auxiliary Meeting
March 13, 2023

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

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

Lacy Krueger was our speaker and informed us about the Cardiac Rehabilitation program at WAH. Patients do an hour session three times a week, Monday, Wednesday, and Friday. She can do two patients at a time and has 5 to 6 groups each day. The rehab program is an individualized program – based on the needs of everyone. She also does peripheral artery disease therapy.

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

Recording Secretary's Report – Marlene Smith, Recording Secretary

- M/S Kitty Hansen/Diane Vellema to approve the minutes as corrected of the February 13, 2023 meeting. Motion carried.

Treasurer's Report – Gerri Burmeister

- Balance on hand February 28, 2023 was \$5,953.94
- OB gift box price will increase in April from \$4.25 to \$5.10.
- M/S Connie McCarthy/Kay Evers to approve the Treasurer's Report as presented. Motion carried.
- M/S Gerri Burmeister/Karen Skarphol to give the proceeds of \$1,344.67 from the Balloon and Bake Sale to WAH towards the Vital Signs Monitors for patient rooms. Motion carried.

Corresponding Secretary – Betty Olson

- Cards were sent to Romelle Wojahn and Maxine Walters as they both fell recently. A sympathy card will be sent to the family of Laura Meyer, a longtime member of the Auxiliary.

Program: Rozanne Gronseth

- April is the spring banquet, so no speaker is needed.

MAHV Report –

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

WAH Update – Kim Armstrong

- Please record your volunteer hours.
- The Windom Area Foundation served 312 people at the Belgian Waffle event on Sunday with a profit of \$1,046.00. These funds will go to the scholarship program.
- Kim encouraged donations, and memorials be given to the Foundation. You will receive a receipt for tax purposes.
- The ER needs clean large & XL Tee shirts for patients whose clothes are not wearable after treatment.

Unfinished Business

- The profit from the Valentine's Day Balloon and Bake was more than in past years. Discussion followed if this due to advertising on KDOM. Consensus was to advertise in the Shopper, Citizen, and KDOM for the next Bake Sale.

New Business

- Election of Officers:
 1. President – Mary Klosterbuer, no further nominations. Nominations closed.
 2. Vice-President – Karen Skarphol, no further nominations. Nominations closed.
 3. Treasurer – Gerri Burmeister, no further nominations. Nominations closed.
 4. Board Members – Phyllis Heinitz, Connie McCarthy, Marge Paschke. No further nominations. Nominations closed.
 5. Officers were elected by acclamation. Term will begin May 1, 2023 until April 31, 2025.
- Spring Banquet will be on April 10, 2023, 5:00 p.m. at the Historical Society.
 1. We have two 25-year members to recognize: Gerri Burmeister and Judy Thiesen.
 2. The six Board Member plan the banquet. They will meet at 2:00 on Wednesday the 15th.
- The decision was made in February to give Dairy Queen certificates to the WAH employees for Hospital Week. Members will do the thank you cards at the May 8th meeting. Karla will get the DQ certificates, and the hospitals' Marketing department will help with the cards.
- The WAH Volunteer Appreciation meal will be at 5:00 on Monday, May 8, before the Auxiliary meeting.
- M/S Pat Lenz/Rozanne Gronseth to have dues remain the same at \$20.00. Motion carried. Dues are due April 1st and can be paid at the banquet.
- The meeting was adjourned at 6:55 p.m.

March hostesses: Gerry Burmeister and Dona Olson

April – Banquet

May – Appreciation Meal

Upcoming Events –

- Monday April 10, 2023 at 5:00 -Annual Meeting & Spring Banquet
- Monday May 8, 2023 at 5:00 - Appreciation meal and Auxiliary Meeting

Marlene Smith,
Recording Secretary

Windom Area Hospital Auxiliary Banquet

April 10, 2023

Windom Area Hospital Auxiliary held their Spring Banquet at 5:00 p.m. on Monday, April 10, 2023 at the Cottonwood County Historical Society with 54 people attending. P&J's Catering of Heron Lake served a delicious meal of turkey and dressing at a cost of \$15 per person. Members were encouraged to pay their dues of \$20 also.

We recognized Gerri Burmeister for being a member for 25 years. She received letters of recognition from the mayor of Windom and the president of Minnesota Association of Healthcare Volunteers. Judy Thiesen is also a 25-year member but was unable to attend the banquet because of a prior commitment.

We recognized 2 members for reaching milestones on the number of hours they have volunteered over the past 5 years.

The theme for the banquet was "Spring Fling." Since the banquet fell on the day after Easter, the tables were decorated with pastel table clothes and Easter decorations.

The Surgery Department was the featured department. They received \$5,000 from the Auxiliary towards the purchase of a patient transport bed.

Comments were given by Dominic Jones, Mayor of Windom; Kay Gross, WAH Governing Board Vice Chair; and Shelby Medina, WAH CEO.

We were entertained by guest speaker Jane Moldaschel, who is now an active member!

Newly elected officers were installed.

Upcoming Events

- Monday, May 8 – Volunteer Appreciation meal at 5:00 p.m. in the Cafeteria.
- Monday, May 8 - May meeting at 6:00 p.m.

Marlene Smith, Recording Secretary



BOARD OF DIRECTOR'S MEETING

TUESDAY, MAY 30, 2023

5:00 pm – Large Conference Room

Select meal from the Cafeteria before the meeting

AGENDA

- | | | |
|--------------|---|---------------|
| I. | MEET AND GREET WITH DR. JIM HINSHAW, OB/GYN | |
| II. | CALL WAH FOUNDATION MEETING TO ORDER | Steve Johnson |
| III. | FOUNDATION MEETING MINUTES -
- Approve minutes from regular meeting on April 25, 2023
& special meeting on May 3, 2023 | Steve Johnson |
| IV. | FINANCIAL STATEMENT -
- Review donations & assign thank-you's | Kim Armstrong |
| V. | OLD BUSINESS -
- Spring solicitation letter update
- Golf tournament | Kim Armstrong |
| VI. | NEW BUSINESS -
- New Board member | Kim Armstrong |
| VII. | PROJECTS -
- Golf Tournament
o June 16, 2023, 3 pm, Windom Country Club
- Dad's Belgian Waffle Brunch
o March 3, 2024, Windom Community Center | Kim Armstrong |
| VIII. | NEXT MEETING DATE/TIME – July 25 or August 29, 2023 | Steve Johnson |
| IX. | MEETING CONCLUSION | Steve Johnson |

**WINDOM AREA HEALTH FOUNDATION
FOUNDATION BOARD MEETING MINUTES
APRIL 25, 2023, AT 5:00 P.M.**

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

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

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 MARCH 28, 2023 AS PRESENTED (CHRISTENSEN/TEGELS).

FINANCIAL STATEMENT:

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

Review Donations & Assign Gift Thank-you's

Donor gifts to the Foundation received during March 2023 were reviewed. Kim noted that the Foundation money held at Sanford has been deposited in local banks and is now collecting interest.

OLD BUSINESS

Scholarships

Kim stated the Foundation Scholarship Committee met April 17. Six applications were received. Recipients will be announced in the upcoming weeks.

Spring Solicitation Letters

The Spring Solicitation Letters have been mailed out. Kim shared that she included a Volunteer Times Review with the letters.

Golf Tournament

The Marketing Department assisted Kim with putting together a mailing for the upcoming Golf Tournament that will be held on June 16. Letters will be sent out the first week of May. Fliers are displayed throughout Windom Area Health and the Windom Country Club. Sign up is through the Country Club.

Strategic Planning

Kim reviewed the Foundation Strategies and added dates she believes she can achieve them. Kim stated that her role at Windom Area Health has changed to allow her more time to dedicate to the Foundation and Auxiliary. Compliance and other duties have been shifted to other employees. Tom suggested attending a meeting of the Golden K/Bald Eagles to discuss estate planning and the Foundation. Tom volunteered to attend one of their meetings. Chad noted that the deadlines

should be a goal but to not hold Kim firm to the deadlines. M/S/C UNANIMOUSLY TO ADOPT THE TIMELINE FOR THE FOUNDATION STRATEGIES AS PRESENTED (MERRIHEW/TEGELS).

Foundation Mission

Kim stated that she consulted with Legal on the Foundation's Mission. It was noted that there have been no Employee Health Crisis Applications submitted in many years. Kim asked the Board if the Foundation should continue with the Employee Crisis Fund and Women's Health Fund. Terry recommended inquiring with Legal to see if this is best practice and to then report back to the Foundation Board.

NEW BUSINESS

Pink Badge Fundraiser

The Mountain Lake Police Department reached out to Kim to inform her that the department would like the proceeds of their Pink Badge Fundraiser to go to the Foundation. The department is going to sell the pink patch at Pow-Wow along with selling them the month of October for Breast Cancer Awareness.

Bloomerang Software

The Foundation is obtaining a donor management software called Bloomerang. Windom Area Health has purchased the software, which cost approximately \$3,400.00. The board discussed the Foundation reimbursing WAH for the software.

Slate of Officers

The Foundation's slate of officers was approved at the April 24 Governing Board Meeting. They were presented as follows:

Chairperson – Steve Johnson

Vice-Chairperson – Greg Scheitel

Secretary – Kay Gross

M/S/C UNANIMOUSLY TO APPROVE FISCAL YEAR 2024 SALE OF OFFICERS FOR THE FOUNDATION AS PRESENTED (MERRIHEW/TEGELS).

Kim announced Ann Bartelt is going to step down from the Foundation Board. Kim has reached out to Dan Ortmann to see if he would like to serve on the Foundation Board. Governing Board Member, Dan Hormig, has moved to Sioux Falls so there will be a seat being filled in his place.

Vickie Schendel Fund

Kim stated three nursing staff attended a MHA conference in April. These nurses are part of the WAH Inpatient/ED Nursing Service Morale Committee that were awarded the MHA Retention and Resiliency Team Award. The Vickie Schendel Fund will cover the cost of the conference totaling \$1,521.32.

PROJECTS

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

Dad's Belgian Waffle Brunch – The next Dad's Belgian Waffle Brunch will be held March 3, 2024 at the Windom Community Center.

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

Steve Johnson
WAH Foundation Chairperson

**WINDOM AREA HEALTH FOUNDATION
FOUNDATION SPECIAL MEETING MINUTES
MAY 3, 2023 AT 12:00 P.M.**

ATTENDING: Steve Johnson, Greg Scheitel, Chad Merrihew, Terry Tegels, and Kim Armstrong/Exec Dir of Foundation/Auxiliary.

ABSENT: Tom Christensen, Kay Gross, Emily Masters/CHRO

CALL TO ORDER

A special meeting of the Windom Area Health Foundation Board was called to order by Chairperson, Steve Johnson.

NEW BUSINESS

Women's Health Fund Application

Foundation members reviewed an application from a cancer patient requesting approval to receive funds from the Women's Health Fund to assist with expenses due to their cancer treatments.

M/S/C UNANIMOUSLY TO AWARD \$4,344.72 TO THE APPLICANT. FUNDS WILL BE USED FOR SIX MONTHS OF MORTGAGE PAYMENTS AND \$600 IN GAS CARDS FROM CASEY'S (SCHEITEL/MERRIHEW).

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

Steve Johnson
WAH Foundation Chairperson

Recorded by:
Kim Armstrong