

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

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

**Meeting Date/Time/Location:** Monday, August 28, 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:
<b>STANDING ITEMS</b>		
Call to Order	Call Windom Area Health Governing Board meeting to order at 5:30 pm by Governing Board Chairperson	Dr. Michael Fisher
Meeting Minutes	<ul style="list-style-type: none"> <li>Approve Windom Area Health Governing Board minutes from the regular meeting of July 24, 2023 (<i>Board Motion</i>)</li> <li>Approve Windom Area Health Governing Board minutes from the special meeting of August 3, 2023 (<i>Board Motion</i>)</li> </ul>	Dr. Michael Fisher
Board Education	Travis Eichstadt, IT Manager	
<b>COMMITTEE REPORTS</b>		
Professional Practice / Quality & Planning Cmte	<ul style="list-style-type: none"> <li>Medical Staff Credentialing review and approval per recommendation from the WAH Medical Staff (<i>Board Motion</i>)</li> <li>Medical Staff meeting review</li> <li>Review PP/Q &amp; P Committee meeting activities</li> </ul>	Dr. Taber Dr. Blue Kay Gross
Finance / Personnel / Labor Relations & Bldg & Grounds Cmte	<ul style="list-style-type: none"> <li>Review F/P/LR &amp; B-G Committee meeting activities</li> <li>Review and recommend approval of WAH resignations and terminations (<i>Board Motion</i>)</li> </ul>	Justin Schmit John Peyerl Emily M
<b>OTHER REPORTS</b>		
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	Monica Huber
Patient Safety Reports	Review patient safety activities	Monica Huber
WAH Policy Review	Review and approve the following policies: ( <i>Board Motion</i> ) <ul style="list-style-type: none"> <li>All Hazards Plan</li> <li>Utilization Management Plan</li> </ul>	Shelby M
Medical Director	Organizational updates	Dr. Blue

Administration	<ul style="list-style-type: none"> <li>Review/Update of Senior Management Team Executive Summaries</li> <li>Review and approve WAH committee meeting reports as presented (<i>Board Motion</i>)</li> </ul>	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	The next Foundation Board meeting will be held on August 29, 2023 at 5:00 pm in the LCR. The May 30, 2023 Foundation Board meeting minutes are included in Board book.	Dr. Michael Fisher
WAH Auxiliary	Auxiliary met August 14, 2023. Minutes from the July 10, 2023 Auxiliary Meeting are included in Board book.	Dr. Michael Fisher
<b>OLD &amp; NEW BUSINESS</b>		
Old Business		Dr. Michael Fisher
New Business		
<b>CONCLUSION</b>		
	Conclude WAH Governing Board meeting	Dr. Michael Fisher











WAH Policy Review	There were no policies presented for Governing Board approval.	Shelby M
Medical Director	Dr. Blue expressed gratitude for all that participated at the various DaVinci events held earlier this month. Windom Area Health received a positive response from the community. The DaVinci Surgical Robot is here and has been installed in our Surgical Department.	Dr. Blue
Administration	Emily Masters, CHRS, reported that Marijuana will become legal in Minnesota effective August 1. WAH will be removing THC in the pre-employment drug screen. There is a job posting for a Certified Nurse Practitioner for Mental Health to assist in supporting our Walk-In Clinic. Dr. Pipitone is no longer with us and Darla Miles continues to see patients for Mental Health. Landon Johnson, Nurse Manager, shared that Nursing staff have added sympathy gifts for loved ones that have had someone pass away at WAH. Landon stated that there are two positions open in the Nursing Department. M/S/C UNANIMOUSLY TO APPROVE WAH COMMITTEE MEETING REPORTS AS PRESENTED (ORTMANN/TEGELS).	Sr Mgmt Team
City of Windom	Windom's Nite to Unite will be held on Tuesday, August 1. Cottonwood County and the City of Windom are working on an ordinance for Legal Marijuana. Dispensary Permits won't be in effect until January 1, 2025. Budgets will begin in August.	Steve Nasby Marv Grunig
Sanford Health Network	Dave shared that Sanford announced that their employees will not be required to have COVID vaccines. Dave noted that a decision should be made within the next 30 days on if the Sanford/Fairview merger will continue to move forward. Sanford will be opening a virtual clinic in North Dakota.	Dave Rogers, SHN Exec Dir
WAH Foundation Board	The next Foundation Board meeting will be held on August 29, 2023.	Dr. Michael Fisher
WAH Auxiliary	Auxiliary met July 10, 2023. Minutes from the June 12, 2023 Auxiliary Meeting were included in the Board book.	Dr. Michael Fisher
<b>OLD &amp; NEW BUSINESS</b>		
Old Business	There was no old business to report.	Dr. Michael Fisher
New Business	There was no new business to report.	Dr. Michael Fisher
<b>CONCLUSION</b>		
	Chairperson, Dr. Michael Fisher, concluded the WAH Governing Board meeting.	Dr. Michael Fisher

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

**Meeting Name: Windom Area Health SPECIAL Governing Board Meeting**  
**GOVERNING BOARD MINUTES**

<b>Purpose:</b> WAH Governing Board Special Meeting	
<b>Date/Time/Location:</b>	<b>Thursday, August 3, 2023 / 12:00 pm / Large Conference Room</b>
<b>Facilitator:</b>	Dr. Michael Fisher
<b>Attending Members:</b> All WAH Governing Board members	Present: Dr. Michael Fisher, Dan Ortmann, Terry Tegels, Kay Gross, Justin Schmit, Julie Brugman/ Mt Lake Advisory Member, Ann Bartelt (via WebEx), Shelby Medina/CEO, Dr. Blue/WAH Medical Director, John Peyerl/CFO, Emily Masters, CHRO Absent: Others: Todd Hagen/Ehlers (via WebEx), Steve Nasby/City Administrator, Marv Grunig/Windom City Council Liaison, Citizen Newspaper Editor, Heather Hummel/Executive Assistant
<b>Recorder:</b>	Heather Hummel, Executive Assistant

TOPIC	ACTION STEP(S)	LEADER	
<b>AGENDA ITEMS</b>			
Call to Order	Windom Area Health Governing Board meeting was called to order at 12:00 pm by WAH Board Chairperson, Dr. Michael Fisher.	Dr. M Fisher	
MOB Finance Options	Todd Hagen from Ehlers gave a presentation to the Governing Board. Discussion was held regarding the difference in types of bonds. The City Administrator has given authority to Ehlers to talk to banks prior to the next City Council Meeting on August 15. M/S/C UNANIMOUSLY TO RECOMMEND PRESENTING THE 20 YEAR, TAX-EXEMPT, NOT BANK QUALIFIED FINANCE OPTION TO THE WINDOM CITY COUNCIL AT THEIR AUGUST 15 MEETING AS PRESENTED (SCHMIT/GROSS). M/S/C UNANIMOUSLY TO RECOMMEND DEMOLITION OF THE CURRENT CLINIC BUILDING TO THE WINDOM CITY COUNCIL FOR DEMOLITION IN SEPTEMBER (FISHER/GROSS).	Shelby Medina John Peyerl Todd Hagen	
Conclude Meeting	The WAH Special Governing Board meeting was concluded by Chairperson, Dr. Michael Fisher.	Dr. M Fisher	

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



**WINDOM AREA HEALTH**  
**GOVERNING BOARD EXECUTIVE SUMMARY**  
*as of August 24, 2023*  
**WAH MISSION: “Dedicated to Health”**

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**CHIEF EXECUTIVE OFFICER REPORT**

• **Organizational Updates**

- Dr. Mark Fernandez started August 21<sup>st</sup> and has already started to see patients in clinic his first week. Dr. Fernandez is a highly skilled general surgeon who is trained on daVinci robotic assisted surgery and will cover clinic, hospital and surgery.
- Dr. Hinshaw has scheduled his first robot assisted surgical cases for August 31<sup>st</sup>. He continues to see increased growth with clinic visits.
- Dr. Arrazola, General Surgeon, will start on November 1<sup>st</sup>.
- We interviewed an Anesthesiologist and are preparing to make an offer. She has ties to the surrounding area and has extensive experience in pain management.
- We continue to work with WFMC on transitioning to the temporary clinic space located within the hospital. Sanford clinic has already vacated the clinic area.

• **MHA/Federal Updates:**

- State Bills: N/A
- Federal: N/A

• **Committee Meeting Updates**

- Work Place Violence: Nothing to Report until September
  - Committee Chair is changing from Heath Quiring to Jen Zajic
- Infection Prevention: Met July 26, 2023
  - 3 inpts. diagnosed with sepsis – no deaths due to sepsis
  - HAI = 0 (CAUTI, CLABSI, HAI, Total Joints)
  - Hand Hygiene total score = 99.36%
  - Health Alert MDH – potential risk for new monkeypox cases
  - Reportable diseases = COVID – 2; Strep Blood – 1; Salmonella - 1
- Pharmacy and Therapeutics: Met July 25, 2023
  - ADE: INR >5 = 1(ER); BS < 50 = 2 (ED/MS); Delirium review – none inappropriate
  - Medication Variance = 1 no patient harm / remote pharmacy = no concerns
  - PI – medication bar code scan = 95% and Narc wasting = 98%
  - Medication shortages expected due to tornado leveling Pfizer plant in NC
- PI/ Risk: Nothing to report until September
- Utilization Review: Nothing to Report until September
- Emergency Preparedness: Nothing to Report until November

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

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**CHIEF FINANCIAL OFFICER REPORT**

**Overview:**

- Net income from operations was negative \$183,511 compared to a budget of negative \$17,500. Our net patient revenue was \$94,417 more than last July. July operating income is -9.28% compared to a budget percentage of -0.81%.

The volume of inpatient activity in July exceeded budget expectations. The acute admissions were one more than June and equaled the budgeted volume. Activity on the outpatient side produced volumes and revenues below our monthly averages and budget expectation. Eighty-three percent of our gross revenues came from outpatient activity, which is consistent with expectations. Acute admissions totaled twenty-six. Those twenty-six admissions produced sixty-two inpatient days for an average daily census of 2.1. Outpatient gross revenue was \$400,179 less than budget and \$82,089 more than last July.

- Imaging procedure counts were 30 procedures below budget. Imaging performed 715 procedures compared to a budget of 745. Last July, 679 procedures were performed.
- Laboratory volumes exceeded budget expectations. Last fiscal year laboratory tests averaged about 10,140 in a given month. There were 9,986 in the month of July, which is 553 more than last July and 136 more than budget.
- Fifty-nine surgical procedures were performed in July, which is eleven less than our budgeted number of seventy and six more than last July. Five of those surgeries were joint replacements.
- Rehab Therapy performed 1,901 modalities in July, which was 453 more than last July. That is 201 more modalities than the budgeted number of 1,700.

Contractual adjustments came in at 49.71% for the month. Contractual adjustments were budgeted at 50.35%.

Overall, expenses were \$16,718 less than budget. Pharmaceuticals (\$27,977) was the only category that exceeded budget.

**Looking Forward:**

- FY2023 Annual Audit Presentation in September and Cost Report Preparation



## **WINDOM AREA HEATH**

### **GOVERNING BOARD EXECUTIVE SUMMARY**

*as of August 23, 2023*

**WAH MISSION:** *"Dedicated to Health"*

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#### **CHIEF NURSING OFFICER REPORT**

- Charge nurses and other leaders will be participating in the Effective Communication for Leaders series offered by Med-Sota.
- Nursing staff will be receiving some Mental Health First Aid training in the next few months. This will provide additional knowledge on managing the increased number of mental health patients presenting to the Emergency Department.
- MBQIP: WAH MBQIP score for quarter 2 was 100%. Previously it was about 40%. This is the measure of the thoroughness of the information we send to the facility that accepts our transfers. It's an important quality measure being tracked by the MNDOH.
- The number of observation hours written off due to delay in order placement or patients not qualifying for observation status was only 10.51 for 2<sup>nd</sup> quarter 2023. In the past this number has been significantly higher. This is the result of education and training of the nursing staff.
- WAH hosted a CALS (Comprehensive Advanced Life Support) class. CALS is a MN based 501(c)(3) non-profit organization. It is a 2.5 day course addressing the broad educational needs of doctors, advanced practitioners, nurses and paramedics working in rural, remote and global emergency departments. There were 26 participants from 16 different agencies and communities.

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

- 1.7 RN FTEs open
- There is a much larger # of deliveries expected in September than usual.

#### **MHA Safety Data as of August 23:**

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

## WINDOM AREA HEALTH

### GOVERNING BOARD EXECUTIVE SUMMARY

as of August 22, 2023

WAH MISSION: "Dedicated to Health"

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## CHIEF HUMAN RELATIONS OFFICER REPORT

### Human Resources/Employee Health

- Posted positions:
  - RN & Nursing Intern
  - RN/LPN/MA – Wound Center
  - Surgery Tech
  - Community Health & Wellness Manager
  - Radiology Tech
  - Radiology Intern
  - Patient Access Rep – Front Desk
  - Patient Account Manager
  - Paramedic
  - Patient Account Rep
  - Behavioral Health Nurse Practitioner
  - Nutritional Services Lead
  - Environmental Services Tech
  - Dietary Aide/Cook
- Leaders attended a training session on July 18<sup>th</sup>, featuring John Graci, on various management topics.
- We continue to build on our student program connections; Metro State will be visiting to arrange for WAH to be a part of their CRNA clinical sites. Darla Miles, CNP, will be a preceptor for a psych – CNP student from SDSU.
- We will be conducting our first international RN virtual recruitment event on September 19<sup>th</sup>.

### Community Health/Mental Health/Wellness Center

- WAH's Kid's Choice program was featured in MHA's Community Benefit annual report (included in board book).
- We added another Alive and Active class starting in September due to demand and class size limits. Another Walk with Ease session will also start this fall.
- Since it's onset in March 2021, Bridge the Gap has had 38 patients referred and 71% have completed the program.
- A lunch and learn will be held 9/21 called, "Building Connections", given by our Social Worker, Brianna Jonason (see flier). It will focus on the importance of social connections (versus isolation) for mental health.
- We will be presenting to 50-60 managers at Toro on Sept 11<sup>th</sup>, on recognizing mental health crisis and how to help.

### Marketing/PR/Foundation

- Front page Shopper ads, provider letters and sponsored social media ads featuring our new general surgeon, Dr. Fernandez, were launched in the last week. Dr. Fernandez started August 21<sup>st</sup>.
- We are working with the WAH operations team to create new signage for Dr. Taber's relocated clinic to help patients and staff navigate.
- Marketing staff and other employees/children represented WAH at the recent Jackson parade.
- We had about 100 attendees at the Summer Path Event.
- We had staff present at the Mt. Lake Kids Fair/Backpack event.

### Sponsorships/Donations

- Donated prizes for the Jamie Torkelson Fallen Biker Ride, benefiting Windom Hockey Association.

### Committee Meetings

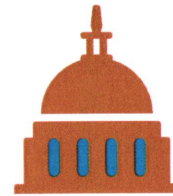
- **Employee Focus/Finance:** Rehabilitation put on a Rootbeer Float event in August for all employees. We also hosted the Scrub Truck in August.
- **Patient & Family Advisory Committee:** No report.
- **Safety:** Discussion was held on employees and precautions for patients taking cytotoxic medications/chemo, recalls on food/equipment were noted, SDS access knowledge is a Performance Improvement goal and various methods are being utilized to increase staff awareness, rounding was completed on various department with findings being shared with leaders with corrective actions noted. There were 2 OSHA recordable illnesses in Q2 (elbow injury, BBP, and back strain). We had 549.34 hours of time off attributed to illness/injury, down from 684 hours in the same quarter last year. 27 employees were tested for COVID in Q2, with an 11% positivity rate.
- **Safe Patient Handling:** 1 safe patient handling event was noted in Q2 with no injury, the SPH inventory list was updated, along with the checklist. It was noted that there is a wheelchair that needs replacing by PT.





Minnesota Hospital Association

# Community Benefit Report *Aug. 2023*



## *at a glance*

### COMMUNITY CONTRIBUTIONS

**\$3.4 billion**

Minnesota's hospitals and health systems contributed \$3.4 billion to their communities in 2021.

### UNCOMPENSATED CARE

**\$655 million**

Minnesota's hospitals and health systems contributed almost \$655 million in uncompensated care in 2021.\*

### MEDICAID UNDERFUNDING

**\$837 million**

Medicaid reimburses hospitals 27% below the actual cost of providing care. Hospitals subsidize this care.

### MEDICARE UNDERFUNDING

**\$1 Billion**

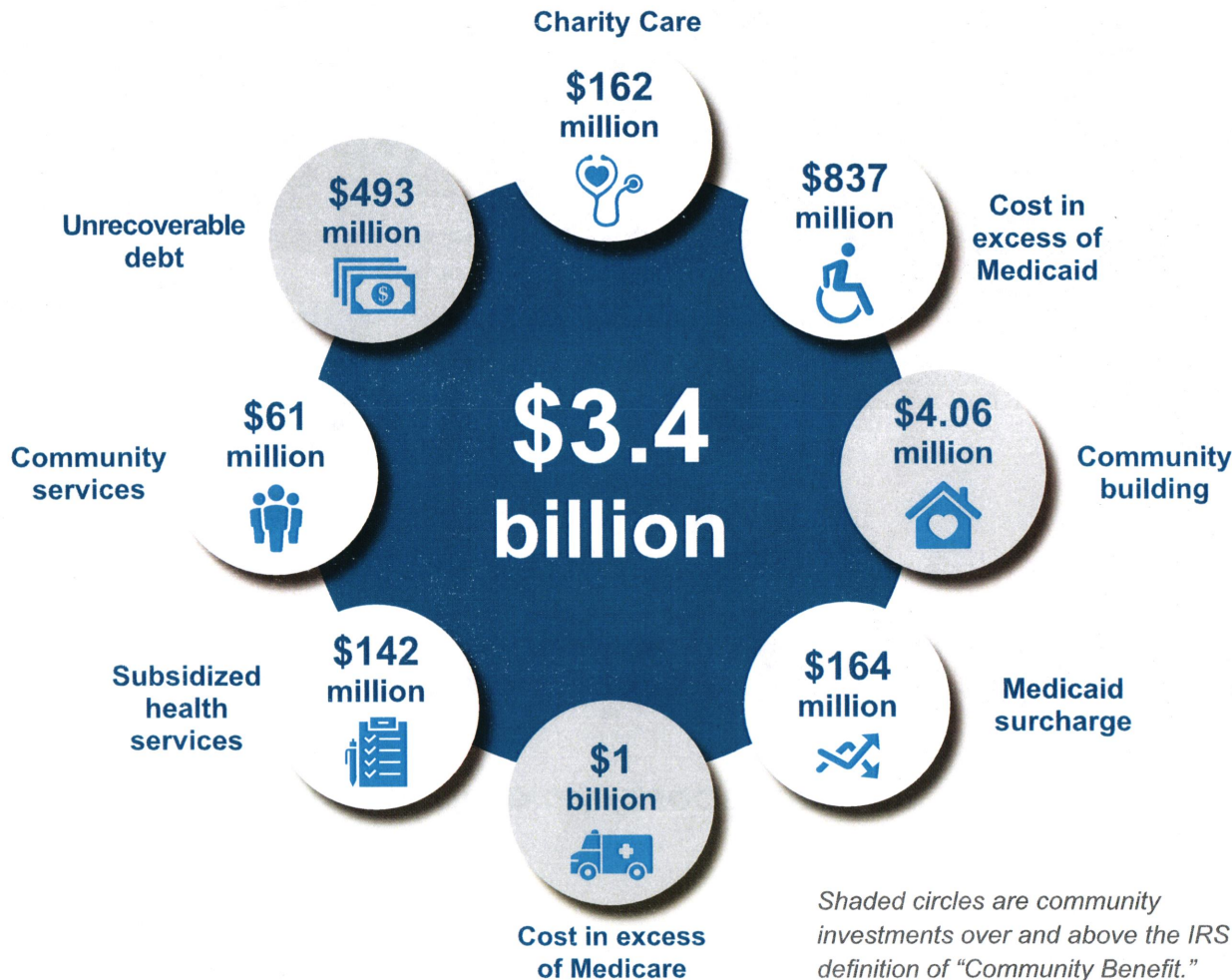
Medicare reimburses hospitals 20% below the actual cost of providing care. Hospitals subsidize this care.

*\*Uncompensated care is the combination of charity care and bad debt.*



# PROVIDING CARE TO ALL

**Minnesota's hospitals and health systems** are committed to providing high-quality care to all Minnesotans regardless of the patients' ability to pay. Across Minnesota, hospitals and health systems provide a full spectrum of services to support patients and offer a variety of payment options and services including financial counselors. Financial assistance is provided for patients from whom there is no expectation of payment.



## M Health Fairview's Partnership with Our Saviour's Community Services

M Health Fairview is piloting a unique respite care program with the non-profit organization, Our Saviour's Community Services, in Minneapolis. Our Saviour's Community Services specializes in providing shelter, on-site health care staff, and other supportive services to unhoused adults who are being released from the hospital with a medical need that makes them too vulnerable to recover on the street or in a traditional shelter.

During the initial pilot, which ran from February to June 2022, 20 people were accepted to the respite care program. Of those who received care and services at Our Saviour's Community Services, 11 have remained out of the hospital and emergency department, and four accessed stable housing. The program has been extended through June 2023 with a possibility of extending further.





# BUILDING THE STATE'S ECONOMY

**Health care** continues to be one of the state's largest private-sector sources of jobs, with hospitals often serving as one of the largest employers in their communities:

- 122,758 people are employed in Minnesota hospitals and health systems \*\*
- \$10.2 billion paid in employee compensation\*
- \$39 billion contributed to the state's economy\*

*\*Study conducted by the Bureau of Business and Economic Research, an entity of the University of Minnesota Duluth*

*\*\* University of Minnesota*

In addition to collectively being one of the state's largest employers, Minnesota's hospitals and health systems also contributed almost \$197 million in 2021 to building the state's future economy through a variety of education, workforce, and pipeline development programs. These programs are intended to train and develop the next generation of health care workers to ensure Minnesota is prepared to meet its future health care needs with a diverse and highly skilled group of health care workers.

## Hennepin Healthcare's Health Equity Programs

Hennepin Healthcare's health equity department partners with the community, its patients, and families to ensure access to outstanding care for everyone while improving health and wellness through patient and community education and research. This includes programming to increase representation of health care professionals in underrepresented populations. This is accomplished through the work of its Talent Garden Youth Summits and Internships, where youth ages 12-18 years old are introduced to hands-on learning opportunities in health care careers.

In 2022, four youth summits were completed: Black Men with Stethoscopes, Black Women with Stethoscopes, Latino Youth with Stethoscopes, and the Summer Talent Garden Youth Internship Program. More than 296 youth have participated in these events, with inspiring, far-reaching outcomes in their communities and with their peers.





# BUILDING HEALTHY COMMUNITIES

**Minnesota hospitals and health systems** offer a wide range of services and resources that extend access to care beyond the traditional hospital setting like health screenings, health education, health fairs, immunization clinics, subsidized health services, and other community outreach programs. This long-standing effort promotes the health and wellness of individuals and communities throughout the state. Specific areas of community investments:

- Research: \$16 million
- Community benefit activity/care total: \$62 million
- Community building: \$4 million



## Windom Area Health's Kid's Choice Education Program

Windom Area Health' Kid's Choice program provides interactive educational presentations on wellness topics every month, all year long, at four elementary schools in the region.

Each session offers a brief presentation along with an activity and covers topics like regular exercise, healthy nutrition, and the importance of a good night's sleep. At the end of the school year, program staff administer a test that covers topics from each presentation.

With 141 kids currently registered, Windom Area Health plans to continue growing this program by partnering with local teachers and staff at Windom Area Health to offer these educational sessions.



## No-Cost Child Advocacy Services with the Help of CentraCare

The Central Minnesota Child Advocacy Center (CAC) provides critically important services to victims of child abuse and neglect, enabling them to tell their story the least number of times possible – in a safe, expanded, comfortable space. Starting in 2016, the CAC has collaborated with law enforcement, child protection, county attorneys, advocates, mental health, and medical professionals in one location to provide children the care and advocacy they need.

“A child can come here and meet with an interviewer and share their story. They can then meet with a therapist afterwards and have someone who can help them with those immediate needs to provide some coping skills, some strategies,” said Liza Fetterley, CAC child and family advocate.

CAC services are provided to families at no cost. As the organization's main sponsor, CentraCare supports the CAC through financial contributions received from the community.

Since opening in September 2016, the CAC has served more than 1,800 kids and vulnerable adults and that number increases each year.



# MINNESOTA HOSPITALS AND HEALTH SYSTEMS

*by the numbers*

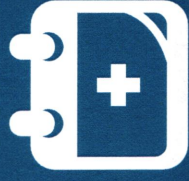
EMERGENCY  
DEPT. VISITS  
almost  
2 million



INPATIENT  
DAYS  
2.6 million



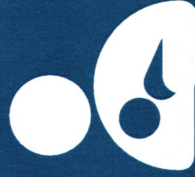
AVERAGE  
LENGTH  
OF STAY  
5.1 days



OUTPATIENT  
VISITS  
9.6 million



CHILD BIRTHS  
more than  
63,000



INDIVIDUALS  
SERVED  
515,360





# EVERYDAY FOR EVERYONE

**Minnesota hospitals and health systems** have been and will always be proud to serve all Minnesotans. Minnesota hospitals and health systems are dedicated to delivering high-quality care, building healthy communities throughout the state, and driving the state's economy despite their own economic challenges.

MHA would like to thank all the health care team members throughout the state for delivering these critical services 24 hours a day, seven days a week, 365 days a year.

For a full list of 2021 community contributions, [click here](#).

For a list of community benefit data by region, [click here](#).



**Minnesota Hospital Association**

161 Saint Anthony Ave., Ste. 915  
Saint Paul, MN 55103

[mnhospitals.org](http://mnhospitals.org)

(651) 641-1121



# BUILDING CONNECTIONS

**W** WINDOM  
AREA HEALTH

**A Lunch & Learn on Increasing Relationships, Support, and Sense of Belonging**

**THURS., SEPT. 21ST | 12:00PM-1:00PM**

**WAH LARGE CONFERENCE ROOM**

Join Brianna Jonason, Mental Health Therapist, for a FREE one-hour presentation where she will discuss the importance of connection and ways to fight social loneliness and isolation.



**BRIANNA  
JONASON, LGSW**

*Mental Health  
Therapist*



**Call 507-831-0620 to get  
registered for this FREE event!**

**(Note: To guarantee a meal, please register by Thursday, September 14th.)**







**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, August 28, 2023 / 4:30-5:15 pm / Large Conference Room

**Members:** Justin Schmit, Ann Bartelt, Dan Ortmann, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lake Advisory Mbr, John Peyerl/CFO, Emily Masters/CHRO, 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:	
<b>STANDING ITEMS</b>			
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 July 24, 2023 ( <i>Cmte Motion</i> )	Justin Schmit	
Collections & Financial Assistance	Review & recommend approval of patient financial accounts ( <i>Cmte Motion / Bd Motion</i> )	John Peyerl	
Employee Resignations & Terminations	Review & recommend acceptance of WAH employee resignations / terminations ( <i>Cmte Motion / Bd Motion</i> )	Emily Masters	
<b>FOLLOW-UP ITEMS</b>			
MOB	Continue to discuss next steps	Shelby Medina	
<b>NEW/CURRENT ITEMS</b>			
<i>Other</i>			
<b>CONCLUSION</b>			
	Conclude Finance/Personnel/Labor Relations & Building & Grounds Committee meeting	Justin Schmit	



**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, July 24, 2023 / 4:30-5:15 pm / Large Conference Room**

**Members:** Justin Schmit, Ann Bartelt, Dan Ortmann, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lake Advisory Mbr, John Peyerl/CFO, Emily Masters/CHRO, Monica Huber/CNO, Dr. Dan Blue/Medical Dir, Shelby Medina/CEO  
 Present: Justin Schmit, Dan Ortmann, Ann Bartelt, Julie Brugman/Mt Lake Advisory Member, Dr. Michael Fisher/ex-officio, Shelby Medina/CEO, Dr. Blue/Medical Director, John Peyerl/CFO, Emily Masters/CHRO  
 Absent: Monica Huber/CNO  
 Others: Todd Hagen/Ehlers (via WebEx), Heather Hummel/Executive Assistant

**Chairperson (or Acting Chairperson):** Justin Schmit, Chairperson

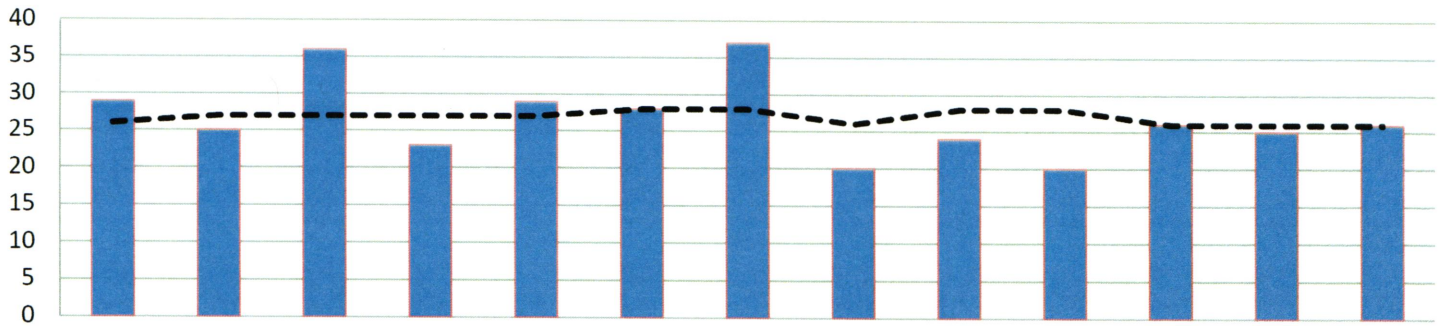
**Recorder:** Heather Hummel, Executive Asst

Category / Topic	Action step(s) / Updates	Leader:	
<b>STANDING ITEMS</b>			
Call to Order	The Finance/Personnel/Labor Relations & Building & Grounds Committee meeting was called to order Chairperson, Justin Schmit.	Justin Schmit	
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF JUNE 26, 2023, AS PRESENTED (SCHMIT/BRUGMAN).	Justin Schmit	
Collections & Financial Assistance	There was no report available for May 2023 Collections and Financial Assistance.	John Peyerl	
Employee Resignations & Terminations	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FOLLOWING RESIGNATIONS: PRN RADIOLOGY TECH EFFECTIVE 5/29/2023; PATIENT ACCESS REPRESENTATIVE EFFECTIVE 7/21/2023. THERE WAS ONE TERMINATION OF A HEALTH UNIT COORDINATOR EFFECTIVE 6/29/2023 (ORTMANN/BARTELT).	Emily Masters	
<b>FOLLOW-UP ITEMS</b>			
	There were no follow-up items to address.		
<b>NEW/CURRENT ITEMS</b>			
MOB Financing Update	John introduced Todd Hagen from Ehlers Public Finance Advisors which is the City of Windom's Financial Consultant who assists with bonds. Todd gave a presentation on financing options for the Medical Office Building. Discussion was held regarding different options for the project financing.	John P Todd Hagen	
<b>CONCLUSION</b>			
	Chairperson, Just Schmit, concluded the Finance/Personnel/Labor Relations & Building & Grounds Committee meeting.	Justin Schmit	



## ADMISSIONS

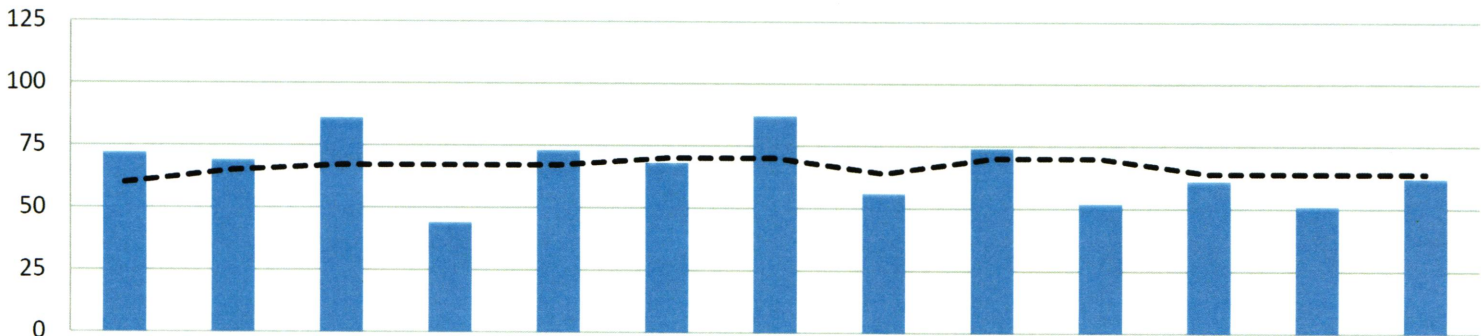
█ Admissions    - - - Budget



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

## PATIENT DAYS

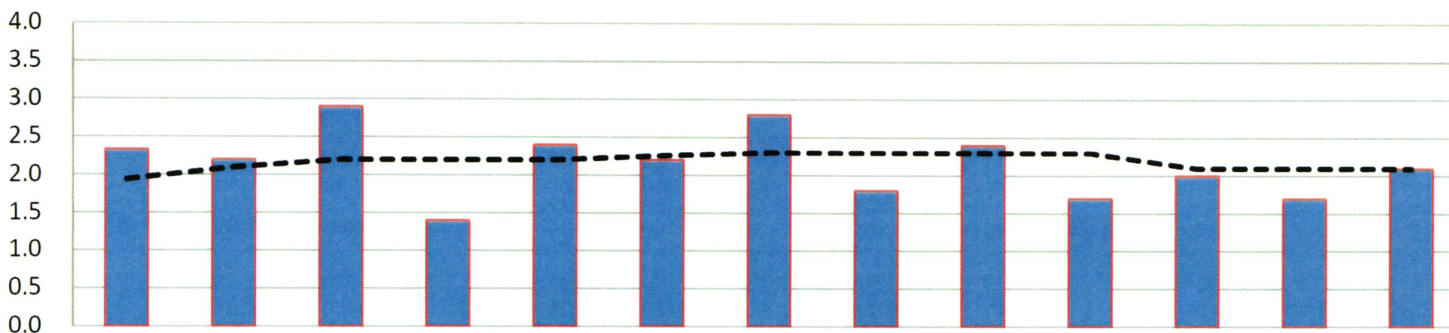
█ Pt Days    - - - Budget



	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23
Pt Days	72	69	86	44	73	68	87	56	74	52	61	51	62
Budget	60	65	67	67	67	70	70	64	70	70	64	64	64

## AVERAGE PATIENTS PER DAY

█ Avg Pt/Day    - - - Budget



	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23
Avg Pt/Day	2.3	2.2	2.9	1.4	2.4	2.2	2.8	1.8	2.4	1.7	2.0	1.7	2.1
Budget	1.9	2.1	2.2	2.2	2.2	2.3	2.3	2.3	2.3	2.3	2.1	2.1	2.1

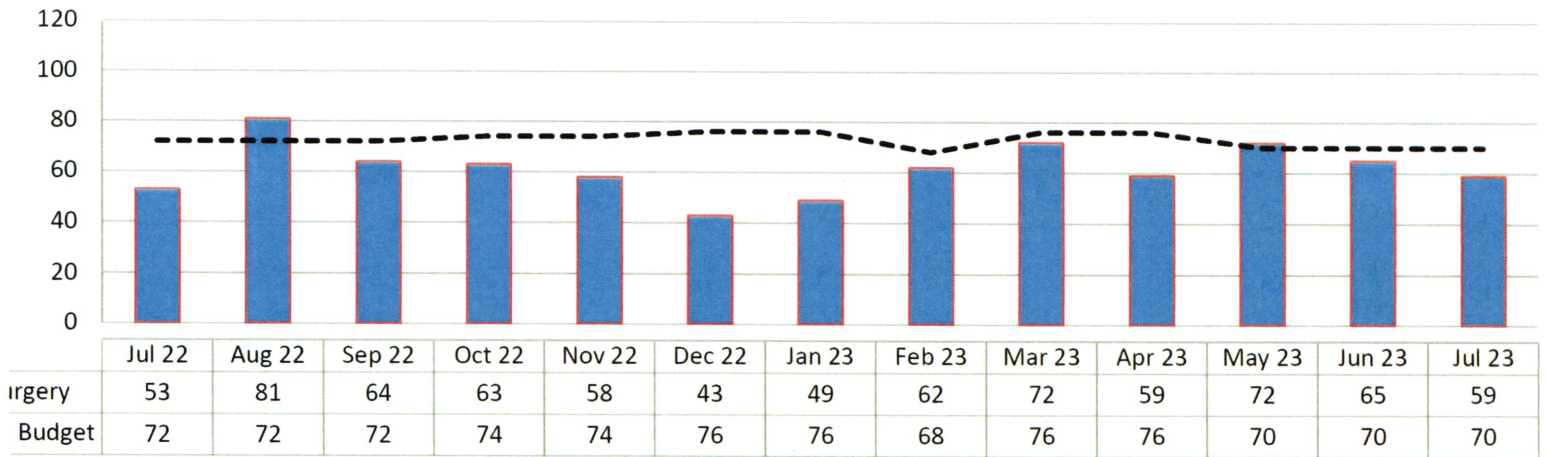






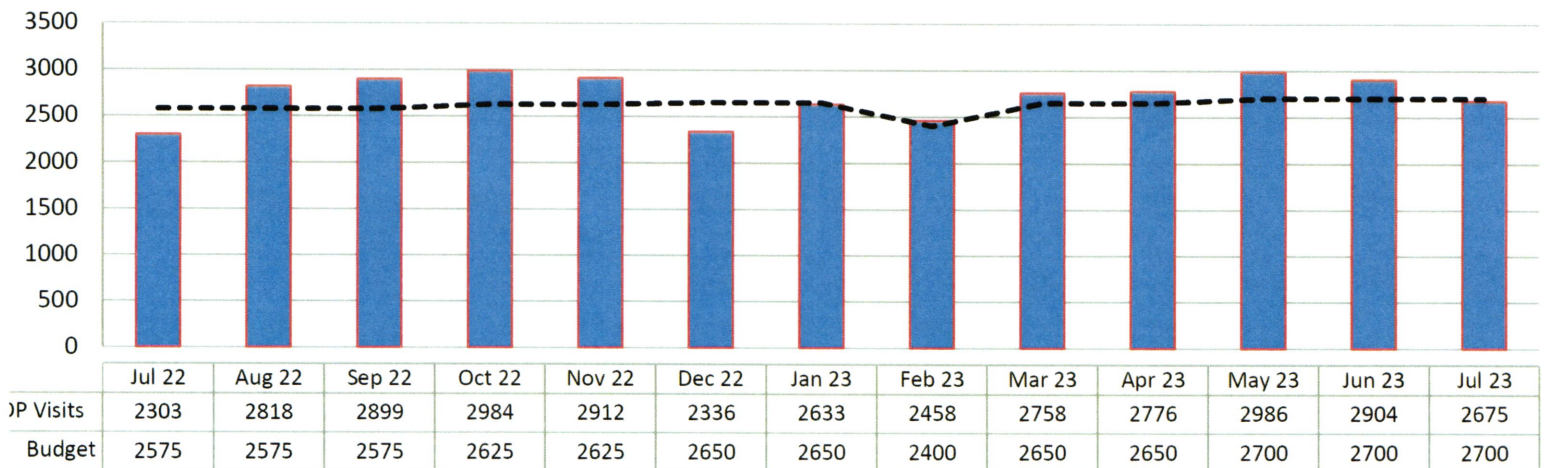
## SURGERY

█ Surgery    - - - Budget



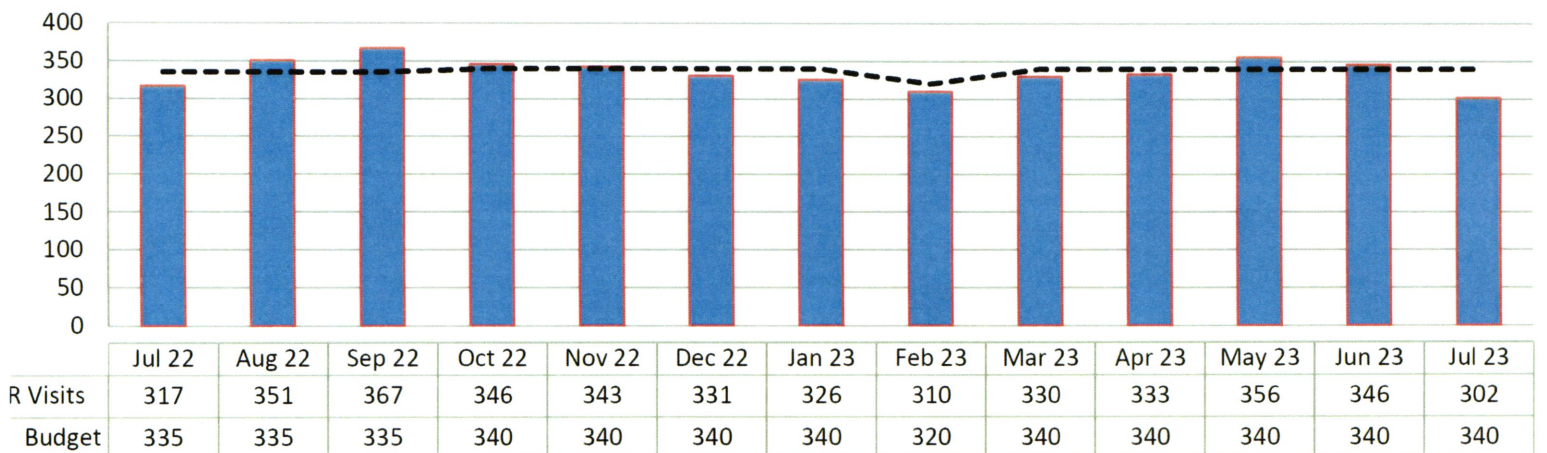
## OUTPATIENT OCCASIONS OF SERVICE

█ OP Visits    - - - Budget



## EMERGENCY VISITS

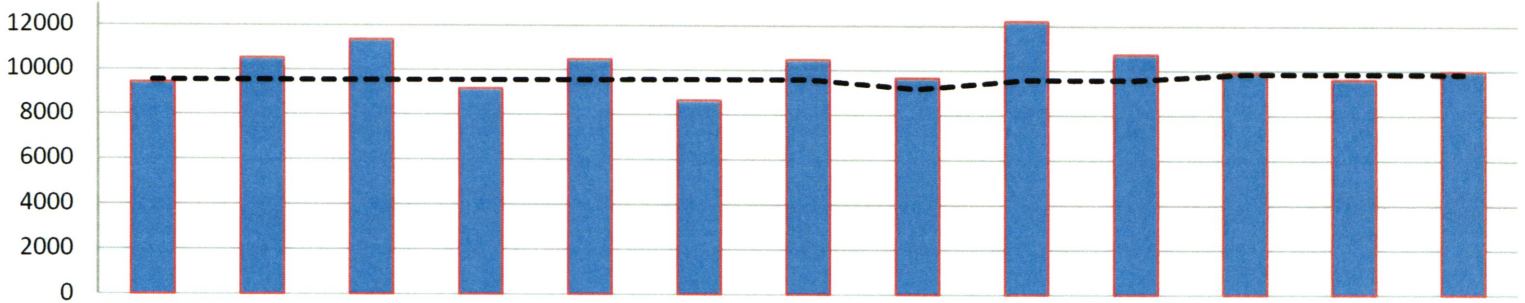
█ ER Visits    - - - Budget





## LAB PROCEDURES

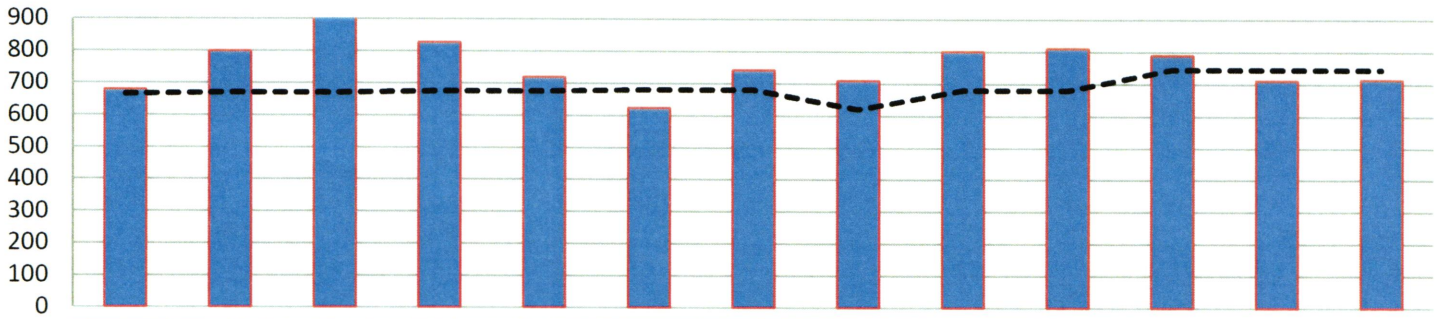
Lab Proc Budget



	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23
Lab Proc	9433	10542	11361	9147	10484	8620	10484	9661	12234	10733	9906	9604	9986
Budget	9525	9525	9525	9550	9550	9575	9575	9150	9575	9575	9850	9850	9850

## IMAGING PROCEDURES

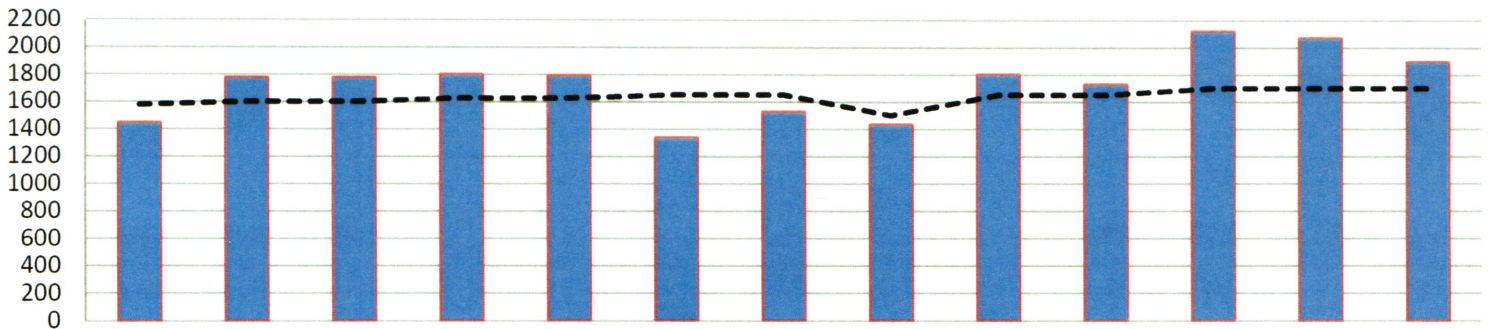
Imaging Proc Budget



	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23
Imaging Proc	679	799	908	827	719	624	742	710	801	811	790	712	715
Budget	665	670	670	675	675	680	680	620	680	680	745	745	745

## REHAB MODALITIES

Rehab Modalities Budget



	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23
Rehab Modalities	1448	1779	1779	1803	1794	1340	1531	1437	1807	1733	2123	2075	1901
Budget	1575	1600	1600	1625	1625	1650	1650	1500	1650	1650	1700	1700	1700



WINDOM AREA HEALTH  
INCOME STATEMENT

7/31/2023	Revenue		Revenue		Revenue		Revenue		July	\$ Change	% Change	
7/31/2023	Comparison	Budget 2024	Comparison	Y-T-D FY2024	Comparison	Budget 2024	Comparison	Budget 2024	Comparison	Y-T-D FY2023	From Last Year	From Last Year
<b>PATIENT REVENUE</b>												
Inpatient Revenue	\$664,243	17.08%	\$675,000	15.70%	\$2,631,333	20.16%	\$2,025,000	15.70%	\$1,722,941	\$908,392	52.7%	
Outpatient Revenue	\$3,223,821	82.92%	\$3,625,000	84.30%	\$10,421,606	79.84%	\$10,875,000	84.30%	\$9,934,011	\$487,595	4.9%	
Total Patient Revenue	\$3,888,064	100.00%	\$4,300,000	100.00%	\$13,052,939	100.00%	\$12,900,000	100.00%	\$11,656,952	\$1,395,987	12.0%	
Contractual Adjustments	\$1,932,818	49.71%	\$2,165,000	50.35%	\$6,649,400	50.94%	\$6,495,000	50.35%	\$5,233,110	\$1,416,290	27.1%	
Other Income	\$22,025	0.57%	\$25,000	0.58%	\$72,356	0.55%	\$75,000	0.58%	\$57,803	\$14,553		
<b>NET OPERATING REVENUE</b>	<b>\$1,977,271</b>	<b>100.00%</b>	<b>\$2,160,000</b>	<b>100.00%</b>	<b>\$6,475,895</b>	<b>100.00%</b>	<b>\$6,480,000</b>	<b>100.00%</b>	<b>\$6,481,645</b>	<b>(\$5,750)</b>	<b>-0.1%</b>	
<b>EXPENSE</b>												
Employee Salaries	\$794,279	40.17%	\$810,000	37.50%	\$2,346,688	36.24%	\$2,430,000	37.50%	\$2,042,550	\$304,138	14.9%	
Employee Benefits	\$242,690	12.27%	\$245,000	11.34%	\$742,176	11.46%	\$735,000	11.34%	\$665,058	\$77,118	11.6%	
Pharmaceuticals	\$127,977	6.47%	\$100,000	4.63%	\$341,729	5.28%	\$300,000	4.63%	\$297,676	\$44,053	14.8%	
Supplies	\$121,836	6.16%	\$160,000	7.41%	\$491,685	7.59%	\$480,000	7.41%	\$352,124	\$139,561	39.6%	
Rents & Utilities	\$36,937	1.87%	\$30,000	1.39%	\$97,992	1.51%	\$90,000	1.39%	\$84,432	\$13,560	16.1%	
Purchased Services	\$511,498	25.87%	\$525,000	24.31%	\$1,624,234	25.08%	\$1,575,000	24.31%	\$1,520,758	\$103,476	6.8%	
Other Direct Expenses	\$111,692	5.65%	\$110,000	5.09%	\$357,534	5.52%	\$330,000	5.09%	\$431,957	(\$74,423)	-17.2%	
Provision for Bad Debts	\$69,683	3.52%	\$50,000	2.31%	\$186,476	2.88%	\$150,000	2.31%	\$175,644	\$10,832	6.2%	
Depreciation	\$131,805	6.67%	\$135,000	6.25%	\$396,373	6.12%	\$405,000	6.25%	\$392,599	\$3,774	1.0%	
Interest Expense	\$12,385	0.63%	\$12,500	0.58%	\$37,155	0.57%	\$37,500	0.58%	\$39,084	(\$1,929)	-4.9%	
Total Operating Expense	\$2,160,782	109.28%	\$2,177,500	100.81%	\$6,622,042	102.26%	\$6,532,500	100.81%	\$6,001,882	\$620,160	10.3%	
Income (loss) From Operations	(\$183,511)	-9.28%	(\$17,500)	-0.81%	(\$146,147)	-2.26%	(\$52,500)	-0.81%	\$479,763	(\$625,910)		
Investment Income	\$55,585	2.81%	\$35,000	1.62%	\$126,346	1.95%	\$105,000	1.62%	\$25,512	\$100,834		
Other Revenue/(Expenses)	\$5,778	0.29%	\$5,000	0.23%	\$17,438	0.27%	\$15,000	0.23%	\$17,723	(\$285)		
Non Operating Rev/Exp	\$61,363	3.10%	\$40,000	1.85%	\$143,784	2.22%	\$120,000	1.85%	\$43,235	\$100,549		
Increase in Net Assets	(\$122,148)	-6.18%	\$22,500	1.04%	(\$2,363)	-0.04%	\$67,500	1.04%	\$522,998	(\$525,361)		



**WINDOM AREA HEALTH  
 FY 2024  
 CAPITAL ASSET ACQUISITIONS**

<b>Yrs Dep</b>	<b>Capital Asset</b>	<b>Vendor</b>	<b>Asset class</b>	<b>May</b>	<b>June</b>	<b>July</b>
10	Tuckpointing, Replace brick on existing signage (Hwy 60 & 71)	Doug Bergendahl	Land Improv		12,100	
15	Be Well Path Equipment	Outdoor Fitness/Flagship etc.	Land Improv			19,777
<b>Total</b>				-	<b>12,100</b>	<b>19,777</b>

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**Total YTD Capital Acquisitions      31,877**



**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, August 28, 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)** Kay Gross, Chairperson

**Recorder:** Heather Hummel, Executive Asst

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

Call to Order	Call Professional Practice/Quality & Planning Committee meeting to order at 4:00 pm by chairperson	Kay Gross	
Minutes	Approve minutes from the regular Committee meeting of July 24, 2023 ( <i>Cmte Motion</i> )	Kay Gross	

**FOLLOW-UP ITEMS**

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

**NEW/CURRENT ITEMS**

Strategic Planning Action Items Follow up	Review and update on progress	Dr. Blue	
WFMC Temporary Clinic Space	Review and update on progress	Shelby Medina	
<i>Other</i>			

**CONCLUSION**

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

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

**Meeting Date/Time/Location:** Monday, July 24, 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: Kay Gross, Terry Tegels, Julie Brugman/Mt Lake Advisory Member, Dr. Michael Fisher/ex-officio, Shelby Medina/CEO, Dr. Blue/Medical Director, John Peyerl/CFO, Emily Masters/CHRO, Landon Johnson/Nurse Manager, Dave Rogers/SHN Executive Director  
 Absent: Monica Huber/CNO  
 Others: Dr. Taber/Chief of Staff, Heather Hummel/Executive Assistant

**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	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 JUNE 26, 2023, AS PRESENTED (TEGELS/BRUGMAN).	Kay Gross

**FOLLOW-UP ITEMS**

Medical Staff Credentialing & Medical Staff Meeting Update	Dr. Blue, WAH Medical Director, reported on agenda items address at the Medical Staff meeting held earlier in the day. He noted that the WAH Medical Staff reviewed the July 2023 Credentialing list which included Dr. Hinshaw's request for robotic assisted credentials and recommended its approval to the Governing Board. Dr. Blue stated discussion was held regarding Dr. Fernandez who will be contracted with WAH for General Surgery. Medical Staff asked if they can be included in the recruiting process in the future. Shelby expressed that engagement from Medical Staff would be appreciated when bringing new physicians to Windom Area Health.	Dr. Taber/ Dr. Blue
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**NEW/CURRENT ITEMS**

Strategic Planning Action Items Follow up	Dr. Blue expressed that things continue to move along with the strategic plan. Work continues to be done with planning of the Medical Office Building. Dr. Blue stated that the DaVinci Robot has been installed and training is on-going with staff. There are currently two patients waiting for surgery.	Dr. Blue
MOU Review	Shelby reported concerns to Access Health in regards to the Memorandum of Understanding (MOU). All submitted modifications Shelby made to the MOU were accepted by Access Health and the MOU has been signed. Shelby requested that the Access Health leaders come speak to our Executive Team to see what the difference is between Access Health and Avera.	Shelby Medina

**CONCLUSION**

	Chairperson, Kay Gross, concluded the Professional Practice/Quality & Planning Committee meeting.	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**

**August 28, 2023**

**APPOINTMENTS:**

Lourdes Borges Ruiz, M.D.	Family Medicine	Courtesy Staff
Eastlyn Enderle, RN	Cardiology (Jonsson)	Allied Health Professionals
Marc Fernandez, M.D.	General Surgery	Courtesy Staff
Benjamin Freasier, M.D.	Telehospitalist	Telemedicine
Alison Huber, PA-C	Orthopedics (Botker)	Allied Health Professionals
Laurie Peniska, RN	Cardiology (Jonsson)	Allied Health Professionals

**REAPPOINTMENTS:**

Mohammed Chowdhury, M.D.	Cardiology	Consulting Staff
Katherine Greenlee, FNP	Cardiovascular (Stys)	Allied Health Professionals
Conrad Hanstein, M.D.	Emergency Medicine	Emergency Services
Ali D. Jassim, M.D.	Pathology	Consulting Staff
Sarah Heckel, CNP	Cardiology (Jonsson)	Allied Health Professionals
Megan Pohlman, PA-C	Family Medicine (Van Kley)	Allied Health Professionals

**SANFORD TELEMEDICINE APPOINTMENTS:**

Meggan Kowalski, CNP	Family Medicine	Telemedicine
Jieqi Wang, M.D.	Radiology	Telemedicine

**VRAD APPOINTMENTS:**

**VRAD REAPPOINTMENTS:**

**RESIGNATIONS:**



## JULY COMMENTS

### Ambulatory Surgery

Dr. Reddy was wonderful! The nurses, Pattie, Anita, Jackie and Brooke were all wonderful and caring! I had some interaction with all 4 of these nurses and they were kind, considerate, courteous and very caring.

### Clinic

The problem was with the scheduler at the doctor's end. She made me wait 2 weeks with a broken wrist to see the specialist.

### ED

The ER Doctor took the time to call my OB office and explain the situation so the information could be shared with my OB as well. He listened well and I really appreciated his thoroughness.

### ED

The total time spent in the ER with my child was 3 hours. We were both restless and waited patiently for updates. The time between "I'll be right back" was over 30 minutes at times. It was frustrating.

### ED

Just want to say thank you to Dr. Silver today Dr. Issa on Friday. Ethan for today and Friday and all the nurses. Thank you so much Windom.

### ED

Thank you guys for being so quick and efficient and getting me back to my bachelorette party :)

### Imaging

The technician was very good. Excellent care. Happy with services. A+.

### Imaging

Great job! Felt very comfortable with the staff, and was confident in their expertise.

### Imaging

The technician was very good at his job, pleasant and professional

### Imaging

Windom Health comes shining through in all their departments. It's a facility you can count on!

### Imaging

"There was a sign posted in the waiting room that said to call if waiting over 15 minutes. I did have to call the number."

### Imaging

It was nice to come in and feel comfortable and listened to. The staff were very friendly.

### Imaging

They were very soft on my pain. Help me out the door. Thank you.

### Imaging

I greatly appreciate the facility having the tools that they have and the patience, or the staff to honor the patients with what they have. If it's a blessing to see what Windham has evolved into, and I would like to keep it that way from here on out. It's been an eye opener for me. I didn't know what that the Windham still has experience Direct. Stepped up and got as much as the information or the equipment is. They do have, it's greatly appreciate it and I think it's very much have a good day. Bye. Bye for now.

### Imaging

I felt the radiologist was not friendly and didn't even smile. She didn't even say Hi to me when she came into the waiting room. She did make some small talk with me.



## JULY COMMENTS

- Imaging** "So thankful to be able to have Windom Hospital for these kinds of things. So nice not to have to travel "
- Imaging** The tech did a great job explaining what she was doing and why y.
- Imaging** It was fabulous!
- Imaging** they were nice
- Imaging** I have filled out more than a dozen of these surveys for Sanford and I have always given very high marks but not this time. It was a royal mess from beginning to end and there isn't enough space to write it all out. However, if you are ever really interested in hearing my story i am sure my phone # is splashed all over my chart so feel free to call me.
- Lab** The employee that drew my blood was SO kind and helpful.
- Lab** very good11 very friendly !!
- Lab** "Very polite Talked with you and was not in a rush to get you out the door "
- Lab** They could improve the facility there for taking blood. It seems a little bit inconvenient for the person, taking the blood. I know they have improved it's some but it still seems a little awkward to me is what I'm saying.
- Lab** Jenn did a wonderful job. Didn't hardly feel anything.
- Lab** Rachel Potter was a joy to have help me. Thank her, please.
- Lab** Nothing more to say. Everyone was very friendly and professional and listened to MY directions for my health care. I may not be the doctor..but it is still MY health care and I have the right to decide what I will or will not be allowed to do.
- Nursing IP** "The in-house doctors and nurses at WAH are amazing. We are lucky to have this facility in our community. The only frustration was with Telehealth getting mom released to a nursing home facility. But, the social worker Karen resolved the issue in a short time."
- Nursing IP** From registration to admission to surgery team to nursing team all staff were engaged focused, attentive and caring. Excellent patient experience
- Nursing IP** Painful back injury without much help for pain. I've never understand why ...
- Nursing IP** The nurses were excellent -
- Nursing IP** Was good Had knee surgery in overnight. Asked for shower but did not get as had to be in longer -
- Nursing IP** Great care ? comforting. Received my pain meds promptly Very competent nursing staff



## JULY COMMENTS

Nursing IP

I received great care. However, when needing pain medication and the nurses knowing more than an hour before and then waiting an additional 45 plus mins, for the anesthesiologist to show up was unacceptable.

Outpatient

I am very, very pleased with the with the care I got from the hospital I would recommend them to anybody, they're courteous, they treated me with the upmost care and when I said something, they listened and that's what I like, thank you very much.

Outpatient

I had difficulty locating the correct place to park and the correct entrance. When I checked in the individual was not very welcoming. Granted it was 10 PM at night and I was not an emergency patient just there for a sleep study, but her demeanor was not particularly welcoming.

PT, OT, ST

Yes, Mitch is absolutely great. He's done a really good job. We couldn't ask for a better one.

PT, OT, ST

I appreciated that the staff took the time to answer my questions carefully and completely.

PT, OT, ST

Ike is a great therapist to work with. He not only is nice, he explains things in detail. He also listens to you. I feel very comfortable with him.

PT, OT, ST

Fun and nice and very personable!

PT, OT, ST

I feel my therapist truly cares and is helping me heal

PT, OT, ST

Very satisfied staff very professional and kind and the food was great kitchen staff very friendly cleaning staff friendly I am so thankful to have this facility right here at home

PT, OT, ST

This is a great team that demonstrates a lot of care, compassion and professionalism

**Windom Area Hospital Auxiliary Meeting  
July 10, 2023**

The Windom Area Hospital Auxiliary held their monthly meeting Monday, July 10, 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.

Roxanne Gronseth introduced our speaker, Lindsey Englar. Lindsey is a Personal Trainer at WAH and she presented an informative PowerPoint of the importance of the proper exercise program for individuals.

M/S Pat Lenz/Kitty Hansen to approve the agenda as amended. Motion carried.

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

- M/S Jackie Turner/Brenda Rencyzkowski to approve the minutes of the June 12, 2023 meeting. Motion carried.

**Treasurer's Report** – Gerri Burmeister, Treasurer

- Balance on hand June 30, 2023 was \$4,705.35.
- M/S Kay Evers/Karla Taber to approve the Treasurer's Report as presented. Motion carried.

**Corresponding Secretary** – Betty Olson

- No report

**Program:** Rozanne Gronseth

- It was decided to not have a speaker in August.

**MAHV Report** –

- The MAHV website address is <https://mahv.org> (Member code is mahv2018)
- September 12 – A Virtual and Free Webinar will be held on the topic of Forging Partnerships between Volunteer services and hospital/facility departments. Details and registration at a later date.

**WAH Update** – Kim Armstrong

- Please record your volunteer hours.
- The “Holiday in July” Bake Sale will be July 11, 2023. The proceeds will be split between the Giving Tree and the Auxiliary.
- WAH is sponsoring a shoe collection and they will go to a church in Sioux Falls for distribution.
- Windom Area Health Foundation hosted a golf tournament and had 14 teams.
- Kim showed a sample of the “Buddy Bears” made by the Baptist Quilters which will be given to children treated in the ER.
- Kim showed the sympathy items:
  - “Until We Meet Again” memorial stone donated by the Auxiliary and
  - “Heartbeat in a Bottle.”



### **Old Business:**

- The Christmas in July Bake Sale is July 11<sup>th</sup>. We received 22 donations of food or money tonight.
- Raffle Ticket Chair Jean Johnson handed out Chamber Raffle tickets to members
- Kitty Hansen reported that the quilt being donated is a queen size.

### **New Business**

- M/S Karen Skarphol/Connie McCarthy to change the name of Lobby Hostess to Volunteer Guide.
- Chamber Bucks Raffle
  1. The County Fair is August 9<sup>th</sup> to the 12<sup>th</sup>. Sign up sheet for working a shift was passed around.
  2. Drawing on the 29<sup>th</sup> at KDOM.
  3. Ticket Committee: Jean Johnson, Connie McCarthy, Karla Taber, and Mary Klosterbuer.
- Quilt Raffle
  1. Sales of \$5.00 tickets will be from September 11, to October 31<sup>st</sup>.
  2. Ticket Committee: Jackie Turner, Chair, Brenda Renczkowski, Dona Olsen, Mary Klosterbuer, and Karen Skarphol.
- 2023 – 2024 Goals
  1. Complete a 50 Year History.
  2. Celebrate 50 years at 2024 Spring Banquet.
  3. Change name from Lobby Hostess to Volunteer Guide.
  4. Have 40 or more active members.
  5. Have 25 or more associate members.M/S Karla Taber/Gerri Burmeister to accept all five as our Goals. Motion carried.

### **Coming Events –**

- Monday August 14, 2023 at 6:00 Auxiliary Meeting
- Tuesday, August 29, drawing for Chamber Bucks Raffle on Kaleidoscope
- Monday September 11, 2023 at 6:00 Auxiliary Meeting
- Tuesday September 12, 2023 at 10:00 am – MAHV Virtual Webinar

### **Hostesses**

- July: Jackie Turner and Karen Skarphol
- August: ??

The meeting adjourned at 7:18 p.m.

Marlene Smith  
Recording Secretary



# WINDOM AREA HEALTH FOUNDATION

## BOARD OF DIRECTOR'S MEETING

TUESDAY, AUGUST 29, 2023

5:00 pm – Large Conference Room

Select meal from the Cafeteria before the meeting

### AGENDA

- |       |  |               |
|-------|--|---------------|
| I.    | INTRODUCE BRADY KERKMAN, EXEC DIR OF BUS DEVELOPMENT & MARKETING   | Emily Masters |
| II.   | CALL WAH FOUNDATION MEETING TO ORDER   | Steve Johnson |
| III.  | FOUNDATION MEETING MINUTES -<br>- Approve minutes from regular meeting on May 30, 2023   | Steve Johnson |
| IV.   | FINANCIAL STATEMENT -<br>- Review donations & assign thank-you's   | Kim Armstrong |
| V.    | OLD BUSINESS -<br>- Golf tournament report<br>- Scholarship update<br>- Pink patch project<br>- Articles of Incorporation & By-Laws  | Kim Armstrong |
| VI.   | NEW BUSINESS -<br>- Women's health application<br>- Birthday phone calls<br>- Recognition event on October 5, 2023<br>- Bras for a Cause<br>- Discussion on continuing Dad's Belgian Waffle Brunch | Kim Armstrong |
| VII.  | NEXT MEETING DATE/TIME – September 26, 2023  | Steve Johnson |
| VIII. | MEETING CONCLUSION   | Steve Johnson |



**WINDOM AREA HEALTH FOUNDATION  
FOUNDATION BOARD MEETING MINUTES  
MAY 30, 2023, AT 5:00 P.M.**

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**Attending:** Steve Johnson, Greg Scheitel, Chad Merrihew, Kay Gross, Emily Masters/CHRO, Kim Armstrong/Executive Director Foundation/Auxiliary  
**Others:** Katie Greener/Marketing, Dr. Jim Hinshaw/OB/GYN, Heather Hummel/Executive Assistant  
**Absent:** Shelby Medina/CEO, Tom Christensen, Dan Ortmann, Terry Tegels  
**Recorder:** Heather Hummel, Executive Assistant

Dr. Jim Hinshaw introduced himself to the Foundation Board. The Foundation Board members introduced themselves to Dr. Hinshaw.

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

**FOUNDATION MINUTES:**

M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE APRIL 25, 2023 REGULAR MEETING AS PRESENTED (GROSS/MERRIHEW). M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE MAY 3, 2023 SPECIAL MEETING AS PRESENTED (GROSS/MERRIHEW).

**FINANCIAL STATEMENT:**

The April 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/MERRIHEW).

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

Donor gifts to the Foundation received during April 2023 and through May 30 were reviewed. Those gifts of \$100 or more were reviewed and a thank you phone call or notecard from a Board member will be made extending appreciation for their gift to the Foundation.

**OLD BUSINESS**

**Spring Solicitation Letter Update**

Kim noted that approximately 200 Spring Solicitation Letters were mailed out. 35 donors have given \$5,440 to date. The funds will go toward the OB monitoring software.

**Golf Tournament**

Kim indicated that 13 teams have signed up for the 2<sup>nd</sup> Annual Foundation Golf Tournament to date. Five out of six golf carts have been rented. There are currently seven holes sponsored with three of those being new sponsors. The Golf Committee will get together 1-2 weeks before the tournament to determine what is needed for the raffle. Volunteers are needed for the different hole games.

**New Board Member**

Dan Hormig is no longer on the Windom Area Health Governing Board due to moving out of state. Dan Ortmann will step in on the Foundation Board to replace Ann Bartelt until a new board member is found.

**NEW BUSINESS**

**Foundation Growth Chart**

Kim shared a handout showing growth by fiscal year for the Foundation, which started in April 2002. Discussion was held regarding the handout including the Women's Health Fund balance. M/S/C UNANIMOUSLY TO APPROVE TRANSFERRING \$10,077.63 FROM THE GENERAL FUND TO THE WOMEN'S HEALTH FUND TO GET THE BALANCE OF THE WOMEN'S HEALTH FUND TO \$55,000.00 (SCHEITEL/MERRIHEW).

**Mountain Lake Police Department**

Kim mentioned the Mountain Lake Police Department contacted her on May 30 to confirm that the profits from the Pink Patch Project will be donated to the Women's Health Fund. The pink patches will be sold at Pow Wow in Mountain Lake in June and then again in October for Breast Cancer Awareness. The police department is looking for people to work the booth on June 19-20 between 11a-9p. Please let Kim know if you are interested and she will forward the information to the Mountain Lake Police Department.

**PROJECTS**

Golf Tournament – The Foundation Golf Tournament will be held on Friday, June 16, 2023 at the Windom Country Club beginning at 3:00 pm.

Dad's Belgian Waffle Brunch – March 3, 2024 at the Windom Community Center.

The next Foundation Board Meeting will be held on July 25 or August 29, 2023.

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

Kay Gross  
WAH Foundation Secretary