

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

Purpose: Provide governance for Windom Area Health

Meeting Date/Time/Location: Monday, September 25, 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:
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STANDING ITEMS

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	Approve Windom Area Health Governing Board minutes from the regular meeting of August 28, 2023 <i>(Board Motion)</i>	Dr. Michael Fisher
Board Education	Naomi Bach, Wound & Hyperbaric Healing Center Program Director <ul style="list-style-type: none"> Wound Center Annual Business Review 	

COMMITTEE REPORTS

Professional Practice / Quality & Planning Cmte	<ul style="list-style-type: none"> Medical Staff Credentialing review and approval per recommendation from the WAH Medical Staff <i>(Board Motion)</i> Medical Staff meeting review Review PP/Q & P Committee meeting activities 	Dr. Taber Dr. Blue Kay Gross
Finance / Personnel / Labor Relations & Bldg & Grounds Cmte	<ul style="list-style-type: none"> Review F/P/LR & B-G Committee meeting activities Review and recommend approval of WAH resignations and terminations <i>(Board Motion)</i> 	Justin Schmit John Peyerl Emily M

OTHER REPORTS

Statistical & Financial Performance Reports	Review & recommend approval of statistical & financial reports <i>(Board Motion)</i>	John Peyerl
Capital Acquisition Activity	Review capital acquisition activity	John Peyerl
Educational Assistance Applications	Review & recommend approval of application(s) for educational assistance <i>(Board Motion)</i>	Emily Masters
New / Department Transfer Employees	Report of recently hired / transferred employees	Emily Masters
Patient Concern Reports	Review patient concern reports and patient survey comments	Landon Johnson
Patient Safety Reports	Review patient safety activities	Landon Johnson
WAH Policy Review	Review and approve the following policies: <i>(Board Motion)</i>	Shelby M
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> 	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 September 26, 2023 at 5:00 pm in the LCR. The August 29, 2023 Foundation Board meeting minutes are included in Board book.	Dr. Michael Fisher
WAH Auxiliary	Auxiliary met September 11, 2023. Minutes from the August 14, 2023 Auxiliary Meeting are included in Board book.	Dr. Michael Fisher
OLD & NEW BUSINESS		
Old Business		Dr. Michael Fisher
New Business	FYE2023 WAH audit update	Dr. Michael Fisher / John Peyerl
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, August 28, 2023 / 5:30 pm / Large Conference Room

Members: All Windom Area Health Governing Board Mbrs
 Present: Dr. Michael Fisher, Justin Schmit, Kay Gross, Terry Tegels, Dan Ortmann, Shelby Medina/CEO, Dr. Blue/Medical Director, John Peyerl/CFO, Monica Huber/CNO, Emily Masters/CHRO, Dave Rogers/SHN Executive Director
 Absent: Ann Bartelt, Julie Brugman/Mt Lake Advisory Member
 Others: Travis Eichstadt/IT Manager, Dr. Taber/Chief of Staff, Steve Nasby/City Administrator, Marv Grunig/Windom City Council Liaison, Heather Hummel/Executive Assistant

Recorder: Heather Hummel, Executive Asst

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

Call to Order	The Windom Area Health Governing Board meeting was called to order at 5:30 pm by Governing Board Chairperson 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 JULY 24, 2023 (GROSS/SCHMIT). M/S/C UNANIMOUSLY TO APPROVE WINDOM AREA HEALTH GOVERNING BOARD MINUTES FROM THE SPECIAL MEETING OF AUGUST 3, 2023 (FISHER/ORTMANN).	Dr. Michael Fisher
Board Education	Travis Eichstadt, IT Manager, gave a presentation on his department.	

COMMITTEE REPORTS

Professional Practice / Quality & Planning Cmte	The August Medical Staff Credentialing list was presented for review which were approved for active Medical Staff 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).			Dr. Taber Dr. Blue Kay Gross
	APPOINTMENTS:			
	Lourdes Borges Ruiz, M.D. Eastlyn Enderle, RN Marc Fernandez, M.D. Benjamin Freasier, M.D. Alison Huber, PA-C Laurie Peniska, RN	Family Medicine Cardiology (Jonsson) General Surgery Telehospitalist Orthopedics (Botker) Cardiology (Jonsson)	Courtesy Staff Allied Health Professionals Courtesy Staff Telemedicine Allied Health Professionals Allied Health Professionals	
	REAPPOINTMENTS:			
	Mohammed Chowdhury, M.D. Katherine Greenlee, FNP Conrad Hanstein, M.D. Ali D. Jassim, M.D. Sarah Heckel, CNP Megan Pohlman, PA-C	Cardiology Cardiovascular (Stys) Emergency Medicine Pathology Cardiology (Jonsson) Family Medicine (Van Kley)	Consulting Staff Allied Health Professionals Emergency Services Consulting Staff Allied Health Professionals Allied Health Professionals	
	SANFORD TELEMEDICINE APPOINTMENTS:			
	Meggan Kowalski, CNP	Family Medicine	Telemedicine	

	Jieqi Wang, M.D. VRAD APPOINTMENTS: VRAD REAPPOINTMENTS: RESIGNATIONS: <u>WAH MEDICAL STAFF MEETING UPDATE-</u> Dr. Blue reported on the Medical Staff meeting held earlier in the day. It was noted that Dr. Fernandez was recommended for approval at the Medical Staff meeting. Governing Board Members inquired about the Windom Family Medical Center Clinic and the status of their move to the hospital. Dr. Blue stated that Dr. Taber will be a standing agenda item on the Professional Practice Committee Agenda so that the board can continue to be aware of the status of the clinic. The WFMC is set to move to their temporary location on September 15.	Radiology Telemedicine	
Finance / Personnel / Labor Relations & Bldg & Grounds Cmte	M/S/C UNANIMOUSLY TO APPROVE SENDING 115 ACCOUNTS TOTALING \$106,132.69 TO AAA COLLECTIONS AND APPROVE 5 FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$12,177.87 (ORTMANN/SCHMIT). M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FOLLOWING RESIGNATIONS/TERMINATIONS – RESIGNATIONS OF REHAB INTERN EFFECTIVE 7/27/2023; TWO REHAB INTERNS EFFECTIVE 8/3/2023; ENVIRONMENTAL SERVICES TECHNICIAN EFFECTIVE 8/7/2023; DIETARY AIDE EFFECTIVE 8/9/2023; DIETARY AIDE EFFECTIVE 8/12/2023; ENVIRONMENTAL SERVICES TECHNICIAN EFFECTIVE 8/21/2023; REGISTERED NURSE FOR HEALOGICS EFFECTIVE 8/25/2023; SURGICAL TECHNICIAN EFFECTIVE 9/13/2023. THERE ARE TWO RETIREMENTS OF A WELLNESS CENTER ATTENDANT EFFECTIVE 8/31/2023; AND A HEALTH INFORMATION MANAGEMENT CLERK EFFECTIVE 10/1/2023. THERE WAS ONE TERMINATION OF A REGISTERED NURSE EFFECTIVE 7/20/2023 (SCHMIT/ORTMANN).		Justin Schmit John Peyerl Emily M
OTHER REPORTS			
Statistical & Financial Performance Reports	July 2023 statistical and utilization graphs were reviewed for the month. John indicated that the volume of inpatient activity in July exceeded budget expectations. Laboratory and Rehab Therapy exceeded budget expectations for the month of July. There were 59 surgical procedures performed in July, which is 11 less than budgeted. John noted that we had the 4 th of July Holiday which affected our numbers. FY2024 year-to-date net income totals \$6,622,042 on a projected budget of \$6,532,500. Days in A/R were reported at 50.47 and Days Cash on hand totaled 375. M/S/C UNANIMOUSLY TO APPROVE JULY 2023 STATISTICAL AND FINANCIAL PERFORMANCE REPORT AS PRESENTED (SCHMIT/GROSS)		John Peyerl
Capital Acquisition Activity	John reported that there was one capital acquisition activity to report which included the Be Well Path equipment that is located on the north side of the hospital.		John Peyerl
Educational Assistance Applications	There were no Educational Assistance applications submitted for board action.		Emily Masters
New / Department Transfer Employees	The following new hires/department transfers and updates were reported – New hires include Health Unit Coordinator effective August 13, 2023, Health Unit Coordinator effective August 15, 2023, Surgical Technician effective August 15, 2023, Environmental Services Technician effective August 16, 2023, PRN Registered Nurse effective August 17, 2023, Contracted Medical Doctor effective August 21, 2023, Specialty Clinics LPN effective September 5, 2023, Contracted Radiology Technician effective September 6, 2023, and Front Office Specialist effective September 12, 2023. Department transfers include a Health Unit Coordinator to Registered Nurse effective August 7, 2023, LPN to Registered Nurse effective August 9, 2023, Patient Account Representative to Health Information Management Clerk effective August 13, 2023, Director of Nutritional Services to Registered Dietician effective August 27, 2023, Nutritional Services Manager to Director of Nutritional Services effective August 27, 2023, and Patient Account Representative from 1.0 to a 0.1 FTE.		Emily Masters
Patient Concern Reports	July 2023 Patient Concern Reports and patient survey comments were reviewed and appropriately addressed.		Monica Huber
Patient Safety Reports	Monica noted 0 reportable patient falls occurred; 0 documented skin integrity issues to patients; 0 use of patient restraints; and 0 opioid-related deaths. Monica stated there were no reportable adverse event reported for the month.		Monica Huber
WAH Policy Review	Shelby noted the All Hazards Plan and Utilization Management Plan were presented and approved at the Medical Staff meeting held earlier in the day. M/S/C UNANIMOUSLY TO APPROVE THE ALL HAZARDS PLAN AS PRESENTED (ORTMANN/TEGELS).		Shelby M

	M/S/C UNANIMOUSLY TO APPROVE THE UTILIZATION MANAGEMENT PLAN AS PRESENTED (ORTMANN/TEGELS).	
Medical Director	Dr. Blue communicated that progress continues on the strategic plan with staff development and new service lines. Dr. Blue stated that Dr. Hinshaw will be performing his first two surgeries on the DaVinci at the end of August. Dr. Fernandez started August 21, 2023 and has three cases that he is going to be a part of. Dr. Fernandez is contracted for six days per month at Windom Area Health. Dr. Blue mentioned that an interview was held recently with an Anesthesiologist that would help with getting the pain management program going as well as assisting with anesthesia in the Surgery Department.	Dr. Blue
Administration	Emily Masters, CHRO, noted that board members should be receiving an invite in the mail regarding a Windom Area Health Recognition Night. This event will include employee recognition, volunteer appreciation, Foundation donors, Governing Board and Medical Staff all in one. The event on October 5 th will include a social hour, dinner, recognition and a comedian at the Round Lake Vineyards. Emily shared that with the last negotiation with Nurses' Union that it has allowed WAH to explore adding our RNs that work in the Wound Center. This transition will happen in Q4 of 2023. Shelby stated that we are getting closer to securing an on-site hospitalist. The hospitalist will reduce the amount of services needed with Telehealth. M/S/C UNANIMOUSLY TO APPROVE WAH COMMITTEE MEETING REPORTS AS PRESENTED (GROSS/TEGELS).	Sr Mgmt Team
City of Windom	Marv Grunig reported on labor agreements with Police and City employees are underway. Steve Nasby thanked Windom Area Health for running our generator while the City took down a transmission line. He also stated that the Public Hearing regarding financing for the Medical Building will be held on September 5, 2023 at 6:30p at City Hall.	Steve Nasby Marv Grunig
Sanford Health Network	Dave communicated that the Fairview/Sanford merge is not going to happen. It was recognized the benefits that the merge could have brought but that it is no longer on the table. Josh Sammons helped move the Sanford Clinic from on campus at WAH to the downtown location in preparation for the construction of the Medical Building.	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 were included in Board book.	Dr. Michael Fisher
WAH Auxiliary	The Auxiliary met August 14, 2023. Minutes from the July 10, 2023 Auxiliary Meeting were included in Board book.	Dr. Michael Fisher
OLD & NEW BUSINESS		
Old Business	There was no old business to report.	Dr. Michael Fisher
New Business	There was no new business to report.	Dr. Michael Fisher
CONCLUSION		
	Chairperson, Dr. Michael Fisher, concluded the WAH Governing Board meeting.	Dr. Michael Fisher

Signature _____, Dan Ortmann, Governing Board Secretary

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

CHIEF EXECUTIVE OFFICER REPORT

• **Organizational Updates**

- Congratulations to the Therapy Department for being selected as the winner of MHA's Innovation of the Year in Patient Care Award for WAH's Sensory Integration Program!
- WFMC transition is complete. We will continue to meet with Dr. Taber and WAH team weekly over the remainder of the month to ensure his clinic transition is successful.
- Effective Monday, September 25th, the parking lot for entrance B will be closed to staff and patients. This will be the staging area for KA and contractors to start working on the retention wall for additional parking. All staff, patients, and wellness members will enter through the main entrance. We will be re-routing staff parking and adjusting as needed.
- Fident (formerly Telehealth Solutions) has merged with Avel eCare. Avel eCare, formerly Avera eCare, has assured WAH that practice of coverage will remain unchanged. We will continue to review the relationship and adjust as needed.
- Pilot Windom PD and WAH shared FTE: the pilot between Windom Police and WAH is complete. WAH and Windom PD found the relationship to be very beneficial and wish to continue the partnership. WAH is currently working on providing Windom PD with an updated contract consisting of terms and conditions similar to the pilot program. We value our relationship with the Windom PD and will continue to sponsor a ½ FTE to serve WAH.
- Dr. Hinshaw has completed three robotic assisted surgeries and has two additional surgeries scheduled for this month.

• **MHA/Federal Updates:**

- State Bills:
 - MN Statute 144.587-589: The Attorney General agreement was amended to include verbiage requiring hospitals to provide more effort and tracking to help patients navigate public health care program enrollment and the hospital's respective financial assistance policy. Summary of requirement – Effective 11/1/2023:
 - Establish requirements for screening, providing notice of charity care policies, making certifications before sending patients to collections or pursuing collections litigation.
 - This creates a new cap on charges to uninsured patients at the lowest total amount the provider would be reimbursed for that service by a non-governmental third-party payer.
- Federal: N/A

• **Committee Meeting Updates**

- Work Place Violence: Nothing to Report until September/October
 - Committee Chair is changing from Heath Quiring to Jen Zajic
 - Review new requirements and reporting data
- Infection Prevention: Nothing to Report until November/December
- Pharmacy and Therapeutics: Nothing to report until October/November
- PI/ Risk: Met August 15, 2023
 - Reviewed departmental PI plans and progress towards meeting goals. Departments not meeting their goals identified adjustments made to work towards meeting goals.
- Utilization Review: Nothing to Report until October
- Emergency Preparedness: Nothing to Report until November

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
As of September 21, 2023
WAH MISSION: "Dedicated to Health"

CHIEF FINANCIAL OFFICER REPORT

Overview:

- Net income from operations was negative \$39,880 compared to a budget of negative \$17,500. Our net patient revenue was \$154,740 less than last August. August operating income is -1.7% compared to a budget percentage of -0.81%.

The volume of inpatient activity in met budget expectations. The acute admissions were the same as July and equaled the budgeted volume. Activity on the outpatient side produced volumes and revenues above our monthly averages and budget expectation. Eighty-four percent of our gross revenues came from outpatient activity, which is consistent with expectations. Acute admissions totaled twenty-six. Those twenty-six admissions produced fifty-one inpatient days for an average daily census of 1.6. Outpatient gross revenue was \$218,363 more than budget and \$80,953 less than last August.

- Imaging procedure counts were 29 procedures above budget. Imaging performed 774 procedures compared to a budget of 745. Last August, 799 procedures were performed.
- Laboratory volumes exceeded budget expectations. Last fiscal year laboratory tests averaged about 10,140 in a given month. There were 9,550 in the month of August, which is 992 less than last August and 300 more than budget.
- Eighty-three surgical procedures were performed in August, which is thirteen more than our budgeted number of seventy and two more than last August. Three of those surgeries were joint replacements.
- Rehab Therapy performed 1,901 modalities in August, which was 453 more than last August. That is 201 more modalities than the budgeted number of 1,700.

Contractual adjustments came in at 49.54% for the month. Contractual adjustments were budgeted at 50.35%.

Overall, expenses were \$210,762 more than budget. All categories with the exception of Depreciation exceeded budget.

Looking Forward:

- FY2023 Annual Audit Presentation and Cost Report Submission

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

CHIEF NURSING OFFICER REPORT

- International RN: On September 19, Emily Masters, Landon Johnson, Jaclyn Dewall, and Monica Huber interviewed nine international RN candidates. The applicants were from Nigeria, Nepal, UAE, Philippines, Spain, and Brunei Darussalam. We are planning to hire three international nurses. They would be available for 18-24 months after accepting the position. This delay is due to a backlog of visa applications for US immigration. The individuals will help WAH meet staffing needs as we grow and expand our services during a period of healthcare worker shortages
- All employee performance evaluations have been completed.
- The decision has been made to forego the WAH Annual Skills Fair this fall. This is due to space limitations. However, the required education topics will be completed on a unit by unit basis.

Medical/Surgical/OB/Emergency Room:

- 0.8 RN FTEs open

MHA Safety Data as of September 20:

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

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of September 21, 2023

WAH MISSION: "Dedicated to Health"

CHIEF HUMAN RELATIONS OFFICER REPORT

Human Resources/Employee Health

- Posted positions:
 - RN
 - RN – Wound Center
 - Surgery Tech
 - Community Health & Wellness Manager
 - Radiology Tech
 - Radiology Intern
 - Paramedic
 - Patient Access Rep - Scheduling
 - Behavioral Health Nurse Practitioner
 - Environmental Services Tech
 - Dietary Aide/Cook
- We are planning for Quarterly New Hire orientation in October.

Community Health/Mental Health/Wellness Center

- Healthy Together class will start this week in Mt. Lake with 8 individuals signed up.
- We had 9 community members signed up for the mental health Lunch & Learn on 9/21.
- We have already had a large interest from community businesses and partners for the Spooky Path, both sponsors of candy and participants in the event.
- The new format for expanding the Mental Health Walk-In Clinic hours to 5 days a week is working well.

Marketing/PR/Foundation

- We are planning for the WAH Recognition Night on October 5th. Please remember to RSVP by 9/28.
- Marketing is supporting many signage and communication need related to the construction project.

Sponsorships/Donations

- Donated medical supplies to Cottonwood County 4-H for 100 farm safety kits delivered to local farmers.
- Provided bags and giveaways for Sanborn Watermelon Days.
- Windom Schools calendar sponsor and renewed gym/scoreboard 5-year sponsorship.

Committee Meetings

- **Employee Focus/Finance:** No report.
- **Patient & Family Advisory Committee:** No report. Next meeting is October 3rd. Janel Eichstadt will be joining the committee.
- **Safety:** No meeting.
- **Safe Patient Handling:** No meeting.

Wellness Center Stats YTD 2023

- Number of class check-ins for Active Aging classes (Alive & Active, SAIL, Walk with Ease) = 1152 (avg. 121 check-ins per month)
- Number of other class check-ins (Boot Camp, Yoga classes, Strength, Fit Row) = 952 (avg. 100 check-ins per month)
- Number of overall check-ins (excluding classes) = 4207 (avg. 443 check-ins per month)

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, September 25, 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:	
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 August 28, 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	
FOLLOW-UP ITEMS			
Medical Building	Continue to discuss next steps	Shelby Medina	
CliftonLarsonAllen Audit	FYE2023 WAH audit update	John Peyerl	
NEW/CURRENT ITEMS			
<i>Other</i>			
CONCLUSION			
	Conclude Finance/Personnel/Labor Relations & Building & Grounds Committee meeting	Justin Schmit	

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

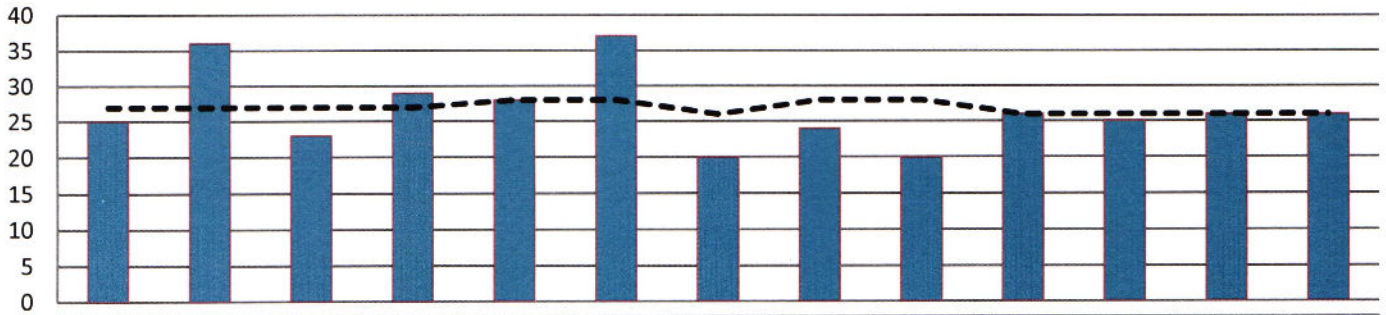
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Chairperson (or Acting Chairperson)	Justin Schmit, Chairperson
Recorder:	Heather Hummel, Executive Asst

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 Chairperson, Justin Schmit.	Justin Schmit
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF JULY 24, 2023, AS PRESENTED (ORTMANN/FISHER).	Justin Schmit
Collections & Financial Assistance	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND 115 PATIENT ACCOUNTS TOTALING \$106,132.69 TO AAA COLLECTIONS; RECOMMEND APPROVAL OF THE FOLLOWING FINANCIAL ASSISTANCE PATIENT ACCOUNTS: 5 NEW ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$12,177.87; AND 4 ACCOUNTS FOR WRITE-OFF WITH A BALANCE BELOW \$1500 TOTALING \$2,397.10; IN TOTAL, 9 FINANCIAL ASSISTANCE ACCOUNTS WERE SUBMITTED AND APPROVED FOR WRITE-OFF TOTALING \$14,574.97 (SCHMIT/ORTMANN) In month 3 of FY2024, accounts totaling \$12,564.35 have been approved for Financial Assistance on a budget of \$125,000.	John Peyerl
Employee Resignations & Terminations	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FOLLOWING RESIGNATIONS: REHAB INTERN EFFECTIVE 7/27/2023; TWO REHAB INTERNS EFFECTIVE 8/3/2023; ENVIRONMENTAL SERVICES TECHNICIAN EFFECTIVE 8/7/2023; DIETARY AIDE EFFECTIVE 8/9/2023; DIETARY AIDE EFFECTIVE 8/12/2023; ENVIRONMENTAL SERVICES TECHNICIAN EFFECTIVE 8/21/2023; REGISTERED NURSE FOR HEALOGICS EFFECTIVE 8/25/2023; SURGICAL TECHNICIAN EFFECTIVE 9/13/2023. THERE ARE TWO RETIREMENTS OF A WELLNESS CENTER ATTENDANT EFFECTIVE 8/31/2023; AND A HEALTH INFORMATION MANAGEMENT CLERK EFFECTIVE 10/1/2023. THERE WAS ONE TERMINATION OF A REGISTERED NURSE EFFECTIVE 7/20/2023 (SCHMIT/ORTMANN).	Emily Masters
FOLLOW-UP ITEMS		
MOB	Shelby communicated that CliftonLarsonAllen has put together financial information regarding the most probable and worst case scenario in terms of the Medical Office Building Project. The hospital is no more of a liability taking on this project as we are sitting here doing nothing today. Shelby noted that she has not received any information or questions from the public or City Council in regards to the project. Shelby indicated that we are in the process of setting up two open houses for the public to attend to relay more information on the project to the public. There will be a City Council Public Hearing on Tuesday, September 5 at 6:30p for the public to speak in regards to the funding of the building project.	Shelby Medina
NEW/CURRENT ITEMS		
	There were no new/current items for committee discussion.	
CONCLUSION		
	Chairperson, Just Schmit, concluded the Finance/Personnel/Labor Relations & Building & Grounds Committee meeting.	Justin Schmit

ADMISSIONS

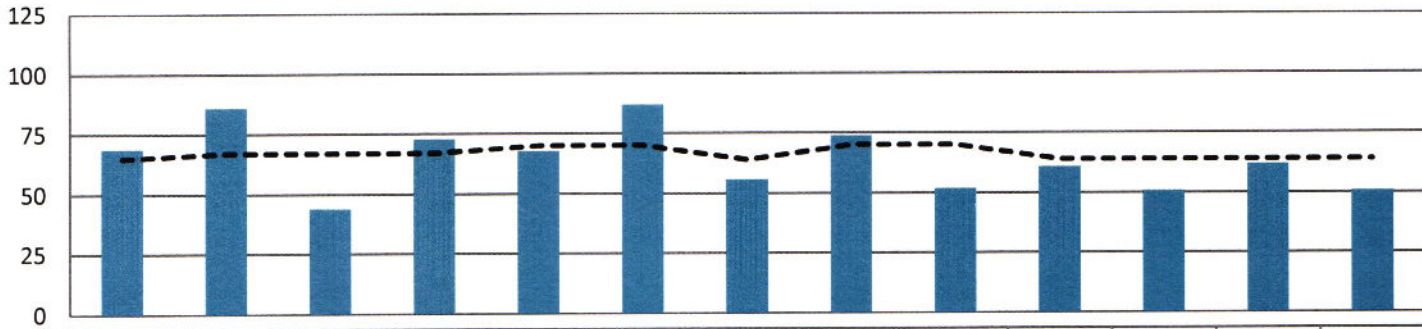
Admissions Budget



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

PATIENT DAYS

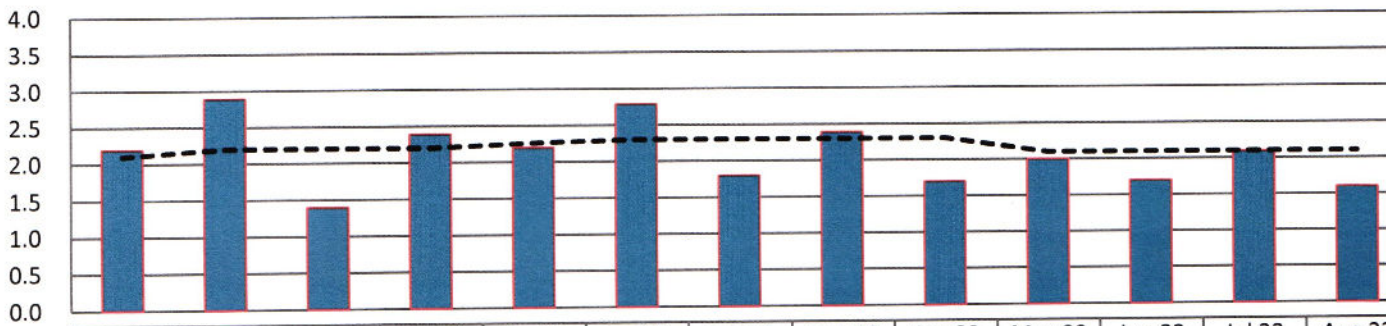
Pt Days Budget



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

AVERAGE PATIENTS PER DAY

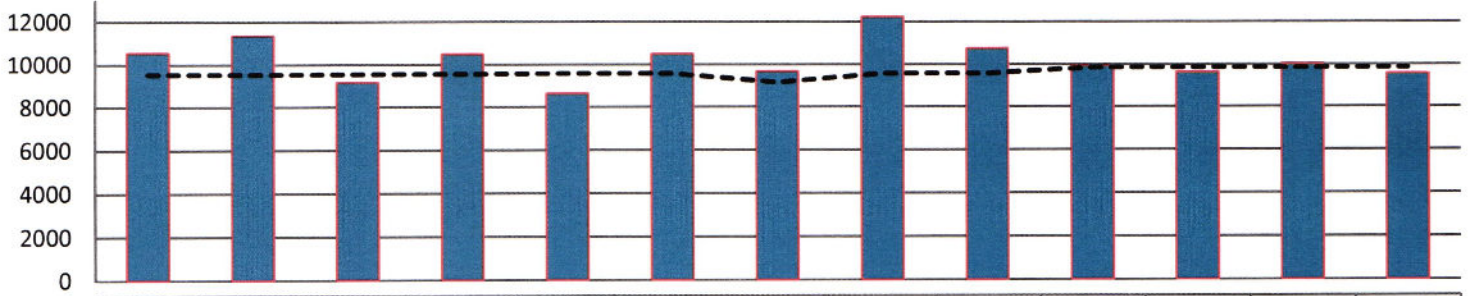
Avg Pt/Day Budget



	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23
Avg Pt/Day	2.2	2.9	1.4	2.4	2.2	2.8	1.8	2.4	1.7	2.0	1.7	2.1	1.6
Budget	2.1	2.2	2.2	2.2	2.3	2.3	2.3	2.3	2.3	2.1	2.1	2.1	2.1

LAB PROCEDURES

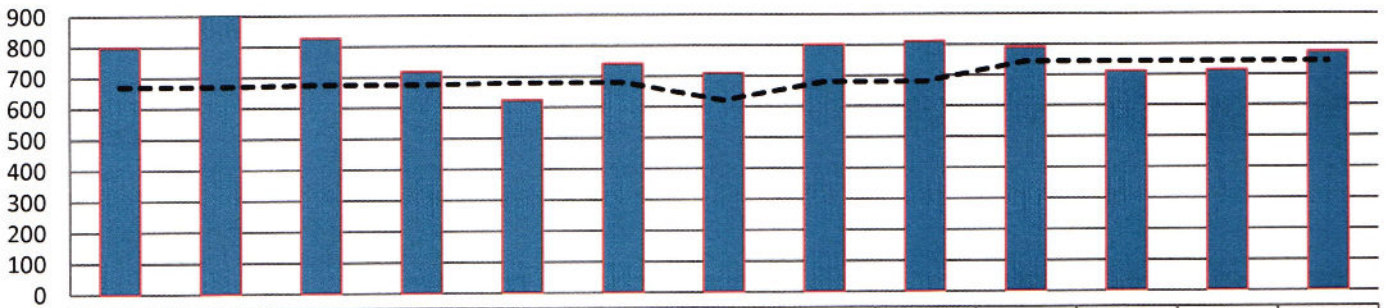
Lab Proc Budget



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

IMAGING PROCEDURES

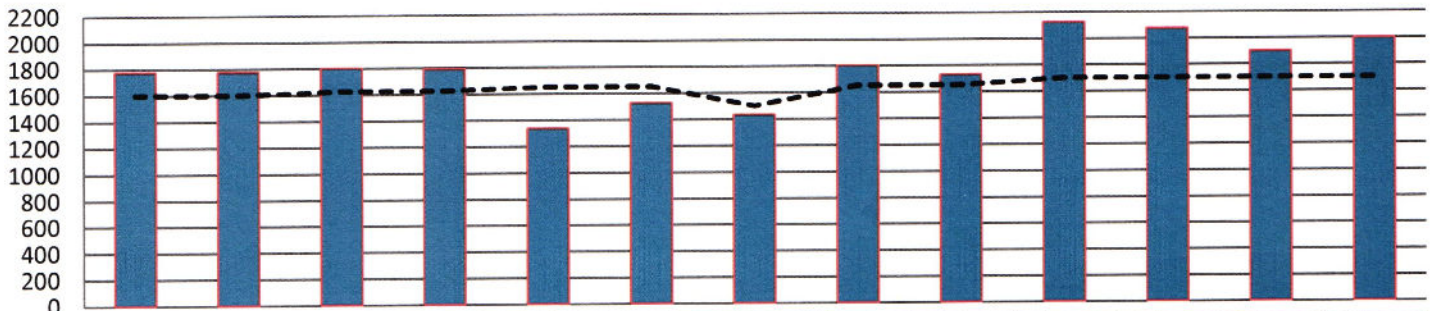
Imaging Proc Budget



	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23
Imaging Proc	799	908	827	719	624	742	710	801	811	790	712	715	774
Budget	670	670	675	675	680	680	620	680	680	745	745	745	745

REHAB MODALITIES

Rehab Modalities Budget



	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23
Rehab Modalities	1779	1779	1803	1794	1340	1531	1437	1807	1733	2123	2075	1901	2000
Budget	1600	1600	1625	1625	1650	1650	1500	1650	1650	1700	1700	1700	1700

WINDOM AREA HEALTH
INCOME STATEMENT

	8/31/2023	Revenue		Revenue		Revenue		Revenue		August	\$ Change	% Change
	8/31/2023	Comparison	Budget 2024	Comparison	Y-T-D FY2024	Comparison	Budget 2024	Comparison	Y-T-D FY2023	From Last Year	From Last Year	
PATIENT REVENUE												
Inpatient Revenue	\$753,697	16.40%	\$675,000	15.70%	\$3,385,029	19.18%	\$2,700,000	15.70%	\$2,482,798	\$902,231	36.3%	
Outpatient Revenue	\$3,843,363	83.60%	\$3,625,000	84.30%	\$14,264,969	80.82%	\$14,500,000	84.30%	\$13,858,327	\$406,642	2.9%	
Total Patient Revenue	\$4,597,060	100.00%	\$4,300,000	100.00%	\$17,649,998	100.00%	\$17,200,000	100.00%	\$16,341,125	\$1,308,873	8.0%	
Contractual Adjustments	\$2,277,222	49.54%	\$2,165,000	50.35%	\$8,926,622	50.58%	\$8,660,000	50.35%	\$7,474,706	\$1,451,916	19.4%	
Other Income	\$28,544	0.62%	\$25,000	0.58%	\$100,901	0.57%	\$100,000	0.58%	\$72,460	\$28,441		
NET OPERATING REVENUE	\$2,348,382	100.00%	\$2,160,000	100.00%	\$8,824,277	100.00%	\$8,640,000	100.00%	\$8,938,879	(\$114,602)	-1.3%	
EXPENSE												
Employee Salaries	\$851,429	36.26%	\$810,000	37.50%	\$3,198,118	36.24%	\$3,240,000	37.50%	\$2,777,219	\$420,899	15.2%	
Employee Benefits	\$263,030	11.20%	\$245,000	11.34%	\$1,005,206	11.39%	\$980,000	11.34%	\$887,862	\$117,344	13.2%	
Pharmaceuticals	\$127,546	5.43%	\$100,000	4.63%	\$469,275	5.32%	\$400,000	4.63%	\$370,298	\$98,977	26.7%	
Supplies	\$186,541	7.94%	\$160,000	7.41%	\$678,227	7.69%	\$640,000	7.41%	\$495,858	\$182,369	36.8%	
Rents & Utilities	\$34,936	1.49%	\$30,000	1.39%	\$132,927	1.51%	\$120,000	1.39%	\$115,737	\$17,190	14.9%	
Purchased Services	\$596,317	25.39%	\$525,000	24.31%	\$2,220,551	25.16%	\$2,100,000	24.31%	\$2,077,886	\$142,665	6.9%	
Other Direct Expenses	\$129,798	5.53%	\$110,000	5.09%	\$487,332	5.52%	\$440,000	5.09%	\$521,438	(\$34,106)	-6.5%	
Provision for Bad Debts	\$55,099	2.35%	\$50,000	2.31%	\$241,575	2.74%	\$200,000	2.31%	\$263,863	(\$22,288)	-8.4%	
Depreciation	\$131,183	5.59%	\$135,000	6.25%	\$527,556	5.98%	\$540,000	6.25%	\$526,981	\$575	0.1%	
Interest Expense	\$12,383	0.53%	\$12,500	0.58%	\$49,538	0.56%	\$50,000	0.58%	\$52,110	(\$2,572)	-4.9%	
Total Operating Expense	\$2,388,262	101.70%	\$2,177,500	100.81%	\$9,010,305	102.11%	\$8,710,000	100.81%	\$8,089,252	\$921,053	11.4%	
Income (loss) From Operations	(\$39,880)	-1.70%	(\$17,500)	-0.81%	(\$186,028)	-2.11%	(\$70,000)	-0.81%	\$849,627	(\$1,035,655)		
Investment Income	\$64,456	2.74%	\$35,000	1.62%	\$190,802	2.16%	\$140,000	1.62%	\$31,762	\$159,040		
Other Revenue/(Expenses)	\$1,038	0.04%	\$5,000	0.23%	\$18,475	0.21%	\$20,000	0.23%	\$19,331	(\$856)		
Non Operating Rev/Exp	\$65,494	2.79%	\$40,000	1.85%	\$209,277	2.37%	\$160,000	1.85%	\$51,093	\$158,184		
Increase in Net Assets	\$25,614	1.09%	\$22,500	1.04%	\$23,249	0.26%	\$90,000	1.04%	\$900,720	(\$877,471)		

Month

4

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

Yrs Dep	Capital Asset	Vendor	Asset class	May	June	July	August
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	
Total				-	12,100	19,777	-

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, September 25, 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:	
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 August 28, 2023 (<i>Cmte Motion</i>)	Kay Gross	
FOLLOW-UP ITEMS			
Medical Staff Credentialing & Medical Staff Meeting Update	<ul style="list-style-type: none"> Review & approve medical staff credentialing, upon recommendation from WAH Medical Staff (<i>Cmte / Bd Motion</i>) Report on business addressed at WAH Medical Staff meeting 	Dr. Taber/ Dr. Blue	
NEW/CURRENT ITEMS			
WFMC Temporary Clinic Space	Review and update on progress	Shelby Medina / Dr. Taber	
<i>Other</i>			
CONCLUSION			
	Conclude Professional Practice/Quality & Planning Committee meeting	Kay Gross	

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

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

Meeting Date/Time/Location: Monday, 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: Kay Gross, Terry Tegels, Dr. Michael Fisher, Julie Brugman/Mt Lake Advisory Member, Shelby Medina/CEO, Dr. Blue/Medical Director, John Peyerl/CFO, Emily Masters/CHRO, Monica Huber/CNO, Dave Rogers/SHN Executive Director
 Absent:
 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 JULY 24, 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 addressed at the Medical Staff meeting held earlier in the day. He noted at the WAH Medical Staff reviewed the August 2023 Credentialing list which included Dr. Marc Fernandez who is contracted with Windom Area Health as a General Surgeon who will provide coverage six days per month. The credentialing list was recommended for approval to the Governing Board. Dr. Lynch, Pathologist, was present at the Medical Staff meeting and had no concerns to report. Naomi Bach, Program Director of Wound & Hyperbaric Healing Center, gave a presentation regarding the Wound Center.	Dr. Taber/ Dr. Blue
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NEW/CURRENT ITEMS

Strategic Planning Action Items Follow up	Dr. Blue indicated that items continue to move along with the strategic plan. Dr. Marc Fernandez started his two week introduction and orientation at Windom Area Health on August 21. Dr. Fernandez has some procedures on his schedule. Dr. Hinshaw has his first two robotic assisted surgeries scheduled for August 31. WAH recently had a meeting with an anesthesiologist that has experience in pain management. If things work out, the anesthesiologist would provide pain management services and would assist our CRNA's with surgeries. There is an additional individual that is interested in performing pain management at WAH if the anesthesiologist does not work out. Dr. Blue stated that we are looking to get the pain management services back up and running as quickly as possible.	Dr. Blue
WFMC Temporary Clinic Space	Discussion was held regarding the Windom Family Medical Center Clinic including the progress on Dr. Taber's temporary location. It was decided to have the WFMC as a standing agenda item so that the board can continue to be updated regarding the progress of the project.	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**

September 25, 2023

APPOINTMENTS:

REAPPOINTMENTS:

Andrea Jolley, M.D.	Emergency Medicine	Emergency Services
Aneta Mergen, CNP	Cardiology (Jonsson)	Allied Health Professionals
Becki Wiese, S.T.	Ophthalmology (Dickes)	Allied Health Professionals

SANFORD TELEMEDICINE APPOINTMENTS:

VRAD APPOINTMENTS:

VRAD REAPPOINTMENTS:

Kelcey Elsass, M.D.	Teleradiology	Telemedicine
Adam Hecht, M.D.	Teleradiology	Telemedicine

RESIGNATIONS:

Elden Rand, M.D.	Cardiology	Consulting Staff
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AUGUST COMMENTS

Ambulatory Surgery

How does one say that having a colonoscopy was a pleasure? LOL. All of the staff were super friendly and I enjoyed being able to joke around with them.

Ambulatory Surgery

I felt very at ease and in good care.

Clinic – Windom

They were early this time! Most of the time seems. To be a long wait

Clinic – Windom

I'm glad I found Dr. Botker and he was willing to treat me

Clinic – Windom

I felt VERY RUSHED during this appointment, like they simply wanted to get me out of there, didn't seem interested in my concerns, and brushed me off. I didn't feel I could ask any questions.

Clinic – Windom

Great team! So thankful to receive amazing ortho care so close to home.

Clinic – Windom

very happy with the results

ED

Care was great and very warm.

ED

Everybody was just real very caring, and they were very polite, and nice and answered any questions that I had. It was... it was a very simple time, and I was not afraid and I felt very comfortable with everybody. So, I want to thank them.

ED

While I was there when I first got to the ER the first set of the women that were the nurses there, the one was very rude, the head nurse that was there. Extremely rude kept saying at me and because I was I guess not listening well or whatever the case may be, but I wasn't able to breathe and she was by far very rude and no patience but then the second crew of nurses came in to relieve this last the cool with that. I had when I first got there and they were awesome. The second round of nurses with great and the doctor was excellent. I love them. But the first crew of the nurses or horrible just by far rude, but thank you.

ED

I was kind of out of it so I really don't know... Too much. But... When I comes... With more of my brain, I thought they did a really good job. Thanks.

ED

All personnel were great!

ED

It saw very Good

ED

I'm so grateful for the care close to home. I couldn't have asked for a better experience. Dr Hanstein and Annie were so compassionate and kind. Thank you for what you do.

ED

Thank you to Nurse Liz and Dr. Obe for their considerate care. I wasn't sure I should have gone in, but their treatment lessened my pain and my concerns--it was the right choice. I will be seeing my PCP on Monday to hopefully resolve the issues that brought me there. Give them a 10!

ED

I went in their with a tolerance pain of 10+. Went to see my primary yesterday and changed medication and now going in for An MRI. I can finally sleep a little

AUGUST COMMENTS

- better. Thank you to all especially the RN that helped me into the truck. It hurt like heck but we made it. TY
- Imaging** Heath did a great job with my X-ray. I got right in and didn't have to wait. He was very courteous and friendly!
- Imaging** Rob was awesome!
- Imaging** Wonderful to have these mobile services offered so close to home.
- Imaging** good no pain !
- Imaging** Easy in and out. Very friendly.
- Imaging** The wait was a bit long.
- Imaging** I was treated well.
- Imaging** Fix time waiting to shorter. When I'm told right away kind of what I expected
- Imaging** I have been pleased with the professionalism thank you
- Lab** They do an awesome job...
- Lab** Outstanding place to go for health care
- Nursing--IP Med Surg** Did not like having doctors only through "telehealth." Would have liked to see a real person.
- Nursing--IP Med Surg** I was hospitalized for knee replacement surgery. Staff never told me I would be discharged the next day ? I had been repeatedly told ?I hear you??re going home tomorrow (or today) but no one explained why until I asked an LPN the evening of my surgery. I felt I was being pushed out + not listened to. Then, on the day of d/c, I was repeatedly asked when my caregiver was arriving to take me home. In fact, a housekeeper came in to inquire also. Very rude!
- Outpatient** I like going to that clinic instead of the ones you (INAUDIBLE) because if you were more Homebound... I don't know how to say it right, but there's more down home, that's why I just like going there, but thank you.
- Outpatient** I had such good results, I wish I would have done it much sooner.
- Outpatient** I am very grateful that I was referred to the Wound Clinic. Overall, a good experience!
- Outpatient** They do a wonderful job. I've cleared up my wounds in a fast and timely manner. Listen to any concerns I have and make me feel involved in the process.
- Outpatient** Perfection!
- Outpatient** Was confusing getting to the correct care area. After that, I had a shot. No Dr's or other providers required.
- Outpatient** very good care

AUGUST COMMENTS

PT, OT, ST

My therapist is amazing she was super understanding with everything. She listened to me and asked me lots of questions. Made sure that we had the right plan and used many different tools to figure out what we should do to help treat me. She was also super nice and easy to talk to.

PT, OT, ST

Thanks.

PT, OT, ST

A doctor listened to me and can help me in a situation.

PT, OT, ST

Nichole is fantastic. She knows her stuff. She's very praising of my child and we can see the progress she makes through the consistent and effective work that she provides.

PT, OT, ST

Physical and occupational therapy team is a wonderful, caring, talented team that demonstrate excellent care and compassion each session

PT, OT, ST

Very great people to work with can't complaining at all

PT, OT, ST

Mitch did a great job explaining my condition and what needed to be done.

**Windom Area Hospital Auxiliary Meeting
August 14, 2023**

The Windom Area Hospital Auxiliary held their monthly meeting Monday, August 14, 2023 at 6:00 p.m. in the Large Conference Room.

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

We did not have a speaker tonight.

M/S Jackie Turner/Kay Evers to approve the agenda as presented. Motion carried.

Recording Secretary's Report – Marlene Smith, Recording Secretary

- M/S Karen Skarphol/Connie McCarthy to approve the minutes of the July 10, 2023 meeting. Motion carried.

Treasurer's Report – Gerri Burmeister, Treasurer

- Balance on hand July 31, 2023 was \$6,097.08.
- M/S Karla Taber/Connie McCarthy to approve the Treasurers Report as presented. Motion carried.

Corresponding Secretary – Betty Olson

- A card was sent to Kitty Hansen, thank you to the speaker, a card to the Jim Vellema, and a sympathy card to Marlene Smith.

MAHV Report –

- The MAHV website address is <https://mahv.org> (Member code is mahv2018)
- September 12 – A Virtual and Free Webinar - Forging Partnerships between Volunteer services and hospital/facility departments. Register online

WAH Update – Kim Armstrong

- Remember to report your volunteer hours.
- The hospital will be meeting with the City Council on August 15 regarding the proposed medical office building.
- Dr. Marc Fernandez, a surgeon from Florida, is coming in August. He will be available 6 days a week.
- Dr. Lewis, a general surgeon from Arizona, is coming in November as a General Surgeon.
- WAH Mental Health Department is looking for another therapist and will be open five days a week.
- The hospital possibly has 21 babies due in September.
- Brady Kerkman has been hired as the Executive Director of Business Development & Marketing.

Old Business:

- Holiday in July Bake Sale - The Auxiliary's share of the bake sale is \$579.25. M/S Diane Sykora/Kitty Hansen to donate this money to WAH towards the Vital Signs Monitor. Motion carried.
- Chamber Bucks Raffle - Jean Johnson reported that so far we have sold 1,460 of 1,500 tickets. The drawing will be Tuesday, August 29th on KDOM Kaleidoscope.

New Business

Quilt Raffle - The quilt "Prairie Jewels" by Deb Designs, made and donated by the Cotton Quilters Club, was shown and will be on display in the Hospital Lobby.

- Tickets will be \$5.00 each. We will print 500.
- Sales will be from September 11 to October 31.
- Committee: Jackie Turner, chair, Brenda Rencyzkowski, and Dona Olsen.

2023 – 2024 Goals

1. Compile our 50-year history
2. Celebrate 50 years at 2024 Spring Banquet.
3. Change name of Lobby Hostess to Volunteer Guide.
4. Have 40 or more active members.
5. Have 25 or more associate members.

The Meeting adjourned at 7:05 p.m.

Marlene Smith
Recording Secretary

Coming Events

- Monday September 11 - Auxiliary Meeting at 6:00
- Tuesday September 12 – MAHV Virtual Webinar at 10:00 a.m.

Hostesses

- September: Rozanne Gronseth & Marge Paschke



BOARD OF DIRECTOR'S MEETING

TUESDAY, SEPTEMBER 25, 2023

5:00 pm – Large Conference Room

Select meal from the Cafeteria before the meeting

** Indicates items needing a motion

AGENDA

- | | | |
|----------|--|---|
| 5:00 PM: | CALL WAH FOUNDATION MEETING TO ORDER | Steve Johnson |
| 5:05 PM: | ** APPROVAL OF AGENDA | Steve Johnson |
| 5:10 PM: | ** FOUNDATION MEETING MINUTES
- Approve minutes from regular meeting on August 29, 2023 | Steve Johnson |
| 5:15 PM: | ** FINANCIAL STATEMENT
- Review donations & assign thank-you's | Kim Armstrong |
| 5:25 PM: | OLD BUSINESS -
- Changes to Financial Report
- Articles of Incorporation & By-Laws
- Bras for a Cause
- Meetings with Board members
- Fundraising committee | Kim Armstrong
Brady Kerkman
Kim Armstrong
Kim Armstrong
Brady Kerkman |
| 5:45 PM: | NEW BUSINESS -
- Review donor tiers & discussion of donor wall
- Local donation discussion
- Cricket Mini Cart
- Volunteer hours | Brady Kerkman
Brady Kerkman
Brady Kerkman
Kim Armstrong |
| 6:15 PM: | NEXT MEETING DATE/TIME – October 24, 2023 | Steve Johnson |
| 6:20 PM: | ** MEETING ADJOURNED | Steve Johnson |

**WINDOM AREA HEALTH FOUNDATION
FOUNDATION BOARD MEETING MINUTES
AUGUST 29, 2023, AT 5:00 P.M.**

Attending: Steve Johnson, Greg Scheitel, Chad Merrihew, Tom Christensen, Dan Ortmann, Kay Gross, Emily Masters/CHRO, Kim Armstrong/Executive Director Foundation/Auxiliary, Brady Kerkman/Executive Director of Business Development & Marketing (via Webex)

Others: Heather Hummel/Executive Assistant

Absent: Shelby Medina/CEO, Terry Tegels

Recorder: Heather Hummel, Executive Assistant

Emily Masters, CHRO, introduced Brady Kerkman to the Foundation Board.

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

FOUNDATION MINUTES:

M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE MAY 30, 2023 REGULAR MEETING AS PRESENTED (MERRIHEW/GROSS).

FINANCIAL STATEMENT:

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

Review Donations & Assign Gift Thank-you's

Donor gifts to the Foundation received during 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

Golf Tournament Report

Kim noted that there were 14 teams registered for the second annual Foundation Gold Tournament. The total revenue from the event was \$5,225 with expenses totaling \$2,129.81. The net profit for the golf tournament was \$3,095.19. It was stated that there was a lot of positive feedback in regards to the event.

Scholarship Update

Kim indicated that all scholarship checks have been sent for scholarship recipients.

Pink Patch Project

The Mountain Lake Police Department ordered 200 patches to help raise awareness for Breast Health Awareness Month in October. 40 patches were sold at the Pow Wow Event in Mountain Lake this summer. Patches will be available for purchase for Windom Area Health employees. If an employee purchases a patch, they will be able to wear blue jeans on Fridays during the month of October. Mountain Lake will also be selling the patches at City Hall in October. Kim discussed the Pink Patch idea with the Windom Police Chief with the potential of them participating in 2024.

Articles of Incorporation & By-Laws

Kim communicated with the Windom Area Health Attorney in regards to way to adjust our Articles of Incorporation so that the Foundation is able to continue to provide funds for scholarships, women going through cancer treatments and employee crises. Brady added that he has additional ideas that he would like to share with the attorney to get her input on. Kim and Brady will report back to the Foundation Board once these ideas have been discussed.

NEW BUSINESS

Women's Health 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 her cancer treatments.

M/S/C UNANIMOUSLY TO AWARD \$5,000 TO THE APPLICANT. FUNDS WILL BE USED TO COVER \$3,500 IN RENT AND \$1,500 IN GAS CARDS FROM CASEY'S (SCHEITEL/MERRIHEW).

Birthday Phone Calls

Kim mentioned she has started making birthday phone calls on July 1 and that it is going well. Tom expressed that people remember things like this.

Recognition Event on October 5, 2023

Windom Area Health is combining several events into one recognition event which will be held on Thursday, October 5 at the Round Lake Vineyards. Events that will be incorporated include employee years of service, volunteer recognition, and appreciation for Medical Staff, Governing Board, Foundation Board and donors that have contributed \$5,000 and over. There will be a social hour followed by supper and recognition. The evening will wrap up with a comedian for entertainment. Invites have been sent in the mail.

Bras for a Cause

October is Breast Health Awareness month. The Foundation is putting together two parts for awareness which include placing pink bows on light poles in downtown Windom and on Hospital Drive. Kim is checking with MNDOT to see if we are allowed to put them along the highway. The hope is to also get the bows in surrounding towns as well. The second portion of raising awareness is Bras for a Cause. People will be encouraged to purchase and decorate a bra. They will then bring it to Windom Area Health where it will get assigned a number. Bras will be displayed in the WAH Main Lobby. People will then have the opportunity to vote for their favorite bra via Facebook. There will be prizes for the top 3 picks. Kim will be contacting locals businesses to ask for donations for the winners. The Marketing Department, radio and newspaper will all be utilized to educate the community about Breast Health Awareness month.

Dad's Belgian Waffle Brunch

Discussion was held with the Foundation Board regarding the Dad's Belgian Waffle Brunch fundraiser and whether or not this should be continued. It was noted that we are not getting the return on the investment for this fundraiser. Brady suggested forming a fundraising committee to which all Foundation members are interested in being a part of to discuss different ideas that are beneficial and can help raise money for the Foundation. M/S/C UNANIMOUSLY TO CANCEL DAD'S BELGIAN WAFFLE BRUNCH FOR 2024 (MERRIHEW/GROSS).

The next Foundation Board Meeting will be held on September 26, 2023.

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

Kay Gross
WAH Foundation Secretary