

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

Purpose: Provide governance for Windom Area Health	
Meeting Date/Time/Location:	Monday, December 18, 2023 / 5:30 pm / Large Conference Room
Members: All Windom Area Health Governing Board Mbrs	Present: Absent: Others:
Recorder:	Heather Hummel, Executive Asst
Category / Topic	Action step(s) / Updates
STANDING ITEMS	
Call to Order	Call Windom Area Health Governing Board meeting to order at 5:30 pm by Governing Board Chairperson Dr. Michael Fisher
Meeting Minutes	Approve Windom Area Health Governing Board minutes from the regular meeting of November 27, 2023 (Board Motion) Dr. Michael Fisher
Board Education	There is no board education for the month of December.
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 (Board Motion) Medical Staff meeting review Review PP/Q & P Committee meeting activities
Finance / Personnel / Labor Relations & Bldg & Grounds Cmte	<ul style="list-style-type: none"> Review F/P/LR & B-G Committee meeting activities Review and recommend approval of WAH resignations and terminations (Board Motion)
OTHER REPORTS	
Statistical & Financial Performance Reports	Review & recommend approval of statistical & financial reports (Board Motion) John Peyerl
Capital Acquisition Activity	Review capital acquisition activity John Peyerl
Educational Assistance Applications	Review & recommend approval of application(s) for educational assistance (Board Motion) 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: (Board Motion) <ul style="list-style-type: none"> Performance Improvement / Risk Mgmt Plan CY2024 Tissue and Eye Donation
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 Mary Grunig
Sanford Health Network	Informational updates	Dave Rogers, SHN Exec Dir
WAH Foundation Board	The next Foundation Board meeting will be held on December 19, 2023 at 5:00 pm in the Chapel. The November 28, 2023 Foundation Board meeting minutes are included in Board book.	Dr. Michael Fisher
WAH Auxiliary	Auxiliary met December 11, 2023. Minutes from the November 13, 2023 Auxiliary Meeting are included in Board book.	Dr. Michael Fisher
OLD & NEW BUSINESS		
Old Business		
New Business	Alaris™ Infusion System IV Pumps	John Peyerl Monica Huber
CONCLUSION		
	Conclude WAH Governing Board meeting	Dr. Michael Fisher

	<p>SANFORD TELEMEDICINE APPOINTMENTS: Karun Topiwala, M.D. Neurology Telemedicine Michael Whisler, PAC Infectious Disease Telemedicine</p> <p>VRAD APPOINTMENTS: Joan Sutcliffe, M.D. Teleradiology Telemedicine</p> <p>RESIGNATIONS: Shelby indicated that an agreement has been worked out with Sanford in regards to Dr. Yusuf being released of his contract with Sanford so that he can be directly employed by Windom Area Health effective January 1, 2024. Shelby shared that discussions are going to begin with Dr. Taber and what his needs are as we continue to move forward with the Medical Building. Per Dr. Taber's request, discussions will be held at the beginning of the new year 2024.</p> <p>There was no report available for October 2023 financial assistance accounts. M/S/C UNANIMOUSLY TO APPROVE THE FOLLOWING RESIGNATIONS/TERMINATIONS – ENVIRONMENTAL SERVICES TECHNICIAN EFFECTIVE 10/24/2023, NUTRITIONAL SERVICES COOK EFFECTIVE 10/25/2023, AND PATIENT ACCOUNTS REPRESENTATIVE EFFECTIVE 11/27/2023. THERE WERE TWO TERMINATIONS INCLUDING A CERTIFIED MEDIAL ASSISTANT EFFECTIVE 10/3/2023 AND DIABETES EDUCATOR EFFECTIVE 11/15/2023 (ORTMANN/SCHMIT).</p>	Justin Schmit John Peyerl Emily M
OTHER REPORTS		
Statistical & Financial Performance Reports	October 2023 statistical and utilization graphs were reviewed for the month. John indicated October was a slower than average. Admissions were 21 in October with a budgeted amount of 26. Surgery was one below budget at 69. Emergency visits were below budget expectations with 301 visits with a budgeted amount of 340. 626 imaging procedures were performed with a budgeted amount of 745. Rehab modalities exceeded budget expectations at 1,967. FY2024 year-to-date net income totals \$13,859,189 on a projected budget of \$13,357,500. Days in A/R were reported at 47.89 and Days Cash on Hand totaled 345.	John Peyerl
Capital Acquisition Activity	M/S/C UNANIMOUSLY TO APPROVE OCTOBER 2023 STATISTICAL AND FINANCIAL PERFORMANCE REPORT AS PRESENTED (SCHMIT/ORTMANN).	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 PRN Athletic Trainer effective November 21, 2023 and (2) Environmental Service Technicians effective November 28, 2023.	Emily Masters
Patient Concern Reports	October 2023 Patient Concern Reports and patient survey comments were reviewed and appropriately addressed.	Monica Huber
Patient Safety Reports	Monica noted 1 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	There were no policies presented for Governing Board approval.	Shelby M
Medical Director	Dr. Blue had no additional information to discuss with the Governing Board.	Dr. Blue
Administration	Emily Masters, CHRO, reported that Safety and Safe Patient Handling Committees recently met. Employee sick time in Q3 2023 totaled 440.59 hours compared to 636.15 in Q3 2022. Monica Huber, CNO, noted that Performance Improvement and Risk Committee met November 20 with most departments meeting or exceeding their PI/Risk Plans. Monica stated that we should expect a visit from the Minnesota Department of Health in the near future. The NRC Report was reviewed with all positive scores. Shelby commended Monica and Landon Johnson on their work with the Nursing Staff. Shelby communicated that the year-to-date transfer rate is 12.2% with the current transfer rate currently at 6.6%.	Sr Mgmt Team

M/S/C UNANIMOUSLY TO APPROVE WAH COMMITTEE MEETING REPORTS AS PRESENTED (GROSS/TEGELS).	
City of Windom	<p>Marv Grunig indicated that he is the liaison for the City's Utility Commission. They have proposed electric rates with an increase of 5% over the next three years. With those increases, Windom remains among the lowest utility rates in the state. The Utility Commission is requesting reimbursement from Windom Area Health for consideration on repayment on a loan that was given to the hospital for the original construction of the medical building and medical equipment requests. Steve Nasby provided Shelby with Utility Commission minutes to review. Shelby is requesting more information as nothing was stated in the minutes that it was a loan. More information will be provided if available. Steve Nasby stated that the City Budget will be finalized on December 19. The city's transmission line is done and hooked in with the substation.</p> <p>Dave Rogers reported that Sanford in Sioux Falls has reached its highest capacity at 453. Discussion regarding the need for mental health services in the region. Sanford is changing to a generic MyChart so that not everything in the system is branded all Sanford. Sanford has contracted with Waystar, which uses artificial intelligence to handle insurance prior authorizations.</p> <p>The next Foundation Board meeting will be held on November 28, 2023 at 5:00 pm in the LCR. The October 24, 2023 Foundation Board meeting minutes were included in Board book.</p> <p>The Auxiliary met November 13, 2023. Minutes from the October 9, 2023 Auxiliary Meeting were included in Board book.</p>
Sanford Health Network	Dave Rogers, SHN Exec Dir
WAH Foundation Board	Dr. Michael Fisher
WAH Auxiliary	Dr. Michael Fisher
OLD & NEW BUSINESS	
Old Business	The December Windom Area Health Governing Board meeting will be held Monday, December 18, 2023. All meetings will begin at regularly scheduled times.
New Business	There was no new business to report.
CONCLUSION	
	Chairperson, Dr. Michael Fisher, concluded the WAH Governing Board meeting.
	Dr. Michael Fisher

Signature _____, Dan Ortman, Governing Board Secretary

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
as of December 14, 2023
WAH MISSION: "Dedicated to Health"

CHIEF EXECUTIVE OFFICER REPORT

• **Organizational Updates**

- Construction update: Retention wall is complete on the Northwest side and almost complete on the Northwest side. Stairwell and elevator shafts are currently being constructed and should be completed within the next couple of weeks.
- The Radiology Department had their annual MQSA inspection on December 6, 2023 by the Department of Health and Human Services. The final inspection report was presented citing 100% compliance. This is the second year in a row where WAH's Radiology Department received a perfect inspection for its mammography services! Congratulations to Heath and the radiology team!
- The Wound and Hyperbaric Healing Center were notified that it was one of two MN centers to achieve the Power of One Swag+ goal from Healogics. This award is provided to centers who meet or exceed new patient encounters. This award was provided to a total of 77 centers nationwide. Congratulations to the Wound and Hyperbaric Healing Center team!
- Westbrook-Walnut Grove School district is interested in a Sports Medicine Services Agreement. WAH is currently working on the details of the contract.

• **MHA/Federal Updates:**

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

• **Committee Meeting Updates**

- Infection Prevention: Next report Feb. 2024
- Pharmacy and Therapeutics: Next report Feb. 2024
- Utilization Review: Next report Mar. 2024
- Emergency Preparedness: Met Nov. 16, 2023
 - Discussed Table Top Exercise for mass casualty. Plan to schedule with Windom and Mountain Lake schools in January / February 2024
 - Discussed condition and availability of ARMOR radios
 - Discussed compliance with all life safety codes and drills

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
As of December 14, 2023
WAH MISSION: "Dedicated to Health"

CHIEF FINANCIAL OFFICER REPORT

Overview:

- Net income from operations was \$196,289 compared to a budget of negative \$6,250. Our net patient revenue was \$484,089 more than last November. November operating income is 7.43% compared to a budget percentage of negative 0.26%.

The volume of inpatient activity in November was significantly higher than budget expectations. The acute admissions were two less than last month and fell short of the budgeted volume. Activity on the outpatient side produced volumes and revenues above our monthly averages and budget expectation. Eighty-one percent of our gross revenues came from outpatient activity, which is consistent with expectations. Acute admissions totaled twenty-five. Those twenty-five admissions produced sixty-one inpatient days for an average daily census of 2.0. Outpatient gross revenue was \$275,980 more than budget and \$822,621 more than last November.

- Imaging procedure counts were three procedures below budget. Imaging performed 747 procedures compared to a budget of 750. Last November, 719 procedures were performed.
- Laboratory volumes exceeded budget expectations. Last fiscal year laboratory tests averaged about 10,140 in a given month. There were 10,914 in the month of November, which is 430 more than last November and 1,014 more than budget.
- Sixty-eight surgical procedures were performed in November, which is three less than our budgeted number of seventy-two and ten more than last November. Eight of those surgeries were joint replacements and three were robotic assisted.
- Rehab Therapy performed 1,915 modalities in November, which was 121 more than last November. That is 190 more modalities than the budgeted number of 1,725.

Contractual adjustments came in at 48.96% for the month. Contractual adjustments were budgeted at 50.00%.

Overall, expenses were \$74,962 more than budget. Salaries & Wages, Employee Benefits, Pharmaceuticals and Supplies are the categories that exceeded budget.

WINDOM AREA HEATH

GOVERNING BOARD EXECUTIVE SUMMARY

December 13, 2023

WAH MISSION: *"Dedicated to Health"*

CHIEF NURSING OFFICER REPORT

- **PI/Risk:**
 - Departmental PI goals for 2024 have been submitted and are going through the approval process

- **Medical/Surgical/OB/Emergency Room:**
 - Additional interviews of international RN's are being conducted. This is to hopefully secure a 3rd candidate in addition to the previously secured individuals.
 - 1.7 RN FTEs open

- **Work Place Violence:**
 - New signage: see following page
 - Looking to add local MOAB instructors

MHA Safety Data for Nov. 2023:

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

WINDOM AREA HEALTH IS A PLACE OF HEALING AND CARING.

**Please show our physicians, caregivers,
patients, and others respect.**

We are committed to doing our part to provide a safe environment and ask that you do the same.

**Aggressive behavior and
violence are unacceptable.**

We reserve the right to take appropriate measures against aggressive behaviors, which may include requesting you to leave or legal action.



**WINDOM
AREA HEALTH**

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of December 14, 2023

WAH MISSION: "Dedicated to Health"

CHIEF HUMAN RELATIONS OFFICER REPORT

Human Resources/Employee Health

- Posted positions:
 - RN
 - Director, Maintenance & EVS
 - Diabetes Care & Education Specialist
 - Paramedic
 - Radiologic Technologist
 - Surgery Tech
 - Patient Financial Counselor
 - Sterilization Technician
 - Business Intelligence Analyst (on hold)
 - Behavioral Health Nurse Practitioner
- Marketing and Human Resources are pairing up to host employee holiday events (see flier).

Community Health/Mental Health/Wellness Center

- WAH is changing the BLS policy as of January 1 to cover all costs associated with the certification, and also allow employees whose job does not require the certification, to also become certified at no cost on their own time.
- Makayla Grev will be joining WAH on 1/2/24 as the Community Health & Wellness Manager. Lindsey Englar will be stepping back to a Personal Trainer role, and Jessica Schmit will be focusing on the mental health service line.
- We will be offering Food Rx in January, which is a health food education program with food bundles provided, to patients that are referred by specific providers.

Marketing/PR/Foundation

- Rock the Rink Pink will be held January 18th in coordination with the Windom Hockey Association to raise funds for the Women's Health Fund. Watch facebook for more information.
- End of the year letters from the Foundation have been sent out to secure \$30,000.00 for the purchase of a new stress test machine.
- Katie Greener has been selected for the Director, Foundation & Auxiliary and will start her new role December 18th. Katie has been with our marketing department for just over a year.
- The New Year's Baby 2024 is well under way with securing donations. Any individual or business can still donate to the for the baby/parent gift package.
- We had an overwhelming response to our marketing for a free skin cancer screening clinic. Initially slated for 14 spots, we had 88 patients scheduled for this important service.
- Thank you to the Windom Area Hospital Auxiliary for their time and work in the beautiful decorating of the Hospital.
- Marketing coordinated holiday cookie gifts for all providers.
- The Mini Cricket Cart is scheduled to arrive on Dec 23rd. It will not begin to be used until after the New Year.

Sponsorships/Donations

- Prize donation to the MN Assoc. of Secondary School Principal conference being hosted in Windom.
- Sponsored 5 employee's children in the Citizen's Christmas Edition.
- Sponsored Haidyn Sammons for Athlete of the Week.

Committee Meetings

- **Employee Focus/Finance:** Employee holiday events are being planned.
- **Patient & Family Advisory Committee:** PFAC met on December 5th, and Dr. Arrazola came by to introduce himself. We reviewed the Specialty Clinic calendar that has been in the papers.
- **Safety:** No report, next meeting in January.
- **Safe Patient Handling:** No report, next meeting in January.

★ DECEMBER EMPLOYEE HOLIDAY EVENTS ★

Check the E-gram for more info & weekly updates!



Friday, Dec 8
GIVING TREE GIFTS
GIFTS DUE TO
HEATHER OR
TRAVIS



**FURRY FRIENDS
PHOTO CONTEST**

VOTING RUNS DEC 14-20

Submit your festive pet photo to Katie by Dec 13:
kathryn.greener@windomareahealth.org
Vote board displayed in Cafeteria



Wednesday, Dec 13
HOLIDAY BINGO
STARTS AT 9 A.M.
Bingo hosted by Lab
Board displayed outside Cafeteria



★
Wednesday, Dec 13
UGLY SWEATER DAY
PHOTO AT 3 P.M. IN LOBBY
Prize for all photo participants!

★
Monday, Dec 18
COOKIE DECORATING
CAFETERIA AT 2 P.M.
Hosted by Nutritional Services



Dec 18-22
HOLIDAY PHOTO BOOTH
ON YOUR OWN OR AS A GROUP!
Submit your photos via e-mail to Dia at
dia.lefebvre@windomareahealth.org
Photo Booth located in Cafeteria



★
Tuesday, Dec 19
HOLIDAY STAFF MEAL
CAFETERIA AT 11:30 A.M.
TO 1:30 P.M.
Hosted by Nutritional Services

★
Tuesday, Dec 19
HOT COCOA BAR
MAIN LOBBY AT 2 P.M.
Hosted by Specialty Clinics



Fiscal Year 2023-2024

WINDOM AREA HEALTH

Target	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24
WAH Operational & Strategic Goals												
SERVICE												
Expand Surgical Services by increasing vol of current procedures & addition of new procedures (IE: Ortho, GYN, Gen, Urology)												
Increase optimization of DaVinci Robot (GYN & General)	4/30/2024											
Expand Physician Recruitment	4/30/2024											
Ambulatory Net Promoter Score	83.3%	77.8%	50.0%	n/a	90.9%	86.7%	84.6%	82.4%				
OP Net Promoter Score	80.6%	82.1%	100.0%	90.0%	76.9%	100.0%	37.0%	85.0%				
Emergency Dept Net Promoter Score	49.1%	43.8%	50.0%	73.1%	63.3%	57.7%	87.0%	59.0%				
Wound Center Overall Pt. Satisfaction	>92%	98.0%	100.0%	100.0%	78.0%	100.0%	99.0%	100.0%				

Target	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24
QUALITY												
Falls per 1000 Patient Days	0.0	n/a	6.1	n/a	n/a	n/a	5.3	n/a				
Patient Falls with Injuries	0.0	n/a	0.0	n/a	n/a	n/a	0.0	n/a				
Hand Hygiene	100%	n/a	n/a	99.3%	n/a	n/a	99.0%	n/a				
Patient Experience/HCAHPS Recommend	81%	n/a	94.4%	n/a	n/a	n/a	85.7%	n/a				
How would you rate/HCAHPS	83%	n/a	90.0%	n/a	n/a	n/a	71.4%	n/a				
Communication with Nurses	89%	n/a	91.7%	n/a	n/a	n/a	65.7%	n/a				
Communication with Doctors	85%	n/a	91.7%	n/a	n/a	n/a	78.6%	n/a				
Readmission within 30 days	<5%	n/a	1.0%	n/a	n/a	n/a	1.0%	n/a				
Wound Center Patient Healing Rate	>92%	100.0%	98.1%	100.0%	97.0%	96.3%	97.0%	100.0%				

Target	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24
FINANCIAL												
Income (Loss) from Operations to Budget	3.87%	-2.09%	0.83%	-2.26%	-2.11%	-1.31%	-2.33%	-0.74%				
Days in Accts Receivable	<53	44.18	51.23	50.47	50.73	57.03	47.89	50.27				
Days Cash on Hand	>150	368	376	375	359	338	345	321				

Target	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24
GROWTH												
Surgeries to Budget	71	72	65	59	83	71	69	78				
Wound Center New Patients	23	28	36	28	32	20	39	27				
Wound Center Encounters	135	260	287	286	327	260	289	280				
SNF/IALF Wound Ctr Encounters/Telehealth	no target # established	28	30	19	10	13	16	10				
Wound Ctr New Patients for HBO Treatmts	10/calendr yr	0	0	0	0	0	1	0				

Target	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24
COMMUNITY												
WAH Hosted Events w/ Commun Participtrn	2/fiscal yr											
			Lunch&Learn Golf Tourm	De Vinci Demo	Summer Path Event	Mental Health Lunch&learn	Spooky Path Event					

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, December 18, 2023 / 4:30-5:15 pm / Large Conference Room

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

Present:
Absent:
Others:

Chairperson (or Acting Chairperson): Justin Schmit, Chairperson

Recorder: Heather Hummel, Executive Asst

Category / Topic	Action step(s) / Updates	Leader:
STANDING ITEMS		
Call to Order	Call Finance/Personnel/Labor Relations & Building & Grounds Committee meeting to order at 4:30 pm by chairperson	Justin Schmit
Minutes	Approve minutes from regular Committee meeting of November 27, 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	Construction updates	Shelby Medina/Pat Weerts (KA)
NEW/CURRENT ITEMS		
Utility Commission Request	Discuss information regarding Utility Commission request for payment	Shelby Medina
Other		
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

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, November 27, 2023 / 4:30pm / 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, Ann Bartelt, Dan Ortmann, Dr. Michael Fisher, Shelby Medina/CEO, Dr. Blue/Medical Director, John Peyerl/CFO, Monica Huber/CNO, Emily Masters/CHRO, Dave Rogers/SHN Executive Director
Absent:
Others: Heather Hummel/Executive Assistant

Chairperson (or Acting Chairperson): Justin Schmit, Chairperson

Recorder: Heather Hummel, Executive Asst

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

STANDING ITEMS

Call to Order

The Finance/Personnel/Labor Relations & Building & Grounds Committee meeting was called to order Chairperson, Justin Schmit.

Justin Schmit

Minutes

M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF OCTOBER 23, 2023, AS PRESENTED (SCHMIT/ORTMANN).

Justin Schmit

Collections & Financial Assistance

There was no report available for October 2023 Collections and Financial Assistance.

John Peyerl

Employee Resignations & Terminations

M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FOLLOWING RESIGNATIONS: ENVIRONMENTAL SERVICES TECHNICIAN EFFECTIVE 10/24/2023, NUTRITIONAL SERVICES COOK EFFECTIVE 10/25/2023, AND PATIENT ACCOUNTS REPRESENTATIVE EFFECTIVE 11/17/2023. THERE WERE TWO TERMINATIONS INCLUDING A CERTIFIED MEDICAL ASSISTANT EFFECTIVE 10/3/2023 AND DIABETES EDUCATOR EFFECTIVE 11/15/2023 (ORTMANN/FISHER).

Emily Masters

FOLLOW-UP ITEMS

Medical Building

Shelby reported on construction updates regarding the Medical Building. She shared that there was a delay with laying cement and footings due to a blueprint not being consistent with the layout of the building. This issue has been resolved. Because of this, the Administration area had to be reviewed and some pillars needed to be put in the design. Shelby indicated that work with the State is on-going regarding the firewall. The retention wall block was delayed due to backorder. Block has now been delivered. John shared that a pre-close meeting was held November 22 regarding the financing of the project. WAH is awaiting the final draft to review prior to closing.

Shelby Medina

NEW/CURRENT ITEMS

Other

Shelby communicated that Sanford has agreed to release Dr. Yusuf so Windom Area Health will directly employ him. Dr. Yusuf's contract is being reviewed with a start date of January 2, 2024.

CONCLUSION

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

Justin Schmit

WINDOM AREA HEALTH
INCOME STATEMENT

	11/30/2023			Revenue			Y-T-D FY2024			Revenue			Budget 2024			Comparison			November			Revenue			Comparison			From Last Year			% Change							
	11/30/2023	Comparison	Budget 2024	Comparison	Y-T-D FY2024	Comparison	Budget 2024	Comparison	Y-T-D FY2023	Comparison	Budget 2024	Comparison	Y-T-D FY2023	Comparison	Budget 2024	Comparison	Y-T-D FY2023	Comparison	Budget 2024	Comparison	Y-T-D FY2023	Comparison	Budget 2024	Comparison	Y-T-D FY2023	Comparison	Budget 2024	Comparison	Y-T-D FY2023	Comparison	Budget 2024	Comparison	Y-T-D FY2023	Comparison	Budget 2024	Comparison		
PATIENT REVENUE																																						
Inpatient Revenue	\$950,246	18.54%	\$775,000	16.58%	\$5,987,711	18.84%	\$4,975,000	16.01%	\$4,418,061	16.01%	\$4,975,000	16.01%	\$4,418,061	16.01%	\$4,975,000	16.01%	\$4,418,061	16.01%	\$4,975,000	16.01%	\$4,418,061	16.01%	\$4,975,000	16.01%	\$4,418,061	16.01%	\$4,975,000	16.01%	\$4,418,061	16.01%	\$4,975,000	16.01%	\$4,418,061	16.01%	\$4,975,000	16.01%	\$4,418,061	16.01%
Outpatient Revenue	\$4,175,980	81.46%	\$3,900,000	83.42%	\$25,795,548	81.16%	\$26,100,000	83.99%	\$24,647,600	83.99%	\$26,100,000	83.99%	\$24,647,600	83.99%	\$26,100,000	83.99%	\$24,647,600	83.99%	\$26,100,000	83.99%	\$24,647,600	83.99%	\$26,100,000	83.99%	\$24,647,600	83.99%	\$26,100,000	83.99%	\$24,647,600	83.99%	\$26,100,000	83.99%	\$24,647,600	83.99%	\$26,100,000	83.99%	\$24,647,600	83.99%
Total Patient Revenue	\$5,126,226	100.00%	\$4,675,000	100.00%	\$31,783,259	100.00%	\$31,075,000	100.00%	\$29,065,661	100.00%	\$31,075,000	100.00%	\$29,065,661	100.00%	\$31,075,000	100.00%	\$29,065,661	100.00%	\$31,075,000	100.00%	\$29,065,661	100.00%	\$31,075,000	100.00%	\$29,065,661	100.00%	\$31,075,000	100.00%	\$29,065,661	100.00%	\$31,075,000	100.00%	\$29,065,661	100.00%	\$31,075,000	100.00%	\$29,065,661	100.00%
Contractual Adjustments	\$2,509,794	48.96%	\$2,337,500	50.00%	\$15,768,117	49.61%	\$15,597,500	50.19%	\$13,399,014	50.19%	\$15,597,500	50.19%	\$13,399,014	50.19%	\$15,597,500	50.19%	\$13,399,014	50.19%	\$15,597,500	50.19%	\$13,399,014	50.19%	\$15,597,500	50.19%	\$13,399,014	50.19%	\$15,597,500	50.19%	\$13,399,014	50.19%	\$15,597,500	50.19%	\$13,399,014	50.19%	\$15,597,500	50.19%	\$13,399,014	50.19%
Other Income	\$26,069	0.51%	\$27,500	0.59%	\$171,077	0.54%	\$182,500	0.59%	\$139,861	0.59%	\$182,500	0.59%	\$139,861	0.59%	\$182,500	0.59%	\$139,861	0.59%	\$182,500	0.59%	\$139,861	0.59%	\$182,500	0.59%	\$139,861	0.59%	\$182,500	0.59%	\$139,861	0.59%	\$182,500	0.59%	\$139,861	0.59%	\$182,500	0.59%	\$139,861	0.59%
NET OPERATING REVENUE	\$2,642,501	100.00%	\$2,365,000	100.00%	\$16,186,219	100.00%	\$15,660,000	100.00%	\$15,806,508	100.00%																												
EXPENSE																																						
Employee Salaries	\$876,002	33.15%	\$825,000	34.88%	\$5,829,118	36.01%	\$5,715,000	36.49%	\$4,993,938	36.49%	\$5,715,000	36.49%	\$4,993,938	36.49%	\$5,715,000	36.49%	\$4,993,938	36.49%	\$5,715,000	36.49%	\$4,993,938	36.49%	\$5,715,000	36.49%	\$4,993,938	36.49%	\$5,715,000	36.49%	\$4,993,938	36.49%	\$5,715,000	36.49%	\$4,993,938	36.49%	\$5,715,000	36.49%	\$4,993,938	36.49%
Employee Benefits	\$262,299	9.93%	\$246,250	10.41%	\$1,808,432	11.17%	\$1,718,750	10.98%	\$1,543,675	10.98%	\$1,718,750	10.98%	\$1,543,675	10.98%	\$1,718,750	10.98%	\$1,543,675	10.98%	\$1,718,750	10.98%	\$1,543,675	10.98%	\$1,718,750	10.98%	\$1,543,675	10.98%	\$1,718,750	10.98%	\$1,543,675	10.98%	\$1,718,750	10.98%	\$1,543,675	10.98%	\$1,718,750	10.98%	\$1,543,675	10.98%
Pharmaceuticals	\$120,783	4.57%	\$100,000	4.23%	\$802,994	4.96%	\$700,000	4.47%	\$618,025	4.47%	\$700,000	4.47%	\$618,025	4.47%	\$700,000	4.47%	\$618,025	4.47%	\$700,000	4.47%	\$618,025	4.47%	\$700,000	4.47%	\$618,025	4.47%	\$700,000	4.47%	\$618,025	4.47%	\$700,000	4.47%	\$618,025	4.47%	\$700,000	4.47%	\$618,025	4.47%
Supplies	\$214,271	8.11%	\$195,000	8.25%	\$1,257,691	7.77%	\$1,205,000	7.69%	\$958,714	7.69%	\$1,205,000	7.69%	\$958,714	7.69%	\$1,205,000	7.69%	\$958,714	7.69%	\$1,205,000	7.69%	\$958,714	7.69%	\$1,205,000	7.69%	\$958,714	7.69%	\$1,205,000	7.69%	\$958,714	7.69%	\$1,205,000	7.69%	\$958,714	7.69%	\$1,205,000	7.69%	\$958,714	7.69%
Rents & Utilities	\$38,778	1.47%	\$35,000	1.48%	\$232,906	1.44%	\$222,500	1.42%	\$206,659	1.42%	\$222,500	1.42%	\$206,659	1.42%	\$222,500	1.42%	\$206,659	1.42%	\$222,500	1.42%	\$206,659	1.42%	\$222,500	1.42%	\$206,659	1.42%	\$222,500	1.42%	\$206,659	1.42%	\$222,500	1.42%	\$206,659	1.42%	\$222,500	1.42%	\$206,659	1.42%
Purchased Services	\$629,830	23.83%	\$635,000	26.85%	\$4,060,442	25.09%	\$3,965,000	25.32%	\$3,821,727	25.32%	\$3,965,000	25.32%	\$3,821,727	25.32%	\$3,965,000	25.32%	\$3,821,727	25.32%	\$3,965,000	25.32%	\$3,821,727	25.32%	\$3,965,000	25.32%	\$3,821,727	25.32%	\$3,965,000	25.32%	\$3,821,727	25.32%	\$3,965,000	25.32%	\$3,821,727	25.32%	\$3,965,000	25.32%	\$3,821,727	25.32%
Other Direct Expenses	\$101,849	3.85%	\$135,000	5.71%	\$892,596	5.51%	\$815,000	5.20%	\$811,024	5.20%	\$815,000	5.20%	\$811,024	5.20%	\$815,000	5.20%	\$811,024	5.20%	\$815,000	5.20%	\$811,024	5.20%	\$815,000	5.20%	\$811,024	5.20%	\$815,000	5.20%	\$811,024	5.20%	\$815,000	5.20%	\$811,024	5.20%	\$815,000	5.20%	\$811,024	5.20%
Provision for Bad Debts	\$61,334	2.32%	\$50,000	2.11%	\$419,150	2.59%	\$350,000	2.23%	\$492,669	2.23%	\$350,000	2.23%	\$492,669	2.23%	\$350,000	2.23%	\$492,669	2.23%	\$350,000	2.23%	\$492,669	2.23%	\$350,000	2.23%	\$492,669	2.23%	\$350,000	2.23%	\$492,669	2.23%	\$350,000	2.23%	\$492,669	2.23%	\$350,000	2.23%	\$492,669	2.23%
Depreciation	\$129,404	4.90%	\$137,500	5.81%	\$917,548	5.67%	\$950,000	6.07%	\$913,112	6.07%	\$950,000	6.07%	\$913,112	6.07%	\$950,000	6.07%	\$913,112	6.07%	\$950,000	6.07%	\$913,112	6.07%	\$950,000	6.07%	\$913,112	6.07%	\$950,000	6.07%	\$913,112	6.07%	\$950,000	6.07%	\$913,112	6.07%	\$950,000	6.07%	\$913,112	6.07%
Interest Expense	\$11,662	0.44%	\$12,500	0.53%	\$84,524	0.52%	\$87,500	0.56%	\$89,265	0.56%	\$87,500	0.56%	\$89,265	0.56%	\$87,500	0.56%	\$89,265	0.56%	\$87,500	0.56%	\$89,265	0.56%	\$87,500	0.56%	\$89,265	0.56%	\$87,500	0.56%	\$89,265	0.56%	\$87,500	0.56%	\$89,265	0.56%	\$87,500	0.56%		
Total Operating Expense	\$2,446,212	92.57%	\$2,371,250	100.26%	\$16,305,401	100.74%	\$15,728,750	100.44%	\$14,448,808	100.44%	\$15,728,750	100.44%	\$14,448,808	100.44%	\$15,728,750	100.44%	\$14,448,808	100.44%	\$15,728,750	100.44%	\$14,448,808	100.44%	\$15,728,750	100.44%	\$14,448,808	100.44%	\$15,728,750	100.44%	\$14,448,808	100.44%	\$15,728,750	100.44%	\$14,448,808	100.44%	\$15,728,750	100.44%	\$14,448,808	100.44%
Income (loss) From Operations	\$196,289	7.43%	(\$6,250)	-0.26%	(\$119,182)	-0.74%	(\$68,750)	-0.44%	\$1,357,700	-0.44%	(\$68,750)	-0.44%	\$1,357,700	-0.44%	(\$68,750)	-0.44%	\$1,357,700	-0.44%	(\$68,750)	-0.44%	\$1,357,700	-0.44%	(\$68,750)	-0.44%	\$1,357,700	-0.44%	(\$68,750)	-0.44%	\$1,357,700	-0.44%	(\$68,750)	-0.44%	\$1,357,700	-0.44%	(\$68,750)	-0.44%		
Investment Income	\$53,624	2.03%	\$65,000	2.75%	\$374,315	2.31%	\$320,000	2.04%	\$55,269	2.04%	\$320,000	2.04%	\$55,269	2.04%	\$320,000	2.04%	\$55,269	2.04%	\$320,000	2.04%	\$55,269	2.04%	\$320,000	2.04%	\$55,269	2.04%	\$320,000	2.04%	\$55,269	2.04%	\$320,000	2.04%	\$55,269	2.04%	\$320,000	2.04%		
Other Revenue/(Expenses)	\$145	0.01%	\$10,000	0.42%	\$35,250	0.22%	\$50,000	0.32%	\$31,155	0.32%	\$50,000	0.32%	\$31,155	0.32%	\$50,000	0.32%	\$31,155	0.32%	\$50,000	0.32%	\$31,155	0.32%	\$50,000	0.32%	\$31,155	0.32%	\$50,000	0.32%	\$31,155	0.32%	\$50,000	0.32%	\$31,155	0.32%	\$50,000	0.32%		
Non Operating Rev/Exp	\$53,769	2.03%	\$75,000	3.17%	\$409,565	2.53%	\$370,000	2.36%	\$86,424	2.36%	\$370,000	2.36%	\$86,424	2.36%	\$370,000	2.36%	\$86,424	2.36%	\$370,000	2.36%	\$86,424	2.36%	\$370,000	2.36%	\$86,424	2.36%	\$370,000	2.36%	\$86,424	2.36%	\$370,000	2.36%	\$86,424	2.36%	\$370,000	2.36%		
Increase in Net Assets	\$250,058	9.46%	\$68,750	2.91%	\$290,383	1.79%	\$301,250	1.92%	\$1,444,124	1.92%	\$301,250	1.92%	\$1,444,124	1.92%	\$301,250	1.92%	\$1,444,124	1.92%	\$301,250	1.92%	\$1,444,124	1.92%	\$301,250	1.92%	\$1,444,124	1.92%	\$301,250	1.92%	\$1,444,124	1.92%	\$301,250	1.92%	\$1,444,124	1.92%	\$301,250	1.92%		
Month																																						

WINDOM AREA HEALTH
 FY 2024
 CAPITAL ASSET ACQUISITIONS

Yrs Dep	Capital Asset	Vendor	Asset class	May	June	July	August	September	October	November
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, December 18, 2023 / 4:00-4:30 pm / Large Conference Room

Members: Kay Gross, Terry Tegels, Rick Frederickson, 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 November 27, 2023 (Cmte Motion)	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 (Cmte / Bd Motion) Report on business addressed at WAH Medical Staff meeting 	Dr. Taber/ Dr. Blue
WFMC Temporary Clinic Space		Shelby Medina/Dr. Taber

NEW/CURRENT ITEMS

Utility Commission Request	Discuss information for Utility Commission request for payment	Shelby Medina
Medical Building	Construction updates	Shelby Medina/ Pat Weerts (KA)
Other		

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, November 27, 2023 / 4:00 pm / Large Conference Room

Members: Kay Gross, Terry Tegels, Rick Frederickson, 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, Rick Frederickson, Terry Tegels, Dr. Michael Fisher, Shelby Medina/CEO, Dr. Blue/Medical Director, John Peyerl/CFO, Monica Huber/CNO, Emily Masters/CHRO, Dr. Taber/Chief of Staff, Dave Rogers/SHN Executive Director
Absent:
Others: 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	Chairperson Kay Gross called the Professional Practice/Quality & Planning Committee meeting to order at 4:00 pm.	Kay Gross
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF OCTOBER 23, 2023, AS PRESENTED (TEGELS/FREDERICKSON).	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 expressed that the WAH Medical Staff reviewed the October 2023 Credentialing list which was recommended for approval to the Governing Board with a modification to Dr. Arrazola's credentialing privileges.	Dr. Taber/ Dr. Blue
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NEW/CURRENT ITEMS

WFMC Temporary Clinic Space	Shelby communicated that she would like to discuss with Dr. Taber what the future holds for the Windom Family Medical Clinic. Dr. Taber requested to wait until the new year to discuss.	Shelby Medina / Dr. Taber
Recruitment Updates	Shelby shared with the Professional Practice Committee Sanford has agreed to allow Dr. Yusuf to become a WAH employed provider. Dr. Yusuf's role will consist of hospitalist coverage, Emergency Department Coverage, and additional administrative duties focused on program development of WAH's trauma and stroke designation, hospitalist coverage, and emergency department.	Shelby Medina
Other	Shelby noted that the Administration and Business office has moved up to the temporary office building. Shelby is on-site at the hospital as much as possible. John and Emily go back and forth between being at the temporary location and being on-site at WAH. Shelby mentioned there was an issue with the blueprints of the Medical Building being inaccurate by less than ten inches. This has been corrected and the final blueprints are complete.	Shelby Medina

CONCLUSION

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

Kay Gross

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

**WINDOM AREA HEALTH
CREDENTIALING**

December 18, 2023

APPOINTMENTS:

Mikayla Heronimus, PA-C	Cardiology (Jonsson)	Allied Health Professionals
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REAPPOINTMENTS:

Julie Langerock, CNP	Cardiology (Paa)	Allied Health Professionals
Charles Flohr, M.D.	Radiology	Consulting

SANFORD TELEMEDICINE APPOINTMENTS:

Aaron Dewald, M.D.	Radiology	Telemedicine
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VRAD APPOINTMENTS:

Tamara Wheeler, M.D.	Teleradiology	Telemedicine
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VRAD REAPPOINTMENTS:

Stephen Adams, D.O.	Teleradiology	Telemedicine
Nausheen Naveed, M.D.	Teleradiology	Telemedicine

CHANGE IN STAFF CATEGORY

Ahmed Yusuf, M.D.	Family Medicine	Courtesy to Active
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NOVEMBER COMMENTS

- Ambulatory Surgery** Keep up the good work and Thank you
- Ambulatory Surgery** All the staff that worked with me did a great job.
- Ambulatory Surgery** Everyone was very professional and courteous.
- Ambulatory Surgery** my experience was great and I was impressed with all the wonderful nurses and Dr.Santos.
- Clinic** "I'm thankful that you have this service at the hospital. Darla is wonderful and helpful. I also have family who see the counselor and she is wonderful too.
Thank you again for providing this service."
- Clinic - Windom** She explained my shoulder situation that was causing pain. She gave me an injection into the shoulder.
- Clinic – Windom** We love the Windom Hospital.
- Clinic – Windom** Fast friendly rooming-efficient staff-attention to detail-made me feel important as a patient.
- ED** I think the next time you should check people if they've got necklaces on. I did lose my necklace and I don't know where I lost it, but it could have been there with that neck brace on and I didn't remember that I even had a necklace on when I was there. So, I didn't check it until I was home and it was too late. So that's the only thing I have to say, thank you.
- ED** They need to do more training on type one diabetics. When the mother asks how many carbs are in the bread they give your child it's not 2. Every bread is different and a sandwich is not 2 carbs. It's was very rude for the nurse to tell the patient and mother that they need to do more diabetic education when they didn't seem to know anything about type one diabetes themselves. Was not very happy about the way the nurses talked to us like we didn't know what we are doing.
- ED** "I received great care at the hospital this visit. I would give the ER a 10 based on this visit alone, however other visits were not. I am thankful that the doctor was thorough and that she explained things to me. She was compassionate in her way and she gave me pointers of how to ease my pain. The nurses were TERRIFIC!!! The main one explained all that was happening and they both were very kind and compassionate. I wish I could remember their names, but the visit was on the night before Thanksgiving and I got to the ER @ 8? and we left about 9:30. Please relay my thanks to them."
- ED** The medical assistant seemed ill equipped and lacking confidence, I'm not sure if she was new or being trained in. But everything else was excellent.

NOVEMBER COMMENTS

ED

I really want to thank the doctor that saw me that evening. He did a very thorough job and discovering the problem. He and the nurses were wonderful as well.

ED

Everything went very smoothly.

ED

All the nurses were good but Lori (one of the nurses) was up and above on her ability to draw blood and start IV's. She also was very caring.

ED

I had to had my knee examine x-rays. They said somebody would call me the next day. And set up an appointment with the specialist in Mankato or around in Mankato . Nobody ever called me for a day and a half. I actually had to call the clinic and see what was going on and they gave me the number of the place in Mankato , and I had you set it up, you know, I don't know if that should happen. Thank you.

ED

Everyone was very nice, comforting to my son and explained everything well.

ED

Doctor and nurses and staff from the hospital. Were all awesome and amazing and did a great job. Thank you.

ED

I had an amazing experience with a level 10 back pain. I had the perfect doctor who was well versed in this type of situation. She came up with a plan and asked me for my feedback of the options she gave me, which I greatly appreciated. She was wonderful as were the nurses.

ED

I was very pleased with the care that I got at Windham Health and I'm glad that I went for help. All the nurses and doctors treated me very well, and I appreciate that. Thank you.

ED

"Being from out of town and having one prior emergency visit here, I had no concerns regarding the care I would receive. An absolutely great source of care and compassion is and was offered. This recent visit occurred near 3AM and the staff were every bit prepared to address my care in professional and caring ways. Assurances so needed in times of stress and pain. I cannot say enough great and wonderful things to describe the staff of Windom Area Health. I didn't see any wings, but all the staff certainly must have been wearing them hidden during my last needed visit. Thank so very much for your kind considerations the morning of 10/29/23."

Imaging

clean and everyone was very friendly

Imaging

I was able to get in and done by the time of my appt. That is a great thing. Nice not having to wait.

Imaging

I don't see where they have to do anything different. They're awesome, they're on the point, very explanatory.

Imaging

Was handled professionally

NOVEMBER COMMENTS

- Imaging** I am surprised that it takes two weeks to see your results. It was not that way before. It was fast and did not take long which was nice.
- Imaging** Staff was very good. They listened well, provided excellent care and the procedure went without a hitch.
- Imaging** Staff at WAH very professional and very thorough always very thoughtful.
- Lab** The scheduling staff and laboratory personnel were all very helpful, knowledgeable, professional, and kind. Would recommend to anyone!
- Lab** Very nice and informative
- Lab** It was short
- Lab** The young man was courteous and efficient.
- Lab** Amanda N was great at calming my son's fears and getting the blood draw done quick and easy!
- Lab** Good job, thank you!
- Lab** I haven't gotten any word about the results for the tests.
- Lab** "very quick service with an experienced and friendly lab tech. Excellent!"
- Outpatient** "Excellent care by a very excellent team!"
- PT, OT, ST** As a first-time PT patient, I couldn't have asked for a better experience.
- PT, OT, ST** Awesome. Very thorough, friendly and easy to understand.
- PT, OT, ST** I am very thankful to have Teresa Elder for PT and to have her for each session.
- PT, OT, ST** I don't speak much English, my language is Spanish, however, in addition to the fact that an interpreter intervened, the therapist tried to make all the information clear.
- PT, OT, ST** I felt like I was being watched and spied on by other team members to see if what I was saying was true and this isn't the first occasion.
- PT, OT, ST** The therapy department has a terrific staff! We are very blessed to have them in Windom .

Windom Area Hospital Auxiliary Minutes

November 13, 2023

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

President Mary Klosterbuer welcomed everyone to the meeting with 24 in attendance. The Auxiliary Prayer was read in unison, and the Pledge to the Flag was recited.

Our speaker was Priscilla Comnick, Certified Diabetes Specialist. She gave a very interesting and educational presentation on diabetes and new technology for tracking one's diabetes.

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 as presented. Motion carried.

Treasurer's Report – Gerri Burmeister, Treasurer

- Balance on hand October 31, 2023 was \$6,926.81.
- M/S Betty Olson/Rozanne Gronseth to approve the Treasurer's Report as presented. Motion carried.

Corresponding Secretary – Betty Olson

- A sympathy card was sent to the family of Jan Yonker. A thank you was received from Rozanne Gronseth for the quilt.

MAHV Report –

- The MAHV website address is <https://mahv.org> (Member code is mahv2018)
- Annual Membership meeting is Thursday, December 7 at 10:00 a.m. via Zoom. We can have 2 members designated to vote.

WAH Update – Emily Saffert

- Please record your volunteer hours.
- There will be two interviews for filling Kim Armstrong's job in the near future.
- Representatives of WAH completed the Adopt a Highway project between Windom and Heron Lake.
- The hospital is short on Conference Rooms because of the construction project.
- Dr. Arrazola is the new General Surgeon for Windom Area Health.

Unfinished Business:

- Quilt Raffle: We had a profit of \$1,305.15. M/S Jackie Turner/Char Satter to donate this amount to WAH towards the Vital Signs Monitor.
- Halloween Bake Sale: We had a profit of \$1,442.25. M/S Marge Paschke/Connie McCarthy to donate this amount to WAH. This will complete our commitment of

\$5,000.00 and a little extra for the purchase of a Vital Signs Monitor for a patient room
Actual amount donated is \$5,787.35.

- Pecan Sales: We have ordered 9 cases of pecans and 6 cases of pecan caramel clusters and they are scheduled to arrive before Thanksgiving.

New Business

- No meetings have been held yet to review/revise the By-Laws.
- Since we have met our goal of \$5,000 for purchasing a Vital Signs Monitor, we need to decide in December if we want to work towards another Vital Signs Monitor or choose a new project.

Hostesses

- November: Jean Johnson and Brenda Renczykowski
- December: Everybody brings treats. Leftovers will be given to WAH Employees.

Coming Events

- Monday, December 11, 2023 - Auxiliary Meeting at 6:00 p.m.

The meeting adjourned at 7:00 p.m.

Marlene Smith
Recording Secretary



BOARD OF DIRECTOR'S MEETING

TUESDAY, DECEMBER 19TH, 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:	INTRODUCTION OF THE NEW FOUNDATION & AUXILIARY DIRECTOR	Brady Kerkman
5:15 PM	** FOUNDATION MEETING MINUTES - Approve minutes from regular meeting on November 28th, 2023	Steve Johnson
5:20 PM:	** FINANCIAL STATEMENT - Review donations & assign thank-you's	Brady Kerkman
5:25 PM:	OLD BUSINESS - - Meetings with Board members - End-of-Year solicitation letter - Board By-Laws Update - SWOT Analysis - Goals & Objectives	Brady Kerkman Brady Kerkman Brady Kerkman Steve Johnson Steve Johnson
6:15 PM:	NEW BUSINESS - - First Baby 2024 - Volunteer hours - Director Transition	Brady Kerkman Brady Kerkman Brady Kerkman
6:25 PM:	NEXT MEETING DATE/TIME – January 23, 2024	Steve Johnson
6:30 PM:	** MEETING ADJOURNED	Steve Johnson

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

Attending: Steve Johnson, Greg Scheitel, Chad Merrihew, Tom Christensen, Dan Ortmann, Kay Gross, Terry Tegels, Brady Kerkman/Executive Director of Business Development & Marketing (via phone), Emily Masters/CHRO

Others: Heather Hummel/Executive Assistant

Absent: Shelby Medina/CEO

Recorder: Heather Hummel, Executive Assistant

CALL TO ORDER

WAH Foundation Chairperson, Steve Johnson, called the meeting to order at 5:00 p.m.

FOUNDATION AGENDA

Brady noted that he would like the Foundation Board to plan on a longer meeting in December to discuss the strategic plan, which was previously discussed a year ago.

M/S/C UNANIMOUSLY TO APPROVE THE NOVEMBER 28, 2023 FOUNDATION AGENDA AS PRESENTED (GROSS/MERRIHEW).

FOUNDATION MINUTES

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

FINANCIAL STATEMENT

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

Review Donations & Assign Gift Thank-you's

Emily reviewed the Foundation donations for October 2023.

OLD BUSINESS

Bras for a Cause

Emily reported that Bras for a Cause had 29 bras submitted to help raise Breast Cancer Awareness. Voting for the event was held via Facebook by picture "likes." 1st place went to Kim Armstrong, 2nd place went to Kristi Dewall and 3rd place went to the Environmental Services Department at WAH.

Meetings with Board Members

Brady is continuing to set up meetings with individual board members.

Cricket Mini Cart

Emily informed the Foundation Board that the Cricket Mini Cart is expected to arrive December 23. The goal is to have the cart operational after the first of the year. Progress is being made on creating policies for storage, training, who is allowed to drive, etc.

End-of-Year Solicitation Letter

The end-of-year solicitation letter was reviewed with the Foundation Board Members. 260 letters were sent on November 28. Questions regarding who receives the letter were raised. Brady noted that this is based on information in our current database. When the Foundation received everything from Sanford last year, the list included those that have been active for three years. The Foundation Members requested to get a copy of the list so that they can go through to see if people have passed away, change of marital status, etc. Brady stated he will get the list downloaded and sent to the board.

NEW BUSINESS

Foundation Director Update

Emily reported that two on-site interviews were held for the director position. An offer will be extended this week for a new director.

Foundation Account Signers Update

Brady reported that the signature cards have been updated with Shelby Medina and Brady Kerkman being added to the Bank Midwest – Windom and Leading Edge Credit Union - Windom bank accounts. Kim was also removed as account signer from both accounts. Discussion was held regarding having Brady and Shelby stay on as signers after the new director is hired. The Foundation Board agreed that they will wait to add the new director until they are comfortable. Discussion was also held regarding the pros and cons of having two people sign off on checks for the Foundation and if a two-signature policy would make sense. It was stated that it is better to put in as many safeguards as possible, as long as it does not impede daily operations to conduct business. The Foundation doesn't currently have a credit card which is also something that should be considered going forward. It was noted to look into how expenses are reimbursed from the hospital.

Volunteer Hours

Emily passed around the volunteer hours sheet for the Foundation Board Members to complete.

Strategic Plan

A year ago, the SWAT Analysis was created with a timetable of goals. Brady noted that he would like to revisit this list at the December meeting. He stated that might add co-signers and by-laws to the list. Brady asked the board members to plan an additional 30 minutes for the December meeting to go over this information.

Potential Major Donor

Tom Christensen indicated he has a potential major donor that he is going to go visit to see if he is willing to donate towards the Medical Building. Tom inquired to see if it has been determined on dollar amounts for naming rights. Brady stated they are working on this information and would forward onto Tom once completed, so he can relay to the potential major donor.

The next Foundation Board Meeting will be held on December 19, 2023 in the Windom Area Health Chapel.

The Windom Area Health Foundation meeting was concluded by Chairperson, Steve Johnson. M/S/C UNANIMOUSLY TO ADJOURN THE FOUNDATION MEETING (CHRISTENSEN/SCHETTEL).

Kay Gross
WAH Foundation Secretary