

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

Purpose: Provide governance for Windom Area Health	
Meeting Date/Time/Location:	Monday, January 22, 2024 / 5:30 pm / Large Conference Room
Members: All Windom Area Health Governing Board Mbrs	Present: Absent: Others:
Recorder:	Heather Hummel, Executive Asst
<b>Category / Topic</b>	<b>Action step(s) / Updates</b>
<b>STANDING ITEMS</b>	
Call to Order	Call Windom Area Health Governing Board meeting to order at 5:30 pm by Governing Board Chairperson Dr. Michael Fisher
Meeting Minutes	Approve Windom Area Health Governing Board minutes from the regular meeting of December 18, 2023 (Board Motion) Dr. Michael Fisher
Board Education	There is no board education for the month of January
<b>COMMITTEE REPORTS</b>	
Professional Practice / Quality & Planning Cmte	<ul style="list-style-type: none"> <li>Medical Staff Credentialing review and approval per recommendation from the WAH Medical Staff (Board Motion)</li> <li>Medical Staff meeting review</li> <li>Review PP/Q &amp; P Committee meeting activities</li> </ul>
Finance / Personnel / Labor Relations & Bldg & Grounds Cmte	<ul style="list-style-type: none"> <li>Review F/P/LR &amp; B-G Committee meeting activities</li> <li>Review and recommend approval of WAH resignations and terminations (Board Motion)</li> </ul>
<b>OTHER REPORTS</b>	
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 Landon Johnson
Patient Safety Reports	Review patient safety activities Landon Johnson
WAH Policy Review	No policies for Board action this month Shelby M
Medical Director	Organizational updates Dr. Blue
Administration	<ul style="list-style-type: none"> <li>Review/Update of Senior Management Team Executive Summaries</li> <li>Review and approve WAH committee meeting reports as presented (Board Motion)</li> </ul>

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 January 23, 2024 at 5:00 pm in the Large Conference Room. The December 19, 2023 Foundation Board meeting minutes are included in Board book.	Dr. Michael Fisher
WAH Auxiliary	Auxiliary met January 8, 2024. Minutes from the December 11, 2023 Auxiliary Meeting are included in Board book.	Dr. Michael Fisher
<b>OLD &amp; NEW BUSINESS</b>		
Old Business		
New Business	MDH Rural Hospital Capital Improvement Grant Board Resolution ( <i>Board Motion</i> )	John Peyerl
<b>CONCLUSION</b>		
	Conclude WAH Governing Board meeting	Dr. Michael Fisher



<b>CHANGE IN STAFF CATEGORY</b>		
Finance / Personnel / Labor Relations & Bldg & Grounds Cmte	<p>Ahmed Yusuf, M.D. Family Medicine Courtesy to Active</p> <p>Dr. Blue reported that Dr. Yusuf is moving from courtesy to active status with his upcoming start date as a Windom Area Health employee beginning January 2, 2024.</p> <p>M/S/C UNANIMOUSLY TO APPROVE SENDING 59 ACCOUNTS TOTALING \$73,718.55 TO AAA COLLECTIONS AND APPROVE 6 FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$2,749.47 (SCHMIT/ORTMANN).</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE FOLLOWING RESIGNATIONS/TERMINATIONS – PRN REGISTERED NURSE EFFECTIVE 10/26/2023. THERE WERE NO TERMINATIONS (SCHMIT/FISHER).</p>	<p>Justin Schmit</p> <p>John Peyerl</p> <p>Emily M</p>
<b>OTHER REPORTS</b>		
Statistical & Financial Performance Reports	<p>November 2023 statistical and utilization graphs were reviewed for the month. John expressed reaching a milestone with generating over five million in inpatient revenue. John indicated inpatient activity in November was significantly higher than budget expectations. Laboratory volumes exceeded budget expectations with 10,914 in the month of November. FY2024 year-to-date net income totals \$16,186,219 on a projected budget of \$15,660,000. Days in A/R were reported at 50.27 and Days Cash on Hand totaled 321.</p> <p>M/S/C UNANIMOUSLY TO APPROVE NOVEMBER 2023 STATISTICAL AND FINANCIAL PERFORMANCE REPORT AS PRESENTED (FISHER/SCHMIT).</p>	<p>John Peyerl</p>
Capital Acquisition Activity	<p>There was no Capital Acquisition activity for the month of November.</p>	<p>John Peyerl</p>
Educational Assistance Applications	<p>There were no Educational Assistance applications submitted for board action.</p>	<p>Emily Masters</p>
New / Department Transfer Employees	<p>The following new hires/department transfers and updates were reported – New hires include Senior Billing Specialist effective December 26, 2023, (2) Registered Nurses going from being Healogics Employees for the Wound Center to Windom Area Health Employees effective January 1, 2024, Physician effective January 1, 2024 and Community Health and Wellness Manager effective January 2, 2024.</p>	<p>Emily Masters</p>
Patient Concern Reports	<p>November 2023 Patient Concern Reports and patient survey comments were reviewed and appropriately addressed.</p>	<p>Monica Huber</p>
Patient Safety Reports	<p>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.</p>	<p>Monica Huber</p>
WAH Policy Review	<p>Shelby indicated no changes were made to the Performance Improvement / Risk Management Plan CY2024 or Tissue and Eye Donation Policy.</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE PERFORMANCE IMPROVEMENT / RISK MANAGEMENT PLAN CY2024 AS PRESENTED (FISHER/TEGELS).</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE TISSUE AND EYE DONATION POLICY AS PRESENTED (FISHER/TEGELS).</p>	<p>Shelby M</p> <p>Monica Huber</p>
Medical Director	<p>Dr. Blue shared the excitement with having Dr. Yusuf join our Windom Area Health team. Dr. Yusuf is a well-respected physician that will bring a lot of value to our organization. Dr. Yusuf will formally start covering Emergency Department shifts in February in addition to building the Hospitalist Program. Looking forward to having him start after the first of the year.</p>	<p>Dr. Blue</p>
Administration	<p>Emily Masters, CHRO, reported on the WAH Marketing Department and Foundation pairing up for the Rock the Rink Pink Event on January 18. This event is a fundraiser for the Women's Health Fund. Discussion was held regarding the new law for Sick Leave. Monica Huber, CNO, shared that interviews are being held for the International RN position as we are trying to get a third candidate for this position. Monica shared that new Work Prevention signage is up around the facility and is included in the Board Book. Shelby thanked our partners for their help with the Giving Tree that provided 60 families totaling 180 children gifts this holiday season. Sports coverage for the Westbrook-Walnut Grove School District is currently under negotiation. There will be significantly less coverage with the Westbrook School District compared to the Windom School District.</p> <p>M/S/C UNANIMOUSLY TO APPROVE WAH COMMITTEE MEETING REPORTS AS PRESENTED (FREDERICKSON/SCHMIT).</p>	<p>Sr Mgmt Team</p>
City of Windom	<p>Steve Nasby reported the final budget meeting is December 19. The levy is at 5.9%.</p>	<p>Steve Nasby</p> <p>Marv Grunig</p>
Sanford Health Network	<p>Dave Rogers visited with Josh Sammons regarding items needing to be purchased for the new Medical Building. Dave shared that Sioux Falls is experiencing record highs with capacity at the hospital.</p>	<p>Dave Rogers,</p> <p>SHN Exec Dir</p>
WAH Foundation Board	<p>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 were included in Board book.</p>	<p>Dr. Michael Fisher</p>
WAH Auxiliary	<p>Auxiliary met December 11, 2023. Minutes from the November 13, 2023 Auxiliary Meeting were included in Board book.</p>	<p>Dr. Michael Fisher</p>

<b>OLD &amp; NEW BUSINESS</b>		
Old Business	There was no old business to report.	
New Business	Dr. Fisher informed the City of Windom that the Governing Board will have a formal response regarding the Utility Commission Request at the January Governing Board meeting.	Dr. Michael Fisher
New Business	John reported that Alaris™ Infusion System IV Pumps have been on our capital budget for the past several years. The pumps were not listed on our estimated purchases for this fiscal year due to being held up by the FDA. Our current IV pumps are 12 years old. The new Alaris™ Infusion System IV Pumps have additional safety features and will be linked with Epic. Asking for approval for capital purchase to get in the queue but noting that this might be a FY2025 expense depending on if they are delayed or not. M/S/C UNANIMOUSLY TO APPROVE THE PURCHASE OF ALARIS INFUSION SYSTEM IV PUMPS AS PRESENTED (FISHER/TEGELS).	John Peyerl Monica Huber
New Business	Shelby reported to the Governing Board regarding the structural difference in the area where the Information Technology Department and a portion of the Wound Center is. A firewall is required in this area for the construction of the Medical Building. The area in question was built in 2003 and is a stick building with approximately 1,440 square feet. Because this structure is not tied to the hospital structure, the Board has some options with how to move forward with the construction. The preferred option is to tear down the structure in question and rebuild. The budgeted amount is anticipated to be no more than \$1,000,000 for this project. Shelby assured the Board that the Wound Center will continue to operate as normal with the exception of the Hyperbaric Chambers needing to be out of service during construction. M/S/C UNANIMOUSLY TO APPROVE THE DEMOLITION OF THE CURRENT STRUCTURE OF THE IT DEPARTMENT AND WOUND CENTER AND TO REBUILD THE STRUCTURE AT A COST TO NOT EXCEED \$1,000,000 (FISHER/SCHMIT).	Shelby Medina
<b>CONCLUSION</b>		
	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 January 17, 2024*  
**WAH MISSION: "Dedicated to Health"**

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**CHIEF EXECUTIVE OFFICER REPORT**

- **Organizational Updates**
  - Construction update: The concrete crew was able to pour the third level of the stair and elevator towers and the earth workers backfilled the footing pads. The State approved the specs for the renovation of the administration area and IT/Wound Center areas. Steel will be ordered and anticipated to be delivered the middle of February. When the weather warms up to ten degrees or higher the concrete crew will pour the last lift on the towers.
  - The Radiology Department launched the Heart and Vascular screening program. This service was currently being offered through Sanford Heart and Vascular. Windom now offers this service for \$75. If a patient wishes to only receive one of the screenings, the cost is \$50 per study. Screenings are available to individuals 40 years or older and are encouraged for those who smoke or have a history of smoking, have a family history of cardiac issues, high blood pressure or are overweight.
  - Dr. Yusuf started on January 1<sup>st</sup>. He is scheduled to cover the Emergency Department in February and will plan to cover Monday through Wednesday in the Emergency Department and provide hospitalist coverage on Thursdays.
  - Minnesota Hospitals have been alerted that they are the latest victims of fictitious bomb threats and swatting threats. Hospital leaders have been informed and instructed on the protocols to execute in the event they receive bomb threats or if law enforcement arrives at the hospital expecting to engage in an incident.
- **MHA/Federal Updates:**
  - State Bills:
    - Effective January 1, 2024: MN Duty to Warn Law for Mental Health Professionals and Extreme Risk Protection Orders
      - Changes to this law requires mental health professionals to notify the sheriff of the county where the patient resides if the patient reveals that s/he are suicidal or poses a significant risk to harming another, AND possesses a firearm. In addition, there is obscure language about making recommendations to the sheriff about the patient's "fitness to possess firearms."
    - Effective January 1, 2024: MN Earned Sick and Safe Time
      - This new law requires employers to provide paid leave to employees for those who are ill, to care for a sick family member, or to seek assistance if an employee or their family member has experienced domestic abuse, sexual assault, or stalking. WAH has implemented and communicated our Sick and Safe Time policy.
  - Federal: N/A
- **Committee Meeting Updates**
  - Infection Prevention: Met January 24, 2024
    - Sepsis: 5 inpt. Admissions diagnosed with Sepsis with 0 deaths
    - HAI, HAI CAUTI, HAI CLABSI = 0; Total Joint SSI = 0
    - Hand Hygiene PI = 65 direct observations; October score 100% and November 99.2%
    - Reportable Diseases: COVID = 22 cases
  - Pharmacy and Therapeutics: Next report Feb. 2024
  - Utilization Review: Next report Mar. 2024
  - Emergency Preparedness: Next report March 2024

## **WINDOM AREA HEALTH**

### **GOVERNING BOARD EXECUTIVE SUMMARY**

***As of January 18, 2024***

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

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#### **CHIEF FINANCIAL OFFICER REPORT**

##### **Overview:**

- Net income from operations was \$121,214 compared to a budget of \$61,250. Our net patient revenue was \$591,078 more than last December. December operating income is 4.79% compared to a budget percentage of negative 2.47%.

The volume of inpatient activity in December was below budget expectations. The acute admissions were three less than last month and fell short of the budgeted volume. Activity on the outpatient side produced volumes and revenues at our slightly below budget expectation. Eighty-four percent of our gross revenues came from outpatient activity, which is consistent with expectations. Acute admissions totaled twenty-two. Those twenty-two admissions produced forty-eight inpatient days for an average daily census of 1.5. Outpatient gross revenue was \$384,427 less than budget and \$812,407 more than last December.

- Imaging procedure counts were three procedures below budget. Imaging performed 678 procedures compared to a budget of 750. Last December, 624 procedures were performed.
- Laboratory volumes fell short of budget expectations. Last fiscal year laboratory tests averaged about 10,140 in a given month. There were 9,777 in the month of December, which is 1,157 more than last December and 123 less than budget.
- Seventy-one surgical procedures were performed in December, which is one less than our budgeted number of seventy-two and twenty-eight more than last December. Seven of those surgeries were joint replacements and three were robotic assisted.
- Rehab Therapy performed 1,775 modalities in December, which was 140 less than last December. That is 50 more modalities than the budgeted number of 1,725.

Contractual adjustments came in at 43.82% for the month. Contractual adjustments were budgeted at 50.65%.

Overall, expenses were \$11,615 less than budget. Salaries & Wages, Employee Benefits and Other Direct Expenses are the categories that exceeded budget.

## WINDOM AREA HEALTH

### GOVERNING BOARD EXECUTIVE SUMMARY

January 16, 2024

WAH MISSION: *"Dedicated to Health"*

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### CHIEF NURSING OFFICER REPORT

- **PI/Risk/Quality:**
  - Working to enhance the collaboration between Risk/PI Department and managers/staff through increased visibility, coaching and intentional rounding on staff and patients.
  - Re-energizing our focus on follow up, closing the loop and sharing data to inform actions that optimize quality outcomes.
  
- **Medical/Surgical/OB/Emergency Room:**
  - Following many interviews we have secured an employment agreement with a 3rd international RN. She is from the Philippines.
  - Hired two nursing interns with anticipation of offering RN positions after they pass boards.
  - Helping onboard Dr. Yusuf and develop the strategy for the hospitalist program.
  - Organizing team building between staff and Dr. Arrazola to maximize capacity and patient census within our capabilities.
  - Conducting interviews for Diabetic Educator position.
  
- **Work Place Violence:**
  - Informed and educated staff about recent email bomb threat scams at Minnesota courthouses.
  - Alerted appropriate staff about recent swatting incidents targeting courthouses and hospitals.

#### **MHA Safety Data for November 2023:**

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



# Donation Report for Windom Area Hospital

## Calendar Year 2023

Referred Deaths	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Q1	Q2	Q3	Q4	YTD
Total Deaths	2	3	2	1	0	3	5	0	4	0	2	1	7	4	9	3	23

Eye Donation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Q1	Q2	Q3	Q4	YTD
Potential Donors	1	1	0	1	0	1	1	0	3	0	0	0	2	2	4	0	8
Authorized Donors	0	0	0	1	0	1	1	0	1	0	0	0	0	2	2	0	4
Authorization Rate	0%	0%	0%	100%	0%	100%	100%	0%	33%	0%	0%	0%	0%	100%	50%	0%	50%
Total Eye Donors	0	0	0	1	0	1	1	0	1	0	0	0	0	2	2	0	4

Ocular Distribution	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Q1	Q2	Q3	Q4	YTD
Regionally*	0	0	0	2	0	0	0	0	2	0	0	0	0	2	2	0	4
Nationally	0	0	0	0	0	2	0	0	0	0	0	0	0	2	0	0	2
Internationally	0	0	0	0	0	0	2	0	0	0	0	0	0	0	2	0	2
Research	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

\* Regionally = Transplants in SD, ND, MN, and NE

Tissue Donation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Q1	Q2	Q3	Q4	YTD
Potential Donors	1	0	0	1	0	1	0	0	2	0	0	0	1	2	2	0	5
Authorized Donors	0	0	0	1	0	1	0	0	1	0	0	0	0	2	1	0	3
Authorization Rate	0%	0%	0%	100%	0%	100%	0%	0%	50%	0%	0%	0%	0%	100%	50%	0%	60%
Total Tissue Donors	0	0	0	1	0	1	0	0	1	0	0	0	0	2	1	0	3

Research	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Q1	Q2	Q3	Q4	YTD
Total Research Donors	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Notes



Please Note: This report reflects the initial referral data provided by the referring agency. While this data is current and as accurate at the time of report generation, errors and omissions may be identified and corrected after the report is distributed.

## WINDOM AREA HEALTH

### GOVERNING BOARD EXECUTIVE SUMMARY

*as of January 17, 2024*

WAH MISSION: "Dedicated to Health"

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## CHIEF HUMAN RELATIONS OFFICER REPORT

### Human Resources/Employee Health

- Posted positions:
  - RN
  - Director, Maintenance & EVS
  - Paramedic
  - Radiologic Technologist
  - Surgery Tech
  - Sterilization Technician
  - Business Intelligence Analyst
  - Health Unit Coordinator
  - NP/PA – Hospitalist
  - Lab Tech
  - Patient Access Rep – Front Desk
  - Marketing & Communications Coordinator
- Our 2024 Employee Engagement survey will launch Feb 13<sup>th</sup>. We are working with a new vendor, Energage.
- Employee Sick and Safe Time (ESST) has launched and we are working our way through the details of the law related to recordkeeping.
- Starting in February, we will be allowing employees to wear jeans on Fridays as an employee benefit. Previously, employees had to purchase this opportunity for \$1 that was donated to a charity.

### Community Health/Mental Health/Wellness Center

- Mental Health Walk-In Clinic has hired a Psychiatric Nurse Practitioner. She will be working on her MN License and moving from Kansas with her family. We estimate 60-90 days for this process.
- Referrals are starting to come in for our Winter Food RX program, main referrals will be from mental health services.

### Marketing/PR/Foundation

- Rock the Rink Pink was held January 18<sup>th</sup> in coordination with the Windom Hockey Association. A recap of fundraising will be provided next month.
- Marketing has been working to promote the new WAH Heart and Vascular screens through the Imaging Dept.
- The Mini Cricket golf cart has arrived! We are working out the details of the cart storage and routes and will be launching it soon.
- The Winter Beat will be in the Shopper the weekend of 2/27.
- The New Year's Baby sponsorship drive resulted in over \$3,400 in gifts for the new baby and family.
- The Foundation By-Laws are being reviewed with edits being presented to the Foundation Board this week.

### Sponsorships/Donations

- MN Association of Secondary School Principal's-Winter Conference— various door prizes
- Windom Schools Booster Club—Food sponsor for double header (Mental Health Walk-In Clinic) (\$250)

### Committee Meetings

- **Employee Focus/Finance:** No report.
- **Patient & Family Advisory Committee:** No report, next meeting is February.
- **Safety:** Met 1/9/24 for Q4 meeting, new secure door locations were discussed, along with an additional camera. January will bring a lot of life safety testing (i.e. fire extinguisher, alarm panes, etc). Additional BBPE training was provided to nurses in November. Regular scheduled rounds were completed in ED, Imaging, Lab, Materials, Wellness/Studio. Two OSHA recordable events occurred in Q4; BBPE splash to the eye, and BBPE needle stick. 873.84 employee 'sick' hours occurred in Q4, up from 698.13 in Q4 the previous year. COVID resulted in 302.3 of the 873.84 hours of illness. Our Ergonomic Plan was put in place 1/1/24 as required by MN state law.
- **Safe Patient Handling:** One safe patient handling event occurred in Q4 (patient fall) but did not result in employee or patient injury.



**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, January 22, 2024 / 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:
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**STANDING ITEMS**

Call to Order	Call Finance/Personnel/Labor Relations & Building & Grounds Committee meeting to order at 4:30 pm by chairperson	Justin Schmit
Minutes	Approve minutes from regular Committee meeting of December 18, 2023 (Cmte Motion)	Justin Schmit
Collections & Financial Assistance	Review & recommend approval of patient financial accounts (Cmte Motion / Bd Motion)	John Peyerl
Employee Resignations & Terminations	Review & recommend acceptance of WAH employee resignations / terminations (Cmte Motion / Bd Motion)	Emily Masters

**FOLLOW-UP ITEMS**

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**NEW/CURRENT ITEMS**

Salary Structure Adjustments	Discuss annual salary structure review and adjustment percentage.	Emily Masters
Other		

**CONCLUSION**

	Conclude Finance/Personnel/Labor Relations & Building & Grounds Committee meeting	Justin Schmit
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**Meeting Name: Windom Area Health Finance / Personnel / Labor Relations & Building & Grounds Committee MINUTES**

**Purpose:** Review and recommend annual operating budget and capital expenditure plan, review and recommend capital expenditures, review and evaluate monthly financial reports, review and recommend approval of annual audit report, and recommend board approval to agenda items as requested.

**Meeting Date/Time/Location:** Monday, December 18, 2023 / 4:30 pm / Large Conference Room

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

**Present:** Justin Schmit, Dan Ortmann, Ann Bartelt, Dr. Michael Fisher, Shelby Medina/CEO, Dr. Blue/Medical Director, John Peyerl/CFO, Monica Huber/CNO, Emily Masters/CHRO  
**Absent:** Julie Brugman/Mt Lake Advisory Member  
**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 NOVEMBER 27, 2023, AS PRESENTED (FISHER/ORTMANN).	Justin Schmit
Collections & Financial Assistance	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND 59 PATIENT ACCOUNTS TOTALING \$73,718.55 TO AAA COLLECTIONS; RECOMMEND APPROVAL OF THE FOLLOWING FINANCIAL ASSISTANCE PATIENT ACCOUNTS: 1 NEW ACCOUNT SUBMITTED FOR WRITE-OFF TOTALING \$1,328.62; AND 5 ACCOUNTS FOR WRITE-OFF WITH A BALANCE BELOW \$1500 TOTALING \$1,420.85; IN TOTAL, 6 FINANCIAL ASSISTANCE ACCOUNTS WERE SUBMITTED AND APPROVED FOR WRITE-OFF TOTALING \$2,749.47 (BARTELT/ORTMANN). In month 7 of FY2024, accounts totaling \$39,204.61 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: PRN REGISTERED NURSE EFFECTIVE 10/26/2023. THERE WERE NO TERMINATIONS (SCHMIT/FISHER).	Emily Masters

**FOLLOW-UP ITEMS**

Medical Building	Shelby reported to the committee the delay in receiving approval to move forward with construction due to the stick structure, which includes the Information Technology Department and a portion of the Wound Center. This structure was built in 2003 and is approximately 1,440 square feet. Because this structure is not tied to the hospital structure, the Board has some options with how to move forward with construction. The preferred option is to tear down the structure in question and rebuilt. The budget amount is anticipated to be no more than \$1,000,000 for this project. Pat Weerts will provide exact costs over the next couple of weeks. Shelby requested the board approve moving forward with the demo and rebuild of the additional portion of the building with the cost not to exceed \$1,000,000.	Shelby Medina/Pat Weerts (KA)
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**NEW/CURRENT ITEMS**

Utility Commission Request	Discussion was held regarding the Utility Commission requesting reimbursement for repayment on funds that were given to the hospital for the original construction of the medical building and medical equipment requests. The Board is reviewing the Utility Commission and Governing Board minutes. A formal response will be submitted to the City and Utility Commission after further review.	Shelby Medina
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**CONCLUSION**

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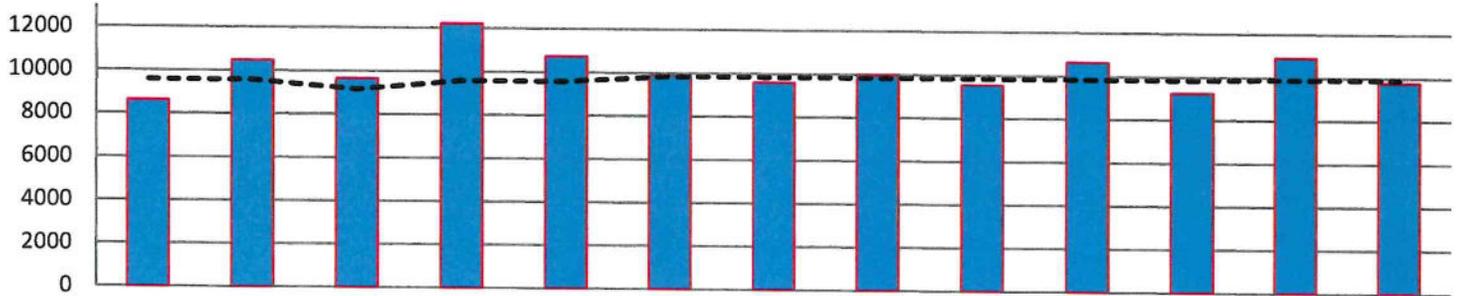






### LAB PROCEDURES

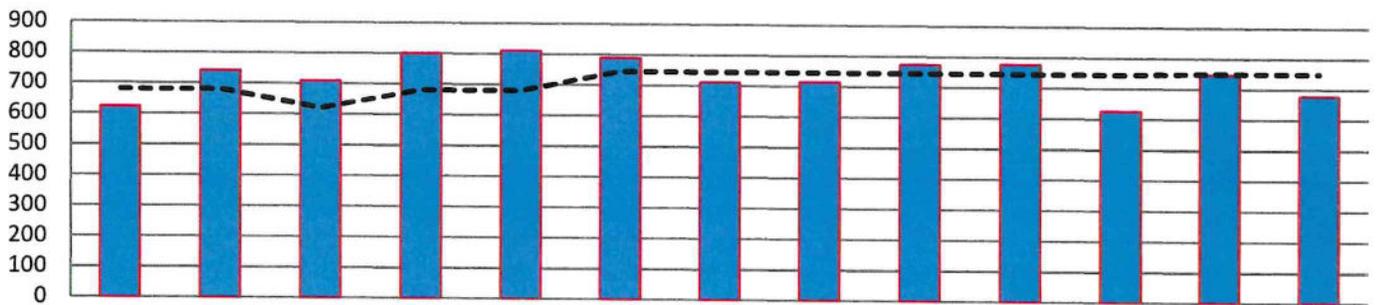
Lab Proc --- Budget



	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23
Lab Proc	8620	10484	9661	12234	10733	9906	9604	9986	9550	10639	9252	10914	9777
Budget	9575	9575	9150	9575	9575	9850	9850	9850	9850	9850	9850	9900	9900

### IMAGING PROCEDURES

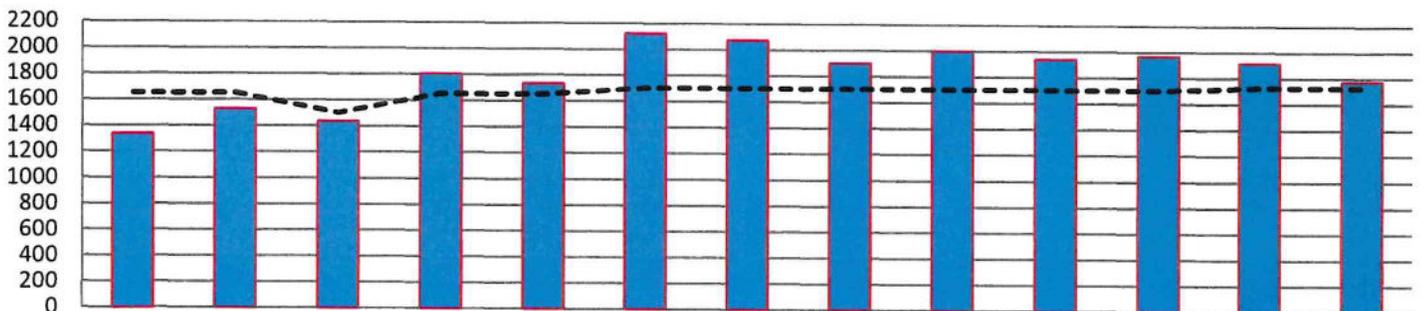
Imaging Proc --- Budget



	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23
Imaging Proc	624	742	710	801	811	790	712	715	774	777	626	747	678
Budget	680	680	620	680	680	745	745	745	745	745	745	750	750

### REHAB MODALITIES

Rehab Modalities --- Budget



	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23
Rehab Modalities	1340	1531	1437	1807	1733	2123	2075	1901	2000	1941	1967	1915	1775
Budget	1650	1650	1500	1650	1650	1700	1700	1700	1700	1700	1700	1725	1725

WINDOM AREA HEALTH  
INCOME STATEMENT

	12/31/2023		Revenue		Budget 2024		Revenue		Y-T-D FY2024		Revenue		December		\$ Change		% Change		
	12/31/2023	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	From Last Year	From Last Year	From Last Year	From Last Year	
<b>PATIENT REVENUE</b>																			
Inpatient Revenue	\$705,397	15.78%	\$825,000	16.58%	\$6,693,108	18.46%	\$5,800,000	16.09%	\$5,252,203	16.09%	\$5,800,000	16.09%	\$5,252,203	16.09%	\$1,440,905	27.4%			
Outpatient Revenue	\$3,765,573	84.22%	\$4,150,000	83.42%	\$29,561,121	81.54%	\$30,250,000	83.91%	\$27,600,782	83.91%	\$30,250,000	83.91%	\$27,600,782	83.91%	\$1,960,339	7.1%			
Total Patient Revenue	\$4,470,970	100.00%	\$4,975,000	100.00%	\$36,254,229	100.00%	\$36,050,000	100.00%	\$32,852,985	100.00%	\$36,050,000	100.00%	\$32,852,985	100.00%	\$3,401,244	10.4%			
Contractual Adjustments	\$1,958,989	43.82%	\$2,520,000	50.65%	\$17,727,105	48.90%	\$18,117,500	50.26%	\$15,265,419	50.26%	\$18,117,500	50.26%	\$15,265,419	50.26%	\$2,461,686	16.1%			
Other Income	\$20,025	0.45%	\$27,500	0.55%	\$191,103	0.53%	\$210,000	0.58%	\$157,854	0.58%	\$210,000	0.58%	\$157,854	0.58%	\$33,249				
<b>NET OPERATING REVENUE</b>	\$2,532,006	100.00%	\$2,482,500	100.00%	\$18,718,227	100.00%	\$18,142,500	100.00%	\$17,745,420	100.00%	\$18,142,500	100.00%	\$17,745,420	100.00%	\$972,807	5.5%			
<b>EXPENSE</b>																			
Employee Salaries	\$866,542	34.22%	\$830,000	33.43%	\$6,695,660	35.77%	\$6,545,000	36.08%	\$5,744,371	36.08%	\$6,545,000	36.08%	\$5,744,371	36.08%	\$951,289	16.6%			
Employee Benefits	\$273,851	10.82%	\$246,250	9.92%	\$2,082,283	11.12%	\$1,965,000	10.83%	\$1,778,767	10.83%	\$1,965,000	10.83%	\$1,778,767	10.83%	\$303,516	17.1%			
Pharmaceuticals	\$104,207	4.12%	\$100,000	4.03%	\$907,201	4.85%	\$800,000	4.41%	\$697,473	4.41%	\$800,000	4.41%	\$697,473	4.41%	\$209,728	30.1%			
Supplies	\$198,214	7.83%	\$205,000	8.26%	\$1,455,905	7.78%	\$1,410,000	7.77%	\$1,092,334	7.77%	\$1,410,000	7.77%	\$1,092,334	7.77%	\$363,571	33.3%			
Rents & Utilities	\$30,269	1.20%	\$37,500	1.51%	\$263,175	1.41%	\$260,000	1.43%	\$243,652	1.43%	\$260,000	1.43%	\$243,652	1.43%	\$19,523	8.0%			
Purchased Services	\$563,340	22.25%	\$655,000	26.38%	\$4,623,783	24.70%	\$4,620,000	25.47%	\$4,368,122	25.47%	\$4,620,000	25.47%	\$4,368,122	25.47%	\$255,661	5.9%			
Other Direct Expenses	\$160,994	6.36%	\$145,000	5.84%	\$1,053,589	5.63%	\$960,000	5.29%	\$913,992	5.29%	\$960,000	5.29%	\$913,992	5.29%	\$139,597	15.3%			
Provision for Bad Debts	\$77,691	3.07%	\$50,000	2.01%	\$496,841	2.65%	\$400,000	2.20%	\$567,936	2.20%	\$400,000	2.20%	\$567,936	2.20%	(\$71,095)	-12.5%			
Depreciation	\$124,022	4.90%	\$140,000	5.64%	\$1,041,570	5.56%	\$1,090,000	6.01%	\$1,068,154	6.01%	\$1,090,000	6.01%	\$1,068,154	6.01%	(\$26,584)	-2.5%			
Interest Expense	\$11,662	0.46%	\$12,500	0.50%	\$96,186	0.51%	\$100,000	0.55%	\$101,650	0.55%	\$100,000	0.55%	\$101,650	0.55%	(\$5,464)	-5.4%			
Total Operating Expense	\$2,410,792	95.21%	\$2,421,250	97.53%	\$18,716,193	99.99%	\$18,150,000	100.04%	\$16,576,451	100.04%	\$18,150,000	100.04%	\$16,576,451	100.04%	\$2,139,742	12.9%			
Income (loss) From Operations	\$121,214	4.79%	\$61,250	2.47%	\$2,034	0.01%	(\$7,500)	-0.04%	\$1,168,969	-0.04%	(\$7,500)	-0.04%	\$1,168,969	-0.04%	(\$1,166,935)				
Investment Income	\$56,233	2.22%	\$65,000	2.62%	\$430,548	2.30%	\$385,000	2.12%	\$68,020	2.12%	\$385,000	2.12%	\$68,020	2.12%	\$362,528				
Other Revenue/(Expenses)	\$146	0.01%	\$10,000	0.40%	\$35,396	0.19%	\$60,000	0.33%	\$38,978	0.33%	\$60,000	0.33%	\$38,978	0.33%	(\$3,582)				
Non Operating Rev/Exp	\$56,379	2.23%	\$75,000	3.02%	\$465,944	2.49%	\$445,000	2.45%	\$106,998	2.45%	\$445,000	2.45%	\$106,998	2.45%	\$358,946				
Increase in Net Assets	\$177,593	7.01%	\$136,250	5.49%	\$467,978	2.50%	\$437,500	2.41%	\$1,275,967	2.41%	\$437,500	2.41%	\$1,275,967	2.41%	(\$807,989)				

WINDOM AREA HEALTH  
 FY 2024  
 CAPITAL ASSET ACQUISITIONS

Yrs Dep	Capital Asset	Vendor	Asset class	May	June	July	August	September	October	November	December
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, January 22, 2024 / 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:
<b>STANDING ITEMS</b>		
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 December 18, 2023 (Crnte Motion)	Kay Gross
<b>FOLLOW-UP ITEMS</b>		
Medical Staff Credentialing & Medical Staff Meeting Update	<ul style="list-style-type: none"> <li>Review &amp; approve medical staff credentialing, upon recommendation from WAH Medical Staff (Crnte / Bd Motion)</li> <li>Report on business addressed at WAH Medical Staff meeting</li> </ul>	Dr. Taber/ Dr. Blue
WFMC Temporary Clinic Space	<ul style="list-style-type: none"> <li>Meeting scheduled with Dr. Taber March 12, 2024</li> </ul>	Shelby Medina/Dr. Taber
<b>NEW/CURRENT ITEMS</b>		
<b>CONCLUSION</b>		
Conclude Professional Practice/Quality & Planning Committee meeting		Kay Gross

<b>Meeting Name: Windom Area Health Professional Practice / Quality &amp; Planning Committee MINUTES</b>	
<b>Purpose:</b> 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.	
<b>Meeting Date/Time/Location:</b> Monday, December 18, 2023 / 4:00 pm / Large Conference Room	
<b>Members:</b> 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	
<b>Present:</b> Terry Tegels, Rick Frederickson, Justin Schmit, Dr. Michael Fisher, Shelby Medina/CEO, Dr. Blue/Medical Director, Monica Huber/CNO, Emily Masters/CHRO, Dr. Taber/Chief of Staff, Dave Rogers/SHN Executive Director	
<b>Absent:</b> John Peyerl/CFO, Julie Brugman/Mt Lake Advisory Member	
<b>Others:</b> Heather Hummel/Executive Assistant	
<b>Chairperson (or Acting Chairperson)</b>	Terry Tegels, Acting Chairperson
<b>Recorder:</b>	Heather Hummel, Executive Asst
<b>Category / Topic</b>	<b>Action step(s) / Updates</b>
<b>STANDING ITEMS</b>	
Call to Order	The Professional Practice/Quality & Planning Committee meeting was called to order at 4:00 pm by acting Chairperson Terry Tegels.
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF NOVEMBER 27, 2023, AS PRESENTED (FISHER/FREDERICKSON).
<b>FOLLOW-UP ITEMS</b>	
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 that the WAH Medical Staff reviewed the December 2023 Credentialing list which was recommended for approval to the Governing Board. Dr. Blue stated that the Medical Staff By-Laws are going to be reviewed by the end of Q1 2024. Dr. Yusuf will be starting on January 2. M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE WAH MEDICAL STAFF, TO RECOMMEND APPROVAL OF THE MEDICAL STAFF CREDENTIALING, AS PRESENTED (FISHER/FREDERICKSON).
WFMC Temporary Clinic Space	Shelby noted that she would like to meet with Dr. Taber after the first of the year to discuss future plans for the Windom Family Medical Clinic.
<b>NEW/CURRENT ITEMS</b>	
Utility Commission Request	Discussion was held regarding the Utility Commission requesting reimbursement for repayment on funds that were given to the hospital for the original construction of the medical building and medical equipment requests. The Board is reviewing the Utility Commission and Governing Board minutes. A formal response will be submitted to the City and Utility Commission.
Medical Building	Shelby shared with the committee that there have been delays with the State regarding structural differences in the area where the Information Technology Department and a portion of the Wound Center is. Pat Weerts, Kraus-Anderson, stated a firewall is required in this area for construction of the Medical Building. The area in question was built in 2003 and is a stick building with approximately 1,440 square feet. Because this structure is not tied to the hospital structure, the Board has some options with how to move forward with the construction. Preferred option is to tear down the structure in question and rebuild. This only affects a portion of the Wound Center so the Wound Center will be operational during construction. The Hyperbaric Chambers will be out of service during construction. Budgeted amount is anticipated to be no more than \$1,000,000 for this project. Pat Weerts will provide exact costs over the next couple of weeks. Shelby requested the board approve moving forward with the demo and rebuild of the additional portion of the building with the cost not to exceed \$1,000,000.
	Shelby Medina
	Shelby Medina/ Pat Weerts (KA)

**CONCLUSION**

Acting Chairperson, Terry Tegels, concluded the Professional Practice/Quality & Planning Committee meeting.

Terry Tegels

*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**

**January 22, 2024**

**APPOINTMENTS:**

Lacee Feltman, PMHNP	Behavioral Health (Pavlis)	Allied Health Professionals
Jeannette Loftin, CNP	Cardiology (Jonsson)	Allied Health Professionals

**REAPPOINTMENTS:**

Raymond Allen, M.D.	Cardiology	Consulting
Meianie Behrends, CNP	Family Medicine (Van Key)	Allied Health Professionals
Jennie Gappa, CRNA	Anesthesia	Allied Health Professionals
Gary Goldberg, M.D.	Urology	Consulting
Justin Kane, M.D.	Emergency Medicine	Emergency Services
Kelli Kolander, CNP	Cardiology (Pham)	Allied Health Professionals
Ahmad Yusuf, M.D.	Family Medicine	Active Staff

**SANFORD TELEMEDICINE APPOINTMENTS:**

**VRAD APPOINTMENTS:**

**VRAD REAPPOINTMENTS:**

Reem Awwad, M.D.	Teleradiology	Telemedicine
Christine Lamoureux, M.D.	Teleradiology	Telemedicine

**RESIGNATIONS:**

Stephanie Priester, CNP	Cardiology (Jonsson)	Allied Health Professionals
Christopher Ott, M.D.	Emergency Medicine	Emergency Services
Christina Richardson, CNP	Wound Center	Allied Health Professionals

## DECEMBER COMMENTS

- Ambulatory Surgery** Excellent care and result
- Ambulatory Surgery** everything went well, the only complaint I have is the Doctor not willing to prescribe pain medication after surgery, 6 days out and still trying to control pain with Tylenol
- Ambulatory Surgery** Just a note: most of the tape & contacts were left on after recovery. I removed them several days after I got home.
- Ambulatory Surgery** I felt comfortable & safe at the Windom Sanford facility, with the nursing staff & Dr. Karen Dickes when I had cataract surgery on my right eye.
- Ambulatory Surgery** Thank you for care provided and for extra assistance with arranging transportation to and from the hospital. Thank you, too, for follow-up call so that I could clarify how to prepare better next time.
- Ambulatory Surgery** I was treated with utmost respect when I entered the building. The nurses took care of me. They took care of me right away. They explained everything to me. Everything was very, very nice. I was truly comfortable. They kept my daughter informed about everything. Yes, I had an amazing experience having things done at the Wyndham Hospital.
- Ambulatory Surgery** I was poked in 3 different places and have bruises - may be ideal to try to streamline any bloodwork needs before iv starts. Also waking up is very tricky and a lot of conversations I don't remember due to grogginess. It wasn't easy to get comfortable either or decide if I should stay or go. I mainly decided to go home because I was unable to get comfortable.
- Clinic** great from the moment i walked in the door and all the way thru my visit
- Clinic** Yes, I would recommend Dr. Bodker and April Quigley very much and I have recommended them. Thank you. Bye.
- Clinic** It is wonderful to receive such high quality care and service in our rural communities. Appreciate Sanford providing great care close to home. Thank you!!
- ED** The team was very on the ball. I felt confident in their expertise and advice. I feel they've much contributed to my good outcome. Big thanks to them!!
- ED** I just wanted to say that I am very pleased with all the help I got when I was at the emergency room. Everybody was very kind to me and I didn't have any problems at all. I felt very confident with them and it wasn't their fault that I was ill. And they were just, everyone was trying to help me and, you know, they kept me comfortable. And so I just want to say thank you for everything. You know, next time I have to go again, I'll feel very comfortable just knowing that everybody's there again and very nice to me. Thank you.
- ED** I just want to say thank you for Heath, the x-ray man. He's been, he's a very good x-ray man for the past five years that I've had him and the other

## DECEMBER COMMENTS

gentlemen that's with him. Like they went above and beyond to make sure I, you know, to help me get to the x-ray room and back and then, you know, communicate with me. Just amazing. Heath is just amazing. Even at the end, he's going out of the hospital. He was kind enough to wait for me and open the door for me and not make me feel shame and make sure I was okay. So I would get Heath like a million stars if I could. The doctor was so overwhelmed with so many patients. He's not a bad doctor. In fact, he's a good doctor. It's just he was so spread thin that, I mean, I don't feel like I got quite the care I needed and I know he's not a surgeon. I mean, I'll give him an eight, nine, but he is a sweet kind man. And then the nurses were overwhelmed. I could tell they were overwhelmed and stressed by the amount of people that was flooded in there. I just want to say the thing that needs to

ED

Yeah, I was I guess kind of out of it too with the pain that I had, but no, I was ... overall, I was very very pleased with ... with how the people, the doctor, and the nurses, and everyone worked together and did everything. So, I'm ... I'm very happy with what ... with the ER. Thank you.

ED

Everyone was caring and considerate of my feelings. They calmly explained what they were doing and why. They were reassuring in a very stressful situation.

ED

Blake, Dawn and Dr Hubers were wonderful!

ED

Always have the best experience with this facility.

ED

From beginning to end, every staff member was courteous and compassionate. I came in with a pain level of 10 and left with a pain level of 2. It was a very beneficial experience.

ED

Well, I think you could, when you discharge somebody, I think you could handle it a little bit better. It was six o'clock in the morning and it was windy and it was cold, and you give me your heated blanket until I got over to my building and then you wiped it back. You needed it right away. When I got in my apartment, I was about froze to death. You put me in a wheelchair, so my son couldn't put me in his car. I had to take the wheelchair over and it was cold at six o'clock in the morning and I went with not much clothes because I went on the ambulance. When I got home, my legs were about froze to death.

ED

The nurses were amazing and engaged with my child and tried to keep him happy, but the doctor gave a two second look over didn't really ask any questions and seemed irritated to be there. Not good with babies.

Imaging

I just want to say that I was very taken care of and people were, they were very friendly and helpful for me, made me feel, made me feel very safe and secure and I really appreciate that. Thank you. Bye. 1

## DECEMBER COMMENTS

Imaging	It was my first mammogram and I wasn't sure what to expect. You hear horror stories but it was no big deal. She seemed to know exactly what she was doing, very professional and way quicker than I thought it would be. No pain either.
Imaging	"Quick check in. Short wait for scan and quick scan. Great Job!!!"
Imaging	Yeah, I did my blood and then they told me to wait out in the lobby and then they'll do the radiology and take x-rays on my foot, but no one came out to get me for over 30 minutes and no one come and got me. So I just sat there and finally one lady did come out and say, are you Michael? And then she took care of me. So wait time was a little long.
Imaging	The testing went well; however, today is the 15th, and no one has contacted me with results.
Imaging	They were pleasant and kind. Thank you very much. Wonderful job.
Imaging	So glad to have it right in windom
Imaging	Can't wait until the new additions are done.
Inpatient	Very happy with Doctor and nurses.
Lab	Always a friendly and caring staff.
Lab	IT WAS VERY GOOD
Lab	The staff are very pleasant and immediately put you at ease. Very helpful and courteous from the minute you walk in the door. Thank you, it means so much!
Lab	The WAH lab techs are very professional and do a great job at finding a good vein for the blood draw.
Lab	I trust the lab staff at Windom Area Health.
Nursing-OB	The new bassinets although neat concept, it took up half the room. I requested the old wood one within the first night. The birth room tub faucet leaked. In both tubs the jets kept falling out/not working
Outpatient	It's a waste of money had a sleep study and the room was very very hot no one could have slept and now I have to do it again. I will go somewhere else!!!!
Outpatient	We do Lots of Dr appointments for many issues and the Windom wound clinic is by far our most trusted professional caring place we go. We have COMPLETE confidence in our care from the staff at the Wound clinic. They feel like family.
Outpatient	very good treatment !
Outpatient	Wound care team is awesome! Thank you.
Outpatient	No issues

## DECEMBER COMMENTS

Outpatient

They did a great job are very considerate, and very easy work to work with

PT, OT, ST

Yeah, I thought it was very, very good. No complaints.

PT, OT, ST

Ike Pohlman is fantastic! He listens and explains things in a very easy way to understand!

PT, OT, ST

I am very pleased with how they treated me.

PT, OT, ST

"I have seen Mitch several times over the past few years. He is always very professional and friendly. I frequently recommend our PT dept to other people"

## **Windom Area Hospital Auxiliary Minutes**

### **December 11, 2023**

The Windom Area Hospital Auxiliary held their monthly meeting Monday, December 11, 2023 at 6:00 p.m. in the Large Conference Room.

President Mary Klosterbuer welcomed everyone to the meeting with 14 in attendance. The Auxiliary Prayer was read in unison, and the Pledge of Allegiance was recited.

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

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

- M/S Betty Olson/Brenda Renczykowski to approve the minutes as presented. Motion carried.

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

- Balance on hand November 30, 2023 was \$6,063.02.
- M/S Connie McCarthy/Jackie Turner to approve the Treasurer's Report as presented. Motion carried.

#### **Corresponding Secretary** – Betty Olson

- No cards were sent.

#### **MAHV (Minnesota Association of Hospital Volunteers)**

- The MAHV website address is <https://mahv.org> (Member code is mahv2023)
- Annual Membership meeting was on Thursday, December 7 at 10:00 a.m. via Zoom. Mary Klosterbuer and Marlene Smith both attended.
- Membership dues will remain the same for us at \$25.00.
- No one has come forward to take the office of president for MAHV.
- Janene Riedeman, Director of Volunteer Services at St Cloud Hospital, will be paid a stipend to make recommendations to the By-Laws and make contacts with member groups.
- The revised By-Laws were approved.

#### **WAH Update**

- Remember to submit your volunteer hours to Katie Greener.
- A mini cart has been ordered by the Foundation to assist patients in getting to their appointments within the hospital.
- The gift package for first baby of 2024 is being prepared.
- Katie Greener has been hired to replace Kim Armstrong, as Auxiliary liaison. We look forward to Katie joining us.
- Dr. Hinshaw has completed the 300<sup>th</sup> robotic surgery of his career.
- Mental Health services are now open five days a week at the hospital.

#### **New Business**

- Pecan sales
  - Order was placed October 21, 2023.
  - Pecans arrived November 16. Pecans were distributed November 17, 20, & 21.
  - Ordered 9 cases of pecans and 6 cases of caramel pecan clusters.
  - Sold pecans at \$15 per bag and clusters at \$8 per bag.
  - Sales = \$4,392

- Cost = \$2,797.20
- Profit = \$1,594.80
- \$1,594.80 profit + \$5.20 in donations = \$1,600.00 from the pecan sales.
- M/S Betty Olson/Marge Paschke to donate our profits towards another Vital Signs Monitor as our next project since we have met our goal of raising \$5,000 towards a Vital Signs monitor.
- There was no report on stockings for 2023 December babies available.
- December decorating at the hospital can start right after Thanksgiving and decorations should be removed after New Year's Day.

Members brought a variety of treats so no hostesses.

The meeting adjourned at 6:30 p.m.

Marlene Smith  
Recording Secretary

**Coming Events –**

- Monday January 8, 2024 - Auxiliary Meeting at 6:00 p.m.
- Tuesday January 16, 2024 - MAHV Webinar at 10:00 a.m.



**BOARD OF DIRECTOR'S MEETING**

**TUESDAY, JANUARY 23, 2024**

**5:00 pm – Large Conference Room**

**Select meal from the Cafeteria before the meeting**

**\*\* Indicates items needing a motion**

**AGENDA**

- |                 |  |   |
|-----------------|--|---|
| <b>5:00 PM:</b> | <b>CALL WAH FOUNDATION MEETING TO ORDER</b>  | Greg Scheitel   |
| <b>5:05 PM:</b> | <b>** APPROVAL OF AGENDA</b>   | Greg Scheitel   |
| <b>5:10 PM:</b> | <b>** FOUNDATION MEETING MINUTES</b><br>- Approve minutes from regular meeting on December 19th, 2023  | Greg Scheitel   |
| <b>5:20 PM:</b> | <b>** FINANCIAL STATEMENT</b><br>- Review donations & assign thank-you's   | Katie Greener<br>Katie Greener  |
| <b>5:25 PM:</b> | <b>OLD BUSINESS -</b><br>- End-of-Year solicitation letter Update<br>- Revisit Fundraising Committee<br><b>** Board By-Laws Update</b><br><b>** 2024 Strategic Plan</b><br>- First Baby 2024 Update<br>- Mini Cricket Update   | Katie Greener<br>Brady Kerkman<br>Brady Kerkman<br>Greg Scheitel<br>Brady Kerkman<br>Brady Kerkman                  |
| <b>5:45 PM:</b> | <b>NEW BUSINESS -</b><br><b>** Naming of the Mini Cricket</b><br>- Establishing a maximum purchase amount<br>- Getting a Debit Card for daily Foundation expenses<br>- FFY 2022-23 990<br>- Year End Tax Statements<br>- Ask For Anything Grant<br>- Volunteer hours | Brady Kerkman<br>Brady Kerkman<br>Brady Kerkman<br>Katie Greener<br>Katie Greener<br>Katie Greener<br>Katie Greener |
| <b>5:55 PM:</b> | <b>NEXT MEETING DATE/TIME – February 27th, 2024</b>  | Greg Scheitel   |
| <b>6:00 PM:</b> | <b>** MEETING ADJOURNED</b>  | Greg Scheitel   |

**WINDOM AREA HEALTH FOUNDATION  
FOUNDATION BOARD MEETING MINUTES  
DECEMBER 19, 2023, AT 5:00 P.M.**

**Attending:** Steve Johnson, Greg Scheitel, Chad Merrihew, Dan Ortmann, Kay Gross, Terry Tegels, Katie Greener/Director of Foundation & Auxiliary, Brady Kerkman/Executive Director of Business Development & Marketing, Emily Masters/CHRO

**Others:** Heather Hummel/Executive Assistant

**Absent:** Tom Christensen, 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 had one addition to the agenda including discussion of Major Donor to New Business.

M/S/C UNANIMOUSLY TO APPROVE THE DECEMBER 19, 2023 FOUNDATION AGENDA WITH THE ADDITION OF MAJOR DONOR TO NEW BUSINESS (GROSS/SCHEITEL).

**INTRODUCTION OF THE NEW FOUNDATION AND AUXILIARY DIRECTOR**

Brady introduced Katie Greener as the new Director of Foundation/Auxiliary.

**FOUNDATION MINUTES**

M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE NOVEMBER 28, 2023 REGULAR MEETING AS PRESENTED (ORTMANN/MERRIHEW).

**FINANCIAL STATEMENT**

The November 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/SCHEITEL).

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

Brady reviewed the Foundation donations for November 2023.

**OLD BUSINESS**

**Meetings with Board Members**

Brady is continuing to set up meetings with individual board members. Brady mentioned this gives him the opportunity to get to know the members and what their vision is.

**End-of-Year Solicitation Letter**

The end-of-year solicitation letter was sent November 28.

**Board By-Laws Update**

Brady stated the initial revision of the Foundation Board By-Laws has been completed with the help of Heather Springer, Attorney for Windom Area Health. There will be two versions for the board members to review which includes one with the edits made and a second showing the revised version. Board members will have the opportunity to review, make edits and ask questions.

**SWOT Analysis**

Discussion was held regarding the SWOT Analysis. Items were discussed and determined whether or not they are still current or if they should be moved to different areas. The Board brainstormed different topics to add to the SWOT Analysis, which will be provided in an upcoming meeting.

**Goals and Objectives**

Brady mentioned the Foundation Board should think of a goal for fundraising in 2024. After discussion, it was determined to work towards a goal of raising \$100,000. Board members were encouraged to think about a large event that we could host to help raise money for the Foundation. Brady noted that the

Foundation needs to focus on forming a mission statement for the Foundation. Brady asked the Board members to create two sentences on why you are on the Foundation Board. This information will be shared at the January meeting.

## **NEW BUSINESS**

### **First Baby 2024**

Brady gave an overview on the history of the First Baby of the Year gifts, which has been ran through the hospital in the past. Brady commented that this is a good opportunity to get the Foundation's name out in the public. \$1,400 has been raised to date for 2024. Board members asked about taking the first baby a step further by doing something for every baby that is born at Windom Area Health. Board members were encouraged to think of different ideas and bring them to the January Meeting.

M/S/C UNANIMOUSLY TO APPROVE CONTRIBUTING THE DIFFERENCE TO REACH THE GOAL OF \$2,500 TO BE TAKEN OUT OF THE GENERAL FUND TOWARDS THE FIRST BABY OF 2024 (MERRIHEW/ORTMANN).

### **Volunteer Hours**

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

### **Director Transition**

Katie Greener is starting to take items over within the Foundation. Brady will still attend the Foundation meetings.

### **Major Donor**

Brady updated the Foundation Board on Tom's discussion with a potential major donor. This individual is not interested in having a floor or equipment named after them but is interested in contributing. Discussion was held regarding creating a Mental Health Fund to help patients that are in need. The Foundation will always respect where a donor would like their money to go.

The next Foundation Board Meeting will be held on January 23, 2024 in the Windom Area Health Large Conference Room.

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

Kay Gross  
WAH Foundation Secretary