

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

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| Purpose: Provide governance for Windom Area Health | |
| Meeting Date/Time/Location: | Monday, February 26, 2024 / 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 Acting Chairperson Dan Ortmann |
| Meeting Minutes | Approve Windom Area Health Governing Board minutes from the regular meeting of January 22, 2024 <i>(Board Motion)</i> Dan Ortmann |
| Board Education | There is no board education for the month of February |
| COMMITTEE REPORTS | |
| Professional Practice / Quality & Planning Cmte | <ul style="list-style-type: none"> Medical Staff Credentialing review and approval per recommendation from the WAH Medical Staff <i>(Board Motion)</i> Medical Staff meeting review Review PP/Q & P Committee meeting activities |
| Finance / Personnel / Labor Relations & Bldg & Grounds Cmte | <ul style="list-style-type: none"> Review F/P/LR & B-G Committee meeting activities Review and recommend approval of WAH resignations and terminations <i>(Board Motion)</i> |
| OTHER REPORTS | |
| Statistical & Financial Performance Reports | Review & recommend approval of statistical & financial reports <i>(Board Motion)</i> John Peyerl |
| Capital Acquisition Activity | Review capital acquisition activity John Peyerl |
| Educational Assistance Applications | Review & recommend approval of application(s) for educational assistance <i>(Board Motion)</i> Emily Masters |
| New / Department Transfer Employees | Report of recently hired / transferred employees Emily Masters |
| Patient Concern Reports | Review patient concern reports and patient survey comments Monica Huber |
| Patient Safety Reports | Review patient safety activities Monica Huber |
| WAH Policy Review | Review and approve the following policies: <i>(Board Motion)</i> <ul style="list-style-type: none"> Financial Assistance to Patients – Windom Screening for Health Coverage or Assistance for Uninsured or Unknown Insurance Status Hospital Patients Policy - Windom |
| Medical Director | Organizational updates John Peyerl |
| | Dr. Blue |

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| Administration | <ul style="list-style-type: none"> Review/Update of Senior Management Team Executive Summaries Review and approve WAH committee meeting reports as presented (<i>Board Motion</i>) | Sr Mgmt Team |
| City of Windom | Informational updates | Steve Nasby Marv Grunig |
| Sanford Health Network | Informational updates | Dave Rogers, SHN Exec Dir |
| WAH Foundation Board | The next Foundation Board meeting will be held on February 27, 2024 at 5:00 pm in the Large Conference Room. The January 23, 2024 Foundation Board meeting minutes are included in Board book. | Dan Ortmann |
| WAH Auxiliary | Auxiliary met February 12, 2024. Minutes from the January 8, 2024 Auxiliary Meeting are included in Board book. | Dan Ortmann |
| OLD & NEW BUSINESS | | |
| Old Business | | |
| New Business | CEO annual review forms distributed. Executive Session in April to discuss CEO annual review. | Shelby Medina |
| CONCLUSION | | |
| | Conclude WAH Governing Board meeting | Dan Ortmann |

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

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: Dr. Michael Fisher, Justin Schmit, Dan Ortman, Kay Gross, Rick Frederickson, Terry Tegels (via WebEx), Shelby Medina/CEO (via WebEx), Dr. Blue/Medical Director, John Peyerl/CFO, Emily Masters/CHRO, Dave Rogers/SHN Executive Director
 Absent: Ann Bartelt, Julie Brugman/Mt Lake Advisory Member, Monica Humber/CNO
 Others: Landon Johnson/DON, Dr. Taber/Chief of Staff, Marv Grunig/City Council Liaison, Steve Nasby/City Administrator, Heather Hummel/Executive Assistant

Recorder: Heather Hummel, Executive Asst

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

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| Call to Order | The Windom Area Health Governing Board meeting was called to order at 5:30 pm by Governing Board Chairperson Dr. Michael Fisher. | Dr. Michael Fisher |
| Meeting Minutes | M/S/C UNANIMOUSLY TO APPROVE WINDOM AREA HEALTH GOVERNING BOARD AGENDA AS PRESENTED (SCHMIT/GROSS). M/S/C UNANIMOUSLY TO APPROVE WINDOM AREA HEALTH GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF DECEMBER 18, 2023 (SCHMIT/ORTMANN). | Dr. Michael Fisher |
| Board Education | There was no board education for the month of January. | |

COMMITTEE REPORTS

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| Professional Practice / Quality & Planning Cmte | <p>The January Medical Staff Credentialing list was presented for review to the Governing Board, which were approved for active Medical Staff with following motion made: M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE WAH MEDICAL STAFF, TO APPROVE MEDICAL STAFF CREDENTIALING AS PRESENTED (GROSS/FREDERICKSON).</p> <p>APPOINTMENTS: Lacey Feltman, PMHNP Jeannette Loftin, CNP</p> <p>REAPPOINTMENTS: Raymond Allen, M.D. Melanie Behrends, CNP Jennie Gappa, CRNA Gary Goldberg, M.D. Justin Kane, M.D. Kelli Kolander, CNP Ahmad Yusuf, M.D.</p> <p>SANFORD TELEMEDICINE APPOINTMENTS: VRAD APPOINTMENTS: VRAD REAPPOINTMENTS: Reem Awwad, M.D.</p> | <p>Behavioral Health (Pavlis) Cardiology (Jonsson)</p> <p>Allied Health Professionals Allied Health Professionals</p> <p>Consulting Allied Health Professionals Allied Health Professionals Consulting Emergency Services Allied Health Professionals Active Staff</p> <p>Cardiology Family Medicine (Van Key) Anesthesia Urology Emergency Medicine Cardiology (Pham) Family Medicine</p> <p>Telemedicine</p> |
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| <p>Christine Lamoureux, M.D.</p> <p>RESIGNATIONS: Stephanie Priestler, CNP Christopher Ott, M.D. Christina Richardson, CNP</p> | <p>Teleradiology</p> <p>Cardiology (Jonsson) Emergency Medicine Wound Center</p> <p>Telemedicine</p> <p>Allied Health Professionals Emergency Services Allied Health Professionals</p> | <p>Justin Schmit John Peyerl Emily M</p> |
| <p>Finance / Personnel / Labor Relations & Bldg & Grounds Cmte</p> | <p>Dr. Blue reported that Dr. Yusuf attending his first Medical Staff Meeting as a Windom Area Health provider. Dr. Blue stated that going through Medical Staff By-Laws is a priority to get through by the end of Q1 2024. Dr. Taber noted that discussion was held regarding Dr. Yusuf's role and the Mental Health Walk-In Clinic.</p> <p>M/S/C UNANIMOUSLY TO APPROVE SENDING 114 ACCOUNTS TOTALING \$97,078.09 TO AAA COLLECTIONS AND APPROVE 8 FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$11,008.01 (SCHMIT/ORTMANN).</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE FOLLOWING RESIGNATIONS/TERMINATIONS – RESIGNATION OF BILLING SPECIALIST EFFECTIVE 11/1/2023, LAB TECHNICIAN EFFECTIVE 1/19/2024, AND RETIREMENT OF A MAINTENANCE TECHNICIAN EFFECTIVE 1/31/2024. THERE WERE NO TERMINATIONS (SCHMIT/GROSS).</p> | <p>John Peyerl</p> |
| <p>OTHER REPORTS</p> | <p>December 2023 statistical and utilization graphs were reviewed for the month. John indicated inpatient activity in December was below budget expectations. Activity on the outpatient side produced volumes and revenues slightly below budget expectations. 71 surgical procedures were performed in December, which is one less than our budgeted number of 72. Rehab Therapy performed 1,775 modalities in December, which is 50 more than the budgeted number of 1,725. Contractual adjustments came in at 43.82% for the month. Contractual adjustments were budgeted at 50.65%. FY2024 year-to-date net income totals \$18,718,227 on a projected budget of \$18,142,500. Days in A/R were reported at 55.15 and Days Cash on Hand totaled 337.</p> <p>M/S/C UNANIMOUSLY TO APPROVE DECEMBER 2023 STATISTICAL AND FINANCIAL PERFORMANCE REPORT AS PRESENTED (FREDERICKSON/SCHMIT).</p> | <p>John Peyerl</p> |
| <p>Capital Acquisition Activity</p> | <p>There was no Capital Acquisition activity for the month of December.</p> | <p>John Peyerl</p> |
| <p>Educational Assistance Applications</p> | <p>There was no Educational Assistance applications submitted for board action.</p> | <p>Emily Masters</p> |
| <p>New / Department Transfer Employees</p> | <p>The following new hires/department transfers and updates were reported – New hires include LPN for the Specialty Clinics effective January 10, 2024, Patient Financial Counselor re-hire effective January 16, 2024, and a PRN Registered Nurse effective January 23, 2024.</p> | <p>Emily Masters</p> |
| <p>Patient Concern Reports</p> | <p>December 2023 Patient Concern Reports and patient survey comments were reviewed and appropriately addressed.</p> | <p>Landon Johnson</p> |
| <p>Patient Safety Reports</p> | <p>Landon 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>Landon Johnson</p> |
| <p>WAH Policy Review</p> | <p>There were no policies presented for Governing Board approval.</p> | <p>Shelby M</p> |
| <p>Medical Director</p> | <p>Dr. Blue noted that from the organizational standpoint that we have a lot going on. With starting new service lines, rural areas can take longer to pick up. Dr. Hinshaw's clinic continues to grow and he is performing more surgeries. Bringing in these new services lines is a growth moment for our staff both surgically and in nursing.</p> | <p>Dr. Blue</p> |
| <p>Administration</p> | <p>Emily Masters, CHRO, reported to the Governing Board that we have hired a Psychiatric Nurse Practitioner for our Mental Health service line. She had to obtain her license as a RN in Minnesota and is now able to file a license for her NP as she is coming from Kansas. Excited to have her onboard to assist with our Mental Health services. The Rock the Rink Pink event between the WAH Foundation and Windom Hockey Association had great attendance from the community. This event helps raise Breast Cancer Awareness. Safety Committee meeting was held January 9 to go over Q4, which included two OSHA recordable events. One safe patient handling event occurred in Q4 (patient fall) but did not result in employee or patient injury. Landon Johnson, CNO, noted the 2023 Eye and Tissue Donation Report that was included behind the DON Executive Summary.</p> | <p>Sr Mgmt Team</p> |

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| | M/S/C UNANIMOUSLY TO APPROVE WAH COMMITTEE MEETING REPORTS AS PRESENTED (GROSS/FREDERICKSON). | | |
| City of Windom | <p>Marv Grunig thanked the Governing Board for their formal response 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. Steve Nasby reported that an offer has been extended for the Finance Director Position at the City. The City of Windom has hired an auditing firm to assist with year-end information. The City of Windom will also be taking a resignation from the Building Official as he accepted a position at the State of Minnesota. Arrangements have been made for him to assist with the transition and work part-time for 6-12 months.</p> <p>Dave Rogers mentioned different fraud attempts occurring including smishing, which is a form of phishing that uses text messages to steal your information. Minnesota's Extreme Risk Protection Order (ERPO) Law went into effect January 1, 2024. Often referred to as the "red flag" laws, an ERPO may be issued if a person poses a significant danger of bodily harm to others and/or is at significant risk of suicide if they possess a firearm. MHA and legal counsel is looking into this law and how it affects our Mental Health Workers for when to report suicidal patients. CEO evaluations will be distributed in February with the complete evaluation to be held at the March Governing Board Meeting. Sanford has continually been experiencing large in-patient occupancy.</p> <p>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 were included in Board book.</p> | Steve Nasby Marv Grunig | |
| Sanford Health Network | | Dave Rogers, SHN Exec Dir | |
| WAH Foundation Board | | Dr. Michael Fisher | |
| WAH Auxiliary | Auxiliary met January 8, 2024. Minutes from the December 11, 2023 Auxiliary Meeting were included in Board book. | Dr. Michael Fisher | |
| OLD & NEW BUSINESS | | | |
| Old Business | There was no old business to report. | | |
| New Business | John reviewed the Minnesota Rural Hospital Grant Resolution, which is utilized for project updates and equipment replacements. Would like to apply for the grant to replace our anesthesia machine. This is a contingency item on our capital assets because of the age of the machine. WAH would need to pay for 25% of the machine, which would cost approximately \$20,000 - \$25,000. Total cost of the machine is \$90,000 - \$100,000. Awards for the grant will be announced in the Spring. M/S/C UNANIMOUSLY TO APPROVE THE MDH RURAL HOSPITAL CAPITAL IMPROVEMENT GRANT BOARD RESOLUTION AS PRESENTED (FISHER/GROSS). | John Peyerl | |
| CONCLUSION | | | |
| | Chairperson, Dr. Michael Fisher, concluded the WAH Governing Board meeting. | Dr. Michael Fisher | |

Signature _____, Dan Ortmann, Governing Board Secretary

**WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
as of February 22, 2024
WAH MISSION: "Dedicated to Health"**

CHIEF EXECUTIVE OFFICER REPORT

- **Organizational Updates**
 - Construction update: Crushed concrete was laid on the temporary employee parking space located in front of the Specialty Clinics. Additional construction will start in the administration area over the next couple of weeks. Steele for the Medical Building is expected to arrive middle of March.
- **MHA/Federal Updates:**
 - State Bills: N/A
 - Federal: N/A
- **Committee Meeting Updates**
 - Infection Prevention: Met January 24, 2024
 - 5 pts admitted with Sepsis and zero deaths
 - HAI - CAUTI/CLABSI/HAIs = 0
 - Total Joint SSI = 0
 - PI reviewed and discussed
 - Health Alerts = Nirsevimab for RSV Prevention – supply issues / Increase in Xylazine Overdoses
 - Reportable diseases = COVID - 22
 - Pharmacy and Therapeutics: Met January 30, 2024
 - INR>5 = 1 ED
 - BS<50 = 1 ED
 - Delirium review – non inappropriate
 - Medication Variances – 3 reviewed and discussed alternative treatment plans
 - PI plans reviewed and discussed
 - Emergency Preparedness: No Report Until March/April

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
As of February 22, 2024
WAH MISSION: "Dedicated to Health"

CHIEF FINANCIAL OFFICER REPORT

Overview:

- Net income from operations was \$35,904 compared to a budget of \$61,250. Our net patient revenue was \$677,165 more than last January. January operating income is 1.39% compared to a budget percentage of negative 2.47%.

The volume of inpatient activity in January was slightly below budget expectations. The acute admissions were eight more than last month and fell short of the budgeted volume. Activity on the outpatient side produced volumes and revenues at or slightly above budget expectations. Eighty-four percent of our gross revenues came from outpatient activity, which is consistent with expectations. Acute admissions totaled thirty. Those thirty admissions produced sixty-four inpatient days for an average daily census of 2.1. Outpatient gross revenue was \$124,621 less than budget and \$891,936 more than last January.

- Imaging procedure counts were seventeen procedures below budget. Imaging performed 773 procedures compared to a budget of 750. Last January, 742 procedures were performed.
- Laboratory volumes exceeded budget expectations. Last fiscal year laboratory tests averaged about 10,140 in a given month. There were 11,360 in the month of January, which is 876 more than last January and 1,460 more than budget.
- Seventy-seven surgical procedures were performed in January, which is five more than our budgeted number of seventy-two and twenty-eight more than last January. Two of those surgeries were joint replacements.
- Rehab Therapy performed 1,874 modalities in January, which was 343 more than last January. That is 149 more modalities than the budgeted number of 1,725.

Contractual adjustments came in at 46.28% for the month. Contractual adjustments were budgeted at 50.65%.

Overall, expenses were \$131,614 more than budget. Salaries & Wages, Employee Benefits and are the categories that exceeded budget.

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

February 21, 2024

Windom Area Health Mission: *"Dedicated to Health"*

CHIEF NURSING OFFICER REPORT

- **PI/Risk:**
 - One BOLO (be on the look out) issued by Sanford related to a patient who is verbally aggressive and carries a firearm. Appropriate staff informed. However, the patient resides in Sioux Falls.
- **Social Work and Utilization Management Quarter 4 2023**
 - Readmission rate: 1.2% (goal < 5%)
 - ED visits: 1005
 - ED transfers to higher level of care: 115 (11.4%)
 - 67 admits from ED = 6.6%
 - Overall admission rate (WAH admits plus transfers) = 18%
- **Medical/Surgical/OB/Emergency Room/Outpatient Nursing:**
 - Dr. Yusuf started doing shifts in ED as of February 1.
 - APP for Hospitalist program hired with a start date of approximately March 15.
 - New Diabetic Educator hired to start February 20, 2024.
- **Work Place Violence:**
 - Front lobby door card access added for Wellness Center clients.
- **Recent recognitions:**
 1. We had a code and Dr. Haycraft reported "That was the best and smoothest code I have ever been a part of. And I have been in a lot of codes at a lot of places. Everything was just done, and done well." Staff involved: Katie Pauling, Landon Johnson, Chanelle Anderson, Jaclyn DeWall, Jenny Hartberg, Jenn Mutz, Amanda N, Katie Bennett, Rhonda Wahl, Rita Hoppe, Taylor Rossow, and Dr. Haycraft
 2. Patient stated to Dr. Hanstein that he has been to a lot of ER's and has been judged and treated poorly. Stated this is the first ED where he has felt listened to, respected, not judged, and cared for.
 3. Dr. Blue, I know often you hear things that go "not smoothly" when I have had to deal with the ER. Whatever you have done to try and remedy this has helped. Today my patient, "J.S" had an ear problem. I called Infectious disease because this patient had previous IV treatment for left mastoiditis, secure chat with Dr. Cereva Hernandez and he recommended I do direct admit to Worthington hospital, called there, they were full. Called the Worthington ER and spoke to provider who refused to see him and said "send him to the closest ER, which would be Windom. The only reason I didn't send him there is the first place was because the Infectious Disease Doctor Hernandez told me they could do telehealth with Worthington, not Windom. I called and spoke with Chenelle who transferred me to Dr. Haycraft. Dr. Haycraft said "send him right over we will get him worked up and taken care of". I also kept Dr. VanKley up on what was going on with this patient. I just see that the patient is being admitted. I called back to the Windom ER to thank everyone and spoke with Katie to have her please tell "Chanelle and Dr. Haycraft thank you". Katie was very kind and everyone in the Windom ER today did the very best possible for my patient and I am very grateful for all of them. So, "thank you to each and everyone of the staff today in the ER that took care of "J.S" today in the Windom Area Hospital ER" Susan Goodemote, APRN, CNP Sanford Clinic-Mt. Lake 507-227-5958

MHA Safety Data for January 2024:

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

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of February 21, 2024

WAH MISSION: "Dedicated to Health"

CHIEF HUMAN RELATIONS OFFICER REPORT

Human Resources/Employee Health

- Posted positions:
 - RN
 - Urologist
 - Director, Maintenance & EVS
 - Paramedic
 - Surgery Tech
 - Fitness Specialist
 - Heath Unit Coordinator
 - Lab Tech
 - Marketing & Communications Coordinator
- We attended the Worthington High School Career Fair on Feb 15th and plan on attending Windom High School's Career Fair on March 8th.

Community Health/Mental Health/Wellness Center

- We partnered with DVHHS to present to Remick Ridge residents on our various services and wellness programs for seniors.
- We have 14 Food Rx participants for our winter session. This is up from 4 participants last year.
- Preparation for a Parent Mental Health Awareness training is tentatively scheduled for May 1st, 2024.
- We will be offering a CPR/BLS class in Mt. Lake in April.

Marketing/PR/Foundation

- Rock the Rink Pink was held January 18th and brought in \$2,300 for the Women's Health Fund
- February Heart Month push for Stress Test System fundraising continues, as of 2-15-2024, we have \$15,000.00 remaining out of \$30,000.00 targeted.
- The new Mini Cricket has received its official name as the "Shuttle Bug", which was donated by the Foundation. Volunteer drivers are being trained, and we are looking for more!
- Business development efforts are underway to connect to the Hutterite communities and provide education on services offered.
- Foundation Scholarships will be offered again; the application window is currently open.
- We have hired a Business Intelligence Analyst (BIA) that will be starting in early March.

Sponsorships/Donations

- Lakefield Business Association (LBA) - \$250
- Windom Figure Skating sponsor - \$300
- 30 hams donated to the Sharing Center in December.

Committee Meetings

- **Employee Focus/Finance:** No report.
- **Patient & Family Advisory Committee:** The PFAC met on 2/6/24 and identified 2024 goals. Dr. Yusuf re-introduced himself and discussed his new role. PFAC members suggested we do some education on the hospitalist program to the community. We discussed opportunities for non-referral services to rehabilitation and discussed ideas for community education on the new building.
- **Safety:** No report.
- **Safe Patient Handling:** No report.

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, February 26, 2024 / 4:30-5:15 pm / Large Conference Room

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

Present:
Absent:
Others:

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

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

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| 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 January 22, 2024 (<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

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| Medical Building | Project update | Shelby Medina |
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NEW/CURRENT ITEMS

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| Retention Incentive Plan | Overview of new plan for the recruitment/retention of physicians | Emily Masters |
| Other | | |

CONCLUSION

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| | 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, January 22, 2024 / 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, Dr. Michael Fisher, Kay Gross, Shelby Medina/CEO (via WebEx), Dr. Blue/Medical Director, John Peyerl/CFO, Emily Masters/CHRO, Dave Rogers/SHN Executive Director
Absent: Julie Brugman/Mt Lake Advisory Member, Monica Huber/CNO
Others: Landon Johnson/DON, Heather Hummel/Executive Assistant

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

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| Call to Order | The Finance/Personnel/Labor Relations & Building & Grounds Committee meeting was called to order Chairperson, Justin Schmit. | Justin Schmit |
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| Minutes | M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF DECEMBER 18, 2023, AS PRESENTED (ORTMANN/GROSS). | Justin Schmit |
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| Collections & Financial Assistance | M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND 114 PATIENT ACCOUNTS TOTALING \$97,078.09 TO AAA COLLECTIONS; RECOMMEND APPROVAL OF THE FOLLOWING FINANCIAL ASSISTANCE PATIENT ACCOUNTS: 2 NEW ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$7,046.13; AND 6 ACCOUNTS FOR WRITE-OFF WITH A BALANCE BELOW \$1500 TOTALING \$3,961.88; IN TOTAL, 8 FINANCIAL ASSISTANCE ACCOUNTS WERE SUBMITTED AND APPROVED FOR WRITE-OFF TOTALING \$11,008.01 (SCHMIT/ORTMANN). In month 8 of FY2024, accounts totaling \$39,704.00 have been approved for Financial Assistance on a budget of \$125,000. | John Peyerl |
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| Employee Resignations & Terminations | M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FOLLOWING RESIGNATIONS: BILLING SPECIALIST EFFECTIVE 11/1/2023, LAB TECHNICIAN EFFECTIVE 1/19/2024, AND RETIREMENT OF A MAINTENANCE TECHNICIAN EFFECTIVE 1/31/2024. THERE WERE NO TERMINATIONS (ORTMANN/SCHMIT). | Emily Masters |
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FOLLOW-UP ITEMS

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| | There were no follow-up items to address. | Shelby Medina |
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NEW/CURRENT ITEMS

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| Salary Structure Adjustments | Emily Masters, CHRO, communicated to the committee regarding the salary structure adjustments that is looked at annually. This analysis of our positions verifies that we are within the minimum pay structure for each position, which equated to a 3% increase. Individuals that fell under the minimum are automatically moved up which adjust our total cost by approximately \$6,000. This salary structure adjustment is separate from the performance based increases which is done in September. The committee discussed a patient complaint letter that was received by Governing Board Members. Shelby will draft and send a formal response the week of January 22. A copy will be sent to the Governing Board Members. | Emily Masters |
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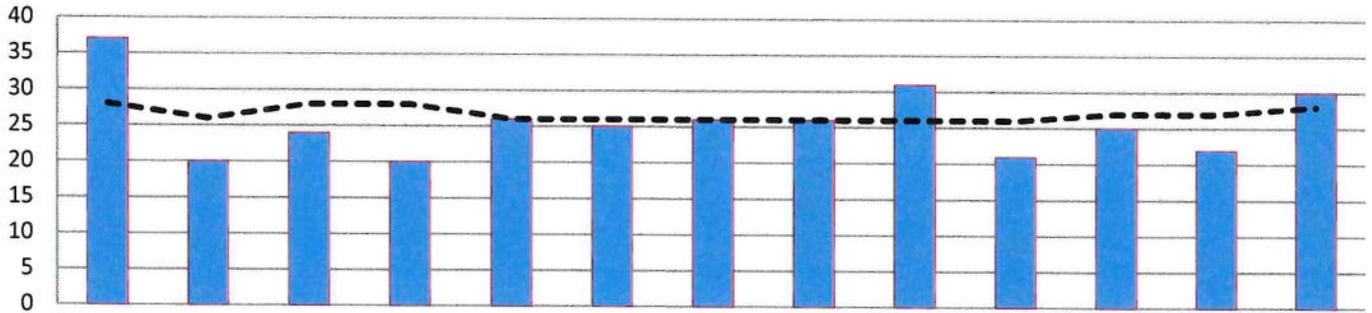
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| Other | The Medical Building project is progressing as expected. Favorable weather conditions have aided in the progress of pouring cement. An updated cost of the Wound Center and Information Technology Department plan was received with a projected total cost estimated around \$800,000. The Medical Building Project will be a standing item on the agenda moving forward with progress on-going. | |
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CONCLUSION

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

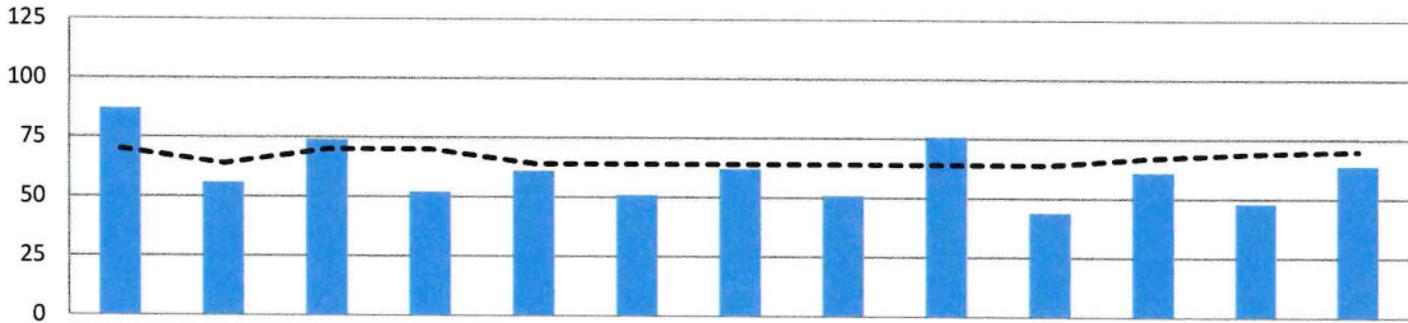
Admissions Budget



| | Jan 23 | Feb 23 | Mar 23 | Apr 23 | May 23 | Jun 23 | Jul 23 | Aug 23 | Sep 23 | Oct 23 | Nov 23 | Dec 23 | Jan 24 |
|------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Admissions | 37 | 20 | 24 | 20 | 26 | 25 | 26 | 26 | 31 | 21 | 25 | 22 | 30 |
| Budget | 28 | 26 | 28 | 28 | 26 | 26 | 26 | 26 | 26 | 26 | 27 | 27 | 28 |

PATIENT DAYS

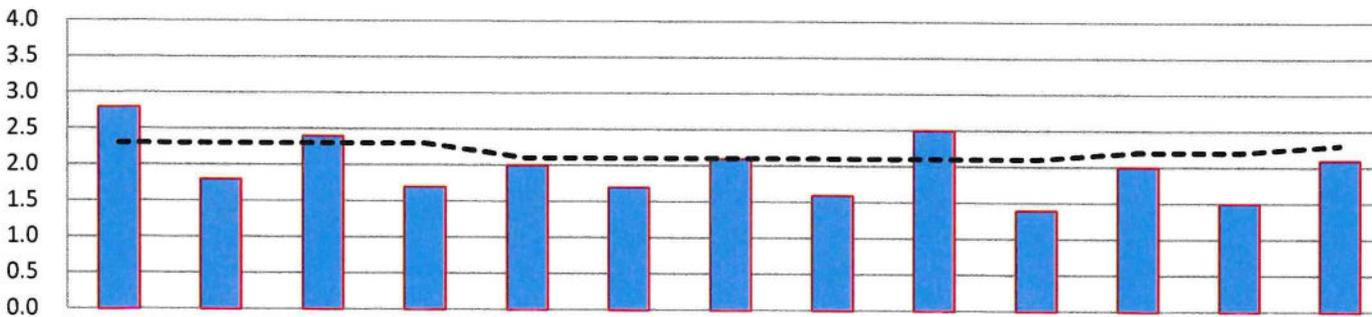
Pt Days Budget



| | Jan 23 | Feb 23 | Mar 23 | Apr 23 | May 23 | Jun 23 | Jul 23 | Aug 23 | Sep 23 | Oct 23 | Nov 23 | Dec 23 | Jan 24 |
|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Pt Days | 87 | 56 | 74 | 52 | 61 | 51 | 62 | 51 | 76 | 44 | 61 | 48 | 64 |
| Budget | 70 | 64 | 70 | 70 | 64 | 64 | 64 | 64 | 64 | 64 | 67 | 69 | 70 |

AVERAGE PATIENTS PER DAY

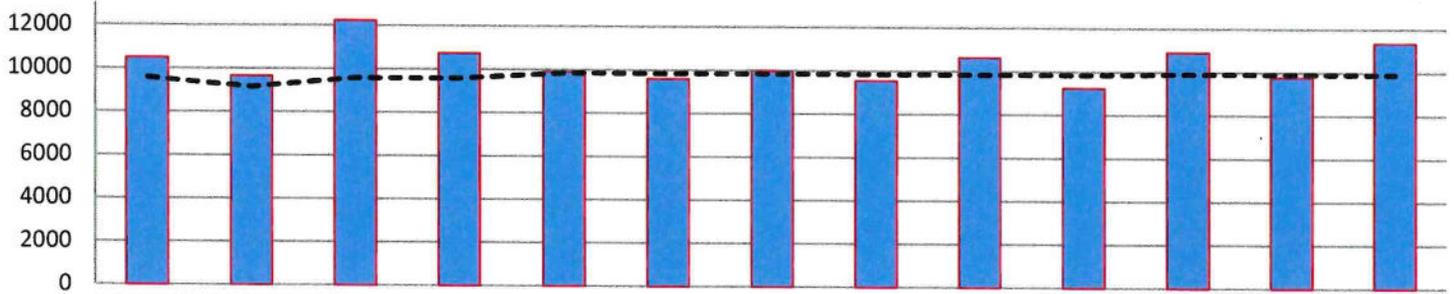
Avg Pt/Day Budget



| | Jan 23 | Feb 23 | Mar 23 | Apr 23 | May 23 | Jun 23 | Jul 23 | Aug 23 | Sep 23 | Oct 23 | Nov 23 | Dec 23 | Jan 24 |
|------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Avg Pt/Day | 2.8 | 1.8 | 2.4 | 1.7 | 2.0 | 1.7 | 2.1 | 1.6 | 2.5 | 1.4 | 2.0 | 1.5 | 2.1 |
| Budget | 2.3 | 2.3 | 2.3 | 2.3 | 2.1 | 2.1 | 2.1 | 2.1 | 2.1 | 2.1 | 2.2 | 2.2 | 2.3 |

LAB PROCEDURES

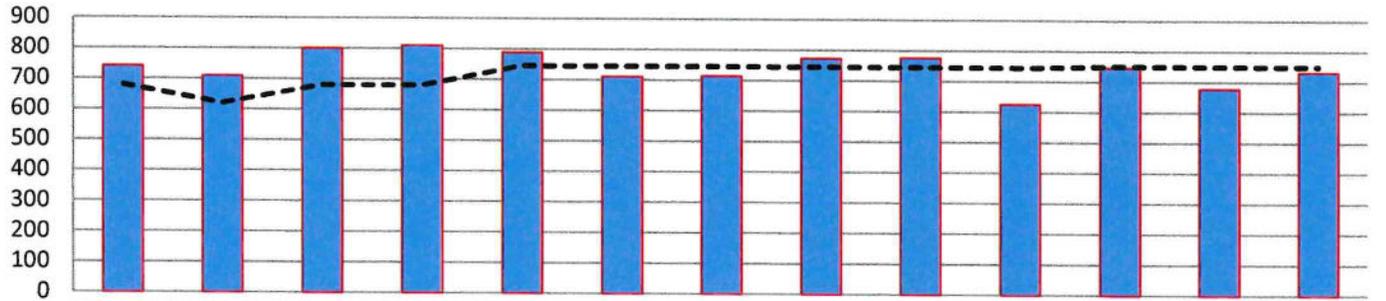
Lab Proc Budget



| | Jan 23 | Feb 23 | Mar 23 | Apr 23 | May 23 | Jun 23 | Jul 23 | Aug 23 | Sep 23 | Oct 23 | Nov 23 | Dec 23 | Jan 24 |
|----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Lab Proc | 10484 | 9661 | 12234 | 10733 | 9906 | 9604 | 9986 | 9550 | 10639 | 9252 | 10914 | 9777 | 11360 |
| Budget | 9575 | 9150 | 9575 | 9575 | 9850 | 9850 | 9850 | 9850 | 9850 | 9850 | 9900 | 9900 | 9900 |

IMAGING PROCEDURES

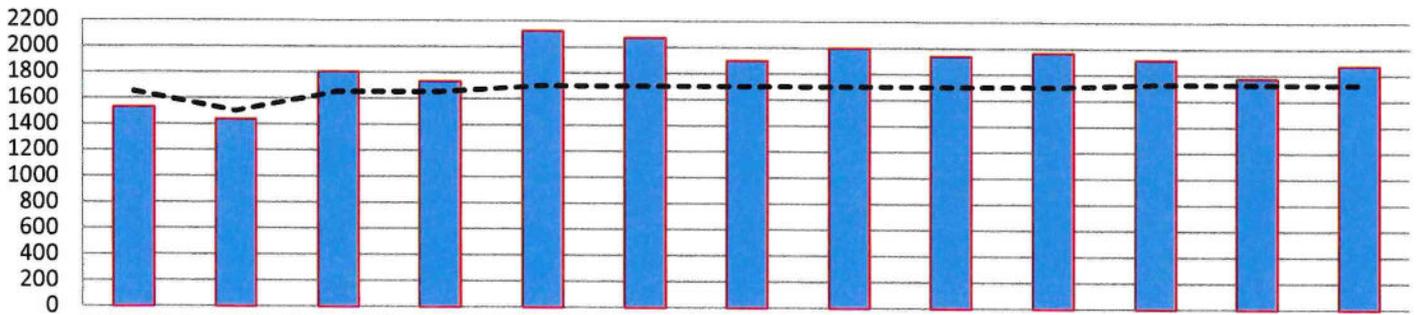
Imaging Proc Budget



| | Jan 23 | Feb 23 | Mar 23 | Apr 23 | May 23 | Jun 23 | Jul 23 | Aug 23 | Sep 23 | Oct 23 | Nov 23 | Dec 23 | Jan 24 |
|--------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Imaging Proc | 742 | 710 | 801 | 811 | 790 | 712 | 715 | 774 | 777 | 626 | 747 | 678 | 733 |
| Budget | 680 | 620 | 680 | 680 | 745 | 745 | 745 | 745 | 745 | 745 | 750 | 750 | 750 |

REHAB MODALITIES

Rehab Modalities Budget



| | Jan 23 | Feb 23 | Mar 23 | Apr 23 | May 23 | Jun 23 | Jul 23 | Aug 23 | Sep 23 | Oct 23 | Nov 23 | Dec 23 | Jan 24 |
|------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Rehab Modalities | 1531 | 1437 | 1807 | 1733 | 2123 | 2075 | 1901 | 2000 | 1941 | 1967 | 1915 | 1775 | 1874 |
| Budget | 1650 | 1500 | 1650 | 1650 | 1700 | 1700 | 1700 | 1700 | 1700 | 1700 | 1725 | 1725 | 1725 |

WINDOM AREA HEALTH
INCOME STATEMENT

| | 1/31/2024 | | Revenue | | Revenue | | Revenue | | January | \$ Change | % Change |
|--------------------------------|--------------------|----------------|--------------------|----------------|---------------------|----------------|---------------------|----------------|---------------------|--------------------|----------------|
| | 1/31/2024 | Comparison | Budget 2024 | Comparison | Y-T-D FY2024 | Comparison | Budget 2024 | Comparison | Y-T-D FY2023 | From Last Year | From Last Year |
| PATIENT REVENUE | | | | | | | | | | | |
| Inpatient Revenue | \$753,663 | 15.77% | \$825,000 | 16.58% | \$7,446,771 | 18.15% | \$6,625,000 | 16.15% | \$6,249,754 | \$1,197,017 | 19.2% |
| Outpatient Revenue | \$4,025,379 | 84.23% | \$4,150,000 | 83.42% | \$33,586,501 | 81.85% | \$34,400,000 | 83.85% | \$30,734,209 | \$2,852,292 | 9.3% |
| Total Patient Revenue | \$4,779,042 | 100.00% | \$4,975,000 | 100.00% | \$41,033,272 | 100.00% | \$41,025,000 | 100.00% | \$36,983,963 | \$4,049,309 | 10.9% |
| Contractual Adjustments | \$2,211,607 | 46.28% | \$2,520,000 | 50.65% | \$19,938,712 | 48.59% | \$20,637,500 | 50.30% | \$17,526,870 | \$2,411,842 | 13.8% |
| Other Income | \$21,333 | 0.45% | \$27,500 | 0.55% | \$212,436 | 0.52% | \$237,500 | 0.58% | \$178,598 | \$33,838 | |
| NET OPERATING REVENUE | \$2,588,768 | 100.00% | \$2,482,500 | 100.00% | \$21,306,996 | 100.00% | \$20,625,000 | 100.00% | \$19,635,691 | \$1,671,305 | 8.5% |
| EXPENSE | | | | | | | | | | | |
| Employee Salaries | \$1,047,457 | 40.46% | \$830,000 | 33.43% | \$7,743,117 | 36.34% | \$7,375,000 | 35.76% | \$6,531,154 | \$1,211,963 | 18.6% |
| Employee Benefits | \$300,413 | 11.60% | \$246,250 | 9.92% | \$2,382,696 | 11.18% | \$2,211,250 | 10.72% | \$1,995,475 | \$387,221 | 19.4% |
| Pharmaceuticals | \$50,974 | 1.97% | \$100,000 | 4.03% | \$958,175 | 4.50% | \$900,000 | 4.36% | \$765,201 | \$192,974 | 25.2% |
| Supplies | \$203,190 | 7.85% | \$205,000 | 8.26% | \$1,659,096 | 7.79% | \$1,615,000 | 7.83% | \$1,220,046 | \$439,050 | 36.0% |
| Rents & Utilities | \$34,423 | 1.33% | \$37,500 | 1.51% | \$297,597 | 1.40% | \$297,500 | 1.44% | \$277,589 | \$20,008 | 7.2% |
| Purchased Services | \$558,429 | 21.57% | \$655,000 | 26.38% | \$5,182,213 | 24.32% | \$5,275,000 | 25.58% | \$4,877,853 | \$304,360 | 6.2% |
| Other Direct Expenses | \$145,739 | 5.63% | \$145,000 | 5.84% | \$1,199,329 | 5.63% | \$1,105,000 | 5.36% | \$974,114 | \$225,215 | 23.1% |
| Provision for Bad Debts | \$76,648 | 2.96% | \$50,000 | 2.01% | \$573,489 | 2.69% | \$450,000 | 2.18% | \$611,880 | (\$38,391) | -6.3% |
| Depreciation | \$123,929 | 4.79% | \$140,000 | 5.64% | \$1,165,498 | 5.47% | \$1,230,000 | 5.96% | \$1,202,969 | (\$37,471) | -3.1% |
| Interest Expense | \$11,662 | 0.45% | \$12,500 | 0.50% | \$107,848 | 0.51% | \$112,500 | 0.55% | \$114,035 | (\$6,187) | -5.4% |
| Total Operating Expense | \$2,552,864 | 98.61% | \$2,421,250 | 97.53% | \$21,269,058 | 99.82% | \$20,571,250 | 99.74% | \$18,570,316 | \$2,698,742 | 14.5% |
| Income (loss) From Operations | \$35,904 | 1.39% | \$61,250 | 2.47% | \$37,938 | 0.18% | \$53,750 | 0.26% | \$1,065,375 | (\$1,027,437) | |
| Investment Income | \$58,966 | 2.28% | \$65,000 | 2.62% | \$489,514 | 2.30% | \$450,000 | 2.18% | \$92,576 | \$396,938 | |
| Other Revenue/(Expenses) | \$139 | 0.01% | \$10,000 | 0.40% | \$35,534 | 0.17% | \$70,000 | 0.34% | \$43,417 | (\$7,883) | |
| Non Operating Rev/Exp | \$59,105 | 2.28% | \$75,000 | 3.02% | \$525,048 | 2.46% | \$520,000 | 2.52% | \$135,993 | \$389,055 | |
| Increase in Net Assets | \$95,009 | 3.67% | \$136,250 | 5.49% | \$562,986 | 2.64% | \$573,750 | 2.78% | \$1,201,368 | (\$638,382) | |
| Month | | | | | | | | | | | |

WINDOM AREA HEALTH
FY 2024

CAPITAL ASSET ACQUISITIONS

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

Total

12,100

19,777

Yrs Dep Capital Asset

| Yrs Dep | Capital Asset | Vendor | Asset class | November | December | January |
|---------|--|----------------------|-------------|----------|----------|---------|
| | Trophon 2 Disinfection Unit | Nanosonics | Maj Mov | | | 8,446 |
| | VFT10GEN FT Energy Platform (vessel sealing) | Covidien Sales LLC | Maj Mov | | | 16,304 |
| 10 | Panda Warmer | GE Healthcare | Maj Mov | | | 20,955 |
| 10 | Halo Bassinet (2) | GE Healthcare | Maj Mov | | | 7,622 |
| 15 | Affinity Birthing Bed | Hill-Rom Company Inc | Maj Mov | | | 14,950 |
| | Omni Retractor | Interga | Maj Mov | | | 23,033 |

91,311

Total YTD Capital Acquisitions 123,188

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, February 26, 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: |
|------------------|--------------------------|---------|
|------------------|--------------------------|---------|

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 January 22, 2024 (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 |
|--|--|------------------------|

| | | |
|------------------|----------------|---------------|
| Medical Building | Project update | Shelby Medina |
|------------------|----------------|---------------|

NEW/CURRENT ITEMS

| | | |
|----------------|----------------------------|---------------|
| Referral Bonus | Program success highlights | Emily Masters |
|----------------|----------------------------|---------------|

Other

CONCLUSION

| | | |
|--|---|-----------|
| | Conclude Professional Practice/Quality & Planning Committee meeting | Kay Gross |
|--|---|-----------|

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

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

Meeting Date/Time/Location: Monday, January 22, 2024 / 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, Justin Schmit, Terry Tegels (via WebEx), Dr. Michael Fisher, Shelby Medina/CEO (via WebEx), Dr. Blue/Medical Director, John Peyerl/CFO, Emily Masters/CHRO, Dr. Taber/Chief of Staff, Dave Rogers/SHN Executive Director
Absent: Julie Brugman/Mt Lake Advisory Member, Monica Huber/CNO
Others: Landon Johnson/Director of Nursing, Heather Hummel/Executive Assistant

Chairperson (or Acting Chairperson) Kay Gross, Chairperson

Recorder: Heather Hummel, Executive Asst

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

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 DECEMBER 18, 2023, AS PRESENTED (FISHER/TEGELS). | Kay Gross |
|---------|---|-----------|

FOLLOW-UP ITEMS

| | | |
|--|---|------------------------|
| Medical Staff Credentialing & Medical Staff Meeting Update | Dr. Blue, WAH Medical Director, reported on agenda items addressed at the Medical Staff meeting held earlier in the day. He stated that the WAH Medical Staff reviewed the January 2024 Credentialing list which was recommended for approval to the Governing Board. Dr. Yusuf attended his first Medical Staff meeting as an employee of Windom Area Health. Dr. Blue has made it a priority to get the Medical Staff By-Laws reviewed and updated by the end of Q1 2024. Dr. Taber indicated conversation was held regarding the Mental Health Walk-in Clinic. | Dr. Taber/ Dr. Blue |
|--|---|------------------------|

| | | |
|-----------------------------|--|-------------------------|
| WFMC Temporary Clinic Space | There is a meeting scheduled with Dr. Taber on March 12, 2024 to discuss the available space and estimated costs in the Medical Building for the Windom Family Medical Clinic. | Shelby Medina/Dr. Taber |
|-----------------------------|--|-------------------------|

NEW/CURRENT ITEMS

| | | |
|-------|---|--|
| Other | The Professional Practice Committee discussed a patient complaint letter that was received by Governing Board Members. Shelby will draft and send a formal response the week of January 22. A copy will be sent to the Governing Board Members. | |
|-------|---|--|

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**

February 26, 2024

APPOINTMENTS:

REAPPOINTMENTS:

| | | |
|----------------------|---------------------------|-----------------------------|
| Annette Frank, RN | Cardiology (Pham) | Allied Health Professionals |
| Chunyen Liu, M.D. | Emergency Medicine | Emergency Services |
| Tarek Mahrous, M.D. | Cardiology | Consulting |
| Jacob Raimann, CNP | Anesthesia | Allied Health Professionals |
| Anthony Sierra, M.D. | Obstetrics and Gynecology | Consulting |

SANFORD TELEMEDICINE APPOINTMENTS:

| | | |
|---------------------|-----------------|--------------|
| Danielle Peick, CNP | Family Medicine | Telemedicine |
|---------------------|-----------------|--------------|

VRAD APPOINTMENTS:

VRAD REAPPOINTMENTS:

| | | |
|---------------------------|---------------|--------------|
| Christopher Rickman, M.D. | Teleradiology | Telemedicine |
| Peggy Rouleau, M.D. | Teleradiology | Telemedicine |

RESIGNATIONS:

| | | |
|--------------------------|-------------------------|-----------------------------|
| Akash Attreya, DO | Telehospitalist | Telemedicine |
| Laeq Butt, M.D. | Telehospitalist | Telemedicine |
| Mohammed Chowdhury, M.D. | Cardiology | Consulting |
| Benjamin Freasier, MD | Telehospitalist | Telemedicine |
| Wasseem Ghannam, MD | Telehospitalist | Telemedicine |
| Karen Juber, RN | General Surgery (Reddy) | Allied Health Professionals |
| Rachael Nambusi, MD | Telehospitalist | Telemedicine |
| Leah Queck, RN | Cardiology (Pham) | Allied Health Professionals |
| David Spirer, M.D. | Teleradiology | Telemedicine |

JANUARY COMMENTS

Ambulatory Surgery

I just want to say that all the staff were excellent, but especially Deb Smith, who was my surgical tech, and I want to tell you how much I just think the world of Dr. Reddy and what an excellent surgeon he is and how lucky we are to have him come to Windham in outreach. And that's it. Thank you so much.

Ambulatory Surgery

hoping not to ever do surgery again!

Ambulatory Surgery

Excellent Job!!! I love my small town rural medical systems!!!!!!!!!!!!!!

Ambulatory Surgery

GOOD EXPERIENCE.

Clinic - Windom

I always have a good experience at Windom Area Health.

Clinic - Windom

Also.. very friendly and helpful at front desk

Clinic - Windom

Dr. Botker was great, the nures was very helpful. Would see him again here. He was wonderful and helpful.

Clinic - Windom

Everyone was really nice and answered questions. I just forgot to ask more questions. ;{

ED

Yeah, this hospital, the ER is horrible. They're rude. They are rude. And they are mean. There, that's it.

ED

My son was in the ER to have his eye flushed due to something he got in it. The nurse was amazing! Her name was Lori and she is one of the best nurses we have ever had. She was professional, kind, caring, and overall phenomenal! I would recommend her for an award of excellence at your faculty! She helped my son through a tough experience and her kindness made a lasting impression on us. I did not catch her last name, but her first name is Lori and she is one of the best nurses in the profession! She is an amazing person, and a blessing to her patients.

ED

All the staff were wonderful. I was in and out efficiently.

ED

I went there, and I couldn't breathe, and I was scared, and when I started to talk to the doctor, and they started to help me, just the way they conducted themselves calmed me down. I would recommend them to anyone who is hurt or sick. I loved the way they helped me. You did an awesome job. Thank you, and keep it up.

ED

Dr. Hubers (Hublers) was lovely. Kind, attentive, and a better practitioner than I expected for such a minor injury. Grateful I had his care. Nursing team and admin team was helpful and made it as easy as possible to decide if I should receive care at your facility. Thanks!

ED

This experience was fine, but I came out for the same issue on January 5th. I was in the waiting area for 90+ minutes and no one even came to get my name or find out what was wrong with me. I ended up calling my local clinic when they

JANUARY COMMENTS

opened and got in there. I will not go to Windom ER unless my primary care tells me to go there again

ED

"It was horrible. I was left in a room without a call light or Tv my whole stay. I was also in a room with all kinds of equipment and my medication that my husband was told to bring was left sitting on the counter and left sitting unattended. Information my husband gave was not correct or truthful in ER Note. The second ER doctor charted incorrect information in note and kept pushing to have me committed to mental health facility. The charting made me look a drug addict. Medication charted as home meds were incorrect as was CBD usage. I realize was loud and screaming at times, however I never touched or hit anyone the entire times of my stay. So why didn't the nurses come and check more often? I am a nurse and I am very aware of an infiltrated IV site and discomfort when it occurs. I had two IV sites one in each arm and my right arm site was painful and infiltrated. Because no one would come in my room I did remove both sites myself. I had a catheter put in and it was uncomfortable so I did start to remove this also when a nurse did come in and I asked for a syringe to deflate the balloon of the catheter. The nurse then removed catheter and I would go to the hall to go the bathroom after that as I did not have a bathroom in my room. I could hear people outside the room however second doctor and nurses seemed afraid and would not come into room unless my husband was at ER. I did not scream the entire time so that is not an excuse. Second doctor also put in ER Note that I slept well which is not true because I could hear the doctor and nurses laughing and talking at times. I had other issues that had been going as far as symptoms which were ignored by second doctor as he was focused on me trying a CBD gummy and having me committed to mental health. I could go on and on about my horrible ER visit and the second ER visit. I have always had great care at the hospital in the past. I will go out of town or state if I ever have another emergency.

ED

Excellent nurses & doctor!

ED

Thank you for the excellent care, I appreciate all of you.

ED

"Thank you for including me after all I've done."

ED

When asked about my appearance the provider noted I was obese. That is beyond degrading and disheartening to see on my discharge summary/notes on the patient portal. I feel absolutely depressed and emotionally scarred from reading that. I have never seen that noted in the section on appearance. If it needs to be noted elsewhere go for it. I'd file a lawsuit if I thought it had merit based on how this made me feel and the distress this has caused me.

ED

The nurse was very kind, very helpful, the translator also explained everything I was saying to I don't have anything to translate, the only thing that I went to was due to an infection problem and I feel that I was not examined as it should have been because today that day and at another day that day they gave us

JANUARY COMMENTS

some drops and the other day I had to go to the clinic because it was already more aggravated, so you have to give the patient a check-up, but it's nothing personal. Just has to check it a little more comfortable. They gave antibiotics and sometimes they also have to look at the severity and the antibiotic.

Imaging

Had to wait way too long to get my x-rays done. So anyway, hope they can speed that up next time. Bye.

Imaging

Nothing

Imaging

Quick service

Imaging

It was quick and they tech was friendly.

Imaging

The truth is that I am very satisfied with the excellent work and treatment provided by the staff. My sincerest congratulations.

Imaging

It was great! Would go again!

Imaging

Everybody is Amazing!

Imaging

Thank you for your service.

Imaging

Very polite and considerate. Very pleasant

Lab

Everyone was most helpful and my testing went well. I was very comfortable the entire time.

Lab

Very caring staff!!

Lab

great

Lab

Staff was friendly.

Lab

I was early and still was seen almost immediately after I arrived. It was quick and there was no problem. The lab department is top notch!

Lab

I was in and out in 10 minutes. Got my vein on the first shot. Very happy ?

Lab

Very happy with dr. buhler and staff. Been going there a long time, There's a reason for it !

Outpatient

It was a good experience.

Outpatient

They are very knowledgeable and great to work with.

Outpatient

Naomi and Tasha are amazing.

Outpatient

Rhonda did an amazing job explaining how to use the sleep study device. After showing me a video, she reviewed the instructions step by step, making it clear what I had to do. She was patient and kind, and answered all my questions. Thank you for offering this service right here in Windom!

Outpatient

"Cardo rehab great as well as wound care. Pat on the back for all."

JANUARY COMMENTS

Outpatient When I returned the monitor and the questionnaire and the information last week, Thursday, there is no place in PortalBoat where it shows that it was received and I have had no information back since then. Today is Tuesday. So from Thursday last week until Tuesday this week, I have had zero information back as to whether the monitor was even received back or any of the information uploaded right. That I think would be a big improvement if there was just some way that Portal was notified that yes, you did indeed receive that stuff back. I was told to just leave it at the front desk, which is what I did. I have no idea if anything happened with it after that point. That would be a big improvement. Thank you.

Outpatient Very informative meeting

PT, OT, ST my therapist is very patient. me, not so much. haha

PT, OT, ST Very good experience

PT, OT, ST Great group of professionals us helping us getting our health back in line

PT, OT, ST Very personable therapist :)

PT, OT, ST Terri did an excellent job helping me! She listened well & did a good job explaining things to me.

PT, OT, ST Nicole is an excellent therapist.

PT, OT, ST My daughter enjoyed the appt and looks forward to returning

Windom Area Hospital Auxiliary Minutes
January 8, 2024

The Windom Area Hospital Auxiliary held their monthly meeting Monday, January 8, 2024 at 6:00 p.m. Via ZOOM.

President Mary Klosterbuer welcomed everyone to the meeting with 19 in attendance. Auxiliary Prayer was read by Jackies Turner, and the Pledge to the Flag was recited by Karen Skarphol.

M/S Joanne Kaiser/Jackie Turner to approve the agenda as presented. Motion carried.

Recording Secretary's Report – Marlene Smith, Recording Secretary

- M/S Karen Skarphol/Pat Lenz to approve the minutes as presented. Motion Carried.

Treasurer's Report – Gerri Burmeister, Treasurer

- Balance on hand December 31, 2023 was \$6,397.97.
- M/S Diane Vellema/Karla Taber to approve the Treasurers Report as presented. Motion carried.
- M/Karla Taber/Jackie Turner to donate the \$1,600.00 from ecan sales to WAH towards a Vital Signs Monitor. Motion carried.
- M/S Gerri Burmeister/Pat Lenz to pay the \$25.00 MAHV membership fee. Motion carried.

Corresponding Secretary – Betty Olson

- Betty was absent.

MAHV Report –

- The MAHV website address is <https://mahv.org> (Member code is mahv2024)
- Tuesday January 16th is the free MAHV Webinar. Be sure to register if you have not done so.

WAH Update – Katie Greener

- Katie introduced herself and gave us some information about her background.
- Please initial the calendar when you volunteer for Katie to track your hours.
- Please wear the pink vest when you volunteer.
- The hospital is looking for more volunteers. Men are also welcome to volunteer.
- The construction crew is now working on the elevator and south steps and are working on level three.
- The mini-Cricket Cart has been on delay. It was customized to have a shorter step-up distance.
- The Giving Tree project gave 609 gifts to 130 children.
- The January 18th Hockey game will recognize Cancer survivors. It will also be a fundraiser with areas on the ice available to paint pink. Prices differ as to size and location etc.
- The hospital has a new director of the Wellness Center. Lindsey will be doing mainly personal training.

Unfinished Business

- The By-Laws review/revision has not happened.
- Gerri Burmeister reported that we had 16 stockings and hats on hand, and we have fabric on hand if we need to make more for 2024.
- A thank you was given to all who decorated the hospital for Christmas, and then removed them. We may need more trees and decorations for the new office building if it is completed before the 2024 holidays.

- Discussion was held on the 50-year history of WAHA. Karla Taber has nine names of people we want to visit with for memories and information. Karen Skarphol, Marlene Smith, and Mary Klosterbuer volunteered to assist Karla. Jackie Turner will check into who is in charge of the HS Senior Class Eagle Achievement program.
- Servers for 2024 – because tonight’s meeting needed to be via Zoom, Jackie Turner and Karen Skarphol will serve in February.

New Business

- Valentine’s Day Balloon and Bake Sale February 14, 2024 from 7:30 am to 1:00 pm
 - 7:00 to 10:00 Shift: Gail Swenson, Connie McCarthy, Karla Taber
 - 10:00 to 1:00 Shift: Jackie Turner, Marlene Smith, Phyllis Heinitz, Gerri Burmeister
- Nominating Committee:
 - 1st year Board Members: Connie McCarthy, Phyllis Heinitz, Marge Paschke
 - Terms expiring: Recording Secretary Marlene Smith, Corresponding Sec Betty Olson
2nd Year Board Members: Nancy Michalski, Karla Taber, Diane Vellema
 - Slate presented at February meeting and vote at March Meeting.
- Spring Banquet Monday April 8, 2024
 - Committee: Nancy Michalski, Karla Taber, Diane Vellema, Phyllis Heinitz, Connie McCarthy, Marge Paschke, Katie Greener, Mary Klosterbuer
 - The Auxiliary has no 25 year members to recognize this year. Marge Paschke in 2025.

The meeting adjourned at 7:05 p.m.

Marlene Smith
Recording Secretary

Coming Events –

- Wednesday, January 16, 2024 - MAHV Webinar from 10:00 –11:15 A.M.
- Monday, February 12, 2024 - Auxiliary Meeting at 6:00 P.M.
- Wednesday, February 14, 2024 - Valentine’s Day Balloon and Bake Sale
- Monday, March 11, 2024 - Auxiliary Meeting at 6:00 P.M.

Hostesses

- February - Jackie Turner & Karen Skarphol
- March – Kay Evers & Brenda Renczykowski
- April - Spring Banquet

Windom Area Hospital Auxiliary Executive Meeting Minutes
February 5, 2024

President Mary Klosterbuer called a meeting of the Executive Board Via zoom on February 5, 2024 at 1:00 p.m. Present for the meeting were all members of the Executive Board: President Mary Klosterbuer, Vice President Karen Skarphol, Treasurer Gerri Burmeister, Recording Secretary Marlene Smith, and Corresponding Secretary Betty Olson.

President Mary Klosterbuer opened the meeting. The purpose of the meeting was to review proposed changes to the Auxiliary By-Laws submitted by Katie Greener and Brady Kerkman.

M/S by Marlene Smith/Betty Olson that the Executive Board met on February 5, 2024, and recommend getting clarification before making changes. Motion carried.

KDOM has contacted Mary to see if we want to advertise the Balloon and Bake sale on the Radio. We have two options. One is a \$110 option and the second is \$125. We will check to see if an option of \$50.00 is possible being there isn't much time left before the sale.

President adjourned the meeting.

Marlene Smith,
Recording Secretary



BOARD OF DIRECTOR'S MEETING

TUESDAY, FEBRUARY 27, 2024

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 | Greg Scheitel |
| 5:03 PM: | ** APPROVAL OF AGENDA | Greg Scheitel |
| 5:05 PM: | ASK FOR ANYTHING GRANTS – APPLICANT PRESENTATIONS | |
| 5:25 PM: | ** FOUNDATION MEETING MINUTES – Approve minutes from regular meeting on January 23, 2024 | Greg Scheitel |
| 5:30 PM: | ** FINANCIAL STATEMENT | Katie Greener |
| 5:35 PM: | OLD BUSINESS **Review of revised AIO and By-laws **990 Filing – sign form – Stress Test Equipment Fundraising – Shuttle Bug Implementation **Maximum Purchase Amount & Debit Card **Updating Account Signers – Scholarship Program | Steve Johnson / Brady Kerkman Katie Greener Katie Greener Katie Greener Brady Kerkman Brady Kerkman Katie Greener |
| 5:50 PM: | NEW BUSINESS **Ask for Anything Grants, Scoring & Awards – Golf Tournament Planning: June 21 – Fundraising Committee Update – Changing meeting time – Mission Statement Suggestions – Volunteer Hours | Katie Greener Katie Greener Katie Greener Katie Greener Katie Greener Katie Greener |
| 6:10 PM: | NEXT MEETING DATE/TIME – March 26, 2024 | Greg Scheitel |
| 6:15 PM: | ** MEETING ADJOURNED | Greg Scheitel |

**WINDOM AREA HEALTH FOUNDATION
FOUNDATION BOARD MEETING MINUTES
JANUARY 23, 2024, AT 5:00 P.M.**

Attending: Steve Johnson (via WebEx), Greg Scheitel, Tom Christensen (via Wbex), Chad Merrihew, Dan Ortmann, Kay Gross, Terry Tegels (via WebEx), Katie Greener/Director of Foundation & Auxiliary, Brady Kerkman/Executive Director of Business Development & Marketing,

Others:

Absent: Shelby Medina/CEO, Emily Masters/CHRO

Recorder: Katie Greener, Director of Foundation/Auxiliary

CALL TO ORDER

WAH Foundation Vice-Chairperson, Greg Scheitel, called the meeting to order at 5:02 p.m.

FOUNDATION AGENDA

M/S/C UNANIMOUSLY TO APPROVE THE JANUARY 23, 2024 FOUNDATION AGENDA AS PRESENTED (GS/KG).

FOUNDATION MINUTES

M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE DECEMBER 19, 2023 REGULAR MEETING AS PRESENTED (KG/CM).

FINANCIAL STATEMENT

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

Review Donations & Assign Gift Thank-you's

Katie reviewed the Foundation donations for December 2023 and shared updates on calendar year fundraising totals.

OLD BUSINESS

End-of-Year Solicitation Letter

Total of \$1,930 so far, original goal was \$30,000. However, there were three year-end Unrestricted gifts totaling \$10,750 that could be allocated to this project. Katie brought up a question of when to "close" this campaign. Kay brought up the idea of Valentine's Day and heart health, tied to stress test equipment. Group agreed to run this campaign to the end of February, Katie will push this forward.

Fundraising Committee

Brady has visited with those who have been on this group before, confirming commitments, of which some members have to step back for now. Brady clarified the value of donor introductions- and expectations for fundraising. Kay and Dan indicated interest in being on the committee. Discussion on the Foundation as a sister program of the hospital, supporting its efforts.

Board By-Laws Update

Brady worked with our attorney to update by-laws. We are hearing various attorney feedback on whether we're a 501(c)3 and/or 509(a)3. Discussion on the differences between 501(c)3 and 509(a)3. The Articles of Incorporation are unusually specific. Discussion on the Governing Board's involvement in approving the slate of officers for Foundation board; Brady's suggestion is to remove this requirement at the Articles level; then, we move to revise the by-laws.

M/S/C UNANIMOUSLY TO GIVE MORE TIME ON BY-LAWS UPDATING (DO/TC).

2024 Strategic Plan

Greg reviewed the Strategic Plan, noting that Goal 1 is in limbo because of the tax status question. The document is a draft, open for suggestions. Discussion took place on the goals and objectives. Katie mentioned the Foundation Accomplishments Summary document capturing the impact we've made in the last calendar year.

M/S/C UNANIMOUSLY TO MOVE FORWARD WITH THE STRATEGIC PLAN AS WRITTEN (KG/CM).

First Baby 2024 Update

\$3,400 raised to benefit the First Baby, from over 40 business entities.

Mini Cricket Update

Mini Cricket was at the meeting. Starting training Thursday, requesting volunteers to be drivers, Katie is coordinating. Purchase of batteries and decal sticker will need to be made.

M/S/C UNANIMOUSLY TO APPROVE UP TO \$300 FOR CRICKET ACCESSORIES PURCHASE (CM/DO).

NEW BUSINESS

Naming of the Mini Cricket

A few names were discussed. Katie will send out an email to vote on a Cricket name.

Establishing a Maximum Purchase Amount

Group agreed to push this item to the February agenda.

Debit Card for Foundation Expenses

Group agreed to push this item to the February agenda.

FFY 2022-2023 990

A rep from Clifton Larson Allen is completing this, the turnaround is 4-6 weeks, after which the Board will need to sign a form. In the future, 990s should be completed in the summer following FY end.

Year End Tax Statements

Katie mailed these out on January 16, to approximately 40 recipients, who had cumulative giving \$250+.

Ask for Anything Grant

Katie made managers aware that the application will open in early February. Instead of managers selecting the awardees, the Foundation Board will be the selection committee. These applications will be brought to the February Board meeting for discussion and vote.

Volunteer Hours

Katie passed around the volunteer hours sheet for the Foundation Board Members to complete. Virtual meeting attendees should submit their hours via email.

OTHER

Katie shared a Rock the Rink Pink update: the event brought in approx. \$2,000 toward the Women's Health Fund, and the hockey games had a strong turnout.

A date needs to be reserved at the golf course for the summer golf tournament. Katie will contact the Fundraising Committee for further discussion.

The next Foundation Board Meeting will be held on February 27, 2024 in the Windom Area Health Large Conference Room.

The Windom Area Health Foundation meeting was concluded by Vice-Chairperson, Greg Scheitel. M/S/C UNANIMOUSLY TO ADJOURN THE FOUNDATION MEETING (CM/DO).

Kay Gross
WAH Foundation Secretary