

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

Purpose: Provide governance for Windom Area Health	
Meeting Date/Time/Location:	Monday, March 25, 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 Chairperson
Meeting Minutes	<ul style="list-style-type: none"> Approve Windom Area Health Governing Board minutes from the regular meeting of February 26, 2024 <i>(Board Motion)</i> Approve Windom Area Health Governing Board minutes from the special meeting of March 13, 2024 <i>(Board Motion)</i>
Board Education	There is no board education for the month of March
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> FY25 Budget updates
OTHER REPORTS	
Statistical & Financial Performance Reports	Review & recommend approval of statistical & financial reports <i>(Board Motion)</i>
Capital Acquisition Activity	Review capital acquisition activity
Educational Assistance Applications	Review & recommend approval of application(s) for educational assistance <i>(Board Motion)</i>
New / Department Transfer Employees	Report of recently hired / transferred employees
Patient Concern Reports	Review patient concern reports and patient survey comments
Patient Safety Reports	Review patient safety activities
WAH Policy Review	Review and approve the following policies: <i>(Board Motion)</i> <ul style="list-style-type: none"> Utilization Management Plan Annual CAH Report
Medical Director	Organizational updates
	Leader:
	Dr. Michael Fisher
	Dr. Michael Fisher
	Dr. Taber Dr. Blue Kay Gross Justin Schmit John Peyerl Emily M
	John Peyerl
	John Peyerl
	Emily Masters
	Emily Masters
	Monica Huber
	Monica Huber
	Monica Huber
	Dr. Blue

Administration	<ul style="list-style-type: none"> Review/Update of Senior Management Team Executive Summaries Review and approve WAH committee meeting reports as presented (<i>Board Motion</i>) 	Sr Mgmt Team
City of Windom	Informational updates	Steve Nasby Marv Grunig
Sanford Health Network	Informational updates	Dave Rogers, SHN Exec Dir
WAH Foundation Board	The next Foundation Board meeting will be held on March 26, 2024 at 5:00 pm in the Large Conference Room. The February 27, 2024 Foundation Board meeting minutes are included in Board book.	Dr. Michael Fisher
WAH Auxiliary	Auxiliary met March 11, 2024. Minutes from the February 12, 2024 Auxiliary Meeting are included in Board book. The Auxiliary Spring Banquet will be held Monday, April 8, 2024 at the Cottonwood County Historical Society. Social time begins at 5:00 pm and cost of meal is \$15.00.	Dr. Michael Fisher
OLD & NEW BUSINESS		
Old Business	CEO Annual Review: Reminder to submit reviews to Dave Rogers. Will go into Executive Session in April to discuss CEO annual review.	Dr. Michael Fisher
New Business	Special Board Meeting Tuesday, April 9, 2024 for review and approval of FY2025 budget	Dr. Michael Fisher
CONCLUSION		
	Conclude WAH Governing Board meeting	Dr. Michael Fisher

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

Purpose: Provide governance for Windom Area Health	
Meeting Date/Time/Location:	Monday, February 26, 2024 / 5:30 pm / Large Conference Room
Members: All Windom Area Health Governing Board Mbrs	Present: Dan Ortmann, Terry Tegels, Ann Bartelt, Rick Frederickson, Justin Schmit, Julie Brugman/Mt Lake Advisory Member, Shelby Medina/CEO, Dr. Blue/CMO, John Peyerl/CFO, Monica Huber/CNO, Emily Masters/CHRO, Dave Rogers/SHN Executive Director (via WebEx) Absent: Dr. Michael Fisher, Kay Gross, Steve Nasby/City Administrator Others: Dr. Taber/Chief of Staff, Marv Grunig/City Council Liaison, Heather Hummel/Executive Assistant Heather Hummel, Executive Assistant
Recorder:	
Category / Topic	Action step(s) / Updates Leader:
STANDING ITEMS	
Call to Order	The Windom Area Health Governing Board meeting was called to order at 5:30 pm by Governing Board Secretary Dan Ortmann. Dan Ortmann
Meeting Minutes	M/S/C UNANIMOUSLY TO APPROVE WINDOM AREA HEALTH GOVERNING BOARD AGENDA AS PRESENTED (ORTMANN/TEGELS). Dan Ortmann
Board Education	M/S/C UNANIMOUSLY TO APPROVE WINDOM AREA HEALTH GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF JANUARY 22, 2024 (SCHMIT/TEGELS). There was no board education for the month of February.
COMMITTEE REPORTS	
Professional Practice / Quality & Planning Cmte	The February 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 (FREDERICKSON/TEGELS). APPOINTMENTS: REAPPOINTMENTS: Annette Frank, RN Chunyen Liu, M.D. Tarek Mahrous, M.D. Jacob Raimann, CNP Anthony Sierra, M.D. Allied Health Professionals Emergency Services Consulting Allied Health Professionals Consulting Dr. Taber Dr. Blue Kay Gross
	SANFORD TELEMEDICINE APPOINTMENTS: Danielle Peick, CNP Family Medicine Telemedicine VRAD APPOINTMENTS: VRAD REAPPOINTMENTS: Christopher Rickman, M.D. Peggy Rouleau, M.D. Teleradiology Teleradiology Telemedicine Telemedicine RESIGNATIONS:

	<p>Akash Attreya, DO Laeeq Butt, M.D. Mohammed Chowdhury, M.D. Benjamin Freasier, MD Wassem Ghannam, MD Karen Juber, RN Rachael Nambusi, MD Leah Queck, RN David Spierer, M.D.</p> <p>Telehospitalist Telehospitalist Cardiology Telehospitalist Telehospitalist General Surgery (Reddy) Telehospitalist Cardiology (Pham) Telerradiology</p> <p>Telemedicine Telemedicine Consulting Telemedicine Telemedicine Allied Health Professionals Telemedicine Allied Health Professionals Telemedicine</p> <p>Dr. Blue noted that Medical Staff By-Laws should move forward to be approved at the March meeting. Dr. Taber stated they would do their best to work on them. Shelby responded that Medical Staff should be able to proceed with approving the updated by-laws as Medical Staff has had four years to review the revisions.</p> <p>M/S/C UNANIMOUSLY TO APPROVE SENDING 61 ACCOUNTS TOTALING \$47,635.73 TO AAA COLLECTIONS AND APPROVE 5 FINANCIAL ASSISTANCE ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$13,070.79 (SCHMIT/BARTELT). M/S/C UNANIMOUSLY TO APPROVE THE FOLLOWING RESIGNATIONS/TERMINATIONS – RESIGNATION OF PATIENT ACCESS REPRESENTATIVE EFFECTIVE 1/5/2024. THERE WERE NO TERMINATIONS (SCHMIT/FREDERICKSON).</p>	Justin Schmit John Peyerl Emily Masters
OTHER REPORTS		
Finance / Personnel / Labor Relations & Bldg & Grounds Cmte		
Statistical & Financial Performance Reports	<p>January 2024 statistical and utilization graphs were reviewed for the month. John indicated that 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. Laboratory volumes exceeded budget expectations with 11,360 in the month of January, which is 1,460 more than budget. 77 surgical procedures were performed in January, which is five more than our budgeted number of 72. Contractual adjustments came in at 46.28% for the month. Contractual adjustments were budgeted at 50.65%. FY2024 year-to-date net income totals \$21,306,996 on a projected budget of \$20,625,000. Days in A/R were reported at 51.79 and Days Cash on Hand totaled 335.</p> <p>M/S/C UNANIMOUSLY TO APPROVE JANUARY 2024 STATISTICAL AND FINANCIAL PERFORMANCE REPORT AS PRESENTED (SCHMIT/BARTELT).</p>	John Peyerl
Capital Acquisition Activity	<p>John communicated there were various capital acquisition activity to report which includes the Trophon 2 Disinfection Unit, FT Energy Platform, Panda Warmer, Halo Bassinet, Affinity Birthing Bed and Omni Retractor. Some of these capital assets started in December, however not all work was completed until January. The total for January's capital acquisition activity is \$91,311. The fiscal year-to-date capital acquisitions total is \$123,188.</p>	John Peyerl
Educational Assistance Applications	<p>There was no Educational Assistance applications submitted for board action.</p>	Emily Masters
New / Department Transfer Employees	<p>The following new hires/department transfers and updates were reported – New hires include Diabetic Educator effective February 20, 2024, Patient Access Representative effective February 27, 2024, Registered Nurse – PRN effective February 27, 2024, Business Intelligence Analyst effective March 5, 2024 and a Health Unit Coordinator effective March 5, 2024.</p>	Emily Masters
Patient Concern Reports	<p>January 2024 Patient Concern Reports and patient survey comments were reviewed and appropriately addressed.</p>	Monica Huber
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 events reported for the month.</p>	Monica Huber
WAH Policy Review	<p>John reviewed the changes to the Financial Assistance to Patients – Windom policy along with the Screening for Health Coverage or Assistance for Uninsured or Unknown Insurance Status Hospital Patients Policy – Windom. M/S/C UNANIMOUSLY TO APPROVE THE FINANCIAL ASSISTANCE TO PATIENTS – WINDOM POLICY AS PRESENTED (TEGELS/BARTELT). M/S/C UNANIMOUSLY TO APPROVE THE SCREENING FOR HEALTH COVERAGE OR ASSISTANCE FOR UNINSURED OR UNKNOWN INSURANCE STATUS HOSPITAL PATIENTS POLICY – WINDOM AS PRESENTED (BARTELT/TEGELS).</p>	John Peyerl
Medical Director	<p>Dr. Blue noted that Windom Area Health continues to see growth with the addition of our new providers. With the addition of providers comes growth moments for our staff. Staff are taking the challenge very well. Dr. Blue stated that having Dr. Yusuf</p>	Dr. Blue

	at Windom Area Health has been very positive for our staff and community. Members had questions regarding where our obstetrics patients come from. Many patients come from the surrounding area with opportunity to get patients from the Jackson area to Windom with the addition of Dr. Hinshaw.	
Administration	Emily Masters, CHRO, reported on a Heart Health Lunch and Learn with Dr. Jonsson and Abby Kipfer will be held on February 29 at the CCHS. This event is at full capacity with 38 community members planning to attend. Shelby communicated that even with growing our services lines, we have invested time in our leaders to move from good to great as the time is now to go to the next level. M/S/C UNANIMOUSLY TO APPROVE WAH COMMITTEE MEETING REPORTS AS PRESENTED (FREDERICKSON/SCHMITT).	Sr Mgmt Team
City of Windom	Marv Grunig reported MINDOT plans for Highways 60 and 71 going through Windom including new traffic signals, lane changes and potential roundabouts. A public hearing will be held later this spring with City Council to vote after the public hearing.	Steve Nasby Marv Grunig
Sanford Health Network	Dave Rogers relayed information regarding the cyber attack against Change Healthcare. Change Healthcare is a national clearinghouse that submits claims to payors. Because of the cyber attack, submitting electronic claims through them is on hold which can create a delay in getting paid from insurance providers. Sanford is looking into alternative options for submitting claims until this issue has been resolved. Daily meetings have been set up to discuss the status of the situation that some of our WAH leaders are attending.	Dave Rogers
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 were included in Board book.	Dan Ortman
WAH Auxiliary	Auxiliary met February 12, 2024. Minutes from the January 8, 2024 Auxiliary Meeting were included in Board book.	Dan Ortman
OLD & NEW BUSINESS		
Old Business	There was no old business to report.	
New Business	The CEO annual review forms distributed. The Governing Board will go into Executive Session in April to discuss CEO annual review.	Shelby Medina
CONCLUSION		
	Secretary, Dan Ortman, concluded the WAH Governing Board meeting.	Dan Ortman

Signature _____, Dan Ortman, Governing Board Secretary

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

Purpose: WAH Governing Board Special Meeting	
Date/Time/Location:	Wednesday, March 13, 2024 / 5:00 pm / Large Conference Room
Facilitator:	Dr. Michael Fisher
Attending Members: All WAH Governing Board members	Present: Dr. Michael Fisher, Dan Ortmann, Terry Tegels, Justin Schmit, Rick Frederickson, Kay Gross, Ann Bartelt, Julie Brugman/ Mt Lake Advisory Mbr, Shelby Medina/CEO, Dr. Blue/CMO, John Peyerl/CFO, Monica Huber/CNO, Emily Masters/CHRO Absent: Others: Dr. Luis Arrazola
Recorder:	Heather Hummel, Executive Assistant
TOPIC	ACTION STEP(S)
AGENDA ITEMS	
Call to Order	Windom Area Health Governing Board meeting was called to order at 5:00 pm by WAH Board Chairperson, Dr. Michael Fisher.
Meeting Status	Dr. Luis Arrazola spoke to the WAH Governing Board members. Dr. Fisher announced this special meeting of the WAH Governing Board was closed to the public per Minn. Statute 13D.05, Subd. 3(a).
Meeting Purpose	Discussion was held regarding performance of an individual who is subject to its authority. At the conclusion of this discussion, Board members agreed to proceed within the alignment of our strategic plan.
Conclude Meeting	Chairperson, Dr. Michael Fisher, concluded the WAH Special Governing Board meeting. M/S/C UNANIMOUSLY TO ADJOURN THE SPECIAL GOVERNING BOARD MEETING (TEGELS/SCHMIT).
	LEADER
	Dr. M Fisher
	Dr. M Fisher
	Shelby Medina
	Dr. M Fisher

Signature _____, Dan Ortmann, Governing Board Secretary

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
as of March 20, 2024
WAH MISSION: *“Dedicated to Health”*

CHIEF EXECUTIVE OFFICER REPORT

• **Organizational Updates**

- Construction update: Structural Steel has been delivered for Administration/Billing, Wound Center and Medical Building. Stairs have been installed in the stairwell tower and underground drainage/sewer will be completed the week of March 18th. Wound Center and Administration/Billing area should be complete by July.
- Awards and Recognition: The Wound and Hyperbaric Healing Center was awarded the Center of Distinction and Robert Warriner Clinical Excellence Awards for 2023. This is the second time they have received these awards since opening in 2018.
 - The Center of Distinction Award is granted to centers with patient satisfaction scores greater than or equal to 92%, wound comprehensive healing rates greater than or equal to 72%, and outlier rate less than or equal to 16%.
 - The Robert Warriner Clinical Excellence Award is granted to centers where wound comprehensive healing rates are 83% or greater.
- We interviewed two CRNA Pain Specialists and plan to move forward in our efforts to bring pain services back to WAH.
- MN Representative Marj Fogelman (R) will be onsite speaking to our executive and clinical leaders regarding concerns with proposed bills SF 4444/HF4200 (MNA’s ‘No Retaliation’ bill).

• **MHA/Federal Updates:**

- State Bills:
 - SF4444/HF4200: MNA’s ‘No Retaliation’ Bill: This bill introduces strict prohibitions against ‘retaliation’ towards patient care staff who refuse additional patient assignments under circumstances they believe may endanger patient safety.
- Federal: N/A

• **Committee Meeting Updates**

- Infection Prevention: No Report Until April/May
- Pharmacy and Therapeutics: No Report Until April/May
- Emergency Preparedness: No Report Until March/April

WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
As of March 21, 2024
WAH MISSION: "Dedicated to Health"

CHIEF FINANCIAL OFFICER REPORT

Overview:

- Net income from operations was \$250,968 compared to a budget of negative \$36,250. Our net patient revenue was \$760,971 more than last February. February operating income is 9.55% compared to a budget percentage of negative 1.53%.

The volume of inpatient activity in February substantially exceeded budget expectations. The acute admissions were four more than last month and slightly short of the budgeted volume. Activity on the outpatient side produced volumes and revenues at or slightly below budget expectations. Seventy-nine percent of our gross revenues came from outpatient activity, which is consistent with expectations. Acute admissions totaled twenty-four. Those twenty-four admissions produced seventy-four inpatient days for an average daily census of 2.6. Outpatient gross revenue was \$155,668 less than budget and \$582,476 more than last February.

- Imaging procedure counts were seventy-four procedures below budget. Imaging performed 676 procedures compared to a budget of 750. Last February, 710 procedures were performed.
- Laboratory volumes exceeded budget expectations. Last fiscal year laboratory tests averaged about 10,140 in a given month. There were 10,249 in the month of February, which is 588 more than last February and 349 more than budget.
- Seventy-four surgical procedures were performed in February, which is two more than our budgeted number of seventy-two and twelve more than last February. Two of those surgeries were joint replacements.
- Rehab Therapy performed 2,027 modalities in February, which was 590 more than last February. That is 302 more modalities than the budgeted number of 1,725.

Contractual adjustments came in at 45.28% for the month. Contractual adjustments were budgeted at 50.00%.

Overall, expenses were \$24,797 less than budget. Purchased Services and Provision for Bad Debt are the categories that came in less than budget. Salaries, Benefits and Pharmaceuticals are categories that exceeded budget.

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

March 19, 2024

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

CHIEF NURSING OFFICER REPORT

- **QAPI/Risk/Patient Satisfaction:**
 - Continue to anticipate and prepare for a routine CAH survey by the MN Dept. of Health. WAH is overdue as many of the visits were paused during the pandemic. Olivia and Glenwood recently had surveys.

- **Social Work and Utilization Management:**
 - Increased availability for swing bed admissions with Dr. Yusuf now available for coverage.

- **Medical/Surgical/OB/Emergency Room/Outpatient Nursing:**
 - Trauma Center site visit by MN Dept. of Health is April 24. This is a routine validation that WAH meets all the standards to be verified as a Level IV Trauma Center.
 - Jenna Mollema, NP, is starting at WAH March 26, 2024. She will work with Dr. Yusuf to provide our hospitalist services.
 - Currently evaluating ongoing needs for tele-hospitalist services. With the addition of Jenna and Dr. Yusuf we will see improved quality of care, improved patient satisfaction and potential reduction in expenses.

- **Work Place Violence:**
 - Two WAH employees will be trained as MOAB (Management of Aggressive Behavior) class instructors. This will allow WAH to host classes and minimize the expense of outside education. These individuals will also be able guide and inform our ongoing efforts to minimize incidents of work place violence.

MHA Safety Data for February 2024:

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

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of March 19, 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
 - Patient Access Rep
 - Summer Interns – Lab and Rehab
 - Heath Unit Coordinator
 - Lab Tech
- We are relaunching the Employee Focus Committee, with a slightly different structure. A volunteer committee will be formed, but departments will continue to put on quarterly activities.
- We are utilizing a new recruitment platform, called HireClick. This is more affordable solution that will expand our reach.

Community Health/Mental Health/Wellness Center

- We are partnering with Windom Community Ed to host a Freezer Meal event on April 17th.

Marketing/PR

- We had two great donations of quilts/blankets for patients in March; one from First Baptist Church and one from Springfield Sparklers.
- We had 29 attendees at the February Heart Healthy Lunch & Learn.
- We again had a large booth presence at the Farm & Home Show on March 9th. We had approximately 250 visitors, did 72 free blood sugar tests, and found one new Shuttle Bug volunteer.

Foundation/Auxiliary

- The Auxiliary raised over \$1,500 during their Valentine's Bake Sale, a record!
- April 8th Auxiliary Banquets is coming up fast. The Nursing Department will be honored, since the Auxiliary raised money for 2 vital signs monitors last year.
- Save the date for the annual Foundation Golf Outing on June 21st.
- Three Ask for Anything Grants were awarded: Body Script Analyzer, Full Body Ergometer, and Imprivata Card Readers.

Sponsorships/Donations

- Mt. Lake State Basketball Sponsor - \$102
- Table Sponsor for Hospice Cottage - \$200
- Windom Prom Prizes
- Lakefield Business Association – 10 dozen filled eggs for Easter event

Committee Meetings

- **Employee Focus:** No report.
- **Patient & Family Advisory Committee:** No report, next meeting April 2nd.
- **Safety:** No report, next meeting April 9th.
- **Safe Patient Handling:** No report, next meeting April 9th.

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, March 25, 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 February 26, 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

Medical Building	Project update	Shelby Medina
Retention Incentive Plan	Follow up on retention plan incentive discussion and plan document	Emily Masters

NEW/CURRENT ITEMS

Fiscal Year 2025 Budget	Update on operating and capital budgets	John Peyerl
Utility Commission Request	Mike Schwalbach, City of Windom Utility Commission Chair, request for payment	Mike Schwalbach
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, February 26, 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/CMO, Shelby Medina/CEO
 Present: Justin Schmit, Ann Bartelt, Dan Ortmann, Julie Brugman/Mt Lake Advisory Member, Rick Frederickson/ex officio, Shelby Medina/CEO, Dr. Blue/CMO, John Peyerl/CFO, Monica Huber/CNO, Emily Masters/CHRO
 Absent:
 Others: Heather Hummel/Executive Assistant

Chairperson (or Acting Chairperson) Justin Schmit, Chairperson

Recorder: Heather Hummel, Executive Asst

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

STANDING ITEMS

Call to Order	The Finance/Personnel/Labor Relations & Building & Grounds Committee meeting was called to order Chairperson, Justin Schmit.	Justin Schmit
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF JANUARY 22, 2024, AS PRESENTED (ORTMANN/BRUGMAN).	Justin Schmit
Collections & Financial Assistance	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND 61 PATIENT ACCOUNTS TOTALING \$47,635.73 TO AAA COLLECTIONS; RECOMMEND APPROVAL OF THE FOLLOWING FINANCIAL ASSISTANCE PATIENT ACCOUNTS: 3 NEW ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$11,844.69; AND 2 ACCOUNTS FOR WRITE-OFF WITH A BALANCE BELOW \$1500 TOTALING \$1,226.10; IN TOTAL, 5 FINANCIAL ASSISTANCE ACCOUNTS WERE SUBMITTED AND APPROVED FOR WRITE-OFF TOTALING \$13,070.79 (BRUGMAN/SCHMIT). In month 9 of FY2024, accounts totaling \$39,704.00 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: PATIENT ACCESS REPRESENTATIVE EFFECTIVE 1/5/2024. THERE WERE NO TERMINATIONS (ORTMANN/SCHMIT).	Emily Masters

FOLLOW-UP ITEMS

Medical Building	Shelby updated the committee on the progress of the Medical Building. The temporary wall has been installed near the Physical Therapy waiting area for the remodeling of the Administration and Business Office. Steel is expected to be delivered in March for the Medical Building and Administration area. Stairs for the stairwell are expected to be delivered in March. The Medical Building project is within budget. Shelby reported that crushed concrete has been added to the staff parking area by the Specialty Clinics. The hyperbaric chambers in the Wound Center have been moved off-site during the construction of a portion of the Wound Center and IT Department. It is expected that the chambers will be back in 9-12 months. The Administration/Business Office remodel is anticipated to be completed in July.	Shelby Medina
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NEW/CURRENT ITEMS

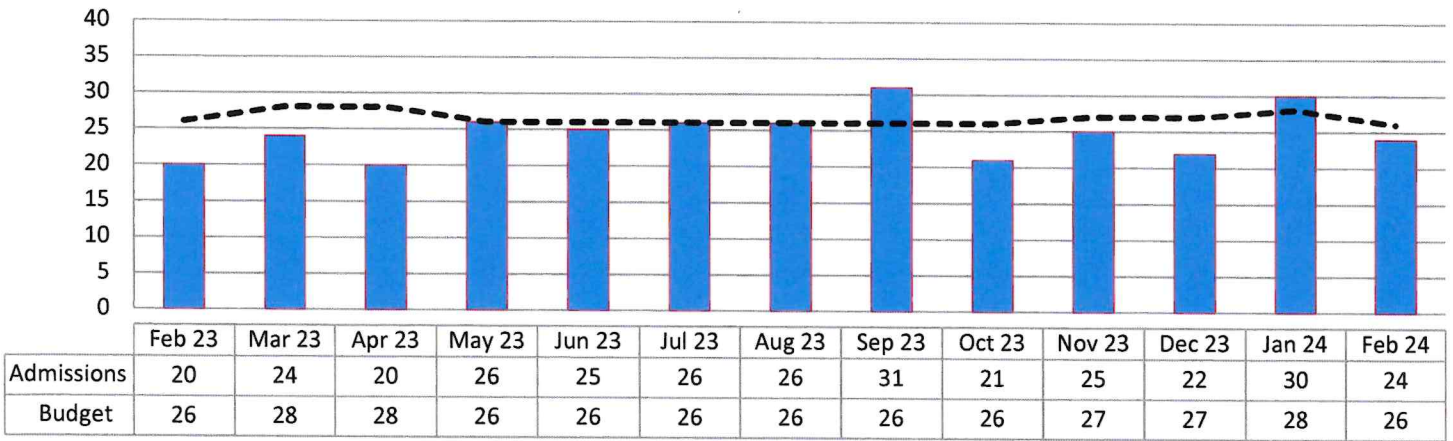
Retention Incentive Plan	Emily Masters, CHRO, discussed a supplemental recruitment benefit for physicians through Principal. Emily stated that it would be beneficial to have a supplemental retirement plan for providers. Shelby added that not only would this be helpful as a recruitment tool but also as a retention tool to keep providers at Windom Area Health. After committee discussion, committee members agreed to move forward with getting a plan together to send out to the committee for review, which would then be discussed at the March committee meeting.	Emily Masters
Other	Shelby reported to the Finance Committee that Dr. Michael Fisher received communication from Mike Schwalbach. Per Dr. Fisher's request, Shelby will contact Mike Schwalbach and will report back at the March meeting.	Shelby Medina

CONCLUSION

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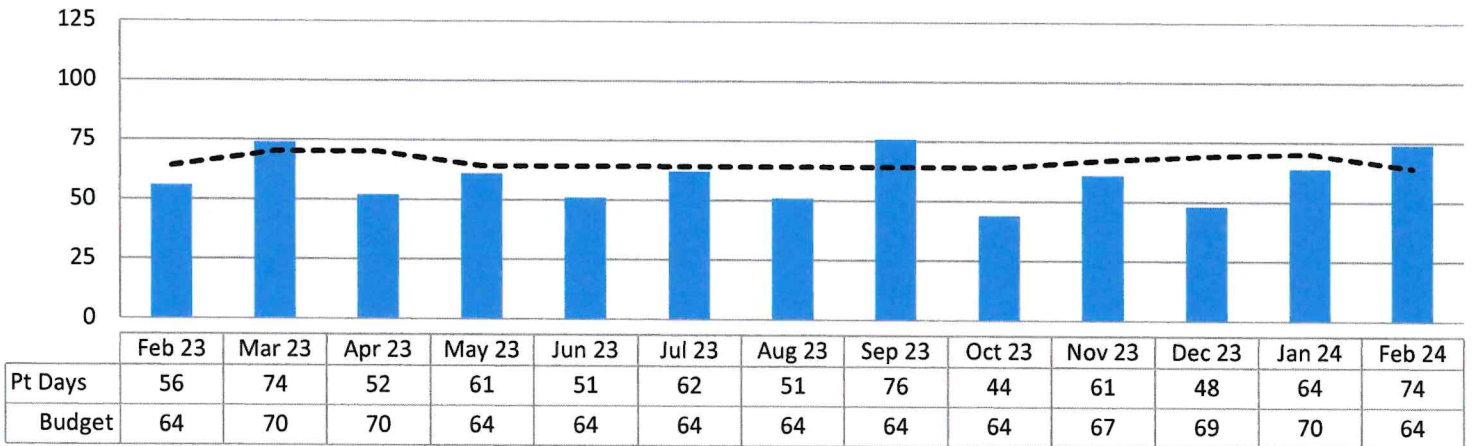
ADMISSIONS

Admissions Budget



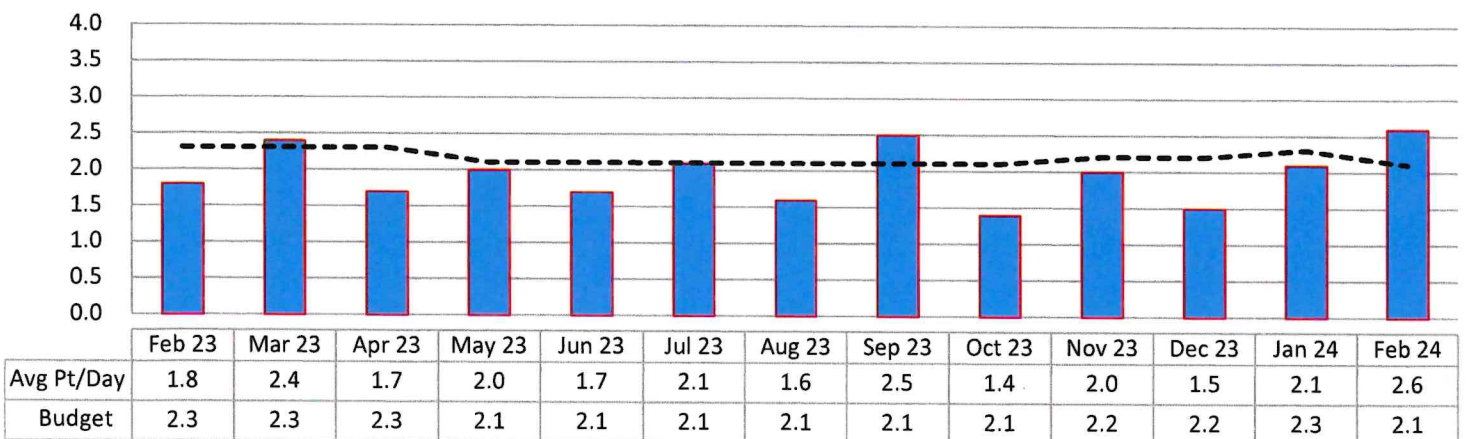
PATIENT DAYS

Pt Days Budget



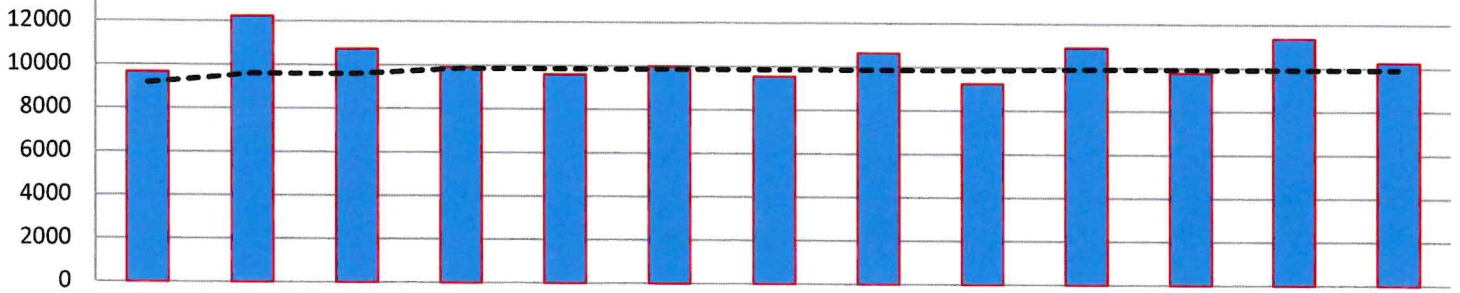
AVERAGE PATIENTS PER DAY

Avg Pt/Day Budget



LAB PROCEDURES

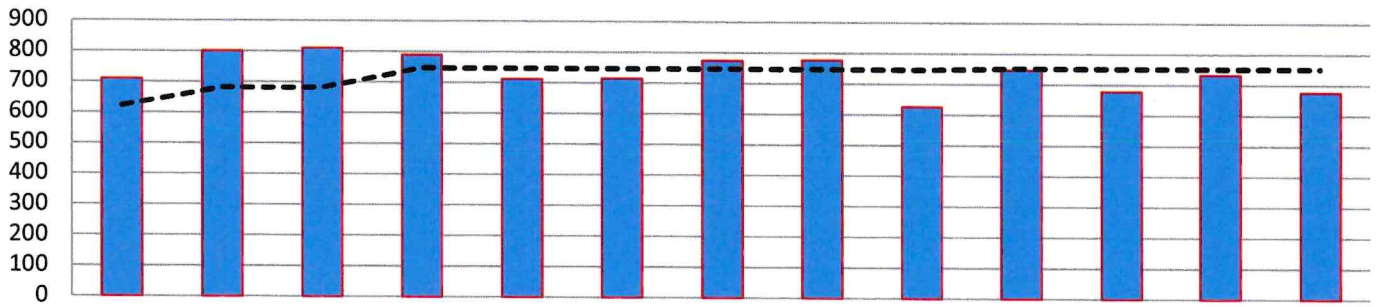
Lab Proc Budget



	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24
Lab Proc	9661	12234	10733	9906	9604	9986	9550	10639	9252	10914	9777	11360	10249
Budget	9150	9575	9575	9850	9850	9850	9850	9850	9850	9900	9900	9900	9900

IMAGING PROCEDURES

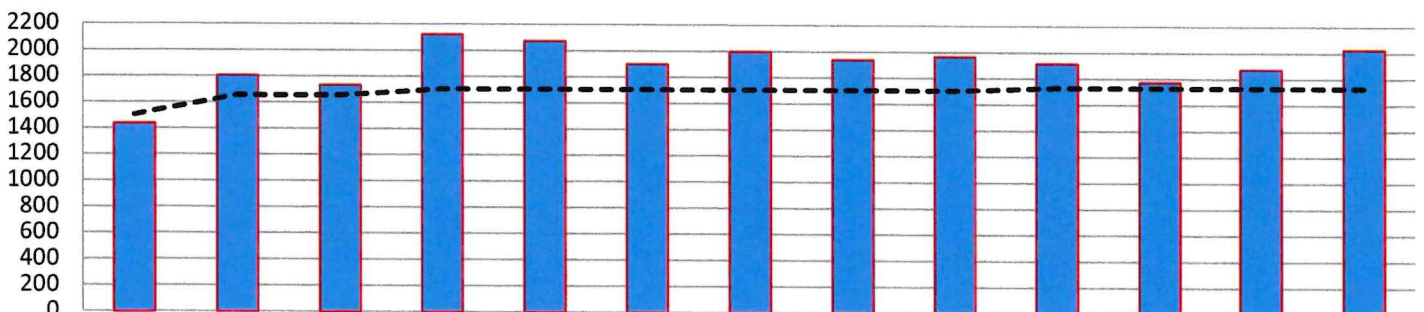
Imaging Proc Budget



	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24
Imaging Proc	710	801	811	790	712	715	774	777	626	747	678	733	676
Budget	620	680	680	745	745	745	745	745	745	750	750	750	750

REHAB MODALITIES

Rehab Modalities Budget



	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24
Rehab Modalities	1437	1807	1733	2123	2075	1901	2000	1941	1967	1915	1775	1874	2027
Budget	1500	1650	1650	1700	1700	1700	1700	1700	1700	1725	1725	1725	1725

WINDOM AREA HEALTH
INCOME STATEMENT

2/29/2024

	Revenue			Revenue			Revenue			February	\$ Change	% Change
	2/29/2024	Comparison	Budget 2024	Comparison	Y-T-D FY2024	Comparison	Budget 2024	Comparison	Y-T-D FY2023	From Last Year		
PATIENT REVENUE												
Inpatient Revenue	\$1,010,461	21.25%	775,000	16.58%	\$8,457,232	18.47%	\$7,400,000	16.19%	\$6,874,906	\$1,582,326	23.0%	
Outpatient Revenue	\$3,744,332	78.75%	3,900,000	83.42%	\$37,330,833	81.53%	\$38,300,000	83.81%	\$33,896,065	\$3,434,768	10.1%	
Total Patient Revenue	\$4,754,793	100.00%	\$4,675,000	100.00%	\$45,788,065	100.00%	\$45,700,000	100.00%	\$40,770,971	\$5,017,094	12.3%	
Contractual Adjustments	\$2,152,994	45.28%	2,337,500	50.00%	\$22,091,707	48.25%	\$22,975,000	50.27%	\$19,473,050	\$2,618,657	13.4%	
Other Income	\$25,620	0.54%	27,500	0.59%	\$238,056	0.52%	\$265,000	0.58%	\$196,848	\$41,208		
NET OPERATING REVENUE	\$2,627,419	100.00%	\$2,365,000	100.00%	\$23,934,414	100.00%	\$22,990,000	100.00%	\$21,494,769	\$2,439,645	11.3%	
EXPENSE												
Employee Salaries	\$930,666	35.42%	825,000	34.88%	\$8,673,784	36.24%	\$8,200,000	35.67%	\$7,257,646	\$1,416,138	19.5%	
Employee Benefits	\$281,059	10.70%	246,250	10.41%	\$2,663,755	11.13%	\$2,457,500	10.69%	\$2,232,266	\$431,489	19.3%	
Pharmaceuticals	\$121,582	4.63%	100,000	4.23%	\$1,079,756	4.51%	\$1,000,000	4.35%	\$831,688	\$248,068	29.8%	
Supplies	\$179,239	6.82%	195,000	8.25%	\$1,838,334	7.68%	\$1,810,000	7.87%	\$1,358,395	\$479,939	35.3%	
Rents & Utilities	\$35,090	1.34%	37,500	1.59%	\$332,687	1.39%	\$335,000	1.46%	\$310,313	\$22,374	7.2%	
Purchased Services	\$586,507	22.32%	650,000	27.48%	\$5,768,720	24.10%	\$5,925,000	25.77%	\$5,368,808	\$399,912	7.4%	
Other Direct Expenses	\$140,251	5.34%	145,000	6.13%	\$1,339,579	5.60%	\$1,250,000	5.44%	\$1,077,403	\$262,176	24.3%	
Provision for Bad Debts	(\$33,317)	-1.27%	50,000	2.11%	\$540,171	2.26%	\$500,000	2.17%	\$642,204	(\$102,033)	-15.9%	
Depreciation	\$123,713	4.71%	140,000	5.92%	\$1,289,211	5.39%	\$1,370,000	5.96%	\$1,337,686	(\$48,475)	-3.6%	
Interest Expense	\$11,663	0.44%	12,500	0.53%	\$119,510	0.50%	\$125,000	0.54%	\$126,418	(\$6,908)	-5.5%	
Total Operating Expense	\$2,376,453	90.45%	\$2,401,250	101.53%	\$23,645,507	98.79%	\$22,972,500	99.92%	\$20,542,827	\$3,102,680	15.1%	
Income (loss) From Operations	\$250,966	9.55%	(\$36,250)	-1.53%	\$288,907	1.21%	\$17,500	0.08%	\$951,942	(\$663,035)		
Investment Income	\$51,734	1.97%	65,000	2.75%	\$541,248	2.26%	\$515,000	2.24%	\$120,071	\$421,177		
Other Revenue/(Expenses)	\$251,410	9.57%	10,000	0.42%	\$286,944	1.20%	\$80,000	0.35%	\$47,899	\$239,045		
Non Operating Rev/Exp	\$303,144	11.54%	\$75,000	3.17%	\$828,192	3.46%	\$595,000	2.59%	\$167,970	\$660,222		
Increase in Net Assets	\$554,110	21.09%	\$38,750	1.64%	\$1,117,099	4.67%	\$612,500	2.66%	\$1,119,912	(\$2,813)		

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	Vendor	Asset class	November	December	January	February
	Trophon 2 Disinfection Unit	Nanosonics	Maj Mov			8,446	
	VLT10GEN 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, March 25, 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/CMO, Shelby Medina/CEO

Present:
Absent:
Others:

Chairperson (or Acting Chairperson) Kay Gross, Chairperson

Recorder: Heather Hummel, Executive Asst

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

Call to Order	Call Professional Practice/Quality & Planning Committee meeting to order at 4:00 pm by Chairperson	Kay Gross
Minutes	Approve minutes from the regular Committee meeting of February 26, 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
WFMC Update	Update on discussion with Dr. Taber on relocation to Medical Building	Shelby Medina

NEW/CURRENT ITEMS

Other		

CONCLUSION

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

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

Meeting Date/Time/Location: Monday, February 26, 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, Dan Blue/CMO, Shelby Medina/CEO, Dr. Blue/CMO, John Peyerl/CFO, Monica Huber/CNO, Emily Masters/CHRO, Dr. Taber/Chief of Staff
Absent: Dr. Michael Fisher/ex-officio
Others: Heather Hummel/Executive Assistant

Chairperson (or Acting Chairperson) Terry Tegels, Acting Chairperson

Recorder: Heather Hummel, Executive Asst

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

Call to Order	Acting Chairperson Terry Tegels called the Professional Practice/Quality & Planning Committee meeting to order at 4:00 pm.	Terry Tegels
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF JANUARY 22, 2024, AS PRESENTED (BRUGMAN/FREDERICKSON).	Terry Tegels

FOLLOW-UP ITEMS

Medical Staff Credentialing & Medical Staff Meeting Update	Dr. Blue, WAH Chief Medical Officer, reported on agenda items addressed at the Medical Staff meeting held earlier in the day. Stated that the WAH Medical Staff reviewed the February 2024 Credentialing list which was recommended for approval to the Governing Board. Shelby attended the Medical Staff meeting and reiterated the intent to get the by-laws approved at the March meeting. The WAH organizational chart was distributed to Medical Staff which included a job title change to the Medical Director to Chief Medical Officer (CMO). The job description for this role is the same as what the Medical Staff helped create when the role was first developed at Windom Area Health. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE FEBRUARY CREDENTIALING LIST TO THE GOVERNING BOARD, AS PRESENTED (FREDERICKSON/ORTMANN).	Dr. Taber/ Dr. Blue
Medical Building	Shelby gave an update on the Medical Building progress. The Administration area has been walled off near Physical Therapy in preparation for continued remodel of that area. Steel will be arriving for the Administration and Medical Building in March along with stairs for the Medical Building stairwell. There will be a temporary road created so that Kraus-Anderson can work on the drainage system near the Emergency Department entrance. Crushed concrete has been added to the staff parking space near the Specialty Clinics. The hyperbaric chambers in the Wound Center have been moved off-site for the duration of construction in the Wound Center/IT Department. The Administration area is projected to be done in July 2024. The Medical Building is on schedule to be completed in early 2025.	Shelby Medina

NEW/CURRENT ITEMS

Referral Bonus	Emily Masters, CHRO, reviewed the sign-on bonus changes that took effect in 2022. The sign-on bonus includes \$5,000 for clinical or hard to fill positions that pay over two years and a \$1,000 bonus for all others that pay over 12 months. At that time, WAH also changed the employee referral bonus to match those amounts and the payment schedule. Since making the changes, WAH has had 12 employees make referrals that have been hired. 10 of those 12 referred employees are still here today.	Emily Masters
Other	Shelby shared with the Professional Practice Committee that Dr. Michael Fisher received communication from Mike Schwalbach at the Windom Utility Commission. Shelby will reach out to Mike and will have more information to report at the	Shelby Medina

	March meeting.	
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**

March 25, 2024

APPOINTMENTS:

Christopher Pippert, CRNA	Anesthesia	Allied Health Professionals
Billy Wyatt, M.D.	Emergency Medicine	Emergency Services
Roberta Jandera, CMA	General Medicine (Reddy)	Allied Health Professionals

REAPPOINTMENTS:

Naomi Bach, CNP	Wound and Family Medicine	Allied Health Professionals
Kristi Metzger, CNP	Cardiology	Allied Health Professionals

SANFORD TELEMEDICINE APPOINTMENTS:

Scott Belliston, D.O.	Psychiatry & Neurology	Telemedicine
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VRAD APPOINTMENTS:

VRAD REAPPOINTMENTS:

Krishnan Kartha, M.D.	Teleradiology	Telemedicine
Donald Kash, M.D.	Teleradiology	Telemedicine
Koreen Potts, M.D.	Teleradiology	Telemedicine
Gerald Yutzy, M.D.	Teleradiology	Telemedicine

RESIGNATIONS:

Luis Arrazola, M.D.	General Surgery	Active
Miriam Ragab, M.D.	Emergency Medicine	Emergency Services
James Turner, M.D.	Teleradiology	Telemedicine

FEBRUARY COMMENTS

- Ambulatory Surgery** Good
- Ambulatory Surgery** I received excellent care from the nurses, the anesthesiologist and the surgeon. I would recommend Windom Area Health to anyone.
- Ambulatory Surgery** excellent experience
- Ambulatory Surgery** Very friendly nurses and front desk people. Felt very comfortable being there and a nice little gift of a can of soup and crackers and a cookie. Nice gesture. Dr. Dickis is very talented.
- Ambulatory Surgery** It was a wonderful experience. I would recommend Wyndham Hospital to anyone. So thank you.
- Ambulatory Surgery** "The whole experience went very well & they were so courteous."
- Ambulatory Surgery** Having a colonoscopy is obviously an uncomfortable situation, but the nurses were outstanding and Dr. Reddy is over, above, and beyond the most phenomenal doctor I've ever had. This is my third one and he was amazing. I am very, very happy that I chose him as the provider to do this at the Wyndham Hospital. Not only to support the Wyndham Hospital, but he was a superb doctor, very understanding, very kind. Like I said, it wasn't a fun experience, but he just made it seem great. I was very, very happy that I chose the Wyndham Hospital and him as my doctor and I would definitely recommend him to anybody.
- Clinic – Windom** I just want to say thank you and the experience was really great and you answered all my questions and helped me look into more options to learn and be better and more healthy. I appreciate it. Thank you.
- Clinic – Windom** Great very kind
- ED** "We had to wait in the lobby for nearly five minutes between even getting an answer on the intercom and someone coming to the door. Not a great time with a kid that drank chemicals. A courier came out but would not let us in. There were no other patients in the er at the time. When we did get back there, the nurse was more concerned with getting through the paperwork than in getting a doctor in the room to be sure the chemicals my kid drank were not going to do permanent damage or kill him. It was a good 20 mins before we actually seen a Dr. After the initial issues I was ignored by the nurse on what my kid was allowed to eat or drink and she just brought him whatever he asked for. I understand why people tell me the windom er is where you go if you want to die. "
- ED** Nurse stabbed my son three times before an IV went in properly. This is a basic skill in my book. I feel this is something that should only take on attempt. My son was cooperative

FEBRUARY COMMENTS

ED

Very good service by all! After a long evening my wife and I were very, very, pleased with my care. The only thing left uncertain was the absence of clear instruction of any follow up.

ED

Doctor, nurses and staff were amazing!!

ED

I was very happy with everything done in the ER. Thank you so much!

ED

So very glad that we have an ER LOCALLY! Makes life much easier when you are so close! Each of them made me feel ok about coming in in the middle of the night to be checked out and reassured me that they would welcome me back if I didn't feel like things were improving! Thank-you!

Imaging

Everyone there is excellent!!!!

Imaging

Great people!

Imaging

The xray tech was very nice and explained things well

Imaging

Christie Anderson is the best!! She is very caring and compassionate! She is a valuable asset to Windom Area Health!

Imaging

Great staff, friendly and helpful

Imaging

well cared for.

Inpatient

"The staff was helpful and friendly"

Inpatient

tv could be better

Inpatient

The ER doctor was very thorough in his exam. Excellent

Inpatient

I received excellent care during my entire hospitalization. The drs + wound care staff were fantastic!!!

Inpatient

We need Dr. Dynes back.

Inpatient Obstetrics

They did a very good job! The nurses were very understanding on what I wanted to do.

Lab

Had a good whiz quiz

Lab

very kind to a scared 6 year old and soothed her after wards with stickers

Lab

The group is very helpful and knowledgeable.

Lab

It was fabulous!

Lab

Convenient to have testing done here in Windom and not have to travel out of town.

Lab

Lovely people. Lovely staff. Lovely experience!

Lab

very friendly and professional

FEBRUARY COMMENTS

Lab

Bit complicated finding my way around, but all ended well.

Lab

Ashley and Tracy were great. Danny in lab too!

Lab

They treated me very well and were very considerate.

Outpatient

Foot clinic is a valuable asset to our community. Glad we have that service available in Windom.

Outpatient

Looks like a great team

Outpatient

Thanks for having the Foot Care Clinic! I found out about by seeing the boxed "ad" in the WAH Beat newsletter.

Outpatient

Foot care: excellent!

Outpatient

First visit, but I look forward to getting to work on my recovery

Outpatient

They were very helpful, very accommodating, on time, and got me out of there in a timely fashion. And I was well pleased with our communication as to my procedure, my SOAR.

PT, OT, ST

great!!!!

Windom Area Hospital Auxiliary Minutes

February 12, 2024

The Windom Area Hospital Auxiliary held their monthly meeting Monday, February 12, 2024, at 6:00 p.m.

President Mary Klosterbuer welcomed everyone to the meeting with 22 in attendance. The Auxiliary Prayer was read and the Pledge to the Flag was recited.

Katie Greener introduced Makayla Grev, our speaker. Makayla is the new director of the Wellness Center. She shared some of her background with us and gave an interesting presentation of the benefits of taking care of oneself and ways to improve our overall health.

M/S Betty Olson/Jackie Turner to approve the agenda as presented. Motion carried.

Recording Secretary's Report – Marlene Smith, Recording Secretary

- M/S Gerri Burmeister/Karen Skarphol to approve the minutes as presented. Motion carried.

Treasurer's Report – Gerri Burmeister, Treasurer

- Balance on hand January 31, 2024, was \$3,936.56.
- Correction: MAHV Dues were \$50.00.
- M/S Connie McCarthy/Karla Taber to approve the Treasurer's Report as presented. Motion carried.

Corresponding Secretary – Betty Olson

- Betty sent a sympathy card to Diane Vellema and thinking of you cards to Brenda Renczykowski and Mary Klosterbuer.

MAHV Report –

- The MAHV website address is <https://mahv.org> (Member code is mahv2024)
- Mary gave a brief report on the Myers-Briggs Type Indicator MAHV webinar that was held January 16th.

WAH Update – Katie Greener

- Katie thanked the Auxiliary Members for their many hours of volunteering.
- The mini golf cart used for patient transport has been renamed "Shuttle Bug." The hospital has recruited some men to drive this, but they are not Auxiliary members.
- Medical Building construction update: the elevator and stairs are now in place, and the retaining wall along the walking path is completed.
- WAH is offering Heart and Vascular testing on Thursdays during February which is Heart Month. Cost is \$75.00 for both tests or \$50.00 for one test.

Unfinished Business

- Discussion was held on the 50-year history of WAHA. Will mention at Spring Banquet, but no work has been done towards this effort.
- Sign-up sheet for servers was passed around.
- Reminder was given of the Valentines Day Balloon and Bake Sake that will be on Wednesday, February 14, from 7:30 a.m. to 1:00 p.m. Co-chairs are Phyllis Heinitz and Karla Taber.

New Business

1. On January 15 the Executive Board voted via text message to become a sponsor for the Rock the Rink Pink at the \$50.00 level.
2. On January 18 the Executive Board voted via text message to order two cases of Caramel Pecan Clusters for the Gift Shop and the Valentine's Bake Sale.
3. On January 29 President Mary Klosterbuer and Vice President Karen Skarphol met with Brady Kerkman and Katie Greener.
4. Nominating Committee report: Connie McCarthy, Phyllis Heintz, Marge Paschke
 - a. Slate of Officers:
 - i. Recording Secretary Marlene Smith,
 - ii. Corresponding Secretary Betty Olson
 - iii. Board Members: Brenda Rencykowski, Jackie Turner, Diane Vellema.
 - b. Election will be held at the March 11th meeting.
5. Spring Banquet: Monday April 8, 2024
 - a. Committee: Nancy Michalski, Karla Taber, Diane Vellema, Phyllis Heintz, Connie McCarthy, Marge Paschke, Katie, Greener, Mary Klosterbuer
6. Hostesses tonight were Kay Evers and Brenda Rencykowski

Coming Events:

- Wednesday, February 14, 2024 - Valentine's Day Balloon and Bake Sale
- Monday, March 11, 2024 - Auxiliary Meeting at 6:00 P.M.
- Monday, April 8 – Spring Banquet

Hostesses:

- March – Karen Skarphol and Jackie Turner
- April - Spring Banquet/Annual Meeting

The meeting adjourned at 6:54 p.m.

Marlene Smith
Recording Secretary



BOARD OF DIRECTOR'S MEETING

TUESDAY, MARCH 26, 2024

5:00 pm – Chapel

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 |
| 5:05 PM: | ** APPROVAL OF AGENDA | Greg Scheitel |
| 5:10 PM: | ** FOUNDATION MEETING MINUTES
– Approve minutes from regular meeting on February 27, 2024 | Greg Scheitel |
| 5:15 PM: | ** FINANCIAL STATEMENT
– Review fund balances and expense report | Katie Greener |
| 5:20 PM: | OLD BUSINESS
** Review of revised AIO and By-laws
– Stress Test Equipment Fundraiser Update
– Account Signers & max purchase update
– Scholarship Program: Committee meeting April 18
– Strategic Plan Update | Brady Kerkman
Katie Greener
Brady Kerkman
Katie Greener
Katie Greener / Brady Kerkman |
| 5:45 PM: | NEW BUSINESS
** Slate of Officers
– Spring Solicitation Letter
** Vickie Schendel Memorial Fund, policy
– Mission Statement Discussion
– Golf Tournament: June 21
** Transfer of funds for OBIX system fundraising
– Volunteer Hours | Katie Greener
Katie Greener
Katie Greener
Katie Greener
Katie Greener
Katie Greener
Katie Greener |
| 6:25 PM: | NEXT MEETING DATE/TIME – April 23, 2024 | Greg Scheitel |
| 6:30 PM: | ** MEETING ADJOURNED | Greg Scheitel |

**WINDOM AREA HEALTH FOUNDATION
FOUNDATION BOARD MEETING MINUTES
FEBRUARY 27, 2024, AT 5:00 P.M.**

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

Others: Heather Hummel/Executive Assistant

Absent: Shelby Medina/CEO, Emily Masters/CHRO, Kay Gross, Tom Christensen

Recorder: Heather Hummel/Executive Assistant

CALL TO ORDER

WAH Foundation Vice-Chairperson, Greg Scheitel, called the meeting to order at 5:00 p.m.

FOUNDATION AGENDA

M/S/C UNANIMOUSLY TO APPROVE THE FEBRUARY 27, 2024 FOUNDATION AGENDA AS PRESENTED (CM/TT).

ASK FOR ANYTHING GRANTS – APPLICANT PRESENTATIONS

Presentations were given by employees for the following Ask for Anything Grants:

- Landon Johnson/DON – Personal protective equipment that would be inside all patient rooms
- Makayla Grev/Community Health & Wellness Manager – Ascend BodyScript Body Composition Analyzer
- Jill Liepold/Lab Manager – Ortho Blood Bank Workstation
- Terri Elder/Therapy Director – Community Partner Enrichment at Mountain Lake Clinic – Full Body Ergometer
- Terri Elder/Therapy Director – Full Body Ergometer in Windom Clinic
- Terri Elder/Therapy Director – Bariatric High Low Treatment Table, Theraband wall mount, slam ball, medicine ball set, cuff weight set
- Kelsey Andrews/Clinical Nurse Coordinator – “Your Pregnancy and Childbirth: Month to Month” Paperback Book
- Rhonda Wahl/Respirator Therapy Manager – FeNO NIOX Device (Nitric Oxide Test for Asthma)
- Brianna Joel/Mental Health Therapist – Trauma Therapy Training
- Travis Eichstadt/IT Manager – Imprivata Card Readers

FOUNDATION MINUTES

M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE JANUARY 23, 2024 REGULAR MEETING AS PRESENTED (CM/DO).

FINANCIAL STATEMENT

The January 2024 Windom Area Health Foundation financial statement was reviewed and approved as presented. M/S/C UNANIMOUSLY TO APPROVE THE FINANCIAL STATEMENT AS PRESENTED (TT/CM).

OLD BUSINESS

Review of Revised AIO and By-Laws

Brady Kerkman and Steve Johnson had the opportunity to review the Articles of Incorporation and Foundation By-Laws. Since the Foundation is a 501C, the options are to have majority of board members sit on the Foundation Board or have Governing Board member appointed to the Foundation Board. Questions regarding the appointed statement in by-laws. Will add some information and send to the Governing Board to review.

M/S/C UNANIMOUSLY TO APPROVE ARTICLES OF INCORPORATION AND FOUNDATION BY-LAWS WITH THE ADDITION OF “30-DAY NOTICE” IN BYLAWS SECTION 10.2 (CM/SJ).

990 Filling – Sign Form

M/S/C UNANIMOUSLY TO HAVE TWO FOUNDATION BOARD MEMBERS SIGN THE 990 FORM (CM/GS).

Stress Test Equipment Fundraising

The current total of funds raised for the stress testing equipment is \$15,980. Brady would like to make calls through the month of March to attempt to raise more funds. Goal is to raise another \$5,000.

Shuttle Bug Implementation

Katie reported that the Shuttle Bug did not need wireless radios as the IT Department had a portable phone available to use. Decals were purchased for \$130.59.

Maximum Purchase Amount & Debit Card

Brady proposed allowing purchases up to \$1,500 per instance for the debit card. A policy would be created outlining the procedure for this. The Foundation Board requested receiving an update on items that are purchased using the debit card. The Board will wait to vote until they are able to look over the policy.

Updating Account Signers

Brady recommended adding Katie Greener to the Foundation accounts at Bank Midwest and Leading Edge Credit Union. If approved, all three would need to re-sign the signature cards.

M/S/C UNANIMOUSLY TO APPROVE BOND ABILITY CHECK TO BE RAN FOR THE THREE SIGNERS (TT/DO).

M/S/C UNANIMOUSLY TO APPROVE THREE SIGNERS FOR THE WAH FOUNDATION BOARD TO INCLUDE SHELBY MEDINA, BRADY KERKMAN AND KATIE GREENER (TT/DO).

Scholarship Program

Katie thanked the Foundation members for their input in regard to the Scholarship Program. This program is live and students are encouraged to apply. There will be two \$2,500 and three \$1,000 scholarships awarded. To ensure the students are maintaining award payout eligibility, the scholarships will be awarded in January.

NEW BUSINESS

Ask for Anything Grants, Scoring & Awards

The Foundation Board scored each applicant presentation. The top three included the Imprivata Card Readers, Mountain Lake Clinic Full Body Equipment for Rehab and the Ascend BodyScript Composition Analyzer.

M/S/C UNANIMOUSLY TO AWARD THE ASK FOR ANYTHING GRANTS TO THE TOP THREE WINNERS LISTED ABOVE (CM/DO).

Golf Tournament Planning: June 21

The golf course has been secured for June 21, 2024.

Fundraising Committee Update

Katie, Dan, and Kay met February 19 to discuss campaign ideas that could be held annually. Continued discussion regarding donor relation strategies are ongoing.

Changing Meeting Time

Discussion was held regarding moving our meeting date start time to 4:30p or selecting an alternative meeting location if our meeting runs longer than expected due to limited room availability.

Mission Statement Suggestions

Please send Katie suggestions and ideas for a Foundation Mission Statement. Katie will bring ideas to the March Foundation Board Meeting.

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.

The next Foundation Board Meeting will be held on March 26, 2024 in the Windom Area Health Chapel.

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

Greg Scheitel
WAH Foundation Vice-Chairperson