

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

Purpose: Provide governance for Windom Area Health																			
Meeting Date/Time/Location:	Monday, April 22, 2024 / 5:30 pm / Large Conference Room																		
Members: All Windom Area Health Governing Board Mbrs	Present: Absent: Others:																		
Recorder:	Heather Hummel, Executive Assistant																		
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 March 25, 2024 (<i>Board Motion</i>) Approve Windom Area Health Governing Board minutes from the special meeting of April 9, 2024 (<i>Board Motion</i>) 																		
Board Education	Cheryl Droll, Infection Prevention/Environmental Services Supervisor																		
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>)																		
Capital Acquisition Activity	Review capital acquisition activity																		
Financial Institution Designation	Annual designation and approval of FY2025 financial institutions for Windom Area Health (<i>Board Motion</i>)																		
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>)																		
Medical Director	Organizational updates																		
	<table border="0"> <tr> <td>Dr. Michael Fisher</td> <td>John Peyerl</td> </tr> <tr> <td>Dr. Michael Fisher</td> <td>John Peyerl</td> </tr> <tr> <td></td> <td>John Peyerl</td> </tr> <tr> <td></td> <td>Emily Masters</td> </tr> <tr> <td></td> <td>Emily Masters</td> </tr> <tr> <td></td> <td>Monica Huber</td> </tr> <tr> <td></td> <td>Monica Huber</td> </tr> <tr> <td></td> <td>Monica Huber</td> </tr> <tr> <td></td> <td>Dr. Blue</td> </tr> </table>	Dr. Michael Fisher	John Peyerl	Dr. Michael Fisher	John Peyerl		John Peyerl		Emily Masters		Emily Masters		Monica Huber		Monica Huber		Monica Huber		Dr. Blue
Dr. Michael Fisher	John Peyerl																		
Dr. Michael Fisher	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	<ul style="list-style-type: none"> The next Foundation Board meeting will be held on April 23, 2024 at 5:00 pm in the LCR. The March 26, 2024 Foundation Board meeting minutes are included in Board book. Review and approve FY2025 WAH Foundation Slate of Officers <i>(Board Motion)</i> 	Dr. Michael Fisher
WAH Auxiliary	Auxiliary met March 11, 2024. Auxiliary Spring Banquet was held Monday, April 8, 2024.	Dr. Michael Fisher
OLD & NEW BUSINESS		
Old Business		Dr. Michael Fisher
New Business	Review FY2025 WAH Committee Assignments, Committee Chair Assignments, and Board Officers with formal approval May 20.	Dr. Michael Fisher
New Business	<ul style="list-style-type: none"> Motion to adjourn WAH Governing Board meeting into Executive Session to review annual CEO evaluation and compensation adjustment. [Minn. Statute 13D.05., Subd.3] <i>(Board Motion)</i> Motion to reopen Governing Board meeting. <i>(Board Motion)</i> 	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, March 25, 2024 / 5:30 pm / Large Conference Room
Members: All Windom Area Health Governing Board Mbrs	Present: Dr. Michael Fisher, Ann Bartelt, Kay Gross, Justin Schmit, Rick Frederickson, Dan Ortmann, Shelby Medina/CEO, Dr. Blue/CMO, John Peyerl/CFO, Monica Huber/CNO, Emily Masters/CHRO Absent: Terry Tegels, Julie Brugman/Mt Lake Advisory Member, Dave Rogers/SHN Executive Director, Dr. Taber/Chief of Staff Others: Marv Grunig/City Council Liaison, Steve Nasby/City Administrator, Heather Hummel/Executive Assistant Heather Hummel, Executive Assistant
Recorder:	
Category / Topic	Action step(s) / Updates
STANDING ITEMS	
Call to Order	The Windom Area Health Governing Board meeting was called to order at 5:30 pm by Governing Board Chairperson Dr. Michael Fisher. M/S/C UNANIMOUSLY TO APPROVE WINDOM AREA HEALTH GOVERNING BOARD AGENDA AS PRESENTED (SCHMIT/ORTMANN).
Meeting Minutes	M/S/C UNANIMOUSLY TO APPROVE WINDOM AREA HEALTH GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF FEBRUARY 26, 2024 (GROSS/SCHMIT). M/S/C UNANIMOUSLY TO APPROVE WINDOM AREA HEALTH GOVERNING BOARD MINUTES FROM THE SPECIAL MEETING OF MARCH 13, 2024 (ORTMANN/SCHMIT).
Board Education	There was no board education for the month of March.
COMMITTEE REPORTS	
Professional Practice / Quality & Planning Cmte	The March 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 TO APPROVE PROFESSIONAL PRACTICE COMMITTEE MINUTES FROM THE REGULAR MEETING OF FEBRUARY 26, 2024, AS PRESENTED (GROSS/FREDERICKSON). M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE WAH MEDICAL STAFF, TO APPROVE MEDICAL STAFF CREDENTIALING AS PRESENTED (FREDERICKSON/GROSS). APPOINTMENTS: Christopher Pippert, CRNA Billy Wyatt, M.D. Robertta Jandera, CMA REAPPOINTMENTS: Naomi Bach, CNP Kristi Metzger, CNP SANFORD TELEMEDICINE APPOINTMENTS: Scott Belliston, D.O. Psychiatry & Neurology Telemedicine VRAD APPOINTMENTS: VRAD REAPPOINTMENTS:
	Dr. Michael Fisher Dr. Michael Fisher Dr. Taber Dr. Blue Kay Gross

<p>Krishnan Kartha, M.D. Donald Kash, M.D. Koreen Potts, M.D. Gerald Yutzky, M.D.</p> <p>RESIGNATIONS: Luis Arrazola, M.D. Miriam Ragab, M.D. James Turner, M.D.</p>	<p>Teleradiology Teleradiology Teleradiology Teleradiology</p> <p>General Surgery Emergency Medicine Teleradiology</p> <p>Active Emergency Services Telemedicine</p>	<p>Telemedicine Telemedicine Telemedicine Telemedicine</p>
<p>Finance / Personnel / Labor Relations & Bldg & Grounds Cmte</p>	<p>Dr. Blue stated that credentialing included our typical reappointments. Resignations included an Emergency Department provider and Dr. Arrazola due to resignation of employment. Dr. Blue noted progress was made on the Medical Staff By-Laws at the Medical Staff Meeting held earlier in the day with plans for final approval to be brought to the April meeting. Shelby updated the Governing Board on the progress of the Medical Building which includes sharing the arrival of the steel for the project. Stairs have been poured in the furthest tower. The hyperbaric chambers in the Wound Center were originally anticipated to be brought back on-site in 9-12 months and will now likely be returning in August. Shelby reported discussion has started with Dr. Taber regarding relocating the WFMC to the Medical Building. A meeting is anticipated to be held in 2-3 weeks to see if Dr. Taber would like to continue with those discussions.</p> <p>M/S/C UNANIMOUSLY TO APPROVE SENDING 63 ACCOUNTS TOTALING \$63,348.65 TO AAA COLLECTIONS AND APPROVE 1 FINANCIAL ASSISTANCE ACCOUNT SUBMITTED FOR WRITE-OFF TOTALING \$2,687.72 (SCHMIT/ORTMANN).</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE FOLLOWING RESIGNATIONS/TERMINATIONS – RESIGNATION OF PATIENT ACCESS REPRESENTATIVE EFFECTIVE 3/15/2024, GENERAL SURGEON EFFECTIVE 3/18/2024 AND PATIENT ACCESS REPRESENTATIVE EFFECTIVE 3/19/2024. THERE WERE NO TERMINATIONS (SCHMIT/FISHER).</p> <p>Discussion was held regarding the retention incentive plan.</p> <p>M/S/C UNANIMOUSLY TO APPROVE THE WAH RETENTION INCENTIVE PLAN (SCHMIT/GROSS).</p> <p>totalled 272 Mike Schwalbach, City of Windom Utility Commission Chair, attended the Finance/Personnel/Labor Relations & Building & Grounds Committee meeting. The Utility Commission is requesting repayment of funds totaling \$172,695 from a past debt for provider recruitment. The Committee and Board will review this information in April.</p>	<p>Justin Schmit John Peyerl Emily M</p>
OTHER REPORTS		
<p>Statistical & Financial Performance Reports</p>	<p>February 2024 statistical and utilization graphs were reviewed for the month. John reported February inpatient activity substantially exceeded budget expectations. Acute admissions totaled 24. Those 24 admissions produced 74 inpatient days for an average daily census of 2.6. Laboratory volumes exceeded budget expectations. 74 surgical procedures were performed in February, which is two more than our budgeted number of 72 and 12 more than last February. Contractual adjustments came in at 45.28% for the month. Contractual adjustments were budgeted at 50.00%. FY2024 year-to-date net income totals \$23,934,414 on a projected budget of \$22,990,000. Days in A/R were reported at 60.11 and Days Cash on Hand totaled 272.</p> <p>M/S/C UNANIMOUSLY TO APPROVE FEBRUARY 2024 STATISTICAL AND FINANCIAL PERFORMANCE REPORT AS PRESENTED (FISHER/BARTELT).</p>	
<p>Capital Acquisition Activity</p>	<p>There was no Capital Acquisition for the month of February.</p>	
<p>Educational Assistance Applications</p>	<p>There was no Educational Assistance applications submitted for board action.</p>	
<p>New / Department Transfer Employees</p>	<p>The following new hires/department transfers and updates were reported – New hires include Radiology Technician effective March 12, 2024, Nurse Practitioner effective March 26, 2024. Department transfers include Health Unit Coordinator to Registered Nurse effective February 25, 2024, Surgery Technician to Lead Surgery Technician effective March 10, 2024, and Fitness Specialist to Sterilization Technician effective March 10, 2024.</p>	
<p>Patient Concern Reports</p>	<p>February 2024 Patient Concern Reports and patient survey comments were reviewed and appropriately addressed.</p>	

Patient Safety Reports	Monica noted 0 reportable patient falls occurred; 0 documented skin integrity issues to patients; 0 use of patient restraints; and 0 opioid-related deaths. Monica stated there were no reportable adverse event reported for the month.	Monica Huber
WAH Policy Review	Monica noted the only changes to the Utilization Management Plan included adding committee members including Monica Huber and Dr. Yusuf. The Annual Critical Access Hospital (CAH) Report is an annual report that is presented to the Governing Board. M/S/C UNANIMOUSLY TO APPROVE THE UTILIZATION MANAGEMENT PLAN AS PRESENTED (FISHER/SCHMIT). M/S/C UNANIMOUSLY TO APPROVE THE ANNUAL CRITICAL ACCESS HOSPITAL (CAH) REPORT AS PRESENTED (FISHER/SCHMIT).	Monica Huber
Medical Director	Dr. Blue shared that Management is working with staff with the departure of Dr. Arrazola. Dr. Blue stated that Management is continuing to work on our strategic plan with the commitment to grow our programs offered at WAH.	Dr. Blue
Administration	Monica noted there will be a Trauma Site Visit on April 24 which is a routine visit. Jenna Mollema starts tomorrow as a Nurse Practitioner for our Hospitalist Program. Jenna previously worked as a Registered Nurse at WAH. Shelby reported that Representative Marj Fogelman will be coming to WAH on March 28 to discuss two state bills that could have a big impact on WAH if they are passed. Shelby commended The Wound and Hyperbaric Healing Center as they were 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. M/S/C UNANIMOUSLY TO APPROVE WAH COMMITTEE MEETING REPORTS AS PRESENTED (FISHER/FREDERICKSON).	Sr Mgmt Team
City of Windom	Steve Nasby reported Donna Torkelson accepted the Finance Director position for the City of Windom.	Steve Nasby Marv Grunig
Sanford Health Network	There was no Sanford Health Network update.	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 were included in Board book.	Dr. Michael Fisher
WAH Auxiliary	Auxiliary met March 11, 2024. Minutes from the February 12, 2024 Auxiliary Meeting were included in the 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 the cost per meal is \$15.00.	Dr. Michael Fisher
OLD & NEW BUSINESS		
Old Business	CEO Annual Review: Reminder to submit reviews to Dave Rogers. The Governing Board will go into Executive Session in April to discuss CEO annual review.	Dr. Michael Fisher
New Business	There will be a Special Governing Board Meeting the week of April 8 for review and approval of FY2025 budget.	Dr. Michael Fisher
CONCLUSION		
	Chairperson, Dr. Michael Fisher, concluded the WAH Governing Board meeting.	Dr. Michael Fisher

Signature _____, Dan Ortman, Governing Board Secretary

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

Purpose: Special Meeting	
Date/Time/Location:	Tuesday, April 9, 2024 / 12:00 pm / Large Conference Room
Facilitator:	Dr. Michael Fisher
Attending Members:	Present: Dr. Michael Fisher, Dan Ortmann, Terry Tegels, Kay Gross, Justin Schmit, Julie Brugman/ Mt Lake Advisory Member, Shelby Medina/CEO, John Peyerl/CFO, Emily Masters/CHRO, Monica Huber/CNO
All WAH Governing Board members	Absent: Ann Bartelt, Dr Dan Blue/CMO, Dave Rogers/SHN Executive Director, Dr. Taber/Chief of Staff
	Other Attendees: Steve Nasby/Windom City Administrator, Marv Grunig/Windom City Council Liaison, Heather Hummel/Executive Assistant
Recorder:	Heather Hummel, Executive Assistant
TOPIC	ACTION STEP(S)
AGENDA ITEMS	
Call to Order	The Windom Area Health Governing Board meeting was called to order at 12:00 pm by WAH Board Chairperson, Dr. Michael Fisher.
Meeting Status	Dr. Fisher announced this special meeting of the WAH Governing Board was open to the public.
WAH FY2024-2025 Operating & Capital Budget	John Peyerl, CFO, presented the fiscal year 2025 budget. Operating expenses are estimated to increase 13.2%, which includes a 4.0% overall increase in charges and 7.5% in volumes. M/S/C UNANIMOUSLY TO APPROVE THE FY2025 CAPITAL BUDGET AS PRESENTED (TEGELS/FISHER). M/S/C UNANIMOUSLY TO APPROVE THE FY2025 OPERATING BUDGET AS PRESENTED (SCHMIT/ORTMANN).
Conclude Meeting	The WAH Special Governing Board meeting was concluded by Chairperson, Dr. Michael Fisher.
	LEADER
	Dr. M Fisher
	Dr. M Fisher
	Shelby M / John P
	Dr. M Fisher

Signature _____, Dan Ortmann, Governing Board Secretary

**WINDOM AREA HEALTH
GOVERNING BOARD EXECUTIVE SUMMARY
as of April 18, 2024
WAH MISSION: "Dedicated to Health"**

CHIEF EXECUTIVE OFFICER REPORT

• **Organizational Updates**

- Construction update: All structural steel for the medical building is complete. Over the next few weeks we will see concrete poured, continuation of work for underground drainage/sewer – this will impact traffic to the ED and require temporary relocation of the MRI truck, and removal of the maintenance sheds.
- We have secured a contract with Jesse Hyde, CRNA, for pain management services. Anticipated start date for this service will be June 1, 2024.
- WAH representatives met with the following legislative representatives: Representative Liz Reyer (DFL – House), Senator Liz Boldon (DFL), and Senator Bill Weber (R). Discussions were focused on two proposed bills that would have a significant negative impact on WAH (bills listed below).
- Surgery update: Dr. Fernandez provided surgery coverage April 15th – 19th. He performed 6 procedures and 1 robotic assisted hernia repair and saw patients during his scheduled clinics. He will return May 13th – 20th. We continue to work with Dr. Fernandez on solidifying coverage for the next 6-12 months.
- Mahnomon Health Center, CAH located in Northwest Minnesota, notified the state of its plans to close inpatient services. MHC is the first Minnesota CAH converting to a rural emergency center that stabilizes patients but offers no inpatient or prolonged care.

• **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.
 - HF4210/SF4064: Behavioral Health Crisis Intervention Teams: This bill requires healthcare organizations to have staff who are specifically trained in mental/behavioral health to respond to behavioral health incidents.
- Federal: N/A

• **Committee Meeting Updates**

- Infection Prevention: Met April 9, 2024
 - 3 inpts diagnosed with sepsis with 1 resulting in death
 - New process / procedure implemented for PPE
 - HAI (CAUTI/CLABSI/HAI/Total Joint SSI) = 0
 - C-Diff/MRSA = 0
 - Hand Hygiene score = 99% (goal 100%)
 - Health alerts – Syphilis in pregnancy / Travel-associated Measles/ Campylobacter Outbreak / Infantile Krabbe
 - COVID 19 – 11 cases reported
- Pharmacy and Therapeutics: No Report Until May
- Emergency Preparedness: No Report Until May

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

As of April 18, 2024

WAH MISSION: *"Dedicated to Health"*

CHIEF FINANCIAL OFFICER REPORT

Overview:

- Net income from operations was \$54,809 compared to a budget of negative \$21,250. Our net patient revenue was \$590,596 less than last March. March operating income is 2.24% compared to a budget percentage of negative 0.90%.

The volume of inpatient activity in March was less than budget expectations. The acute admissions were one more than last month and slightly short of the budgeted volume. Activity on the outpatient side produced volumes and revenues generally below budget expectations. Eighty-nine percent of our gross revenues came from outpatient activity, which is much higher than the Eighty percent expectation. Acute admissions totaled twenty-five. Those twenty-five admissions produced seventy-one inpatient days for an average daily census of 2.3. Outpatient gross revenue was \$298,838 less than budget and \$320,353 less than last March.

- Imaging procedure counts were ninety-nine procedures below budget. Imaging performed 651 procedures compared to a budget of 750. Last March, 801 procedures were performed.
- Laboratory volumes exceeded budget expectations. Last fiscal year laboratory tests averaged about 10,140 in a given month. There were 11,588 in the month of March, which is 646 less than last March and 1,688 more than budget.
- Fifty-eight surgical procedures were performed in March, which is fourteen less than our budgeted number of seventy-two and fourteen less than last March. Two of those surgeries were joint replacements. There were three robotic cases in March.
- Rehab Therapy performed 1,621 modalities in March, which was 186 less than last March. That is 104 less modalities than the budgeted number of 1,725.

Contractual adjustments came in at 40.09% for the month. Contractual adjustments were budgeted at 50.00%.

Overall, expenses were \$13,479 more than budget. Purchased Services, Supplies and Provision for Bad Debt are the categories that came in less than budget. Salaries and Benefits exceeded budget.

GOVERNING BOARD EXECUTIVE SUMMARY

April 16, 2024

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

CHIEF NURSING OFFICER REPORT

- **PI/Risk/Patient Experience:**

- WAH will be implementing the Bedside Handoff program being rolled out system wide by Sanford. Bedside handoffs are the current evidence based best practice. This practice is the most effective way to prevent Serious Safety Events which are on the rise across the industry. A standardized format has been developed as well as the tools necessary for training and measuring compliance. This will enhance our efforts to improve patient satisfaction. Allowing patients a chance to clarify treatment or advocate for their needs during bedside handoffs is critical to improving their experience. We're also focusing on the question "Did your nurse communicate clearly with you?" and bedside handoff is another opportunity for nurses to clarify questions their patients may have.

- **Medical/Surgical/OB/Emergency Room/Outpatient Nursing:**

- Promoted Jared Schmidt, RN, to Outpatient Nursing and Chemotherapy Supervisor. We have identified this service as one with opportunity for growth through marketing and engagement with the community and our providers.
- Standardized ordersets being instituted. This allows WAH to assure that we are providing standardized, evidence based care. The ordersets are reviewed and updated twice a year by Sanford to assure current best practices are instituted. All ordersets are approved by WAH Medical Staff prior to going live in the EMR.
- Nurse's Week is May 6-12. We will be announcing that WAH will begin participating in the Daisy Foundation program. The DAISY Award is a recognition program to celebrate and recognize nurses by collecting nominations from patients, families, and co-workers. After the DAISY Honoree has been selected, a celebration is planned. The Honoree's peers, leadership, nominator, and sometimes friends and family are all invited to attend. The Honoree receives a certificate in a DAISY portfolio, a beautiful hand-carved Healer's Touch Sculpture from Zimbabwe, an Honoree pin, a congratulations banner to hang in the unit. We are honored that Kay Gross will be participating in the announcement and sharing her own experiences with nurses making a positive impact in her life. For more information, please visit www.daisyfoundation.org
- April 24 is the date for our Level IV Trauma Center site visit by MDH.

- **Work Place Violence:**

- Continuing to educate staff and assure we are in compliance with the new MN legislation regarding reducing WPV incidents, reporting, and mitigating.

MHA Safety Data for March, 2024:

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

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of April 15, 2024

WAH MISSION: "Dedicated to Health"

CHIEF HUMAN RELATIONS OFFICER REPORT

Human Resources/Employee Health

- Posted positions:
 - RN
 - Physicians (General Surgery & Urology)
 - Director, Maintenance & EVS
 - Paramedic
 - Surgery Tech
 - Fitness Specialist
 - Environmental Services Technician
 - Summer Interns – Nutritional Services, Lab and Rehab
 - Heath Unit Coordinator
 - Executive Assistant
 - Lab Tech
- Hospital week events are being planned for May 12-18. **Board members are invited to our All Staff Cookout on Friday the 17th from 11:30 – 1:00 in the cafeteria (come and go).**

Community Health/Mental Health/Wellness Center

- We are partnering with DVHHS, Windom Area Schools and many other sponsors to host a Family Engagement night and Mental Health Training for parents, in recognition of May being Mental Health Awareness month. See flier.
- We recently held a CPR class in Mt. Lake for 6 attendees and trained 15 employees at Bergen.
- A new session of Walk with Ease will start mid-May.
- Terri Elder was the winner of the annual Employee Weight loss challenge.
- A "Member of the Month" program was implemented in February.

Marketing/PR

- In honor of Doctor's Day on 3/30, we visited and passed out meat and cheese trays to providers.
- Team is connecting with 41 optometrists within a 60-mile radius to increase awareness for Dr. Dickes.

Foundation/Auxiliary

- The auxiliary has hired a historian to help them record their 50 years of service to the hospital.
- A new process for requesting funds from the Vickie Schendel Fund has been put in place. This fund has proceeds from many years of fundraising through the Fun Run.
- The Foundation will be reviewing 12 scholarship applications.

Sponsorships/Donations

- Riverfest Sponsor – Family Cookout \$250/Family Fun Day \$250
- Medina's Martial Arts - \$100
- Windom State Theater Advertising (2-years) \$300

Committee Meetings

- **Employee Focus:** Successful recruitment of members and department sign ups. First meeting will happen in May.
- **Patient & Family Advisory Committee:** Met April 2nd, Terri Elder attended to discuss the limitations on self-referrals, we introduced Makayla Grev, and discussed the Medical Building and other hospital 'happenings'. They had great suggestions for construction signage and baby changing stations.
- **Safety:** Met April 9th, Hazardous Precautions policy implementation was discussed, IT and Maintenance reported on various building and life safety areas, recalls were discussed. Surgery, Cardiac Rehab, Diabetic Ed, Nutrition, Respiratory Therapy, Specialty Clinics, EVS, Med/Surg, and OB were all rounded on in Quarter 1. Ergonomic plan and incidences were reviewed. There was one safe patient handling situation that injured 4 employees. There were 3 OSHA recordable injuries this quarter including a chemical splash, COVID, and a back strain. We had 1,096.26 sick hours this quarter, compared to 792.85 hours the same quarter last year.
- **Safe Patient Handling:** Included in Safety Meeting, see above.

WE ALL HAVE MENTAL HEALTH: Supporting Your Child Through Life's Challenges

A Family Engagement Night presentation for parents, focused on your child's mental health and how to lend support.



THURSDAY, MAY 2ND | WINDOM MIDDLE/HIGH SCHOOL

Spanish Presentation: 5:00 PM

Dinner: 6:00 PM

English Presentation: 6:30 PM

Join Brianna Joel, Mental Health Therapist, and Greg Scheitel, Regional Mental Health Consultant, for a FREE presentation on the powers of positive mental health, understanding stigma, navigating emotions, and how to support your child through these challenges.



BRIANNA JOEL,
LGSW

WAH Mental Health Therapist



GREG SCHEITEL,
LSW

Regional Mental Health Consultant

Attend and get a chance to win incredible door prizes, as well as FREE childcare and a bouncy house for younger family members!

Scan the QR code to register for meal count and see the list of exciting door prizes.



Registration Deadline 4/25

This event is being offered through the generous partnership and sponsorship of the following organizations:

WAH Mental Health Walk-In Clinic
Windom Area Schools
SWWC Behavioral Health Services
DVHHS | City of Windom
Godfather's Pizza of Windom
KDOM | Al Baloun
Cottonwood County 4-H Extension
Jackson County 4-H Extension
Windom State Theater

FOR QUESTIONS, PLEASE CALL 507-831-6910.

Fiscal Year 2023-2024

WINDOM AREA HEALTH

Target	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24
WAH Operational & Strategic Goals												
SERVICE												
Expand Surgical Services by increasing vol of current procedures & addition of new procedures (IE: Ortho, GYN, Gen, Urology)												
Increase optimization of DaVinci Robot (GYN & General)	4/30/2024											
Expand Physician Recruitment	4/30/2024											
Ambulatory Net Promoter Score	83.3%	77.8%	50.0%	n/a	90.9%	86.7%	82.4%	66.0%	67.6%	72.3%	83.3%	6
OP Net Promoter Score	80.6%	82.1%	100.0%	90.0%	76.9%	100.0%	85.0%	82.4%	66.7%	85.7%	93.3%	15
Emergency Dept Net Promoter Score	49.1%	43.8%	50.0%	73.1%	63.3%	57.7%	87.0%	50.0%	42.9%	59.3%	52.6%	38
Wound Center Overall Pt. Satisfaction	>92%	98.0%	100.0%	100.0%	78.0%	100.0%	99.0%	91.7%	98.8%	100.0%	98.2%	11

QUALITY

Falls per 1000 Patient Days	0.0	n/a	6.1	n/a	n/a	n/a	5.3	n/a	n/a	1.0	n/a	n/a
Patient Falls with Injuries	0.0	n/a	0.0	n/a	n/a	0.0	0.0	n/a	n/a	0.0	n/a	n/a
Hand Hygiene	100%	n/a	n/a	99.3%	n/a	n/a	99.0%	n/a	n/a	98.0%	n/a	n/a
Patient Experience/HCAHPS Recommend	81%	n/a	94.4%	n/a	n/a	n/a	85.7%	n/a	n/a	92.3%	n/a	n/a
How would you rate/HCAHPS	83%	n/a	90.0%	n/a	n/a	n/a	71.4%	n/a	n/a	100.0%	n/a	n/a
Communication with Nurses	89%	n/a	91.7%	n/a	n/a	n/a	65.7%	n/a	n/a	97.4%	n/a	n/a
Communication with Doctors	85%	n/a	91.7%	n/a	n/a	n/a	78.6%	n/a	n/a	97.2%	n/a	n/a
Readmission within 30 days	<5%	n/a	1.0%	n/a	n/a	n/a	1.0%	n/a	n/a	1.0%	n/a	n/a
Wound Center Patient Healing Rate	>92%	100.0%	98.1%	100.0%	97.0%	96.3%	97.0%	100.0%	77.5%	89.2%	85.4%	

FINANCIAL

Income (Loss) from Operations to Budget	3.87%	-2.09%	0.83%	-2.26%	-2.11%	-1.31%	-2.33%	-0.74%	0.01%	0.18%	1.21%	1.30%
Days in Accts Receivable	<53	44.18	51.23	50.47	50.73	57.03	47.89	55.15	51.79	60.11	68.67	
Days Cash on Hand	>150	368	376	375	359	338	345	321	335	272	267	

GROWTH

Surgeries to Budget	71	72	65	59	83	71	69	78	71	77	74	59
Wound Center New Patients	23	28	36	28	32	20	39	27	25	34	24	22
Wound Center Encounters	135	260	287	286	327	260	289	280	249	252	247	205
SNF/ALF Wound Ctr Encounters/Telehealth	no target # established	28	30	19	10	13	16	10	3	5	7	3
Wound Ctr New Patients for HBO Treatmts	10/calendr yr	0	0	0	0	0	1	0	0	0	0	0

COMMUNITY

WAH Hosted Events w/ Commun Participntn	2/fiscal yr											
		Lunch&Learn Tourn	Da Vinci Demo	Summer Path Event	Mental Health Lunch&Learn	Spooky Path Event	Rock the Rink Pink	Lunch&Learn				



WINDOM AREA HEALTH FOUNDATION

TO: WAH Governing Board Members
FROM: Katie Greener, Director of Foundation & Auxiliary
DATE: April 3, 2024
RE: Approval of FY2024-25 WAH Foundation Slate of Directors

In accordance with WAH Foundation Bylaws, Section 3.6, Presentation and Approval of Directors by Windom Area Health Governing Board, the following FY2024-25 Slate of Directors for WAH Foundation is submitted to WAH Governing Board for approval at its regular meeting of April 22, 2024. In accordance with our By-Laws, the Foundation will be looking to expand its board up to three additional members throughout the next year, bringing the group to seven.

FY2024-25 WAH FOUNDATION SLATE OF DIRECTORS:

- Foundation Chair – Greg Scheitel
- Foundation Vice Chair– Terry Tegels
- Foundation Secretary – Kay Gross
- Foundation Director – Dan Ortmann

(Section 3.6 - Presentation and Approval of Directors by Hospital Board)

Each year, prior to its annual meeting, the Board of Directors of the Windom Area Health Foundation (“Foundation Board”) shall present a proposed slate of directors for the upcoming year to the Board of Directors of Windom Area Health (“Hospital Board”). The Hospital Board shall then vote to approve or deny the proposed slate of directors. If denied, the Hospital Board shall provide immediate feedback to the Foundation Board regarding what changes need to be made in order for the slate of directors to be approved by the Hospital Board. After receipt of the Hospital Board’s proposed changes, the Foundation Board shall assemble and submit a revised slate of directors to the Hospital Board for approval. Upon approval by the Hospital Board, the Foundation Board shall take action to accept the approved slate of directors for the upcoming year.

The power vested in the Hospital Board by this provision is intended to cause Windom Area Health to possess the control required for the Windom Area Health Foundation to qualify as a Type 1 Supporting Organization under Section 509(a)(3) of the Internal Revenue Code.)

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, April 22, 2024 / 4:30-5:15 pm / Large Conference Room

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

Present:
Absent:
Others:

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

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 March 25, 2024 (Cmte Motion)	Justin Schmit
Collections & Financial Assistance	Review & recommend approval of patient financial accounts (Cmte Motion / Bd Motion)	John Peyerl
Employee Resignations & Terminations	Review & recommend acceptance of WAH employee resignations / terminations (Cmte Motion / Bd Motion)	Emily Masters

FOLLOW-UP ITEMS

Medical Building	Project update	Shelby Medina
Utility Commission Request Update	Follow up on request for payment	Shelby Medina

NEW/CURRENT ITEMS

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, March 25, 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, Kay Gross, Dr. Michael Fisher/ex officio, Shelby Medina/CEO, Dr. Blue/CMO, John Peyerl/CFO, Monica Huber/CNO, Emily Masters/CHRO
Absent: Julie Brugman/Mt Lake Advisory Member
Others: Heather Hummel/Executive Assistant

Chairperson (or Acting Chairperson): Justin Schmit, Chairperson

Recorder: Heather Hummel, Executive Assistant

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 FEBRUARY 26, 2024, AS PRESENTED (BARTELT/GROSS).	Justin Schmit
Collections & Financial Assistance	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND 63 PATIENT ACCOUNTS TOTALING \$63,348.65 TO AAA COLLECTIONS; RECOMMEND APPROVAL OF THE FOLLOWING FINANCIAL ASSISTANCE PATIENT ACCOUNTS: 1 NEW ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING 2,687.72; AND NO ACCOUNTS FOR WRITE-OFF WITH A BALANCE BELOW \$1500; IN TOTAL, 1 FINANCIAL ASSISTANCE ACCOUNT WAS SUBMITTED AND APPROVED FOR WRITE-OFF TOTALING \$2,687.72 (ORTMANN/BARTELT). In month 10 of FY2024, accounts totaling \$52,775 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 3/15/2024, GENERAL SURGEON EFFECTIVE 3/18/2024 AND PATIENT ACCESS REPRESENTATIVE 3/19/2024. THERE WERE NO TERMINATIONS (SCHMIT/ORTMANN).	Emily Masters

FOLLOW-UP ITEMS

Medical Building	Shelby updated the committee on the progress of the Medical Building. The steel has arrived for the project and the construction team has started putting the steel up for the Medical Building. The stairs in the furthest tower have been poured. Information was sent to the Governing Board regarding where we are sitting financially for the project. Shelby conveyed that the hyperbaric chambers for the Wound Center were originally expected to be gone for 9-12 months but are now projected to be back on-site in August 2024. Some drainage work was completed last week. There are some potholes from that work due to the rain that the Maintenance Department will get filled with red rock.	Shelby Medina
Retention Incentive Plan	Emily Masters, CHRO, relayed information regarding the retention incentive plan that was sent via email on March 1. Dr. Blue reiterated that by having this plan in place, it would allow the Senior Team to utilize this tool to help recruit and retain providers that come to Windom Area Health. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE RETENTION INCENTIVE PLAN (SCHMIT/ORTMANN).	Emily Masters

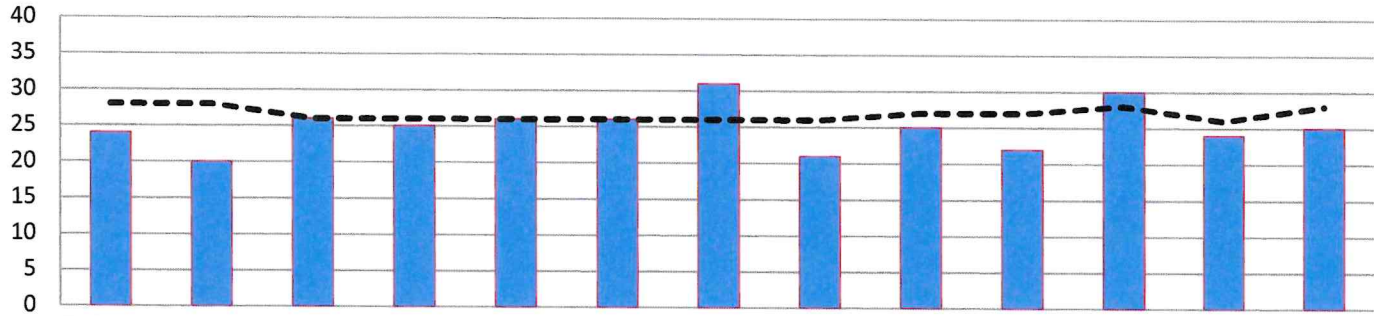
NEW/CURRENT ITEMS

Fiscal Year 2025 Budget	John Peyerl, CFO, noted that progress is being made on the FY2025 operating and capital budget. A Special Governing Board Meeting will be held the week of April 8 to walk through the budget before final approval. Information regarding the budget will be sent out prior to the special meeting.	John Peyerl
Utility Commission Request	Mike Schwalbach, City of Windom Utility Commission Chair, introduced himself to the committee and stated his purpose for attending the Finance/Personnel/Labor Relations & Building & Grounds Committee meeting. The Utility Commission is	Mike Schwalbach

	requesting repayment of funds totaling \$172,695 from a past debt for provider recruitment. The committee members decided to consider the request and to discuss further at the April meeting.		
CONCLUSION			
	Chairperson, Justin Schmit, concluded the Finance/Personnel/Labor Relations & Building & Grounds Committee meeting.	Justin Schmit	

ADMISSIONS

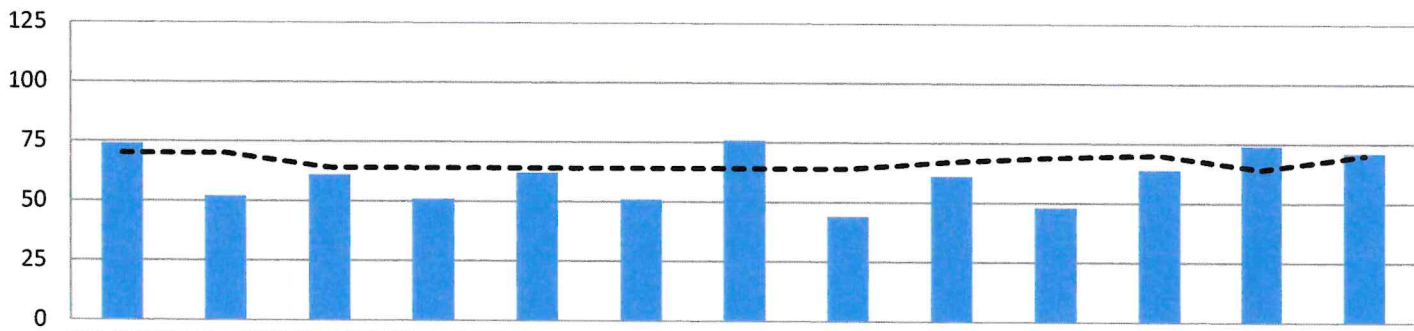
Admissions Budget



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

PATIENT DAYS

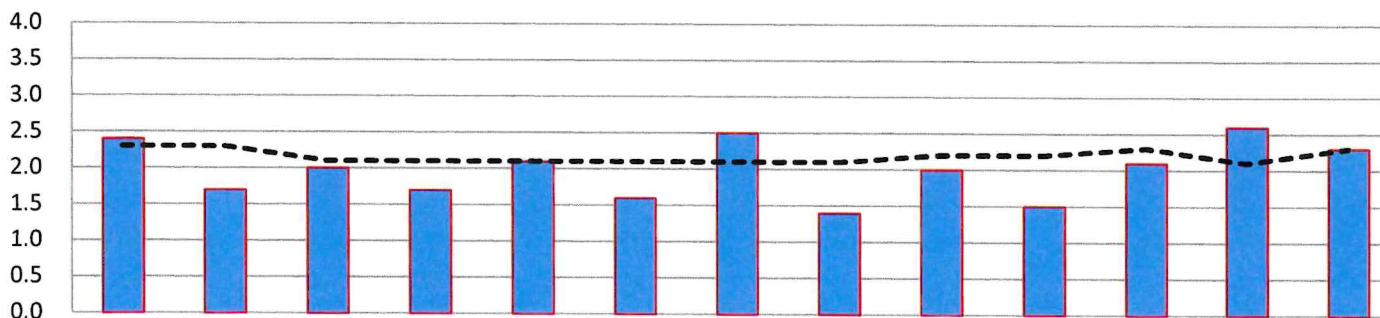
Pt Days Budget



	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24
Pt Days	74	52	61	51	62	51	76	44	61	48	64	74	71
Budget	70	70	64	64	64	64	64	64	67	69	70	64	70

AVERAGE PATIENTS PER DAY

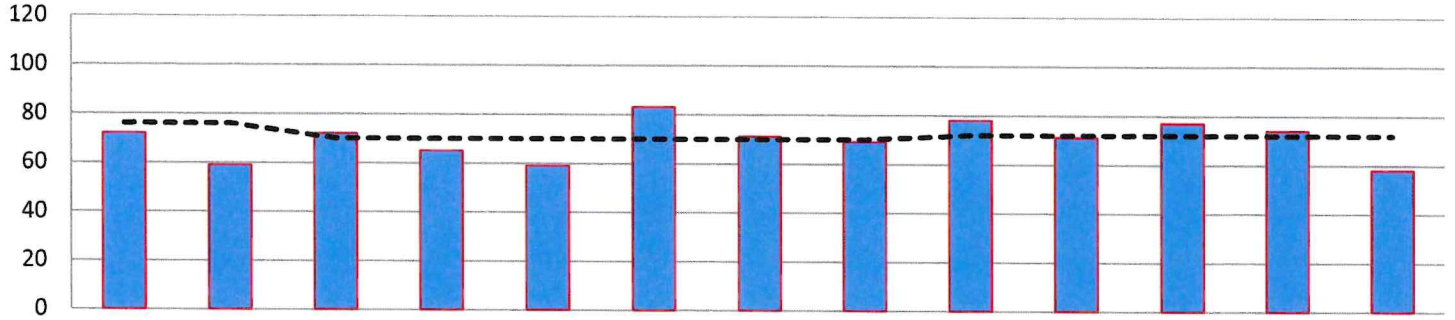
Avg Pt/Day Budget



	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24
Avg Pt/Day	2.4	1.7	2.0	1.7	2.1	1.6	2.5	1.4	2.0	1.5	2.1	2.6	2.3
Budget	2.3	2.3	2.1	2.1	2.1	2.1	2.1	2.1	2.2	2.2	2.3	2.1	2.3

SURGERY

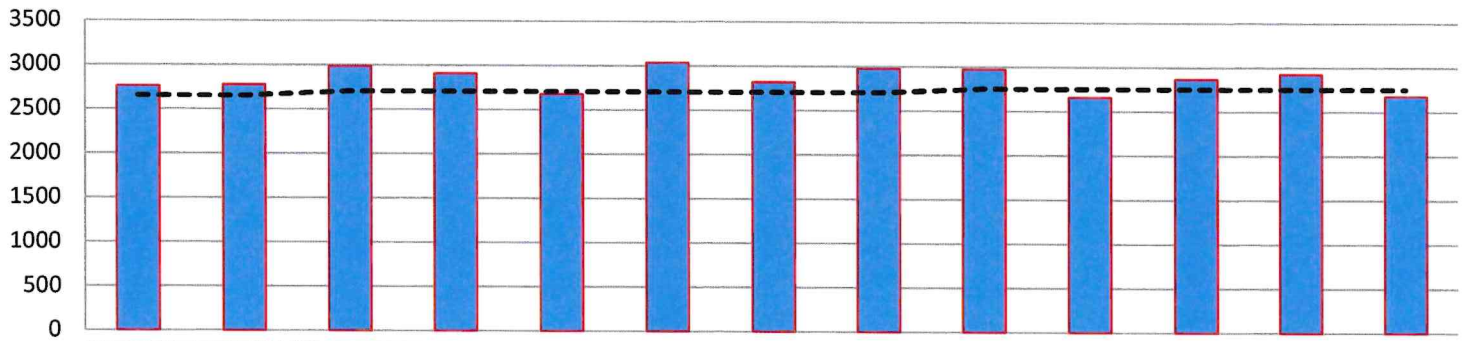
Surgery Budget



	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24
Surgery	72	59	72	65	59	83	71	69	78	71	77	74	58
Budget	76	76	70	70	70	70	70	70	72	72	72	72	72

OUTPATIENT OCCASIONS OF SERVICE

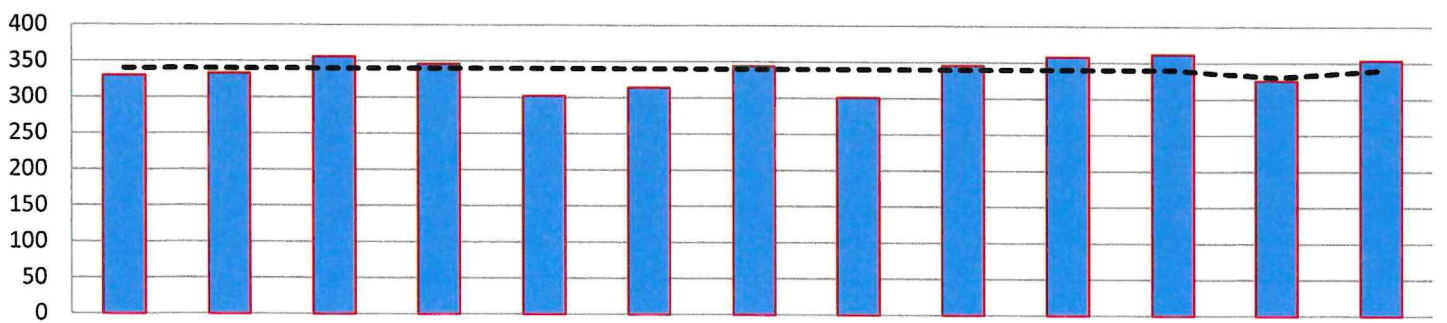
OP Visits Budget



	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24
OP Visits	2758	2776	2986	2904	2675	3033	2817	2974	2970	2656	2866	2921	2676
Budget	2650	2650	2700	2700	2700	2700	2700	2700	2750	2750	2750	2750	2750

EMERGENCY VISITS

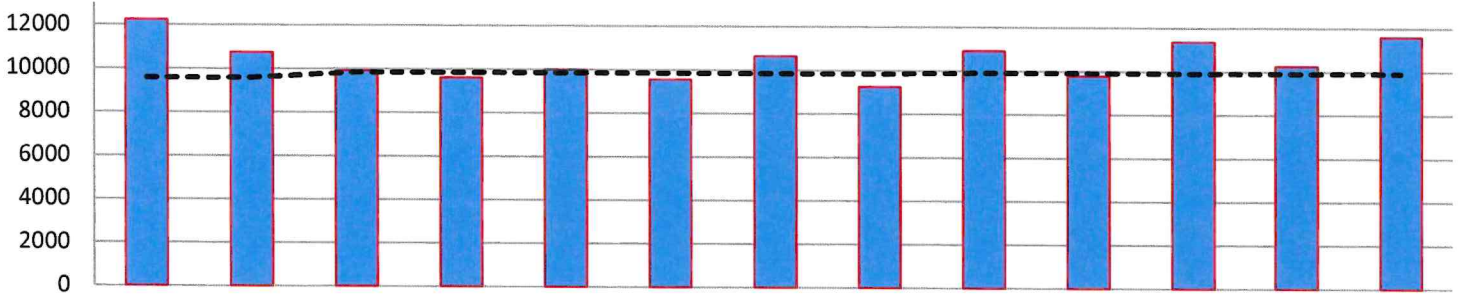
ER Visits Budget



	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24
ER Visits	330	333	356	346	302	314	344	301	346	358	362	326	354
Budget	340	340	340	340	340	340	340	340	340	340	340	330	340

LAB PROCEDURES

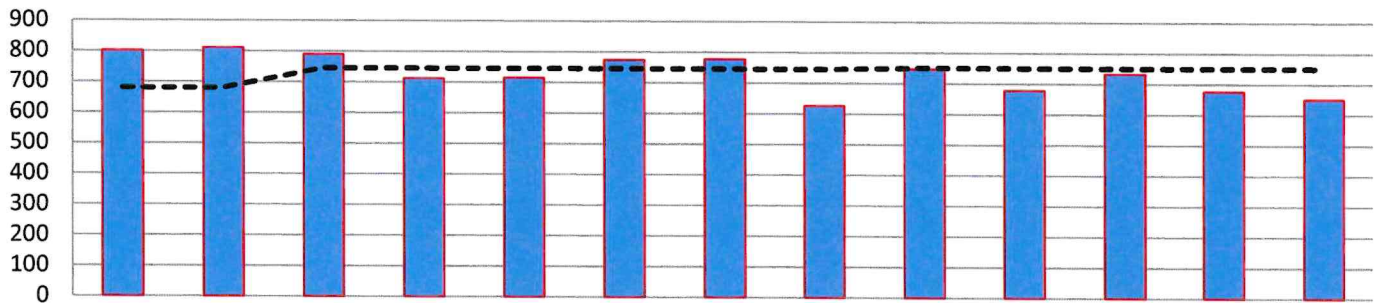
Lab Proc Budget



	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24
Lab Proc	12234	10733	9906	9604	9986	9550	10639	9252	10914	9777	11360	10249	11588
Budget	9575	9575	9850	9850	9850	9850	9850	9850	9900	9900	9900	9900	9900

IMAGING PROCEDURES

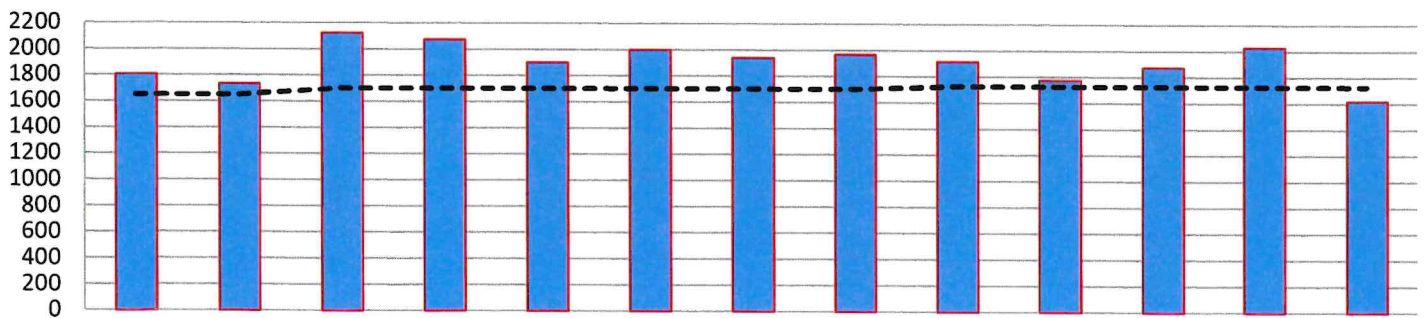
Imaging Proc Budget



	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24
Imaging Proc	801	811	790	712	715	774	777	626	747	678	733	676	651
Budget	680	680	745	745	745	745	745	745	750	750	750	750	750

REHAB MODALITIES

Rehab Modalities Budget



	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24
Rehab Modalities	1807	1733	2123	2075	1901	2000	1941	1967	1915	1775	1874	2027	1621
Budget	1650	1650	1700	1700	1700	1700	1700	1700	1725	1725	1725	1725	1725

WINDOM AREA HEALTH
INCOME STATEMENT

3/31/2024

	Revenue		Revenue		Revenue		Revenue		Revenue		March	\$ Change	% Change
	3/31/2024	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	\$447,240	11.05%	\$750,000	16.13%	\$8,904,473	17.87%	\$8,150,000	16.19%	\$7,592,389	\$1,312,084	17.3%		
Outpatient Revenue	\$3,601,162	88.95%	\$3,900,000	83.87%	\$40,931,995	82.13%	\$42,200,000	83.81%	\$37,817,580	\$3,114,415	8.2%		
Total Patient Revenue	\$4,048,402	100.00%	\$4,650,000	100.00%	\$49,836,468	100.00%	\$50,350,000	100.00%	\$45,409,969	\$4,426,499	9.7%		
Contractual Adjustments	\$1,622,867	40.09%	\$2,325,000	50.00%	\$23,714,574	47.58%	\$25,300,000	50.25%	\$21,936,764	\$1,777,810	8.1%		
Other Income	\$19,003	0.47%	\$30,000	0.65%	\$257,060	0.52%	\$295,000	0.59%	\$219,733	\$37,327			
NET OPERATING REVENUE	\$2,444,538	100.00%	\$2,355,000	100.00%	\$26,378,954	100.00%	\$25,345,000	100.00%	\$23,692,938	\$2,686,016	11.3%		
EXPENSE													
Employee Salaries	\$1,007,579	41.22%	\$825,000	35.03%	\$9,681,363	36.70%	\$9,025,000	35.61%	\$8,065,104	\$1,616,259	20.0%		
Employee Benefits	\$279,600	11.44%	\$246,250	10.46%	\$2,943,355	11.16%	\$2,703,750	10.67%	\$2,479,333	\$464,022	18.7%		
Pharmaceuticals	\$99,133	4.06%	\$100,000	4.25%	\$1,178,889	4.47%	\$1,100,000	4.34%	\$931,494	\$247,395	26.6%		
Supplies	\$128,698	5.26%	\$195,000	8.28%	\$1,967,033	7.46%	\$2,005,000	7.91%	\$1,487,536	\$479,497	32.2%		
Rents & Utilities	\$19,956	0.82%	\$32,500	1.38%	\$352,643	1.34%	\$367,500	1.45%	\$336,971	\$15,672	4.7%		
Purchased Services	\$608,094	24.88%	\$650,000	27.60%	\$6,376,814	24.17%	\$6,575,000	25.94%	\$5,874,425	\$502,389	8.6%		
Other Direct Expenses	\$117,239	4.80%	\$125,000	5.31%	\$1,456,819	5.52%	\$1,375,000	5.43%	\$1,178,379	\$278,440	23.6%		
Provision for Bad Debts	(\$19,972)	-0.82%	\$50,000	2.12%	\$520,199	1.97%	\$550,000	2.17%	\$617,850	(\$97,651)	-15.8%		
Depreciation	\$137,740	5.63%	\$140,000	5.94%	\$1,426,952	5.41%	\$1,510,000	5.96%	\$1,472,109	(\$45,157)	-3.1%		
Interest Expense	\$11,662	0.48%	\$12,500	0.53%	\$131,172	0.50%	\$137,500	0.54%	\$138,803	(\$7,631)	-5.5%		
Total Operating Expense	\$2,389,729	97.76%	\$2,376,250	100.90%	\$26,035,239	98.70%	\$25,348,750	100.01%	\$22,582,004	\$3,453,235	15.3%		
Income (loss) From Operations	\$54,809	2.24%	(\$21,250)	-0.90%	\$343,715	1.30%	(\$3,750)	-0.01%	\$1,110,934	(\$767,219)			
Investment Income	\$47,276	1.93%	\$67,500	2.87%	\$588,524	2.23%	\$582,500	2.30%	\$143,826	\$444,698			
Other Revenue/(Expenses)	\$15,664	0.64%	\$10,000	0.42%	\$302,608	1.15%	\$90,000	0.36%	\$71,976	\$230,632			
Non Operating Rev/Exp	\$62,940	2.57%	\$77,500	3.29%	\$891,132	3.38%	\$672,500	2.65%	\$215,802	\$675,330			
Increase in Net Assets	\$117,749	4.82%	\$56,250	2.39%	\$1,234,847	4.68%	\$668,750	2.64%	\$1,326,736	(\$91,889)			

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				
15	Be Well Path Equipment	Outdoor Fitness/Flagship etc.	Land Improv			19,777			
	Sterrad Sterilizer	Advanced Sterilization	Maj Mov			186,473			
	Exam Bed - Procedure Room OB/GYN	Owens Minor	Maj Mov			9,116			
	Total			-	12,100	215,366	-	-	-

Yrs Dep	Capital Asset	Vendor	Asset class	November	December	January	February	March
	Trophon 2 Disinfection Unit	Nanosonics	Maj Mov			8,446		
	VLFT10GEN 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		
	VersaCare Cardiac Rehab Telemetry System	ScottCare	Maj Mov					44,912
	Total YTD Capital Acquisitions			-	-	91,311	-	44,912

Total YTD Capital Acquisitions 363,689

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, April 22, 2024 / 4:00-4:30 pm / Large Conference Room

Members: Kay Gross, Terry Tegels, Rick Frederickson, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lake Advisory Mbr, Emily Masters/CHRO, John Peyerl/CFO, Monica Huber/CNO, Dr. Dan Blue/CMO, Shelby Medina/CEO

Present:
 Absent:
 Others:

Chairperson (or Acting Chairperson) Kay Gross, Chairperson

Recorder: Heather Hummel, Executive Assistant

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
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Minutes	Approve minutes from the regular Committee meeting of March 25, 2024 (Cmte Motion)	Kay Gross
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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
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Medical Building	Project update	Shelby Medina
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WFMC Update	Update on discussion with Dr. Taber on relocation to Medical Building	Shelby Medina
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NEW/CURRENT ITEMS

Foundation Officers	Formulate recommendation of WAH Foundation Slate of Directors for FY2025 (Cmte Motion / Bd Motion)	Shelby M
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Annual Officer Election	Review proposed WAH Governing Board Slate of Officers for FY2025	Shelby M
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Other		
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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, March 25, 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/CMO, Shelby Medina/CEO	
Chairperson (or Acting Chairperson): Kay Gross, Chairperson	
Recorder: Heather Hummel, Executive Assistant	
Category / Topic	Action step(s) / Updates
STANDING ITEMS	
Call to Order	Chairperson Kay Gross called the Professional Practice/Quality & Planning Committee meeting to order at 4:00 pm. There was no quorum for the Professional Practice Committee Meeting.
CONCLUSION	
	Chairperson, Kay Gross, concluded the Professional Practice/Quality & Planning Committee meeting.
	Kay Gross
	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**

April 22, 2024

APPOINTMENTS:

Autumn Hinkeldey, RN	General Medicine (Reddy)	Allied Health Professionals
Laci Lynch, CRNA	Anesthesia	Allied Health Professionals

REAPPOINTMENTS:

Elizabeth Coleman, CNP	Family Medicine	Allied Health Professionals
Karen Dickes, D.O.	Ophthalmology	Consulting
Jennifer Lucas, ST	Ophthalmology	Allied Health Professionals
Darla Miles, CNP	Behavioral Health	Allied Health Professionals

SANFORD TELEMEDICINE APPOINTMENTS:

Maria Bell, M.D.	OB/GYN	Telemedicine
Kelly Tolley, CNP	Family Medicine	Telemedicine
Nicolette Schmuck, PAC	OB/GYN	Telemedicine
Jennifer Houwman, PAC	OB/GYN	Telemedicine

VRAD APPOINTMENTS:

Rona Gazaway, M.D.	Teleradiology	Telemedicine
Soran Mahmood, M.D.	Teleradiology	Telemedicine
Teresa McQueen, M.D.	Teleradiology	Telemedicine

VRAD REAPPOINTMENTS:

Jennifer Kujak, M.D.	Teleradiology	Telemedicine
Kevin McDonnell, M.D.	Teleradiology	Telemedicine
Sergey Shkurovich M.D.	Teleradiology	Telemedicine

RESIGNATIONS:

Akachi Azubuiké, M.D.	Telemedicine	Telemedicine
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MARCH COMMENTS

Surgery

The nursing care was great. Everyone was pleasant and caring. Don't change a thing.

Surgery

Yeah, the nurses and the doctor were absolutely awesome, and the nurse care and stuff, they were just super awesome. Thank you.

Surgery

I had the most amazing surgical experience at Windom Area Health. My nurses, Becky and Michelle, were amazing and even as nervous as I was, it was nice to have a surgery done locally with people that I actually knew. They made me laugh and made me very comfortable. They were very thorough. Patty is always amazing to see in surgery. And Jackie Foster's talking just to say hi. She wasn't even in my room. And Anita, I can't say enough good things about her. They are all so professional. They were so wonderful. Brittany was a wonderful smiling face to see before and after surgery. I just couldn't ask for a better experience. I'm so thankful for all of them and anyone else I forgot.

Clinic

Yeah, hi. Yeah, as far as Dr. Botker and the nurses there at the hospital, they are absolutely beyond totally awesome. Thank you.

Clinic

Keep up the good work!

Clinic

glad its that close

Clinic

I was only there for a 2nd knee injection which went quickly. We didn't discuss anything about my knee other than how long the 1st injection lasted & how soon before the 2nd one would begin working. I wasn't expecting any other discussion.

ED

IT WAS GREAT!

ED

The only thing that kept me from giving you a 10 was you didn't have a MRI on campus.

ED

Impressed by dr. Yusuf.

ED

I'm from out of town and I want to tell you that every single person who helped me did an excellent job and I have nothing but good comments for everyone who I was in touch with. Thank you so very much for your help.

ED

The doctor who treated my child was amazing! He is one of the best doctors

MARCH COMMENTS

we have ever had! Hopefully he will keep coming to help Windom in the emergency department! He was caring, professional, knowledgeable, and kind.

ED

everything was good!!!!

Imaging

Really nice not to drive 100miles for VA assistance

Imaging

Very friendly and professional techs.

Imaging

Friendly staff. Easy check-in. Appointment on time.

Imaging

Everyone there from the front desk, check in, and radiology were friendly and helpful! I am looking forward to my Joint Camp and upcoming surgery there!

Imaging

Employee helping me seemed annoyed like she just wanted me to get in and get it over with. Wasn't there when I was finished

Lab

Very good

Lab

They were very prompt and efficient. The visit went quickly.

Lab

Thank you!

Lab

Fast, efficient, pleasant

Lab

I asked questions about other tests and the staff were very helpful with their explanations.

Lab

Very polite and nice!

Lab

they were thorough, paid attention to my questions and lined up ideas for future care covered all of my concerns

Lab

It could not have been better!

Outpatient

The Windom Wound clinic is so VERY Excellent in everything they do. We have had quite the journey and so Very Thankful to have been directed to this clinic and to have dealt with All the ones that work they have been so professional and kind and helpful and caring . They really have a Special place in our hearts and we are so thankful for what they had done to help us.

Outpatient

My experience with my test I thought went very well.

Outpatient

No, everything was very good, sorry, they behaved very well, they took good care of me.

Outpatient

The nurse was helpful and cordial!

MARCH COMMENTS

- PT, OT, ST** Terri is excellent in every respect. She asked the right questions and listened carefully to me. The exercises she gave me helped immediately.
- PT, OT, ST** They seem to care that you succeed in PT.
- PT, OT, ST** I was surprised that I actually didn't drive my car.
- PT, OT, ST** very good
- PT, OT, ST** With working with PT I've had a lot of progress in getting back to normal. It's been great working with them.
- PT, OT, ST** It was great PT session
- PT, OT, ST** I definitely want my back x-rays to be at my therapy app. today at 1:00.
- Nursing-MedSurg** Loved the kind nurses.
- Nursing-MedSurg** At times an adjoining room was extremely loud and noisy talking and TV.
- Nursing—OB** I was in labor and delivery and the nurses were friendly, listened to me, and were helpful.
- Nursing-MedSurg** All the staff + nurses I come into contact with were wonderful! You have great nurses + assistants!
- Nursing—OB** My nurse was very rough with myself and especially my newborn. I would never recommend her again. I asked for a new nurse and unfortunately she was the only one that night. Otherwise all other nurses were great!



BOARD OF DIRECTOR'S MEETING

TUESDAY, APRIL 23, 2024

5:00 pm – LCR

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 March 26, 2024	Greg Scheitel
5:15 PM:	FUNDING REQUEST Vickie Schendel Memorial Fund application	Landon Johnson
5:20 PM:	** FINANCIAL STATEMENT – Review fund balances and expense report	Katie Greener
5:20 PM:	OLD BUSINESS **Vickie Schendel Fund Request Decision – Stress Test Equipment Fundraiser Update **Account Signers & Bonding update – Strategic Plan Update **Scholarship Winners **Mission Statement – Golf Tournament	Katie Greener Katie Greener Brady Kerkman Katie Greener Katie Greener / Greg Scheitel Katie Greener Katie Greener
5:40 PM:	NEW BUSINESS **Mental Health Fund Proposal – New board members – Updating Foundation Growth Chart – Golf Tournament: June 21 – WHF Student Project – Volunteer Hours	Katie Greener Katie Greener Katie Greener Katie Greener Katie Greener Katie Greener
6:10 PM:	NEXT MEETING DATE/TIME – June 4, 2024 ?	Greg Scheitel
6:15 PM:	** MEETING ADJOURNED	Greg Scheitel

**WINDOM AREA HEALTH FOUNDATION
FOUNDATION BOARD MEETING MINUTES
MARCH 26, 2024, AT 5:00 P.M. IN CHAPEL**

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

Others:

Absent: Terry Tegels, 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 5:00 p.m.

FOUNDATION AGENDA

M/S/C UNANIMOUSLY TO APPROVE THE MARCH 26, 2024 FOUNDATION AGENDA AS PRESENTED (KG/DO).

FOUNDATION MINUTES

M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE FEBRUARY 27, 2024 REGULAR MEETING AS PRESENTED, PENDING ONE EDIT TO THE ATTENDEE LISTING (CM/SJ).

FINANCIAL STATEMENT

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

OLD BUSINESS

Review of Revised AIO and By-Laws

Brady Kerkman reviewed one edit to the Articles of Incorporation (AOI) that was brought to his attention by our attorney. One edit made to remove "City of Windom" from section 3.1 of AOI.

M/S/C UNANIMOUSLY TO APPROVE REVISED ARTICLES OF INCORPORATION AND FOUNDATION BY-LAWS AS PRESENTED (SJ/CM).

M/S/C UNANIMOUSLY TO APPROVE GREG SCHEITEL, VICE-CHAIR, TO SIGN THE AOI AND BYLAWS ON BEHALF OF STEVE JOHNSON, CHAIR, WHO WAS ATTENDING VIRTUALLY (SJ/DO).

Stress Test Equipment Fundraiser Update

As of 3/20/24, the fundraiser has brought in \$17,063.90. Katie and Brady are awaiting a few donation commitments. The Board decided to close out this fundraiser at the end of March.

Account Signers and Maximum Purchase Update

Brady has spoken with our tax attorney and insurance agent re: bond ability. It is unclear yet whether current insurance coverage is sufficient in place of bond ability. The group decided to table the Account Signers discussion until we get more clarity on bond ability. In the meantime, Brady and Shelby are signers. Katie and Brady collaborate on any Foundation expenses; the Board will receive an expense report at each meeting.

Scholarship Program: Committee Meeting April 18

Katie shared that applications are beginning to trickle in. The deadline is end-of-day April 12, late submissions are not accepted. Katie will send the Committee applications in advance of the April 18 review meeting.

Strategic Plan Update

Katie reviewed with the group progress on our Strategic Plan. We are making progress on each goal area. Katie and Brady mentioned other areas of success for the Foundation outside of the Strategic Plan (ex: First Baby of

New Year, Shuttle Bug, Ask for Anything Grants, in-house scholarship round, policy writing). A Strategic Plan check-in will take place at each meeting going forward.

NEW BUSINESS

Slate of Officers

Katie brought to the group's attention that revised by-laws now set a new precedence for term lengths, moving from three to two-year terms. Steve Johnson, Chad Merrihew, and Tom Christenson all have terms expiring on April 30. They will each be stepping down from the board but agreed to help with the golf tournament. Katie and Brady will be speaking with prospective board members in the next month.

The group discussed Dan Ortman, Director; Terry Tegels, Vice-Chair; Greg Scheitel, Chair, and Kay Gross, Secretary, to be the slate of Directors/Officers to be presented to the governing board for approval., contingent on Terry's consent given her meeting absence.

M/S/C UNANIMOUSLY TO PRESENT THE SLATE OF DIRECTORS/OFFICERS AS DISCUSSED, CONTINGENT ON TERRY'S CONSENT (CM/DO).

An email on 3/27 confirmed Terry's consent to be vice-chair as voted.

Spring Solicitation Letter

Katie brought to the group's attention that with the golf tournament now an annual event and the need to work on details earlier, a spring letter poses a timing conflict. In addition, a list of capital projects is still pending. The group agreed to move this appeal to the end of summer.

The group discussed starting a **Mental Health Fund**, unanimous agreement. With Greg's expertise and a WAH co-sponsored event taking place in May, the launch of this Fund would be strategic and time well during "back-to-school" season. The group discussed types of projects that could benefit (mental health education events, training, assistance for families in need to cover medication, hospital stay, or travel). Katie and Brady will work on a draft this Fund, to discuss at the April meeting.

Discussion of this fund drew attention to the current Employee Crisis Fund. This fund has not been utilized since 2017 and receives few donations. Katie will speak with HR about employee crisis needs.

Vickie Schendel Memorial Fund Policy

Katie brought to the group's attention that the Vickie Schendel Memorial Fund currently does not have a policy for funding requests or disbursement. Katie presented a policy and application form.

M/S/C UNANIMOUSLY TO APPROVE THE VICKIE SCHENDEL MEMORIAL FUND POLICY AS PRESENTED (KG/DO).

Mission Statement Discussion

Katie presented a document with 14 mission statement suggestions. The group discussed phrasing. Katie and Brady will consolidate three revised mission statements for the group to vote on via email, for final vote at the April meeting.

Golf Tournament: June 21

Katie, Tom, Chad, and Brady met last week to discuss golf tournament details. They have ideas for increasing profitability for this event, such as sponsorship tiers, a Hole-In-One contest, and bigger raffle prizes. The group agreed that the timing of this event would pair well with announcing the launch of a Mental Health Fund. Proceeds from the tournament could help jumpstart the fund.

Transfer of Funds for OBIX System Fundraising

Katie reviewed the proceeds from the 2023 spring mailer and golf tournament as shown on the financial statement. The OBIX system is in place and staff are being trained.

M/S/C UNANIMOUSLY TO TRANSFER \$9,735.13 TOWARD REIMBURSING THE OBIX MONITORING SYSTEM HOSPITAL PURCHASE (KG/CM).

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 April 23, 2024 in the Windom Area Health LCR.

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

Greg Scheitel
WAH Foundation Vice-Chairperson