



WINDOM AREA HEALTH

Mission Statement:

DEDICATED TO HEALTH

**GOVERNING BOARD OF DIRECTORS
MEETING BOOKLET**

Monday, August 26, 2024

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

Purpose: Provide governance for Windom Area Health

Meeting Date/Time/Location: Monday, August 26, 2024 / 5:30 pm / Large Conference Room

Members: All Windom Area Health Governing Board Mbrs

Present:
Absent:
Others:

Recorder: Mindy Carter, Executive Assistant

Category / Topic	Action step(s) / Updates	Leader:
STANDING ITEMS		
Call to Order	Call Windom Area Health Governing Board meeting to order at 5:30 pm by Governing Board chairperson <ul style="list-style-type: none"> Introduction of new WAH Governing Board member, Kim Pillatzki 	Dr. Michael Fisher
Meeting Minutes	Approve Windom Area Health Governing Board minutes from regular meeting on July 22, 2024	Dr. Michael Fisher
Board Education	FY2024 CLA Audit Report	John Peyerl
WAH Policy Review	Review & approve the following policy(ies): <i>(Board Motion)</i> <ul style="list-style-type: none"> Use of Credit Cards Investments 	John Peyerl
COMMITTEE REPORTS		
Professional Practice / Quality - Planning Cmte	<ul style="list-style-type: none"> WAH Medical Staff credentialing review and approval per recommendation from the WAH Medical Staff <i>(Board Motion)</i> WAH Medical Staff meeting review Review PP/Q-P Committee meeting activities 	Dr. Buhler Dr. Blue Terry Tegels
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> 	Justin Schmit Emily Masters John Peyerl
OTHER REPORTS		
Statistical & Financial Performance Reports	Review & recommend approval of statistical & financial reports <i>(Board Motion)</i>	John Peyerl
Capital Acquisition Activity	Review capital acquisition activity	John Peyerl
Educational Assistance Applications	Review & recommend approval of application(s) for educational assistance <i>(Board Motion)</i>	Emily Masters
Patient Concern Reports	Review patient concern reports and patient survey comments	Monica Huber
Patient Safety Reports	Review patient safety activities	Monica Huber
Medical Director	Organizational updates	Dr. Blue
Administration	<ul style="list-style-type: none"> Review/Update Senior Management Team Executive Summaries Review/approve WAH committee meeting reports as presented <i>(Board Motion)</i> Review/report on Staff Competency policy 	Sr Mgmt Team Emily Masters
City of Windom	Informational updates	Steve Nasby Marv Grunig

Sanford Health Network	Informational updates	Dave Rogers, SHN Exec Director
WAH Foundation Board	<ul style="list-style-type: none"> • WAH Foundation Board meeting minutes from July 27, 2024 are included in the Board book • WAH Foundation Board meets August 27, 2024 at 5:00 pm, in Large Conference Room • WAH Foundation update on happenings 	Dr. Michael Fisher Terry Tegels
WAH Auxiliary	WAH Auxiliary met August 12, 2024. Auxiliary meeting minutes from July 8, 2024 are included in the Board book	Dr. Michael Fisher
OLD & NEW BUSINESS		
Old Business		Dr. Michael Fisher
New Business	<ul style="list-style-type: none"> • Remainder of Governing Board Meetings for Nov/Dec 2024 • Motion to adjourn WAH Governing Board meeting into Executive Session to discuss matters protected by the attorney-client privilege related. [Minn. Statute 13D.05, Subd. 3(a).] (<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, July 22, 2024 / 5:30 pm / Large Conference Room

Members: All Windom Area Health Governing Board Mbrs
Present: Kay Gross, Justin Schmit, Dan Ortmann, Terry Tegels, Rick Frederickson, Julie Brugman/Mt Lake Advisory member, Dr. Blue/CMO, Landon Johnson/DON, Shelby Medina/CEO, John Peyerl/CFO, Emily Masters/CHRO, Dave Rogers/SHN VP
Absent: Dr. Michael Fisher, Monica Huber/CNO
Others: Dr. Buhler/Medical Staff President, Steve Nasby/City Administrator, Marv Grunig/City Council Liaison,

Recorder: Janel Eichstadt, Acting Executive Asst

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

Call to Order	Windom Area Health Governing Board meeting was called to order at 5:30 pm by Governing Board Vice-chairperson, Kay Gross.	Kay Gross
Meeting Minutes	M/S/C UNANIMOUSLY TO APPROVE WINDOM AREA HEALTH GOVERNING BOARD MINUTES FROM THE REGULAR MEETING OF JULY 1, 2024 (ORTMANN/SCHMIT).	Kay Gross
Board Education	Brady Kerkman, Exec Dir of Business Development & Marketing and Katie Greener, Director, WAH Foundation and Auxiliary presented information regarding the WAH Foundation and Auxiliary and their roles within these two organizations.	Brady Kerkman & Katie Greener
WAH Policy Review	M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE WAH MEDICAL STAFF, FOR THE WAH GOVERNING BOARD TO APPROVE THE FOLLOWING ANNUAL POLICIES WHICH WERE PRESENTED AT THE MEDICAL STAFF MEETING: <ul style="list-style-type: none"> BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN (ORTMANN/FREDERICKSON) 2023-24 TUBERCULOSIS EXPOSURE PLAN (ORTMANN/FREDERICKSON) 	Shelby Medina

COMMITTEE REPORTS

Professional Practice / Quality - Planning Cmte	<p>The July Medical Staff Credentialing list was reviewed and approved by the WAH Medical Staff at their meeting held earlier today and presented to the WAH Governing Board for review and approval with the following motion made: M/S/C UNANIMOUSLY, UPON RECOMMENDATION FROM THE WAH MEDICAL STAFF, TO APPROVE THE JULY MEDICAL STAFF CREDENTIALING LIST AS PRESENTED (ORTMANN/TEGELS)</p> <p>APPOINTMENTS:</p> <table border="0"> <tr> <td>Diana Bleyan, M.D.</td> <td>Behavioral Health (AmWell)</td> <td>Telemedicine</td> </tr> <tr> <td>Derrick Livingston, S.T.</td> <td>Ophthalmology (Dickes)</td> <td>Allied Health Professionals</td> </tr> </table> <p>REAPPOINTMENTS:</p> <table border="0"> <tr> <td>Brandi Gjoni, CNP</td> <td>Cardiovascular (Jonsson)</td> <td>Allied Health Professionals</td> </tr> <tr> <td>Kolapo DaSilva, M.D.</td> <td>Emergency Medicine</td> <td>Emergency Services</td> </tr> <tr> <td>Elise In't Veld, M.D.</td> <td>Ophthalmology</td> <td>Consulting</td> </tr> <tr> <td>Micara Kolander, CRNA</td> <td>Anesthesia</td> <td>Allied Health Professionals</td> </tr> <tr> <td>Loretta Krahn, CRNA</td> <td>Anesthesia</td> <td>Allied Health Professionals</td> </tr> <tr> <td>Megan Pohlman, PA</td> <td>Family Medicine</td> <td>Allied Health Professionals</td> </tr> <tr> <td>David Roemhildt, PA-C</td> <td>Orthopedic (Botker)</td> <td>Allied Health Professionals</td> </tr> <tr> <td>Ali Shehata, D.O.</td> <td>Emergency Medicine</td> <td>Emergency Services</td> </tr> <tr> <td>Jackie Vroman, D.O.</td> <td>Family Medicine (OBGYN)</td> <td>Courtesy</td> </tr> </table> <p>SANFORD TELEMEDICINE APPOINTMENTS:</p> <table border="0"> <tr> <td>Bryan Bader, CNP</td> <td>Family Medicine</td> <td>Allied Health Professionals</td> </tr> </table> <p>AVEL ECARE APPOINTMENTS:</p>	Diana Bleyan, M.D.	Behavioral Health (AmWell)	Telemedicine	Derrick Livingston, S.T.	Ophthalmology (Dickes)	Allied Health Professionals	Brandi Gjoni, CNP	Cardiovascular (Jonsson)	Allied Health Professionals	Kolapo DaSilva, M.D.	Emergency Medicine	Emergency Services	Elise In't Veld, M.D.	Ophthalmology	Consulting	Micara Kolander, CRNA	Anesthesia	Allied Health Professionals	Loretta Krahn, CRNA	Anesthesia	Allied Health Professionals	Megan Pohlman, PA	Family Medicine	Allied Health Professionals	David Roemhildt, PA-C	Orthopedic (Botker)	Allied Health Professionals	Ali Shehata, D.O.	Emergency Medicine	Emergency Services	Jackie Vroman, D.O.	Family Medicine (OBGYN)	Courtesy	Bryan Bader, CNP	Family Medicine	Allied Health Professionals	Dr Buhler Dr Blue Kay Gross
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	Windom Area Health by the first of the new year. A WAH Wound Center provider has expressed interest in starting a new urology outpatient clinic at WAH due to urologist, Dr. Goldberg, ending his WAH outpatient specialty clinic in the new future. Dr. Blue noted the Wound Center provider has the necessary qualifications in this field of expertise as well as she has past experience being a provider in a urology clinic setting. Additional information will be provided when it becomes available.		
Administration	Emily Masters noted marketing efforts are currently taking place for Jesse Hyde, CRNA, pain management provider at WAH. She noted his first outpatient clinic went very well with several of his patients needing followup appointments for pain management. M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MEETING REPORTS AS PRESENTED (ORTMANN/SCHMIT) <ul style="list-style-type: none"> • Infection Prevention • Employee Focus • Safety/Safe Patient Handling 	Sr Mgmt Team	
City of Windom	Windom City Council has declared a Flood Emergency for Windom. The City Council is looking at solutions to the flooding impact in/around Windom. Mr. Nasby noted there were 400 damaged property assessments turned into FEMA with FEMA determining 95 homes received major flood damage and 7 homes destroyed by flooding.	Steve Nasby Marv Grunig	
Sanford Health Network	Sanford IT continues working on the "Blue Screen of Death" computer glitch that was experienced nationwide beginning early Friday morning. It is anticipated IT staff will have Sanford computers running properly in the very near future. A Memo of Understanding has been signed by the Marshfield Clinic in Wisconsin to join the Sanford Health System in the near future. A new Digestive Health Specialty Clinic will be opening at Sanford in Sioux Falls in the near future. Work is continuing on a new orthopedic clinic near the Children's Hospital with a hotel being built on top of the clinic for a patient's family to stay.	Dave Rogers, SHN Exec Director	
WAH Foundation Board	The next WAH Foundation Board meeting will be held July 23, 2024 at 5:00 pm in WAH Large Conference Room.	Kay Gross	
WAH Auxiliary	WAH Auxiliary met July 8, 2024. Auxiliary meeting minutes from the June 10, 2024 meeting are included in the Board book.	Kay Gross	
OLD & NEW BUSINESS			
Old Business	There was no old business to address.	Kay Gross	
New Business	There was no new business to address.	Kay Gross	
CONCLUSION			
	The WAH Governing Board meeting was concluded by Governing Board Vice-chairperson, Kay Gross	Kay Gross	

Signature _____, Dan Ortmann, WAH Governing Board Secretary

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

CHIEF EXECUTIVE OFFICER REPORT

- **Organizational Updates**
 - Construction update: Progress made on exterior framing and bracing of the canopy, South, and Southeast elevations. Plumbing pipes installed in locker rooms of 4th floor. Excavation and cutting for the wound care foundation and began installing utilities to the east of the hospital. Continue to work on process mitigation plan for parking lot demolition and underground piping work.
 - The Wound and Hyperbaric Healing Center's annual business review will be presented at September's Governing Board meeting.
 - WAH continues to make progress with our urology clinic lead by Lori Fett, WAH NP. Dr. Goldberg notified WAH that he does not intend to renew his lease agreement that ends in October 2024. WAH is currently working to replace this service.
 - Heart and Vascular Screening Updates: Since our program launched in January the Heart and Vascular screening service has identified conditions in asymptomatic patients that have a potential of being life-threatening along with incidental breast findings, lung nodules, elevated calcium scores, etc. This service is now offered every Thursday due to increased demand. Great work to our Radiology team!
 - Sanford Mental Health Telehealth Service: This services has been up and running for a little over a month and our staff have found it to be a positive and beneficial service.
- **MHA/Federal Updates:**
 - State Bills:
 - Hospital and Service Line Closure Law (182 days notice; public hearing within 30 days, notification to media, staff, patients, etc., MDH must impose fines for non-compliance)
 - ESST (Extended Safe and Sick Time)
 - Federal: N/A
 - Hospital Price Transparency
- **Committee Meeting Updates**
 - Infection Prevention: No Report until Oct/Nov
 - Pharmacy and Therapeutics: Met July 30, 2024
 - ADE: INR>5 = 1ED; BS<50 = 2 Med/Surg; Delirium Review = none inappropriate
 - Flu Vaccine – 150 doses ordered for patients/employees
 - PI: Medication Bar Code Scanning – average score of 96%
 - ASP: seeing no issues or concerns with providers – 2 ASP interventions were shared
 - Emergency Preparedness: No Report Until Aug/Sept

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

As of August 22, 2024

WAH MISSION: "Dedicated to Health"

CHIEF FINANCIAL OFFICER REPORT

Overview:

- Net income from operations was \$85,525 compared to a budget of negative \$33,000. Our net operating revenue was \$683,767 more than last July. July operating income is 3.21% compared to a budget percentage of negative 1.39%. For the year, operating income is 2.35% compared to a budget of negative 1.39%.

The volume of inpatient activity in June exceeded budget expectations. The acute admissions were two more than last month and four more than the budgeted volume. Activity on the outpatient side produced volumes and revenues at or slightly above budget expectations. Eighty-one percent of our gross revenues came from outpatient activity, which is consistent with expectations. Acute admissions totaled thirty-three. Those thirty-three admissions produced seventy-seven inpatient days for an average daily census of 2.5. Outpatient gross revenue was \$217,397 more than budget and \$893,576 more than last July.

- Imaging procedure counts were eleven procedures below budget. Imaging performed 739 procedures compared to a budget of 750. Last July, 715 procedures were performed.
- Laboratory volumes exceeded budget expectations. Last fiscal year laboratory tests averaged about 10,140 in a given month. There were 11,173 in the month of July, which is 1,187 more than last July and 773 more than budget.
- Fifty-six surgical procedures were performed in July, which is sixteen less than our budgeted number of seventy-two and three less than last July. Four of those surgeries were joint replacements. There were no robotic cases in July.
- Rehab Therapy performed 1,978 modalities in July, which was 77 less than last July. That is 53 more modalities than the budgeted number of 1,925.

Contractual adjustments came in at 47.95% for the month. Contractual adjustments were budgeted at 49.46%.

Overall, expenses were \$167,513 more than budget. Pharmaceuticals, Purchased Services and Other Direct Expenses are the categories that came in more than budget.

GOVERNING BOARD EXECUTIVE SUMMARY

August, 2024

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

CHIEF NURSING OFFICER REPORT

- **Medical/Surgical/OB/Emergency Room/Outpatient Nursing:**
 - 1 open RN position for Med. Surg/OB/ED.
 - Hospitalist providers are going to add Workman's Compensation Evaluations, DOT physicals and Social Security Determination examinations once training is complete.
 - Tele-behavioral health program going well and has been utilized on multiple occasions.

- **Outpatient Nursing and Diabetic Education:**
 - Jenna Kuehl in Diabetic Education will begin reaching out directly to diabetic patients to offer training and education.

- **Blood Bank update:**
 - Fresh Frozen Plasma is now stocked in the WAH blood bank and has already been utilized one time.

- **Equipment updates:**
 - A second EKG cart has been purchased. This allows us to better assure availability in the case of patient volumes or equipment failure.
 - Two additional ventilators have been obtained via a state wide grant. They will be put into service once training is complete. We previously had one ventilator which could at times limit our ability to transfer more than one critical patient at a time.

MHA Safety Data for July, 2024:

- Falls: 0
- Skin Integrity 0
- Restraints 0
- Opioid Deaths 0
- Reportable Events: 1

WINDOM AREA HEALTH

GOVERNING BOARD EXECUTIVE SUMMARY

as of August 21, 2024

WAH MISSION: "Dedicated to Health"

CHIEF HUMAN RELATIONS OFFICER REPORT

Human Resources/Employee Health

- Posted positions:
 - RN
 - Physician – Urology
 - Surgical Tech
 - Dietary Aide/Cook
 - NP/PA - Orthopedics
 - Accounting Manager/Controller
 - HR/Payroll Coordinator
 - Environmental Services Tech
 - HIM Clerk
 - Speech Therapist – PRN
 - Health Unit Coordinator
- New Touchpoint Standards were rolled out to leaders in August, outlining new phone expectations. This will be rolled out to all staff in the coming months.

Community Health/Mental Health/Wellness Center

- Wellness is planning for a Halloween Drive Through event on 10/31 and is looking forward to a return to a full Spooky Path in 2025!

Marketing/PR/Business Development

- Postcards were sent out last week related to the addition of Dr. Clark for Cardiology services at WAH.
- Ads for Dr. Hinshaw will be ran in the Fairmont Sentinel in response to new information about the reduction in OBGYN services in Fairmont, and the referrals of OB patients to Mankato.
- WAH had an 'activity booth' at the Cottonwood County Fair featuring the Stop the Bleed demonstration on Friday and Saturday afternoons, thanks to the nursing staff who supported this effort.
- WAH had 3 departments represented at Night to Unite; Rehab, Marketing/building project, Wellness).

Foundation/Auxiliary

- A mass mail appeal was sent out last week to aim to raise \$20,000 for the new Mental Health Fund.
 - A roundtable discussion will be hosted by WAH on 9/11 with regional stakeholders to promote the purpose of the Mental Health Fund and share ideas about project ideas.
- Golf tournament was held last Friday the 23rd with 14 teams golfing.
- The Auxiliary sold a record number of raffle tickets at the fair, proceeds go to new surgical equipment for shoulder replacements.
- We are implementing a Volunteer of the Month program, in cooperation with Duffy's who is funding the gift card prizes.

Sponsorships/Donations

- Cottonwood County 4-H – first aid kit supplies for farmers
- National Child Safety - \$150
- Windom Youth Athletic Booster Club - \$250

Committee Meetings

- **Employee Focus:** Committee met 8/1. Ideas for future events were brainstormed, naming ideas discussed for the Patient Experience/Customer Service program, and initial discussions about a holiday event were held.
- **Patient & Family Advisory Committee:** PFAC met on 8/6, follow up discussion was had on diaper changing stations and patient chairs. Committee brainstormed ideas for promoting the cafeteria to the public, including putting a menu board in the front lobby.
- **Safety:** No Report.
- **Safe Patient Handling:** No report.

Meeting Name: Windom Area Health Finance / Personnel / Labor Relations & Building & Grounds Committee

AGENDA

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

Meeting Date/Time/Location: Monday, August 26, 2024 / 4:30-5:15 pm / Large Conference Room

Members: Justin Schmit, Dan Ortmann, Kay Gross, 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: Mindy Carter, Executive Assistant

Category / Topic	Action step(s) / Updates	Leader:
STANDING ITEMS		
Call to Order	Call Finance/Personnel/Labor Relations & Building & Grounds Committee meeting to order at 4:30 pm by chairperson	Justin Schmit
Minutes	Approve minutes from regular Committee meeting of July 22, 2024 (<i>Cmte Motion</i>)	Justin Schmit
Collections & Financial Assistance	Review & recommend approval of patient financial accounts (<i>Cmte Motion / Bd Motion</i>)	John Peyerl
Employee Resignations & Terminations	Review & recommend acceptance of WAH employee resignations / terminations (<i>Cmte Motion / Bd Motion</i>)	Emily Masters
FOLLOW-UP ITEMS		
Outreach Opportunity	Update on progress	Shelby Medina
NEW/CURRENT ITEMS		
CLA	CliftonLarsonAllen – Presentation of FY2024 Financial Audit	John Peyerl
<i>Other</i>		
CONCLUSION		
	Conclude Finance/Personnel/Labor Relations & Building & Grounds Committee meeting	Justin Schmit

Meeting Name: Windom Area Health Finance / Personnel / Labor Relations & Building & Grounds Committee
MINUTES

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

Meeting Date/Time/Location: Monday, July 22, 2024 / 4:30 pm / Large Conference Room

Members: Justin Schmit, 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, Dan Ortmann, Kay Gross, Julie Brugman/Mt Lake Advisory Member, Shelby Medina/CEO, John Peyerl/CFO, Emily Masters/CHRO, Dr. Blue/CMO, Landon Johnson, DON, Dave Rogers/SHNVP
 Absent: Dr Michael Fisher ex-officio, Monica Huber/CNO
 Others:

Chairperson (or Acting Chairperson) Justin Schmit, Chairperson

Recorder: Janel Eichstadt, Acting Executive Asst

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

Call to Order	The Finance/Personnel/Labor Relations & Building & Grounds Committee meeting was called to order by Chairperson, Justin Schmit.	Justin Schmit
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF JULY 1, 2024, AS PRESENTED (SCHMIT/BRUGMAN).	Justin Schmit
Collections & Financial Assistance	M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL TO SEND 63 PATIENT ACCOUNTS TOTALING \$63,670.11 TO AAA COLLECTIONS; RECOMMEND APPROVAL OF THE FOLLOWING FINANCIAL ASSISTANCE PATIENT ACCOUNTS: 2 NEW ACCOUNTS SUBMITTED FOR WRITE-OFF TOTALING \$7790.74; 1 ACCOUNT FOR WRITE-OFF WITH A BALANCE BELOW \$1500 TOTALING \$555.28; AND 2 PREVIOUSLY APPROVED ACCOUNTS TOTALING \$2393.14; IN TOTAL, 5 FINANCIAL ASSISTANCE ACCOUNTS WERE APPROVED FOR WRITE-OFF TOTALING \$10,736.16 (SCHMIT/ORTMANN). In month 3 of FY2025, year to date accounts totaling \$43,435 were 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: 1 CLINICAL INTERN AND 2 REHABILITATION POWER PROGRAM INTERNS EFFECTIVE 8/1/24 (SCHMIT/ORTMANN).	Emily Masters

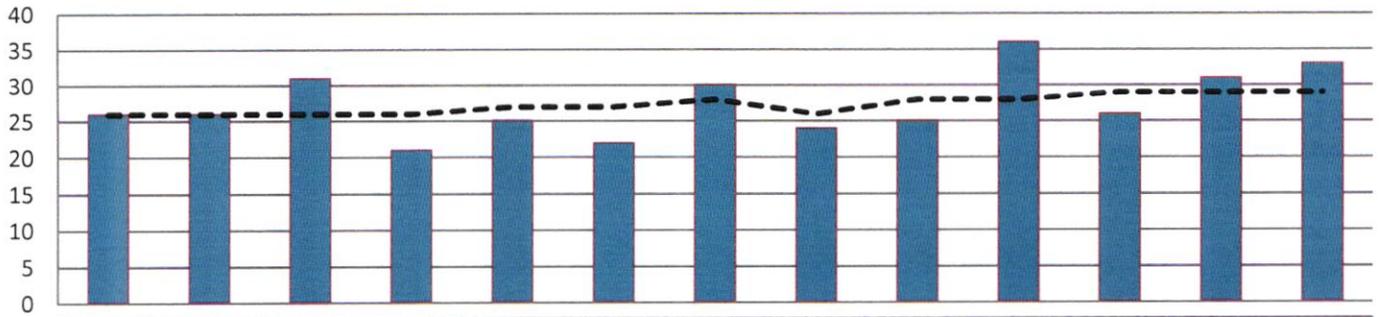
FOLLOW-UP ITEMS

Medical Building	Shelby shared an update regarding the ongoing construction of the new Medical Building on Windom Area Health's campus. She noted construction is moving along very well with the good weather conditions the site workers are experiencing. She noted the remodeling project of the Business Office and HIM office area is moving along very well with still an anticipated move in date of September 18 th being projected. Shelby gave an update to committee members on the most recent status of Dr. Taber's future plans for the Windom Family Medical Clinic. She noted a Letter of Intent to occupy space in the new medical building still has not been received from Dr. Taber and the agreement remains that this letter must be received from him by July 31, 2024. Dr. Taber is aware and expressed understanding of the timeline. Shelby stated that her open invitation remains available to Dr. Taber to meet with committee members to discuss his clinic options regarding the medical building lease option if he so chooses. Committee members remained in agreement to extend full support in adhering to the timeline that has been communicated to Dr. Taber over the past several months regarding the relocation of the WFMC.	Shelby Medina
Committee Meetings	Shelby reopened discussions from previously held dialogues regarding Governing Board make up and Board Committee meeting arrangements currently practiced. Committee members' consensus was to <u>not</u> change the structure of committee meetings and leave all Board meeting dates and times the same as currently being followed.	Shelby Medina

NEW/CURRENT ITEMS			
Outreach Opportunity	<p>Shelby presented information regarding an outreach opportunity for specialty physicians currently providing services at Windom Area Health to expand their specialty services to a potential new site in Lakefield, MN. Shelby stated market data is showing this regional area has the potential for drawing patients to WAH from several surrounding communities who are in need of specialty services thus possibly bringing additional out of town patients to Windom Area Health for health care services or surgery. She shared a building has been located in downtown Lakefield that is very functional to operate as an outreach clinic to provide various specialty services to patients. She shared this office building will require minimal renovations and furniture essentials to accommodate a clinic-type setting and possibly be open for outreach services in a three to four month timespan. Committee members were very positive towards this outreach expansion project to Lakefield and requested her to continue moving forward on this endeavor.</p>	Shelby Medina	
CONCLUSION			
	<p>Chairperson, Justin Schmit, concluded the Finance/Personnel/Labor Relations & Building & Grounds Committee meeting.</p>	Justin Schmit	

ADMISSIONS

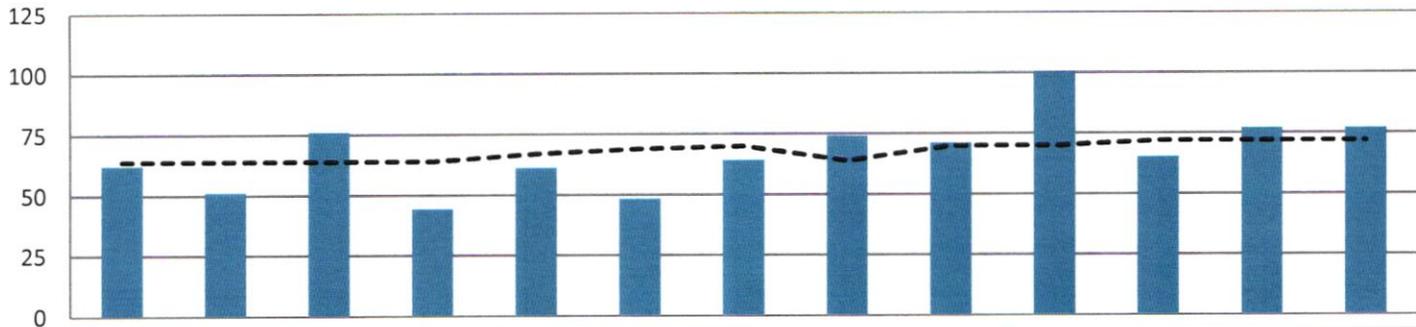
Admissions Budget



	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24
Admissions	26	26	31	21	25	22	30	24	25	36	26	31	33
Budget	26	26	26	26	27	27	28	26	28	28	29	29	29

PATIENT DAYS

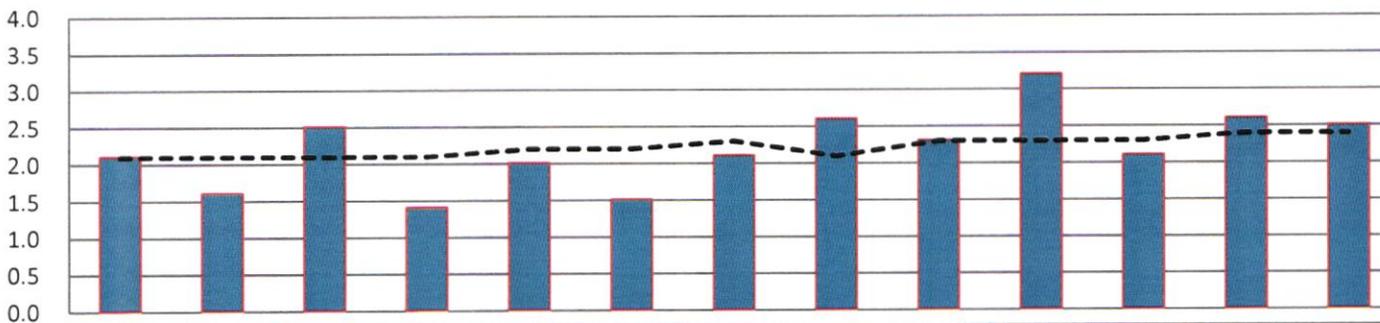
Pt Days Budget



	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24
Pt Days	62	51	76	44	61	48	64	74	71	100	65	77	77
Budget	64	64	64	64	67	69	70	64	70	70	72	72	72

AVERAGE PATIENTS PER DAY

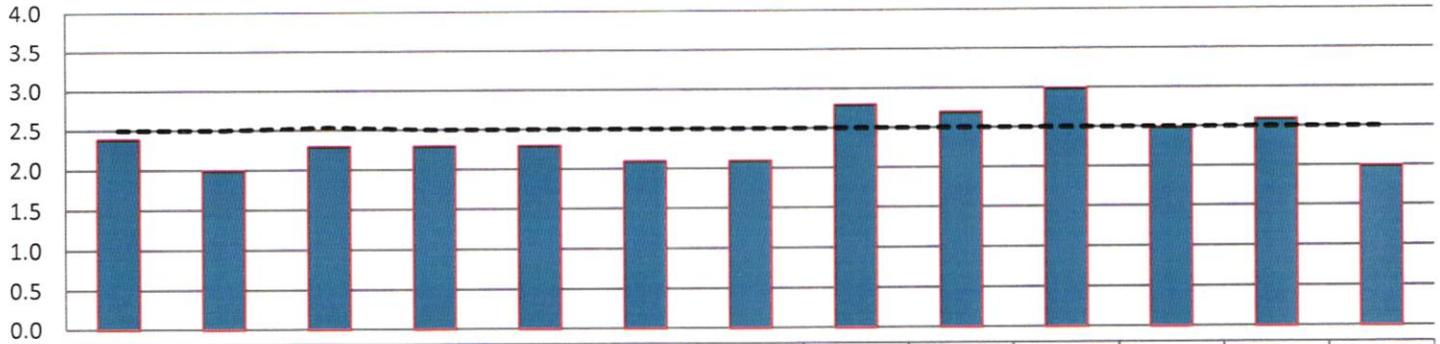
Avg Pt/Day Budget



	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24
Avg Pt/Day	2.1	1.6	2.5	1.4	2.0	1.5	2.1	2.6	2.3	3.2	2.1	2.6	2.5
Budget	2.1	2.1	2.1	2.1	2.2	2.2	2.3	2.1	2.3	2.3	2.3	2.4	2.4

AVERAGE LENGTH OF STAY

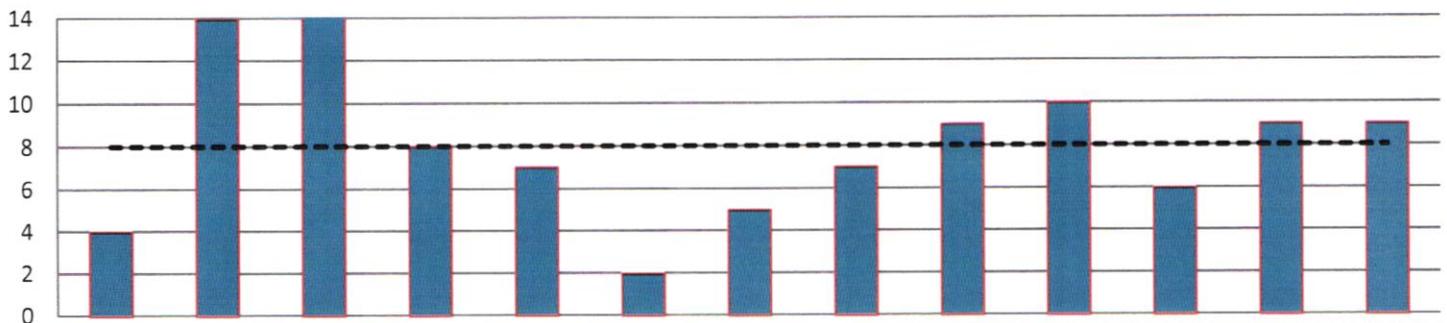
Avg Stay Budget



	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24
Avg Stay	2.4	2.0	2.3	2.3	2.3	2.1	2.1	2.8	2.7	3.0	2.5	2.6	2.0
Budget	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5

BIRTHS

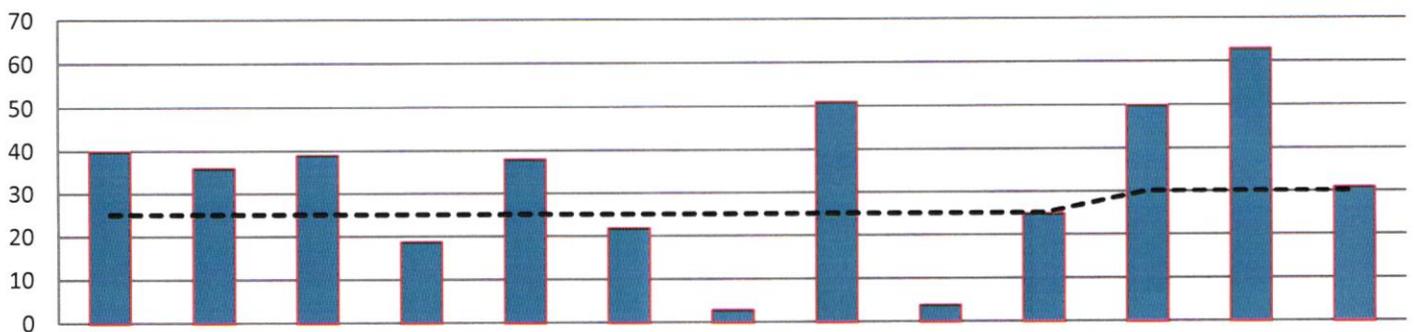
Births Budget



	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24
Births	4	14	16	8	7	2	5	7	9	10	6	9	9
Budget	8	8	8	8	8	8	8	8	8	8	8	8	8

SWING BED DAYS

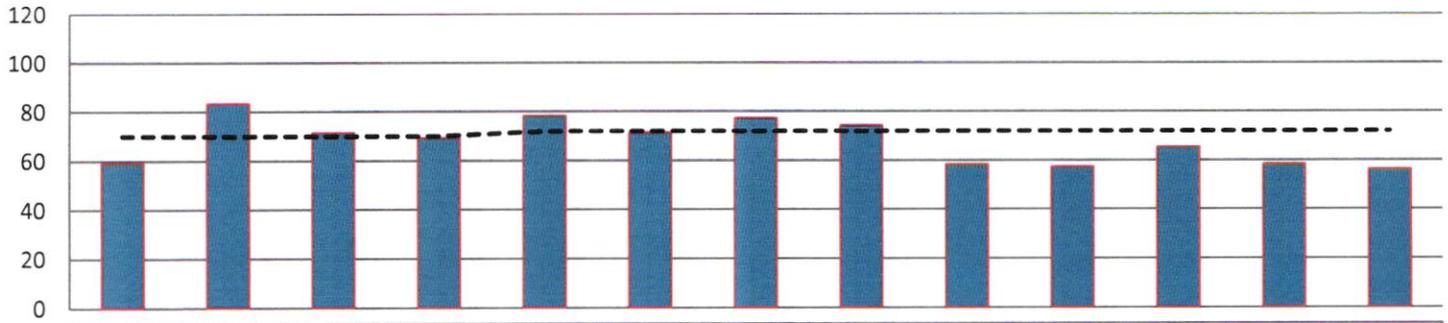
Swing Bed Days Budget



	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24
Swing Bed Days	40	36	39	19	38	22	3	51	4	25	50	63	31
Budget	25	25	25	25	25	25	25	25	25	25	30	30	30

SURGERY

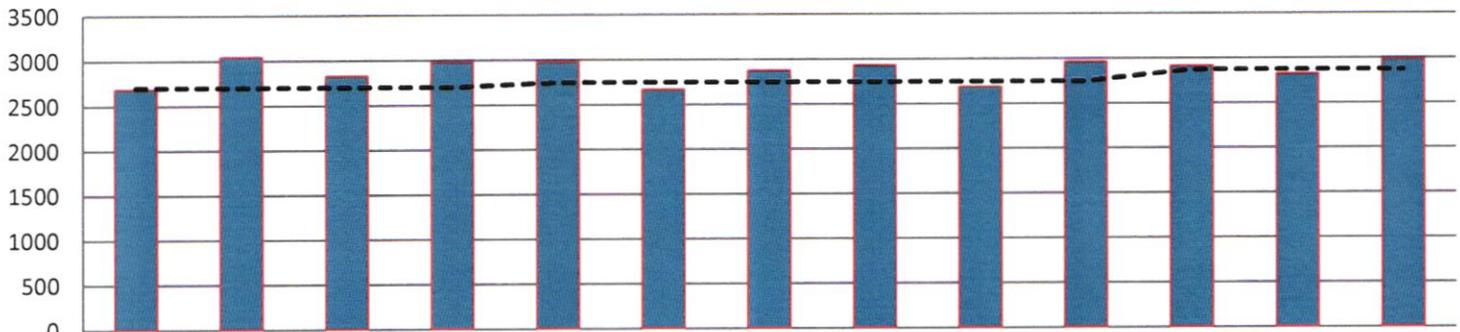
Surgery --- Budget



	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24
Surgery	59	83	71	69	78	71	77	74	58	57	65	58	56
Budget	70	70	70	70	72	72	72	72	72	72	72	72	72

OUTPATIENT OCCASIONS OF SERVICE

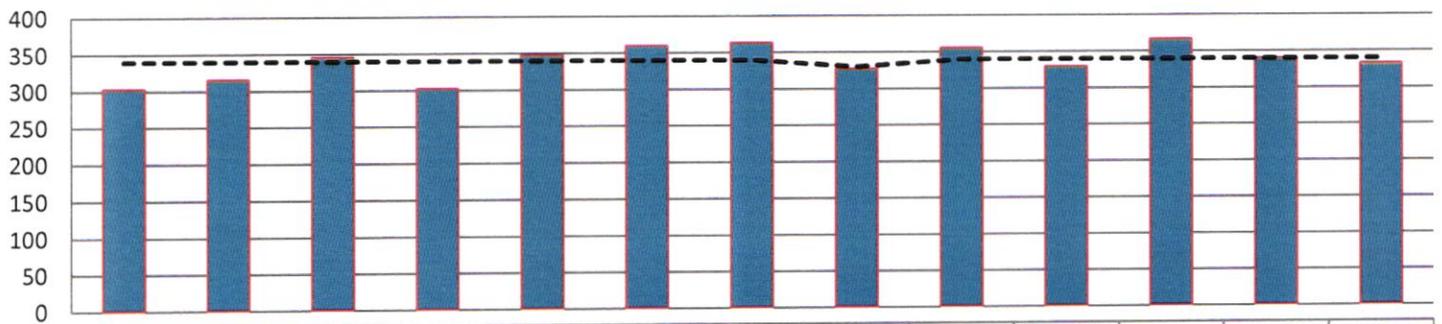
OP Visits --- Budget



	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24
OP Visits	2675	3033	2817	2974	2970	2656	2866	2921	2676	2953	2904	2813	2978
Budget	2700	2700	2700	2700	2750	2750	2750	2750	2750	2750	2875	2875	2875

EMERGENCY VISITS

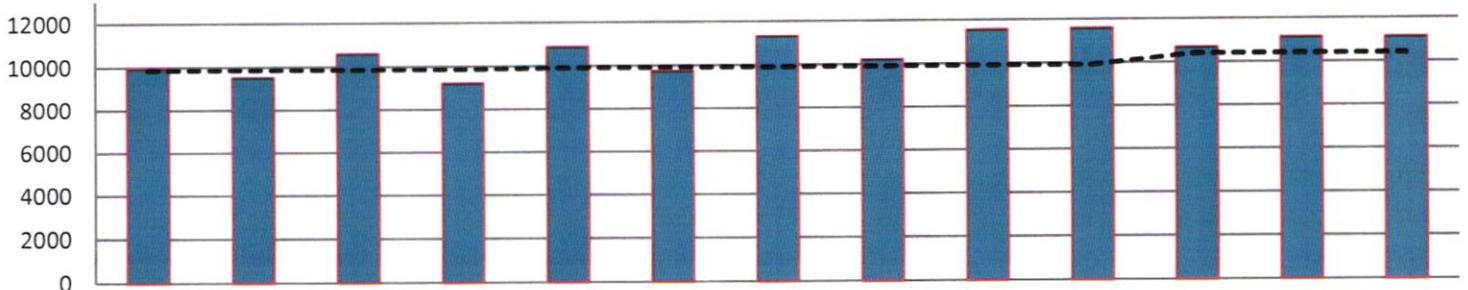
ER Visits --- Budget



	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24
ER Visits	302	314	344	301	346	358	362	326	354	328	365	338	331
Budget	340	340	340	340	340	340	340	330	340	340	340	340	340

LAB PROCEDURES

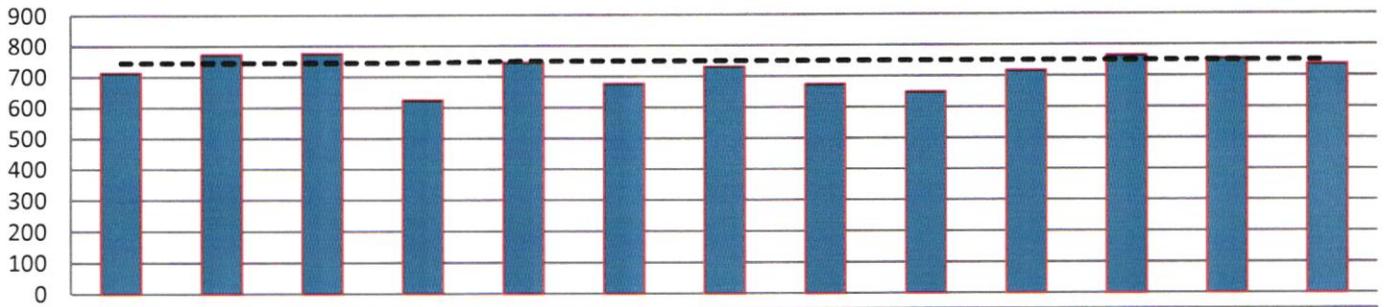
Lab Proc Budget



	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24
Lab Proc	9986	9550	10639	9252	10914	9777	11360	10249	11588	11630	10737	11178	11173
Budget	9850	9850	9850	9850	9900	9900	9900	9900	9900	9900	10400	10400	10400

IMAGING PROCEDURES

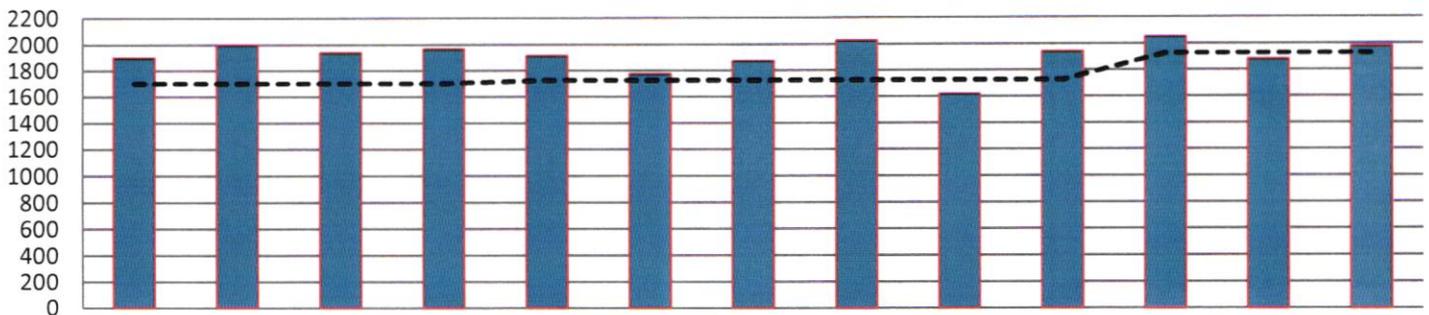
Imaging Proc Budget



	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24
Imaging Proc	715	774	777	626	747	678	733	676	651	719	768	758	739
Budget	745	745	745	745	750	750	750	750	750	750	750	750	750

REHAB MODALITIES

Rehab Modalities Budget



	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24
Rehab Modalities	1901	2000	1941	1967	1915	1775	1874	2027	1621	1942	2054	1882	1978
Budget	1700	1700	1700	1700	1725	1725	1725	1725	1725	1725	1925	1925	1925

WINDOM AREA HEALTH
INCOME STATEMENT

	7/31/2024	Revenue		Revenue		Revenue		Revenue		July	\$ Change	% Change
		7/31/2024	Comparison	Budget 2025	Comparison	Y-T-D FY2025	Comparison	Budget 2025	Comparison	Y-T-D FY2024	From Last Year	From Last Year
PATIENT REVENUE												
Inpatient Revenue	\$946,374	18.69%	\$750,000	16.13%	\$2,667,302	17.96%	\$2,250,000	16.13%	\$2,631,333	\$35,969	1.4%	
Outpatient Revenue	\$4,117,397	81.31%	\$3,900,000	83.87%	\$12,185,401	82.04%	\$11,700,000	83.87%	\$10,421,606	\$1,763,795	16.9%	
Total Patient Revenue	\$5,063,771	100.00%	\$4,650,000	100.00%	\$14,852,703	100.00%	\$13,950,000	100.00%	\$13,052,939	\$1,799,764	13.8%	
Contractual Adjustments	\$2,427,860	47.95%	\$2,300,000	49.46%	\$7,274,678	48.98%	\$6,900,000	49.46%	\$6,649,400	\$625,278	9.4%	
Other Income	\$25,127	0.50%	\$25,000	0.54%	\$79,438	0.53%	\$75,000	0.54%	\$72,356	\$7,082	9.8%	
NET OPERATING REVENUE	\$2,661,038	100.00%	\$2,375,000	100.00%	\$7,657,463	100.00%	\$7,125,000	100.00%	\$6,475,895	\$1,181,568	18.2%	
EXPENSE												
Employee Salaries	\$990,910	37.24%	\$985,000	41.47%	\$2,909,088	37.99%	\$2,955,000	41.47%	\$2,346,688	\$562,400	24.0%	
Employee Benefits	\$309,897	11.65%	\$295,500	12.44%	\$904,829	11.82%	\$886,500	12.44%	\$742,176	\$162,653	21.9%	
Pharmaceuticals	\$151,294	5.69%	\$100,000	4.21%	\$379,216	4.95%	\$300,000	4.21%	\$341,729	\$37,487	11.0%	
Supplies	\$190,117	7.14%	\$185,000	7.79%	\$546,315	7.13%	\$555,000	7.79%	\$491,685	\$54,630	11.1%	
Rents & Utilities	\$39,031	1.47%	\$32,500	1.37%	\$88,134	1.15%	\$97,500	1.37%	\$97,992	(\$9,858)	-10.1%	
Purchased Services	\$508,769	19.12%	\$475,000	20.00%	\$1,509,778	19.72%	\$1,425,000	20.00%	\$1,624,234	(\$114,456)	-7.0%	
Other Direct Expenses	\$185,818	6.98%	\$135,000	5.68%	\$441,348	5.76%	\$405,000	5.68%	\$357,534	\$83,814	23.4%	
Provision for Bad Debts	\$59,483	2.24%	\$55,000	2.32%	\$277,364	3.62%	\$165,000	2.32%	\$186,476	\$90,888	48.7%	
Depreciation	\$128,532	4.83%	\$130,000	5.47%	\$386,249	5.04%	\$390,000	5.47%	\$396,373	(\$10,124)	-2.6%	
Interest Expense	\$11,662	0.44%	\$15,000	0.63%	\$34,986	0.46%	\$45,000	0.63%	\$37,155	(\$2,169)	-5.8%	
Total Operating Expense	\$2,575,513	96.79%	\$2,408,000	101.39%	\$7,477,307	97.65%	\$7,224,000	101.39%	\$6,622,042	\$855,265	12.9%	
Income (loss) From Operations	\$85,525	3.21%	(\$33,000)	-1.39%	\$180,156	2.35%	(\$99,000)	-1.39%	(\$146,147)	\$326,303		
Investment Income	\$55,311	2.08%	\$40,000	1.68%	\$171,193	2.24%	\$120,000	1.68%	\$126,346	\$44,847		
Other Revenue/(Expenses)	\$262	0.01%	\$5,000	0.21%	\$15,549	0.20%	\$15,000	0.21%	\$17,438	(\$1,889)		
Non Operating Rev/Exp	\$55,573	2.09%	\$45,000	1.89%	\$186,742	2.44%	\$135,000	1.89%	\$143,784	\$42,958		
Increase in Net Assets	\$141,098	5.30%	\$12,000	0.51%	\$366,898	4.79%	\$36,000	0.51%	(\$2,363)	\$369,261		

WINDOM AREA HEALTH
 FY 2025
 CAPITAL ASSET ACQUISITIONS

Yrs Dep	Capital Asset	Vendor	Asset class	May	June	July	August	September	October
	Door Access Control (8 Doors)	Midwest Alarm/Lucan Comm TV	Maj Mov			31,669.46			
	IV Pumps	Carefusion/BD	Maj Mov			150,169.90			
	PageWriter TC70 Cardiograph	Philips	Maj Mov			11,323.97			
	IBF 105-GX Freezer Blood/Plasma	Helmer Inc	Maj Mov			6,904.29			
	PhysioMax Total Body Exerciser	Push Pedal Pull	Maj Mov			5,503.88			
	Ascend BodyScript Body Comp Analyzer	Johnson Fitness & Wellness	Maj Mov			7,966.00			
	Total			-	-	213,538	-	-	-
		Total YTD Capital Acquisitions				213,538			

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, August 26, 2024 / 4:00-4:30 pm / Large Conference Room**

Members: Terry Tegels, Rick Frederickson, Kim Pillatzki, 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) Terry Tegels, Chairperson

Recorder: Mindy Carter, 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	Terry Tegels
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Minutes	Approve minutes from the regular Committee meeting of July 22, 2024 (<i>Cmte Motion</i>)	Terry Tegels
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FOLLOW-UP ITEMS

Medical Staff Credentialing & Med Staff Meeting Update	<ul style="list-style-type: none"> Review medical staff credentialing, upon recommendation from WAH Medical Staff Report on business addressed at WAH Medical Staff meeting 	Dr Buhler Dr Blue
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Outreach Opportunity	Update on progress	Shelby Medina
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NEW/CURRENT ITEMS

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<i>Other</i>		
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CONCLUSION

	Conclude Professional Practice/Quality & Planning Committee meeting	Terry Tegels
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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, July 22, 2024 / 4:00 pm / Large Conference Room

Members: Kay Gross, Terry Tegels, Rick Frederickson, Dr. Michael Fisher-ex officio, Julie Brugman/Mt Lake Advisory Mbr, Emily Masters/CHRO, John Peyerl/CFO, Monica Huber/CNO, Dr. Dan Blue/CMO, Shelby Medina/CEO
Present: Kay Gross, Terry Tegels, Rick Frederickson, Julie Brugman/Mt Lake Advisory member, Landon Johnson/DON, Dr. Blue/CMO, Shelby Medina/ CEO, John Peyerl/CFO, Emily Masters/CHRO, Dave Rogers/SHN VP
Absent: Dr. Michael Fisher-ex officio, Monica Huber/CNO
Others: Dr. Buhler/Medical Staff President

Chairperson (or Acting Chairperson) Kay Gross, Chairperson

Recorder: Janel Eichstadt, Acting Executive Asst

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

Call to Order	Chairperson Kay Gross called the Professional Practice/Quality & Planning Committee meeting to order at 4:00pm.	Kay Gross
Minutes	M/S/C UNANIMOUSLY TO APPROVE COMMITTEE MINUTES FROM THE REGULAR MEETING OF JULY 1, 2024, AS PRESENTED (TEGELS/FREDERICKSON).	Kay Gross

FOLLOW-UP ITEMS

Medical Staff Credentialing & Med Staff Meeting Update	Dr. Blue, WAH Chief Medical Officer, presented agenda information addressed at the Medical Staff meeting held earlier in the day. Pathologist, Dr. Lynch, attended the Medical Staff meeting and shared equipment is in place and training has begun to have frozen blood plasma available at Windom Area Health at all times to avoid emergency transporting of blood plasma due to an emergent patient situation. INR protocol was discussed amongst physicians. WAH Medical Staff reviewed the July 2024 Credentialing list and recommended approval to the WAH Governing Board. New order sets from Sanford Health for the Epic program were presented and approved by the Medical Staff. Two policies, Tuberculosis Exposure Control Plan 2023-24 and Bloodborne Pathogens Exposure Control Plan policy were reviewed and approved by the Medical Staff with both policies being forwarded to the WAH Governing Board for final approval. M/S/C UNANIMOUSLY TO RECOMMEND APPROVAL OF THE JULY CREDENTIALING LIST TO THE GOVERNING BOARD, AS PRESENTED (TEGELS/FREDERICKSON).	Dr Buhler Dr Blue
Medical Building	Shelby reported the Administrative office remodel project continues moving along with a projected occupancy date of mid-September 2024. She stated the Medical Building construction project is moving along very well and its estimated opening date remains to be set for February/March 2025.	Shelby Medina
WFMC Update	Shelby noted, to date, she has not received any form of communication from Dr. Taber regarding his intentions for relocating the Windom Family Medical Center however he has communicated his understanding of the timeline expected. She restated that a Letter of Intent must be received from Dr. Taber by July 31, 2024 stating what his clinic relocation intentions are in order to move forward with determining plans for clinic space in the new medical building. If a Letter of Intent is not received by July 31, 2024, Administration and the WAH Governing Board will presume the WFMC Clinic will not be relocating to the new medical building and WFMC must vacate its present location within Windom Area Health by December 31, 2024.	Shelby Medina
Committee Meetings	Committee members reopened discussion relating to the current set up of Governing Board Committee meetings. Committee members agreed unanimously to keep Governing Board committee meetings currently as is, with no changes to dates or times from the current meeting format.	Shelby Medina

NEW/CURRENT ITEMS			
Outreach Opportunity	Shelby presented information regarding an outreach opportunity for specialty physicians currently providing services at Windom Area Health to potentially expand their specialty services to a new site in Lakefield, MN. Shelby stated market data is showing this regional area has the potential for drawing patients to WAH from several surrounding communities who are in need of specialty services and enhancing prospects for out of town patients to come to Windom Area Health for health care services or surgery. She noted a suitable building location in Lakefield has been identified that is very functional to operate from as an outreach specialty clinic. She stated this office building would require minimal renovations to accommodate a clinic-type setting and if this endeavor has Governing Board support, this outreach expansion opportunity could possibly be open for clinic services by late fall 2024. Committee members expressed their optimism towards expanding WAH's outreach specialty services to Lakefield and requested her to continue moving forward on this endeavor.	Shelby Medina	
CONCLUSION			
	Chairperson Kay Gross concluded the Professional Practice/Quality & Planning Committee meeting	Kay Gross	

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

**WINDOM AREA HEALTH
CREDENTIALING LIST**

August 26, 2024

APPOINTMENTS:

Richard Clark, M.D.	Cardiology	Consulting
Kara Sand, RN	Cardiovascular (Santos)	Allied Health Professionals

REAPPOINTMENTS:

AVEL ECARE APPOINTMENTS:

VRAD APPOINTMENTS:

VRAD REAPPOINTMENTS:

Jerome Klein, M.D.	Teleradiology	Telemedicine
Arlene Sussman, M.D.	Teleradiology	Telemedicine

SANFORD TELEMEDICINE APPOINTMENTS (Informational Only):

Saher Iftikhar, MD	Trauma	Telemedicine
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ADDITIONAL PRIVILEGE REQUEST:

Lori Fett, CNP	Urology	Allied Health Professionals
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RESIGNATIONS:

Jenna Roth, RN	Cardiovascular (Jonsson)	Allied Health Professionals
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JULY COMMENTS

Ambulatory Surgery

10 Extremely likely

I had a great experience! I chose to have my shoulder surgery in Windom. I was so happy how the staff talked so positively about the outreach Dr coming in. Both my nurses were so comforting to me and supportive of each other. I am a nurse so that is something I picked up on right away. I would like to send a huge "Thank you" to Brook and the other nurse. I was getting groggy so didn't remember her name. I will definitely come again to Windom.

Clinic

10 Extremely likely

Tabitha was knowledgeable and understanding about my problem.

Clinic

10 Extremely likely

Surgery is a scary procedure but I never felt anxious or overly concerned. All aspects of surgery, treatment and care after has been great.

Clinic

10 Extremely likely

Dr. Botker is a wonderful doc

Clinic

9

The entire visit went smoothly beginning with check-in and registration, x-ray and seeing Dr Botker. I am very satisfied with the great care I received.

Clinic

10 Extremely likely

Everything has been wonderful

Clinic

10 Extremely likely

The wait to see the doctor was a bit long. 12:40 appt. Between the waiting room and the examination room it was 1:45PM when I got to see the doctor. Not a big deal as I am sure all were busy. Thanks!

ED

7

It was a fairly quick visit but Dr Yusuf was very nice and respectful.

ED

10 Extremely likely

Very satisfied with the doctor. He did an excellent job of explaining the situation

ED

10 Extremely likely

They are respectful and helpful, God bless you all ??

ED

10 Extremely likely

Great service

JULY COMMENTS

ED

9

Dr. Hubers was excellent. My nurses, Dawn and Katie and Alysse, were fantastic. They were kind. They were gentle. Hannah was sweet and took care of me as a mom. Also, I am grateful for a staff that takes care of not only the patients, but the patient's family.

ED

9

I just appreciate all that they did for me and making it an easy visit, for me at least, maybe not for them, but thanking them for their great attitude.

ED

3

physician and nurses were excellent

ED

10 Extremely likely

I was very well attended to by all the staff. Being in an ER isn't fun, but they made me as comfortable as possible.

ED

10 Extremely likely

They provide very good service. They attend to you quickly and with respect. Thank you very much. The doctors were all very kind. Thank you and God bless you.

ED

10 Extremely likely

From check in until I was checked out the experience was exactly what I needed and hoped for. Nobody wants to go to a hospital but if I need one the ER in windom is where I'm going.

ED

10 Extremely likely

"Montana was an excellent nurse. She treated me with kindness and respect. I would also say the same for Dr Obinna. Both people treated me with the utmost respect and care. Thank you."

ED

5

Yes, they did treat me nicely and they helped me out quite a bit. So I thought they all were good to me. Thank you.

Imaging

10 Extremely likely

People and radiologists were very friendly.

Imaging

5

You did really well explaining at this location, the staff there did. However, I was scheduled for an X-ray that needed clearance from a doctor. The doctor wasn't there. And now I have to wait three weeks and get another X-ray and wait for

JULY COMMENTS

the doctor to hopefully be there. But after I left the technician, the X-ray technician's office, I did not get told that I need to go and wait up front or I'm free, like I need to go or anything like that. So it was very unclear after I got the X-ray done whether I was still to see a doctor or I was just to leave. Thank you.

Imaging

10 Extremely likely

"Professional services making the incident non-stressful!"

Imaging

10 Extremely likely

(INAUDIBLE). Thank you.

Imaging

8

Christie is so friendly and good at her job!!

Lab

10 Extremely likely

Employees are the best!

Lab

10 Extremely likely

No complaints! Did not have to wait at all.

Lab

10 Extremely likely

I have monthly lab work. I have always been treated very well. The lab staff is helpful when I have questions or suggestions from my doctor. I am glad Windom Area Health is willing to do my labs as I am a Mayo patient and having labs in Windom and a phlebotomy if needed saves me time and miles. Thank you Windom Area Health.

Outpatient

10 Extremely likely

Excellent care!

Outpatient

10 Extremely likely

I travel from Worthington to Windom. This trip has been made weekly since early June. It certainly would make sense to offer at least one day weekly in Worthington. The nurses and doctors are very willing to make this happen.

Outpatient

10 Extremely likely

The wound clinic employees were absolutely wonderful! I would recommend them ?!

Outpatient

10 Extremely likely

I don't know how a Wyndham Wound Clinic can do anything better. They are absolutely phenomenal. They are caring. They are compassionate. They are professional. We are so happy with this place. They have made our bad situation

JULY COMMENTS

just the most phenomenal and have treated us like family. I thank them so much.

Outpatient

10 Extremely likely

From the time I walked into the door until I left, I was treated with the utmost respect and everybody was super nice and welcoming. And it was a really good experience for a medical visit. I would recommend this place to anyone. And yeah, I just wanted to say thank you for the great service and for showing my respect and dignity and treating me with respect. Thank you.

Outpatient

10 Extremely likely

I couldn't have asked for better care while going thru so much pain had faith in them as I was healing they new what they were doing .

PT, OT, ST

10 Extremely likely

So very helpful

PT, OT, ST

10 Extremely likely

I had a very good, he was a very good therapist. I really liked him and I've been working hard out and doing him at home and he did a great job. I just thought I'd let you know that. Thank you.

PT, OT, ST

10 Extremely likely

Well, first off, I really don't have any negative complaints about it. I mean, the gentleman that was working with me, I forgot his name, I'm sorry, but he kept me in a positive spirit, a positive outlook. He kept giving me positive feedback. He didn't talk over me. He didn't talk below me. He talked at the same level. He explained things perfectly. He was such a sweet as heart guy. I mean, I've been to multiple physical therapies in my life, and some of them are very rude and disrespectful, but I would recommend that therapy up there at the hospital in a heartbeat. No problems there. Keep up the awesome work, guys. Keep up the positive spirit. Thank you.

PT, OT, ST

10 Extremely likely

My therapist, Terri Elder, was excellent in every way. I would recommend her to anyone.

PT, OT, ST

10 Extremely likely

They were very professional and encouraging.

PT, OT, ST

10 Extremely likely

"Top notch care and concern.

100% satisfied."

JULY COMMENTS

PT, OT, ST

10 Extremely likely

Thank you!

Windom Area Health Auxiliary Minutes July 8, 2024

The Windom Area Health Auxiliary held their monthly meeting Monday, July 8, 2024, at 6:00 p.m.

President Mary Klosterbuer welcomed everyone to the meeting with 19 in attendance. The Auxiliary Prayer and the Pledge to the Flag were recited by all.

Agenda: M/S Kitty Hansen/Gerri Burmeister to approve the agenda as presented. Motion carried.

Recording Secretary's Report: Marlene Smith, Recording Secretary

- M/S Jackie Turner/Diane Vellema to approve the minutes as presented. Motion carried.

Treasurer's Report: Gerri Burmeister, Treasurer

- Balance on hand June 30, 2004, was \$5,347.70. M/S Kay Evers/Karla Taber to approve the Treasurer's report as presented. Motion carried.

Corresponding Secretary: Betty Olson

- There was no report.

MAHV Report:

- The MAHV website address is <https://mahv.org> (Member code is mahv2024)
- There will be a Power of Connection Zoom meeting on September 11th. More information to come.

Logo Rebrand: Emily Saffert

- Windom Area Health showed us the logo that we will need to use because of our name change that is similar to others.

WAH Update: Katie Greener

- Dr. Hyde is a new physician for pain management.
- Some Windom staff went to St. Peter to observe Dr. Botker do shoulder surgery which will soon be available at WAH.
- WAH has received good comments about care. They want to raise their score even more.
- WAH had to postpone the Golf Tournament because of the flooding. The new date is August 23, 2024. The proceeds will go to the Mental Health Fund.
- A.C.E. has a new director. Information was given about their coverage for an accident while volunteering.
- Recording of Volunteer Hours was discussed. Katie Greener redid the recording sheet to make it easier to understand.

Unfinished Business:

- 2024 – 2025 Goals
 1. Update By-Laws and change name to Windom Area Health Auxiliary.
 2. Donate a minimum of \$5,000 towards equipment for the hospital.
 3. Hold 4 Fundraisers:
 - a. Valentine's Day Balloon & Bake Sale
 - b. Chamber Bucks Raffle
 - c. Halloween Bake Sale
 - d. Pecan Sale
 4. Participate in a minimum of the following 8 activities:
 - a. Serve as volunteer patient guides
 - b. Provide "Until We Meet Again" memorial stones
 - c. Provide subscriptions to newspapers
 - d. Provide gift bags to families of new babies

- e. Provide knitted caps for newborns
 - f. Decorate WAH in December
 - g. Recognize the hospital employees during Hospital Week
 - h. Recognize EMS members during EMS Week
- 5. M/S Karen Skarphol/Jackie Turner to adopt the 2024-2025 goals. Motion carried
- Chamber Bucks Raffle tickets
 - 1. 2024 County Fair dates are August 7 thru 10
 - 2. Booth rental of \$85.00 – Gerri Burmeister
 - 3. Print 1500 tickets at Quick Print
 - 4. There will be three prizes of \$50 Chamber Bucks
 - 5. Committee:
 - a. 2nd year Board Member – Connie McCarthy
 - b. 1st year Board Member – Jackie Turner
 - c. Member at Large – Karla Taber
 - d. Treasurer - Gerri Burmeister
 - e. Ex-officio - Mary Klosterbuer
 - 6. M/S Marlene Smith/Kay Evers to have the drawing on Tuesday, August 27, on KDOM Kaleidoscope. Motion carried.

New Business

- Discussion was held to choose a department to recognize at the 2025 banquet. M/S Marlene Smith/Nancy Meyer to recognize the Wellness Center. Motion carried.
- Windom's Night to Unite invitation was discussed. Members chose not to participate.
- Our By-Laws state that in the event WAHA should dissolve, any remaining assets would go to Windom Area Health. Question was asked if that should be changed to the Foundation. Consensus was to keep it as it is.
- M/S Diane Vellema/Kay Evers to adjourn. Motion carried.

Hostesses

- July - Connie McCarthy & Marge Paschke
- August – Helen Evers & Kay Evers
- September – Gerri Burmeister & Karen Skarphol

Coming Events –

- Monday, August 12, 2024 - Auxiliary Meeting 6:00 P.M.
- Tuesday, August 27, 2024 – Chamber Raffle Drawing on KDOM Kaleidoscope
- Wednesday, September 11, 2024 - MAHV Zoom Meeting

The meeting was adjourned at 7:18 p.m.

Marlene Smith
Recording Secretary

FOUNDATION BOARD OF DIRECTORS MEETING

TUESDAY, AUGUST 27, 2024 | 5:00 PM | LCR

*** Indicates items needing a motion*

MISSION STATEMENT

Together with Windom Area Health, our mission is to promote exceptional quality care and wellbeing for rural communities in southwest Minnesota.

AGENDA

- | | |
|---|--|
| I. CALL WAH FOUNDATION MEETING TO ORDER | <i>Greg Scheitel</i> |
| II. **APPROVAL OF AGENDA | <i>Greg Scheitel</i> |
| III. **FOUNDATION MEETING MINUTES
– Approve minutes from regular meeting on July 23, 2024 | <i>Greg Scheitel</i> |
| IV. **FINANCIAL STATEMENT
– Approve fund balances and July expense report | <i>Katie Greener</i> |
| V. OLD BUSINESS
– Strategic Plan Progress
– Golf Tournament Recap
– Mental Health Fund Solicitation letter
– Mental Health Roundtable Discussion – Sept 11 | <i>Katie Greener</i>
<i>Katie Greener</i>
<i>Katie Greener</i>
<i>Katie Greener</i> |
| VI. NEW BUSINESS
– Senior Team Update
– **Employee Crisis Fund Applicant
– “Heritage Club” giving levels
– Fundraising event in 2025
– Volunteer Hours | <i>John Peyerl</i>
<i>Katie Greener</i>
<i>Brady Kerkman</i>
<i>Brady Kerkman</i>
<i>Katie Greener</i> |
| VII. NEXT MEETING DATE/TIME – September 24, 2024 | |
| VIII. **MEETING ADJOURNED | <i>Greg Scheitel</i> |

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

Attending: Dan Ortmann, Kay Gross, Terry Tegels, Robin Rahn, Claudia Lopez, Katie Greener/Director of Foundation & Auxiliary, Brady Kerkman/Executive Director of Business Development & Marketing, Emily Masters/CHRO

Others:

Absent: Greg Scheitel, Shelby Medina/CEO, Jay Grandprey

Recorder: Katie Greener/Director of Foundation & Auxiliary

MISSION STATEMENT

Together with Windom Area Health, our mission is to promote exceptional quality care and wellbeing for rural communities in southwest Minnesota.

CALL TO ORDER

WAH Foundation Vice-Chairperson, Terry Tegels, called the meeting to order at 5:01 p.m.

FOUNDATION AGENDA

M/S/C UNANIMOUSLY TO APPROVE THE JULY 23, 2024 FOUNDATION AGENDA AS PRESENTED, WITH A SLIGHT CHANGE OF MOVING UP EMILY MASTERS' SENIOR TEAM UPDATE EARLIER ON THE AGENDA (DO/KG).

FOUNDATION MINUTES

M/S/C UNANIMOUSLY TO APPROVE MINUTES FROM THE JUNE 4, 2024 REGULAR MEETING AS PRESENTED (KG/DO).

FINANCIAL STATEMENT

The June 2024 Windom Area Health Foundation financial statements were reviewed and approved as presented. Katie shared that it was discovered that the FY23 Ask For Anything three grantees were not reimbursed for their projects. Transfers of funds to close-out these awards was completed in July, and will be on July financial statements.

The progress thermometer showed that we are at about 7% of the \$150,000 goal.

M/S/C UNANIMOUSLY TO APPROVE THE FINANCIAL STATEMENT AS PRESENTED (DO/KG).

OLD BUSINESS

New Board Member Introductions

Each attendee introduced themselves and welcome new board members Robin Rahn and Claudia Lopez.

Strategic Plan Update

Katie reviewed Strategic Plan progress on the white board. Goals 3 and 4 are in progress. The group discussed goals progress.

Golf Tournament: postponed August 23

The golf tournament originally scheduled for June 21 was postponed because of the local flooding. It will now be on August 23 at the Windom Country Club. A couple teams dropped off and a couple new ones signed up, hovering around 10 teams. Katie asked each board member to recruit a team. Sponsorships and raffle prizes have all been secured. Katie shared that we are on track to meet a \$5,000 proceeds goal.

Employee Crisis/Focus Fund

At the June meeting, the group agreed to pivot the Employee Crisis Fund to the newly formed Employee Focus Group, to support their annual budget. Soon after this decision was made, the Windom flooding impacted many, including numerous WAH employees. Over email, the group unanimously agreed to pause the Fund transition and allow it to stay open until September 1, 2024, for employees to apply.

NEW BUSINESS

Senior Team Update

Emily Masters shared several updates from the Senior Team regarding WAH's strategic direction. She included a handout with a listing of organizational goals, including items such as developing a hospitalist program, expanding excellent service lines, rebranding "Outreach" to "Specialty Clinics," and constructing a medical building expansion, among other updates.

A member from Senior Team will be at our next two meetings, and then quarterly.

**Approving Mental Health Fund Policy

The group reviewed a Mental Health Fund Policy that Katie, Brady, and Greg had developed for policy/parameters of the fund. It was suggested to clarify the max assistance amount per family or per individual. The group agreed to edit the policy for up to \$3,000 per incident, per individual, under section 2.1.3.4. The group agreed that this policy is subject to change in the future, as we learn more best practices for the eligibility of the Fund and funds disbursement.

M/S/C UNANIMOUSLY TO APPROVE THE MENTAL HEALTH FUND POLICY, WITH SUGGESTED EDITS, AS PRESENTED (TT/KG).

**Employee Crisis Fund Applicants

The group reviewed two anonymous WAH employee applications for the Employee Crisis Fund. Both individuals experienced flooding in their home that destroyed their basements and appliances, not covered by insurance. They each requested \$1,000 to offset these unexpected damage expenses. The group agreed that funds should cover expenses related to flood damages, and that the applicants would be responsible for providing an invoice or bill that the Foundation can then pay to a third-party vendor. Katie will inform the applicants of the award and process for accepting funding.

M/S/C UNANIMOUSLY TO APPROVE UP TO \$1,000 TO EACH APPLICANT TO COVER EXPENSES RELATED TO FLOOD DAMAGE, PAID TO A THIRD PARTY (DO/RR).

Lunch & Learn Event – Mental Health Fund

Brady informed the group that one of the Marketing/Foundation team's goals is to host lunch-and-learn events throughout the year, of which one will be a Foundation-specific event. He brought up the idea of hosting a public listening session over a lunch hour in September, to share information about the Mental Health Fund and gather input from key community leaders about the needs around community mental health and how this Fund could benefit them. The group agreed to proceed with this idea, and Brady/Katie will work on securing a location and catering option.

M/S/C UNANIMOUSLY TO APPROVE UP TO \$2,000 FOR INCIDENTAL EXPENSES TO A HOST A MULTI-COUNTY PUBLIC LISTENING SESSION, AS PRESENTED (KG/DO).

Back-to-school Solicitation Letter, Mental Health Fund

Katie led discussion on the plan for sending a mail appeal for raising funds for the Mental Health Fund. Katie has a letter drafted and is compiling a mailing list based on lapsed donors, loyal donors, and others. The group

agreed that the letter should be sent out by the end of August, in time for “back to school” season. Katie will take point on mailing out these letters.

The group discussed the goal for this solicitation campaign, and discussed reaching out to local foundations, churches, and county/city leaders to support the Fund. The group voted for a bold fundraising goal of \$50,000, which would match the Foundation’s start-up commitment.

M/S/C UNANIMOUSLY TO SET A GOAL OF \$50,000 FOR THE MENTAL HEALTH FUND AUGUST APPEAL LETTER (TT/DO).

**ELECTRONIC VOTE WAS TAKEN TO AMEND TERRY’S MOTION OF \$50,000, REVISING THE GOAL TO \$20,000 ON 8/13/24. SIX VOTES FOR “YES,” ONE ABSTAIN VOTE.

Heritage Club – Giving levels Discussion

The group discussed the Foundation’s current designations for donor categories, which are based on cumulative levels of giving. Agenda packets included print-offs of graphics showing donor listings above \$1,000. The Board agreed to further discuss at the next meeting whether to change some of these categories. Katie and Brady will put together a proposal for giving levels to share at the next meeting.

Women’s Health Fund – Financial Disclosure Form Review

Katie brought to the group’s attention the current policy and application for the Women’s Health Fund, noting that the Financial Disclosure Form asks questions that may be considered intrusive or unnecessary for purposes of fund eligibility. Kay asked why the form asks whether the applicant has filed for bankruptcy in the last 7 years; Katie will look into this. The group agreed that the form needs revision. Katie will bring a revised version of the policy/application for the group to approve at the August meeting.

The group also agreed that minor revisions to policies (phrasing, verbiage, or formatting for the sake of clarity) are open to annual review by Katie and Brady, without the need for a formal vote. Any changes to funding parameters, eligibility, or amounts must be approved by the Board. Katie will keep the Board updated on the most recent versions of policies and forms.

Volunteer Hours

Katie explained the rationale for tracking Board volunteer hours, and reminded the group that meetings count as logged hours. Board members added their hours to the spreadsheet.

The next Foundation Board Meeting will be held on August 27, 2024 in the Windom Area Health LCR.

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

KAY GROSS
WAH Foundation Secretary