Members Present:
Susan Vallem, Chair
Karen Thalacker, Secretary – by phone
Gary Burke – by phone
John Johnston
Darold Wolff

Speakers Present: Mike Trachta, CEO Mary Conway, COO Anne Mardorf, CFO David Rathe, D.O.

<u>Guests Present</u>: Jennie Waller Minutes of the Meeting of the **Board of Trustees** May 20, 2004 12:00 p.m.

C.E.O. Office

Waverly Health
— c e n t e r —

Our Mission: Waverly Health Center strives to provide the highest quality, patient-focused health care.

Item	Discussion/Notes	Action
I. Meeting called to order	Called to order by Vallem at 12:11 p.m.	
II. Approval of minutes	A motion was made to approve the minutes of the 4/26/04 meeting as written.	1 st – Wolff 2 nd – Johnston Approved
III. Centennial Pavilion • Phase IV Bids & Recommendations	Trachta presented an update on Phase IV funding options. Trachta stated that the Finance Committee met last week and reviewed the results of the 5 year financial feasibility study completed by Denman and Company. The Finance Committee recommended moving forward with Phase IV contingent upon a 1.3 million dollar capital campaign guaranteed by the WHC Foundation. The WHC Foundation Board met this morning to discuss the possibility of a Centennial Pavilion capital campaign. They agreed to guarantee a 1.3 million dollar capital campaign under the stipulations that any bequests received by WHC during the campaign would be applied to the campaign, and that any amount raised above the 1.3 million dollar goal would be dedicated to the rooftop garden fund, and that any amount raised above what is required for the rooftop garden would be split equally between WHC and the Foundation's endowment fund. Discussion was held regarding the capital campaign and proceeding with Phase IV. A motion was made to move forward with Phase IV. A motion was made to project and designate 1.3 million dollars out of cash reserves to the project.	1 st – Johnston 2 nd – Burke Approved
Resolution to Accept Bids & Proceed with Phase IV	Trachta presented Cardinal Construction's recommendation for contractor selection for Phase IV. Trachta noted that there was no bid for the ceramic tile and that this package would be re-bid as soon as possible. A motion was made to accept the bids for Phase IV in the amount of 2.741 million dollars as recommended by Cardinal Construction.	1 st – Wolff 2 nd – Thalacker Approved
 IV. Financial and Statistical Report Operating Statement Balance Sheet Investment Report Ambulance Report 	Mardorf presented the financial and statistical report for April. A motion was made to approve the financial and statistical report as written. Mardorf presented the Ambulance report for April as distributed to the Board members.	1 st – Wolff 2 nd – Johnston Approved Accepted

V. Committee Reports • Performance Improvement Committee	The Performance Improvement report was presented as included in the Board packets.	Accepted
• Environment of Care Committee	The Environment of Care Committee minutes were presented as included in the Board packets.	Accepted
VI. C.E.O.'s Report	Trachta reported that Dr. Lisa Owens will be starting employment at WHC on July 12 th . Discussion was held regarding the importance of making referral sources aware of the services Dr. Owens will be offering. Trachta discussed potential uses for the Centennial Pavilion 2 nd floor clinic space.	
VII. Medical Staff Report	No report.	
VIII. Old Business	None.	
IX. New Business Resignations from Medical Staff: Jerry Mahacek, D.D.S. Mark Barnard, M.D. Appointments to Medical Staff: Wei Yang, M.D. Provisional to Regular Appointments: Todd Lawrence, M.D. Paul Richardson, M.D. Kenneth McMains, M.D. Gustavo Lopera, M.D. Janel Thompson, ARNP	Trachta presented resignations, appointments, and provisional to regular appointments as listed at left. A motion was made to approve each of the items as individually considered.	1 st – Johnston 2 nd – Wolff Approved
 New/Revised Policies: <u>Speech Therapy Policies</u> Plan for the Provision of Patient Care Speech Therapy Screening Videofluoroscopic Swallowing Studies Speech Therapy Performance Improvement Plan Insurance Compliance Issues Plan Nutrition Services Policies Meal Service Meal Service – Nourishment Services Meal Service – Menus Environmental Services Policies Grounds Equipment & Safety Medical Waste Disposal Snow Removal Whirlpool Cleaning Courier Service Materials Management Policies Scope of Services (Materials Management) Purchase Authorization 	Trachta presented the policy revisions/new policies as listed at left. A motion was made to approve the policies as written.	1 st – Wolff 2 nd – Johnston Approved

Equipment, Renovation, Supplies Purchase Order Processing Items Without Purchase Orders Traveling Requisition Purchases Stock Item Purchase Nonstock Item Purchase Supply Distribution – Department Stock Requisitions Substitutions Receiving Returns Credits to Stock Vendor Shipping Errors Computerized Inventory Control System Invoice Approval/Discrepancies Disposition of Assets/Equipment Gifts to Hospital and Staff Cost Containment Finance Committee	Trachta reported that the Finance Committee met on May 17 th . Trachta reported that audio/video equipment for the CG Room has been priced at approximately \$9,000. Discussion was also held regarding the need for a sound system in the Dining Room. A motion was made to utilize the restricted portion of the Gruben estate fund to purchase audio/visual equipment and a sound system. Trachta presented action taken by the Executive Committee to have EideBailly conduct a charge master review at a price of \$22,500. A motion was made to ratify the Executive Committee action. Trachta reported that the Personnel Committee did not	1st – Johnston 2 nd – Wolff Approved 1 st – Wolff 2 nd – Johnston Approved
Personnel Committee	meet this month. Nominations for employee of the month were reviewed and Jennifer Keeling was selected as June's employee of the month.	
X. Adjourn	A motion was made adjourn the meeting at 12:46 p.m.	1 st – Johnston 2 nd – Wolff Approved

June 28, 2004
7:00 p.m.
Carstensen/Gruben Room

Susan Kosche Vallem, Chair
Board of Trustees

Mike Trachta
Chief Executive Officer