Members Present: Susan Vallem, Chair Karen Thalacker, Secretary John Johnston Darold Wolff Guests Present: Karen Buls Dan Rigel Jennie Waller Minutes of the Meeting of the **Board of Trustees** September 27, 2004 7:00 p.m. **Carstensen/Gruben**

Room

WAVERLY HEALTH
— C E N T E R —

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

Members Absent: Gary Burke, Excused

Speakers Present: Mike Trachta, CEO Mary Conway, COO Anne Mardorf, CFO Dr. Rathe Dixie Kramer Carol Nordhus

Item	Discussion/Notes	Action
I. Meeting called to order	Called to order by Vallem at 7:08 p.m.	
II. Approval of minutes	Minutes of the July meeting were approved at the August 25 th meeting of the Executive Committee.	
III. Centennial Pavilion • Construction Update	Trachta presented an update on the Centennial Pavilion construction progress, noting anticipated completion dates for each floor. Trachta also reported that the hospital is in the process of working with Gaylen Hassman to develop a lease to rent the 2 nd floor clinic space back from Clover for our General Surgeons and OB-Gyn. Trachta will present the proposed lease to the Board of Trustees at the October meeting.	
IV. Featured Department: Infection Control, Occupational & Employee Health	Dixie Kramer presented information about the functions of the Infection Control, Occupational & Employee Health Department.	
 V. Financial and Statistical Report Operating Statement Balance Sheet Investment Report Ambulance Report Home Health Report 	Mardorf presented the financial and statistical report for July and August. A motion was made to approve the financial and statistical reports as written. Mardorf presented the Ambulance and Home Health reports for August as included in the Board packets.	1 st – Johnston 2 nd – Thalacker Approved Accepted
VI. Committee Reports • Performance Improvement Committee	The Performance Improvement Committee minutes were 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

VII. CORS Report – 2 nd Quarter	Nordhus presented the 2 nd Quarter CORS Report as included in the Board packets.	Accepted
	Nordhus noted that the FY04 Organization Performance Improvement Report was included in the Board packets with final figures that were unavailable in July.	Accepted
VIII. C.E.O.'s Report • Capital Purchases (>\$5,000 & <\$10,000) • Patient Satisfaction Survey Results	Trachta reported that there were no capital purchases between \$5,000 - \$10,000. Trachta presented the executive summaries of the patient satisfaction survey results as included in the Board packets. Trachta reported that the CFO search is underway. Initial interviews are being scheduled with 12 candidates, beginning this week. After the search has been narrowed down, the Board of Trustees and employees	
IX. Medical Staff Report	directly reporting to the CFO will become involved in the interviewing process. Dr. Rathe reported that Dr. Owens and Dr. Glessock are both up and running, and are being.	
The state of the s	Glascock are both up and running, and are being well received within the community and the Medical Staff.	
X. Old Business	None	
XI. New Business Appointments to Medical Staff: Suzanne B. Glascock, MD – OB-Gyn Gregory Neyman, M.D. – ER John Patterson, CRNA Matthew Moritz, PA-C - Orthopedics	Trachta presented appointments, reappointments, provisional to regular status, and resignations as listed at left. The files have been reviewed by the Executive Committee of the Medical Staff and are recommended for approval. A motion was made to approve each of the items as individually considered.	1 st – Wolff 2 nd – Thalacker
 Reappointments: Michael Puk, M.D. Stephen Leslie, M.D. Lawrence Liebscher, M.D. Claro Palma, M.D. Daniel Miller, M.D. Wayne Ventling, D.O. Driss Cammoun, M.D. Victor Lawrinenko, M.D. Dov Rotenberg, M.D. Greg Raecker, D.O. Shannon Hull, PA-C Christopher Considine, D.P.M. Mark Wetzel, D.P.M. Joan Blanchard, R.N. Connie Boelman, R.N. Jeanne Rothamel, R.N. 	of the tems as marvidually considered.	Approved

Provisional to Regular Status: • Kory Kazarian, M.D. ■ Wagas Ali, M.D. • Christopher Nicholas, M.D. • E. Anthony Otoadese, M.D. Deborah VanDyke, ARNP • Robert Winchell, D.O. • Abdul Panhwar, M.D. Richard Pretorius, M.D. • Chad Gonzales, M.D. • Eric Opheim, D.O. ■ Valerie Nicholson, M.D. Resignations from Medical Staff: Jean Hoy, ARNP Carolyn Norris, ARNP Adaline Peterson, ARNP • Vishwanath Nagale, M.D. • W. Richard Burgman, M.D. New/Revised Policies: Trachta presented the new/revised policies as Hospital Evacuation Procedure listed at left. The policies have been reviewed 1st – Thalacker Suspicious using the Critical Access review process. A 2nd – Johnston Letter/Package/Container motion was made to approve the policies as Approved Management individually considered. Health Promotion Center Membership Types Shared Space Agreement Health Promotion Membership **Process** New Employee Orientation Expired Drugs in Radiology ■ Phone Orders Scheduling X-Ray Procedures X-Ray Film Storage Patient Identifiers Walk In Exams Verbal & Telephone Orders Labeling of X-Rays Art Donations Donations WHC Image/Brand Environmental Services Policy Statement History and Physicals for Surgery Planetree Activities Cart (Pending Medical Staff Approval) Changes to Medical Staff Bylaws, Trachta presented changes to the Medical Staff Rules & Regulations Bylaws, Rules & Regulations as recommended

Bylaws, Rules & Regulations as recommended by the Executive Committee of the Medical Staff. A motion was made to approve the changes as written.

 1^{st} – Thalacker 2^{nd} – Wolff Approved

 Finance Committee Personnel Committee 	Trachta reported that the Finance Committee met on September 22 nd , minutes from said meeting are included in the Board packets. Trachta presented the following capital requests: **Novasure RF Controller at a cost not to exceed \$17,650.00 **Endoscopic Instrumentation – 1 set at a cost not to exceed \$30,000.00 **Central Monitoring System at a cost not to exceed \$150,000.00 A motion was made to approve the above listed capital requests. Trachta reported the Personnel Committee met directly before this meeting. Trachta announced that due to a lack of qualifying nominations, no employee of the month was selected for	1^{st} – Johnston 2^{nd} – Wolff Approved
Executive Committee XII. Adjourn	October. Trachta reported that the Executive Committee met on August 25 th , minutes from said meeting are included in the Board packets. A motion was made to ratify the actions of the Executive Committee. A motion was made to adjourn the meeting at 8:29 p.m.	1 st – Thalacker 2 nd – Johnston Approved 1 st – Johnston 2 nd – Thalacker Approved

Next meeting will be held October 25, 2004 7:00 p.m. Carstensen/Gruben Room