<u>Members Present:</u> Susan Vallem, Chair Gary Burke Roger Johnson John Johnston Darold Wolff

Speakers Present: Eric Ritland, InVision Bill Taylor Phil Stravers, ICE Mike Trachta, CEO Lisa Bennett, CFO Elly Steffen, COO Karen Buls Heidi Solheim Iris Vering <u>Guests Present:</u> Rhonda DeBuhr Anne Mardorf Dan Rigel Carol Smith Jennie Waller Jen Westendorf

Minutes of the Meeting of the **Board of Trustees** October 23, 2006 7:00 p.m. Carstensen/Gruben Room

WAVERLYHEALTH

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

Item	Discussion/Notes	Action
I. Meeting called to order	Called to order by Vallem at 7:00 p.m.	
II. Master Facility Planning – Eric Ritland, InVision	Eric Ritland from InVision architecture presented master facility planning information. Discussion was held regarding the current and anticipated facility needs.	
III. Waverly Orthopedic and Physical Therapy Center	Bill Taylor, speaking on behalf of the Waverly Orthopedic and Physical Therapy Center, announced that although the air space lease provided for the hospital to purchase the Delbridge/Taylor portion of the building, they have decided to gift it to the hospital in 25 years, if not sooner. The Board expressed gratitude for this generous pledge from the Waverly Orthopedic and Physical Therapy Center.	
IV. IT Analysis - Phil Stravers	Phil Stravers from ICE Technologies presented an analysis of the IT systems and staffing at WHC. He offered recommendations and a proposed plan for selection of a new software vendor and implementation of new IT systems. Discussion was held regarding the need for a new vendor and system. The Board requested an update to the financial forecast to include the estimated costs of the IT proposal. After receiving the updated financial forecast the Board will further consider the IT analysis and proposal.	
V. Approval of minutes	Minutes from the 9/25/06 meeting were reviewed. A motion was made to approve the minutes as written.	1 st – Burke 2 nd – Wolff Approved
VI. Financial and Statistical Report	Bennett presented the financial and statistical report for September. Bennett noted that both the financial and patient satisfaction goals for the employee incentive bonus were met for the last quarter. A motion with a second was brought forth from the Finance Committee to approve the financial and statistical reports as written.	1 st – Burke 2 nd – Johnson Approved
 VII. Committee/Department Reports: Performance Improvement Environment of Care Home Health/Alternative Care 	The Performance Improvement, Environment of Care and Home & Community Health/Alternative Care reports were presented as included in the Board packets. Vering announced that the first PI poster session went well and next year's session will be open to the public.	Accepted

VIII CEO's Poport		
VIII. C.E.O.'s ReportOrganizational Chart	Steffen presented changes to the organizational chart following Mary Conway's retirement from the Chief of Clinical Services position. A motion was made to approve the revised organizational chart as presented.	1 st – Johnson 2 nd – Johnston Approved
Cardiology Service	Steffen presented information about the history of cardiology services offered at WHC, and the current need for additional cardiology coverage. Discussion was held regarding the demonstrated need for cardiology services and the benefit to the community, as well as the financial costs to the hospital. A motion was made to approve recruiting a non-invasive cardiologist, with recruitment costs not to exceed \$13,000.	1 st – Wolff 2 nd – Burke Approved
• Senior Health Insurance Information Program (SHIIP)	Solheim presented a request from the state for Waverly Health Center to be a Senior Health Insurance Information Program sponsor. Discussion was held regarding the commitments this would entail and the benefit it would provide to the community. A motion was made to approve becoming a sponsor for the Senior Health Insurance Information Program.	1 st – Johnston 2 nd – Johnson Approved
IX. Medical Staff Report	No report.	
X. Service Excellence Update	Steffen reported that Michele Matt, our trainer from Custom Learning Systems was here for a full day of training today. She reported that Vallem and Burke were able to attend, and that there will be further opportunities for the Board to participate as the initiative is rolled out.	
XI. Old BusinessConstruction Update	A tour of the new MRI/CT will be scheduled at the November Board meeting.	
Property Acquisition – Parking	Trachta reported that he is still in negotiations to purchase the south $\frac{1}{2}$ of the golf course maintenance block from the City of Waverly. Discussion was held regarding the options currently available, and a motion was made to approve purchasing the property from the city at a cost not to exceed \$60,000.	1 st – Burke 2 nd – Wolff Approved
 XII. New Business Appointments to Medical Staff: Victor Mujica, M.D. – Consulting, Gastroenterology, Covenant Boriana Kamenova, M.D. – Courtesy, Oncology/ Hematology, CVMS Jasjeet Sangha, M.D. – Courtesy, Oncology/ Hematology, CVMS Reappointments to Medical Staff: Michael Allen, D.P.M. – Courtesy, Podiatric Resident, Covenant Stephen Mong, M.D. – Consulting, Urology, NI Urological Associates Martin Sands, M.D. – Consulting, Dermatology, Dermatology Associates 	Trachta presented the appointments and reappointments to Medical Staff and the provisional to regular appointment as listed at left. The files have been reviewed by the Executive Committee of the Medical Staff. The Executive Committee recommends approval. A motion was made to approve the items as individually considered and recommended by the Executive Committee of the Medical Staff.	1 st – Johnson 2 nd – Johnston Approved

 Jay Ginther, M.D. – Consulting, Orthonolise, CVMS 		
Orthopedics, CVMSAlan Brown, M.D. – Consulting,		
Pathology, Allen		
 Annette Geary, ARNP – Ancillary, 		
Dermatology, Dermatology Associates		
 Jeffrey Clark, D.O. – Consulting, Orthopedics, CVMS 		
 Qiang Li, M.D., – Consulting, 		
Cardiology, CVMS		
 Patrick Weires, D.P.M. – Courtesy, 		
Podiatry, Family Foot Healthcare Stephen Frazier MD – Consulting		
 Stephen Frazier, M.D. – Consulting, Radiology, CVMS 		
 Michael Welton, M.D. – Consulting, 		
Urology, NI Urological Associates		
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 Provisional to Regular Status on Medical Staff: 		
 David Schrodt, M.D. – Courtesy, ER, 		
EPA		
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• Revised Privilege Listing – Podiatry	Trachta presented the revised podiatry privilege listings as included in the Board packets. The	
	revised privilege listing was developed in	
	collaboration with Dr. Lantz. The form has been	
	reviewed and is recommended for approval by the	1 St T 1
	Medical Staff. A motion was made to approve the privilege listing as written and individually	1 st – Johnston 2 nd – Wolff
	considered.	Approved
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New/Revised Policies:	Trachta presented the new/revised policies as listed	1 st D 1
 Telemonitoring Patient Admission/HH 	at left, and included in the Board packets. A motion was made to approve the policies as written and	1^{st} – Burke 2^{nd} – Johnston
 Telemonitoring Equipment Management and Safety/HH 	individually considered.	Approved
 Telemonitoring Central Station 	,	11
Protocol/HH		
IT Backup Policy/ Information		
SystemsPrioritizing High-Risk Patients/SS		
 Advance Directives/SS; PC 		
 Documentation of Social Service 		
Information/SS		
Confidentiality/SSInvestigation and Reporting of		
Abuse/SS; PC		
 Dependent Adult Abuse/SS; PC 		
 Child Abuse & Neglect/SS; PC 		
 Victims of Suspected Abuse or Criminal Acts/SS: PC 		
Criminal Acts/ SS; PCSpiritual Consultation/SS; PC		
 Bereavement Services/SS; PC 		
 AIDS Patients/SS 		
 Discharge Planning/SS Nursing Home Placement/SS 		
Nursing Home Placement/SSCommunity Resources/SS		
 Handicapped Patients/SS; PC 		
 Device for the Deaf – Minicom 		
Telecommunication/SS; PC		
 Online Interpreter Services/SS; PC Performance Improvement Plan/SS 		
 Admission to the Emergency 		
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 Department/ED Patient Leaving Against Medical Advice (AMA)/ED Death in Emergency Department or Dead on Arrival/ED Emergency Commitment, Procedure for Substance Abuse and/or Mental Illness/ED Narcotic Injections Given in Emergency Department/ED Pregnant Patients in the Emergency Department/ED; Birthing Center Rapid Sequence Intubation and Neuromuscular Blockade/ED; M/S Reporting of Farm Injuries/ED Transfer/Admission of Patient from ER to M/S/ED; M/S 		
Finance Committee	Trachta reported that the Finance Committee met on October 16 th . Minutes from said meeting were included in the Board packets.	
Charity Care Application	Bennett presented an application for charity care in the amount of \$14,638.75. The application meets the guidelines set forth in our new charity care policy. A motion was made to approve the application as presented.	1 st – Wolff 2 nd – Johnson Approved
Personnel Committee	Buls reported that the Personnel Committee met prior to this meeting.	
 Long Term Disability/Life Insurance 	Buls reported the need to increase LTD & life insurance benefit maximums to provide full coverage for employees. The LTD benefit is 60% of the employees annual salary and life insurance is two times the employees salary. The annual cost of these changes, plus the renewal rate increase that is effective 11/1/2006 is approximately \$12,000. A motion was made to approve the changes as presented.	1 st – Johnston 2 nd – Burke Approved
Time Off Task Force Recommendations	 Buls presented the following recommendations from the time off task force that was convened to work on developing improvements to the time off system as a result of the dissatisfaction that was expressed on the last employee survey: Adopt a hospital-wide attendance policy. Educate employees on the current time off system – mainly the fact that 2 ½ days of first day illness leave are built into the Earned Time Bank, and that our system is generous in comparison to other hospitals throughout the state. Two other added time off changes were discussed. These will have a monetary impact and will be included in the budget for final approval. Trachta reported that these changes would take effect in July, 2007 and would be incorporated into the FY08 budget. A motion was made to approve the recommendations of the time off task force. 	1 st – Johnston 2 nd – Johnson Approved

Employee of the Month	Buls reported that Jen Westendorf, Emergency Room Nurse Manager was selected as the Employee of the Month for November. Westendorf was nominated for the award by a family member of a patient for providing exceptional, caring service.	
Accountability Agreements	Steffen announced that as part of the Service Excellence Initiative, managers and directors will be signing accountability agreements to outline their goals for the process. Custom Learning Systems has recommended that an annual monetary bonus be tied to the successful fulfillment of the accountability agreements. The bonus may be fully or partially earned depending on each individual manager or director's goal completion for that year. The Chief Executive Officer will not be eligible for the accountability agreement bonus. A motion was made to approve the accountability agreement bonus program as presented.	1 st – Burke 2 nd – Johnson Approved
XIII. Adjourn	A motion was made to adjourn the meeting at 9:55 p.m.	1 st – Johnston 2 nd – Burke Approved

Next meeting will be held November 27, 2006 7:00 p.m. Carstensen/Gruben Room

Gary Burke, Secretary Board of Trustees

Mike Trachta Chief Executive Officer