Members Present: Susan Vallem, Chair Gary Burke, Secretary Roger Johnson John Johnston Darold Wolff

Speakers Present: Michele Schultz Mike Trachta, CEO Lisa Bennett, CFO Elly Steffen, COO Iris Vering Guests Present:
Karen Buls
Mary Conway, CCS
Rhonda DeBuhr
Derek Kruempel
Dan Rigel
Heidi Solheim
Jennie Waller

Minutes
of the Meeting of the
Board of Trustees
February 27, 2006
7:00 p.m.
Carstensen/Gruben Room



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

Item	Discussion/Notes	Action
Public Hearing Regarding FY07 Budget	Vallem opened the Public Hearing regarding FY07 budgets at 7:00 p.m. There were no written or verbal public comments regarding the FY07 budgets. Vallem closed the hearing at 7:01 p.m.	
I. Meeting called to order	Called to order by Vallem at 7:01 p.m.	
II. Approval of minutes	Minutes from the 1/23/06 meeting were reviewed. A motion was made to approve the minutes as written.	1 st – Wolff 2 nd – Johnston Approved
III. Featured Department: Planetree Update – Michele Schultz	Schultz presented an update on Planetree implementation at Waverly Health Center. She discussed the projects that have been completed, along with the projects that are currently in process. She discussed the new committee structure and how employee retreats play a vital role in establishing Planetree culture.	
IV. Financial and Statistical Report	Bennett presented the financial and statistical report for January. There was a motion with a second from the Finance Committee to approve the financial and statistical reports as written.	1 st – Burke 2 nd – Johnson Approved
V. Approval of FY07 Budget	A motion was made to approve the proposed operating and capital budgets as presented. Included are a 9% increase in room rates, effective April 1, 2006, and an aggregate increase of 9% in gross charges, to be effective July 1, 2006.	1 st – Johnston 2 nd – Burke Approved
VI. Committee/Department Reports: • Performance Improvement • Environment of Care • Home Health/Alternative Care	The Performance Improvement, Environment of Care, and Home & Community Health/Alternative Care report were presented as included in the Board packets.	Accepted
VII. Quality Service Update	Vering presented a Quality Services update, including risk management and operational information for review.	Accepted
VIII. C.E.O.'s Report	Trachta reported that we had 24 Auxiliary members attend the IHA Legislative Advocacy Day. Trachta circulated a brochure published by IHA detailing non-profit hospital's benefit to their communities. He noted that WHC's Family Nest program is cited in the brochure as an example of a successful community benefit program.	

IX. Medical Staff Report	Trachta reported that the mobile MRI will be on campus four days per week beginning next week. This will help to establish business for our in-house MRI this fall. No report.	
X. Old Business	Steffen presented a facility update, detailing options for proposed moves to accommodate the MRI and provide the additional space needed/requested by other hospital departments.	
XI. New Business Appointments to Medical Staff: Phillip Burket, M.D. – Cardiology Brenda Cooper, ARNP – Orthopedics Angela McGregor, ARNP – ER Cheung Pun, M.D. – Radiology Kelly Seid, M.D. – Radiology Randy Wirtz, ARNP - ER Provisional to Regular Privileges: Brad Heithoff, M.D. – Family Practice Kianoush Rezaei, M.D. – Radiology Continuation of Provisional Privileges: David Congdon, M.D. – Otolaryngology/Facial Plastics Resignation From Medical Staff: Brian Sires, M.D Neurology Addition of Privileges:	Trachta presented the appointments to Medical Staff, provisional to regular privileges, continuation of provisional privileges, and resignation 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 credentialing items as recommended by the Executive Committee of the Medical Staff.	1 st – Burke 2 nd – Johnson Approved
 Tom Shields, ARNP – ER & Admitting Privileges Revised Privilege Listings: Obstetrics and Gynecology Anesthesia General Surgery New/Revised Policies: 	Trachta presented the revised privilege listings as listed at left, and included in the Board packets. Conway developed the forms in collaboration with practitioners in the applicable fields of practice. The forms have been reviewed and are recommended for approval by the Medical Staff. A motion was made to approve the privilege listings as written and individually considered. Trachta presented the new/revised policies as listed	1 st – Wolff 2 nd – Johnston Approved
 Medication Range Orders Clinical Pharmacist Dosing Protocol for Gentamicin Patients' Use of Herbals and "Natural" Remedies Clinical Pharmacist Dosing Protocol for Vancomycin Therapeutic Substitutions Storage, Dispensing and Administration of Concentrated Electrolytes 	at left, and included in the Board packets. A motion was made to approve the policies as written and individually considered.	1 st – Johnson 2 nd – Wolff Approved
Changes to Medical Staff Bylaws, Rules & Regulations (as attached)	Trachta presented the following changes to the Medical Staff Bylaws as distributed. These changes have been reviewed twice by the Medical Staff and	

	are recommended for approval by the Board. Article IV- Section IV- Midlevel Practitioners — Ancillary Personnel Active — Midlevel practitioners who practice actively in the hospital, may have admitting privileges and participate as a full voting member of the Active Medical Staff. Article IV — Section VI — Provisional If there has not been sufficient opportunity to monitor a sufficient number of case records as determined by the Executive Committee during the first six months, the Provisional period may be extended for additional six month periods. Article VI — Section 2 — Method of Election — C. In the event of a vacancy in the office of President, the Vice-President shall assume the office of President and complete the unexpired term. In the event of a vacancy in the office of the Vice-President, the Secretary-Treasurer shall assume the office of Vice-President and complete the unexpired term. In the event of a vacancy in the office of Secretary, an election by the Medical Staff will be held to name a replacement to complete the unexpired term. A motion was made to approve the changes as written and individually considered.	1 st – Johnston 2 nd – Johnson Approved
Finance Committee	Trachta reported that the Finance Committee met on February 20, 2006. Minutes from said meeting were included in the Board packets.	
Personnel Committee	Trachta reported that the Personnel Committee met prior to this meeting. Holly Schunk, a Registered Nurse in the Surgical Complex was selected as the Employee of the Month for March. Schunk was nominated for helping out in the Women's Clinic when they were short staffed.	
XII. Closed Session – Personnel Evaluation	A motion was made to move into closed session to discuss personnel evaluation at 8:35 p.m.	1 st – Johnson 2 nd –Wolff Approved
XIII. Open Session	A motion was made to return to open session at 9:25 p.m.	1 st – Burke 2 nd – Wolff Approved
XIV. Employment Agreement	A motion was made to approve an employment agreement.	1 st – Burke 2 nd – Johnston Approved
XV. Adjourn	A motion was made adjourn the meeting at 9:27 p.m.	1 st – Johnston 2 nd – Johnson Approved

Next meeting will be held March 20, 2006 7:00 p.m. Carstensen/Gruben Room

Gary Burke, Secretary Board of Trustees Mike Trachta Chief Executive Officer