<u>Members Present:</u> Susan Vallem, Chair Gary Burke Roger Johnson John Johnston Darold Wolff Speakers Present: Holly Little Mike Trachta, CEO Lisa Bennett, CFO Elly Steffen, COO Mary Conway, CCS Rhonda DeBuhr Heidi Solheim Iris Vering

<u>Guests Present:</u> Jean Harrington-Britt Dan Rigel Jennie Waller Minutes of the Meeting of the **Board of Trustees** April 24, 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
I. Meeting called to order	Called to order by Vallem at 7:00 p.m.	
II. Approval of minutes	Minutes from the 3/20/06 meeting were reviewed. A motion was made to approve the minutes as written.	1 st – Johnson 2 nd – Burke Approved
III. Featured Department: Occupational Therapy	Holly Little presented information about the functions and goals of the Occupational Therapy department.	
IV. Financial and Statistical Report	Bennett presented the financial and statistical report for March. A motion was brought forth from the Finance Committee to approve the financial and statistical reports as written. Bennett also reported that two deposits to Board designated savings were made in March – a \$500,000 deposit to the First National Bank account and a \$287,000 deposit to the Security State Bank. The \$500,000 was deposited from the operations account. The \$287,000 was a sales tax refund. Bennett noted that we are in the process of appealing an additional \$7,000 in construction project related sales tax refunds that were denied.	1 st – Burke 2 nd – Johnston Approved
 V. Committee/Department Reports: Performance Improvement Home Health/Alternative Care 	The Performance Improvement and Home & Community Health/Alternative Care reports were presented as included in the Board packets.	Accepted
VI. CORS Report – 4 th Quarter	Vering presented the 4 th quarter CORS report.	
VII. Press Ganey Quarterly Update	Solheim presented the Press Ganey patient satisfaction quarterly reports, noting that scores in all four areas have increased.	
VIII. C.E.O.'s ReportStrategic Planning	Steffen presented information about the process for developing the FY07 – FY09 strategic plan. In accordance with the feedback received from the employee satisfaction survey – employees were given the opportunity to have much more involvement in the planning process. Steffen presented a change to the mission statement being proposed by the strategic planning steering committee, to remove the words "strive to". The proposed new mission would read - <i>Waverly Health</i> <i>Center will provide the highest quality, patient-</i> <i>focused health care</i> . Steffen presented a proposed	

	vision statement for WHC – Waverly Health Center will be recognized for providing the premier health care experience in Iowa. Steffen also presented a set of proposed values for WHC as developed by the strategic planning steering committee. The proposed values are as follows: Integrity – We will be honest, respectful and trustworthy. Compassion – We will care for others with dignity and empathy. Innovation – We will be creative, progressive and open to change. Excellence – We will consistently provide quality care and service. Enthusiasm – We will eagerly provide a smile and friendly atmosphere. A motion was made to approve the revised mission statement and the vision statement and values as developed by the strategic planning steering committee.	1 st – Johnston 2 nd – Burke Approved
Construction Update	Steffen announced that a preliminary construction meeting with Peters Construction and their sub- contractors was held on March 20 th . They will be working to develop a construction timeline/schedule for the MRI/CT project. Estimated completion date for the project is November 14 th .	
• Employee Satisfaction Follow-up	Trachta reported on the follow-up to the employee satisfaction survey. Results have been presented to departments, priority areas were chosen by departmental staff and facilitators from outside of the department held meetings to gather feedback and ideas for change to positively affect the priority areas. Trachta reported that the same process is being used to identify organizational priority areas for the Director's Council to work on. Action plans are being developed for the departmental and organizational priority areas.	
• Property Acquisition	Trachta presented a letter from City Administrator, Richard Crayne detailing the potential costs for acquiring property from the city where the golf maintenance facilities are currently located. Trachta requested Board members keep this option in mind as parking has become increasingly limited and will be further impacted by the MRI/CT project.	
Employee Incentive Bonus	Trachta reported that we achieved a 10.5% operating margin and a 91.9% patient satisfaction score for the last quarter – thus meeting the requirements for the employee incentive bonus. A motion was made to approve the employee incentive bonus pay-out.	1 st – Wolff 2 nd – Johnson Approved
• AHA – D.C. Trip	Trachta reported that he will be attending the American Hospital Association annual meeting in Washington, D.C. next week. He asked Board members to contact him with any legislative topics that they would like him to pursue while in D.C.	Арріочец
Medicare/Medicaid Audit	The Medicare auditors were present last week to perform an audit of the FY2004 cost report. There	

	were 21 adjustments, 16 of which were similar adjustments to those made last year that we were unable to correct due to timing. A pay back is anticipated, however the amount is unknown.	
	We received notice from Medicaid that we will have a pay back of \$462,796 due in 30 days for the FY2005 cost report. A pay back was anticipated back a few months ago when it was identified that our reimbursement was higher than our charges. The impact of that finding was unable to be estimated. A similar pay back is expected for the 9 months of FY2006. This will have an income effect. Denman and Co. will assist us in determining how to properly record the estimated pay back for FY2006.	
• 2005 Financial and Statistical Comparison of Waverly Health Center and Rural Iowa Hospitals	Bennett presented the 2005 Financial and Statistical comparison as prepared by Denman & Company.	
IX. Medical Staff Report		
SANE Training Gift	Trachta reported that the Medical Staff made a \$2,000 gift to the Health Center to help defray the costs of having another nurse trained to perform Sexual Assault Nurse Examinations.	
Sue Fish Memorial Scholarship	Trachta reported that the Medical Staff presented the Auxiliary with \$1,000 for the annual Sue Fish Memorial Scholarship.	
• Kimberly VerSteeg, M.D.	Trachta reported that Dr. VerSteeg has signed a one year contract. She will begin OB-Gyn practice in the Women's Clinic with Dr. Glascock on June 12 th .	
X. Old Business		
• Family Nest Update	Trachta presented an update on the Family Nest. They have received donations over the holiday season and will continue to solicit donations to help sustain the program. They are requesting \$300 per month from the hospital to provide continuing support for the program. A motion was made to approve a one time annual payment of \$3,600 to the Family Nest program.	1 st – Johnson 2 nd – Johnston Approved
XI. New Business • Appointment to Medical Staff: • David Schradt M.D. ER	Conway presented the appointment and reappointment to Medical Staff and the resignations	
 David Schrodt, M.D ER Reappointment to Medical Staff: Dean Hutchison, C.R.N.A. 	from Medical Staff 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	1 st – Burke
 Resignation From Medical Staff: Paula Anderson, A.R.N.P. Mark Wetzel, D.P.M. Jihad Khalil, M.D. 	approve the credentialing items as recommended by the Executive Committee of the Medical Staff.	2 nd – Wolff Approved
 Revised Privilege Listings: Radiology Pathology 	Conway 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	1 st – Johnston

	to approve the privilege listings as written and individually considered.	2 nd – Johnson Approved
 New/Revised Policies: Discharge of a Patient Education and Discharge Instructions Related to Medications Pin Site Care (Steinmann Pin, Kirschner Wire, External Fixators) Buck's Traction Pelvic Traction with Pelvic Belt Latex Precautions Clinical Nursing Practices Sitz Bath Tepid Water Bath Shampoo Cap Oral Hygiene and Care of Dentures Central Venous Catheter Care, Maintenance and Removal 	Trachta presented the new/revised policies as listed at left, and included in the Board packets. A motion was made to approve the policies as written and individually considered.	1 st – Wolff 2 nd – Burke Approved
 Changes to Medical Staff Bylaws, Rules & Regulations (as attached) 	Conway presented a change to the Medical Staff Bylaws, Rules & Regulations regarding disaster privileges (as attached). This change to the disaster privileges is being made to comply with Joint Commission on Accreditation of Healthcare Organization standards. The change has been reviewed by the Executive Committee of the Medical Staff twice and is recommended for approval. A motion was made to approve the change to the Medical Staff Bylaws, Rules & Regulations as written.	1 st – Johnson 2 nd – Johnston Approved
 Finance Committee Capital Request – Site Rite V Ultrasound System Capital Request – Sidewalk Construction Capital Request – Surgical Complex Waiting Room Renovation 	 Trachta reported that the Finance Committee met on April 17th. Minutes from said meeting were distributed. Trachta presented the following capital requests: Site Rite V Ultrasound System at a cost not to exceed \$16,000 Sidewalk construction at a cost not to exceed \$24,400 Renovation to surgical complex children's waiting room at a cost not to exceed \$15,000 A motion was made to approve the capital requests as presented and individually considered. 	1 st – Burke 2 nd – Johnston Approved
• Personnel Committee	Trachta reported that the Personnel Committee met prior to this meeting. Tammy Rider, a certified pharmacy technician in the Center Pharmacy was selected as the Employee of the Month for May. Rider was nominated by a patient for providing exceptional customer service and explaining Medicare Part D.	Арргочей
XII. Adjourn	A motion was made adjourn the meeting at 8:45 p.m.	1 st – Johnston 2 nd – Johnson Approved

Next meeting will be held May 22, 2006 7:00 p.m. Carstensen/Gruben Room