

Members Present:  
 Gary Burke, Acting Chair  
 Roger Johnson  
 John Johnston  
 Darold Wolff

Guests Present:  
 Ron Matthias  
 Dan Rigel  
 Jennie Waller

Minutes  
 of the Meeting of the  
**Board of Trustees**

July 23, 2007

7:00 p.m.

**Carstensen/Gruben Room**



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

Members Excused:  
 Susan Vallem

Speakers Present:  
 Mike Trachta, CEO  
 Elly Steffen, COO  
 Lisa Bennett, CFO  
 Heidi Solheim  
 Karen Buls  
 Rhonda DeBuhr, CNO  
 Iris Vering

Item	Discussion/Notes	Action
I. Meeting called to order	Called to order by Burke at 7:00 p.m.	
II. Approval of minutes	Minutes from the 6/25/07 meeting were reviewed. A motion was made to approve the minutes as written.	1 <sup>st</sup> – Johnston 2 <sup>nd</sup> – Johnson Approved
III. Celebrations	Rigel reported that the lab renovation project started today.  Trachta reported that Dr. Shover, the new ER physician will start on September 1 <sup>st</sup> , and Dr. Bossard, the new General Surgeon will start on September 15 <sup>th</sup> . Trachta also reported that the Wartburg Student Health contract has been signed and a PA has been hired.	
IV. Featured Departments: Marketing & Communications – Heidi Solheim	Solheim presented information about the functions and goals of the Marketing & Communications department.	
V. Financial and Statistical Report  • Proposed Medicaid Home Health Reimbursement Changes	Bennett presented the financial and statistical report for June. A motion with a second was brought forth from the Finance Committee to approve the financial and statistical reports as written.  Details about the proposed Medicaid Home Health reimbursement changes were included in the Board packets.	1 <sup>st</sup> – Burke 2 <sup>nd</sup> – Johnson Approved
VI. Committee/Department Reports: • Performance Improvement • Home Health/Alternative Care • Environment of Care	The Performance Improvement, Home & Community Health/Alternative Care, and Environment of Care reports were presented as included in the Board packets.	Accepted
VII. C.E.O.'s Report • Annual Auxiliary Report  • Planetree Contract Renewal	Trachta presented the Annual Auxiliary Report as included in the Board packets. Trachta will send a letter expressing the Board's gratitude to the Auxiliary for the support they continue to provide to Waverly Health Center.  Trachta presented for approval the Planetree contract renewal. He noted that the contract continues with the same terms and exclusivity agreement. A motion was made to approve the contract renewal as	1 <sup>st</sup> – Johnston 2 <sup>nd</sup> – Wolff

<ul style="list-style-type: none"> <li>• Taylor Lease</li>   <li>• McKesson IT Agreement</li> </ul>	<p>presented.</p> <p>Trachta presented a lease from Taylor Physical Therapy. Discussion was held regarding the importance of preserving our options. A motion was made to approve the lease as presented.</p> <p>Steffen presented information about the proposed IT agreement with McKesson. Discussion was held regarding the costs and benefits of the agreement and the proposed implementation plan. A motion was made to approve the agreement with McKesson as presented.</p>	<p>Approved</p> <p>1<sup>st</sup> – Wolff 2<sup>nd</sup> – Johnson Approved</p> <p>1<sup>st</sup> – Johnson 2<sup>nd</sup> – Wolff Approved</p>
<p>VIII. Medical Staff Report</p>	<p>No report.</p>	
<p>IX. Construction Report</p> <ul style="list-style-type: none"> <li>• Rooftop Garden</li>   <li>• Parking Lot</li>   <li>• Lab</li> </ul>	<p>Steffen reported that construction on the rooftop garden is still a few weeks behind schedule. They anticipate the project will be complete at the end of November.</p> <p>Steffen reported that the parking lot has been completed and is in use. She stated that there are some problems with the exit from the lot due to the amount of overlays on the street. The street is due to be replaced next year, but we are working with the city to find an interim solution to the problem.</p> <p>Steffen reported that the lab renovation project started today.</p>	
<p>X. Press Ganey Patient Satisfaction Survey Results</p>	<p>Solheim presented the Press Ganey Patient Satisfaction Survey quarterly reports (Inpatient, Outpatient, Surgery and ER) and the data collected from the R.O.N.G. forms (Record of Negativity/Grievance). She reported that the Home Health report will be presented at the next Board meeting.</p>	
<p>XI. Strategic Plan Update – Elly Steffen</p>	<p>Steffen distributed copies of the Strategic Plan with progress reported to Board members. Items listed in green have been completed. Items listed in blue are currently in process. Items listed in red have not had action yet. Steffen requested that Board members review the plan and respond to her with any comments or questions.</p>	
<p>XII. Service Excellence Update – Karen Buls &amp; Rhonda DeBuhr</p>	<p>DeBuhr presented the Service Excellence update as included in the Board packets.</p>	
<p>XIII. 5 Million Lives Campaign Update</p>	<p>Vering presented an update on the 5 Million Lives Campaign platforms.</p>	
<p>XIV. Old Business</p>	<p>None</p>	
<p>XV. New Business</p> <ul style="list-style-type: none"> <li>• Reappointment to Medical Staff: <ul style="list-style-type: none"> <li>▪ Brad Heithoff, M.D. – Active, Family Practice, IHS</li> </ul> </li> </ul>	<p>Trachta presented the reappointment to the Medical Staff as listed at left. The file has been reviewed by the Executive Committee of the Medical Staff. The Executive Committee recommends approval. A motion was made to approve the reappointment as</p>	<p>1<sup>st</sup> – Johnston</p>

<ul style="list-style-type: none"> <li>• Sentinel Event Review</li>   <li>• New/Revised Policies: <ul style="list-style-type: none"> <li>▪ Adverse Event Response/ Administration</li> <li>▪ Bereavement Leave and Memorials/ Human Resources</li> <li>▪ De-Identifying Protected Health Information/Administration</li> <li>▪ Employee Health/Infection Control</li> <li>▪ Jury Duty/Human Resources</li> <li>▪ Donations/Marketing &amp; Communications</li> </ul> </li>   <li>• Rural Health Clinic</li>   <li>• Physician Assistant Employment Contract</li>   <li>• Finance Committee <ul style="list-style-type: none"> <li>▪ Capital Request – Software for MRI Liver Scan</li> </ul> </li>   <li>• Executive Committee</li> </ul>	<p>individually considered and recommended by the Executive Committee of the Medical Staff.</p> <p>Vering reported that a root cause analysis has been completed for a sentinel event that occurred last winter according to Joint Commission requirements.</p> <p>Trachta presented the new policy statements as listed at left, and included in the Board packets. A motion was made to approve the policy as written and individually considered.</p> <p>Trachta presented a lease for a possible rural health clinic. Discussion was held regarding the benefits and risks of establishing a rural health clinic. A motion was made to approve the lease as presented.</p> <p>Trachta presented an employment contract for a Physician Assistant. A motion was made to approve the contract as presented.</p> <p>Trachta reported that the Finance Committee met on 7/19/07. Minutes from said meeting were included in the Board packets. Trachta presented the following capital request: <ul style="list-style-type: none"> <li>▪ Software for MRI Liver Scan at a cost not to exceed \$12,000</li> </ul> A motion was made to approve the capital request as presented.</p> <p>Trachta presented the minutes of the 7/18/07 Executive Committee meeting as included in the Board packets. Action included approval of the Wartburg Student Health Agreement and a PA-C employment contract. A motion was made to ratify the action of the Executive Committee as presented.</p>	<p>2<sup>nd</sup> – Johnson Approved</p> <p>1<sup>st</sup> – Wolff 2<sup>nd</sup> – Johnson Approved</p> <p>1<sup>st</sup> – Johnston 2<sup>nd</sup> – Wolff Approved</p> <p>1<sup>st</sup> – Wolff 2<sup>nd</sup> – Johnston Approved</p> <p>1<sup>st</sup> – Wolff 2<sup>nd</sup> – Johnson Approved</p> <p>1<sup>st</sup> – Burke 2<sup>nd</sup> – Vallem Approved</p>
<p>XVI. Adjourn</p>	<p>A motion was made to adjourn the meeting at 8:54 p.m.</p>	<p>1<sup>st</sup> – Johnston 2<sup>nd</sup> – Johnson Approved</p>

Next meeting will be held  
**September 20, 2007**  
**Audit Presentation by Denman & Co.**  
12:00 p.m.  
Carstensen/Gruben Room

**September 24, 2007**  
**Regular Meeting**  
7:00 p.m.  
Carstensen/Gruben Room