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

Members Excused: John Johnston

Guests Present: Amy Van Gundy Jennie Waller Speakers Present: Mike Trachta, CEO Cathy Wilson-Sands Lisa Forsyth Lisa Bennett, CFO Alicia Jahnke Heidi Solheim

Alicia Jahnke
Heidi Solheim
Dr. Darnold
Elly Steffen, COO
Dan Rigel
Karen Buls
Rhonda DeBuhr, CNO

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

September 24, 2007 7:00 p.m.

Carstensen/Gruben Room

WAVERLY HEALTH

— C E N T E R —

*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. Board Education	Trachta requested input from the Trustees on topics that would like to have presented for Board education. Trachta will email Trustees with a list of educational topics available through the Iowa Hospital Association. Trustees will respond with their areas of interest.	
III. Approval of minutes	Minutes from the 9/20/07 meeting were reviewed. A motion was made to approve the minutes as written.	1 <sup>st</sup> – Burke 2 <sup>nd</sup> – Johnson Approved
	Minutes from the 8/31/07 meeting were reviewed. A motion was made to approve the minutes as written.	1 <sup>st</sup> – Johnson 2 <sup>nd</sup> – Wolff Approved
IV. Celebrations	Steffen introduced Amy Van Gundy. Van Gundy will serve as an administrative fellow through May, 2008.	
V. Featured Departments: Education— Cathy Wilson-Sands & Lisa Forsyth	Wilson-Sands and Forsyth presented information about the functions and goals of the Education department.	
VI. Financial and Statistical Report	Bennett presented the financial and statistical report for July and August. A motion with a second was brought forth from the Finance Committee to approve the financial and statistical reports as written.	1 <sup>st</sup> – Burke 2 <sup>nd</sup> – Johnson Approved
<ul> <li>VII. Committee/Department Reports:</li> <li>Performance Improvement</li> <li>Home Health/Alternative Care</li> <li>Environment of Care</li> </ul>	The Performance Improvement, Home & Community Health/Alternative Care, and Environment of Care reports were presented as included in the Board packets.	Accepted
• 5 Million Lives Campaign Update	Jahnke presented an update on the 5 Million Lives Campaign, discussing the work in progress regarding high-alert medications.	
VIII. C.E.O.'s Report  • Employment Agreement ER Physician	Deferred to closed session at request of the physician.	
FY 08 Organizational Chart	Trachta presented proposed changes in structure and reporting relationships to the organizational chart. A motion was made to approve the changes as presented.	1 <sup>st</sup> – Wolff 2 <sup>nd</sup> – Burke Approved
	Discussion was held regarding the memorandum	

Rural Health Clinic	from Trachta regarding the recommendation to provide a contribution to Cedar Valley Friends of the Family (CVFF). Trachta reported that matter has gone through intensive legal review by the firm of Dorsey & Whitney. Johnson noted that his wife does volunteer work for CVFF. Vallem noted that her husband does volunteer work for CVFF, and she does some consulting work. Vallem recused herself from the discussion. A motion was made to approve a contribution of \$30,000 to CVFF.  Trachta announced that we will be applying for provider based status for the Nashua clinic, and also possibly for the General Surgery & Women's Clinic. Bennett reported that she has been gathering information from Seim, Johnson, Sestak and Quist,	Vallem abstained 1 <sup>st</sup> – Burke 2 <sup>nd</sup> – Wolff Approved
	LLP, a consulting firm regarding utilizing their services to assist us through this process in a timely manner. A motion was made to approve Seim, Johnson, Sestak and Quist, LLP on a time and materials basis, with the total cost not to exceed \$20,000.	1 <sup>st</sup> – Johnson 2 <sup>nd</sup> – Burke Approved
New Physicians	Trachta reported that Dr. Bossard, our new General Surgeon, and Dr. Shover, our new ER physician, both started this month and are doing very well. Solheim announced that we will be hosting a meet and greet for new local providers on October 18 <sup>th</sup> from 3:00 – 5:00 p.m. in the Dining Room.	
IX. Medical Staff Report	Dr. Darnold reported on the actions of the Executive Committee of the Medical Staff as listed under new business.	
X. Construction Report		
Rooftop Garden	Steffen reported that the estimated completion date for the rooftop garden has been moved to mid-January.	
Parking Lot	Rigel reported that we took sod and seeding of the parking lot area out of that contract. We will secure those services on our own at a lower cost.	
• Lab	Steffen reported that the lab construction is moving along according to schedule. The first phase will be complete by mid-October. All three phases should be completed by mid-December.	
Wartburg Noah Campus Health Clinic	Trachta reported that the providers should be moving into the newly finished clinic in the Wellness Center on Thursday.	
Nashua Clinic	Trachta reported that the footings were poured today for the strip mall that will house the Nashua clinic.	
XI. Service Excellence Update – Karen Buls & Rhonda DeBuhr	Buls presented the Service Excellence Update as included in the Board packets.	
	Steffen reported that the HealthCare Service Excellence Association has announced its "Pinnacle" achievers for 2007. Pinnacle achievers are finalists who qualify for the prestigious "Summit Award" that celebrates exceptional customer service	

	achievements in healthcare. Waverly Health Center has received Pinnacle awards in the following categories: <u>Customer Focused Physician</u> – Dr. John Brunkhorst <u>Service Excellence Advisor Team</u> – 110% Teaching <u>Team</u> <u>Program Director</u> – Cathy Wilson-Sands <u>Inspiring Administrator</u> – Rhonda DeBuhr <u>Hospital Provider of Choice</u> - Waverly Health Center  Summit Award winners will be announced at the annual conference on October 26 <sup>th</sup> .	
XII. Old Business	None.	
XIII. New Business  • Cardiothoracic and Vascular Services Clinical Privilege List	Dr. Darnold presented the new cardiothoracic and vascular services clinical privilege listing as included in the Board packets. The form has been reviewed and is recommended for approval by the Executive Committee of the Medical Staff. A motion was made to approve the privilege listing as written and individually considered.	1 <sup>st</sup> – Burke 2 <sup>nd</sup> – Johnson Approved
<ul> <li>Provisional Appointments to Medical Staff:</li> <li>Stanya Miller, M.D. – Courtesy, ER, EPA</li> <li>Todd Shover, D.O. – Active, ER, Waverly Health Center</li> <li>Jane Zehr, PA-C – Active Ancillary, Family Medicine, Waverly Health Center</li> </ul>	Dr. Darnold presented the provisional appointments and reappointments to the Medical Staff, and provisional to regular appointments on the Medical Staff, and resignation 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 approve the items as individually considered and recommended by the Executive Committee of the Medical Staff.	$1^{st}$ – Johnson $2^{nd}$ – Wolff Approved
<ul> <li>Reappointments to Medical Staff:</li> <li>Scott Torness, DPM – Courtesy, Podiatry Resident, Covenant Podiatry Resident Program</li> <li>Wayde Blumhardt, CRNA – Ancillary, Anesthesia, Waverly Health Center</li> </ul>	ale Medical Staff.	
<ul> <li>Provisional to Regular Privileges:</li> <li>April Borchardt, DPM – Courtesy, Podiatry Resident, Covenant Podiatry Resident Program</li> <li>Darron Cutler, D.O. – Courtesy, Family Practice, Family Medicine of Cedar Valley</li> </ul>		
<ul> <li>Voluntary Resignation of Privileges:</li> <li>Jennifer Beaty, M.D. – Active, General Surgery, Waverly Health Center</li> </ul>		
<ul> <li>New/Revised Policies:</li> <li>Fetal Scalp Electrode Placement/ Birthing Center</li> </ul>	Dr. Darnold presented the new policy statement as listed at left, and included in the Board packets. The policy has been reviewed by the Executive Committee of the Medical Staff and is recommended for approval. A motion was made to approve the policy as written and individually considered.	1 <sup>st</sup> – Burke 2 <sup>nd</sup> – Johnson Approved

<ul> <li>Finance Committee</li> <li>Capital Request – Beckman Coulter LH500 \$45,000</li> </ul>	Trachta reported that the Finance Committee met on 9/17/07. Minutes from said meeting were included in the Board packets. Trachta presented the following capital request:  Beckman Coulter LH500 at a cost not to exceed \$45,000  A motion was made to approve the capital request as presented.	1 <sup>st</sup> – Johnson 2 <sup>nd</sup> – Wolff Approved
XIV. Closed Session Regarding:  • Real Estate  • Physician Employment Consideration  • Legal Issues	A motion was made to move into closed session at 8:16 p.m. for the following identified purposes: 21.5(c) Legal Matters 21.5(i) Personnel Evaluation 21.5(j) Real Estate	1 <sup>st</sup> – Johnson 2 <sup>nd</sup> – Burke Approved
XV. Open Session	A motion was made to move back into open session at 8:45 p.m.	1 <sup>st</sup> – Burke 2 <sup>nd</sup> – Johnson Approved
XVI. Physician Employment Agreement	A motion was made to approve the physician employment agreement as presented.	1 <sup>st</sup> – Johnson 2 <sup>nd</sup> – Wolff Approved
XVII. Adjourn	A motion was made to adjourn the meeting at 8:47 p.m.	1 <sup>st</sup> – Johnson 2 <sup>nd</sup> – Burke Approved

Next meeting will be held

October 22, 2007

7:00 p.m.

Carstensen/Gruben Room