

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

Speakers Present:
Amy Bodensteiner, PA-C
Shelly Brown
Elly Dengler
Dr. Clay Dahlquist
Diane Kohls
Lindsey Langerud
Mike Trachta, CEO
Lisa Bennett, CFO
Elly Steffen, COO
Jerry Tiedt
Heidi Solheim
Amy Van Gundy
Iris Vering

Members Excused:
Traci Magsamen

Guests Present:
Rhonda DeBuhr
Karen Thalacker
Jennie Waller

Minutes
of the Meeting of the
Board of Trustees
October 27, 2008
7:00 p.m.
Tendrils Rooftop Garden

WAVERLYHEALTH
— 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 7:02 p.m.	
II. Featured Department – Nashua Clinic	Dr. Dahlquist presented information about the functions and goals of the Nashua Clinic.	
III. Board Education	Included in Board packets.	
IV. Approval of minutes	Minutes from the 9/22/08 and 9/30/08 meetings were reviewed. A motion was made to approve both sets of minutes as written.	1 st – Johnston 2 nd – Johnson Approved
V. Celebrations	Vallem received the IHA Excellence in Governance award. Kari Doty, ambulance paramedic, received the IHA Hospital Heroes award.	
VI. Financial and Statistical Report	Bennett presented the financial and statistical report for September. A motion was brought forth from Finance Committee to approve the September financial and statistical report as written.	1 st – Johnson 2 nd – Burke Approved
VII. Committee/Department Reports: <ul style="list-style-type: none"> ▪ Home Health/Alternative Care ▪ Performance Improvement ▪ Environment of Care 	The Home Health/Alternative Care, Performance Improvement, and Environment of Care reports were presented as included in the Board packets. Vering reported that the Quality & Service Showcase held on October 13 th was a success. She distributed copies of the WHC Quality Measures Report Card, and requested that Board members review the report card and respond to her with any questions or suggestions.	
VIII. C.E.O.'s Report <ul style="list-style-type: none"> ▪ Facility Planning ▪ ER Renovation <ul style="list-style-type: none"> ▪ Clover Lease 	Steffen reported that the City's street project is behind schedule. This has added to parking problems and safety concerns. Steffen announced that the carpeting and reception desk in the Green entrance will be replaced soon. Steffen reported that we are continuing to meet with the architects about the ER renovation project. We are working on how the floor plan is laid out to plan for mechanicals and furnishings so we can get a better cost estimate for the project. This process should be complete within the next month and then we will be able to have discussion on how we will proceed. Trachta presented an agreement with Clover to lease	

<ul style="list-style-type: none"> ▪ Mail Services, LLC Contract (Statement Vendor) ▪ Biomedical Engineering Contract ▪ Announcements 	<p>the second floor clinic space that was previously leased by Dr. Delbridge and Dr. Ginther. The cost of the lease is \$4,000 per month, and some of the cost will be recouped through a partial sublease back to Dr. Delbridge. A motion was made to approve the lease as presented and included in the Board packets. Trachta stated that if we decide to move forward with the ER renovation project and issue bonds, we may want to consider increasing the bond amount to purchase the second floor of the Centennial Pavilion from Clover.</p> <p>Bennett presented a three year agreement to outsource patient statements to Mail Services, LLC. With the McKesson software all statements are outsourced and Mail Services, LLC has provided the most cost effective proposal at 50.5 cents per envelope. They also provide options for further development including electronic statements and online bill pay. A motion was made to approve the agreement as presented.</p> <p>Bennett presented an agreement for biomedical engineering services from HMS Health. Our current contract with UHS was up for renewal and we solicited bids. The proposal from HMS Health is significantly less expensive and provides for comparable service. The company is relatively new and is looking to expand their territory into Iowa. The agreement calls for a year term that is automatically renewable for 2 years with no inflationary increases. They have agreement to hire a service technician in our area, and we will get to have input in the hiring process to assure that the technician is a good fit for our facility. A motion was made to approve the HMS Health contract agreement as presented.</p> <p>Trachta reported that Board member Traci Magsamen will be resigning due to relocation.</p> <p>Trachta announced that tomorrow is Amy Van Gundy's last day of employment with WHC. She has accepted an analyst position at Mayo.</p>	<p>1st – Burke 2nd – Johnson Approved</p> <p>1st – Johnson 2nd – Johnston Approved</p> <p>1st – Burke 2nd – Johnston Approved</p>
<p>IX. Medical Staff Report – Dr. Darnold</p>	<p>No report.</p>	
<p>X. IT Update – Jerry Tiedt</p>	<p>Tiedt presented the IT update, noting that the GoLive Project is currently on schedule and within original scope. He distributed a copy of the project budget summary and reported that there continue to be some budget challenges, but they should be manageable. Included in the report were capital requests for: **purchase of Ergotron Workstation Arms at a cost not to exceed \$8,140 A motion was made to approve the capital request as presented</p>	<p>1st – Johnson 2nd – Burke Approved</p>
<p>XI. Press Ganey Patient Satisfaction Survey Reports – Heidi Solheim</p>	<p>Solheim presented the Press Ganey patient satisfaction survey results for the quarter ending September 30th. Solheim noted that our while our HCAHPS ratings continue to be strong, our competitors are starting to rise. Solheim reported on</p>	

	some changes that will be made to the sampling process for the outpatient survey that should provide us with a more accurate comparison to other facilities.	
XII. Performance Indicator Report – Amy Van Gundy	Van Gundy presented the performance indicators report which included information on financial performance indicators, operating performance indicators, and quality and satisfaction indicators.	
XIII. Corporate Compliance Program – Amy Van Gundy	<p>Van Gundy presented the Corporate Compliance Program as included in the Board packets. Some of the changes and updates include:</p> <ul style="list-style-type: none"> **Lisa Bennett will function as the compliance officer **Increased auditing **New compliance hotline **Instructions for use of the reporting portal **Increased employee education regarding compliance issues **An annual report to the Board <p>A motion was made to approve the Corporate Compliance Program as presented.</p>	1 st – Burke 2 nd – Johnson Approved
XIV. Old Business	None.	
<p>XV. New Business</p> <p><u>Provisional to Regular Appointment on Medical Staff:</u></p> <ul style="list-style-type: none"> ▪ Douglas Ketcham, M.D. – Courtesy, Radiology <p><u>Reappointment to Medical Staff:</u></p> <ul style="list-style-type: none"> ▪ Alan Brown, M.D. – Consulting, Pathology ▪ Jeffrey Clark, D.O. – Consulting, Orthopedic Surgery ▪ Stephen Frazier, M.D. – Consulting, Radiology ▪ Jay Ginther, M.D. – Consulting, Orthopedic Surgery ▪ Stephen Mong, M.D. – Consulting, Urology ▪ Victor Mujica, M.D. – Consulting, Internal Medicine ▪ Martin Sands, M.D. – Consulting, Dermatology ▪ Michael Welton, M.D. – Consulting, Urology ▪ Boriana Kamenova, M.D. – Courtesy, Oncology/Hematology ▪ Jasjeet Sangha, M.D. – Courtesy, Oncology ▪ Patrick Weires, D.P.M. – Courtesy, Podiatry <p><u>Resignation from Medical Staff:</u></p> <ul style="list-style-type: none"> ▪ Tricia Thompson, ARNP – Consulting/Ancillary, Dermatology ▪ Lara Kyhl, ARNP – Courtesy/Ancillary, Family Practice 	<p>Trachta presented the provisional to regular appointment, reappointments and resignations 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 all items as individually considered and recommended by the Executive Committee of the Medical Staff.</p>	1 st – Johnston 2 nd – Burke Approved

<ul style="list-style-type: none"> ▪ Carrie Busch, LPN – Allied <p><u>Reappointment to Medical Staff (Pending recommendation from Executive Committee of the Medical Staff):</u></p> <ul style="list-style-type: none"> ▪ Annette Geary, ARNP – Consulting/ Ancillary, Dermatology <p><u>New/Revised Policies:</u></p> <ul style="list-style-type: none"> ▪ Career Ladder Program/Human Resources ▪ Collection Policy/Business Office ▪ Pay Differentials/Human Resources ▪ Health Center Vehicles/Administration ▪ Online Review of Medical Records/Health Information Management ▪ Deficiency Analysis/Health Information Management ▪ Medical Records Forms Request and Approval Process/Health Information Management ▪ Classification of Employees/Human Resources ▪ Credentialing Volunteer Practitioners During a Disaster/Human Resources ▪ Credentials/Human Resources ▪ Hiring/Human Resources ▪ Nepotism/Human Resources ▪ Pre-Employment Requirements/Human Resources ▪ Resignations and Retirements/Human Resources ▪ Status and Position Changes/Human Resources ▪ Recommendations for Chemoprophylaxis After Occupational Exposure to HIV/ Infection Control – Employee Health ▪ Mandatory Education Requirements/ Education <p><u>Revised Privilege Listing:</u></p> <ul style="list-style-type: none"> ▪ Physician Assistant <p><u>Finance Committee:</u></p> <ul style="list-style-type: none"> ▪ Capital Request: Lab, Blood Culture Analyzer, \$10,5000 (budgeted) ▪ Capital Request: Cardiovascular SONOS Upgrade, \$30,000 (budgeted) ▪ Capital Request: Respiratory Therapy Cardiac Stress System, \$17,112 (budgeted) ▪ Capital Request: Plant Services, Green Entrance Carpet, \$21,119 (budgeted - \$15,000) 	<p>Trachta reported that due to Joint Commission requirements, Annette Geary, ARNP will need to continue with her appointment to the Medical Staff to provide specialty clinic services onsite. Her reappointment paperwork has been received and will be reviewed by the Executive Committee of the Medical Staff. A motion was made to approve the reappointment of Annette Geary, ARNP conditional upon the review and recommendation of the Executive Committee of the Medical Staff.</p> <p>Trachta presented the new/revised policy statements as listed at left, and included in the Board packets. The policies are required for cardiovascular accreditation and have been reviewed by the Executive Committee of the Medical Staff and are recommended for approval. A motion was made to approve the policies as written and individually considered.</p> <p>Trachta presented the revised privilege listing as listed at left, and 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.</p> <p>Trachta reported that the Finance Committee met on 10/24/08. Minutes from said meeting were included Board packets.</p> <p>Trachta presented the capital requests and capital purchase FYI as listed at left. He reported that the capital items have been approved as part of the capital budget. A motion was brought forth from Finance Committee to approve the capital requests as presented.</p>	<p>1st – Burke 2nd – Johnson Approved</p> <p>1st – Johnson 2nd – Johnston Approved</p> <p>1st – Johnston 2nd – Johnson Approved</p> <p>1st – Burke 2nd – Johnson Approved</p>
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<ul style="list-style-type: none"> ▪ Capital Purchase FYI: Nutrition Services, Steamer, \$5,469 (budgeted) ▪ Charity Care Update 	<p>Bennett presented an update on a charity care application that was approved a few months ago in the amount of approximately \$31,000. Due to a subsequent event, the patient was later approved for Medicaid. The charity care has been reversed and the charges will be submitted to Medicaid.</p>	
<p>XVI. Closed Session Regarding:</p> <ul style="list-style-type: none"> ▪ Competitive Information (Section 388.9) ▪ Personnel Evaluation 	<p>A motion was made to move into closed session at 8:27 p.m. for the following identified purposes: **Competitive Information (Section 388.9) **Personnel Evaluation</p>	<p>1st – Burke 2nd – Johnson Approved</p>
<p>XVII. Open Session</p>	<p>A motion was made to move back into open session at 9:59 p.m.</p> <p>A motion was made to approve the employment agreement as presented.</p>	<p>1st – Johnston 2nd – Burke Approved</p> <p>1st – Burke 2nd – Johnston Approved</p>
<p>XVIII. Adjourn</p>	<p>A motion was made to adjourn the meeting at 10:02 p.m.</p>	<p>1st – Johnston 2nd – Burke Approved</p>

Next meeting will be held
November 24, 2008
Tendrils Rooftop Garden
7:00 p.m.