

Members Present:  
 Susan Vallem, Chair  
 Roger Johnson, Acting Secretary  
 John Johnston

Members Excused:  
 Gary Burke  
 Traci Magsamen

Guests Present:  
 Karen Thalacker  
 Jennie Waller

Speakers Present:  
 Linda Miller  
 Dixie Kramer  
 Mike Trachta, CEO  
 Lisa Bennett, CFO  
 Elly Steffen, COO  
 Jerry Tiedt  
 Heidi Solheim  
 Rhonda DeBuhr

Minutes  
 of the Meeting of the  
**Board of Trustees**  
**September 22, 2008**  
**7:00 p.m.**  
**Tendrils Rooftop Garden**

**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 7:07 p.m.	
II. Cedar Valley Friends of the Family Update (Linda Miller)	Linda Miller, Executive Director of Cedar Valley Friends of the Family, presented an update on the organization.	
III. Featured Department – Infection Control, Employee & Occupational Health (Dixie Kramer)	Dixie Kramer presented information about the functions and goals of the Infection Control, Employee & Occupational Health department.	
IV. Board Education	Trachta distributed information about pricing transparency.	
V. Approval of minutes	Minutes from the 8/19/08 meeting were reviewed. A motion was made to approve the minutes as written.	1 <sup>st</sup> – Johnson 2 <sup>nd</sup> – Johnston Approved
VI. Celebrations	Johnston reported that he visited the Nashua Clinic and was very impressed with the facility and the staff.	
VII. Financial and Statistical Report	Bennett presented the financial and statistical report for August. A motion was brought forth from Finance Committee to approve the August financial and statistical report as written.	1 <sup>st</sup> – Burke 2 <sup>nd</sup> – Johnson Approved
VIII. Committee/Department Reports: <ul style="list-style-type: none"> <li>▪ Home Health/Alternative Care</li> <li>▪ Performance Improvement</li> <li>▪ Environment of Care</li> </ul>	The Home Health/Alternative Care, Performance Improvement, and Environment of Care reports were presented as included in the Board packets.	Accepted
IX. C.E.O.'s Report <ul style="list-style-type: none"> <li>▪ ER Renovation</li> <li>▪ Facility Planning</li> </ul>	<p>Trachta reported that Dr. Dahlquist will begin providing services in Nashua and the ER effective October 1<sup>st</sup>. He noted that Rohlf Clinic will be down two providers at that time, and he is working to help them recruit to the practice.</p> <p>Steffen reported that we are continuing to meet with the InVision architects regarding the ER renovation project. They have provided us with three proposals ranging in cost from 2 million – 6 million. Steffen reported that we will likely choose a plan that is on the lower side of the cost spectrum while still meeting our needs. The ER renovation will change the outside entrance to the ER, add urgent care and possibly clinic space. Steffen reported that when drawings are complete we will begin the bond process.</p> <p>Steffen reported that InVision is almost done working on the master facility planning, information</p>	

	<p>will be presented at the next Board meeting.</p> <p>Trachta reported that asbestos removal is in process at the 10<sup>th</sup> Street Office Plaza building. He noted that the airspace lease is complete and Clover should be signing soon. Demolition will begin after the asbestos removal is complete and the airspace lease is signed. Trachta anticipates that the dialysis clinic will be functional by next fall.</p> <p>Steffen reported that digital mammography is up and running. Digital mammo services were available starting last Wednesday with GE and Fuji reps on site last week for training and assistance. This week our staff is running the service on their own. The implementation of digital mammography has already reduced the exam time from 30 minutes to 20 minutes.</p>	
X. Medical Staff Report – Dr. Darnold	No report.	
XI. IT Update	<p>Tiedt presented the IT update, noting that the GoLive Project is currently on schedule and within original scope. Tiedt shared a summary of the project budget, noting areas that were unbudgeted, and areas that are anticipated to come in under budget. Included in the report were capital requests for:</p> <ul style="list-style-type: none"> <li>**purchase of Proximity Bedside Workstations at a cost not to exceed \$91,971</li> <li>**purchase of SunRay Thin Clients, Servers and Installation at a cost not to exceed \$54,146</li> <li>**purchase of SQL 2005 Enterprise License for MS Office at a cost not to exceed \$12,702</li> <li>**purchase of Facility (MOLP) License for MS Office at a cost not to exceed \$70,313</li> </ul> <p>A motion was made to approve the capital request as presented.</p>	<p>1<sup>st</sup> – Johnston 2<sup>nd</sup> – Johnson Approved</p>
<p>XII. Press Ganey Patient Satisfaction Survey Results:</p> <ul style="list-style-type: none"> <li>▪ Home Health</li> <li>▪ Medical Practice</li> </ul>	Solheim presented the Home Health and Medical Practice Press Ganey patient satisfaction survey results for the quarter ending June 30 <sup>th</sup> . Solheim presented the new HCAHPS ratings that were released on Wednesday. Our HCAHPS ratings continue to be strong.	
XII. Strategic Excellence Update	<p>Steffen and DeBuhr presented the new Strategic Excellence structure. The four strategic excellence initiatives are:</p> <ul style="list-style-type: none"> <li>**Service Excellence</li> <li>**Planetree</li> <li>**Nursing Excellence</li> <li>**Organizational Excellence</li> </ul> <p>The Strategic Excellence structure allows for common language in the structure of the individual initiatives, provides more well defined roles for participation, and increases coordination between the initiatives.</p>	
XIII. Old Business	Trachta reported that all flood repair on the house across the street is complete, and the medical student was able to move in today. He noted that we will be starting work on one basement bedroom as we will be having another student coming at the end of the	



<ul style="list-style-type: none"> <li>▪ Peer Review Policy/Cardiovascular Services</li> <li>▪ Reconciling Differences Between Preliminary and Final Reports/ Cardiovascular Services</li> </ul> <p><u>Revisions to Medical Staff Bylaws, Rules &amp; Regulations:</u></p> <ul style="list-style-type: none"> <li>▪ Delinquent Medical Records (Page 35)</li> <li>▪ Attendance at Meetings (Page 22)</li> <li>▪ Reappointment Packets – New Deadline and Consequences for Failure to Adhere (Page 7)</li> </ul> <p><u>Finance Committee:</u></p> <ul style="list-style-type: none"> <li>▪ Capital Request – Valley Lab Force Triade (OR) \$27,762.21 – Budgeted</li> <li>▪ Capital Request – Nu-Aire Sterile Isolator Hood (Pharmacy) \$13,548 – Budgeted</li> <li>▪ Charity Care Application</li> </ul> <p><u>Executive Committee:</u></p> <ul style="list-style-type: none"> <li>▪ 7/29 &amp; 7/30/08 – Credentialing Review</li> <li>▪ 8/25 &amp; 8/28/08 – Credentialing Review</li> </ul>	<p>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 changes to the Medical Staff Bylaws, Rules &amp; Regulations as included in the Board packets. The changes have been reviewed and approved by the full Medical Staff, and the Executive Committee of the Medical Staff. A motion was made to approve the changes as written and individually considered.</p> <p>Trachta reported that the Finance Committee met on 9/15/08. Minutes from said meeting were included Board packets</p> <p>Bennett presented the capital requests as listed at left. She reported that the capital items have been approved as part of the capital budget. A motion was made to approve the capital requests as presented.</p> <p>Bennett presented an application for charity care in the amount of \$17,535.52. The application qualifies for 100% write-off under our charity care policy. A motion was made to approve the application as presented for 100% write-off.</p> <p>Trachta presented the minutes of the 7/29/08 – 7/30/08 and 8/25 – 8/28/08 Executive Committee meetings as included in the Board packets. The Executive Committee acted to approve credentialing items as recommended by the Executive Committee of the Medical Staff and individually considered. A motion was made to ratify the actions of the Executive Committee as presented.</p>	<p>1<sup>st</sup> – Johnson 2<sup>nd</sup> – Johnston Approved</p> <p>1<sup>st</sup> – Johnson 2<sup>nd</sup> – Johnston Approved</p> <p>1<sup>st</sup> – Johnston 2<sup>nd</sup> – Johnson Approved</p> <p>1<sup>st</sup> – Johnson 2<sup>nd</sup> – Johnston Approved</p> <p>1<sup>st</sup> – Johnston 2<sup>nd</sup> – Johnson Approved</p>
<p>XV. Closed Session Regarding:</p> <ul style="list-style-type: none"> <li>▪ Competitive Information (Section 388.9)</li> </ul>	<p>A motion was made to move into closed session at 8:42 p.m. for the following identified purposes: **Competitive Information (Section 388.9)</p>	<p>1<sup>st</sup> – Johnson 2<sup>nd</sup> – Johnston Approved</p>
<p>XVI. Open Session</p>	<p>A motion was made to move back into open session at 9:16 p.m.</p> <p>A motion was made to terminate the orthopedic exclusivity agreement.</p>	<p>1<sup>st</sup> – Johnson 2<sup>nd</sup> – Johnston Approved</p> <p>1<sup>st</sup> – Johnston 2<sup>nd</sup> – Johnson Approved</p>
<p>XVII. Adjourn</p>	<p>A motion was made to adjourn the meeting at 9:18 p.m.</p>	<p>1<sup>st</sup> – Johnston 2<sup>nd</sup> – Johnson Approved</p>

Next meeting will be held  
**October 27, 2008**  
**Tendrils Rooftop Garden**  
**7:00 p.m.**