

Members Present:
 Susan Vallem, Chair
 Roger Johnson
 Jill Kwikkel
 Jennifer Seward

Guests Present:
 Rhonda DeBuhr
 Diane Kohls
 Jessica Schenk
 Karen Thalacker
 Jerry Tiedt
 Jennie Waller

Members Excused:
 John Johnston

Speakers Present:
 Mike Trachta, CEO
 Lisa Bennett
 Iris Vering
 Terry Kohlmeyer
 Dr. Dahlquist

Minutes
 of the Meeting of the
Board of Trustees
 February 22, 2011
 7:00 p.m.
Tendrils Rooftop Garden

WAVERLY HEALTH
 ——— C E N T E R ———
Our Mission: Waverly Health
 Center will provide high quality,
 patient-centered health care.

Item	Discussion/Notes	Action
I. Meeting called to order	Called to order by Vallem at 7:03 p.m.	
II. Approval of minutes	Minutes from the 1/24/11 meeting were reviewed. A motion was made to approve the minutes as written.	1 st – Johnson 2 nd – Kwikkel Unanimously Approved
III. CEO Search Update	Vallem provided an update on the CEO search, noting that the search committee has been named and will include the following members: All Trustees Lisa Bennett Dr. Dahlquist Karen Thalacker Dr. Darrell Colson (President of Wartburg College) Vallem reported that Witt-Kieffer has completed the position description. It is currently being reviewed by the Board. They have made contact with 650 candidates and thus far have had 40 responses of interest.	
IV. Celebrations	Vallem introduced Jessica Schenk, a social work student from Wartburg. Dr. Dahlquist celebrated that Shannon Hull, PA-C has started.	
V. Featured Department: <ul style="list-style-type: none"> • Quality Services (Iris Vering) • Medical Chart Abstraction (Terry Kohlmeyer) 	Iris Vering presented information about the functions and goals of the Quality Services department. Terry Kohlmeyer presented information about her position in Medical Chart Abstraction.	
VI. Financial and Statistical Report	Bennett presented the financial and statistical report for January. A motion was brought forth from the Finance Committee to approve the financial and statistical report as presented.	1 st – Kwikkel 2 nd – Johnson Unanimously Approved
VII. Committee/Department Reports: <ul style="list-style-type: none"> • Environment of Care 	The Environment of Care report was presented as included in the Board packets.	Accepted
VIII. Medical Staff Report	Dr. Dahlquist reported that the Executive Committee of the Medical Staff and the full Medical Staff met on 2/21/11 and considered privileging items as listed under new business. He noted that city-wide call has been implemented and they are currently working out the kinks.	

<p>IX. C.E.O.'s Report</p> <ul style="list-style-type: none"> • Medicare & Medicaid Resolution • Transition to Interim Administrator • Medical Staff Account Bank Resolution • Employed Provider Contracts 	<p>Trachta presented a resolution that names the Chief Executive Officer and the Chief Financial Officer as authorized signatories for Medicare and Medicaid. A motion was made to adopt the resolution as presented.</p> <p>Trachta discussed the transition plan, which includes Bennett assuming the role of Interim Administrator/ Chief Financial Officer effective March 1st. Trachta proposed March 31, 2011 as the effective date of his resignation as CEO. This deviates slightly from the notice required by his contract. A motion was made to approve the March 31, 2011 effective date.</p> <p>Trachta presented a resolution to name Amy Long, Medical Staff Coordinator and Beth Havlovic, Accounting Manager as authorized signatories for the Medical Staff bank account. A motion was made to adopt the resolution as presented.</p> <p>Trachta presented an update on the process of standardizing the employed provider contracts. Discussion was held at length regarding the importance of having consistent, standardized agreements.</p>	<p>1st – Kwikkel 2nd – Johnson Unanimously Approved</p> <p>1st – Johnson 2nd – Kwikkel Unanimously Approved</p> <p>1st – Kwikkel 2nd – Johnson Unanimously Approved</p>
<p>X. Old Business</p> <ul style="list-style-type: none"> • Helipad Update 	<p>Solheim reported that site preparations will be starting for the Helipad causing the secondary emergency exit in Tendrils to be closed for approximately a month. Estimated completion date for the project is May.</p>	
<p>XI. New Business</p> <ul style="list-style-type: none"> • Request to Apply for Privileges on Medical Staff: <ul style="list-style-type: none"> ▪ Brendan Girschek, M.D. – Ophthalmology, CVMS • Provisional Appointments to Medical Staff: <ul style="list-style-type: none"> ▪ Shannon Hull, PA-C – Family Medicine, Active-Ancillary, WHC ▪ Thomas Spinuzza, M.D. – Radiology, Consulting, VRad ▪ Patricia Lowry, M.D. – Radiology, Consulting, VRad ▪ Marc Montella, M.D. – Radiology, Consulting, VRad ▪ Sean Takeuchi, M.D. – Radiology, Consulting, VRad ▪ Rajinder Verma, M.D. – Neurology, Consulting, Midwest Sleep Services ▪ Philip Lee, M.D. – Otolaryngology, Consulting, Midwest Sleep Services ▪ Sant Hayreh, MBBS – Neurology, Consulting, Midwest Sleep Services • Reappointments to Medical Staff: <ul style="list-style-type: none"> ▪ John Zehr, M.D. – Emergency Medicine, Active, WHC ▪ Ahsan Maqsood, M.D. – Cardiology, 	<p>Privileging items were presented as individually listed at left. All files have been reviewed by the Executive Committee of the Medical Staff. The Executive Committee recommends approval. A motion was made to approve all privileging items as individually considered and recommended by the Executive Committee of the Medical Staff.</p>	<p>1st –Seward 2nd – Johnson Unanimously Approved</p>

<p>Consulting, Covenant</p> <ul style="list-style-type: none"> • Change of Status from Provisional to Regular on Medical Staff: <ul style="list-style-type: none"> ▪ Lee Fagre, M.D. – Family Medicine, Covenant • Updated Privilege List: <ul style="list-style-type: none"> ▪ Spa Services • New/Revised Policies: <ul style="list-style-type: none"> ▪ Confidentiality of Protected Health Information ▪ Disposal of Protected Health Information ▪ Distributing and Transporting Protected Health Information ▪ HIPAA Record Retention ▪ Patient’s Right to Access Protected Health Information ▪ Medical Device and Implant Reporting and Tracking ▪ Notice of Privacy Practices for Protected Health Information ▪ Safe Injection Practices ▪ Policies & Procedures Report • Updated Safety Management Plans: <ul style="list-style-type: none"> ▪ Fire Prevention ▪ Hazardous Materials & Waste ▪ Medical Equipment ▪ Safety ▪ Security ▪ Utilities • Finance Committee <ul style="list-style-type: none"> ▪ Capital Requests <ul style="list-style-type: none"> • West Building Elevator Upgrade • Credentialing System • ED Minor Remodel 	<p>Trachta presented the revised listing for Spa Services Privileges as included in the Board packets. The form was revised to include liposuction privileges and has been reviewed and is recommended for approval by the Executive Committee of the Medical Staff. A motion was made to approve the revised privilege listing as presented.</p> <p>The policy activity report and policies were presented for review as included in the Board packets. The policies have been reviewed by the Executive Committee of the Medical Staff and are recommended for approval. A motion was made to approve the policy activity and the policies as listed at left.</p> <p>The updated safety management plans were presented for review as included in the Board packets. A motion was made to approve the plans as presented.</p> <p>Bennett reported that the Finance Committee met on 2/18/11. Minutes from said meeting were included in the Board packets.</p> <p>Bennett presented the following capital requests: <ul style="list-style-type: none"> ▪ West Building elevator upgrade to meet code requirements at a cost not to exceed \$25,491 (budgeted at \$26,000) ▪ Credentialing system at a cost not to exceed \$27,200 (not budgeted) A motion was brought forth from the Finance Committee to approve the capital requests for West Building elevator upgrade and credentialing system as presented. <ul style="list-style-type: none"> ▪ ED minor remodel at a cost not to exceed \$70,000 (budgeted at \$49,500). Solheim presented information about the proposed remodel project which would create a secure locked unit and provide updates to the family lounges. Due to the priority of the project and the estimated cost, the capital request for </p>	<p>1st –Kwikkell 2nd – Seward Unanimously Approved</p> <p>1st –Johnson 2nd – Kwikkell Unanimously Approved</p> <p>1st – Kwikkell 2nd – Seward Unanimously Approved</p> <p>1st – Johnson 2nd – Kwikkell Unanimously Approved</p>
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<ul style="list-style-type: none"> • Carpeting • Environment of Care and Emergency Management Operations 2010 Annual Evaluations 	<p>carpeting below will be delayed until next year and those funds will be used for the ED remodel.</p> <ul style="list-style-type: none"> ▪ Bennett noted that the capital request for carpeting has been removed from consideration. <p>Due to the difference in quoted price, the capital request for the ED minor remodel was brought forth to the full Board for consideration. A motion was made to approve the revised capital request for ED minor remodel as presented.</p> <p>Bennett presented the EOC and Emergency Management Operations 2010 annual evaluations as included in the Board packets. A motion was made to approve the annual evaluations as presented.</p>	<p>1st – Kwikkel 2nd – Johnson Unanimously Approved</p> <p>1st – Johnson 2nd – Seward Unanimously Approved</p>
<p>XII. Adjourn</p>	<p>A motion was made to adjourn the meeting at 8:37 p.m.</p>	<p>1st – Kwikkel 2nd – Seward Unanimously Approved</p>

Next meeting will be held

March 28, 2011

Tendrils Rooftop Garden