Members Present: Roger Johnson, Acting Chair John Johnston Jill Kwikkel Jennifer Seward

Members Excused: Susan Vallem, Chair

Speakers Present: Lisa Bennett Connie Koehler Joni Poppe Heidi Solheim

Guests Present: Rhonda DeBuhr Diane Kohls Karen Thalacker Jerry Tiedt Iris Vering Jennie Waller

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

June 27, 2011 7:00 p.m.

## Tendrils Rooftop Garden



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 Johnson at 7:01 p.m.	
II. Approval of minutes (b1 – b7)	Minutes from the following meetings were reviewed:	1st - Johnston 2nd - Seward Unanimously Approved
III. Celebrations	Solheim reported that eight of our Senior Health Insurance Information Program volunteers received the Governor's Volunteer Award for outstanding commitment on June 24.	
IV. Board Education  • BoardRoom Press – June 2011	As mailed to Board members.	
	Discussion was held regarding future plans for Board education. Waller reported that the University of Iowa, our Critical Access Network Hospital, is anxious to work with us to provide resources for Board education. Waller will survey Board members to determine areas of interest. Seward expressed interest in learning more about Accountable Care Organization. Thalacker will schedule a presentation at an upcoming meeting about the changes to the Open Meeting laws.	
<ul> <li>V. Featured Department:</li> <li>Medical/Surgical – Connie Koehler</li> </ul>	Connie Koehler presented information about the functions and goals of the Medical/Surgical department.	
Observation Center – Joni Poppe	Joni Poppe presented information about the functions and goals of the Observation Center department.	
VI. Financial and Statistical Report (c)	Bennett presented the financial and statistical report for May. A motion made to approve the financial and statistical report as presented.	1st - Kwikkel 2nd - Seward Unanimously Approved
VII. Committee/Department Reports:     • Environment of Care Committee (d)     • 120 Day Meeting (e)	The Environment of Care and 120 Day Meeting reports were presented as included in the Board packets.	Accepted

VIII. Medical Staff Report	Dr. Dahlquist was not able to attend the meeting. Bennett reported that the Executive Committee of the Medical Staff met on 6/20/11 and considered privileging items as listed under new business. The full Medical Staff also met on 6/20/11.	
<ul> <li>IX. C.E.O.'s Report</li> <li>IT Preparedness Gap Analysis, and         Disaster Recovery Solution Agreement (f)     </li> </ul>	Bennett presented an agreement for an IT preparedness gap analysis, and disaster recovery solution at a cost of \$19,000. She noted that this was included as a part of the original Meaningful Use project budget that was approved by the Board. A motion was made to approve the agreement as presented.	1st - Johnston 2nd - Kwikkel Unanimously Approved
3M Software License Agreement (g)	Bennett presented a license agreement for 3M software that is used for coding. A motion was made to approve the five year agreement as presented at a cost of \$15,824.28.	1st - Seward 2nd - Johnston Unanimously Approved
Hazard Vulnerability Analysis (h)	Solheim presented the recently completed Hazard Vulnerability Analysis (HVA). Solheim noted that the HVA has been reviewed and approved by the Emergency Management Council and the Director's Council. Discussion was held regarding disaster planning at WHC. A motion was made to approve the HVA as presented.	1st - Kwikkel 2nd - Johnston Unanimously
SecureHealth Pay, LLC Agreement (i)	Bennett presented an agreement for patient statements with SecureHealthPay, LLC. She noted that this is a 12 month agreement with a new vendor who is able to provide more electronic payment and communication options. A motion was made to approve the agreement as presented.	Approved  1st - Seward 2nd - Kwikkel Unanimously Approved
X. Old Business  • Helipad	Solheim reported that the design fees that were not included in the contract for the helipad construction. A motion was made to approve payment of the \$25,000 design fees. Solheim noted that we will have a crane onsite Wednesday to fix the stairs, and are still waiting for a fire pump that is on back-order. She reported that the Bolger Foundation is planning to be on campus at the end of July. We will plan a dedication ceremony during their visit.	1st – Johnston 2nd – Kwikkel Unanimously Approved
CEO Search	A motion was made to approve the Chief Executive Officer employment agreement as presented and to offer the position to Kyle Richards, with his response required by June 30 <sup>th</sup> .	1st - Johnston 2nd - Seward Unanimously Approved
Shell Rock Lease	Bennett noted that the Shell Rock lease agreement was approved at the June 17 <sup>th</sup> meeting. She reported that construction started on the following Tuesday. Solheim discussed the promotion plan for the clinic.	
<ul> <li>XI. New Business</li> <li>Provisional Appointments to Medical Staff:</li> <li>Michael Nguyen, M.D. – Active, Emergency Medicine, WHC</li> <li>Reappointments to Medical Staff:</li> </ul>	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	1st - Johnston 2nd - Kwikkel Unanimously

■ Joud Dib, M.D. – Consulting, Executive Committee of the Medical Staff. Approved Cardiology, CVMS Salam Shaity, M.D. – Consulting, Cardiology, CVMS ■ Cheryl Ervin, CRNA – Consulting, Anesthesia, RhinoSleep • Change of Status on Medical Staff: Randy Wirtz, ARNP – Courtesy to Active, Family Medicine, WHC • Provisional to Regular Status on Medical ■ Steven Cohen, M.D. – Consulting, Radiology, vRad Raymond Montecalvo, M.D. – Consulting, Radiology, vRad Joshua Sokol, M.D. – Consulting, Radiology, vRad ■ David Tague, M.D. – Consulting, Radiology, vRad ■ Jennifer Theoharis, M.D. – Consulting, Radiology, vRad • Continuation of Provisional Status on Medical Staff: ■ Dawn Delavallade, M.D. – Consulting, Radiology, vRad ■ Henry Heidi, M.D. – Consulting, Radiology, vRad New/Revised Policies: The new/revised policies were presented for review Weapons Free Buildings (j) as included in the Board packets. The policies have Code Strong (k) been reviewed by the Executive Committee of the Quality Assurance in Cardiovascular Medical Staff. With the exception of the Services Department (1) recommendation listed below, the policies are Relationships & Responsibilities recommended for approval. The Executive (PT/OT) (m) Committee of the Medical Staff recommended a change to the language of the Weapons Free Buildings policy to state that individuals with a permit to carry weapons would be excluded from the policy. Discussion was held regarding the ramifications of this suggestion and the intent of the policy. The Board did not approve the change to the Weapons Free Buildings policy. Kohls noted a change to the wording of the Code Strong policy to indicate "offsite clinics" instead of listing individual clinics. A motion was made to approve the policies 1st - Seward as presented and listed at left. 2nd - Kwikkel Unanimously Approved Bennett reported that Finance Committee did not Finance Committee meet this month. Bennett presented the following application for Charity Care charity care: Application is for an ED/surgical patient who qualifies for an 80% write off under our charity care policy. The total to be written off is \$13,789.60. A motion was made to approve the application as 1st - Seward

<ul> <li>Executive Committee</li> <li>6/1/11 Helipad Fuel/Water Separator (n)</li> </ul>	presented.  The minutes of the 6/1/11 Executive Committee meeting were presented as included in the Board packets. The Executive Committee acted to approve a change order for the helipad fuel/water separator. The action of the Executive Committee was ratified as presented.	2nd - Kwikkel Unanimously Approved 1st - Vallem 2nd - Johnson Unanimously Approved
XII. Closed Session • Iowa Code Chapter 21.5.1(i)	A closed session was not required.	
XIII. Adjourn	A motion was made to adjourn the meeting at 8:33 p.m.	1st - Johnston 2nd - Kwikkel Unanimously Approved

Next meeting will be held
July 25, 2011
Tendrils Rooftop Garden