Members Present: Susan Vallem, Chair Roger Johnson John Johnston

Members Excused: Jill Kwikkel Jennifer Seward

Speakers Present: Lisa Bennett Michelle Berglund Dr. Dahlquist Heidi Solheim Karen Thalacker Iris Vering Guests Present: Rhonda DeBuhr Lisa Forsyth Diane Kohls Angie Tye Jennie Waller

Minutes
of the Meeting of the
Board of Trustees

July 25, 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 7:01 p.m.	
II. Approval of minutes	Minutes from the 6/27/11 meeting were reviewed. A motion was made to approve the minutes as written.	1st - Johnson 2nd - Johnston Unanimously Approved
III. Celebrations	Bennett introduced Angie Tye, our new Director of Human Resources.	
IV. Board Education	"The Top 10 Principles and Practices of Great Boards"	
V. Featured Department: • Radiology – Michelle Berglund	Michelle Berglund presented information about the functions and goals of the Radiology department.	
VI. Financial and Statistical Report	Bennett presented the preliminary financial and statistical report for June. A motion was brought forward from the Finance Committee to approve the preliminary financial and statistical report as presented.	1st - Johnson 2nd - Kwikkel Unanimously Approved
 VII. Committee/Department Reports: Environment of Care Committee Board Quality Committee Quality Report Card – Iris Vering 	The Environment of Care and Board Quality Committee reports were presented as included in the Board packets. Vering presented the Quality Report Card. The Quality Report Card is available on the intranet	Accepted
	under the Listening Posts menu. Discussion was held regarding the quality measures and trends, along with the circumstances that impact the measures.	
VIII. Medical Staff Report	 Dr. Dahlquist reported that the Executive Committee of the Medical Staff met on 7/18/11 and considered privileging items as listed under new business. He also noted the following: Concerns with rolling meaningful use out to the Medical Staff. Dr. Dahlquist stated that he has been working with Jerry Tiedt to iron out as many of the problems as possible before the roll-out. We have had 5 new providers start this month. Investigating the possibility of having the Medical Staff offer a scholarship available to the ARNP and Medical Students that come here to complete practicum experiences or rotations. 	

IX. Patient Satisfaction Survey Report – Heidi Solheim	Solheim presented the Press Ganey patient satisfaction survey results for the period ending June 30th.	
X. C.E.O.'s Report • Send Word Now	Solheim presented information about the Send Word Now program. She noted that some of the uses for the program would be to fill open shifts, announce codes, and provide efficient disaster communication. Solheim reported that the Emergency Management Council has been reviewing the program and recommends implementing it at WHC. A motion was made to approve the annual agreement for Send Word Now at a cost of \$12,000.	1st - Johnston 2nd - Johnson Unanimously Approved
Auxiliary Annual Report	Bennett presented the Auxiliary Annual Report as included in the Board packets. The Board expressed appreciation to the Auxiliary for their dedication to Waverly Health Center.	Approved
Bank Resolutions	Bennett reported that current bank resolutions will need to be revised to add Kyle Richards effective August 29th. A motion was made to approve adding Richards to the current bank resolutions effective August 29th.	1st - Johnston 2nd - Johnson Unanimously Approved
Compliance Program	Bennett presented minor revisions to the Compliance Program as included in the Board packets. A motion was made to approve the Compliance Program as presented.	1st - Johnson 2nd - Johnston Unanimously Approved
Compliance Annual Report	Bennett presented the Compliance annual report which details the activities of the Compliance Committee and the goals for the upcoming year. Bennett noted that this report has been adjusted to coincide with the fiscal year. A motion was made to approve the Compliance annual report as presented.	1st - Johnson 2nd - Johnston Unanimously
AHI Software, Inc. Agreement	Bennett presented a proposed agreement for AHI web based registration software. The software has three components: • Eligibility verification • Quality assurance • Patient lobby Bennett noted that the software is currently being utilized by other Paragon users and should have a positive impact on patient satisfaction scores for registration. It will also assist in the prevention of identity theft and assure that we are meeting the Red Flag Rules. A motion was made to approve the agreement as presented for a three year term at a cost of \$38,756 for the first year, and \$23,331.24 for the subsequent years.	Approved 1st - Johnson 2nd - Johnston Unanimously Approved
XI. Old Business • Helipad	Solheim presented an update on the helipad project, noting that the fire pump issue has been resolved and it should be delivered within the next 3 weeks.	
CEO Search	Vallem reported that Dr. & Mrs. Colson have volunteered to host a community welcome reception for our new CEO, Kyle Richards.	

Shell Rock Clinic	Solheim reported on proposed adjustments to the Shell Rock Clinic building plans. The adjustments include items such as soundproofing, upgrading insulation and ceiling structure, boring under Highway 3 for ICN connection/fiber optics, and including the construction of the maintenance shed with the building. Adjustments also include some items which were removed from the project as they were determined to be unnecessary. Solheim noted that each of the items has been thoroughly researched. Solheim explained that any overages to the project budget, or conversely, any amount coming in under budget will be reflected in the first year's rent. In an effort to keep the project on schedule, Solheim requested that the Board approve a change order budget for the Shell Rock Clinic project. A motion was made to approve change orders as deemed necessary and not to exceed \$25,000. Thalacker presented proposed changes to the Shell Rock Airspace Lease. The changes to the agreement are being requested by Shell Rock Properties, LLC and relate to the investor group's ability to mortgage the property. A motion was made to approve the changes to the Shell Rock Airspace Lease as presented.	1st - Johnston 2nd - Johnson Unanimously Approved 1st - Johnson 2nd - Johnston Unanimously Approved
 XII. New Business Provisional Appointments to Medical Staff: Kerri VanEe, ACNP – Orthopedics, Active, WHC Continuation of Provisional Status on Medical Staff: Matthew Sowle, PA-C – Family Practice, Courtesy, Covenant 	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.	1st - Johnston 2nd - Johnson Unanimously Approved
 New/Revised Policies: Cardiovascular Services Ergonomics Finance Committee 	The new policy was presented for review as 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 listed at left. Bennett reported that the Finance Committee met on	1st - Johnston 2nd - Johnson Unanimously Approved
■ Capital Request – Elevator C Upgrade	 7/22/11. Minutes from said meeting were included in the Board packets. Solheim presented the following capital request: Elevator C upgrade at a cost not to exceed \$11,815 (unbudgeted) A motion was brought forth from Finance Committee to approve the capital request as detailed above. 	1st - Kwikkel 2nd - Johnson Unanimously
 Capital Request – Christophel Clinic Renovation 	Solheim presented the following capital request: Christophel Clinic renovation – turning an office into an exam room and adding a lab draw room at a cost not to exceed \$20,000 (unbudgeted)	Approved

	A motion was made to approve the capital request as	1st - Johnson
	detailed above.	2nd - Johnston
	detailed above.	
- Cl. '. C. A. 1''	D	Unanimously
Charity Care Application	Bennett presented the following application for	Approved
	charity care:	
	 Application is for a self-employed 	
	ED/surgical patient who qualifies for a	
	100% write off under our charity care	
	policy. The total to be written off is \$18,212.	
	A motion was made to approve the application as	1st - Johnson
	presented.	2nd - Johnston
	1	Unanimously
■ Charity Care – Annual Report	Bennett presented a report of the charity care	Approved
	provided throughout the fiscal year.	11
	T J J	
■ Executive Committee – 7/25/11 Shell	The minutes of the 7/25/11 Executive Committee	
Rock Clinic Lease	meeting were presented as included in the Board	
	packets. The Executive Committee acted to approve	
	a change to the previously approved Shell Rock	
	Clinic Lease. Discussion was held at length	
	regarding the proposed change to the lease. The	1st – Vallem
	action of the Executive Committee was ratified as	2nd - Johnson
	presented.	Unanimously
	presented.	Approved
XIII. Closed Session	A closed session was not required.	11pproved
	A closed session was not required.	
Iowa Code Chapter 388.9	A 1. 1. 1 10. 17	1 , 7 1 ,
XIV. Adjourn	A motion was made to adjourn the meeting at 9:47	1st - Johnston
	p.m.	2nd - Johnson
		Unanimously
		Approved

Next meeting will be held

August 29, 2011

Tendrils Rooftop Garden