

Members Present:
 Susan Vallem, Chair
 John Johnston
 Jill Kwikkel, Acting Secretary

Guests Present:
 Lisa Forsyth
 Diane Kohls
 Karen Thalacker
 Angie Tye
 Iris Vering
 Jennie Waller

Members Excused:
 Roger Johnson
 Jennifer Seward

Speakers Present:
 Kyle Richards, CEO
 Tanya Reeser
 Lisa Bennett
 Dr. Dahlquist
 Jerry Tiedt

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

**May 29, 2012
 7:00 p.m.**

Tendrils Rooftop Garden



Our Mission: Waverly Health Center will provide high quality, patient-centered health care.

| Item | Discussion/Notes | Action |
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| I. Meeting called to order | Called to order by Vallem at 7:03 p.m. | |
| II. Approval of minutes (b) | Minutes from the 4/23/12 meeting were reviewed. A motion was made to approve the minutes as written. | 1st - Johnston 2nd - Kwikkel Unanimously Approved |
| III. Celebrations | Vallem thanked Heidi Solheim and Brian Pins for their continued progress with community wellness even though we were not selected as a Blue Zones community. Richards celebrated our veterans and their service. | |
| IV. Featured Department – Environmental Services (Tanya Reeser) | Tanya Reeser presented information about the functions and goals of the Environmental Services department. | |
| V. Financial and Statistical Report (c) <ul style="list-style-type: none"> • FY 13 Budgets (d) | Bennett presented the financial and statistical report for April. A motion was brought forth from Finance Committee to approve the financial and statistical report as presented. Bennett noted that we will more than likely be receiving our first Meaningful Use payment in this fiscal year. Bennett presented the FY13 operating and capital budgets. The budgets were developed with the following assumptions: <ul style="list-style-type: none"> **a 5% average charge increase **a 3% average salary increase **a 3% total margin **a capital budget of \$996,525– including \$236,746 designated for Meaningful Use/Information Systems, and \$447,800 for facilities A motion was brought forth from the Finance Committee to approve the operating and capital budgets as presented. | 1st - Kwikkel 2nd - Johnson Unanimously Approved 1st - Johnson 2nd - Kwikkel Unanimously Approved |
| VI. Committee/Department Reports: <ul style="list-style-type: none"> • Environment of Care Committee (e) | The Environment of Care Committee report was presented as included in the Board packets. | Accepted |
| VII. Medical Staff Report | Dr. Dahlquist reported that the Executive Committee of the Medical Staff met this morning and considered privileging items and changes to the Medical Staff Bylaws as listed under new business. Dr. Dahlquist noted that they are considering changes to the Bylaws that would allow qualified residents to work in the ED. | |

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| <p>VIII. C.E.O.'s Report</p> <ul style="list-style-type: none"> • Organizational Chart Update (f) • Accountable Care Organizations (g) • New CMS Regulation • HealthStream Agreement | <p>Richards presented an update to the organizational chart as included in the Board packets. This change has Occupational, Physical and Speech Therapy reporting to the Director of Community Relations. A motion was made approve the update to the organizational chart as presented.</p> <p>Richards presented information about Accountable Care Organizations. An article was included in Board packets for review.</p> <p>Richards noted that a new CMS regulation has been put into place that requires a member of the Medical Staff to serve on the Board of Trustees. The Iowa Hospital Association is investigating how this will impact county/city owned hospitals where trustees are elected. More information will be presented as it becomes available.</p> <p>Richards presented the renewal of an agreement with HealthStream. A motion was made to approve the agreement as presented.</p> | <p>1st - Kwikkel 2nd - Johnston Unanimously Approved</p> <p>1st - Johnston 2nd - Kwikkel Unanimously Approved</p> |
| <p>IX. Old Business</p> <ul style="list-style-type: none"> • Strategic Plan Update • Meaningful Use Update (Jerry Tiedt) (n) | <p>Richards presented an update on the strategic planning process. He noted that 94 people have volunteered to participate in the process. This includes employees, providers and community advisory and Board members. Please contact him if you are interested in participating.</p> <p>Tiedt presented an update on our Meaningful Use progress. He noted that we continue to be in compliance with the requirements and have developed a tracking mechanism to assure that we stay in compliance.</p> | |
| <p>X. New Business</p> <ul style="list-style-type: none"> • Reappointments to Medical Staff: <ul style="list-style-type: none"> ▪ Barbara Burkle, ARNP – Consulting, Internal Medicine, CVMS ▪ Dean Hutchison, CRNA – Active, Anesthesia, WHC ▪ Ravindra Mallavarapu, MD – Consulting, Internal Medicine, CVMS ▪ Megan McMillin, PA-C - Active, Family Practice, WHC ▪ Benjamin Mason, MD –Consulting, Ophthalmology, Wolfe Eye Clinic • New/Revised Policies: <ul style="list-style-type: none"> ▪ Communication with Family, Relatives and Friends (h) ▪ Nursing Continuing Education (i) ▪ De-Identifying Protected Health Information (j) ▪ Safe Sharps Practice (k) ▪ Seclusion Room (l) | <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>The new and revised policies listed at left were presented for review as included in the Board packets. Richards noted that the Communication with Family, Relatives and Friends is being revised based on feedback from the Medical Executive Committee. The other policies listed have been reviewed by the Executive Committee of the Medical Staff and are recommended for approval. A motion was made to approve the new/revised policies as written.</p> | <p>1st - Kwikkel 2nd - Johnston Unanimously Approved</p> <p>1st - Johnston 2nd - Kwikkel Unanimously Approved</p> |

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| <ul style="list-style-type: none"> • Finance Committee (m) <ul style="list-style-type: none"> ▪ Charity Care • Estate Gift | <p>Bennett reported that the Finance Committee met on 5/22/12. Minutes from said meeting were included in the Board packets.</p> <p>Bennett presented the following application for charity care:</p> <ul style="list-style-type: none"> ▪ Application is for an unemployed/uninsured ED/observation patient who qualifies for a 100% write off under our charity care policy. The total to be written off is \$12,302.49. <p>A motion was made to approve the application as presented.</p> <p>Johnston reported that the Foundation has been notified that it will be receiving an estate gift.</p> | <p>1st - Kwikkel 2nd - Johnston Unanimously Approved</p> |
| <p>XI. Closed Session</p> <ul style="list-style-type: none"> • Iowa Code Chapter 21.5.1(1) – Closed Session to Discuss Personnel Evaluation | <p>A motion was made at 8:03 p.m. to move into closed session to discuss personnel evaluation pursuant to Iowa Code Chapter 21.5.1(1) to discuss personnel evaluation.</p> | <p>1st - Kwikkel 2nd - Johnston Unanimously Approved</p> |
| <p>XII. Open Session</p> | <p>A motion was made to return to open session at 9:07 p.m. No action was taken.</p> | <p>1st - Kwikkel 2nd - Johnston Unanimously Approved</p> |
| <p>XIII. Adjourn</p> | <p>A motion was made to adjourn the meeting at 9:08 p.m.</p> | <p>1st - Johnston 2nd - Kwikkel Unanimously Approved</p> |

Next meeting will be held

June 25, 2012

Tendrils Rooftop Garden