

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

Speakers Present:  
 Kyle Richards, CEO  
 Heidi Solheim  
 Lisa Bennett  
 Dr. Berstler  
 Joanne Nathem

Minutes  
 of the Meeting of the  
**Board of Trustees**  
 July 22, 2013  
 7:00 p.m.  
**Tendrils Rooftop Garden**



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

Members Excused:  
 Jill Kwikkel

Guests Present:  
 David Nelson  
 Iris Vering  
 Jerry Tiedt  
 Jennie Waller

Item	Discussion/Notes	Action
I. Meeting called to order	Called to order by Vallem at 7:02 p.m.	
II. Approval of minutes (b)	Minutes from the 6/24/13 meeting were reviewed. A motion was made to approve the minutes as written.	1st - Campbell 2nd - Johnson Unanimously Approved
III. Celebrations	Richards sold his house in Webster! WHC has again been named a Cedar Valley Employer of Choice. Richards was selected to attend an AHA patient safety conference, and participate in strategic planning for the Iowa Hospital Association. WHC nursing and clinical staff received the Governor's Award for Volunteerism. Vallem met with Social Services and Case Management and is happy to report that we have great work going on in regard to reducing readmissions.	
IV. Financial and Statistical Report (Postponed for approval in August)	Bennett noted that the Financial and Statistical Report will be emailed to Board members as soon as it is complete. The report will be brought to the August Board meeting for approval.	
V. Committee/Department Reports: None		
VI. Medical Staff Report (Dr. Berstler)	Dr. Berstler reported that the Executive Committee of the Medical Staff met on July 15th. They considered privileging and policy review items as listed under new business.	
VII. C.E.O.'s Report <ul style="list-style-type: none"> <li>• Organizational Chart (c)</li> <li>• Oncology</li> </ul>	<p>Richards presented an update to the organizational chart, noting a change in reporting relationships for the Volunteer Services manager. A motion was made to approve the organizational chart as presented.</p> <p>Richards reported that we are investigating the possibility of working with a provider group to offer oncology services on campus.</p>	1st - Campbell 2nd - Johnston Unanimously Approved
VIII. Old Business <ul style="list-style-type: none"> <li>• Christophel Clinic Expansion (d)</li> </ul>	<p>Richards reported that estimated cost for the move of Cardiac Rehab will be under the \$125,000 threshold for public bidding. A motion was made to approve a budget of up to \$124,000 and to put the project out for competitive bidding.</p> <p>Richards and Solheim presented a proposal to hire Graham Construction to serve as the pre-construction management agent for the Christophel Clinic expansion project. Discussion was held regarding the costs and benefits of using a construction management agent for the project. A motion was</p>	1st - Johnston 2nd - Campbell Unanimously Approved  1st - Johnson

<ul style="list-style-type: none"> <li>Nuclear Medicine</li> </ul>	<p>made to approve the proposal to hire Graham Construction as the pre-construction management agent at a cost not to exceed \$10,000 in an effort to keep the project on time and on budget.</p> <p>Discussion was held regarding financing options for the project.</p> <p>Richards presented information about a potential arrangement for mobile nuclear medicine services at WHC. Discussion was held regarding provider support for the project, potential fees associated with offering the service, and the benefit to the patients in our service area. The consensus of the Board was to move forward with implementing mobile nuclear medicine services at WHC.</p>	<p>2nd - Johnston Unanimously Approved</p>
<p>IX. New Business</p> <ul style="list-style-type: none"> <li>Change of Status – Provisional to Regular: <ul style="list-style-type: none"> <li>Lara Kyhl, ARNP – Active, Family Practice, WHC</li> </ul> </li> <li>Reappointments to Medical Staff: <ul style="list-style-type: none"> <li>Kerri VanEe, ACNP – Active, Orthopedics, WHC</li> </ul> </li> <li>New/Revised Policies &amp; Procedures: None</li> <li>Retired Policies: <ul style="list-style-type: none"> <li>Ethics, Philosophy, and Objectives</li> <li>Nursing Dress Code</li> <li>Plan for Providing Nursing Care</li> <li>Representation in Hospital Leadership</li> <li>Staff Orientation/Competency</li> </ul> </li> <li>Finance Committee <ul style="list-style-type: none"> <li>Capital Requests</li> <li>Charity Care</li> </ul> </li> <li>Charity Care Annual Report</li> <li>Planetree Report</li> <li>Lab Lean</li> <li>CoOpportunity Health Plan</li> </ul>	<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 retired policies as listed at left have been incorporated into other existing procedures. A motion was made to approve the retirement of the policies as presented.</p> <p>Finance Committee did not meet this month.</p> <p>There were no capital requests.</p> <p>Bennett presented the following application for charity care: <ul style="list-style-type: none"> <li>Application is for a single person that qualifies for a 100% write off under our charity care policy. The total to be written off is \$12,373.</li> </ul> A motion was made to approve the application as presented.</p> <p>Bennett presented a report of the charity care provided throughout the fiscal year.</p> <p>There was no Planetree report.</p> <p>Nathem reported on changes to the Lab Lean project budget. A motion was made to approve the additional costs at an amount not to exceed \$5,000.</p> <p>Richards presented information about the new Co-Opportunity Health Plan that we have been invited to participate in because of our Critical Access Hospital affiliation with the University of Iowa.</p> <p>Bennett presented a three year agreement with</p>	<p>1st - Johnson 2nd - Campbell Unanimously Approved</p> <p>1st - Campbell 2nd - Johnston Unanimously Approved</p> <p>1st - Johnson 2nd - Johnston Unanimously Approved</p> <p>1st - Johnston 2nd - Campbell Unanimously Approved</p>

<ul style="list-style-type: none"> <li>• Bridgefront Agreement</li>   <li>• Recruitment Firm Agreement</li> </ul>	<p>Bridgefront for online education/training for business office staff. We have been accessing the services “a la carte” for a cost of \$3,000 per year. Bridgefront has offered unlimited users and course content for the same price if we commit to a three year agreement. A motion was made to approve the agreement as presented.</p> <p>Richards presented an agreement with Merritt Hawkins to recruit a general surgeon. Discussion was held regarding the costs and benefits of using a recruitment firm, and the impact to the budget. A motion was made to approve the recruiting agreement with Merritt Hawkins as presented.</p>	<p>1st - 2nd - Unanimously Approved</p> <p>1st - Johnston 2nd - Campbell Unanimously Approved</p>
<p>X. Adjourn</p>	<p>A motion was made to adjourn the meeting at 8:10 p.m.</p>	<p>1st - Johnston 2nd - Johnson Unanimously Approved</p>

Next meeting will be held  
**August 26, 2013 –**  
**Tendrils Rooftop Garden**