<u>Members Present:</u> Susan Vallem, Chair Gloria Campbell Roger Johnson, Secretary Barb Lutz

Members Excused: John Johnston

<u>Guests Present</u>: Diane Kohls Joanne Nathem Karen Thalacker Angie Tye Iris Vering Jennie Waller Speakers Present: Kyle Richards, CEO Jason Nordling Scott Holmes Mark Hasek Tim Sessions Heidi Solheim Tina Sander Christina Becker Lisa Bennett Dr. Berstler Jerry Tiedt Minutes of the Meeting of the **Board of Trustees** September 30, 2013 7:00 p.m. Tendrils Rooftop Garden



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

Item	Discussion/Notes	Action
Public Hearing – Plans & Specifications for	The public hearing regarding the plans &	
Christophel Clinic Expansion Project	specifications for the Christophel Clinic Expansion	
	project was opened at 7:00 p.m.	
	No written or verbal public comments were received.	
	The public hearing was closed at 7:03 p.m.	
I. Meeting called to order	Called to order by Vallem at 7:03 p.m.	
	Vallem welcomed our new Board member, Barb Lutz.	
II. Approval of minutes (b)	Minutes from the 8/12/13 meeting were reviewed. A motion was made to approve the minutes as written.	1st - Johnson 2nd - Campbell Unanimously Approved
III. Architectural Plan Review	Jason Nording, Scott Holmes, Mark Hasek and Tim Sessions presented preliminary long range architectural plans.	
IV. Celebrations		
Planetree Video	The WHC Planetree video was shared with Board	
	members. Richards announced that it was selected	
	as one of six winning videos that will be shown at the Planetree conference.	
	the Planetree conference.	
Trauma Surgeon Review Feedback	Richards reported that we received very positive	
Trauma Surgeon Review Feedback	feedback from our trauma re-certification review.	
V. Board Education – ICD10 Training (Tina	Tina Sander and Christina Becker provided training	
Sander & Christina Becker)	on ICD10.	
VI. Financial and Statistical Report (c)	Bennett presented the financial reports for June (revised), July & August. Bennett noted that revenue and expenses for the FY14 budget have been allocated on a monthly basis according to historical performance and manager reported expense timing. A motion was made to approve the financial reports as presented.	1st - Campbell 2nd - Johnson Unanimously
	Bennett reported that a \$400,000 withdrawal was made in August, and a \$400,000 withdrawal was made in September from Board designated savings. She noted that the transfers were needed in part because of insurance remittance issues. She reported that to date, \$200,000 has been deposited back into Board designated savings.	Approved
VII. Committee/Department Reports:		
• Environment of Care (d)	The Environment of Care Committee report was	Accepted
VIII Madical Staff Danast (Dr. Daratlar)	presented as included in the Board packets.Dr. Berstler reported that the Executive Committee	
VIII. Medical Staff Report (Dr. Berstler)	Di. Deisuei reporteu mai me Executive Committee	

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	of the Medical Staff met on September 16th. They considered privileging and policy review items as listed under new business.	
IX. Patient Satisfaction Report (e)	Patient satisfaction reports were included in the Board packets. Solheim noted that she is investigating the possibility of issuing some of our surveys via email. She reported that work is continuing on the discharge process and pain control through the Raise the Bar group.	
X. C.E.O.'s Report C-SPAN Video	Richards presented information about a C-SPAN video featuring Governor Branstad. He will email the link to Board members.	
<ul><li>XI. Old Business</li><li>Christophel Clinic Expansion</li></ul>	Richards presented the lowest responsible bids for the Christophel Clinic expansion project. A motion was made to adopt a resolution accepting the low bid and awarding the contracts for the Christophel Clinic expansion project.	1st – Campbell 2nd - Lutz Unanimously Approved
	Richards presented the proposed budget plan for the Christophel Clinic expansion project, noting that bids have come in under the initial estimates. A motion was made to approve the project budget plan as presented, not to exceed \$740,341.	1st - Johnson 2nd - Campbell Unanimously Approved
• Nuclear Medicine	Richards reported that we are completing a financial analysis on the potential of offering in-house nuclear medicine services compared to the potential of offering mobile nuclear services. He noted that the mobile agreement has a 2 year commitment, so we want to take the time to make sure that we're making the best decision for the facility and our patients.	
<ul><li>XII. New Business</li><li>ACO Discussion (h)</li></ul>	Richards presented information about an ACO we have been invited to participate in. Discussion was held regarding the associated risks and benefits. Richards will send background information on ACO's to Lutz and further discussion will be held at the next Board meeting.	
<ul> <li>Request for Privileges: <ul> <li>Arnold Honick, MD – Radiology, RCI</li> <li>Nasreen Wahidi, MD – Pediatrics, WHC</li> <li>Troy Ivey, MD – General Surgery, WHC</li> </ul> </li> <li>Provisional Appointments to Medical Staff: <ul> <li>Erica Jensen, ARNP – Consulting, Cardiology, CVMS</li> <li>Jan Davis, ARNP – Consulting, Nephrology, CVMS</li> <li>Margo Soppe, PA-C – Active, Family Practice, WHC</li> </ul> </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 Executive Committee of the Medical Staff.	1st - Campbell 2nd - Johnson Unanimously Approved
<ul> <li>Change of Status on Medical Staff:</li> <li>Toni Luck, ARNP – Courtesy, Orthopedics, Covenant</li> <li>Update to Privileges:</li> </ul>		
<ul> <li>Greg Lantz, DPM – Courtesy, Podiatry,</li> </ul>		

Family Foot Healthcare		
<ul> <li>Reappointments to Medical Staff:</li> <li>Linsey High, PA-C – Active, Family Practice, Unity Point</li> <li>Wayde Blumhardt, CRNA – Active, Anesthesia, WHC</li> <li>Todd Shover, DO – Active, Emergency Medicine, WHC</li> <li>Resignations from Medical Staff:</li> <li>Geri Edmonds, PA – Courtesy, Orthopedics, Covenant</li> <li>Douglas Boatman, MD – Consulting, Radiology, RCI</li> <li>Maria Farmer, ACNP – Active, Emergency Medicine, WHC</li> <li>Cary Rose, MD – Consulting, Cardiology, Covenant</li> </ul>		
<ul> <li>New/Revised Policies &amp; Procedures:</li> <li>Blood Bank Inventory (f1)</li> <li>Chemistry Quality Assurance (f2)</li> <li>Emergency Blood Bank Situations (f3)</li> <li>Breach Notification (f4)</li> <li>Unit Selection Guidelines for Packed RBC's (f5)</li> <li>Infection Prevention Committee Reporting (f6)</li> <li>Suspected Transfusion Reaction, Nursing Services (f7)</li> </ul>	The new/revised policies listed at left 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 policies as written.	1st - Johnson 2nd - Campbell Unanimously Approved
<ul> <li>Emergency Management and Environment of Care Subcommittee Annual Evaluations:</li> <li>Emergency Management (g1)</li> <li>Fire Prevention (g2)</li> <li>Hazardous Materials &amp; Waste (g3)</li> <li>Medical Equipment (g4)</li> <li>Safety (g5)</li> <li>Security (g6)</li> <li>Utilities (g7)</li> </ul>	Richards presented the EOC and Emergency Management Operations Fiscal Year 2013 annual evaluations as included in the Board packets. A motion was made to approve the annual evaluations as presented.	1st - Johnson 2nd - Campbell Unanimously Approved
Finance Committee	Finance Committee did not meet this month.	
<ul> <li>Capital Request – McKesson Paragon Release of Information Module (i)</li> <li>Charity Care</li> </ul>	Tiedt presented the capital request for the McKesson Paragon Release of Information module. A motion was made to approve the capital request for the McKesson Paragon Release of Information module at a cost not to exceed \$9773.	1st - Campbell 2nd - Johnson Unanimously Approved
<ul> <li>Executive Committee</li> <li>9/17/13 Capital Lease Radiology (j)</li> </ul>	The minutes of the 9/17/13 Executive Committee meeting were presented as included in the Board packets. The Executive Committee acted to approve a capital lease for x-ray room replacement. The action of the Executive Committee was ratified as presented.	1st - Vallem 2nd - Johnson Unanimously Approved
• Cassling Service Agreements (k1 & k2)	Richards presented Cassling service agreements for the new radiology rooms. These are 4 year service agreements (years $2-5$ ). A motion was made to	1st - Johnson

	approve the service agreements as presented.	2nd - Campbell
Planetree Report	Richards reported that 4 WHC employees will be attending the Annual Planetree Conference in October.	Unanimously Approved
Finance Committee Opening	Richards reported that we are seeking a Board member to fill a vacancy on the Finance Committee. Lutz expressed some interest and will discuss further with Richards.	
Audit Date	A special Board meeting will be set for October 22 <sup>nd</sup> at noon to receive the FY13 audit report.	
WHC Website	Solheim reported that we are putting the finishing touches on our new and improved WHC website. It is schedule to go live in early October.	
Provider Update	Richards presented a brief provider update, noting that Dr. Ivey, our new general surgeon will be starting in November.	
XIII. Adjourn	A motion was made to adjourn the meeting at 9:22	1st - Campbell
	p.m.	2nd - Lutz Unanimously Approved
	Next meeting will be held	rippiotou

Next meeting will be held October 28, 2013 –

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