

Members Present:
 Gloria Campbell
 Roger Johnson, Secretary
 John Johnston
 Barb Lutz

Speakers Present:
 Lisa Bennett
 Breanna Gill
 Dr. Berstler
 Joanne Nathem
 Heidi Solheim

Minutes
 of the Meeting of the
Board of Trustees
 June 23, 2014
 7:00 p.m.
Tendrils Rooftop Garden



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

Members Excused:
 Susan Vallem, Chair

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

Item	Discussion/Notes	Action
I. Meeting called to order	Called to order by Johnson at 6:57 p.m.	
II. Approval of minutes <ul style="list-style-type: none"> • 5/27/14 (b1) • 6/9/14 (b2) 	Minutes from the 5/27/14 and 6/9/14 meetings were reviewed. A motion was made to approve the minutes as written.	1st - Campbell 2nd - Lutz Unanimously Approved
III. Celebrations	Our new CEO has been hired!	
IV. Featured Department – The Spa (Breanna Gill)	Breanna Gill presented information about the functions and goals of The Spa.	
V. Financial and Statistical Report (c1 – c3) <ul style="list-style-type: none"> • FY15 Budgets (c4 – c5) 	<p>Bennett presented the financial and statistical report for May. A motion was brought forth from the Finance Committee to approve the financial and statistical report as presented.</p> <p>Bennett presented the FY15 operating and capital budgets. The budgets were developed with the following assumptions:</p> <ul style="list-style-type: none"> **a 4% gross charge increase **a 2.2% average salary increase **a 3% total margin **positive cash flow **a capital budget of \$1,455,239 – including: <ul style="list-style-type: none"> • \$568,601 for medical equipment • \$310,902 for Information Systems (including Meaningful Use) • \$75,736 for facilities • \$500,000 for phone system replacement, through capital lease <p>A motion was brought forth from the Finance Committee to approve the operating and capital budgets as presented.</p>	<p>1st - Johnson 2nd - Lutz Unanimously Approved</p> <p>1st - Johnson 2nd - Lutz Unanimously Approved</p>
VI. Committee/Department Reports: <ul style="list-style-type: none"> • Environment of Care (d) 	The Environment of Care Committee report was presented as included in the Board packets.	Accepted
VII. Medical Staff Report (Dr. Berstler)	<p>Dr. Berstler reported that the Executive Committee of the Medical Staff and the full Medical Staff met on June 16th. They considered privileging items as listed under new business. He also reported that they discussed:</p> <ul style="list-style-type: none"> • Consideration of e-cigarette usage for certain situations in the ED. • Communication issues surrounding specialist consultations. • Medical Staff development program set to begin in September. • Supervision of patients policy. • The move of the Walk-In Clinic, and 	

	<p>change to hours.</p> <ul style="list-style-type: none"> • Treasurer’s report and request for donation. • Planetree report. • Anesthetist Amber Hines starting July 14th. • Record deficiencies clarification. 	
<p>VIII. C.E.O.’s Report</p> <ul style="list-style-type: none"> • Press Ganey Agreement (g) 	<p>Solheim presented an agreement with Press Ganey for outpatient satisfaction survey. The one year agreement provides for a mixture of mail and email surveying at a cost of \$10,506. Discussion was held regarding the benefit of changes to the survey process to provide better information for improvement. A motion was made to approve the agreement as presented.</p>	<p>1st - Johnston 2nd - Lutz Unanimously Approved</p>
<p>IX. Old Business</p> <ul style="list-style-type: none"> • Magnet Update • General Contractor Update • RAGBRAI Preparation 	<p>Nathem reported that the Magnet designation appeal was mailed today. She discussed the appeal process and reported that we should have a final decision by the end of July.</p> <p>Solheim reported that there have been no new developments from what was reported last month regarding the General Contractor for the Christophel Clinic/Cardiac Rehab projects.</p> <p>Solheim reported that a table top exercise was held today to aide in preparation for RAGBRAI. She presented information on where riders will be staying in the city, and where entertainment venues will be. She noted that individuals planning to host riders at their residence should register the riders on the www.waverlyragbrai.com website. This will assure that liability forms have been signed and provide better tracking for emergency situations.</p>	
<p>X. New Business</p> <ul style="list-style-type: none"> • CEO Employment Agreement • Provisional Appointment to Medical Staff: <ul style="list-style-type: none"> ▪ Amber Hines, CRNA – Active, Anesthesia, WHC ▪ Sarah Pauley, MD – Consulting, Radiology, RCI ▪ Adam Brooks, MD – Courtesy, Family Practice, Covenant • Change of Status – Provisional to Regular Appointment to Medical Staff: <ul style="list-style-type: none"> ▪ LaDawna Myrmo, CNM – Active, Midwifery, WHC • New/Revised Policies & Procedures: None • Finance Committee (e1 & e2) 	<p>Bennett presented the CEO employment agreement as included in the Board packets. A motion was made to approve the agreement as presented.</p> <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>There were no new or revised policies.</p> <p>Bennett reported that the Finance Committee met on June 12th and June 23rd. Minutes from the 6/12 meeting were included in the Board packet. Minutes of the 6/23 meeting were distributed for review.</p>	<p>1st - Lutz 2nd - Campbell Unanimously Approved</p> <p>1st - Johnston 2nd - Lutz Unanimously Approved</p>

<ul style="list-style-type: none"> ▪ Capital Request – STA-Satellite (Stagos) Coagulation Analyzer (e3) ▪ Capital Request – Zimmer Small Power (e4) ▪ Capital Request – Network Storage Infrastructure Expansion (e5) ▪ Charity Care • Executive Committee (f) 	<p>Bennett and Nathem presented a capital request for STA – Satellite (Stagos) Coagulation Analyzer at a cost not to exceed \$19,750.</p> <p>Bennett and Nathem presented a capital request for Zimmer Small Power at a cost not to exceed \$27,383.</p> <p>Bennett presented a capital request for network storage infrastructure expansion at a cost not to exceed \$45,726.96.</p> <p>A motion was brought forth from the Finance Committee to approve the budgeted capital requests as presented.</p> <p>Bennett presented the following applications for charity care:</p> <ul style="list-style-type: none"> ▪ Application 1 is for an individual that qualifies for a 100% write off under our charity care policy. The total to be written off is \$10,179.95. ▪ Application 2 is for an individual that qualifies for a 100% write off under our charity care policy. The total to be written off is \$4,305.42. This application is being brought forth for approval because the write off is not on current accounts. <p>A motion was made to approve the applications as presented.</p> <p>The minutes of the 6/11/14 Executive Committee meeting were presented as included in the Board packets. The Executive Committee acted to approve changes to the CEO employment agreement. The action of the Executive Committee was ratified as presented.</p>	<p>1st - Lutz 2nd - Johnson Unanimously Approved</p> <p>1st - Campbell 2nd - Lutz Unanimously Approved</p> <p>1st - Vallem 2nd - Johnson Unanimously Approved</p>
<p>XI. Adjourn</p>	<p>A motion was made to adjourn the meeting at 8:04 p.m.</p>	<p>1st - Johnston 2nd - Lutz Unanimously Approved</p>

Next meeting will be held on Monday, July 28, 2014
7:00 p.m. Tendrils Rooftop Garden