Members Present: Susan Vallem, Chair Gloria Campbell Barb Lutz

Members Excused: Roger Johnson John Johnston

Speakers Present: Jim Atty, CEO Jerry Tiedt Lisa Bennett

Heidi Solheim

Guests Present:
Joanne Nathem
Karen Thalacker
Missy Timmermans
Angie Tye
Iris Vering
Jennie Waller

## Minutes of the Meeting of the **Board of Trustees** October 23, 2017

7:00 p.m. Tendrils Rooftop Garden



*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 (b)	Minutes from the 9/25/17 and 10/19/17 meetings were reviewed. A motion was made to approve both sets of minutes as written.	1st - Lutz 2nd – Campbell Unanimously Approved
III. Celebrations	Atty reported that the mental health region awarded our Board of Supervisors the funds that were requested to review our mental health region.	
IV. Featured Department – Information Systems (Jerry Tiedt)	Tiedt presented information about the functions and goals of the Information Systems department.	
V. Financial and Statistical Report (c1 – c3)	Bennett presented the financial and statistical report for September. A motion was brought forth from Finance Committee to approve the financial and statistical report as presented.	1st - Lutz 2nd - Johnson Unanimously Approved
VI. Committee/Department Reports:  • Environment of Care (d)	No report.	
VII. Medical Staff Report (Dr. Rathe)	Nathem and Vering reported that the Executive Committee of the Medical Staff, and the full Medical Staff met on October 16 <sup>th</sup> . They considered privileging and credentialing items as listed below. Vering noted that the policies listed below for approval are required for sleep lab accreditation.	
VIII. C.E.O.'s Report  • Walk-In Clinic Update	Atty reported that construction is on track, and we've been working to fill provider coverage needs. Atty noted that the Foundation Board has selected the Walk-In Clinic renovation as their focus for the annual campaign.	
Planetree Conference	Atty reported that he and two other employees attended the Planetree annual conference in Baltimore. He noted that we may be presented with other designation options that might better meet our needs. We have a follow-up phone call scheduled.	
IX. Old Business	None.	
X. New Business  • WIPFLI Engagement Letter (e)	Bennett presented a three year engagement letter with WIPFLI for Medicare cost report preparation. A motion was made to approve the engagement letter as presented.	1st - Campbell 2nd - Lutz Unanimously
• Rural Health Clinic Program Evaluations (f1-f4)	Atty presented the Rural Health Clinic (RHC) program evaluations for Christophel, Nashua, Shell Rock & Women's Clinics. A motion was made to	Approved  1st - Lutz

Hazard Vulnerability Assessments (g)	approve the program evaluations as presented.  Solheim presented the hazard vulnerability assessments. She reported that this information will be utilized as we review and update our plans and policies, and as we plan for future emergency management exercises.	2nd - Campbell Unanimously Approved
<ul> <li>Request for Privileges:</li> <li>Tracy Elliott, ARNP – Active, Family Practice, WHC</li> <li>Shane Faltys, CRNA – Courtesy (Locums), Anesthesia, Recruiting Resources</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 - Lutz Unanimously Approved
<ul> <li>Privilege Update:</li> <li>Margo Welsh, PA-C – Active,         Emergency Medicine &amp; Family Practice,         WHC</li> <li>LaDawna Myrmo, CNM – Active,         Certified Nurse Midwife, WHC</li> </ul>		
<ul> <li>Resignation from Medical Staff:</li> <li>Ronald Sims, MD – Consulting, Neurology, Midwest Sleep</li> </ul>		
<ul> <li>New/Revised Policies &amp; Procedures:</li> <li>Sleep Services – Organization,         Maintenance and Retention of Patient         Charts and Records (h1)</li> <li>Sleep Services – Release of Medical         Information (h2)</li> <li>Sleep Services – Confidentiality of         Information (h3)</li> <li>Sleep Services – Medical Director         Supervision and Accountability (h4)</li> <li>Sleep Services – Informed Consent (h5)</li> <li>Sleep Services – Patient's Rights and         Responsibilities (h6)</li> </ul>	The new and 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 - Lutz 2nd - Campbell Unanimously Approved
<ul> <li>Finance Committee (j)</li> <li>Capital Purchase FYI</li> <li>Capital Requests</li> <li>Financial Assistance</li> </ul>	Bennett reported that the Finance Committee met this morning. Minutes from the meeting were included in the Board packet. There were no capital requests or applications for financial assistance.	
Planetree Update	No report.	
XI. Closed Session  Iowa Code Chapter 21.5.1(1) - Closed session to discuss patient care quality and process improvement initiatives in a meeting of a public hospital or to discuss marketing and pricing strategies or similar proprietary information in a meeting of a public hospital, where public disclosure of such information would harm such a hospital's competitive position when no public purpose would be served by public disclosure.	A motion was made to move into closed session at 7:43 p.m. for the purpose identified at left.	1st - Campbell 2nd - Lutz Unanimously Approved
XII. Open Session	A motion was made to move back into open session at 8:40 p.m. No action was taken.	1st - Campbell 2nd - Lutz Unanimously Approved

XIII. Adjourn	A motion was made to adjourn the meeting at 8:41	1st - Lutz
	p.m.	2nd - Campbell
		Unanimously
		Approved

Next meeting will be held
Monday, November 27, 2017
7:00 p.m.
Tendrils Rooftop Garden