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

Guests Present:
Diane Kohls
Joanne Nathem
Karen Thalacker
Jerry Tiedt
Missy Timmermans
Angie Tye
Iris Vering
Jennie Waller

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

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

WaverlyHealth

- C E N T E R -

Speakers Present: Jim Atty, CEO Doug Karsjens Lisa Bennett Dr. D. Rathe Heidi Solheim August 28, 2017 7:00 p.m.

7:00 p.m. Tendrils Rooftop Garden

| 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 7/24/17 meeting were reviewed. A motion was made to approve the minutes as written.  | 1st - Lutz<br>2nd - Campbell<br>Unanimously<br>Approved |
| III. Celebrations   | Congratulations to Heidi Solheim on her anniversary.  |   |
| IV. Featured Department – Christophel, Nashua and Walk-In Clinics (Doug Karsjens) | Doug Karsjens presented information about the functions and goals of the Christophel, Nashua, and Walk-In Clinics.  |   |
| V. Financial and Statistical Report (c1 – c3)                                     | Bennett presented the financial and statistical report for July. A motion was brought forth from Finance Committee to approve the financial and statistical report as presented. Bennett noted that there have been two significant changes to the year-end financials. The changes include an IPERS reporting adjustment, and an adjustment for the phone system capitalization. These changes will be reflected in the audit report which will be presented to the Board in early November. | 1st - Johnson<br>2nd - Lutz<br>Unanimously<br>Approved  |
| VI. Committee/Department Reports:  • Environment of Care (d)                      | The Environment of Care Committee report was presented as included in the Board packets.  | Accepted  |
| VII. Medical Staff Report (Dr. Rathe)   | Dr. David Rathe reported that the Executive Committee of the Medical Staff and the full Medical Staff met on August 21st. They considered privileging and credentialing items as listed below. They also discussed onboarding and mentoring, and routing all medical student placements through the education department.   |   |
| VIII. Patient Satisfaction (Heidi Solheim) (e1 – e5)                              | Solheim presented the patient satisfaction report.  She reported on efforts to increase response rates, and to celebrate positive comments and results.   |   |
| IX. C.E.O.'s Report   | •   |   |
| Physician Recruitment   | Atty reported that Dr. Hetal Patel started today. After her orientation, she will be providing services at the Shell Rock Clinic.   |   |
| • HEC/Premier (f)   | Atty presented an agreement with HEC/Premier for group purchasing. A motion was made to approve the seven year agreement as presented.  | 1st - Johnston<br>2nd - Lutz<br>Unanimously<br>Approved |
| X. Old Business   |   |   |
| XI. New Business  • Compliance Program Annual Evaluation (g)                      | Bennett presented the annual compliance program evaluation as included in the Board packets. A motion was made to approve the annual evaluation as presented.   | 1st - Johnson<br>2nd - Campbell<br>Unanimously          |
| • Organizational Chart (h)  | Atty presented an update to the organizational chart  | Approved  |

- Retirement Investors' Club Service Agreement (1)
- Provisional Appointment to Medical Staff:
  - Bethany Heidemann, ARNP Ancillary, Otolaryngology, Iowa ENT & Sinus Surgery Center
  - Lisa Maher, ARNP Courtesy, Cardiology, CVMS
  - Abbie Schrader, ARNP Courtesy, Cardiology, CVMS
  - Kalyana Sundaram, MD Courtesy, Cardiology, CVMS
  - Tabetha Gehrke, ARNP Ancillary, Cardiology, WFTC
  - Rene Recinos, MD Courtesy, Plastic Surgery, Mason City Clinic
- PPC Recommendations Regarding Provisional Status:
  - Brian Hopper, MD Courtesy, Radiology, RCI
  - Orietta Girard, MD Courtesy, Emergency Medicine, EPA
  - Stephanie Smith, ARNP Courtesy, Ortho, CVMS
- Resignations from Medical Staff:
  - Cary Rose, MD Active, Cardiology, WHC
  - David Henry, MD Consulting, Radiology, RCI
  - Marwan Jarmakani, MD Consulting, Radiology, RCI
- Revised Clinical Privilege Forms:
  - General Surgery Privileges (i1 & 2)
  - Certified Nurse Midwife (i3)
  - ARNP Psychiatric & Mental Health (i4)
- New Policies & Procedures:
  - Swing Bed Patient Employment (j1)
  - Active Shooter (j2)
  - Bomb Threat (j3)
  - Evacuation Response (j4)
  - Hazardous Material Exposure (j5)
  - Fire Response Plan (j6)
  - Severe Weather (j7)
  - Interim Life Safety Measures (j8)
  - Lockdown (j9)

which included changes in reporting relationships for the Christophel Clinic. A motion was made to approve the revised organizational chart as presented.

Tye presented an agreement with Retirement Investors' Club Service. Discussion was held regarding the costs and benefits of participating in the plan. A motion was made to approve the agreement as presented.

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

1st - Campbell 2nd - Johnston Unanimously Approved

1st - Johnson 2nd - Lutz Unanimously Approved

The revised clinical privilege forms, listed at left, were presented for review as included in the Board packets. The revised privilege forms have been reviewed by the Executive Committee of the Medical Staff and are recommended for approval. A motion was made to approve the revised privilege forms as written.

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 - Johnston 2nd - Lutz Unanimously Approved

1st - Campbell 2nd - Johnson Unanimously Approved

| • Finance Committee (k)   | Bennett reported that the Finance Committee met   |   |
|---|---|---|
| Timalee Committee (K)   | this morning. Minutes from the meeting were included in the Board packet.   |   |
| <ul> <li>Capital Request – Cisco 40G UCS - \$141,410 (k1)</li> <li>Capital Purchase FYI – Trophon – High Level Disinfection System for Ultrasound Probes - \$7,225.78 (k2 &amp; k2a)</li> <li>Capital Purchase FYI – Software Upgrade, IVR Computer Replacement - \$6,805 (k3 &amp; k3a)</li> <li>Capital Purchase FYI – IP Address Block for BGP - \$6,144 (k4)</li> <li>Capital Purchase FYI – Cisco BGP Redundancy - \$43,711 (k5)</li> <li>Capital Purchase FYI – NetApp Storage Expansion - \$42,175 (k6)</li> </ul> | Bennett presented a budgeted capital request for a Cisco 40G UCS at a cost not to exceed \$141,410. A motion was brought forth from the Finance Committee to approve the capital request as presented. Bennett noted the capital purchases listed at left that were under the Board approval threshold. | 1st - Lutz<br>2nd - Johnson<br>Unanimously<br>Approved  |
| ■ Financial Assistance  | Bennett presented the following application for financial assistance:  Application is for an individual with a balance of \$12,635.30. The applicant qualifies for 100% write-off under our Financial Assistance Policy.  A motion was made to approve the application as presented.                    | 1st - Johnston<br>2nd - Lutz<br>Unanimously             |
| Planetree Update  | There was no report.  | Approved  |
| XII. 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 7:56 p.m. for the purpose identified at left.  | 1st - Campbell<br>2nd - Lutz<br>Unanimously<br>Approved |
| XIII. Open Session  | A motion was made to move back into open session at 8:34 p.m.   | 1st - Lutz<br>2nd - Campbell<br>Unanimously<br>Approved |
|   | A motion was made to approve the Walk-In Clinic renovation project at a cost not to exceed \$124,999.99.  | 1st - Lutz<br>2nd - Johnson<br>Unanimously<br>Approved  |
| XIV. Closed Session  Iowa Code Chapter 21.5.1(l) - 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 8:37 p.m. for the purpose identified at left.  | 1st - Campbell<br>2nd - Lutz<br>Unanimously<br>Approved |
| XV. Open Session  | A motion was made to move back into open session  | 1st - Campbell  |

|              | at 9:00 p.m.                                     | 2nd - Lutz     |
|--------------|--|----------------|
|              |  | Unanimously    |
|              |  | Approved       |
| XVI. Adjourn | A motion was made to adjourn the meeting at 9:01 | 1st - Johnston |
|              | p.m.   | 2nd - Johnson  |
|              |  | Unanimously    |
|              |  | Approved       |

Next meeting will be held

Monday, September 25, 2017
7:00 p.m.

Tendrils Rooftop Garden