



Minutes
of the Meeting of the
Board of Trustees

October 27, 2003
7:00 p.m.
Carstensen/Gruben Room

Members Present:
Susan Vallem – Chair
Karen Thalacker – Secretary
Gary Burke
John Johnston
Darold Wolff

Speakers Present:
Mike Trachta, CEO
Anne Mardorf, CFO
Darrin Gillett, Cardinal Construction
Linda Hansen
Dr. Rathe

Guests Present:
Karen Buls
Rhonda DeBuhr
Sharon Jahnke
Dan Rigel
Cathy Sebilsky
Ivy Sprague
Deborah VanDyke, ARNP
Jennie Waller

Item	Discussion/Notes	Action
I. Meeting called to order	Called to order by Vallem at 7:00 p.m.	
II. Approval of minutes	A motion was made to approve the minutes of the September meetings as written.	1 st – Thalacker 2 nd – Burke Approved
III. Featured Department – Materials Management, Linda Hansen	Linda Hansen, Materials Manager presented information about the role of the Materials Management department in the hospital.	
IV. Introduction – Deborah VanDyke, E.R. ARNP	Trachta introduced Deborah VanDyke, the Advanced Registered Nurse Practitioner recently hired to work in the E.R.	
IV. Construction Update <ul style="list-style-type: none"> • Phase III Bids 	<p>Trachta presented a resolution to set a public hearing on November 4 at noon regarding the proposed plans, specifications and form of contract and estimated cost for a public improvement consisting of the Waverly Municipal Hospital 2003 Expansion Project, a/k/a Centennial Pavilion, Phase III Building Finishes. A motion was made to adopt the resolution as presented.</p> <p>Gillett presented a construction update, detailing issues they have encountered with soil stability. He stated that Horthy Elving will be here for a meeting on Friday to discuss soil stability.</p>	1 st – Burke 2 nd – Johnston Approved
V. Financial and Statistical Report <ul style="list-style-type: none"> • Operating Statement • Balance Sheet • Investment Reports 	Mardorf presented the financial and statistical report for September. A motion was made to approve the financial and statistical report as written. Mardorf announced that Jay Horn from Denman and Company, will be at the November 24 th Board meeting to present the most recent audit information. Mardorf reported that the Medicare cost report will be completed and submitted in November.	1 st – Johnston 2 nd – Wolff Approved
<ul style="list-style-type: none"> • Ambulance Reports • Home Health Reports 	Mardorf presented the Ambulance and Home Health Reports as included in the Board packets.	Accepted

<p>VI. Committee Reports</p> <ul style="list-style-type: none"> • Performance Improvement Committee • Environment of Care Committee 	<p>Trachta presented the Performance Improvement and Environment of Care Committee reports as included in the Board packets.</p>	<p>Accepted</p>
<p>VII. C.E.O.'s Report</p> <ul style="list-style-type: none"> • Patient Satisfaction Survey Results – 1st Quarter 	<p>Trachta presented the patient satisfaction survey results for the 1st Quarter. He reported that Director's Council is currently reviewing other tools to measure satisfaction.</p> <p>Trachta presented the Critical Access Hospital Annual Report, noting that the report covers a shorter, six month time period in order to get it on a fiscal year cycle. A motion was made to approve the report as presented.</p> <p>Trachta gave a brief legislative review for issues that could impact the hospital.</p>	<p>1st – Thalacker 2nd – Wolff Approved</p>
<p>VIII. Medical Staff Report</p>	<p>Rathe presented the Medical Staff Report, encouraging those in attendance to contact their legislators on issues of importance to the hospital.</p>	
<p>IX. Old Business</p> <ul style="list-style-type: none"> • Purchase of Property 	<p>Trachta announced that the City of Waverly Building Inspector would be available to complete and inspection of the Rohlf Memorial Clinic building at a cost of \$2,000. A motion was made to approve having an inspection of the Rohlf Memorial Clinic done at a cost not to exceed \$2,000. Trachta will email the results of the inspection to Board members as soon as they become available.</p> <p>Thalacker questioned whether the Community Health Fund was operating yet. Sprague reported that details are still being worked out and a committee has not been set up yet.</p>	<p>1st – Burke 2nd – Wolff Approved</p>
<p>X. New Business</p> <ul style="list-style-type: none"> • Changes to Medical Staff Bylaws, Rules and Regulations and ARNP E.R. Privileges and Protocols • Reappointments to Medical Staff: <ul style="list-style-type: none"> ▪ Daniel Schminke, M.D. – Family Practice • Resignations from Medical Staff: <ul style="list-style-type: none"> ▪ Mark Matson, M.D. – Nephrology ▪ Cathryn Robinson, CRNA • Appointments to Medical Staff: <ul style="list-style-type: none"> ▪ Waqas Ali, M.D. – Internal Medicine/ Infectious Diseases ▪ Cristina Bara, M.D. – Internal Medicine/Nephrology ▪ Diane Lansink, ARNP – 	<p>Trachta presented changes to the Medical Staff Bylaws, Rules and Regulations which move Professional Activities Committee to meet every other month on the same schedule as Medical Staff and to provide for the addition of the ARNP as a midlevel licensed independent practitioner. Trachta also presented the ARNP E.R. privileges and protocols. A motion was made to approve the changes to the Medical Staff Bylaws, Rules and Regulations and privileges and protocols as individually considered.</p> <p>Trachta presented reappointments, resignations, and appointments to the Medical Staff along with an addition of privileges and a change from provisional to regular status as listed at left. A motion was made to approve the aforementioned items as individually considered by the Board.</p>	<p>1st – Thalacker 2nd – Johnston Approved</p> <p>1st – Thalacker 2nd – Wolff Approved</p>

<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Dermatology ▪ Carolyn Norris, ARNP – OB/Gyn ▪ Benjy Olsen, D.P.M. – Podiatry Resident ▪ Abdul Panhwar, M.D. – E.R. ▪ Adaline Peterson, ARNP – Ob/Gyn ▪ Deborah VanDyke, ARNP – E.R. ▪ Steven Vince, M.D. – Radiology (Locum Tenens) • Addition of Privileges: <ul style="list-style-type: none"> ▪ Dr. Oakley (Radiology) Mylograms • Provisional to Regular Privileges: <ul style="list-style-type: none"> ▪ Ayyaz Shah, D.O. – Dermatology • Policy Revisions/New Policies: <ul style="list-style-type: none"> ▪ Verification of Verbal/Telephone Orders or Critical Test Results ▪ Verbal/Telephone Orders ▪ Documentation Medical Record ▪ Interpretation of X-Rays by Physician(s) in ER ▪ Automated Dispensing ▪ Automated Dispensing Access Privileges ▪ Automated Dispensing Passwords • Personnel Committee • Executive Committee • Finance Committee <ul style="list-style-type: none"> ▪ Capital Requests <ul style="list-style-type: none"> ▪ PFA 100 Analyzer 	<p>Trachta presented the policy revisions/new policies as listed at left. A motion was made to approve the policies as individually considered.</p> <p>Trachta reported that the Personnel Committee met on 9/26/03 at which time they chose not to select an overall employee of the year. He reported that the Personnel Committee also met tonight prior to the Board meeting, selecting Merna Lovell for November Employee of the Month.</p> <p>Vallem encouraged the Personnel Committee to seek employee input on what sort of recognition would be meaningful for them.</p> <p>Trachta reported that the Executive Committee met on 9/26/03 to review the capital request for the excavation, inspection, and waterproofing of the exterior, north, home health wall for an amount not to exceed \$10,000. A motion was made to ratify the Executive Committee action to approve the aforementioned capital request at a cost not exceed \$10,000.</p> <p>Trachta reported that the Finance Committee met on 10/20/03. Trachta brought forth a motion with a second from the Finance Committee to approve the capital request as listed below: <ul style="list-style-type: none"> ▪ PFA 100 Analyzer – at a cost not to exceed \$14,861.70 The motion was approved as brought forth by the Finance Committee.</p>	<p>1st – Burke 2nd – Johnston Approved</p> <p>1st – Thalacker 2nd – Vallem Approved</p> <p>1st – Wolff 2nd – Burke Approved</p>
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<ul style="list-style-type: none"> Marketing Department – Contracted Assistance Influenza Vaccination Update 	<p>Trachta presented a request from Sprague to be allowed to utilize the contract services of Angie Trachta within the Marketing Department. Any work completed by A. Trachta would be supervised directly by Sprague. A motion was made to approve the utilization of contracted services from A. Trachta.</p> <p>Rathe gave an update on the status of this season’s influenza vaccination process and encouraged everyone who is eligible for the vaccination to get it.</p>	<p>1st – Wolff 2nd – Thalacker Approved</p>
<p>XI. Adjourn</p>	<p>A motion was made to adjourn the meeting at 8:30 p.m.</p>	<p>1st – Johnston 2nd – Burke Approved</p>

Next meeting will be held
November 24, 2003
Carstensen/Gruben Room

Karen Thalacker, Secretary
Board of Trustees

Mike Trachta
Chief Executive Officer