



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

July 28, 2003  
7:00 p.m.  
Carstensen/Gruben Room

Members Present:  
Susan Vallem, - Chair  
Gary Burke  
John Johnston  
Darold Wolff

Members Excused:  
Karen Thalacker – Secretary

Speakers Present:  
Mike Trachta, CEO  
Mary Conway, COO  
Anne Mardorf, CFO  
Darrin Gillett, Cardinal Construction  
Cheryl Standish  
Carol Stone

Guests Present:  
Karen Buls  
Rhonda DeBuhr  
Sharon Jahnke  
Merna Lovell  
Dan Rigel  
Ivy Sprague  
Jennie Waller

Item	Discussion/Notes	Action
I. Meeting called to order	Called to order by Vallem at 7:02 p.m.	
II. Approval of minutes	A motion was made to approve the minutes of the June meeting as written.	1 <sup>st</sup> – Johnston 2 <sup>nd</sup> – Burke Approved
III. Featured Departments: • Emergency Room	Cheryl Standish, Emergency Room R.N. presented statistical and anecdotal information about the Emergency Department.	
IV. Construction Update	Gillett presented the construction update.	
IV. Financial and Statistical Report • Ambulance • Home Health	Mardorf presented the financial and statistical report for June. A motion was made to approve the financial and statistical report as written.  Trachta announced that the 4th quarter incentive was met. A motion was made to approve payment of the employee incentive bonus.  Mardorf presented the Ambulance and Home Health reports as included in the Board packets, noting that Ambulance had a record number of calls in June.	1 <sup>st</sup> – Burke 2 <sup>nd</sup> – Wolff Approved  1 <sup>st</sup> – Johnston 2 <sup>nd</sup> – Burke Approved  Accepted
V. Committee Reports • Performance Improvement Committee  • Environment of Care Committee	Stone presented the Performance Improvement Committee report as included in the Board packet.  Trachta referred to the Environment of Care Committee minutes as included in the Board packet.	Accepted  Accepted
VI. Organizational Performance Improvement Report – 4 <sup>th</sup> Quarter	Stone presented the 4 <sup>th</sup> Quarter Organizational Performance Improvement Report.	
VII. C.E.O.'s Report • FY 03 Audit – Denman & Co.  • Therapy Agreement	Trachta announced that the FY03 audit will be distributed to Board members on August 8 <sup>th</sup> . The Board will meet at 8:00 a.m. on 8/11/03 to review the audit and financial forecast.  Trachta reported that the therapy agreement has been successfully resolved.	

<ul style="list-style-type: none"> <li>• 4<sup>th</sup> Quarter Patient Satisfaction Survey</li> </ul>	<p>Trachta presented the results of the 4<sup>th</sup> quarter patient satisfaction survey as included in the Board packets.</p> <p>Trachta reported that Planetree representatives visited the hospital last week as the first step in our transition to a Planetree organization.</p>	
<p>VIII. Medical Staff Report</p>	<p>No report.</p>	
<p>IX. Old Business</p> <ul style="list-style-type: none"> <li>• Expansion Project</li> <li>• Houses</li> <li>• Strategic Planning Committee</li> </ul>	<p>As previously reported in the construction update.</p> <p>Trachta gave an update on the status of the two remaining houses. It is anticipated that the Maifield house will move during the first week of August, with the Baker house to follow sometime after that.</p> <p>Trachta brought forth a motion with a second from the Strategic Planning Committee to approve the change of our name to Waverly Health Center, and the accompanying logo. The motion was approved as brought forth by the Strategic Planning Committee.</p> <p>Trachta brought forth a motion with a second from the Strategic Planning Committee to support the goal of improving the health of our community by designating 5% of net operating margin to a community health improvement fund. The motion was approved as brought forth by the Strategic Planning Committee.</p>	<p>1<sup>st</sup> – Johnston 2<sup>nd</sup> – Vallem Approved</p> <p>1<sup>st</sup> – Vallem 2<sup>nd</sup> – Johnston Approved</p>
<p>X. New Business</p> <ul style="list-style-type: none"> <li>• Resolution Fixing Date for a Meeting on the Proposition to Authorize a Loan Agreement and the Issuance of Notes to Evidence the Obligations of the City thereunder.</li> <li>• Personnel Committee</li> <li>• Finance Committee <ul style="list-style-type: none"> <li>▪ Capital Requests <ul style="list-style-type: none"> <li>▪ Echo/Vascular Program</li> <li>▪ Berchtold Endoscopy Booms</li> </ul> </li> </ul> </li> </ul>	<p>Trachta presented the resolution fixing date for a meeting on the proposition to authorize a loan agreement and the issuance of notes to evidence the obligations of the city thereunder on August 4. A motion was made to adopt the resolution.</p> <p>Trachta announced that the Personnel Committee selected Cindy Rector for August's employee of the month. Rector is an office RN in the General Surgery Clinic. Rector was selected for her dedication to patient care.</p> <p>Trachta brought forth a motion with a second from the Finance Committee to approve the capital requests as listed below: *Echo/Vascular Program – at a cost not to exceed \$98,279.50 *Berchtold Endoscopy Booms – at a cost not to exceed \$23,860.00 (would require later reimbursement resolution) The motion was approved as brought forth by the Finance Committee.</p>	<p>1<sup>st</sup> – Wolff 2<sup>nd</sup> – Burke Approved</p> <p>1<sup>st</sup> – Burke 2<sup>nd</sup> – Wolff Approved</p>
<p>XI. Adjourn</p>	<p>A motion was made to adjourn the meeting at 8:45 p.m.</p>	<p>1<sup>st</sup> – Johnston 2<sup>nd</sup> – Burke Approved</p>

Next meeting will be held  
**August 25, 2003**  
**Carstensen/Gruben Room**

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**Karen Thalacker, Secretary**  
**Board of Trustees**

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**Mike Trachta**  
**Chief Executive Officer**