



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

September 22, 2003  
7:00 p.m.  
Carstensen/Gruben Room

Members Present:  
Susan Vallem, - Chair  
Karen Thalacker – Secretary  
Gary Burke  
Darold Wolff

Members Absent:  
John Johnston (excused)

Speakers Present:  
Mike Trachta, CEO  
Anne Mardorf, CFO  
Darrin Gillett, Cardinal  
Construction  
Michelle Litterer  
Dr. Rathe  
Carol Stone

Guests Present:  
Karen Buls  
Ron Mathias  
Dan Rigel  
Ivy Sprague  
Jennie Waller

<b>Item</b>	<b>Discussion/Notes</b>	<b>Action</b>
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 August meetings as written.	1 <sup>st</sup> – Thalacker 2 <sup>nd</sup> – Burke Approved
III. Featured Department: Health Promotion Center – Michelle Litterer	Michelle Litterer, Health Promotion Manager presented information about the growth of the Health Promotion Center, services currently offered in the Center, and goals for the future.	
IV. Financial and Statistical Report <ul style="list-style-type: none"> <li>• Operating Statement</li> <li>• Balance Sheet</li> <li>• Investment Reports</li> <li>• Ambulance Reports</li> </ul>	Mardorf presented the financial and statistical report for August. A motion was made to approve the financial and statistical report as written.	1 <sup>st</sup> – Burke 2 <sup>nd</sup> – Wolff Approved
V. Resolution Naming Depositories	Mardorf presented a resolution naming depositories which changed the maximum deposit amount to \$20 million. A motion was made to adopt the resolution naming depositories.	1 <sup>st</sup> – Burke 2 <sup>nd</sup> – Thalacker Approved
VI. Committee Reports <ul style="list-style-type: none"> <li>• Performance Improvement Committee</li> <li>• Environment of Care Committee</li> </ul>	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
VII. CORS – 2 <sup>nd</sup> Quarter Report	Stone presented the CORS – 2 <sup>nd</sup> quarter report.	Accepted
VIII. C.E.O.'s Report	Trachta reported that two different ER physician staffing services have been considered to provide weekend ER coverage. Administration, with the input of the Medical Staff, selected Emergency Practice Associates (EPA) out of	

	<p>Waterloo. Sunday nights will be added to the weekend coverage contracted through EPA.</p> <p>Trachta reported that the ER ARNP started two weeks ago and that all of the paperwork for credentialing should be completed prior to the October Board meeting.</p> <p>Trachta reported that he will be traveling to Washington, D.C. next week to participate in advocacy for the prescription drug bill.</p> <p>Trachta presented the Iowa Hospital Association DATABANK monthly summary report for April – June 2003. This report compares WHC with other hospitals, including those in our district, those of similar size and services, and rural hospitals.</p> <p>Trachta and Buls presented the following policies for review:</p> <ul style="list-style-type: none"> <li>▪ Incentive Plan</li> <li>▪ Health Center Vehicle</li> <li>▪ ACLS, CPR, NRP, PALS, &amp; TNCC Training</li> </ul> <p>A motion was made to approve the above listed policies as individually considered.</p>	<p>1<sup>st</sup> – Thalacker 2<sup>nd</sup> – Wolff Approved</p>
<p>IX. Medical Staff Report</p>	<p>Rathe reported that the Executive Committee did not meet this month.</p>	
<p>X. Old Business</p> <ul style="list-style-type: none"> <li>• Expansion Project</li> </ul>	<p>Trachta reported that WHC hosted a neighborhood meeting last Friday to discuss landscaping plans as developed by Maifield Landscaping. Some changes in the plans were implemented at the request of the neighbors. Trachta reported that more landscaping than originally anticipated will be completed this fall due to the bid coming in well under the budgeted amount.</p> <p>Ron Mathias expressed his appreciation of how WHC has handled the building process, including seeking input from the neighbors and keeping them informed of the progress.</p>	
<p>XI. New Business</p> <ul style="list-style-type: none"> <li>• Personnel Committee</li> <li>• Executive Committee</li> </ul>	<p>Personnel Committee did not meet as regularly scheduled. Trachta presented a nomination to name Michele Schultz Employee of the Month for October. A motion was made to approve naming M. Schultz Employee of the Month.</p> <p>Trachta presented the minutes of the Executive Committee meeting as included in the packets. A motion was made to ratify the Executive Committee action approving the purchase of the Stryker Video System at a cost not to exceed \$633,197.21 to be reimbursed from construction funds.</p>	<p>1<sup>st</sup> – Burke 2<sup>nd</sup> – Thalacker Approved</p> <p>1<sup>st</sup> – Thalacker 2<sup>nd</sup> – Burke Approved</p>

<ul style="list-style-type: none"> <li>• Finance Committee <ul style="list-style-type: none"> <li>▪ Capital Requests <ul style="list-style-type: none"> <li>▪ Server Upgrade</li> <li>▪ HL7 Interface to Pyxis</li> <li>▪ Purchase of Property</li> <li>▪ Xray Files</li> <li>▪ Birthing Center Security System</li> </ul> </li> </ul> </li> </ul>	<p>Trachta brought forth a motion with a second from the Finance Committee to approve the capital requests as listed below:</p> <ul style="list-style-type: none"> <li>▪ Server Upgrade – at a cost not to exceed \$44,736.70</li> <li>▪ HL7 Interface to Pyxis – at a cost not to exceed \$10,000</li> <li>▪ Xray Files – at a cost not to exceed \$6,667.00</li> <li>▪ Birthing Center Security System – at a cost not to exceed \$27,281.39</li> </ul> <p>The motion was approved as brought forth by the Finance Committee.</p> <p>The Finance Committee deferred discussion of the capital request to purchase the Rohlf Memorial Clinic (RMC) to this meeting. Extensive discussion was held regarding the merits and disadvantages of making a commitment to purchase the RMC. There was consensus among Board members that Trachta should continue to explore options for purchase of the RMC and to investigate the condition of the building, reporting on any findings or purchase proposals at the October meeting.</p>	<p>1<sup>st</sup> – Burke 2<sup>nd</sup> – Wolff Approved</p>
<p>XII. Construction Update</p>	<p>Gillett presented a construction update, reporting that Phase 3 plans will be mailed out tomorrow with bids being turned in before the next Board meeting.</p>	
<p>XIII. Adjourn</p>	<p>A motion was made to adjourn the meeting at 8:40 p.m.</p>	<p>1<sup>st</sup> – Wolff 2<sup>nd</sup> – Burke Approved</p>
<p>XIV. Tour OB Renovation</p>	<p>Trachta gave a tour of the OB department, detailing the completed renovations and how the newly approved security system will function.</p>	

Next meeting will be held  
**October 27, 2003**  
**Carstensen/Gruben Room**

---

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

---

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