

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

Speakers Present:  
 Mike Trachta, CEO  
 Mary Conway, COO  
 Anne Mardorf, CFO  
 Jay Horn, Denman  
 Dixie Fank  
 Dave Leonhart,  
 Cardinal Construction

Guests Present:  
 Lisa Bennett  
 Karen Buls  
 Rhonda DeBuhr  
 Jennie Waller

Minutes  
 of the Meeting of the  
**Board of Trustees**  
 November 29, 2004  
 7:00 p.m.  
**Carstensen/Gruben  
 Room**

**WAVERLY HEALTH**  
 — C E N T E R —  
*Our Mission:* Waverly Health  
 Center strives to provide the  
 highest quality, patient-focused  
 health care.

Item	Discussion/Notes	Action
I. Meeting called to order	Called to order by Vallem at 7:10 p.m. Vallem introduced Lisa Bennett who has been hired for the Chief Financial Officer position.	
II. Approval of minutes	<p>Minutes of the 10/25/04 meeting were reviewed. Burke noted that he was present at the meeting – not excused as listed at the top of the minutes. A motion was made to approve the minutes with this correction.</p> <p>Trachta distributed the minutes from the 6/28/04 closed session. Minutes were reviewed and a motion was made to approve the minutes as written.</p>	<p>1<sup>st</sup> – Thalacker            2<sup>nd</sup> – Johnston            Approved</p> <p>1<sup>st</sup> – Thalacker            2<sup>nd</sup> – Johnston            Approved</p>
III. Presentation of FY04 Audited Financials: Denman and Company – Jay Horn	Jay Horn presented the FY04 Audited Financials. A motion was made to approve the FY04 Audit report as presented.	1 <sup>st</sup> – Burke 2 <sup>nd</sup> – Wolff Approved
IV. Centennial Pavilion • Construction Update	Dave Leonhart presented an update on the construction progress to date.	
V. Featured Department: Central Supply/Surgery	Dixie Fank presented information about the functions and goals of the surgical complex department.	
VI. Financial and Statistical Report • Operating Statement • Balance Sheet • Investment Report  • Ambulance Report • Home Health Report	<p>Mardorf presented the financial and statistical report for October. A motion was made to approve the financial and statistical reports as written. Discussion was held regarding the aging of patient accounts receivable and ways to decrease the time in A/R.</p> <p>Mardorf presented the Home Health report for October as included in the Board packets, and distributed the Ambulance report for review.</p>	<p>1<sup>st</sup> – Burke            2<sup>nd</sup> – Wolff            Approved</p> <p>Accepted</p>
VII. Committee Reports • Performance Improvement Committee  • Environment of Care Committee	<p>The Performance Improvement Committee minutes were presented as included in the Board packets.</p> <p>The Environment of Care Committee minutes were presented as included in the Board packets.</p>	<p>Accepted</p> <p>Accepted</p>

<p>VIII. C.E.O.'s Report</p> <ul style="list-style-type: none"> <li>• Capital Purchases (&gt;\$5,000 &amp; &lt;\$10,000) <ul style="list-style-type: none"> <li>▪ Shelving for Medicine Bottles - \$5,231</li> <li>▪ (21) 3 Drawer Bed Side Stands - \$6,909</li> </ul> </li> <li>• Clover Lease</li> </ul>	<p>Trachta reported that he approved the capital purchases listed at left.</p> <p>Trachta presented a draft of the lease for 2<sup>nd</sup> floor clinic space. The proposed lease amount is \$12.00 triple net per square foot. The initial and subsequent terms of the lease will be for three years. At the end of each three year term, WHC will have the option to purchase the leased space from Clover. Trachta and Vallem recommend holding a public hearing regarding the proposed lease, this will be scheduled and Board members will be notified.</p> <p>Trachta presented a request from the Waverly Area Development Group for an investment of \$1,000 in 2005, \$1,100 in 2006, and \$1,200 in 2007. A motion was made to approve the investment as detailed above.</p> <p>Trachta presented information about the construction project budget, and explained that the amount budgeted for contingency has been spent. He detailed plans to keep expenses to a minimum and announced that in the future, any change orders over \$10,000 will come to the Board of Trustees for approval.</p> <p>Trachta gave an update on the progress of the Blueprint for Healing capital campaign.</p>	<p>1<sup>st</sup> – Burke 2<sup>nd</sup> – Johnston Approved</p>
<p>IX. Medical Staff Report</p>	<p>No report.</p>	
<p>X. Annual CAH Program Evaluation</p>	<p>Conway presented the Annual CAH Program Evaluation as included in the Board packets. A motion was made to approve the program evaluation as written.</p>	<p>1<sup>st</sup> – Thalacker 2<sup>nd</sup> – Burke Approved</p>
<p>XI. Old Business</p>	<p>None.</p>	
<p>XII. New Business</p> <ul style="list-style-type: none"> <li>• Appointments to Medical Staff: <ul style="list-style-type: none"> <li>▪ David Congdon, M.D.</li> <li>▪ Paula Anderson, ARNP</li> <li>▪ Brandi Cassaday, PA-C</li> </ul> </li> <li>• Reappointments: <ul style="list-style-type: none"> <li>▪ Larry Van Daalen, O.D.</li> <li>▪ Ron Roelfs, O.D.</li> <li>▪ Kalyana Sundaram, M.D.</li> </ul> </li> <li>• New/Revised Policies: <ul style="list-style-type: none"> <li>▪ Contrast Echocardiography and Stress Echocardiography</li> <li>▪ Reporting Critical ABG Values</li> <li>▪ Critical Values/PFT</li> <li>▪ Critical Values/EKG, Rhythm Strip, Holter Monitor and Arrhythmia</li> </ul> </li> </ul>	<p>Trachta presented appointments and reappointments to the Medical Staff as listed at left. The files have been reviewed by the Executive Committee of the Medical Staff and are recommended for approval. A motion was made to approve each of the items as individually considered.</p> <p>Trachta presented the new/revised policies as included in the packet and listed at left. A motion was made to approve the policies as written.</p>	<p>1<sup>st</sup> – Johnston 2<sup>nd</sup> – Wolff Approved</p> <p>1<sup>st</sup> – Johnston 2<sup>nd</sup> – Wolff Approved</p>

<p style="text-align: center;">Monitor</p> <ul style="list-style-type: none"> <li>• Finance Committee <u>Capital Requests:</u> <ul style="list-style-type: none"> <li>▪ (3) Dexter Washer 55#, (1) 120# Dryer, (1) Scale, move existing equipment - \$31,769</li> <li>▪ (2) Birthing Beds - \$33,500</li> <li>▪ (3) Surgery Stretchers - \$12,369</li> <li>▪ Lifepak 20 – Crash Cart &amp; Supplies - \$12,000</li> <li>▪ Network Hardware - \$28,250</li> <li>▪ TV's - \$26,334.16</li> <li>▪ AS/400 Server - \$54,242</li> <li>▪ (10) Patient Chairs - \$9,858</li> <li>▪ (10) Stryker Secure II Beds - \$63,745</li> <li>▪ Getinge Sterilizer - \$337,768.75</li> </ul> </li>   <li>• Personnel Committee</li> </ul>	<p>Trachta reported that the Finance Committee met on November 22<sup>nd</sup>, minutes from said meeting are included in the Board packets. Trachta presented the following capital requests that come as a motion with a second from the Finance Committee:</p> <ul style="list-style-type: none"> <li>▪ (3) Dexter Washer 55#, (1) 120# Dryer, (1) Scale, move existing equipment - \$31,769</li> <li>▪ (2) Birthing Beds - \$33,500</li> <li>▪ (3) Surgery Stretchers - \$12,369</li> <li>▪ Lifepak 20 – Crash Cart &amp; Supplies - \$12,000</li> <li>▪ Network Hardware - \$28,250</li> <li>▪ TV's - \$26,334.16</li> <li>▪ AS/400 Server - \$54,242</li> <li>▪ (10) Patient Chairs - \$9,858 (reduced from the original request for 21)</li> <li>▪ (10) Stryker Secure II Beds - \$63,745 (reduced from the original request for 21)</li> <li>▪ Getinge Sterilizer - \$337,768.75</li> </ul> <p>Trachta reported that the Personnel Committee met prior to this meeting. The committee reviewed 8 new Employee of the Month nominations. Brenda Poppens, Birthing Center Manager was selected as the Employee of the Month for December.</p>	<p>1<sup>st</sup> – Burke 2<sup>nd</sup> – Wolff Approved</p>
<p>XIII. Adjourn</p>	<p>A motion was made to adjourn the meeting at 9:22 p.m.</p>	<p>1<sup>st</sup> – Johnston 2<sup>nd</sup> – Burke Approved</p>

Next meeting will be held  
December 20, 2004

Following the joint meeting of the Board of Trustees and the Medical Staff  
Carstensen/Gruben Room

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

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