

Members Present:

Karen Thalacker, Secretary
Gary Burke
Darold Wolff

Members Absent:

Susan Vallem, Chair – excused
John Johnston - excused

Speakers Present:

Mike Trachta, CEO
Mary Conway, COO
Anne Mardorf, CFO
Margaret Aukerman
Darrin Gillette
Carol Stone

Guests Present:

Karen Buls
Dan Rigel
Ivy Sprague
Jennie Waller

Minutes
of the Meeting of the
Board of Trustees
April 26, 2004
7:00 p.m.
**Carstensen/Gruben
Room**



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 Thalacker at 7:10 p.m.	
II. Approval of minutes	A motion was made to approve the minutes of the 3/22/04 meeting as written.	1 st – Burke 2 nd – Wolff Approved
III. Featured Department – Health Information Management, Margaret Aukerman	Aukerman presented on the functions of the Health Information Department, including a status report on the scanning of medical records.	
IV. Centennial Pavilion - Gillett <ul style="list-style-type: none"> • Construction Update • Phase IV Bids & Recommendations • Resolution to Accept Bids & Proceed with Phase IV 	<p>Gillett presented a construction update – noting that the contingency fund still contains approximately \$300,000. Gillette outlined the next steps in the construction process and stated that by next month’s meeting, the Board members might be able to take a “hard hat” tour of the Centennial Pavilion.</p> <p>Gillett presented Cardinal’s recommendation for contractor selection for Phase IV.</p> <p>A motion was made to table the resolution to accept bids and proceed with Phase IV. The Board of Trustees will reconsider this matter before the 30 day expiration date of the bids.</p>	<p>1st – Burke 2nd – Wolff Approved</p>
V. Financial and Statistical Report <ul style="list-style-type: none"> • Operating Statement • Balance Sheet • Investment Report • Ambulance Report 	<p>Mardorf presented the financial and statistical report for March. Mardorf announced that financial goals for the employee incentive were met for the 3rd quarter of FY04. A motion was made to approve the financial and statistical report as written.</p> <p>Mardorf reported that due to regulations which prohibit WHC from contributing to outside health improvement projects, the \$108,000 that is currently in a restricted Community Health Fund will be transferred to a Phase IV fund. A motion was made to transfer the \$108,000 to the Phase IV fund.</p> <p>Mardorf presented the Ambulance and Home Health</p>	<p>1st – Burke 2nd – Wolff Approved</p> <p>1st – Burke 2nd – Wolff Approved Accepted</p>

<ul style="list-style-type: none"> Home Health Report 	reports for March as distributed to the Board members.	
VI. Organizational Performance Improvement Report – 3 rd Quarter	Stone presented the Organizational Performance Improvement Report – 3 rd Quarter as included in the Board packets.	Accepted
VII. Committee Reports		
<ul style="list-style-type: none"> Performance Improvement Committee 	The Performance Improvement report was presented as included in the Board packets.	Accepted
<ul style="list-style-type: none"> Environment of Care Committee 	The Environment of Care Committee minutes were presented as included in the Board packets.	Accepted
VIII. C.E.O.'s Report		
<ul style="list-style-type: none"> Patient Satisfaction Survey – 3rd Quarter 	Trachta presented statistical information outlining the past 3 years of patient satisfaction survey information, noting that the patient satisfaction goals for the employee incentive were met for the 3 rd quarter of FY04. A motion was made to approve the payout of the employee incentive bonus.	1 st – Wolff 2 nd – Burke Approved
IX. Medical Staff Report	No report.	
X. Old Business	No old business.	
XI. New Business		
<ul style="list-style-type: none"> Resignations from Medical Staff: <ul style="list-style-type: none"> Danilo Ruiz, M.D. 	Trachta presented the resignation of Dr. Ruiz. A motion was made to accept the resignation.	1 st – Burke 2 nd – Wolff Approved
<ul style="list-style-type: none"> New/Revised Policies: <ul style="list-style-type: none"> Purchase Authorization 	Mardorf presented the revision to the Purchase Authorization policy. A motion was made to approve the policy as written.	1 st – Burke 2 nd – Wolff Approved
<ul style="list-style-type: none"> Auxiliary Bylaws Update 	Trachta presented updates to the Auxiliary Bylaws. A motion was made to approve the revision of the Bylaws.	1 st – Wolff 2 nd – Burke Approved
<ul style="list-style-type: none"> Reappointment to Home Health Advisory Board <ul style="list-style-type: none"> Lee Fagre, M.D. Ann Killion Barb McWhirter 	Trachta presented the following proposed reappointments to the Home Health Advisory Board: Lee Fagre, M.D. Ann Killion Barb McWhirter A motion was made to approve the reappointments as proposed.	1 st – Wolff 2 nd – Burke Approved
<ul style="list-style-type: none"> CAH Annual Policy Review 	Conway presented the minutes of the Annual CAH Hospital Policy Review Committee. Conway noted that the process of Medical Staff approval has been changed so that all policy changes will be approved by the Executive Committee of the Medical Staff. Prior to policies being reviewed at Executive Committee, they will be reviewed by a Board member (acting as a public representative) and Scott Johnson, PA-C (acting as a mid-level practitioner). This will streamline the process while still meeting CAH requirements.	
<ul style="list-style-type: none"> Finance Committee <ul style="list-style-type: none"> Capital Request – Concrete Steps in 	Trachta reported that the Finance Committee met earlier in the day. Trachta presented the following motion for	1 st – Wolff

<p>North Parking</p> <ul style="list-style-type: none"> ▪ Capital Request – Carpeting Administration, Med/Surg Hallways ▪ Capital Request – Roof Top Air Conditioner for Lab ▪ Capital Request – Concrete Floor, Alarm System for Rohlf Memorial Clinic Basement Storage ▪ Network & Peripherals for Patient Charting <p>• Personnel Committee</p> <p>• Revision to Board Policy – Policy on the Purchase of Land, Building, Equipment and Other Assets</p>	<p>capital purchases as brought forth by the Finance Committee:</p> <ul style="list-style-type: none"> ▪ Concrete Steps in North Parking at a cost not to exceed \$5,365 ▪ 5 Ton Rooftop Air Conditioner for Lab at a cost not to exceed \$8,356 ▪ Carpeting Admin, Med-Surg Hallways at a cost not to exceed \$14,596.75 ▪ Concrete Floor, Alarm System for Rohlf Clinic Basement Storage at a cost not to exceed \$6,295 – contingent upon completion of purchase agreement and acceptable lease agreement for the space. ▪ Network and Peripherals for Patient Charting at a cost not to exceed \$50,000 (\$40,000 for laptops and carts may not need to be capitalized depending on auditor recommendations). <p>Trachta reported that the Personnel Committee met prior to this meeting. Trachta announced that the Personnel Committee selected Brenda Tegtmeier as May’s Employee of the Month.</p> <p>Trachta presented a motion as brought forth by the Finance Committee to approve a revision to Board policy which would require Board approval for capital items that exceed \$10,000 and notification of capital items purchased between \$5,000 - \$10,000.</p>	<p>2nd – Burke Approved</p> <p>1st – Wolff 2nd – Burke Approved</p>
<p>XII. Adjourn</p>	<p>A motion was made adjourn the meeting at 8:09 p.m.</p>	<p>1st – Burke 2nd – Wolff Approved</p>

Next meeting will be held
May 24, 2004
7:00 p.m.
Carstensen/Gruben Room

Karen Thalacker, Secretary
Board of Trustees

Mike Trachta
Chief Executive Officer