

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

Guests Present:
 Rhonda DeBuhr
 Dan Rigel
 Jennie Waller

Minutes
 of the Meeting of the
Board of Trustees
 June 28, 2004
 7:00 p.m.
**Carstensen/Gruben
 Room**



Our Mission: Waverly Health Center strives to provide the highest quality, patient-focused health care.

Speakers Present:
 Mike Trachta, CEO
 Mary Conway, COO
 Anne Mardorf, CFO
 Ron Burbridge – Press Ganey
 Darrin Gillett – Cardinal
 Laura Cooley
 Lynn Norton
 Jan Thedens
 David Rathe, D.O.
 Karen Buls

Item	Discussion/Notes	Action
I. Meeting called to order	Called to order by Vallem at 7:05 p.m.	
II. Press Ganey Presentation of Survey Results	Ron Burbridge, Account Executive from Press Ganey presented executive summaries from the patient satisfaction surveys that were received during the period of March 1 – May 31, 2004. Burbridge reviewed inpatient, outpatient, ER, and ambulatory surgery survey results.	
III. Centennial Pavilion - Gillette <ul style="list-style-type: none"> Construction Update 	Gillett presented an update on the Centennial Pavilion construction progress. Gillett noted that the bidding deadline for the ceramic tile package has been delayed until 7/8/04.	
IV. Featured Departments: <ul style="list-style-type: none"> Environmental Services, Laura Cooley & Lynn Norton Lab, Jan Thedens 	<p>Cooley and Norton presented information about the functions of the Environmental Services department and described how their department is working to incorporate the Planetree philosophy.</p> <p>Thedens presented information about how the services and staffing in the lab have changed over the past 4 years. Thedens also presented a pictorial tour of the lab and detailed their future goals.</p>	
V. Approval of minutes	A motion was made to approve the minutes of the 5/20/04 meeting as written.	1 st – Thalacker 2 nd – Johnston Approved
VI. Financial and Statistical Report <ul style="list-style-type: none"> Operating Statement Balance Sheet Investment Report Ambulance Report Home Health Report 	<p>Mardorf presented the financial and statistical report for May. A motion was made to approve the financial and statistical report as written.</p> <p>Mardorf presented the Ambulance report for May as distributed to the Board members.</p>	1 st – Johnston 2 nd – Burke Approved Accepted
VII. Committee Reports <ul style="list-style-type: none"> 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>	Accepted Accepted
VIII. CORS Report – 1 st Quarter	Conway presented the 1 st Quarter CORS Report as included in the Board packets.	Accepted

IX. Board Education – National Patient Safety Goals	Conway presented information about the Joint Commission’s National Patient Safety Goals. Conway also discussed the new goals that will likely be implemented in 2005 and how they will impact WHC.	
X. C.E.O.’s Report <ul style="list-style-type: none"> • Foundation Name Change • Capital Purchases (>\$5,000 & <\$10,000): <ul style="list-style-type: none"> ▪ Cordless Hall Vacuums ▪ Lab Refrigerator ▪ Microbiology Interface with HMS ▪ Blood Bank Software and Interface with HMS • OB-Gyn Search 	Trachta presented Articles of Amendment to the Foundation’s Articles of Incorporation, changing the name of the Foundation from the Waverly Municipal Hospital Foundation to the Waverly Health Center Foundation. A motion was made to approve the Articles of Amendment. The motion was amended to include officially changing the name of the Auxiliary. Trachta reported that the capital items listed at left have been approved by Director’s Council for purchase. Trachta reported that OB-Gyn search is progressing.	1 st – Burke 2 nd – Thalacker Approved
XI. Medical Staff Report	Rathe reported that the Medical Staff meeting included information about changes in documentation guidelines, and requirements for midlevel practitioners practicing in a hospital setting. Trachta reported that Dr. Owens attended the Medical Staff meeting as a means of introduction and will be starting employment at WHC on July 12, 2004.	
XII. Old Business	None	
XIII. New Business <ul style="list-style-type: none"> • Resignations from Medical Staff: <ul style="list-style-type: none"> ▪ Ryan Averett, D.P.M. ▪ Sawat Phruttitum, M.D. • Appointments to Medical Staff: <ul style="list-style-type: none"> ▪ Lisa Owens, M.D. • Reappointments: <ul style="list-style-type: none"> ▪ Deniz Bastug, M.D. – Plastic Surgery ▪ John Brunkhorst, M.D. – FP ▪ Daniel Darnold, M.D. – FP ▪ Daniel Eggers, M.D. – FP ▪ Farid Manshadi, M.D. – Physical Medicine ▪ Richard Mauer, M.D. – Ophthalmology ▪ James Pooock, M.D. – FP ▪ David Rathe, D.O. – Internal Medicine & Pediatrics ▪ Michael Slavin, D.O. – Nephrology ▪ Scott Johnson, PA-C ▪ Bob Dorpinghaus, CRNA ▪ Dean Hutchison, CRNA 	Trachta presented resignations, appointments, and provisional to regular appointments as listed at left. A motion was made to approve each of the items as individually considered.	1 st – Wolff 2 nd – Johnston Approved

<ul style="list-style-type: none"> • New/Revised Policies: <ul style="list-style-type: none"> ▪ Respiratory Hygiene/Cough Etiquette ▪ Universal Protocol to Prevent Wrong Site, Wrong Procedure, Wrong Patient Surgery • Finance Committee <ul style="list-style-type: none"> ▪ Sterilizer for New Operating Room - \$39,500 ▪ Treatment Chairs for Same Day Surgery - \$29,940 • Personnel Committee 	<p>Trachta presented the policy revisions/new policies as listed at left. A motion was made to approve the policies as written.</p> <p>Conway reported that changes in CAH guidelines now require that the “community member” involved in our policy review process be an RN. Conway will work in collaboration with the other CAHs in our network to have new and revised policies reviewed.</p> <p>Trachta reported that the Finance Committee met on June 23rd. Trachta reported that the following capital requests are brought forward as a motion with a second.</p> <ul style="list-style-type: none"> ▪ Sterilizer for New Operating Room - \$39,500 ▪ Treatment Chairs for Same Day Surgery - \$29,940 <p>Trachta reported that a motion with a second is brought forth from the Finance Committee to transfer \$25,000 from the Gruben Estate to the Foundation. The money had been designated for A/V equipment in the CG Room and was above the amount required to complete the project.</p> <p>Trachta reported that the Personnel Committee met immediately prior to this meeting. Nominations for employee of the month were reviewed and Rebecca Carpenter was selected as July’s employee of the month.</p> <p>Trachta reported that salary increases have been considered by both the Finance Committee and the Personnel Committee. A motion with a second is brought forward from the Finance Committee to approve a 4% increase effective the first full pay period in July.</p> <p>Trachta reported that Janine Johnson is acting as interim manager of the surgery department.</p> <p>Buls presented results from the Press Ganey Employee Satisfaction Survey.</p>	<p>1st – Thalacker 2nd – Burke Approved</p> <p>1st – Wolff 2nd – Burke Approved</p> <p>1st – Burke 2nd – Wolff Approved</p> <p>1st – Burke 2nd – Wolff Approved</p>
<p>XIV. Closed Session – Personnel Evaluation</p>	<p>A motion was made to move into closed session to discuss personnel evaluation.</p>	<p>1st – Burke 2nd – Thalacker Approved</p>
<p>XV. Open Session</p>	<p>A motion was made to return to open session.</p>	<p>1st –Thalacker 2nd – Wolff Approved</p>
<p>XVI. Adjourn</p>	<p>A motion was made adjourn the meeting at 10:45p.m.</p>	<p>1st – Johnston 2nd – Burke Approved</p>

Next meeting will be held
July 26, 2004
7:00 p.m.
Carstensen/Gruben Room

Karen Thalacker, Secretary
Board of Trustees

Mike Trachta
Chief Executive Officer