

Members:  
 Karen Thalacker, Acting Chair  
 Gary Burke  
 John Johnston  
 Darold Wolff

Guests Present:  
 Karen Buls  
 Rhonda DeBuhr  
 Dan Rigel  
 Jennie Waller

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



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

Members Excused:  
 Susan Vallem, Chair

Speakers Present:  
 Mike Trachta, CEO  
 Mary Conway, COO  
 Anne Mardorf, CFO  
 Darrin Gillett – Cardinal  
 Carol Nordhus

Item	Discussion/Notes	Action
I. Meeting called to order	Called to order by Thalacker at 7:12 p.m.	
II. Approval of minutes		
III. Centennial Pavilion - Gillette <ul style="list-style-type: none"> <li>• Construction Update</li> </ul>	As presented at the joint City Council/WHC Board of Trustees meeting held immediately prior to this meeting.	
IV. Financial and Statistical Report <ul style="list-style-type: none"> <li>• Operating Statement</li> <li>• Balance Sheet</li> <li>• Investment Report</li> <li>• Ambulance Report</li> <li>• Home Health Report</li> </ul>	Mardorf presented the financial and statistical report for June. Mardorf announced that financial goals for the employee incentive were met for the 4th quarter of FY04. A motion was made to approve the financial and statistical report as written.  Mardorf presented the Ambulance report for June as included in the Board packets.	1 <sup>st</sup> – Wolff 2 <sup>nd</sup> – Burke Approved  Accepted
V. Committee Reports <ul style="list-style-type: none"> <li>• Performance Improvement Committee</li> <li>• Environment of Care Committee</li> </ul>	The Performance Improvement Committee minutes were presented as included in the Board packets.  The Environment of Care Committee minutes were presented as included in the Board packets.	Accepted  Accepted
VI. Organizational Performance Improvement Report – 4 <sup>th</sup> Quarter	Nordhus presented the 4 <sup>th</sup> Quarter Organization Performance Improvement Report as included in the Board packets.	Accepted
VII. C.E.O.'s Report <ul style="list-style-type: none"> <li>• Capital Purchases (&gt;\$5,000 &amp; &lt;\$10,000):               <ul style="list-style-type: none"> <li>▪ Precor Treadmill - \$5,300</li> </ul> </li> </ul>	Trachta reported that the capital item listed at left has been approved by Director's Council for purchase.  Trachta reported that Dr. Suzanne Glascock has signed a contract to work for WHC beginning in September. Trachta reported that we are in the process of hiring staff for the OB-Gyn clinic and will likely have to hire additional staff to support the combined General Surgery and OB-Gyn clinic. Trachta reported that the OB-Gyn and General Surgery clinics will be moving to available space on the 2 <sup>nd</sup> floor of the new addition. Cedar Valley Medical Specialists has also expressed interest in leasing space for Dr. Delbridge and Dr. Ginther on the 2 <sup>nd</sup> floor of the new addition.  Trachta presented a capital request for purchase of a Vacuum Assisted Breast Biopsy System at a cost not to	

	<p>exceed \$22,500. This request comes as a motion and a second from Finance Committee.</p> <p>Trachta presented a capital request for purchase of a new x-ray machine for the radiology room in the addition. A motion was made to approve the purchase at a cost not to exceed \$90,000.</p>	<p>1<sup>st</sup> – Wolff 2<sup>nd</sup> – Burke Approved</p> <p>1<sup>st</sup> – Burke 2<sup>nd</sup> – Johnston Approved</p>
VIII. Medical Staff Report	No report.	
IX. Old Business	None.	
<p>X. New Business</p> <ul style="list-style-type: none"> <li>• Auxiliary Annual Report 2003-2004</li> <li>• Organizational Chart Review</li> <li>• Appointments to Medical Staff: <ul style="list-style-type: none"> <li>▪ Mary Nichol, D.O. – E.R.</li> </ul> </li> <li>• Reappointments: <ul style="list-style-type: none"> <li>▪ Daniel Britt, D.C. – Chiropractic</li> <li>▪ Lee Fagre, M.D. – Family Practice</li> <li>▪ Vinay Kantamneni, M.D. – Nephrology</li> <li>▪ Gregory Lantz, DPM – Podiatry</li> <li>▪ Bryan Sands, D.O. – Dermatology</li> <li>▪ Roger Skierka, M.D. – Family Practice</li> </ul> </li> <li>• New/Revised Policies: <ul style="list-style-type: none"> <li>▪ Verbal &amp; Telephone Orders – Cardiovascular Services</li> </ul> </li> <li>• Finance Committee</li> <li>• Personnel Committee</li> <li>• Retail Pharmacy Name Selection</li> </ul>	<p>The Auxiliary Annual Report was presented as included in the Board packets. It was noted that Trachta will write a letter of appreciation to the Auxiliary in recognition of their efforts.</p> <p>Trachta presented the organizational chart for review, noting that some names and position titles have changed, but reporting relationships remain constant. A motion was made to approve the organizational chart.</p> <p>Trachta presented appointments, and reappointments 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 policy as listed at left. A motion was made to approve the policy as written.</p> <p>Trachta reported that the Finance Committee met on July 22<sup>nd</sup>, minutes from said meeting are included in the Board packets. Trachta brings forth action taken by the Executive Committee on July 13, 2004 to approve Denman and Company completing an audit of FY04 at a cost not to exceed \$16,900. A motion was made to affirm the Executive Committee action.</p> <p>Trachta reported that Personnel Committee met prior to the joint City Council/Board of Trustees meeting earlier this evening. Nominations for employee of the month were reviewed and Lynnae Hoffman was selected as August's employee of the month.</p> <p>Conway presented a list of possible names for the retail pharmacy. Conway, Sharon Cashman, and Trachta recommend Center Pharmacy. Trustees discussed the names and directed hospital leadership to choose from the list.</p>	<p>1<sup>st</sup> – Wolff 2<sup>nd</sup> – Johnston Approved</p> <p>1<sup>st</sup> – Johnstone 2<sup>nd</sup> – Burke Approved</p> <p>1<sup>st</sup> – Wolff 2<sup>nd</sup> – Johnston Approved</p> <p>1<sup>st</sup> – Burke 2<sup>nd</sup> – Wolff Approved</p>

	<p>Trachta reported that the Rohlf Memorial Clinic will not be transferring their pharmacy records to a single pharmacy. They will transfer records only upon patient request.</p> <p>Trachta reported that Dr. Pamulapati is leaving Cedar Valley Medical Specialists and joining in practice with the Covenant cardiology group. He will be holding clinic at WHC on Tuesday and Friday afternoons beginning in September.</p>	
<p>XI. Adjourn</p>	<p>A motion was made adjourn the meeting at 7:50 p.m.</p>	<p>1<sup>st</sup> – Johnston 2<sup>nd</sup> – Burke Approved</p>

Next meeting will be held  
September 27, 2004  
7:00 p.m.  
Carstensen/Gruben Room

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**Gary Burke, Acting Secretary**  
**Board of Trustees**

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