

Members:

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

Speakers Present:

Mike Trachta, CEO
Mary Conway, COO
Carol Stone
Dan Rigel
Darrin Gillett
Sharon Cashman
Michele Schultz
Karen Buls

Guests Present:

Rhonda DeBuhr
Ivy Sprague
Mary Mihm
Len Bartel

Minutes
of the Meeting of the
Board of Trustees

March 22, 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 PM	
II. Approval of minutes	A motion was made to approve the minutes of the February 23, 2004 meeting as written.	1 st -Thalacker 2 nd -Wolff Approved
III. Pharmacy Performance Improvement Analysis-Sharon Cashman	Cashman presented the Pharmacy Performance Improvement Analysis.	
IV. Planetree Update – Michele Schultz	Schultz gave an update on Planetree progress	
V. Financial and Statistical Report <ul style="list-style-type: none"> • Operating Statement • Balance Sheet • Investment Report • Ambulance Report • Home Health Report 	Trachta presented the financial and statistical report for February. A motion was made to approve the financial and statistical report. Trachta presented the Ambulance report for February. No Home Health report was given.	1 st -Burke 2 nd -Wolff Approved Accepted
VI. Committee Reports <ul style="list-style-type: none"> • Performance Improvement Committee • Environment of Care Committee 	Stone presented the Performance Improvement report as included in the Board packets. She also presented the CORS Report for the 4 th quarter of 2003 (October, November, December) The Environment of Care Committee minutes were included in the packets. No trends were identified.	Accepted Accepted
VII. C.E.O.'s Report Organizational Chart	Trachta presented the Organizational Chart . No significant changes had been made. A motion was made to approve the Organizational Chart as presented.	1 st -Burke 2 nd -Wolff Approved
VII. Medical Staff Report	No Medical Staff meeting was held in March	
IX. Old Business	Gillett gave an update on Construction progress.	
X New Business <ul style="list-style-type: none"> • Appointments to Medical Staff: <ul style="list-style-type: none"> ▪ David Kabel, M.D. 	A motion was made to approve the preceding as individually considered.	1 st -Johnston 2 nd -Wolff

<ul style="list-style-type: none"> ▪ Hugo Koo, M.D. ▪ Paul Novak, M.D. • New/Revised Policies: <ul style="list-style-type: none"> ▪ Tobacco Free Campus ▪ Stress Echo ▪ Lower Extremity Arterial Exam ▪ Multiple Procedures for Private Pay Patients ▪ Optical Scanning & Viewing ▪ On Demand Viewer for Optical Scanning ▪ Supply/Stock Rotation ▪ Year-End Physical Inventory ▪ Purchase Agreements ▪ Purchase Orders ▪ Sterile Manufactured Supplies Expiration Management Process ▪ Conflict of Interest ▪ Purchasing Policy ▪ Cardiovascular Services Manual ▪ EOC Authority • Finance Committee • Personnel Committee 	<p>Trachta described the new policies as listed at left. A motion was made to approve the new policies.</p> <p>A motion was made to approve the EOC Authority. Minutes enclosed in packet. Trachta reported that the Personnel Committee selected Lynn Norton as April's Employee of the Month.</p>	<p>Approved</p> <p>1st-Thalacker 2nd-Burke Approved</p> <p>1st-Burke 2nd-Johnston Approved</p>
<p>XI. Adjourn</p>	<p>A motion was made to adjourn the meeting at 8:15 PM.</p>	<p>1st-Johnston 2nd-Burke Approved</p>

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

Karen Thalacker, Secretary
Board of Trustees

Mike Trachta
Chief Executive Officer