

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

Guests Present:
 Karen Buls
 Rhonda DeBuhr
 Derek Kruempel
 Dan Rigel
 Jennie Waller

Minutes
 of the Meeting of the
Board of Trustees
 January 31, 2005
 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
 Lisa Bennett, CFO
 Carol Nordhus
 David Rathe, D.O.

Item	Discussion/Notes	Action
Tour of Center Pharmacy	Cashman directed a tour of the Center Pharmacy which will open to the public tomorrow.	
I. Meeting called to order	Called to order by Vallem at 7:15 p.m.	
II. Approval of minutes	Minutes from the 12/20/04 meeting were reviewed and a motion was made to approve the minutes as written.	1 st – Thalacker 2 nd – Johnston Approved
III. Centennial Pavilion <ul style="list-style-type: none"> Construction Update 	Trachta presented an update on the construction progress to date. He noted that an open house will be held on April 9 th from 10:00 a.m. – 2:00 p.m.	
IV. Financial and Statistical Report <ul style="list-style-type: none"> Operating Statement Balance Sheet Investment Report Ambulance Report Home Health Report 	Bennett presented the financial and statistical report for December. There was a motion with a second from the Finance Committee to approve the financial and statistical reports as written. Bennett presented the Home Health report and the Ambulance report as included in the Board packets for review.	1 st – Burke 2 nd – Wolff Approved Accepted
V. Organization Performance Improvement Report – 2 nd Quarter	Nordhus presented the Organizational Performance Improvement report for the 2 nd quarter as included in the Board packets. Nordhus discussed our protocol for follow up on medication errors.	Accepted
VI. Committee Reports <ul style="list-style-type: none"> Performance Improvement Committee Environment of Care Committee 	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
VII. C.E.O.'s Report	Trachta announced that an ARNP has been hired to work with Dr. Glascock in the Women's Clinic. Terrie Thurm will work 60% of full time starting in March. Trachta reported that the continuing education seminar he attended in Colorado contained some very interesting information about 360° credentialing.	
VIII. Annual Business <ul style="list-style-type: none"> Annual Competency Reports 	Trachta presented the 2004 Annual Competency Report. A motion was made to approve the	1 st – Johnston

<ul style="list-style-type: none"> • Review of Board Bylaws • Contracted Services Review • Confidentiality Statement • Duality and Conflict of Interest • Election of Officers 	<p>Competency Report as written.</p> <p>Trachta presented the Board of Trustees Bylaws for annual review. Revisions were reviewed and a motion was made to approve the Bylaws as written and revised.</p> <p>Trachta presented the contracted service providers for review. A motion was made to approve the contracted service providers as individually considered.</p> <p>Trachta presented the annual Confidentiality statement. Board members reviewed and signed the statement.</p> <p>Trachta presented the annual Duality and Conflict of Interest statement. Board members reviewed and signed the statement.</p> <p><u>Election of Officers:</u> A motion was made to approve the nomination of Susan Vallem to the position of Chair of the Board of Trustees. Vallem accepted appointment to the position.</p> <p>A motion was made to approve the nomination of Karen Thalacker to the position of Secretary of the Board of Trustees. Thalacker accepted appointment to the position</p>	<p>2nd – Wolff Approved</p> <p>1st – Thalacker 2nd – Burke Approved</p> <p>1st – Burke 2nd – Thalacker Approved</p> <p>1st – Wolff 2nd – Burke Approved</p> <p>1st – Johnston 2nd – Burke Approved</p>
<p>IX. Medical Staff Report</p>	<p>Rathe announced that dedicated coverage in the ER has been expanded. Coverage is now provided from 7:00 a.m. – 1:00 a.m. on the weekdays and from 6:00 p.m. on Fridays to 7:00 a.m. on Mondays.</p> <p>Rathe reported that the Executive Committee has been working on medical records improvement. Their goal is to increase accuracy and decrease delinquency rates through process improvement.</p>	
<p>X. Old Business</p>	<p>None.</p>	
<p>XI. New Business</p> <ul style="list-style-type: none"> • Corporate Authorization Resolutions: <ul style="list-style-type: none"> ▪ First National Bank ▪ State Bank of Waverly • Non-Corporate Authorization Resolutions: <ul style="list-style-type: none"> ▪ LPL • Authorized Users Form: <ul style="list-style-type: none"> ▪ IPAIT • Provisional to Regular Status on Medical Staff: <ul style="list-style-type: none"> ▪ Richard Menning, M.D. ▪ David Kabel, M.D. ▪ Hugo Koo, M.D. ▪ Lisa Owens, M.D. ▪ Paul Novak, M.D. ▪ Mary Nicol, D.O. 	<p>The authorization resolutions and authorized users form listed at left, changing the CFO from Anne Mardorf to Lisa Bennett and adding Mike Trachta to all accounts were reviewed. A motion was made to adopt the resolutions and users form as presented.</p> <p>Trachta presented the clinicians moving from provisional to regular status on 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>1st – Johnston 2nd – Burke Approved</p> <p>1st – Thalacker 2nd – Wolff Approved</p>

<ul style="list-style-type: none"> • New/Revised Policies: <ul style="list-style-type: none"> ▪ Public Display of Literature ▪ Overhead Paging ▪ Anesthesia Awareness Adverse Reactions ▪ Warmed IV and Irrigation Solutions • Changes to Medical Staff Bylaws Rules and Regulations: <ul style="list-style-type: none"> ▪ Article IV, Section III, Subsection V ▪ Article VI, Section I-A ▪ R & R Article X – Health Information ▪ R & R Article XXIV - Surgery • Finance Committee • Personnel Committee • Parking Concerns 	<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>Trachta presented the changes to the Medical Staff Bylaws, Rules & Regulations as included in the packet and listed at left. These changes have been reviewed by the Executive Committee of the Medical Staff and are recommended for approval. Vallem noted that social services were not listed as approved to take orders pertaining to their specialty. Rathe responded that the Executive Committee would give this issue further consideration. A motion was made to approve the change as written.</p> <p>Trachta reported that the Finance Committee met on January 17, 2005. Minutes from said meeting were included in the Board packets.</p> <p>Trachta reported that the Personnel Committee met prior to this meeting. The committee reviewed 7 Employee of the Month nominations. Donna Speedy (Emergency Room RN) was selected as the Employee of the Month for February.</p> <p>Wolff voiced concerns on the parking situation. He suggested that snow be physically removed from the parking lot instead of pushing it into existing parking spaces. He also suggested that space marking be repainted in the spring. Trachta discussed possible short term and long term solutions to the parking problem.</p>	<p>1st – Johnston 2nd – Thalacker Approved</p> <p>1st – Wolff 2nd – Burke Approved</p>
<p>XII. Adjourn</p>	<p>A motion was made to adjourn the meeting at 8:30 p.m.</p>	<p>1st – Johnston 2nd – Burke Approved</p>

Next meeting will be held
February 28, 2005
7:00 p.m.
Carstensen/Gruben Room

Karen Thalacker, Secretary
Board of Trustees

Mike Trachta
Chief Executive Officer