

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

Guests Present:
 Karen Buls
 Rhonda DeBuhr
 Carol Nordhus
 Dan Rigel
 Jennie Waller

Members Absent:
 Susan Vallem, Chair - Excused

Speakers Present:
 Mike Trachta, CEO
 Mary Conway, COO
 Lisa Bennett, CFO
 Dave Leonhart, Cardinal Cons.
 Amy Jo Eick
 Dr. Rathe

Minutes
 of the Meeting of the
Board of Trustees
 February 28, 2005
 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 Thalacker at 7:06 p.m.	
II. Approval of minutes	Minutes from the 1/31/05 meeting were reviewed and a motion was made to approve the minutes as written.	1 st – Burke 2 nd – Wolff Approved
III. Centennial Pavilion <ul style="list-style-type: none"> • Construction Update 	Leonhart presented an update on the construction progress to date. Trachta presented two change orders to the Board of Trustees. The first was cove lighting for the elevator lobby at an additional cost of \$5,400 and the second included studding and sheet rocking the surgery waiting area at an additional cost of \$8,200. Trachta noted that an open house will be held on April 9 th from 10:00 a.m. – 2:00 p.m.	
IV. Featured Department – General Surgery and Women’s Clinic	Amy Jo Eick presented information about the functions and goals of the General Surgery and Women’s Clinic.	
V. Financial and Statistical Report <ul style="list-style-type: none"> • Operating Statement • Balance Sheet • Investment Report • Ambulance Report • Home Health Report 	<p>Bennett presented the financial and statistical report for January. There was a motion with a second from the Finance Committee to approve the financial and statistical reports as written.</p> <p>Bennett presented the Home Health report and the Ambulance report as included in the Board packets for review.</p> <p>Bennett reviewed the FY06 budgets as included in the Board packets. Bennett reminded the Board that the Public Hearing regarding the budgets will be held on March 11th at noon in the Carstensen/Gruben Room.</p> <p>Bennett reported that we will be working with Denman and Company to complete an early cost report in hopes of being able to change our interim rates to reflect interest and depreciation. This will be done by submitting a 10 month cost report through 4/30 with data as is. Then we will submit another cost report dated 4/30 including interest and depreciation as if it had taken place for the whole year. Our new rates will then be based off of the</p>	<p>1st – Burke 2nd – Wolff Approved</p> <p>Accepted</p>

	<p>second report. This will be completed internally with the help of Denman and Company, late May and early June. It will then be submitted to the fiscal intermediary (Cahaba) in early June. Per Dave Jensen at Cahaba, our rates should be adjusted by the end of June.</p>	
<p>VI. Committee Reports</p> <ul style="list-style-type: none"> • Performance Improvement Committee 	<p>The Performance Improvement Committee minutes were presented as included in the Board packets.</p>	Accepted
<ul style="list-style-type: none"> • Environment of Care Committee 	<p>The Environment of Care Committee minutes were presented as included in the Board packets.</p>	Accepted
<ul style="list-style-type: none"> • Annual Evaluation of the Effectiveness of the Safety Management Program 	<p>The Annual Evaluation of the Effectiveness of the Safety Management Program were presented as included in the Board packets.</p>	Accepted
<p>VII. CORS Report – 4th Quarter, 2004</p>	<p>Nordhus presented the CORS report for the 4th quarter, 2004 as included in the Board packets.</p> <p>Nordhus gave an update on the 7/8/04 Sentinel Event that was previously reported to the Board of Trustees. An action plan was completed on 8/20/04 and the six month follow up was completed on 2/14/05.</p> <p>Nordhus informed the trustees that we have changed insurance carriers for our Directors and Officers Insurance. Our coverage is now provided through Chubb. Chubb has experience in the healthcare industry and will be providing educational opportunities for the Board of Trustees.</p>	Accepted
<p>VIII. C.E.O.'s Report</p> <ul style="list-style-type: none"> • State Survey of Home Health 	<p>Conway reported that the State was here to survey Home Health on February 14th – 17th. The survey resulted in four recommendations, mostly related to documentation. A plan is being developed to address the recommendations.</p>	
<ul style="list-style-type: none"> • Lab JCAHO Survey 	<p>Conway reported that the Joint Commission on Accreditation of Healthcare Organizations completed a survey of our laboratory on February 17th & 18th. The survey went very well and netted no recommendations.</p>	
<p>IX. Medical Staff Report</p> <ul style="list-style-type: none"> • Medical Staff Officers for FY06 	<p>Dr. Rathe announced that the following Medical Staff Officer have been elected for FY06:</p> <ul style="list-style-type: none"> *Dawn Morey, D.O. – President *Roger Skierka, M.D. – Vice President *James Pooch, M.D. – Secretary/Treasurer <p>Dr. Rathe stated that the Medical Staff will be offering congratulations to the Lab on their successful survey in the Daily Dispatch.</p> <p>Dr. Rathe noted that the two OB policies being reviewed tonight were revised to clarify the capacity of our Level 1 nursery</p>	

	Dr. Rathe reported that Dr. Liebscher attended this month's Medical Staff meeting to help begin the prioritization of our radiology needs.	
X. Old Business	None	
XI. New Business <ul style="list-style-type: none"> • Appointments to the Medical Staff: <ul style="list-style-type: none"> ▪ Mohan Brar, M.D. ▪ Kianoush Rezaei, M.D. ▪ Keith Tang, M.D. ▪ Cathryn Robinson, CRNA ▪ Charles Brindle, M.D. ▪ Ahmed Mahmoud, M.D. • Resignations from the Medical Staff: <ul style="list-style-type: none"> ▪ Chad Gonzales, M.D. ▪ Valerie Nicholson, M.D. • New/Revised Policies: <ul style="list-style-type: none"> ▪ Access Policy for Physician Record Completion Room ▪ On Demand Viewer for Optical Scanning ▪ Critical Laboratory Values ▪ Sentinel Event – Laboratory Response ▪ Reportable Diseases Policy/Procedure ▪ Infection Control Committee Reporting ▪ Lab Policy Statement 1 ▪ Lab Policy Statement 2 ▪ Lab Policy Statement 3 ▪ Lab Policy Statement 4 ▪ Lab Policy Statement 5 ▪ Lab Isolation Procedure ▪ Laboratory Department Safety Plan ▪ Accucheck Glucose Monitoring ▪ Respiratory Distress and the Administration of Oxygen to the Neonate ▪ Level of Neonatal Care/Transfer to Regional Perinatal Center ▪ Skin Prep Protocol ▪ Reporting Required Changes to State and/or Accreditation Agency • Changes to Medical Staff Bylaws Rules and Regulations: <ul style="list-style-type: none"> ▪ R & R Article X – Health Information • Finance Committee • Personnel Committee 	Trachta presented the appointments to, and resignations from the 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. 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. Trachta presented the changes to the Medical Staff Bylaws, Rules & Regulations as included in the packet and listed at left. A motion was made to approve the change as written. Trachta reported that the Finance Committee met on February 15, 2005. Minutes from said meeting were included in the Board packets. Trachta reported that the Personnel Committee met prior to this meeting. The committee reviewed 9 Employee of the Month nominations. Tara Schares, Women's Clinic LPN was selected as the Employee of the Month for March.	1 st – Johnston 2 nd – Wolff Approved 1 st – Burke 2 nd – Johnston Approved 1 st – Wolff 2 nd – Johnston Approved

<ul style="list-style-type: none"> Anesthesia Coverage 	<p>Trachta reported that he has been exploring the option of employing the CRNA's that currently provide coverage as a contracted service. He discussed some of the financial and service related ramifications of this option. He will continue to explore the option and will work with the Personnel Committee to submit a recommendation to the Board of Trustees.</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
 March 28, 2005
 7:00 p.m.
 Carstensen/Gruben Room

Karen Thalacker, Secretary
Board of Trustees

Mike Trachta
Chief Executive Officer