

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

Guests Present:  
 Karen Buls  
 Rhonda DeBuhr  
 Dan Rigel  
 Heidi Solheim  
 Jennie Waller  
 Seth Biesterfelt

Minutes  
 of the Meeting of the  
**Board of Trustees**  
 March 28, 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  
 Dave Leonhart, Cardinal Cons.  
 Len Bartel  
 Laurie Everhardt  
 Dr. Rathe

Item	Discussion/Notes	Action
Public Hearing Regarding Dental Lease	Vallem opened the Public Hearing regarding dental lease at 7:00 p.m. There were no written or verbal public comments regarding the dental lease. The public hearing was closed at 7:02 p.m.	
I. Meeting called to order	Called to order by Vallem at 7:02 p.m.	
II. Approval of minutes	Minutes from the 2/28/05 and 3/11/05 meetings were reviewed and a motion was made to approve the minutes as written.	1 <sup>st</sup> – Thalacker 2 <sup>nd</sup> – Burke Approved
III. Centennial Pavilion <ul style="list-style-type: none"> <li>• Construction Update</li> </ul>	Leonhart presented an update on the construction progress to date. Leonhart and Rigel discussed problems that have been encountered with water pressure. Steps will need to be taken to improve the water pressure, which will most likely include the installation of a pump system. Further information will be presented to the Executive Committee as it becomes available. Conway noted that the surgery and med/surg areas will be delayed due to the time required to correct the water pressure issues.	
IV. Featured Departments – Fund Development and Volunteer Services	Len Bartel presented information about the functions and goals of the Fund Development department. Laurie Everhardt presented information about the functions and goals of the Volunteer Services department.	
V. 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>	Bennett presented the financial and statistical report for February. There was a motion with a second from the Finance Committee to approve the financial and statistical reports as written. Information was requested regarding the Center Pharmacy service statistics, Bennett will compile the information to present at the next meeting.  Bennett presented the Home Health report and the Ambulance report as included in the Board packets for review.	1 <sup>st</sup> – Johnston 2 <sup>nd</sup> – Burke Approved  Accepted
VI. Committee Reports <ul style="list-style-type: none"> <li>• Performance Improvement Committee</li> </ul>	The Performance Improvement Committee minutes were presented as included in the Board packets.	Accepted

<p>VII. C.E.O.'s Report</p> <ul style="list-style-type: none"> <li>• Approval of Dental Lease</li> </ul>	<p>A motion was made to approve the lease of office space to Dr. Alan Phillips in the 220 10<sup>th</sup> Street S.W. property. Dr. Phillips will rent the space that he is currently occupying for \$750.00 per month, this amount includes water and gas. The lease also specifies that if property taxes are assessed, Dr. Phillips will be responsible for paying his portion of the taxes.</p> <p>Trachta presented a federal grant opportunity that is being pursued by the Home Health department. The grant would be used to purchase hardware and software for tele-monitoring of Home Health patients. The total amount of the project is \$96,000. Federal grant funds of \$82,000 are available to us if we commit to providing a \$14,600 match. A motion was made to approve the expenditure of \$14,600 for hardware and software as our match for the federal grant and to authorize Trachta to sign the grant contract.</p>	<p>1<sup>st</sup> – Johnston 2<sup>nd</sup> – Burke Approved</p> <p>1<sup>st</sup> – Thalacker 2<sup>nd</sup> – Wolff Approved</p>
<p>VIII. Medical Staff Report</p>	<p>Dr. Rathe reported that Dr. Glascock will be assuming the role of OB department chair. Dr. T. Skierka had previously served as chair. The sub-committee of the OB department is working to develop guidelines for when an OB consult will be required.</p> <p>Dr. Rathe also reported that Dr. Bell will be assuming the role of Surgery department chair when Dr. Morey becomes the President of the Medical Staff in June.</p>	
<p>IX. Old Business</p>	<p>None.</p>	
<p>X. New Business</p> <ul style="list-style-type: none"> <li>• Appointments to the Medical Staff: <ul style="list-style-type: none"> <li>▪ Terrie Thurm, ARNP</li> </ul> </li> <li>• Expiration of Medical Staff Privileges (non-renewal): <ul style="list-style-type: none"> <li>▪ Donald Mueller, M.D.</li> <li>▪ Hubert Oakley, M.D.</li> <li>▪ William Pordy, M.D.</li> </ul> </li> <li>• Provisional to Regular Medical Staff Privileges: <ul style="list-style-type: none"> <li>▪ Paula Anderson, ARNP</li> <li>▪ Annette Geary, ARNP</li> <li>▪ Suzanne Glascock, M.D</li> <li>▪ Qiang Li, M.D.</li> <li>▪ Gregory Neyman, M.D.</li> </ul> </li> <li>• New/Revised Policies: <ul style="list-style-type: none"> <li>▪ Code Blue – Patient Care</li> <li>▪ Code Blue in the Operating Rom/PACU – Surgical Complex</li> <li>▪ CPR Certification &amp; Recertification – Human Resources</li> <li>▪ Dobutamine Stress Echo –</li> </ul> </li> </ul>	<p>Trachta presented the appointment to the Medical Staff, the expiration of Medical Staff privileges, and provisional to regular Medical Staff privileges 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/revised policies as included in the packet and listed at left. A motion was made to approve the policies as written.</p>	<p>1<sup>st</sup> – Wolff 2<sup>nd</sup> – Burke Approved</p> <p>1<sup>st</sup> – Thalacker 2<sup>nd</sup> – Johnston Approved</p>

<p>Cardiovascular Services</p> <ul style="list-style-type: none"> <li>▪ Laboratory Code of Ethics – Laboratory</li> <li>▪ Mandatory Education Requirements – Human Resources</li> </ul> <p>• Finance Committee</p> <ul style="list-style-type: none"> <li>▪ Capital Request: Anesthesia Machine and Cart - \$116,000</li> </ul> <p>• Personnel Committee</p>	<p>Trachta reported that the Finance Committee met on March 21, 2005. Minutes from said meeting were included in the Board packets. A motion was brought forward from the Finance Committee to approve the capital request for an anesthesia machine and cart at a cost not to exceed \$116,000.</p> <p>Trachta reported that the Personnel Committee met prior to this meeting. The committee reviewed 7 Employee of the Month nominations. Kate Vohsman, Nutrition Services Assistant Manager was selected as the Employee of the Month for April.</p>	<p>1<sup>st</sup> – Burke 2<sup>nd</sup> – Wolff Approved</p>
<p>XII. Adjourn</p>	<p>A motion was made to adjourn the meeting at 7:55 p.m.</p>	<p>1<sup>st</sup> – Johnston 2<sup>nd</sup> – Burke Approved</p>

Next meeting will be held  
April 25, 2005  
7:00 p.m.  
Carstensen/Gruben Room

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**Karen Thalacker, Secretary**  
**Board of Trustees**

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