

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

Guests Present:  
 Karen Buls  
 Carol Nordhus  
 Dan Rigel  
 Heidi Solheim  
 Jennie Waller  
 Jimmy Wilson

Members Absent:  
 Karen Thalacker (exc.)

Speakers Present:  
 Mike Trachta, CEO  
 Mary Conway, COO  
 Lisa Bennett, CFO  
 Lorie Henning

Minutes  
 of the Meeting of the  
**Board of Trustees**  
 May 23, 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
Public Hearing Regarding Lease of Office Space to Big Brothers Big Sisters	Vallem opened the Public Hearing regarding the lease of office space to Big Brothers Big Sisters at 7:05 p.m. There were no written or verbal public comments regarding the lease. The public hearing was closed at 7:06 p.m.	
I. Meeting called to order	Called to order by Vallem at 7:06 p.m.	
II. Approval of Lease	A motion was made to approve the lease of office space to Big Brothers Big Sisters in the 220 10 <sup>th</sup> Street S.W. property. Big Brothers Big Sisters will rent approximately 200 square feet for \$113.67 per month. The lease also specifies that if property taxes are assessed, Big Brothers Big Sisters will be responsible for paying their portion of the taxes.	1 <sup>st</sup> – Johnston 2 <sup>nd</sup> – Burke Approved
III. Approval of minutes	Minutes from the 4/25/05 meeting were reviewed and a motion was made to approve the minutes as written.	1 <sup>st</sup> – Wolff 2 <sup>nd</sup> – Johnston Approved
IV. Centennial Pavilion <ul style="list-style-type: none"> <li>• Construction Update</li> </ul>	<p>Trachta and Rigel presented an update on the construction progress to date. Trachta reported that Horty Elving is in the process of reviewing all change orders and placing them in one of four categories:</p> <ol style="list-style-type: none"> <li>a. Unforeseen conditions</li> <li>b. Owner requested</li> <li>c. Contingency</li> <li>d. Design errors and omissions</li> </ol> <p>When this process is complete, there will be negotiations with Horty Elving regarding the design errors and omissions.</p> <p>Trachta reported that the estimate occupancy date for the 2<sup>nd</sup> floor Clover Clinic is July 1<sup>st</sup>.</p>	
V. Featured Department – Cardiac Rehab	Lorie Henning presented information about the functions and goals of Cardiac Rehabilitation department.	
VI. Financial and Statistical Report <ul style="list-style-type: none"> <li>• Operating Statement</li> <li>• Balance Sheet</li> <li>• Investment Report</li>   <li>• Expense Analysis</li> <li>• Construction in Progress Analysis</li> </ul>	<p>Bennett presented the financial and statistical report for April. 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 expense, construction in progress and cash flow analyses.</p>	1 <sup>st</sup> – Burke 2 <sup>nd</sup> – Wolff Approved

<ul style="list-style-type: none"> <li>• Cash Flow Analysis</li>             <li>• Ambulance Report</li> <li>• Home Health Report</li> </ul>	<p>Discussion was held regarding payment of outstanding construction bills. A phone poll will be conducted with the Foundation Board to approve transfer of the cash amount raised in the capital campaign.</p> <p>Discussion was held regarding the pledged amount and whether to borrow against the pledged amount from a bank, or to borrow that money from the Foundation endowment. It was determined that it would be better to leave the endowment investments and borrow against the pledges from a bank.</p> <p>Board designated savings may be utilized in the interim with approval of the Executive Committee.</p> <p>Bennett presented the Home Health report and the Ambulance report as included in the Board packets for review.</p>	Accepted
<p>VII. Committee Reports</p> <ul style="list-style-type: none"> <li>• Performance Improvement</li> <li>• Environment of Care</li> </ul>	<p>The Performance Improvement, Environment of Care committee minutes were presented as included in the Board packets.</p>	Accepted
<p>VIII. C.E.O.'s Report</p>	<p>Trachta reported that work on the CRNA employment contract has been slow due to delays with legal counsel in Des Moines. Trachta will obtain other legal counsel and hopes to present a draft contract to the Personnel Committee and the Board of Trustees in June.</p> <p>Trachta announced that Clay Dahlquist, D.O. has started practice at the Rohlf Memorial Clinic. A reception is scheduled on June 5<sup>th</sup> to honor the two retiring RMC physicians and welcome the two new physicians.</p>	
<p>IX. Medical Staff Report</p>	<p>No report – Dr. Rathe attending a patient.</p>	
<p>X. Old Business</p>	<p>None.</p>	
<p>XI. New Business</p> <ul style="list-style-type: none"> <li>• Appointments to the Medical Staff: <ul style="list-style-type: none"> <li>▪ Ellen Sakornbut</li> </ul> </li>   <li>• Change of Status: <ul style="list-style-type: none"> <li>▪ Daniel Eggers, M.D. (Active to Courtesy)</li> </ul> </li>   <li>• Provisional to Regular Medical Staff Privileges: <ul style="list-style-type: none"> <li>▪ Wei Yang, M.D.</li> </ul> </li>   <li>• Resignations from the Medical Staff: <ul style="list-style-type: none"> <li>▪ Keith Tang, M.D.</li> <li>▪ Marilyn Hines, M.D.</li> <li>▪ Marcia Rellihan, D.O.</li> <li>▪ Barbara Weno, M.D.</li> </ul> </li>   <li>• New/Revised Policies: <ul style="list-style-type: none"> <li>▪ Use of the PCA Pump</li> </ul> </li> </ul>	<p>Trachta presented the appointment to the Medical Staff, the change of Medical Staff status, provisional to regular Medical Staff privileges, and resignations from 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>Trachta presented the new/revised policies and changes to the Medical Staff Bylaws, Rules &amp;</p>	1 <sup>st</sup> – Johnston 2 <sup>nd</sup> – Burke Approved

<ul style="list-style-type: none"> <li>▪ Auto Insurance Verification</li> <li>• Medical Staff Bylaws, Rules &amp; Regulations Changes</li> <li>• Finance Committee</li>   <li>▪ Capital Request: (2) Fetal Monitors &amp; Carts</li>   <li>• Personnel Committee</li> </ul>	<p>Regulations as included in the packet and listed at left. A motion was made to approve the policies and changes as written and individually considered.</p> <p>Trachta reported that the Finance Committee met on May 20, 2005. Minutes from said meeting were included in the Board packets.</p> <p>Trachta presented a capital request for 2 fetal monitors and carts. The request was reviewed by the Finance Committee, but was not approved due to needing information from the Birthing Center manager regarding preference for new or refurbished monitors. Per their preference, a motion was made to approve the purchase of 2 refurbished fetal monitors and carts at a cost not to exceed \$18,370.00.</p> <p>Trachta reported that the Personnel Committee met prior to this meeting. The committee reviewed 5 Employee of the Month nominations. Barb Lane, 3<sup>rd</sup> shift Med/Surg RN was selected as the Employee of the Month for June. She was nominated for her dedication to mentoring a new employee.</p>	<p>1<sup>st</sup> – Wolff 2<sup>nd</sup> – Burke Approved</p> <p>1<sup>st</sup> – Wolff 2<sup>nd</sup> – Burke Approved</p>
<p>XIII. Adjourn</p>	<p>A motion was made adjourn the meeting at 8:03 p.m.</p>	<p>1<sup>st</sup> – Johnston 2<sup>nd</sup> – Wolff Approved</p>

Next regular meeting will be held  
June 27, 2005  
7:00 p.m.  
Carstensen/Gruben Room

**Please note:**  
**Public Hearing regarding Budget Amendment will be held**  
**May 31, 2005**  
**12:00 p.m.**  
**C.E.O. Office**

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**Susan Kosche Vallem, Chair**  
**Board of Trustees**

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