

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

Members Absent:  
 John Johnston, exc.

Speakers Present:  
 Mike Trachta, CEO  
 Mary Conway, COO  
 Lisa Bennett, CFO  
 Monica Lursen  
 Karen Buls  
 Jimmy Wilson

Guests Present:  
 Rhonda DeBuhr  
 Dan Rigel  
 Heidi Solheim  
 Jennie Waller

Minutes  
 of the Meeting of the  
**Board of Trustees**  
 June 27, 2005  
 7:00 p.m.  
**Carstensen/Gruben  
 Room**

**WAVERLYHEALTH**  
 ——— 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 Sale of Storage Trailer	Thalacker opened the Public Hearing regarding sale of the storage trailer at 7:00 p.m. There were no written or verbal public comments regarding the budget amendment. A motion was made to close the public hearing at 7:02 p.m.	1 <sup>st</sup> – Burke 2 <sup>nd</sup> – Wolff Approved
I. Meeting called to order	Called to order by Thalacker at 7:02 p.m.	
II. Approval of minutes	Minutes from the 5/23/05 and 5/31/05 meetings were reviewed and a motion was made to approve the minutes as written.	1 <sup>st</sup> – Wolff 2 <sup>nd</sup> – Burke Approved
III. 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.</p> <p>Trachta reported that the 2<sup>nd</sup> floor clinic will be complete soon. The General Surgery and Women’s Clinic will begin moving the week of July 11<sup>th</sup> and begin seeing patients in the new area on July 18<sup>th</sup>.</p> <p>Discussion was held regarding additional design errors that have surfaced. Trachta presented a capital request for boiler room insulation. A motion was made to approve the request at a cost not to exceed \$31,500.</p>	1 <sup>st</sup> – Burke 2 <sup>nd</sup> – Wolff Approved
IV. streaMed Patient Portal – Monica Lursen	Lursen presented information about the streaMed Patient Portal which will be utilized by staff, patients and community member for health related educational brochures and videos.	
V. Financial and Statistical Report <ul style="list-style-type: none"> <li>• Operating Statement</li> <li>• Balance Sheet</li> <li>• Investment Report</li> <li>• Deposits by Institution</li> <li>• Construction in Progress Analysis</li> <li>• Cash Flow Analysis</li> <li>• Contractor Summary</li> <li>• Ambulance Report</li> <li>• Home Health Report</li> </ul>	<p>Bennett presented the financial and statistical report for May. 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 construction in progress analysis, cash flow analysis, and contractor summary.</p> <p>Bennett presented the Home Health report and the Ambulance report as included in the Board packets for review.</p>	1 <sup>st</sup> – Burke 2 <sup>nd</sup> – Wolff Approved       Accepted

VI. Committee Reports <ul style="list-style-type: none"> <li>• Performance Improvement</li> <li>• Environment of Care</li> </ul>	The Performance Improvement, Environment of Care committee minutes were presented as included in the Board packets.	Accepted
VII. CORS Report – 1 <sup>st</sup> Quarter	Conway presented the 1 <sup>st</sup> quarter CORS report as included in the Board packets. Conway also presented benchmarking data that compares WHC to other critical access hospitals in the University of Iowa’s network.	Accepted
VIII. Human Resources Report	Buls presented the Human Resources statistical report as included in the Board packets. The Board requested additional information on what average turnover rates are in the healthcare industry.	Accepted
IX. Performance Indicators Reports	Wilson described his work to date in compiling a balanced scorecard for WHC. He presented reports on financial and operating performance indicators.	
X. C.E.O.’s Report <ul style="list-style-type: none"> <li>• Organizational Chart</li> </ul>	Trachta presented proposed changes in structure and reporting relationships to the organizational chart. A motion was made to approve the reporting changes as presented.	1 <sup>st</sup> – Thalacker 2 <sup>nd</sup> – Burke Approved
XI. Medical Staff Report	Trachta reported that after the June Medical Staff meeting, Dr. Morey assumed the role of Chief of Staff, Dr. Skierka assumed the role of Vice Chair, Dr. Poock assumed the role of Secretary, and Dr. Owens assumed the role of Chief of Surgery.	
XII. Old Business	None.	
XIII. New Business <ul style="list-style-type: none"> <li>• Appointment to the Medical Staff: <ul style="list-style-type: none"> <li>▪ Daniel Farrell, M.D.</li> </ul> </li> <li>• Provisional to Regular Medical Staff Privileges: <ul style="list-style-type: none"> <li>▪ Brandi Cassaday, PA-C</li> </ul> </li> <li>• Continuation of Provisional Status: <ul style="list-style-type: none"> <li>▪ David Congdon, M.D.</li> </ul> </li> <li>• Resignation from the Medical Staff: <ul style="list-style-type: none"> <li>▪ Perry Comeau, CRNA</li> </ul> </li> <li>• Reappointments to the Medical Staff: <ul style="list-style-type: none"> <li>▪ Mary Margaret Heatley, PA-C</li> <li>▪ Angela Buttjer, PA-C</li> </ul> </li> <li>• New/Revised Policies: <ul style="list-style-type: none"> <li>▪ Inpatient Concurrent Coding - HIM</li> <li>▪ Patient Visitors – Patient Care</li> <li>▪ Alarm Call List – Center Pharmacy</li> <li>▪ Weekend Package – ER</li> <li>▪ Agency Personnel - HR</li> </ul> </li> <li>• Medical Staff Bylaws, Rules &amp; Regulations Changes – Re: Temporary Privileges</li> </ul>	<p>Trachta presented the appointment to the Medical Staff, provisional to regular Medical Staff privileges, continuation of provisional status, resignation from Medical Staff, and reappointments to 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 as listed at left, and included in the Board packets. A motion was made to approve the policies as written and individually considered.</p> <p>Trachta presented the Medical Staff Bylaws, Rules &amp; Regulations changes regarding temporary privileges as included in the Board packets. A motion was made to approve the changes to the Bylaws as written.</p>	<p>1<sup>st</sup> – Thalacker  2<sup>nd</sup> – Wolff  Approved</p> <p>1<sup>st</sup> – Burke  2<sup>nd</sup> – Wolff  Approved</p> <p>1<sup>st</sup> – Thalacker  2<sup>nd</sup> – Wolff</p>

<ul style="list-style-type: none"> <li>• Auxiliary Bylaws Changes</li>   <li>• Finance Committee <ul style="list-style-type: none"> <li>▪ Capital Request: Wireless Connectivity</li> </ul> </li>   <li>• Personnel Committee</li>   <li>• Executive Committee</li>   <li>• August Board of Trustees Meeting</li> </ul>	<p>Trachta presented a change to the Auxiliary Bylaws that raises the annual membership fee to \$7.00. A motion was made to approve the change to the Auxiliary Bylaws.</p> <p>Trachta reported that the Finance Committee met on June 20, 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 wireless connectivity at a cost not to exceed \$12,860.99.</p> <p>Trachta reported that the Personnel Committee met prior to this meeting. The committee reviewed 3 Employee of the Month nominations. Diane Whiteside, Certified Nurse's Aide was selected as the Employee of the Month for July. She was nominated for her willingness to cross train and provide services where needed.</p> <p>Trachta reported that the Executive Committee was convened via email on May 31, 2005. Minutes from said email meeting were included in the Board packets. A motion was brought forth from the Executive Committee to approve the withdrawal of \$204,799.36 from Board designated funds.</p> <p>Trachta questioned whether the Board members would like to forego the August meeting as they have done in the past when circumstances have allowed. The consensus among the Board members was not to hold a meeting in August.</p>	<p>Approved</p> <p>1<sup>st</sup> – Thalacker 2<sup>nd</sup> – Burke Approved</p> <p>1<sup>st</sup> – Wolff 2<sup>nd</sup> – Burke Approved</p> <p>1<sup>st</sup> – Thalacker 2<sup>nd</sup> – Burke Approved</p>
<p>XIV. Adjourn</p>	<p>A motion was made adjourn the meeting at 8:41 p.m.</p>	<p>1<sup>st</sup> – Burke 2<sup>nd</sup> – Wolff Approved</p>

Next meeting will be held  
July 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**