

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

Guests Present:  
 Derek Kruempel  
 Carol Nordhus  
 Dan Rigel  
 Heidi Solheim  
 Jennie Waller

Minutes  
 of the Meeting of the  
**Board of Trustees**  
 April 25, 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.

Speakers Present:  
 Mike Trachta, CEO  
 Mary Conway, COO  
 Lisa Bennett, CFO  
 Linda Hall  
 Barb McWhirter  
 Dr. Rathe

Item	Discussion/Notes	Action
I. Meeting called to order	Called to order by Vallem at 7:09 p.m.	
II. Approval of minutes	Minutes from the 3/28/05 and 4/11/05 meetings were reviewed and a motion was made to approve the minutes as written.	1 <sup>st</sup> – Wolff 2 <sup>nd</sup> – Johnston Approved
III. Centennial Pavilion <ul style="list-style-type: none"> <li>• Construction Update</li> </ul>	Trachta presented an update on the construction progress to date. Vallem expressed gratitude to Rigel and Trachta for their dedication and diligence on the construction project.	
IV. Featured Department – Home & Community Health	Barb McWhirter and Linda Hall presented information about the functions and goals of the Home and Community Health 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> </ul>	<p>Bennett presented the financial and statistical report for March. Bennett noted the addition of Center Pharmacy statistics to the first page of the report. Bennett explained a change in calculation of the days in A/R. There was a motion with a second from the Finance Committee to approve the financial and statistical reports as written. Bennett reported that the financial and patient satisfaction goals were met for the last quarter and the employee incentive bonus will be paid out.</p> <p>Bennett reported that the Finance Committee discussed moving the \$40,000 from the Gruben Trust to the Foundation, with the stipulation that the Foundation assume financial responsibility for the creation of a donor recognition wall. Further discussion was held among the Board members, and it was determined that it would be most appropriate to transfer the funds to the current capital campaign. A motion was made to approve the transfer the balance of the Gruben Trust - \$30,000 to the current capital campaign and \$10,000 to the Foundation with the stipulation that an amount not to exceed \$10,000 will be spent in the creation of a donor recognition wall.</p> <p>Bennett reported that our cash flow has increased over the last few months. She stated that after we have received our new rates in June, we will be working on setting a standard for days cash on hand, any amount over that standard will be deposited into Board designated savings.</p>	<p>1<sup>st</sup> – Burke 2<sup>nd</sup> – Wolff Approved</p> <p>1<sup>st</sup> – Burke 2<sup>nd</sup> – Johnston Approved</p>

<p>VI. Organizational Performance Improvement Report – 3<sup>rd</sup> Quarter</p>	<p>Nordhus presented the Organizational Performance Improvement Report for the 3<sup>rd</sup> Quarter as included in the Board packets.</p>	<p>Accepted</p>
<p>VII. Committee Reports</p> <ul style="list-style-type: none"> <li>• Performance Improvement</li> <li>• Environment of Care</li> <li>• CAH Policy Review</li> </ul>	<p>The Performance Improvement, Environment of Care and CAH Policy Review Committee minutes were presented as included in the Board packets.</p> <p>Nordhus noted that each department will be selecting a customer based quality initiative to work on throughout the next year for Performance Improvement.</p> <p>Conway reported that a question regarding safety has been added to the Press Ganey patient satisfaction surveys. Suggestions received from the survey are being followed up with and reported through the EOC committee.</p>	<p>Accepted</p>
<p>VIII. C.E.O.'s Report</p>	<p>Trachta presented a status report on the 220 10<sup>th</sup> Street S.W. property:</p> <ul style="list-style-type: none"> <li>*Cedar Valley Friends of the Family has moved in.</li> <li>*Dr. Phillips continues to operate his dental practice in the lower level of the building.</li> <li>*Home Health will be relocating to the upper level of the building.</li> <li>*Big Brothers &amp; Big Sisters may be interested in leasing space in the building.</li> <li>*Hospice may also be interested in leasing space in the building.</li> </ul> <p>Trachta reported that he has also had an inquiry about leasing space to a for profit business entity. The consensus of the Board was to first seek to lease the space to non-profit organizations. Trachta reported that some minor repairs have already been completed on the property. He noted that there is a pool of money available from Waverly Light and Power that we may be able to access for improvements that will work to increase energy efficiency.</p> <p>Trachta presented HR statistics, noting that we have had a net growth of 54 employees since 7/1/04 – this is equal to a 22% increase. He reported that our turnover rate for the same period was 13.1%.</p> <p>Solheim presented the patient satisfaction survey results. She noted that she is working to educate departments about the survey and their impact on our patient's satisfaction.</p>	
<p>IX. Medical Staff Report</p>	<p>Dr. Rathe reported the following information from the Medical Staff meeting:</p> <ul style="list-style-type: none"> <li>*Dr. Clay Dahlquist will be starting to practice at Rohlf Memorial Clinic in mid May.</li> <li>*Dr. MacMillan and Dr. Eggers will be moving from Active to Courtesy staff.</li> <li>*Dr. Glascock has replaced Dr. T. Skierka as Chief of OB.</li> <li>*Dr. Owens will replace Dr. Morey as Chief of Surgery when Dr. Morey assumes the role of President of the Medical Staff at their June meeting.</li> </ul>	

	<p>*The ER Committee is working to revise the ER ARNP privileges.</p> <p>*Terrie Thurm, ARNP is now practicing with Dr. Glascock in the Women’s Clinic.</p> <p>*This Medical Staff meeting was the last for Dr. MacMillan and Dr. Eggers. Appreciation was expressed to both for their years of service.</p> <p>*Dr. Brad Heithoff will be starting to practice at Rohlif Memorial Clinic in August.</p> <p>*IHS and WHC will co-host a retirement/welcome reception on June 5<sup>th</sup>.</p>	
<p>X. Old Business</p>	<p>None</p>	
<p>XI. New Business</p> <ul style="list-style-type: none"> <li>• Appointment to the Medical Staff: <ul style="list-style-type: none"> <li>▪ Clay Dahlquist, D.O. – Family Practice</li> </ul> </li> <li>• Change of Status: <ul style="list-style-type: none"> <li>▪ David MacMillan, M.D. (Active to Courtesy)</li> <li>▪ Annette Geary, ARNP (Active to Courtesy – to be reviewed in 6 months)</li> </ul> </li> <li>• Provisional to Regular Medical Staff Privileges: <ul style="list-style-type: none"> <li>▪ Michael Allen, D.P.M.</li> </ul> </li> <li>• New/Revised Policies: <ul style="list-style-type: none"> <li>▪ CII Medications/Prescriptions</li> <li>▪ Controlled Substance Ordering &amp; Inventory CII</li> <li>▪ Controlled Substance Ordering &amp; Inventory CIII, CIV, and CV</li> <li>▪ C-V Medications Record Keeping</li> <li>▪ Controlled Substances Ordering – Invoices</li> <li>▪ Alarm Call List</li> <li>▪ CIII, IV, V Medication</li> <li>▪ Prescription Processing</li> <li>▪ New Drugs</li> <li>▪ Verbal/Telephone Orders</li> <li>▪ Prior Authorization</li> <li>▪ Drive-up</li> <li>▪ Mailing Prescriptions</li> <li>▪ Delivering Prescriptions</li> <li>▪ Phone Courtesy</li> <li>▪ Faxing Scripts Incoming</li> <li>▪ Partial Fill – Owing Medications to Patients</li> <li>▪ Compounding Prescriptions</li> <li>▪ Returning Filled Medications to Stock</li> <li>▪ Declining Pharmacist Counsel</li> <li>▪ Safety Lids</li> <li>▪ Patient Returning Prescription Medication</li> <li>▪ Prescription Waiting Inquiry</li> <li>▪ HIPAA Compliance</li> <li>▪ Filling Prescriptions Records After Filling</li> </ul> </li> </ul>	<p>Trachta presented the appointment to the Medical Staff, the change of Medical Staff status, 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 and changes to the Medical Staff Bylaws, Rules &amp; Regulations as included in the packet and listed at left. A motion was made to approve the policies and changes as written.</p>	<p>1<sup>st</sup> – Thalacker 2<sup>nd</sup> – Wolff Approved</p> <p>1<sup>st</sup> – Thalacker 2<sup>nd</sup> – Burke Approved</p>

<ul style="list-style-type: none"> <li>▪ Drug Recall</li> <li>▪ Returns &amp; Outdates</li> <li>▪ Use of Multi-dose Vials</li> <li>▪ Staff and Relief Pharmacist Log</li> <li>▪ Training and Utilization of Pharmacy Technicians</li> <li>▪ Pharmacy Technician Identification and Functions and Behaviors</li> <li>▪ Prescription on File</li> <li>▪ CII ‘On Hold’</li> <li>▪ CII Prescriptions on File</li> <li>▪ Training and Utilization of Pharmacists</li> <li>▪ Technician Scheduling</li> <li>▪ Refrigerated Drug Storage</li> <li>▪ Poison Control</li> <li>▪ Education Plan</li> <li>▪ Medication Security</li> <li>▪ Reconstitution Supply Maintenance</li> <li>▪ Purchase Records</li> <li>▪ Payroll Deduction for Medications</li> <li>▪ Security</li> <li>▪ Amniocentesis</li> <li>▪ External Version</li>   <li>• Medical Staff Bylaws, Rules &amp; Regulations Changes</li>   <li>• Finance Committee <ul style="list-style-type: none"> <li>▪ Capital Request: CA-560 Coagulation Analyzer - \$24,800</li>   <li>▪ Capital Request: 8 Exam Tables (7 Regular &amp; 1 Power) - \$13,832</li>   <li>▪ Contract – Chargemaster Maintenance</li> </ul> </li>   <li>• Personnel Committee</li>   <li>• Executive Committee</li> </ul>	<p>Trachta reported that the Finance Committee met on April 18, 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 a CA-560 Coagulation Analyzer at a cost not to exceed \$24,800.</p> <p>Bennett presented an additional capital request for 8 exam tables to be used in the new General Surgery/ Women’s Clinic area. A motion was made to approve the purchase of the 8 exam tables at a cost not to exceed \$13,832.</p> <p>Bennett presented for consideration a proposed contract for chargemaster maintenance with Assetydnamx. The contract calls for an initial fee of \$33,000 for the audit and then a maintenance fee of \$18,000 per year following for ongoing maintenance. The proposed contract is automatically renewable annually with 60 days notice for termination. A motion was made to approve the contract with Assetdynamx as presented.</p> <p>Trachta reported that the Personnel Committee met prior to this meeting. The committee reviewed 5 Employee of the Month nominations. Pat Knebel-Schafer, Lab Information Coordinator was selected as the Employee of the Month for May.</p> <p>Trachta reported that the Executive Committee was convened via email on April 4, 2005. Minutes from said email meeting were included in the Board packets. A motion was brought forth from the</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>1<sup>st</sup> – Burke 2<sup>nd</sup> – Johnston Approved</p> <p>1<sup>st</sup> – Thalacker</p>
---	--	--

	Executive Committee to approve the purchase of Specialty Clinic furnishings at a cost not to exceed \$16,213.75.	2 <sup>nd</sup> – Vallem Approved
XII. Closed Session – Personnel Evaluation	A motion was made to move into closed session to discuss personnel evaluation at 8:43 p.m..	1 <sup>st</sup> – Johnston 2 <sup>nd</sup> – Wolff Approved
XIII. Open Session	A motion was made to return to open session at 9:35 p.m..	1 <sup>st</sup> – Burke 2 <sup>nd</sup> – Wolff Approved
XIV. Adjourn	A motion was made adjourn the meeting at 9:48 p.m.	1 <sup>st</sup> – Johnston 2 <sup>nd</sup> – Burke Approved

Next meeting will be held  
May 23, 2005  
7:00 p.m.  
Carstensen/Gruben Room

---

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

---

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