

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

Guests Present:
 Rhonda DeBuhr
 Anne Mardorf
 Dan Rigel
 Carol Smith
 Jennie Waller
 Jen Westendorf

Minutes
 of the Meeting of the
Board of Trustees
 October 23, 2006
 7:00 p.m.
Carstensen/Gruben Room



Our Mission: Waverly Health Center will provide the highest quality, patient-focused health care.

Speakers Present:
 Eric Ritland, InVision
 Bill Taylor
 Phil Stravers, ICE
 Mike Trachta, CEO
 Lisa Bennett, CFO
 Elly Steffen, COO
 Karen Buls
 Heidi Solheim
 Iris Vering

Item	Discussion/Notes	Action
I. Meeting called to order	Called to order by Vallem at 7:00 p.m.	
II. Master Facility Planning – Eric Ritland, InVision	Eric Ritland from InVision architecture presented master facility planning information. Discussion was held regarding the current and anticipated facility needs.	
III. Waverly Orthopedic and Physical Therapy Center	Bill Taylor, speaking on behalf of the Waverly Orthopedic and Physical Therapy Center, announced that although the air space lease provided for the hospital to purchase the Delbridge/Taylor portion of the building, they have decided to gift it to the hospital in 25 years, if not sooner. The Board expressed gratitude for this generous pledge from the Waverly Orthopedic and Physical Therapy Center.	
IV. IT Analysis - Phil Stravers	Phil Stravers from ICE Technologies presented an analysis of the IT systems and staffing at WHC. He offered recommendations and a proposed plan for selection of a new software vendor and implementation of new IT systems. Discussion was held regarding the need for a new vendor and system. The Board requested an update to the financial forecast to include the estimated costs of the IT proposal. After receiving the updated financial forecast the Board will further consider the IT analysis and proposal.	
V. Approval of minutes	Minutes from the 9/25/06 meeting were reviewed. A motion was made to approve the minutes as written.	1 st – Burke 2 nd – Wolff Approved
VI. Financial and Statistical Report	Bennett presented the financial and statistical report for September. Bennett noted that both the financial and patient satisfaction goals for the employee incentive bonus were met for the last quarter. A motion with a second was brought forth from the Finance Committee to approve the financial and statistical reports as written.	1 st – Burke 2 nd – Johnson Approved
VII. Committee/Department Reports: <ul style="list-style-type: none"> • Performance Improvement • Environment of Care • Home Health/Alternative Care 	The Performance Improvement, Environment of Care and Home & Community Health/Alternative Care reports were presented as included in the Board packets. Vering announced that the first PI poster session went well and next year's session will be open to the public.	Accepted

<ul style="list-style-type: none"> ▪ Jay Ginther, M.D. – Consulting, Orthopedics, CVMS ▪ Alan Brown, M.D. – Consulting, Pathology, Allen ▪ Annette Geary, ARNP – Ancillary, Dermatology, Dermatology Associates ▪ Jeffrey Clark, D.O. – Consulting, Orthopedics, CVMS ▪ Qiang Li, M.D.. – Consulting, Cardiology, CVMS ▪ Patrick Weires, D.P.M. – Courtesy, Podiatry, Family Foot Healthcare ▪ Stephen Frazier, M.D. – Consulting, Radiology, CVMS ▪ Michael Welton, M.D. – Consulting, Urology, NI Urological Associates <ul style="list-style-type: none"> • Provisional to Regular Status on Medical Staff: <ul style="list-style-type: none"> ▪ David Schrodt, M.D. – Courtesy, ER, EPA <ul style="list-style-type: none"> • Revised Privilege Listing – Podiatry <ul style="list-style-type: none"> • New/Revised Policies: <ul style="list-style-type: none"> ▪ Telemonitoring Patient Admission/HH ▪ Telemonitoring Equipment Management and Safety/HH ▪ Telemonitoring Central Station Protocol/HH ▪ IT Backup Policy/ Information Systems ▪ Prioritizing High-Risk Patients/SS ▪ Advance Directives/SS; PC ▪ Documentation of Social Service Information/SS ▪ Confidentiality/SS ▪ Investigation and Reporting of Abuse/SS; PC ▪ Dependent Adult Abuse/SS; PC ▪ Child Abuse & Neglect/SS; PC ▪ Victims of Suspected Abuse or Criminal Acts/ SS; PC ▪ Spiritual Consultation/SS; PC ▪ Bereavement Services/SS; PC ▪ AIDS Patients/SS ▪ Discharge Planning/SS ▪ Nursing Home Placement/SS ▪ Community Resources/SS ▪ Handicapped Patients/SS; PC ▪ Device for the Deaf – Minicom Telecommunication/SS; PC ▪ Online Interpreter Services/SS; PC ▪ Performance Improvement Plan/SS ▪ Admission to the Emergency 	<p>Trachta presented the revised podiatry privilege listings as included in the Board packets. The revised privilege listing was developed in collaboration with Dr. Lantz. The form has been reviewed and is recommended for approval by the Medical Staff. A motion was made to approve the privilege listing as written and 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>1st – Johnston 2nd – Wolff Approved</p> <p>1st – Burke 2nd – Johnston Approved</p>
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<ul style="list-style-type: none"> Department/ED <ul style="list-style-type: none"> ▪ Patient Leaving Against Medical Advice (AMA)/ED ▪ Death in Emergency Department or Dead on Arrival/ED ▪ Emergency Commitment, Procedure for Substance Abuse and/or Mental Illness/ED ▪ Narcotic Injections Given in Emergency Department/ED ▪ Pregnant Patients in the Emergency Department/ED; Birthing Center ▪ Rapid Sequence Intubation and Neuromuscular Blockade/ED; M/S ▪ Reporting of Farm Injuries/ED ▪ Transfer/Admission of Patient from ER to M/S/ED; M/S • Finance Committee <ul style="list-style-type: none"> ▪ Charity Care Application • Personnel Committee <ul style="list-style-type: none"> ▪ Long Term Disability/Life Insurance ▪ Time Off Task Force Recommendations 	<p>Trachta reported that the Finance Committee met on October 16th. Minutes from said meeting were included in the Board packets.</p> <p>Bennett presented an application for charity care in the amount of \$14,638.75. The application meets the guidelines set forth in our new charity care policy. A motion was made to approve the application as presented.</p> <p>Buls reported that the Personnel Committee met prior to this meeting.</p> <p>Buls reported the need to increase LTD & life insurance benefit maximums to provide full coverage for employees. The LTD benefit is 60% of the employees annual salary and life insurance is two times the employees salary. The annual cost of these changes, plus the renewal rate increase that is effective 11/1/2006 is approximately \$12,000. A motion was made to approve the changes as presented.</p> <p>Buls presented the following recommendations from the time off task force that was convened to work on developing improvements to the time off system as a result of the dissatisfaction that was expressed on the last employee survey:</p> <ul style="list-style-type: none"> ▪ Adopt a hospital-wide attendance policy. ▪ Educate employees on the current time off system – mainly the fact that 2 ½ days of first day illness leave are built into the Earned Time Bank, and that our system is generous in comparison to other hospitals throughout the state. ▪ Two other added time off changes were discussed. These will have a monetary impact and will be included in the budget for final approval. <p>Trachta reported that these changes would take effect in July, 2007 and would be incorporated into the FY08 budget. A motion was made to approve the recommendations of the time off task force.</p>	<p>1st – Wolff 2nd – Johnson Approved</p> <p>1st – Johnston 2nd – Burke Approved</p> <p>1st – Johnston 2nd – Johnson Approved</p>
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<ul style="list-style-type: none"> ▪ Employee of the Month ▪ Accountability Agreements 	<p>Buls reported that Jen Westendorf, Emergency Room Nurse Manager was selected as the Employee of the Month for November. Westendorf was nominated for the award by a family member of a patient for providing exceptional, caring service.</p> <p>Steffen announced that as part of the Service Excellence Initiative, managers and directors will be signing accountability agreements to outline their goals for the process. Custom Learning Systems has recommended that an annual monetary bonus be tied to the successful fulfillment of the accountability agreements. The bonus may be fully or partially earned depending on each individual manager or director's goal completion for that year. The Chief Executive Officer will not be eligible for the accountability agreement bonus. A motion was made to approve the accountability agreement bonus program as presented.</p>	<p>1st – Burke 2nd – Johnson Approved</p>
<p>XIII. Adjourn</p>	<p>A motion was made to adjourn the meeting at 9:55 p.m.</p>	<p>1st – Johnston 2nd – Burke Approved</p>

Next meeting will be held
November 27, 2006
7:00 p.m.
Carstensen/Gruben Room

Gary Burke, Secretary
Board of Trustees

Mike Trachta
Chief Executive Officer