

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

Speakers Present:  
 Holly Little  
 Mike Trachta, CEO  
 Lisa Bennett, CFO  
 Elly Steffen, COO  
 Mary Conway, CCS  
 Rhonda DeBuhr  
 Heidi Solheim  
 Iris Vering

Minutes  
 of the Meeting of the  
**Board of Trustees**  
 April 24, 2006  
 7:00 p.m.  
**Carstensen/Gruben Room**



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

Guests Present:  
 Jean Harrington-Britt  
 Dan Rigel  
 Jennie Waller

Item	Discussion/Notes	Action
I. Meeting called to order	Called to order by Vallem at 7:00 p.m.	
II. Approval of minutes	Minutes from the 3/20/06 meeting were reviewed. A motion was made to approve the minutes as written.	1 <sup>st</sup> – Johnson 2 <sup>nd</sup> – Burke Approved
III. Featured Department: Occupational Therapy	Holly Little presented information about the functions and goals of the Occupational Therapy department.	
IV. Financial and Statistical Report	Bennett presented the financial and statistical report for March. A motion was brought forth from the Finance Committee to approve the financial and statistical reports as written. Bennett also reported that two deposits to Board designated savings were made in March – a \$500,000 deposit to the First National Bank account and a \$287,000 deposit to the Security State Bank. The \$500,000 was deposited from the operations account. The \$287,000 was a sales tax refund. Bennett noted that we are in the process of appealing an additional \$7,000 in construction project related sales tax refunds that were denied.	1 <sup>st</sup> – Burke 2 <sup>nd</sup> – Johnston Approved
V. Committee/Department Reports: <ul style="list-style-type: none"> <li>• Performance Improvement</li> <li>• Home Health/Alternative Care</li> </ul>	The Performance Improvement and Home & Community Health/Alternative Care reports were presented as included in the Board packets.	Accepted
VI. CORS Report – 4 <sup>th</sup> Quarter	Vering presented the 4 <sup>th</sup> quarter CORS report.	
VII. Press Ganey Quarterly Update	Solheim presented the Press Ganey patient satisfaction quarterly reports, noting that scores in all four areas have increased.	
VIII. C.E.O.'s Report <ul style="list-style-type: none"> <li>• Strategic Planning</li> </ul>	Steffen presented information about the process for developing the FY07 – FY09 strategic plan. In accordance with the feedback received from the employee satisfaction survey – employees were given the opportunity to have much more involvement in the planning process. Steffen presented a change to the mission statement being proposed by the strategic planning steering committee, to remove the words “strive to”. The proposed new mission would read - <i>Waverly Health Center will provide the highest quality, patient-focused health care.</i> Steffen presented a proposed	



<ul style="list-style-type: none"> <li>• 2005 Financial and Statistical Comparison of Waverly Health Center and Rural Iowa Hospitals</li> </ul>	<p>were 21 adjustments, 16 of which were similar adjustments to those made last year that we were unable to correct due to timing. A pay back is anticipated, however the amount is unknown.</p> <p>We received notice from Medicaid that we will have a pay back of \$462,796 due in 30 days for the FY2005 cost report. A pay back was anticipated back a few months ago when it was identified that our reimbursement was higher than our charges. The impact of that finding was unable to be estimated. A similar pay back is expected for the 9 months of FY2006. This will have an income effect. Denman and Co. will assist us in determining how to properly record the estimated pay back for FY2006.</p> <p>Bennett presented the 2005 Financial and Statistical comparison as prepared by Denman &amp; Company.</p>	
<p>IX. Medical Staff Report</p> <ul style="list-style-type: none"> <li>• SANE Training Gift</li> <li>• Sue Fish Memorial Scholarship</li> <li>• Kimberly VerSteeg, M.D.</li> </ul>	<p>Trachta reported that the Medical Staff made a \$2,000 gift to the Health Center to help defray the costs of having another nurse trained to perform Sexual Assault Nurse Examinations.</p> <p>Trachta reported that the Medical Staff presented the Auxiliary with \$1,000 for the annual Sue Fish Memorial Scholarship.</p> <p>Trachta reported that Dr. VerSteeg has signed a one year contract. She will begin OB-Gyn practice in the Women's Clinic with Dr. Glascock on June 12<sup>th</sup>.</p>	
<p>X. Old Business</p> <ul style="list-style-type: none"> <li>• Family Nest Update</li> </ul>	<p>Trachta presented an update on the Family Nest. They have received donations over the holiday season and will continue to solicit donations to help sustain the program. They are requesting \$300 per month from the hospital to provide continuing support for the program. A motion was made to approve a one time annual payment of \$3,600 to the Family Nest program.</p>	<p>1<sup>st</sup> – Johnson 2<sup>nd</sup> – Johnston Approved</p>
<p>XI. New Business</p> <ul style="list-style-type: none"> <li>• Appointment to Medical Staff: <ul style="list-style-type: none"> <li>▪ David Schrodt, M.D. - ER</li> </ul> </li> <li>• Reappointment to Medical Staff: <ul style="list-style-type: none"> <li>▪ Dean Hutchison, C.R.N.A.</li> </ul> </li> <li>• Resignation From Medical Staff: <ul style="list-style-type: none"> <li>▪ Paula Anderson, A.R.N.P.</li> <li>▪ Mark Wetzal, D.P.M.</li> <li>▪ Jihad Khalil, M.D.</li> </ul> </li> <li>• Revised Privilege Listings: <ul style="list-style-type: none"> <li>▪ Radiology</li> <li>▪ Pathology</li> </ul> </li> </ul>	<p>Conway presented the appointment and reappointment to Medical Staff and the resignations from Medical Staff as listed at left. The files have been reviewed by the Executive Committee of the Medical Staff. The Executive Committee recommends approval. A motion was made to approve the credentialing items as recommended by the Executive Committee of the Medical Staff.</p> <p>Conway presented the revised privilege listings as listed at left, and included in the Board packets. Conway developed the forms in collaboration with practitioners in the applicable fields of practice. The forms have been reviewed and are recommended for approval by the Medical Staff. A motion was made</p>	<p>1<sup>st</sup> – Burke 2<sup>nd</sup> – Wolff Approved</p> <p>1<sup>st</sup> – Johnston</p>

<ul style="list-style-type: none"> <li>• New/Revised Policies: <ul style="list-style-type: none"> <li>▪ Discharge of a Patient</li> <li>▪ Education and Discharge Instructions Related to Medications</li> <li>▪ Pin Site Care (Steinmann Pin, Kirschner Wire, External Fixators)</li> <li>▪ Buck’s Traction</li> <li>▪ Pelvic Traction with Pelvic Belt</li> <li>▪ Latex Precautions</li> <li>▪ Clinical Nursing Practices</li> <li>▪ Sitz Bath</li> <li>▪ Tepid Water Bath</li> <li>▪ Shampoo Cap</li> <li>▪ Oral Hygiene and Care of Dentures</li> <li>▪ Central Venous Catheter Care, Maintenance and Removal</li> </ul> </li> <li>• Changes to Medical Staff Bylaws, Rules &amp; Regulations (as attached)</li> <li>• Finance Committee <ul style="list-style-type: none"> <li>▪ Capital Request – Site Rite V Ultrasound System</li> <li>▪ Capital Request – Sidewalk Construction</li> <li>▪ Capital Request – Surgical Complex Waiting Room Renovation</li> </ul> </li> <li>• Personnel Committee</li> </ul>	<p>to approve the privilege listings 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>Conway presented a change to the Medical Staff Bylaws, Rules &amp; Regulations regarding disaster privileges (as attached). This change to the disaster privileges is being made to comply with Joint Commission on Accreditation of Healthcare Organization standards. The change has been reviewed by the Executive Committee of the Medical Staff twice and is recommended for approval. A motion was made to approve the change to the Medical Staff Bylaws, Rules &amp; Regulations as written.</p> <p>Trachta reported that the Finance Committee met on April 17<sup>th</sup>. Minutes from said meeting were distributed. Trachta presented the following capital requests: <ul style="list-style-type: none"> <li>▪ Site Rite V Ultrasound System at a cost not to exceed \$16,000</li> <li>▪ Sidewalk construction at a cost not to exceed \$24,400</li> <li>▪ Renovation to surgical complex children’s waiting room at a cost not to exceed \$15,000</li> </ul> A motion was made to approve the capital requests as presented and individually considered.</p> <p>Trachta reported that the Personnel Committee met prior to this meeting. Tammy Rider, a certified pharmacy technician in the Center Pharmacy was selected as the Employee of the Month for May. Rider was nominated by a patient for providing exceptional customer service and explaining Medicare Part D.</p>	<p>2<sup>nd</sup> – Johnson Approved</p> <p>1<sup>st</sup> – Wolff 2<sup>nd</sup> – Burke Approved</p> <p>1<sup>st</sup> – Johnson 2<sup>nd</sup> – Johnston Approved</p> <p>1<sup>st</sup> – Burke 2<sup>nd</sup> – Johnston Approved</p>
<p>XII. Adjourn</p>	<p>A motion was made adjourn the meeting at 8:45 p.m.</p>	<p>1<sup>st</sup> – Johnston 2<sup>nd</sup> – Johnson Approved</p>

Next meeting will be held  
May 22, 2006  
7:00 p.m.  
Carstensen/Gruben Room

**Gary Burke, Secretary**  
**Board of Trustees**

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