

Members Present:
 Gary Burke, Acting Chair
 Roger Johnson
 Darold Wolff

Members Excused:
 John Johnston
 Susan Vallem

Speakers Present:
 Mike Trachta, CEO
 Lisa Bennett, CFO
 Mary Conway, CCS
 Elly Steffen, COO
 Karen Buls
 Rhonda DeBuhr
 Brenda Poppens
 Heidi Solheim

Guests Present:
 Tess Magner
 Ron Matthias
 Dan Rigel
 Jennie Waller

Minutes
 of the Meeting of the
Board of Trustees
 September 25, 2006
 7:00 p.m.
Carstensen/Gruben Room



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

Item	Discussion/Notes	Action
Public Hearing: Proposed Costs & Plans for Rooftop Garden	Burke opened the Public Hearing regarding proposed costs and plans for the rooftop garden at 7:00 p.m. There were no written or verbal public comments. Burke closed the hearing at 7:04 p.m.	
I. Meeting called to order	Called to order by Burke at 7:04 p.m. Burke welcomed guests Ron Matthias and Tess Magner to the meeting and accepted comments from Matthias.	
II. Approval of minutes	Minutes from the 7/24/06 and 9/21/06 meetings were reviewed. A motion was made to approve both sets of minutes as written.	1 st – Wolff 2 nd – Johnson Approved
III. Featured Department: Birthing Center – Brenda Poppens	Brenda Poppens presented information about the functions and goals of the Birthing Center.	
IV. Financial and Statistical Report	Bennett presented the financial and statistical report for August. 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
V. 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.	Accepted
VI. Press Ganey Patient Satisfaction Survey Reports	Solheim presented the Press Ganey patient satisfaction quarterly reports for Inpatient, Surgery, Emergency Room, and Outpatient. Solheim also presented the first report from the HCAHPS dry run.	
VII. Service Excellence Update	Steffen presented an update on the Service Excellence initiative. Cathy Wilson-Sands, our new Education manager will serve as the Service Excellence Program Director. Rhonda DeBuhr will serve as the Service Excellence Council Chair. Steffen will serve as the Executive Sponsor. The initiative will be rolled out to front-line staff at CEO forums this week, and a leadership briefing and accountability workshop for managers has been scheduled for October 23 rd . 20 -28 front-line staff will be trained as Service Excellence Advisors – they will work together in groups of four to train their peers. All employees will have had three hours of training by the end of March. Steffen requested that the Board support the initiative by attending the	

	briefings and workshops whenever their schedules permit.	
VIII. Foundation Update	Solheim reported that the Foundation Board of Directors met on 9/20/06. They authorized a new annual campaign that will kick-off in October and conclude in January. The goal is to raise \$45,000 to purchase a patient care simulator.	
IX. C.E.O.'s Report	<p>Trachta presented the resolution concerning sources of patient care provided from outside of the Health Center for the lab providers listed at left. The list of providers has been reviewed and approved by the Executive Committee of the Medical Staff. A motion was made to approve the resolution as presented.</p> <p>Trachta presented proposed changes in structure and reporting relationships to the organizational chart. A motion was made to approve the changes as presented.</p> <p>Buls presented a contract proposal from Halogen to purchase employee evaluation software and support services. Following discussion, a motion was made to approve the proposal as presented with first year costs not to exceed \$32,842.36</p> <p>Bennett presented a contract proposal from Lynx for ER software. Following discussion, a motion was made to approve the proposal as presented.</p> <p>Bennett presented a request to renew our contract with 3M for encoder software, and to increase the term of the contract from 3 years to 5 years. Following discussion, a motion was made to approve the renewal with the increased term.</p>	<p>1st – Johnson 2nd – Wolff Approved</p> <p>1st – Wolff 2nd – Johnson Approved</p> <p>1st – Johnson 2nd – Wolff Approved</p> <p>1st – Wolff 2nd – Johnson Approved</p> <p>1st – Johnson 2nd – Wolff Approved</p>
IX. C.E.O.'s Report	<ul style="list-style-type: none"> • Resolution Concerning Sources of Patient Care Provided From Outside of the Health Center (Lab Providers): <ul style="list-style-type: none"> ▪ Allen Memorial Hospital, Pathology & Reference Lab ▪ The Blood Center of Iowa ▪ University of Iowa State Hygienic Labs ▪ Mayo Clinic Department of Laboratory and Pathology ▪ Louis C. Herring & Company ▪ US Drug Testing Laboratories, Inc. • Organizational Chart • Contract Approval: <ul style="list-style-type: none"> ▪ Halogen – Performance Evaluation ▪ Lynx – ER Software ▪ 3M – Encoder Software 	
X. Medical Staff Report	No report.	
XI. Old Business	<p>Steffen reported that the MRI/CT project is on schedule. They expect the MRI to be functional on 11/6 and the CT to be functional on 11/13.</p> <p>Trachta presented a capital request to purchase the south ½ of the golf course maintenance block from the City of Waverly. Discussion was held regarding the possible terms of the purchase. The Board set the following parameters for the purchase: a timeframe should be expressly stated for the city to vacate the sheds for demolition so that the area may be utilized for temporary parking this winter; the property should be deeded to Waverly Health Center; and the cost to Waverly Health Center should not exceed \$50,000. A motion was made to give Trachta the authority to negotiate on behalf of the Board of Trustees with the above listed parameters.</p>	<p>1st – Wolff 2nd – Johnson Approved</p>

Surg

- Neurological Assessment/Med-Surg
- Nursing Admission Assessment/Med-Surg
- Nursing Reassessment/Med-Surg
- PRN Pain Assessment and Medication Management/Med-Surg
- Vital Signs Assessment (TPR; BP; Pulse Oximetry)/Med-Surg
- Admission of Patient to the Medical/Surgical Unit/Med-Surg
- Care of a Dying Patient/Med-Surg
- Care of Patient in a Monitored Bed/Med-Surg
- Discharge Planning/Med-Surg
- Hospice Inpatient Care/Med-Surg
- Medication Education and Discharge Instructions/Med-Surg
- Meeting a Patient's Spiritual Needs/Med-Surg
- Non-Emergency Transfer of a Patient to Another Facility/Med-Surg
- Colostomy: Changing a Drainable Pouch/Med-Surg
- Colostomy Irrigation/Med-Surg
- Enemas/Med-Surg
- Enteral Tube Feeding/Med-Surg
- Feeding Tube Placement: Nasogastric or Nasointestinal/Med-Surg
- Nasal Gastric Tube: Inserting and Maintaining a Nasogastric Tube/Med-Surg
- Rectal Tube: Insertion of/Med-Surg
- Consent for Administration of Blood and/or Blood Derivatives – Refusal of Administration of Blood and/or Blood Derivatives/Med-Surg
- Daily Census Sheet- Procedure for Completing/Med-Surg
- Frequent Measurement Form/Med-Surg
- Graphic Record –Use of the/Med-Surg
- Kardex Card – Use of the Nursing/Med-Surg
- Noting Orders/Med-Surg
- Nurse's Note – Use of/Med-Surg
- Nursing Care Plan/Med-Surg
- Patient Care Checklist/Med-Surg
- Patient Controlled Analgesia (PCA) Flow Sheet/Med-Surg
- Cast Care and Management/Med-Surg
- Crutch Walking/Med-Surg
- Sequential Compression Device/Med-Surg
- Seizure Precautions/Med-Surg
- Central Venous Pressure/Med-Surg
- Cold Therapy/Med-Surg
- Dressing Application and Changes/Med-Surg
- Ear Irrigations/Med-Surg
- Epidural Catheter – Analgesia/Med-Surg

<ul style="list-style-type: none"> ▪ External Transchest Pacing/Med-Surg ▪ Eye Irrigations/Med-Surg ▪ Ice Bag – Use of/Med-Surg ▪ Lumbar Puncture/Med-Surg ▪ Thoracentesis/Med-Surg ▪ Warm, Moist Dressings with K-Pad/Med-Surg ▪ Post Operative Care/Med-Surg ▪ Preoperative Care/Med-Surg ▪ Health Promotion Membership Types/Health Promotion ▪ Health Promotion Membership Process/Health Promotion ▪ Outpatient Medical Assessment/Med-Surg <ul style="list-style-type: none"> • Finance Committee <ul style="list-style-type: none"> ▪ Capital Request – Laryngoscopy Equipment ▪ Capital Request – MR Injector ▪ Capital Request – CT Injector ▪ Capital Request – Mini Van ▪ Capital Request – Land Purchase ▪ FYI – File Server Purchase <ul style="list-style-type: none"> • Personnel Committee <ul style="list-style-type: none"> • Executive Committee <ul style="list-style-type: none"> ▪ Minutes – 8/14/06 ▪ Minutes – 8/17/06 ▪ Minutes – 8/30/06 	<p>Trachta reported that the Finance Committee met on September 21st. Minutes from said meeting were included in the Board packets. Trachta presented the following capital requests:</p> <ul style="list-style-type: none"> ▪ Laryngoscopy Equipment at a cost not to exceed \$29,307 ▪ MRI Injector at a cost not to exceed \$39,777 ▪ CT Injector at a cost not to exceed \$27,575 <p>A motion with a second is brought forth from the Finance Committee to approve the above listed capital requests as presented.</p> <p>Discussion was brought forth from Finance Committee regarding the capital request to purchase one replacement mini van. It was the consensus of the Board that due to the age and condition of the hospital vans it would be in our best interest to replace both vans at this time. Quotes were presented and a motion was made to purchase 2 new minivans, or 1 new minivan and 1 with 3,000 miles at a cost not to exceed \$18,000 per van.</p> <ul style="list-style-type: none"> ▪ Land Purchase – as discussed under CEO Report <p>Buls reported that the Personnel Committee met prior to this meeting. Laurie Rose was selected as the Employee of the Month for October. Rose, a clerk in the Plant Services department was nominated for her helpful attitude and for going above and beyond.</p> <p>Trachta presented the minutes of the Executive Committee meetings as listed at left and included in the Board packets. A motion was made to ratify the actions of the Executive Committee as presented.</p> <p>Trachta reported that Mary Conway has resigned from her position of Chief of Clinical Services. A reception will be held on her last day, October 20th, to honor her for her 15 years of service to Waverly Health Center.</p>	<p>1st – Johnson 2nd – Burke Approved</p> <p>1st – Johnson 2nd – Wolff Approved</p> <p>1st – Wolff 2nd – Johnson Approved</p>
--	--	---

XIII. Adjourn	A motion was made to adjourn the meeting at 9:11 p.m.	1 st – Wolff 2 nd – Johnson Approved
---------------	---	--

Next meeting will be held
October 23, 2006
7:00 p.m.
Carstensen/Gruben Room

Gary Burke, Secretary
Board of Trustees

Mike Trachta
Chief Executive Officer