

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

Guests Present:  
 Rhonda DeBuhr  
 Heidi Solheim

Minutes  
 of the Meeting of the  
**Board of Trustees**  
 February 26, 2007  
 7:00 p.m.  
**Carstensen/Gruben Room**



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

Speakers Present:  
 Mike Trachta, CEO  
 Beth Bruns  
 Lisa Bennett, CFO  
 Iris Vering  
 Elly Steffen  
 Karen Buls

Item	Discussion/Notes	Action
Public Comment	Trustees received a compliment about the hospital's care and compassion.	
Public Hearing Re: FY08 Budget	Vallem opened the Public Hearing regarding FY08 budgets at 7:06 p.m. There were no written or verbal public comments regarding the FY08 budgets. Vallem closed the hearing at 7:91p.m.	
I. Meeting called to order	Called to order by Vallem at 7:10 p.m.	
II. Approval of minutes	Minutes from the 1/22/07 meeting were reviewed. A motion was made to approve the minutes as written.	1 <sup>st</sup> – Burke 2 <sup>nd</sup> – Johnston Approved
III. Foundation Update – Beth Bruns	Brunns presented an update on the annual campaign and the Rooftop Garden campaign.	
III. Featured Department – Quality Services, Iris Vering	Vering presented information about the functions and goals of the Quality Service department, including information about the 5 Million Lives Campaign.	
IV. Financial and Statistical Report	Trachta presented the financial and statistical report for January. A motion with a second was brought forth from the Finance Committee to approve the financial and statistical reports as written.  Trachta reported that an adjustment made to the December financial report due to an interim rate change from Medicare and an accounting error. This resulted in a net change of \$112,000.	1 <sup>st</sup> – Burke 2 <sup>nd</sup> – Johnson Approved
V. Approval of FY08 Budgets	A motion was brought forth from the Finance Committee to approve the proposed operating and capital budgets as presented. Included are a 9% increase in room rates, effective April 1, 2007, and an aggregate increase of 9% in gross charges, to be effective July 1, 2007.	1 <sup>st</sup> – Burke 2 <sup>nd</sup> – Johnson Approved
VI. Rooftop Garden – Construction Report	Steffen announced that Youngblut Construction is scheduled to begin construction on the Rooftop Garden in April and the project should be complete in mid-October.  Steffen reported that the Pharmacy drive-up window will be closed during construction. A temporary system using a telephone will be set up to allow customers to call in to the pharmacy and have a pharmacy employee deliver their prescription to their vehicle.	

	Trachta stated that there will be a temporary loss of some parking spaces while the cranes are onsite during construction. This will cause increased parking on area side streets until construction of our new parking lot is complete.	
VII. Committee/Department Reports: <ul style="list-style-type: none"> <li>• Performance Improvement</li> <li>• Home Health/Alternative Care</li> <li>• Environment of Care</li> </ul>	The Performance Improvement, Home & Community Health/Alternative Care, and Environment of Care reports were presented as included in the Board packets.	Accepted
VIII. C.E.O.'s Report <ul style="list-style-type: none"> <li>• ICE Contract – Extension of CIO Engagement</li> </ul>	Steffen presented a proposal to extend the contract with ICE Technologies for CIO services. The six month extension would be beneficial in the selection of an IT system vendor, the implementation of PACs, and the implementation of ER electronic record keeping software. Through the proposal, ICE would also serve as our internal project manager for the IT implementation process. A motion was made to approve the proposal to extend the contract as presented.	1 <sup>st</sup> – Johnston 2 <sup>nd</sup> – Johnson Approved
IX. Medical Staff Report	Trachta reported we still have active searches for a general surgeon and a non-invasive cardiologist. As previously discussed, we are still in the process of speaking with a Board certified emergency medicine physician. It is quite likely that the Executive Committee will be convened before the next Board meeting to review contract proposals for the emergency medicine physician and/or the non-invasive cardiologist.  Trachta announced that the Covenant Clinic in Waverly has hired a new physician who will begin in July.	
X. Service Excellence Update	Steffen reported that the Service Excellence Workshops being presented by the Service Excellence Advisors to their peers will begin tomorrow. Board members are encouraged to participate, and can contact Waller to register for a session.	
XI. Old Business	None.	
XII. New Business <ul style="list-style-type: none"> <li>• Set Public Hearing Regarding 2007 Laboratory Remodel Project</li> <li>• Set Public Hearing Regarding 2007 South Parking Lot Construction</li> <li>• Set Public Hearing Regarding Lease of Hospital Property to City</li> <li>• New Appointments Medical Staff: <ul style="list-style-type: none"> <li>▪ Navaid Asad, M.D. – Consulting, Cardiology, Covenant</li> <li>▪ Ahsan Maqsood, M.D. – Consulting, Cardiology, Covenant</li> </ul> </li> </ul>	A motion was made to adopt resolutions setting public hearings regarding the plans, specifications, form of contract, and estimated costs for the 2007 Laboratory Remodel Project and 2007 South Parking Lot Construction, and to set the public hearing for the Lease of Hospital Property to City. The Public Hearings will be scheduled for March 26, 2007.  Trachta presented the new appointments, provisional to regular appointments, continuation of provisional status, and resignations as listed at left. The files have been reviewed by the Executive Committee of the Medical Staff. The Executive Committee recommends approval, with the exception of the	1 <sup>st</sup> – Burke 2 <sup>nd</sup> – Wolff Approved

<ul style="list-style-type: none"> <li>▪ John Zehr, M.D. – Courtesy, ER, EPA</li> <li>▪ Lara Kyhl, ARNP – Ancillary, FP, Shell Rock Family Health</li> <li>• Provisional to Regular Status on Medical Staff: <ul style="list-style-type: none"> <li>▪ Jessica Boevers, M.D. – Courtesy, Family Practice, Covenant</li> <li>▪ Marcia Hillman, ARNP – Ancillary, Family Practice, Covenant</li> <li>▪ Kathleen Megivern, D.O. – Active, Family Practice, Covenant</li> </ul> </li> <li>• Continuation of Provisional Status: <ul style="list-style-type: none"> <li>▪ Ed Morgan, CRNA – Ancillary, Anesthesia, Nationwide Anesthesia</li> </ul> </li> <li>• Resignations from Medical Staff: <ul style="list-style-type: none"> <li>▪ Randy Wirtz, ARNP – Ancillary, ER, EPA</li> <li>▪ Kianoush Rezaei, M.D. – Consulting, Radiology, CVMS (contingent upon Medical Staff approval)</li> </ul> </li> <li>• New/Revised Policies: <ul style="list-style-type: none"> <li>▪ Critical Tests Utilized During Emergency Situation Management/ Lab</li> <li>▪ Dining Room/Nutrition Services</li> <li>▪ Service Recovery/Administration</li> </ul> </li> <li>• Finance Committee <ul style="list-style-type: none"> <li>▪ Capital Request – Power Drill/Saw Equipment \$42,369</li> </ul> </li> <li>• Personnel Committee</li> <li>• Red Cross Shelter</li> </ul>	<p>resignation of Dr. Rezaei – which has not yet been reviewed by the Executive Committee. A motion was made to approve the items as individually considered and recommended by the Executive Committee of the Medical Staff, and the resignation of Dr. Rezaei – contingent upon Medical Staff approval.</p> <p>Trachta presented the new/revised policy statements 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 reported that the Finance Committee met on February 22<sup>nd</sup>. Minutes from said meeting were included in the Board packets. Trachta presented the following capital request: <ul style="list-style-type: none"> <li>▪ Power Drill/Saw Equipment at a cost not to exceed \$42,369</li> </ul> A motion with a second is brought forth from the Finance Committee to approve the above listed capital request as presented.</p> <p>Trachta reported that the Personnel Committee met prior to this meeting. Buls announced that Barbara Manning, Kids’ Corner Lead Attendant was selected as the Employee of the Month for March. Manning was nominated by a customer for her creativity and caring compassion.</p> <p>Trachta reported that WHC has been working with the Red Cross to provide emergency shelter for area residents impacted by power outages. Trachta reported that staff has been going above and beyond to provide assistance to non-patient people with medical needs. Trachta states that our crisis management system is functioning well, and the state has authorized us to go above our 25 bed capacity during this emergency situation. He reported that WHC is the only facility in Waverly that has heat available on a back-up generator basis.</p> <p>Vallem thanked the staff at WHC on behalf of the Hawkeye Chapter of the Red Cross for all of their efforts.</p>	<p>1<sup>st</sup> – Johnston 2<sup>nd</sup> – Johnson Approved</p> <p>1<sup>st</sup> – Burke 2<sup>nd</sup> – Wolff Approved</p> <p>1<sup>st</sup> – Johnson 2<sup>nd</sup> – Burke Approved</p>
--	--	--

<ul style="list-style-type: none"> <li>Family Nest Collaboration with Wartburg</li> </ul>	<p>Trachta announced that Waverly Light and Power has been operating on generated power as they have been disconnected from the power grid. WHC is currently operating on our own generated power to assist Waverly Light and Power to conserve energy for community use.</p> <p>Vallem announced that Linda Hall has secured a grant for the Family Nest program to provide assessment and case management services. Three Wartburg students will be involved through the grant program.</p>	
<p>XIII. Adjourn</p>	<p>A motion was made to adjourn the meeting at 8:20 p.m.</p>	<p>1<sup>st</sup> – Johnston 2<sup>nd</sup> - Johnson Approved</p>

Next meeting will be held  
 March 26, 2007  
 7:00 p.m.  
 Carstensen/Gruben Room