

Members Present:  
 Gary Burke, Acting Chair  
 Roger Johnson  
 John Johnston  
 Traci Magsamen

Speakers Present:  
 Mike Trachta, CEO  
 Jan Thedens  
 Lisa Bennett, CFO  
 Dr. Darnold  
 Heidi Solheim  
 Elly Steffen, COO  
 Amy Van Gundy

Members Excused:  
 Susan Vallem, Chair

Guests Present:  
 Rhonda DeBuhr, CNO  
 Blake Sands  
 Nathan Sands  
 Jennie Waller  
 Cathy Wilson-Sands

Minutes  
 of the Meeting of the  
**Board of Trustees**  
 April 28, 2008  
 7:00 p.m.  
**Tendrils Rooftop Garden**

**WAVERLYHEALTH**  
 — C E N T E R —  
*Our Mission:* Waverly Health  
 Center will provide the highest  
 quality, patient-focused health care.

Item	Discussion/Notes	Action
I. Meeting called to order	Called to order by Burke at 7:03 p.m.	
II. Featured Department: Laboratory – Jan Thedens	Thedens presented information about the functions and goals of the Laboratory department.	
III. Approval of minutes	Minutes from the 3/24/08 meeting were reviewed. A motion was made to approve the minutes as written.	1 <sup>st</sup> – Johnson 2 <sup>nd</sup> – Johnston Approved
IV. Celebrations	Solheim reported that the preview of the HCAHPS data that will be released in June looks good.  Burke celebrated that the lab construction/remodeling is complete.	
V. Financial and Statistical Report	Bennett presented the financial and statistical report for March. A motion was brought forth from Finance Committee to approve the financial and statistical reports as written.  Bennett reported that the budgeting process is well underway. Managers have submitted departmental budgets and now Director's Council is working to review the overall budget and make adjustments to get to a projected 3% operating margin. The proposed budget will be reviewed at the May Finance Committee meeting and come to the full Board for approval at the May 27 <sup>th</sup> meeting.  Bennett reported that we have been placing \$75,000 per month in contractual allowances to provide funds for the Medicare paybacks that have come, or will be coming due. With the notice of our FY08 mid-year adjustment payback, we will increase the contractual allowances to \$150,000 per month from March through June. Medicare has adjusted our rates back down to reflect our current operations. We have a payback of \$429,801 due on May 9 <sup>th</sup> and may have to transfer funds from Board designated savings to cover this.	1 <sup>st</sup> – Burke 2 <sup>nd</sup> – Johnson Approved
VI. Medical Staff Report – Dr. Darnold	Dr. Darnold reported that the April 21 <sup>st</sup> Medical Staff meeting included the following: **Sleep study update from Midwest Sleep Services. **Presentation from Ron Ragsdale about orthotic fabrication services available from Taylor Physical Therapy. **Treasurer's report - (3) \$1,000 scholarships were awarded through the WHC Auxiliary, and a \$250	

	<p>donation to Bremer County Relay for Life was approved.</p> <p>**Announcement that a pulmonary specialty clinic will be starting on campus in July.</p> <p>**Approval of changes to Medical Staff Bylaws, Rules &amp; Regulations to make WHC employed ER physicians at 0.5 FTE or greater part of the Active Medical Staff.</p> <p>**Report of Planetree initiatives including bedside rounding and alternative care options.</p> <p>**Approval of credentialing items.</p>	
<p>VII. Committee/Department Reports:</p> <ul style="list-style-type: none"> <li>▪ Home Health/Alternative Care</li> <li>▪ Environment of Care</li> <li>▪ Performance Improvement</li> </ul>	<p>The Environment of Care and Performance Improvement reports were presented as included in the Board packets. Trachta distributed the Home Health/Alternative Care report.</p>	<p>Accepted</p>
<p>VIII. Press Ganey Patient Satisfaction Survey Reports – Heidi Solheim</p>	<p>Solheim presented the Press Ganey Patient Satisfaction Survey quarterly reports (Inpatient, Outpatient, Surgery and ER) for the quarter ending March 31<sup>st</sup>.</p> <p>Solheim noted a considerable decrease in mean scores and ranking for the Emergency Department. She presented information about the action plan that has been developed by the department to improve patient satisfaction, and she displayed a snapshot of scores to date this quarter which is already beginning to show improvement.</p> <p>Solheim also presented the preview of the HCAHPS data that will be released in June – noting that we maintained or increased our ratings in all categories. Solheim announced that data collected from the R.O.N.G. forms (Record of Negativity/Grievance) is not being reported this month due to a change in our data collection system. This information will be reported when it becomes available.</p>	
<p>IX. C.E.O.'s Report</p> <ul style="list-style-type: none"> <li>▪ Facility Planning</li>   <li>▪ General Surgery Recruitment</li>   <li>▪ Board Education Organization</li> </ul>	<p>Steffen reported that RDG was on-site for 2 days last week. They met with all Directors and most managers that are currently located in the West Building. While they were on-site they developed 4 potential site plans. They will refine these site plans to develop a master facility plan recommendation. Steffen reported that InVision was on-site today to share their draft master facility plan. Steffen announced that we should have master facility planning materials from RDG and InVision to present at the next Board meeting.</p> <p>Trachta presented information about the General Surgery Clinic, including statistical and financial information. Discussion was held regarding the costs and benefits of recruiting a third general surgeon at this time. A motion was made to begin recruiting for a third general surgeon to join the General Surgery Clinic practice.</p> <p>Trachta presented a comparison of Board Education services offered through two groups. Discussion was held regarding the importance of timely board education and the different services offered by the</p>	<p>1<sup>st</sup> – Johnson 2<sup>nd</sup> – Magsamen Approved</p>

<ul style="list-style-type: none"> <li>▪ Clover Lease</li>   <li>▪ CVMS Dialysis</li> </ul>	<p>two groups. A motion was made to approve annual membership with the Governance Institute at a cost not to exceed \$7,975.</p> <p>Trachta reported that the lease with Clover for the General Surgery and Women’s Clinic is due to be renewed. A motion was made to approve renewal of the lease at the rates presented.</p> <p>Trachta reported that Clover is close to finalizing a lease with CVMS for the dialysis clinic that will be constructed on the 12<sup>th</sup> Street Office Plaza property. He reported that a special Board meeting may be needed to approve an airspace lease with Clover for the portion of the property they will be using.</p>	<p>1<sup>st</sup> – Johnston 2<sup>nd</sup> – Magsamen Approved</p> <p>1<sup>st</sup> – Johnson 2<sup>nd</sup> – Magsamen Approved</p>
<p>XI. IT Update</p> <ul style="list-style-type: none"> <li>▪ Capital Request</li> </ul>	<p>Steffen presented the GoLive Drive project budget summary which included a capital request for API Time and Attendance Server. Steffen noted one change to the report which involves the GoLive date for the API Time &amp; Attendance System – this has been moved to after the GoLive date for McKesson. Discussion was held regarding the need to approve capital purchases that have already been approved through the project budget. It was decided that capital purchases should flow through the Board in this format as there will be some variances from the original budget. A motion was made to approve the purchase of an API Time and Attendance Server at a cost not to exceed \$15,527.</p> <p>Steffen announced that we have hired Jerry Tiedt as our IT Director. Tiedt has been our consultant through ICE Technologies and will begin his employment with WHC on May 1<sup>st</sup>.</p>	<p>1<sup>st</sup> – Magsamen 2<sup>nd</sup> – Johnston Approved</p>
<p>XII. Old Business</p>		
<p>XIII. New Business</p> <p><u>Provisional Appointment to Medical Staff:</u></p> <ul style="list-style-type: none"> <li>▪ Douglas Ketcham, M.D. – Courtesy, Radiology, St. Paul Radiology</li> </ul> <p><u>Provisional to Regular Privileges:</u></p> <ul style="list-style-type: none"> <li>▪ Paul McCaughey, D.O. – Courtesy, ER, EPA</li> </ul> <p><u>Addition of Privileges:</u></p> <ul style="list-style-type: none"> <li>▪ Traci Skierka, M.D. – Courtesy, Family Practice, Shell Rock Family Health – Addition of OB/Gyn Privileges</li> </ul> <p><u>Resignation from Medical Staff:</u></p> <ul style="list-style-type: none"> <li>▪ Michael Allen, DPM – Courtesy, Covenant Podiatry Residency Program</li> <li>▪ Joseph Kinskey, M.D. – Courtesy, ER, EPA</li> <li>▪ David Schrodt, M.D. – Courtesy, ER, EPA</li> </ul> <p><u>Provisional Reappointments to Medical Staff (As approved by the Executive Committee of the</u></p>	<p>Trachta presented the provisional appointment, the provisional to regular privileges, addition of privileges, and resignations from Medical Staff as listed at left. Van Gundy noted that the General Surgeons (Dr. Burgett, Dr. Cak, Dr. Davis, Dr. Gerrelts, and Dr. Gesme) were approved for reappointment to provisional status on March 31<sup>st</sup> due to low/no volume of service provided at WHC. Their privileges will automatically expire per our Medical Staff Bylaws if they do not provide any services during this six month provisional period. The files have been reviewed by the Executive Committee of the Medical Staff. The Executive Committee recommends approval. A motion was made to approve all other items as individually considered and recommended by the Executive Committee of the Medical Staff.</p>	<p>1<sup>st</sup> – Johnston 2<sup>nd</sup> – Johnson Approved</p>



	at 9:15 p.m.	2 <sup>nd</sup> – Johnston Approved
XV. Adjourn	A motion was made to adjourn the meeting at 9:16 p.m.	1 <sup>st</sup> – Johnston 2 <sup>nd</sup> – Johnson Approved

Next meeting will be held  
Tuesday, May 27, 2008  
**Carstensen/Gruben Room**  
7:00 p.m.