

Members Present:  
 Susan Vallem, Chair  
 Roger Johnson  
 John Johnston

Guests Present:  
 Rhonda DeBuhr  
 Lisa Forsyth  
 Diane Kohls  
 Angie Tye  
 Jennie Waller

Members Excused:  
 Jill Kwikkel  
 Jennifer Seward

Speakers Present:  
 Lisa Bennett  
 Michelle Berglund  
 Dr. Dahlquist  
 Heidi Solheim  
 Karen Thalacker  
 Iris Vering

Minutes  
 of the Meeting of the  
**Board of Trustees**  
 July 25, 2011  
 7:00 p.m.  
**Tendrils Rooftop Garden**



*Our Mission:* Waverly Health Center will provide high quality, patient-centered health care.

Item	Discussion/Notes	Action
I. Meeting called to order	Called to order by Vallem at 7:01 p.m.	
II. Approval of minutes	Minutes from the 6/27/11 meeting were reviewed. A motion was made to approve the minutes as written.	1st - Johnson 2nd - Johnston Unanimously Approved
III. Celebrations	Bennett introduced Angie Tye, our new Director of Human Resources.	
IV. Board Education	“The Top 10 Principles and Practices of Great Boards”	
V. Featured Department: <ul style="list-style-type: none"> <li>• Radiology – Michelle Berglund</li> </ul>	Michelle Berglund presented information about the functions and goals of the Radiology department.	
VI. Financial and Statistical Report	Bennett presented the preliminary financial and statistical report for June. A motion was brought forward from the Finance Committee to approve the preliminary financial and statistical report as presented.	1st - Johnson 2nd - Kwikkel Unanimously Approved
VII. Committee/Department Reports: <ul style="list-style-type: none"> <li>• Environment of Care Committee</li> <li>• Board Quality Committee               <ul style="list-style-type: none"> <li>▪ Quality Report Card – Iris Vering</li> </ul> </li> </ul>	The Environment of Care and Board Quality Committee reports were presented as included in the Board packets.  Vering presented the Quality Report Card. The Quality Report Card is available on the intranet under the Listening Posts menu. Discussion was held regarding the quality measures and trends, along with the circumstances that impact the measures.	Accepted
VIII. Medical Staff Report	Dr. Dahlquist reported that the Executive Committee of the Medical Staff met on 7/18/11 and considered privileging items as listed under new business. He also noted the following: <ul style="list-style-type: none"> <li>• Concerns with rolling meaningful use out to the Medical Staff. Dr. Dahlquist stated that he has been working with Jerry Tiedt to iron out as many of the problems as possible before the roll-out.</li> <li>• We have had 5 new providers start this month.</li> <li>• Investigating the possibility of having the Medical Staff offer a scholarship available to the ARNP and Medical Students that come here to complete practicum experiences or rotations.</li> </ul>	



<ul style="list-style-type: none"> <li>• Shell Rock Clinic</li> </ul>	<p>Solheim reported on proposed adjustments to the Shell Rock Clinic building plans. The adjustments include items such as soundproofing, upgrading insulation and ceiling structure, boring under Highway 3 for ICN connection/fiber optics, and including the construction of the maintenance shed with the building. Adjustments also include some items which were removed from the project as they were determined to be unnecessary. Solheim noted that each of the items has been thoroughly researched. Solheim explained that any overages to the project budget, or conversely, any amount coming in under budget will be reflected in the first year's rent. In an effort to keep the project on schedule, Solheim requested that the Board approve a change order budget for the Shell Rock Clinic project. A motion was made to approve change orders as deemed necessary and not to exceed \$25,000.</p> <p>Thalacker presented proposed changes to the Shell Rock Airspace Lease. The changes to the agreement are being requested by Shell Rock Properties, LLC and relate to the investor group's ability to mortgage the property. A motion was made to approve the changes to the Shell Rock Airspace Lease as presented.</p>	<p>1st - Johnston 2nd - Johnson Unanimously Approved</p> <p>1st - Johnson 2nd - Johnston Unanimously Approved</p>
<p>XII. New Business</p> <ul style="list-style-type: none"> <li>• Provisional Appointments to Medical Staff: <ul style="list-style-type: none"> <li>▪ Kerri VanEe, ACNP – Orthopedics, Active, WHC</li> </ul> </li> <li>• Continuation of Provisional Status on Medical Staff: <ul style="list-style-type: none"> <li>▪ Matthew Sowle, PA-C – Family Practice, Courtesy, Covenant</li> </ul> </li> <li>• New/Revised Policies: <ul style="list-style-type: none"> <li>▪ Cardiovascular Services Ergonomics</li> </ul> </li> <li>• Finance Committee <ul style="list-style-type: none"> <li>▪ Capital Request – Elevator C Upgrade</li> <li>▪ Capital Request – Christophel Clinic Renovation</li> </ul> </li> </ul>	<p>Privileging items were presented as individually listed at left. All files have been reviewed by the Executive Committee of the Medical Staff. The Executive Committee recommends approval. A motion was made to approve all privileging items as individually considered and recommended by the Executive Committee of the Medical Staff.</p> <p>The new policy was presented for review as included in the Board packets. The policy has been reviewed by the Executive Committee of the Medical Staff and is recommended for approval. A motion was made to approve the policy as listed at left.</p> <p>Bennett reported that the Finance Committee met on 7/22/11. Minutes from said meeting were included in the Board packets.</p> <p>Solheim presented the following capital request: <ul style="list-style-type: none"> <li>▪ Elevator C upgrade at a cost not to exceed \$11,815 (unbudgeted)</li> </ul> A motion was brought forth from Finance Committee to approve the capital request as detailed above.</p> <p>Solheim presented the following capital request: <ul style="list-style-type: none"> <li>▪ Christophel Clinic renovation – turning an office into an exam room and adding a lab draw room at a cost not to exceed \$20,000 (unbudgeted)</li> </ul> </p>	<p>1st - Johnston 2nd - Johnson Unanimously Approved</p> <p>1st - Johnston 2nd - Johnson Unanimously Approved</p> <p>1st - Kwikkel 2nd - Johnson Unanimously Approved</p>

<ul style="list-style-type: none"> <li>▪ Charity Care Application</li>   <li>▪ Charity Care – Annual Report</li>   <li>▪ Executive Committee – 7/25/11 Shell Rock Clinic Lease</li> </ul>	<p>A motion was made to approve the capital request as detailed above.</p> <p>Bennett presented the following application for charity care:</p> <ul style="list-style-type: none"> <li>▪ Application is for a self-employed ED/surgical patient who qualifies for a 100% write off under our charity care policy. The total to be written off is \$18,212.</li> </ul> <p>A motion was made to approve the application as presented.</p> <p>Bennett presented a report of the charity care provided throughout the fiscal year.</p> <p>The minutes of the 7/25/11 Executive Committee meeting were presented as included in the Board packets. The Executive Committee acted to approve a change to the previously approved Shell Rock Clinic Lease. Discussion was held at length regarding the proposed change to the lease. The action of the Executive Committee was ratified as presented.</p>	<p>1st - Johnson 2nd - Johnston Unanimously Approved</p> <p>1st - Johnson 2nd - Johnston Unanimously Approved</p> <p>1st – Vallem 2nd - Johnson Unanimously Approved</p>
<p>XIII. Closed Session</p> <ul style="list-style-type: none"> <li>• Iowa Code Chapter 388.9</li> </ul>	<p>A closed session was not required.</p>	
<p>XIV. Adjourn</p>	<p>A motion was made to adjourn the meeting at 9:47 p.m.</p>	<p>1st - Johnston 2nd - Johnson Unanimously Approved</p>

Next meeting will be held

**August 29, 2011**

**Tendrils Rooftop Garden**