

Members Present:
 Roger Johnson, Acting Chair
 John Johnston
 Jennifer Seward

Guests Present:
 Lisa Forsyth
 Diane Kohls
 Karen Thalacker
 Jerry Tiedt
 Angie Tye
 Iris Vering
 Jennie Waller

Members Excused:
 Susan Vallem, Chair
 Jill Kwikkel

Speakers Present:
 Kyle Richards, CEO
 Becky David
 Dr. Dahlquist
 Heidi Solheim

Minutes
 of the Meeting of the
Board of Trustees
 April 23, 2012
 7:00 p.m.
Tendrils Rooftop Garden

WAVERLY HEALTH
 — C E N T E R —

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 Johnson at 7:04 p.m.	
II. Approval of minutes (b)	Minutes from the 3/26/12 meeting were reviewed. A motion was made to approve the minutes as written.	1st - Johnston 2nd - Seward Unanimously Approved
III. Celebrations <ul style="list-style-type: none"> • Spirit of Planetree Award Winners 	Richards announced that Danielle Barth, Med/Surg RN and Dr. Dahlquist were selected as the Spirit of Planetree Award winners.	
IV. Featured Department – Business Office, Becky David	Becky David presented information about the functions and goals of the Business Office. David also presented a report detailing the utilization of PatientCo, our online billing program.	
V. Financial and Statistical Report (c) <ul style="list-style-type: none"> • FY 13 Budget Process 	<p>Richards noted that the financial and statistical report for March was included in the Board packet. A motion was brought forth from the Finance Committee to approve the financial and statistical report.</p> <p>Richards reported that budgeting work is in process. Budgets will be presented to Finance Committee and Board in May for review and approval. Richards noted that the budgets are being developed with the same assumptions as the last 2 years:</p> <ul style="list-style-type: none"> • 5 % charge increase • 3% total margin 	1st - Kwikkel 2nd - Johnson Unanimously Approved
VI. Committee/Department Reports: <ul style="list-style-type: none"> • Environment of Care Committee (d) • Board Quality Committee (e1 & e2) 	<p>The Environment of Care and Board Quality Committee reports were presented as included in the Board packets.</p> <p>Kohls reported on an incident involving a weapon on campus. She reported that the security sub-committee is working on a Code Freeze SOP to address issues that were identified as a result of the incident.</p> <p>Vering presented the Quality Report Card. Discussion was held regarding the quality measures and trends. Vering reported that we are participating in the Iowa Hospital Coalition’s Hospital Engagement Network (HEN).</p>	Accepted
VII. Medical Staff Report	Dr. Dahlquist reported that the Executive Committee of the Medical Staff and the full Medical Staff met on 4/16/12 and considered privileging items and changes to the Medical Staff Bylaws as listed under	

	<p>new business. Dr. Dahlquist noted that they are continuing to work on the EMR process following a visit to the hospital in Spencer.</p>	
<p>VIII. C.E.O.'s Report</p> <ul style="list-style-type: none"> • Strategic Plan Outline (f) • Shell Rock Provider Change • Planetree Site Visit Preliminary Report • Foundation Donor Dinner & Project • Lab Lean Re-Design (g) • Ament Inc. Proposal (l) • Incentive Bonus 	<p>Richards presented information about our progress on the current strategic plan and an outline for updating the plan. He noted that we will be seeking involvement from employees, Medical Staff and Trustees as we develop the plan. The revised strategic plan document will be brought to the July Board meeting for consideration.</p> <p>Kohls reported that Sarah DeVore, ARNP and Bethany Stevens, ARNP will begin providing services at the Shell Rock Clinic on May 1st. They will be in that office part-time as well as continuing their duties at the Walk-In Clinic.</p> <p>Forsyth presented the preliminary report from the Planetree site visit. She noted some areas of opportunity and some positive feedback we received. Our application for re-designation and follow-up information will be considered by the Planetree Designation Team in July.</p> <p>Richards and Johnston reported on the Foundation donor dinner and the upcoming Foundation campaign project. The project will focus on implementing a patient and family education/communication wall in Med/Surg patient rooms.</p> <p>Vering presented a proposal for Ortho Clinic Diagnostics to provide consulting services for our Lab Lean re-design project. She noted that this is a three phase project. The first phase will give us information to budget and plan for needed renovations. A motion was made to approve the first phase of the Lab Lean re-design project at a cost not to exceed \$17,200.</p> <p>Solheim presented a proposal from Ament, Inc. to provide an analysis and develop construction documents for the repair of the retaining wall and pavement in the Orange Parking Lot. Solheim reported that we would like to proceed with this to have the construction documents ready for release by June 15th, with the goal of having bids due by July 13th and having the work completed this fall. Discussion was held regarding the need for and the logistics of the project. A motion was made to approve the proposal at a cost of \$22,500 plus reimbursable expenses.</p> <p>Richards initiated conversation about the employee incentive program. He noted that despite a very strong and busy quarter, we did not meet the financial threshold for the incentive payout due to contractual adjustments. Discussion was held regarding the need to review the employee incentive program to assure that it is still meeting the intended purpose. A motion was made to approve the payout</p>	<p>1st - Seward 2nd - Johnston Unanimously Approved</p> <p>1st - Seward 2nd - Johnston Unanimously Approved</p> <p>1st - Johnston</p>

	of the employee incentive bonus at the lowest tier (as determined by patient satisfaction scores).	2nd - Seward Unanimously Approved
IX. Old Business <ul style="list-style-type: none"> Blue Zone Update 	Solheim presented an update on Blue Zones. She noted that since we were not selected as a Blue Zone community, the Waverly Area Partnership for Health Living (WAPHL) will likely become a 501C3 organization and assume the role of coalition leader. Those serving on the Power of 9 Board will join WAPHL if interested, and the Power of 9 Board will be dissolved. Solheim reported that the group is continuing to move forward with the 5 priority areas.	
X. Press Ganey Patient Satisfaction Survey Report – Heidi Solheim (h1 – h5)	Solheim presented the Press Ganey patient satisfaction survey results for the period ending March 31st. She noted decreases in inpatient scores and actions that have been taken for improvement.	
XI. New Business <ul style="list-style-type: none"> Provisional to Regular Status on Medical Staff: <ul style="list-style-type: none"> James Turek, MD – Courtesy, OB/Gyn, Locums Coverage Reappointments to Medical Staff: <ul style="list-style-type: none"> Daniel Koos, MD – Active, Family Practice, WHC Stephanie Koos, DO – Active, Family Practice, IHS Linda Martin, MD – Active, Orthopedic Surgery, WHC Medical Staff Bylaw Changes (i) New/Revised Policies: None this month Retired Policies: <ul style="list-style-type: none"> Environmental Services (RHC) EKG Assessment (RHC) Universal Precautions (RHC) Refrigerated Drug Storage (RHC) Patient Care (RHC) Human Resources (RHC) Finance Committee (j) <ul style="list-style-type: none"> Capital Requests – Computerized Maintenance Management System (Maintenance Connection) (k) Charity Care 	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>Richards presented proposed changes to the Medical Staff Bylaws. The changes were included in the Board packet and have been reviewed twice by the Medical Staff and are recommended for approval. A motion was made to approve the changes to Bylaws as presented.</p> <p>The policies listed at left are being retired. They were Rural Health Clinic specific policies that are covered under hospital-wide policies or SOP's. A motion was made to approve the retirement of the listed policies.</p> <p>Richards reported that the Finance Committee met on 4/19/12. Minutes from said meeting were included in the Board packets.</p> <p>Tiedt presented a capital request for Maintenance Connection, a computerized maintenance management system, at a cost not to exceed \$36,609.10. A motion was brought forth from the Finance Committee to approve the capital request as presented.</p> <p>Richards presented the following application for charity care: <ul style="list-style-type: none"> Application is for an uninsured ED/surgical/ </p>	1st - Johnston 2nd - Seward Unanimously Approved <p>1st - Seward 2nd - Johnston Unanimously Approved</p> <p>1st - Johnston 2nd - Seward Unanimously Approved</p> <p>1st – Johnson 2nd – Kwikkel Unanimously Approved</p>

<ul style="list-style-type: none"> • May Board Meeting 	<p>clinic patient who qualifies for a 100% write off under our charity care policy. The total to be written off is \$23,242.</p> <p>A motion was made to approve the application as presented.</p> <p>Richards reported that the May Board meeting is scheduled for Tuesday, May 29th due to the Memorial Day holiday. Seward will not be able to attend on that date. Waller will ascertain quorum for this meeting.</p>	<p>1st - Seward 2nd - Johnston Unanimously Approved</p>
<p>XII. Adjourn</p>	<p>A motion was made to adjourn at 9:30 p.m.</p>	<p>1st - Johnston 2nd - Seward Unanimously Approved</p>

Next meeting will be held
May 29, 2012
Tendrils Rooftop Garden