

Members Present:  
 Susan Vallem, Chair  
 Gloria Campbell  
 Roger Johnson, Secretary  
 Barb Lutz

Members Excused:  
 John Johnston

Guests Present:  
 Diane Kohls  
 Joanne Nathem  
 Karen Thalacker  
 Angie Tye  
 Iris Vering  
 Jennie Waller

Speakers Present:  
 Kyle Richards, CEO  
 Jason Nordling  
 Scott Holmes  
 Mark Hasek  
 Tim Sessions  
 Heidi Solheim  
 Tina Sander  
 Christina Becker  
 Lisa Bennett  
 Dr. Berstler  
 Jerry Tiedt

Minutes  
 of the Meeting of the  
**Board of Trustees**  
 September 30, 2013  
 7:00 p.m.  
**Tendrils Rooftop Garden**



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

Item	Discussion/Notes	Action
Public Hearing – Plans & Specifications for Christophel Clinic Expansion Project	<p>The public hearing regarding the plans &amp; specifications for the Christophel Clinic Expansion project was opened at 7:00 p.m.</p> <p>No written or verbal public comments were received.</p> <p>The public hearing was closed at 7:03 p.m.</p>	
I. Meeting called to order	<p>Called to order by Vallem at 7:03 p.m.</p> <p>Vallem welcomed our new Board member, Barb Lutz.</p>	
II. Approval of minutes (b)	<p>Minutes from the 8/12/13 meeting were reviewed. A motion was made to approve the minutes as written.</p>	<p>1st - Johnson          2nd - Campbell          Unanimously Approved</p>
III. Architectural Plan Review	<p>Jason Nording, Scott Holmes, Mark Hasek and Tim Sessions presented preliminary long range architectural plans.</p>	
IV. Celebrations <ul style="list-style-type: none"> <li>• Planetree Video</li> <li>• Trauma Surgeon Review Feedback</li> </ul>	<p>The WHC Planetree video was shared with Board members. Richards announced that it was selected as one of six winning videos that will be shown at the Planetree conference.</p> <p>Richards reported that we received very positive feedback from our trauma re-certification review.</p>	
V. Board Education – ICD10 Training (Tina Sander & Christina Becker)	<p>Tina Sander and Christina Becker provided training on ICD10.</p>	
VI. Financial and Statistical Report (c)	<p>Bennett presented the financial reports for June (revised), July &amp; August. Bennett noted that revenue and expenses for the FY14 budget have been allocated on a monthly basis according to historical performance and manager reported expense timing. A motion was made to approve the financial reports as presented.</p> <p>Bennett reported that a \$400,000 withdrawal was made in August, and a \$400,000 withdrawal was made in September from Board designated savings. She noted that the transfers were needed in part because of insurance remittance issues. She reported that to date, \$200,000 has been deposited back into Board designated savings.</p>	<p>1st - Campbell          2nd - Johnson          Unanimously Approved</p>
VII. Committee/Department Reports: <ul style="list-style-type: none"> <li>• Environment of Care (d)</li> </ul>	<p>The Environment of Care Committee report was presented as included in the Board packets.</p>	<p>Accepted</p>
VIII. Medical Staff Report (Dr. Berstler)	<p>Dr. Berstler reported that the Executive Committee</p>	



<p>Family Foot Healthcare</p> <ul style="list-style-type: none"> <li>• Reappointments to Medical Staff: <ul style="list-style-type: none"> <li>▪ Linsey High, PA-C – Active, Family Practice, Unity Point</li> <li>▪ Wayde Blumhardt, CRNA – Active, Anesthesia, WHC</li> <li>▪ Todd Shover, DO – Active, Emergency Medicine, WHC</li> </ul> </li> <li>• Resignations from Medical Staff: <ul style="list-style-type: none"> <li>▪ Geri Edmonds, PA – Courtesy, Orthopedics, Covenant</li> <li>▪ Douglas Boatman, MD – Consulting, Radiology, RCI</li> <li>▪ Maria Farmer, ACNP – Active, Emergency Medicine, WHC</li> <li>▪ Cary Rose, MD – Consulting, Cardiology, Covenant</li> </ul> </li> <li>• New/Revised Policies &amp; Procedures: <ul style="list-style-type: none"> <li>▪ Blood Bank Inventory (f1)</li> <li>▪ Chemistry Quality Assurance (f2)</li> <li>▪ Emergency Blood Bank Situations (f3)</li> <li>▪ Breach Notification (f4)</li> <li>▪ Unit Selection Guidelines for Packed RBC's (f5)</li> <li>▪ Infection Prevention Committee Reporting (f6)</li> <li>▪ Suspected Transfusion Reaction, Nursing Services (f7)</li> </ul> </li> <li>• Emergency Management and Environment of Care Subcommittee Annual Evaluations: <ul style="list-style-type: none"> <li>▪ Emergency Management (g1)</li> <li>▪ Fire Prevention (g2)</li> <li>▪ Hazardous Materials &amp; Waste (g3)</li> <li>▪ Medical Equipment (g4)</li> <li>▪ Safety (g5)</li> <li>▪ Security (g6)</li> <li>▪ Utilities (g7)</li> </ul> </li> <li>• Finance Committee <ul style="list-style-type: none"> <li>▪ Capital Request – McKesson Paragon Release of Information Module (i)</li> <li>▪ Charity Care</li> </ul> </li> <li>• Executive Committee <ul style="list-style-type: none"> <li>▪ 9/17/13 Capital Lease Radiology (j)</li> </ul> </li> <li>• Cassling Service Agreements (k1 &amp; k2)</li> </ul>	<p>The new/revised policies listed at left were presented for review as included in the Board packets. The policies have been reviewed by the Executive Committee of the Medical Staff and are recommended for approval. A motion was made to approve the policies as written.</p> <p>Richards presented the EOC and Emergency Management Operations Fiscal Year 2013 annual evaluations as included in the Board packets. A motion was made to approve the annual evaluations as presented.</p> <p>Finance Committee did not meet this month.</p> <p>Tiedt presented the capital request for the McKesson Paragon Release of Information module. A motion was made to approve the capital request for the McKesson Paragon Release of Information module at a cost not to exceed \$9773.</p> <p>The minutes of the 9/17/13 Executive Committee meeting were presented as included in the Board packets. The Executive Committee acted to approve a capital lease for x-ray room replacement. The action of the Executive Committee was ratified as presented.</p> <p>Richards presented Cassling service agreements for the new radiology rooms. These are 4 year service agreements (years 2 – 5). A motion was made to</p>	<p>1st - Johnson 2nd - Campbell Unanimously Approved</p> <p>1st - Johnson 2nd - Campbell Unanimously Approved</p> <p>1st - Campbell 2nd - Johnson Unanimously Approved</p> <p>1st - Vallem 2nd - Johnson Unanimously Approved</p> <p>1st - Johnson</p>
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<ul style="list-style-type: none"> <li>• Planetree Report</li>   <li>• Finance Committee Opening</li>   <li>• Audit Date</li>   <li>• WHC Website</li>   <li>• Provider Update</li> </ul>	<p>approve the service agreements as presented.</p> <p>Richards reported that 4 WHC employees will be attending the Annual Planetree Conference in October.</p> <p>Richards reported that we are seeking a Board member to fill a vacancy on the Finance Committee. Lutz expressed some interest and will discuss further with Richards.</p> <p>A special Board meeting will be set for October 22<sup>nd</sup> at noon to receive the FY13 audit report.</p> <p>Solheim reported that we are putting the finishing touches on our new and improved WHC website. It is schedule to go live in early October.</p> <p>Richards presented a brief provider update, noting that Dr. Ivey, our new general surgeon will be starting in November.</p>	<p>2nd - Campbell Unanimously Approved</p>
<p>XIII. Adjourn</p>	<p>A motion was made to adjourn the meeting at 9:22 p.m.</p>	<p>1st - Campbell 2nd - Lutz Unanimously Approved</p>

Next meeting will be held  
**October 28, 2013 –**  
**Tendrils Rooftop Garden**