

Winneshiek Medical Center Board of Trustees

Wednesday, July 11, 2018

5:00 pm, Conference Room B2-B3

Comments from the public: No comments

Minutes

<u>Topic</u>	<u>Presenters</u>	<u>Purpose</u>
Call to Order	Rick Burras, Chair	
<p>Rick Burras, Chair, called the meeting to order at 5:05 pm.</p> <p><i>Value of the month – read by Roger Huinker – Primary Value:</i> Integrity: Adhere to the highest standards of professionalism, ethics and personal responsibility, worthy of the trust our patients place in us.</p>		
Approval of Agenda	Rick Burras, Chair	Approval
<p>The meeting agenda was reviewed for approval.</p> <p>Action: Motion was made by Clark Goltz, seconded by Roger Huinker to approve the agenda. Vote: All voting aye. Motion carried.</p>		
Consent Items	Rick Burras, Chair	Approval
<p>Regular Meeting minutes: Minutes of June 6, 2018 Acceptance of Management Committee Report: May 2018</p> <p>Action: Motion was made by Clark Goltz, seconded by Steve Hildebrand to approve consent items. All voting aye. Motion carried.</p>		
Medical Staff Report	Tyler Menke, MD, Medical Staff President	Approval
<p>In Dr. Menke absence, Ms. Radtke reported the recommendation of the Medical Staff Executive Committee to grant Membership and Privileges for:</p> <ul style="list-style-type: none"> • <u>Updated vRad Schedule 1 to Add the following physicians:</u> <ul style="list-style-type: none"> - Jamie Aminsharifi, MD; Peerapod Chiowanich, MD; Jason Hughes, MD; Jerome Klein, MD; Huy Le, MD; Allen Missoi, MD; Scott Sullivan, MD; Joan Sutcliffe, MD • <u>Allied Health Professional Staff Privileges</u> <ul style="list-style-type: none"> - Hannah Schroeder, LISW (Dates: August 4, 2018 – June 30, 2020) • <u>Extend Allied Health Professional Staff Privileges for an additional 6 months</u> <ul style="list-style-type: none"> - Carol Ludeking, ARNP (H&P and Urgent Care) • <u>Extend Allied Health Professional Staff Privileges for an additional 3 months</u> <ul style="list-style-type: none"> - Kirsten Nanke, ARNP (Mayo Clinic Cardiology) • <u>Courtesy Medical Staff Privileges</u> <ul style="list-style-type: none"> - Anthony Villare, DO (MCHS-FHC Orthopedic Surgeon) • <u>Provisional Allied Health Professional Staff Membership with Privileges as a Dental Assistant</u> <ul style="list-style-type: none"> - Kelsey VanSickle (Northeast Iowa Pediatric Dentistry) <p>Action: Motion was made by Clark Goltz, seconded by Tim Schweizer to appoint and grant membership and privileges as listed. All voting aye. Motion carried.</p> <ul style="list-style-type: none"> • Tim Schweizer is able to attend the Medical Staff Meeting on August 1, 2018. 		
Department Presentations	Human Resource Department	Information
<p>The department presentations will serve as a way for board members to learn more about each department and meet/interact with managers and their staff. Laurie Bulman, Director of Human Resources reported on the history and development of the Human Resources Department. Ms. Bulman</p>		

was hired in 1997 and was the first and only person in Human Resources. In 1997, WMC had 230 employees; currently WMC has 475 employees and 35 Mayo employees. Ms. Bulman oversees Human Resources, Education and Volunteer departments. She summarized the duties, functions and roles of what each department does.

Finance Committee Report for May 2018	Lynn Luloff	Information/ Discussion
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May's Operating Loss was (\$545,598). With non-operating revenues of \$49,617, there was a Net Loss of (\$495,981) for May. Net Patient Revenue was (15.0%) less than anticipated while operating expenses were 4.7% higher than anticipated for the month. May's Total Patient Revenues of \$9,575,044 were unfavorable to budget by 5% for the month, even after taking into account an overall price increase of 3.5% went into effect. Total deductions from revenue for May were a grand \$5,039,745, significantly higher than we have experienced this fiscal year. Deductions due to managed care contractuals were 52% of gross patient revenues for the month.

Operating expenses year-to-date are \$5.3 million were unfavorable to budget by (4.7%) or (\$237,476). The largest negative variances for the month are drug expenses, professional fees and purchased services. After eleven months of the fiscal year, Winneshiek Medical Center's Operating Loss is (\$1,985,855). With non-operating revenues of \$615,080, the Net Loss is (\$1,370,775).

EideBailly will begin this fiscal year's preliminary financial audit on June 28 and 29, 2018 with pre-audit activities.

Lynn reviewed with committee members items we are working on to help increase our net revenue and reducing our expenses. Mayo Clinic Health System-Franciscan Healthcare is serving as our outside consultants in reviewing our financials/processes to see if they can offer any additional feedback that we are overseeing. Stroudwater Associates is another third party consultant firm that will be reviewing our finances on July 31, as part of Medicare Rural hospital Flexibility Program (often called Flex grant) monies.

No Action: Accepted as presented.

Clinical Reports and Provider Updates	Dr. Robert Flinchbaugh, Chief Medical Officer; Kathy Moritz, Chief Nursing Officer; Dave Rooney, Administrator of Operations	Information
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Kathy Moritz, CNO reported:

- Mayo Clinic's Office of Patient Experience shared the departments/units that have achieved Top Performance status in patient experience. Two WMC departments have achieved Top Performance status, as tracked by our survey vendor Press Ganey: Obstetrics and Emergency. Congratulations to these two departments for turning everyday interactions into engaging experiences to meet the needs of our patients and their families.

No Action: Accepted as presented

Administrative Reports and Updates	Lisa Radtke, Chief Administrative Officer	Information/ Discussion
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In Ms. Radtke reported on administrative items including:

- At the request of Iowa Representative Mike Bergan, WMC hosted lawmakers, state workers and stakeholders at a listening session on June 25. We were able to share our experiences working with managed care organizations and the challenges the current payment system has created for the medical center.
- WMC continues to work on emergency incident planning and education. A workgroup of the Safety Committee is planning an emergency incident drill involving community partners for

later this summer, testing our ability to meet specific goals and objectives. Drills provide opportunities to identify gaps in our preparedness efforts and/or training, and promote continuous improvement organization-wide.

- Nick Wallin, the new Director of Marketing & Communications, will be joining WMC on July 16, 2018. His role for our organization will be to enhance our capacities within market research and analytics, community engagement, media presence and organizational communications in support of our strategy development and deployment.

Foundation:

- Foundation Board Director Chris Miller is relocating, leaving a vacant spot on the Board. The Foundation is beginning a search for a new board director with the goal of having approval by the January 2019 meeting.

No Action: Accepted as presented.

Old Business	Rick Burras, Chair	Discussion
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Board members: Roger Huinker, Karl Jacobsen, Steve Hildebrand and Tim Schweizer attended the Iowa Hospital Association (IHA) webinar on June 20, 2018. This session was on “*Fiduciary Responsibilities of Hospital and Health System Board Members*”. Feedback from those that attended was the webinar reviewed a lot of data and statistics, explained the fiduciary duties, liability and responsibility of serving on a governance board.

New Business	Rick Burras, Chair	Approval
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- Capital Equipment Request – review/approval
 - Radiology – Mammography: Hologic 3D Tomosynthesis (HD) Upgrade - \$248,919.00

Motion: Made by Clark Goltz, seconded by Karl Jacobsen to approve the capital request totaling \$248,919.00. All voting aye. Motion carried. The WMC Foundation Annual Fund is committing \$85,000 in donations to the Mammography 3D Upgrade.

- Board of Trustees terms of office and number of years

WMC Board members discussed if we should retain seven members versus returning to a five member board, term of office of six years versus changing to four years, and if we should limit the number of terms to serve. If we would change any of the above, we would need to notify the Auditor’s office by August 29 at the filing deadline.

Action: Board members would like Ms. Peter to check with other hospitals in the area to see how many members are on their board, term of office and if they limit the number of terms served.

Adjournment

With no further business, the meeting adjourned at 6:55 p.m.

Motion: Made by Tim Schweizer, seconded by Clark Goltz to adjourn the meeting. All voting aye. Motion carried.

Members: O = Absent, X = Present

Rick Burras, Chair	X	Judy Robinson, Board member (by phone)	X	Lynn Luloff, CFO	X		
Roger Huinker, Vice-Chair	X	Karl Jacobsen, Board member	X	Dave Rooney, Administrator - Operations	X		
Clark Goltz, Secretary-Treasurer	X	Robert Flinchbaugh, DO, CMO	O	Tyler Menke, MD, President-Medical Staff	O		

Tim Schweizer, Board member	X	Lisa Radtke, CAO	X	Kathy Moritz, CNO	X		
Steve Hildebrand, Board member	X	Joe Kruse, CAO, MCHS-FH (by phone)	X	Joan Peter, Executive Assistant	X		

Guests: Laurie Bulman and Brandon Brevig

Clark Goltz, Secretary

Recording: Joan Peter, Executive Assistant