

Winneshiek Medical Center Board of Trustees Minutes

Wednesday, January 2, 2019

5:00 pm to 6:00 pm, Conference Room B2-B3

Comments from the public: No comments

Minutes

| <u>Topic</u> | <u>Presenters</u> | <u>Purpose</u> |
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| Call to Order | Rick Burras, Chair | |
| Rick Burras, Chair, called the meeting to order at 5:07 p.m. <i>Value of the month – read by Clark Goltz – Focused Value:</i> Excellence: Deliver the best outcomes and highest quality service through the dedicated efforts of every staff member. | | |
| Introduction and Welcoming | Rick Burras, Chair | |
| <ul style="list-style-type: none">• Rick Burras introduced and welcomed Dr. Michael LaBelle, new Medical Staff President• Kathy Moritz, CNO introduced Katina Schwartzhoff, student shadowing Ms. Moritz, she is interested in Nurse Leadership roles. | | |
| Approval of Agenda | Rick Burras, Chair | Approval |
| The meeting agenda was reviewed for approval. Action: Motion was made by Roger Huinker, seconded by Clark Goltz, to approve the agenda. All voting aye. Motion carried. | | |
| Consent Items | Rick Burras, Chair | Approval |
| Regular Meeting minutes: Minutes of December 5, 2018 Acceptance of Management Committee Report: November 2018 Action: Motion was made by Clark Goltz, seconded by Tim Schweizer, to approve consent items. All voting aye. Motion carried. Action: As reviewed from the Management Committee Report, it was recommended to bring the findings of the Stroudwater Associates (consulting firm provided by the State Office of Rural Health Flex Program and managed by the Iowa Department of Public Health) assessment to a future Board of Trustees meeting. | | |
| Medical Staff Report | Michael LaBelle, M.D., Medical Staff President | Approval |
| Dr. LaBelle reported the recommendation of the Medical Staff Executive Committee to grant Membership and Privileges for: <ul style="list-style-type: none">• <u>Provisional Allied Health Professional Staff Membership with H&P Privileges only:</u><ul style="list-style-type: none">- Haleigh Pagel, ARNP (Regional Health Services of Howard County)• <u>Provisional Allied Health Professional Staff Membership with Privileges in Endocrinology:</u><ul style="list-style-type: none">- Sarah Gossett, ARNP (Mayo Clinic Health System-Franciscan Healthcare)• <u>Provisional Allied Health Professional Staff Membership with Privileges in Dental Surgery:</u><ul style="list-style-type: none">- Kayla Risma, DDS (Northeast Iowa Pediatric Dentistry)• <u>Provisional Tele-Medicine Privileges Only:</u><ul style="list-style-type: none">- Shannon Davis, PMHNP, Tele-Psychiatry (Integrated Telehealth Partners) | | |

- **Allied Health Professional Staff Privileges:**
 - Claire Haedike, PsyD, Psychologist (Winneshiek Medical Center)
- **Allied Health Professional Staff Privileges:**
 - Carol Ludeking, ARNP, Family Medicine/Urgent Care (Winneshiek Medical Center)
- **Contracted Medical Staff Privileges:**
 - Barrett Howell, MD, Radiology (Mayo Clinic-Rochester)
- **Extended Courtesy Medical Staff Privileges (6 months):**
 - Justin Mitchell, MD, Orthopedic Surgery (Gundersen Health System)
- **Extended Contracted Medical Staff Privileges (6 months):**
 - Ashraf Gerges, MD, Emergency Medicine (St. Mary Medical, LTD)
- **Updated vRad Schedule 1 to include the following physicians:**
 - Douglas Alden, MD, Scott Baginski, MD, Parina Cho, MD, Tina Islam, MD, Kay Lozano, MD, Michael Parker, MD, Andrew Spell, MD

Action: Motion was made by Clark Goltz, seconded by Karl Jacobsen to appoint and grant membership and privileges as listed. All voting aye. Motion carried.

- Tim Schweizer will be able to attend the Medical Staff Meeting on February 6, 2019.

| Finance Committee Report for November 2018 | Lynn Luloff | Information/ Discussion |
|---|--|----------------------------|
| <p>November’s financial results showed continued financial improvement for the fiscal year. Net Operating Revenue was \$5.3 million, which was favorable to budget by 1.8% or \$92,498. The month’s Total Operating Expenses of \$5.0 million were favorable to budget. Year-to-date operating expenses are \$481,788 or 1.8% favorable to budget. With non-operating revenues of \$51,754, November’s Net Gain was \$343,520.</p> | | |
| <p>Year-to-date the Operating Loss has decreased to (\$182,682). With non-operating revenues of \$264,225, there is now a Net Gain of \$81,543, which is a 0.31% Total Margin.</p> | | |
| <p>FY2018 Financial Challenge – With November results, WMC’s financial challenge improved again from October. Compared to last year at this time, the increase in net revenue is 4.7% and the increase in operating expenses is 1.3%. These two increases combined, create a positive change margin of 3.4% year-to-date.</p> | | |
| <p>Financial Ratios – Capital and Profitability Ratios improved with November’s financial results. Days Cash on Hand has been consistent. There are some capital expenditures needed in the second half of the fiscal year that will require cash outlays.</p> | | |
| <p>FY2020 Capital/Operating Budget - Staff is currently engaged in the annual budget process. The Finance Committee will be reviewing the proposed FY2020 Capital and Operating Budgets at their February meeting. There will be a public budget hearing at WMC to review the proposed budgets on March 5, 2019, at 4:30 p.m., in Conference Room B3. It is planned that the Board of Trustees would approve the fiscal year 2020 budgets at their regularly scheduled meeting the evening of March 5, 2019.</p> | | |
| Clinical Reports and Provider Updates | Dr. Robert Flinchbaugh, Chief Medical Officer; Kathy Moritz, Chief Nursing Officer | Information |

Dr. Flinchbaugh reported:

- Ericka Moudry, Physician Assistant, has accepted our offer to join our practice in the urology practice, along with Dr. Orvis. Ms. Moudry received her Master’s Degree in Physician Assistant Studies from Des Moines University. She has worked for 14 years as a surgical physician assistant; most recently in cardiothoracic surgery at Regions Hospitals in St. Paul, MN. Her anticipated start date is April 22, 2019.

We continue to recruit for providers in General Surgery, Urology and Orthopedics in preparation for retirements in those practices.

- The leadership team will be meeting on January 16-17, 2019 with a group of primary care providers, nurses and scheduling staff to develop our “*Playing to Win*” strategy in primary care and to define what *Premier Primary Care* will look like at WMC. Mike Stoecklein, consultant with the Institute for Enterprise Excellence, will help to facilitate the planning process.
- A new session of WMC’s Anxiety and Depression Coping Skills Group will begin meeting on January 15, 2019, from 5:15 p.m. - 6:30 p.m. for eight weeks. To join the group, adults age 18 and older with anxiety or depression should make an appointment with Dr. Bridgette Hensley, Psy.D.

Recruitment:

- General Surgery – we have interviews scheduled for early January 2019 with two interested candidates. We are seeking a full-time replacement for Dr. Steve Davis, who will be retiring in early fall 2019.
- Urology – recruitment efforts continue to replace Dr. Brad Orvis, who has announced his intentions to retire in August 2019.

Action: Accepted as presented.

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| Administrative Reports and Updates | Lisa Radtke, Chief Administrative Officer and Dave Rooney, Administrator of Operations | Information/ Discussion |
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Mr. Rooney reported:

- The leadership team has resumed Master Facility Planning discussions and met with our colleagues from Wold Architects and Engineering and Graham Construction. The team began the discussions with a review of the priorities that were established during the initial planning work. The administrative team will be continuing to work on updating priority needs with input from the Management Committee and will bring an update to the Trustees in the spring 2019.
- The WMC Safety Committee continues to meet on a weekly basis to work on the *After Action Report* in follow-up to the security incident from November 24, 2018. The committee is formulating plans and updating policies and procedures based on identified opportunities to improve communication and processes during security incidents.

Ms. Radtke reported:

- Every three years, WMC is required to conduct a community health needs assessment. Community health needs assessments and implementation strategies are required of tax-exempt hospitals as a result of the Patient Protection and Affordable Care Act. These

assessments and strategies create an important opportunity to improve the health of communities and ensure hospitals have the information they need to provide and meet the needs of the community. WMC is planning our 2019 assessment, which will take place over the next six months, with completion and approval by the Board of Trustees by June 30.

- In January, we have nine students scheduled in our facility. Students will be interning and shadowing in the Clinic, Physical Therapy, Laboratory, Med-Surg, Radiology, Same Day Services and Surgery.
- Blitz 2019 is assigned to all WMC staff and MCHS providers and staff. Blitz is our annual regulatory compliance training.
- The WMC Auxiliary is offering their annual Health Care Career Scholarship to residents of Winneshiek County interested in pursuing a health care profession. The applicant must be accepted into an accredited health career program to be eligible.
- The Iowa Hospital Association (IHA) continues to offer the Health Care Careers Scholarship program. These scholarships are available through the Iowa Hospital Education and Research Foundation (IHERF), an IHA subsidiary. The ultimate goal of this program is to fill Iowa health care positions that currently have a notable number of openings by offering significant financial support to students seeking health care education or training. In exchange for that financial support, each award recipient must commit to working one year in an Iowa hospital for each year of scholarship award. All portions of the application form must be submitted by March 30, 2019.

Community Programs/Involvement:

- WMC served a public Christmas dinner on Christmas Day, December 25. There were 280 community/staff/volunteers/patients served and 65 carry outs/mobile meals, with a grand total of 345 meals served. We are glad to report there were 42 donated meals by the WMC Foundation and Nutrition Department partnering with Helping Services for Youth and Families.
- To spread some holiday cheer at WMC and in the community, we lit the Montgomery Street tree for the season. We hope patients, staff and the community enjoyed the lights.

Foundation Report:

- For the tenth year, the WMC Foundation is offering camperships for area youth between ages 8-17 to attend Camp Hertko Hollow, an Iowa camp for kids with diabetes. The campership program is offered thanks to donations from the community dedicated to supporting local diabetes prevention and education.
- 2018 Annual Fund “Giving is....” has raised \$72,000 of our \$85,000 goal to support the upgrade of WMC’s mammography unit to 3D imaging. We are still accepting donations for this campaign.

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| Old Business | Rick Burras, Chair | Discussion |
| No old business | | |
| New Business | Rick Burras, Chair | Discussion/ Approval |

- Capital Equipment Requests – review/approval

➤ Engineering – Daikin Chiller Repair - \$39,973

Motion: Made by Clark Goltz, seconded by Tim Schweizer to approve the capital request totaling \$39,973. All voting aye. Motion carried.

- Rick Burras recommended appointing a new board member, Karen McLean, to complete the two-year vacancy term of Judy Robinson’s ending year of 2020.

Motion: Made by Roger Huinker, seconded by Clark Goltz, to appoint Karen McLean to complete the two-year vacancy term of Judy Robinson’s ending year of 2020. All voting aye. Motion carried.

Adjournment

The meeting adjourned at 6:00 p.m.

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

Members || O = Absent, X = Present

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| Rick Burras, Chair | X | Lisa Radtke, CAO | X | Dave Rooney, Administrator of Operations | X | | |
| Roger Huinker, Vice-Chair | X | Robert Flinchbaugh, DO, CMO | X | Joan Peter, Executive Assistant | X | | |
| Clark Goltz, Secretary- Treasurer | X | Eric Erickson, VP Primary Care, MCHS- SW WI | X | Rachel Tangen, Executive Assistant | X | | |
| Tim Schweizer, Board member | X | Lynn Luloff, CFO | X | | | | |
| Steve Hildebrand, Board member | X | Kathy Moritz, CNO | X | | | | |
| Karl Jacobsen, Board member (by phone) | X | Michael LaBelle, MD, President, Medical Staff | X | | | | |

Guests: Paul Scott, Decorah News; Lissa Blake, Decorah Newspapers; and Marlene Fenstermann

Clark Goltz, Secretary

Recording: Joan Peter, Executive Assistant