

Winneshiek Medical Center Board of Trustees Minutes

Wednesday, October 6, 2021

4:00- 5:30 p.m.

Conference room B

Minutes

<u>Topic</u>	<u>Presenters</u>	<u>Purpose</u>
Call to Order	Clark Goltz, Chairperson	
Clark Goltz, Chairperson, called the meeting to order at 4:00 p.m.		
Additions to Agenda	Clark Goltz, Chairperson	Approval
Action: Motion was made by Karen McLean, seconded by Roger Huinker to approve the agenda. All voting aye. Motion carried.		
Moment for Mission	Steve Slessor, Chief Administrative Officer	Information
Mr. Slessor shared a conversation a department manger had with a patient via phone call who was thanking the department and everyone at WMC for the great care throughout their time as a patient.		
Consent Agenda	Clark Goltz, Chairperson	Approval
Action: Motion was made by Karen McLean, seconded by Tim Schweizer, to approve the Board Minutes from August 26, September 1 and 30, 2021. All voting aye. Motion carried.		
Physician introduction	Dr. Marquardt, Chief Medical Officer	Information
Deferred		
Fiscal Year 2021 Financial Audit	Gwen Moser, CPA from Eide Bailly, LLP	Approval
Ms. Moser reviewed the results of the Fiscal Year 2021 financial audit. The full audit document was provided to Trustees prior to the meeting.		
Action: Motion was made by Roger Huinker, seconded by Clark Goltz, to approve the Fiscal Year 2021 financial audit. All voting aye. Motion carried.		
Department Presentation	Anna Ryan, M.D.	Information
Dr. Ryan shared an overview of the Laboratory Department including the Laboratory team, volumes seen each year, and an overview of the pathology process.		
August Finance Report	Lynn Luloff, Chief Financial Officer	Information
Outpatient revenues were very strong for August with the percentage of revenues generated in an outpatient setting at 90%. Emergency Department revenues were 9.6% favorable to budget due to a busy month of 880 visits. August also had over 5,000 clinic visits! Inpatient revenues were also higher in August compared to July with 235 patient days which was 41% favorable to budget.		
Total gross patient revenues in August marked a monthly record high of \$12.7 million. August's Total Operating Revenues were favorable to budget. August's Operating Expenses were also favorable to budget creating an Operating Gain of \$290,117. With non-operating revenues of \$98,483, there was a Net Gain for August of \$388,600. With the estimated GASB68 accrual, the Net Gain was \$347,100. So far this fiscal year the increase in expenses compared to last fiscal year is slightly higher than the increase in net revenues. At the end of August, the Financial Challenge is (0.6%).		

Medical Staff Report	Anna Ryan, M.D., Medical Staff President	Approval
<p>Dr. Ryan reported the recommendation of the Medical Executive Committee to grant Membership and Privileges for:</p> <p><u>Contracted Medical Staff Privileges:</u></p> <ul style="list-style-type: none"> • Michael Dunlay, MD, Radiology <p><u>Contracted Medical Staff Privileges:</u></p> <ul style="list-style-type: none"> • Joshua Olson, MD, Radiology <p><u>Contracted Medical Staff Privileges:</u></p> <ul style="list-style-type: none"> • Gary Swenson, MD, Radiology <p><u>Courtesy Medical Staff Privileges:</u></p> <ul style="list-style-type: none"> • Scott Pate, MD, Urology <p><u>Provisional Courtesy Medical Staff Membership with Privileges in Urology:</u></p> <ul style="list-style-type: none"> • Ross Avant, MD <p><u>Provisional Courtesy Medical Staff Membership with Privileges in Urology:</u></p> <ul style="list-style-type: none"> • Adam Miller, MD <p><u>Provisional Courtesy Medical Staff Membership with Privileges in Nephrology:</u></p> <ul style="list-style-type: none"> • Marie Hogan, MD <p><u>Extend Provisional Contracted Medical Staff Privileges for 6 months:</u></p> <ul style="list-style-type: none"> • Ryan Smith, MD, Radiology <p><u>Extend Provisional Privileges for 6 months:</u></p> <ul style="list-style-type: none"> • John Vogel, DO, Ultrasound <p>Action: Motion was made by Tim Schweizer, seconded by Steve Hildebrand to appoint, grant membership and privileges as listed. All voting aye. Motion carried.</p>		
Foundation Updates	Lora Friest, Trustee	Information
<p>The WMC Foundation is establishing a Guy Johnson Memorial Endowment Fund with Community Foundation of Northeast Iowa. Guy left a transforming gift that we will invest for the future of WMC. WMC Foundation Board of Directors approved the agreement of grant services with RC&D to assist with creating a grant database for WMC projects. WMC Hospice Annual Ride had another successful year.</p>		
Administrative Reports	Leadership Team	Information
<p>Chief Administrative Officer Steve Slessor reported:</p> <ul style="list-style-type: none"> • No questions on the report <p>Chief Medical Officer Dr. Marquardt reported:</p> <ul style="list-style-type: none"> • No questions on the report <p>Chief Financial Officer Lynn Luloff reported:</p> <ul style="list-style-type: none"> • No questions on the report 		

Chief Nursing Officer

Kathy Moritz reported:

- The leadership team is working on changes to the Home Health and Hospice department which will help mitigate the need to deny referrals or refer to another service due to high volumes.

Administrator of Operations

Dave Rooney reported:

- Cresco Rehab Clinic Ribbon cutting took place on September 23rd. They have seen a steady increase in patient demand.
- The annual MQSA Mammography inspection was 8/26/21. The team passed this inspection with flying colors. Radiology set a new high record in volumes in the month of August with 1746 exams.
- WMC will be launching on-line scheduling for Upper Iowa students starting next month.
- Behavioral Health and one family practice team will be piloting a new telehealth system that will be incorporated into our EPIC system. This will provide more seamless care and allow the sharing of EPIC information through the screen.

Director of Human Resources

Laurie Bulman reported:

- Hired 10 staff members in September.
- Auxiliary continues to look at different ways of fundraising.
- Senior Health Insurance Information Program (SHIIP) counselors are preparing for open enrollment.

Capital Requests	Lynn Luloff, Chief Financial Officer	Approval
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The Trustees were provided capital request documents prior to the Board Meeting for three requests:

- Ambulance Unit, \$228,892 (which would not be in WMC’s possession until Fiscal Year 2023)
- Ambulance, Intubation Scopes, \$35,039
- Urology, Cystoscope Tower, \$105,133.39

All three requests are replacing equipment which is at its end of useful of life, while also gaining new technology to improve patient care.

Motion: Made by Karen McLean, seconded by Tim Schweizer to approve capital requests in the amount of \$369,065.00 for Ambulance Unit, Ambulance Intubation Scopes, and Urology Cystoscope Tower. All voting aye. Motion carried.

Capital Equipment Policy	Steve Slessor, Chief Administrative Officer	Information / Discussion
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The Trustees were provided with a copy of the recently updated Capital Equipment Policy for their awareness. This update includes new thresholds, based on inclusion in the capital budget or not, for when capital equipment needs to be approved by the Board of Trustees and when the Finance and Compliance Committee needs to approve prior to submission to the full Board of Trustees.

Board Bylaws Update on Subcommittee Structure	Steve Slessor, Chief Administrative Officer	Approval
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Proposed updates to the Bylaws of the Winneshiek Medical Center were included in the Trustees’ packet to update the committee structure. Minimal additional changes were suggested during the meeting.

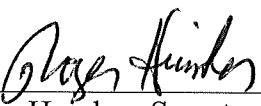
Motion: Made by Karen McLean, seconded by Roger Huinker to approve the updated Bylaws of the Winneshiek Medical Center with suggested changes as stated in the meeting. All voting aye. Motion carried.

Architectural Contract	Steve Slessor, Chief Administrative Officer	Approval
<p>An expansion and renovation project proposal letter from Wold Architects was included in the Trustees' packet. A Memo was provided to Trustees at the meeting requesting approval to proceed with a contract with Wold Architects to begin design of facility phases one and two identified in the Master Facility Plan. Grouping these phases of the Master Facility Plan will allow for ease of requesting funding all together at one time, rather than multiple times for smaller amounts, as well as allow for parts of the work to be done at the same time. The approval of this proposal will allow creation of a design concept which will then be brought back to the Trustees for approval to begin the construction project.</p> <p>Motion: Made by Karen McLean, seconded by Karl Jacobsen to approving WMC entering into the design contract with Wold Architects at a cost of \$2.3 million for phase 1, 2A, and 2B. All voting aye. Motion carried.</p>		
Adjournment		
<p>The meeting adjourned at 5:31 p.m.</p> <p>Action: Motion made by Tim Schweizer, seconded by Karl Jacobsen to adjourn the meeting. All voting aye. Motion carried.</p>		

Members || O = Absent, X = Present

Clark Goltz, Chairman	X	Steve Hildebrand, Board member	X	Dave Rooney, Administrator of Operations	X	Anna Ryan, MD, President, Medical Staff	X
Karen McLean, Vice-Chair	X	Lora Friest, Board member (via phone)	X	Kathy Moritz, CNO	X	Eric Crockett, Regional Chair of Admin-MCHS SEMN	O
Roger Huinker, Secretary-Treasurer	X	Steve Slessor, CAO	X	Lynn Luloff, CFO	X	Dr. Albright, MCHS SEMN Regional Vice President	O
Tim Schweizer, Board member	X	Thomas Marquardt, DPM, CMO	X	Rachel Schmitt, Executive Assistant	X	Kristin Johnson, MCHS SEMN Vice-Chair Administration (via phone)	X
Karl Jacobsen, Board member	X	Laurie Bulman, Director of Human Resources	X				

Guests: Gwen Moser, Eide Bailly, LLP; Rona Lelifeld, Director of Laboratory; Paul Scott, Decorah News



 Roger Huinker, Secretary

Recording: Rachel Schmitt, Executive Assistant