

Winneshiek Medical Center Board of Trustees Minutes

Wednesday, July 6, 2022

4:00-6:00 p.m.

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.		
Moment for Mission	Steve Slessor, Chief Administrative Officer	Information
Steve shared Press Ganey compliments that were received for Dr. Wenner, the overall clinic experience and Team Green in the clinic.		
Consent Agenda	Clark, Goltz, Chairperson	Approval
Action: Motion was made by Karen McLean, seconded by Tim Schweizer to approve the 06.06.22 & 06.14.22 Board Meeting Minutes and the 04.26.22 & 05.25.22 Board Finance Committee Minutes. All other voting aye. Motion carried.		
Community Health Assessment Results & Action Plan	Mary Marx, Director of Marketing and Communications	Approval
Results of the Community Health Assessment and Action Plan were presented by Mary Marx. The assessment is utilized to gather data focusing on the needs in the area and how the medical center can meet those needs. The survey is a federal requirement to take place every three years to maintain Medicare eligibility. Based on the data, WMC develops strategies are created to make positive and sustainable changes. In 2022, the survey was coordinated with Winneshiek County Public Health; the data shared was Winneshiek Medical Center's. The five priorities of concern, prevalent diagnosis, and needs for healthcare services were identified.		
Action: Motion was made by Karen McLean, seconded by Karl Jacobsen to approve the CHA & Action Plan. All other voting aye. Motion carried.		
Department Presentation: Emergency & Ambulance	Kelsey Huinker, Director of Nursing – ED Steve Vanden Brink, Director of Ambulance Services	Information
Kelsey Huinker and Steve Vanden Brink introduced themselves to the group. They presented their department's staff members, responsibilities, historical patient volumes and current quality measure tracking. The recent implementation of Tele-Stroke and Tele-EM services has provided a significant improvement and plays a huge role in current successes in patient care. Staffing shortages is the biggest challenge they are facing across the board for nurses, physicians and paramedics, all these positions are staffed 24/7/365. Kelsey and Steve look to continue to recruit to grow their staff, increase tracking quality measures to benefit patient experience and work flow.		
Compliance Quarterly Education: Board's Role in Compliance Oversight	Steve Slessor, Chief Administrative Officer	Information
Steve shared a video highlighting the Board's Role in Compliance Oversight. The video defined the Board's role, questions to ask		
Capital Requests: Information Technology	Ben Stevens, Chief Financial Officer	Approval
Dave highlighted two capital requests for Information Technology equipment. One for a new host server that will replace the current servers that have reached end of life /support. The new equipment will be able to keep up with the demand of capacity for storage and networking. The other for Wireless LAN Controllers and		

Access Points that will accommodate the growing availability and need to connect many devices wirelessly.

Action: Motion made by Karl Jacobsen, seconded by Karen McLean to approve the Capital Requests for Information Technology. All voting aye. Motion carried.

FY2023 Budget Review	Ben Stevens, Chief Financial Officer	Approval
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Ben presented the budget at a high level to the Trustees. Comparisons, variances and adjustments from last year to this year’s budget were provided. Additional details were shared in the packet prior to the meeting.

Action: Motion made by Justin, seconded by Karl to approve the FY2023 Budget. All voting eye. Motion carried.

May Finance Report	Ben Stevens, Chief Financial Officer	Information
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May financials were shared in the Trustees’ packet and reviewed at a high level with no questions.

Foundation Updates	Lora Friest, Trustee Steve Slessor, Chief Administrative Officer	Information
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Lora Friest provided Foundation Updates. The 2022 Annual Fund Campaign will focus to raise money for a hyperbaric oxygen chamber for the new Wound Care Center. In 2023-2024 the WMC Foundation will do a comprehensive campaign that will focus on “Transforming Tomorrow” Master Facility Project, as well as raise money for the Foundation for other specific funds.

Administrative Reports	Leadership Team	Information
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Chief Administrative Officer

Steve Slessor reported:

- MSA/PSA agreement is being reviewed by new Mayo Clinic Health System president, a 60 day extension has been signed to allow more time for the review.

Chief Medical Officer

Dr. Tom Marquardt reported:

- None.

Chief Financial Officer

Ben Stevens reported:

- None.

Chief Nursing Officer

Kathy Moritz reported:

- Process improvement efforts are focusing on “Patient Left without Being Seen” events. This includes form review and revision and work to decrease these events.

Administrator of Operations

Dave Rooney reported:

- None.

Director of Human Resources

Laurie Bulman reported:

- Filling positions and recruitment efforts continue.
- Auxiliary will be partnering with Foundation at the upcoming county fair on the booth.

Executive Session	Clark Goltz, Chairperson	Approval
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At 5:23 p.m., Board members went into Closed Session pursuant to Iowa code 21.5 (1) (l) to discuss patient care quality and process improvement initiatives in a meeting of a public hospital.

Motion: Made by Karen McLean, seconded by Steve Hildebrand to enter a Closed Session. Roll Call Vote: Hildebrand, aye; Jacobsen, aye; McLean, aye; Schweizer, aye; Goltz, aye; Friest, aye Gullekson, aye. Motion

carried.

Return to Regular Session	Clark Goltz, Chairperson	Approval
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At 5:33 p.m. Board members returned to regular session.

The Medical Staff Report was included in the packet.

Motion: Made by Karen McLean, seconded by Lora Friest to appoint, grant membership and privileges as listed on the Medical Staff Report. Motion carried.

Adjournment		
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The meeting adjourned at 5:37 p.m.

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

Members || O = Absent, X = Present

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

Guests: Calsey Lensing, Administrative Assistant; Johanna Knutson, Administrative Intern; Mary Marx, Director of Marketing and Communications; Kelsey Huinker, Director of Nursing – ED; Steve Vanden Brink, Director of Ambulance Services; Paul Scott; Decorah News

Recording: Calsey Lensing, Administrative Assistant

Tim Schweizer, Secretary