

WinnMed Board of Trustees Minutes

Wednesday, February 7, 2024

Conference Room B2/B3

4:00 –5:00 p.m.

Minutes

<u>Topic</u>	<u>Presenters</u>	<u>Purpose</u>
Call to Order	Clark Goltz, Chairperson	
Clark, Chairperson, called the meeting to order at 4:01 p.m.		
Moment for Mission	Dr. Marquardt	Information
Dr. Marquardt shared a heartfelt thank you letter sent to the ENT department. The patient and her husband are grateful for our services and the care and compassion they received from the entire ENT team at WinnMed.		
Consent Agenda	Clark Goltz, Chairperson	Approval
Action: A motion was made by Mark Jensen seconded by Britt Rhodes, to approve Board Minutes, Board Finance Committee Minutes, Medical Executive Committee Minutes, CY2024 Compliance Work Plan, Board of Trustee Code of Conduct, Declared Conflict of Interest Report and Policy Approvals. All other voting, aye. Motion carried. Trustees would like to re-evaluate the allowance for the four unexcused absences at the 2024 Bylaw review in December.		
Department Presentation- Respiratory	Jena Elsbernd	Information
WinnMed’s Respiratory Department consists of four Respiratory Therapists and recently hired a Respiratory Therapy Technician. The Respiratory team is in-house from 0700-1730 and covers after-hours on a rotating call schedule. Jena shared key metrics from the department’s dashboard. It was noted that in-facility sleep studies at WinnMed are no longer being offered. This was driven by an increase in in-home sleep studies and insurance coverage. With the addition of the Mayo Clinic DME Store, our Respiratory Therapists are no longer required to support CPAP mask fittings, a non-revenue producing service. Last year, Respiratory Therapy assisted with 226 mask fittings. This will be valuable time utilized in the hospital and clinic. The department looks forward to receiving the bedside spirometer for the clinic, primarily in the Allergy practice, should arrive in February.		
December Finances	Ben Stevens	Information
Ben presented an update on the 2024FY Financial review, highlighting the last six months. Gross patient revenues are exceeding in the outpatient hospital setting, driven by pharmaceuticals within Same Day Services. While chemotherapy is driving the change with revenues, this also impacts expenses. There was a budgeting error with the Contractual Allowances under the “Other” section. \$210,994 was brought in versus the budgeted \$1,200,000. Ben will continue to work through this for the future budget. In other operating expenses, we are under budget by \$563,461 due to 340B and, in part, due to a budgeting error with the Cost of Goods Sold per Script. The incremental difference from FY23 in drug restrictions is \$384,239. The retail pharmacy will benefit us with the expensing fees. Looking ahead, January finances look favorable.		
Foundation Updates	Karl Jacobsen	Information
Kerbie Dahlen was elected to serve as Foundation Board President and Mike Huinker was elected as Vice-President. They will serve two-year terms. The Claire and Helen Knutson irrevocable trust was invested into three CD’s until it is decided how to be utilized at WinnMed. As discussed in the January Board meeting, the Foundation Board of Directors would like the Board’s approval to appoint Jennifer Harmon as a WinnMed Foundation Board Director. Action: A motion was made by Mark Jensen, seconded by Britt Rhodes, to approve Jennifer Harmon as a WinnMed Foundation Board of Director. All other voting, aye. Motion carried.		

Administrative Reports	Leadership Team	Information
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Chief Administrative Officer

Steve Slessor:

- Dr. Marquardt shared on Steve’s behalf that an APP position was approved to provide coverage in the ED. This will likely be a challenging hire, but additional support is needed for our current providers.

Chief Medical Officer

Dr. Marquardt:

- Recruitment continues to be busy. An offer was extended to an OBGYN provider. Standard Q&A is happening now. If they accept, they will likely start in mid-May/June.
- Kathy Petersburg’s retirement was in January. Heather Levinson will fill her role.

Chief Financial Officer

Ben Stevens:

- While we are looking at copay options for Rehab, this is unlikely to move forward due to the frequency of visits and the care model.
- Overall, happy with VE outcomes.
- Retail Pharmacy insurance credentialing was/is extremely challenging. Chasity Bushaw did a fantastic job. In addition to Mark Branum’s role at Donlon Pharmacy, he put in multiple hours assisting us here at WinnMed. It really took a team effort to get the pharmacy open.

Chief Nursing Officer

Kathy Moritz:

- Brief update on different testing completed by Dr. D’Netto.
- Kathy provided a shout out to Home Health & Hospice and their hard work to increase patient experience.

Administrator of Operations

Dave Rooney:

- Lab Techs have arrived from the Philippines and have started working.
- An orthopedic surgeon interview is scheduled for mid-March.
- One general surgeon interview is scheduled for March, possibly a second.
- Congratulations to Dr. Goodner for 10 years in the practice.
- Additional dialog around the “Mature the Message” initiative. The team is working on improving internal workflows while we continue to encourage patients to utilize MyChart messaging.

Director of Human Resources

Laurie Bulman reported:

- Onboarded 22 new employees in January. This was primarily driven by our retail pharmacy.
- OSHA-regulated reporting for reported injuries was posted on Feb. 1st. This is a requirement. We had 0 missed days due to work-related injuries.

Adjournment	Clark Goltz, Chairperson	Approval
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Board members discussed March’s board of trustees meeting, due to an IHA event the Board has decided to move the next Board meeting to March 13, 2024 at 4:00.

The meeting adjourned at 5:19 p.m.

Following the meeting, Steve Vandenbrink, Director of Ambulance Services, provided a tour of the new ambulance to members of the Board and the Administrative team.

Action: Motion made by Mark Jensen, seconded by Justin Gullekson to adjourn the meeting. All voting, aye. Motion carried.

Members || O = Absent, X = Present

Clark Goltz, Chairman	X	Jan Heikes, Board member (virtual)	X	Dave Rooney, Administrator of Operations	X	Eric Crockett, Regional Chair of Admin-MCHS SEMN	O
Karen McLean, Vice-Chair	X	Mark Jensen, Board member	X	Kathy Moritz, Chief Nursing Officer	X	Dr. Albright, MCHS SEMN Regional Vice President	O
Justin Gullekson, Secretary-Treasurer	X	Steve Slessor, Chief Administrative Officer	O	Ben Stevens, Chief Financial Officer -	X	Kristin Johnson, MCHS SEMN Vice-Chair Administration (Virtual)	X
Britt Rhodes, Board member	X	Thomas Marquardt, DPM, Chief Medical Officer	X	Catherine Nelson, DO President, Medical Staff	O	BreAnna Sovereign, Executive Assistant	X
Karl Jacobsen, Board member (Virtual)	X	Laurie Bulman, Director of Human Resources	X				

Guests: Jena Elsbernd

Justin Gullekson, Secretary

Recording: BreAnna Sovereign, Executive Assistant