

WinnMed Board of Trustees Minutes

Wednesday, April 3, 2024

Conference Room B

4:00 – 6:00 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 4:00 p.m.		
Open Hearing on Budget Proposal for Fiscal Year 2025	Ben Stevens	Approval
A motion was made by Mark Jensen, seconded by Karen McLean, to enter into an open hearing on WinnMed’s budget proposal for fiscal year 2025. All other voting, aye. Motion carried. <ul style="list-style-type: none">Proposed county budget was shared. No public comment. A motion was made by Karen McLean, seconded by Britt Rhodes, to close the open hearing session. All other voting, aye. Motion carried. Action: Motion was made by Justin Gullekson, seconded by Mark Jensen to approve the fiscal year 2025 county budget. All other voting aye. Motion carried.		
Moment for Mission	Ben Stevens	Information
A water main broke two weeks ago. Hats off to staff for responding quickly and efficiently. We had 68 staff members assist. Evan from Graham gathered his staff to help and rounded contractors immediately following to begin clean up.		
Consent Agenda	Clark Goltz, Chairperson	Approval
Action: A motion was made by Karen McLean seconded by Mark Jensen, to approve Board Minutes, Compliance Committee Minute, Medical Executive Committee Minutes, and Policy Approvals. All other voting, aye. Motion carried.		
Department Presentation- Registration	S. Wyatt	Information
Sarah Wyatt, Director of Registration, shared that her department consists of nine team members with a total of 117 years of experience. While the team’s primary focus is customer service, it is also critical that they gather and verify accurate information when checking in for their appointment. The work of the Registration Department affects the work of multiple different departments, from the moment patients walk in the door to the time the patient receives their bill.		
Board Education/Discussion – Community Involvement	K. McLean J. Gullekson	Information
Karen and Justin would like to extend an invite to Todd Linden and James Moore to attend a future board education session to allow all trustees the opportunity to hear the benefits of community involvement and learn more on effective board governance of quality. Steve will reach out to Todd and James and bring information back to the board for the next steps. The board felt it would be beneficial to invite the City Mayor, County Supervisors, and/or City Council to WinnMed activities such as ribbon cuttings and the community picnic. We will share this information and recommendation with our Marketing Department.		
Compliance & Accreditation Quarterly Update	C. Krivachek	Information
Focus Standard Assessment was completed in December. It noted a few gaps in compliance, including a continuity of operations plan with essential services for business continuity and alternative locations for essential services. Those gaps have all been closed. Accreditation will begin its tracer activities with patient care departments. Tracer activities are scaled-down mock surveys auditing elements of compliance that are highly sighted by CMS. Compliance had two Priorities for 2024. Both have been completed.		

- We have been utilizing the new Contract Management system for the last two months. This has helped us identify contract terms, renewals, and termination workflows. The contract Management Policy houses a signature authority process, which was shared with the board as it outlines their involvement as an approving entity.

Action: Motion was made by Justin Gullekson, seconded by Jan Heikes to approve the Contract Management Policy. All other voting aye. Motion carried.

- Conflict of Interest Policy was created to help set standards and provide guidance on managing conflicts of interest. Office of Inspector General (OIG), PYA, Iowa Hospital Association and our compliance consultant recommendations were taken into consideration when creating the policy.
- A Conflict of Interest Questionnaire was created to help identify relationships that may require additional documentation and disclosure to the appropriate parties.

Action: Motion was made by Justin Gullekson, seconded by Jan Heikes to approve the Conflict of Interest Questionnaire. All other voting aye. Motion carried.

The Board is requesting additional information be added to the Conflict of Interest Policy and/or bylaws for situations when there is a conflict with a Trustees involvement on particular topics. Steve and Carmen will evaluate the policy and Board bylaws and bring back to the Trustees at the next board meeting for further review and approval.

Transforming Tomorrow Updates	J. McDannald, Graham	Information
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Quarterly construction update provided by Graham Construction. Patient and staff safety is the primary focus, backed up and driven by infection control. Master builders of Iowa are a 3rd party safety auditing company that assists with implanting safety measures. Currently working on OB renovation, demolition is 99% complete. Surgery addition is on hold, slightly, due to weather. 97% of contingency dollars remain and we are on budget. Currently we have around 25 contractors onsite daily.

February Finances	Ben Stevens	Information
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February was a strong month. Outpatient revenue was above budget by \$1.5 Million. Therapy, Lab and Radiology were all above budget. Pharmacy continues to be significantly above budget. The clinic and specialty practice areas are above budget. Retail pharmacy was above budget for their first month by \$15,000. Script retention has been great, and we continue to receive new transfers in. Net pt revenue is \$425,000 above budget. The first quarterly statement came back from the Medicaid Direct Payment, which was less than what we were expecting so some dollars were added to this month’s contractuals as a result. We will continue to monitor those future expected dollars. Operating expenses over budget by \$4,900. Total bottom line is above budget by \$2.3 Million. Capital expenditure was high in the first eight months of the year. We should see that flatten out and cash begin to go up. Net patient receivables are 53 days to collect.

Foundation Updates	Karl Jacobsen	Information
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The Foundation continues to grow Guy Johnon’s Memorial Endowment. Our goal is \$1 Million. Our 2023 annual fund is similar over the last three years even though the number of donors is less. We welcomed Bruce and Betty Schuman to the WinnMed Foundation’s donor wall.

Administrative Reports	Leadership Team	Information
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Chief Administrative Officer

Steve Slessor:

- Management Strategic Retreat is scheduled for April 15th. We will update our two-year tactics and prioritize our capital strategies. Anticipate an update at the May or June board meeting.
- Elevate, a company that provides crisis mental health support, approached WinnMed seeking space to offer services. Our barriers right now are space and nursing staff requirements, so we are unable to support that service line at this time.

Chief Medical Officer

Dr. Marquardt:

- March was a big month for recruitment. An offer went out to a general surgeon and to an ortho surgeon. The ortho recruit is four years out but we do have interim coverage options to fill that time frame.

Chief Financial Officer

Ben Stevens:

- RFP went out for the sterile processing equipment items. We anticipate competitive bidding for that equipment. Bids are due next Wednesday. Those will come to the board for approval.

Chief Nursing Officer

Kathy Moritz:

- Home Health and Hospice is working on a failure mode and effect analysis project in conjunction with our retail pharmacy. Project is looking at an improvement process when a patient needs emergent medication. Comfort packs are being evaluated, currently evaluating regulation requirements.
- We expect 2-3 Recovery Audits (RAC) each year. CMS hires a company to complete those audits. Our most recent audit was completed, waiting for those results.
- Nutrition services is almost fully staffed.
- We have four open positions for Clinic nurses.

Administrator of Operations

Dave Rooney:

- Rehab hosted an educational conference. It was a very positive experience for our organization and staff.
- Operational planning is underway for Dr. Lopez. He is expected to start in May.
- Recruitment activity continues, more to come at a later date for a possible service line expansion.

Director of Human Resources

Laurie Bulman reported:

- This is our last month of contracted labor in lab.

Executive Session

Clark Goltz, Chairperson

Approval

At 5:45 p.m., Board members went into Closed Session pursuant to Iowa code 21.5 (1) (I) To discuss patient care quality and process improvement initiatives in a meeting of a public hospital.

Met in closed session to discuss credentialing. Intent: To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

Patient Safety, Patient Experience, and Performance Excellences updates held in closed session. Intent: To discuss patient care quality and process improvement initiatives in a meeting of a public hospital or to discuss marketing and pricing strategies or similar proprietary information in a meeting of a public hospital, where public disclosure of such information would harm such a hospital's competitive position when no public purpose would be served by public disclosure

Motion: Made by Karen McLean, seconded by Jan Heikes to enter a Closed Session. Roll Call Vote: Gullekson, aye; McLean, aye; Jacobsen, aye; Jensen, aye; Goltz, aye; Heikes, aye, Rhodes, aye. Motion carried.

Return to Regular Session	Clark Goltz, Chairperson	Approval
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At 6:07 p.m. Board members returned to the regular session.

Action: Motion made by Britt Rhodes, seconded by Karen McLean to appoint, grant membership and privileges as listed in the Medical Staff Report with amending to remove Sarah Hahn, ARNP until further information on credentialing needs is gathered. All voting, aye. Motion carried.

Adjournment	Clark Goltz, Chairperson	Approval
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Action: Motion made by Mark Jensen, seconded by Jan Heikes to adjourn the meeting. All voting, aye. Motion carried.

Members || O = Absent, X = Present

Clark Goltz, Chairman	X	Jan Heikes, Board member	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	X	Ben Stevens, Chief Financial Officer -	X	Kristin Johnson, MCHS SEMN Vice-Chair Administration	O
Britt Rhodes, Board member	X	Thomas Marquardt, DPM, Chief Medical Officer	X	Catherine Nelson, DO President, Medical Staff	X	BreAnna Sovereign, Executive Assistant	X
Karl Jacobsen, Board member (virtual)	X	Laurie Bulman, Director of Human Resources	X				

Guests: Sarah Wyatt, Carmen Krivachek, Maggie Busta, Jesse McDannald, Jordan Archer, Alexander Rosenow

Justin Gullekson, Secretary

Recording: BreAnna Sovereign, Executive Assistant