

**WinnMed Board of Trustees Minutes**  
**Wednesday, September 4, 2024**  
**Conference Room B**  
**4:00 – 6:00 p.m**

**Minutes**

<b><u>Topic</u></b>	<b><u>Presenters</u></b>	<b><u>Purpose</u></b>
<b>Call to Order</b>	C. Goltz, Chairperson	
Clark Goltz, Chairperson, called the meeting to order at 4:00 p.m.		
<b>Introduction – Rachel Masek</b>	D. Rooney	Information
Dave provided a warm introduction to Rachel Masek, a physician assistant that started this week in the Emergency Department. Rachel has been working for the last two years at Mayo in LaCrosse. She is a Decorah native and is very happy to be home.		
<b>Moment for Mission</b>	D. Rooney	Information
Dave shared a message that was posted on social media from a patient that received care from our Rehab Department while recovering from a stroke. The patient was incredibly grateful for the care she received at WinnMed.		
<b>Consent Agenda</b>	G. Goltz, Chairperson	Approval
<b>Action:</b> Motion made by Jan Heikes, seconded by Britt Rhodes to approve Board Minutes, Board Committee Minutes, Medical Executive Committee Minutes, Compliance Committee Minutes, and Policy Approvals. All other voting, aye. Motion carried.		
<b>Department Presentation: Access Management</b>	R. Schmitt	Information
Access Management, previously known as Patient Service Representative, consists of 20 team members. The department answers calls (an average of 500 calls daily), assists patients with check-in/check-out processes, and schedules clinic appointments for dedicated teams (average of 300 appointments booked by Access Management staff daily). A few goals for the department in FY25 are to develop a process for clinic self-scheduling, complete MyChart form integration with Welcome Mobile, and to assess more self-scheduling options in the clinic.		
<b>Board Education: General Compliance Education</b>	C. Krivachek	Information
Carmen educated the Trustee’s on Corporate Compliance updates. The Board is ultimately responsible for overseeing the Corporate Compliance Officer (Carmen) and Corporate Compliance Committee. The Corporate Compliance Plan addresses the seven elements of compliance. The Code of Conduct was brought to the Board last month for approval. Can be found on BoardEffect, WinnMed Webpage, and the Intranet. Compliance audits are established in response to risk assessments and violations. Carmen highlighted the False Claims Act, Stark Law, and the Anti-Kickback Statute. Steve stressed the importance of the Board’s awareness and understanding of these laws as historically much of this risk was within the broader Mayo Clinic contracts, however moving forward, the Board will need to be very mindful of these rules and regulations.		
<b>Appoint a Foundation Representative</b>	C. Goltz, Chairperson	Approval
<b>Action:</b> Motion made by Karen McLean, seconded by Mark Jensen to appoint Clark Goltz as the Foundation Board Representative. All other voting, aye. Motion carried. BreAnna will review Foundation Board requirements for the Governance Committee to review.		
<b>Capital Request – Stryker Surgical Equipment</b>	K. Moritz	Approval

The new equipment will integrate with the additional Stryker equipment that will be placed in our new surgical suites. Upgrading to the Stryker System 9 will allow for better tactile feel, longer battery life (with wireless charging), and increase overall efficiencies for staff.

**Action:** Motion made by Justin Gullekson, seconded by Mark Jensen to approve the budgeted capital request for the Stryker Surgical Equipment for \$375,285. All other voting, aye. Motion carried.

<b>Capital Request – North Building Roof Upgrades</b>	B. Stevens	Approval
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Initially our maintenance staff planned to complete this installation, however outsourcing this project was more cost effective and offloads our maintenance team to continue work on other projects.

**Action:** Motion made by Jan Heikes, seconded by Britt Rhodes to approve the budgeted capital request for the North Building Roof upgrades for \$231,840. All other voting, aye. Motion carried.

<b>July Finances</b>	B. Stevens	Information
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Revenue exceeded our budget for July. Net patient revenues for the month were \$155,000 above budget. Overall expenses under budget by ~\$300,000. Overall operating income for the month was \$125,000 positive. Total bottom line for the month was above budget by \$358,000. Regarding the Transforming Tomorrow project, in August, we completed our cash funding of the project. Moving forward we will start borrowing from our local bank consortium. We are maintaining days cash on hand.

Finance committee members shared they are reviewing the financial board presentation and will bring updates to the Trustee’s soon.

<b>Administrative Reports</b>	Leadership Team	Information
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**Chief Administrative Officer**

Steve Slessor:

- We are a few weeks out from finalizing our physician compensation and benefit plan. This will go to the Management Committee, then to the Finance Committee for review before coming to the Board for final approval.
- Our attorney is reviewing the draft PSA contract that Mayo sent last week.
- Foundation Update:
  - Foundation Board Members delivered picnic meals to donors that reside in area nursing homes and assisted living facilities.
  - Q & A luncheons for former WinnMed Foundation Board of Directors and shareholders have been scheduled. Steve and Dr. Marquardt are attending to answer questions regarding recent changes.
- Trustees should send commonly asked questions that they are hearing, regarding the PSA/MSA changes, to Steve.

**Chief Medical Officer**

Dr. Marquardt:

- The Rheumatology candidate still has potential interest in the future.

**Chief Financial Officer**

Ben Stevens:

- Eide Bailly was here last week. No major findings
- Materials Management met with a group purchasing organization last week.
- Transforming Tomorrow updates: steel structure will be going up in the next two weeks. Goal is to get roofs up before winter. Ben confirmed contingency log continues to be running on schedule.
- Moving forward with the paperless billing initiative through MyChart. This should increase efficiency with collections.

### Chief Nursing Officer

Kathy Moritz:

- Flu clinic will begin on Monday, September 16.
- We saw 384 patients in a single day in the clinic in August, a new record high.
- Seeking traveler support for Surgical Techs.

### Chief Operating Officer

Dave Rooney:

- Kudos to the OT's completing certification courses in Stroke Rehab and Pelvic Floor Disfunction.
- A Radiology patient complemented the department and Dr. Remark for catching her breast cancer so early. She was diagnosed with stage 0 breast cancer.
- Monthly mentoring with new providers continues to build and become more structured. Great for relationship building and mentoring with new and experienced providers. Dr. Bohner and Vogel are the primary leads with this program.

### Director of Human Resources

Laurie Bulman reported:

- Tiffany Sweeney had a baby boy.
- Zeb Lollar will be out on military deployment starting next week, for one year.
- Will be adding two additional 1.0 FTE positions to the department.
- Community picnic had ~1,200 people in attendance.

### Executive Session

C. Goltz, Chairperson

Approval

At 5:14 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 Mark Jensen, seconded by Jan Heikes to enter a Closed Session. Roll Call Vote: Goltz, aye; Gullekson, aye; McLean, aye; Jensen, aye; Heikes, aye, Rhodes, aye. Motion carried.

### Return to Regular Session

C. Goltz, Chairperson

Approval

At 5:50 p.m. Board members returned to the regular session.

**Action:** Motion made by Mark Jensen, seconded by Jan Heikes to appoint, grant membership and privileges as listed in the Medical Staff Report. All voting, aye. Motion carried.

**Action:** Motion made by Britt Rhodes, seconded by Jan Heikes to approve WinnMed's Critical Access Hospital Annual Program Evaluation. All voting, aye. Motion carried.

**Action:** Motion made by Mark Jensen seconded by Jan Heikes to approve the Spring Grove Annual Report. All voting, aye. Motion carried.

### Adjournment

C. Goltz, Chairperson

Approval

**Action:** Motion made by Mark Jensen, seconded by Britt Rhodes 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, Chief Operating Officer	X	Laurie Bulman, Director of Human Resources	X
Karen McLean, Vice- Chair	X	Mark Jensen, Board member	X	Kathy Moritz, Chief Nursing Officer	X	BreAnna Sovereign, Executive Assistant	X
Justin Gullekson, Secretary-Treasurer	X	Steve Slessor, Chief Administrative Officer	X	Ben Stevens, Chief Financial Officer -	X		
Britt Rhodes, Board member	X	Thomas Marquardt, DPM, Chief Medical Officer	X	Catherine Nelson, DO President, Medical Staff	X		

**Guests:** Bekah Krueger, Rachel Masek, Ashley Alvarez, Traci Wilson, Rachel Schmitt, Megan Nelson, Tasha Croell, and Carmen Krivachek

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Justin Gullekson, Secretary

Recording: BreAnna Sovereign, Executive Assistant