

WinnMed Board of Trustees Minutes
Wednesday, December 4, 2024
Conference Room A
3:00 – 5:00 p.m.

Minutes

<u>Topic</u>	<u>Presenters</u>	<u>Purpose</u>
Call to Order	C. Goltz, Chairperson	
Clark Goltz, Chairperson, called the meeting to order at 3:00 p.m.		
Moment for Mission	K. Moritz	Information
Kathy shared a patient letter thanking the med/surg team for the care they received during their swing bed stay. Additionally, Kathy shared a thank you note from a nursing student to the Med/Surg staff. Steve introduced Dr. Laurie Tope, as she will be taking over as Med Staff President starting in January 2025.		
Consent Agenda	G. Goltz, Chairperson	Approval
Action: Motion made by Britt Rhodes, seconded by Jan Heikes to approve Board Minutes, Board Committee Minutes, Medical Executive Committee Minutes, and Policy Approvals. All other voting, aye. Motion carried.		
WinnMed Volunteer & Auxiliary Annual Report for FY25	L. Bullman	Information
Laurie highlighted the contributions of over 65 volunteers who provided over 6,300 hours of service across various roles, including the information desk, gift shop, hospice, and cafe. Their efforts are invaluable to the organization. Fundraising efforts raised over \$8,550, which were used to support various programs and purchase equipment for WinnMed. The Auxiliary awarded \$6,500 in scholarships to nine individuals pursuing healthcare careers.		
WinnMed Bylaws	C. Goltz	Action
The Trustee’s reviewed the current updates to the Bylaws and proposed additional updates to consider. BreAnna will share the proposed changes with the Trustees to review. Action: Motion made by Jan Heikes, seconded by Karen McLean to table the Bylaws until the January meeting. All other voting, aye. Motion carried.		
Foundation Board Member Appointment	S. Slessor	Action
Steve brought forth the reappointment of Richard Gaard to serve another three-year term. Action: Motion made by Mark Jensen, seconded by Justin Gullekson to appoint Richard Gaard to the WinnMed Foundation Board. All other voting, aye.		
Medical Staff Bylaws	Dr. C. Nelson	Action
Dr. Nelson shared the revisions made to the Medical Staff Bylaws. Changes were minimal including eliminating abbreviations, updating certification requirements to be more inclusive, and an overall cleanup of the document for more clarity. Action: Motion made by Karen McLean, seconded by Britt Rhodes to approve the Medical Staff Bylaws as presented. All other voting, aye. Motion carried.		
Department Presentation – Obstetrics	B. Leikvold	Information
Brienne provided an update on the OB unit. Staffing includes 11 full-time staff members and six PRN nurses. The unit emphasizes a strong culture of education and peer-to-peer support, with regular drills and educational meetings to maintain high standards. She also mentioned the challenges faced by the unit, such as high acuity patients and maintaining safe staffing ratios. The department actively participates in the Alliance for Innovation on Maternal Health (AIM) program, which has provided us with significant educational and financial assistance to complete certifications and purchase equipment.		

Financial Report	B. Stevens	Information
<p>Ben reported a record-breaking revenue month of \$1.16 million, which was significantly higher than budgeted and the highest ever seen. This was attributed to strong performance in surgical services and retail pharmacy. Retail pharmacy continues to progress very well, we have surpassed our five-year projections. The drive-through service accounts for 50% of the scripts filled. Ben informed the board that the estimated Medicare receivable of \$1.1 million was determined to be \$830,000 after the cost report was finalized. This differential was due to classification of OB staff and is corrected on our cost report modeling moving forward. Ben will continue to update the Board on the entire revenue process, including focus and growth areas. Cash position increased by \$2 Million. Ben shared we are over on our contingency dollars, but we remain within budget with the Boards approved dollar amount on the project. Leadership is working on scaling back change orders to better align our contingency dollars.</p>		
Board Education – HIPAA	B. Lensch/T. Hrdlicka	Information
<p>Brian and Tiffany discussed HIPAA and cybersecurity measures, including the importance of protecting patient information, the role of our business associates, and the various safeguards in place. They also talked about the process of investigating and reporting breaches. Brian explained the administrative, physical, and technical safeguards implemented to protect patient information. These include role-based access, encryption, and regular risk assessments to identify and mitigate potential vulnerabilities. Brian discussed the cybersecurity measures in place, including regular phishing tests, incident response training, and vulnerability management. These efforts aim to protect the organization's information systems and ensure the availability of critical data.</p>		
Governance of Quality Assessment Survey Results	K. McLean	Information
<p>Karen and Britt reviewed the board quality assessment results, highlighting areas for improvement and suggesting strategies to improve our scores. The board scored 32 out of 60, placing them in the standard commitment category. The Board discussed the importance of the Community Health Needs Assessment and the need for board involvement in addressing community health issues. We plan to implement regular education sessions on quality and safety topics, with a focus on continuous improvement. These sessions will help board members stay informed and engaged in the organization's quality initiatives.</p>		
Appoint Committee Members and Officers	C. Goltz	Discussion
<p>Clark presented the proposed committee members and officers for 2025-2026. In summary, board officers and committee members will remain as is, with the addition of Bekah Krueger to the Quality and Patient Safety Committee.</p> <p>Action: Motion made by Mark Jensen, seconded by Jan Heikes to approve the proposed 2025-2026 committee member and officer appointees as presented. All other voting, aye. Motion carried.</p>		
Foundation Updates	J. Heikes	Information
<p>Foundation campaign is off to a great start. We have individuals and businesses coming forward with interest in naming birthing suites and clinic patient care rooms. Foundation will host a VIP and donor OB open house sessions on December 19th. There will be a community open house session as well, but the Foundation will host a more private showing for donors. Steve share that the Foundation did receive a significant donation for hospice yesterday.</p>		
Administrative Reports	Leadership Team	Information
<p>Chief Administrative Officer Steve Slessor:</p> <ul style="list-style-type: none"> No Updates. <p>Chief Medical Officer</p>		

Dr. Marquardt:

- Recruitment continues to be busy. Dr. Gentry is retiring in February 2025. We have a couple of qualified candidates being interviewed to fill his position.

Chief Financial Officer

Ben Stevens:

- No updates

Chief Nursing Officer

Kathy Moritz:

- Our Emergency Department RN traveler contract ends this month. We have had this position for two years.
- Re-educated staff on how to document fall risk screens and interventions. We should see more accurate data next month.

Chief Operating Officer

Dave Rooney:

- Planning is underway to re-operationalize the clinic flow during construction as we will lose the clinic waiting rooms soon.
- Radiology Department has three open positions: Director and two Radiology Techs.

Director of Human Resources

Laurie Bulman reported:

- Busy interviewing candidates for the open positions in Human Resources.
- Four staff retirements in December. Two of them have over 40 years of experience.

Executive Session	C. Goltz	Approval
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At 5:07 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 Justin Gullekson to enter a Closed Session. Roll Call Vote: Goltz, aye; Gullekson, aye; McLean, aye; Jensen, aye; Heikes, aye, Rhodes, aye. Krueger, aye. Motion carried.

Return to Regular Session	C. Goltz	Approval
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At 5:29 p.m. Board members returned to the regular session.

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

Adjournment	C. Goltz	Approval
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Action: Motion made by Britt Rhodes, 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	Thomas Marquardt, DPM, Chief Medical 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	Catherine Nelson, DO President, Medical Staff	X
Justin Gullekson, Secretary-Treasurer	X	Bekah Krueger, Board member (Virtual)	X	Ben Stevens, Chief Financial Officer – (Virtual)	X	BreAnna Sovereign, Executive Assistant	X
Britt Rhodes, Board member	X	Steve Slessor, Chief Administrative Officer	X	Dave Rooney, Chief Operating Officer	X		

Guests: Alexander Rosenow, Dr. Laurie Tope, Tasha Croell, Brian Lensch, Tiffany Hrdlicka, Karla Bakken, and Brianne Leikvold

Justin Gullekson, Secretary

Recording: BreAnna Sovereign, Executive Assistant