

Bartlett Regional Hospital

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**Bartlett Regional Hospital
Board of Directors
August 26, 2014
Minutes**

Called to order at 5:17 p.m.

Roll call

Present

Kristen Bomengen, President

Mary Borthwick

Mark Johnson

Nancy Davis, Secretary (by phone)

Lauree Morton

Linda Thomas

Absent

Robert Storer, Vice President

Alex Malter, MD

Nate Peimann, MD

Others present

Chuck Bill, CEO

Alan Germany, CFO (Phone)

Toni Petrie, Executive Assistant

Carlton Heine, MD

Karen Crane, CBJ Liaison

Amy Dressel, MD, Chief of Staff

Billy Gardner, CNO

Dick Monkman, Hospital Atty.

Cynthia Brandt, Interim CFO

Jane Sebens, CBJ Law

Public participation – Ms. Bomengen welcomed Cynthia Brandt, Interim CFO.

Approval of the minutes – *Mr. Johnson made a MOTION to approve the minutes from the July 22, 2014 Board of Directors meeting. Ms. Borthwick seconded and they were approved.*

NEW BUSINESS: None

CONSENT AGENDA: None

STANDING COMMITTEE REPORTS:

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Executive Committee report – Executive Committee “Draft” Minutes were in the Packet. Ms. Bomengen reported that Mr. McMillian attended the Executive Committee meeting to discuss the Board’s strategic planning retreat in October.

Finance Committee report – Ms. Morton reported there were two items for purchase that were discussed at the Finance Committee.

The Q-centrix contract will allow us to outsource our core measure abstraction data. This data is sent to CMS and Joint Commission. Some of our reimbursements are based on participation in this program.

Ms. Morton made a MOTION to approve the Q-Centrix agreement with the initial cost of \$38,000 for a year then 2 subsequent years of \$37,000, for a total of \$112,000. Ms. Thomas seconded and it passed by a roll call vote.

GE Flashpad conversion kit – This will allow us to perform an upgrade to our existing x-ray equipment in room 1 without a forklift upgrade. It essentially uses the existing system but makes it a digital (no cassettes required) system where the images are ready for viewing and QA immediately, no waiting for electronic processing. The original amount requested in the budget was \$125,000.00. The GE representative has reduced the cost to \$108,400.00.

Ms. Morton made a MOTION to Approve the GE Flashpad Conversion Kit not to exceed \$109,000. Ms. Borthwick seconded and it was approved by a roll call vote.

Mr. Germany reported on the July financials. We were slightly over budget for the month. We have seen a continued increase on the Mental Health Unit for July.

Salaries wages and benefits were under budget. Physician fees were under budget. Supplies were over budget. Utilities were under budget.

Accounts Receivable days have been going up.

Ms. Borthwick asked if we have ever had an underpayment on the RAC Audit. Mr. Germany said we have, but it’s extremely rare.

Planning Committee report – Ms. Borthwick reported there was no action taken at the meeting other than the committee decided to go to quarterly meetings.

Quality Council report – Ms. Davis reported pharmacy reinstated the “good catch award”. This is when an employee finds a potential error before it can harm anyone. There was a dramatic decrease in patient falls. We dropped below the national average for the last two quarters.

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There was discussion regarding working on the structure of the Quality Council to make sure we had the best process in place. Mr. Johnson said he participated in the midday rounds to show appreciation to the staff for reducing falls and appreciated being invited to do so. Ms. Morton and Ms. Borthwick were also in attendance.

Bartlett Foundation report – Ms. Thomas reported there was \$83,000 disbursed from the Baby Jack fund for pediatric game carts and a pediatric climbing wall. The Seafood Gala is scheduled for September 27, 2014 from 6:00-10:30 p.m. Bartlett will be sponsoring a table at this event.

Ms. Thomas said that Rhio Harper from CCU came and spoke to the needs for five more beds in CCU that could potentially be funded by the Carrigan Fund. Five beds are on their last legs. The Carrigan fund has been used for the hospital through the Foundation over several years. The cost of each bed is \$31,327. The Foundation Board is in the process of voting on purchasing two beds this year. The decision will be made by the end of the week. They are planning on raising money for another bed with the Seafood Gala funds.

Ms. Thomas announced that there are two new board members on the Bartlett Foundation Board, Beth Chapman and Dr. Patricia Sharp.

CEO REPORT – Mr. Bill reported;

We are continuing the search for a permanent CFO. We have narrowed the candidates down to nine. Ms. Cosgrove is doing telephone interviews with them.

The orthopedic physicians have asked that their contracts for call be written for each of them as individuals, not a single contract for the group. The way the call is written is 5 per month or 15 per quarter. Dr. Schwarting came in and signed his contract today. We are close having a final agreement done for the summer no doc call with the family practice physicians.

Mr. Bill met with Dr. Banyas regarding anesthesia. Dr. Banyas indicated he's being proactive and is working with someone through credentialing right now as we get closer to physicians retiring. Dr. Dressel said a nurse anesthetist is something to think about.

Mr. Bill said he was looking into that, but currently our Medical Staff bylaws restrict that option and he is also looking at potentially giving nurse practitioners privileges in the hospital.

We are still actively recruiting for two psychiatrists and a pediatrician.

We closed the bid on the consultant proposal for our Meditech implementation and Santa Rosa was the best scoring bidder in the group. The next step is to go through a thorough reference check.

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Ms. Borthwick made a MOTION to go into executive session at 6:07 p.m., to discuss matters which are confidential by law (Medical staff report). Mr. Johnson seconded and it was approved.

Out of executive session at 6:11 p.m. No action was taken.

Ms. Borthwick made a MOTION to accept the credentialing report with one minor change, that Dr. Carlton Heine should be listed as active staff, not courtesy. Mr. Johnson seconded and it was approved.

President report – Ms. Bomengen reminded the Board to turn in their attestation forms from the compliance training.

Ms. Bomengen reported the Board received a letter from the Rainforest Recovery Center Advisory Board to take a position on the housing first model. They have offered to come to a board meeting to give a presentation. Ms. Bomengen recommended that they do the presentation at the next board meeting.

She has also asked Max Mertz to address the Executive Committee to give an opportunity to ask for some specifics on the ongoing standalone audit process.

BOARD EDUCATION - Mr. Bill said it would be a good idea to talk through the RFP process for the Meditech implementation project. The process was driven by CBJ's Purchasing Department. There were individuals in the hospital to participate on the selection process. Each individual was given a packet of the proposals and were asked to rate them independently to help take the politics out of the process. Santa Rosa came in way on top of the list. The process now is for us to do our due diligence. Ms. Thomas asked who developed the rating factors. Ms. Brandt said several individuals from different areas of the hospital.

Ms. Palicka was asked to explain the process to the Board. Ms. Thomas asked how the questions were developed and Ms. Palicka said all the questions that were included in the RFP were what we had to use and we weren't allowed to add any other questions.

Ms. Thomas asked how the ratings were determined. Ms. Palicka said the vendors were rated by the following criteria;

Vendor qualifications – implementation methodology and approach – project management and implementation tools – Rules responsibilities and staffing – Training – Cost.

Ms. Thomas asked for an explanation how Santa Rosa was the number one candidate. Ms. Brandt said we were evaluating what was presented. The information presented in Santa Rosa's RFP met the requirements both with what they presented and with the staff involved. They painted a very good detailed picture of what the implementation

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would be like. They included enough detail in a broad spectrum. They put a lot of emphasis on workflow. They were the only one to propose that their project manager and leads be onsite 100% of the implementation time.

Dr. Heine said there is a concern amongst the Medical Staff on the implementation and asked how much experience Santa Rosa had on the Clinical side. Mr. Gardner said that was one of the biggest components to choosing them.

Ms. Thomas asked if the reference checks don't check out, do we have to start over or could we go back to the other vendors that responded to the RFP. Ms. Brandt said if we determine we didn't get reliable information it falls into the negotiation failed category and it would give us the option to look at the other vendors.

SEPTEMBER CALENDAR – The September calendar was reviewed and changes were made.

BOARD COMMENTS:

Ms. Borthwick wanted to thank the staff and Sara Parker for including the Board on celebrating the staff for reducing patient falls by walking around and delivering cakes. She would also like to reinstate doing the Board tours to each department.

Ms. Thomas made a MOTION to go into executive session at 6:40 p.m., to discuss matters which are confidential by law and could affect the finances of the hospital. Ms. Borthwick seconded and it was approved.

Out of executive session at 6:53 p.m., no action was taken.

Adjourned at 6:54 p.m.

Board Secretary