

Bartlett Regional Hospital

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**Bartlett Regional Hospital
Board of Directors
Minutes
January 27, 2014**

Ms. Davis chaired the meeting, calling it to order at 5:15 p.m.

Roll call

Present

Kristen Bomengen, Past President
Nancy Davis, Vice President
Mary Borthwick
Mark Johnson
Brenda Knapp

Bob Storer, President (by phone)
Linda Thomas
Alex Malter, MD
Lauree Morton

Absent

None

Others present

Chuck Bill, CEO
Billy Gardner, CNO
Jane Sebens, CBJ Law
Karen Crane, CBJ Liaison
Alan Ulrich, CFO
Toni Petrie, Executive Assistant

Public participation – None

Introduction of Brenda Knapp, Bartlett Regional Hospital's newest board member were made.

Special order of business: Board Resolution 2015-1 State of Alaska Grant – Mr. Ulrich reported. This grant is used for video surveillance equipment to be used on the Mental Health Unit. The grant dollar amount is \$25,000. BRH will be paying for any additional funds. The total cost for the enterprise license is \$35,000 and the remainder, if the grant is approved, will come out of the operating funds. This equipment would be an upgrade to the existing system.

Ms. Knapp made a MOTION to approve the Board Resolution 2015-1. Ms. Morton seconded and it passed without objection.

APPROVAL OF THE MINUTES - Ms. Borthwick made a MOTION to approve the minutes from the December 18, 2014 Board of Directors meeting. Ms. Bomengen seconded and they were approved.

OLD BUSINESS:

Housing First Project – Mr. Bill addressed a handout that was given at the meeting that went over what the impact or benefit would be for the hospital to contribute to this project.

The money would be unbudgeted, but there's potential to get some of those monies back through the City, such as cruise ship funds, etc. The Assembly is asking for the hospital to help support their commitment to the project of \$1.5 million. Mr. Bill said he is looking for board support on a dollar amount that he can present to the Assembly and he is recommending \$100,000. This would be a onetime request from the Assembly.

Ms. Thomas made a MOTION to authorize the CEO to approve up to \$100,000 for the support of the housing project. Dr. Malter seconded the motion and it was approved by a roll call vote.

Ms. Bomengen asked where the funds would come from. Mr. Bill said the general reserves fund. Ms. Thomas said there's enough room in the capital budget as well and asked if that was appropriate. Mr. Ulrich said it would probably come out of operations.

Ms. Morton said she feels if our finances are better than we anticipated, we should commit to more than \$100,000.

Ms. Thomas would like to see a list of all the entities looking for financial support from the hospital and to have a plan that makes sense for the hospital in the long term.

Mr. Storer said he could support up to \$100,000 right now, but maybe more down the line. He has spoken with Ms. Crane, Mr. Bill and Ms. Thomas regarding the need for the City Manager and Assembly to have a better mutual understanding on our finances.

Strategic plan update – Mr. Bill gave an overview of the Focus and Execute tool's strategic goals and objections that were set based on the Board's strategic goals set at their retreat. Mr. Bill asked the Board to adopt these goals.

Dr. Malter made a MOTION to ratify the strategic objectives the Board came up with at their board retreat. Ms. Morton seconded and it was approved.

NEW BUSINESS:

The Board reviewed the CEO goals for evaluation which Ms. Cosgrove, Mr. Storer, Ms. Bomengen and Mr. Bill worked on.

Dr. Malter made a MOTION to accept the CEO goals until May 2015. Ms. Bomengen seconded and they were approved.

Mr. Storer asked the Board to start thinking about next year's goals come spring time, as Mr. Bill's first year will be up in May.

An amendment to the Medical Staff rules and regulations revision was reviewed. Dr. Dressel said it is a clarification of an existing policy of On Call Services. The only change was that the initial document said weekends and now holidays were added as well.

Ms. Borthwick made a MOTION to approve this amendment. Ms. Bomengen seconded and it was approved.

STANDING COMMITTEE REPORTS

Executive Committee – Mr. Storer reported there has been no update on Hospice and Homecare at this time. Mr. Storer posed a couple issues. The bylaws require all board packet information get out three days in advance and that isn't happening so he has asked for cooperation from each committee chair. Also, he asked the members of the Executive Committee to think about the roles and responsibilities of the committee and if it needs to meet every month or every other month. Ms. Davis also reported that Jane Sebens provided the work that CBJ Law has done for the month of December. The draft committee assignments were reviewed.

Finance Committee – Ms. Thomas reported the Finance Committee met January 15th. They received a Meditech update and Mr. Ulrich is working on a calendar of progress for the project. Meditech is back onsite and is expected to be completed before tourist season. They were able to get the cost down on the BAR conversion and the go live date is still scheduled for November 1, 2015. They are currently reviewing the Santa Rosa contract for extending the go live date and the impacts it could have. We have until April 1st to apply for a hardship extension due to our hardware was damaged in route.

The stand-alone audit was addressed and Mr. Ulrich is in the process of working with staff on management comments that came out of the audit.

Cerner status was discussed in executive session.

The hospital's American Express Credit Card was discussed. There was a large purchasing amount available for credit and the name hadn't been changed from the prior CFO name. Mr. Bill and Mr. Ulrich are working with CBJ on what they are using and the potentials of the hospital going the same route.

There was a calendar handed out that will prepare for the budget with dates already set and what will occur during those meetings.

The December financial statements were reviewed (see attached).

Ms. Thomas gave a summary of the finances. Ms. Thomas asked Mr. Ulrich to give the Board an estimate of what our financial status will be by the end of the fiscal year. Mr. Ulrich will provide the Board with a timeline and will include projected results for 2015 and also the assumptions going into the 2016 budget.

Stryker Navigation System lease – The Finance Committee approved this contract based on final legal review. The current system we are using is obsolete and the company is allowing us to remain in the trade-in program.

Ms. Thomas made a MOTION to approve the Stryker Navigation System lease, pending the final legal review and administration moving forward when that is complete. Ms. Bomengen seconded and it was approved by a roll call vote.

Quality – Starting January 2015, the committee has moved into two separate committees. The Hospital Quality Council will meet monthly and the Board Quality Committee will be a 3 person committee with Mark Johnson, Mary Borthwick and Nancy Davis and they will meet quarterly and in advance of the large quality report to the full board.

Bartlett Foundation – Mr. Storer reported that they have already started work on the Seafood Gala. The other things talked about were the Fahrenkamp Golf Tournament that is held in the Capitol Building each year. There is an auction the night before the tournament. The Foundation is moving their office to another location that will be more suitable. They applied for the "Adopt a Road Project" to help get their name out. The Avista Corporation gave the Foundation a \$12,000 grant, and the Foundation gave representatives of the corporation a walk-through of the areas in the hospital where the Foundation has helped with equipment etc. by raising money for the hospital. The Foundation had a lengthy discussion on the gift shop and how to keep it from losing money.

Rainforest Recovery Center – Dr. Malter reported. There was an election of officers. Joe Zuboff will remain Chair and John Young will be the Vice-Chair. The group is

concerned about the budget cuts that will come out of DHSS and how that will impact the services of Rainforest Recovery Center.

AD HOC COMMITTEE REPORTS

Mr. Bill reported that a lot of work is being done on the CAMHU. We are moving forward with a gap needs analysis. We put together a grant application for support from the Mental Health Trust. After getting feedback that we needed to separate the two processes and resubmit the grant, a grant was approved today for \$25,000. We are in the process of developing an RFP with CBJ for the needs analysis. We will be soliciting for a group to do a business plan to work together for the feasibility plan and the needs analysis. That will be a separate RFP process. We have gotten recommendations for three consulting groups. They were appreciative of the hospital's effort.

CEO report – Mr. Bill reported on his recent trip to D.C. with Kristen Bomengen. He didn't feel there was a lot of traction with the Bill regarding the Rural Demonstration Project. There needs to be more follow-up. We will fall out at the end of June if we don't get it passed by this March. It means \$3-4 million dollars from our bottom line. Ms. Thomas asked if it would be worthwhile going to our local representatives. Mr. Bill said he and Becky Hultberg (ASHNHA) met with Representative Cathy Munoz and asked for a letter of support which she gave them. Ms. Bomengen said it wouldn't hurt to coordinate efforts with the other hospitals that will be affected.

Mr. Bill said that he's been driving one of the hospital's jeeps and he would like to lease the vehicle and keep some cash flow coming to the organization. It's market competitive. He's been working with Ms. Cosgrove and the CFO on the agreement.

5 minute break 7:21 p.m.

Back in session at 7:30 p.m.

Our Ad Hoc recruiting committee is moving forward to recruit an additional primary care provider in conjunction with Family Practice. There were representatives with people from all the clinics and they were supportive of the hospitals effort. We would help with relocation and student loans. The maximum dollar amount would be \$60,000.

Ms. Borthwick made a MOTION to approve up to \$60,000 to recruit a primary care provider. Ms. Morton seconded. Dr. Malter recused himself from the voting due to conflict of interest. Motion passed with one abstention.

Mr. Bill announced we have recruited a child psychiatrist and he will be starting September 1, 2015.

President's report – Mr. Storer reported he met with every board member one-on-one to see what their interests are and what committees they are interested in. He would like to meet with everyone one on one at least quarterly. He suggested having a group get together to discuss the Rural Demonstration Project and he has a number of thoughts on where to go if there is interest.

Ms. Borthwick made a MOTION to go into executive session at 7:41 p.m., to discuss matters which are both confidential by law (Medical Staff) and matters which could have an adverse effect on the finances of the hospital (CERNER) Mr. Johnson seconded and it was approved.

Out of executive session 8:05 p.m.

Ms. Bomengen made a MOTION to approve the credentialing report and extend the meeting to 9:00 p.m. Ms. Borthwick seconded and it was approved.

Back in executive session to continue discussions which could have an adverse effect on the finances of the hospital at 8:06 p.m.

Out of executive session at 8:45 p.m.

The February calendar was reviewed.

Ms. Davis recognized the memorial service for Eileen Jones, a long term employee of the hospital who recently passed. The staff held a nice service for her in the main hospital.

Adjourned at 8:50 p.m.