

Bartlett Regional Hospital

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**Bartlett Regional Hospital
Board of Directors
Minutes
September 29, 2015**

CALLED TO ORDER AT 5:15 p.m., by Nancy Davis, President

ROLL CALL

Nancy Davis, President	Mary Borthwick, Secretary
Bob Storer, Past President	Brenda Knapp
Lauree Morton	Mark Johnson
Linda Thomas	

ABSENT

Kristen Bomengen, Vice President
Alex Malter, M.D

OTHERS PRESENT

Chuck Bill, CEO	Marlowe Dunker, RN, Infection Control
Billy Gardner, CNO	Karen White, OB Director
Jane Sebens, CBJ Law	Joy Neyhart, MD
Karen Crane, CBJ Liaison	Kelly Mercer, HR Supervisor
Toni Petrie, Executive Assistant	Gail Moorehead, Staff Development
Dick Monkman, Hospital Attorney	Karen Taug, Controller
Carlton Heine, MD, COS	Debbie Kesselring, Medical Staff Manager
Jim Strader, Community Relations Director	Liz Bishop, Medical Surgical Director
Tamara Simone-Collins, Infusion Therapy	Lucas Henry, MD
Beth Mow, Contract Manager	John Fortin, LAB Director
Bethany Rogers, Quality Director	Sara Gress, OB, Lactation Consultant
Nathan Peimann, MD	

APPROVAL OF THE AGENDA – Take Executive Committee minutes off the agenda as they require no action and is informational only.

INTRODUCTIONS: - Mr. Bill introduced Dr. Lucas Henry, Pediatric Psychiatrist who started at Bartlett two weeks ago. Dr. Henry specializes in child psychiatry, but also treats adults.

PUBLIC PARTICIPATION – Michael Joern with Juneau Medical Equipment Services introduced himself and informed the Board he just opened his own Biomedical company.

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SPECIAL ORDER OF BUSINESS:

Quality Assessment Process Improvement presentations:

Rose Lawhorne presented her improvement goal to develop and implement protocol for requesting/acquiring blood products emergently.

Tamara Simone Collins presented improving safety in the Infusion Clinic.

Kelly Mercer presented on the performance evaluation process and how they are working to improve that process.

Jim Strader presented his goal is to improve the subscription rate of our free newsletters offered on our hospital website.

Debbie Kesselring presented her goal is going to paper-light credentialing. This will help improve the efficiency for people applying for hospital privileges.

Liz Bishop presented the goal of timely identification of readmission triggers and implement preventative interventions. The goal is to get call backs to the patients at a minimum of 72 hours after discharge.

Beth Mow presented improving the contract management process and making it more timely and with the appropriate scrutiny. Their goal is have this in place by November 1st. Ms. Thomas asked if Ms. Mow could bring back to the Board in November on how this process is working and if they met their deadline.

Sara Gress presented the goal for the Obstetrics Department. To reduce unnecessary formula supplementation in breastfeeding babies as it relates to artificially inflated birth weight due to maternal IV fluids given prior to delivery.

Consent agenda – *Ms. Borthwick made a MOTION to approve the consent agenda. Ms. Knapp seconded. Ms. Thomas and Mr. Storer voted no, as there were items that had not been previously reviewed prior to the Board meeting.* Ms. Crane pointed out that at the Assembly, any member of the Board or the public can pull items off the consent agenda without a vote. Mr. Monkman concurred. The Board of Directors minutes from August 25, 2015 & the CEO report were approved.

Juneau Emergency Medical Associates (JEMA) – Ms. Sebens reported the contracts went to JEMA's attorneys today. JEMA would like the contract to be effective March 1, 2016. The next step in the process will be for the contracts to go to the Finance Committee in October. Ms. Thomas asked for a comparison from what was previously reviewed by the Board and what they are reviewing now.

CBJ email – The City is requiring all of their appointed boards to have a CBJ email account. They are requiring the BRH board to read the email policy and sign the agreement that they read it.

Ms. Thomas made a MOTION to have the CBJ and BRH Information Systems staff meet with the Executive Committee along with the CBJ attorney and the hospital attorney to be present to make sure we are entering into this new process legally. Mr. Storer seconded. Ms. Thomas withdrew her motion and asked Administration to get the necessary information to bring back to the Board (security and retention). Mr. Storer agreed to her withdrawing the motion.

NEW BUSINESS:

The Board's strategic planning retreat location was discussed. Ms. Davis asked the Board to give their suggestions to Ms. Petrie. Ms. Petrie will follow-up on locations and get those options to the Board.

COMMITTEE REPORTS:

Executive Committee – Ms. Davis reported the Committee discussed a CERNER update. The Committee voted to have Mr. Storer as the Board's primary representative for the mediation with CERNER, and Ms. Bomengen as the backup. Ms. Davis asked for input on how to make the Board meetings more meaningful and not adjourn so late.

Finance Committee - Ms. Thomas reported there were three items presented for approval and made a MOTION to approve;

1. Sonosite Ultrasound System – ***This has been budgeted in the capital project list and is \$88,553 dollars. Mr. Johnson seconded. Ms. Morton made a friendly amendment not to exceed \$88,600. Amendment accepted. The motion was approved by roll call vote.***
2. Resonant Physician Contract - ***This is not a budgeted item. This is a clinical agreement with an implementation charge of \$5,000, then a per encounter charge of \$195.00 per case and \$400-\$750 charge if they have to represent Bartlett in a hearing with an external reviewer. Mr. Johnson seconded. Management estimates the first year cost could be approximately \$100,000. The motion was approved by a roll call vote.***
3. Delegation of Spending Authority policy – ***This policy has been brought to the Finance Committee previously, with suggested revisions and is now ready for board approval. Mr. Johnson seconded and it was approved by unanimous consent.***

There was a document titled Board of Directors Policy concerning Project Approvals (Capital Projects and Administrative Agreements) reviewed. ***Ms. Thomas made a MOTION to approve this policy and Mr. Johnson seconded. The motion passed by unanimous consent.***

Ms. Thomas asked Administration to make a decision tree on items whether they are budgeted or unbudgeted to bring back to the Board.

Ms. Thomas went over the August 2015 financials that were included in the packet.

The Finance Committee approved Administration to go out for RFP for our collections. Currently we have two agencies. One that is for international patients and the other for US patients. This RFP would update our current policy and we would only be requiring one agency to represent Bartlett.

Ms. Borthwick moved for acceptance of the finance report. Ms. Knapp seconded and it was approved by unanimous consent.

Board Quality Committee – Mr. Johnson said the Committee will start meeting quarterly.

BRH Foundation – The Seafood Gala is Saturday, October 3, 2015.

Physician Recruitment – Mr. Johnson reported the Committee met on September 3, 2015 and discussed recruitment in a few areas. They looked at bringing in mid-levels to help in psychiatry. Mr. Bill said there will be a meeting scheduled with the pediatricians to discuss the recruiting effort. There was a motion made at the Recruitment Committee for hospitalist recruitment. Mr. Bill said we are looking at options for locum hospitalists that can do the full range from pediatrics to adults and we are looking for a search firm to look for those resources, until we can develop a permanent hospitalist program. The Recruitment Committee also made a motion to recruit another general surgeon. We have two interested candidates.

Mr. Johnson made a MOTION to approve the recruitment of a general surgeon that will reside in Juneau. Mr. Storer seconded and it was approved by unanimous consent.

Mr. Johnson made a MOTION to recruit for Ophthalmology. Mr. Bill said we will be working with Dr. Breffeilh (our current Ophthalmologist) during this process. ***Ms. Morton seconded and it was approved by unanimous consent.***

Mr. Bill said the Committee discussed a physician workforce development plan for the community and to arrange for consultants to do that. Mr. Bill will come back with proposals. Mr. Johnson said Mr. Bill would like to work with SEARHC on a hospitalist feasibility study. Mr. Bill would like to combine this with the overall needs assessment workforce plan with the Medical Staff. SEARHC has indicated they would be willing to help fund this study.

AD HOC COMMITTEE REPORTS:

Child Adolescent Mental Health Unit (CAMHU) – Mr. Johnson reported the stakeholder workforce group met as well as the Board's CAMHU ad hoc Committee. There was a Southeast Alaska Behavioral Providers Consortium meeting that Mr. Bill and Mr. Johnson attended. There is a lot of discussion from the different groups in those areas on the needs/gaps and where to go in the future. Mr. Johnson reported we are moving forward with a RFP for a feasibility study on the CAMHU or other use of the funds. ***Mr. Johnson made a MOTION to do a feasibility study with the potential in partnering with Juneau Youth Services and SEARCH or other appropriate***

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agency. Ms. Knapp seconded. Mr. Crane asked for a timeline. Mr. Bill said it could be approximately a month away from bringing a proposal back for approval, and then the study will need to be conducted. Mr. Bill felt six months was a good timeline. ***Ms. Thomas made a friendly amendment to a time certain the RFP is released to the public before the end of November.*** Ms. Thomas would like to have the deliverables that will be included in the study. ***Mr. Johnson accepted the friendly amendment to authorize a feasibility study no later than November. Motion passed by unanimous consent.***

Ms. Borthwick made a MOTION to extend the meeting until 9:30 p.m. Ms. Morton seconded and it was approved.

Break at 8:05 p.m.

Back in session at 8:12 p.m.

Governance ad hoc Committee – Mr. Storer reported the Committee has met a few times and the main topic was Title 40. They also had discussion governance best practice. At this meeting, Mr. Storer recommended changing the Bylaw Committee to a Governance Committee. There were several wording changes that were suggested to Title 40 that were reviewed and discussed.

MANAGEMENT REPORTS:

CEO report – Mr. Bill reported he attended the Alaska State Hospital Nursing Home Association (ASHNHA) Conference last week. He announced we were recognized for Quality of Care at the Conference. He said there were a number of different panels that he spoke with regarding their vision on healthcare and moving forward in the future.

MEDICAL STAFF REPORT:

Dr. Heine reported training has started for the Medical Staff on Meditech 6.1. There are two changes to the Medical Staff Rules and Regulations:

1. Provisions of care – Orders for treatment, care of services – ***Ms. Thomas made a MOTION to approve the Provisions of Care, orders for treatment care of services. Mr. Storer seconded and it was approved by unanimous consent.***
2. Provisions of care – Admissions and discharges – ***Mr. Storer made a MOTION to approve the Provisions of Care, Admissions and Discharges – Ms. Knapp seconded and it was approved by unanimous consent.***

PRESIDENT’S REPORT:

Ms. Davis reported in October the Board needs to appoint a Bylaw Committee. Three vacancies will be coming up on the Board. Ms. Thomas, Dr. Malter and Ms. Bomengen. Ms. Bomengen has termed out and will not be allowed to re-apply. Ms. Davis has been meeting with Mr. Bill regarding pediatric coverage. She has continued to serve on the Credentials Committee and they are seeking consultation on privileges from Horty Springer.

Ms. Borthwick made a MOTION to go into executive session at 8:56 p.m., to discuss matters which are confidential by law (CERNER), Medical Staff). Mr. Johnson seconded and it was approved by unanimous consent.

Out of executive session at 9:29 p.m., to extend the meeting. Ms. Knapp made a MOTION to extend the meeting until 10:00 p.m. Mr. Johnson seconded and it was approved.

Out of executive session at 9:35 p.m.

Mr. Johnson made a MOTION to accept the credentialing report. Mr. Storer seconded and it was approved with unanimous consent.

Mr. Storer made a MOTION to approve Bethany Rogers as the Compliance Officer. Ms. Knapp seconded and it was approved with unanimous consent.

The October calendar was reviewed.

The November and December calendars were discussed.

BOARD COMMENTS:

Ms. Borthwick said the Board manual can't be updated until the Governance Committee work has been completed.

Ms. Crane urged the Board to attend the Alaska Fiscal Future Centennial Hall on Wednesday.

Ms. Morton announced October is Domestic Violence Awareness Month. The AWARE Shelter will be hosting a number of events.

Adjourned at 9:47 p.m.