

# **Bartlett Regional Hospital**

**Bartlett Regional Hospital  
Board of Directors  
Minutes  
November 28, 2017**

**CALLED TO ORDER AT 5:15 p.m., by Brenda Knapp**

## **ATTENDANCE**

Brenda Knapp, President	Marshal Kendziorek, Vice-President
Mark Johnson, Secretary (by phone)	Nancy Davis, Past-President
Linda Thomas	Bob Storer
Dr. Bob Urata	Dr. Cate Buley
Lance Stevens	

## **OTHERS PRESENT**

Chuck Bill, CEO	Billy Gardner, CCO
Dallas Hargrave, HR	Bradley Grigg, CBHO
Joe Wanner, CFO	Jane E. Mores, CLO
Katie Bausler, Community Relations	Denise Plano, Quality
Toni Petrie, Executive Assistant	Dr. Malter, Chief of Staff
Theresa Shanley, Vice-Chief of Staff	Maria Gladziszewski, CBJ Liaison
Deborah Koelsch	

Agenda item changes

- Move up FY Audit presentation, by Max Mertz, Elgee, Rehfeld and Mertz
- Move up the Quality benchmarks presentation by Denise Plano, Quality Director

## **PUBLIC PARTICIPATION**

Katie Bausler, Community Relations Director handed out a flyer for a program Bartlett will be sponsoring regarding diabetes. The informational meeting is on Monday December 18<sup>th</sup> @ 5:30 p.m.

Denise Plano, introduced Deborah Koelsch, who has been shadowing Ms. Plano this past Fall semester. She is a MSN student at Loyola University studying hospital administration.

FY17 Audit presentation – Mr. Kendziorek made a *motion to go into executive session at 5:25 p.m., to discuss the management letter submitted by Elgee, Rehfeld, Mertz and the FY17 Audited Financials. Dr. Urata seconded and it was approved.*

The Board came out of executive session at 5:50 p.m. No action was taken.

Mr. Mertz gave an overview of the FY17 Audited Financials that was recently completed by Elgee, Rehfeld and Mertz, for the year ending June 30, 2017 the Board. There was a detailed higher level report given to the Finance Committee last evening, and most of the Board members were in attendance.

Quality Committee report - Dr. Buley reported that Ms. Plano provided training called Patient and Family Engagement as part of the Partnership for Patients program. One area in the program that Bartlett is lacking is around the patient and family engagement matrix. This program involves a family member to be more involved with the patient with one-on-one involvement. This training should help reduce return visits to the emergency department. Ms. Plano also went over a document that the Quality Committee has been working diligently this year called Board Quality Score Card. The report includes items such as; Patient satisfaction overall (in-patient), Patient satisfaction transition of care (in-patient), Patient satisfaction overall (Behavioral Health in-patient), Patient satisfaction overall (outpatient services), Patient satisfaction overall (ambulatory surgery) etc.

#### **CONSENT AGENDA**

- October board minutes
- October management reports

*Mr. Kendziorek made a MOTION to approve the consent agenda as presented. Mr. Stevens seconded and it was approved.*

#### **OLD BUSINESS**

Crisis stabilization beds update – Mr. Grigg reported we are striving to move forward and look for solutions. This will be one of the areas highlighted for the Moss Adams study to focus on.

Intake and evaluation project update – Mr. Grigg reported we are working with CBJ to design an RFP for the Rainforest Recovery Center improvement project. There will be a walk-through scheduled of the facility.

#### **MEDICAL STAFF REPORT**

Dr. Malter gave the medical staff report from the meeting held earlier in November. There were no issues that stood out to be reported on.

*Executive – Mr. Kendziorek made a MOTION to go into executive session at 6:45 p.m., to discuss the credentialing report, patient safety and harm threshold reports . Dr. Buley seconded and it was approved.*

The Board came out of executive session at 6:50 p.m. *Mr. Kendziorek made a MOTION to approve the credentialing report as presented. Dr. Urata seconded and it was approved.*

## **CEO report**

Medical Staff recruitment – Mr. Bill reported we have a Pediatrician that is interested in moving to Juneau. We also have a General Surgeon interested in coming next summer. Mr. Bill will be in Anchorage at the ASHNHA Legislative meeting. Reminder tree lighting and Santa party December 14<sup>th</sup> at 5:00 p.m. On February 10<sup>th</sup> there will be a half day strategic planning work-session.

## **COMMITTEE REPORTS**

**Executive Committee** – Ms. Knapp reported the Executive Committee met and approved the contract with Moss Adams on the operational assessment. It is informational for the Board and does not require full board action.

**Finance Committee** – Ms. Thomas reported the committee spent most of the time discussion the audit.

Ms. Thomas moved the October Financials forward for acceptance. Mr. Storer seconded and they were accepted.

**Governance Committee** – Mr. Storer reported the Governance Committee met and did an evaluation of the committee. They had a member from the Governance Institute facilitate the call. They had a discussion to work with the Human Resources Committee of the City regarding board applicants. They discussed board education options through the Governance Committee.

**Hospital Compliance Committee** – Mr. Kendziorek reported on the meeting. The 340b audit is being completed. They discussed the data security audit which is undergoing legal review. They spent some time on the committee's work plans. There was discussion on HIPAA disclosures.

**Nominating Committee report** – Mr. Storer reported he worked with Ms. Davis on developing a Nominating Committee process. They divided up the Board members to make individual contacts seeking input on officer recommendations for 2018. They spoke with Ms. Knapp to see if she would be willing to serve another year as President. She graciously accepted (if she gets reappointment by the Assembly). Based on input from Board members, the Nominating Committee is recommending a slate of Officers. They are as follows; Brenda Knapp, President, Dr. Urata as Vice-President and Mr. Stevens as Secretary. They also asked for board members committee assignments and that will be passed on to the new president in January. When officers are voted on, additional nominations will be accepted from the floor.

## **BOARD CALENDAR**

The December board calendar was reviewed.

**Adjourned 7:30 p.m.**