

Bartlett Regional Hospital

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Finance Committee Meeting Minutes BRH Boardroom – February 14, 2019

Called to order at 7:01 a.m. by Finance Committee Chair, Dr. Bob Urata.

Finance Committee & Board Members: Dr. Bob Urata (Chair), Kenny Solomon-Gross, Mark Johnson (phone), Brenda Knapp, Deb Johnston

Staff: Charles “Chuck” Bill, CEO, Kevin Benson, CFO, Karen Taug, Controller, Scott Chille, IS Director, Rose Lawhorne, Asst CCO, Bradley Grigg, CBHO, Dallas Hargrave, HR Director, Megan Taylor, Executive Assistant, Jim Slocum, Fiscal Analyst, and Rachael Stark, HIM Director

Ms. Knapp made a MOTION to approve the minutes from the January 9, 2018 Finance Committee Meeting. Dr. Urata noted no objections and they were approved. (Noted error, as Ms. Knapp is not on the Finance Committee.)

Note: Page 4 of the current packet in Egnyte (monthly narrative summary) was given as a physical copy at the meeting, and added to the packet digitally after the meeting. The packet currently in Egnyte is up to date. Dr. Urata also requested a clarification change to a line in the Budget Summary Packet, which is also now up to date in Egnyte.

December 2018 Finance Review – Kevin Benson, CFO

Decreased patient days and surgeries in the month of December resulted in the month’s revenue coming in under budget. Ms. Knapp inquired how December 2018 compared to December 2017 & 2016.

Ms. Johnston made a MOTION to approve the December financial statements. Upon hearing no objections, they were approved.

Robotic Surgery

Mr. Benson stated that the ECRI phone interviews with staff and physicians were nearly complete, and they had agreed to provide the report within 90 days.

Access Forms

Mr. Benson began by summarizing that Passport Electronic Forms is a program that interfaces with Meditech. Ms. Stark noted that this project has been three years in the making and that it can be useful for many departments (HIM, Case Management, MHU, HR, Med/Surg, PAS, etc). Mr. Chille commented that from an I.S. standpoint it is fairly straight forward to implement, and that the proposal came in \$19,000 under the budgeted amount.

Ms. Johnston made a MOTION to move Access Forms to the board for approval. Mr. Johnson seconded, and no objections were heard, so the motion passed.

Budget Review

The numbers from last year's budget were largely applicable to FY2020 as well. Some minor changes within the departments resulted in relatively even totals. Legislative state budget cuts that were very recently announced were not included in these projections. This BRH 2020 budget will be presented to the Assembly on March 16th, but can be modified later depending on how the state budget gets finalized. Dr. Urata inquired about the possibility of eliminating FTE's that aren't filled by permanent, contract or locums, and Mr. Benson replied that it had been reviewed in each of the budget meetings and addressed. Ms. Knapp asked for clarification on what revenue comes from the state to potentially prepare for any budget cut effects, and that this be presented at the BOD meeting on February 26, 2019.

Capital budget totaled \$8.16 million. The largest portion of this was a proposed \$2.4 million infrastructure upgrade in the Information Services department. Mr. Chille presented the background of our current system structure and outlined that almost all equipment has come due for upgrades at once. He then described an upgraded technological solution that would provide the flexibility and storage solutions we need while occupying a smaller footprint. Redundancy and maintenance had been factored into this proposal as well. He will be prepared to present additional detail to the BOD on February 26th. Dr. Urata recommends seeking financial assistance from the BRH Foundation, as they have a history of providing grants, especially when it comes to upgrades affecting CCU.

Ms. Johnston requested more detail regarding the Asbestos Removal listed in the budget – When and where might this occur? Mr. Benson stated that Marc Walker has expressed the need to remove it. Dr. Urata noted it was likely located in the old part of Med/Surg on the second floor, which is essentially an overflow area in the winter, and would be easy to quarantine off while work was underway. Mr. Bill also noted there may be some asbestos in the flooring around Receiving in the basement.

Ms. Johnston made a MOTION to move the Capital Budget to the Board for approval. Mr. Johnson seconded this, and it was approved.

Next Meeting: March 13, 2019 at 7:00 a.m. in BRH Boardroom (this was not addressed in the meeting, but the next scheduled meeting is listed here)

Adjourned – 8:12 a.m.