

# Bartlett Regional Hospital

AGENDA  
PLANNING COMMITTEE MEETING  
Friday, July 19, 2019 - 7:00 a.m.  
Bartlett Regional Hospital – BRH Boardroom

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**Mission Statement**

Bartlett Regional Hospital provides its community with quality, patient-centered care in a sustainable manner.

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**CALL TO ORDER**

**APPROVAL OF THE MINUTES** – [June 3, 2019](#)

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Public Comment

**Old Business**

- A. [Campus Plan update](#)
- B. Campus walk to include tour of BOPS
- C. Crisis Stabilization Plan Status
- D. Ophthalmology Updates
- E. RRC Project Status
- F. Satellite Pharmacy Project Status

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**New Business**

- Community Needs Assessment

**Future Agenda Items**

Next meeting

Comments

**Adjourn**

# Bartlett Regional Hospital

**MINUTES**  
**PLANNING COMMITTEE MEETING**  
**Monday, June 3, 2019 – 7:00 a.m.**  
**Bartlett Regional Hospital - Boardroom**

**COMMITTEE AND BOARD MEMBERS PRESENT:**

Marshal Kendziorek                      Kenny Solomon-Gross                      Brenda Knapp  
Bob Urata, MD

**ALSO PRESENT:**

Chuck Bill, CEO                      Bradley Grigg, CBHO                      Billy Gardner, COO  
Rose Lawhorne, CNO                      Kevin Benson, CFO                      Megan Costello, CLO  
Anita Moffitt, Executive Assistant

**CALL TO ORDER** - Planning Committee meeting was called to order at 7:01 a.m. by Marshal Kendziorek, Committee Chair.

**APPROVAL OF THE MINUTES** – *Mr. Solomon-Gross made a motion to approve the April 22, 2019 minutes. Ms. Knapp seconded. There being no objection, they were approved.*

**PUBLIC COMMENT** - None

**OLD BUSINESS**

- A. Sleep Off Status** – Mr. Bill reported the game plan has been finalized and Mila Cosgrove is now driving the train on this. We have an Assembly approved agreement in place for CCFR to take this over sleep off beginning July 1<sup>st</sup>. They will remodel the old St. Vincent Thrift Shop to accommodate this. Layoff notices have been given to the Sleep Off employees on Friday. The RRC remodel should begin mid-July.
- B. Campus Plan RFP**– Mr. Bill reported that Jensen Yorba Lott (JYL) was the winning bidder for the Campus Plan RFP and provided a plan overview. The design should be completed in mid to early September. A presentation of the final design plan will be given to the Board in September. Mr. Bill will work with JYL on the details for the contract negotiation. Discussed at his meeting last week with JYL were changes to near and far future; the concept of identifying potential building sites, accommodations for new service lines and parking challenges. Mr. Kendziorek stated that the Board’s role is to help with the big picture and would like to have JYL provide an overview of what their vision is prior to completion of the final design plan.

Mr. Solomon-Gross noted that many of the Board members are unfamiliar with some of the areas of the hospital and proposed campus tours to reinforce Board engagement and

give a clear picture of what is being discussed. Tours of different areas of the hospital will be scheduled to take place prior to each monthly Board meeting.

**C. Mental Health Trust Grant and Crisis Stabilization Plan**– Mr. Grigg reported that BRH has submitted its grant proposal to the Mental Health Trust. Premera has accepted the proposal submitted to the Trust and requests that a separate proposal not be submitted to them. He anticipates having a response from both entities between June 15<sup>th</sup> and June 30<sup>th</sup>. A request for the allocation of funds for the RFP for the Crisis Stabilization Center design will be presented to the Assembly this evening and again on the 24<sup>th</sup>. The RFP will be ready to post on or before July 1<sup>st</sup>.

**D. Ophthalmology Updates**– Mr. Bill reported that we do have a signed contract with Dr. Kopstein. He will be able to begin seeing patients as soon as his AK license is issued and his credentialing process is complete. We anticipate that he will be able to see his first macular degeneration patients in June. There will be an education session with the optometrists that will be co-managing his surgical patients at the time of his first scheduled clinic. Dr. Kopstein will not be a major resource for the ER patients so there are still opportunities for consultant and telemedicine usage.

Ms. Knapp inquired why the timeline for SEARHC analysis was not included in this agenda as identified as a future agenda item in the minutes from April 22<sup>nd</sup>. Mr. Bill had stated that it was not a standalone item so had requested it not be included. A brief discussion was held about collaborating with other facilities.

#### **FUTURE AGENDA ITEMS**

- **Campus Plan RFP**
- **Campus walk to include tour of BOPS and RRC**
- **Crisis Stabilization Plan**
- **Ophthalmology updates**

**Next meeting** – Friday, July 19, 2019

**Comments** – Mr. Bill reported that we have received notice that the State is going to suspend Medicaid payments for the last three weeks of June. He also reported that this is Ms. Lawhorne's first official meeting as CNO and Mr. Gardner's as COO. He noted that it has been determined that a Chief Medical Officer is not justified for a facility of our size. A discussion was then held about the Chief of Staff position.

**Adjournment** – Meeting adjourned at 7:41 am

Date: July 12, 2019  
To: Chuck Bill  
From: Corey Wall  
Re: Bartlett Regional Hospital Facilities Master Plan  
**2011 Documents**

Please find enclosed a USB drive with the various documents to start our Facilities Master Plan Update process. As per our June 28 schedule, we are hoping to have our kick-off meeting with BRH Senior Leadership on August 2, with individual department meetings following the next week. To facilitate these meetings, we are hoping you can distribute the following information:

#### Folder 1 – Senior Leadership

- Document: 2011 Master Plan
- Distribute: Please send a copy of the 2011 Master Plan to each member of the Senior Leadership who will attend the Kick-Off Meeting.
- “Homework”: Ahead of the Kick-Off Meeting, it would be helpful if everyone was familiar with the 2011 Master Plan and findings. In particular, we would like to discuss:
  - Mission Statement, Vision Statement, Strategic Measures, Values and Guiding Principals found on page 9.
  - Program found on pages 12 & 13. Although we will discuss the Space Program in more detail in later meetings, it would be helpful for everyone to review the 2011 Program as a basis for a general discussion of potential growth patterns for BRH.
  - Key Decisions found on pages 20 & 21, and the Master Plan Projects on page 22.

#### Folder 2 – Individual Departments

- Documents:
  - PDF documents of 2011 Questionnaires for each department
  - Word document of blank 2016 Questionnaire
- Distribute: Please send a copy of the relevant 2011 Questionnaire and a copy of the blank 2016 Questionnaire to each department. If there are new departments, or departments which did not respond to the 2011 questionnaire, please provide them with the blank 2016 Questionnaire.
- “Homework”: Ahead of the individual department meetings, it would be helpful if every department reviewed their 2011 responses and updated any responses as required.



Date: June 28, 2019  
To: Chuck Bill  
From: Corey Wall  
Re: Bartlett Regional Hospital Facilities Master Plan – Project Schedule (Proposed)

The following preliminary schedule scope provides expanded detail for each task in the attached Fee Proposal.

**Task 1: Review 2011 Plan, Confirm New Planning Process**

- June 21 (Friday) Leadership Meeting
- June 28 (Friday) *Deliverables: Refined Scope of Services and Project Schedule*

**Task 2: Senior Leadership Visioning Workshop, Individual Department Interviews**

- August 2 (Friday) Kick-Off Session / Visioning Workshop with Senior Leadership and Campus tour
- August 5 (Mon. am) Department Meeting 1: Human Resources, Infection Control/Employee Health/Staff Development, Community Relations, Quality Review, and Risk Management
- August 5 (Mon. am) Department Meeting 2: Laboratory, Respiratory Therapy, and Cardiac Rehab
- August 5 (Mon. pm) Department Meeting 3: Critical Care, Obstetrics, Case Management, and House Supervisors
- August 7 (Wed. am) Department Meeting 4: Diagnostic Imaging and Emergency Department
- August 7 (Wed. am) Department Meeting 5: Mental Health, Rainforest Recovery, and Bartlett Outpatient Services
- August 7 (Wed. pm) Department Meeting 6: Environmental Services, Dietary, Materials Management, Information Technology, and Facilities
- August 9 (Fri. am) Department Meeting 7: Medical Surgical Nursing, Infusion Therapy, and PT/OT/Speech
- August 9 (Fri. am) Department Meeting 8: Surgical Services, Pharmacy, and Patient Access Services
- August 9 (Fri. pm) Department Meeting 9: Bartlett Specialty Clinic, Southeast Physicians Services, Health Information Management, and Accounting
- August 13 (Tuesday) Department Meeting 10: Department Heads Recap Meeting
- August 16 (Friday) *Deliverables: Refined Missions and Vision Statement, Refined Departmental Vision and Goals Summary*

### **Task 3: Review Regional Information & Impacts**

- August 20 (Tuesday) Leadership Meeting: Review Task 2 deliverables, discuss regional information
- August 23 (Friday) *Deliverables: Strategic Growth Summary*

### **Task 4: Review Functional & Operational Information**

- August 27 (Tuesday) Leadership Meeting: Review Task 3 deliverables, discuss functional and operational information
- August 30 (Friday) *Deliverables: Updated Campus Space Program*

### **Task 5: Update Facility and Site Assessment**

- Sept. 3 (Tuesday) Site Visit and Walk-Through
- Sept. 6 (Friday) *Deliverables: Updated Building Condition Survey, Utility, Parking and Circulation Site Diagrams*

### **Task 6: Structural Analysis for Vertical Expansion**

- Sept. 6 (Friday) *Deliverables: Building diagram showing the relative possibility of vertical expansion. Conceptual framing diagrams for proposed expansions.*

### **Task 7: Close Visioning Summit**

- Sept. 10 (Tuesday) Close Visioning Summit
- Sept. 13 (Friday) *Deliverables: Focused Project List*
- Sept. 24 (Tuesday) Presentation to BRH Board

### **Task 8: Draft Implementation Plan**

- Nov. 5 (Tuesday) *Deliverables: Detailed Concept Options, Draft Facilities Master Plan.*
- Nov. 12 (Tuesday) Presentation Workshop with Leadership

### **Task 9: Finalize Report, Implementation Plan**

- Nov. 26 (Tuesday) *Deliverables: Final Facilities Master Plan with actionable Implementation Plan.*
- Dec. 10 (Tuesday) Final Presentation with Leadership and Board Committee