

Bartlett Regional Hospital

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Minutes
Planning Committee
October 9, 2019 – 12:00 p.m.
Bartlett Regional Hospital Boardroom

Called to order at 12:00 p.m., by Planning Committee Chair, Marshal Kendziorek

Planning Committee and Board Members: Marshal Kendziorek, Kenny Solomon-Gross, Rosemary Hagevig, Deb Johnston, Mark Johnson

Staff: Chuck Bill, CEO, Kevin Benson, CFO, Billy Gardner, COO, Bradley Grigg, CBHO, Rose Lawhorne, CNO, Megan Costello, CBJ Law, and Anita Moffitt, Executive Assistant,

Also in attendance: Michelle Hale, CBJ Assembly Liaison

Mr. Solomon-Gross made a MOTION to approve the minutes from August 22, 2019. Mr. Kendziorek seconded. Minutes approved.

Mr. Kendziorek added “Projects Update” to the agenda as item E under old business.

PUBLIC PARTICIPATION – None

OLD BUSINESS:

Campus Plan Update – Mr. Bill reported that JYW is continuing to work behind the scenes and is still on schedule for the completion date.

Crisis Stabilization update – Mr. Grigg reported that Northwind Architects (NWA), has been awarded the design and project management contract. They have met with multiple departments to discuss the impacts this new program will have throughout the hospital. Three sketches of concept designs have been drawn up. All three concepts will allow the unit to flex based on needs. The next step of the project is to solidify time lines for the project. Designs should be available for the Planning Committee to review after Christmas. A discussion was held about design and parking options and grant funding.

Community Health Needs Assessment – David Sandberg was here October 4th and 5th to meet with community leaders to present a rough draft of the questions to be asked on the Community Healthcare Needs Assessment (CHNA) survey. Attendees were asked for their input as well as their support in distributing the survey to their constituents when it’s ready to

go out. A discussion was held about all service areas our regional hospital covers and board member input for the survey. Also discussed, how RFPs are to be handled in the future and how much involvement the board should have. As representatives of the Assembly, it is important that board members have a clear understanding of the scope and methodology of the RFP for the CHNA in order to answer questions from community members. Mr. Bill noted that the results of this CHNA are to be used as part of the SWOT analysis to be included in the Affiliation RFP. Further discussion was held about the types of RFPs and how much board involvement there should be when written. Mr. Bill stated that a draft of the survey should be available next week for Senior Leadership to review for accuracy and appropriateness. After their review is conducted and any changes made, a copy will be circulated through the Planning Committee for review.

Ms. Costello clarified that per CBJ Purchasing code, protest of an award of a bid for an RFP issued by BRH goes before a bid review board, which is appointed by the Assembly. After that, it goes to the City Manager and BRH CEO for final decision. It does not go to the BRH Board.

Relationship between Community Health Needs Assessment and the Affiliation Analysis
– Discussed above.

PROJECTS UPDATES:

Pharmacy Clean Room – Mr. Gardner reported that the Pharmacy Clean Room project is going well. Substantial completion date should be November 6th with the final completion on November 18th. Phase two, the Gift Shop/Coffee bar should be substantially completed by December 16th with the final completion by December 23rd. Project is on budget.

Mr. Gardner also reported that BRH has met with City Engineering regarding the road construction project in front of the hospital. This project is to be expanded to allow CBJ to address water and sewer line issues. Engineers will draw up concept designs and an RFP will be sent out. The work will be scheduled to take place next summer.

IT Projects – Mr. Benson reported that the hardware upgrades to the core and the main processor will be completed this calendar year. It will put our IT function on a stable platform. The core is to be replaced on October 18th. The processor will be installed in late November or early December. Both of these projects will require downtime. We are also working on software upgrades to the next version of Meditech (Meditech Expanse). Eventually, we will get to the point where the patient will truly have one electronic health record regardless of where they go in our organization. The Emergency Department physicians have seen a demo of Meditech Expanse, the nursing staff has not but will soon. The physicians were pleased with what they saw and supportive of Dr. Nate Peimann doing a site visit to a facility that has migrated to Meditech Expanse from T-System, currently used in our ED.

NEW BUSINESS:

Public RFP Process – Ms. Costello provided an overview of a memorandum providing legal guidance on the Affiliation RFP and Juniper Group’s involvement. Based on specific facts and that the RFP drafts were available publicly, CBJ law does not believe that Juniper Groups needs to be precluded from responding to the RFP. A discussion was held about the contract and costs of the Focus and Execute software program used for strategic planning. Information gathered from the Affiliation RFP will be entered into this software program.

FUTURE AGENDA ITEMS:

- Projects Updates
- Community Healthcare Needs Assessment Questionnaire
- Campus Plan Updates
- Crisis Stabilization Plan Status

Ms. Hale suggested the CIP list be discussed at a future meeting since BRH is out of sync with CBJ’s plan. The syncing of the CIP list with the CBJ process will be discussed at a future Finance Committee meeting.

Next meeting: 7:00 a.m. - November 8, 2019

Adjourned at 12:52 p.m.