

# Bartlett Regional Hospital

## Minutes

### BOARD OF DIRECTORS MEETING

March 24, 2020 – 5:30 p.m.

Robert F. Valliant Boardroom / Zoom videoconference / Telephone

**CALL TO ORDER** – The Board of Director’s meeting was called to order at 5:33 p.m. by Kenny Solomon-Gross

**PHYSICALLY PRESENT - Kenny-Solomon Gross, Board Secretary,** Chuck Bill, CEO, Rose Lawhorne, CNO, Joy Neyhart, MD, COS and Anita Moffitt, Executive Assistant

#### **BOARD MEMBERS PRESENT VIA ZOOM VIDEOCONFERENCE**

Lance Stevens, President	Rosemary Hagevig, Vice President	Brenda Knapp
Mark Johnson	Marshal Kendziorek	Deb Johnston
Iola Young	Lindy Jones, MD	

#### **ALSO PRESENT VIA ZOOM VIDEOCONFERENCE -**

Kevin Benson, CFO	Billy Gardner, COO	Bradley Grigg, CBHO
Dallas Hargrave, HR Director	Megan Costello, CLO	Michelle Hale, CBJ Liaison

**APPROVAL OF THE AGENDA – *MOTION by Mr. Stevens to approve the agenda as presented. Ms. Hagevig seconded. Agenda approved.***

**PUBLIC PARTICIPATION** – None

**CONSENT AGENDA – *MOTION by Mr. Kendziorek to approve the consent agenda. Ms. Hagevig seconded. Consent agenda approved.***

**Policy Decision on Family First COVID-19 Response Act** – We will not ask for action on this tonight as we anticipate formal direction on this from the Department of Justice. Ms. Costello provided an overview of this Act: Two separate sections of the law, one section pertains to pay for Family Medical Leave, specifically for situations where a parent may be required to stay home due to day care unavailability and school closures due to COVID-19. This would require employers to provide 10 weeks of paid leave and 2 weeks of unpaid leave before this applies; two exceptions to this law apply to healthcare providers and first responders. Healthcare providers are described as medical doctors or nurse practitioners. We hope to get a definition of what is considered first responder tomorrow. Mr. Hargrave clarified that the act includes healthcare providers and first responders but gives the employer the option to exclude them. We will wait to see what kind of guidance is provided and make a decision as to how to apply it. The next consideration is when we should implement it and if it should be retroactive. It must be implemented by April 2, 2020 at the latest. There are funding provisions for private employers to be able to provide this extra leave but there are none in place for government entities. All costs associated with providing this extra leave will be paid for by BRH. Ms. Hale confirmed that this act would apply to CBJ employees as well. A discussion was held about who should be covered and the effect it could have on our ability to staff. Options to proactively decrease the amount of emergency Family Medical Leave were discussed including setting up a day care and/or providing financial assistance for in home care.

***Motion by Mr. Stevens that we cover Bartlett employees in compliance with the regulations that are coming out of the Department of Labor. Ms. Hagevig seconded. There being no objection, MOTION approved.*** Guidance is yet to come.

***Motion by Mr. Stevens to charge Mr. Hargrave with making a recommendation of either standing up a daycare for Bartlett Hospital employees and others in the community as appropriate, to facilitate and/or a recommendation for providing payroll assistance to pay for in home care. Ms. Hagevig seconded for purposes of discussion.*** In home care would allow employees to hire someone to come to their home to provide care while they are at work. This provision would allow BRH to stay ahead of any mandate that may shut down daycares. Concerns expressed about liability to the hospital for running a daycare, meeting social distancing requirements in a day care setting and the restriction of gatherings of more than 10 people in a room. Mr. Hargrave will write up a plan for child care relative to this emergent situation. ***There being no objection, MOTION approved.*** It was clarified that Mr. Hargrave's plan for daycare, after recommendation by the Incident Command following Mr. Hargrave's guidelines, can be implemented without further approval from the Board of Directors.

**Medical Staff Report** – Dr. Neyhart reported that she had attended and testified at yesterday's Assembly meeting with respect to capacity and concern for out of town individuals coming through Juneau to work. She also reported that she and Dr. Benjamin have been participating in calls with ASHNHA and the takeaway from yesterday's call is the need to plan for alternative care sites and stand them up now. (Juneau's Unified Incident Command is handling this as well as setting up temporary housing for healthcare workers in quarantine.) There is consideration of a COVID hospital in Anchorage but this has not been announced yet. National Guard would help move patients to this facility. She also reported that a physician workgroup is meeting on Thursday to discuss management of COVID in our community. BRH was hoping to get EICU help during the daytime but the hospitals do not have the capacity to support that. Currently, Anchorage and Seattle hospitals will not accept patient transfers from Juneau unless they meet certain criteria. Concern was expressed about having no intensivists in Juneau and the ability to care for critically ill COVID patients. Mr. Bill reported that this is a work in progress and we will be as ready as we can possibly be. Dr. Jones reported that care for our COVID confirmed patient has gone very smoothly and commended Mr. Bill, Ms. Lawhorne and staff for being so prepared. Ms. Hale expressed the importance of the testimony provided by the physicians and Mr. Bill and requests communications continue with the Assembly so they can help us meet our needs.

A discussion was held about travel mandates and whether the Governor's mandates supersedes municipality mandates. Mr. Johnson encouraged the Board to give Mr. Bill the flexibility he needs to respond to the needs of the hospital and the medical staff. A discussion about how we can best provide public education stressing that all age groups, young people in particular, need to take COVID-19 seriously and do their part to flatten the curve. Brief comment regarding ancillary deaths, not related to COVID-19 was made.

#### **COMMITTEE REPORTS:**

Committee of the Whole – Mr. Kendziorek reported that 6 of our 9 board members attended the COW meeting held on March 13<sup>th</sup>. The planned purpose of the meeting was to discuss the Master Facility Plan (MFP) however, most of the meeting focused on COVID-19 updates. The MFP has been reviewed extensively. It is designed to show rough priorities and the dominoes associated with each one so that we

can respond over time rather than casting anything in concrete. For this reason, a motion was made to *accept* the plan rather than *adopt* the plan. ***Mr. Kendziorek, as Chair of the Planning Committee, made a recommendation to the board to accept the Master Facility Plan. There being no objections, Master Facility Plan accepted.***

Finance Committee – Ms. Johnston reported that a proposal to purchase the Gitkov property located on Egan Drive had been presented at the March 20<sup>th</sup> Finance meeting. The owner has offered to sell the property for \$200,000. An appraisal of the property is required. ***Ms. Johnston, as Chair of the Finance Committee, made a recommendation to the Board to allow Mr. Bill to purchase this piece of property for an amount up to \$200,000 based on the appraisal. There being no objections, Mr. Bill is given authority to negotiate in good faith for the purchase of this property up to \$200,000.***

CEO Spending Limits for COVID-19 - ***Ms. Johnston, as Chair of the Finance Committee, made a recommendation to the Board to approve the temporary waiving of previous CEO spending limits for costs related to COVID-19 preparations and response, with the condition that Mr. Bill report to the Finance Committee whenever the usual limit is exceeded. There being no objections, MOTION approved.***

**MANAGEMENT REPORTS:** No questions. Mr. Stevens thanked the Senior Leadership Team for their reports. The intense activity over the last few weeks is evident in what is shared in the reports as is the level of preparedness of the hospital.

**CEO REPORT** – Mr. Bill reported that the state is up to 42 positive COVID cases, there are 2 in Juneau, 8 in Ketchikan. A testing site is to open in Arizona to process COVID tests ordered by physicians that do not qualify for state testing. A process has been identified for swabbing that allows the use of normal saline and not the required media that is in short supply that is now used for COVID testing. We think we are about 3 weeks out from having the capability to do rapid tests here; these test results would be available in about 2 hours. There are questions about the accuracy of the tests giving false negatives but the state lab is coming up with plans to address that. PPE update: We continue to have plenty of gloves on hand. We are short on gowns but did receive 600 today. We have 60 pappers on order that are to be shipped tomorrow. We have had 850 N95 masks donated by the community. These masks are a different style from what we normally use and will require fit tests to be conducted again. Community members have also volunteered to sew gowns and masks. We have received notice of a new ventilator company accepting orders so have placed an order for 4 more in addition the 2 we already have on order through a someone else. Not counting the ones on order, we could set up 15 ventilators. Staffing needs to run them and staff training was discussed. Dr. Jones reported on making personal protective equipment, patterns and the types of material needed. Assembly member, Maria Gladziszewski has asked BRH to coordinate communication throughout the CBJ via incident command, Dr. Jones will be added as a resource for gowns. Dr. Jones reported that CCFR and BRH, working in conjunction, have a hotline number staffed mostly by school nurses that will help identify people that meet criteria for screening. Those that meet criteria will be set up with an appointment at the testing center set up at the Hagevig Fire Center. They are in the process of expanding to be able to do screenings on lower risk people that don't meet state criteria. The hotline number is 586-6000 and is available from noon to 6:00pm. A discussion was held about the protocols to identify individuals that are low risk for needing any significant medical attention but have called an ambulance for transport to BRH. These people will be encouraged to stay at home if the paramedics, after providing care and COVID screening, determine it is appropriate. A discussion was held about the decrease in ER and clinic visits. Mr. Bill anticipates that BRH will be down \$10 million as

a result of this virus due to lost revenue and increased expenses. A discussion also held about Ophthalmology services for macular degeneration.

**PRESIDENT REPORT** – Mr. Stevens is on quarantine due to travel. He thanked Mr. Bill for granting the board access to the daily COVID-19 update reports and reminded everyone that while trying to communicate ideas and concerns, communications should be streamlined through Mr. Bill, Megan Costello and himself. Information will be forwarded as appropriate. Mr. Stevens then extended an apology to Mr. Kendziorek regarding a misunderstanding of calling emergency committee meetings. A discussion was held about committees setting forth communication to be sent directly to the Assembly or any other external body. The Governance Committee will include this issue and committee actions when conducting its bylaws review. Mr. Stevens thanked senior leadership, hospital staff, BRH Incident Command, CBJ Incident Command and the community for their response to this pandemic. This really shows the community is paying attention and is willing to partner.

**BOARD CALENDAR** – April calendar reviewed. The Finance Committee meeting is to be held at noon on Friday, April 10<sup>th</sup>, not at 7:00am. The Board Quality meeting will be rescheduled to a time that will allow Dr. Jones to attend. Ms. Moffitt will poll the committee members to identify a new time. Executive Committee meetings are on hold for now to allow the focus to be on the issue at hand. The CEO evaluation will be on the agenda when the next Executive Committee meeting is held.

**Executive Session** – *Motion made by Mr. Stevens to recess into executive session as written in the agenda to discuss several matters:*

- *Those which by law, municipal charter, or ordinance are required to be confidential or involve consideration of records that are not subject to public disclosure, specifically the credentialing report, Medical Staff Meeting Minutes and the patient safety dashboard.*

*And*

- *To discuss possible BRH litigation, specifically a candid discussion of the facts and litigation strategies with the BRH attorney. (Unnecessary staff and Medical Chief of staff are excused from this portion of the session.)*

**Ms. Hagevig seconded. Motion approved.** Since most attendees are participating via Zoom video conferencing, Mr. Solomon-Gross reminded everyone that nobody else is allowed to hear the conversation taking place in Executive Session. The committee entered executive session at 7:05 pm and returned to regular session at 7:21 pm.

- A. Credentialing report (BLUE FOLDER): ***Motion by Mr. Stevens to approve the credentialing report as written. Ms. Knapp seconded. Credentialing recommendations approved.***
- B. February 4, 2020 Medical Staff Meeting Minutes (BLUE FOLDER): No action to be taken. The Board reviewed the minutes.
- C. Patient Safety Dashboard (BLUE FOLDER): No action to be taken. The Board reviewed the Patient Safety Dashboard.

D. Legal and Litigation Review: The Board provided direction to BRH attorney regarding litigation strategies.

**BOARD COMMENTS AND QUESTIONS** – Mr. Solomon-Gross stated that he felt the COW meeting was very good, a lot was accomplished and Mr. Kendziorek did a great job running it. He would like to see more of COW meetings. Ms. Hagevig expressed her opinion that Mr. Bill did an excellent job testifying at the Assembly meeting. Ms. Hale agreed that Mr. Bill and the doctors did a great job testifying before the Assembly. The Assembly has received hundreds of emails in favor of the lockdown. Dr. Jones thanked Ms. Hale as well as Mr. Bill, Ms. Lawhorne and the rest of Senior Leadership for their support.

**ADJOURNMENT** – 7:27 p.m.