

# **Bartlett Regional Hospital**

**AGENDA  
EXECUTIVE COMMITTEE MEETING  
Friday, June 19, 2020; 8:00 a.m.  
Bartlett Regional Hospital – Zoom Teleconference**

Public may follow the meeting via the following link <https://bartlethospital.zoom.us/j/94302444588>  
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- I. CALL TO ORDER**
- II. PUBLIC PARTICIPATION**
- III. APPROVAL OF THE MINUTES**
  - **June 2, 2020 Executive Committee**
- IV. EXECUTIVE SESSION**
  - **CEO EVALUATION**

*Motion by xx, to recess into executive session to discuss:* subjects that tend to prejudice the reputation and character of any person, specifically the CEO evaluation (provided the CEO may request a public discussion).

- V. COMMENTS AND QUESTIONS**
- VI. ADJOURNMENT**

# Bartlett Regional Hospital

3260 Hospital Drive, Juneau, Alaska 99801 907.796.8900 [www.bartlethospital.org](http://www.bartlethospital.org)

**Minutes**  
**EXECUTIVE COMMITTEE MEETING**  
**June 2, 2020 – 8:00 a.m.**  
**Zoom Videoconference**

**Called to order at 8:01 a.m., by Lance Stevens, Board President**

**Attendance:** Lance Stevens, Board President, Rosemary Hagevig, Vice-President, Kenny Solomon-Gross, Secretary, Brenda Knapp, Mark Johnson, Deb Johnston, Iola Young, Dallas Hargrave, Director of HR and Anita Moffitt, Executive Assistant

**Public Participation** – None

***Ms. Hagevig made a MOTION to approve the November 4, 2019 minutes. Mr. Solomon-Gross seconded. Minutes approved.***

**CEO Evaluation** – Mr. Stevens clarified which portions of the CEO evaluation process needed to take place in public session and which are allowed to be held in executive session. He also noted that we would use the same evaluation review process that had been used for the last 3 years. The evaluation survey will be sent to Board members, Medical Staff Executive Committee (MSEC) and Senior Leadership for input and use in the overall review process. Discussion was held about the need to change some of the questions to reflect the current COVID crisis. Mr. Hargrave explained the “recency” effect: you think about what is most recent however, he noted, what goes in the record is the performance over all of last year.

The question of making any structural changes to the review process or continue with the evaluation plan that we had in the past was posed. Mr. Hargrave did note that the goals go to the Board members and Mr. Bill only. The rest of the questions go to his direct reports and to MSEC. It’s up to the Board to determine how much weight is given to each portion of the evaluation.

***Ms. Hagevig made a MOTION to move the evaluation document forward as a framework in which to work. Mr. Solomon-Gross seconded.*** Ms. Knapp stresses the importance of maintaining the established evaluation items for continuity and the need to be flexible and able to adapt if necessary. ***There being no objection, motion passes.***

Ms. Hagevig initiated a conversation about adding questions specifically related to COVID to the evaluation. Mr. Hargrave will add a section specifically related to COVID since it represents 25% of the performance period. Directions to the evaluators will highlight the expectations of addressing Mr. Bill's handling of COVID 19 emergency in the COVID section and using the other section to rate his performance both during that emergency and for the rest of the year. He will distribute the survey to respondents on Monday, June 8<sup>th</sup>. Surveys are to be completed by June 16<sup>th</sup>. The committee will meet again at 8:00am on June 19<sup>th</sup> to review the results. Results will be discussed during Executive Session at the June 23<sup>rd</sup> Board of Directors meeting. As in the past, the survey questions will be sent to Mr. Bill as well.

***Mr. Solomon-Gross made a motion to move into executive session to discuss matters 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 CEO performance evaluation. Ms. Hagevig seconded. Motion passed.***

The committee went into executive session at 8:35am and returned to regular session at 9:03. No action taken.

**Comments and Questions - None**

**Adjourned 9:05 a.m.**