

Bartlett Regional Hospital

3260 Hospital Drive, Juneau, Alaska 99801 907.796.8900 www.bartletthospital.org

**Bartlett Regional Hospital
Board of Directors
Minutes
May 27, 2014**

Called to order at 5:15 p.m.

Roll call

Present

Bob Storer, Vice President	Nancy Davis, Secretary (by phone)
Linda Thomas, Past President	Mary Borthwick
Nate Peimann, MD	Alex Malter, MD
Mark Johnson	Lauree Morton

Absent

Kristen Bomengen, President

Others present

Chuck Bill, CEO	Mila Cosgrove, HR Director
Toni Petrie, Executive Assistant	Karen Crane, CBJ Liaison
Carlton Heine, MD, Vice COS	Ben Miller, DO Past COS
Alan Germany, CFO	Marise Knock, Controller
Jim Strader, Community Relations	Kendri Ceasar, Atty.
Maria Uchytel, BRH Foundation	Jeffrey Torres, RT Supervisor
Greg Merrill, Southeast Radiation Oncology	
Debbie Kesselring, Medical Staff Manager	
Jane Sebens, CBJ Law	
Lorie Daniels, Mammography Tech	

Public participation – None

NEW BUSINESS

Mr. Storer introduced Chuck Bill, the new Chief Executive Officer for Bartlett Regional Hospital.

Special recognition awards

- Debbie Kesselring, Medical Staff Manager, was recognized for obtaining the Continuing Medical Education (CME) from Washington State for Bartlett Regional Hospital.
- Jeffery Torres, Respiratory Therapy Supervisor, was recognized for earning the National Quality Respiratory Care Recognition Award

- John Fortin, Laboratory Manager, was recognized for completing the College of American Pathologists inspection.
- Lorie Daniels, Mammography Technician, was recognized for achieving 3 years ACR Mammography accreditation.

Approval of the minutes – Mary Borthwick made a MOTION to approve the minutes from the April 22, 2014 Board of Directors meeting. Ms. Thomas seconded and they were approved without objection.

Greg Merrill, Southeast Oncology Clinic, came to give an update to the Board on the positive interactions they have with BRH and the staff here. They have entered into an agreement with Alaska Native Medical Center so SEARHC patients can be treated here as well as the VA Clinic, so they won't have to always leave town.

BRH Foundation – Maria Uchytel, Director of the Foundation, handed out a list of items the Foundation has fundraised for BRH over the years. They are planning for FY15 and looking at a new direction for fundraising. The Bartlett Foundation has asked administration to give them a list of needs for the hospital. Ms. Uchytel said the Foundation has a couple of different funds that are dedicated to certain areas. One is CCU and the other is in pediatrics.

Board education - Mr. Germany had a document in the Board packet on Hospital Accounting and Finance. He went over questions that the hospital CFO or Controller should be asked;

1. What are the levels of reserves in place for open cost reports? How were these amounts determined? What years are still open?
2. How are the reserve levels determined for third party and self-pay receivables?
3. What is the composition of "other receivables" (non-patient) on the balance sheet?
4. What is the composition of "Construction in Progress" on the balance sheet?
5. How are accruals determined? What is the policy on pre-paid expenses?

How the Board can quickly and easily test contractuals (significant area of judgment in the financial statements)

- A. Compare fiscal YTD cash receipts from statement of cash flow vs. fiscal YTD total revenues (net patient revenue plus operating)
- B. Red flag if revenue (on an accrual basis from the income statement) is significantly higher than the fiscal YTD cash receipts brought in
- C. Should only run this test when the fiscal year is at least 6 months old

Dr. Peimann asked if we should consider adopting a policy regarding day's cash on hand. Mr. Bill said it would be wise to sit down at the committee level to discuss this.

OB Tracevue System – Ms. Morton made a MOTION to approve the OB Tracevue System not to exceed \$56,100. Ms. Thomas seconded and it was approved without objection.

Philips EKG Machine – ***Ms. Morton made a MOTION to approve the Philips EKG Machine not to exceed \$11,000. Dr. Malter seconded and it was approved without objection.***

Mr. Storer asked if there were any items anyone wanted moved off the consent agenda.

Ms. Thomas asked to move the Coffey Communications contract off the consent agenda for discussion purposes.

Dr. Malter made a MOTION to approve the consent agenda. Mr. Johnson seconded and it was approved.

Ms. Thomas said it's a sole source contract and she wants the Board to be aware of some of the questions that were asked at the Executive Committee meeting. One of the question was did the hospital look at Alaska firms and the second question was why are we choosing a hospital specific website developer.

Mr. Strader said that since there were no Alaska qualified firms. He also said there was no need to do an RFP. He went through the CBJ process with a modification waiver. Because this is a hospital specific website, this will provide more information on the website such as medical library information.

Dr. Peimann asked what the anticipated cost is. Mr. Strader said a one-time fee of \$18,250 (50 page design) and there's a monthly cost of \$1,300. Mr. Strader will be the point of contact for this contract.

Ms. Thomas made a MOTION to approve the Coffey Communications contract. Dr. Malter seconded and it was approved without objection.

STANDING COMMITTEE REPORTS

The Executive Committee minutes were reviewed.

Cerner update – Ms. Sebens said the recovery letter is ready to go out. Mr. Bill said his recommendation is to let administration handle it and move it forward.

Orthopedic ER Call discussion – Ms. Bomengen formed a committee of Mr. Storer and Ms. Thomas. Ms. Thomas said they have been working on this for quite a while, over several administrations. They indicated to the orthopedic surgeons they would get more information and get back with them. Mr. Bill has put together some scenarios for the Board to review.

Dr. Peimann said he's a bit frustrated and finds what they are doing very disingenuous. The bottom line is this is very unfortunate for patient care.

Quality Council – Ms. Borthwick reports

Ms. Borthwick said there was some work done on the Quality Council Charter and she will bring it to the Executive Committee for discussion before bringing it back to the full board.

Joint Conference – Mr. Storer reports

The Committee met on May 1st. They discussed recruitment. They will discuss this further at the Physician Recruitment Committee being held on May 28th.

CEO report - Mr. Bill reports

He said it was a good time to start work at BRH during Hospital Week. He had a good chance to meet a lot of employees.

He met with the publisher at the Juneau Empire to start establishing a relationship.

He had an opportunity to be introduced to the Assembly.

He's doing some due diligence on which Rotary Club would be best for the organization.

He was introduced to the President and incoming President of the Alaska State Hospital Nursing Home Association (ASHNHA). There is a seminar coming up in Anchorage that is around physician call issues. He was invited to participate in their advocacy committee.

Mr. Bill said he is in the midst of recruiting a CFO. There was a good slate of candidates. Ms. Cosgrove is working on doing phone interviews with the candidates.

Mr. Bill said one of the tools he has used previously for strategic planning is called Focus and Execute. It's an online module to really help you focus and execute the strategic plan. It has everything broken down by the strategic initiatives and what you need to do to execute them. He would like to see board education around that tool and use that for the October strategic planning committee.

Mr. Bill has been communicating with some of the family practice physicians to contract with them to serve in the function as a hospitalist during the summer months.

Ms. Thomas asked what the next steps are. Mr. Bill said he would like the Board to give him the authority to move the issues forward.

Ms. Morton made a MOTION to go into executive session at 6:32 p.m., to discuss matters which are confidential by law. Mr. Johnson seconded and it was approved without objection.

Back in session at 7:15 p.m. No action was taken.

Dr. Peimann made a MOTION to authorize Mr. Bill to enter in good faith negotiations to provide complete orthopedic services including full call coverage. Mark Johnson seconded and it was approved without objection.

CNO report – Mr. Gardner reports

We brought in a fall specialist by the name of Pat Quigley, through the Alaska State Hospital Nursing Home Association (ASHNHA), to assess our fall risks. She met with staff members and directors and put together a falls program for the hospital.

Ms. Morton made a MOTION to go into executive session at 7:19 p.m., to discuss matters which are confidential by law. Mr. Johnson seconded and it was approved without objection.

Back in session at 7:19 p.m. No action was taken.

The Credentialing report was reviewed.

Dr. Malter made a MOTION to approve the credentialing report. Ms. Borthwick seconded and it was approved without objection.

Rules and regulations changes – There was a motion made at the May 6th Medical Staff meeting that defines minimum on-call for essential services. The motion was to take call 6 days a month or 18 days per quarter.

Mr. Bill asked if we could defer this for a month so he can get a better handle on some of the issues.

Dr. Peimann said the Medical Staff wanted legal review of this rules and regulations change with specific understanding how this can be implemented when it came to a call coverage group that is an essential service that has less than 5 members. They wanted to know if there is an obligation for the hospital or Medical Staff must meet to provide that coverage and how that obligation is going to be met, who's responsible for it, and does that need to be part of the rules and regulations.

Mr. Monkman has reviewed it, but we haven't received anything in writing back from the hospital attorney.

Mr. Monkman attended this meeting by phone and said he reviewed the rules and regulations change and they were satisfactory.

Dr. Peimann made a MOTION to approve the rules and regulations as adopted by the Medical Staff. Mr. Johnson seconded. The motion passed with 7 in favor and 1 against.

Dr. Malter asked Mr. Bill if he had concerns having the Medical Staff devising what's essential. Mr. Bill said his concern was it states; Members of each "essential service" line will contribute equitably to continuous ("24/7") on-call or in-house service and does that obligate us as an organization to fill the balance of those shifts if there is less than full coverage. Mr. Monkman said he doesn't think it obligates the hospital to fill the gaps, but we would be transporting more frequently.

Dr. Malter asked if this type of policy is common to come out of the Medical Staff and not at a committee level. He feels uneasy as a board to act on a proposal like this without administration doing more work. Mr. Bill said it's not uncommon. In his mind he said it's desirable to come through the Medical Staff and not be the Board or administration driven. Dr. Peimann said he is proud that the Medical Staff stepped up and made these recommendations.

Mr. Johnson said he feels we are moving a step in the right direction.

President's report – Mr. Storer reports

He gave an overview of his recent trip to Washington D.C. with Ms. Bomengen to attend The American Hospital Association meeting. He said there was representation from ASHNHA, Central Peninsula and SEARHC.

One of the values of this trip was spending more time with all of them and learning about what they are dealing with and it was time well spent. At the City Manager's request they made contact with the City Lobbyist. There was a special presentation on rural hospitals and the intent was we get together 11 states (21 hospitals) and participate in this program. All the Rural Hospitals said their importance continues to diminish. A lot of the elected officials are retiring or moving on and there is less support for rural hospitals.

We want to make contact with all the other states that are participating and find out who the key players are. They met with Senator Begich. He was very supportive and he asked that we specifically speak with Senator Murkowski. They met with her and she said she will support legislation and co-sponsor a Bill. They also met with members of Representative Don Young's staff.

Liaison reports

RRC Advisory Board – Dr. Malter reported at the meeting they discussed a smoke free campus for RRC. They went ahead and moved forward to make it a smoke free campus. There was a variety of tactics to help soften the transition.

BRH Foundation – The Foundation had a retreat on Saturday and she said it went really well.

Ms. Thomas pointed out the major things they have raised money for over the years to help the hospital. They have separate grants for CCU and pediatrics.

Dr. Peimann had a recommendation for the pediatric fund. He said a lot of places you go, there are pediatric entertainment carts like Xbox consoles or movie watching stations for children as inpatients or those who are waiting for a long procedure. Two or three of those would be helpful.

Mr. Bill is also working on a list. Mr. Johnson asked why the Front Street Clinic doesn't fit into that purview. Ms. Thomas said the Foundation's mission is to directly help the hospital and they don't want to lose their non-profit exemption.

There were also grants from the Grace & Phil Edelman Scholarship fund. Ms. Borthwick asked for a list of names of those who got the scholarships.

Ms. Thomas said when they did the SWOT (strengths, weaknesses, opportunities, threats) analysis; one thing they talked about that was hospital specific was improving internal communications with the hospital. They would like to see the hospital board liaison serve longer terms on the Foundation Board, to have casual gatherings between the two boards, the Executive Director to attend hospital board meetings at least

quarterly, also the Executive Director and the Community Relations Director of the hospital meet to make sure they are aligning in their messaging. There is a strong concern that their branding is strong enough.

The June calendar was reviewed. Planning was moved to June 10th at Noon. Compliance was moved to June 5th.

BOARD COMMENTS

Dr. Peimann said he enjoyed Mr. Germany's Finance report. He also wants to echo a strong desire to have a meeting where the Board spends educating ourselves on quality and patient centered care. He's excited to hear about projects that relate to patient centered care and how they are affecting patients in our everyday experience. Some examples are bed side registration or scheduling elective procedures, diagnostic imaging outside of business hours. He recently had a discussion with someone who came here from out of town that diagnostic radiology services who said they were choosing to get them down the street because it was easier to schedule than it was to use the hospital which would have been their preference. He hopes administration works on trying to resolve that issue.

He also said there was a commitment to the Medical Staff with our interim CEO to solve having wireless access in the main hospital and it is extremely frustrating that this has not been taken care of yet. Physicians use their devices to look up medical information and not being able to have wireless access, affects this and patient care.

Ms. Morton said she was thankful to the Foundation for raising money for the SANE training. She hopes they can give some consideration to the continuation of their funding. In addition to training, we also have the cost of the exam itself. While the State pays for the kit, there's still the nurse time and the room time and other special kinds of things the victims need.

Ms. Morton said the SART training will be the week of June 9th in Anchorage. There are a couple of nurses from BRH that will go up. The state is covering that cost. She is hoping the foundation can continue their support.

Ms. Thomas said she appreciates going to the Quality meetings. She wants to know if there's an update on the recent news on the RRC article that was in the newspaper. Ms. Cosgrove said the prosecutor at CBJ is not pursuing charges against the supervisor. She was able to talk to the investigator and shared her records.

Mr. Storer said the AHA conference he went to has made him change his focus to looking for a longer term solution.

Adjourned at 8:12 p.m.

