

# Bartlett Regional Hospital

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

Planning Committee of the Whole Meeting Minutes

March 13, 2020 – 7:00 a.m.

Bartlett Regional Hospital Boardroom

**Called to order at 7:02 a.m., by Planning Committee Chair, Marshal Kendziorek**

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

**Staff:** Chuck Bill, CEO, Rose Lawhorne, CNO, Billy Gardner, COO, Dallas Hargrave, HR Director, Megan Costello, CLO and Megan Rinkenberger, Executive Assistant

***Mr. Solomon-Gross made a MOTION to approve the minutes from February 13, 2020. There being no objection, minutes were approved.***

**PUBLIC PARTICIPATION – None**

**COVID-19 UPDATE:** Gastineau Elementary School is closed today due to one of its student being tested for the Corona Virus. The first confirmed case of the virus in Alaska was in Anchorage – a foreign national traveling for business, self-isolated as soon as symptoms began. Mr. Bill promoted consistent messaging, social distancing and hand washing. This will not stop the virus but will slow it down and prevent a spike in cases that will overwhelm the healthcare system. He reported that we will set up the Incident Command System later today so we have a formal mechanism for communications. A triage tent to be staffed 24/7 with nursing staff to pre-screen patients before they enter the building is to be set up later today as well. Mr. Bill had previously reported that we have two ventilators. He recently learned that including backups, we have 9, and up to 12 if we were really crunched. We may not have trained staff to run all 12, but could train others if needed. Mr. Kendziorek suggests not waiting to do “just in time” training, but to start now to allow higher quality training. BRH has had one emergency department patient tested for the virus. The test came back negative. The patient’s nurses were quarantined until the test came back. Turn-around time on testing is about 24-48 hours due to sample needing to be sent on 5pm flight to Anchorage (State CDC). BRH is following strict CDC guidelines for administering the test which means a patient must be symptomatic and have exposure to a known positive or be from a high risk area. Labcorp is offering test kits commercially through primary care physicians with patients that do not meet testing criteria. Patients will be charged for these tests. Ms. Lawhorne provided an overview of the protocols in place if a member of the staff experiences symptoms. Discussion was held about flight options for transporting tests as well as the structure BRH has set up and contingency plans to handle this evolving situation. Mr. Kendziorek posed the question of setting isolation rooms up for more than one person. Discussion was held about the Pioneer home and how Bartlett would support the nursing homes and elderly facilities (Pioneer Home is full, Wildflower court 85% capacity – Combined population is about 100, average age at Pioneer Home is 86.5) Discussion was held about how to protect our own staff and keep them from burning out. Ms. Lawhorne gave a thorough report on clinical and non-clinical staff preparedness, resource utilization and stricter visitor policies which include screening of visitors. It was reported that the limiting factor on testing now is the swab availability. Rapid tests are in development, which we would be able to run here in BRH lab. Any physician who requests a test can order it. Testing abilities are growing rapidly. Ms. Costello reported that the CBJ Assembly is providing COVID-19 updates at every meeting. CBJ is restricting staff travel until April 15th, allowing CBJ employees to work from home and encouraging social distancing. Discussion was held about CCFR’s preparedness. The Port of Seattle is currently closed to cruise ships, and the discussion is in progress about cargo ships. AML is not affected,

barges should still run. Bartlett's inventory levels of critical supplies was discussed. Mr. Gardner provided an overview of the plan in place for increased fatalities. Mr. Kendziorek asked Ms. Costello about adjusting the rules about no greater than three board members calling in to allow for virtual meetings. Ms. Costello stated the assembly is currently discussing this, and that it will likely be discussed at the meeting on Monday (the 16<sup>th</sup>). Mr. Bill will provide the board with weekly coronavirus updates.

**Provider Network Analysis:** Most of today's attendees have been attending the regular Planning meetings so there was a limited discussion regarding ECG interviews. Mr. Bill reported that ECG is currently reviewing all the data that has been provided to them so far and he has instructed them to conduct the interviews remotely.

**Campus Plan Review** – A matrix was used to prioritize projects in the order they must be completed in, in relation to each other. A south entrance to the property and asbestos remediation are top priorities. CBJ engineering is working on a design for the south entrance coming off of Glacier Highway. The property owners are willing to sell the property below Rainforest Recovery Center so an appraisal has been ordered and is to be conducted within 25 days. **Mr. Kendziorek requested a MOTION to move the campus plan document to the full board for acceptance and action. Ms. Hagevig moved the motion. Ms. Knapp seconded. Motion approved.** Mr. Kendziorek clarified why the motion was worded the way it was. Accepting this campus plan document allows us to begin discussions with CBJ to get us in line with other CIP projects and to speak with the CBJ Finance Director about how we want to finance these projects.

Mr. Bill noted that the Employee Service Awards Banquet scheduled to take place April 25<sup>th</sup> will probably be canceled due to the coronavirus. We have until April 13<sup>th</sup> to cancel our reservation at the tram.

After receiving an update from Ms. Costello, Mr. Kendziorek requested a **MOTION to temporarily suspend the rules of order until further notice to allow as many members of the board to dial in or Zoom in to formally attend the meeting. One board member must be physically present at the hospital to serve as chair. Ms. Hagevig moved the motion.** For purposes of discussion, it was clarified that this is an option people can choose and is not required. **Mr. Johnson seconded.** Discussion was held about the need for a board member to be physically present at the hospital. **There being no objection, Motion approved.**

**FUTURE AGENDA ITEMS** – Nothing to be added to future planning meeting agenda at this time.

**Comments:** Mr. Johnson: This meeting was important and informative, and the board looks forward to regular updates regarding virus response. Mr. Bill suggested suspending committee meetings other than the required board meetings. BOD, Finance and Credentialing committees need to meet. Attendees agreed to be available for short notice Committee of the Whole meetings for updates. Discussion was held about meeting public attendance requirements by providing virtual meetings. Options discussed were livestream on BRH website or a Link to Zoom meeting on website with request to mute microphone and ensure attendees video output is turned off? The upcoming Governance Meeting and Physician Recruitment Meetings are to be cancelled.

**Next meeting:** To be determined

**Adjourned** - 8:16 a.m.