

# Bartlett Regional Hospital

**AGENDA**  
**EXECUTIVE COMMITTEE MEETING**  
**Thursday November 12, 2020; 12:00 p.m.**  
**Bartlett Regional Hospital – Zoom Teleconference**

Public may follow the meeting via the following link <https://bartletthospital.zoom.us/j/98257918564>

or call  
1-253-215-8782 and enter webinar ID 982 5791 8564

- **CALL TO ORDER**
- **PUBLIC PARTICIPATION**
- **APPROVAL OF THE MINUTES**
  - [July 13, 2020 Executive Committee](#) (Pg. 2)
- **CEO RECRUITMENT PLAN**
  - [Previous CEO Recruitment Timeline](#) (Pg.3)
  - [Recruitment Brochure](#) (Pg.4)
- **EXECUTIVE SESSION**
  - Discussion of interested current BRH leaders to fill temporary CEO position

*Motion by xx, to recess into executive session to discuss:* subjects that tend to prejudice the reputation and character of any person, specifically the current BRH leaders who have expressed interest in filling CEO position (provided the applicant may request a public discussion).

- **COMMENTS AND QUESTIONS**
- **ADJOURNMENT**

# Bartlett Regional Hospital

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

**Minutes**  
**EXECUTIVE COMMITTEE MEETING**  
**July 13, 2020 – 8:00 a.m.**  
**Zoom Videoconference**

**Called to order at 8:06 a.m., by Lance Stevens, Board President**

**ATTENDEES:** Lance Stevens, Board President, Rosemary Hagevig, Vice-President, Kenny Solomon-Gross, Secretary, Brenda Knapp, Marshal Kendziorek, Dallas Hargrave, Director of HR and Anita Moffitt, Executive Assistant

**PUBLIC PARTICIPATION – None**

**APPROVAL OF THE MINUTES - Ms. Hagevig made a MOTION to approve the June 19, 2019 minutes. Mr. Solomon-Gross seconded. Minutes approved.**

***Ms. Hagevig made a Motion 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). Mr. Solomon-Gross seconded. Motion approved.***

The committee went into executive session at 8:08 a.m. and returned to regular session at 8:46 a.m. No action taken.

**Comments and Questions – None**

**Adjourned 8:47 a.m.**

BRH CEO Recruitment Timeline (DRAFT)

	22-Nov-13	18-Nov	25-Nov	2-Dec	9-Dec	16-Dec	23-Dec	30-Dec	6-Jan	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb	17-Feb	24-Feb	3-Mar	10-Mar	17-Mar	24-Mar	31-Mar	7-Apr	14-Apr	21-Apr	28-Apr	5-May	
	WHO	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24		
<b>Pre Recruitment Phase (2 weeks)</b>																											
Subcommittee Recommendation	SC																										
Board Review & Approval of Recruitment Plan	FB																										
<b>Recruitment Phase (8 weeks)</b>																											
Finalize Job Posting	SC																										
Advertise Position	Staff																										
Interact with Recruiters	Staff																										
<b>Selection Criteria Phase (Ongoing)</b>																											
Identify qualities needed in CEO	FB																										
Determine Initial Screen Criteria	SC																										
Develop Selection Process	FB																										
Draft onboarding plan	FB																										
<b>Screening Phase (Ends 2 weeks beyond job closing)</b>																											
Review Resumes	Staff																										
Conduct Initial Phone Interviews	Staff																										
Internet Search Process	Staff																										
Selection of Candidates for SC interviews	SC																										
First Full Interview	SC																										
Initial pre check	Staff																										
Choose Finalists	SC																										
Contact Finalists to verify interest	Staff																										
<b>Selection Phase</b>																											
Arrange for Candidate travel	Staff																										
Selection Process	FB																										
Board Deliberation	FB																										
Final Reference Check	Staff																										
<b>Offer Phase</b>																											
Negotiations with successful candidate	EC																										
Complete compliance checks	staff																										
Finalize onboard plan	EC																										
<b>Onboarding Phase</b>																											
Candidate Relocation Assistance	Staff																										
Candidate Start Date																											

- BOD Subcommittee (SC)
- Full Board (FB)
- Staff
- BOD Executive Committee (EC)
- New CEO



Revised 12/16/13



**Announcing an Opening for:  
Chief Executive Officer  
Bartlett Regional Hospital  
3260 Hospital Drive  
Juneau, Alaska  
[www.BartlettHospital.org](http://www.BartlettHospital.org)**



**Bartlett Regional Hospital** is a municipally owned and operated, community based hospital with the mission of providing quality, patient centered, sustainable health care and health promotion for the people of Juneau and communities of northern Southeast Alaska. As the largest provider of hospital services in Southeast Alaska, Bartlett serves nearly 60,000 people in the region, many in communities inaccessible by road. The daytime population of Juneau swells between May and September as more than 1 million visitors arrive via the cruise ship industry, adding a significant seasonal impact to services and volumes at the hospital.

The hospital’s values are described by the acronym “CARE” – Courtesy, Accountability, Respect, and Excellence. Bartlett has a vision to be the best community hospital in Alaska, and considers three foundational principles to have a natural link to this vision: First, delivering value through a focus on quality, patient satisfaction and safety, while controlling costs; Second, improved information exchange with other healthcare system stakeholders, through an investment of between \$4 and \$7 million dollars to upgrade and enhance its information system over the next two years. Third, the desire to strengthen the culture at BRH to attain and maintain a status of pride in the wider Juneau service area through investments in workforce development, service line development and community outreach in an effort to positively impact the health status of the community.

Bartlett Regional Hospital boasts a modern and well-maintained facility and currently operates 73 beds with staffing of 420 FTEs including over 100 licensed nursing staff. Medical staff, which includes both employed and private practitioners, practices the specialties of radiation oncology, medical oncology, and psychiatry, in addition to the surgical practices listed below.

BRH provides robust healthcare services offerings which include:

- Comprehensive Emergency Services, with the capacity to treat 12 patients in private settings, including three trauma bays, a minor surgery room, an orthopedic room, five exam rooms, a behavioral health room, and an ENT room.
- Bartlett Beginnings, an eight-bed unit and a program with prenatal and parenting education.
- Critical Care Unit, a nine-bed specialty unit that has begun the journey toward obtaining the prestigious Beacon Award for Critical Care Excellence. The Critical care unit is enhanced with eICU coverage under an arrangement with Providence Hospital in Anchorage.
- A very well-equipped Surgery department featuring three operating rooms and an endoscopy suite. Supported surgical practices include general surgery, orthopedics, urology, and ENT.
- Behavioral Health (Mental Health Unit), providing both inpatient and outpatient mental health services. The twelve-bed inpatient Mental Health Unit is staffed by two psychiatrists and a specialized nursing staff.
- Rainforest Recovery Center, offering comprehensive treatment services for people with substance abuse, substance dependence, and other addiction disorders.
- An Infusion and Chemotherapy center, with four patient chairs and one bed.
- A robust Community Wellness program including Diabetes Education and Tobacco Cessation Programs.
- Physical & Occupational Rehabilitation



## GOVERNANCE

Bartlett Regional Hospital is an Enterprise Fund of the City and Borough of Juneau, Alaska. The City and Borough of Juneau's charter provides for a nine-member board of directors to govern the hospital; directors are appointed by the City and Borough Assembly and serve three-year terms. Board meetings are open to the public and attended by a Juneau Assembly liaison. Although the City and Borough of Juneau own the land and assets of the hospital, the board is responsible for its economic viability and oversight of the management of medical operational issues.

## DESIRED BACKGROUND AND QUALIFICATIONS

Reporting to the Bartlett Regional Hospital board of directors, the CEO will provide the vision, leadership, direction, and administration of all aspects of the organization's activities to ensure compliance with established objectives and with the realization of high value healthcare services to the community. The successful new CEO will focus his or her attention on maintaining and strengthening the organizational culture through leadership and workforce development to achieve improvements in the operations of the hospital. In addition, the new CEO must possess comprehensive knowledge of the following aspects of hospital administration: strategy development, successful board relations and development, physician relations, quality and process improvement, and financial performance. Additional important responsibilities include working collaboratively, efficiently, and creatively with the board and medical staff by ensuring the regular and informed functions of the hospital joint conference committee. The new CEO will also importantly serve as a prominent community figure and a symbol of stability and strength, both within and outside of the hospital.

### **Therefore, we seek candidates who have:**

- Superior business acumen, a high degree of emotional intelligence and who are politically astute. Demonstrated success in quality initiatives is a must.
- A high level of integrity and the ability to listen and communicate honestly and openly in a transparent manner with the board and other important constituent groups.
- Excellent medical/nursing staff relations and knowledge of the issues that these groups face on a daily basis, with experience in addressing those issues.
- A sincere interest in the community, demonstrated by the giving of her/his time and talent to community initiatives.
- An inclusive and approachable management style at all levels of the organization, including with the board, physicians, leadership team, and employees.
- A sense of vision for the organization, enhancing existing strategic goals with additional opportunities for future success.
- While still promoting a sense of community and hospital pride, the ability to make difficult decisions when necessary.
- The willingness and ability to mentor and develop staff.
- A decisive leadership style; this individual should not be reluctant to say “no” or hold difficult conversations.

The appropriate candidate for this position will possess a bachelor's degree in a relevant discipline, an appropriate advanced degree such as MHA or MBA is preferred. He or she will have at least eight years of experience in upper management, at the level of chief executive officer in relevantly-sized successful organizations that have faced similar challenges and excelled.

## COMPENSATION

The successful candidate will receive an attractive and competitive compensation and benefit package.

## ADDITIONAL INFORMATION

To apply for this position, please submit a resume and letter of interest, click [here](#) to apply or by following this link:

<http://ch.tbe.taleo.net/CH16/ats/careers/jobSearch.jsp?org=BARTLETHOSPITALHR&cws=38>.

For more information, please contact Mila Cosgrove, Human Resource Director at (907)796-8677.

The position is open until filled; however, applications will be reviewed beginning January 15, 2014.

**Please note: the names of individuals applying for this position are subject to public disclosure.**



## JUNEAU

The City and Borough of Juneau is Alaska's capital city. Juneau is home to 32,000 people and hosts approximately 1,000,000 visitors a year, primarily between May and September. The economy is driven by government, tourism, and natural resource industries including mining and fishing. In addition to being the seat of state government, Juneau is also home to the University of Alaska Southeast.



Juneau is a unique and highly-engaged community that offers a small-town feel with the sophistication of a larger community enjoying unparalleled access to wilderness recreation opportunities. We have a vibrant arts community that includes two opera companies, a professional theatre company, a symphony, and a rich and varied population of visual artists and galleries. Recreation opportunities include hiking, boating, skiing, fishing and hunting. In addition, there are a variety of adult and youth sports leagues that support all levels of swimming, running, skiing, biking, rowing, and many other disciplines.

Juneau is located in the Southeastern panhandle of Alaska. It is 900 air miles north of Seattle and 600 air miles southeast of Anchorage. The community sits at sea level below steep mountains 3,500-4,000 feet in elevation. The area of the Borough of Juneau is

almost as large as Rhode Island and Delaware combined; with a total area of 3,255 square miles, it is the third-largest municipality in the United States by area. Juneau is accessible only by sea or air; cars and trucks are transported to and from Juneau by barge or ferry. Visitors and residents alike often travel the Alaska Marine Highway System which links the road system with geographically isolated communities in Alaska's Southeast panhandle. In addition, Juneau International Airport is serviced by Alaska Airlines, which provides jet service multiple times daily to both northern and southern destinations.



Juneau features a cool temperate climate that is milder than its latitude may suggest, due to the influence of the Pacific Ocean. Winters are moist and long, but only slightly cold; temperatures drop to 20°F in January, and highs are frequently above freezing. Spring, summer, and fall are cool to mild, with highs peaking in July at 65 °F. Snowfall averages 84 inches and occurs chiefly from November to March.

Northern latitudes are also subject to seasonal light fluctuations. There are 6 hours and 21 minutes of daylight on Winter Solstice and a generous 18 hours and 18 minutes on Summer Solstice.

