

# Bartlett Regional Hospital

**Minutes**  
**BOARD OF DIRECTORS MEETING**  
**October 27, 2020 – 5:30 p.m.**  
**Zoom videoconference**

**CALL TO ORDER** – The Board of Director’s meeting was called to order at 5:37 p.m. by Lance Stevens, Board President

**BOARD MEMBERS PRESENT**

Lance Stevens, President	Rosemary Hagevig, Vice President	Brenda Knapp
Kenny Solomon-Gross – Secretary	Mark Johnson	Marshal Kendziorek
Iola Young		

**ABSENT:** Deb Johnston and Lindy Jones, MD

**ALSO PRESENT**

Chuck Bill, CEO	Kevin Benson, CFO	Billy Gardner, COO
Bradley Grigg, CBHO	Dallas Hargrave, HR Director	Rose Lawhorne, CNO
Megan Costello, CLO	Joy Neyhart, DO, COS	Michelle Hale, CBJ Liaison
Anita Moffitt, Executive Assistant	Jim Swanson	Constance Williams
Duane Mayes	Rhymi Chavid	Loren Jones
Roseman (GenPub)		

**APPROVAL OF THE AGENDA** – Mr. Stevens requested the removal of item C listed under new business as it is tied to item A. ***MOTION by Ms. Hagevig to approve the agenda as amended. Mr. Solomon-Gross seconded. Agenda approved as amended.***

**PUBLIC PARTICIPATION** – None

**STATE OF ALASKA, DIVISION OF VOCATIONAL REHABILITATION AWARD PRESENTATION** – Duane Mayes, Director of the State of Alaska Division of Vocational Rehabilitation (DVR) introduced himself and Jim Swanson, Southeast Regional Manager and Constance Williams, Rehabilitation Counselor and business engagement person. He recognized Mr. Hargrave as a valuable asset to BRH and to persons with disabilities. He noted that every October is National Disability Employment Awareness Month. Mr. Swanson reported that 5 employers received an award for their dedication to hiring people with different backgrounds, including disabilities. He recognized BRH as a very instrumental partner in Project Search in coordination with REACH, the Juneau School District and the Division of Vocational Rehabilitation. A significant number of young people with disabilities participated in this project at BRH to gain work experience and resulted in some of them being hired when the project was over. Mr. Swanson said he had presented Mr. Hargrave with the award and a letter from Mr. Mayes and the chairperson of the State Vocational Rehabilitation Council earlier today. A proclamation by the Governor declaring Disability Employment Awareness Week and a decal to be displayed at BRH had also been presented. Mr. Swanson thanked the Board members and the Senior Leadership Team for allowing these opportunities to occur. Mr. Stevens thanked Mr. Swanson and the DVR for being allowed in this partnership and Mr. Hargrave expressed his appreciation for the award presentation. A photo of Mr. Hargrave with the award, as well as the other award recipients, will be posted on the DVR Facebook page. Mr. Bill thanked the organization for allowing BRH to participate in this program.

**CONSENT AGENDA** – ***MOTION by Ms. Hagevig to approve the consent agenda as presented. Mr. Solomon-Gross seconded. Consent agenda approved.***

## **NEW BUSINESS**

**Temporary Triage Facility** – Mr. Kendziorek provided an overview of the plans for the temporary triage facility. This facility would be comprised of 3 modular buildings, built off site and transferred to the location outside of the Emergency Room where they will then be joined together, the roof sealed and stairs and ramps built. BRH worked with CBJ to avoid going through the RFP process to move the project ahead quickly. 9 weeks of construction, including the off-site build, setting it in place and building ramps and stairs is anticipated. We anticipate this facility to be operational in mid to late January. Mr. Solomon-Gross expressed his and Dr. Jones' support in expediting this project. In response to Ms. Knapp's inquiry, Mr. Kendziorek reported that the tent in use now, will be moved to a different location and traffic will be rerouted while this facility is being constructed. The facility will be on skids so a platform will not need to be constructed. Mr. Johnson expressed support for this project and completing it as quickly as possible before the weather gets too cold. Mr. Gardner reported that a new, insulated, weather tight tent to replace the tent currently in place has been ordered for use until the facility can be constructed.

***MOTION on behalf of the Planning Committee to accept the plans for the temporary triage facility. There being no objections, MOTION approved.***

**Finance Budget Triage Facility** – Mr. Bill reported that the quote to build this temporary triage facility is not to exceed \$300,000. Mr. Johnson noted as this is within Mr. Bill's spending authority granted by the Finance Committee, there is no action needed by the Board. Ms. Hale thanked the Planning Committee for moving this forward, it is really encouraging.

**Board Policy Manual** - Ms. Knapp highlighted the proposed changes to the Board Policy Manual as recommended by the Governance Committee. These changes do include Ms. Costello's legal review and recommendation. Mr. Kendziorek identified the word "at" as missing from section 0112. Ms. Knapp noted that unlike the Bylaws, the Board has the authority to pass its own Policy Manual. The Governance Committee has approved moving these proposed changes to the Board for approval.

***MOTION on behalf of the Governance Committee to accept the proposed changes to the Policy Manual as amended. There being no objections, MOTION approved.***

**Medical Staff Report** – Dr. Neyhart noted the credentialing report and the minutes from the October 6, 2020 Medical Staff Meeting are in the executive session of the packet. She reported that she has been working with the Medical Staff Executive Committee (MSEC) to write a job description for the Chief Medical Officer (CMO) position. It is currently in the hands of Mr. Hargrave and the Human Resources staff to do a little more research to make sure it is appropriate. She also reported that the Juneau Medical Society currently collects mandatory contributions from Medical Staff members that do not meet the minimum number of committee or monthly Medical Staff meetings they are supposed to attend. This practice has been identified as not being conducted appropriately. The medical staff have voted to transfer the approximate \$12,000 balance to the Bartlett Regional Hospital Foundation if they are willing to accept it. The proposal is still in draft form as there are some considerations the Medical Staff would like to present the BRH Foundation. Lastly she reported that an RFP for the State's plans of safe care for babies born to mothers with a history of substance misuse will be coming out soon. Updates will be provided when more information is available. Conversation held about Medical Staff meeting minutes not being open to public review/discussions.

## **COMMITTEE REPORTS:**

**Compliance Committee Meeting** – Draft minutes from the October 7<sup>th</sup> committee meeting and the October 17<sup>th</sup> Board Compliance Training session are in the packet. Mr. Kendziorek thanked everyone that attended the BOD Compliance

training session and said Mr. Overson did a great job conducting it. All Board members are required to receive this training whether live or via recording. Attestations of completion are to be turned in to Ms. Moffitt as soon as possible.

**Finance Committee Meeting** – Draft minutes from the October 9<sup>th</sup> meeting are in the packet. Mr. Johnson reported that the Finance Committee reviewed information provided by Mr. Hargrave and approved moving to the full board for approval, a student loan repayment proposal.

***MOTION on behalf of the Finance Committee to approve the student loan repayment proposal as presented. There being no objections, MOTION approved.***

**Planning Committee Meeting** – Draft minutes from the October 15<sup>th</sup> meeting are in the packet. Mr. Kendziorek reported the committee has been very busy and encourages everyone to read the minutes if they have not already done so. Prioritizing the list of projects must happen quickly. Staff is working with Jensen Yorba Wall (JYW) and CBJ Engineering to prioritize and will present the list at the November 17<sup>th</sup> Planning Committee meeting. Corey Wall will be creating Gantt charts for use in this project. Mr. Benson is to write a white paper for presentation to the Assembly to explain why we need a six month cushion of money, what our financing options and limitations are as well as information on revenue bonds vs general obligation bonds. Mr. Benson will present that paper at the November Finance Committee and Planning Committee meetings. Mr. Kendziorek stated it is the committee's intent to keep pressure on the staff to keep things moving. Mr. Johnson complimented Mr. Kendziorek and the Planning Committee for the work and progress made so far. Ms. Hale thanked Mr. Kendziorek for mentioning the budget reserves and white paper for the Assembly. She had talked about this at an Assembly meeting to help communicate Bartlett's plans for reserve funds. It is important for them to have a clear understanding of the purpose of the reserves with a sense of how much is needed or not needed and when bonding would come in, etc. Mr. Stevens agreed that clarity regarding cash on hand is very important.

**Governance Committee Meeting** – Draft minutes of the October 16<sup>th</sup> meeting are in the packet. Ms. Knapp noted the action item that came out of that meeting had already been approved earlier this evening.

## **MANAGEMENT REPORTS:**

**CLO report** – No questions

**HR report** – No questions. Mr. Stevens said he's glad to see we've hired more people than we lost.

**CNO report** – No questions

**COO report** – Mr. Solomon-Gross requested information regarding future plans of offering a monthly ultrasound guiding IV start class for nurses interested in learning this skill. Mr. Gardner, Ms. Lawhorne and Ms. Moorehead will work with staff development to coordinate these classes. Mr. Gardner provided an update of the latest information regarding the status of the Cepheid and Abbott tests. He reported that the State has received and will receive more Cepheid tests which will help our supplies. In response to Mr. Johnson's query about providing COVID testing for staff, Ms. Lawhorne reported there is no state mandate that addresses medical facilities that are not congregate living facilities. Staff in high risk areas of BRH are feeling vulnerable. Ms. Lawhorne, Mr. Gardner, Mr. Barr and Mr. Fortin are looking at resources and a system that would fairly allocate testing kits. This request has come from multiple sources including hospice and home health providers. Mr. Gardner noted that when we get the molecular lab up and running, it will help us tremendously with the supply issue. A team of staff members is trying to work out the registration, collection and test reporting process for employee and mass testing. There is no reimbursement for asymptomatic testing. Ms. Hagevig initiated a conversation about Cepheid supplies and state allocation. New Cepheid tests will be a four in one combination test for SARS, COVID, Flu and RSV. If we are unable to get these test kits from the State, we will have to order them at cost and pass that on to the consumer. Ms. Hale reported that the State is allocating five ID Now Abbott testing machines for the Legislature specifically. She also reported that since CBJ is now using Fulgent Genetics in California to process tests, CBJ is exploring buying a lot (10,000) Fulgent test kits to support BRH and other facilities' testing of staff.

**CBHO report** – Mr. Stevens had toured the newly renovated Rainforest Recovery Center (RRC) and was very impressed by the facility and the elevated care provided. Mr. Johnson appreciates the telehealth services provided for Bartlett Outpatient Psychiatric Services and RRC. He requests periodic updates be provided to the Board. Mr. Solomon-Gross

requested information regarding grant funding from DHSS. Mr. Grigg reported that we have seen a significant increase in youth and adults showing up in the ER in crisis. He had requested funding from the State for support in staffing a community based aftercare program for patients utilizing Psychiatric Emergency Services (PES) in the ER and then being discharged instead of admitted to the hospital. Staff would follow up with the patient and/or family for 5 days after the assessment to help the crisis continue to stabilize. As a result of this request, the State amended the \$800,000 Crisis Stabilization grant by \$360,000 which will support a combination of therapists, youth and family navigators and behavioral health technicians. Three people have been hired to fill the posted positions. By November 15<sup>th</sup>, this community based PES program will be in place. Mr. Stevens commended Mr. Grigg for recognizing the need for this service in the community and getting quick action from the State. Mr. Grigg also reported that the \$360,000 was not just to help with staffing it is for any services this program will be providing for the rest of this fiscal year. Adjustments are being made to the 1115 waiver to include services identified as needed but aren't normally provided and not reimbursable. This information will be used to update the 1115 waiver to allow billing for these services effective July 1<sup>st</sup>. Ms. Hagevig commended Mr. Grigg for hiring this staff so quickly and inquired about sustainability of the program. Mr. Grigg reported that we are working on a sustainability plan. He also reported that daily reimbursement rates have been increased by the State to \$950.00 per day for services, this does not include the professional fees by the physicians and therapists.

**CFO report** – No written report submitted

**CEO REPORT** – Mr. Bill thanked the Board and the Senior Leadership Team (SLT) for his much needed time away. SLT did a phenomenal job of maintaining and moving projects forward during his absence. He stated that he has meetings scheduled to take place with Virginia Mason and University of Washington to begin discussions about partnering opportunities. A local task force is being built to identify the questions we will need to ask to ensure we get our needs met as meetings progress. Meetings with Providence, Peace Health and SEARCH will also be scheduled. We continue to recruit for a General Surgeon, Medical Oncologist, Urologist and CMO. He thanked Dr. Neyhart for the work she and the MSEC have put into the CMO position description as medical staff input is crucial. He also reported that discussions have been held with CBJ about hiring a project manager with a healthcare focus to work with us on the projects we have. CBJ will hire this person but charge their time and benefits costs to BRH. The space for molecular lab is empty and renovations will begin later this week. This project is expected to be completed by mid to late January, the same time we expect to see the testing equipment delivered. We currently have one COVID positive patient in-house. Information about setting up Centennial Hall is in the CNO report. This was a huge effort and Ms. Lawhorne and the rest of the crew's efforts are greatly appreciated. For his final update, Mr. Bill announced his plan to retire on or about February 5, 2021. The specifics will be worked out with Human Resources and the Board of Directors. He has really enjoyed the 6 ½ years he has been here and appreciates the work with the Board and SLT to get the hospital in a solid position from both a senior leadership standpoint and a financial standpoint. He hopes to continue the relationship on a consulting basis for a period of time but has ultimate faith in our SLT that they will be a bridge to whoever the Board decides will be the next leader should this not happen. Mr. Johnson expressed best wishes to Mr. and Mrs. Bill and then asked what the possibility is that BRH might see overflow patients from other hospitals due to the spike in COVID patients. Ms. Lawhorne feels this is not a likely scenario but conversations have been held about extreme situations should that occur. Ms. Knapp was not surprised by Mr. Bill's retirement and expressed well wishes. Mr. Kendziorrek expressed thanks and acknowledged Mr. Bill for the good job he has done since he has been here and especially during this COVID pandemic. Ms. Hagevig also congratulated Mr. Bill and then initiated a conversation about pre-planning in anticipation of the State receiving a COVID vaccine. There is a focused effort going on at the State level through ASHNHA and DHSS to coordinate how that will roll out. Mr. Solomon-Gross congratulated Mr. and Mrs. Bill on his retirement and expressed appreciation for the work accomplished. Ms. Hale said Mr. Bill will be missed and his handling of the COVID crisis has been stellar. She also acknowledged how instrumental BRH was in setting up Centennial Hall. Mr. Stevens reported that he had requested that Mr. Bill announce his well-deserved retirement to the Board members and SLT at the same time and there will now need to be an Executive Committee meeting scheduled to plan our next steps. He wished Mr. and Mrs. Bill the best in their new adventures.

**PRESIDENT REPORT** – Mr. Stevens thanked everyone for their participation in strategic discussions. He was unable to attend the Board Compliance training last Saturday due to a work emergency and hopes to be back in Juneau soon. He

acknowledged and expressed appreciation for how seamlessly SLT handled the different things that arose at the hospital and in the community during Mr. Bill's absence.

**BOARD CALENDAR** – November calendar reviewed. An Executive Committee meeting will be held at 12:00pm on November 12<sup>th</sup>. All other dates and times listed confirmed with no changes.

**BOARD COMMENTS AND QUESTIONS** – Ms. Costello announced that she has given her notice and will be leaving the Chief Legal Officer position. Her last day will be December 4<sup>th</sup>. She enjoyed her time working with the Board and BRH staff and will miss everybody. She will work with Mr. Bill and Mr. Palmer on a strategy to move forward with future legal needs of the hospital. She will be staying in Juneau and returning to litigation cases. Mr. Stevens said she has been a valuable member of the team and will be missed. Mr. Solomon-Gross said she would be missed and announced that he plans to stay and has reapplied for a position on the Board. Board member terms are up for Mr. Solomon-Gross, Ms. Hagevig and Ms. Knapp at the end of this year.

**Executive Session** – *Motion by Mr. Kendziorrek 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 and the patient safety dashboard.*

**Mr. Solomon-Gross seconded.** The Board entered executive session at 7:07 p.m. and returned to regular session at 7:20 p.m.

**Ms. Hagevig made a MOTION to approve the credentialing report as presented. Ms. Knapp seconded. Motion approved.**

**ADJOURNMENT** – 7:21 p.m.