

Bartlett Regional Hospital

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

Board Compliance & Audit Committee Meeting

Minutes

June 16, 2020

Called to order at 7:00 AM., by Board Compliance Committee Chair, Marshal Kendziorek

Compliance Committee and Board Members:

Board Members: Marshal Kendziorek, Committee Chair; Deborah Johnston (absent); Kenny Solomon-Gross; Rosemary Hagevig

Staff/Other: Chuck Bill, CEO; Nathan Overson, Compliance Officer; Megan Costello, CLO; Billy Gardner, CCO; Rose Lawhorne, CNO; Dallas Hargrave, Human Resources Director; Kevin Benson, CFO; James Caldwell, Senior Quality Director

Agenda Approval: *Mr. Solomon-Gross made a MOTION to approve the agenda as submitted. Hearing no objection, Mr. Kendziorek approved the agenda without change.*

Previous Board Compliance Meeting Minutes Approval: *Mr. Solomon-Gross made a MOTION to approve the December 18th 2019 Board Compliance and Audit Committee Meeting minutes as submitted (The 03/31/2020 meeting was canceled due to COVID 19 considerations). Hearing no objection, Mr. Kendziorek approved the prior meeting minutes without change.*

Education and Training: Mr. Overson provided compliance education and training. Training consisted of an overview of Bartlett's Compliance Program including a brief history of hospital compliance programs, the seven element of an effective compliance program and applicable compliance laws.

As part of the discussion during the education and training portion of the meeting, Ms. Hagevig asked about the hospital's policy review and approval process. Mr. Overson walked through the process of how the owners of the controlled documents are responsible for periodic document reviews (clinical policies are required by the state to be reviewed annually). Material changes to hospital policies will be vetted through the hospital Policy Committee and any material changes to Compliance policies will also include a review by the BOD Compliance and Audit Committee. Mr. Kendziorek pointed out the importance of a 3rd party compliance program review which would also include an evaluation our compliance policies, and that this is an important part of the Boards oversight responsibility to the hospital's compliance program.

After the training, there was active discussion by to board members regarding the importance of an annual compliance training for the board members as a whole. Different strategies were suggested, and Mr. Kendziorek asked that Ms. Hagevig as BOD Vice President work with Mr. Lance Stevens, the BOD President, to see about arranging a time for a 2 to 3-hour compliance program training session for the Board of Directors; even if it were a standalone meeting on a Saturday. It was also mentioned that the training should be recorded for those who could not attend.

Compliance Program Evaluation:

The committee was in agreement that the hospital should move forward with contracting with a 3rd party for the purpose of reviewing and evaluating the hospital's compliance program. Mr. Kendziorek asked that Mr. Overson and Ms. Costello work through the CBJ procurement process to move the contracting initiative forward expeditiously.

Compliance Officer Report: The committee reviewed the Compliance Dashboard elements. Mr. Kendziorek asked for a side by side comparison graph for 2019 and 2020 representing the compliance log report. Ms. Hagevig asked Mr. Overson to include a glossary of definitions for the compliance log report to better understand the meaning of the different categories. Mr. Overson asked what, if any, of the dashboard reports should be reviewed in executive session. Ms. Costello said that she could review the dashboard elements and meeting packet against the Open Meetings Act before each meeting if there was a question.

Committee Input: Mr. Kendziorek suggested that the committee meet again in on July 21st at 7:00 am to focus on review of the 2020 Compliance Work Plan, and rolling 12-month/year over year compliance log graph and to review the status of compliance program evaluation contract. The committee consensus was that this was a good idea. Mr. Kendziorek asked that Mr. Overson plan to provide the 2 to 3-hour compliance program training to the Board of Directors, or make it part of the compliance program evaluation contract.

Executive session: This meeting did not go into executive session.

Meeting Adjourned 8:15 am

Next Meeting 07/21/2020 at 7:00 am