



ALLIANCE GOVERNANCE BOARD

Wednesday, April 4, 2018

MINUTES

AGB CALL TO ORDER

The Alliance Governance Board (“AGB”) meeting was called to order by Tony Balk at 3:00 pm in the Godard Room at EvergreenHealth Monroe (“EHM”). Present at the meeting were the following Directors and staff: Tony Balk, Chair and SCPHD#1 Commissioner; Steve Matuschak, SCPHD#1 Commissioner; Al DeYoung, KCPHD#2 Commissioner; Jeanette Greenfield, KCPHD#2 Commissioner; Bob Malte, EH CEO; Renée Jensen, Sr. VP and EHM CAO; Lisa LaPlante, EHM COO; Scott Olander, EHM CFO; Brenda West, EHM CNO; Jack Handley, MD, EHM CMO; John Patz, DO, Medical Staff President; and Sarah Tamura, EHM Sr. Executive Assistant. Guests included Dr. Midori Larrabee, Hospitalist Medical Director; Caitlin Walker, Manager of Quality and Patient Safety; Shelly Simpson, Supervisor of Infection Control and Employee Health; Alex Beherndt, Assistant Audit Manager; Wendy Choy, Audit Manager; and Tom Teigen, Director of Snohomish County Parks, Recreation and Tourism.

PUBLIC COMMENT

No one from the public wished to comment.

ACTION ITEMS

Consent Agenda

Commissioner Balk presented the Consent Agenda which included the March 7, 2018 AGB Minutes and the February 2018 A/P and Payroll Voucher Summary.

There being no questions regarding the Consent Agenda, Commissioner Balk called for a motion to approve it as presented.

Motion: Commissioner DeYoung moved to approve the Consent Agenda, which included the March 7, 2018 AGB Minutes and the February A/P and Payroll Voucher Summary, as presented. Commissioner Greenfield seconded the motion. **Motion carried unanimously.**

State Auditor Closing Conference

Alex Beherndt, Assistant Audit Manager from the State Auditor’s Office, was invited to provide closing comments and report from the audit. Closing documents were provided for review. Overall, it was a clean audit and it is anticipated that next year’s audit will take less time and have a lower associated cost. The AGB thanked Mr. Beherndt for attending and for his team’s hard work during the audit process.

Monroe Tourism & Recreation Plan

Tom Teigen, Director of Snohomish County Parks, Recreation and Tourism, was invited to share plans for Snohomish County’s tourism and recreation development. Mr. Teigen shared the new management

system (“STEP”) that has been implemented by the county and how this has increased the efficiency of projects undertaken by the city. He shared a short video that provided an overview of the tourism plans for the county as well as concerns and considerations of county leadership as they plan for development. Other key points included:

- Mr. Teigen’s department is working to help local communities develop safer practices when involved in recreation activities in the county.
- Bicycle trails from Snohomish to Monroe are being developed to increase the transportation options for community members. The Centennial Trail represents a large portion of this investment.
- Monroe provides a good base for activity seekers and the opportunity for tourism growth exists. There is a lot of population growth associated with the local tech companies, the staff which are typically younger and have an interest in outdoor activities.

The AGB thanked Mr. Teigen for attending and for his informative presentation. EHM looks forward to partnering with Snohomish County.

REPORTS & DISCUSSION

Infection Control

Shelly Simpson, Supervisor of Infection Control and Employee Health, presented the annual review of the Infection Control Annual Report. Key points included:

- The TB testing process changed from a skin test to a blood test. This change has been positively associated with increased testing compliance as well as reduced costs.
- Annual education on Powered Air Purifying Respirators (PAPRs), hand hygiene and CAUTIs were implemented and have proven helpful to staff.
- 2018 will focus on Isolation protocols and Personal Protective Equipment (PPE) use. Increased audits and further education will be implemented to improve compliance.
- The antimicrobial stewardship program is being implemented. Ms. Simpson is working in conjunction with Sandra Kreider, Executive Director of Med Surg Nursing, Infection Prevention and Employee Health, to align EHM’s procedure with the EvergreenHealth system.

Commissioner Balk called for a motion to approve the 2018 Infection Control Annual Report.

Motion: Commissioner Greenfield moved to approve the 2018 Infection Control Annual Report. Commissioner Matuschak seconded the motion. **Motion carried unanimously.**

EXECUTIVE REPORTS

Quality Committee Report

Caitlin Walker presented the March Quality and Patient Safety minutes including the executive dashboards, as well as the “What Have We Learned” summary. Key points included:

- Medical Reconciliation process is being reviewed by Dan Decker, Director of Pharmacy, to streamline the process.
- The Microbiology process is being reviewed by Kathy Sakas to address issues with delays in turnaround time. Alternatives to the current process are under review.
- There was a patient fall that occurred when the patient was walking to the bathroom; upon review five areas for improvement were identified, particularly documentation. Possible

improvements include notes about a patient's personality or notes about other diagnoses that could affect a patient's care.

- In-patient Likelihood to Recommend scores decreased, encouraging a renewed focus on leadership rounding and availability to address patient concerns.
- The Executive Dashboards were updated and highlight areas where alignment occurs between the two campuses (circled in orange).
- The Quality Management Manual was reviewed and updated for 2018 due to a new series of regulations. Going forward, it will be updated yearly and brought to AGB for review.

Commissioner Balk called for a motion to approve the 2018 Quality Management Manual.

Motion: Commissioner Greenfield moved to approve the 2018 Quality Management Manual. Commissioner DeYoung seconded the motion. **Motion carried unanimously.**

Medical Staff Report

John Patz, MD, Medical Staff President, reported as follows:

- John Gepford, Director of Information Technology, researched options for a new video teleconferencing system in the Godard Room to increase the opportunities for communication and education between the EvergreenHealth campuses. A system was identified and the Medical Executive Committee ("MEC") approved the allocation of funds for the project.
- Dr. Jackson has on-boarded and taken over much of the day-to-day work in the Addiction Medicine center. Dr. Patz has stepped back from his leadership role while remaining available to Dr. Jackson should she need assistance.

Chief Medical Officer's Report

Jack Handley, MD, EHM CMO, provided his final report to the AGB. He will be moving out of his role in May and Dr. Midori Larrabee will be stepping into the role as the new CMO. Some notes about his tenure at EHM include:

- Dr. Handley has enjoyed developing individualized relationships with members of the medical staff and engaging in work that helps them feel supported by their leadership.
- In taking the CMO position at EHM, Dr. Handley recognized that part of his role has been to develop the relationship with EvergreenHealth Kirkland and assist with alignment.

Dr. Handley expressed thanks for the opportunity to work as the CMO at EHM. The AGB Directors expressed their appreciation to Dr. Handley for his service and hard work to help make EHM successful.

Chief Financial Officer Report

Scott Olander, CFO, presented the January financial report. Mr. Olander also presented ABG Resolution No. 2018-01. This will be Mr. Olander's final meeting. Key points of his presentation were:

- The in-patient volume has been a little lower than anticipated, likely associated with Dr. Swenson's gradual ramp-up of his work. Dr. Swenson has a backlog of cases; processing is dependent on how quickly patients can be moved through his office.
- There has been a positive variance associated with an ER leveling program that Dr. Handley and Dr. Hanson helped implement.
- AGB Resolution No.2018-01 pertains to Authorizing Credit Cards; Renee Jensen, Sarah Tamura and Eric Britt would be added to the credit card accounts. David Anderson and Sharon Klinger will be removed.

Mr. Olander expressed his appreciation of the time he has spent at EHM and his enjoyment of the challenging nature of the work. The AGB thanked Mr. Olander for the time and effort he has put into helping EHM succeed.

Commissioner Balk called for a motion to approve AGB Resolution No. 2018-01: Authorizing Credit Card.

Motion: Commissioner Greenfield moved to approve AGB Resolution No. 2018-01. Commissioner Balk seconded the motion. **Motion carried unanimously.**

Chief Administrative Officer's Report

Renée Jensen, CAO, presented a few highlights from her CAO report:

- Ms. Jensen reviewed the Organizational Reward and Recognition goals and provided a draft form of her personal Reward and Recognition goals for review.
- Negotiations with Fairfax are on-going; regular meetings are moving the relationship forward and improving communication about costs associated with the facility. Both Ms. Jensen and Fairfax's CEO, Ron Escarda, are participating in these discussions to ensure their continued progress.
- Ms. Jensen presented a memo from Julie Mincy, Manager of Human Resources, outlining the details of the UCFW negotiations. Negotiations were completed and the contract was ratified the evening of April 3rd. The negotiation time frame has been shortened to allow for staff to renegotiate when EHM is on stronger financial footing. The contract will be brought to the next AGB Meeting for Board approval. Ms. Jensen inquired if further information was needed, and the Board was satisfied with the information presented.
- Ms. Jensen presented AGB Resolution No. 2018-02 supporting the Quiet Train Zone at the Intersection of U.S. Hwy 2 and 179th Ave SE Monroe, WA. This initiative asks the City of Monroe to provide funds to enhance the signals, allowing the trains to refrain from sounding their horn as they pass through the intersections.

Commissioner Balk called for a motion to approve the Organizational R&R Goals for 2018.

Motion: Commissioner DeYoung moved to approve the 2018 Organizational R&R Goals. Commissioner DeYoung seconded the motion. **Motion carried unanimously.**

Commissioner Balk called for a motion to approve AGB Resolution No. 2018-02: Quiet Train Zone at the Intersection of U.S. Hwy 2 and 179th Ave SE Monroe, WA.

Motion: Commissioner DeYoung moved to approve AGB Resolution No. 2018-02. Commissioner Balk seconded the motion. **Motion carried unanimously.**

Chief Executive Officer's Report - EvergreenHealth System Updates

Bob Malte, EvergreenHealth CEO, reported on the following:

- Mr. Malte shared his plans for retirement and his hopes for moving into the realm of education. He provided a general timeline for the CEO hiring process.
- Mr. Malte noted that he would be providing information about the April 13th Board Educational Meeting later in the meeting (see Monroe Capital Strategic Planning).

SCPHD#1 Report

Commissioner Balk reviewed events from the April 3, 2018 SCPHD#1 Board Meeting and went over the minutes from the March 6th SCPHD#1 and Community Advisor Committee Meeting. Key points included:

- At the April 3rd meeting the Board of Commissioners discussed the possibility of going out for a levy in 2019.
- The Board also discussed the retirement of Mr. Malte and possible participation of SCPHD#1 Commissioners in the interview process for the new CEO.

AGB BUSINESS

Monroe Capital Strategic Planning

Mr. Malte and Ms. Jensen provided an update on Monroe Capital Strategic Planning and an overview of the discussion that will take place on the Board Educational on April 13, 2018. Key points included:

- At the meeting, the group will be looking at long-term plans for Monroe and how those could be achieved. A “supposal” will be provided to the group; it has solid numbers but also provides room for discussion.
- EHM continues to look for opportunities to identify savings in addition to the financial asks that are being proposed. Lisa LaPlante, Chief Operating Officer, has already identified \$500,000 worth of savings and Brenda West, Chief Nursing Officer, is just beginning work to identify possible savings.
- Ms. Jensen and Mr. Malte have been discussing the possibility of working with Providence on OB/GYN Services. This is a proposal that would require a significant amount of work to ensure services are fairly allocated between the two facilities.

Rolling Agenda

The rolling agenda was presented and there were no comments or questions from the Commissioners.

COMMUNICATIONS

There were no comments or questions from the Commissioners about the communications summary.

EXECUTIVE SESSION

At 5:02 pm Commissioner Balk announced the AGB would proceed into an Executive Session as permitted by RCW 42.30.110 to discuss credentialing matters. The session was scheduled for 5 minutes. Attendees of the Executive Session were Tony Balk, Steve Matuschak, Al DeYoung, Bob Malte, Jeanette Greenfield, Renée Jensen, Scott Olander, Tina Mycroft and Dr. Jack Handley.

The Executive Session concluded at 5:07 p.m.

MEETING RECONVENED

The open public meeting was reconvened at 5:07 p.m.

Medical Staff Credentialing Report- Vote

Dr. Handley recommended approval of the Credentialing files. The following providers were recommended for approval:

INITIAL APPOINTMENTS/PROVISIONAL

APPLICANT	PRIVILEGES	MEMBERSHIP
None		

PROVISIONAL ADVANCEMENTS

APPLICANT	PRIVILEGES	MEMBERSHIP
Chabra, Tamuna, MD	Diagnostic Radiology	Courtesy
Kesava, Prabhaker, MD	Diagnostic Radiology	Courtesy
Mohr, Brandt C., MD	Diagnostic Radiology	Courtesy

REAPPOINTMENTS

APPLICANT	PRIVILEGES	MEMBERSHIP
Baquero, Pilar, MD	Obstetrics & Gynecology	Courtesy
Krishnananthan, Ruben, MD	Diagnostic Radiology	Courtesy
Larrabee, Midori K., MD	Internal Medicine	Active
Witrak, Bonnie, MD	Diagnostic Radiology	Courtesy

OTHER

APPLICANT	PRIVILEGES	MEMBERSHIP
None		

RESIGNATIONS

APPLICANT	PRIVILEGES	MEMBERSHIP	COMMENTS
Daly, Charles, MD	Diagnostic Radiology	Courtesy	Voluntary Resignation per Radia
Gersh, Jill, MD	Internal Medicine	Courtesy	Voluntary Resignation

Commissioner Balk called for a motion for approval.

Motion: Commissioner Greenfield moved to approve the March Medical Staff Credentialing Report as presented and to approve the New Appointments, Reappointments, Status Changes, and Privileges pertaining to the EvergreenHealth Monroe Medical Center Medical Staff and AHPs, as stated above. Commissioner Matuschak seconded the motion. **Motion carried unanimously.**

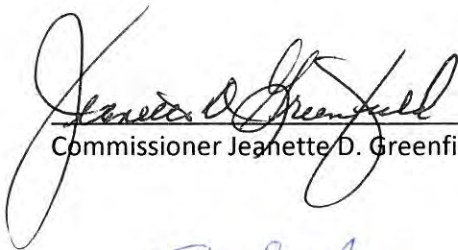
ADJOURN

There being no further business, Commissioner Balk adjourned the meeting at 5:08 p.m.

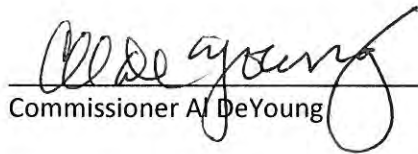
ATTEST: ALLIANCE GOVERNANCE BOARD



Commissioner Anthony Balk, Chair



Commissioner Jeanette D. Greenfield, Secretary



Commissioner Al DeYoung



Commissioner Stephen Matuschak



Bob Malte, EvergreenHealth CEO