

API Governing Body Meeting Minutes

Date: November 21, 2019 / Time: 1:38 p.m. – 4:17 p.m.

Alaska Psychiatric Institute Conference Room A27C

Present	Voting members	Present	Ex-officio members	Present	Staff members or stakeholders
X	Albert Wall, Chairman & DHSS DC		Adam Rutherford, DOC	X	Erica Steeves, QAPI Director
X	Dr. Anne Zink, CMO, DHSS	X	Dr. Michael Alexander, Chief of Psychiatry, MEC		Jillian Gellings, DHSS
	Adam Crum, Commissioner, DHSS		Primary Care Association, Member at Large		James Farley, API CFO
	Charlene Tautfest, AMHB Member		Jeff Jessee, UAA	X	Laura Russell, DHSS
X	Gennifer Moreau-Johnson, DBH Director		Daniel Delfino, AHFC	X	Promise Hagedon, API DON
X	Jason Lessard, NAMI	X	Elizabeth Russo, OPA	X	Steven Bookman DOL
X	John Lee, Acting CEO API		Natasha Pineda, ADH Director	X	Alyssa Hutchins, DHSS
	Dr. Alexander Von Hafften, APA		Anchorage Police Department, Member at Large	X	Jerry Jenkins, ABHA
	Summer LeFebvre, AKBHPA		Joanna Cahoon, DLC		Ron Cowan, API
X	Elizabeth King, ASHNA	X	Lynn Cole, Vendor Representative		Beverly Schoonover, AMHB
X	Katie Baldwin-Johnson, AMHTA		American College of Emergency Physicians Member at Large, ACEP		Rebecca Helfand, WICHE
X	Dr. Shane Coleman, ANHB		Dr. Nathan Kasukonis, API		
	Deb Etheridge, Acting Director, SDS				

Notes: Marked boxes indicate attendance; with physical attendance indicating an “X” and no indicator, meaning call in attendance.

Voting members in blue

Ex-Officio members in black

- Member's not in attendance and or in the process of selecting a Member at Large depicted by yellow highlighted title
- Staff members or stakeholder of API and the behavioral health continuum of care depicted in red.

#	Standing Agenda Items	Lead Assigned	Discussion	Action Item	Due Date
1a.	Welcome Introductions (Roll call)	Chairman	<p><u>Albert Wall</u>- There will be a few amendment to the agenda. We will be cancelling the executive session today.</p> <p><u>John Lee</u>- In addition, not include in the agenda, Wellpath has prepared per our request at the last board meeting, a Governing Body the first in the series of Governing Body education on the fiduciary responsibilities of the Governing Body. This educational board training will be a three part series.</p>	Quorum established to conduct governance business.	Completed
1b.	Review and Approve Agenda	Chairman	<p><u>Albert Wall</u>- Amendments prior to approval:</p> <ul style="list-style-type: none"> • At 2:00, prior to the Items for Consent segment: <ul style="list-style-type: none"> ○ Hold Officer Elections ○ Talk about Committees ○ Patient Advocacy board <p>All of these proposed amendments are a part of the Governing Body Structure.</p> <p>Motion to approve – John Lee Second- Dr. Alexander</p>	Hearing no objections, Agenda Approved with Amendments.	Completed
1c.	WICHE (Western Interstate Commission for Higher Education)	Chairman	<p><u>Albert Wall</u>- WICHE been awarded the feasibility study for the privatization of API. They will be starting December 1st.</p> <p><u>Becky Helfand</u>- WICHE is coming to Anchorage to do a series of focus groups and key informant groups.</p> <ul style="list-style-type: none"> • There will be a team in town December 2nd-5th 		

<p>1d.</p>	<p>Review October 17, 2019 Governance Meeting Minutes</p>	<p>Chairman</p>	<ul style="list-style-type: none"> • Our goal is to get as much feedback from as many stakeholders as possible to ensure the feasibility meets all of API's and takes everybody comments and concerns into consideration. <p><u>Shane Coleman's Rep, Cody Chipp</u>- Change ANMC to ANHB.</p> <p><u>Albert Wall</u>- In addition, I have been talking a lot with Dr. Alexander Von Hafften, and he requested it be reflected in the minutes that he representative of the Alaska Psychiatric Association, not the president.</p> <p>Jillian, if you could please cancel the December 5th meeting. The next meeting will be held at the Frontier Building and will be conducted via video conference.</p> <p>Motion to approve – John Lee Second- Elizabeth King</p>	<p>Change organizational acronym.</p> <p>Jillian cancel December 5th meeting.</p> <p>Hearing no objections minutes from October are approved.</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>
<p>2.</p>	<p>CEO Transition Update</p>	<p>Chairman</p>	<p><u>Albert Wall</u>- The search committee has met since our last meeting and interviewed Noel Ray. Noel Rae has been a:</p> <ul style="list-style-type: none"> • Worked at API before; • Been a long term administrator for long period of time • Associated with Virginia Mason • Search committee if you could stay for a few moments afterwards to touch base with you I would appreciate that 	<p>CEO Search Committee Members Meet after meeting.</p>	<p>Completed</p>
<p>3.</p>	<p>Discussion of the COO</p>	<p>John Lee</p>	<p><u>John Lee</u>- The COO Lezlee Henry-Dupoux is no longer with API, and we wish her the best of luck We do have some COO candidates, but the thought was that we would wait until the CEO has been selected so they can be an act part of that choice</p>	<p>No motion set forth</p>	

4.	Wellpath Update	Lynn Cole	<p><u>Lynn Cole</u>: Wellpath has provided the following rational support to API since the last Governing Body meeting:</p> <ul style="list-style-type: none"> • Assist with responses to CMS, TJC, Ombudsman, OSHA, and other regulatory and licensing bodies • Secured forensic psychologist(s) to support restorative care through October • Continue to provide on-going TJC/CMS Consultant support <ul style="list-style-type: none"> ○ On-site CMS consultant provided to assist with Plan of Correction ○ Dedicated resource to monitor and ensure progress with corrective actions ○ Continuously monitoring to assess compliance with all keys areas of focus ○ Assisting with preparations for upcoming CMS re-survey • Continue to provide expertise with appropriate treatment/care planning process <ul style="list-style-type: none"> ○ Ensured person served and PNA involvement in treatment team planning ○ Attend and support 100% of treatment team meetings • Continue to provide Nursing Education support to ensure training files are complete, educate staff, bring facility into compliance, and satisfy CMS guidelines • Implemented electronic systems for policy management and credentialing – Currently completing training and technical support for system users <p>In the upcoming months, Wellpath continues to provide operational support and is working on finalizing the following areas:</p> <ul style="list-style-type: none"> • Continuing to support on-going operations and identifying potential candidates for key vacancies <ul style="list-style-type: none"> ○ Currently focusing on candidates for psychology and risk management • Finalizing plan for leadership development training for API Executive Management Group and other 		Completed
----	-----------------	-----------	---	--	-----------

<p>4. (cond't)</p>	<p>Wellpath Update</p>	<p>Lynn Cole</p>	<p>identified participants to support new leadership team</p> <ul style="list-style-type: none"> • Providing additional training support on trauma informed care and with MANDT to increase awareness and competency in de-escalation techniques and reduce risk of injuries for all direct care staff <p><u>Albert Wall</u>- Wellpath has been assisting us with forensics care as it indicated through October. The state has hired a Forensics Director, Dr. McConnell, who will arrive in December.</p>	<p>No motion set forth.</p>	<p>Completed</p>
<p>5.</p>	<p>Election of Governing Body Officers & Current Committees</p>	<p>Chairman</p>	<p><u>Albert Wall</u>- We previously amended the agenda to reflect Officer Elections, talk about Committees and the creation of potential new committees, and lastly the Patient Advocacy Board (PAB). We have accepted a set of bylaws, a governance body consisting of voting and non-voting members, for a total of 26 members. In the bylaws there is room for the typical four officers that operate within the governing body</p> <ul style="list-style-type: none"> • The Chair • Vice Chair • Secretary • Treasurer <p>Those by the bylaws are supposed to be in accordance with Roberts Rules of Order and in accordance of what those do. We will be accepting nominations, then go to a vote.</p> <p>The second thing I would like to address is in the bylaws. There is a description of an Advocacy Board which runs parallel with the governance body, it is the serves as the ultimate arbiter for grievances within the structure of the organization. The Patient Advocacy Board (PAB), shall be defined by API policy.</p> <ul style="list-style-type: none"> • The chair of the PAB shall be one of the Governing body members that is in the position of Member-at-large. 	<p>No motion set forth.</p>	<p>Completed</p>

<p>5. (Cond't)</p>	<p>Election of Governing Body Officers & Current Committees</p>	<p>Chairman</p>	<ul style="list-style-type: none"> • As session is approaching, I'd like to put together a legislative affairs committee regarding the bills pertaining to API. I will not be the head of that committee, but will serve as a member. • I would like that committee on behalf of the board to interact with Legislators with questions pertaining to the organization. <p>These are the API Governing Body Bylaws, but I intend them to change by July 1st.</p> <ul style="list-style-type: none"> • Chair • Vice Chair- Elizabeth King <ul style="list-style-type: none"> ○ Nominations: Gennifer Moreau-Johnson & Elizabeth King. ○ <u>Albert Wall</u>- The two nominees were excused from the room, call to vote for each nominee. Elizabeth King was elected with a vote of 7-2. • Secretary- Katie Baldwin-Johnson <ul style="list-style-type: none"> ○ Nominations: Katie Baldwin-Johnson. Only nominee, Katie has been dually elected as secretary. • Treasurer- Summer LeFebvre <ul style="list-style-type: none"> ○ Only nominee, all in favor, Summer is elected Treasurer. <p><u>Albert Wall</u>- There are two other committees that I'd like to deal with tonight, the first being the PAB Board, the grievance end of this hospital.</p> <p>By our Bylaws one member of the PAB board shall serve as chair of the committee; there are only two voting member-at larges, Jason Lessard and Charlene Tautfest.</p>	<p>Elizabeth Kind nominated with a vote of 7-2, all in favor, hearing no objections.</p> <p>All in favor, hearing no objections. Katie Baldwin-Johnson has been elected as secretary.</p> <p>All in favor, hearing no objections. Summer LeFebvre has been elected as secretary.</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>
-------------------------------	---	------------------------	--	--	--

<p>5. (Cond't)</p>	<p>Election of Governing Body Officers & Current Committees</p>	<p>Chairman</p>	<p>In our bylaws this is the Patient Advocacy Board, our intent of this was more along the lines of an arbitration on whether or not the hospital or the staff involved were correct on how they handled a particular situation</p> <p>However as it is written, I think Ron's concerns are accurate in that it appears to serve as more of a board focused on the arbitration, rather than the patients.</p> <p>I recommend that we hire a chair of this board and as their first task they can flush this out. The intent will be that matters of advocacy versus grievance process will be clarified within the bylaws.</p> <p>The bare minimum time for the clarification process will be around 60 days.</p> <p>I am set to nominate the chair of that committee, then delegate the chair instructions after the election. The two members who are able to fill this position are Charlene Tautfest and Jason Lessard, I nominate both of them through brevity immediately.</p> <p><u>Albert Wall</u>- Charlene, are you able and willing to serve in that capacity?</p> <p><u>Charlene Tautfest</u>- I am, although I am running for an election for Mayor of Kenai, so I'm not sure if it would have an effect on that.</p> <p><u>Albert Wall</u>- Jason, are you able and willing to serve in that capacity?</p> <p><u>Jason Lessard</u>- I am I would just like to throw out the caveat that I'm new to all of this. I would need a lot of help and patience, but I am willing to take it on.</p>		
-------------------------------	---	------------------------	--	--	--

<p>5. (Cond't)</p>	<p>Election of Governing Body Officers & Current Committees</p>	<p>Chairman</p>	<p><u>Albert Wall</u>- Charlene I'm going to have you sign out of the call for 5 minutes and Jason will you please step out of the room for 5 minutes?</p> <p>All in favor of Charlene-0 All in Favor of Jason- 0</p> <p><u>Albert Wall</u>- This will be a permanent committee of the board, as described by the bylaws. My instruction to you is to work with Erica Steeves, Ron Cowan, and anyone on this board. You're recommendations for amendments on the bylaw can be anything, if you think it's best to change it to something along the lines of public grievance board, just to make it clearer.</p> <p>The advocacy portion of this board is dealt through public comment, The purpose of this board is to manage the business of this hospital</p> <p><u>Albert Wall</u>- What role in a med surge or hospital does patient advocacy play at the governance board level?</p> <p><u>John Lee</u>- Well API is different, I think the 7-8 years I was at Mat-Su all of the issues were resolved before they got to the board, we had that discussion maybe 3 times as far as I can remember.</p> <p><u>Albert Wall</u>- So maybe we need to discuss advocacy as aa function at some point and how we interplay with that official process of the board. It's essentially the final say in an appeals process.</p> <p><u>Albert Wall</u>- Legislative Affairs Committee This committee will be responsible for correspondence with legislatures and other governmental officials that may need interaction with the board at some level. There are two representatives, Representative Spohnhozl and Senator Giessel who have bills out concerning the makeup and function of this very body.</p>	<p>All in favor, no objections, with a vote of 0-9, Jason Lessard is chair of the PAB Committee.</p>	<p>Completed</p>
------------------------	---	------------------------	---	--	------------------

<p>5. (Cond't)</p>	<p>Election of Governing Body Officers & Current Committees</p>	<p>Chairman</p>	<p>Jason Lessard has met with Representative Spohnhozi, then he went with me to meet with Senator Giessel.</p> <p>One of the first acts I'd like The Legislative Affairs Committee to do is to pin a letter to those two law makers regarding their proposed legislation and open a dialogue with them.</p> <p>I'd first like to elect a chair to head the thought process up. I'm entertaining a nomination for a chair of the Legislative Affairs Committee as a non-state employee.</p> <p>I'm going to withdrawal my request for nominations, and this is my suggestion; we will table this topic, send it out in email to have an open discussion about it.</p> <p>What'd I'd like to do is introduce a nonpartisan discussion to the legislature.</p> <p>For the record, the purpose of this board and this committee will be to separate the conversation from political conversation of the legislator versus the administration and move it towards patients care.</p> <p style="text-align: center;">Tabled until further discussion</p> <p style="text-align: center;">Policy Review Committee</p>	<p>Legislative Affairs Committee Topic tabled for further discussion.</p>	<p>Next GB Meeting: 12/19/19</p>
<p>6.</p>	<p>Quality Assurance Program Improvement (QAPI)</p>	<p>Erica Steeves</p>	<p><u>Erica Steeves</u>- There are 7 policies for consent contained within the packet. The committee has determined that they must meet twice per month in order to address the quantity of policies needing revision. In our last meeting, the committee was able to:</p> <ul style="list-style-type: none"> • Retire 12 policies that were no longer applicable or reflected in other policies 	<p>Tabled for Next GB Meeting</p>	

<p>6. (Cont'd)</p>	<p>Quality Assurance Program Improvement (QAPI)</p>		<p><u>Albert Wall</u>- I'm looking for a motion to....I'm calling a brief recess for point of order, we will adjourn again in 5 minutes.</p> <p><u>Albert Wall</u>- In an effort to move forward, I'm going to table the Policy Review Committee, and move through the agenda.</p>		<p>Next GB Meeting: 12/19/19</p>
<p>7.</p>	<p>Fiscal Status Update</p>	<p>James Farley</p>	<p>Tabled until Governing Body Meeting.</p>		<p>Next GB Meeting: 12/19/19</p>
<p>8.</p>	<p>Staff Update</p>	<p>John Lee</p>	<p><u>John Lee</u>-Currently we have 5 RNs and 4 PNAs in the November training cycle with 5 signed up and committed for December.</p> <ul style="list-style-type: none"> • Created an ad hoc PNA committee, due to a large referral list of 15 PNAs • We have interviewed two psychologists and are currently in the process of going through to make offers to additional applicants. • 2 additional psychologist interviews • 3/5 interviews scheduled for the pharmacist • 3 vacant spots will be posted for social workers • We are in the process of making an offer for the Safety Officer Position • Risk manager is posted and we are waiting for qualified applications to come in • Secretary position is being posted again on, we were unpleased with the applicants • DON position is now formally filled <p><u>Dr. Michel Alexander</u>- Dr. lacey beniot is now a part of our psychology medical staff and we have 6 positions open for staff psychiatrists.</p> <p><u>Albert Wall</u>- A couple of groups are assisting API in the recruitment of these individuals WICHE will be shortly</p>		

<p>9.</p>	<p>Census and Placement Updates</p>	<p>John Lee</p>	<p>when they arrive, Wellpath, and the Alaska Psychiatric Association.</p> <p><u>John Lee</u>- We're currently at full capacity with 45/46 very high acuity patients. We don't expect to see an increase in census until early 2020, once our staffing numbers have gone up.</p> <p><u>Dr. Michel Alexander</u> Each one of our 1:1 patients takes away 6 patients that we can have in the hospital, and we currently have 5 patients on 1:1 status.</p>		
<p>10.</p>	<p>Public Comment</p>	<p>Chairman</p>	<p><u>Albert Wall</u>- It is now 3:15, is there anyone in the room who would like to make a public comment?</p> <p><i>No Comments</i></p> <p>Albert Wall- Is there anybody online that would like to make a public comment?</p> <p><u>Erica Steeves, Public Comment</u>- we're attempting to celebrate the holidays for our patients and our staff. In the years past some churches have donated gifts for the patients, knowing that some of you are advocacy groups throughout the community, how you go about this, of how this type of events works. We have patients here who have no one and won't be able to celebrate like they should.</p> <p><u>Albert Wall</u>- John could you have somebody put together a list of appropriate items, and then forward it to the Division of Behavioral Health?</p>	<p>Generate list of items patients could receive for Christmas; forward to the Office of Behavioral Health</p>	

11.	Fiscal Status Update	John Lee	<p><u>John Lee</u>- The contract with True North has expired, we have met with True North and other providers out there. In addition, contracting is working on the WEKA contract because it expires at the end of January to all use contractor agreements.</p> <p>The WEKA contract, our security providers expires at the end of January and the PEC met about a week ago and the decision was made to issue a notice of agreement to contract with a company called Signal 88 Security.</p> <p>We just finished the ligature risk assessment, we finalized that yesterday. With all of the ligature risks we're looking at \$500,000.</p> <p>The committee met, we completed the ligature risk assessment, met as a multi-organizational team, developed plans for each and every known ligature risk and are currently developing a timeline for repairs, replacements, and fixes.</p> <p><u>Albert Wall</u>- I would like to see if any member of the public online has anything to say before we proceed?</p> <p><i>No comment</i></p> <p><u>Albert Wall</u>- We're rolling out a number of different kinds of provider agreements, some on the title 12 side of the house and some on the civil side of the house. The two that are associated with the forensics are exterior evaluations, one is working with, and The second forensic provider agreement id for restorative care, that provider agreement has been signed by an out of state agency. We did send one patient, under contract, not agreement, out of state, it was successful, and that individual was restored to competency. Was found competent to stand trial, returned to the state, and plead guilty to their crime. We now have a provider agreement with that agency and can send more patients.</p>		
-----	----------------------	-----------------	--	--	--

<p>12.</p>	<p>Quality Assurance Performance Improvement</p>	<p>Erica Steeves</p>	<p>The third one will be a provider agreement for title 47, the civil patients.</p> <p>Could either Jillian or Alyssa, one of the things I keep forgetting it to include a standing placement, in the 2:15 section, past the staff updates, to include a legal item on the standing agendas.</p> <p><u>Erica Steeves</u>- The data dashboard is here, it's updated. One thing that was interesting to me was the readmission rate in the month of October, at 11%. After speaking with Mark our Chief of Social Work. This statistic comes from the number of patients discharged to DOC for various reasons, then we also have patients who are court ordered to leave. When we looked into the ones that returned often, they were in that pool.</p> <ul style="list-style-type: none"> • The percentage of or DOC admissions to API from title 47 DOC admissions to API went from 2% to 17 <p><u>Albert Wall</u>- The other example and is a little more troubling to me are people rightly go to DOC because they are charged with a crime, then the charges are dropped and then DOC doesn't know what to do with them, so they get sent us considered title 47 non-criminal ex-parte, leaving them sitting in jail awaiting a forensic evaluation.</p> <p><u>Erica Steeves</u>-</p> <ul style="list-style-type: none"> • We have been doing audits on discharged planning, making sure it's at 100% <p style="text-align: center;">Clinical Indicators</p> <ul style="list-style-type: none"> • Highest participation in vaccination rate for employees • Suicide Attempts 	<p>Include a standing item, legal update on Agenda.</p>	<p>Next GB Meeting, Indefinitely</p>
------------	--	-----------------------------	---	---	--------------------------------------

<p>12 (cond't)</p>	<p>Quality Assurance Performance Improvement</p>	<p>Erica Steeve &Lynn Cole</p>	<ul style="list-style-type: none"> • Patient Falls- RC • Patient Treatment Plans within 72 hours • Adequate coverage support for group activities on weekends • Medication • Management <p>Albert Wall- I would like to check the line one last time for public comment.</p> <p style="text-align: center;"><i>No Public Comment, Period Closed.</i></p>		
<p>13.</p>	<p>Regulatory/PI Events</p>	<p>Erica Steeve &Lynn Cole</p>	<p><u>Erica Steeves-</u> High Reliability Organizations- Over the course of the next year, what is your role as a board member and a leader?</p> <ul style="list-style-type: none"> • October 2019: <ul style="list-style-type: none"> ○ Written proposal to purchase event reporting tool ○ Redesign of the morning safety huddle • November 2019: • Culture of Safety Survey of all staff administered during the safety fair and available online <ul style="list-style-type: none"> ○ Addition of “Feel Good Friday” a look back at the week with focus on resilience <p>January 2020:</p> <ul style="list-style-type: none"> ○ Nursing Leadership training ○ Integration of findings of the safety culture survey into action plans for 2020 <p>Albert Wall- I would like to pause one moment to see if anyone would like to make a comment online. Hearing none, public comments period is closed at 3:18 PM.</p> <p>Albert Wall- One of the questions by the members of the board over the last few months of process has been about board education. WHICHE and Wellpah can both provide board education services. This is the first discussion we're going to roll put a series of 1-3 training courses over what they can do in public and what they can do it private. This is the first installment of that, im</p>		

<p>13. (Cond't)</p>	<p>Regulatory/PI Events</p>	<p>Erica Steeve &Lynn Cole</p>	<p>responding directly to the question of fiduciary responsibility. This section is specifically in response by a board member.</p> <p>Lynn Cole- of the three series training will be: Part One – Introduction: Governing Body & Roles & Responsibilities</p> <p>Part Two – Regulatory Checklists: Medical Staff Credentialing & Oversight</p> <p>Part Three – Regulatory Discussion: Medical Staff Credentialing & Oversight</p> <p>The Governing Body is responsible for the general supervision and oversight of quality of care and patient safety issues to include:</p> <ol style="list-style-type: none"> 1. Quality of care issues, challenges and opportunities 2. Specific quality of care measurement and reporting requirements 3. Periodic requests for updates on organizational quality of care initiatives and compliance issues 4. Periodic requests for education <p>The Joint Commission provides for the following in the 2019 Comprehensive Accreditation Manual for Hospitals:</p> <ul style="list-style-type: none"> • Standard LD.01.03.01 <p>The governing body is ultimately accountable for the safety and quality of care, treatment, and services.</p> <p>Rationale for LD.01.03.01</p> <p>The governing body's ultimate responsibility for safety and quality derives from its legal responsibility and operational authority for hospital performance. In this</p>		
-------------------------	-----------------------------	---	--	--	--

			<p>context, the governing body provides for internal structures and resources, including staff, that support safety and quality</p> <p>The Governing Body is responsible for the general supervision and oversight of quality of care and patient safety issues to include:</p> <ol style="list-style-type: none">1. Quality of care issues, challenges and opportunities2. Specific quality of care measurement and reporting requirements3. Periodic requests for updates on organizational quality of care initiatives and compliance issues4. Periodic requests for education <p><u>Albert Wall-</u> The basis three premises are: of the fiduciary responsibility of a board member</p> <ol style="list-style-type: none">1. The Duty of Care2. The Duty of Loyalty3. The Duty Obiendance <p>There is an ombudsman discussion that we need to have because in we addressed an issue where a number of complaints were called in and it that apparently I encouraged people not to call the ombudsman's office, which is not correct.</p>		
--	--	--	--	--	--

#	Standing Agenda Items	Lead Assigned	Discussion	Action Item	Due Date
11.	Good of the Order	Chairman Al Wall	I will entertain a motion to adjourn. <i>Motion to adjourn</i> – Albert Wall <i>Second</i> –Elizabeth King <i>Next GB Meeting:</i> The next meeting of the Governance Committee is scheduled for December 19th 19, 2019 <i>Please see attached PAB addendum</i>	1. Generate list of items patients could receive for Christmas 2. Include a standing item, legal update on Agenda	Next GB Meeting
Meeting Ends	Adjourned at 4:18 p.m				

Minutes prepared by: Alyssa Hutchins 11/17/2019

Approved by: Albert Wall: _____
(Initial)

Date