

## API Governing Body Meeting Minutes - Minutes

Date: August 20, 2020 / Time: 1:30 p.m. – 4:30 p.m.

WebEx

	Voting Members and Ex-Officio Members		Non-Voting Members		API Staff and Behavioral Health Continuum of Care Stakeholders
X	Clinton Lasley, DHSS DC FCIS		Adam Rutherford, DOC		Tina Cochran, API CFO
X	Elizabeth King, ASHNHA	X	Jeff Jessee, UA/David Moxley	X	Jomarie Gleason, API QAPI Director
X	John Lee, Director SDS	X	Daniel Delfino, AHFC		Joyce Atafua, API Acting Public Health Info
E	Gennifer Moreau-Johnson, DBH Director		Alaska Coalition on Housing and Homelessness	X	Promise Hagedon, API Assistant DON
	Dr. Shane Coleman, ANHB		Elizabeth Russo, OPA	X	Erica Steeves, API DON
X	Jason Lessard, NAMI	X	Dr. Helen Adams American College of Emergency Physicians		Dr. Blandford, API
	Charlene Tautfest, AMHB Member		Alaska Academy of Family Physicians		Ronald Cowan, API Patient Advocate
X	Dr. Anne Zink, CMO, DHSS		Natasha Pineda, ADH Director (no longer member, need to appoint)	X	Dr. Audra Yewchin, API Director of Rehabilitation
X	Dr. Alexander von Hafften, APA		Anchorage Police Department		Steven Bookman, DOL
X	Summer LeFebvre, ABHA		Lisa Jaehning, DLC	X	Ashley Christopherson, DHSS
	John Hischer, APCA	X	Katie Baldwin Johnson, AMHTA		
	Adam Crum, Commissioner, DHSS	X	Dr. Michael Alexander API Chief of Psychiatry, MEC		<b>Guests</b>
X	Scott York, API CEO	X	Beverly Schoonover, AMHB	X	Laura Young, HealthConnect
		X	Lisa Fitzpatrick, Alaska Court System	X	Brenda Moore-Beyers, AMHB

**Notes:** “X” indicates attendance.

“E” indicates excused.

Stakeholder organizations in process of selecting a representative are depicted by yellow highlight.

#	Standing Agenda Items	Lead Assigned	Discussion	Action Item	Due Date
1a.	Welcome Introductions (Roll call)	Co-Chair	<u>Elizabeth King:</u> Attendance and call to order.	Quorum established. Able to conduct Governance business.	Completed
1b.	Review and Approve Agenda	Co-Chair	<b>Motion to approve agenda: John Lee</b> <b>Second: Jason Lessard</b> All in favor	Agenda approved	Completed
1c.	Review and Approve Minutes	Co-Chair	<b>Motion to approve minutes: Jason Lessard</b> <b>Second: John Lee</b> All in favor	Minutes approved	Completed
2a.	<b>Items for Consent</b> Policy Review Committee	<b>Jomarie Gleason</b>	Policies provided to GB prior to meeting. <ul style="list-style-type: none"> <li>• IC-602 Exam Room Infection Control <ul style="list-style-type: none"> <li>○ Review effective date</li> <li>○ <b>Motion to approve: Dr. von Hafften</b></li> <li>○ <b>Second: John Lee</b></li> <li>All in favor</li> </ul> </li> </ul> <p><u>Elizabeth King:</u> How frequently and when are policy review committee meetings held? <u>Jomarie Gleason:</u> Once a month <u>Question:</u> Is there board participation? <u>Jomarie Gleason:</u> No <u>Erica Steeves:</u> Believes Dr. Zink previously. Meetings held on different days. Can be addressed with API GB in future</p>	Motion to approve Policy changes submitted	Completed
3a.	<b>New Business</b> Introductions	<b>Chairperson Lasley</b>	<u>Chairperson Lasley:</u> Introduced Emily Palmer, Special Assistant for Commissioner's Office. She will primarily work on API, DJJ, and Pioneer Homes projects.	No action	Completed
3b.	GB Membership	<b>Chairperson Lasley</b>	<u>Attendance:</u> Want to be sure we have the most up to date roster of GB members. Reviewed the GB member list.	No action	Ongoing

3c.	Meeting format and frequency	<b>Chairperson Lasley</b>	<p>Chairperson Lasley will email GB organizations and individuals not actively participating to be sure they understand that they are GB members.</p> <p><u>Meeting format and frequency:</u>  Chairperson Lasley asked GB about meeting frequency, meeting format, and API reports.  Discussion points:  Helpful to receive API reports in advance.  Some reports have limited useful information.  Would like to see trends over time.  Would like to know what API needs from GB and that GB is responding in a timely manner, such as for approvals of procedure and policy revisions and privileging.  Discussed format and frequency of meetings.</p> <p><u>Meeting format and frequency motion:</u></p> <ol style="list-style-type: none"> <li>1. Quarterly meetings will be in January, April, July and October. Scheduled duration of quarterly meetings will be three hours. Quarterly meeting agendas will be a comprehensive update with review of API operations. API leadership will provide written reports to GB prior to quarterly meetings (preferably one week prior to quarterly meeting). Reports will try to highlight trends over time.</li> <li>2. Non-quarterly meetings will be in February, March, May, June, August, September, November, and December. Scheduled duration of non-quarterly monthly meetings will be one-three hours depending upon the specific meeting agenda. Agendas will be more narrowly focused than quarterly agendas. API leadership may provide written reports to the GB prior to or during non-quarterly meetings.</li> </ol> <p><b>Motion to approve: Elizabeth King</b>  <b>Second: Dr. von Hafften</b>  All in favor</p>	Motion to approve new meeting format and frequency	Completed
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3d.	Communication	<b>Chairperson Lasley</b>	<p>Discussed API GB duty to support API without placing unnecessary additional burdens on API leadership or staff. API leadership and staff are encouraged to bring concerns to the attention of GB.</p> <p>Chairperson Lasley shared that he is considering an API GB newsletter. The newsletter would contain reports and updates for the GB. The goal would be to enhance GB awareness and communication.</p> <p><u>Dr. von Hafften:</u> Requested to be involved in discussions regarding a newsletter given his role as GB secretary.</p> <p>Will continue to develop reports and communication.</p>	No action	Ongoing
4a.	<b>Old Business</b> COVID discussion and update		Scott York will provide API updates.		
4b.	Patient Advocacy Discussion Update	<b>Jason Lessard</b>	<p><u>Jason Lessard:</u></p> <ul style="list-style-type: none"> <li>- Has a list of GB members interested in participating in an Ethics/Advocacy Committee.</li> <li>- Has sent out a scheduling invite.</li> <li>- Hopes to have a meeting by end of this month.</li> </ul>	No action	Ongoing
4c.	EDIE Updates	<b>Co-Chair</b>	<p><u>Elizabeth King:</u> Introduced Laura Young, healthconnect Alaska. Prior to this meeting, a memorandum by Peter Domas (November 15, 2018) was distributed regarding legal information and an opinion regarding EDIE, 42 CFR part 2, and API.</p> <p><u>Laura Young:</u> Explained the process of Health information partnering. The next step is to get API connected to EDIE. This will be in two phases. The first phase will be making API patient data accessible on the Patient Information Exchange. The second phase, a longer-term plan is to create a more robust connection with Meditech.</p>	Follow up Q & A needed	Ongoing

4d.	WICHE Feasibility Report Workgroup	Dr. von Hafften	<p>There were a number of questions about specific connection types. Laura Young suggested having a follow up meeting with the legal team to discuss in more detail.</p> <p><u>Dr. von Hafften:</u>  - Cover letter and questions sent to WICHE in early August. (Both distributed to GB prior to this meeting.)  - Both ASEA letters (April 13, 2020, June 25, 2020) sent to WICHE.  WICHE proposed a meeting for September 10, 2020 at 10:00 am. Meeting scheduled for September 10 at 10 am. Public notification done.</p>	Follow up WICHE meeting scheduled	Ongoing
5a.	API Reports CEO Report	Scott York	<ul style="list-style-type: none"> <li>- No additional staff or patients have tested COVID positive.</li> <li>- Looking at a space at ARC for individuals needing inpatient-level psychiatric services who test COVID positive. Site visit scheduled for September 17.</li> <li>- Plan to expand bed capacity by October. <ul style="list-style-type: none"> <li>- Working on how to increase bed capacity safely and to maintain reserve space and staff if an admitted patient subsequently becomes COVID positive.</li> <li>- Has discussing ideas with other hospitals.</li> </ul> </li> <li>- Working on adding ionizer to air ventilation system.</li> <li>- Staff turnover is down 5% since March. <ul style="list-style-type: none"> <li>- Working with a telehealth company to recruit.</li> <li>- Provided offers for a few positions including a social worker and music therapist.</li> </ul> </li> <li>- Working on fire safety items next month.</li> </ul>	No action needed	Completed
	<i>Public Comment</i>	Co-Chair	<i>No public comments</i>	<i>Public comment period to remain open</i>	<i>Ongoing</i>
5b.	Medical Staff Credentialing	Scott York	<p>Letter to approve Dr. Pace provided to GB  <b>Motion approve: Dr. von Hafften</b>  <b>Second: John Lee</b>  All approve</p>	Motion to approve Dr. Pace	Completed
5c.	QAPI Report	Scott York	OSHA complaint about mask reuse. Staff responded	No action needed	Complete

5d.	Environment of Care Reports	Scott York	<p>quickly. Have not yet heard back from OSHA.</p> <ul style="list-style-type: none"> <li>- Glycol fixes now complete.</li> <li>- Seclusion and restraints report reviewed: <ul style="list-style-type: none"> <li>- 3 patients responsible for 50% of incidences</li> </ul> </li> <li>- Suicide Risk information provided: <ul style="list-style-type: none"> <li>- Of 45 patients admitted in July: <ul style="list-style-type: none"> <li>14 patients were high to moderate risk</li> <li>7 patients SAFE-T Screen high to moderate risk</li> <li>All 7 received Crisis Safety Plan</li> </ul> </li> </ul> </li> <li>- Risk management update: <ul style="list-style-type: none"> <li>- Hired Josiah Leigh</li> <li>- Using walking restraints for one highly combative patient. Many concerns regarding staff safety.</li> </ul> </li> <li>- Patient Grievances update: <ul style="list-style-type: none"> <li>- 10 grievances in July, 48 year to date</li> <li>- All grievances have been followed up within a timely manner</li> </ul> </li> <li>- Consumer Satisfaction Survey update: <ul style="list-style-type: none"> <li>- Only 10 consumers surveyed last month.</li> <li>Working obtaining more consumer surveys.</li> </ul> </li> </ul>	No action needed	Completed
5e.	Nursing	Scott York	<ul style="list-style-type: none"> <li>- 10 RA's hired</li> <li>- 7 full time PNAs</li> <li>- 35 applications received</li> </ul>	No action needed	Completed
5f.	Workplace Violence Subcommittee	Scott York	<p>Ongoing concerns about violence against staff. Focusing on reinforcing use of MANDT skills.</p> <ul style="list-style-type: none"> <li>- Using review of videos as an aid.</li> </ul>	No action needed	Completed
5g.	CFO update	Scott York	<ul style="list-style-type: none"> <li>- FY2020: \$9 million short fall</li> <li>- Trying to get shortfall down to or below \$5 million.</li> </ul> <p><u>Questions:</u> Update regarding reopening the adolescent unit? <u>Scott York:</u> If there is a need for the adolescent unit, we will move to make it happen. Asking about needs and trends.</p>	No action needed	Completed

	<b>Public Comment</b>  Motion to Adjourn		<b>No public comments</b>  4:02 PM Motion to adjourn <b>Motion: Dr. von Hafften</b> <b>Second: Elizabeth King</b> All in favor	<b>Public Comment Period Closed</b>  Adjourned	
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Next Meeting: September 17, 2020  
 Minutes prepared by: Ashley Christopherson

Approved by: \_\_\_\_\_