

API Governing Body Meeting Minutes - Minutes

Date: March 19, 2020 / Time: 1:30 p.m. – 3:30 p.m.

WebEx Online Only

	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	X	James Farley, API CFO
X	Dr. Anne Zink, CMO, DHSS (Heidi Lengdorfer for Dr. Zink)		Jeff Jessee, UA		Tina Cochran, API CFO starting April 1
X	John Lee, Director SDS		Daniel Delfino, AHFC	X	Ron Cowan, API
X	Gennifer Moreau-Johnson, DBH Director		Alaska Coalition on Housing and Homelessness	X	Jomarie Gleason, API
X	Dr. Shane Coleman, ANHB		Elizabeth Russo, OPA	X	Promise Hagedon, API DON
X	Jason Lessard, NAMI			X	Mark Kraft, API
X	Charlene Tautfest, AMHB Member		Alaska Academy of Family Physicians	X	Erica Steeves, API QAPI Director
X	Elizabeth King, ASHNSA	X	Natasha Pineda, ADH Director	X	Ashley Christopherson, DHSS
X	Dr. Alexander von Hafften, APA		Anchorage Police Department	X	Laura Russell, DHSS
X	Summer LeFebvre, ABHA		Joanna Cahoon, DLC (Chad Hansen for Joanna Cahoon)		Steven Bookman DOL
X	John Hischer, APCA	X	Katie Baldwin Johnson, AMHTA	X	Beverly Schoonover, AMHB
	Adam Crum, Commissioner, DHSS	X	Dr. Michael Alexander API Chief of Psychiatry, MEC	X	Christine Marasigan, Legislative Aid to Representative Spohnholz
X	Noel Rea, Acting CEO API	X	Lynn Cole, Wellpath		

Notes: WebEx Online Meeting.

“X” indicates attendance.

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	Motion to approve agenda: John Lee Second: Jason Lessard All in favor	Agenda approved	Completed
1c.	Review and Approve Minutes	Co-Chair	Approval of minutes, no edits Motion to approve minutes: Jason Lessard Second: Summer LeFebvre All in favor	Minutes approved	Completed
2.	CEO Update	Noel Rea	<u>Noel Rea:</u> - Hospital briefing daily in response to COVID-19. - Using protective measures such as taking temperatures daily, asking employees to stay home, increase handwashing etc. - No COVID cases but prepared and planning for it. - There is a shortage of PPE supplies, working hard to fill needs. <u>Dr. Alexander:</u> Added that staff are examining people twice daily and making sure to identify location where new patients are arriving from and minimizing risk of cross-contamination. <u>Elizabeth King:</u> At API yesterday, very impressed with COVID-19 process and how well staff are doing.	No action necessary	Completed

			<p><u>Promise Hagedon:</u> The supply issue is a concern and believes the API GB needs to be aware that patient care could be impacted if it continues.</p> <p><u>Erica Steeves:</u> Only have enough supplies for the next five days. Unable to get normal shipments of supplies. Have gone to CDC and using CDC guidelines and recommended alternatives. Staff are making supplies as necessary.</p> <p><u>Noel Rea:</u> We have to consider a decrease in staff due to illness, self-quarantine precautions, and/or childcare responsibilities. We hope to obtain expedited staff approvals</p>	GB Alerted	Completed
			<p><u>Elizabeth King:</u> Introduced Alaska Primary Care Association (APCA) representative John Hischer to the GB. John Hirscher is a new voting member of the GB.</p>	GB Alerted	Completed
3.	Introduction of John Hischer	Co-chair		No action necessary	Completed
4.	CEO Hiring Update	Chairperson	<p><u>DC Clinton Lasley:</u> Updated the GB that the hiring committee selected Scott York as the new CEO of API. This process involved multiple interviews and an in-person visit to API.</p> <ul style="list-style-type: none"> - Mr. York has 35 years of experience in behavioral health care settings, treatment facilities and residential care facilities. - Original start day was April 1 but he will be coming up early to assist with the leadership transition during this difficult time. <p><u>Group:</u> Praised and thanked Noel Rea for his support and assistance as Acting CEO and with this CEO transition.</p>	No action necessary	Completed

5.	Wellpath Update	Lynn Cole	<u>Lynn Cole:</u> Read update into meeting record. Written document provided with meeting materials.	No action necessary	Completed
6.	Policy Review Committee	Erica Steeves	Summarized documents and highlighting changes to policies regarding: - IC 201 Standard precautions - IC 216 Parasites - IC 500 Hand Hygiene - IC 300 TB Exposure Control Plan - PT 050 23 Standing orders and medical protocols Motion to approve updates: Summer LeFebvre Second: Dr. von Hafften All in favor Deferring presenting Environment of Care (EOC) until next GB meeting because some internal reviews have been delayed due to the COVID pandemic. Will present for approval during next GB meeting.	Policy updates approved	Will review EOC during next meeting
7.	Bylaws	Chairperson	<u>DC Clinton Lasley:</u> No updates since last meeting	No action necessary	Completed
8.	Finance Subcommittee	James Farley	<u>James Farley:</u> Finance Subcommittee has not met since last GB meeting. No updates.	No action necessary	Completed
9.	EDIE update	Heidi Lengdorfer	<u>Heidi Lengdorfer:</u> Heidi Lengdorfer is the Chief Data Officer for the Department of Health and Human Services (DHSS) and has worked on the EDIE project with Dr. Zink and API. - BAA signed and Master Service Agreement signed. - Working to expedite funding. - Once in place, Deputy Commissioner Lasley will sign.	No action necessary at this time	Continue ongoing EDIE updates

10.	HB 175 Update	Co-Chair	<p>No questions were asked by members of the GB. Heidi and Dr. Zink will continue to update the GB on EDIE.</p> <p><u>Elizabeth King:</u> A three-column side by side comparison was made and distributed with meeting materials. The three columns are: <ul style="list-style-type: none"> - Location/Statute/Issues - HB 175 version E - API GB response to HB 175. </p> <p>The three-column comparison was reviewed by DHSS legal. DHSS legal found many recommendations acceptable but still has questions and concerns regarding the specific powers and duties of the GB.</p> <p><u>Christine Marasigan, Legislative Aide to Representative Spohnholz:</u> <ul style="list-style-type: none"> - Took all recommendations to legislative legal. - Addressing concerns regarding GB authority and liability. - Representative Spohnholz wants to give as much latitude to GB as possible but wants to move this bill forward. - Legislative process is currently on hold due to COVID-19 but Representative Spohnholz will continue to review and advance as possible. - Things are day by day with session and not sure what will happen. </p> <p>Version "O" was provided with meeting materials.</p>	On hold due to: COVID-19 Legislative session delay Further legal review	Ongoing
11.	WICHE Feasibility Study	Chairperson	<p><u>DC Clinton Lasley:</u> The WICHE feasibility study was released this week and is posted on the API website. WICHE considered four options: 1. "Full Privatization"</p>	Governing Body Workgroup created to review WICHE Study	Ongoing

12.	Staff updates	Noel Rea and James Farley	<p>DHSS contract-out all operations (to a for profit third-party or a not for profit third-party).</p> <ol style="list-style-type: none"> 2. Continued DHSS operation Remain DHSS operated, with enhancements. 3. Public Corporation Create a public corporation (such as the Alaska Mental Health Trust Authority and the Alaska Railroad Corporation). 4. Contract-out specific services Expand use of contract services. <p>DHSS did not request a specific recommendation. DHSS requested an analysis of these four options. DC Lasley and the GB have not had time to review the WICHE feasibility study. DC Lasley requested the GB create a workgroup to analyze the WICHE feasibility study and to make recommendations to the full GB in 4-6 weeks.</p> <p>Elizabeth King, Charlene Tautfest, Jason Lessard and Alexander von Hafften volunteered to be on the workgroup. Christine Marasigan offered to provide information and guidance regarding the Public Corporation scenario.</p> <p><u>Noel Rea:</u> Preparing for and responding to COVID-19 supersedes just about everything. Some new staff now onboard but delays due to COVID.</p> <p><u>James Farley:</u> - Continuing to actively recruit (106 vacant PCNs) - 8 PNA's hired - 15 Clinical positions in active recruitment</p> <p><u>Promise Hagedon:</u> Reported 60% turnover of staff and hiring a lot of new staff during the past 6 months. It is difficult to take on so many new staff at once. New hires are shadowing and</p>	No action necessary	Completed
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			<p>being trained by new staff. This has created another challenge for API.</p> <ul style="list-style-type: none"> - Additionally, API lost the education director. - Additionally, many staff are in “acting” positions. <p>Elizabeth King asked what can the GB do to help?</p> <p><u>Promise Hagedon:</u> The staff are concerned about privatization. There is not enough communication with the GB.</p> <ul style="list-style-type: none"> - Asked if the GB is open to API staff reaching out with questions and/or for support. API staff would like open, honest opinions and ideas from the GB. - API does not want to be closed to admissions. Other hospitals need to focus on their roles and patients and should not have to worry about being unable to refer those in need of API care to API. <p>The GB offered assistance and support and welcomes emails or calls.</p> <p><u>James Farley:</u> Waiting on pending supplemental and capital budget requests.</p> <ul style="list-style-type: none"> - Big budget is going through active encumbrances and freeing up funds. - Continuing to monitor spending. - Will sent out a list of active contracts list; 23 in total. 	<p>GB with meet with API Executive Committee to help set agendas for subsequent GB meetings.</p> <p>GB Alerted</p> <p>No action necessary</p> <p>Approved reaccreditation of Marie Rollins</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Completed</p> <p>Completed</p>
13.	Financial Update	James Farley			
14.	Credentialing	Dr. Alexander			

15.	Census and Placement	Dr. Alexander	<p>- Concerns about staff being out due to child care and family responsibilities. Trying to be flexible and adapt but API won't be able to manage a drop in API staff.</p> <p>- Requests approval of reaccreditation of Maria Rollins. A CV was provided with meeting materials.</p> <p>Motion to approve reaccreditation of Maria Rollins: John Lee Second: Dr. von Hafften All in favor</p> <p><u>John Lee:</u> Do you believe we got a good product with the Medical Bylaws?</p> <p><u>Dr. Alexander:</u> Yes, first pass looks good, but need additional review.</p> <p><u>Dr. Alexander:</u> Maintaining maximum bed capacity/census of 50. Discharges currently satisfactory but this could change due to COVID-19.</p> <ul style="list-style-type: none"> - 3-4 discharges today - 3-4 admissions per day (current average) - 2 DOC admissions - There are rumors of other hospitals not taking patients but this is not true for API. - There are transportation issues that could arise from COVID-19. - Transportation has been an issue for many years. Especially, patients coming in and getting stuck in care that might not be the most appropriate for them. API may face more discharge and disposition difficulties as mandates and rules change due to COVID-19. - API needs GB help regarding appropriate admissions and discharges. This is the highest priority. 	<p>No action necessary at this time</p> <p>Request for GB help regarding appropriate admissions and discharges</p>	<p>Completed</p> <p>Ongoing</p>
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16.	Quality Assurance and Performance Improvement (QAPI)	Erica Steeves	<p><u>Erica Steeves:</u> ORXY Performance report distributed with meeting materials.</p> <ul style="list-style-type: none"> - There is a significant reduction in concerns and only a handful that require focused attention. Seclusion is one of those areas. - We are looking at ORXY measures to trigger interventions. For example, if a patient has four or more incidents; there will be a pharmacist consultation. Could adjusting medications reduce incidents? <p>- API completes a monthly safety report, but is still using paper forms. Wellpath is helping transition to a digital process. QAPI will provide the GB monthly safety information.</p> <ul style="list-style-type: none"> - One high risk concern: furniture being used as weapons. - Reviewed handwashing information. - Still offering flu vaccines. 	No action necessary	Completed
17.	Regulatory Compliance	Erica Steeves	<p><u>Erica Steeves:</u> Two OSHA citations since the last GB meeting, both regarding a bed bug incident. A patient had a bed bug infestation. Staff followed the procedure and used a spray. A complaint was made when using the spray. Use of the spray was stopped and a professional exterminator was contacted.</p> <ul style="list-style-type: none"> - OSHA cited API regarding training and safety data. - The safety data citation was promptly resolved. - The training citation was a repeat citation but the penalty amount was reduced by half and the funds will be used for the health and safety of staff. 	No action necessary	Completed
18.	Public Comment	Co-Chair	<p><u>Elizabeth King:</u> Request for public comment. No comments.</p>	No public comment	Continued

19.	Wellpath Contract Update	Chairperson	<p><u>DC Clinton Lasley:</u> Provided an update on the Wellpath contract. - In September, the contract rate was \$700,000/month. - Have chosen to extend the contract for an additional three months to maintain stability. - The contract extension has not yet been signed but has been approved. Specifically, to contract provides 1 full-time position for: - Psychiatry - Nursing - Operations Support - Recruitment - Quality Assurance and Performance Improvement - Regulatory, licensing and compliance (CMS, JCAHO, etc.) as needed - The rate will be \$200,000/month for the next three months. - There is an option for one more renewal. - The contract would end June 30.th</p>	No action needed	Completed
		Co-Chair	<p><u>Elizabeth King:</u> Asked for public comment. No comments.</p>	No public comment	Continued
20.	New business	Chairperson	<p><u>DC Clinton Lasley:</u> Updated the GB on the API CFO position. - James Farley has been CFO since May. This was a temporary assignment and James will be taking on a new DHSS position. - Tina Cochran will become the API CFO. She has 15 years of experience in DHSS and a great deal of knowledge and will be relocating to Anchorage.</p> <p>Elizabeth King requested a COO update.</p> <p><u>DC Clinton Lasley:</u></p>	No action needed	Completed

	Public Comment	Co-chair	<p>Previously, Gavin Carmichael was the API COO. Gavin had recently been working in the placements for persons with complex behaviors.</p> <p>- Given COVID-19, Gavin is being asked to step back into the API COO role to support API staff. Given his knowledge and history of working in API, he will primarily be supporting the leadership team.</p> <p><u>DC Clinton Lasley:</u> Updated the GB regarding a conversation with Elizabeth King yesterday about chairing the API GB meetings. Historically, the Deputy Commissioner has lead the GB. DC Lasley believes external insight and support are important and asked Elizabeth King to help lead the GB meetings.</p> <p><u>Elizabeth King:</u> Asked for public comment. No comments.</p> <p>3:34 Motion to adjourn</p>	<p>No public comment</p> <p>Adjournment approved</p>	<p>Completed</p> <p>Completed</p>
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Next Meeting: April 23, 2020

Minutes prepared by: Ashley Christopherson

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