

Alaska Psychiatric Institute Governing Body

January 9, 2024

Meeting Minutes

I. Call to Order

Elizabeth called the meeting of the Alaska Psychiatric Institute Governing Body to order at 1:43 PM via Zoom on January 9, 2024. Mission and Vision of API.

II. Introduction and Roll Call

Voting Members Present:

Elizabeth King, *Alaska Hospital and Healthcare Association*
Summer LeFebvre, *Alaska Behavioral Health Association (joined late)*
Brenda Moore, *Alaska Mental Health Board*
Katie Baldwin Johnson, *Alaska Mental Health Trust Authority*
Ann Ringstad, *NAMI Alaska*

Voting Members Not Present:

Tracy Dompeling, *Director of DBH*
Clinton Lasley, *Deputy Commissioner of Family Community, and Integrated Services*
Dr. Rick Ellsasser, *Alaska Native Health Board*

Absent:

Kim Kovol, *Commissioner of Community and Family Services*
Dr. Anne Zink, *Chief Medical Officer*
April Andrews, *Chief Financial Officer*

Visitors:

Promise Hagedon
Randy Smith
Christel Brito
Greg Roberts, *WICHE Vice President*
Deb Kupfer, *WICHE*
Kerry Bastin, *WICHE*
Mike Guthrie, *WICHE*

API Staff Reporting:

Scott York, *CEO*
Kristy Becker, *Chief Clinical Officer*
Erica Steeves, *Director of Nursing*
Robert Long, *Medical Director*
Christy Winn, *QAPI Director*

III. Review and Approval of the Agenda:

Motion to approve agenda with current. Ann Ringstad Motioned and Katie Baldwin Johnson seconded. **Agenda approved.**

IV. Review and approval of Minutes:

November 14, 2023, minutes were reviewed and with edit: DC Clinton Lasley is a voting member. Katie Baldwin Johnson moved to approve, and Summer LeFebvre seconded. **Minutes approved.** Unanimous approval.

Alaska Psychiatric Institute Governing Body

January 9, 2024

Meeting Minutes

V. New Business:

Medical Staff Bylaws:

- Dr. Robert Long presented Medical Staff Bylaws. Scott and Human Resource (HR) assisted with most of the bylaws' changes, including language revisions with a focus on various levels of staff: locum tenens, mid-levels, nurse practitioners/physician assistants, and psychiatrists; additionally, API must comply with unions and State of Alaska (SOA) fair treatment rules and regulations.
- Scott clarified that previously, there was a CMS requirement for medical staff to handle their matters internally; however, those requirements do not align with State/bargaining agreement requirements. As a result, the changes are HR-related. HR language has been revised to ensure their involvement with the process, in accordance with regulations and state standards.
- Dr. Robert Long briefed the major changes with bylaws:
 - Telemedicine: Telemedicine will now be dependent on inpatient resources and might involve consulting with external resources, as needed. (Article 4, section 4.3 and 4.4-1, pp. 4-5)
 - Malpractice Insurance: Staff members do not need malpractice insurance, since the state provides it; however, outside contractors are still required to carry malpractice insurance. (Article 6, sections 6.5 and 6.6, pp.17-18)
 - Professional Review Actions: Professional reviews must be completed with HR (Article 7, section 7.3, p. 26) Elizabeth King asked why the bylaws were changed such that Psychologists were excluded from the medical staff. Dr. Robert Long clarified psychologists have never been part of medical staff and Psychologists operate as their entity. Dr. Kristy Becker and Dr. Long described the main distinction lies in their roles and responsibilities, as well as who is and is not credentialed for privileges. Psychologists have different roles and responsibilities, and external psychologists have different credentials than medical staff.
 - Administrative Suspension: Medical staff suspension or voluntary self-referral for assessment, the medical staff employed by the SOA are not responsible for getting personal coverage. (Article 7, p. 32)
 - History and Physical Requirements: API will no longer rely on assessments conducted by other facilities for patients; instead, it will conduct an internal admission psychiatric evaluation. (Article, 13, section 13.1, p. 55)

Elizabeth King called for a motion to approve the Medical Bylaws. Ann Ringstad moved to approve the Medical Bylaws; Summer Lefebvre seconded. **Unanimous approval.**

VI. Old Business:

a. Policy Approval Process:

- Scott York explained at the last meeting, that the Policy Approval process was not formally approved, as per the last meeting agreement. He asked for clarification on who will approve policies: will the Policy Committee approve it, will the CEO approve it, or will the policy approve with the support of the CEO?
- Christy Winn suggested that after a policy is reviewed by the Policy Committee and appropriate administration, and once it has final sign-off by the CEO, it can be reviewed by the Governing body for

Alaska Psychiatric Institute Governing Body

January 9, 2024

Meeting Minutes

reference and information — the Governing body does not have to approve the policies. The policies will then be sent to all API staff for review and attestation that they have been read.

○ Discussion:

- Elizabeth King opened for discussion. Summer LeFebvre, Brenda Moore, and Katie Baldwin Johnson agreed that the Policy Committee holds final authority for policy approval with final sign-off from the CEO.

Ann Ringstad moved to approve the policy approval process: API Policy Committee will have the ability to officially approve the policies and the Governing Body can review the policies afterward. Katie seconded.

Unanimous approval.

b. Strategic Planning:

- Scott York presented language for the final draft of the API Strategic Plan. Denali Daniels will review the final draft plan and include any necessary modifications. The plan has been reviewed by the administration and it covers various elements in detail and is supported with data. There are activities that API needs to put in place like bringing readmission rates down to standards. The final draft plan excludes Crisis Now, governing body governance, and expansion of beds because we have no control over these areas, but will be cited in the finalized API Strategic Plan. Target dates and responsible parties for future initiatives will be discussed at the next Governing Body meeting. He requested feedback from the Governing Body.

○ Discussion:

- Ann Ringstad suggested the inclusion of external and internal outreach in the community or creating a separate section for it.
- Scott York explained that once the plan is approved by the Governing Body, it means the Governing Body accepts the final language in the plan or can approve conditionally until the target date and responsible is received.

Elizabeth King called for a motion to approve API's internal Strategic Plan. Ann Ringstad moved that the Governing Body has reviewed the draft API Strategic Plan as of January 9, 2024, and recommended approval. Brenda seconded. Katie Baldwin Johnson approved conditionally until the target date and responsible are received. **Unanimous approval.** Ann Ringstad and Scott York added that this is a living document and a two-year plan, therefore upcoming additions, Crisis Now, governing body governance, and expansion of beds will be included in the future.

VII. Public Comment:

Elizabeth King opened discussion for public comment. No public comment,

VIII. Ad-hoc Committee Reports:

No Ad-hoc Committee Reports

IX. OAPI Monthly Reports:

- Policies: Christy Winn confirmed no policies for review today.
- CMS Site Visit: Christy Winn reported CMS investigated a report of abuse and neglect over the weekend of New Year and finished Tuesday. No citations have been issued, yet. API self-reported the allegations and after investigation, substantiated the allegations of abuse and neglects. Scott York will update the Governing Body with CMS Findings on SharePoint once received.

Alaska Psychiatric Institute Governing Body

January 9, 2024

Meeting Minutes

- Christy Winn explained that WICHE consultants will introduce their team, explain their role with API and the present the report findings at 3:40 pm. WICHE will conduct its second site visit at API in January 2024. **End of QAPI Report.**

WICHE Guests:

- WICHE guests – team members Deb Kupfer, Greg Roberts, Kerry Bastin, Mike Guthrie
July – December 2023 report review.
- Deb Kufer reported that they assessed API’s regulatory and policy compliance to maintain compliance with regulatory agencies. We discussed additional staff who will be part of this process and delineated the services provided by WICHE, which include, but are not limited to, conducting multiple meetings with leadership and providing training for staff around specific standards for survey preparedness.
- October 2023, January 2024, and April 2024 there will be on-site reviews.
- Greg Roberts reported findings and recommendations: there is no risk that API won’t pass the survey reviews. He appreciates API’s proactive actions to reduce the risk of an issue taking place. The below should be reflected in formal planning.
 - Hospital readmissions are part of API’s performance improvement.
 - Recruitment and retention challenges - exploring options for the hospital to reduce reliance on overtime. Retention and staff turnover are issues nationwide.
 - Advisable to document care/treatment/services: a) API is implementing a new Electronic Health Record (EMR)—other hospitals have gone through the EMR implementation process so API should use them as a resource; b) continuous expansion of the treatment mall; c) documenting attendance at treatment team meetings and patient meetings and making sure API obtains a signature of attendance; d) vision panel installation requirements need to be considered; color adds life to patient walls and areas; e) signage recommended to increase security.
 - High priority: high priorities to focus on include treatment plan program, patient milieu, delivery, risk management, facility issues, safety (includes training), data collections, and readmissions. Data issues are important to identify issues of resolution. Establish a proactive approach to risk management.
 - Performance Improvement needs to be formalized – the ‘plan-do-study- act’. Christy Winn has received some feedback from WICHE, regarding the CMS site visit, on API performance. WICHE will assist with our plan of action (correction).
 - The final report coming out after January’s site visit.

CEO Report

- Scott York presented the CEO Report:
 - Recruiters: Finding nursing recruiters has been challenging, but a company has shown interest and agreement; however, no contract has been presented or finalized for Scott York to sign. Psychiatry recruiters’ matter is similar, there is a contract under review to be signed and finalized.
 - Sharp: Seeking SHARP funding as a recruitment tool-
 - Environment of Care/Projects: State and Patient Wi-Fi are complete, overhead paging is in progress and the nurse call and access is still in progress. The nurse call and access has been a two-year project without resolution. A meeting has been scheduled with the contractors for January 10, 2024, to discuss how to resolve this project.

Alaska Psychiatric Institute Governing Body

January 9, 2024

Meeting Minutes

- Staff recognition: API will offer challenge coins and certificates to establish a ceremony for staff who ensure the safety/wellbeing of patients, who promote unity/teamwork, and who share a commitment to mental healthcare. This award will be presented once or twice per year; candidates will be selected by Core Leadership – the first presentation will be at API Town Hall meeting on January 25.
 - Elizabeth requested to hear the stories behind the medals being awarded. The Governing Body will be invited.
- API Event for Staff: Christmas gingerbread competition/hot chocolate bar/spaghetti event with staff.
- Netsmart EMR Development: The December 2023 presentation meeting was overall encouraging, despite some challenges. There's a need for improvement in communication by Netsmart staff. Scott and the vice president held a productive meeting and developed a solution, including but not limited to, utilizing clear and plain language for API staff. This will help both Netsmart and API staff collaborate effectively to create the EMR. Netsmart started putting EMR builds in the testing environment for API staff's review and input. The timeline for the EMR completion might extend to the third quarter of the year 2024 or the first quarter of the year 2025; there is a lot of integration of API's software programs e.g. pyxis will be onboarding at the same time API's EMR goes live.
- Discussion:
 - Brenda Moore– how did we select this EMR? Scott York recommended Netsmart when the commissioner informed him that Meditech would no longer be used. An RFP was issued, and Scott worked through the details. Netsmart has the additional necessary modules to make the system work efficiently and effectively.
 - Brenda Moore inquired if the public/private workforce coalition is still operational. Katie Baldwin Johnson and Eric Boyer will provide an update at the next meeting.

CFO Report

- April is not present. No Report.

Medical Staff Report

- Dr. Robret Long presented the Medical Staff Report:
 - General Updates/ Locum Psychiatrists: Dr. Karazja and Dr. Galioto are interested in onboarding as staff, and both are interested in SHARP. Dr. Pace is leaving; Dr. Urban is scheduled to start on January 16.
 - OPPE/FPPE: In the process of completing biannual peer reviews.
 - University of Washington Medical Students: API will host its twelfth medical student in February 2024 and future medical students.
 - Medical Staff Bylaws.
 - ANMC meeting scheduled for potential admissions for perennial patients; pilot telepsychiatry program at Central Peninsula Hospital as the pilot site.
 - Chilkat has developmentally disabled patients requiring intense long-term home requirements; need to design a place and a program that is tailored to them. It's a nationwide concern, not just Alaska. Scott York informed due to resolving concerns, Chilkat admission has been temporarily paused; he discussed API's measures to resolve these concerns.
 - Celebrating long-term patients being discharged after some years at API.
 - Chat:

Alaska Psychiatric Institute Governing Body

January 9, 2024

Meeting Minutes

- Chat:
 - Katie Baldwin Johnson mentioned there is Healthcare Coalition planning meeting coming up next month; Elizabeth King will reach out to Eric Boyer for details.

Clinical Report:

- Dr. Becker has no clinical report for the month. She provided a brief update on outpatient and jail-based intakes have been completed for the jail-based patients. The start date has been postponed due to a family emergency.
- Outpatient Program Competency Rehabilitation (OPCR) has been challenging and requires improvement. There has been confusion between the Mental Health Court and API; a follow-up meeting has been scheduled to address overlooked points. There are community concerns about the program being opened in the Fairview community, but her team is actively working on addressing these concerns.
 - Discussion:
 - Scott York informed there were Assembly concerns regarding the outpatient program's location. A meeting has been scheduled for January 10, 2024, with Scott York, Dr. Kristy Becker, Commissioner Kim Kovol, Chris Constant, and Senator Loki Tobin to discuss and clarify this matter. Senator Loki Tobin toured API and made helpful recommendations on how to address this matter.
 - Elizabeth King inquired if patients undergoing outpatient restoration services would be similar to patients receiving services from Alaska Behavioral Health. Dr. Becker answered, yes, and without outpatient restoration involvement, these patients would nevertheless be released into the community without support. She hopes that engaging in community discussions will help with community transparency. Elizabeth King asked how many outpatient restoration patients would be homeless and Dr. Kristy Becker stated antidotally, most restoration patients may be homeless.

Nursing Report:

- Erica Steeves, DON presented Nursing Report:
- API continues to use travelers as necessary. Ten (10) RN travelers by the end of January, five (5) RN applicants have applied and three (3) are PNA employees who are now applying for RN positions.
- Recruitment Efforts: Leadership attended recruitment fairs. UAA School of Nursing Psych nursing program was discussed. Continuous recruitment for Assistant Director of Nursing and Clinical Coordinator position.
- 2024 goals:
 - Monthly skill development for all nurse managers - with specific leadership sections and corresponding documents; lean-based management; six sigma strategies; Harvard Business Review: new nurse managers to attend supervisor academy hosted by SOA.
 - Mega Mash improved patient interactions – a unique way to engage patients and staff, fewer complaints, and grievances – three months of data end of January. It appears there is more satisfaction by patients based on surveys.

X. Adjourned:

Elizabeth King called for adjournment. Ann Ringstad motion and it was seconded by Katie Baldwin Johnson. There was no further discussion. **The motion to adjourn** was passed with unanimous consent at 3:52 pm.