

APPROVED

as of 04/25/2024

**City of Ketchikan &
PeaceHealth Ketchikan Medical Center**

Healthcare Advisory Committee Meeting

January 25, 2024

1. Call to Order:

The Healthcare Advisory Committee Meeting was called to order by Chair Lacey Simpson at 9:00 a.m. This meeting took place in the Council Chambers at City Hall, 334 Front Street, Ketchikan, Alaska. A WebEx option was available at this location and included four participants.

2. Roll Call:

Committee Members Present:

City of Ketchikan

Chair – Lacey Simpson

City Member – Amanda Robinson

Councilmember – Judy Zenge

City Clerk – Kim Stanker

PeaceHealth Ketchikan Medical Center

Vice Chair – Dori Stevens

PeaceHealth Member – Scott Smith

PeaceHealth Board Member – Clay Keene

Executive Assistant – Lori Medvid

3. Communications:

No communications were noted.

4. Persons to be Heard:

Karen Afonso, President of the Ketchikan Registered Nurses Union, said they were here today to listen and observe.

5. Approval of Minutes:

Following a review of the draft minutes from the October 23, 2023 Healthcare Advisory Committee meeting, and there being no further discussion, nor objections, the committee unanimously approved the minutes as submitted.

6. Unfinished Business:

No old business noted.

7. New Business:

a. Welcome New/Returning HAC Members

Lacey Simpson welcomed new and returning members of the HAC and introduced board members.

b. Election of Chair (PeaceHealth rep) and Vice-Chair (City rep)

Lacey Simpson noted the Charter for the HAC states the Chair and Vice-Chair alternate yearly to a hospital rep for Chair and a Vice-Chair a city representative.

Member Simpson requested nominations from the floor for a PeaceHealth member to be Chair for 2024, Dori Stevens was selected to serve as chair, and no objections were heard from the floor.

Member Zenge nominated Lacey Simpson for the Vice-Chair seat, and no objections were heard from the floor.

c. Update on Same Day Clinic – opened October 3, 2023

Chair Stevens reported the successful opening of the Same Day Care Clinic. The clinic provides regular, after-hours care for urgent non-life-threatening conditions as an alternative to visiting the emergency department (ER). She said in the last three months the clinic has seen 327 patients. After-hours and Saturday clinic numbers were not as high as they expected.

Sarah Hines said she works in the ER and questioned if the phone system was working in the Clinic, she said they are still seeing patients in the ER that are appropriate for the Same Day Care Clinic, and questioned if the staff was working on a system to triage those patients to the Same Day Care Clinic.

Chair Stevens said she was not aware of any phone issues but would look into it.

Discussion ensued regarding additional documentation of services. Chair Stevens to ascertain information about signage in the hospital without violating EMTLA regulations.

Chair Stevens to send Same Day Clinic advertisements to HAC members.

NOTE: Keep Same Day Clinic Updates on HAC Agenda

Karen Afonso said she is a caregiver in the ER and suggested looking at the level 4 and 5 patients and felt they would be appropriate patients for the Same Day Care Clinic.

Chair Stevens answered questions from the public regarding the services offered.

Update on Emergency Department Remodel

Chair Stevens described the project in three (3) phases:

- Phase 1: new CT Scanner up and running in the new space. Design for Phase I has been approved. Finalizing equipment selection and grant application is in progress to help financially support this project.
- Phase 2: will consist of moving and enlarging the Lab, the second round of the conceptual design in the ED is in progress.
- Several years from final completion.

Member Smith indicated there is a document in the ED to solicit staff feedback on design.

Member Robinson explained the City's side of the project. Chair Steven said there should not effect on the exterior as it is all internal. (Subject to change)

Member Robinson questioned if the work would be put out to bid.

Chair Stevens explained the process so far and stated we offer to work with the local contractors first, when appropriate.

Sarah Hines questioned whether there was a plan in place to help these recruited employees with affordable housing.

In answer to Ms. Hines, we do work with folks before they get here by providing them contact information with experts in the community to help find housing, noting the hospital does not subsidize housing. Various relocation packages are available. Housing is always a challenge.

Karen Afonso questioned training, retention, and growth opportunities for the seasoned nursing staff or for those nurses who will facilitate the training of the new grads in specialty areas.

In answer to Ms. Afonso's question, Chair Stevens stated there are mentoring programs and preceptorship programs and specialty training is also available at St. Josephs Medical Center.

Member Robinson had heard new mothers working at the hospital were only given a 15-minute time slot to set up and pump milk and that wasn't enough time and questioned if Ms. Stevens could look into that.

Chair Stevens said she would follow up on that.

d. Discussion of Future Report Card Delivery

Vice-Chair Simpson informed from some point in the last year the committee decided to see an update of the report card semiannually and asked if there was any input from the committee on this subject.

Member Robinson suggested a full annual report with progress reports semiannually.

Chair Stevens cited the elements of the report card.

Vice-Chair Simpson suggested the April report card be abbreviated and encouraged the members to send their suggestions on what they would like to see at the April meeting to either Chair Stevens or herself so it can be researched and placed on the agenda for that meeting.

Member Smith suggested looking to see if the second report card was just to address any significant variances (in the data being reported) that would be of any interest to the committee.

8. Future Agenda Items:

1. Continue reports on the Same Day Care Clinic and the ED remodel – Vice-Chair Simpson
2. Description of what a Title 47 Patient can expect when someone is brought in for a title 47 – Member Zenge

Member Zenge questioned if the page for comments, complaints, and feedback was moved to a different location on their website. Chair Stevens indicated that she would have Kate Govaars call her directly and have this information included as a future agenda item.

Vice-Chair Simpson stated this committee was set up to monitor the terms of the lease agreement between PeaceHealth (operator) and the City (Building Owner). She said regarding day-to-day operations, this group or the city is not involved in operations. Lease agreement is available on the City Website.

<https://www.ketchikan.gov/CityPeaceHealth-HealthcareAdvisoryCommittee>

Sarah Hines expressed her concern with the summer coming and they have never seen a “surge plan” for the employees in the ER in case of a mass casualty. Chair Stevens indicated there is a plan in place and who they could contact.

Vice-Chair Simpson said she had heard of an emergency care facility being opened in the Ward Cove area and she would look into the validity and bring that finding back at the next meeting.

Adjournment:

There being no further business before the Healthcare Advisory Committee, Vice-Chair Simpson adjourned the meeting at 10:08 a.m. The next meeting of the Healthcare Advisory Committee will take place on Thursday, April 25, 2024, at 9:00 a.m. in the City Council Chambers, and available via WebEx invitation.

Respectfully Submitted by: Kim Stanker, City Clerk
City of Ketchikan