



TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Lacey G. Simpson, Acting City Manager

DATE: January 27, 2022

RE: **City-PeaceHealth Healthcare Advisory Committee (HAC) –
December 17, 2021 Meeting Minutes**

At its August 5, 2021 meeting, the City Council approved Ordinance No. 21-1930, authorizing a Lease Agreement between PeaceHealth and City of Ketchikan. The ordinance allowed for the new lease agreement to become effective October 1, 2021 for PeaceHealth's occupation and operation of the Ketchikan Medical Center for an initial term of twenty years. As part of the new agreement, a Healthcare Advisory Committee (HAC) would be formed of members of each party and would provide oversight to the agreement and a forum for communication and collaboration. The newly formed HAC held its first meeting on December 17, 2021 as an organizational meeting to determine officers and to begin a discussion of partnership report card elements.

Attached for City Council review are the approved minutes from the December 17, 2021 meeting of the HAC. As reflected in the minutes, members of the HAC have agreed to convene monthly on the fourth Thursday at 9:00 a.m. for the initial year agreement period. Should City Councilmembers have any questions and/or concerns, staff will attempt to respond accordingly.

December 17, 2021

WebEx - Teleconferencing

Call to Order

The meeting was called to order by Lacey Simpson at 8:30 a.m.

Present at the meeting were:

City of Ketchikan

Member - Lacey Simpson

Member - Mark Hilson

Councilmember - Judy Zenge

City Clerk - Kim Stanker

PeaceHealth Medical Center

Member - Dori Stevens

Member - Sherilynn Boehlert

Member - Scott Smith

Lisa Maddocks- Absent

Citizen Comments - None

New Business

Review of Charter and Responsibilities:

Each member introduced themselves and gave a brief overview of their role.

Member Lacey Simpson indicated this first meeting is an organizational meeting and went through points of interest from the Ketchikan Medical Center Lease Section, Exhibit C also referred to as the Charter where it describes the Committee's responsibilities, organization, officers, partnership report card and amendments to this Charter. She indicated the group has a lot of freedom to make this Committee function how it will best serve the lease agreement and both parties. She asked if the other members had any questions, and none were heard.

Appointment of Chair and Vice-Chair and Determine Terms:

Member Zenge nominated Member Simpson as Chair and Member Stevens as Vice-Chair, and no objections were heard.

It was the consensus of the Committee to appoint City members as follows:

- Chair Lacey Simpson – 3 year term.
- Member Mark Hilson – 2 year term.
- Councilmember – 1 year term - appointed in October after the election.

It was the consensus of the Committee to appoint PeaceHealth members as follows:

- Vice-Chair Dori Stevens - 3-year term.
- Member Scott Smith – 2 year term.
- Member Sherilynn Boehlert – 1 year term.

Chair Simpson said her office would compile a roster to include the Committee members and contact information. She stated she would have it updated to include their associated terms.

Determine Regular Meeting Schedule for the Year

Chair Simpson informed per the Charter, the Committee is to meet monthly for the first year and in subsequent years as the Committee deems necessary with a minimum of once per quarter.

It was the consensus of the Committee to meet virtually at 9:00 a.m. on the fourth Thursday of each month with a public comment limit of three minutes per person.

Determine Clerical Duties for the Year

Vice-Chair Stevens said the secretarial position could alternate between the City and PeaceHealth Medical Center, and no objections were heard.

Discussion of Annual Report Card Elements

Chair Simpson said she could put together the Partnership Report Card Elements for discussion based on the City of Ketchikan/PeaceHealth Ketchikan Medical Center Charter page 46 and suggestions made by the committee.

Member Hilson shared with the Committee Exhibit C of the Lease & Operating Agreement “Charter”, page 46 which outlines the report card metrics.

Vice-Chair Stevens said she could do a basic report on a topic regarding the hospital as a standing item until resolved. She said the Urgent Care Center piece is required by the lease.

Chair Simpson questioned if we are adhering to a Clinic Services.

Member Smith said we as a Committee can look at a handful of items that are most important to the community. He felt the hospital should report on suggestions given on page 46 of the Hospital Lease Charter, and whether or not those needs are being met. He questioned what the vision of the report card is supposed to look like.

Member Boehlert said something that has consistently come up under her time on the hospital board are community members who plea for services of a specialty nature, that is not being currently offered such as dialysis.

Member Hilson suggested we get a list of the new and established required clinical services and have each Committee member report at the next meeting so we have a starting point, and agreed this item in the Charter is kind of nebulous.

The Committee discussed Exhibit E of the Lease & Operating Agreement “Charter”, which includes the list of core and long term care services.

Vice-Chair Stevens said the list needs to be short and manageable and include elements that are important to everybody.

Chair Simpson felt a lot of these items are ongoing and standing, but felt staffing, appointments and the emergency room are valuable metrics, although the specialty services seem to gain the most attention. Member Zenge suggested the follow topics:

- Emergency Department
- Behavioral Health
- Pediatrics

Discussion Topics for Next Meeting

Vice-Chair Stevens said she and Member Smith would put together an overview summary of what all their services are, what is provided, where is it provided and what are the hospitals limitation. She said they could include a metrics on the emergency room, including how long it takes to get an appointment and what those needs are.

Member Hilson reminded the Committee, according to the lease document they should target March 8, 2022 as their semi-annual report card deadline.

Vice-Chair Stevens said they could start the report card with suggestions made today and at the next meeting add or remove items as the Committee feels necessary, and no objections were heard.

Committee Member Comments

Chair Simpson informed her executive assistant would send out WebEx invites for the next meeting of January 27, 2022.

Adjourn

The meeting adjourned at 9:30 a.m.

Submitted by:
Kim Stanker, City Clerk