



TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Delilah A. Walsh, City Manager

DATE: October 27, 2022

RE: **City-PeaceHealth Healthcare Advisory Committee (HAC) – August 31, 2022 and September 22, 2022 Meeting Minutes**

Attached for City Council review are the approved minutes from the August 31, 2022 and September 22, 2022 meetings of the City-PeaceHealth Healthcare Advisory Committee (HAC). Should City Councilmembers have any questions and/or concerns on the attached meeting minutes, staff will attempt to respond accordingly.

Per the HAC Charter, committee meetings will transition to a quarterly schedule with the next meeting scheduled for Thursday, January 26 at 9:00 a.m. As the date approaches, information will be provided to the City Council and to the public on the meeting format (via Webex or in person). This information as well as meeting agendas will be available on the City's website at <https://www.ktn-ak.us/CityPeaceHealth-HealthcareAdvisoryCommittee>.

APPROVED

City of Ketchikan
PeaceHealth Ketchikan Medical Center

Healthcare Advisory Committee Meeting

August 31, 2022

Call to Order:

The Healthcare Advisory Committee Meeting was called to order by Chair Lacey Simpson at 9:03 a.m. This meeting was conducted virtually via WebEx Teleconference.

Roll Call:

Committee Members Present:

City of Ketchikan

Chair – Lacey Simpson

City Member – Judy Zenge

City Member – Mark Hilson

PeaceHealth Ketchikan Medical Center

Vice Chair – Dori Stevens

PeaceHealth Board Member – Sherilynn Boehlert

PeaceHealth Member – Scott Smith

Executive Assistant – Lisa Maddocks

Committee Members Absent:

Kim Stanker – City Clerk

Communications:

No communications were noted.

Persons to be Heard:

Chair Simpson made a call for persons to be heard. None declared.

Approval of Minutes:

Following review of the DRAFT minutes from the July 28, 2022, Healthcare Advisory Committee meeting, and there being no further discussion, nor objections, the committee unanimously approved the minutes from July 28, 2022, as submitted.

Old Business:

No old business was identified.

New Business:

A. Regular Reports to City Council and PeaceHealth

Chair Simpson advised once HAC minutes are approved, they are added to the Manager's Report for the City Council meeting. Additionally, minutes are available on the city website. The city has a new recording option via WebEx, and meetings will be posted on-line. Chair Simpson further advised the city council requested a verbal update on HAC. She will start with quarterly verbal reports.

Vice Chair Stevens advised a summary of activities, accomplishments and report cards are provide to the Community Health Board at their monthly meetings. Northwest Network leaders receive information at these meetings as well.

Future Agenda Items:

Chair Simpson advised that the lease anniversary is October 1st. Per the lease, the committee has met on a monthly basis. **The committee will consider a quarterly cadence after the first year.**

Vice Chair Stevens commented that PeaceHealth has only two outstanding items left to meet the lease requirements for the year: a public townhall style Community Health Board Meeting, and a report on the year end financials.

- A. Annual Community Health Board Meeting Townhall – Per the lease agreement, PeaceHealth Ketchikan Medical Center's Community Health Board will conduct one meeting as a public townhall style meeting. Per the request of the city, this meeting will be conducted in person. **Vice Chair Stevens will discuss the scheduling with the Community Health Board during their September meeting. **It was suggested that PeaceHealth review the process for filing a complaint on their website during the townhall meeting.***
- B. Fiscal Year End Financials – PeaceHealth to provide a report on the fiscal year end financials. Vice Chair Stevens advised that the report would be ready to present for the October HAC meeting. If the report is available sooner, it will be presented at the September meeting.

Adjournment:

Chair Simpson advised she will work with Kim Stanker, City Clerk, to update the minutes template to include:

- **Where to find the compliments / complaints page on the PeaceHealth website,**
- **Where to find a link for the compliments / complaints page on the city website.**

There being no further business before the Healthcare Advisory Committee, Chair Simpson adjourned the meeting at 9:25 a.m. The next meeting of the Healthcare Advisory Committee will take place on Thursday, September 22, 2022, at 9:00 a.m. via WebEx Teleconference.

Respectfully Submitted by: Lisa Maddocks, Executive Assistant
PeaceHealth Ketchikan Medical Center

APPROVED

**City of Ketchikan
PeaceHealth Ketchikan Medical Center**

Healthcare Advisory Committee Meeting

September 22, 2022

Call to Order:

The Healthcare Advisory Committee Meeting was called to order by Chair Lacey Simpson at 9:00 a.m. This meeting was conducted virtually via WebEx Teleconference and was closed at 9:16 a.m. for lack of a quorum. No business was conducted.

Roll Call:

Committee Members Present:

City of Ketchikan

Chair – Lacey Simpson

City Clerk – Kim Stanker

PeaceHealth Ketchikan Medical Center

PeaceHealth Board Member – Sherilynn Boehlert

PeaceHealth Member – Scott Smith

Executive Assistant – Lisa Maddocks

Committee Members Absent:

Dori Stevens – Vice Chair

Judy Zenge – City Member

Mark Hilson – City Member

Member Boehlert announced that the PeaceHealth Ketchikan Community Health Board town hall public meeting date has been scheduled for October 25, 2022 at the Ted Ferry Civic Center.

Agenda items of the September 22, 2022 meeting rescheduled for the October 27, 2022 meeting.

- A. PeaceHealth Medical Center annual financial statements
- B. Update of Partnership Report Card – 12-month review
- C. Proposed quarterly meeting schedule and date
- D. Approval of the draft Minutes for August 31, and September 22, 2022.

Adjournment: 9:16 a.m.

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