

Alaska Psychiatric Institute Governing Body

July 11, 2023

Meeting Minutes

I. Call to Order

Elizabeth called the meeting of the Alaska Psychiatric Institute Governing Body to order at 1:31 PM via Zoom on July 11, 2023. 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*
Brenda Moore, *Alaska Mental Health Board*
Katie Baldwin Johnson, *Alaska Mental Health Trust Authority*
Dr. Rick Ellsasser, *Alaska Native Health Board*
Tracy Dompeling, *Director of DBH*
Ann Ringstad, *NAMI Alaska*

Absent:

Dr. Anne Zink, *Chief Medical Officer*
Kim Koval, *Commissioner*
Clinton Lasley, *Deputy Commissioner of Family Community, and Integrated Services*

Other Members:

None

Other Members Not Present:

Robert Long, Medical Director
Christy Winn, QAPI Director
Rebecca Morrissey, Nurse Educator

Visitors:

Denali Daniels
Margaret Bauer
Jarmyn Kramlich
Promise Hagedon
Randy Smith
Christel Brito
Charity Lee

API Staff Reporting:

Scott York, CEO
Kristy Becker, Chief Clinical Officer
Erica Steeves, Director of Nursing

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III. Review and Approval of the Agenda:

Roll Call: verified contact information for accuracy.

Motion to approve agenda with current edits. Approved discussion of API GB meeting frequency and Capacity at the September 2023 meeting. No Clinical or Nursing Reports. **Agenda approved.**

IV. Review and approval of Minutes:

June minutes were reviewed and the motion was approved with corrections by Ann Ringstad, Katie Baldwin Johnson seconded. No discussion. **Minutes approved.**

V. New Business:

Policy Review:

Approved via Email/SharePoint:

- EOC-161 Vehicle Operations – Forklift 10-02-19

Policy Review Process:

- Training and discussion for Policy voting on SharePoint by Jarmyn Kramlich
- Scott York proposed providing a credentialing voting option. Discussed and approved.

Elizabeth King suggested decreasing the frequency of GB meetings to every other month, allowing Subcommittee meetings in off months, and reducing the overall burden of work to have monthly meetings. Elizabeth proposed a trial run for the next 4 months. Elizabeth King proposed to have the next GB Meeting on September 12, 2023, and then the next GB meeting on November 14, 2023, to reevaluate at this point. Summer LeFebvre, Katie Baldwin Johnson, Ann Ringstad, and Tracy Dompeling discussed and approved.

VI. Strategic Planning:

Upcoming Stakeholder Meetings-Topics

Denali Daniel updates for Strategic Planning. Several sessions were done with staff, Governing Body, and partners during the Spring. The team has been putting shape to what the framework Strategic Plan document would look like for API.

- Will host virtually a series of 6 sessions from 9-10:30 am, which will be open for discussion, and would like feedback. (Find in landing page: link in chat)
 1. 7/18 – Crisis Now system changes that affect API.
 2. 7/20 – Telehealth
 3. 7/25 – Outpatient restorations/Jail-based restoration
 4. 7/27 – Outpatient medication clinic
 5. 8/1 – Governance of API
 6. 8/3 – Focused conversation on bed projections and facilities planning
- Plan for a draft Strategic Plan to share with Leadership and Governing Body and at some point, decide when we are ready to put something out for Public Comment and what the approval process will be.
- Final document planning by the end of September
- Government Body stakeholder meeting discussion regarding codifying would need to be public noticed.

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Opened for Discussion

- Brenda Moore asked how people would be invited to the meeting, Denali Daniel answered that there is a list.
- Brenda requested a copy of the virtual Series of 6 sessions Word document that was presented. Denali will include Governing Body and will add to her contact email list, the persons that are requested to be added.
- Elizabeth King asked what factors influence when the decision will be made to go out for public comment.
- Denali Daniel stated this is a discussion with API leadership.
- Proposed an informal conversation in August.
- Denali can distribute via email a draft Strategic Plan with a proposed plan of action. Elizabeth agreed with an email. Denali requested Board feedback from Board on attendees for these meetings.

API Governing Body Governance

Scott York called attention to, and Denali Daniel discussed the Governance of API as a topic to be added to the Strategic Plan; What that looks like, what the steps are, and what Governing Body and API decide they would want to do. All of that needs to go through a process.

- Governing Body has gone through a process of developing GB bylaws. The idea is there may be benefits of Governing Body becoming more official through regulation or statutes. This could provide some long-term stability in terms of the operations of API. If Governing Body decides to include this in the plan, it makes sense for Governing Body to lead this task. Determine context and then decide if it should be in Strategic Plan.
- Elizabeth King agreed that in-depth discussions would be needed prior to including it in the 5-year Strategic Plan. Elizabeth King requested a Subcommittee meeting in August to discuss this. Katie Baldwin Johnson agreed and stated previously the Board reviewed and made recommendations and a letter. Denali Daniels has two statutes introduced, no regulations, and does not have this letter. Elizabeth King and Katie Baldwin Johnson will look for the letter and provide it to Denali Daniels. Denali Daniels recommended limiting the 8/1 Governance of API participation to Governing Body members. Elizabeth King and Katie Baldwin Johnson agreed. Elizabeth King and Katie Baldwin Johnson stated the 8/1 Governance of API meeting must be publicly noticed.

VII. Public Comment:

No public comment

VIII. Ad-hoc Committee Reports:

No Ad-hoc Committee Reports

IX. Executive Session:

No Executive Session

X. QAPI Monthly Reports:

No QAPI Monthly Reports

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XI. Executive Reports

CEO Report

- Scott York presented slides:
- Netsmart/My Avatar
 - 6/20 Kickoff shared workflow shared with Netsmart
 - 7/1/24 Netsmart Go-Live
- Pharmacy Feasibility Study
 - Findings discussed with Sam Sheth, PharmD
 - Meeting with key staff to discuss findings set for August 2023
 - A report will be sent to Scott York and he will send it to key staff
- Competency Restoration Updates
 - Outpatient Restoration: AKHB Building on Gambell sharing space with Choices, Furniture in the procurement process, DOT is working on a waiver to submit to the DOT commissioner for approval, an agreement with Alaska Behavioral Health is being created and will be sent to Jim Myers, and an Outpatient medication clinic for patient moving from API who may be in transition to an outpatient practice
 - Kristy Becker discussed Jail-based Restoration: Meetings have been occurring between API and DOC, Training for DOC staff has been agreed upon and will start in July and a PNA needs to be hired.
 - Background processes and staff training. Training dates set up at Goose Creek
 - Funding provided for Psychologist and PNA, working with April Andrews on positions that need to be built within the state system, then the team will be completed
 - Policy development guidelines will be developed in the future
 - Brenda Moore asked if outpatient for jailed restoration will be located at Goose Creek and Kristy Becker responded no, there will be a community Outpatient Restoration program off Gambell: treatment and Groups and Jail-based Restoration program at Anchorage Jail Facility and later may expand to the women's facility
- Regulatory Consultant RFP award of the contract to WICHE, kick-off was 7/6/23
- Facility Projects
 - Nursing station enclosure on Denali is close to completion.
 - State and patient WiFi are still moving toward completion.
- Faith Myer Tour Invitation
- Beacon Award by AHHA to API Denali unit

CFO Report

- April Andrews reporting staffing at API. In May, slight improvements to the vacancy rate went down to 21.9 percent with 70 vacancies out of 320 total positions. In June, slight improvements to the vacancy rate went down to 20.3 percent with 65 vacancies out of 320 total positions. A 97.2 percent retention rate number of separations from filled positions. Elizabeth King asked about PCN count fluctuations if the two restorations PCNs are added to this count. April Andrews stated "No" and all new PCNs should be added to the FY24 July report. The report breaks out, fills and vacancies that occur during the month of May by Unit in the department: Executives 0 vacancies, Facility Support 7 vacant, Medical 4 vacant, Clinical Support 2 vacant, Nursing Unit 44 vacant, and Clinical 13 vacant. Summer Lefebvre asked if

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this includes travel nurses and Andrews reported “No”. Andrews can add the offset of traveler nurses to the next report. Katie Baldwin Johnson requested (and April Andrews will provide) from a budget perspective, the number of travel nurses monthly and annually API uses or snapshots.

- Worker’s compensation report. In June, one (1) injury, patient on-staff assault. Elizabeth King asked what type of injury. This report reflects any injury that should be reported to risk management.

Medical Staff Report

- Scott York presented slides on medical staff updates.
 - Dr. Andrew Pauli will be returning to API at the beginning of July to assist with patient coverage.
 - Dr. Richard “Randy” Taylor is also returning to API at the beginning of July to assist with Medical Officer Staff coverage.
 - Medical Staff Bylaws.
 - API began hosting its ninth University of Washington medical student in June.
 - Future Goals: Continue strengthening working relationships with other facilities and look at sites to begin a pilot telepsychiatry program with outlying facilities to smooth the admission and discharge process and improve communication with outlying sites.

Clinical Report:

- No Clinical Report

Nursing Report:

- No Nursing Report

XII. Adjourned:

Elizabeth King called for adjournment. It was seconded. There was no further discussion. **The motion to adjourn** was passed with unanimous consent at 2:50 pm.