



SPECIAL MEETING OF THE BOARD OF DIRECTORS

MINUTES

February 4, 2015

Eskridge Conference Room, Tahoe Forest Hospital
10121 Pine Avenue, Truckee, CA

1. CALL TO ORDER

Called to order at 5:30 p.m.

2. ROLL CALL

Present: Karen Sessler, President; Charles Zipkin, Vice President; Greg Jellinek, Secretary; John Mohun, Director

Absent: Dale Chamblin, Treasurer

Staff: Virginia Razo, (interim) CEO; Jayne O'Flanagan, Director Human Resources; Patricia Barrett, Clerk of the Board

Other: Steve Gross, General Counsel

Director Mohun joined the meeting at 5:34 p.m.

3. CLEAR THE AGENDA/ITEMS NOT ON THE POSTED AGENDA

ACTION: Motion made by Director Jellinek, seconded by Director Zipkin, to approve agenda as presented. Approved unanimously.

4. INPUT – AUDIENCE

None.

5. INPUT FROM EMPLOYEE ASSOCIATIONS

None.

6. ITEMS FOR BOARD DISCUSSION AND/OR ACTION

6.1. Just Culture Education

Alex MacLennan, Manager Human Resources and Education, Introduced guest speaker, Paul LeSage with SG Collaborative Solutions, LLC. Mr. LeSage provided a review of his professional background and objectives for tonight's education session related to *Collaborative Just Culture*.

Collaborative Just Culture combines legal constructs, systems engineering concepts, and behavioral and human factor science.

Background and discussion took place related to the methodology and strategy to seeing risk. The aeronautical industry was used as an industry example related to the use of *Collaborative Just Culture*.

Safety is an important value, but not the #1 value. It must be held in balance.
Discussion took place related to policy liability.

Director Zipkin departed the meeting at 6:38 p.m.

Discussion took place related to the proprietary document entitled “Collaborative Culture of Safety Systems and Behaviors Response Guide” distributed to the Board for reference. Document will be collected at the end of the meeting and provided to the Board for future reference after a water mark is added to ensure the document is not inappropriately distributed or used outside of the organization.

Director Zipkin returned to the meeting at 6:42 p.m.

Director Mohun departed the meeting at 6:49 p.m.

Director Mohun returned to the meeting at 6:53 p.m.

Discussion took place related to how the use of the *Just Culture* principles can be used when writing or evaluating TFHD policies. Recommendation made to use the distributed tool document retrospectively as well as prospectively to assist with assessments.

Discussion took place related to how these principles can be applied to Board policies which are often mandated by law. The law does not require they be written as specifically as they are often written in healthcare. Board policies can be written in such a way to satisfy the external imposer without being prescriptive.

Discussion took place regarding the verbiage related to corrective action and performance improvement plans and where best to include this language. Current best practice is to remove the language from each individual policy and include it instead in a single corrective action policy, and separate performance improvement plan policy.

Tahoe Forest Health System is an early adopter of the *Just Culture* principles for hospitals of similar size.

Discussion took place related to the involvement of physicians. Dr. Shawni Coll was recognized for her work in coordinating efforts with physicians; they have been actively involved in the engagement.

8. NEXT MEETING

Special meeting related to the GO Bond refinancing and additional finance education will take place on February 12, 2015.

An education session will be planned related to the Board’s Conflict of Interest policy.

Request made to agendaize a topic regarding presentation of a business model from the radiology group once information is available.

Discussion took place regarding the Press Ganey employee engagement survey results and how they are presented to the Board. Director of Human Resources will check with Press Ganey to verify how the individual comments are compiled and expectations based on their contract. Results were received and a review provided by Press Ganey approximately 3 weeks ago. Work with directors on following up on the results of the survey is under way. The process has been to present the data to the Personnel Committee and then roll it up to the Board. Director of Human Resources anticipates the review in Personnel Committee at the March or April meeting.

9. NEXT MEETING DATE

A special meeting of the Board of Directors is scheduled on February 12, 2015. The next regular meeting of the Board of Directors will be February 24, 2015.

10. MEETING EFFECTIVENESS ASSESSMENT

11. ADJOURN

Meeting adjourned at 7:44 p.m.