

The meeting of the Board of Directors of the Washington Township Hospital Development Corporation was held on June 13, 2016 in the Board Room of Washington Hospital, 2000 Mowry Avenue, Fremont, California. Chairman Sah called the meeting to order at 7:36 am. *CALL TO ORDER*

Present: Russ Blowers, Shirley Buschke, Miro Garcia, Ben Sah, M.D., Nancy Farber, Chief Executive Officer *ROLL CALL*

Absent: Gloria Villasana Fuerniss

Also present: Kimberly Hartz, Sr. Associate Administrator, Ambulatory Care Services; Tina Nunez, Associate Administrator, Ambulatory Care Services; Chris Henry, Associate Administrator/CFO; Michael Engle, Sr. Director Ambulatory Care Services; Vanessa Terrasas, Recording Secretary, Donald Pipkin, Chief, Strategic Management

A motion was made by Director Blowers, seconded by Director Garcia to approve the minutes of the meeting of February 29, 2016. The motion was carried by the following vote: *APPROVAL OF MINUTES OF February 29, 2016*

Ayes: Directors Blowers, Buschke, Garcia and Sah

Noes: None

Abstain: None

Absent: Director Fuerniss

Donald Pipkin, Chief of Strategic Management at Washington Hospital, gave an updated presentation on Lean to the Board. The Lean process focuses on eliminating waste and inefficient practices in order to continue to excel in providing high quality health care. *EDUCATION SESSION
Lean Presentation*

Mr. Pipkin provided an overview of Lean tools which include Value Stream Mapping and Kaizen Workshops. He listed the areas that have gone through this process. These areas include Inpatient 4 West, Emergency Department, Women's Center, Supply Chain, Revenue Cycle and currently in process, Patient Safety.

Value Stream Mapping is an approach to visualizing health care processes that entails analyzing, observing and measuring processes in order to ultimately identify non-value added activities for the patient, staff and physicians and to make operations more efficient through standardization. Kaizen workshops are week-long workshops conducted by similar multidisciplinary teams aimed at eliminating non-value added activities through standardization in order to improve our processes. At the end of every workshop, the teams provide a brief report to discuss their activities during the week.

Mr. Pipkin explained that Lean is an ongoing process in which staff will adopt as everyday practice.

Ms. Farber noted the Lean Promotion Office will be relocated to the first floor of the Hospital in the Executive Services suite.

Ms. Farber gave an update on the Magnet Status redesignation process. The hospital successfully completed a Magnet mock survey in May. The mock survey went well and provided an invaluable experience for all to prepare for the actual survey. In June, surveyors from the American Nursing Credentialing Center (ANCC) will be onsite to verify that Magnet is being practiced. The Magnet documentation has been submitted and accepted.

Ms. Farber announced that the Joint Commission mock survey is scheduled for August 16th through 18th. An unannounced survey will take place in 2017.

Ms. Farber announced that the Institute for Safe Medication Practices (ISMP) will conduct a site visit July 19th through 21st to review Washington's process around medication flow. The ISMP is dedicated to medication error prevention and safe medication use and is modeled after the Joint Commission's National Patient Safety Goals.

Ms. Farber noted the items in the Institutional Agenda for fiscal year 2016/17 under the Strategic Plan have been initiated.

Ms. Farber discussed the affiliation between Washington Hospital and UCSF Benioff Children's Hospital. The focus is to create a comprehensive and integrated regional health care network. This will allow tri-city residents local access to UCSF's specialty services through the Special Care Nursery, Pediatric Hospitalists and an outpatient pediatric specialty clinic. Currently, we are working with UCSF on recruiting a physician for the Prenatal Diagnostic Clinic.

Ms. Farber announced the 8th Neurosciences Symposium is scheduled for July 16th. Nationally and internationally recognized experts will discuss a wide range of topics focused on neurological diseases, disorders and treatment approaches. Ms. Farber asked the Board to contact her if they are interested in attending.

Ms. Farber handed the Board a copy of, "*The Patient's Playbook*". The book is written by Leslie Michelson, who is the Founder, Chairman and CEO of Private Health Management. Mr. Michelson's book is about his experience as a medical case management expert and discusses steps and tools to achieve the best possible health outcomes at every stage in life. Ms. Farber noted she spoke with Mr. Michelson to discuss the potential of partnering together to work with the community and newly diagnosed patients such as those with diabetes and cancer.

Ms. Nunez provided an update on construction of the parking structure and the Morris Hyman Critical Care Pavilion. The parking structure is estimated to be complete in June 2016 and will accommodate 648 parking stalls. The Morris Hyman Critical Care Pavilion is on schedule to be completed in 2018. Ms. Nunez showed the Board a DVD of the last steel beam for the Morris Hyman Critical Care Pavilion building frame installation. Prior to the beam being installed, many of the Hospital employees, physicians and volunteers signed the beam to commemorate this important stage of construction.

In accordance with Sections 1461, 1462, 32106 and 32155 of the California Health & Safety Code and Sections 54962 and 54954.5 of the California Government Code, Chairman Sah adjourned the meeting to closed session at 8:32 a.m. *ADJOURN TO CLOSED SESSION*

Chairman Sah adjourned the meeting to open session at 8:50 a.m. He reported that no action was taken in closed session. *ADJOURN TO OPEN SESSION*

Director Blowers moved to accept the purchase of the Washington Radiation Oncology Center new QA Planning software for a total amount of \$39,201.59. The existing software was originally purchased in 2006 and is no longer supported by Sun Nuclear. This purchase was budgeted in the 2015/16 budget. *ACTION ITEMS WROC QA Planning Software & Vascular Lab Equipment*

On a second from Director Buschke, the motion was carried with the following vote:


Ayes: Directors Blowers, Buschke, Garcia and Sah
Noes: None
Abstain: None
Absent: Director Fuerniss

Director Buschke moved to accept the purchases of the equipment for the Vascular Lab for a total amount not to exceed \$127,589.58. The purchase of an ultrasound machine and software for \$138,139.00 was included in the fiscal year 2015/16 budget for Washington Township Medical Foundation. It is requested that \$127,589.58 be approved for expenditure in order to upgrade the Washington Township Medical Foundation Vascular Lab.

On a second from Director Garcia, the motion was carried with the following vote:

Ayes: Directors Blowers, Buschke, Garcia and Sah
Noes: None
Abstain: None
Absent: Director Fuerniss

There being no further business, the meeting adjourned at 8:54 a.m. The next meeting will be scheduled for July. Ms. Terrasas will follow up with the Board with a confirmed date. *ADJOURNMENT*



Benn Sah, M.D.
Chair



Russ Blowers
Secretary