

OPSC Board of Directors Meeting Minutes

December 13, 2022 | 12:30 – 2:30 p.m. | Virtual Meeting

Attendees		Present	Virtual	Absent
Board Members	Amanda Bemetz (Nurse)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Lisa Bui (Public Purchaser)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Smitha Chadaga (Physician)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Bob Dannenhoffer (Physician)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mary Engrav (<i>Vice-chair</i> , Health Insurer)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Katie Hufft (Pharmacist)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Heather Hurst (Labor Representative)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Kristi Ketchum (Ambulatory Surgery Center Representative)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Judy Marvin (<i>Chair</i> , Health Insurer)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Leah Mitchell (<i>Treasurer</i> , Hospital Administrator)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Jessica Morris (Healthcare Consumer)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dana Selover (Public Health Officer)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OPSC Staff	Valerie Harmon (Executive Director)			
	Stephanie Warren (Program Assistant)			
	Beth Kaye (Early Discussion and Resolution Program Director)			
	Sydney Edlund (Director of Research and Analytics)			
Guests	Hollie Caldwell (Concordia University)			
	Erin Sprando (Marquis Companies)			
	Claire Devine (Center for Outcomes Research and Education)			
	Maggie Weller (Center for Outcomes Research and Education)			
	Kristen Lacijan (Center for Outcomes Research and Education)			

Agenda Items

Welcome, Introductions, and Public Comment	This meeting of the Oregon Patient Safety Commission (OPSC) Board of Directors was called to order by Mary Engrav at 12:34 p.m. Stephanie Warren conducted a roll call for attendance.
Review Agenda, Approve Meeting Minutes, Acknowledge	Mary Engrav requested that the OPSC Board review the agenda and approve the September 13, 2022 OPSC Board meeting minutes. Action Item: Approve September 13, 2022 Meeting Minutes

Receipt of Consent
Agenda Materials

- **Motion:** Smitha Chadaga moved to approve the September 13, 2022 OPSC Board meeting minutes and Leah Mitchell seconded.
- **Vote:** Mary Engrav called for a vote to approve the September 13, 2022 OPSC Board meeting minutes and Stephanie Warren conducted a roll call vote. Lisa Bui, Bob Dannenhoffer, Smitha Chadaga, Mary Engrav, Katie Hufft, Kristi Ketchum, Leah Mitchell, Jessica Morris, and Dana Selover voted in favor. The motion passed.

All members acknowledged receipt of consent agenda materials.

Treasurer's Report

Leah Mitchell provided the Treasurer's Report.

2023 Patient Safety Reporting Program (PSRP) Fee Collection

- 40% collected at the end of November
- 20% made electronically
- Collection rate is on par with previous year

Budget to Actual (Fiscal Year 2022-23)

- Year-to-date revenue is on target at the end of October.
- PSRP revenue of over \$815,000 will be recorded in November.

Executive Director's
Report

Valerie Harmon provided her report.

Administration Transition

- New Policy Advisor assignment for OPSC is a priority for the Governor-elect's office in 2023.
- Board member applicants who have been approved by the board are waiting for appointment.

Agency Affirmative Action Plan Status

- Focusing on hardwiring equity practices in OPSC's processes and systems for recruitment and retention, training, procurement and contracting, and program activities as applicable.
- Examples include:
 - Introducing legislation in 2023 to codify health equity as an essential part of the PSRP's data collection and analysis.
 - Integrating equity considerations into Early Discussion and Resolution (EDR) data collection strategy and upcoming EDR outreach work.

2023 Legislative Update

- OPSC's Legislative Concept that includes revisions to PSRP statute is progressing. We will keep the board updated on any new information.
- Representative Dexter put in a legislative concept for additional EDR funding. We don't know if this will progress but will keep the board updated as we learn more.

2023-2025 Biennial Budget Planning

- Starting process in early 2023.
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- EDR has a funding decrease for 2023-2025 Biennium that OPSC will work with the board to plan for.

Proposed 2023 Organizational Planning Process

- We are looking at strategic planning in Spring 2023.
- Staff will coordinate with the board on timing and details in 2023.

Board members are encouraged to send feedback and considerations for OPSC's strategic planning, including suggestions for facilitators, to Valerie Harmon.

Program Updates

- **Early Discussion and Resolution (EDR)**

Focused on prioritizing health equity and collaborating with interested parties through two core projects:

- **Data Process Strategy Development**

- Timeline: September 2022 through March 2023
- Project will include creating an informed program logic model and reviewing data elements, process, and structures.
- OPSC will develop an implementation plan to update its processes and systems accordingly.

- **Outreach Strategy Development**

- Initial focus on short-term initiatives to increase awareness among patients and their families, and physicians.
- OPSC has been identifying potential contractors among consulting firms to develop and implement a long-term, strategic outreach plan.

- **Patient Safety Reporting Program (PSRP)**

Focused on moving quality improvement plan forward through statute change process and working on document management strategy.

Action Item: Revise Accounting Policy Manual

Valerie Harmon recommended revising the budget modification language in the *OPSC Accounting Policy Manual (Financial Management Policies, Budgeting, Budget Modifications, p. 28)* to align with ORS 182.462(b), *Budgets for Semi-independent State Agencies*.

- **Recommended Revision:** Reclassifications in excess of the preceding thresholds and any budget modification resulting in an increase in budgeted expenses or decrease in budgeted revenues shall be made only with approval of the full Board of Directors. ~~Any increase in the overall budget requires a public hearing and the adoption of an amendment to administrative rule 325-005-0015.~~ Budget modifications shall be made in accordance with ORS 182.462.

- **Motion:** Bob Dannenhoffer moved to approve the recommended language revision to the OPSC Accounting Policy Manual and Jessica Morris seconded.
- **Vote:** Mary Engrav called for a vote to approve the recommended language revision to the OPSC Accounting Policy Manual and Stephanie Warren conducted a roll call vote. Lisa Bui, Bob Dannenhoffer, Smitha Chadaga, Mary Engrav, Katie Hufft, Kristi Ketchum, Leah Mitchell, Jessica Morris, and Dana Selover voted in favor. The motion passed.

Action Item: 2021-2023 Revised Biennial Budget Amendment

Valerie Harmon advised board members that a budget amendment is required for any decrease in revenue, per the board approved accounting manual. A public hearing on October 24 (in accordance with ORS 182.462), which included a minor correction to the overall budget. No public comment was received.

- **Motion:** Smitha Chadaga moved to approve the 2021-2023 revised biennial budget amendment of \$3.59 million and Dana Selover seconded.
- **Vote:** Mary Engrav called for a vote to approve the revised biennial budget amendment and Stephanie Warren conducted a roll call vote. Lisa Bui, Bob Dannenhoffer, Smitha Chadaga, Mary Engrav, Katie Hufft, Kristi Ketchum, Leah Mitchell, Jessica Morris, and Dana Selover voted in favor. The motion passed.

Board Membership Update

Valerie Harmon provided the board membership update.

Open Seats

- **Healthcare Consumer**
 - **Seat Criteria:** This individual, or any member of their immediate family, may not provide or be involved in healthcare delivery.
- **Hospital Administrator**
 - **Seat Criteria:** A hospital administrator (or their designee).
- **Private Purchaser of Healthcare**
 - **Seat Criteria:** A representative of a group purchaser of healthcare; this individual, or any member of their immediate family, may not provide or be involved in healthcare delivery.

Pending Appointment or Reappointment

- Faculty Member
- Nursing Facility Representative
- Public Purchaser (First term ended September 30, 2022)

Officer Transition Planning

- Action is needed for two officer positions in February 2023.

- **Chair:** Judy Marvin has served one term and is eligible for a second term.
- **Treasurer:** Leah Mitchell is close to ending her second term as treasurer and will also be terming off the board in September 2023.

Board members are encouraged to reach out to Valerie with Interest by February 1, 2023.

Draft 2022 EDR Report Overview

Valerie Harmon and Beth Kaye presented the draft 2022 EDR report and facilitated a discussion with board members for feedback.

Board Feedback of Draft 2022 EDR Report

- The report’s messaging is clear: There is a need and opportunity to build systems that support transparency, learning, and patient safety improvement.
- Equity is clearly integrated into OPSC’s work. Consider calling out equity issues in the healthcare system more directly.

OPSC staff will share the board’s feedback with the Task Force on Resolution of Adverse Healthcare Incidents for their consideration at their next meeting on December 14.

EDR Logic Model Overview and Feedback

Claire Devine and Kristen Lacijan from the Center for Outcomes Research and Education (CORE) provided a presentation on the draft EDR logic model.

Board Feedback of EDR Logic Model

- Bob Dannenhoffer suggested the goal should include improved patient safety and fair compensation to patients and families.
- Consider changing “family” to “patients and family”.

Board members are encouraged to send feedback directly to CORE, maggie.weller@providence.org, by the end of 2022.

Suggested Agenda Items for Next Board Meeting

Suggested agenda items for the February 14, 2023 meeting included:

- Organizational Planning
- Board Meeting and Officer Planning
- EDR Data Process Evaluation Update
- PSRP Legislative Status Update

Patient Safety Reporting Program (PSRP) Clinical Questions

Sydney Edlund presented board members with two PSRP clinical questions.

Board members discussed whether “antibiotics” should be included or excluded for “Medication therapy.”

- Mary Engrav responded that any medication treatment necessitated by an adverse event would be included.
 - Katie Hufft added that any medication would be included during a significant intervention if it would have been otherwise avoidable.
 - Board members suggested asking clarifying follow-up questions.
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- Board members agreed that “massive transfusion protocol (MTP)” is a life-saving intervention should be included in the list of inclusions.

OSPC staff will use board contributions to inform updates to language in PSRP and supporting documentation.

Adjourn

The meeting was adjourned at 2:15 p.m. Board members will receive an email with the link to take an electronic meeting evaluation. The next OPSC Board meeting will take place on February 14, 2023 (unless otherwise noted). The meeting schedule and materials will be available on [Our Governance page](#) of the OPSC website.

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