

OPSC Board of Directors Meeting Minutes

February 14, 2023 | 12:30 – 3:30 p.m. | 1201 SW 12th Ave. Portland OR, 97205 + Virtual Option

Attendees		Present	Virtual	Absent
Board Members	Amanda Bemetz (Nurse)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Lisa Bui (Public Purchaser)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Smitha Chadaga (Physician)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Bob Dannenhoffer (Physician)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Mary Engrav (<i>Vice-chair</i> , Health Insurer)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Katie Hufft (Pharmacist)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Heather Hurst (Labor Representative)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Kristi Ketchum (Ambulatory Surgery Center Representative)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Judy Marvin (<i>Chair</i> , Health Insurer)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Leah Mitchell (<i>Treasurer</i> , Hospital Administrator)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jessica Morris (Healthcare Consumer)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Dana Selover (Public Health Officer)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OPSC Staff	Valerie Harmon (Executive Director)			
	Stephanie Warren (Program Assistant)			
	Megan Deardorff (Finance Manager)			
Guests				

Agenda Items

Welcome, Introductions, and Public Comment

This meeting of the Oregon Patient Safety Commission (OPSC) Board of Directors was called to order by Judy Marvin at 12:30 p.m. Stephanie Warren conducted a roll call for attendance. A quorum was not present. In lieu of a regular board meeting, general informational updates will be provided. No business will be conducted, nor will any decisions, or deliberations toward decisions, take place.

Treasurer’s Report

Leah Mitchell provided the Treasurer’s Report.

2023 Patient Safety Reporting Program (PSRP) Fee Collection

- As of January 31, 2023, 89% of fees have been collected.
- Electronic payments total 16% of total payments received.

Bi-Annual Review of Bank Statements

- Review completed by Leah Mitchell; no concerns were noted.

Budget to Actual – YTD Biennium 2021-23

- Year-to-Date revenue is under budget due to PSRP facility changes, reducing budgeted income last year by \$25,000.
- Anticipated increase in personnel and program expenses by June 2023, as OPSC plans to recruit for a new position.
- OPSC's Local Government Investment Pool fund's interest rate increased to 3.75% in January 2023, up from .90% in May 2022.

Budget to Actual Forecast – Biennium 2021-23

- Revenue is forecast to come in near budget at the biennium end.
- Personnel, travel, and employee recruitment costs are forecasted to end up lower than budgeted, anticipated costs in next biennium.

Executive Director's Report

Valerie Harmon provided her report.

Administration Transition

- State-level leadership establishing lines of communication for agency support, alignment, and accountability.
- OPSC waiting for official appointment of Advisor at the Governor's office.
- First round of Senate confirmations scheduled for April 11, 2023, which is the same day as the next board meeting.
 - Three applicants are waiting for confirmation (one is a reappointment)
 - OPSC must approve the 2023-2025 biennial budget before the end of April to meet public hearing timelines. If quorum cannot be confirmed prior to the meeting, OPSC will work to reschedule the April board meeting.

2023-2025 Biennial Budget Planning

- Biennium start on July 1, 2023
- Board approval needed by the end of April 2023
- Board members support an additional short meeting for biennial budget approval, as needed, to meet quorum.

IT Support

- Changes in the State IT system have led to support challenges
- Known statewide gap in contractual IT support for board members

Board members who need Workday support are encouraged to email Stephanie Warren at stephanie.warren@oregonpatientsafety.org.

Program Priority Updates

- **PSRP – Quality Improvement Plan**
 - Senate Bill 229 passed Senate
 - OPSC has been working with Governor's legislative staff to support bill through House process
- **PSRP – Annual Report Planning**

- OPSC is considering shortening the timeline of PSRP annual report, mandated to be due by Q2 end (June 30)
- Content considerations include sharing potential rules process and programmatic changes (if SB 229 passes)
- **EDR – Data Process Strategy Development**
 - Anticipated completion by May 2023
 - Center for Outcomes Research and Education (CORE) currently working on data strategy recommendations
 - OPSC to develop an implementation plan to update data processes and systems, will require budget approval
- **EDR – Outreach strategy development**
 - Initial strategic outreach planning to increase awareness about and use of EDR has begun
 - Implementation of Brink Communication’s recommendations will be included in the biennial budget plan

Potential Collaborative Opportunity with PACT

Valerie Harmon introduced the Board to a potential opportunity to build capacity in Oregon’s healthcare system to respond to and learn from medical harm.

Pathway to Accountability, Compassion, and Transparency (PACT)

- PACT supports organizations across the United States with the implementation of highly reliable Communication and Resolution Programs (CRPs) that prioritize patient safety and learning.
- PACT was established by three leading healthcare organizations: Ariadne Labs, the Collaborative for Accountability and Improvement, and the Institute for Healthcare Improvement.
- The PACT support model includes offerings for organizations at varying stages of CRP adoption readiness.

Dr. Tom H. Gallagher will be presenting on PACT at the March 8, 2023 meeting of the Task Force on Resolution of Adverse Healthcare Incidents and board members were invited to join the informational session.

Next Steps

- Board members asked if the Task Force meeting will be recorded for those who are unable to attend.
- Valerie Harmon will confirm if a recording of the Task Force meeting can be provided to board members.
- Stephanie Warren will forward the March 8, 2023 Task Force invite to board members.

Board Planning
Discussion

Valerie Harmon outlined Governor Kotek’s statewide agency expectations.
Performance Review for Agency Directors

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- Performance review of OPSC Executive Director is the responsibility of OPSC’s Board of Directors and is to be completed every two years.
 - Department of Administrative Services (DAS) will provide guidance by June 1, 2023, including templates and vendor price agreements.

Supporting Strategic Planning and Measuring Agency Performance

- DAS will provide templates to support consistency and measurement across agencies.
 - Board members suggested OPSC postpone strategic planning until DAS provide the guidelines and standardization of Oregon agencies’ strategic planning process, agreeing on a fall 2023 timeline.
- For plans older than 36 months, new plan must be completed by June 1, 2024.
 - OPSC to schedule an in-person strategic planning session and will consider virtual options to participate.

Board members with any facilitator recommendations and contact information to consider are encouraged to email Valerie Harmon at valerie.harmon@oregonpatientsafety.org.

Board Meeting Schedule and Activities

Valerie Harmon requested board member feedback as OPSC considers transitioning from a bi-monthly to quarterly board meeting schedule.

- OPSC bylaws require a minimum of four meetings
- Board members expressed no concerns in the proposed change
- Dana Selover suggested improving board engagement

Next Steps: Action is needed to confirm the update to OPSC’s board meeting schedule and will be added to the April 11, 2023 meeting agenda.

Board Membership Planning

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

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- Public Purchaser (First term ended September 30, 2022)

Officer Transition Planning

- **Chair:** Judy Marvin began her officer term on January 1, 2020, and is looking to relinquish the Board Chair position by the end of 2023.
- **Treasurer:** Leah Mitchell is close to ending her second term as treasurer and will also be terming off the board in September 2023.

Next Steps: Board members interested in the officer positions are encouraged to email Valerie Harmon at valerie.harmon@oregonpatientsafety.org. Action is needed for the two officer positions and will be added to the April 11, 2023 meeting agenda.

Suggested Agenda
Items for Next Board
Meeting

Suggested agenda items for the April 11, 2023 included:

- 2023-2025 Biennial Budget (action item)
- PSRP annual fee adjustment (tentative action item)
- Draft PSRP annual report (tentative)
- SB 229 Update
- Final recommendations from EDR data process strategy development

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 April 11, 2023 (unless otherwise noted). The meeting schedule and materials will be available on [Our Governance page](#) of the OPSC website.
