

## Hospital Staffing Advisory Committee Meeting

### Meeting Notes

<b>Date</b>	September 21, 2023	
<b>Meeting Topic</b>	Charter	
<b>Note Taker</b>	Holli Erdahl	
<b>Attendees</b>	<b>Standing Attendees</b>	
	WSHA	WSNA, SEIU, UFCW
	<input checked="" type="checkbox"/> Chelene Whiteaker	<input checked="" type="checkbox"/> Cara Alderson
	<input checked="" type="checkbox"/> Darcy Jaffe	<input checked="" type="checkbox"/> David Keepnews
	<input checked="" type="checkbox"/> Jason Hotchkiss	<input checked="" type="checkbox"/> Duncan Camacho
	<input checked="" type="checkbox"/> Jennifer Burkhardt	<input checked="" type="checkbox"/> Kendra Valdez
	<input checked="" type="checkbox"/> Keri Nasenbeny	<input checked="" type="checkbox"/> Tamara Ottenbreit
	<input checked="" type="checkbox"/> Renee Rassilyer-Bomers	<input checked="" type="checkbox"/> Vanessa Patricelli
	DOH	L&I
	<input checked="" type="checkbox"/> Christie Spice	<input checked="" type="checkbox"/> Caitlin Gates
	<input checked="" type="checkbox"/> Holli Erdahl	<input checked="" type="checkbox"/> Katherine Bigler
	<input checked="" type="checkbox"/> Ian Corbridge	<input checked="" type="checkbox"/> Lizzy Drown
	<input checked="" type="checkbox"/> Julie Tomaro	
	<input checked="" type="checkbox"/> Kristina Buckley	
	<input checked="" type="checkbox"/> Tiffani Buck	
	<b>Alternates and Other Attendees</b>	
	Holly Barnes	Bonnie Fryzlewicz
	Ellen Saline	Theresa Bronguard
	Celeste Monahan	Krista Touros
	Jacqueline Mossakowski	Michelle Curry
Ashlen Strong	Jeannie Eyler	
Angela Naylor	Kirk Harper	
Randy Littlefield	Bryan Templeton	

Agenda Item	Notes
<b>INTRODUCTIONS</b>	<ul style="list-style-type: none"> <li>• Christie Spice:               <ul style="list-style-type: none"> <li>○ Review of the Agenda</li> <li>○ Land and Labor Acknowledgement</li> </ul> </li> <li>• Introductions of advisory committee members and support staff, in person and via zoom</li> </ul>
<b>SAFETY TOPIC</b>	<ul style="list-style-type: none"> <li>• Caitlin Gates               <ul style="list-style-type: none"> <li>○ Back to School Safety Tip</li> <li>○ School Bus safety – 10 feet around a school bus is most dangerous for children.</li> <li>○ Slowdown in school zones</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Do not pass other cars in school zones, or stopped school buses.</li> </ul>
<p><b>OPMA TRAINING AND SCHEDULING FUTURE MEETINGS</b></p>	<ul style="list-style-type: none"> <li>● Kristina Buckley – Open Public Meeting Act           <ul style="list-style-type: none"> <li>○ RCW 42 30</li> <li>○ We are subject to follow OPMA.</li> <li>○ There are required training due by November 30<sup>th</sup> for committee members.</li> <li>○ Training Certifications will be sent out when all participants have completed.</li> <li>○ Alternates should complete OPMA training as well.</li> <li>○ Lesson 3 is the only required training for completion</li> </ul> </li> <li>● Tiffani Buck – Scheduling           <ul style="list-style-type: none"> <li>○ QR code for scheduling poll</li> <li>○ Please complete this poll by Monday Sept. 25, 2023</li> <li>○ Must have completed poll by 9/25 for schedule to be considered.</li> <li>○ Slides with QR code will be sent out.</li> </ul> </li> </ul>
<p><b>CHARTER</b></p>	<p>Facilitated by Christie Spice</p> <ul style="list-style-type: none"> <li>● Copy of Draft Charter provided in packet, shared on screen for virtual attendees, actively updated by Lizzy Drown</li> <li>● Background Summary – ES2SSB 5236 replaces and expands on previous nurse staffing regulations.</li> <li>● Advisory Committee Responsibilities           <ul style="list-style-type: none"> <li>○ Jason Hotchkiss – update word “withing” to “within”</li> <li>○ Vanessa Patricelli – which hospitals are included for staffing requirements no earlier than 1/2029?               <ul style="list-style-type: none"> <li>▪ DOH and WSHA to bring the list to the next meeting.</li> </ul> </li> <li>○ Vanessa – request to reformat table by timeline, will be corrected by DOH.</li> <li>○ Caitlin – Dates in Charter are “due dates” and will need to be completed prior to deadline.</li> </ul> </li> <li>● Committee Representation - updates           <ul style="list-style-type: none"> <li>○ Renee Rassilyer-Bomers – update to Central Health Services from Cherry Hill</li> <li>○ Jason Hotchkiss – update title as well, remove Deaconess.</li> </ul> </li> <li>● Alternates:           <ul style="list-style-type: none"> <li>○ Is advanced notice for Alternate Stand-in required? No but preferred.</li> <li>○ Can alternates attend as a member of the public? Yes</li> <li>○ Can we include alternates on all invites? Yes, additionally all meetings will be accessible online as they are to be open to the public.</li> </ul> </li> </ul>

- Note that if a Committee Member and their alternate are not in attendance during a vote, they will not have the ability to cast a vote at a later time.
- Committee Meetings: Will meetings be virtual or hybrid? Primarily virtual but may have some additional hybrid options, will provide advanced notice if that is the case.
- Sub Committees
  - Sub Work Groups would not be subject to OPMA.
- Recommendations – use Fist to Five
  - Duncan – fist to five – who will be voting? The 12 appointed members of the Committee (or their alternate if attending in place of member)
  - Jason Hotchkiss - Will there be a cheat sheet for this later on? Yes, there will be reminders for how to do this moving forward.
  - Will Fist to Five be used in chat? Yes, the number of the vote can be added to the chat. (0-5)
  - Jason Hotchkiss – How is a re-vote initiated? Celeste- can go by majority and move on, however Fist to Five is primarily used to discuss concerns.
  - David Keepnews – When voting using comments section, will the chat be working? Kristina – yes, we will be updating to turn the chat feature on as needed during meetings, will primarily use hand raise function outside of that.
  - Kendra Valdez – can we discuss how the voting function will be used? Majority, or will all members need to be above a 3? To be determined by the committee.
  - Jason – is there potential for a supermajority?
    - Darcy – what would be most helpful as an advisory board?
    - Celeste and Ellen– Definitely valuable to document the votes as well as the context for objections.
- Additional Questions Post Break
  - Tamra – will we receive the updated charter after this meeting? Christie – We will send it out as soon as we have finalized it, and the committee has approved.
  - How far in advance will we have the meetings booked? Tiffani – once the poll is complete, we will send out a meeting schedule through 2024, likely by the end of next week.
  - Chelene – Due date for Uniform For? Due October 1<sup>st</sup>, 2024
  - Fist to Five – what happens if we do not find agreement after voting if it does not pass? Christie – continue discussion, if possible, seek to understand disagreement. Will also be sure to make sure notes are clear detailing concerns and voting results. Agency will make final decision based on that note. Agency/facilitator will determine if there is not enough time to continue discussing issue same day.

- Jason – will the charter be set in stone? Christie – Charter should be a living document with possibility to change.
- **Fist to Five Continued**
  - Committee Members vote with Fist to Five in order to accept Fist to Five Language updated in Charter.
- **Ground Rules**
  - Committee Norms and Expectations: Vanessa – With “presume good intent” can we add that we should be encouraged to ask what intent is. Additional language added to Charter.
  - Virtual Environment – Tamra – can we add details on when the chat function will be available? Tiffani – we will work on that to find the best solution and will update the Charter.
  - Alternates
    - Jason – Alternates are next to primary on the table in the charter, correct? Yes, alternates are to the right of their coordinating committee members in the table on page 3 of the Charter.
    - Julie – if a member and their alternate are both unable to attend, do we have a quorum? Christie – no, this is an advisory board so a quorum should not be required.
    - Celeste – can we add language that if a Committee Member and Alternate do not attend a meeting, they will not have the ability to vote at a later time? Yes, added to Charter.
  - Definitions: Lizzie – will add Sub Work Group and Executive Group to definitions
- **Charter Approval**
  - Julie – do we need to have the charter signed again if we make updates to the Charter? We will have Charters updated and approved by the Committee – we will update to a new version of the Charter when this occurs.
- **Other Questions:**
  - Dates for Anticipated Timeframes – Chelene: will we be voting on these deadlines? Is there a staffing law due date in the statute? Julie – is this a Committee Discussion or a WSHA discussion? When will a staffing form be needed to be available? Will need to discuss further. Need to determine if October 1<sup>st</sup>, 2024, will work with the statute. Reviewing and will come back on that.
  - WSHA will review and bring proposed due dates for uniform form. Committee to discuss next meeting.
- **Charter Approval – Christie suggests that voting to approve Charter is held off until Uniform Form due date can be determined. Will discuss at the beginning of next meeting.**
  - No date in the statute for the date the form is due. We need to determine when the form will need to be implemented

	<p>and backtrack from there to determine when the advisory committee recommendation will be completed.</p> <ul style="list-style-type: none"> <li>○ Christie – will need to bring an updated timeline including all steps in the statute in a clear format to next meeting.</li> <li>● Caitlin – Can Hospital Staffing members gather data on how meals and breaks are currently being recorded? Please bring to next meeting</li> </ul>
<b>PUBLIC COMMENT</b>	<ul style="list-style-type: none"> <li>● Tiffani – gave an overview of public comment best practices.</li> <li>● Angela Naylor – Nursing leader: All Hospitals are committed to providing quality patient care. Hospitals have needed to innovate to support bedside nurses. Excited for the opportunity to work alongside the committee.</li> <li>● No other public comments</li> <li>● Meeting Adjourned</li> </ul>

<b>Action Items</b>	<b>Assignment</b>	<b>Deadline</b>
Complete OPMA Training	Committee	11/30/2023
OPMA Certification	Kristina Buckley	11/30/2023
QR Code Completion for Scheduling	Committee	9/25/2023
Meeting Schedule through 2024	Tiffani Buck	9/29/2023
Hospital List	WSHA/DOH	Prior to Next Meeting
Virtual Chat Functions	Tiffani Buck/Kristina Buckley	Next Meeting
Meeting Minutes must be approved	Committee	Next Meeting
Updated Statute Timeline	DOH	Next Meeting
Discuss Date Recommendation for Uniform Form Deadline	Committee	Next Meeting
Update Charter	DOH	Next Meeting
Bring Data for Meal and Break Record Keeping	WSHA	Next Meeting