

# ***Nebraska Coalition for Patient Safety***

## ***Meeting Minutes***

Thursday, November 29, 2007

### **I. Call to order**

**Stephen Smith, MD** called to order the annual teleconference meeting of the **Nebraska Coalition for Patient Safety (NCPS)** at **12:00 pm** on **Thursday, November 29, 2007**.

### **II. Roll call**

S. Smith conducted a roll call. The following persons were present: D. Brown, E. DeSimone, C. Kampschnieder, M. Seeland, S. Smith, P. Scholting, M. Horn, K. Jones, D. Elting, and C. Mlady. Absent: E. Olson, R. Driewer, R. McQuillan, and A. Svoboda.

### **III. Approval of minutes from last meeting**

Members of the BOD reviewed the minutes from the last meeting. The minutes were approved as read.

### **IV. Open issues**

- a) **Finance Committee Report.** Ed DeSimone, RPh, PhD
1. Treasurer's report. For the period ending October 31, 2007, balance of \$57,668.33. No additional income. No expenses.
  2. Form 990. The firm of Dohman, Akerlund, and Eddy has been contacted to file this IRS form which identifies the NCPS as a "not for profit" organization. The cost to complete this form is estimated between \$350-\$450. An extension was file and the form is due February 2008.
  3. Grant status. Grants have been submitted to the Hawks Foundation and Cardinal Health. A request has been submitted to COPIC in the amount of \$35,000 to provide for one-to-one education to complete a thorough and credible root cause analysis (RCA). This will be to pay for staff participation. Other sources under consideration include the Lincoln Foundation, United Health of the Midlands, and the Kiewit Foundation.
  4. Membership and Sponsorship fees. The goal is to generate about 50% of all income from membership fees. This would cover approximately half of the operating expenses. Recommendations from the finance committee were based upon the number of discharges in all hospitals in Nebraska. Fees are annual (January-December). After discussion, the BOD made a motion for the following Membership fee schedule.  
Urban (12) \$7500/yr  
Rural (7) \$5000/yr  
Critical Access (20) (>500 discharges) \$3000/yr  
Critical Access (13) (300-499 discharges) \$1000/yr

Critical Access (32) (<300 discharges) \$750/yr

Future plans will include membership for non-hospital facilities and for independent healthcare providers.

Sponsors:

Platinum \$50,000

Gold \$25,000

Silver \$10,000

Bronze \$5,000

A motion was made recommending that the Finance Committee will be responsible for designing a benefit package for sponsors who donate to the organization. This will be presented to the board at the next meeting for approval.

- b) **Education Committee.** Katherine Jones, PhD, PT for R. McQuillan, MD
  - 1. Patient Safety Improvement Corps (PSIC). Plans are to approach Nebraska Hospitals to encourage them to participate in training on how to conduct a thorough and complete root cause analysis. K. Jones and R. McQuillan report they will be attending and upcoming TeamSTEPPS boot camp seminar in Washington, DC.
- c) **Reporting Committee.** Stephen Smith, MD, CEO.
  - 1. No report.
- d) **Communication Committee.** S. Smith, MD/K. Jones, PhD, PT
  - 1. A letter will be drafted to the institutions and organizations regarding the Membership/Sponsorship fee schedule. Information regarding RCA education will be included in this correspondence.

## V. Other

- a) It was declared that this teleconference would serve as the annual meeting of the NCPS.
- b) Robert Driewer, CEO will no longer be able to participate on the NCPS board. This leaves the Vice President chair open. S. Smith asked for interested parties. An election is to be held at the January 2008 meeting.
- c) D & O insurance. This is to be discussed at the January 2008 meeting.
- d) Next meeting. A meeting in mid-January is planned. Details will be forwarded to the board later this month.

## VI. Adjournment

**S. Smith** adjourned the meeting at **12:55pm**.

Minutes submitted by: P. Scholting, PA-C, secretary NCPS

Minutes approved by: