

**APPROVED MINUTES**

**MEETING OF:**

**PATIENT SAFETY AUTHORITY**

CENTRAL PENN COLLEGE  
600 VALLEY ROAD  
SUMMERDALE, PA 17093

TIME: 10:01 A.M.

DATE: JUNE 13, 2017

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**Patient Safety Authority****June 13, 2017**

1  
2 Rachel Levine, M.D., Chair  
3 Stanton Smullens, M.D., Vice Chair  
4 Regina Hoffman, Executive Director  
5 Rodney Akers, Legal Counsel  
6 Radheshyam Agrawal, M.D. (phone)  
7 Jan Boswinkel, M.D. (absent)  
8 John B. Bulger, D.O., MBA  
9 Daniel J. Glunk, M.D. (absent)  
10 Arlene Kessler (phone)  
11 Mary Ellen Mannix (phone)  
12 Cliff Rieders, Esq. (absent)  
13 Linda Waddell (absent)  
14 Eric Weitz, Esq. (phone)  
15 Michelle Bell, Director of Outreach and Education  
16 Howard Newstadt, Financial Director and CIO  
17  
18 Also Present:  
19  
20 Michelle Bell, Director of Outreach & Education  
21 Howard Newstadt, Financial Director & CIO  
22 Shelly Mixell, Executive Director Assistant  
23 Badal Sanghvi, Project Manager  
24 Teresa Arnold, Manager, Clinical Analysis  
25 Jeffrey Bomboy, Patient Safety Liaison  
26 Michelle Feil, Senior Patient Safety Analyst  
27 Ben Kramer (phone)  
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**PATIENT SAFETY AUTHORITY**

Public Meeting

June 13, 2017 Time: 10:00 AM

Location: The Conference Center at Central Penn College

600 Valley Road

Summerdale, PA 17093

**Agenda**

I. Call to Order

II. Report of the Board Chair (10:00-10:02)

III. Approval of the April 20, 2017 Meeting Minutes (10:02-10:05)

IV. Report of the Executive Director (10:05-10:20)

V. Authority Programs

— **“Q&A Follow-Up to April 20, 2017 Presentation to the Board of Directors – Orientation and Refresher”**

o Regina M. Hoffman, MBA, BSN, RN, CPPS, Executive Director

(10:20-10:30)

— **“Patient Voice Resource Pool”**

o Michelle Bell, RN, BSN, FISMP, CPPS, Director of Outreach and Education

(10:30-10:40)

— **“New Dashboard Review”**

o Howard Newstadt, Finance Director/CIO/Michelle Bell, RN, BSN, FISMP, CPPS, Director of Outreach and Education

(10:40-11:00)

— **“PSA Website Redesign”**

o Badal Sanghvi, DXC Project Manager/Howard Newstadt, Finance Director/CIO

(11:00-11:10)

— **“Health Literacy and Patient Safety”**

o Jeffrey Bomboy RN, BS, CPPS, Patient Safety Liaison

(11:10-11:30)

York Stenographic Services, Inc.

34 North George St., York, PA 17401 - (717) 854-0077

- 1                                   — **“Dislodged Gastrointestinal Tubes: Preventing a Potentially**
- 2                                   **Fatal Complication”**
- 3                                   ○ Michelle Feil MSN, RN, CPPS, Senior Patient Safety
- 4                                   Analyst
- 5                                   (11:30-11:55)
- 6
- 7    VI.    Old Business
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- 9
- 10   VII.   New Business
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- 12
- 13   VIII.   Public Comment (11:55)
- 14
- 15
- 16   IX.    Adjournment
- 17
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2 PATIENT SAFETY AUTHORITY

3 The regularly scheduled meeting of the Patient  
4 Safety Authority was held on Tuesday, June 13, 2017.  
5 Rachel Levine, M.D., Chair, called the meeting to  
6 order at 10:01 a.m.

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8 Report of the Board Chair

9 [Rachel Levine, Board Chair, gave a brief update of  
10 the unification of the Department of Health,  
11 Department of Human Services, Department of Drug and  
12 Alcohol Programs, and the Department of Aging.]

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14 A motion to approve the minutes of April 20, 2017,  
15 carried unanimously.

16 \*\*\*

17 Report of the Executive Director

18 [Howard Newstadt, Financial Director and CIO,  
19 introduced the new Systems Administrator, Alex Ulsh,  
20 who is replacing Ben Kramer. Regina Hoffman,  
21 Executive Director, thanked Mr. Kramer for his  
22 service, and presented a plaque. Ms. Hoffman advised  
23 that the July 18 Board meeting is cancelled, and the

1 next meeting will be September 12, where the budget  
2 will be approved. She indicated that the advisory  
3 will be published in early July this year, after the  
4 launch of the refreshed website, and she briefly  
5 detailed some of the articles that will be in the  
6 advisory. Ms. Hoffman advised that the go-live date  
7 for the new public website will be June 19. Regarding  
8 the PSL program in education, Ms. Hoffman advised that  
9 the next Keystone will be Keys to Engaging Leadership,  
10 which will be rolled out July 1, and the Keystone on  
11 Low-Volume Reporters will be closed effective June 30.  
12 She went on to explain that letters have been sent to  
13 the low-volume reporting facilities, but they have  
14 been unresponsive. Ms. Levine suggested that letters  
15 from the Board be sent to those locations. Ms.  
16 Hoffman advised that the regional health literacy  
17 events were held in the spring, and there have also  
18 been several presentations to professional  
19 organizations. Regarding strategic planning, Ms.  
20 Hoffman advised that there are two new operational  
21 plans. Regarding other initiatives, Ms. Hoffman  
22 indicated that the guidelines for the pressure injury  
23 standardization will take effect January 1, 2018. The

1 2017 I Am Patient Safety contest will soon begin and  
2 will run for two months. Ms. Hoffman advised that the  
3 awards will be presented at the large educational  
4 conference in the Spring of 2018. Regarding finances,  
5 Ms. Hoffman advised that the budget approval will be  
6 held at the September Board meeting. She indicated  
7 that the trust fund balance as of May 26 was \$6.4  
8 million, and the assessment transfers are not yet  
9 complete. Ms. Hoffman briefly described an anonymous  
10 report that received in February 2017.]

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12 Authority Programs

13 [Regina Hoffman, Executive Director, followed up from  
14 the April 20, 2017, meeting with an opportunity for  
15 questions concerning her presentation of the services  
16 and programs performed by the PSA.]

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18 [Michelle Bell, Director of Outreach and Education,  
19 gave an overview of the Patient Voice Resource Pool,  
20 as part of the strategic plan. She made a request  
21 that the document be shared with anyone interested in  
22 serving as part of the resource pool.]

23 \*\*\*

1 [Howard Newstadt, Finance Director/CIO, and Michelle  
2 Bell, Director of Outreach and Education, gave a  
3 detailed discussion of a new Dashboard Review that  
4 will be presented to the Board every six months, which  
5 will focus on selected measures.]

6 \*\*\*

7 [Badal Sanghvi, DXC Project Manager, and Howard  
8 Newstadt, Finance Director/CIO, gave a demonstration  
9 of the new website that is set to go live June 19,  
10 under the new URL PatientSafety.pa.gov.]

11 \*\*\*

12 [Jeff Bomboy, Patient safety Liaison, gave an update  
13 on health literacy in the state, and explained the  
14 Authority's education programs that are offered.]

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16 [Michelle Feil, Senior Patient Safety Analyst, gave a  
17 detailed presentation on Dislodged Gastrointestinal  
18 Tubes: Preventing a Potentially Fatal Complication.]

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2 [The meeting adjourned at 11:46 a.m.]

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Byron Aldinger

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Minute Clerk

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York Stenographic Services

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PATIENT SAFETY AUTHORITY  
BOARD OF DIRECTORS  
REFERENCE INDEX  
JUNE 13, 2017

TIME	COUNTER NUMBER	AGENDA
10:01	00:05	Call to Order
	00:13	Report of the Board
	3:41	Approval of Minutes of April 20, 2017
	4:00	Report of the Executive Director, Regina Hoffman
	23:44	Q&A Follow-up to April 20, 2017, Presentation to the Board of Directors
	25:50	Patient Voice Resource Pool - Michelle Bell
	29:44	New Dashboard Review - Howard Newstadt and Michelle Bell
	49:07	PSA Website Redesign - Badal Sanghvi
	59:06	Health Literacy and Patient Safety - Jeffrey Bomboy
	1:22:21	Dislodged Gastrointestinal Tubes - Michelle Feil
	1:43:32	Adjournment