

Mission Statement: "United Way collaborates with communities and agencies across Southeast Alaska to strengthen and improve the Health, Education and Income Stability of all individuals."

**United Way of Southeast Alaska
Board of Directors Meeting**

**Thursday, November 19, 2015
5:15-7:00 PM**

United Way of Southeast Alaska 3225 Hospital Drive, Suite 106

Teleconference: (800) 315-6338, Code: 32251#

I. CALL TO ORDER and INTRODUCTIONS –Chair Burton

II: APPROVAL OF AGENDA – Corrections/Additions

III: APPROVAL OF MINUTES – Corrections/Additions

October 15, 2015 Board meeting minutes

IV: PRESENTATIONS – Resource Development Director Sitka Trip Report

V: COMMITTEE REPORTS

Resource Development –

Finance Committee – Treasurer Bill Peters, Treasurer, October Finance Statement

Campaign Committee –Bill Peters, Rustan Burton, Mark Mesdag

Events Committee –Chair Kelli Grummet, Sue Bill

Governance Committee

Board Development Committee – Chair Elect Mark Mesdag, Rustan Burton, Warren Russell

Personnel Committee –Treasurer Bill Peters, Ann Gifford, Rosemary Hagevig

Education Committee – Robbie Stell, Ann Gifford, Joy Lyon

Income Stability Committee – Millie Ryan

Community Impact Committee – Karen Crane, Bill Peters, Rustan Burton

Health – Chair Karen Crane, Sue Bill, Millie Ryan,

VI: STRATEGIC PLAN UPDATE –

VII: OLD BUSINESS

Campaign Update

VIII: NEW BUSINESS

Election of new board member Kendri Cesar and Jodi Meyer

Additional Day of Caring event in spring or other board project

Set Date for January annual meeting

IX: CHAIR REPORT – Rustan Burton

X: PRESIDENTS REPORT – Wayne Stevens

XI: Resource Development Director Report – Sara Truitt

XII: BOARD MEMBER COMMENTS

XIII: ADJOURNMENT

Next Meeting December 17, 2015

Vision Statement: "United Way envisions a region where all individuals and families achieve their human potential through education, income stability and healthy lives."

2015 Board Member Attendance																%		
Board Term Ends	First Name	Last Name	1/24	2/19	3/19	3/30	4/16	5/21	6/18	7/16	8/20	9/17	10/15	11/19	12/17	Attend	X's	Total
Jan - 2018	Sue	Bill		X	X	X	X	E	X	X	X	X	E			80%	8	10
Jan - 2016	Rustan	Burton	X	E	X	X	X	X	X	X	X	E	X			82%	9	11
	Karen	Crane	X	X	E	X	X	X	X	X	E	X	X			82%	9	11
Jan - 2017	Gail	Dabaluz	X	X	E	X	E	X	A	A						50%	4	8
Jan - 2016	Ann	Gifford	X	X	X	X	E	X	E	X	X	X	X			82%	9	11
Jan - 2018	Kellie	Grummett			E	X	X	E	X	E	X	X	E			56%	5	9
Jan - 2018	Rosemary	Hagevig	X	X	X	X	E	X	X	X	X	E	X			82%	9	11
Jan - 2014	Jaysen	Katasse	X	X	E	X	E	E	E							38%	3	8
Jan - 2016	Joy	Lyon	X	X	X	E	X	X	X	X	X	X	E			82%	9	11
Jan - 2016	Mark	Mesdag	X	X	X	X	X	E	E	X	X	X	X			82%	9	11
Jan - 2017	Bill	Peters	X	X	X	X	X	X	X	E	X	X	X			91%	10	11
Jan - 2018	Warren	Russell		X	E	E	X	E	X	X	E	X	X			60%	6	10
Jan - 2017	Millie	Ryan	X	X	E	X	X	X	X	X	X	X	X			91%	10	11
Jan - 2016	Robbie	Stell	E	X	X	X	E	E	X	X	E	X	E			55%	6	11
Total Board			11	14	14	14	14	14	14	14	12	12	12	14	14	0	0	4
Attendance			10	12	8	12	9	8	10	10	9	10	8	-	-			
Average Percentage attending			91%	86%	57%	86%	64%	57%	71%	71%	75%	83%	67%	0%	0%	74%		
	X = Attended																	
	T = Teleconferenced in																	
	E= Excused																	
	A=Absent																	

United Way of Southeast Alaska Board of Directors Meeting

Thursday, October 15, 2015
5:15-7:00 PM

United Human Services Conference Room 3225 Hospital Drive, Suite 101, Juneau, AK

Board Members in Attendance

Board Members in Attendance					
X	Rustan Burton - Chair	E	Kelli Grummett		Staff
X	Karen Crane - Past Chair	X	Rosemary Hagevig	X	Wayne Stevens
X	Mark Mesdag – Chair Elect	E	Joy Lyon		Sara Truitt
X	Bill Peters –Treasurer	X	Warren Russell		
X	Ann Gifford– Secretary Dept 6:15p	X	Millie Ryan		Guest(s):
E	Sue Bill -	E	Robbie Stell		
Legend: X = present E = excused absence T = teleconference A=absent					

Call to Order and Introductions

Chair Burton called the meeting to order at 5:18 PM. A quorum was established with eight members present.

Approval of Agenda

Motion: **Treasurer Peters moved to adopt the agenda as presented. Chair Elect Mesdag seconded the motion.**

Chair Burton asked if there were any objections to adopting the agenda as presented. Members expressed no objections to the adoption of the agenda as presented.

With no objections, the agenda was adopted as Presented.

Approval of Minutes

Motion: **Treasurer Peters moved to approve the minutes from the September 17, 2015 Board of Directors meeting. Board member Russell seconded.**

Motion approved unanimously.

PRESENTATIONS – Altman Rogers “United Way Today” radio spots

President Stevens played a number of the United Way Today radio spots sponsored by Altman Rogers. He shared the reading tutor spot, all three of the new campaign ads and a sample of one that featured a partner agency.

Introduction of our STAR AmeriCorps Volunteer Felicite Toney

Board members introduced themselves to Ms. Toney and Felicite shared her background with the board.

United Way of Southeast Alaska Board of Directors Meeting

Thursday, October 15, 2015
5:15-7:00 PM

**United Human Services Conference Room 3225 Hospital Drive, Suite 101, Juneau, AK
Nonprofit Leadership Network**

Millie Ryan reported briefly on the September 18 gathering of the nonprofit executives. The meeting was facilitated by Samantha Dye and had 9 members present. Good way for our partner agencies to convene, converse and share ideas. Meeting built upon conversations of July 24. Trying to find ways to encourage conversations between agencies and find ways for them to work together in the new operating environment we find ourselves in today.

Committee Reports

Resource Development

Finance Committee – Treasurer Peters

Treasurer Peters reported that the Finance Committee and staff had met on Wednesday, October 14, to review the September finance reports. As this is the first month of the budget, there was not much to review or comment on. Staff will finish developing the budget for FY 16. No changes are expected in budgeting.

**Motion: Treasurer Peters moved to approve the September Finance statement as presented.
Secretary Gifford seconded.**

Motion approved unanimously.

Campaign Committee – Bill Peters, Rustan Burton

Internal Campaign Committee Chair Peters reminded board members that they need to review the Google Docs list to make connections with companies who they previously agreed to reach out to about hosting workplace campaigns. Staff has contacted the regulars and board members were encouraged to reach out to others to set up appointments for campaign presentations.

Events Committee – Sue Bill, Kelli Grummet, Rosemary Hagevig

The committee had not met.

Governance

Board Development Committee – Mark Mesdag

Chair Elect Mesdag briefly outlined plans for future presentations on development and reported that the committee has started conversations on replacements for resigning board members. Executive Committee members met on October 12 with Jodi Meyers from First National Bank Alaska to discuss her interest in serving. Chair Burton was to follow up to invite her to serve. The Executive Committee is scheduled to meet on October 19 with Kendri Cesar to discuss board service.

Personnel Committee – Bill Peters, Ann Gifford

Treasurer Peters reported that he and President Stevens would be meeting on October 27th to wrap up work on a new CEO description.

Education Committee - Robbie Stell, Ann Gifford, Joy Lyon

Secretary Gifford reported that the committee had not met. Members would be attending the Juneau Early Literacy Council meeting the following Thursday, October 22. Ms. Gifford and President Stevens also noted committee member Stell's efforts in promoting a workplace campaign at UAS and in facilitating the potential recruitment of UAS students as reading tutors.

United Way of Southeast Alaska Board of Directors Meeting

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5:15-7:00 PM

United Human Services Conference Room 3225 Hospital Drive, Suite 101, Juneau, AK
Income Stability Committee – Millie Ryan

No report offered due to the loss of two committee members; we are looking for additional committee members.

Health Committee – Chair Karen Crane, Millie Ryan, Sue Bill

Board member Ryan serves as a board member for the Front Street Community Health Center. She presented an update on the Front Street Community Health Center noting that the center now has a new full time permanent nurse practitioner after a year of temporary medical providers. The health center has received a challenge grant of \$50,000 from Northern Light United Church to help raise \$100,000 to help sustain the health center.

Strategic Plan Update –

Goals Review

Old Business

2015 Day of Caring

In the absence of the Resource Development Director Truitt, Day of Caring Committee Chair Russell gave the board a wrap-up on the Day of Caring activities. Over the course of two days about 80 people participated, from 9 workplaces worked on taking on 10 different projects. Additionally, students from the University of Alaska Southeast worked on a food drive. He offered kudos to Ms Truitt for a job well done, noting that activities on both days were well received by the agencies, participants had a good time and, above all, the weather cooperated! He pointed out the thank you ad that ran in the Juneau Empire on Sunday, October 11th. Mr. Russell suggested that we could sponsor an additional Day of Caring each year in March or early April. Board members thought that was a concept worth exploring. President Stevens said that he and Ms. Truitt would get together on the topic and he would come back to the board with some ideas.

New Business

True North Federal Credit Union Reality Fair

Treasurer Peters reported on an upcoming event created by the Matanuska Valley Federal Credit Union. They have developed a reality fair for high school students. Treasurer Peters reported that True North Federal Credit Union will be running the program at Thunder Mountain High School in mid November and he is looking for volunteers to assist. He will provide more details in coming weeks. The fair gives high school students a chance to think about life after high school and how decisions they make now will impact their futures.

Chairs Report – Chair Burton

Chair Burton thanked all board members for their participation in the Capital Brewfest event. The Rotary fundraiser will provide 25% of the proceeds to United Way of Southeast in support of our literacy efforts. He was pleased with the strong support and participation by board and staff.

President's Report

President Stevens pointed out correspondence in the board packet, including information from United Way Worldwide about our organization's relationship with the AFL-CIO. He highlighted several items from his activity report (also included in the board packet) including meetings, networking opportunities and campaign

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United Human Services Conference Room 3225 Hospital Drive, Suite 101, Juneau, AK

presentations already conducted. He reported on his meeting with Dawn Wesley from THRHA about the VITA program and their efforts to encourage residents to file taxes and to file for the EITC from the IRS. President

Stevens also reported on the upcoming premier in Juneau of the film Paper Tigers about how a high school in Walla Walla, Washington used the ACES survey to try to change outcomes for at-risk high school students. United Way, JTS, Zach Gordon Youth Center, BAM and AEYC-SEA in collaboration with the Alaska Children's Trust are working together to bring this film event to Juneau. Finally, President reminded Executive Committee members about their Monday October 19 lunch meeting with potential board candidate Kendri Cesar.

Resource Development Director Report – Sara Truitt

Ms. Truitt was out of the office and had no report.

Board Member Comments

Board member Hagevig asked if board members would be interested in holding the December Board meeting at her home with a bit of holiday celebration in advance of the meeting. Board members thought that was a good idea.

Adjournment

Chair Burton adjourned the meeting at 7:00 PM

United Way of Southeast Alaska

3225 Hospital Drive, Suite 201
Juneau, Alaska 99801
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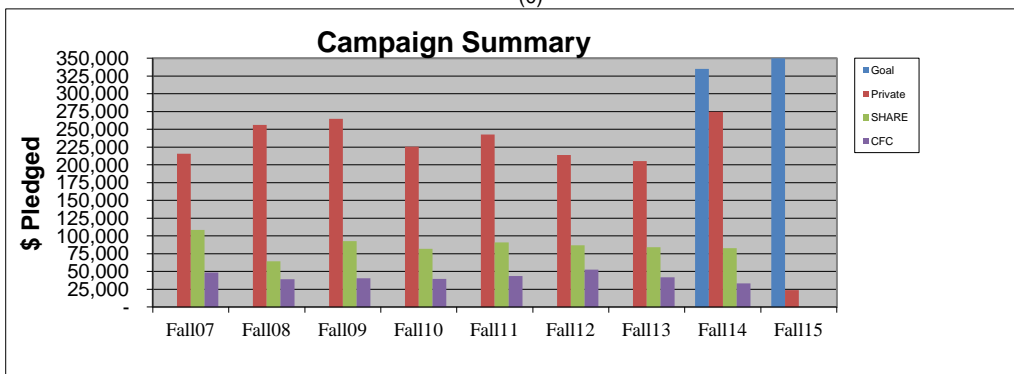
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**United Way of Southeast Alaska
Financial Summary
October 31, 2015**

	Year to Date Actuals	Prior YTD Actuals	Year to Date Budget	Variance
Revenues				
Fall 14 Campaigns				
Private Cpgn to UW	20,618	-	-	20,618
Community Impact Revenue	-	-	-	-
Out-of-Area Pledge Revenue	-	-	-	-
SHARE Cpgn to UW	-	-	-	-
CFC to UW	-	-	-	-
Uncollectible Pledge Expense	-	-	-	-
15% From private cpgn	468	-	-	468
Subtotal Campaign	21,086	-	-	21,086
Non-Campaign Income	11,157	31,135	-	11,157
Total Revenues	32,243	31,135	-	32,243
Expenses				
Human Resources	22,327	25,804	-	(22,327)
Travel & Training	155	416	-	(155)
Community Impact	-	-	-	-
Other Expenses	23,094	24,556	-	(23,094)
Total Expenses	45,576	50,776	-	(45,576)
Net Income (Loss)	(13,333)	(19,641)	-	(13,333)

Liquidity (Current Ratio)

	Current Year	Prior YTD		Current FY	Prior FY
Assets, Liabilities & Equity					
Assets					
Cash	116,102	165,967	August		1.94
Accounts Receivable	95,170	64,776	July		2.06
Other	1,572	1,813	June		2.08
Total Assets	212,843	232,557	May		2.16
Liabilities & Equity					
Agency Designations Payable	82,520	82,356	April		2.08
Other	14,038	9,967	March		4.05
Equity	116,285	140,234	February		2.56
Total Liabilities & Equity	212,843	232,557	January		2.54
			December		2.61
			November		2.56
			October	2.19	2.51
			September	2.17	2.06
	(0)	-			



Campaign Collections

	Private	SHARE	CFC	TOTAL
Fall 15				
Total Campaign Pledges	23,738	-	-	23,738
Designated to UW	20,618	-	-	20,618
Designated to Agencies	3,120	-	-	3,120
Total Collections to date	22,603	-	-	22,603
% Collected	95%	0%	0%	95%
Fall 14				
Total Campaign Pledges	274,843	82,643	32,969	390,454
Designated to UW	177,942	9,736	3,852	191,531
Designated to Agencies	96,901	72,906	29,117	198,924
Total Collections to date	215,989	43,983	12,609	272,580
% Collected	79%	8 53%	38%	70%

United Way of Southeast Alaska

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JEDC STAR AmeriCorps Work Plan

Projects	Task	Description
<u>Social Media, Communication:</u>		
Communications Plan	schedule	develop a schedule of what articles/topics/social media are going to communicate through the year supervisor with guide what activities the schedule will include
Get Connected 2.0	Publicity	Announce Get Connected 2.0 to agencies, and public update website
	Awareness - Agencies and public Engagement - Agencie and Public Training - Agencies	Set up Training
E-News - Monthly	Gather information Write stories enter into Constant Contact template	
FaceBook - Daily	Gather information post as oppourtunities present	Research UW relevant things happening in community/look for output from our partners
Press Releases - As needed	develop ideas write	

Event Planning:

Project Homeless Connect

Regular meetings	attend the regular H&HC meetings
Planning meetings	attend PHC planning meetings with intention to identify a need UW can provide As UW is a convener: work with PHC lead organizers to help with outreach and publicity
Recruit Volunteers/supplies if needed	Identify what the UW project could be, work with supervisor to develop project idea - take the lead on the project
Project	

Diversity Workshop

Develop Presentation Plan	Meet with interested stakeholders: Jorden Nigro with Zach Gordon, Presenter sources
Set and schedule planning meetings	
Find presenter	Use sources via UAS, JAHC, Humanities Forum
Find facility	Coordinate with CBJ and/or UAS
Promote event	Social Media, Print, Radio

Outreach Specific:

Sources of Strength

Adult Advisor
Attend Meetings

BAM Afterschool

Run a project
Develop at least one 4 week program for middle schoolers. Ideally do 2 rounds

Emerging Leaders

Set interest group meetings
Identify goals for the program
Network with potential stakeholders
Publicity

Recruitment

To develop program for young professionals with goal of increasing UW presence in the lives and minds of future donors
UW Staff will help with goal guidance
Reach out to young professionals in Juneau
Use Get Connected and E-News
Work with stakeholders to create a pass-off of responsibilities that allows program to exist after AmeriCorps term is complete

LEARN UNITED: Reading Tutor

Training
Tutor time
publicity

Hours

Objective

225 5hrs per week

84 2hrs week

1hour per week, 39
400 weeks remaining

20 hours total

30 hours total

UW reaches out directly to more members of the homeless community

240 hours

UW engages x number of people in conversation about underserved youth in the community

30 hours

Teenagers receive positive role modeling and healthy life skills coaching

40 hours

Middle School Children learn healthy lifestyle activities

may remove from
plan

New demographic of people are volunteering in our community

2hrs week beginning
est Jan 8?
38

Elementary aged children are learning how to read

**1107 Hours
represented**

Projects Felicite has been working on:

Lesson plans for upcoming Body and Mind (BAM!) session. I plan on teaching students how to line dance and how to do to Cajun two-step. In addition, I'll teach the students a bit about Cajun culture and why dancing is important to them.

Social Media: I've been managing United Way's social media platforms and by doing so, I'm learning more about Juneau and the rest of Southeast Alaska.

e-Newsletters! This month I released my first e-newsletter created for United Way. This month I've been working on the newsletter for December.

Get Connected: I've been updating information in Get Connected for organizations across Southeast Alaska. I've done trainings for myself and have met with a couple of agencies to provide assistance with Get Connected. It's going to be a big project for me to get community members using this tool again, but I'm up for the challenge because I believe in Get Connected.

I've attended a couple of volunteer events, such as the Get Real Reality Fair. Volunteer events are probably my favorite things to participate in, especially since I'm new in town. I plan on participating in as many volunteer events as my schedule allows.

I've written a couple of editorials for the Juneau Empire on behalf of United Way co-chairs Jim Strader and Mark Mesdag (not yet published), as well as made some edits to the United Way website. As a bonus, I have had a piece of fiction published by Capital City Weekly (published Wednesday November 18th).

Also, I've been working on the AmeriCorps service plan that includes the many projects I'll be working on throughout my time with United Way. Such projects include those previously mentioned, as well as Project Homeless Connect, a diversity workshop, the Learn United Reading Tutor Program, and Sources of Strength.

Presidents Report for November 19, 2015

Meetings

- 10/16 – Daren Adams, Foodbank food drive discussion, lunch w/Millie Ryan – Partners for Work Program, Chamber annual meeting
- 10/19 – Executive Committee meeting to interview board candidate Jodi Meyer FNBA, Forkaker Group Public Policy committee teleconference
- 10/20 – Rotary meeting
- 10/21 – Get Connected teleconf, lunch w/Dawn Wesley THRHA,
- 10/22 – Rebecca Soza JEDC STAR program, Chamber luncheon, AEYC Literacy Council, Ruston Burton conversation
- 10/23 – DIG meeting campaign presentation, Charlotte Freestone Altman Rogers & Bill Peters audit review
- 10/26 – Staff meeting, Paper Tigers film presentation @360 North
- 10/27 – Rotary meeting, Personnel Committee meeting
- 10/28 – campaign presentation @ UAS, Dirk Van den Bosch conversation
- 10/29 – campaign presentation @AML/Lynden, Chamber luncheon, ERM open house for new partners
- 10/30 – campaign presentation @AML/Lynden, Coeur Citizens Advisory Group, AKHF meetings Anchorage
- 10/31 – AK Humanities Forum board meeting
- 11/02 – Staff meeting, Laurie Wolf in from Sitka
- 11/03 - Foraker fiscal presentation, Rotary meeting w/Laurie Wolf Foraker Group, meeting w/Dan Fauske AGDC, Mike Hurley Conoco Phillips, Paul Quesnel BP, Rep. Mike Hawker, Ken Vassar AGDC
- 11/04 – Lori Wilson District Director of Tanana Valley & Andrew Bogar American Red Cross, Lunch w/Samantha Dye leadership conversation,
- 11/5 – Chamber meeting, Geoff Kirsch, annual report stories, Effective meeting network teleconf, CBJ Campaign presentation
- 11/9 – Kate Chapman, NCADD conversation, Kirk Duncan, CBJ Parks and Rec
- 11/10 – Campaign presentation Wildflower Court, SEAK CHIN teleconf, Rotary meeting
- 11/12 – Chamber luncheon w/Dawn Wesley THRHA, Coeur Alaska check presentation, True North Financial Reality Fair
- 11/13 – Personnel Committee, SAIL annual event
- 11/16 – Staff meeting
- 11/17 – Denali FCU campaign presentation, Rotary meeting, Education Committee
- 11/18 – Dirk Van den Bosch conversation, Lunch w/ Sue Bill & campaign committee, Finance Committee
- 11/19 – Foraker Board meeting, United Way board meeting

Worked on following tasks –

FY 2016 Budget development
Southeast Outreach planning

AmeriCorps volunteer planning & prep
Campaign presentations

October 15, 2015



Wayne Stevens, President/CEO
United Way of Southeast Alaska
3225 Hospital Drive, #201
Juneau, AK 99801

Dear Wayne and Volunteers:

Rotary of Juneau extends a hearty "THANK YOU" for providing volunteer help at the 4th annual Capital Brewfest which took place Saturday, September 26, 2015 at the Juneau Arts and Cultural Center.

This year's event sold out three days in advance, with over 850 in attendance, and raised about \$26,000 for charity, a quarter of which goes to United Way. The organization has been a great charity partner for the last two years and Rotary is happy to have earned needed funds for the United Way.

Thank you again for your support of the event!

Cheers,

A handwritten signature in blue ink, appearing to read "Ann Metcalfe".

Ann Metcalfe, Chair
Capital Brewfest 2015



P.O.Box 22138, Juneau, Alaska 99802-2138 • www.alaskacapital.com

October 16, 2015

Dear Business and Community Partner:

Planning has begun for the **31st Annual Community Welcome Reception** for legislators and staff of the second session of the 29th Alaska State Legislature. The event is scheduled for Wednesday, January 20, 2016, from 5:00 to 6:30 p.m. at Centennial Hall. Please plan to attend!

The Legislative Welcome Reception is coordinated by the Alaska Committee, Juneau Chamber of Commerce, Juneau Convention & Visitors Bureau, and the City and Borough of Juneau. The cost of the event is approximately \$17,000 and is underwritten by the generous support of the business community and individuals who share pride in our community and a genuine desire to make our elected officials feel welcome in Alaska's capital city.

RECEPTION SPONSORSHIPS: Reception sponsors are acknowledged in newspaper advertising, signage at the event and in handouts presented to each person in attendance. A sponsorship form is enclosed that must be returned to the organizing committee no later than **December 18, 2015**. Your donation can be made by check or credit card.

GIFT BASKET DONATIONS: Enclosed is a form for the donation of items for Gift Baskets that are presented to the offices of each legislator, the Governor and Lt. Governor. A card listing all gift contributors is included in each basket. This form must be returned by **December 18, 2015**.

This long-standing event demonstrates our continued commitment to being a great capital and a host city that warmly welcomes Alaska's legislators, their staff and families to Juneau.

Thank you for your continued support!

Sincerely,

Wayne Jensen, Alaska Committee
Craig Dahl, Juneau Chamber of Commerce
Liz Perry, Juneau Convention & Visitors Bureau



Bartlett Buzz

November 18, 2015

Go Live is Almost Here!

By Cheryl Aceves



Be on the lookout for staff wearing the flashing lanyards during Go Live! These are your Super Users and Core Team Leads and they are here to help you.

We will have many hands here to help when we Go Live on December 1, 2015!



HR Notes

NEW EMPLOYEES!

Dermott Howard, Maintenance Mechanic I

Amanda Gile, Lab Aide I

Deborah Chastain, PRN II (OB)

Christa Womack, Social Work Case Manager

Certification Pay – Deadline Reminder

Do you plan on submitting a certification for bonus pay? Deadline to get a copy to HR is December 31.

Certification Pay details can be found in the Union contract. We also honor it for non-union employees:

11.13 Certification Pay. In recognition of excellence in their respective specialties, annually, on the first pay period in February, the Hospital shall, according to the following schedule, pay a bonus to any employee who has worked 312 or more hours within the previous calendar year (excluding temporary employees), and who currently holds certification based on the following minimum criteria described below as determined by the panel:

- Examination by the certifying body of a nationally recognized job-related specialty organization
- Certification expenses are borne by individual
- Certification is not required by current job description
- Certification as a result of basic education for the job does not qualify
- Changes in certification pay eligibility will be affected by Federal and State law and regulatory agencies
- The certification must be periodically renewed

A five-member panel, including two Union employees, will be appointed to determine whether the certification meets the above criteria. Each year new certifications and those which have changed status will be considered by the panel. In order to receive this bonus, the employee shall provide to the Hospital a copy of certification prior to January 1 of the first year holding such certification and then only after renewals. This annual certification shall be paid to the employee for the respective length of certification.

First Certification	\$400.00
Second Certification	\$350.00
Third Certification	\$250.00

Use that Personal Leave!

Have you been a full or part-time employee since January 1?

If so, do you plan on using at least 120 hours (pro-rated for part-time) of personal leave by December 31? Make your plans now or talk to your supervisor!

Performance Evaluation Time!

Twelve more days to get those 2015 Performance Evaluations complete in Taleo. Due date is **no later than November 30.**

United Way Campaign is Underway!

By Jim Strader



Monday was the official kickoff of Bartlett's United Way Campaign. This year's campaign will run through December 31. I hope you will consider participating in this year's effort.

Hospital leadership has offered an incentive to encourage participation in payroll deductions:

This year, we are offering all BRH employees...who donate the equivalent of at least \$5.00 per pay period...a chance to win a **\$500 Home Depot gift card.**



Keep in mind that small donations help in big ways. The donation of just \$1.00 a week provides \$52.00 a year, which would pay for nutritious meals for five individuals in a shelter. Just \$5.00 a week provides \$260.00 a year, which covers the cost for two campers at scout camp, or provides a safe environment for an individual experiencing domestic violence for an entire month. Your gift of only \$10.00 per week adds up to \$520.00 per year, and could provide a six-week GED preparation course for five adults.

Giving through United Way provides all of us with the means to build upon and strengthen the efforts of agencies working to improve the health, education, and income stability in the communities of Southeast Alaska. Knowing that your gift will benefit local communities makes United Way an excellent choice.

We will be tracking overall BRH employee pledges on a “giving barometer” in the display case outside of the cafeteria. Please consider joining your fellow employees in reaching our goal of \$7500 in this year’s United Way Campaign. Please note that your gift must be renewed every year, so please fill out a pledge form if you wish to continue previous payroll deductions.

If you would like the great folks from United Way and me to come to your department to discuss the campaign, please let your department leaders know and we will join you at one of your staff

meetings. We’ll bring some pledge forms and other information on the agencies supported by United Way. Pledge forms are also available outside my office (305 Admin).

Any questions? Please don’t hesitate to call me at 796-8463 or visit www.UnitedWaySEAK.org for more information.

Bartlett Staffers Help Out in Haiti

By Sarah Androlewicz, RN

Ever wondered what it would be like to practice medicine in Haiti?

Well, Christina Anderson, RN and I did.



We thought we would give it a try after one of our own (Kaitlyn Bausler, RN) had recently traveled to Haiti and volunteered through an organization called ‘Project Medishare’. Kaitlyn came back and reported how to get involved and helped organize our own trip to Haiti.

Practicing medicine in any new department/facility is always a challenge when you are placed outside of your comfort zone. This is especially true, when factoring in conditions such as extreme heat, flies

everywhere, very limited medical supplies, and a strong language barrier.

Christina and I were both placed in the ER at Hospital Bernard Mevs, working in shifts of 12, 10, and 8 hours during the week we volunteered. The conditions we found ourselves working in were above and beyond anything we had ever experienced before. However, despite the grim outlook and overwhelming rawness with which this hospital administers medical care each and every day, one can’t overlook the wonder of it all.

Looking back, as if looking in from the outside, we are so grateful to have been given the privilege of rolling up our sleeves and working alongside all the Haitian medical care providers. We met so many amazing, wonderful people including all the medical volunteers. A big “thank you” to Bartlett for providing a few medical supplies, which included scrubs we were allowed to leave for anyone who needed them in the future.

Other Bartlett staff members have either volunteered (Dr. Eric Ludwig), or are headed to Haiti very soon to volunteer (Sarah Sjostedt, RN). Very proud of how a small community in Alaska has managed to have such a strong volunteer presence in Haiti!

Kaitlyn’s Story

By Kaitlyn V. Bausler, RN

With a knack for adventure and travel, I chose to put my nursing skills to the test when I volunteered with Project Medishare and spent a week at Hospital Bernard Mevs in Port-au-Prince, Haiti in April of 2015. David Svobodny, a Guardian flight paramedic, first told me about



Project Medishare when he went a few years ago. Project Medishare was started in 1994 by Dr. Barth Green & Dr. Arthur Fournier through the University of Miami Miller School of Medicine. Among other things, Project Medishare runs Hospital Bernard Mevs, the only trauma and critical care hospital in Port-au-Prince, a city marred by violence, motorcycle accidents, and infectious diseases.



Heidi Kidd, RN (left) from Anchorage, Alaska and Kaitlyn Bausler, RN (right) pose in the CCU unit of Hospital Bernard Mevs.

During my time at Hospital Bernard Mevs, I felt extremely fortunate for the opportunity to help others and learn along the way while witnessing health conditions that I will likely never see again. I was lucky to work alongside some very skilled Haitian nurses and doctors as well as American volunteer doctors, nurses, respiratory therapists, and a paramedic. Although some days could be difficult, the resiliency of the families amazed me, as family members sat vigil next to their loved ones, caring for their every need from bathing to feeding them. It was hard to know what a patient's outcome might be, and some did not survive their hospital stay; however, this

made me appreciate my time there even more and especially made me feel grateful for the care I get to provide to patients here at Bartlett.

Juneau is a naturally giving community and I am glad that some of my Bartlett colleagues were able to give their time and knowledge while volunteering at Project Medishare.

For more information about Project Medishare, or to donate or volunteer, please visit www.projectmedishare.org.

Antimicrobial Stewardship Program (ASP)

By Ursula Iha

In March of this year, the White House released a National Action Plan for Combating Antibiotic-Resistant Bacteria. In the statement it was announced that within three years (by the end of 2018) CMS will develop standards for Antimicrobial

Stewardship as a Condition of Participation.

Our first step in developing an Antibiotic Stewardship Program (ASP) at Bartlett is with the initiation of an IV to PO protocol in the pharmacy, by which pharmacists will identify patients on IV antibiotics and convert them to oral antibiotics if certain criteria are met. This will decrease resistance to IV antibiotics that are changed to PO, in addition to decreasing workload and costs to both the patient and the hospital.

Stay tuned for more; pharmacy, lab, and infection control are working together to take more steps in developing an ASP at Bartlett that will combat antibiotic resistance, and prepare us for future CMS surveys.

Taking Care of YOU in the Workplace - Think Safety First.

By Beth Mow

Why is it important? Learn to take

Pajama Party

WHAT: Diagnostic Imaging is hosting a **PAJAMA DRIVE**

Diagnostice Imaging would like your help to give new pajamas to children in need for Christmas. Donations will be given to various organizations (such as the AWARE shelter, Love INC, etc.)

SIZE: Any **NEW** unwrapped pair of infant/toddler/children's pajamas

WHEN: Please bring donations to Diagnostic Imaging Front Desk by **DECEMBER 1st**



care of yourself since no one has more responsibility for you than you do. Teamwork is the name of the game. We all need to be the eyes and ears for each other. We can help our co-workers and peers by working safely and identifying potential hazards. We all must be accountable for creating and maintaining an environment that minimizes risks to ensure that we are all safe.

WHAT CAN YOU DO?

- Use good body mechanics when lifting or moving objects.
- Ask for help if you need assistance.
- Ask for instruction if you do not know how to use a piece of equipment or do not know how to do something.
- Do not overreach when standing on ladders or when sitting on a chair and reaching for something on the floor.
- Do not leave mops, brooms, shoes, equipment or other items in the walkway so others will trip on them.
- Do not engage in horse play or practical jokes even in fun.
- Use appropriate patient lifting and transfer equipment for patient care.
- Move at a normal speed and walk normally to prevent stumbling or injury from furniture or equipment.
- Pick up items lying where others might trip or fall over them.

A safe workplace is a productive workplace. What incentive do you need to be safety conscious, thus reducing injuries on the job? As Albert Schweitzer once said, “You first have to be the change you want to see in the world”. Do yourself and your peers a favor and make safe behavior and safe workplace conditions part of your work culture.

Baby Boxes at Bartlett

By Karen White

Many of you may have heard about the Baby Box Project by now, but to give a little background: the baby box was first introduced in Finland in the 1930’s in an effort to reduce infant mortality. Many infants did not have safe places to sleep and babies died as a result. The box serves as a bed for the baby. It also was stocked with supplies and clothing for the new baby. Finland’s infant mortality rates declined precipitously and their program is on-going today. They boast one of the lowest infant mortality rates in the world.

The baby box began to gain attention in the United States and some hospitals started implementing their own projects, including Ketchikan. It was while Bartlett Beginnings was working on implementing the Alaska Infant Safe Sleep Initiative that one of our staff nurses, Malia, discovered Finland’s baby box. Malia brought it to my attention and was encouraged to seek funding. The Bartlett Foundation enthusiastically embraced the project, raising over \$36,000 at their Gala event to fund 400 baby boxes, including mattress, sheets, and supplies. The Juneau

Rotary Club became interested in participating and we met with them early on in the project. They will form a work group to put the boxes together every month. GCI donated storage space for all 400 boxes and their contents. Money and grant funds have come to the project from the Crossett Fund, the Alaska Children’s Trust, and First Bank.

In the meantime, the baby box vendor began working with



Ketchikan artist/designer Ken Decker to design a Heritage Box. The box is adorned with beautiful Alaskan Native artwork, and while it will primarily serve as a safe sleep space for babies during their early months, it will be a wonderful keepsake as well. We will begin distribution of the boxes to all babies after the first of the year.

We are proud of the collaborative work to make this project a success. A special thank you to Maria Uchytel, Darcy Lockhart, Malia Skinner, and Ami Reifenstein for their work on this project!

