

MEETING MINUTES

Logan Health Medical Center Patient and Family Advisory Council

December 18, 2023 - 5:30 pm- 7:00 pm – Beargrass Room

- i. **Call to Order** – by Ava Harwood
- ii. **Approval of minutes** – Sue and Joan
- iii. **Introduction of Billings Clinic Patient Family Advisory Council team** – Kim Lewis, Patient Experience Advisor – joined virtually via Microsoft Teams
- iv. **Billings Clinic PFAC** – history, plans/ideas for coming year – shared newsletter; 10 council members many long-standing; meet monthly on Friday during the day; many serve on various committees through out the hospital; proposed goal for an annual meeting combining the Logan Health and Billings Clinic councils; plan to share process for interviewing new members
- v. **Bedside Shift Report** – Kaija Lockhart, RN – Clinical Nurse Coordinator – Logan Health Nursing Excellence – shared brochure created to explain Nurse Bedside Shift Report and shared updates to White board/Communication board in patient rooms.
- vi. **Workplace Violence Committee update** – MJ shared signage created to be posted for visitors.
- vii. **Recruitment** – Kelly and MJ interviewing new applicant on 12/27/23
- viii. **Feedback on Recent Meetings and Plan Future Meeting/Topics:** Rapid Performance Improvement Projects/Quality dashboards for 2023/Operational Excellence/Billings Clinic integration updates
- ix. **Recognition and THANK YOU cards** – Security Team and Dr. Richard Briles (Emergency Department)
- x. **Adjourn**

Next Meeting Date: January 29, 2024 – 5:30pm-7pm – Mariposa Room – Mary Jane to start meeting- Kelly will be late

PFAC Members

Ava Harwood, Chair - <i>present</i>	Bert Blyth - <i>excused</i>	Joan Bird - <i>present</i>
Lisa Blyth - <i>excused</i>	Ruth Brado - <i>present</i>	Sandy Reich - <i>excused</i>
Sue Justis - <i>present</i>		

Ad Hoc Committee Members

Mary Jane Lowrance, RN, Executive Director Clinical Quality Improvement	Melody Sharpton, Vice President Marketing and Communications
Torr Anderson, Supervisor Experience Program	Kevin Abel, President Logan Health Medical Center and Logan Health Whitefish
Kelly Bilau, Administrator, Brendan House	Kaija Lockhart, RN – Clinical Nurse Coordinator