



The Commonwealth of Massachusetts
Betsy Lehman Center
for Patient Safety and Medical Error Reduction
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Board Members

Martha Coakley
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**MINUTES OF THE PATIENT SAFETY AND
MEDICAL ERROR REDUCTION**

Presented below is a summary of the meeting, including time keeping and attendance.

Date of Meeting: Thursday, July 31, 2014

Beginning Time: 2:10pm

End Time: 3:30pm

PROCEEDINGS

A regular meeting of the Betsy Lehman Center Board of Directors was held on Thursday, July 31, 2014, at 2 Boylston Street, 5th Floor, Boston, MA.

All Board Members were represented: Áron Boros and Barbara Anthony were present, and Ann Hwang and Courtney Aladro represented John Polanowicz and Martha Coakley, respectively.

Executive Director Barbara Fain called the meeting to order at 2:10pm and reviewed the agenda.

1. Approve minutes of April 14, 2014 Board Meeting
 - a. Minutes Approved
2. Current Activities:
 - a. Advisory Roundtables
 - i. BF reported on locations, partners and themes. Themes included greater transparency (within orgs), preserving confidentiality, lack of infrastructure (in the ambulatory setting), IT issues in long term care (large amount of centers not even using computers), care transitions, lack of communication. We hope to have the report out to participants by the end of August, and are still undecided about how much to publicize (since the results aren't generalizable). Will be sharing a draft with the Board to get input.
 - b. Research Projects
 - i. All three sets of researchers are currently in the field:

RAND team (playing a lead role in the research process) doing key informant interviews, and reporting on what has happened in the last 20 years in patient safety, including opportunities for advancement.

NASHP is doing a national scan of state regulatory structures, and also delving deeper into MA & four other states. At this time, we think the other states might be PA, Minnesota (the opposite of PA, reporting out a lot of info to the public), Maryland (has a BLC equivalent and interesting politics) and NY or CA.

Bob Blendon and Harvard School of Public Health are doing a public opinion survey of 1200 residents, using both landlines and cell phones. All of the research groups had input on each other's instruments. Framing questions and definitions are key. We'll have preliminary results in October, and the researchers would like to convene a national webinar to maximize benefits to other states. Everyone will present at the December 2nd event.

c. December 2, 2014 Re-Launch Event

- i. The first Save the Date has gone out. The event will be held on December 2nd, and press coverage will be on Dec. 3rd, which is the actual anniversary of Betsy's death. It will be the official re-launch of the Center, where we'll present research and commemorate Betsy's death. Her family is involved, and they're pleased the Center is moving the ball forward. We're also creating a short film which will tee off the rest of the program. Need to create visibility around patient safety issues in order to push change.

d. Work Groups

- i. BF involved with several work groups; Chairing one initiated by MA Coalition & DPH: Reporting of Errors to Patients, Families & Insurers.
- ii. Had an extended discussion of the definition of Medical Errors, near misses.
 1. BF: "Seems to be a thirst from providers for more info about best practices. There's a definite communication issue." BLC needs to be digesting/curating information; there's a definite communications role for us to play. Another pivotal role is convening around policy issues (recommendations, changes, etc.).

- e. Annual Report: Statute lacks clarity about when or what to submit. AB recommended 2-3 pgs about budget, staff, etc.
 - i. Decision: Won't submit for the time being; after the election, we'll go in and do legislative education.

3. Administration and Budget

- a. BLC funded through byline in CHIA budget; \$500K for programs, a bit more for staff (ED and two other positions). For FY16, we'll have a better sense of staffing in the fall – we need our completed strategic plan to determine our focus. About \$350K was expended in FY14; HPC is funding a piece of the public opinion survey.
- b. Staffing – Marisa Prince is doing a lot of different kinds of work, and will be transitioning to Operations and Project Management in December. We have a current posting for an External Relations Director, and the next open position will probably be for a Director of Research Policy. We'll be moving in January with CHIA to 501 Boylston Street.

4. Bylaws

- a. All Board members had previously reviewed the draft Bylaws and given input.
 - i. Change to Preamble: will clarify relationship between BLC & CHIA.
 - 1. There is some concern about whether BLC is an independent agency
 - ii. AH – want Board to approve yearly plan which would include a budget. AB – don't think we need that in the Bylaws; maybe it's reported at the Annual Meeting.
 - 1. AB – moved to approve the Bylaws with AH's added sentence (Board approving spending plan and doing ED review/salary review at the Annual Meeting)
 - a. Board votes unanimously to approve Bylaws and delegate approval for out-of-state travel to AB

5. Advisory Committee

- a. Board sending name suggestions
- b. BF reports on Senator Moore proposing 5th Board Member to legislature

6. ED Salary Review

- a. AB researched pay increases, made motion and Board approved salary increase and one paid day off

7. Wrap up

- a. BF scheduling next Board meeting after initial research reports. AB proposed sending numbers on FY15 next week.