

## UWNC/OIHCD Report and Meeting Schedule - 2019 (updated 8.27.19)

Report (UWNC Owner)	Due	Person Responsible to Deliver to OIHCD
Monthly After-hours Call Summary (Susan White)	15 <sup>th</sup>	Jen
Quarterly Quality Dashboard (Molly)	<b>September, December, March and June</b>	Mike
Quarterly Financial (Lindsey)	<b>September</b> , December, <b>March</b> and June	Mike/Jen (Senior Leadership and Lindsey present in person September/ <b>Senior Leadership in March</b> ) Reports sent <b>1 week</b> in advance of meeting
Annual Report (UW Leadership Team)	<b>September</b> - due one week prior to delivery	Jen/Mike
Quarterly Operational Reports (Mark)	<b>September</b> , December, <b>March</b> and June	Mike/Jen with Mark 2 x in person (see below)
Meeting	Date	Attendees
Semi-monthly Operations Group	<b>1st and 3rd Monday's at 10</b>	Superintendent/CM/Chief
Monthly UW/Orcas Rounding Call	2nd Friday 8-9 am	Superintendent, Board Officers, AD, AMD, CM, Chief
Monthly Clinic Staff Meeting	<b>1st Friday at 8 am</b>	Full Clinic Staff/Superintendent/Board President
Semi- Annual Board Meeting Presentations - once a year in September the UWNC Executive Director and/or Medical Director will attend. Otherwise, it will be regional and local leadership and the Finance Director.	<b>September and March</b> - 9/17/19	<b>Annual Report in September w/UWNC Leadership:</b> AD, AMD, Fin Director, CM, Chief, ED/MD with the Focus on Fiscal Year end reporting (July through June); <b>March meeting:</b> AD, AMD, CM, Chief with the focus on a mid-year status (reports to cover July through December of current year).
Monthly EMS Run Review	First <b>Wednesday</b>	CM/Chief/Providers
Communication Committee	As needed	CM/Chief, Superintendent, Board Representatives
Finance Committee	As needed	CM/Chief, Superintendent, Board Representatives
Quality Committee	As needed	CM/Chief, Superintendent, Board Representatives
After-Hours Workgroup	As needed	AD, AMD, Superintendent, Board Representatives

### Legend

AD - Assistant Director	Mark Bresncik
AMD - Associate Medical Director	Matt Jaffy
CM - Clinic Manager	Jen Taylor
Chief	Mike Alperin

### Contact Information

Richard Fralick, Board President  
 Patty Miller, Board Secretary  
 Art Lange  
 Diane Boteler  
 Pegi Groundwater  
 Anne Presson

Mike Alperin  
 Jen Taylor

### Committees/Work Groups

Finance  
 Finance, Negotiations  
 After-Hours, Communications, Negotiations  
 After-Hours, Communications, Quality  
 Building Committee, Legal, Quality