

Meeting minutes
EOLCC Steering Committee Meeting
1/14/2011
12:00 – 2:00 PM

In attendance:

(in person) Therese Johnson, Graham Short (staff), Jodi Smith (staff)

(via phone) Char Barrett, Sharmon Figenshaw, Anne Koepsell (chair), Robb Miller, Donna Oiland, Jim Shaw, Bruce Smith.

Absent: Janet Abrams, Stu Farber, Jim Moeller, Donna Oiland, Linda Wrede-Seaman

Call to Order and Agenda Review:

Agenda

- I. Welcome/Introductions
- II. Update on POLST Task Force
- III. Breakout reports/action items from 2010 Annual Meeting/4th qtr SC meeting
- IV. Update on Living Will Registry Task Force
- V. Pain Rules Task Force
- VI. Steering Committee Spring Retreat planning
- VII. New Steering Committee applicants
- VIII. Miscellaneous items
- IX. Next meeting

Agenda Items

I. Welcome/Introductions

The committee welcomed Jodi Smith as a new staff member, introductions were made. Graham reiterated his intention to remain on the steering committee to share the staffing duties along with Jodi. The Committee gave Graham a special thank you gift for his dedication and hard work throughout the years.

II. Update on POLST Task Force

Jim reviewed the changes in the form.

Some ideas included adding under the check box for Living Will Registry to include a line for the ID number. This idea will be tabled for possible discussion during the next bi-annual form review..

The form will become effective 2/1/11.

Action:

- **Add a “X” wherever a signature is required.**
- **Make the ‘over’ on both sides of the form bigger and bolder.**
- **The new form will be available after Graham makes the edits and final approval is made. Jim will sign-off via email approval.**
- **Compassion and Choices of WA will print and make available to anyone that requests the new form.**
- **Graham to look into putting news of the new form into the March WSMA Reports.**

- **Graham will update supportive documentation on WSMA website.**
 - **Will put “changes underway” until supportive documentation is updated.**

III. Breakout reports/action items from 2010 Annual Meeting/4th qtr SC meeting

Action Items from the Steering Committee and Retreat minutes were ok and all on track.

There was discussion on the Breakout Reports function at the Annual Meeting. Is the purpose of these groups for discussion and networking only or are they to provide action items? It was suggested that network and program sharing sessions be split by profession. Attendees should come to round-table with issues pertaining to their setting or field. They could identify 1 or 2 issues that concern them as a group which would be brought to the larger group as a whole. Practice information could be identified on the registration form. A steering committee member should be present at every table.

Action: Format of the Annual Meeting to be discussed at the Retreat – staff will add to draft retreat agenda.

IV. Update on Living Will Registry Task Force

Robb has been diligent in keeping everyone abreast of the Task Force minutes and activities via email updates; no further discussion took place today.

Action: No action taken.

V. Pain Rules Task Force

Action: Sharmon will set up the 1st call with Linda, Stu, Bruce, herself, Graham and Jodi. It will be scheduled for 2 hours.

- **How can they influence the pain rules at DOH?**
- **Strategy for ongoing help/guidance**
- **How to monitor their impact?**

VI. Steering Committee Spring Retreat Planning

The retreat dates are March 25-26. The location will be at Therese Johnson’s home in Fall City.

Action: Anne will start an email thread to planning sub-committee, to include Graham and Jodi.

VII. New Steering Committee applicants

A large number of Coalition members expressed interest in serving on the steering committee as a result of a query being included on the evaluation form distributed at the 2010 WEOLCC annual meeting.

Action: The steering committee will review the responses and follow up as time permits

VII. Miscellaneous Items

Bruce will draft a resolution policy for WSMA Annual Meeting regarding turning off pace-makers/defibrillators in hospice patients.

Action: Staff will add resolution to the Retreat agenda.

The next steering committee meeting will be **Friday, March 25/Saturday, March 26** (our Annual Retreat).