

REGULAR MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a Pullman Regional Hospital
Wednesday, January 7, 2026 at 6:00 PM In-Person or Virtually by Zoom

Board of Commissioners

P-Tricia Grantham, President
P-PJ Sanchez, Vice President
P-Cheryl Oliver, Secretary
P-Joe Pitzer, Commissioner
P-Anna Nofsinger, Commissioner
P-Michael Cady, Commissioner
P-Shane McFarland, Commissioner

Hospital Personnel

P-Matt Forge, CEO
P-Jim Smith, Interim CFO
P-Tammy Needham, CNO
P-Bernadette Berney, CHRO
P-Carrie Coen, CRO
P-Rob Rembert, Legal Counsel
P-Benjamin Rhoades, DO, Medical Staff President
P-Karly Port, CPSO
P-Peter Mikkelsen, MD, CMO
E-Erin Sedam, Executive Assistant
P-Linda Infranco, Executive Director
P-Alison Weigley, External Relations Director
P-Carly Scholz, Medical Staff Manager

Guests:

Wayne Druffel
Deedra Zabokrtsky
Andy Song, WSU
Tawny Szumlas, City Council
Katie Van Wyngarden

I. CALL TO ORDER

President Grantham called the meeting to order at 6:00p. Roll call was taken with the following Commissioners answering present: Grantham, Sanchez, Oliver, Pitzer, Nofsinger, Cady, and McFarland.

II. ELECTION OF OFFICERS

President Tricia Grantham presented the Slate of Officers as Recommended by the Governance Committee. The Slate nominated Oliver as President, Sanchez as Vice President and Nofsinger as Secretary. Commissioner Pitzer moved that the nominations for officers be closed and appoint the Slate of Officers for the calendar year 2026. Commissioner Cady seconded the motion and the motion passed unanimously.

III. SPECIAL ACKNOWLEDGEMENT

Matt Forge offered a special acknowledgment to Tricia Grantham, who was serving as President of the Board for her advocacy, leadership and guidance through a transitional year.

IV. APPROVAL OF MINUTES

- A. Commissioner Sanchez moved to approve the minutes for the regular meeting of December 3, 2025. Commissioner Pitzer seconded the motion, and the motion passed unanimously.

V. MODIFICATION TO AGENDA

President Oliver noted the following modifications to the agenda:

1. Addition of WSU Health education presentation by Andy Song
2. Removal of Information Item A.e Board Education: 2026 Overview
3. Removal of Action Item A.c Policy on Policies
4. Removal of Action Item A.d CEO Short Term Succession Policy

VI. CONSENT AGENDA

Commissioner Sanchez moved to approve the consent agenda. Commissioner Grantham seconded the motion. The following committee reports were approved unanimously.

- Finance Committee
- Quality Management System
- Governance Committee

- Strategic Planning Committee
- Foundation Board of Directors
- Approval of Warrants

VII. PUBLIC COMMENT

President Oliver opened the floor for public comment. No public comment was made. President Oliver closed the floor for public comment.

VIII. ACTION/DISCUSSION ITEMS

A. Governance Committee Report

Commissioner Sanchez provided an update from the Governance Committee. The Committee spent the year reviewing Board policies, with a total of 18 policies reviewed.

Further discussion included the HIPAA Audit, which consists of more than 170 questions and is a comprehensive and robust audit process. Carrie Coen noted that in prior years an external group conducted a risk assessment that addressed risk, safety, and HIPAA. This year, the organization elected to complete an internal risk assessment with input from Chris Jensen and staff. Several areas of moderate risk were identified. As a result, the HIPAA and Compliance teams will begin meeting monthly, and work will commence to address and close identified gaps.

a. Committee-Assignments

The 2026 Committee assignments were reviewed. There was discussion regarding the use of "Teams" or "Zoom". It was communicated that the organization would likely be making a shift towards utilizing "Teams" exclusively. Additionally, the Board sought to understand the security and compliance risks related to email addresses and use of personal emails.

b. Board Policy Summary Report

Commissioner Sanchez shared that there is a report that was uploaded into Board Effect that outlines the policies that had been reviewed by the committee and the outcomes of those reviews. Due to some issues with connectivity to the platform the report was not reviewed in depth.

c. WSU Health Education

Andy Song, Health Educator with Washington State University joined the meeting to provide information on the mental and emotional health as well as harm reduction education that is offered to all WSU students. He reported that they have 24,000 unique student touch points in the last, illustrating the reach that their program has on the student population in Pullman.

B. Finance Committee Report

Commissioner Oliver communicated to the Board that they opted to keep the committee assignments for Finance Committee the same in 2026 to provide some continuity with the finance team as the CFO transitions into his new role. Commissioner Oliver offered a thank you to Interim CFO Jim Smith for his expertise and support during his time at Pullman Regional.

a. Financial Update

Jim Smith reported on financials for the month of November. Mr. Smith communicated that Pullman Regional Hospital reported a \$507 thousand deficit for November 2025, largely due to recognizing a \$600 thousand year-to-date Medicare liability tied to clinic reimbursement rate differences. The total estimated Medicare liability for 2025 is \$1.1 million, with the remaining \$500 thousand expected to be recognized in December. Hospital-based clinic billing issues from prior years were resolved, and higher reimbursement billing began December 1, 2025. PRH will obtain interim cost reports two to three times per year going forward.

Mr. Smith also highlighted that patient volumes were lower than November 2024 but remain higher year-to-date. Revenue cycle performance improved significantly in December, with accounts receivable days dropping to 41.0 and strong collections increasing unrestricted cash by \$533 thousand.

b. Craig Carstens – Start Date

Matt Forge reminded the Board that new CFO Craig Carstens starts Monday, January 12 at New Employee Orientation. Jim Smith will remain in his interim capacity to provide some overlap with Craig.

c. Treasurer Signer Resolution

This resolution allows specific staff members to sign financial documents for Pullman Regional Hospital when working with the Whitman County Treasurer's Office. This includes activities such as investments, payments, and transferring funds.

Secretary Nofsinger read Resolution No. 625 stating the following:

A Resolution of the Commission of Public Hospital District No. 1-A of Whitman County, Washington, authorizing names individuals to sign those documents required for conducting business on behalf of Pullman Regional Hospital through the Whitman County Treasurer's Office such as investments, warrant activity, and fund transfers. The daily transactions for operations through the Whitman County Treasurer's Office will be completed by authorized personnel of the Fiscal and Human Resources Department.

Commissioner Grantham moved to approve the resolution. Commissioner Sanchez seconded the motion, the motion passed unanimously.

C. Strategic Planning Committee Report

a. Strategic Dashboard Review

Matt Forge provided a high-level overview of the Strategic Dashboard. President Oliver extended a thank you to Matt Forge for his work to bring transparency around our resources as well as telling the story around patient access and fiscal responsibility that allows us to continue to invest in the community.

b. 2026 Strategic Plans

Matt Forge presented the in-process Pullman Regional Strategic Plan for 2026 and into the future. The document highlights the strategic plan overview, the 2026 dashboard and metric guide, Cornerstone Planning to include 1 Page Plans as well as the 2025-2031 Plan. Mr. Forge explained that an important aspect of this plan is the "Frameworks to Support Strategies", which includes Human Experience, Financial Health, Performance and Clinician Strategy.

c. Expansion Update

Carrie Coen communicated to the Board that the expansion project is going well. Alison Weigley has been providing timely and easily digestible communications for updates regarding transitions, downtimes, etc. The organization navigated medical gas outage that was completed within 10 hours. Carrie stated that teams were prepared and worked through it appropriately. Additionally, she noted that there will be some physical movement of Registration slated for March 2026. This will be a series of moves for patient registration.

d. Incident Command Report

Carrie Coen informed the Board that Incident Command was activated during the significant wind storm that occurred several weeks ago. The response focused on life safety, facilities management, resource management, and patient care operations. The region experienced power outages, downed trees and power lines, while the building experienced minor building damage, with potential impacts to equipment. Resource management efforts addressed supply chain needs, particularly related to pharmacy, as well as staffing considerations. Incident Command was used to develop and implement response plans, followed by a debrief after the event. Overall, the incident served as a valuable preparedness exercise.

Incident Command was also activated during a planned medical gas outage. This event highlighted that Incident Command is used not only for real-time response, but also for proactive planning to mitigate potential risk. The shutdown began at approximately 3:00 p.m., with teams working through the night to complete the work within 10 hours, allowing operations to resume around midnight. During this period, the organization implemented

operating room diversions except for emergent cases, as well as EMS diversions. Medical decision-making was coordinated with Dr. Mikkelsen. Additional oxygen canisters were staged as a precaution, and extra respiratory care staff were scheduled overnight. Clinical Coordinators communicated diversion status to regional and external EMS partners throughout the event.

e. **Physician Services Update**

Karly Port gave a presentation on the development of the organization's Population Health initiative. The initiative addresses fragmented care across the system, which has contributed to delayed access, high emergency department utilization due to limited access to primary care providers, and patients being left to interpret their own care plans. The objective of the Population Health program is to ensure every patient receives accessible, standardized, and personalized care, ultimately fostering a healthier community. It was noted that many of the necessary resources already exist within the organization, and that breaking down silos is key to effectively delivering these services. Next steps will focus on monitoring emergency department utilization, inpatient readmissions, and clinical outcomes.

IX. ANNOUNCEMENTS

- A. Rural Advocacy Day, January 29th, Olympia, (December 5th registration deadline) – Nofsinger, Pitzer, Oliver,
- B. Pullman Regional Hospital Foundation Gala, February 7th, SEL Event Center
- C. AHA Rural Health Care Conference, February 8-11, San Antonio

X. EXECUTIVE SESSION

At 8:08p President Oliver announced that the meeting would go into Executive Session for 20 minutes to consider personnel issues and consult with legal counsel. At 8:23p, the meeting went back into open session.

XI. OPEN SESSION

XII. ADJOURNMENT

The meeting adjourned at 8:24p.

Respectfully submitted by:



Carly Scholz
Medical Staff Manager
Pullman Regional Hospital



Anna Nofsinger
Secretary
Board of Commissioners, Pullman Regional Hospital