

**REGULAR MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a
Pullman Regional Hospital**

Wednesday, March 6, 2024 at 6:00 PM, In-Person or Virtual Meeting by Zoom
Virtual Participation via ZOOM Conferencing or In-Person

Board of Commissioners

P-Jeff Elbracht, President
P-Tricia Grantham, Vice President
P-Sandra O’Keefe, Secretary
P-Joe Pitzer, Commissioner
P-Karen Karpman, Commissioner
P-PJ Sanchez, Commissioner
P-Cheryl Oliver, Commissioner

Hospital Personnel

P-Matt Forge, CEO
P-Jeannie Eylar, CCO
P-Steve Febus, CFO
P-Bernadette Berney, CHRO
P-Carrie Coen, CRO
P-Nancy Panko, M.D., Medical Staff President
P-Karly Port, CPSO
E-Edwin Tingstad, M.D., CMO
P-Erin Sedam, Executive Assistant
P-Rob Rembert, Legal Counsel

Guests:

Alison Weigley
Stephen Hall
Linda Infranco
iPad (k)
Jade Stellmon
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I. CALL TO ORDER

President Elbracht called the meeting to order at 6:00p. Roll call was taken with the following Commissioners answering present: Elbracht, Grantham, O’Keefe, Pitzer, Karpman, Sanchez, and Oliver.

II. APPROVAL OF MINUTES

- a. Commissioner Pitzer moved to approve the minutes for the regular meeting of February 7, 2024. Commissioner Sanchez seconded the motion and the motion passed unanimously.
- b. Commissioner Pitzer moved to approve the minutes for the special meeting of February 22, 2024. Commissioner Sanchez seconded the motion and the motion passed unanimously.

III. MODIFICATIONS TO AGENDA

Matt Forge asked to add Item F to the Action / Discussion part of the agenda to provide an update on the Family Medicine Residency.

IV. CONSENT AGENDA

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

- Medical Executive Committee
- Finance Committee
- Integrated High Reliability
- Governance Committee
- Strategic Planning Committee
- Foundation Board of Directors
- Approval of Warrants

V. PUBLIC COMMENT

President Elbracht opened the floor for public comment. He requested those wishing to make a public comment state their name, address, and to keep their comments to 3 minutes. With no public attendees wishing to provide comments, President Elbracht closed the public comment period.

VI. BOARD EDUCATION

- a. Palliative Care Services Update – Anna Engle and Mark Houghton
Anna Engle and Mark Houghton provided the Commissioners with an update on the Palliative Care Services offered at Pullman Regional. They explained that palliative care is appropriate for any serious or chronic illness regardless of the stage of the disease. It can be provided along with the curative treatment and is aligned with patient goals of care. The goal is to provide patients with

relief from the symptoms and stress of a serious or chronic illness while improving quality of life for the patient and their family. The two went on to explain more about the benefits, who needs the services, how the program is growing, and who is referring.

VII. ADMINISTRATION UPDATE

Matt Forge presented the February Administrative Update and asked if there were any questions on the written report. There was a clarification question around the disproportionate share with the 340B program. Additionally, the Commissioners' inquired about the Volunteer Services program and how that is being restructured.

VIII. ACTION / DISCUSSION

A. Reliability Management Update – 1st Quarter

Carrie Coen presented the Strategic Dashboard with the most current metrics for this year. She explained how the dashboard is categorized into the three main focus areas of the hospital; culture, reliability, and growth. Within those categories are measures with corresponding metrics. Tracking these consistent measures will provide insight and develop improvement plans to the organization.

B. Financial Update – Monthly

Steve Febus provided a financial update to the Commissioners. He stated that the new year is off to a great start with January being a strong month financially. It was requested to show the accounts receivable and days cash on hand on the monthly report. Mr. Febus also updated the group on the efforts to occupy the old bank space purchased by the Hospital. At this point in time, the architects have been consulted on the space design and they are ready to present to the city for permitting. Once those steps are completed, the work will go out to bid. Those bids will be brought to the Board for selection. Mr. Febus also spoke to the Ear, Nose, and Throat expansion that is being designed to accommodate a second provider who is coming onboard. He mentioned that this project has a similar timeframe as the bank project. Lastly, he mentioned continued interest in acquiring property near the hospital and the Finance Committee is exploring alternative funding options for this project.

C. Expansion Update

Jeannie Eylar provided the Commissioners with an update on the Expansion Project. She explained that the second schematic design workshops with departments have been completed. Additionally, a small group of hospital representatives have participated in a few site visits of other facilities to gain more understanding of design concepts and considerations. She went on to say that the architects are anticipating a final draft of the floorplans to be available in April.

D. Asset Disposal Resolution

Steve presented a resolution for disposing of an asset. The only item needing to be disposed is listed in the exhibit. Commissioner O'Keefe read resolution #608 for disposing of surplus personal property. Commissioner Pitzer moved to approve the asset disposal resolution. Commissioner Karpman seconded the motion and the motion passed unanimously.

E. Palouse Medical LOI Update

Matt Forge provided the Commissioners with an update around the Letter of Intent with Palouse Medical. He reminded the group of all the work and longtime partnership that led to the fruition of this LOI. Last week, the LOI was executed. Additionally, Mr. Forge was invited to come speak to the Palouse Medical staff and speak to the transition. The acquisition date needs to coincide with the EPIC onboarding date. Lastly, he reiterated the main goal through this transition is to remain available to the community as a place to receive care.

F. Residency Update

Dr. Stephen Hall provided the Commissioners with an update around the family medicine residency. He explained that the program just celebrated its one year anniversary. He offered his appreciation to the community for supporting the program over the past year. He went on to explain that the Accreditation Council for Graduate Medical Education (ACGME) comes every three years to survey the site and the program. They recently just completed their second survey. The surveyor was very complimentary of the residents and the program. Dr. Hall announced that Washington State University has hired a new program administrator and they look forward to her start on March 18th. Additionally, the program is expanding faculty with several interviews in process. Lastly, Dr. Hall spoke about "Match Week" which will take place next week. On Monday, the program will find out if they have filled all three of the available resident spots and on Friday, they will learn who those individuals are.

IX. ANNOUNCEMENTS

- A. Family Medicine Residency Match Day Celebration, March 15th

X. EXECUTIVE SESSION

At 7:19p President Elbracht announced that the meeting would go into Executive Session for 15 minutes to discuss granting, denial, revocation, restrictions, or other considerations of the status of the clinical or staff privileges of a physician or other healthcare

provider, consider personnel issues, and consult with legal counsel. At 7:34p, President Elbracht announced that executive session would continue for another 5 minutes.

XI. OPEN SESSION

The meeting resumed in Open Session at 7:39p.

- A. Credentials Report - Commissioner Pitzer moved to approve the credentials. Commissioner O'Keefe seconded the motion and the motion passed unanimously.

XII. ADJOURNMENT

The meeting adjourned at 7:42p.

Respectfully submitted by:



Erin Sedam
Executive Assistant



Sandra O'Keefe, Secretary
Board of Commissioners
*(Minutes are not officially approved until the
next Board Meeting.)*