

REGULAR MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a
Pullman Regional Hospital
Wednesday, April 3, 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
E-Karly Port, CPSO
P-Edwin Tingstad, M.D., CMO
P-Erin Sedam, Executive Assistant
P-Rob Rembert, Legal Counsel

Guests:

Lennis Boyer
Ned Warnick
Linda Infranco
Alison Weigley
Stephen Hall
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iPad(2)

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 Karpman moved to approve the minutes for the regular meeting of March 6, 2024. Commissioner Pitzer seconded the motion and the motion passed unanimously.

III. MODIFICATIONS TO AGENDA

President Elbracht requested to move Item D – Expansion Update to Item A.

IV. CONSENT AGENDA

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

- Medical Executive Committee
- Finance Committee
- Integrated High Reliability Committee
- 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. Legislative Session Overview

Matt Forge provided an update around recent WSHA activities and efforts around the recent legislative session. The MA-EMT bill, SB 5940, passed the Legislature. This will allow EMT-basic, EMT-advanced and paramedics to work in hospitals through a new

medical assistant credential using their existing training and education. Additionally, WSHA proposed a low-volume Medicaid add-on or supplemental payment for the professional fees for labor and delivery to sustain L&D services in low-volume hospitals. This did not pass, but doesn't have a big impact on Pullman Regional. There was also a bill that would aim to increase regulation when hospitals and healthcare systems combine. This merger and acquisition bill did not pass, but it is anticipated to come back again. WSHA is not in support of this bill because it could lead to expensive and less accessible care. Lastly, Jeannie Eylar provided an update around the Department of Health and Labor and Industries staffing matrix models, progress, and soon to come templates for staffing. She explained that the matrix is coming down to ratios.

VII. ADMINISTRATION UPDATE

Matt Forge presented the March Administrative Update and asked if there were any questions on the written report. There was some conversation around the tuition credit for clinical students. Pullman Regional currently offers two free tuition credits per semester. Additionally, there was conversation around the accounts receivable staff turnover rate. Mr. Febus explained that with clearer expectation and task focus, some employees decided to move on. All the turnover as self-selected out by the employee. The Board inquired about the FELT Program (Financial Education Leadership Training). Mr. Febus stated that it was going well and the final session will be held tomorrow. He offered to share the recordings of these sessions with the Commissioners.

VIII. ACTION / DISCUSSION

A. Expansion Update

Ned Warnick with Design West provided an update on the expansion project. He reminded the Board of the guiding principles through the project and how these have been reviewed at the start of all the project's meetings. Next, he reviewed the high-level project schedule. The project is currently developing the schematic design and this phase is almost completed. The scheduled offered some preview to when construction might begin and how long the overall project will take to be completed. Next, he displayed the most current version of the schematic designs, highlighting each department and how the flow will work within those areas. Lastly, Mr. Warnick relayed that the General Contractor / Construction Management (GC/CM) partners, Bouten Construction, had their initial kickoff meeting on April 2nd. Participants at this meeting included hospital leadership, Bouten Construction, Tuner Townsend and Heery, Design West, and SRG Partnership. He shared that it was a great kickoff meeting with all the groups and setting the stage for the next phase of the project.

B. Reliability Management Update – Monthly

Carrie Coen presented the Strategic Dashboard which is comprised of totals, percentages, and composite scores for data identified in driving success within the three strategic focus areas; culture, reliability, and growth. With a few months' worth of data captured, Ms. Coen was able to show month to month comparisons and early trends. She highlighted several specific measurements and the monthly comparisons for those areas.

C. Financial Update – Monthly

Steve Febus asked if there were any questions on the financial report. Clarification around the acronym ERTC was provided, Employee Retention Tax Credit. Mr. Febus shared that the cost report is completed and the current audit will conclude soon. He also shared that he expects a cost estimate tool from the GC/CM in the next 6 to 8 weeks, which will help guide the hospital in decisions related to the expansion project scope. Additionally, Mr. Febus provided an update on the contract negotiations with Washington State University Sports Medicine. He stated that the contract is in the final stages and both entities hope to have it finalized soon to be able to move forward with hiring for the program.

D. Complete Conflict of Interest Forms

Jeff Elbracht requested the Commissioner complete the Conflict-of-Interest form and return to Erin Sedam. This is an annual form which the Governance Committee reviews for any discrepancies or concerns.

E. Bank Account Resolution

Steve Febus explained the need to open a new account with First Interstate Bank. He stated that this bank has the partnership and abilities to sync with new accounting systems, allowing automated cash posting. This will create a more efficient and timely process. Commissioner O'Keefe read resolution 609 stating... authorizing the establishment of a bank account at First Interstate Bank and authorizing named individuals to act as signers with authority to act on behalf of Public Hospital District No. 1-A of Whitman County, Washington, dba Pullman Regional Hospital for the purpose of, but not limited to, the initiation and authorization of transactions, the management of account details, and the receipt of account information. Commissioner Pitzer moved to approve the resolution. Vice President Grantham seconded the motion and the motion passed unanimously.

F. New Resident Introductions

Dr. Steven Hall provided the Commissioners with an update on the Family Medicine Residency. He reported that they recently had a success match, filling all three of the spots. Dr. Hall provided a brief overview on the three new residents who will be joining the program in July. The team is busy planning their orientation and welcome activities. Additionally, the program is preparing their operations to support six total residents with the inaugural class in their second year. Commissioner O'Keefe

inquired if the program is considering expanding to four residents a year. Dr. Hall explained that they'd like to get more established with several years and classes through the program before considering an expansion.

G. Internal Medicine Privilege Form

Dr. Nancy Panko presented the Commissioner with a revised version of the Internal Medicine Privilege Form. She explained that the previous form was outdated, listing procedures that aren't practiced at the facility anymore. The revision is to remove those making the form current to practiced procedures. Commissioner O'Keefe moved to approve the revisions to the Internal Medicine Privilege Form. Commissioner Sanchez seconded the motion and the motion passed unanimously.

IX. ANNOUNCEMENTS

- A. PDC Filing Due, April 15th
- B. 2024 AWP/PHD & WSHA Rural Hospital Leadership Conference, June 23rd – 26th, Chelan, WA

X. EXECUTIVE SESSION

At 7:28p 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.

XI. OPEN SESSION

The meeting resumed in Open Session at 7:43p.

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


XII. ADJOURNMENT

The meeting adjourned at 7:44p.

Respectfully submitted by:



Erin Sedam
Executive Assistant



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