

REGULAR MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a
Pullman Regional Hospital
Wednesday, January 4, 2023 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-Michael Murphy, Commissioner
P-Karen Karpman, Commissioner
P-PJ Sanchez, Commissioner

Hospital Personnel

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

Guests:

Pete Mikkelsen, M.D.
Alison Weigley
Corinne Drollette
Judy Stone
Pat Wuestney
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I. CALL TO ORDER

President Elbracht called the meeting to order at 6:03 p.m. Roll call was taken with the following Commissioners answering present: Elbracht, Grantham, O'Keefe, Pitzer, Murphy, Karpman, and Sanchez.

II. APPROVAL OF MINUTES

Commissioner Karpman moved to approve the minutes for the regular meeting of December 7, 2022. Vice President Grantham seconded the motion and the motion passed unanimously.

III. MODIFICATIONS TO AGENDA

There were no modifications to the agenda.

IV. CONSENT AGENDA

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

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

V. PUBLIC COMMENT

President Elbracht opened the floor for comments. No public comments were made.

VI. BOARD EDUCATION

The Chief Medical Officers, Dr. Pete Mikkelsen, Dr. Stephen Hall, and Dr. Ed Tingstad, provided the Commissioners with an educational update on their areas of responsibility. Each took a turn explaining their projects and what they are currently working on. They also highlighted past successes as well as future endeavors.

VII. ADMINISTRATIVE UPDATE

Matt Forge presented the Administrative Update and asked if there were any questions. There were some initial questions regarding the generator power situation. Mr. Forge gave a brief update and explained more detail will be given later in the agenda around this topic.

VIII. ACTION / DISCUSSION ITEMS

A. Election of Officers

President Elbracht presented the Slate of Officers as recommended by the Governance Committee. The Slate nominated Elbracht as President, Grantham as Vice President, and O’Keefe as Secretary. Commissioner Murphy moved that the nominations for officers be closed. Commissioner Karpman seconded the motion and the motion passed unanimously. Commissioner Karpman moved to appoint the Slate of Officers. Commissioner Murphy seconded the motion and the motion passed unanimously.

B. Committee Assignments for 2023

President Elbracht presented the Board Committee Assignments for 2023. Erin Sedam will update calendar invites and boardpaq by the end of the week to reflex these assignments.

C. Board Education Calendar for 2023

Vice President Grantham presented a proposed schedule for Board Educational topics for the monthly Board meetings. These topics are met as guidelines and can be changed if something more timely arises.

D. Water Break and Power Surge Update

Matt Forge provided the Board with an overview of the incident involving a water break in a sprinkler pipe at the Hospital. He explained the damage, actions taken, and where the Hospital is at in the restoration process. Mr. Forge also explained the separate, but coinciding incident with the power surge and generator issues. With these two incidents, the Hospital was able to implement an incident command process to delegate efforts, communicate updates, and quickly resolve the issues to the best of their abilities.

E. Reliability Management Update

Carrie Coen gave an update on the activities from the High Reliability management team. She provided information and definitions from the DNV Survey noting that the findings resulted in four “not met” and 6 “opportunities for improvement”. She went through each of these 10 findings in more detail and explained plans to improve or correct these areas. She went on to talk about future opportunities for educating, aligning, and measuring our reliability.

F. Monthly Financial Update

Steve Febus asked the Commissioners if there were any questions from the written report. Being no specific questions, Mr. Febus went on to discuss that the Hospital should be receiving check from CMS that will be helpful with the yearend financials. He also acknowledged that we have grown, but with that growth, our expenses have also increase.

G. Expansion Project Update

Matt Forge provided the Board with an update on the expansion project. He explained that Administration has been meeting with Design West and working on timelines. Once the conversion of Epic and Workday is completed by the end of the month, the team will begin to work through next steps on this project.

H. Epic and Work Day Implementation Update

Bernadette Berney gave an update on the Workday implementation. She explained that they processed their first payroll through Workday and had only a few issues come up that they are working through. She also explained that they are now hiring through the Workday system now too. Steve Febus offered an update on Epic and the pre-implementation work that is happening prior to the go live date at the end of the month. He explained that the team is doing everything possible to capture all pieces so nothing is missed during the conversion.

X. ANNOUNCEMENTS

A. Epic Go Live Date – January 28, 2023

B. Pullman Regional Hospital Gala – February 4, 2023, SEL Event Center

C. Rural Advocacy Days – February 14, 2023, Olympia, WA

XI. EXECUTIVE SESSION

Executive Session was waived.

XII. OPEN SESSION

A. Credentials Report

Commissioner Murphy moved to approve the credentials extension report. Commissioner Pitzer seconded the motion and the motion passed unanimously.

XIII. ADJOURNMENT

The meeting adjourned at 8:05 P.M.

Respectfully submitted by:



Erin Sedam
Executive Assistant

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