

**REGULAR MEETING  
BOARD OF COMMISSIONERS  
Public Hospital District No. 1-A of Whitman County, Washington  
d/b/a  
Pullman Regional Hospital  
Wednesday, February 2, 2022 at 6:00 PM, Virtual Meeting by Zoom  
Virtual Participation via ZOOM Conferencing**

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-Margaret Werre, Commissioner  
P-Karen Karpman, Commissioner

Hospital Personnel

P-Scott K. Adams, CEO  
P-Jeannie Eylar, CCO  
P-Steve Febus, CFO  
P-Bernadette Berney, CHRO  
P-Rueben Mayes, CDO  
P-Carrie Coen, CRO  
P-Timothy Goodrich, D.O., Medical Staff President  
P-Edwin Tingstad, M.D., CMO  
P-Karly Port, CCNO  
P-Erin Sedam, Executive Administrative Assistant  
P-Rob Rembert, Legal Counsel

Guests:

|                    |                  |
|--------------------|------------------|
| Lisa Cordodor      | Andy B           |
| Shelley Bull       | Judy Stone       |
| Keri Jones         | Charles Hall     |
| Hiram Seth Whitmer | Richard Fletcher |
| Matt Forge         | Mo               |
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**I. CALL TO ORDER**

President Elbracht called the meeting to order at 6:01 p.m. Roll call was taken with the following Commissioners answering present: Elbracht, Grantham, Pitzer, Murphy, O’Keefe, Werre, and Karpman.

**II. APPROVAL OF MINUTES**

Commissioner Karpman moved to approve the minutes for the regular meeting of January 5, 2022. Commissioner Pitzer 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 Werre seconded the motion. The following committee reports were approved unanimously.

- Medical Executive Committee
- Finance Committee
- Quality Improvement Committee
- Governance Committee
- Strategic Planning Committee
- Foundation Board of Directors
- Approval of Warrants

**V. BOARD EDUCATION – PALOUSE SURGICAL ASSOCIATES**

Lisa Cordodor, Clinic Manager, addressed the board regarding Palouse Surgical Associates. She provided her own professional background that lead her to this position. She explained the new practice model and how the surgeons operate within this structure. She highlighted some of the advantages with this new model; fewer interruptions, easier

scheduling, and shorter wait times for an appointment. All of these have resulted in higher patient satisfaction. She reviewed the physician recruitment process and what specialties they are actively recruiting for.

**VI. ADMINISTRATIVE UPDATE**

Scott Adams presented the Administrative Update and asked if there were any questions. There was some conversation around the clinical students at Pullman Regional Hospital as well as traveler staffing levels. Additionally, there was some conversation around the Palouse Health Center building in Palouse. An update that supply chain issues have caused some construction delays and the clinic is hoping to open some time this summer.

**VII. ACTION / DISCUSSION ITEMS**

**A. Yearend Financial Update**

Steve Febus presented the yearend financial update based off the unaudited report. He reviewed the statement of people and programs, which includes wholly owned and JVs. This makes up a community of 641 employees. He went on to review the services at Pullman Regional Hospital and the numbers served in 2021. He reviewed the current KPI and volumes. Lastly, he went on to highlight what is on the horizon, which includes efforts around hospital price transparency and the CARES Act audit.

**B. Yearend Foundation Update**

Rueben Mayes presented a yearend Foundation update. He reviewed the key impacts from 2021, which included the total philanthropy and funds raised of \$3,110,739. The Foundation transferred over \$1.3M back to the hospital. The cost to raise a dollar was \$0.25. Next, he reviewed the key fundraising indicators dashboard, which shows the highest amount fundraised by the Foundation. He went on to highlight fundraising events from 2021. Lastly, he discussed the efforts of the Women's Leadership Guild, Employee Giving Campaign, and the grants and innovation team.

**C. High Reliability Update**

Carrie Coen presented a high reliability update. Her updated covered six categories; physical environment, clinical quality, patient experience, risk management, regulatory, and human resources. She reviewed the data in each category and gave further explanation to any outlying metrics. She highlighted successes and areas of focus in all the categories.

**D. Resolution Changing Board Bylaws**

Rob Rembert explained that because the Board Bylaws were amended last month, they need to reinstate them by resolution. This process helps track changes to the Bylaws over the years. Commissioner O'Keefe read resolution #586. Commissioner Pitzer moved to approve the resolution. Commissioner O'Keefe seconded the motion and the motion passed unanimously.

**E. Board Member Electronic Signatures**

President Elbracht proposed the idea of moving to electronic signatures for documents requiring the Commissioners' signatures. The Commissioners agreed that this would be a beneficial process. Rob Rembert highlighted some concerns as well as legal consideration. He agreed to draft a policy for electronic signatures for the Governance Committee to review.

**IX. ANNOUNCEMENTS**

- A. Onsite CEO Candidate Interviews (March 1<sup>st</sup>-18<sup>th</sup>), exact dates TBD
- B. Hospital Week, May 9<sup>th</sup>-13<sup>th</sup>
- C. Foundation Gala, May 14<sup>th</sup>

**X. EXECUTIVE SESSION**

At 8:18 P.M. the President announced that the meeting would go into Executive Session for 15 minutes, which was twice extended, initially for an additional 5 minutes and then an additional 5 minutes to discuss the granting, denial, revocation, restrictions, or other considerations of the status of the clinical or staff privileges of a physician or other healthcare provider, personnel issues, and consult with legal counsel.

**XI. OPEN SESSION**

The meeting resumed in Open Session at 8:43 P.M. Commissioner O'Keefe moved that the Board accept the Credentials Report and grant each of the applications for appointment, reappointment, telestroke providers (privileges and

reappointments), resignations and extensions, which was seconded by Commissioner Murphy. The Board voted unanimously in favor of the motion.

**XII. ADJOURNMENT**

The meeting adjourned at 8:47 P.M.


Respectfully submitted by:



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Erin Sedam  
Executive Assistant

DocuSigned by:



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

Meeting of: February 2, 2022

# VOTING CHART

| <b>MOTION</b> | <i>Meeting minutes - 01.05.2022</i> |    |         |
|---------------|-------------------------------------|----|---------|
|               | Aye                                 | No | Abstain |
| <b>Name</b>   |                                     |    |         |
| Werre         | ✓                                   |    |         |
| Murphy        | ✓                                   |    |         |
| Pitzer        | ✓                                   |    |         |
| Grantham      | ✓                                   |    |         |
| Karpman       | ✓                                   |    |         |
| O'Keefe       | ✓                                   |    |         |
| Elbracht      | ✓                                   |    |         |

Meeting of: February 2, 2022

# VOTING CHART

| MOTION   | Consent Agenda |    |         |
|----------|----------------|----|---------|
|          | Aye            | No | Abstain |
| Name     |                |    |         |
| Werre    | ✓              |    |         |
| Murphy   | ✓              |    |         |
| Pitzer   | ✓              |    |         |
| Grantham | ✓              |    |         |
| Karpman  | ✓              |    |         |
| O'Keefe  | ✓              |    |         |
| Elbracht | ✓              |    |         |

Meeting of: February 2, 2022

# VOTING CHART

| MOTION   | <i>Bylaws Resolution</i> |    |         |
|----------|--------------------------|----|---------|
|          | Aye                      | No | Abstain |
| Name     |                          |    |         |
| Werre    | ✓                        |    |         |
| Murphy   | ✓                        |    |         |
| Pitzer   | ✓                        |    |         |
| Grantham | ✓                        |    |         |
| Karpman  | ✓                        |    |         |
| O'Keefe  | ✓                        |    |         |
| Elbracht | ✓                        |    |         |

Meeting of: February 2, 2022

# VOTING CHART

| MOTION   | Credentials Report |    |         |
|----------|--------------------|----|---------|
|          | Aye                | No | Abstain |
| Name     |                    |    |         |
| Werre    | ✓                  |    |         |
| Murphy   | ✓                  |    |         |
| Pitzer   | ✓                  |    |         |
| Grantham | ✓                  |    |         |
| Karpman  | ✓                  |    |         |
| O'Keefe  | ✓                  |    |         |
| Elbracht | ✓                  |    |         |