

**REGULAR MEETING**  
**BOARD OF COMMISSIONERS**  
**Public Hospital District No. 1-A of Whitman County, Washington**  
**d/b/a**  
**Pullman Regional Hospital**  
**Wednesday, March 03, 2021, 6:00 p.m.**  
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 Berncy, CHRO  
P-Dr. Gerald Early, CMIO  
E-Rueben Mayes, CDO  
P-Karly Port, Executive Director PRHCN  
P-Darrol Hval, D.O., Medical Staff President  
P-Erin Sedam, Executive Administrative Assistant  
P-Kelly Brown, Legal Counsel

Guests:

Alison Weigley, PRH Marketing  
Kyrk Taylor, PRH Human Resources  
Judy Stone, League of Women Voters  
Jennifer Saarela, PRH Respiratory

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

Vice President Grantham moved to approve the minutes for the regular meeting of February 3, 2021. Commissioner Karpman seconded the motion and the motion passed unanimously.

**III. MODIFICATIONS TO AGENDA**

There were no modifications to the agenda.

**IV. CONSENT AGENDA**

Commissioner Karpman moved to approve the Consent Agenda and Commissioner Pitzer 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**

President Elbracht welcomed Jennifer Saarela, the Director of Cardiopulmonary at Pullman Regional Hospital, and invited her to provide an update on her department. She explained who they serve and the services they offer. She went on to explain some of the equipment they use in the department. Ms. Saarela just completed her first full year in the Director position, most of which was consumed by managing the pandemic. She explained that it was a challenging year for her department, but resulted in a stronger team.

## VI. ADMINISTRATIVE UPDATE

Scott Adams presented the Administrative Update and asked the Commissioners if there were any questions. There was some conversation around the clinic staffing numbers and the associated turnover rates. Karly Port provided some clarification that the current staffing levels are normal and most of the turnover occurs in the front office staff positions.

## VII. ACTION / DISCUSSION ITEMS

### A. High Reliability / Risk Management Report

Jeannie Eylar provided the Commissioners with a high-level overview of the Quality Management System and the objectives of the system. The goal of the system is to provide an organization-wide approach to designing, measuring, assessing, and improving performance. She also reviewed the reporting structure and how reports are provided to the Board of Commissioners. Through utilizing process improvement documents to prioritize projects, the Hospital is able to best understand areas that have room for improvement.

### B. Financial Update

Steve Febus asked if there were any questions related to the financial update that was provided. There were no questions from the Commissioners. He reiterated that the Hospital had a really strong January.

### C. Family Medicine Residency Space

Scott Adams gave a brief review on events of the past that have led Pullman Regional Hospital to being the hosting site of a Family Medicine Residency Program. The residency has been in consideration as part of the Next Era of Excellence for years with the initial idea to create new space on campus to host the program. When the bond in 2019 did not pass, the Hospital explored other ways to still achieve this goal. Mr. Adams presented the space relocations plans to ultimately free up suites 401 and 501 in the medical office building (MOB) to be reconfigured into clinic space for the residency. He explained where employees would be relocated, some across the street in the Corporate Pointe office building, some in Suite 801 and 901 in the MOB, and some at the Edison Mall building. He showed some estimated floor plans as well as costs per area of the relocation plans. Additionally, he presented a schedule and timeline to achieve these various phases and have the residency clinic space finished in time to be operational for clinical staff and students. The total estimated cost of the project is \$2,129,000.00. He explained that funding will come from the Foundation and their fundraising efforts as well as Hospital cash. Official bids and figures will be presented to the Board for approval when that time in the project comes and for now, the recommendation is to move forward with this project as a whole. Commissioner Pitzer moved to approve the Family Medicine Residency Space project. Vice President Grantham seconded the motion and the motioned passed unanimously.

### D. Updated CEO Employment Agreement

Commissioner O'Keefe highlighted a few updates to the CEO Employment Agreement. The changes were the addition of language related to remote work and having the salary be in accordance with RCW 36.62.210. Vice President Grantham moved to approve the updated CEO Employment Agreement. Commissioner Murphy seconded the motion and the motion passed unanimously.

### E. Revised CEO Job Description

Commissioner O'Keefe presented the revised CEO Job Description that the Governance Committee is presenting for approval. The minor changes are in the qualifications and education experience. Commissioner Werre moved to approve the revised CEO Job Description. Commissioner Murphy seconded the motion and the motion passed unanimously.

### F. Revised CEO Succession Plan

Commissioner O'Keefe presented the revised CEO Succession Plan Policy. The main changes presented are in section 2a and now include medical staff. There was some additional conversation around the growth and development plan process. It was reported that a draft educational outline is in the works and will be

presented to the Board in the near future. Vice President Grantham moved to approve the revised CEO Succession Plan Policy and Commissioner O'Keefe seconded the motion. The motion passed unanimously.

G. Initiate Internal Candidate Process

Sandy O'Keefe recited a statement to initiate the internal application process. Based off a recent survey affirming the support of the current efforts and direction of the hospital, it is recommended to move forward with the internal candidate process. She went on to present the survey results and the draft letter to colleagues. This letter will be sent to all medical staff and hospital staff on March 8<sup>th</sup> and interested applicants should return their letter of interest by April 8<sup>th</sup>. The Governance Committee will review received letters at their April meeting and verify qualifications. Commissioner Karpman moved to approve the initiation of the internal candidate process. Commissioner O'Keefe seconded the motion and the motion passed unanimously.

H. District Boundaries Expansion

President Elbracht gave an overview of the process for presenting a ballot measure to expand the Hospital taxing district. He explained that there will be two resolutions; the first presenting the proposed expansion and the second being a call for public hearing. He said that modifications to the initial resolution could happen if they find the results of the public hearing to suggest revision. He went on to explain that the Strategic Planning Committee is considering boundaries based off surrounding school districts. The Board and Hospital have already received some feedback on the proposed expansion that is being taken into consideration. He reiterated that those eligible to vote on the ballot issue would only be those in the proposed annexation area and if successful, they would only be taxed on future taxes, not current ones.

**VIII. ANNOUNCEMENTS**

A. N/A

**IX. EXECUTIVE SESSION**

At 7:52 P.M. the President announced that the meeting would go into Executive Session for 30 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, and consult with legal counsel regarding the legal risks of a proposed action, when public discussion of the legal risks is likely to result in an adverse legal or financial consequence to the Hospital District.


**X. OPEN SESSION**

The meeting resumed in Open Session at 8:22 P.M. Commissioner O'Keefe moved to approve the Credentials Report and grant the applications for reappointment to the Associate Medical Staff, the Allied Health Medical Staff, the Active Medical Staff, all with the privileges requested as stated in the Credentials Report, grant the initial appointment of Corey White, DO as a Telestroke Provider, grant the request for reappointment to the Telemedicine Medical Staff from Elton J. Smith, MD, accept the resignation of Geoffrey Stiller, MD, and approve the extensions through the April, 2021, Board of Commissioner meeting by the providers stated in the Credentials Report. Commissioner Murphy seconded the motion. The motion passed unanimously.

**XI. ADJOURNMENT**

The meeting adjourned at 8:23 p.m.

Respectfully submitted by:



Erin Sedam  
Executive Administrative Assistant



Sandra O'Keefe, Secretary  
Board of Commissioners

*(Minutes are not officially approved until the next Board Meeting.)*

# VOTING CHART

<b>MOTION</b>	Minutes - February 3, 2021		
	Aye	No	Abstain
<b>Name</b>			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht	✓		

3/3/21

# VOTING CHART

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

# VOTING CHART

MOTION	Family medicine Residency Space		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht	✓		

## VOTING CHART

MOTION	Updated CEO Employment Agreement		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht	✓		

## VOTING CHART

MOTION	Revised CEO Job Description		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht	✓		



## VOTING CHART

MOTION	Revised CEO Succession Plan		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht	✓		

3/3/21

## VOTING CHART

MOTION	<i>Initiate Internal Candidate Process</i>		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht	✓		

3/3/21

# VOTING CHART

<b>MOTION</b>	<i>Credentials</i>		
	<b>Aye</b>	<b>No</b>	<b>Abstain</b>
<b>Name</b>			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht	✓		