

SPECIAL MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a
Pullman Regional Hospital
Wednesday, June 7, 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-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
E-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:

Alison Weigley
Lewis Reed
Dr. Stephen Hall
Linda Infranco
Kinder Anderson - Bouten
David Chambers
Gabriel Hughes
Jamey Barlet
Alyssa Anderson
iPad 2
2089499099
Tom Scofield
John’s iPhone

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, Karpman, and Sanchez.

II. APPROVAL OF MINUTES

Commissioner O’Keefe moved to approve the minutes for the regular meeting of May 3, 2023. Commissioner Pitzer seconded the motion and the motion passed unanimously.

III. MODIFICATIONS TO AGENDA

It was requested to include “Item H – Commissioner Vacancy” on the agenda. Additionally, during open session following executive session to include an action item related to a purchase and sale agreement.

IV. CONSENT AGENDA

Commissioner Karpman moved to approve the consent agenda. Commissioner Grantham 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 comments. Kinder Anderson introduced himself from Boutin Construction.

VI. BOARD EDUCATION

Lewis Reed, the Director of Food Services with the Red Sage Café, gave a presentation on the efforts in his department. He provided an overview of the work done with streamlining dietary food management, POS self-serve stations, and sales. He mentioned he strives to include his staff's ideas and creativity with the department's operations and menus.

VII. ADMINISTRATION UPDATE

Matt Forge presented the May Administrative Update and asked if there were any questions on the written report. There was some conversation around MyChart, the end user portal for health information and records.

VIII. ACTION / DISCUSSION

A. Reliability Management Quarterly Update

Carrie Coen presented the Integrated Dashboard metrics from the first quarter of 2023. She highlighted the goals in comparison to the actuals. In addition to the comparison between goals and actuals, you could see the results from the last two quarters. Ms. Coen reviewed in more detail that areas outside of the desired outcomes and offered the Commissioners more insight into those situations.

B. Financial Monthly Update

Steve Febus provided the Commissioners with a monthly financial overview. He reviewed the results from May 2023, highlighting areas of success and improvement.

C. Authorized Fiscal Personnel Resolution

Steve Febus explained that this is to update the Country Treasures office with the correct employees after some personnel has left and replacements have been hired. Commissioner O'Keefe read resolution #599 stating the authorization of named individuals to sign those documents required for conducting business on behalf of Pullman Regional Hospital through the Whitman County Treasurer's Office such as investments, warrant activity, and fund transfers. The daily transactions for operations through the Whitman County Treasurer's Office will be completed by authorized personnel of the Fiscal Services and Human Resources Department. Vice President Grantham moved to approve the Authorization Fiscal Personnel Resolution. Commissioner Pitzer seconded the motion and the motion passed unanimously.

D. PDC Filings Reviewed

President Elbracht stated that the Governance Committee review the annual public disclosure committee's F1 filings. He confirmed that, after review, there were no issues noted on any of the filings.

E. Conflict of Interest Forms

President Elbracht reported that the Governance Committee reviewed the annual conflict of interest forms. Forms that were not completed entirely were returned to those Commissioners and with those revisions, no issues were noted.

F. Residency Update

Matt Forge provided the Commissioners with an update on the Family Medicine Residency Program. He informed that group that the resident physicians are beginning to arrive in Pullman and will be starting the program at the end of this month.

G. July Meeting Date

President Elbracht suggested moving the regular July Board of Commissioner meeting off of July 5, 2023 due to the holiday. He suggested rescheduling a Special Board meeting on July 19, 2023. Commissioner Pitzer moved to reschedule the July board meeting from the 5th to the 19th. Vice President Grantham seconded the motion and the motion passed unanimously.

H. Commissioner Vacancy Timeline

President Elbracht suggested conducting interviews for interested candidates in the vacant board position at the special meeting on July 19, 2023. Additionally, he suggested extending the application deadline to July 10, 2023. Commissioner Pitzer moved to approve conducting commissioner interviews on July 19, 2023 and extending the

application deadline to July 10, 2023. Vice President Grantham seconded the motion and the motion passed unanimously.

IX. ANNOUNCEMENTS

- A. Foundation Board of Directors Meeting, June 16th, 12:00p at Palouse Ridge
- B. AWP/PHD & WSHA Rural Hospital Leadership Conference 2023, Chelan, June 27 – 28th
- C. PRFH 18th Annual Gold Classic, July 8th, Palouse Ridge
- D. 5th Quarter Rally, August 4th, Red Barn

X. EXECUTIVE SESSION

At 7:21 P.M. President Elbracht announced that the meeting would go into Executive Session for 30 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 7:51p President Elbracht announced Executive Session would extend for an additional five minutes.

XI. OPEN SESSION

The meeting resumed in Open Session at 7:56 P.M.

- A. Credentials Report - Commissioner O'Keefe moved to approve the credentials report. Commissioner Pitzer seconded the motion and the motion passed unanimously.
- B. Architect Firm Recommendation – Commissioner Pitzer motioned to authorized administration to select and begin the contract process with architect firm Design West + SRG. Commissioner Sanchez seconded the motion and the motion passed unanimously.
- C. Commissioner Pitzer motioned to authorize Administration to continue to negotiate the purchase of property. Commissioner Sanchez seconded the motion and the motion passed unanimously.

XII. ADJOURNMENT

The meeting adjourned at 8:05 P.M.

Respectfully submitted by:



Erin Sedam
Executive Assistant



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