

REGULAR MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a
Pullman Regional Hospital
Wednesday, July 07, 2021, 6:00 p.m.
Virtual Participation via ZOOM Conferencing

Board of Commissioners

E-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
E-Dr. Gerald Early, CMIO
P-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 External Relations
Judy Stone, League of Women Voters
Rob Rembert, Legal Counsel Guest
(509) 595-0187
Sara Messenger
Shelley Bennet

I. CALL TO ORDER

Vice President Grantham called the meeting to order at 6:00 p.m. Ms. Grantham explained that she will be chairing the meeting during President Elbracht's excused absence. Roll call was taken with the following Commissioners answering present: Grantham, O'Keefe, Pitzer, Murphy, Werre, and Karpman. President Elbracht is excused from tonight's meeting.

II. APPROVAL OF MINUTES

Commissioner Karpman moved to approve the minutes for the regular meeting of June 2, 2021. Commissioner O'Keefe seconded the motion and the motion passed unanimously.

III. MODIFICATIONS TO AGENDA

Vice President Grantham requested an additional agenda item be placed on the agenda following the Public Hearing.

IV. CONSENT AGENDA

Commissioner Pitzer moved to approve the Consent Agenda and Commissioner Karpman 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. PUBLIC HEARING

Legal Counsel, Kelly Brown, explained the process of public hearings for petitioned annexation requests. He went on to clarify the difference in the petitioned annexation request and the annexation proposal by special election. Vice President Grantham opened the floor for the public hearing to discuss the annexation petition.

After hearing no comments, and no expressed interest from the attendees to make a comment, Vice President Grantham closed the public hearing.

VI. RETIREMENT RECOGNITION FOR LEGAL COUNSEL

Vice President Grantham reminded the Commissioners that tonight's meeting is Kelly Brown's last as the Pullman Regional Hospital's Legal Counsel. He is set to retire at the end of the month. His colleague, Robert Rembert, will be filling the role as Mr. Brown retires. Ms. Grantham suggested the Board of Commissioners craft a proclamation recognizing Mr. Brown's over 40 years of service to the Hospital. The proclamation would be set for acceptance by the Board at their regular August meeting. The Commissioners agreed to this suggestion. They each took turns verbally expressing their appreciation and acknowledging Mr. Brown's achievements.

BOARD EDUCATION

A. Imaging Department Update

Austin Swopes provided the Commissioners with an update on the Radiology Department at Pullman Regional Hospital. He gave some background information on himself and his career at the Hospital. He reviewed the imaging department's guiding principles. He went on to give highlight of the services and staff for each area of the department, which included; mammography, ultrasound, echocardiograms, nuclear medicine / PET, MRI, X-ray/ computed tomography (CT), fluoroscopy. He also reviewed the future goals of the department and answered a few questions from the Commissioner regarding services.

B. Debrief WSHA 2021 CEO and Board Workshop

Five Commissioners recently attended the virtual WSHA 2021 CEO and Board workshop. The group that attended provided an overview of workshop and specific takeaways they found of value. Commissioner O'Keefe reported that the conversation was focused on purpose driven board leadership and she feels that we do a good job with this currently. Additionally, Commissioners mentioned that action items such as listening to our community and following our mission statement are ways that we can stay strong in this area. One suggestion for improvement would be directly interface with our community for feedback.

VII. ADMINISTRATIVE UPDATE

Scott Adams presented the Administrative Update and asked the Commissioners if there were any questions. There was a question related to the Clinical Outcomes section of the report about the medical supply chain delays and if Pullman Regional Hospital was having any issues obtaining items. Jeannie Eylar responded that our materials management Director has done a great job in staying on top of the supply chain and we are not short on items critical for patient care. Additionally, there is a group that meets daily to discuss this issue.

Clarification was also provided around the Northwest Rural Health Network grant and how cardiologist, David Jones, is involved, including his commitment to Garfield County Hospital and Pullman Regional Hospital.

Lastly, it was asked if there have been any conversations about dissolving the Palouse Specialty Physicians company. There is no conversation about doing so at this time.

VIII. ACTION / DISCUSSION ITEMS

A. Quality Management Systems Report

Jeannie Eylar explained to the Board that as part of the Quality Management Systems Report they will receive an update twice a year from the Pullman Regional Hospital Clinic Network. She then turned it over to Karly Port for a report out on the clinic's activities. Ms. Port explained that they are just starting to implement quality measures in the network. She reviewed the metrics for Palouse Pediatrics, Pullman Family Medicine, Palouse Heart Center, Palouse Psychiatry and Behavioral Health, and Pulmonology and Sleep Medicine. Ms. Port answered the question that this information is shared with the Quality Improvement Committee twice a year in addition to the Commissioners.

B. Finance Update

Steve Febus provided a financial update to the Commissioners. He reported that the Hospital overall through the month of May has a \$2.74M bottom line, which is the strongest start to a new year ever. He went on to explain that the Hospital is at 119 days cash on hand. Next, he spoke of the provider relief funds process and where Pullman Regional Hospital is at in that process. He explained that the portal to submit information is open, but we need to slightly reformat our information to fit the design of their portal. Deadline is September, but he hopes to have this submitted in July. Mr. Febus anticipates not having to pay back any of the funds received based off the supportive evidence that will be submitted.

C. Retirement Plans Resolution

Bernadette Berney presented a resolution revising the current retirement plans. She explained that there are just two minor changes to the plans which are related to the definition of disability and the definition of beneficial. Commissioner O'Keefe read the resolution amending and restating a Retirement Plan by Adoption of the VALIC Retirement Services Company Retirement Plan for Governmental Employers, with Addendum. Commissioner Murphy moved to approve the resolution. Commissioner Pitzer seconded the motion and the motion passed unanimously

D. Annexation Petition Resolution

Kelly Brown offered some additional information that the annexation petition has been signed by all the property owners and one resident area proposed. He also confirmed that the area is congruent with the current district boundary. Commissioner O'Keefe read the resolution providing for the annexation of territory to Public Hospital District No. 1-A of Whitman County. Commissioner Murphy moved to approve the annexation petition resolution. Commissioner Karpman seconded the motion and the motion passed unanimously.

E. Annexation Ballot Proposal and Resolution

Scott Adams explained that the Strategic Planning Committee considered the feedback from the public hearing on June 2, 2021 related to the annexation ballot proposal. It is their recommendation to the Board to consider a ballot issue to expand the district on the special election this November. Commissioner O'Keefe read resolution calling for a special election for annexation of territory to Public Hospital District No. 1-A of Whitman County. Commissioner Pitzer moved to approve the resolution. Commissioner Karpman second the motion. Commissioners O'Keefe, Werre, and Grantham voted aye. Commissioner Murphy voted nay.

F. Executive Compensation Report

Commissioner O'Keefe reported that the Governance Committee reviewed the top five salaries at Pullman Regional Hospital and compared with salaries across the state. They found these salaries to be reasonable and in order.

G. Medical Staff Bylaws

Commissioner O'Keefe reported that the Governance Committee consulted with legal counsel after the attorney's review of the Medical Staff Bylaws. Findings from the consultation included a need to have the bylaws and the policies reviewed further and merged for consistency. This should be done jointly with the Board, Medical Staff, and Legal Counsel. Dr. Hval asked if a redline version of edits had been provided to the Governance Committee, which Commissioner O'Keefe replied, not yet. Mr. Adams did clarify that the changes that will be recommended are not to the substance of the Bylaws, but rather cleaning up ambiguities throughout. Dr. Hval expressed some concerns with timelines in the execution of making these changes. He requested that the Bylaws be in a final approval stage at the November Medical Staff meeting as it is their last meeting of the year. In order to achieve that deadline, legal review should be prepared to present and participate in the August Medical Executive Committee. The final recommendation for the Commissioner to consider is that Brad Berg, qualified legal counsel, bring the suggested changes to the August Medical Executive Committee with a Board representative and have completed the bylaw revisions process by November. Commissioner Werre moved to approve this recommendation. Commissioner Karpman seconded the motion and the motion passed unanimously.

H. Satellite Physical Therapy Space Lease

Scott Adams provided an overview on a space leasing opportunity to house a satellite physical therapy clinic. The space is located on the northside of Pullman and would be in partnership with Washington State University. He reviewed the financial impacts of this endeavor, including income growth potential. He also explained that only minor remodeling is needed, a majority is covered by the landlord. It is the recommendation of the Strategic Planning Committee to authorize administration to move forward with a lease agreement for \$60,000 a year. Commissioner Murphy moved to approve the authorization of executing a lease agreement for the satellite physical therapy space. Commissioner O'Keefe seconded the motion and the motion passed unanimously.

IX. **ANNOUNCEMENTS**

- A. WSHA Spring Forward eSeries (July 15, August 19), virtual
- B. Foundation Golf Tournament, July 10th, Palouse Ridge
- C. Strategic Planning Meetings, July 21st and September 1st, Courtyard Marriott
- D. 5th Quarter Rally, July 23rd, Red Barn Farms

X. **EXECUTIVE SESSION**

At 8:08 P.M. Vice President Patricia Grantham announced that the meeting would go into Executive Session for 20 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 to consult with legal counsel. At 8:28 P.M. the Vice President announced that the Executive Session would continue for another 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 and to consult with legal counsel.

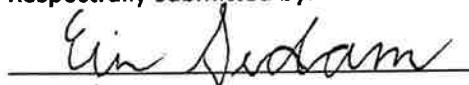
XI. **OPEN SESSION**

The meeting resumed in Open Session at 8:33 P.M. Commissioner O'Keefe moved that the Credentials Report dated June 24, 2021 be approved and the application for initial appointment to the Active Medical Staff by Katherine Baugher, DO, be granted with the privileges requested, that the initial application for appointment to the Telemedicine Medical Staff by Jamie Evans, M.D. with privileges in Telepsychiatry be granted and the privileges requested granted, that the applications for reappointment to the Associate Medical Staff and Active Medical Staff as stated in the Credentials Report be granted with the privileges requested granted, that the initial applications for appointment to the Telestroke Providers be granted with the privileges requested, all as stated in the Credentials Report, that the resignation of Brent Hjermsstad, M.D. be accepted, and that the requests for Extensions all be granted as stated in the Credentials Report. Commissioner Murphy seconded the motion. The motion passed unanimously. Commissioner Murphy moved to approve the Credentials Report dated July 1, 2021 and grant the initial application for appointment to the Allied Health Medical Staff with Physician Assistant privileges by Helen Frankos, PA-C. The motion was seconded by Commissioner O'Keefe. The motion passed unanimously.

XII. **ADJOURNMENT**

The meeting adjourned at 8:36 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

MOTION	meeting minutes - 6/2/2021		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht	✓		

VOTING CHART

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

VOTING CHART

MOTION	Retirement Plan Resolution		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht	✗		

VOTING CHART

MOTION	Annexation Petition Resolution		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht			

VOTING CHART

MOTION	Special Election Resolution		
	Aye	No	Abstain
Name	✓		
Werre	✓		
Murphy		✓	
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht			

VOTING CHART

MOTION	<i>Medical Staff Bylaws Recommendation</i>		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht			

VOTING CHART

MOTION	Satellite Physical Therapy Space Lease		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht			