

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

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
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:

Alison Weigley
Taylor Shewchuk

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

Commissioner Werre moved to approve the minutes for the regular meeting of June 1, 2022. Commissioner Karpman seconded the motion and the motion passed unanimously.

Commissioner Pitzer moved to approve the minutes for the special meeting of June 15, 2022. Commissioner O'Keefe seconded the motion and the motion passed unanimously.

III. MODIFICATIONS TO AGENDA

There were no modifications to the agenda.

Vice President Grantham invited Commissioner Werre to speak. Ms. Werre announced that this would be her last Board meeting and she will be stepping down as a Commissioner because she is moving at the end of the month. She thanked the Board and Administration for her time to serve the community in this capacity.

IV. CONSENT AGENDA

Commissioner O'Keefe moved to approve the consent agenda. There was a misspelled word in the Strategic Planning Committee minutes. Commissioner Pitzer seconded the motion with this correction.

The following committee reports were approved unanimously.

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

V. PUBLIC COMMENT

Vice President Grantham opened the floor for comments. Andi Gallagher, an employee at Pullman Regional Hospital stated that she was here to learn more about the Master Facilities Plan and how she can help.

VI. BOARD EDUCATION

Keri Jones, Director of Summit Therapy, provide the Board with an education overview of the department, locations, services, and their current challenges. She explained the common root for most of their issues is limited space.

VII. ADMINISTRATIVE UPDATE

Scott Adams presented the Administrative Update and asked if there were any questions. There was some conversation around Dr. Lee's baby bottle project. The bottle is being developed to help providers understand the amount of milk a child consumes. He is in the process of getting this patented and then to market. There was some additional conversation around the medical assistant program and the first "non-medical" professional to go through the program. This program is designed to provide an opportunity to grow internally.

VIII. ACTION / DISCUSSION ITEMS

A. Proposed Master Facilities Plan and Funding

Scott Adams provided the Commissioners with information around the role of a Public Hospital District, how annexation of territory works, and why the Hospital supports the whole region and not just those within the taxing district. He went on to describe the various funding sources for the Hospital and at what capacity they are available. Additionally, he provided historical information on the bond levy proposals Pullman Regional Hospital has pursued since 1998. Lastly, he presented two recommendations to the Board. Recommendation 1 is to approve the proposed master facilities upgrade and expansion plan. Recommendation 2 is to set second public comment period prior to July 22, hold a special board meeting after July 22nd and prior to July 29th, determine the funding formula within set parameters, and, if a ballot issue is approved, file the ballot resolution with the County Clerk prior to August 2nd. The Commissioners provided their supportive feedback in the plan and the two recommendations. Commissioner O'Keefe moved to approve recommendation 1. Commissioner Werre seconded the motion and the motion passed unanimously. Commissioner Karpman moved to approve recommendation 2. Commissioner O'Keefe seconded the motion and the motion passed unanimously.

B. Proposed Integrated High Reliability Plan

Carrie Coen presented the Integrated High Reliability Management System for the Board's consideration. Commissioner Karpman moved to approve the plan. Commissioner Pitzer seconded the motion and the motion passed unanimously.

C. Proposed Bylaw Changes

Commissioner Werre read the changes proposed to the Hospital Bylaws. Commissioner O'Keefe read the resolution to amend and reinstate the Bylaws with these changes. Commissioner O'Keefe moved to approve the Resolution. Commissioner Werre seconded the motion and the motion passed unanimously.

D. Proposed New CEO Transition Plan

Commissioner Werre presented the Commissioners with the onboarding and transition plans for incoming CEO, Matt Forge. Commissioner Murphy moved to approve the plans. Commissioner Karpman seconded the motion and the motion passed unanimously.

E. Physician Recruitment Agreement

Scott Adams presented a physician recruitment agreement between Pullman Regional Hospital, Gritman Medical Center, and Moscow Pullman OB/GYN practice. He explained that this is the first new OB/GYN in the community in 7 years, and all parties are very excited. He highlighted a few parts of the agreement for the Board's awareness. Commissioner Werre moved to approve the agreement. Commissioner O'Keefe seconded the motion and the motion passed unanimously.

F. High Reliability Update

Carrie Coen presented the Commissioners with the month Reliability Report. She reviewed the physical environment safety and security events in 2022. Jeannie Elyar then presented the 2022 HSOPS survey results, highlighting future focus areas for improvement. Other areas covered in the report included an update on risk management, regulatory, and human resources.

G. Financial Update

Steve Febus provided the Commissioners with a financial update. He stated that the Hospital is only \$7,080 in the black and that he anticipates June is going to be a difficult month. He advised that we continue to watch our costs and with an increase in the fall, hopefully end with a positive year. He also reported that he has filed the single audit.

H. Resolution Authorized Treasurer Transfers

Steve Febus presented a resolution that is adding a new finance staff person to the treasurer's authorization form. Sandy O'Keefe read the resolution which is authorizing 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. Commissioner Murphy moved to approve the resolution. Commissioner Pitzer seconded the motion and the motion passed unanimously.

IX. ANNOUNCEMENTS

- A. Foundation Golf Tournament, July 9th
- B. 5th Quarter Rally, August 12th
- C. Health Innovation Summit, September 28th

XI. EXECUTIVE SESSION

At 8:50 P.M. the Vice President announced that the meeting would go into Executive Session for 5 minutes to discuss personnel issues and consult with legal counsel.

XI. OPEN SESSION

The meeting resumed in Open Session at 8:55 P.M.

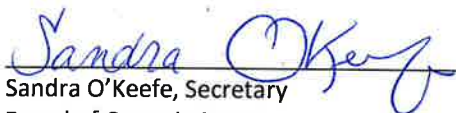
XII. ADJOURNMENT

The meeting adjourned at 8:56 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.)