

**SPECIAL MEETING**  
**BOARD OF COMMISSIONERS**  
**Public Hospital District No. 1-A of Whitman County, Washington**  
**d/b/a**  
**Pullman Regional Hospital**  
**Wednesday, July 19, 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  
E-Carrie Coen, CRO  
P-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  
Linda Infranco  
Joseph Astorino  
Kelly Brown  
RJ Lott  
Cheryl Oliver  
Lennis Boyer

**I. CALL TO ORDER**

President Elbracht called the meeting to order at 6:02 p.m. Roll call was taken with the following Commissioners answering present: Elbracht, Grantham, O’Keefe, Pitzer, and Karpman.

Commissioner Sanchez joined at 6:07p

**II. APPROVAL OF MINUTES**

Commissioner Grantham moved to approve the minutes for the regular meeting of June 7, 2023. Commissioner Karpman seconded the motion and the motion passed unanimously.

**III. MODIFICATIONS TO AGENDA**

No modifications to the agenda were made due to the nature of a special meeting.

**IV. CONSENT AGENDA**

Commissioner O’Keefe moved to approve the consent agenda. Commissioner Pitzer 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. No comments were made by the public in attendance.

**VI. BOARD CANDIDATE INTERVIEWS**

President Elbracht welcomed the four candidates in attendance; Joseph Astorino, Kelly Brown, RJ Lott, and Cheryl Oliver. He reviewed the interview process, roles of a Board of Commissioner, and the expectations of a commissioner for Pullman Regional Hospital.

President Elbracht first welcomed Joseph Astorino to answer the set list of questions for the consideration. Upon completion of Mr. Astorino's interview, President Elbracht welcomed Kelly Brown to answer the same set of questions. Following Mr. Brown, RJ Lott was invited to answer the interview questions. Last, candidate Cheryl Oliver answered the interview questions. Those questions are the following:

- Should you be selected to fill the Commissioner vacancy, are you willing to accept the offer tonight? Are you a resident in the Hospital District? Are you registered to vote in the district?
- Why are you interested in serving on the Board of Commissioners at Pullman Regional Hospital?
- What life experience do you have that you know would be valuable in serving on the Board?
- In the packet of material that you received, there was information about the time commitment expected for a Board position. How do you see the time commitment for this position integrating with your other commitments?
- Tell us about a time you were working in a group and a decision was made that you personally did not agree with. What did you do?
- Share with us your thoughts and impressions of what Pullman Regional Hospital's strategic plan is striving to accomplish for our community.
- What else would you like to share?

President Elbracht thanked the candidates and invited them to stay for the remainder of the meeting or offered they could be excused from the rest of the meeting as well.

## **VII. ADMINISTRATION UPDATE**

Matt Forge presented the June Administrative Update and asked if there were any questions on the written report. There was some conversation around the recent surveyor visit from DNV. Specifically, questions were asked around the non-conformities. Jeannie Eylar provided some clarification that we passed our survey and are reaccredited and that the non-conformity findings were immediately addressed with an action plan and will be followed up on in 60 days. Ms. Eylar also explained that this was the first time DNV surveyed our clinics since they came under the hospital. During those site visits, the team learned a lot. Additionally, the Commissioners had some questions related to price transparency and AR days. Steve Febus facilitated a conversation around the efforts in place to improve AR days.

## **VIII. ACTION / DISCUSSION**

### **A. Financial Monthly Update**

Steve Febus provided a financial update through the end of May 2023. He explained that the efforts to issue the bond funds are in place. He went on to say that the community won't see these taxes until the bonds are officially issued. The proposed timeline is to include this in the November budget setting for 2024 and tax payers will see those at the beginning of the new year. Additionally, the Commissioners confirmed the receipt of the audited financial report.

## **IX. ANNOUNCEMENTS**

- 5<sup>th</sup> Quarter Rally, August 4<sup>th</sup>, Red Barn
- Strategic Planning Retreat, September 6<sup>th</sup> and 7<sup>th</sup>, Courtyard Marriott
- WSHA Annual Meeting, October 22<sup>nd</sup> and 23<sup>rd</sup>, Renton, WA

## **X. EXECUTIVE SESSION**

At 7:52 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, evaluate the qualifications of a candidate for appointment to elective office, consider personnel issues, and consult with legal counsel.

## **XI. OPEN SESSION**

The meeting resumed in Open Session at 8:22 P.M.

- Credentials Report - Commissioner O'Keefe moved to approve the credentials report. Commissioner Pitzer seconded the motion and the motion passed unanimously.

- B. Professional Services Agreement Authorization – Commissioner Grantham moved to authorize Matt Forge to execute the agreements including the PSA, Commitment Fee, and Annual Budget. Commissioner Karpman seconded the motion and the motion passed unanimously.
- C. Purchase and Sale Authorization - Commissioner Karpman motioned to authorize Matt Forge to execute the purchase and sale agreement. Commissioner Grantham seconded the motion and the motion passed unanimously.
- D. Appointment of Commissioner – Commissioner O’Keefe moved to appoint Cheryl Oliver to the vacant commissioner position. Commissioner Sanchez seconded the motion and the motion passed unanimously.

**XII. ADJOURNMENT**

The meeting adjourned at 8:25 P.M.

Respectfully submitted by:



Erin Sedam  
Executive Assistant

  
~~Sandra O’Keefe, Secretary~~ Jeff Elbracht, President  
Board of Commissioners  
*(Minutes are not officially approved until the next Board Meeting.)*