

**REGULAR MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a Pullman Regional Hospital
Wednesday, September 3, 2025 at 6:00 PM In-Person or Virtually by Zoom**

Board of Commissioners

P-Tricia Grantham, President
P-PJ Sanchez, Vice President
P-Cheryl Oliver, Secretary
P-Joe Pitzer, Commissioner
P-Anna Nofsinger, Commissioner
P-Michael Cady, Commissioner
P-Shane McFarland, Commissioner

Hospital Personnel

P-Matt Forge, CEO
P-Steve Febus, CFO
P-Tammy Needham, CNO
P-Bernadette Berney, CHRO
P-Carrie Coen, CRO
P-Rob Rembert, Legal Counsel
P-Benjamin Rhoades, DO, Medical Staff President
P-Karly Port, CPSO
P-Peter Mikkelsen, M.D., CMO
P-Erin Sedam, Executive Assistant
P-Linda Infranco, Executive Director
P-Alison Weigley, External Relations Director

Guests:

Lennis Boyer
Tawny – City Council
Ned Warnick
Zayne Hunter
Katie Van Wyngarden

I. CALL TO ORDER

President Grantham called the meeting to order at 6:00p. Roll call was taken with the following Commissioners answering present: Grantham, Oliver, Pitzer, Nofsinger, Cady, and McFarland. Vice President Sanchez joined shortly after the meeting was called to order.

II. APPROVAL OF MINUTES

- A. Commissioner McFarland moved to approve the minutes for the regular meeting of August 6, 2025. Commissioner Pitzer seconded the motion, and the motion passed unanimously.

III. MODIFICATION TO AGENDA

The agenda was modified to move up the Expansion Update to the beginning of the Action/Discussion Items. It was requested to pull out Strategic Planning Committee minutes for discussion under the Strategic Planning Committee Report section.

IV. CONSENT AGENDA

Commissioner Nofsinger moved to approve the consent agenda. Commissioner Oliver seconded the motion. The following committee reports were approved unanimously.

- Medical Executive Committee
- Finance Committee
- Quality Management System
- Governance Committee
- Strategic Planning Committee
- Approval of Warrants

V. PUBLIC COMMENT

President Grantham opened the floor for public comment. Tawny Szumlas, a Pullman resident expressed concerns about short-term positions impacting patient care continuity, particularly for older patients. No other comments were made and President Grantham closed the floor for comment.

VI. ACTION/DISCUSSION ITEMS

- A. Expansion Update
Ned Warnick provided a status update on the Patient Care Expansion Project, outlining a number of significant enhancements to patient care areas and support services. The project will expand the procedure department, enlarge break and locker room areas for providers, and increase outpatient prep and recovery space. Emergency department

capacity will also be expanded to include two trauma resuscitation rooms and three behavioral health holding spaces. Additional improvements include the creation of a single, centralized registration point; upgrades to the Birthplace and MedSurg nurse stations; relocation and expansion of the laboratory; installation of a new CT machine for imaging; and construction of a new, more welcoming emergency department entrance.

Mr. Warnick reported that Phase 1 of the project will begin in early November 2025 and run through June 2026, followed by Phase 2 from June 2026 through April 2027. Full project completion is anticipated by early 2028. He also noted that parking plans are currently being developed to support patients, visitors, and staff throughout the construction period.

B. Governance Committee Report

Vice President Sanchez provided an overview of the most recent Governance Committee meeting. He noted that the Board Retreat is scheduled for the following week, with the agenda to be distributed shortly. In preparation, the Board self-assessment questionnaire will also be circulated for completion prior to the retreat. Vice President Sanchez reported that participation in the CEO evaluation included 62% of leadership and 22% of the medical staff. He also shared that the committee reviewed several key governance documents, including the Conflict of Interest Policy, the Corporate Compliance and the Code of Conduct Policy.

a. Board Self-Assessment Preparation

Matt Forge reported that the self-assessment has been revised to focus on key governance domains: governance, mission and planning, roles and responsibilities, board education and development, quality improvement, financial performance, community relations, and priorities and strengths, and opportunities for improvement. He requested full participation by the stated deadline so the results can meaningfully inform discussion and planning at the upcoming retreat.

b. Board Retreat Agenda Preview

Matt Forge provided a preview of the upcoming Board Retreat agenda. He shared that the retreat will center on four key focus areas: financial stewardship, physician strategies, experience, and performance. The goal of the session will be to connect plans to the organizational budget and to foster open dialogue around the actions and key strategies the board wishes to pursue in each category. These strategies will be considered in terms of short-, mid-, and long-term priorities.

C. Finance Committee Report:

Secretary Oliver provided an overview of the most recent Finance Committee meeting. She reported that the committee discussed revenue cycle obligations, pricing transparency, and the patient experience from scheduling through billing. The committee also reviewed the financial report for the period ending July 31, which reflected a positive financial position. In addition, Commissioner Oliver noted that the budget process is now underway, with the goal of presenting a final budget for approval at the November Board meeting.

a. Financial Update:

Steve Febus provided the Board of Commissioners with a financial update. He emphasized ongoing efforts to optimize the revenue cycle and ensure that patient access remains free of barriers, while also maintaining strong receivables collection to support the upcoming expansion project.

Mr. Febus also reviewed key financial indicators and their current results:

- Cash Management: Current days cash on hand are 27, with a target range of 60–70 days.
- Accounts Receivable: The goal is to maintain accounts receivable at approximately 48 days.
- Staff Productivity: Current levels are below the desired target of 55%.

In addition, he discussed the bond measure supporting the expansion project. Mr. Febus reminded commissioners that the bond, issued in 2023, totaled \$27 million, while the overall project cost is estimated to exceed \$40 million.

D. Strategic Planning Committee Report

Strategic Planning Committee – Patient Safety Committee

As part of the Strategic Planning Committee Minutes pulled from the consent agenda, President Grantham highlighted the recently reinstated Patient Safety Committee. She noted that commissioners are invited to participate in this committee, which functions as a subcommittee of the Quality Management System and reports upward through the Strategic Planning Committee.

a. Strategic Dashboard Review

Matt Forge reviewed the strategic dashboard, noting progress in several key areas including colon cancer screening, mammography rates, and depression screening. He explained that the depression screening measures now include new quality metrics involving screenings of WSU athletes. Mr. Forge also highlighted recent successes from various clinics and underscored the organization's ongoing efforts to strengthen workplace safety measures.

b. Provider Recruitment Update

Karly Port provided an update on provider recruitment efforts. She reported ongoing searches for positions in internal medicine, family medicine, general surgery, urology, and hospitalist services.

Ms. Port shared that two surgeons will be joining the organization next week, strengthening support for the current surgical team. In addition, letters of intent have been extended to two urologists. She also noted that an endocrinologist has expressed interest in joining the community.

Finally, Ms. Port highlighted efforts to ensure equitable salaries across internal medicine positions, supporting both recruitment and retention objectives.

c. Payer Enrollment Policy

Ms. Port presented a new policy for payer enrollment which aims to standardize pay enrollment processes for physicians and clinicians. This topic will carryover to the October board meeting when the board is able to preview the policy document.

VII. ANNOUNCEMENTS

- A. Pullman Chamber of Commerce Presentation, September 9th, 12:00p – 1:00p
- B. Board Retreat, September 12th, Lindsay Creek Winery, 9:00a – 3:00p
- C. Foundation Board Annual Retreat, September 18th, Elson S. Floyd Cultural Center, 2:00p – 5:00p
- D. Special Board Meeting, September 22nd, 2:00p, Zoom

VIII. EXECUTIVE SESSION

At 7:29p President Grantham 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, consider personnel issues, and consult with legal counsel. At 7:59p President Grantham announced that executive session would extend for 10 more minutes. At 8:09p President Grantham announced that executive session would extend for 1 more minute.

IX. OPEN SESSION

The meeting resumed in Open Session at 8:10p.

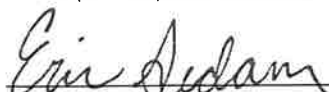
A. Credentials Report

Commissioner Pitzer moved to approve the credentials report. Commissioner Oliver second the motion and the motion passed unanimously.

X. ADJOURNMENT

The meeting adjourned at 8:12p.

Respectfully submitted by:


Erin Sedam

Executive Assistant



Cheryl Oliver, Secretary

Board of Commissioners

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