

**SPECIAL MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a**

Pullman Regional Hospital

Wednesday, September 6, 2023 at 4:00 PM, In-Person ONLY

Courtyard Marriott, Murrow-Fabian Event Room, 1395 NE North Fairway Rd, Pullman, WA 99163

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
P-Cheryl Oliver, 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-Karly Port, CPSO
E-Edwin Tingstad, M.D., CMO
P-Erin Sedam, Executive Assistant
P-Rob Rembert, Legal Counsel

Guests:

Linda Infranco

I. CALL TO ORDER

President Elbracht called the meeting to order at 4:02 p.m. Roll call was taken with the following Commissioners answering present: Elbracht, Grantham, O'Keefe, Pitzer, Karpman, Sanchez, and Oliver.

II. APPROVAL OF MINUTES

Vice President Grantham moved to approve the minutes for the regular meeting of August 2, 2023. Commissioner Karpman seconded the motion and the motion passed unanimously.

III. 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
- Approval of Warrants

IV. PUBLIC COMMENT

President Elbracht opened the floor for comments. No comments were made by the public in attendance.

V. BOARD EDUCATION

Matt Forge offered an opportunity for the Board members who were able to participate in the day one of the Strategic Planning Retreat to give their thoughts on the discussion. The group had positive feedback on the presentation and conversation. Mr. Forge previewed what they can expect at the second day.

VI. ADMINISTRATION UPDATE

Matt Forge presented the August Administrative Update and asked if there were any questions on the written report. There was some conversation around Karly Port's new role and Carly Scholz's elevated position. Mr. Forge offered further clarification around the physician services department and these restructured positions.

VII. ACTION / DISCUSSION

- A. Financial Monthly Update
Steve Febus asked if there were any question on the financial report. Hearing none, he provided the Commissioners with a brief financial update from the month prior.
- B. Reliability Management Quarterly Update
Carrie Coen presented the Board with a high reliability update around the standardization of clinical data and how that will be captured in the Organizational Strategic Dashboard. She explained the work being done in several areas of focus including; no

patient harm – infection prevention, preoperational process, calling codes, contract management, policy management, data management, ticketing systems, epic optimization, physician scorecards, and nursing onboarding.

C. Flooring Replacement Bids

Matt Forge provided the Board with an update on the flooring project. The flooring in the front lobby area of the hospital is being replaced due to damage from the burst pipe flood last December. The Hospital has been working with Design West on the project and are hopeful to have the replace flooring in place before the end of the year. He went on to present the flooring bids. They received four bids from flooring installation companies. Steve Febus recommended the Board award the project to the lowest bidder, IBEX Commercial Flooring. Joe Pitzer moved to award the bid to IBEX. Sandy O’Keefe seconded the motion. Cheryl Oliver abstained from voting. The motion passed unanimously.

D. Expansion Project Update

Matt Forge provided a high-level overview of the expansion project. He previewed the upcoming activities with the architect firm as well as highlighted the efforts of the Hospital’s internal committees related to the expansion project.

E. Design West + SRG Contract

Matt Forge explained to the Board that Administration is seeking their approval to execute the contract with Design West and SRG for architect services related to the expansion project. PJ Sanchez moved to approve the contract for services with Design West and SRG. Joe Pitzer seconded the motion and the motion passed unanimously.

F. WSU MOUs

a. Sports Medicine

Matt Forge explained that Pullman Regional Hospital and Washington State University recently completed a memorandum of understanding specifically for health care services of WSU Athletes. This MOU is the first step in creating a more binding agreement opportunity for the two entities.

b. Partners in Excellence

Matt Forge explained that the memorandum of understanding between Pullman Regional Hospital and Washington State University originally executed in 2018 is expiring this fall. The Steering committee for this MOU has drafted a second iteration of this partnership agreement and look forward to signing the extension at the September 23rd WSU football game.

VIII. ANNOUNCEMENTS

- A. WSHA Annual Meeting, October 22nd and 23rd, Renton, WA
- B. CEO Evaluation – Due September 13th

IX. EXECUTIVE SESSION

At 5:40 P.M. President Elbracht announced that the meeting would go into Executive Session for 15 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.

X. OPEN SESSION

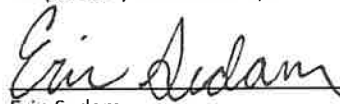
The meeting resumed in Open Session at 5:55 P.M.

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

XI. ADJOURNMENT

The meeting adjourned at 5:56 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.)