

**REGULAR MEETING**  
**BOARD OF COMMISSIONERS**  
**Public Hospital District No. 1-A of Whitman County, Washington**  
**d/b/a**  
**Pullman Regional Hospital**  
**Wednesday, August 2, 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  
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  
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  
Lennis Boyer  
Stephen Hall, MD

**I. CALL TO ORDER**

President Elbracht called the meeting to order at 6:00 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**

Commissioner Karpman moved to approve the minutes for the special meeting of July 19, 2023. Vice President Grantham seconded the motion and the motion passed unanimously.

**III. MODIFICATIONS TO AGENDA**

There were no modifications to the agenda.

**IV. CONSENT AGENDA**

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

- Medical Executive Committee
- Finance Committee
- Integrated High Reliability Committee
- Strategic Planning Committee
- Approval of Warrants

**V. PUBLIC COMMENT**

President Elbracht opened the floor for comments. There were no comments from the public present.

**VI. BOARD EDUCATION**

The Commissioners who were able to attend the 2023 AWPHD & WSHA CEO Retreat in Chelan, Washington at the end of June spoke to their experience and what they took away from the conference. The Commissioners expressed how fortunate Pullman Regional Hospital is with its leadership and practices. Additionally, they discussed the importance of recognizing individuals by their preferred gender identity. They suggested that Board meetings are more efficient by providing documents ahead of time, something that Pullman Regional Hospital already does. Matt Forge provided a quick overview of the CEO section of the retreat, stating that Pullman Regional Hospital is positively well known through the State. He also stated that he was invited to be on the AWPHD Board.

**VII. ADMINISTRATION UPDATE**

Matt Forge presented the July Administrative Update and asked if there were any questions on the written report. There was some conversation around the process in obtaining the recently awarded grant. Steve Febus explained the work and effort that went into the grant submission and what those awarded funds could be allocated towards.

## **VIII. ACTION / DISCUSSION**

### **A. 2023 DNV Summary**

Carrie Coen presented the results from the 2023 DNV survey. She stated that Pullman Regional Hospital is reaccredited and ISO certified. She went on to explain that this was the first year the Clinic Network was involved in the survey. Through this initial survey experience, the Clinics have found ways to improve their processes and physical environment. She went on to explain that the quality team is creating their report to address the few findings from the survey and look forward to continuing to improve.

### **B. 2<sup>nd</sup> Quarter Financial Update**

Steve Febus asked if there were any question about the financial report. Hearing no specific question, Mr. Febus presented an overview of 2023 so far including a statement of people and programs, dashboards highlighting days cash on hand and accounts receivable day, as well as some of the major projects the hospital has completed, including the transfer and closure of the PRHCN LLC.

### **C. Retired Assets Resolution**

President Elbracht read Resolution 600, disposing of surplus personal property. Commissioner Pitzer moved to approve the resolution. Commissioner Sanchez seconded the motion and the motion passed unanimously.

### **D. 2<sup>nd</sup> Quarter Foundation Update**

Linda Infranco provided the Board with an update on the activities of the Foundation for the 2<sup>nd</sup> quarter of 2023. She highlighted the total philanthropy dollars raised in 2023 in comparison to the last two years. Ms. Infranco also showed the fundraising goals and where the Foundation is at in these efforts' year to date. Lastly, she went on to showcase the events and activities the Foundation has been working on in an effort to build relationships with the community and donors.

### **E. Expansion Project Update**

Matt Forge provided an update on the Expansion Project and the efforts of the sub committees. Mr. Forge mentioned some of the upcoming planning activities with the architect group and how the work of existing committees will play a role in these initial meetings.

### **F. Design West Architect + SRG Contract**

Matt Forge mentioned that this contract is not quite ready and plans to have it in state for the Board's approval at their September meeting.

### **G. September Meeting**

President Elbracht reminded the Commissioners of the Strategic Planning Retreat that they are invited to attend on September 6<sup>th</sup> and 7<sup>th</sup>. The Board agreed to conduct their September Board of Commissioner meeting following the retreat on the 6<sup>th</sup> at the Courtyard Marriot. The meeting will be considered a special meeting and begin at 4:00p. There will be no zoom capabilities for this meeting, but in person participation is welcomed.

### **H. Building - Bank**

Matt Forge provide an update on the Umpqua (previously Columbia) Bank. He explained that the Hospital is at the end of the due diligence phase and have completed the inspection. Mr. Forge reported that the Hospital is in a place to move to closing on the purchase. The Board has previously authorized Matt to close on the purchase and complete the transaction, which will happen in August. After that, the Hospital will take some time to do minor renovations and thoughtful consideration on how to utilize the space.

## **IX. ANNOUNCEMENTS**

### **A. 5<sup>th</sup> Quarter Rally, August 4<sup>th</sup>, Red Barn**

### **B. Strategic Planning Retreat, September 6<sup>th</sup> and 7<sup>th</sup> at Courtyard Marriott**

### **C. WSHA Annual Meeting, October 22<sup>nd</sup> – 23<sup>rd</sup>, Renton, WA**

President Elbracht announced we would go into a brief recess before continuing on to Executive Session.

**X. EXECUTIVE SESSION**

At 7:59 P.M. President Elbracht announced that the meeting would go into Executive Session for 10 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.

At 8:09 P.M. President Elbracht announced the meeting would continue in Executive Session for another 10 minutes.

At 8:19 P.M. President Elbracht announced the meeting would continue in Executive Session for another 10 minutes.

At 8:29 P.M. President Elbracht announced the meeting would continue in Executive Session for another 10 minutes.

At 8:39 P.M. President Elbracht announced the meeting would continue in Executive Session for another 5 minutes.

At 8:44 P.M. President Elbracht announced the meeting would continue in Executive Session for another 5 minutes.

At 8:49 P.M. President Elbracht announced the meeting would continue in Executive Session for another 5 minutes.

At 8:54 P.M. President Elbracht announced the meeting would continue in Executive Session for another 5 minutes.

**XI. OPEN SESSION**

The meeting resumed in Open Session at 8:59 P.M.

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


B. Physician Letter of Intent – Commissioner Pitzer moved to approve Administration to send a non-binding letter of intent in recruitment of a Joelle Millikin, MD regarding Dr. Millikin's potential employment by the District. Commissioner Sanchez seconded the motion and the motion passed unanimously.

C. Ratify PSA with Inland Orthopaedics – Vice President Grantham moved to approve ratify the PSA with Inland Orthopaedics. Commissioner Sanchez seconded the motion and the motion passed unanimously.

**XII. ADJOURNMENT**

The meeting adjourned at 9:01 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.)*