

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

**Pullman Regional Hospital**

**Wednesday, September 7, 2022 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-Michael Murphy, Commissioner  
P-Karen Karpman, Commissioner

Hospital Personnel

P-Scott K. Adams, CEO  
P-Matt Forge, Assist CEO  
P-Jeannie Eylar, CCO  
P-Steve Febus, CFO  
E-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 Assistant  
P-Rob Rembert, Legal Counsel

Guests:

Alison Weigley  
Judy Stone  
Pete Mikkelsen, M.D.  
Lori Nomura

**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, Murphy, Pitzer, and Karpman.

**II. APPROVAL OF MINUTES**

Commissioner Karpman moved to approve the minutes for the regular meeting of August 3, 2022. Commissioner Pitzer seconded the motion and the motion passed unanimously.

**III. MODIFICATIONS TO AGENDA**

There were no modifications to the agenda.

**IV. CONSENT AGENDA**

Vice President Grantham moved to approve the consent agenda. Commissioner Pitzer seconded the motion. The following committee reports were approved unanimously.

- Medical Executive Committee
- Finance Committee
- Quality Improvement Committee
- PRHCN Committee
- Approval of Warrants

**V. PUBLIC COMMENT**

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

**VI. BOARD EDUCATION**

The Commissioners shared their feedback and interpretations of the WSHA webinar, "Board Role as Ambassadors of the Community". They shared sentiments that it was a good refresher and highlighted how the Board is the voice of the people in the community and their healthcare needs. In addition to recapping the webinar, the Commissioners discussed the importance of selecting a replacement commissioner for the vacant position and how to provide interested community members important information on the role.

**VII. ADMINISTRATIVE UPDATE**

Scott Adams presented the Administrative Update and asked if there were any questions. He welcomed Matt Forge to his first meeting. There was some conversation around the Residency Clinic clinical staffing and their other roles in the community. Additionally, a correction was made to the report around July's financial figures.

**VIII. ACTION / DISCUSSION ITEMS**

**A. High Reliability Update**

Carrie Coen provided an overview of the recent DNV survey. She explained some of the terminology and Pullman Regional Hospital's results as they relate to non-conformity 2, non-conformity 1, and condition level findings. She explained in more details the situation which resulted in immediate jeopardy. Ms. Coen reviewed the action plan with the Commissioners.

**B. Financial Update**

Steve Febus reviewed the financial numbers for the month. He explained some of the difficulties with insurance groups that are affecting the AR days, specifically working through billing issues with the CRNA group. Once those issues resolve, he anticipates days to go below 40 before we enter the Epic conversion. He also explained that they are almost done with the negotiations with Premera and are finalizing the language in the contract. He went on to talk about the dissolution of PRHCN to PRH and the coding, billing, and credentials aspects of that endeavor. Lastly, Mr. Febus spoke to the Workday conversion team Alight and some potential issues that may require subcontracting.

**C. Retired Assets Resolution**

Steve Febus explained that during the transition of electronic record systems, there has been a tremendous amount of clean up as to not bring unnecessary items into the new system. Commissioner O'Keefe read the resolution retiring hospital district assets. Commissioner Murphy moved to approve the resolution. Commissioner Karpman seconded the motion and the motion passed unanimously.

**D. Physician Recruitment Agreement**

Scott Adams walked through, highlighting certain parts of the proposed agreement. The main difference in this agreement is related to the income guarantee structure. It is set up at 100% and declines in the percentage amount covered over time. The Commissioners suggested revising the word "specialized" in section 3.1 to adult medicine specializing in complex conditions. Commissioner Pitzer moved to approve Administration to execute the agreement with the proposed revision. Commissioner O'Keefe seconded the motion and the motion passed unanimously.

**E. Notice of Retirement**

Jeff Elbracht read Scott Adams' letter of resignation, stating his last day of employment will be December 2, 2022. Commissioner Karpman moved to accept the letter of resignation. Commissioner Pitzer seconded the motion and the motion passed unanimously.

**IX. ANNOUNCEMENTS**

- A. Family Medicine Residency Center Ribbon Cutting, September 22<sup>nd</sup>
- B. Health Innovation Summit/Recognition of Scott, September 28<sup>th</sup>
- C. Special Board Meeting, October 12<sup>th</sup>
- D. WSHA Annual Meeting, October 16<sup>th</sup> – 18<sup>th</sup>
- E. Scott's "Family" Retirement Party, October 25<sup>th</sup>
- F. Special Meeting, September 26<sup>th</sup> 3:30p – 4:30p (Zoom available)

**XI. EXECUTIVE SESSION**

At 7:15 P.M. the President announced that the meeting would go into Executive Session for 45 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 8:00 P.M. the President announced that executive session would continue for another 5 minutes. At 8:05 P.M. the President announced that executive session would continue for another 5 minutes.

**XI. OPEN SESSION**

The meeting resumed in Open Session at 8:10 P.M. Commissioner Murphy moved to approve the credentials report. Commissioner Pitzer seconded the motion and the motion passed unanimously.

Commissioner O'Keefe moved to approve the Physician Employment agreement and a lease agreement. Commissioner Pitzer seconded the motion and the motion passed unanimously.

**XII. ADJOURNMENT**

The meeting adjourned at 8:11 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.)*