

**REGULAR MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a
Pullman Regional Hospital
Wednesday, October 07, 2020, 6:00 p.m.
Virtual Participation via ZOOM Conferencing**

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-Margaret Werre, Commissioner
P-Karen Karpman, Commissioner

Hospital Personnel

P-Scott K. Adams, CEO
P-Jeannie Eylar, CCO
P-Steve Febus, CFO
P-Bernadette Berney, CHRO
P-Megan Guido, CMCRO
P-Dr. Gerald Early, CMIO
P-Rueben Mayes, CDO
P-Karly Port, Executive Director PRHCN
P-Katie Hryniewicz, M.D., Medical Staff President
P-Erin Sedam, Executive Administrative Assistant
P-Kelly Brown, Legal Counsel

Guests:

Jennifer Matera, PRH Director of Laboratory
Kyrk Taylor, PRH Human Resources
Judy Stone, League of Women Voters
Karen King
Dr. Pete Mikkelsen
Guests (2)

I. CALL TO ORDER

President Elbracht called the meeting to order at 6:03 p.m. Roll call was taken with the following Commissioners answering present: Elbracht, Grantham, O'Keefe, Pitzer, Murphy, Werre, and Karpman.

II. APPROVAL OF MINUTES

Vice President Grantham moved to approve the minutes for the regular meeting of September 2, 2020. Commissioner Karpman seconded the motion and the motion passed unanimously.

III. MODIFICATIONS TO AGENDA

Item F was added to the agenda to discuss the Medical Executive Committee minutes.

IV. CONSENT AGENDA

Commissioner Karpman moved to approve the Consent Agenda and Commissioner O'Keefe seconded the motion. The following committee reports were approved unanimously:

- Medical Executive Committee
- Finance Committee
- Quality Improvement Committee
- Governance Committee
- Foundation Board of Directors
- Approval of Warrants

V. BOARD EDUCATION

A. COVID19 Testing Update - Laboratory

Jennifer Matera, Director of Laboratory at Pullman Regional Hospital, presented an update on the efforts of the Lab related to COVID testing. She provided information as to how the decisions were made around which manufacture of tests provided the most confidence in reliable result and suitable for a critical access hospital, especially with COVID testing being brand new. There was additional conversation around the various types of tests including send out tests, quick turn around tests, and antigen tests and which situations those specific tests are used. Jeannie Eylar added an update on the physician ordered testing activities at Pullman Regional Hospital as well as community wide testing options.

VI. ADMINISTRATIVE UPDATE

Scott Adams presented the administrative report and asked if there were any questions. There were some questions about the recent DNV survey findings. Clarification around the non-conformities was provided. It was highlighted that overall it was a good survey.

Steve Febus provided additional information around the Medicare repayment period and the issue that moving the date creates as it concerns to interest rates.

VII. ACTION / DISCUSSION ITEMS

A. Clinical Quality and Environmental and Employee Safety Report

Prior to her presentation, Jeannie Eylar introduced her guest, Karen King who is a masters student intern working with Ms. Eylar. She went on to present the 2nd Quarter Clinical Management System Superior Clinical Outcomes and the Physical Environment Safety report. She gave an overview of the categories and data which included medication administration errors, infection preventions, re-admission rates, and NTSV C-section rates. She explained that the hospital hosted an infection preventionist, Dr. Souvenir, as a way to continue improvements. Additionally, she provided insight into the circumstances that lead to an increased percentage of NTSV C-Sections. Next, she went on to the Physical Environment safety report. She also explained the data related to workplace violence both physical and verbal. She noted the safety and security events that occurred. Commissioner O’Keefe moved to approve the reports. Commissioner Werre seconded the motion and the motion passed unanimously.

B. Community Engagement Report

Megan Guido presented the Digital Engagement report. She highlighted the results of the search engine optimization (SEO) and reported that it continues to perform well. The COVID blog has grown in views over the last month. She also spoke to the types of questions the “chat bot” is receiving. Most of the incoming questions are related to COVID and include questions like how do I get tested, what precautions is the hospital taking to stay safe, and what is the current visitor policy. Lastly, she noted that our email open rates are ranging from 43.41% to 68.27%. She explained that these are great rates as the national average email open rate is only 20%. Commissioner Karpman moved to approve this report. Commissioner Pitzer seconded the motion and the motion passed unanimously.

C. Financial Update

Steve Febus provided the Commissioners with a financial update. He reviewed the income statement and the key indicator dashboard. He offered insight around the required

reporting data elements to claim for funding assistance. These include lost revenues, expenses attributable to coronavirus, basic organization information, other assistance received in 2020, and other non-financial information. As Mr. Febus learns more on this, he will keep the Board updated.

Mr. Febus recommended the Board acknowledge and move the Cares Funds to a restricted fund. Around the cares fund, acknowledge and move it to fund 9 (?) with that restriction around boards approval. Commissioner Pitzer motioned to approve the recommendation for the Cares Fund. Vice President Grantham seconded the motion and the motion passed unanimously.

D. Retired Assets Resolution

Steve Febus presented a resolution for the Board to approve. This resolution would be to retire surplus, end of life assets that no longer function for the Hospital or the Clinic Network. President Elbracht read resolution #573 stating the disposal of surplus personal property. Commissioner O'Keefe motioned to approve the resolution and Commissioner Pitzer seconded the motion. The motion passed unanimously.

E. CEO Evaluation Completion

Commissioner O'Keefe reported that the Chief Executive Officer evaluation was completed and reviewed at the Governance Committee and no issues were identified.

F. Medical Executive Committee

Commissioner Murphy had a question about the Fair Hearing Plan revision approved at the Medical Executive Committee on September 24, 2020. Mr. Adams explained that this is a first pass at some updates to the Medical Staff Bylaws, but is still in conversation with the committee and no recommendations are ready for the Board to consider yet.

VIII. ANNOUNCEMENTS

- A. Board Self-evaluation Process will begin at the end of the month and the Commissioners should be on the look out for a Survey Monkey emailed to them.

IV. EXECUTIVE SESSION

At 8:02 P.M. the President 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, to consider personnel, and consult with legal counsel. At 8:32 P.M. the President announced that the Executive Session would continue for another 15 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.

X. OPEN SESSION

The meeting resumed in Open Session at 8:47 P.M. Commissioner Pitzer moved to approve the Oct. 7, 2020 Credential Report and approve the applications for appointment to the Active Medical Staff, and the Allied Health Medical Staff, with the privileges requested, approve the applications for reappointment to the Active Medical Staff, the Allied Health Medical Staff, and the Associate Medical Staff, with the privileges requested, approve the reappointment

applications and the initial applications for appointment for the Telestroke Providers, and approve the requests for extensions. Commissioner Murphy seconded the motion. The motion passed unanimously.

XI. MEETING EVALUATION

The President asked the Commissioners to complete the meeting survey via Survey Monkey.

XII. ADJOURNMENT

The meeting adjourned at 8:47 p.m.

Respectfully submitted by:



Erin Sedam
Executive Administrative Assistant



Sandra O'Keefe, Secretary
Board of Commissioners
(Minutes are not officially approved until the next Board Meeting.)

VOTING CHART

MOTION	Meeting minutes - 9/2/2020		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht	✓		

VOTING CHART

MOTION	Consent Agenda		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht	✓		

VOTING CHART

MOTION	<i>Clinical Quality ÷ Environmental + Employee Safety</i>		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht	✓		

VOTING CHART

MOTION	Community Relations Report		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht	✓		

VOTING CHART

MOTION	Cares Fund		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht	✓		

VOTING CHART

MOTION	Resolution - Retired Assets		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht	✓		

VOTING CHART

MOTION	<i>Credentials</i>		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht	✓		