

**REGULAR MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a
Pullman Regional Hospital
Wednesday, November 04, 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:

Kyrk Taylor, PRH Human Resources
Judy Stone, League of Women Voters
Dr. Pete Mikkelsen
Guest

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

Commissioner Karpman moved to approve the minutes for the regular meeting of October 7, 2020. Commissioner O'Keefe seconded the motion and the motion passed unanimously.

III. MODIFICATIONS TO AGENDA

There were no modifications to the agenda.

IV. CONSENT AGENDA

Commissioner Murphy requested to pull the Strategic Planning Committee minutes as an action and discussion item. This will become Action Item E.

Commissioner Tricia moved to approve the Consent Agenda and Commissioner Karpman 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. PUBLIC HEARING

A. Proposed Budget for 2021

President Elbracht called for a public hearing on the 2021 Proposed Budget and invited comments from the public. There being no comments, the public hearing was closed.

VI. BOARD EDUCATION

A. What's in Your Health Equity Playbook

The Commissioners discussed the Washington State Hospital Association's webinar "What's in Your Health Equity Playbook". They conversed about Pullman Regional Hospital's demographic data of patients, how that is monitored and tracked, and how to identify any gaps in services there may be as it relates to certain populations. They discussed how larger hospitals have employed Chief Equity Officers to help with this specifically. The Board felt like review of the local Community Needs Assessment at a future meeting would be a helpful start to understanding the makeup of our community and how the hospital can help in addressing any major gaps.

VII. ADMINISTRATIVE UPDATE

Scott Adams presented the administrative report and asked if there were any questions. Additional conversation around the communication efforts to the community about the challenges the hospital is seeing related to COVID was discussed. Mr. Adams relayed that the weekly update has been slightly revised to more clearly explain the challenges and how the hospital is actively addressing them. This information is provided from daily huddles with leadership and clinical staff. A quick summary of the hospital's influenza vaccination program was provided and stated that the hospital had 100% participation by either receiving the shot or with approved declination. Lastly, Megan Guido announced she will be resigning from her position at the hospital on January 31, 2021. She expressed her gratitude for the many years she's been serving the hospital and will be assisting in the successful transition of her position to the incoming leader.

VIII. ACTION / DISCUSSION ITEMS

A. 3rd Quarter Financial Update

Steve Febus provided a financial overview of the Hospital. He reviewed the income statement, the key indicator dashboard, the current volumes, and the 2020 financial results. The margin is \$1,199,818, COVID funds received is \$15.M, and lost revenue through August is \$6.1M. He went on to explain in more detail how the required data elements for the CARES Act funds are to be reported. Those elements include capturing lost revenues, expenses attributable to coronavirus, basic organization information, other assistance received in 2020, and non-financial information. He said that hospitals who have already spent this money are hurting.

B. 2021 Budget Resolution

Steve reviewed the highlights of the 2021 budget and the general assumptions. The 2021 expenditures are set at \$72,500,000.00 and the tax levy is \$1,266,000.00 (\$588,000.00 for the UTGO levy and \$638,000.00 for the M&O). Commissioner O'Keefe read the resolution adopting a budget for the District, fixing the final amount of expenditure for the ensuing year and providing for the levy of a tax on all taxable property within the District. Commissioner Murphy moved to approve the levy tax amounts. Commissioner Pitzer

seconded the motion and the motion passed unanimously. Commissioner O'Keefe moved to approve the 2021 budget. Commissioner Werre seconded the motion and the motion passed unanimously.

C. Meeting Reimbursements in 2021

Steve Febus thanked the Commissioners who donated their meeting reimbursement funds to the hospital during the first, second, and third quarters of 2020. He offered that these generous donations do not need to continue as the Hospital's finances have improved.

D. Pandemic Management Plan Update

Jeannie Eylar provided the Commissioners with a Pandemic Management Plan update. She explained that a team of leaders and key clinical staff meet daily to review the status of that day and forecast needs for the next 24 hours. Tomorrow, Pullman Regional Hospital has been invited to present to the League of Women Voters around COVID and how the hospital has managed the pandemic. Additionally, she explained that the hospital is anticipating a similar surge in the winter months and could be particularly difficult if influenza is prevalent in the community.

E. Strategic Planning Committee

Commissioner Murphy had a clarification question around the moving of office space. Karly Port provided additional information that the Pullman Regional Hospital Clinic Network will be relocating from the Edison Building on Bishop Boulevard to the Corporate Pointe building. They will let their lease terminate at the end of the term this summer at the old space.

IX. ANNOUNCEMENTS

- A. Board Self-Evaluation Process
- B. Nomination Forms for Board Officers in December

X. EXECUTIVE SESSION

At 8:03 P.M. the President announced that the meeting would go into Executive Session for 60 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, review personnel issues, consider information regarding quality improvement committees under RCW 70.41.205, review the performance of a public employee, and consult with legal counsel regarding Hospital matters to which the Hospital, the governing body, or a member acting in an official capacity is likely to become a party when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence for the Hospital. At 9:03 P.M. the President announced in Open Session that the Executive Session would continue for another 15 minutes to discuss the same topics.

XI. OPEN SESSION

The Executive Session ended and meeting resumed in Opens Session at 9:18 P.M. Commissioner O'Keefe moved that the Credentials Report be approved and the applications for appointment to the Active Medical Staff, the applications for reappointment to the Associate Medical Staff and the Active Medical Staff, the application for initial appointment to the Telestroke Provider, the change in privileges requested by Nicole Dwyer, PA-C, all with the privileges as stated in the

Credentials Report, and the requests for Extensions be granted. The motion was seconded by Commissioner Karpman. The motion passed unanimously.

XII. MEETING EVALUATION

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

XIII. ADJOURNMENT

The meeting adjourned at 9:19 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 - 10/7/2020 | | |
|----------|-----------------------------|----|---------|
| | 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 | Budget Resolution | | |
|----------|-------------------|----|---------|
| | Aye | No | Abstain |
| Name | | | |
| Werre | ✓ | | |
| Murphy | ✓ | | |
| Pitzer | ✓ | | |
| Grantham | ✓ | | |
| Karpman | ✓ | | |
| O'Keefe | ✓ | | |
| Elbracht | ✓ | | |

VOTING CHART

| MOTION | 2021 Budget | | |
|---------------|-------------|----|---------|
| | Aye | No | Abstain |
| Name | | | |
| Werre | ✓ | | |
| Murphy | ✓ | | |
| Pitzer | ✓ | | |
| Grantham | ✓ | | |
| Karpman | ✓ | | |
| O'Keefe | ✓ | | |
| Elbracht | ✓ | | |

11/4/2020

VOTING CHART

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