

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

Guests:

Linda Infranco
Alyssa Anderson
Lennis Boyer
Mary St. James

Hospital Personnel

P-Matt Forge, CEO
P-Jeannie Eylar, CCO
P-Save Febus, CFO
P-Bernadette Berney, CHRO
P-Carrie Coen, CRO
P-Brenna Harris, D.O., Medical Staff President
P-Karly Port, CPSO
P-Edwin Tingstad, M.D., CMO
P-Erin Sedam, Executive Assistant
P-Rob Rembert, Legal Counsel

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 Pitzer moved to approve the minutes for the regular meeting of October 4, 2023. Commissioner Sanchez seconded the motion and the motion passed unanimously.

III. MODIFICATIONS TO AGENDA

President Elbracht added an additional item to the action section of the agenda. Item G will be an action item related to privileging forms for Neurology and Sports Medicine.

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
- Governance Committee
- Strategic Planning Committee
- Foundation Board of Directors
- Approval of Warrants

V. PUBLIC COMMENT

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

VI. PUBLIC HEARING: PROPOSED 2024 BUDGET

President Elbracht opened the floor for a public hearing regarding the 2024 proposed budget. No comments were made by the public in attendance.

VII. BOARD EDUCATION

President Elbracht asked those Commissioners who were able to attend the recent Washington State Hospital Association's Annual Meetings in Seattle to speak about their experience and share any helpful information with the rest of the group. The Commissioners spoke highly of the keynote speakers and found the topics very interesting, specifically a speaker who presented on standards of care

round race. They also found it interesting to learn about how artificial intelligence is benefiting the healthcare world. Lastly, they found value in being able to network with other hospital commissioners and leaders from all across the State.

VIII. ADMINISTRATION UPDATE

Matt Forge presented the October Administrative Update and asked if there were any questions on the written report. There was some conversation around the Friday Lecture Series. These are informational lunch sessions offer to physicians. They are open to the staff and commissioners to attend as well. The topics vary from session to session and cover a wide range.

IX. ACTION / DISCUSSION

A. Reliability Management Monthly Meeting

Carrie Coen provided the Commissioners with an update around the activities of the High Reliability Management team. She spoke to the importance of standardization and how that relates to the organizational strategic dashboard. As part of the key pillar, Reliability, Mrs. Coen presented the strategic dashboard metrics. The categories include data related to safety, quality, and patient satisfaction. She reviewed in more detail where these metrics are pulled from, what is the measurement area, and what is the metric reported. She went on to provide an update around the recent DNV survey. She stated that Pullman Regional's corrective action plan has been accepted and the ISO certification is pending approval. Lastly, she gave a quick update on the Quality Director candidate search process. The search committee has narrowed down the applicants to the top three who will be participating in an on-site interview later this month.

B. Financial Update

Steve Febus asked if anyone had any questions on the financial report. Hearing no questions, Mr. Febus went on to highlight a few notable financial activities from the 3rd Quarter. Mr. Febus explained to the Board that the Hospital is currently at 28 days cash on hand and plans to correct this to 50 days cash on hand by the end of the year. He spoke to a few factors contributing to this low number and ways those will be improving. Mr. Febus also provided a human resource update, stating that a new director for patient financial services has been hired and will be starting in the role this month.

C. Strategic Management & Budget Plan

Steve Febus presented the 2024 Strategic Management & Budget Plan to the Board of Commissioners. Mr. Febus highlighted specific areas of the document, bringing the Commissioners awareness on different aspects of the budget setting process. Commissioner O'Keefe moved to approve the 2024 Strategic Management & Budget Plan. Commissioner Pitzer seconded the motion and the motion passed unanimously.

D. Budget Resolutions

Steve Febus presented two resolutions for the Board to consider approving. The first was an ordinance resolution with the department of revenue through Washington state. Commissioner O'Keefe read resolution #603 stating that the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collecting in the 2024 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$6,786.64 which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of the state assessed property, an annexation that have occurred and refunds made. Commissioner Pitzer moved to approved the ordinance resolution. Commissioner O'Keefe seconded the motion and the motion passed unanimously.

Mr. Febus presented a second resolution, requesting the Board adopt the 2024 budget. Commissioner O'Keefe read resolution #604 adopting a budget, 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 Pitzer moved to approve the resolution. Commissioner Karpman seconded the motion and the motion passed unanimously.

E. Foundation Update – 3rd Quarter

Linda Infranco provided the Commissioners an update around the activities of the Foundation for the third quarter. She highlighted the CEO Circle Dinner, the Corporate Partners Program, and the Regional High School Athletic Training Program (RHSATP). Mrs. Infranco also previewed some upcoming events and initiatives. She went on to review the total philanthropy dollars, the cost to raise a dollar metrics, and the Foundation key indicators dashboard. She reported that the Foundation Board of Directors have approved the Foundation's Strategic Management Plan for 2024 and the team is excited for the goals and initiatives to com in the following year. Lastly, she reminded the group about Giving Tuesday and the opportunity to support the Hospital with a donation through this campaign.

F. Expansion Project Update

Alyssa Anderson provided the Commissioners with an overview of the architect activities related to the expansion project. She reviewed the planning phase timeline, noting recent completed work session and highlight major milestones coming up. She explained the Universal Care Unit concept and how this model can accomplish the major goals of the project, improve utilization efficiencies, and increase patient satisfaction. Design West will look forward to presenting to the Board of Commissioners at their December meeting with final concepts for their consideration.

G. Sports Med & Neurology Privilege Forms

President Elbracht presented two privilege forms for physicians seeking to provide services at Pullman Regional Hospital. The first was for neurology and the second was for sports medicine. Since these are new privileges to the facility, they require the Board's approval. These privilege forms have been vetted through various medical staff committees, and come to the Board as a recommendation from the Medical Executive Committee. Commissioner O'Keefe moved to approve the Neurology privilege form. Commissioner Oliver seconded the motion and the motion passed unanimously. Commissioner O'Keefe moved to approve the Sports Medicine privilege form. Commissioner Karpman seconded the motion and the motion passed unanimously.

X. ANNOUNCEMENTS

A. Rural Advocacy Day, January 30, 2024, Olympia, WA

B. PRHF Gala, February 3, 2024

At 8:22p the Board went into recess for 4 minutes.

XI. EXECUTIVE SESSION

At 8:26p President Elbracht announced that the meeting would go into Executive Session for 20 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 8:46p, President Elbracht announced that Executive Session would extend for 5 minutes. At 8:51p, President Elbracht announced that Executive Session would continue for another 5 minutes. At 8:56p, President Elbracht announced that Executive Session would continue for another 5 minutes.

XII. OPEN SESSION

The meeting resumed in Open Session at 9:01p.

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

XIII. ADJOURNMENT

The meeting adjourned at 9:02 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.)