

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

Wednesday, November 2, 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
P-PJ Sanchez

Hospital Personnel

P-Scott K. Adams, CEO
P-Matt Forge, Assist CEO
P-Jeannie Eylar, CCO
P-Steve Febus, CFO
P-Bernadette Berney, CHRO
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:

Pete Mikkelsen, M.D.
Alison Weigley
Corinne Drollette
Judy Stone
Emily Pearce

I. CALL TO ORDER

President Elbracht called the meeting to order at 6:02 p.m. Roll call was taken with the following Commissioners answering present: Elbracht, Grantham, O'Keefe, Murphy, Pitzer, Karpman, and Sanchez

II. APPROVAL OF MINUTES

Commissioner Karpman moved to approve the minutes for the regular meeting of October 5, 2022 and the special meeting of October 26, 2022. Vice President Grantham seconded the motion and the motion passed unanimously.

III. MODIFICATIONS TO AGENDA

Steve Febus requested a change in order of action items, so that a review of the management plan happened in tandem with the resolution.

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

V. PUBLIC COMMENT

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

VI. PUBLIC HEARING ON PROPOSED 2023 BUDGET

President Elbracht opened the floor for comments specific to the proposed 2023 budget. No public comments were made.

VII. BOARD EDUCATION

The Commissioners that were able attend the WSHA Annual Conference spoke to the topics discussed. They reported that it was a very informative conference and found value in the keynote addresses. Some of the statistic discussed at the

conference related to emergency departments, physicians, and burnout were very sobering. The conversation dove deeper into issues related to mental health and the pressure that it is putting on emergency departments.

VIII. ADMINISTRATIVE UPDATE

Scott Adams presented the Administrative Update and asked if there were any questions. There were no questions.

IX. ACTION / DISCUSSION ITEMS

A. 3rd Quarter Financial Update

Steve Febus provided a financial update on the first nine months of the year and more in-depth review of the 3rd quarter. He began with a statement of people and programs and explained the makeup of the District. He reviewed the key indicator dashboard which noted year to date, actual, budget, and year prior figures. He explained that the Hospital just eked out of being in the red and are now in the black. The figures are really hard to compare to last year, which was a really good year due to pandemic aid and philanthropic support.

B. Strategic Management and Budget Plan and Resolution – 2023 Budget

Scott Adams presented the Strategic Management Plan and Budget Plan. He reminded the Board that there was no annual planning session this year to allow dedicated to other priorities with the workday and epic implementations. He went on to highlight certain parts of the plan. Next Steve Febus presented the 2023 Budget as part of the Strategic Management Plan. He explained to the Commissioners how they arrived at the budget amounts, which include activities such as looking at general assumption, reviewing key performance indicators, and other future consideration. He reminded everyone that budgets are the best guess at the future. That being said the final amount of expenditures for the ensuing year, as contained in said budget is fixed at \$107,726,440. Taxable property within the District is \$678,684 for UTGO and \$678,684 for M&O Levy.

Commissioner Murphy moved to approve the Strategic Management Plan and Budget. Commissioner Pitzer seconded the motion and the motion passed unanimously.

President Elbracht read resolution 593, 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 resolution. Commissioner Pitzer seconded the motion and the motion passed unanimously.

C. Physician Recruitment Policy

Vice President Grantham reviewed the revised policy. She explained that the language now reflects the current times and recruitment efforts specific to medical loan assistance. There was some conversation around correcting language to state ‘physician completed residency’ rather than medical school. Commissioner Pitzer moved to approve the policy with this modification. Commissioner Murphy seconded the motion and the motion passed unanimously.

D. High Reliability Update

Carrie Coen presented the monthly High Reliability Update. She highlighted the DNV follow up and reported the closed conditional finding. She explained the action plan that were put into place which include paper charting, policy changes, and clear definitions of suicide risk patients. She went on to review activities of risk management, and discussed collaborative case reviews related to transfers out of the Emergency Department.

X. ANNOUNCEMENTS

A. Anniversary Party, December 2nd

XI. EXECUTIVE SESSION

At 7:46 P.M. the President announced that the meeting would go into Executive Session for 40 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 8:26 P.M. the President announced that the meeting would continue for another 5 minutes. At 8:31 P.M. the President announced that the meeting would continue for another 5 minutes.

XII. OPEN SESSION

The meeting resumed in Open Session at 8:36 P.M.

A. Credentials Report

Commissioner Pitzer moved to approve the credentials report. Commissioner Murphy seconded the motion and the motion passed unanimously.

B. Proposed Letter of Intent

Scott Adams recommended the Board approve the proposed Letter of Intent for a professional services agreement between Inland Orthopaedics and Pullman Regional Hospital. Commissioner Murphy moved to approve the letter of intent. Commissioner Pitzer seconded the motion and the motion passed unanimously.

C. Acknowledgement and Recognition

The Board of Commissioner each spoke and acknowledged Scott Adams and his years of service at Pullman Regional Hospital as the Chief Executive Officer.

D. Resolution – Removing Superintendent

President Elbracht read the resolution 594, removing Scott K. Adams as Superintendent for Public Hospital District No. 1-A of Whitman County. Vice President Grantham moved to approve the resolution. Commissioner Karpman second the motion and the motion passed unanimously.

E. Resolution – Appointing Superintendent

President Elbracht read the resolution 595, appointing Matthew Forge as Superintendent for Public Hospital District No. 1-A of Whitman County. Commissioner Pitzer moved to approve the resolution. Commissioner Murphy seconded the motion and the motion passed unanimously.

F. Employment Agreement – Matthew Forge

The Chief Executive Office Employment Agreement for Matt Forge was presented to the Board. Commissioner Pitzer moved to approve the employment agreement. Commissioner Murphy seconded the motion and the motion passed unanimously.

XIII. ADJOURNMENT

The meeting adjourned at 8:56 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.)