

**REGULAR MEETING  
BOARD OF COMMISSIONERS  
Public Hospital District No. 1-A of Whitman County, Washington  
d/b/a Pullman Regional Hospital  
Wednesday, November 5, 2025 at 6:00 PM In-Person or Virtually by Zoom**

Board of Commissioners

P-Tricia Grantham, President  
P-PJ Sanchez, Vice President  
P-Cheryl Oliver, Secretary  
P-Joe Pitzer, Commissioner  
P-Anna Nofsinger, Commissioner  
P-Michael Cady, Commissioner  
P-Shane McFarland, Commissioner

Hospital Personnel

P-Matt Forge, CEO  
P-Jim Smith, Interim CFO  
E-Tammy Needham, CNO  
E-Bernadette Berney, CHRO  
P-Carrie Coen, CRO  
P-Rob Rembert, Legal Counsel  
P-Benjamin Rhoades, DO, Medical Staff President  
P-Karly Port, CPSO  
P-Peter Mikkelsen, M.D., CMO  
P-Erin Sedam, Executive Assistant  
P-Linda Infranco, Executive Director  
P-Alison Weigley, External Relations Director

Guests:

Lennis Boyer  
Wayne Druffel  
Deedra Zabokrtsky  
Alison Weigley  
Jerri Beaver  
Dave Williams  
Hans Schmdit  
Krista (zoom)  
Tawnye Szumlas  
Katie Van Wngarden  
Deedra Z.

**I. CALL TO ORDER**

President Grantham called the meeting to order at 6:00p. Roll call was taken with the following Commissioners answering present: Grantham, Sanchez, Oliver, Pitzer, Nofsinger, Cady, and McFarland.

**II. APPROVAL OF MINUTES**

- A. Commissioner Sanchez moved to approve the minutes for the regular meeting of October 1, 2025. Commissioner Pitzer seconded the motion, and the motion passed unanimously.
- B. Commissioner Sanchez moved to approve the corrected minutes for the regular meeting of September 3, 2025. Commissioner Oliver seconded the motion and the motion passed unanimously.

**III. MODIFICATION TO AGENDA**

President – add a second public hearing with the levy.

**IV. CONSENT AGENDA**

Commissioner Sanchez 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
- Foundation Board of Directors
- Strategic Planning Committee
- Approval of Warrants

**V. PUBLIC COMMENT**

President Grantham opened the floor for public comment. No public comment was made. President Grantham closed the floor for public comment.

**VI. PUBLIC HEARING**

A. Proposed 2026 Budget

President Grantham opened the floor for a public hearing regarding the proposed 2026 budget. No comments were made by the public in attendance. President Grantham closed the floor for comments.

B. Tax Levy Increase

President Grantham opened the floor for a public hearing regarding the tax levy increase. No comments were made by the public in attendance. President Grantham closed the floor for comments.

**VII. ACTION/DISCUSSION ITEMS**

A. Governance Committee Report

Commissioner Sanchez provided an update from the Governance Committee, summarizing the policies currently under review and noting the presentation given on the Contract Management Program. He reported that the results of the Board Self-Assessment were reviewed and were generally positive, reflecting strong engagement and alignment among commissioners. The committee also discussed plans for board education at the December meeting, which will feature representatives from the WSU Alcohol Program.

a. Physician Recruitment Funding Policy

Karly Port Karly Port presented the revised Physician Recruitment Policy, outlining updates made to better reflect the hospital's current practice of employing most physicians in the Pullman area. She highlighted several key revisions, including the addition of general recruitment standards, expanded provisions for supporting non-employed physicians, and updated language to strengthen clarity and consistency.

The policy establishes a relocation allowance of up to \$10,000. The former "signing incentive" has been reframed as a commitment incentive to allow greater flexibility in payment timing and to minimize the need for repayment clauses. This incentive is set at 10% of the first-year guaranteed salary, capped at \$50,000. Additionally, the previous student loan repayment structure has been replaced with a retention incentive, paid annually after each full year of employment, with a maximum benefit of \$100,000 over five years.

Commissioner McFarland moved to approve the Physician Recruitment Funding Policy. Commissioner Cady seconded the motion and the motion passed unanimously.

b. Resident Stipend Policy

Karly Port presented the proposed Resident Stipend Policy, a new policy introduced for committee consideration. She explained that the residency stipend is an optional tool and does not increase the overall recruitment incentive package. Eligible residents must have six months to two years remaining in their training program. Stipends typically range from \$1,000 to \$3,000 and are issued via 1099. Candidates must also provide a letter from their program director confirming they are in good standing.

Ms. Port noted that the policy also introduces a commitment incentive for non-physician clinicians, mirroring the structure used for physicians. This incentive may be offered at up to 10% of the first-year salary, not to exceed \$50,000. Commissioner Sanchez moved to approve the Resident Stipend Policy. Commissioner Cady seconded the motion and the motion passed unanimously.

c. Board Education: Healthy Board Discussion

Commissioner Oliver engaged the Board in a discussion about what a healthy governing board looks like for Pullman Regional Hospital. In preparation for the conversation, articles from WSHA were shared with commissioners to help frame key characteristics and best practices.

Board members acknowledged a sense of general community angst related to recent transitions within the Pullman Police and Fire Departments, the Mayor's office, and broader economic shifts. In contrast, the hospital has remained a consistent source of stability for the community. The Board reflected on its role in continuing to foster trust, confidence, and support, emphasizing the importance of steady leadership and strong governance during times of community change.

B. Finance Committee Report

Commissioner Oliver provided an overview of the Finance Committee welcomed Jim Smith in his role as Interim CFO and provided an overview of the current financial statements. She highlighted several areas with opportunities for review and improvement, including pay contracts, inventory management, and benefit contracts. Commissioner

Oliver also noted that the hospital has historically received clean audits from the State Auditor's Office and that another accountability audit will soon take place, covering fiscal years 2023 and 2024.

a. Financial Update

Jim Smith reviewed the September income statement, noting a positive margin of \$336,000, an improvement over the prior year. He reported that income for the first three quarters of the fiscal year totals \$5.3 million, significantly exceeding last year's performance. Jim highlighted that employee benefit expenses, expressed as a percentage of salaries and wages, have increased due to several catastrophic claims. He reminded the Board that the district is self-insured and carries a reinsurance stop-loss policy to protect against the financial impact of such events.

He also noted increases in supply expenses, which continue to be an area of focus. Jim provided an early look at the October financials, reporting an approximate \$3.1 million improvement, driven in large part by strong collections and the ongoing work of the Revenue Cycle team.

b. Budget Resolutions

Jim Smith presented resolution number 620 adopting the 2026 budget. Commissioner moved to approve the resolution. Commission commissioner Farland second the motion and the motion past unanimously.

Jim Smith presented resolution number 621 adopting the 1% Levi tax increase for 2026. Commissioner Pitzer moved to approved the resolution. Commissioner Sanchez second the motion and the motion past unanimously.

c. Jerri Beavers and Revenue Cycle Update

Jerri Beavers, Director of Patient Financial Services, introduced herself to the Board of Commissioners and provided an overview of her background, her department, and the key work underway within Patient Financial Services. She highlighted current initiatives, described the team's areas of focus, and shared a preview of future goals and improvements the department is working toward.

d. Data Center Replacement Financing

Jim Smith presented a data center replacement financing request to the Board of Commissioners. He noted that the purchase itself had been previously approved by the Board and that his current recommendation pertained specifically to the financing method. Commissioner Oliver moved to approve financing the data center purchase using the remaining \$4 million available in the imaging lease. Commissioner McFarland seconded the motion, and the Board voted unanimously in favor.

e. CFO Recruitment Announcement

Matt Forge provided an update on the CFO recruitment process, announcing that an offer has been accepted by Craig Carstens. Craig will begin his role with the organization at the January New Employee Orientation.

f. Foundation 3<sup>rd</sup> Quarter Update

Linda Infranco provided a third-quarter update on the activities of the Hospital Foundation. She highlighted recent stewardship events, reviewed key performance indicators, and outlined several upcoming initiatives the Foundation will be focusing on in the months ahead.

C. Strategic Planning Committee Report

a. Strategic Dashboard Review

Matt Forge noted that the Strategic Dashboard is available in the BoardEffect library for commissioners to review. Due to time constraints, he opted not to present the dashboard during the meeting but encouraged commissioners to access it independently.

b. Expansion Update

Matt Forge provided an update on the Patient Care Expansion Project, noting that construction officially began at the start of the week. He highlighted the flexibility and understanding demonstrated by teams as the project enters its first active phase. To support staff awareness and engagement, daily walkthroughs of the areas affected—referred to as Coffee Ground Rounds—are being conducted.

Matt acknowledged Carrie Coen for her leadership in managing the project and serving as the primary point of contact for Pullman Regional Hospital. She is directing both the internal and external communication efforts to ensure clarity, consistency, and transparency as construction progresses.

**VIII. ANNOUNCEMENTS**

- A. Expansion Groundbreaking Event, November 12<sup>th</sup>
- B. Anniversary Party, December 12<sup>th</sup>, WSU Cub Ballroom
- C. Rural Advocacy Day, January 29<sup>th</sup>, Olympia, (December 5<sup>th</sup> registration deadline)

**IX. EXECUTIVE SESSION**

At 8:19p President Grantham announced that the meeting would go into Executive Session for 10 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. At 8:29p, President Grantham announced that executive session would continue for another 15 minutes. At 8:44p, President Grantham announced that executive session would continue for another 10 minutes. At 8:54p, the meeting went back into open session.

**X. OPEN SESSION**

- A. Credentials Report

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

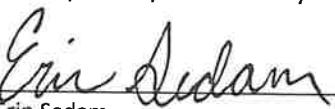
- B. CEO Compensation

Commissioner Sanchez moved to adopt resolution #622, adjusting the Superintendent's salary by a total of 4.5%, 2% for annual adjustment and 2.5% for market adjustment. The new salary will be \$388,137.04. Commissioner Oliver seconded the motion and the motion passed unanimously. moved to approve the credentials report. Commissioner Sanchez seconded the motion and the motion passed unanimously.

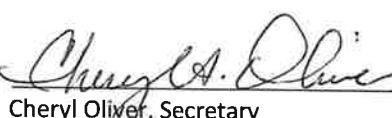
**XI. ADJOURNMENT**

The meeting adjourned at 8:56p.

Respectfully submitted by:

  
Erin Sedam

Executive Assistant

  
Cheryl Oliver, Secretary

Board of Commissioners  
*(Minutes are not officially approved  
until the next Board Meeting.)*