

REGULAR MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a
Pullman Regional Hospital
Wednesday, December 1, 2021 at 6:00 PM, Virtual Meeting by Zoom
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-Rueben Mayes, CDO
P-Carrie Coen, CRO
P-Darrol Hval, D.O., Medical Staff Presidency
P-Edwin Tingstad, M.D., CMO
P-Karly Port, Executive Director PRHCN
P-Lisa Hohnholz, Administrative Assistant
P-Rob Rembert, Legal Counsel

Guests:

LA	Scott Nelson
Christopherkenyhercz	Ryan's iPhone
Judy Stone	509-959-0187
Ryan Erlewine	Alison Weigley
509-288-9316	Dusty Johnston
Pete Mikkelsen	Hailey Lewis – SEL
208-305-9559	Matt Forge

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, Pitzer, Murphy, O'Keefe, Werre, and Karpman.

II. APPROVAL OF MINUTES

Commissioner Grantham moved to approve the minutes for the regular meeting of November 3, 2021. Commissioner Karpman seconded the motion and the motion passed unanimously.

III. MODIFICATIONS TO AGENDA

None

IV. CONSENT AGENDA

Commissioner Karpman moved to approve the agenda. Commissioner O'Keefe seconded the motion. The following committee reports were approved unanimously.

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

V. BOARD EDUCATION- Same Day Services

Dusty Johnston presented an overview of the Same Day Services department. Not only do they perform surgeries, but they also have an infusion center, and administer some high-risk meds that require a specific RN for these infusions. Monoclonal antibodies are administered 2-3x per day. Endoscopy suite is also in same day, which consist mostly of colonoscopies and

endoscopies. (See slide of all services offered.) Over the last 6 months, SDS nurses have been trained in the pain clinic to help OR nurses. Every procedural patient has to have a pre-op interview, which SDS nurses also do. SDS gathers records, does bronchoscopies, and the majority of sedations for radiology and pain clinic. All SDS nurses are certified in sedations this year due to a grant received.

For most Of 2021, we are the same, if not above, the levels of surgeries and procedures as the past couple years. We have two areas in the hospital, SDS North and SDS South (added 2019). We have a 24hr staffed SDS now. SDS staff includes RNs, CNAs, and scheduling coordinators. With MSU and ICU being so busy, SDS can help keep patients overnight when there is no room for them in those depts. SDS night RN and CNA can also help with MSU and ICU when needed at night. (see slide). SDS does not have wound care.

SDS Needs: PACU needs to be larger, or have a more efficient PACU layout so people aren't bumping into each other and get backed up. Only have 4 beds in PACU currently. Space was not designed well when the hospital was built. Excited about possibility to update and expand that in the next few years.

VI. ADMINISTRATIVE UPDATE

Scott Adams presented the Administrative Update and asked the Commissioners if there were any questions. Commissioner Karpman wondered if, with the WA state long term care tax now having a citizen's initiative and a law suite are being pursued, is that still going to be effective on Jan 1? Mr. Adams replied that the referendum before the law suit may not come up until next fall. Bernadette Berney explained that they are in the process of getting signatures now, and will be on ballot in Nov. 2022. Lawsuit is class action and may try to get it before a judge before the end of the year, maybe not. Thinks neither will go into effect before Jan 1. Haley Lewis mentioned that the initiative needs to have 400,000 signatures and be turned in before the end of 2021. Good news is it will go to legislature instead of needing to be voted on if they have all the signatures. Legislature could refuse or reject it, but could put out their own ideas to help, or send to voters for a vote. If we receive enough signatures, there is a good chance legislation will just pass that referendum.

Mr. Adams shared overview of strategic plan list for 2022. (See attachment.) Commissioner Grantham asked, in pursuing an upgrade to level 3 trauma, what would that entail? Mr. Adams explained that the main ingredient is to have surgeon leadership willing to do it. Dr Zuckerman and Dr. Martin are happy to participate in that part. Administrative adjustments for recording keeping, etc. would also be needed.

VII. ACTION / DISCUSSION ITEMS

A. Patient Experience 2nd and 3rd Qtr:

Jeannie Eylar presented the inpatient patient experience report to the commissioners. Outpatient summary will be closer to the year end. The HCAPS: report put out in 2021 by WA state dept of health. Based on two-year-old data. Still worth sharing. Being compared to thirty-three critical access hospitals. We are the only five-star hospital in the mix. Difficult to put a lot into our star rating, they have changed how they are calculating the ratings over the years. Focusing more today on the reports that we get from Press Ganey, who does our patient satisfaction surveys across the nation.

- Percent of PRH pts who gave us a 9 or 10 on 10-point scale is 90%. There is a pretty significant higher level of patient satisfaction between us and other hospitals.
- Explored a variety of options to give instructions to patients upon discharge. Commissioner Murphey suggested that patients record nurses talking on their cell phones so they remember the instructions. Jeannie said they have even looked into videoing the instructions for pts.
- 4th Qtr patient satisfaction has dropped a bit in MSU/ICU. Pts do not seem as satisfied with hospital practices, most likely due to no visitors, etc. because of COVID.
- Our positive comments usually are around 75% of all comments.

Commissioner Karpman mentioned, in terms of opportunities for improvement, are there any trends with negative comments? Mrs. Eylar said not really. Dept leaders share negative and neutral comments with their staff. The one trend is that people don't like not being able to have visitors in the hospital. We are expanding our visitor policy currently, not requiring proof of vaccine for them yet. Unless patients are end of life, we do not allow them to have visitors at this time. Commissioner O'Keefe moved to accept report. Commissioner Murphy seconded the motion and it passed unanimously.

B. Financial Update – October 2021:

Steve Febus presented the financial report to the Commissioners:

- 1.2 mil margin in Oct.
- Year-to-date is \$6,114,443
- Cost reporting: PRH gets costs reimbursed, based on prior year cost reporting. We file a year-end cost report, and will either get money back, or have to pay. This year costs have climbed a little, but volume has climbed significantly. We probably owe about 1.1 million, and we have allowed for that already in our financials. We won't fully know until we file the cost report.
- Medicare advance payment, still owe about 7 million back on it, but isn't fully due until end of 2022. We should not have any problem paying that back by then.
- Continue to look at opportunities in terms of care support, recently received 1.5 million dollar grant for it.

C. Retired Assets Resolution:

Steve Febus explained to the board that this is a traditional part of our annual audit and budget efforts. A notice to all leaders is sent out to identify which items are still in house, or are retired and have left our organization. Commissioner O'Keefe read the resolution description. Commissioner Grantham moved to approve the resolution as a whole. Commissioner Murphey seconded the motion and it passed unanimously.

D. Medical Staff Bylaws:

Dr. Darrol Hval presented the med staff bylaws to the board. The bylaws passed through medical staff, not much discussion. Minor changes will be made, and then will be brought again to med staff in Feb. We could probable wait until them to vote in the board on the bylaws. Mr. Adams mentioned that Dr. Hval worked very hard to get the bylaws put through, and med staff cannot act on new bylaws until board approves them. Thinks we should vote tonight, and then vote again in Feb. after any changes are made. Commissioner Murphey opposes the idea and sees one issue in section 11.3- subsection B. If there is a conflict between med staff and hospital, med staff rules would prevail.

Discussion was had about the pros and cons of voting on the med staff bylaws now, or waiting until changes are made. Commissioner Grantham moved to approve the bylaws as currently written. Commissioner O'Keefe seconded the motion and all were in favor other than Commissioner Murphey, who opposed the motion and voted nay. Gratitude was given to Dr. Hval for service as med staff president for 2021.

E. Hybrid Meeting in January 2022:

Commissioner Elbracht asked how the board would feel about having hybrid (in-person and Zoom option) meetings starting in January 2022. There were no objections. Mr. Adams also suggested that, since the meeting will be in person, a tour of the new space in the PRH building can be given before the January board meeting. We will meet in person at 5:15pm for anyone who would like to see that space.

F. Hospitalist Agreement:

Scott Adams presented the hospitalist agreement for board approval. Shared agreement on screen (see copy in packet.)

Key points:

- Between hospital and Palouse medical for providers, so they can be a part of the hospitalist service at PRH.
- Scope is about 30 shifts per calendar year. Section 1.3 allows additional services that they could provide as needed.
- Compensation is a contract of \$108,000 annually. Agreement incentive of 50,000 has to be paid on signing, and second half during second year of agreement. Proposed as 3-year agreement, starting Jan 1, 2022.
- Director of hospital services is always an employee of the hospital.

Commissioner Karpman asked if all physicians are internal medicine providers at Palouse Medical. Mr. Adams explained that some are internal, some are family med, but they have to qualify to received critical patients to be a hospitalist. It will be up to Palouse Medical to schedule their providers as hospitalists. Commissioner O'Keefe is still employed with Palouse Medical, so will abstain from this vote. Commissioner Grantham moved to approve as written. Commissioner Murphey seconded the motion and it passed unanimously between the commissioners who voted.

G. CEO Selection Committee:

Commissioner Grantham, head of the CEO Selection Committee, presented:

- Making steady progress in our efforts.
- Governance committee was asked to contact 4 potential members of the selection committee each, which means 12 total. All potential members said yes and are excited to participate.
- Outline has been made to have 4 meetings starting in January, ending in March. Prior to that, board members are invited to Dec 8th from 1-3pm, where a consultant from leadership IQ will train us in CEO selection.
- Board will be included in many of the activities and panels in refining the list of CEO candidates.
- Current applicant pool is 46.

H. Board Self-Assessment Summary:

Commissioner O'Keefe acknowledged that all board members had an opportunity to look at the self-assessment summary and asked if there were any questions. There were none, but Commissioner Grantham thought it was the best response we have had to date. Thought was brought up that, in light of the pandemic, it's been a bit more challenging to have more contact with community. Sounds like a lot of people in the community don't know what the board does. Alison Weigley said she will work on a plan to present to the board that will help get more info out to the community.

IX. **ANNOUNCEMENTS**

- A. PRH Anniversary Party, December 2, 11:00am-2:00pm, PRH Conference Rooms
- B. WSHA eSeries (December 9th), virtual
- C. Foundation Gala, February 5, 2022, SEL

X. **EXECUTIVE SESSION**

At 8:22 P.M. the President announced that the meeting would go into Executive Session for 25 minutes to discuss the granting, denial, revocation, restrictions, or other considerations of the status of the clinical or staff privileges of a physician of other healthcare provider, to evaluate the qualifications of an applicant for public employment or to review the activities of a quality improvement committee or program, and consult with legal counsel.

XI. **OPEN SESSION**

The meeting resumed in Open Session at 8:47 P.M. Commissioner Murphy moved that the Board accept the Credentials Report and grant each of the applications for appointment, reappointment, telestroke providers (privileges and reappointments), resignations and extensions, which was seconded by Commissioner Karpman. The Board voted unanimously in favor of the motion.

Commissioner O'Keefe then moved that the Board approve the CEO characteristics for the selection committee. The motion was seconded by Commissioner Karpman. Commissioner Karpman moved that the board approve the CEO Interview Itinerary, which was seconded by Commissioner Grantham. Commissioner Pitzer moved that the board approve an Employee Recognition plan (see board packet), and Commissioner Were seconded the motion. All commissioners voted in favor of each motion, except Commissioner Murphy abstained relative to the employee recognition.

XII. **ADJOURNMENT**

The meeting adjourned at 8:49 P.M.

Respectfully submitted by:



Lisa Hohnholz
Administrative Assistant



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

VOTING CHART

MOTION	Approval of December 1, 2021 Mtg. Minutes		
	Aye	No	Abstain
Name			
Werre	X		
Murphy	X		
Pitzer	X		
Grantham	X		
Karpman	X		
O'Keefe	X		
Elbracht	X		

VOTING CHART

MOTION	<i>Approval of Consent Agenda</i>		
	Aye	No	Abstain
Name			
Werre	X		
Murphy	X		
Pitzer	X		
Grantham	X		
Karpman	X		
O'Keefe	X		
Elbracht	X		

VOTING CHART

MOTION	Approval of Election of Officers for 2022		
	Aye	No	Abstain
Name			
Werre	X		
Murphy	X		
Pitzer	X		
Grantham	X		
Karpman	X		
O'Keefe	X		
Elbracht	X		

VOTING CHART

MOTION	Proposal to Purchase & Implement Workday/Epic		
	Aye	No	Abstain
Name			
Werre	X		
Murphy	X		
Pitzer	X		
Grantham	X		
Karpman	X		
O'Keefe	X		
Elbracht	X		

VOTING CHART

MOTION	Surplus Property Resolution		
	Aye	No	Abstain
Name			
Werre	X		
Murphy	X		
Pitzer	X		
Grantham	X		
Karpman	X		
O'Keefe	X		
Elbracht	X		

VOTING CHART

MOTION	Proposed Board Bylaw Addition		
	Aye	No	Abstain
Name			
Werre	X		
Murphy	X		
Pitzer	X		
Grantham	X		
Karpman	X		
O'Keefe	X		
Elbracht	X		