

**REGULAR MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a Pullman Regional Hospital
Wednesday, December 3, 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
P-Tammy Needham, CNO
P-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:

Billy Bryant (Zoom)
LF (Zoom)
Lyndsee Vargas (Zoom)
Wayne Druffel
Deedra Zabokrtsky
Ned Warnick
Greg F. (Bouten)
Brenna Harris, DO
Gregory Wallis, DO
Patricia Maarhuis
El Nazarov
Taylor Swayer
Katie Van Wyngarden

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 Pitzer moved to approve the minutes for the regular meeting of November 5, 2025.
Commissioner Sanchez seconded the motion, and the motion passed unanimously.

III. MODIFICATION TO AGENDA

President Grantham offered a few modifications to the agenda; 1) rearrange the order to allow those external presenters to go towards the beginning of the meeting to allow them to be excused and 2) add item F under governance committee for an informational item to discuss recent changes with a local food provider group in the area.

IV. CONSENT AGENDA

Commissioner Oliver moved to approve the consent agenda. Commissioner Nofsinger seconded the motion. The following committee reports were approved unanimously.

- Medical Executive Committee
- Finance Committee
- Governance Committee
- Strategic Planning Committee
- Foundation Board of Directors
- Foundation Board of Directors – Special Meeting
- 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. ACTION/DISCUSSION ITEMS

A. Governance Committee Report

Commissioner Sanchez provided an update from the Governance Committee's November meeting. He mentioned the continued work with the policy review as well as the redlined version of the bylaws.

a. Officer Interest Form

Commissioner Sanchez asked that Commissioners complete the Officer interest form and return to Erin Sedam by December 12th for the Governance Committee to create a slate of officers.

b. Committee Assignment Form

Commissioner Sanchez requested that the Commissioners complete the committee assignment form for consideration in the 2026 assignments.

c. MEC: Bootcamp Conference Update

Dr. Mikkelsen and Karly Port provided an overview on the recently attended medical staff bootcamp conference hosted by Greeley. The bootcamp was attended by various members of the medical executive committee (MEC), including Drs. Hall, Hoehn, Panko, Harris, Brodsky and Mikkelsen. Key takeaways for the group included:

- Evaluating the peer review program for 2026, distinguishing between peer review and case review.
- Discussion on performance data and how to integrate it into privileging.
- Consideration of non-physician clinician (NPC) inclusion in medical staff committees, potentially leading to bylaw revisions.

d. MEC: Privilege Forms

Dr. Benjamin Rhoads presented three Privilege Forms for the Boards approval. ANRP-PAC, Emergency Medicine, and Family Medicine. He explained that it went through the appropriate committee channels for review and recommendation tonight. Commissioner Pitzer moved to approve the three privilege forms. Commissioner Cady seconded the motion and the motion passed unanimously.

e. Board Education: Harm Reduction and Recovery Services (HRRS)

Patricia Maarhuis, HRRS Manager and El Nazarov, HRRS Coordinator from Washington State University (WSU) presented on their Collegiate Recovery Support Initiative, which encompasses more than just alcohol education. Dr. Maarhuis has been involved with WSU since 2002 and started exploring collegiate recovery work around 2020 after receiving a contract and funding from the Healthcare Authority. El, the coordinator for recovery services, joined the program as an undergraduate student in recovery and is now an alumnus. The program aims to create a welcoming environment for students in recovery from substance use and mental health concerns. Their model provides a campus-supportive environment, reinforcing lifestyle choices in recovery and integrating educational opportunities, while a significant part of their work is harm reduction and substitution, including distributing naloxone and fentanyl test strips with training.

f. Council on Aging Update and Support Needs

The hospital is currently exploring options to support the continuation of this service. The intent is to ensure that meals continue to be provided to county residents who rely on them, as the local Council on Aging transitions its operational model.

B. Finance Committee Report

a. Financial Update

Commissioner Oliver provided a summary of the October 2025 financial statements. Jim Smith provided the following financial update. Total Net Income for the month of October 2025 was \$1,754,000, comparing favorably to Budget of \$1,395,000 by \$359,000. After ten months-to-date, Total Net Income stands at \$7,039,000, comparing favorably to Budget of \$5,765,000 by \$1,274,000. The month's Total Net Income also compares favorably to the same time frames in 2024 – by \$640,000 for month-over-month and by \$7,720,000 year-over-year.

October's favorable results were driven by strong overall patient volumes. The month's gross patient revenue of nearly \$30 million was the highest of any month this year. October's total expenses were 9.8% greater than budget, However, this compares well compared to the favorable net patient revenue budget variance of 18.7%. October's accounts receivable collections were nearly \$14 million, well ahead of the previous YTD monthly average of \$10.8 million. The additional cash is seen in the Cash & Short Term Investments increase from the September 30, 2025 balance.

- b. 2025 Budget Resolution Amendment
Jim Smith presented Resolution 623, an amendment to the 2025 Budget, (Resolution 615). Commissioner Nofsinger moved to approve the resolution. Commissioner Sanchez seconded the motion and the motion passed unanimously.
 - c. Retired Assets Resolution
Jim Smith presented Resolution 624 to dispose of surplus property. Commissioner Cady moved to approve the resolution. Commissioner McFarland seconded the motion and the motion passed unanimously.
 - d. Capital Purchases
Jim Smith a capital purchase that was presented to and approved by the Board for replacement of a Stryker power system used in Surgery at a cost of \$420,895 and an associated protective hood system to be worn by Surgery staff at a cost of \$33,500. Both capital items are to be paid with cash as opposed to financing. Commissioner Pitzer moved to approve the capital purchase and Commissioner McFarland seconded the motion. The motion passed unanimously.
- C. Strategic Planning Committee Report
- a. Matt Forge provided a brief update on strategic goals, specifically highlighting progress in reliability and patient experience. The hospital recently received its Q4 eNPS survey results and they showed a 12-point increase from last year, 26 to 38. Participation in the survey remained high as well at 62%. Deedra Zabokrtsky has begun sending out weekly reports on Care Alert responses and follow-up percentages. This initiative has increased confidence in the system which in turn leads to more reporting. Lastly, Tammy Dahl reports on HCAPS, confirming that the hospital remains a 5-star facility in patient experience.
 - b. Expansion Update
Ned Warnick provided an update on the emergency generator power system, noting it has been a recurring discussion since October board meetings. The building, constructed in 2004, initially used one large generator, which was legal at the time. However, due to evolving electrical and building codes, the current system is no longer compliant. Commissioner Pitzer moved to approve the bid for the second generator. Commissioner Sanchez seconded the motion and the motion passed unanimously.
 - c. Contract Management Program
Erin Sedam presented the contract management system program, designed to standardize and improve contract management processes across the organization. Erin highlighted the program's development, benefits and implementation phases. Key aspects of this project included moving from an outdated system to Workday which allows for a clear contract lifecycle, mandatory checklists and annual evaluations as well as clearly defines roles and responsibilities. Commissioner Nofsinger moved to approve the program and its supporting policy. Commissioner Oliver seconded the motion and the motion passed unanimously.
 - d. DAX AI Scribes
Dr. Brenna Harris and Dr. Gregory Wallis provided an end user testimony to the DAX AI Scribe program and their experience with the platform so far. The first cohort of 14 physicians received their AI scribe licenses several weeks ago. Initial feedback from physicians and patients has been positive. Kevin Kwiatkowski and his team are gathering user feedback and coordinating with Dr. Lee, a super-user, to refine workflows. The program is now open to additional physicians, with new licenses being processed through Epic. A post-implementation survey will be conducted to compare results to pre-implementation baseline data.

VII. ANNOUNCEMENTS

- A. Anniversary Party, December 12th, WSU Cub Ballroom
- B. Rural Advocacy Day, January 29th, Olympia, (December 5th registration deadline) – Nofsinger, Pitzer, Oliver,
- C. Pullman Regional Hospital Foundation Gala, February 7th, SEL Event Center

VIII. EXECUTIVE SESSION

At 8:18p President Grantham announced that the meeting would go into Executive Session for 15 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 8:33p, President Grantham announced that executive session would continue for another 3 minutes. At 8:36p, President Grantham announced that executive session would continue for another 5 minutes. At 8:41, the meeting went back into open session.

IX. OPEN SESSION

A. Credentials Report

Commissioner Pitzer moved to approve the credentials report. Commissioner Oliver second the motion and the motion passed unanimously.

X. ADJOURNMENT

The meeting adjourned at 8:42p.

Respectfully submitted by:


Erin Sedam

Executive Assistant



Cheryl Oliver, Secretary

Anna Notsinger

Board of Commissioners

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