

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

Wednesday, December 6, 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
Alison Weigley
Ned Warnick
Lennis Boyer
Kyle
Steve Mader
Triton Cole (Zoom), Clark Construction Group
Stephanie Knewbow
Jade Stellmon
Dr. Webb
Dr. Hall
Kevin Kirkman
Pete Mikkelsen
5094324848

Hospital Personnel

P-Matt Forge, CEO
P-Jeannie Eylar, CCO
P-Steve 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 6:02 p.m. Roll call was taken with the following Commissioners answering present: Elbracht, Grantham, Pitzer, Karpman, Sanchez, and Oliver. Commissioner O'Keefe joined at 6:03 p.m.

Legal Counselor, Rob Rembert conducted the Oath for Certification, and swore in Commissioner Oliver for the end of year. Additionally, he conducted the Oath of Certification, swearing into office Commissioner Oliver and Commissioner Sanchez for the new term.

II. APPROVAL OF MINUTES

Commissioner Karpman moved to approve the minutes for the regular meeting of November 1, 2023. Commissioner O'Keefe seconded the motion and the motion passed unanimously.

III. MODIFICATIONS TO AGENDA

Steve Febus requested an additional agenda item be added to the open session after executive session for discussion and action of the purchase of property. This will be item B of that section of the agenda. Commissioner O'Keefe requested the Governance Committee minutes be pulled for discussion. This will be item L of the action items portion of the agenda.

IV. CONSENT AGENDA

Commissioner Sanchez moved to approve the consent agenda. Commissioner Karpman 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 public comment. He requested those wishing to make a public comment state their name, address, and to keep their comments to 3 minutes. No Comments were made.

VI. ADMINISTRATION UPDATE

Matt Forge presented the November Administrative Update and asked if there were any questions on the written report. Commissioner O'Keefe commended the work related to the eating disorder program and how this development will benefit the community.

VII. ACTION / DISCUSSION

A. Trauma Application

Stephanie Knewbow presented the Emergency Department's Trauma Application. This is an application that has to be submitted every three years with the State of Washington. The application to remain at a level-four trauma institution. Commissioner Pitzer moved to approve the application. Commissioner O'Keefe seconded the motion and the motion passed unanimously.

B. Expansion Project – Design Recommendation

Matt Forge welcomed Ned Warnick with Design West Architects. Mr. Warnick provided an overview of the design recommendation process. He highlighted the five different workshops that Design West and SRG conducted with Pullman Regional Hospital participants. These workshops ultimately led to one design concept that was vetted through a few more channels before being brought to the Board of their consideration tonight. Mr. Warnick highlighted the benefits of this design option, showcased how it stays true to the deliverables communicated to the community, and how this will be implemented in phases. The Commissioners commended the extensive effort that led to this recommendation. Vice President Grantham moved to approve the design recommendation presented. Commissioner Sanchez seconded the motion and the motion passed unanimously.

C. Financial Update - Monthly

Steve Febus provided a monthly update on the financial performance of the District. He specifically spoke to the efforts around achieving accounting systems as part of the Workday conversion. He explained that these activities should be concluded by the end of the calendar year. Next, he spoke to the accounts receivable management plan and explained that November was just under 66 days cash on hand. He also announced that a new director of Patient Financial Services, Tabia Sellers, has been hired. She comes to the organization with EPIC training and certification.

D. Petty Cash Resolution

Steve Febus explained that this resolution is to adjust petty cash available at the clinic level. Commissioner O'Keefe read resolution #605 regarding creation of petty cash funds for the District. Commissioner Karpman moved to approve the resolution. Commissioner Pitzer seconded the motion and the motion passed unanimously.

E. Reliability Management Update - Quarterly

Carrie Coen provided the Commissioners with a reliability management update. First, she spoke to the organizational strategic dashboard. She walked the Commissioners through the dashboard metrics, explaining how the data is determined and how it directly ties back to the organization's three strategic pillars; culture, reliability, and growth. Next, she provided an update around the Quality Director search, stating that they have offered the position to Paul Nelson and he will start in January. Lastly, she announced that Pullman Regional was one of eight groups to participate in a nation presentation on High Reliability to CMS.

F. Gas Outage Update

Carrie Coen provided an overview of the impact and the activities that took place around the recent natural gas outage. She highlighted the incident command process and how the organization successfully utilized this system to work through this situation.

G. Residency Update

Matt Forge provided the Commissioners with an update around the Residency Program. He highlighted opportunities and activities the current residents have been exposed to and what else they can expect in the future. In addition to the current residents, Mr. Forge explained that recruitment efforts are underway for the next class to join the residency program.

H. Retirement Resolution

Bernadette Berney explained that there were adjustments to the District's retirement plan. Attached to the resolution is the retirement plan, which she highlighted the revised areas. Commissioner O'Keefe read resolution #606 amending a Retirement Plan by Adoption of the VALIC Retirement Services Company Retirement Plan for Governmental Employers, with Addendum. Vice

President Grantham moved to approve the resolution. Commissioner Sanchez seconded the motion and the motion passed unanimously.

I. Self-Assessment Survey Results

Commissioner O'Keefe reported to the Board that the Governance Committee received the Board Self-Assessment Survey results. There was 100% participation from the Board and no major concerns were identified in the survey. She did state that a few education topics could be drawn from the survey results.

J. Committee Assignment Form

President Elbracht reminded the Board that if they haven't already provided their 2024 Committee Assignment preferences, to give those to either himself or Erin Sedam by the end of the meeting.

K. Slate of Officers

President Elbracht asked the Board to turn in their Board Officer Interest Forms to Erin Sedam by the end of the meeting. The Governance Committee will review and provided a Slate of Officers for consideration at their January Board meeting.

L. Governance Committee

Commissioner O'Keefe highlighted in the Governance Committee meeting minutes the need to engage more with our state legislators and that inviting these representatives to an upcoming Board meeting would be beneficial. Commissioner Pitzer moved to approve the Governance Committee minutes. Commissioner Sanchez seconded the motion and the motion passed unanimously.

VIII. ANNOUNCEMENTS

- A. Medical Staff President – Outgoing & Incoming
- B. Giving Tuesday Report Out
- C. Rural Advocacy Day, January 30, 2024, Olympia, WA
- D. PRHF Gala, February 3, 2024
- E. AHA Rural Health Care Leadership Conference, February 11-14th, 2024 Orlando, FL

IX. EXECUTIVE SESSION

At 8:07p President Elbracht announced that the meeting would go into Executive Session for 10 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 8:17p, President Elbracht announced the meeting would continue in executive session for another 5 minutes.

X. OPEN SESSION


The meeting resumed in Open Session at 8:23p.

- A. Credentials Report - Commissioner O'Keefe moved to approve the credentials report. Commissioner Sanchez seconded the motion and the motion passed unanimously.
- B. Potential Land Purchase – Commissioner Sanchez moved to approve Administration to continue exploration of purchasing land. Commissioner Pitzer seconded the motion and the motion passed unanimously.

XI. ADJOURNMENT

The meeting adjourned at 8:24P.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.)