

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

**Pullman Regional Hospital**

**Wednesday, December 7, 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  
E-Tricia Grantham, Vice President  
P-Sandra O'Keefe, Secretary  
E-Joe Pitzer, Commissioner  
P-Michael Murphy, Commissioner  
P-Karen Karpman, Commissioner  
P-PJ Sanchez, Commissioner

Hospital Personnel

P-Matt Forge, 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  
Nick Gonzales  
2083059559  
Chris Skidmore

**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, O'Keefe, Murphy, Karpman, and Sanchez. Vice President Grantham and Commissioner Pitzer were excused.

**II. APPROVAL OF MINUTES**

Commissioner Karpman moved to approve the minutes for the regular meeting of November 2, 2022. Commissioner O'Keefe seconded the motion and the motion passed unanimously.

**III. MODIFICATIONS TO AGENDA**

There were no modifications to the agenda.

**IV. CONSENT AGENDA**

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

- Medical Executive Committee
- Finance Committee
- Integrated High Reliability Committee
- Strategic Planning Committee
- Foundation Board of Directors
- Approval of Warrants

**V. PUBLIC COMMENT**

President Elbracht opened the floor for comments. Nick Gonzales of Spokane introduced himself and explained that he works for a construction company that specializes in work for public hospitals.

**VI. BOARD EDUCATION**

Chris Skidmore with Whitman County Public Health presented the Board with the final Community Needs Assessment report. Mr. Skidmore walked through the report highlighting the results found from surveying residents of the County. He explained that mental and behavioral health was the biggest need and that residents indicated receiving care for mental

health is extremely difficult in the area. He offered suggestions of telehealth and more mental health professionals to address this concern. Additionally, he highlighted the data related to housing, stating that Whitman County residents spend more than 30% of the incoming on housing. In conjunction with this information, Whitman County residents are also paying 27% of their income on childcare, while the Washington state average is 19%. He reported that preventative care was the third major need according to the survey and that the leading cause of death in the County is cancer. The Commissioners applauded the efforts and work that went into producing this report. They had a few follow up questions and then thanked Mr. Skidmore for his time.

## **VII. ADMINISTRATIVE UPDATE**

Matt Forge presented the Administrative Update and asked if there were any questions. There was some conversation around bed availability and the current situation related to respiratory illness. Jeannie Eylar spoke to the influenza and RSV patients, patient transfers for higher care, and inpatient numbers. She also announced that Cate Carl will be the new infection prevention nurse for the Hospital.

## **VIII. ACTION / DISCUSSION ITEMS**

### **A. Monthly Financial Update**

Steve Febus opened the floor for any questions regarding the monthly financial report. There being no questions, Mr. Febus went on to explain how the accounts receivable team is handling the system conversion. He mentioned that an external group is assisting with this process. Next, Mr. Febus gave an overview of how charity care and financial assistance has changed this year and what Pullman Regional Hospital can expect from these new regulations. He highlighted that this will double the Hospital's charity care and will financially impact the organization.

### **B. 2022 Budget Expenditure Modification Resolution**

Steve Febus presented a resolution ratifying the budget expenditure resolution adopted in fall of 2021. Now that 2022 is completed, it is a formality to rectify the changes in the expenditures. Commissioner O'Keefe read resolution #596 for amending Resolution No. 581 that was adopted on November 3, 2021. Commissioner Murphy moved to approve the resolution. Commissioner Karpman seconded the motion and the motion passed unanimously.

### **C. Retired Assets Resolution**

Steve Febus presented a resolution to retire assets. He explained that retiring these assets aids in cleaning out the meditech system before converting to the Work Day platform. Commissioner O'Keefe read resolution 597 for disposing of surplus personal property. Commissioner Karpman moved to approve the resolution. Commissioner Murphy seconded the motion and the motion passed unanimously.

### **D. Reliability Management Update**

Carrie Coen presented the monthly High Reliability Management Update. She reviewed the team and their structure. She highlighted the efforts around policy alignment and educational activities. Additional activities from the team include; external audits, preventive collaborative risk review, the data analyst position, physician peer review program, and the triad review process. She explained that all of these efforts are directed towards seeing and understanding risk which will aid in the next steps to develop a sustainable plan.

### **E. Committee Assignments, Request Form**

President Elbracht requested the Commissioners complete the 2023 Committee Assignments Preference form and return before the month's end. Official assignments will be presented for approval at the regular January meeting of the Board of Commissioners.

### **F. Slate of Officers, Request Form**

President Elbracht requested the Commissioner complete the Board Officer Interest form and return before the middle of December. From these forms, the Governance Committee will create a 2023 Slate of Officers for approval at the regular January meeting of the Board of Commissioners

## **X. ANNOUNCEMENTS**

- A. Work Day Go Live Date – December 17, 2022
- B. Epic Go Live Date – January 28, 2023
- C. Pullman Regional Hospital Gala – February 4, 2023, SEL Event Center
- D. WSHA Advocacy Days

**XI. EXECUTIVE SESSION**

At 7:27 P.M. the President announced that the meeting would go into Executive Session for 20 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.

**XII. OPEN SESSION**

The meeting resumed in Open Session at 7:47 P.M.

A. Credentials Report

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

**XIII. ADJOURNMENT**

The meeting adjourned at 7:47 P.M.

Respectfully submitted by:



Erin Sedam  
Executive Assistant

DocuSigned by:



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