

**REGULAR MEETING  
BOARD OF COMMISSIONERS  
Public Hospital District No. 1-A of Whitman County, Washington  
d/b/a  
Pullman Regional Hospital  
Wednesday, December 6, 2017, 6:00 p.m.  
Conference Room C & D, Pullman Regional Hospital, 835 SE Bishop Blvd.**

Board of Commissioners

P-Tricia Grantham, President  
P-Jeff Elbracht, Vice President  
P-Sandra O'Keefe, Secretary  
E-Jeanne Holstad, Commissioner  
P-Joe Pitzer, Commissioner  
P-Michael Murphy, Commissioner  
P-Margaret Werre, Commissioner

Hospital Personnel

P-Scott K. Adams, CEO  
P-Jeannie Eylar, CCO  
P-Steve Febus, CFO  
P-Bernadette Berney, CHRO  
P-Megan Guido, CMCRO  
E-Dr. Gerald Early, CMIO  
P-Rueben Mayes, CDO  
E-Stephanie Fosback, M.D., Medical Staff President  
P-Erin Sedam, Executive Administrative Assistant  
P-Kelly Brown, Legal Counsel

Guests:

P-Erin Richardson, Director Nutrition Services

**I. CALL TO ORDER**

President Grantham called the meeting to order at 6:02 p.m. Roll call was taken with the following Commissioners answering present: Grantham, Elbracht, Pitzer, O'Keefe, Murphy, and Werre. Commissioner Holstad was excused.

**II. APPROVAL OF MINUTES**

Commissioner Elbracht moved to approve the minutes for the meeting of November 1, 2017, Regular Meeting of the Board. Commissioner O'Keefe seconded the motion and the motion passed unanimously.

**III. MODIFICATIONS TO AGENDA**

An additional item was added to the Action / Discussion portion of the agenda; Item F. Sexual Harassment Policy discussion.

**IV. CONSENT AGENDA**

Commissioner O'Keefe moved to approve the Consent Agenda and Commissioner Werre seconded the motion. The following committee reports were approved unanimously:

- Medical Executive Committee
- Finance Committee
- Quality Improvement Committee
- Governance Committee
- Foundation Board of Directors
- Approval of Warrants
- PRHCN Annual Meeting

**V. BOARD EDUCATION**

**A. Nutrition Services Update – Erin Richardson, Director**

Erin Richardson introduced herself and gave a brief background on her personal and professional history. She presented to the Board of Commissioners her mission with the nutrition services department and the Red Sage Café located at Pullman Regional Hospital. Her goals include empowering her team by improving attitudes and efforts towards accountability. She has already made a few physical changes to the Red Sage Café which includes new dishes and updated wall decals. Ms. Richardson is working towards introducing a new program called “Host Staff”. This program would have food services representatives come visit the hospital’s guests and explain to them the menu and ordering process. This would alleviate this responsibility from the nursing staff. This program is still in the planning phase. Additionally, Ms. Richardson added that she is exploring, with her staff, the best way to implement a new espresso machine and where it should be located.

## **VI. ADMINISTRATIVE UPDATE**

Scott Adams presented the written update and asked if the Board had any questions or needed additional information around the report. There was a question around how the transition away from Que Financial has gone. Steve Febus answered that it has gone very well and that they have found a company out of Spokane that has been providing the needed services adequately. Additionally, there were questions around the Employee Engagement Survey that was recently conducted. It was asked how the departments receive the information and what is expected of them in how they use this data. Bernadette Berney answered that department leaders participated in a webinar with the survey conductors to review the results and how to use the tools they provide to approach areas of improvement. It was also asked why we didn’t have a higher participation rate. Ms. Berney explained that we actually have a high participation rate when comparing similar companies/hospitals and that participation levels could have been effected by the busier time of year the survey was conducted.

## **VII. ACTION / DISCUSSION ITEMS**

### **A. Community Engagement – Jeannie Eylar and Megan Guido**

Jeannie Eylar and Megan Guido presented an informal update around a few areas of community engagement. The Hospital is spearheading an initiative to increase patient and family engagement and gather feedback from their experiences at Pullman Regional Hospital. The survey group would be from patients and families who received pediatric care. These groups will be call “Advisory Councils” and will consist of community members who have had both good and less than ideal experiences at Pullman Regional Hospital and other hospitals. Leanne Kaiser Carlson has suggested that this type of councils can provide very insightful feedback. Megan Guido added that the marketing department continues to explore how they present measurable data to the Board of Commissioners around volunteers, stories and donors. Social Media and digital marketing are measurable ways of evaluating engagement. The Board can look forward to a presentation around Pullman Regional Hospital’s social media marketing at their January regular meeting.

### **B. Financial Update**

Steve Febus referenced the financial report provided in the board packets and opened the floor for any initial questions. He mentioned that the financial team is working on completing a “mini cost report” which should give a more accurate reflection on where the district is at the current time. October was a positive month and the hospital has had a good year so far. Through October the District is just shy of 1.9M. Palouse Pediatrics had a positive month, but this was due to Dr. Riley leaving and is not a physician staffing model that can be sustained.

C. 2018 Strategic Management Plan

Steve Febus reviewed the 2018 Strategic Management Plan which outlined the annual budget for next year. He reviewed the Hospital's budget philosophy, why we conduct a budget setting process, and its importance. Mr. Febus walked the Board through the sections of the 2018 Strategic Management Plan, highlighting a few areas, and then asked if there were any questions. There being no questions, Commissioner Elbracht motioned to accept the 2018 Strategic Management Plan and Commissioner Murphy seconded the motion. The motion carried. President Grantham thanked Mr. Febus and his team for their tremendous work on this plan.

D. PRHCN Management Agreement

Scott Adams provided overview on an agreement between Pullman Regional Hospital and Pullman Regional Hospital Clinical Network. This agreement is designed to help provide a more organized approach to decision making by the clinical network. As the Clinical Network continues to grow in size, they need more time and resources from the hospital's administration. Currently they are not absorbing these costs. This agreement will help the network manage the cost of doing business as well as separate the hospital out from a financial standpoint. President Grantham and Scott Adams met and reviewed the specifics of this agreement and are recommending it for approval from the Board of Commissioners. The agreement outlines the costs that the Network would pay the Hospital for these services. Commissioner O'Keefe moved to approve PRHCN Management Agreement and Commissioner Elbracht seconded the motion. President Grantham recused herself from the vote. The motion was approved unanimously.

E. Resolutions for Authorized Signatures with County Treasure

Steve Febus presented the resolution which would allow the Hospital's newest financial technician to be an authorized signee. Commissioner O'Keefe read resolution #539, authorizing named individuals to sign those documents required for conducting business on behalf of Pullman Regional Hospital through the Whitman County Treasurer's Office such as investments, warrant activity, and fund transfers. The daily transactions for operations through Whitman County Treasurer's Office will be completed by authorized personnel of the Fiscal Services and Human Resources Department. Commissioner Pitzer motioned to accept the resolution and Commissioner O'Keefe seconded the motion. The motion passed.

F. Hospital and Clinical Network Sexual Harassment Policies

The Board of Commissioners discussed having the Governance Committee review the current policies that the Hospital and Clinical Network have in place regarding Sexual Harassment. Once the Governance Committee has had a chance to review, they would then report back to the Board with any recommendations. Commissioner Murphy moved to refer this policy review to the Governance Committee. Commissioner O'Keefe seconded the motion and the motion carried.

## VIII. ANNOUNCEMENTS

A. AHA Leadership Conference, February 4 – 7, 2018, Phoenix, AZ

B. Recognition – Dr. Fosback was recognized with a lifetime achievement as an educator with the University of Washington as well as receiving the title of Internist of the Year. Because Dr. Fosback could not be at this meeting tonight, Scott Adams offered to draft a letter expressing congratulations and appreciation for her excellent service. The Board agreed to have Mr. Adams compose and send a letter to Dr. Fosback.

President Grantham recognized Scott for celebrating his 25<sup>th</sup> Anniversary with the hospital and thanked him for his service and excellent leadership.

**IX. EXECUTIVE SESSION**

Executive session was cancelled as there was no business needing to be discussed.

**X. OPEN SESSION**

Commissioner Elbracht moved to approve the Credentials Report. Commissioner Murphy seconded the motion. The motion passed unanimously.

**X. MEETING EVALUATION**

The President reminded the Commissioners to complete the meeting evaluation.

**XI. ADJOURNMENT**

The meeting adjourned at 7:35 P.M.

Respectfully submitted by:



Erin Sedam  
Executive Administrative Assistant



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