

**SPECIAL MEETING  
BOARD OF COMMISSIONERS  
Public Hospital District No. 1-A of Whitman County, Washington  
d/b/a  
Pullman Regional Hospital  
Monday, April 9, 2018, 12:00 p.m.  
Conference Room A & B, Pullman Regional Hospital, 835 SE Bishop Blvd.**

Board of Commissioners

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

Guests:

P-Judy Stone, LOWV  
P-Elizabeth Hillman, Pullman Regional Hospital

Hospital Personnel

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

**I. CALL TO ORDER**

President Grantham called the meeting to order at 12:01 p.m. Roll call was taken with the following Commissioners answering present: Grantham, Elbracht, Pitzer, Murphy, Werre, and Karpman. Commissioner O'Keefe was excused.

**II. APPROVAL OF MINUTES**

Commissioner Werre's last name was spelled wrong in the Open Session section. Commissioner Murphy moved to approve the minutes as corrected for the meeting of March 7, 2018, Regular Meeting of the Board. Commissioner Pitzer seconded the motion and the motion passed unanimously.

**III. CONSENT AGENDA**

Commissioner Murphy moved to approve the Consent Agenda and Commissioner Pitzer 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

**IV. BOARD EDUCATION**

Elizabeth Hillman, who is the Director of the Care Coordination department at Pullman Regional Hospital, was invited to give a presentation to the Board of Commissioners regarding updates in her department. Ms. Hillman presented on staffing changes in her department, including herself transitioning from interim director to the permanent position in November 2017. She also provided updates around various programs within her department. She highlighted efforts in transitional and palliative care and the coordinating that must happen between patients, providers, and other community services to have a success outcome.

**V. ADMINISTRATIVE UPDATE**

Scott Adams presented the written update and asked if the Board had any questions or needed additional information around the report. Mr. Adams added a verbal editorial comment regarding the trends within the American healthcare system. Efforts are being made to move to a “well person” system, but financing this approach is still unclear. This is presenting some challenging transitions, but Mr. Adams feels this is doing the right thing for our population. There were no questions from the Commissioners regarding the written report.

## VI. ACTION / DISCUSSION ITEMS

### A. Clinical Quality Report

Jeannie Eylar presented the Clinical Quality Report for fiscal year 2017’s 4<sup>th</sup> quarter. She reviewed with the Commissioners a few highlights from the 4<sup>th</sup> quarter’s data. In addition to highlighted data on the report, Ms. Eylar reviewed the “Always Commitment” Pullman Regional Hospital asks of its employees. That commitment is to always scan medicines before administering and to always wash their hands. When reviewing the birthplace data, there was some conversation around cesarean section deliveries. Ms. Eylar noted efforts being made to bring more education to providers and patients around C-section deliveries and the best delivery options to help lower Pullman Regional Hospital’s numbers. Dr. Adkins shared some insights from a provider standpoint and a different way to get more accurate trending data. Commissioner Murphy moved to approve Clinical Quality Report for 2017 4<sup>th</sup> Quarter. Commissioner Pitzer seconded the motion and the motion passed unanimously.

### B. Safety Report

Bernadette Berney presented the Safety Report for 2017. She gave an overview of some changes that have occurred with this committee. One significant change is that the name of the committee has changed to Safety Committee from Environment of Care. Environment of Care was a term associated with the Joint Commission and since Pullman Regional Hospital is no longer connected with the Joint Commission, the Committee used this opportunity to realign with the Washington State Department of Health (DOH) and the DNV Accreditation with the name “Safety Committee”. Additionally she reported that Pullman Regional Hospital hired a Safety Coordinator, Hannah Kimball, last year to oversee these activities. The DNV Accreditation has seven areas of focus under physical environment. This report is organized to show the efforts made by the Safety Committee in these seven areas. Ms. Berney gave the top highlights from each of these seven areas. Those areas are Life Safety Management, Safety Management, Security Management, Hazardous Materials, Emergency Management, Medical Equipment Management, and Utility Management. Additionally, Ms. Berney reviewed the physical environment measures which were included with the report. Commissioner Werre moved to approve Safety Report for 2017. Commissioner Elbracht seconded the motion and the motion passed unanimously.

### C. Financial Report

Steve Febus provided a financial update for the first two months of 2018. He reported that the hospital is in good standings financially. He explained that cash days are down to 63 and accounts receivable is at 43 days outstanding, which is a little high. The cash flow overall is strong, but there is room for improvement. Mr. Febus also reported that the CMS audit is currently underway with 22 claims being reviewed. CMS will not pay the hospital the amount owed until their review is finalized. This hold is contributing to the higher than usual AR days. The first phase of this audit will be completed around June 2018. Their findings from phase one will determine if there is a need for a phase two. Mr. Febus does not anticipate a phase two. An additional audit through the HRSA will be taking place next week and information regarding those results will be provided to the Board when they are compiled.

### D. Same Day Services Expansion Award Bid

Steve Febus gave a presentation around the Same Day Services Expansion project. He reviewed with the Commissioner the four company bids that Design West put together for Pullman Regional Hospital. The Hospital has decided to not move forward with the “alternative bid” piece any more. Mr. Febus reviewed

some options to keep in mind as we decide how we want to move forward as well as the alternative funding considerations. Three avenues to fund this project would be cash, philanthropic donations, and borrowing. Mr. Febus explained how the borrowing piece could look related to filling the gap of the LTGO Tax levy and have an even amount payment over the next 20 years. There is still negotiations that need to take place before having a more finalized funding plan, but there is a sense of urgency to select a contractor to begin the work. Scott Adams recommended the Board approve the lowest bidder subject to securing financing and to authorize the Administrator to execute contracts as financing becomes available. Commissioner Murphy moved to accept the bid of Wellens Farwell for the Same Day Surgery Services Expansion in the amount of \$2,716,221 subject to securing financing and to authorize the Administrator to sign the construction contract with Wellens Farwell when financing is available. Commissioner Werre seconded the motion. The motion passed unanimously.

E. Conflict of Interest Statements

President Grantham asked the Commissioners to please complete their Conflict of Interest Statements and return to Administration. This is an annual activity the Commissioners participate in and helps bring any potential issues to attention. Commissioner Mike Murphy addressed a concern with some verbiage in the Conflict of Interest Statement. He highlighted the word "relative" and that this word offers varying degrees on its interpretation. His suggestion was to have more specific language. The Governance Committee with the assistance from legal counsel will review further at their next meeting.

F. Debrief Recent Commissioner Selection Process

Commissioner Margaret Werre informed the Board that the Governance Committee reviewed the recent commissioner selection process at their March committee meeting. She discussed some of the opportunities for improvement that the Governance Committee came up with for any future Commissioner selections processes. These suggestions can be found in the Governance Committee minutes from March 20, 2018. Scott Adams recommended that administration staff develop these options further and bring back to the Board for final approval. The Board agreed to this suggestion.

G. Community Members on Board Committees

Commissioner Margaret Werre presented to the Board the concept of having community members serve on Board Committees. There was some conversation around whether this can be accomplished through the Patient Family Advisory Councils (PFAC) that Jeannie Eylar is organizing. Some guidelines that were discussed should the Board want to move forward with inviting community members to serve on Board Committees were that it would be a volunteer position, the member would not be able to vote or take action, and they would serve for a one year trial period. Some questions the Board had were how to select these community members and how to insure confidentiality with information they receive. Scott Adams recommended the Governance Committee pursue more information to present a further recommendation to the Board.

H. June Planning Session & July Meeting Dates

Scott Adams gave an introduction to a proposed planning session in the June timeframe. This would be a planning session the Commissioners would be invited to attend and would discuss the comprehensive funding and project planning for future projects. It will likely be for a half day, sometime after the June regular meeting, but before end of the month. President Grantham asked Erin Sedam to work with Commissioners on their availability to find a time where most could attend.

President Grantham brought to the attention of the Commissioners that their regularly scheduled board meeting in July falls on Independence Day. The Commissioners agreed that the meeting should be moved to avoid conflicting schedules, but no date was determined. President Grantham will revisit this topic at the regular meeting in June to determine a good time to meet.

## VII. ANNOUNCEMENTS

- A. PDC Filing, April 16th
- B. WSHA CEO and Trustee Summit, Seattle, April 30th
- C. Foundation Stewardship Event and BBQ, Lawson Gardens, June 14<sup>th</sup>
- D. Annual Rural Hospital Leadership Conference, Chelan, June 24th – 27<sup>th</sup>

**VIII. EXECUTIVE SESSION**

After a 5 minutes recess at 2:18 P.M. the President announced that meeting would go into Executive Session for 20 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, real estate considerations, and consult with legal counsel. At 2:38 P.M. the President announced that the Executive Session would continue for another 2 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.

**IX. OPEN SESSION**

The meeting resumed in Open Session at 2:40 P.M. Commissioner Werre moved to accept the Credentials Report and grant the application for appointment to the Allied Health Medical Staff with privileges as Nurse Anesthetist submitted by Charles C. Daniels, CRNA, and grant the applications for reappointment to the Allied Health Medical Staff, the Associate Medical Staff, the Active Medical Staff, and the Consulting Medical Staff, all with the privileges as stated, and to grant extensions for the Telepsych Providers through the May Board meeting, all as stated in the Credentials Report. Commissioner Murphy seconded the motion. The motion passed unanimously.

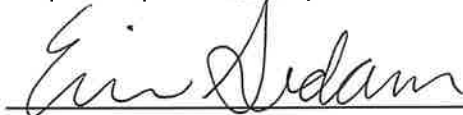
**X. MEETING EVALUATION**

The President reminded the Commissioners to complete the meeting evaluation.

**XI. ADJOURNMENT**

The meeting adjourned at 2:44 P.M.

Respectfully submitted by:



Erin Sedam  
Executive Administrative Assistant



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