

REGULAR MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a
Pullman Regional Hospital
Wednesday, May 1, 2024 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
E-PJ Sanchez, Commissioner
P-Cheryl Oliver, Commissioner

Hospital Personnel

P-Matt Forge, CEO
P-Jeannie Eylar, CCO
P-Steve Febus, CFO
P-Bernadette Berney, CHRO
P-Carrie Coen, CRO
P-Nancy Panko, M.D., Medical Staff President
P-Karly Port, CPSO
P-Edwin Tingstad, M.D., CMO
P-Erin Sedam, Executive Assistant
P-Linda Infranco, Executive Director
P-Alison Weigley, External Relations Director
P-Rob Rembert, Legal Counsel

Guests:

Lennis Boyer Watts	Ned Warnick
Paul Nelson	Stephen Hall
Wayne Druffel	iPad(2)
Jade Stellmon	509.432.4848
Pete Mikkelsen	

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

A. Commissioner O'Keefe moved to approve the minutes for the regular meeting of April 3, 2024. Commissioner Karpman seconded the motion and the motion passed unanimously.

III. MODIFICATIONS TO AGENDA

Steve Febus requested an action item be added to the second open session titled bank building.

IV. CONSENT AGENDA

Commissioner Pitzer 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
- 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. With no public attendees wishing to provide comments, President Elbracht closed the public comment period.

VI. BOARD EDUCATION

A. Quality Department Leader Introduction

Paul Nelsen, the Quality Department Director, introduced himself to the Board and provided an overview of the Quality program. He highlighted the aspects that fall under quality resources, which include accreditation, regulatory, risk, and grievances. He noted that also within the quality program are clinical informatics, infection prevention and control, safety and security, employee health and wellness, and clinical/quality data. Mr. Nelson gave a high-level overview of the efforts moving forward in the quality department.

VII. ADMINISTRATION UPDATE

Matt Forge presented the April Administrative Update and asked if there were any questions on the written report. Mr. Forge offered gratitude towards his team and the work they've been doing lately. He specifically called out the efforts around developing and standardizing how the organization takes on new services lines. This work initially began in the third quarter of last year and the program is now being implemented throughout the organization. The systematic approach helps all within the organization consider all the various aspects of bringing on any new services line as well as creates transparency through the implementation.

VIII. ACTION / DISCUSSION

A. Expansion Update

Ned Warnick with Design West provided an update on the expansion project. He reviewed the project schedule, provided history around the schematic design process, previewed the final schematic design plans, and discussed next steps with the general contractor.

B. Reliability Management Update – Monthly

Carrie Coen presented the latest strategic dashboard. She went on to provide a more detailed presentation on the new event reporting system. She provided some historical background that led the organization to the decision to implement a new system, the processes taken to determine the new system, and an update on how implementation of the new system is going. She also shared the platform naming opportunity for staff to engage in the project. The winning name is Care Alert. Mrs. Coen concluded with an overview of the next steps the reliability team will be conducting to ensure continued success with the new system.

C. Financial Update – Monthly

Steve Febus asked if there were any questions on the financial report. He reported that through the month of March the total margin is at 3%, days cash are 120, and accounts receivable days are at 78.

D. Foundation Update - Quarterly

Linda Infranco provided the Board with a quarterly update from the Foundation. She highlighted activities related to expansion fundraising, efforts around donor acquisition, and engagement in fundraising events. Additionally, she reviewed the 2024 fundraising dashboard, noting year to date metrics as they related to their annual goals.

E. Petty Cash Resolution

Steve Febus explained that petty cash resolution is to reduce the amount needed at the pediatrics clinics. The resolution would change the amount. Commissioner O'Keefe read the resolution #610 regarding creation of petty cash funds for the District. Commissioner Pitzer moved to approve the resolution. Commissioner Karpman seconded the motion and the motion passed unanimously.

IX. ANNOUNCEMENTS

- A. PRHF Year-end meeting, June 14th, Palouse Ridge
- B. 2024 AWPFD & WSHA Rural Hospital Leadership Conference, June 23rd – 26th, Chelan, WA
- C. Alternative date for July meeting

X. EXECUTIVE SESSION

At 7:26p President Elbracht announced that the meeting would go into Executive Session for 15 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.

XI. OPEN SESSION

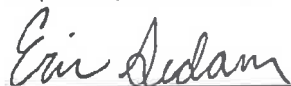
The meeting resumed in Open Session at 7:41p.

- A. Credentials Report - Commissioner O'Keefe moved to approve the credentials. Vice President Grantham seconded the motion and the motion passed unanimously.
- B. Bank Building – Commissioner Pitzer authorized Matt Forge to execute on the contractor work for the bank building up to \$500,000.00. Vice President Grantham seconded the motion and the motion passed unanimously.

XII. ADJOURNMENT

The meeting adjourned at 7:42p.

Respectfully submitted by:



Erin Sedam
Executive Assistant



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