

REGULAR MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a
Pullman Regional Hospital
Wednesday, June 5, 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
P-PJ Sanchez, Commissioner
E-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:

Jade Stellmon
iPhone

I. CALL TO ORDER

President Elbracht called the meeting to order at 6:00p. Roll call was taken with the following Commissioners answering present: Elbracht, Grantham, O'Keefe, Pitzer, Karpman, and Sanchez. Commissioner Oliver was excused.

II. APPROVAL OF MINUTES

A. Commissioner Pitzer moved to approve the minutes for the regular meeting of May 1, 2024 and the special meeting of May 22, 2024. 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 Pitzer seconded the motion. The following committee reports were approved unanimously.

- Medical Executive Committee
- Finance Committee
- Quality Management Services 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. HIPAA / Corporate Compliance Training

Carrie Coen provided the Board with a HIPAA education and training presentation. She highlighted roles, rules, and requirements. She explained in more detail the specifics between privacy and security as it relates to HIPAA. Additionally, she spoke to the efforts Pullman Regional is taking to ensure and improve our HIPAA activities.

VII. ADMINISTRATION UPDATE

Matt Forge presented the May Administrative Update and asked if there were any questions on the written report. There was some conversation around the Quality Management System Organization Chart. The Commissioners felt this was helpful to understand the reporting structure for these committees. Alison Weigley distributed the "On the Palouse" visitors guide, which highlights a full-page

ad for Pullman Regional's services on page 2. There was some conversation around the recent congressional hearings and the potential negative impact of those conversations on hospitals, both at the local and state level.

VIII. ACTION / DISCUSSION

A. Expansion Update

Ned Warnick with Design West provided an update on the expansion project. He provided the Commissioners with an update on the schematic design plans, including some exterior building concepts. Additionally, Mr. Warnick provided some preliminary drafts of how the project will be accomplished over several phases.

B. Reliability Management Update – Quarterly

This agenda item was covered as part of the Board Education agenda topic.

C. Financial Update – Monthly

Steve Febus asked if there were any questions on the financial report. Hearing no questions, Mr. Febus continued on to the next agenda item.

D. CAPEX Lease Consideration

Steve Febus presented the Commissioners with an overview of the Capital Expenditures (CAPEX) 2024 estimated monthly purchase allocation. He explained that these items are added to the list as they meet a certain threshold and are submitted for consideration through the SBAR process. He went on to say that lines on the table that are red will likely be addressed through the expansion project and are not included in the final numbers. Mr. Febus explained that he is seeking approval from the Board to pursue a 60-month capital lease with Insight Financial Services to help with cash flow to address CAPEX needs. Commissioner O'Keefe motioned to authorize Matt to proceed with a capital lease from Insight Financial Services. Commissioner Sanchez seconded the motion and the motion passed unanimously.

E. CRNA Privilege Form

Dr. Nancy Panko presented the revised CRNA privilege form at the recommendation of the Medical Executive Committee. The form now delineates the privileges for pain intervention procedures in more depth. Commissioner Grantham moved to approve the CRNA Privilege Form. Commissioner Karpman seconded the motion and the motion passed unanimously.

F. Infection Prevention Nurse Delegation

Dr. Nancy Panko presented the recommendation from the Medical Executive Committee to establish Anna Henderson as the nurse delegate for infection prevention. Commissioner O'Keefe moved to approve the infection prevention nurse delegation recommendation. Commissioner Karpman seconded the motion and the motion passed unanimously.

G. Regular July Meeting Cancellation

President Elbracht suggested cancelling the regular July meeting due to conflicts with the holiday. The Commissioners agreed to cancel this meeting and continue with their regularly scheduled monthly meeting in August.

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. Welcome BBQ for New Residents, June 26th, Home of Amy Rogers

X. EXECUTIVE SESSION

At 7:02p President Elbracht 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.

XI. OPEN SESSION

The meeting resumed in Open Session at 7:22p.

A. Credentials Report - Commissioner Pitzer moved to approve the credentials. Commissioner O'Keefe seconded the motion and the motion passed unanimously.

B. Proposed Land Acquisition – Commissioner Pitzer authorized Administration to proceed with the land proposed land purchase. Commissioner Sanchez seconded the motion and the motion passed unanimously.

XII. ADJOURNMENT

The meeting adjourned at 7:23p.

Respectfully submitted by:



Erin Sedam
Executive Assistant



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