

REGULAR MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a
Pullman Regional Hospital
Wednesday, August 7, 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
P-Cheryl Oliver, Commissioner

Guests:

iPad(2)
Lennis Boyer, LOWV Representative
Dave Gibney, Community Member

Hospital Personnel

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

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, Sanchez, and Oliver.

II. APPROVAL OF MINUTES

A. Commissioner Karpman moved to approve the minutes for the regular meeting of June 5, 2024. Commissioner O'Keefe seconded the motion and the motion passed unanimously.

III. MODIFICATIONS TO AGENDA

There were modifications to the agenda. President Elbracht requested to omit the reliability update this month. This report will move to quarterly. Additional, President Elbracht asked that CEO Evaluation be added to the agenda after open session.

IV. CONSENT AGENDA

Commissioner Pitzer requested a date correction on June Quality Management Services minutes. With that revision, Commissioner Pitzer moved to approve the consent agenda. Commissioner O'Keefe seconded the motion. The following committee reports were approved unanimously.

- Medical Executive Committee – June
- Medical Executive Committee – July
- Finance Committee – August
- Quality Management Services Committee – June
- Quality Management Services Committee – July
- Governance Committee – June
- Governance Committee – July
- Strategic Planning Committee – July
- Foundation Board of Directors – June
- Approval of Warrants – May
- Approval of Warrants – June

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. Dave Gibney, a Pullman resident, addressed the Board. He expressed his concerns regarding his experience at the Hospital earlier this year. He stated that he was denied procedure due to needing a ride home after and being told that a cab would not be sufficient. No other comments were made from the public in attendance. President Elbracht closed the floor for comments.

VI. BOARD EDUCATION

- A. AWPHD & WSHA Conference Recap

Matt Forge and the Commissioners who attended the Association of Washington Public Hospital Districts (AWPHD) and Washington State Hospital Association (WSHA) annual conference provided a review of the sessions. The attendees felt the sessions and topics were relevant to what Pullman Regional Hospital is experiencing and providing some interesting insights and suggestions for navigating certain scenarios. They also found comfort in knowing that many of the suggestions were ones Pullman Regional is already doing.

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 difference between the grateful patient program and the guardian angel program. Additionally, there was further explanation around the Volunteer program at Pullman Regional and how we engage with Washington State University students.

VIII. ACTION / DISCUSSION

A. Expansion Update

Ned Warnick with Design West provided an update on the expansion project. He provided a high-level overview of the project's timeline and next steps. Additionally, Mr. Warnick explained the project scope adjustments to best meet budgetary considerations. He explained that the goals of the overall project remain with the scope realignment as well as some major benefits associated with these revisions.

B. Financial Update – 2nd Quarter

Steve Febus asked if there were any questions from the financial report. He explained that the total margin is a -0.1%, days cash is 123, and account receivable days are 63. He went on to explain some of the highlights from the 2nd quarter that impacted these financial outcomes including; onboarding Palouse Medical, the WSU Sports Medicine service agreements, and the expansion project.

C. Foundation Update – 2nd Quarter

Linda Infranco provided an overview of the Foundation's activities in the 2nd quarter. She highlighted the events, both internally and externally, that the Foundation and donors participated in. Additionally, she reviewed the year-to-date metrics for fundraising goals, dollars received, costs to raise a dollar, and a few other key indicators. Lastly, she explained the efforts around fundraising specifically for the expansion project.

D. Boardpaq Retiring

Erin Sedam explained to the group that the Boardpaq platform utilized for electronic board packet distribution is retiring. She explained timelines and next steps for moving to the new platform, BoardEffect.

E. WSU Sports Medicine Partnership

Matt Forge provided the Commissioners with an update around the Washington State University and Pullman Regional Hospital sports medicine partnership. He explained that, through the leadership of Karly Port and Steve Febus, all the contracts have been executed. He went on to reiterate some of the benefits of this program and partnership, including how it will be a great pipeline for orthopedic and athletic training as well as continual improvement as a teaching hospital.

IX. ANNOUNCEMENTS

- A. Pullman Regional & WSU Football Game, September 7th
- B. 2024 WSHA Rural Advocacy Days, September 16th – 18th, Washington, D.C.
- C. Strategic Planning Retreat – TBD Fall (October)

X. EXECUTIVE SESSION

At 8:04p 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. At 8:24p, President Elbracht announced that executive session would extend for another 5 minutes. At 8:29p, President Elbracht announced that executive session would extend for another 5 minutes. At 8:39p, President Elbracht announced that executive session would extend for another 5 minutes. At 8:44p, President Elbracht announced that executive session would extend for another 5 minutes. At 8:49p, President Elbracht announced that executive session would extend for another 10 minutes.

XI. OPEN SESSION

The meeting resumed in Open Session at 8:59p.

- A. Credentials Report - Commissioner Pitzer moved to approve the credentials report from June. Commissioner Sanchez seconded the motion and the motion passed unanimously. Commissioner Pitzer moved to approve the credentials report from July. Vice President Grantham seconded the motion and the motion passed unanimously.
- B. CEO Evaluation – Commissioner O’Keefe moved to accept the CEO Evaluation as completed. Commissioner Pitzer seconded the motion and the motion passed unanimously.

XII. ADJOURNMENT

The meeting adjourned at 9:01p.

Respectfully submitted by:



Erin Sedam
Executive Assistant

Signed by:



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