

**REGULAR MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a
Pullman Regional Hospital
Wednesday, September 4, 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

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-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

Guests:

Ned Warnick
Elizabeth Lerandeau

I. CALL TO ORDER

President Elbracht called the meeting to order at 6:03p. 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 August 7, 2024. Commissioner Sanchez 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 O'Keefe seconded the motion. The following committee reports were approved unanimously.

- Medical Executive Committee
- Finance Committee
- Quality Management Services Committee
- Governance Committee
- Strategic Planning Committee
- Approval of Warrants

V. PUBLIC COMMENT

President Elbracht opened the floor for public comment. No comments were made by the public in attendance. President Elbracht closed the floor for comments.

VI. BOARD EDUCATION

A. Integrated Behavioral Health

Elizabeth Lerandeau gave an educational presentation on integrated behavioral health at Pullman Regional. She explained that this model of care is team based across the medical team. She went on to explain the benefits this model of care has for both the patient and the system they receive care in.

B. HIPAA Training Discussion

Carrie Coen inquired with the Commissioners about their interest in conducting formal HIPAA training with the Board. The group felt that this is important and should be managed through the governance committee, beginning next year.

VII. ADMINISTRATION UPDATE

Matt Forge presented the June & July Administrative Update and asked if there were any questions on the written report. There was some conversation around the Quarter Conversations initiative, which is designed to have each employee have a meaningful conversation with their manager. Additionally, the group discussed the efforts around standardize process maps for the organization.

VIII. ACTION / DISCUSSION

- A. Expansion Update
Ned Warnick with Design West provided an update on the expansion project. He shared the overall timeline for the project, highlighting the work that's been completed and what's to come. He presented some exterior design concepts for the new emergency department entrance. Additionally, he explained how the construction phasing is starting to be organized to minimize disruption.
- B. Financial Update – Monthly
Steve Febus asked if there were any questions from the financial report. Mr. Febus provided detailed information about the July financials. He explained that this was a challenging month for the district. Physician vacation, transitions with orthopedic surgeons, and increased staffing costs with Palouse Medical all contributed to the financial performance.
- C. A&E Contract
Steve Febus presented the Architect and Engineering amended services agreement for the Board to consider authorizing Matt Forge to sign. The amendment addresses adjustments in fees and the schedule of the payments.
- D. WSU Sports Medicine Update
Matt Forge provided the Board with an update on the activities with the Washington State University sports medicine program. He informed the group of the provider recruitment activities and the efforts of evaluation for continual improvement.
- E. Strategic Planning Retreat
Matt Forge suggested conducting the Strategic Planning Retreat on either October 17th or October 22nd. The Board felt like the 22nd worked better with their schedules. Erin Sedam will send out the calendar invite.

IX. ANNOUNCEMENTS

- A. Pullman Regional & WSU Football Game, September 7th
- B. PRH Foundation Board of Directors Retreat, September 18th, WSU Culture Center
- C. Strategic Planning Retreat – TBD Fall (October)

X. EXECUTIVE SESSION

At 7:29p 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.

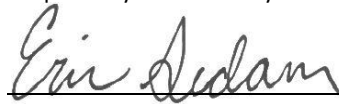
XI. OPEN SESSION

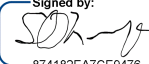
The meeting resumed in Open Session at 7:44p.

XII. ADJOURNMENT

The meeting adjourned at 7:44p.

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.)