

REGULAR MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a
Pullman Regional Hospital
Wednesday, November 6, 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
E-Joe Pitzer, Commissioner
P-Karen Karpman, Commissioner
P-PJ Sanchez, Commissioner
P-Cheryl Oliver, Commissioner

Guests:

Justin Peters, Assistant CFO
Wayne Druffel
Dave Williams
Stephen Hall, MD
Lennis Boyer, LOWV
iPad (2), unknown

Hospital Personnel

P-Matt Forge, CEO
P-Jeannie Eylar, CCO
P-Steve Febus, CFO
E-Bernadette Berney, CHRO
E-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
E-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, Karpman, Sanchez, and Oliver. Commissioner Pitzer was excused from the meeting.

II. APPROVAL OF MINUTES

A. Commissioner Sanchez moved to approve the minutes for the special meeting of October 17, 2024. Commissioner Oliver seconded the motion, and the motion passed unanimously.

III. MODIFICATIONS TO AGENDA

There were no modifications to the agenda.

IV. CONSENT AGENDA

Commissioner Grantham moved to approve the consent agenda. Commissioner Sanchez seconded the motion. The following committee reports were approved unanimously.

- Medical Executive Committee
- Finance Committee
- Quality Management Services Committee
- Governance Committee
- Foundation Board of Directors
- 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. PUBLIC HEARING: PROPOSED 2025 BUDGET

President Elbracht opened the floor for a public hearing regarding the proposed 2025 budget. No comments were made by the public in attendance. President Elbracht closed the floor for comments.

VII. BOARD EDUCATION

A. Community Updates

Dr. Stephen Hall provided the Board with an update on the Washington State University Family Medicine Residency program. He reported that the program received continued accreditation status after a thorough review process by the ACGME. Dr. Hall thanked the Hospital Board for their continued support of the program, which has led to this successful

milestone. He also explained that they are in the process of interviewing the third class of incoming residents, hiring more faculty to support the increased number of residents, and that current residents are already expressing interest in staying in the community after completing the program. Lastly, he noted that the program is seeing a significant number of patients and visits to the clinic, which has positively impacted access to care in the community.

VIII. ADMINISTRATION UPDATE

Matt Forge presented the October Administrative Update and asked if there were any questions about the written report. There was some discussion around the Medical Student AI-assisted technology.

IX. ACTION / DISCUSSION

A. Strategic Management and Budget Plan

Steve Febus explained to the Board that state-mandated RCWs require public hospital districts to establish levy taxes with the county office by a certain time. To meet this deadline, Mr. Febus presented the 2025 Strategic Management and Budget Plan for the Board's consideration. He went on to explain that the budget is the best-educated guess for the following year and that, as circumstances change, the budget will adjust accordingly. He outlined the process of developing the budget and highlighted the tax levy section, noting the Special UTGO levy at \$1,911,158 and the Regular M&O levy at \$713,163, totaling \$2,624,321. Vice President Grantham moved to adopt the Strategic Management and Budget Plan for 2025. Commissioner Sanchez seconded the motion, and the motion passed unanimously..

B. Budget Resolution – Overall Taxes

Jeff Elbracht read resolution #615 adopting a budget for the District, fixing the final amount of expenditure for the ensuing year and providing for the levy of a tax on all taxable property with the District. Vice President Grantham moved to approve the resolution. Commissioner Sanchez seconded the motion, and the motion passed unanimously.

C. Budget Resolution – Levy Increase

Jeff Elbracht read resolution #616 stating that PHD No. 1-A of Whitman Count has met and considered its budget for the calendar year 2025 and the districts actual levy amount from the previous year was \$697,302.00 and the population of this district is more than 10,000 and now, therefore, be it resolved by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collecting the 2025 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$6973.02 which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, and annexations that have occurred and refunds made. Commissioner Oliver moved to approve the resolution. Vice President Grantham seconded the motion, and the motion passed unanimously.

D. Financial Update – 3rd Quarter

Steve Febus provided the Board with a financial performance overview of the Hospital District. The Board had a lengthy discussion about the financials and the corrective actions in place to improve performance.

E. Foundation Update – 3rd Quarter

Linda Infranco provided the Board with an update on the activities of the Foundation for the 3rd Quarter. She highlighted key events, including the Golf Tournament, Auto Dealers for Health, CEO Circle Dinner, and a Foundation Board of Directors retreat. She also discussed the donor engagements that took place during this period and explained the strategic management plan for 2025, along with the associated fundraising goals.

F. Expansion Update

Matt Forge provided the Board with an update on the expansion project, including the following points:

- The design and construction teams continue to make progress on the project. The next milestone will be the completion of the design development phase at the end of this month.
- The construction team has added Apollo Mechanical and Energized Electric sub-contractors to the GC/CM team. Both of these contractors have extensive medical experience and strong relationships with both Bouten and Design West.
- Progress has focused on refining design details, confirming construction phasing logistics, and maintaining a balance between funding and costs.
- The design team has started early coordination with both the City of Pullman and the Washington Department of Health, Construction Review Services. This will be an extensive effort to move through these review processes. DOH's perspective on PRH's overall program is that it is much more like a large hospital than a rural critical access hospital (which is considered a compliment).
- Near-future tasks include confirming remaining design details and phasing logistics with departments, coordinating furnishings, fixtures, and equipment (FFE) scope, and defining a balanced funding/cost model.
- A more extensive progress update is expected at the Board's December meeting.

G. **January Board Meeting Date**

President Elbracht proposed moving the January meeting from its usual cadence (the 1st Wednesday of the month) to one week later, on January 8th, since January 1st is a holiday. This meeting will be considered a special meeting due to its change in timing.

X. **ANNOUNCEMENTS**

- A. Jeannie Eylar's Retirement Celebration, November 15th, Conference Rooms C&D
- B. PRHF Gala, February 1st, SEL Event Center
- C. Rural Advocacy Day, February 11th, Olympia, WA

XI. **EXECUTIVE SESSION**

At 8:00p President Elbracht announced that the meeting would go into Executive Session for 10 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.

XII. **OPEN SESSION**

The meeting resumed in Open Session at 8:10p.

A. **Credentials Report**

Vice President Grantham moved to approve the Credentials Report. Commissioner Karpman seconded the motion and the motion passed unanimously.

XIII. **ADJOURNMENT**

The meeting adjourned at 8:11p.

Respectfully submitted by:



Erin Sedam
Executive Assistant



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