

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

Pullman Regional Hospital

Wednesday, December 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
E-Sandra O'Keefe, Secretary
P-Joe Pitzer, Commissioner
E-Karen Karpman, Commissioner
P-PJ Sanchez, Commissioner
P-Cheryl Oliver, Commissioner

Guests:

Ned Warnick, Design West
Lennis Boyer, LOWV
Dusty Johnston
Lisa Cordoror

Hospital Personnel

P-Matt Forge, CEO
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
E-Alison Weigley, External Relations Director
P-Rob Rembert, Legal Counsel

I. CALL TO ORDER

President Elbracht called the meeting to order at 6:01p. Roll call was taken with the following Commissioners answering present: Elbracht, Grantham, Pitzer, Sanchez, and Oliver. Commissioner O'Keefe and Commissioner Karpman were excused from the meeting.

II. APPROVAL OF MINUTES

A. Commissioner Sanchez moved to approve the minutes for the regular meeting of November 6, 2024. Commissioner Oliver seconded the motion, and the motion passed unanimously.

MODIFICATIONS TO AGENDA

Finance Committee did not meet; Therefore, minutes will not be on Consent Agenda as originally planned. President Elbracht requested an announcement around the Board position vacancy be part of the announcements.

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
- Governance Committee
- Strategic Planning 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. BOARD EDUCATION

A. Same Day Services

Dustene Johnston, Director of Same Day Services and Lisa Cordodor, Director of Surgical Services provided the Commissioners with a presentation around the Ambulatory and Procedural Service Collaboration between the two departments. They specifically highlighted the efforts of collaboration around endoscopy and pain management and the positive impact this effort has had on the results in these areas.

VII. ADMINISTRATION UPDATE

Matt Forge presented the November Administrative Update and asked if there were any questions about the written report. Mr. Forge acknowledged the recent service for Zion Bischoff, the son of a hospital employee who was tragically killed in a car accident. There was some additional conversation around the CareAlert system and how the organization responds to incidents. Lastly, Commissioner Oliver mentioned upcoming ADA compliances related to websites that the hospital may be applicable to meet.

VIII. ACTION / DISCUSSION

- A. Expansion Project Update
Ned Warnick provided the Board with an update on the Expansion Project. He reviewed the overall timeline of the project and the status of recent activities. Additionally, he spoke to the phasing plans and some on going considerations around budget as it relates to the scope of the project.
- B. Financial Update
Steve Febus explained that the December Finance Committee was cancelled this month. He went on to review the October financial report. He also explained the recent charge description master training conducted for all department leaders. This training is to help with efficient billing and create ownership around the accuracy of charges. Additionally, there was some conversation around how AI is currently being used within the revenue cycle and what opportunities may be coming with this evolving technology.
- C. Committee Assignments
President Elbracht requested that the Commissioner complete their committee preferences for the upcoming calendar year. President Elbracht will review the preferences and create the assignments. This will be reviewed at the January Board meeting.
- D. Board Officer Interest Forms
President Elbracht asked the Commissioners to complete the Board Officer Interest Form, where they can indicate any officer positions they are interested in serving. The options are President, Vice President, and Secretary. He informed the Board that the Governance Committee will be creating a slate of officers for 2025. The slate will be presented at the January board meeting.

IX. ANNOUNCEMENTS

- A. 20th Anniversary Party, December 13th, 6:00p – 8:00p, Senior Cub Ballroom at WSU
- B. Special Board of Commissioner Meeting, January 8th
- C. PRHF Gala, February 1st, SEL Event Center
- D. Rural Advocacy Day, February 11th, Olympia, WA
- E. NW Rural Health Conference, Davenport, Spokane, March 2025.
- F. Sandy's resignation – 12/31 last day. Interview at January meeting. Applications due 12/20.
- G. Acknowledge Sandy for 16 years on the Board.

X. EXECUTIVE SESSION

At 7:10p 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.

XI. OPEN SESSION

The meeting resumed in Open Session at 7:20p.

- A. Credentials Report
Vice President Grantham moved to approve the Credentials Report. Commissioner Sanchez seconded the motion, and the motion passed unanimously.

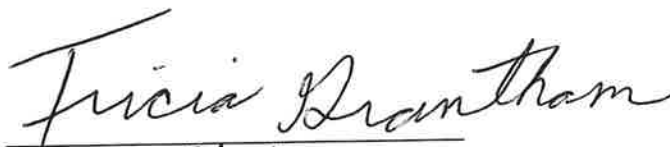
XII. ADJOURNMENT

The meeting adjourned at 7:21p.

Respectfully submitted by:



Erin Sedam
Executive Assistant



~~Secretary~~ President
Board of Commissioners
(Minutes are not officially approved until the next Board Meeting.)