

REGULAR MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a
Pullman Regional Hospital
Wednesday, February 5, 2025 at 6:00 PM In-Person or Virtually by Zoom

Board of Commissioners

P-Tricia Grantham, President
P-PJ Sanchez, Vice President
P-Cheryl Oliver, Secretary
P-Joe Pitzer, Commissioner
P-Karen Karpman, Commissioner
P-Anna Nofsinger

Guests:

Justin Peters
Ned Warnick
Dave Williams
Wayne Druffel
Lennis Boyer
Micahel Cady
Leo Ressa
Katie V
Ed Tingstad, MD

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
P-Alison Weigley, External Relations Director
P-Rob Rembert, Legal Counsel

I. CALL TO ORDER

President Grantham called the meeting to order at 6:00p. Roll call was taken with the following Commissioners answering present: Grantham, Pitzer, Sanchez, Karpman, Nofsinger. Commissioner Oliver arrived just after the roll call.

II. APPROVAL OF MINUTES

A. Commissioner Pitzer moved to approve the minutes for the special meeting of January 8, 2025. Vice President Sanchez seconded the motion, and the motion passed unanimously.

III. MODIFICATION TO AGENDA

- A. Remove Scott Vik from Commissioner Candidates. Mr. Vik withdrew his application.
- B. Remove Item E - Meeting Structure from Action/Discussion Items. This will be discussed at a future meeting.
- C. Add "EMTALA Policy Approval" to Action/Discussion Items

IV. CONSENT AGENDA

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

- Medical Executive Committee
- Finance Committee
- Quality Management System
- Governance Committee
- Strategic Planning Committee
- Foundation Board of Directors
- Approval of Warrants

V. PUBLIC COMMENT

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

VI. BOARD CANDIDATE INTERVIEWS

- A. President Grantham welcomed the candidates in attendance. She reviewed the interview process, roles of a Board of Commissioner, and the expectations of a commissioner for Pullman Regional Hospital.

President Grantham welcomed Leo Ressa and Michael Cady to answer the set list of questions for the consideration. Candidate Brandon Burch was not in attendance. Individually, in the order in which their applications were received, those candidates answered the following questions:

- a. Please tell us about yourself and what life experience you have that you believe would be valuable in serving on the Board?
- b. Why are you interested in serving on the Board of Commissioners at Pullman Regional Hospital?
- c. What are the most significant challenges facing the healthcare industry today, and how would you address them as a hospital commissioner?
- d. How would you engage with the community to understand their healthcare needs and priorities?
- e. How would you work to build consensus among diverse stakeholders (medical staff, administrators, board members, and the community) when making important decisions regarding hospital operations?
- f. Tell us about a time you were working in a group and a decision was made that you personally did not agree with, but we're obligated to represent publicly. What did you do?
- g. Share with us your thoughts and impressions of what Pullman Regional Hospital's strategic plan is striving to accomplish for our community. What are your thoughts on the hospital's current strategic plan and how would you contribute to its ongoing development?
- h. What have we not asked about that you would like to share?
- i. What questions do you have of us??

President Grantham thanked the candidates and invited them to stay for the remainder of the meeting or offered them to be excused from the rest of the meeting if preferred.

VII. ADMINISTRATION UPDATE

Matt Forge presented the January Administrative Update and asked if there were any questions about the written report. After no questions were presented, Mr. Forge thanked the candidates for being here and representing the community.

IX. ACTION / DISCUSSION

A. Expansion Project Update

Ned Warnick with Design West Architects presented an update on the Expansion Project. He provided status updates on the project including what has recently been accomplished and what tasks are coming up. He also presented the floor designs which have been revised to stay within scope while also meeting budgetary constraints. He showed the board a list of on-going considerations and reviewed the project schedule.

B. Reliability Management Update – 4th Qtr

Carrie Coen presented the 4th Quarter High Reliability Report to the Board. She began with an overview of the Strategic Dashboard, highlighting trends in the metrics. Next Ms. Coen presented projects of the One Page Plan and how those connect back to the dashboard's metrics. Specifically, she highlighted the Standard Response to CareAlert process and helped make the connection to the positive impact this process will create with our patient care. Ms. Coen went on to discuss the restructured Daily Huddle and the improvements made within that reporting mechanism.

C. EMTALA Policy Approval

Carrie Coen explained to the Board a recent Emergency Medical Treatment & Labor Act (EMTALA) complaint, which ignited an investigation by the Department of Health. The Hospital has a policy but requires the Board's approval. In addition to the policy, the Board should be approving all policies and a process for how to accomplish this is being developed. Ms. Coen presented the EMTALA policy to the Board for approval. Commissioner Karpman moved to approve the policy. Commissioner Oliver seconded the motion and the motion passed unanimously.

D. Financial Update – 4th Qtr

Steve Febus presented the yearend financial report, highlight specific events that impacted the financials over the year. He emphasized metrics outlined in the executive summary, including the following; total margin was -1%, days cash (all sources) was 117, accountable receivable days were 61, salaries and benefits to total expenses (less depreciation) was 55.8%, FTEs were 517, and overtime percentage was 2.3%

E. Foundation Update – 4th Qtr

Linda Infranco provided the Board with an overview of the activities of the Foundation in the fourth quarter of 2024. She highlighted programs, events and key impacts. She presented the 2024 metric goals and benchmarking date as well as the total philanthropy graph. Lastly she previewed the goals for 2025 and upcoming activities.

IX. ANNOUNCEMENTS

- A. Rural Advocacy Day, February 11th, Olympia, WA
- B. Residency Match Day Celebration, March 21, 2025, Etsi Bravo

X. EXECUTIVE SESSION

At 8:15p President Grantham announced that the meeting would go into Executive Session for 20 minutes to discuss the granting, denial, revocation, restrictions, or other considerations of the status of the clinical or staff privileges of a physician or other healthcare provider, evaluate the qualifications of a candidate for appointment to elective office, consider personnel issues, and consult with legal counsel. 8:35p extended for 5 minutes.

XI. OPEN SESSION

The meeting resumed in Open Session at 8:40p.

A. Credentials Report

Commissioner Karpman moved to approve the credentials report. Commissioner Oliver seconded the motion and the motion passed unanimously.

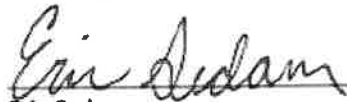
B. Appointment of Commissioner

Commissioner Karpman moved to appoint Michael Cady to the vacant commissioner position. Commissioner Nofsinger seconded the motion and the motion passed unanimously.

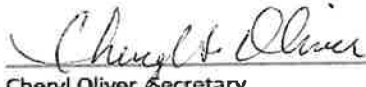
XII. ADJOURNMENT

The meeting adjourned at 8:43p.

Respectfully submitted by:



Erin Sedam
Executive Assistant



Cheryl Oliver, Secretary
Board of Commissioners

(Minutes are not officially approved until the next Board Meeting.)