

**SPECIAL MEETING**  
**BOARD OF COMMISSIONERS**  
**Public Hospital District No. 1-A of Whitman County, Washington**  
**d/b/a**  
**Pullman Regional Hospital**  
**Thursday, October 17, 2024 at 4:00 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  
E-Bernadette Berney, CHRO  
P-Carrie Coen, CRO  
E-Nancy Panko, M.D., Medical Staff President  
E-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:

Lennis Boyer, League of Women Voters

**I. CALL TO ORDER**

President Elbracht called the meeting to order at 4:00p. 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 September 4, 2024. Commissioner Sanchez seconded the motion, and the motion passed unanimously.

**III. MODIFICATIONS TO AGENDA**

Due to the restriction of a Special meeting, this agenda item was not applicable.

**IV. CONSENT AGENDA**

Commissioner Pitzer 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
- 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. Debrief Strategic Planning Retreat

The Commissioners shared positive feedback and some considerations for how to conduct this planning activity in the future.

B. WSHA CEO Retreat 2024 Overview

Matt Forge provided an overview of the WSHA CEO Retreat conference he attended earlier in the month. Some of the topics that were covered that he felt would have the most impact on Pullman Regional included the use of A.I. technology, L&I breaks and the Unions, PEBB Bill, insurance considerations for Universities in Washington, and executive burnout

**VII. ADMINISTRATION UPDATE**

Matt Forge presented the September Administrative Update and asked if there were any questions on the written report. No comments were made.

## VIII. ACTION / DISCUSSION

### A. Reliability Management Update - Quarterly

Carrie Coen presented a quarterly update on the reliability management efforts. She explained that the organization conducted the Culture of Safety survey, which is required by DNV for quality. This was incorporated into the quarterly eNPS survey. The results were able to be broken down by department. Next, Mrs. Coen went on to review the strategic dashboard, highlighting the evolution of the data and now the incorporation of trend lines. She also discussed the Press Ganey and CareAlert response plan related to patient safety. Lastly, she presented the IV fluid inventory tracker that is being utilized to manage the national shortage for the organization.

### B. Patient Care Contracts Review

Carrie Coen presented to the Commissioners the requirements of the recent DNV survey action plans. The organization was required to submit a 60-day action plan addressing the non-conformities found during the survey. Mrs. Coen explained that the plan was approved through the Committee structures and finally signed by Matt. The plan has been submitted to DNV.

### C. Financial Update - Monthly

Steve Febus provided a financial update for the Board. He explained that this year the District has experienced a \$1.3M loss through August. He stated that September had a slight improvement, but he anticipates that we will likely have a loss at the end of the year. The Board has an extended conversation around the financial situation and how the organization can prepare in different ways to avoid this scenario in the future. Structural changes to make sustainable, long-term solutions were discussed at a high level. Administration was appreciated of the positive support and pressure to ensure ongoing success for the District.

### D. Asset Disposal Resolution

Steve Febus presented the assets that are ready to come off the books. Commissioner O'Keefe read resolution #611 disposing of surplus personal property. Vice President Grantham moved to approve the resolution. Commissioner Oliver seconded the motion, and the motion passed unanimously.

### E. Petty Cash Resolution

Steve Febus presented the need for establishing a petty cash box at Palouse Medical. Commissioner O'Keefe read resolution #612 regarding creation of petty cash funds for Public Hospital District No. 1-A of Whitman County, Washington, and Pullman Regional Hospital. Commissioner Oliver moved to approve the resolution. Commissioner Pitzer seconded the motion, and the motion passed unanimously.

### F. Treasurer Signers Resolution

Steve Febus presented the resolution to update the list of those authorized to sign with the County Treasurers office. Commissioner O'Keefe read resolution #613 authorizing named individuals to sign those documents required for conducting business on behalf of Pullman Regional Hospital through the Whitman County Treasurer's Office such as investments, warrant activity, and fund transfers. The daily transactions for operations through the Whitman County Treasurer's Office will be completed by authorized personnel of the Fiscal Services and Human Resources Department. Commissioner Pitzer moved to approve the resolution. Commissioner Karpman seconded the motion, and the motion passed unanimously.

### G. Palouse Medical Purchase and Sale Agreement

Steve Febus presented the Palouse Medical Asset Purchase and Sale Agreement. He thanked the Palouse Medical Board for trusting Pullman Regional with this difficult decision. This agreement specifically covers the furniture, fixture, and equipment (FF&E) and supplies. Vice President Grantham moved to approve the execution of this agreement. Commissioner Oliver seconded the motion. Commissioner O'Keefe abstained from voting. The motion passed unanimously.

### H. Expansion Project Update

Matt provided an update on the patient care expansion project. He stated that the architects continue to work through design visuals and are making progress with the contractor on the phasing for execution.

### I. ENT Construction Bid Awards

Matt Forge presented the construction bids for the Ear Nose and Throat clinic expansion project. He presented the bid summaries for six different contractors that submitted to conduct this work. Steve Febus recommended that the Board authorize Matt Forge to award the bid to the lowest bidder, execute the contract, and have authority to alter decision if alternative is appropriate. Commissioner Pitzer moved to approve this recommendation. Commissioner O'Keefe seconded the motion, and the motion passed unanimously.

**IX. ANNOUNCEMENTS**

- A. Flu Shots Available through Employee Campaign till 10/31
- B. Souper Showdown Employee Appreciation Event, October 29th, 11:30a – 1:30p
- C. Jeannie Eylar’s Retirement Celebration, November 15th, 3:00p – 5:00p

**X. EXECUTIVE SESSION**

At 5:56p 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. At 6:06p the President announced that executive session would continue for another 2 more minutes.

**XI. OPEN SESSION**

The meeting resumed in Open Session at 6:08p.

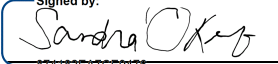
- A. CEO Compensation Resolution  
Commissioner O’Keefe read resolution #614 fixing the annual salary of the administrator (superintendent). Commissioner Pitzer moved to approve the resolution. Commissioner Sanchez seconded the motion, and the motion passed unanimously.

**XII. ADJOURNMENT**

The meeting adjourned at 6:10p.

Respectfully submitted by:

  
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Erin Sedam  
Executive Assistant

Signed by:  
  
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074182EATCEB9476  
Sandra O’Keefe, Secretary  
Board of Commissioners  
*(Minutes are not officially approved until the next Board Meeting.)*