

**REGULAR MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a
Pullman Regional Hospital
Wednesday, November 1, 2017, 6:00 p.m.
Conference Room C & D, Pullman Regional Hospital, 835 SE Bishop Blvd.**

Board of Commissioners

P-Tricia Grantham, President
P-Jeff Elbracht, Vice President
A-Sandra O'Keefe, Secretary
P-Jeanne Holstad, Commissioner
P-Joe Pitzer, Commissioner
P-Michael Murphy, Commissioner
P-Margaret Werre, Commissioner

Guests:

P-Judy Stone, LOWV

Hospital Personnel

P-Scott K. Adams, CEO
P-Jeannie Eylar, CCO
P-Steve Febus, CFO
P-Bernadette Berney, CHRO
P-Megan Guido, CMCRO
P-Dr. Gerald Early, CMIO
P-Rueben Mayes, CDO
P-Stephanie Fosback, M.D., Medical Staff President
P-Erin Sedam, Executive Administrative Assistant
P-Kelly Brown, Legal Counsel

I. CALL TO ORDER

President Grantham called the meeting to order at 6:00 p.m. Roll call was taken with the following Commissioners answering present: Grantham, Elbracht, Pitzer, Holstad, Murphy, and Werre. Commissioner O'Keefe was absent.

II. APPROVAL OF MINUTES

Commissioner Pitzer moved to approve the minutes for the meeting of October 4, 2017, Regular Meeting of the Board. Commissioner Holstad seconded the motion and the motion passed unanimously.

III. MODIFICATIONS TO AGENDA

President Grantham asked to add the following topics to the agenda.

- G) Pharmacy Bid Review – presented by Scott Adams for Discussion and Action from the Board
- H) Board Membership Change – presented by Tricia Grantham for Information

IV. CONSENT AGENDA

Commissioner Holstad moved to approve the Consent Agenda and Commissioner Pitzer seconded the motion. The following committee reports were approved unanimously:

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

V. BOARD EDUCATION

A. WSHA Annual Meeting Debrief – Margaret Werre

Margaret Werre shared information she found interesting and of value to the other commissioners who were unable to attend and to the hospital administration. Some of these insights include education with hospital finances with our medical students, a couple book recommendations, healthcare spending, and the obesity problem with our children. A take away is that Pullman Regional Hospital is being very innovative in our approach to some of these common problems seen across the State of Washington.

B. BoardPaq Check-in – Joe Pitzer

Commissioner Pitzer asked if there were any questions, comments, or concerns regarding the Board of Commissioners use of the BoardPaq application and their hospital issued iPads. One item of feedback that was provided is that the Commissioners are getting a lot of junk emails and asked if there was a way to filter them out of their inboxes. Otherwise there were no issues with the use of BoardPaq and the Board agreed this can come off the Board Education item at each meeting and to address any issues that they have as they come up.

VI. ADMINISTRATIVE UPDATE

Scott Adams presented the written update and asked if the Board had any questions or needed additional information around the report. There was conversation around the New EMR selection process. Further information around EMR demos currently being conducted and timelines for when decisions will be made were discussed. Additionally there was conversation around the “selfie with Jeannie” initiative to raise awareness for the nursing team and their current efforts.

VII. ACTION / DISCUSSION ITEMS

A. Patient Experience Report

Jeannie Eylar reviewed the 1st and 2nd Quarter Patient Experience Report with the Board of Commissioners. Mrs. Eylar noted that she is impressed with our inpatient responses to the survey. Starting in the 4th Quarter they will be adding questions in the survey around food services to help the Nutrient Services Director, Erin Richardson, with feedback from patients. Continued efforts around educating staff to let patients know at discharge that they will get a call regarding this survey and to please participate are in place. Eylar reviewed with the Board some of the highlights from the various departments in this report. Commissioner Murphy moved to approve the Patient Experience Report for the 1st and 2nd Quarter and Commissioner Pitzer seconded the motion. The motion to approve the report was approved unanimously.

B. Quarterly Financial Update

Steve Febus provided an overview of the Hospital’s financials for the 3rd Quarter. There was conversation around gaging staffing levels and the challenges that come with inconsistent patient fluctuation. Mr. Febus explained that we have had a “hit and miss” year as far as volume goes, with not a lot of consistency. He mentioned that the Emergency Department had a busy September and that could be due to many home football games at Washington State University. He briefly mentioned that Accounts Receivable is up and they are working to improve collections. Additionally, Mr. Febus mentioned that Pullman Regional Hospital is still having conversations with Premera and is in the proposal stage with Kaiser. He opened the floor up to any questions and there were none from the Board at this time.

C. 2018 Budget Public Hearing

President Grantham called for a public hearing on the 2018 Proposed Budget and invited comments from the public. There being no comments, the public hearing was closed.

D. 2018 Budget Resolution

Steve Febus presented background information around why the hospital participates in budget planning. He went on to explain that in December they will be provided with a full budget packet. He reviewed the general assumptions the hospital can expect to see in 2018, including potential new additions, like the LLC. He reviewed the income statement with 2018 predictions with the Commissioners. Mr. Febus also reminded the Board that the expenditures and taxes repayment plan will have its last payment in 2021. He explained that he did check the levy numbers with the County and is confident this is the correct number. Pullman Regional Hospital is also undergoing their capital expenditures process and reviewing the 2018 Requests. They plan to take the same approach as last year and prioritize this list and fund projects as money becomes available. After reviewing the particulars of the budget, a resolution was presented to the Commissioners for acceptance. Commissioner Pitzer read the resolution #536, stating the adopting a budget, fixing the final amount of expenditure for the ensuing year, and providing for the levy of a tax on all taxable property within the District. Commissioner Murphy motioned to accept the resolution and Commissioner Holstad seconded the motion. The motion passed.

E. Resolutions for Disposal of Surplus Property

Steve Febus presented the list of assets the hospital proposes to retire. Commissioner Pitzer read resolution #537, stating the disposal of surplus personal property. Commissioner Elbracht motioned to accept the resolution and Commissioner Holstad seconded the motion. The motion passed.

F. February Board Meeting Date / AHA Conference

President Grantham provided insight to a potential conflict with an upcoming Regular Board Meeting. The February 2018 Regular Monthly Meeting of the Board of Commissioners, currently scheduled for February 7, 2018 conflicts with participating at the American Hospital Association Rural Healthcare Conference. The Board proposed moving the Board Meeting one week later to February 14th to allow Commissioners to participate at this conference. Margaret Werre motioned to have a special meeting by way of moving the regular meeting to February 14th. Joe Pitzer seconded the motion and the motion passed.

G. Pharmacy Bid Review

Scott Adams presented the bid recommendation from Design West. They are recommending Pullman Regional Hospital award the construction work to relocate the Pharmacy to the lowest bidder, Quality Contractors. This contractor is comfortable entering into a base bid, but not comfortable with the tube portion of the work. At this time it is the recommendation from Administration is to enter into a contract for the base bid with Quality Contractors as they are experience and qualified to do the work. Commissioner Elbracht moved to approve the awarding of the base bid to the lowest bidder for the Pharmacy relocation project and Commissioner Pitzer seconded the motion. The motion to approve the bid award was approved unanimously.

H. Board Membership Change

President Grantham announced an upcoming change in the Board of Commissioners membership.

Effective December 31st, Jeanne Holstad will retire from her position on the Board after 17 years of service. Through employment and then Commissioner work, Holstad has been involved with the Hospital for 42 years. President Grantham thanked for her years of service with Pullman Regional Hospital. Her official resignation will begin January 1, 2018 and that will begin the 90 days to elect a new officer.

VIII. ANNOUNCEMENTS

- A. Anniversary Party, December 1st at SEL Event Center, 5:00 p.m.
- B. AHA Leadership Conference, February 4 – 7, 2018, Phoenix, AZ

IX. EXECUTIVE SESSION

At 7:30 P.M. the meeting resumed and the President announced that the meeting would go into Executive Session for 30 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, superintendent compensation, consult with legal counsel and to consider the selection of a site or the acquisition of real estate by lease or purchase and to consider the minimum price at which real estate may be offered for sale or lease when public knowledge would cause a likelihood of increased cost. At 8:00 P.M. the President announced that the Executive Session would continue for another 15 minutes to discuss the same topics.

X. OPEN SESSION

The meeting resumed in Open Session at 8:15 P.M. Commissioner Elbracht moved to approve the Credentials Report and grant the application for appointment to the Affiliated Medical Staff, the applications for reappointment to the Active Medical Staff, the Associate Medical Staff, the applications for initial appointment and reappointment to the Telepsych Providers, with the privileges requested, all as stated in the Credentials Report. Commissioner Murphy seconded the motion. The motion passed unanimously, 6-0. Commissioner Murphy moved that Resolution No. 538 setting the compensation for the Administrator (Superintendent) Scott Adams at \$310,003.20, with a 1% adjustment, or a total of \$313,102.40, annually, beginning Nov. 11, 2017, be approved. The motion was seconded by Commissioner Holstad. The motion passed unanimously, 6-0.

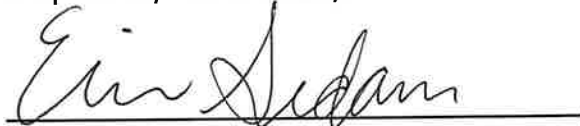
X. MEETING EVALUATION

The President reminded the Commissioners to complete the meeting evaluation.

XI. ADJOURNMENT

The meeting adjourned at 8:17 P.M.

Respectfully submitted by:



Erin Sedam
Executive Administrative Assistant



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