

**SPECIAL MEETING**  
**BOARD OF COMMISSIONERS**  
**Public Hospital District No. 1-A of Whitman County, Washington**  
**d/b/a**  
**Pullman Regional Hospital**  
**Wednesday, January 9, 2019, 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  
P-Sandra O'Keefe, Secretary  
P-Joe Pitzer, Commissioner  
P-Michael Murphy, Commissioner (via phone)  
P-Margaret Werre, Commissioner  
P-Karen Karpman, Commissioner

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  
E-Rueben Mayes, CDO  
P-Isaac Grindeland, M.D., Medical Staff President  
P-Erin Sedam, Executive Administrative Assistant  
P-Kelly Brown, Legal Counsel

Guests:

P-Judy Stone, League of Women Voters  
P-Bill Clark

**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, O'Keefe, Werre, and Karpman. Commissioner Murphy participated by phone.

President Grantham welcomed Dr. Isaac Grindeland to the meeting as the 2019 Medical Staff President.

**II. APPROVAL OF MINUTES**

Commissioner Karpman moved to approve the minutes for the meeting of December 5, 2018, Regular Meeting of the Board. Commissioner Pitzer seconded the motion and the motion passed unanimously.

**III. CONSENT AGENDA**

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

- Finance Committee
- Quality Improvement Committee
- Governance Committee
- Foundation Board of Directors
- Approval of Warrants

**IV. BOARD EDUCATION**

**A. Questions from Critical Questions Every Hospital Board Needs to be Able to Answer**

The Governance Committee felt it was important for the Board to be reviewing the Washington Hospital Association's (WSHA) "Critical Questions Every Board Needs to be Able to Answer" as part of their continuing education. The Commissioners reviewed the following questions from this literature.

- What is the difference between the hospital's mission, values and vision?

- What is the board's responsibility for planning for the future?

Regarding the Hospital's Mission, Values, and Vision, the Commissioners had some conversation around how often this is reviewed and if this vision is trackable. Mr. Adams explained that this was created 26 years ago and has been successful with consistence throughout those years. He also added that the measurable piece happens on the strategic planning level and is reviewed annually.

Regarding the board's responsibility for planning for the future, Commissioner Werre felt that we are right in our efforts for planning for success in the future. Information that has been gathered from attending other state events has lead the commissioners to feel that we are doing what we should be, if not actually leading in these efforts.

There will be additional critical questions reviewed at the Board of Commissioners meetings in February and March.

## V. ADMINISTRATION UPDATE

Scott Adams presented the written update and asked if the Board had any questions or needed additional information around the report. There was some conversation around the Same Day Services expansion project and the complications related to relocating the sewer lines. Jeannie Eylar explained that this piece of the project is affecting office space and not patient rooms, but that staff will be letting patients know ahead of time about noise disruption. She also noted that the building's ~~competition~~ timeline is still on schedule with being open this spring. Mr. Adams added an update on the family medicine residency program. He provided historical information on the process that had taken place with Pullman Regional Hospital's proposal to the ACMG for a rural training track in Pullman. Since our initial proposal was declined, more conversations have occurred with Washington State University and the School of Medicine. Mr. Adams explained that Pullman Regional Hospital thanks the Spokane Teaching Institution and has now begun the initial steps to getting the medical program going with the Hospital and WSU. Pullman Regional Hospital will be the hub location for the program but will be working closely with other local hospital to insure these medical students are getting a great experience. He informed the Commissioners that more information will be coming on these efforts.

## VI. ACTION / DISCUSSION ITEMS

### A. Public Hearing on Petition

President Grantham called for a public hearing on the Annexation Petition and invited comments from the public. There being no comments, the public hearing was closed and the meeting resumed in regular session.

### B. Petition for Annexation

Sandy O'Keefe read the resolution which stated providing for the annexation of territory to Public Hospital District No. 1-A of Whitman County, Washington. Commissioner Pitzer motioned to approve the petition of annexation resolution, and Commissioner O'Keefe seconded the motion. The motion passed unanimously.

### C. Election of Officers

On behalf of the Governance Committee, Commissioner Werre presented the following slate of officers for nomination: Tricia Grantham for President, Jeff Elbracht for Vice President, and Sandy

Completion

O'Keefe for Secretary. No other nominations were presented. Commissioner Karpman moved that the nominations be closed. Commissioner Pitzer seconded the motion. The vote was taken with all commissioners voting in favor of the nominations as presented.

D. Committee Assignments

President Grantham reviewed the committee assignments with the Board of Commissioners and asked if there were any questions or conflicts. There being none, the committee assignments stand as distributed.

E. Board Self-Assessment Review

Commissioner Werre reviewed the Board Self-Assessment results with the Commissioners. There was some clarification needed around Question #4 of the Admin Assessment. Commissioner Karpman felt that the Admin Assessment results lined up well with the Board Self Assessments as to what areas the Board of Commissioners need to work on.

F. Clinical Quality Report – 3<sup>rd</sup> Quarter

Jeannie Eylar presented the Clinical Quality Report for the 3<sup>rd</sup> quarter of 2018. Ms. Eylar asked for feedback on how the report is presented and if graphs are easy to read and understand, as this is a more recent version of how the data is presented. Suggestions on the graphs presented for medication errors were offered. Ms. Eylar explained that the Patient Safety Team reviews this data. The Patient Safety Team feels that staff has a pretty good handle on medication errors. Other areas of the report that were reviewed include hospital acquired infections, patient restraint utilization, pain management satisfaction, obstetrics process improvement, blood transfusions, utilization management, and hospital utilization. Ms. Eylar mentioned that pain management satisfaction may be coming off this report as it is no longer a requirement. She also noted that massive blood transfusions are now being announced over the intercom system. This process change has really improved the response and outcomes. Lastly, she highlighted the positive feedback from staff who has been working with the increase utilization of swing beds. Commissioner O'Keefe moved to approve the Clinical Quality Report for the 3<sup>rd</sup> quarter of 2018. Commissioner Karpman seconded the motion and the motion passed unanimously.

G. Patient Experience Report

Jeannie Eylar presented the Patient Experience Report for the 2<sup>nd</sup> and 3<sup>rd</sup> quarter of 2018. Ms. Eylar reviewed the inpatient overall satisfaction as well as the department areas of satisfaction including medical surgical and intensive care unit, BirthPlace, Red Sage Café, and Environmental Services. She also reviewed the HCAHPS results produced by Press Ganey. Next, she explained to the Commissioners the outpatient satisfaction by department which includes same day services, imaging, respiratory, rehabilitation, and the emergency department. Commissioner Werre moved to approve the Patient Experience Report for the 2<sup>nd</sup> and 3<sup>rd</sup> quarter of 2018 and Commissioner O'Keefe seconded the motion. The motion passed unanimously.

H. Community Engagement Report

Megan Guido presented the Community Engagement Report for the 3<sup>rd</sup> and 4<sup>th</sup> quarter. She provided an overview of the digital marketing efforts and their results. Areas of digital marketing efforts include search engine optimization, online blog, and newsletter engagement. Ms. Guido also reviewed the top ten websites visited on Pullman Regional Hospital's website. Commissioner Karpman moved to approve the community engagement report for the 3<sup>rd</sup> and 4<sup>th</sup> quarters of 2018 and Commissioner O'Keefe seconded the motion. The motion passed unanimously.

I. Financial Update

Steve Febus presented a financial update for Pullman Regional Hospital. He reported that we are in the process of closing out the year. He reported that he should have a year-end estimate towards the end of January. Until fiscal services are able to close the cost estimate for 2018, the numbers are still an estimate for the financial performance of the hospital. This will happen in May when the DZA auditors are presented with the information. Mr. Febus suspects that the year-end will be close to 1.2M bottom line or close to that. Scott Adams added an update on the “Lift Where You Stand Efforts” and how these efforts have been a remarkable testament to a group approach of addressing the financial issue. Good success and team work from all.

J. Public Service Loan Forgiveness Agreements

Scott Adams explained the efforts to put together an agreement that would allow Dr. Brenna Harris an opportunity to have her student loans forgiven. Access to this loan forgiveness program would require two agreements; one being an employment agreement between Pullman Regional Hospital and Dr. Harris and the other being a lease agreement between Palouse Medical and Pullman Regional Hospital for Dr. Harris’s services. Mr. Adams recommended the Commissioners approve administration moving forward with these two agreements for the purpose of supporting a physician. Commissioner Elbracht moved to approve the lease agreement between Palouse Medical and Pullman Regional Hospital. Commissioner Karpman seconded the motion and the motion passed unanimously. Commissioner Elbracht moved to approve the employment agreement between Dr. Brenna Harris and Pullman Regional Hospital. Commissioner O’Keefe seconded the motion and the motion passed unanimously.

K. Orthopaedic Center of Excellence Expansion

Scott Adams provided a summary of information regarding an investment of expanding resources for the Orthopaedic Center of Excellence. Additionally he provided milestones to date for the last three years that have been seen through the Center. The expansion project involves three parts; the expansion and remodeling of office space in Medical Office Building one, acquiring adequate imaging equipment (this would be our equipment and our staff), and developing relationship marketing with Washington State University. The assumptions for the projected income include a five year timeline to break even. The hope is to have the expansion and remodeled space completed by later in the year. It is administration’s recommendation to move forward with the expansion project. Commissioner O’Keefe motioned to approve the recommendation for the Orthopaedic Center of Excellence Expansion, and Commissioner Karpman seconded the motion. The motion passed unanimously.

L. Ballot Language

Steve Febus provided the proposed language for the ballot resolution. He worked with Brad Berg, an attorney with Foster Pepper to draft the language that would appear on the April Election ballot. Mr. Febus encouraged feedback from the Commissioners. The feedback that is received will be considered in consultation with legal counsel and presented to the Commissioners in a final form at their regular February Board meeting.

**VIII. ANNOUNCEMENTS**

- A. Foundation Gala, February 2, 2019 at SEL Event Center
- B. Hospital Advocacy Day, February 7, 2019 Olympia, WA

**IX. EXECUTIVE SESSION**

After a 5 minute recess at 8:23 P.M. the President 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, consider real estate issues concerning the selection of a site for purchase or lease when public discussion could cause an increased price, and consult with legal counsel.

**X. OPEN SESSION**

At 8:43 P.M. the meeting resumed in Open Session. Commissioner Elbracht moved to authorize Mr. Adams to pursue the purchase of real estate and bring to the Board a proposal for purchase, and Commissioner Were seconded the motion. The motion passed unanimously.

**XI. MEETING EVALUATION**

The President asked the Commissioners to complete the meeting survey form.

**XII. ADJOURNMENT**

The meeting adjourned at 8:43 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.)*