

**REGULAR MEETING  
BOARD OF COMMISSIONERS  
Public Hospital District No. 1-A of Whitman County, Washington  
d/b/a  
Pullman Regional Hospital  
Wednesday, February 6, 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  
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  
P-Rueben Mayes, CDO  
E-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-Noah Schmick, New 8 with WSU  
P-Kyrk Taylor  
P-Andrew Craigie  
P-James Onstad  
P-Max McDaniel  
P-Pullman Radio

**I. CALL TO ORDER**

President Grantham called the meeting to order at 6:02 p.m. Roll call was taken with the following Commissioners answering present: Grantham, Elbracht, Pitzer, O'Keefe, Murphy, Werre, and Karpman.

**II. APPROVAL OF MINUTES**

Commissioner Karpman moved to approve the minutes for the meeting of January 9, 2019, Special Meeting of the Board. Commissioner O'Keefe seconded the motion and the motion passed unanimously. President Grantham made a motion to amend the approved minutes to correct a spelling error in the Administration Update. The word competition should have been completion. Commissioner Murphy moved to approve the amended minutes. Commissioner Werre seconded the motion and the motion passed unanimously.

**III. MODIFICATIONS TO AGENDA**

There were no modifications to the agenda.

**IV. CONSENT AGENDA**

Commissioner Elbracht moved to approve the Consent Agenda and Commissioner Pitzer seconded the motion. Two spelling errors were recommended; one in the Governance Committee minutes and the other in the Strategic Planning Committee minutes. The following committee reports were approved unanimously with the corrections:

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

## V. BOARD EDUCATION

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

The Board of Commissioners reviewed the question “how does the board insure that quality is truly job number one” taken from the Washington State Hospital Association’s “Critical Questions Every Hospital Board Needs to be Able to Answer.” Commissioner O’Keefe brought attention to the fact that the Board does a good job comparing Pullman Regional Hospital to other critical access hospitals at the committee level and then offers any pertinent information at the monthly Board meetings. It was expressed by the Commissioners that the hospital committees take the board liaison suggestions seriously. Almost every board member currently serves on a hospital committee that deals with quality in some way.

### B. Center for Learning and Innovation Update – Becky Highfill

Becky Highfill, the Director for the Center for Learning and Innovation provided an update on the activities of the Center for 2018. Additionally, she reviewed the goals set within the department for 2019. Within each of these goals she highlighted their initiatives in detail. President Grantham expressed her appreciation for the concrete activities that are taking place out of the Center for Learning and Innovation. Commissioner Karpman added that all these goals and their initiatives have a positive emphasis on community wellness and health.

## VI. ADMINISTRATION UPDATE

Scott Adams presented the written update and asked if the Board had any questions or needed additional information around the report. Mr. Adams asked Bernadette Berney to provide additional information regarding the employee numbers presented in the update. She reviewed the percentages of staff; full time, part time and supplemental. She explained that full time employee rates are growing, part time staff is flat, and supplemental staffing is declining. She added that hiring is increasing and so is retirement. The question was asked if most of the Hospital’s hires are clinical staff or a mix of both clinical and non-clinical. Ms. Berney answered that it is mostly clinical staff. She went on to explain that our turnover average is 18% which is low for the Pullman community. Ms. Berney reported that they are continuously looking at their hiring process and how to improve. They understand that each employee, whether part time or full time, plays a significant role at the Hospital.

## VII. ACTION / DISCUSSION ITEMS

### A. Yearend Financial Report

Steve Febus provided a yearend financial update for 2018. The total margin for the year was \$891,501, which is right around a 1% margin. He explained that this is just an estimate until the finances can be audited. Ideally the hospital would like to have a 4% margin, but a positive 1% margin is still great, especially for a critical access hospital. Mr. Febus reviewed the key indicator dashboard which compares the actual numbers with budget for days cash, operating margin, total margins, debt service coverage, AR days, average payment period, salaries and benefits to total expenses, FTEs per adjusted bed, and overtime percentages. He also reviewed the key indicator dashboard for labor productivity and total margins. He went on to give an introduction and background of Andrew Craigie and his involvement with the Clinical Network. Mr. Febus reviewed the cash flow statement and explained where our money came from and went over 2018. He reviewed financials related to hospital services, various practices, and a breakdown per provider. After his extensive review, he asked if there were any questions. One question posed was which Accountable Care Organization (ACO) Pullman Regional Hospital belongs to. Mr. Febus answered that Pullman Regional Hospital is with Caravan and explained the structure and function of this group.

### B. Yearend Foundation Update

Rueben Mayes provided the Commissioners with an update from the Foundation for 2018. He explained that the Foundation finished the year at \$1,476,102, which was slightly less than their goal. He reviewed the fundraising breakdown for the annual fund drive, endowments, and innovation & grants. He also reviewed in more detail the annual fund drive and its fundraising breakdown. He explained that the Foundations transfers to

the Hospital are trending in a positive direction and that they are working to grow the unrestricted area of fundraising. He reviewed the 2018 Blackbaud Health Benchmarking for donor acquisitions and retention rates as it compares to peers across the nation. Mr. Mayes introduced the 2019 Pullman Regional Hospital Scholarship recipients. He also reviewed the Regional High School Athletic Training Program (RHSATP). There was some additional conversation around the RHSATP. Lastly, Mr. Mayes provided an overview of the 2019 Gala. The Foundation raised about \$400,000 total for the event with a lead gift from Ed and Beatrice Schweitzer for \$250,000.

C. Resolution – Board Ballot Issue for April Special Election

President Grantham opened the floor to the Commissioners for any questions related to the language of the ballot. Kelly Brown offered clarification that if any changes are need to the proposed resolution tonight a special meeting will need to take place to approve the revised ballot language by the County filing deadline.

Commissioner O’Keefe read the resolution stating specifying and adopting a plan to (i) acquire and implement a community-wide electronic personal health record system, (ii) construct a community health facility, (iii) acquire new medical technology, and (iv) redesign and upgrade Pullman Regional Hospital and carry out other capital improvements as deemed necessary or advisable by the Commission of the District; declaring the estimated costs of such plan; providing for the submission to the voters of the District at a special election to be held therein on April 23, 2019, of a proposition authorizing the District to issue general obligation bonds in the principal amount of no more than \$29,000,000 (or such lesser maximum amount as may be legally issued under the laws governing the limitation of indebtedness), for the purpose of paying costs of the foregoing plan, the principal of and interest on such bonds to be payable from annual property tax levies to be made in excess of regular property tax levies; designating the Superintendent of the District and bond counsel to receive notice of the ballot title from the Auditor of Whitman County, Washington; and providing for other matters properly related thereto, all as more particularly set forth herein. Commissioner Pitzer moved to approve the resolution and Commissioner Murphy seconded the motion. The motion passed unanimously.

D. Next Era of Excellence Update

Scott Adams provided an update related the Next Era of Excellence project. Mr. Adams explained that he’s been meeting with the community to explain the project in more detail. He’s received good questions and feedback from these groups. One particular topic that has come up several times during Mr. Adams presentation is related to community members outside the taxing district benefiting from the project without having to pay the taxes. Mr. Adams explained to the Commissioners that there is an opportunities to engage these community members to support the project through philanthropy. Mr. Adams added that Megan Guido and her marketing team have also made great efforts to educate the community. There will be an open public information session for any community members to come listen to Scott’s presentation on Friday, February 22<sup>nd</sup> and again on March 13<sup>th</sup>.

**VIII. ANNOUNCEMENTS**

- A. Next Era of Excellence Community Presentations
- B. Next Era of Excellence Education Sessions
  - a. February 22, 2019, 11:30a – 12:30p, Conference Rooms C&D
  - b. March 13, 2019, 5:30p – 6:30p, Conference Rooms C&D
- C. CEO and Trustee Patient Safety Summit (End of April/First of May, date TBD)
- D. Hospital Week, May 13-17, 2019

**IX. EXECUTIVE SESSION**

At 8:53 P.M. the President announced that the meeting would go into Executive Session for 20 minutes to discuss the granting, denial, restrictions, or other considerations of the clinical or staff privileges of a physician or other healthcare provider, discuss potential litigation or legal risks of a proposed action when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency,

and consult with legal counsel. At 9:13 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 9:28. Commissioner Pitzer stated that he wanted to clarify his earlier motion regarding Resolution No 554. Commissioner Pitzer moved to amend his earlier motion to state that he moved to adopt Resolution No. 554 providing for submittal to the voters of a proposition to issue general obligation bonds in the principal amount of not more than \$29,000,000 to finance improvements to Pullman Regional Hospital. Commissioner Murphy seconded the motion. The motion passed unanimously and Resolution No. 554 was adopted and signed by all the Commissioners with duplicate originals. Commissioner Murphy moved to approve the Credentials Report and grant the applications for appointment to the Consulting Medical Staff, the Associate Medical Staff, the Active Medical Staff, the Allied Health Medical Staff, with the privileges as requested, to grant the applications for reappointment to the Allied Health Medical Staff, the Active Medical Staff, and the Affiliate Medical Staff with Refer and Follow privileges as requested, to grant the Telepsych Providers reappointments as stated, and to grant the extensions for Iris Fadlon, MD, Rhonda Lampen, MD, and Usama Sabzqani, MD, as requested. Commissioner O’Keefe seconded the motion. The motion passed unanimously.

**XI. MEETING EVALUATION**

The President asked the Commissioners to complete the meeting survey via Survey Monkey.

**XII. ADJOURNMENT**

The meeting adjourned at 9:30 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.)*