

**SPECIAL MEETING  
BOARD OF COMMISSIONERS  
Public Hospital District No. 1-A of Whitman County, Washington  
d/b/a  
Pullman Regional Hospital  
Wednesday, February 14, 2018, 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

Hospital Personnel

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

Guests:

P-Becky Highfill, Director of CLI  
P-Justin Peters

**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, O’Keefe, Pitzer, Murphy, and Werre.

**II. APPROVAL OF MINUTES**

Commissioner Elbracht moved to approve the minutes for the meeting of January 3, 2018, Regular Meeting of the Board. Commissioner Pitzer seconded the motion and the motion passed unanimously.

**III. CONSENT AGENDA**

Commissioner Pitzer moved to approve the Consent Agenda and Commissioner O’Keefe 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

**IV. BOARD EDUCATION**

A. Center for Learning and Innovation – Becky Highfill, Director

Becky Highfill gave an update on the Center for Learning and Innovation. She presented to the Board the activities that the Center has worked on in 2017 and future projects. These included adding Noel Nicolai to the staff, the Speech Sounds Visualized, BirthPlace Gown, Active Living Project, EveryBody Healthy, Aging Mastery Program, Mindful Self Compassion Classes, Community Health Impact Fellowships, and the Whitman County Health Network. She asked the Board if they had any questions and there being none, President Grantham thanked Ms. Highfill for her presentation.

During Ms. Highfill’s presentation, Medical Staff President, Ben Adkins, M.D. surprised the Board with his signing quartet. They sang two Valentine’s Day related songs.

B. Rural Health Conference Debrief – Joe Pitzer

Joe Pitzer gave a debrief of the attendance at the American Hospital Association Rural Hospital Conference, which was February 4<sup>th</sup> – 7<sup>th</sup> in Phoenix, Arizona. He felt there were good action items for the Governance Committee to review in more detail. Margaret Werre who also attended the conference mentioned learning a potential need for a job description for the Board President. There was some conversation around whether the Board would like to move forward with this. Continued conversation will take place at the Governance Committee. Scott Adams who also attended offered that he received lots of affirmation at this conference that the hospital is on the right path.

V. **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 some conversation around the IV fluid conservation and Pullman Regional Hospital's efforts. Jeannie Eylar provided further insight for the Board explaining that recent hurricanes are the root cause of the IV Fluid shortage. One of the helpful steps Pullman Regional Hospital has taken to conserve is educating providers to use fluids only when necessary. Pullman Regional Hospital's supply is appropriate for our needs and this has much to do with the close management of IV Fluids from the Materials and Pharmacy departments.

VI. **ACTION / DISCUSSION ITEMS**

A. Year-end Financial Update

Steve Febus first introduced Justin Peters who is shadowing Mr. Febus as part of his internship with his education in Finance. Justin Peters currently works in the imaging department at Pullman Regional Hospital. Next, Mr. Febus asked the Board if they had any questions regarding the financial report. There being none, Mr. Febus moved into his year-end review for 2017. Mr. Febus walked the board through the financial performance of the hospital, the joint ventures, and the Clinical Network. Lastly, Mr. Febus updated the Board on a few audits taking place. The State Auditor's Office has been on site for a few weeks and should conclude their audit soon. The independent auditors, DZA will be on-site first week of March to conduct their financial audit. And lastly, there will be a HRSA audit taking place April 11<sup>th</sup> – 12<sup>th</sup>. Mr. Febus will keep the Board update on the results of these various audits.

B. Clinical Indicators Dashboard

Jeannie Eylar presented the third quarter Clinical Indicators Dashboard. She reviewed at a high level some of the metrics in the report and offered some further explanation. Ms. Eylar reported that the Patient Safety Committee has made significant improvements around their three priority areas of focus. Patient Safety Week is March 12<sup>th</sup> – 16<sup>th</sup> and her and Dr. Early will be conducting Patient Safety Rounds to gather further information from staff around areas for improvement. Commissioner Pitzer moved to approve the 3<sup>rd</sup> Quarter Clinical Indicators Dashboard. Commissioner Murphy seconded the motion, and the motion passed unanimously.

C. Foundation Update

Rueben Mayes presented the Board with a 2017 year in review. The Foundation raised \$1.8M in 2017, which is \$2.52 return on investment or a \$.39 ration. He reviewed the dollars raised through their main fundraising events and groups. This includes the gala, the annual golf tournament, the Regional High School Athletic Training Program, Women's Leadership Guild, and Center for Learning and Innovation. Mr. Mayes highlighted a few other efforts and accomplishments the Foundation had last year which included a "no opinion" audit, the Celebration in the Gardens stewardship event, and implementation of Raiser's Edge NXT. He went on to speak briefly about the Foundation's plans for 2018.

D. Retired Assets Resolution

Steve Febus presented the annual list of assets to retire. Sandy O'Keefe read resolution #541 stating a resolution disposing of surplus personal property. Commissioner Murphy motioned to accept the resolution and Commissioner O'Keefe seconded the motion. The motion passed.

E. Board Self-Assessment Tool

Margaret Werre has been appointed the Chairperson of the Governance Committee. During the January Governance meeting, the Committee began to look at the Board Self-Assessment tool. Ms. Werre asked the Board of Commissioners for their feedback regarding the tool and evaluation of its usefulness. It was the consensus that the narrative answers, as opposed to the Likert scale, provides the Board with more thoughtful information to consider. Ms. Werre discussed adding a question to the Self-Assessment tool regarding the Board President's duties specifically. The Governance Committee will continue to evaluate the tool and the Self-Assessment will take place later in the year.

**VII. ANNOUNCEMENTS**

- A. Pullman Regional Hospital Foundation Board of Directors Meeting, February 21<sup>st</sup> at 12:00 p.m.
- B. WSHA CEO and Trustee Summit – April 30<sup>th</sup> or May 1<sup>st</sup>, Seattle

**VIII. EXECUTIVE SESSION**

There were no topics to be discussed during executive session. The meeting remained open.

**IX. OPEN SESSION**

Commissioner Elbracht moved that the Credentials Report be approved and Commissioner Murphy seconded the motion. The motion passed unanimously.

**X. MEETING EVALUATION**

The President reminded the Commissioners to complete the meeting evaluation.

**XI. ADJOURNMENT**

The meeting adjourned at 08:10 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.)*