

**REGULAR MEETING  
BOARD OF COMMISSIONERS  
Public Hospital District No. 1-A of Whitman County, Washington  
d/b/a  
Pullman Regional Hospital  
Wednesday, April 3, 2019, 6:00 p.m.**

Conference Room C & D, Pullman Regional Hospital, 835 SE Bishop Blvd.

Board of Commissioners

P-Tricia Grantham, President  
E-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  
E-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-Isaac Grindelnd, M.D., Medical Staff President  
P-Erin Sedam, Executive Administrative Assistant  
P-Carly Estey, Administrative Assistant  
P-Kelly Brown, Legal Counsel

Guests:

P-Judy Stone, League of Women Voters  
P-Ed Harrich, Director of Surgery  
P-Noah Schmick, WSU Murrow News Channel 8  
P-Kyrk Taylor, Pullman Regional Hospital Human Resources  
P-Max McDaniel, Undergraduate Student  
P-Cathy Brown, Community Member  
P-Karly Port, Director of Operations, PRHCN  
P-Andrew Craigie, Executive Director, PRHCN

**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, Pitzer, O'Keefe, Murphy, Werre, and Karpman. Commissioner Elbracht was excused.

**II. APPROVAL OF MINUTES**

Commissioner Karpman moved to approve the minutes for the meeting of March 6, 2019, Regular Meeting of the Board. Commissioner Murphy seconded the motion and the motion passed unanimously.

President Grantham introduced the guests present and asked if anyone in attendance would like to make a comment during the meeting. There being no response from the attendees, the meeting proceeded as scheduled.

**III. MODIFICATIONS TO AGENDA**

There were no modifications to the agenda.

**IV. CONSENT AGENDA**

Commissioner Werre moved to approve the Consent Agenda and Commissioner Karpman seconded the motion. Commissioner Murphy requested to pull the Medical Executive Committee minutes. He expressed concerns regarding the business item in the minutes stating "voted to approve Board Certification requirements for Initial and Reappointment in the Credentialing Procedures Manual". Clarification was provided as to what the Medical Executive Committee is to be able to approve at the committee level. With that clarification 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. Surgery Department Update – Ed Harrich

Ed Harrich, the Director of Surgery at Pullman Regional Hospital, gave a presentation highlighting the activities of the Surgery Department. He explained that the fourth operating room is up and running and the department is already seeing benefits from this added space. He also provided information around the integration of the Arthrex tablets and how beneficial they have been for both the physicians and improving the patient experience. Mr. Harrich explained some new technology advancements for operating room equipment that can offer physicians more accuracy and patients less pain and quicker recoveries. Next, Mr. Harrich gave an overview of efforts to train scrub techs with internal employees interested in advancing their careers with Pullman Regional Hospital and the success their department has seen with this endeavor. Lastly, Mr. Harrich expressed concerns around the sterilizing equipment in the surgery department. He explained that the main sterilizer is about 15 years old and is reaching its end of life. A replacement sterilizer could help with quicker turnaround between cases and overall effectiveness of the department.

## VI. **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 further conversation around the newest clinic in Pullman, Ideal Options, which is an addiction treatment facility for the community. Mr. Adams explained their structure and how they have been functioning with the Hospital's emergency department. He mentioned that they have been very willing to work with the hospital and have been a good resource for the community.

## VII. **ACTION / DISCUSSION ITEMS**

### A. Clinical Quality Report – 4<sup>th</sup> Quarter of 2018

Dr. Gerald Early presented the clinical quality report for the fourth quarter of 2018. He highlighted results from the following categories of the report; medication administration, hospital acquired infections, obstetrics process improvement related to NTSV C-sections, patients transferred to another facility, utilization management, and Washington State sentinel events. Commissioner Murphy moved to approve the Clinical Quality Report and Commissioner O'Keefe seconded the motion. The motion passed unanimously.

### B. Safety Report

Bernadette Berney presented the year-end Safety Report for 2018. This report highlights the efforts made by the Safety Committee to improve the safety of staff and the physical plant. She reviewed the following categories of safety focus; life safety management, safety management, security management, hazardous materials management, emergency management, medical equipment management, utility management, security and safety workgroup "special project", physical plant, staff involvement, staffing, policies and procedures, weapons, and other safety committee items. Lastly she acknowledged the team approach addressing the safety concerns at the Hospital and thanked the leads on the committee for their efforts. Commissioner Karpman moved to approve the Safety Report and Commissioner Murphy seconded the motion. The motion passed unanimously.

### C. Financial Update

Steve Febus provided the Board of Commissioners with a financial update from the month of February. He

explained that the year to date figure is about \$300,000 shy of budget. He also explained that the monthly financial report is being presented in a new layout. He walked the Commissioners through how to read this new layout. He explained that it is all the same information just presented in a different view.

**D. Privilege Form**

Dr. Isaac Grindeland presented a privilege request form for the Board's consideration. Commissioner Murphy offered suggestions to remove language stating "or equivalent" under the third bullet or to list the third certifying body. It was explained that this may exclude any exceptions or special circumstances. Commissioner Murphy moved to send the Hematology/Medical Oncology Privilege Form back to the credentials committee to reevaluate the "or equivalent" portion of this form for better definition. Commissioner Werre seconded the motion and the motion passed unanimously.

**E. Inland Orthopaedics Office Lease**

Scott Adams explained to the Commissioners that there are no documents available to review at this time as the other party is still reviewing. Mr. Adams offered a recommendation to authorization administration to execute the documents once they are finalized to expedite the process. Another option presented to the Board is to wait till they have an opportunity to review the finalized documents before authorizing administration to execute. No motion was made at this point.

**F. Financial Consulting Services**

Steve Febus explained that the Finance Committee interviewed two bond underwriting companies, Piper Jaffray and D.A. Davidson at their last meeting. He mentioned some of the differences between the two companies, but offered that none of these differences were major for the scope of this work. Commissioner Murphy recommended moving forward with Piper Jaffray. Commissioner O'Keefe moved to approve Piper Jaffray as the underwriting company and Commissioner Murphy seconded the motion. The motion passed unanimously.

**G. Community Members on Board Committee**

Commissioner Karpman presented a conversation held at the Governance Committee related to community members serving on Hospital Board committees. She asked if the Commissioners and Administration had any thoughts on activity. Jeannie Eylar mentioned that there is a Pediatric Advisory Committee, but has found it challenging to get much participation or responses from this community based group. Some suggestions from others include; periodically inviting specific public groups to attend the Board meetings, inviting the Volunteers, Auxiliary, and Foundation Staff and Board of Directors to periodically update the Commissioners on their activities, arrange for an annual joint meeting with the Hospital, School, and City boards to address future plans and any concerns, and creating ad hoc committees for community members to serve on especially related to the work of the Next Era of Excellence.

**VIII. ANNOUNCEMENTS**

- A. PDC Filings, April 15<sup>th</sup>
- B. April Special Election, April 23<sup>rd</sup>
- C. CEO & Trustee Patient Safety Summit, April 29<sup>th</sup> or 30<sup>th</sup>
- D. Hospital Week, May 13<sup>th</sup>-17<sup>th</sup>
- E. Celebration in the Gardens, Foundation Stewardship Event, June 13<sup>th</sup>

President Grantham introduced Carly Estey, a guest in attendance and explained that she will be covering administrative responsibilities for Erin Sedam while Ms. Sedam is on maternity leave.

**IX. EXECUTIVE SESSION**

After an approximate 10 minute recess, at 8:03 P.M. the meeting resumed in Executive Session for 45 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 personnel issues, potential litigation to

which the Hospital District, the governing body or a member acting in an official capacity is likely to become a party when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the District, and consult with legal counsel.

**X. OPEN SESSION**

At 8:48 P.M. the meeting resumed in Open Session. Commissioner Murphy moved to approve the Credentials Report and grant the initial application to the Associate Medical Staff with privileges in Pathology by Michael Harvey, MD, grant the application for reappointment to the Affiliate Medical Staff with Refer and Follow privileges by Lennis Boyer, MD, the application for reappointment to the Active Medical Staff with privileges in Radiology by Mark Edens, MD, the application for reappointment to the Active Medical Staff with privileges in Internal Medicine/Critical Care Medicine by Stephanie Fosback, MD, the application for reappointment to the Allied Health Medical Staff with privileges as a Nurse Practitioner/Diabetes Education by Nancy Gregory, ARNP, the application for reappointment to the Consulting Medical Staff with privileges in Neurological Surgery by David Gruber, MD, the application for reappointment to the Affiliate Medical Staff with Refer and Follow privileges by Sunday Henry, MD, the application for reappointment to the Active Medical Staff with Internal Medicine/Critical Care Medicine privileges by Dennis Simpson, MD, the application for reappointment to the Active Medical Staff with privileges in Urology by Bryan D. Smith, MD, and the application for reappointment to the Affiliate Medical Staff with Refer and Follow privileges by Drue Wagner, MD, grant the telestroke provider credentialing and privileging initial application by Rabab Rizvi, MD, and grant the extension requested by Patrick S. Patnode, ST, through the May, 2019 Board meeting, and with all the privileges as requested by the individuals in the Credentials Report. 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 8:49 p.m.

Respectfully submitted by:

  
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Erin Sedam  
Executive Administrative Assistant

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