

**REGULAR MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a
Pullman Regional Hospital
Wednesday, May 3, 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
P-Sandra O'Keefe, Secretary
P-Jeanne Holstad, Commissioner
P-Joe Pitzer, Commissioner
P-Michael Murphy, Commissioner
P-Margaret Were, 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
P-Stephanie Fosback, M.D., Medical Staff President
P-Erin Sedam, Executive Admin. Assistant
P-Kelly Brown, Legal Counsel

Guests: P-Judy Stone
P-Dana Srikanth

I. CALL TO ORDER

President Grantham called the meeting to order at 6:01 p.m. Roll call was taken with the following Commissioners answering present: Grantham, Elbracht, O'Keefe, Pitzer, Murphy, Holstad, and Werre.

II. APPROVAL OF MINUTES

Commissioner Holstad moved to approve the minutes for the meeting of April 5, 2017, Regular Meeting of the Board. Commissioner O'Keefe 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 Holstad seconded the motion. The following committee reports were approved unanimously:

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

V. BOARD EDUCATION

A. Same Day Services – Dana Srikanth

Dana Srikanth, Pullman Regional Hospital's Director of Same Day Services, gave an introduction of herself and her background, both professionally and personally. She continued to present on her efforts in the department. Some of the areas of focus are increased customer service, shared governance structure, improved consistency in the pre-operation process, and promoting the

Orthopaedic Center of Excellence. She also shared some of the challenges and opportunities within the department. Some challenges highlighted were the changes in leadership, space limitations, and results from the employee engagement survey. Based off the results of the employee engagement survey, Dana explained her efforts to improve the lower ranked scores. She also reviewed the highest rated items from the survey and explained the importance of celebrating victories as well as making improvements. Additionally, the department is very much looking forward to the SDS expansion project. Ms. Srikanth stated that she is hoping to stay at the same level of staffing even with the expansion, but will adjust rounding and some of the processes to accommodate. At the conclusion of her presentation President Grantham thanked Ms. Srikanth for her time and information.

B. CEO & Trustee Patient Safety Summit

On May 2nd, Scott Adams, Sandy O’Keefe, Joe Pitzer, and Margaret Werre attended the Washington State Hospital Association CEO & Trustee Patient Safety Summit in Seattle, Washington. The attendees provided insights and highlights from the Summit to the Board of Commissioners. The conference provided thought provoking ideas to improve Pullman Regional Hospital’s patient safety experience. It was also a nice evaluation as to where the hospital’s current efforts are at State wide in comparison with other hospitals.

C. BoardPaq Check-In

Commissioner Joe Pitzer asked the Board if they had any questions, concerns, or findings with their use of BoardPaq and the hospital issued iPad. No comments were received.

VI. ADMINISTRATIVE UPDATE

Scott Adams referenced the written update and asked if there were any questions. The Commissioners found the recognition of Pullman Regional Hospital’s Social Services Director, Katie Evermann Druffel to be well deserved. There was also conversation around the “Being Mortal” presentation. Jeannie Eylar reported that the presentation and panel discussion was well attended and will be repeated in Colfax, WA later this month.

VII. ACTION / DISCUSSION ITEMS

A. Quarterly Financial Update

Steve Febus provided an update on the financial standing of Pullman Regional Hospital at the end of the first quarter for 2017 and what the plans are going forward for this calendar year. He stated that we finished and closed the year-end audit for 2016 and in 6-8 weeks we can expect a payout. He went on the review the key indicators dashboard which highlights the FTE per AOB, Total Margin, and Days Cash. He has been monitoring this dashboard closely and has seen some movement in a positive direction over the last month towards our goals. He also reported that our days cash on hand is currently at 64. Mr. Febus continued to explain some trends that could be affecting the overall performance of the hospital’s finances and some of the efforts being made to improve them.

B. Retired Assets Resolution

Sandy O’Keefe read resolution 531 stating a resolution of the Board of Commissioners of Public Hospital District No. 1-A of Whitman County, Washington, disposing of surplus personal property. Commissioner Murphy moved to approve Resolution 531. Commissioner Pitzer seconded the motion and the motion pass unanimously.

C. 2016 Compensation of Hospital Employees

Bernadette Berney presented the 2016 Compensation of Hospital Employees, a report that the State of Washington requires. The report shows the compensation of the five highest paid, non-clinical employees at Pullman Regional Hospital. Commissioner O’Keefe moved to approve the 2016 Compensation of Hospital Employees Report. Commissioner Pitzer seconded the motion and the motion pass unanimously.

D. Annual Performance Improvement Report

Jeannie Eylar presented the Annual Performance Improvement Report to the Board of Commissioners. This report is a summary of information that the Board has already been previewed to through other reports and dashboards, therefore no new information was presented. Commissioner Murphy moved to approve the Annual Performance Improvement Report. Commissioner O’Keefe seconded the motion and the motion pass unanimously.

E. Strategic Projects Update

Scott Adams explained that in the past this would be the time where the Board would review the Balanced Scorecard, but due to the change in reporting schedules, he presented an update around the Strategic Projects for 2017. Mr. Adams proceed through the provided dashboard offering updates on the various strategic projects throughout the hospital. The Board can expect even more details around the strategic projects of the hospital at the Annual Strategic Planning meetings schedule for early September.

F. Physician Recruitment Agreement

Scott Adams provided an update on the Physician Recruitment Agreement with Palouse Medical and potential candidate, Dr. Spohr. The agreement has not yet been executed, but the conversation with the physician has been very active and is looking positive that the agreement will move forward.

G. Proposed Revision to Sale of Real Property Policy

Joe Pitzer presented the revised proposal of the Sale of Real Property Policy, recently reviewed by the Governance Committee. He explained that the original policy was created during the configuration of MOB 1, but needed to be updated to allow for more future considerations. The Board reviewed the proposed changes which are a series of questions for consideration when deciding to sale real property. The Board asked to add a one more question for consideration to the policy. This should state “is it important/desirable that we retain some level of ownership in the property being considered for sale?”. Commissioner Pitzer moved to approve the revised policy with the additional question. Commissioner Murphy seconded the motion and the motion passed unanimously.

H. July Board Meeting Date

President Grantham informed the Board that the July regular occurrence of the monthly board meetings, the first Wednesday of the month, falls on July 5th. With July 4th being a holiday, she asked if this date would be problematic for attendance. The Board agreed to keep the meeting on July 5th but asked that the Finance Committee meeting, currently schedule for July 4th be moved.

VIII. ANNOUNCEMENTS

- A. Hospital Week Activities, May 1st – 5th
- B. Foundation Stewardship Event and BBQ, June 15th, Lawson Gardens, Pullman
- C. Annual Rural Hospital Leadership Conference, June 25th – 28th, Chelan, WA

D. Gender Dysphoria Education Meeting, May 16th, 6:00p - 9:00p, Conference Rooms C&D. An RSVP is required for this meeting.

XI. EXECUTIVE SESSION

After a 5 minute recess, at 8:16 P.M. the President announced that the meeting would go into Executive Session for 30 minutes to consider the granting, denial, revocation, restrictions, or other considerations of the status of the clinical or staff privileges of a physician or other healthcare provider and 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 will be offered for sale or lease. At 8:46 P.M. the President announced that the Executive Session would continue for 30 minutes to consider the granting, denial, revocation, restrictions, or other considerations of the status of the clinical or staff privileges of a physician or other healthcare provider and 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 will be offered for sale or lease. At 9:16 P.M. the President announced that the meeting would continue for 15 minutes to consider the granting, denial, revocation, restrictions, or other considerations of the status of the clinical or staff privileges of a physician or other healthcare provider and 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 will be offered for sale or lease.

X. OPEN SESSION

The meeting resumed in Open Session at 9:31 P.M. Commissioner O’Keefe moved that the Credentials Report be approved and the application for initial appointment to the Active Medical Staff by Benjamin A. Rhoades be granted, that the applications for reappointment to the Consulting Medical Staff, Affiliate Medical Staff, the Associate Medical Staff, the Active Medical Staff, the Allied Health Medical Staff all be granted with the privileges requested, and that the resignations of George Hodges, MD, and Vicki Short, MD, be accepted. Commissioner Pitzer seconded the motion. The motion passed unanimously.


XI. MEETING EVALUATION

President Grantham reminded the Commissioners to complete the meeting evaluation via Survey Monkey.

XII. ADJOURNMENT

The meeting adjourned at 9:32 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.)