

REGULAR MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a
Pullman Regional Hospital
Wednesday, August 1, 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
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
P-Ben Adkins, M.D., Medical Staff President
P-Erin Sedam, Executive Administrative Assistant
P-Kelly Brown, Legal Counsel

Guests:

P- Judy Stone, League of Women Voters

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, Murphy, O'Keefe, Werre, and Karpman.

Ms. Grantham welcomed guest Judy Stone with the League of Women Voters

II. APPROVAL OF MINUTES

Clarification from last month's minutes around the Political Action Committee is that the Board of Commissioners were encouraged to support, but it is not mandatory to make a donation.

Commissioner Pitzer moved to approve the minutes for the meeting of July 9, 2018, Special 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 Pitzer noted that the Finance Committee minutes from July 9th started in the P.M. not the A.M. With that correction, Commissioner Pitzer moved to approve the Consent Agenda and Commissioner Werre seconded the motion. The following committee reports were approved unanimously:

- Medical Executive Committee
- Finance Committee, July 9th
- Finance Committee, July 31st
- Governance Committee
- Strategic Planning Committee
- Approval of Warrants

V. BOARD EDUCATION

Rural Hospital Conference Debrief

In June Commissioners Pitzer, Werre, Karpman, Grantham, and Superintendent Scott Adams attended the Washington State Hospital Association Annual Rural Hospital Leadership Conference in Chelan, Washington. President Grantham asked those who attended the conference to provide their thoughts and any insights they learned while in attendance. Commissioner Karpman found the conference to be particularly education for a new board member. She learned of resources that available through the WSHA. Commissioner Werre mentioned nurse staffing levels and inquired of Pullman Regional Hospital's compliance with the revised law. Jeannie Eylar answered that the hospital is positioned to meet the revised law at its initiation.

Additionally there was some conversation around information shared at a breakout session regarding community violence and other concerns around security and disaster preparedness.

VI. ADMINISTRATIVE UPDATE

Scott Adams presented the written update and asked if the Board had any questions or needed additional information around the report. Mr. Adams presented the concept around "lift where you stand", which is an initiative to improve the financial performance of the hospital through the year's end. He reviewed the financials of the hospital for the YTD and explained that based the forecasted projections for the year end the hospital needs to generate an additional \$700,000 by end of December. This Lift Where You Stand initiative is encouraging all staff and departments to generate ways to either increase revenue or decrease expenses to help regain this sum to stay at our budgeted financials. These initiatives can be short term, through the end of the year, or ongoing and long term. He reassured the Board of Commissioners that Pullman Regional Hospital is standing by their commitment to the employees and that no one's job is in jeopardy. The department leaders will report out on their Life Where You Stand initiatives at the September Annual Planning Session. It was asked by Commissioner Pitzer if the Board can participate in these efforts. Mr. Adams informed that the Board is more than welcome to participate and complete their own financial Lift Where You Stand plans. Some conversation around less outside education travel was discussed. Commissioner Karpman asked if Pullman Regional Hospital has ever done this financial activity before. Mr. Adams replied that it was done in 2009 and similarly it was a team effort and ultimately had the success that they were targeting.

VII. ACTION / DISCUSSION ITEMS

A. Quarterly Financial Update

Mr. Febus gave an overview of the financials so far for 2018. Pullman Regional Hospital's days cash on hand has gone up because of borrowing \$2,000,000 for the Same Day Services expansion project. He reviewed the Key Dashboard and Labor Productivity as well as volume by department. Some departments, such as imaging and emergency department are seeing growth, where others like OB are down. Overall the volume is down and our FTEs are up which is causing a negative impact on the financials. There was some conversation around staffing levels. Scott Adams added to the overview that the Pullman Regional Hospital Clinical Network will also be participating in the Lift Where You Stand Efforts.

B. Foundation Update

Rueben Mayes provided the Board of Commissioners with a review of the activities from the Foundation for the first half of the year. He reported that the Foundation has the highest YTD totals ever. With the new database program, Blackbaud, the Foundation is able to look at their data in new formats. Mr. Mayes also informed the Board of Commissioners that the Endowment is changing to focus on physician retention. Lastly he reviewed the long range comparison data and highlighted the positive trends the Foundation is demonstrating. It was asked why the Foundation no longer does the “dance-a-thon” fundraising activity in partnership with Washington State University. Mr. Mayes explained that they did this event for three years, assessing its success each year and ultimately found it was a break even event and discontinued it. In its place they have implemented the Homes of Health initiative, working with local real estate agents for matching donation with the purchases of homes.

C. CEO Evaluation Report

Commissioner Werre provided an update on the CEO Evaluation process. She informed the Board of Commissioners that the Governance Committee conducted the evaluation and it went very well. This year’s evaluation report is complete.

D. Proposed Grading on Hospital Property

Scott Adams presented a proposed agreement regarding grading some of the hospital’s property with neighboring landowner. It is Ned Warnick with Design West and Administration’s recommendation to move forward with the grading at the expense of the landowner making the request. The Strategic Planning Committee has also reviewed this request. Commissioner Pitzer moved to approve the proposed grading request and Commissioner Werre second the motion. The motion passed unanimously.

VIII. ANNOUNCEMENTS

An update was provided that the Board of Commissioners will no longer be attending the Rural Advocacy Days in Washington, D.C. The WSHA Annual Meeting attendance is to be determined.

- A. Annual Strategic Planning Sessions, September 4th & 5th at Residence Inn Pullman
- B. Special Board Meeting, September 5th at 1:00p at Residence Inn Pullman
- C. Rural Advocacy Days, Washington D.C., September 24th – 26th
- D. WSHA Annual Member Meetings, October 11th – 12th at Seattle Marriot Waterfront
- E. Hospital Foundation Board of Directors Meeting, October 17th, Residence Inn Pullman
- F. Health Innovation Summit, October 23rd at SEL Event Center

IX. EXECUTIVE SESSION

After a 5 minute recess at 7:53 P.M. the President announced that the meeting would go into Executive Session for 20 minutes to discuss CEO compensation, the granting, denial, revocation, restrictions or other considerations of the status of the clinical or staff privileges of a physician or other healthcare provider, discussion concerning personnel issues, consult with legal counsel, and to review the performance of a public employee. At 8:13 P.M. the President announced that the Executive Session would continue for another 10 minutes to discuss the same topics.

X. OPEN SESSION

The meeting resumed in Open Session at 8:23 P.M. Commissioner Murphy moved that the Credentials Report be approved and that the application for appointment to the Active Medical Staff and the application for appointment to the Affiliate Medical Staff with Refer and Follow Privileges be approved

and the privileges requested be granted, and the applications for reappointment to the Active Medical Staff, the Allied Health Medical Staff, and the Associate Medical Staff be approved and the privileges requested granted, that the Telepsych Provider credentials and privileges be granted to Leszek Michalewicz be granted, and the resignation by Jane Fore, MD, be accepted. Commissioner Pitzer seconded the motion. The motion passed unanimously. Resolution No. 546 setting the compensation for Mr. Adams the CEO (Superintendent) was moved for adoption by Commissioner Murphy, seconded by Commissioner Pitzer. The motion passed unanimously.

XI. MEETING EVALUATION

The President reminded the Commissioners to complete the meeting evaluation. There was discussion about the meeting evaluation process and responses.

XII. ADJOURNMENT

The meeting adjourned at 8:25 P.M.

Respectfully submitted by:



Erin Sedam
Executive Administrative Assistant



~~Sandra O'Keefe, Secretary~~ Jeff Elbracht, Vice President
Board of Commissioners
(Minutes are not officially approved until the next Board Meeting.)