

**REGULAR MEETING  
BOARD OF COMMISSIONERS  
Public Hospital District No. 1-A of Whitman County, Washington  
d/b/a  
Pullman Regional Hospital  
Wednesday, May 2, 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

Guests:

P-Debbie Heitstuman  
P-Karen Geheb, M.D.  
P-Judy Stone  
P-Representative Joe Schmick  
P-Pat Wright, Foundation Board President

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-Ben Adkins, M.D., Medical Staff President  
P-Erin Sedam, Executive Administrative Assistant  
P-Kelly Brown, Legal Counsel

**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. President Grantham welcomed our guests, Debbie Heitstuman, Dr. Karen Geheb, Pat Wright and Representative Joe Schmick.

**II. APPROVAL OF MINUTES**

Commissioner Pitzer moved to approve the minutes for the meeting of April 9, 2018, Special Meeting of the Board. 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 Karpman moved to approve the Consent Agenda and Commissioner Werre 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
- PRH Clinical Network Committee

## V. BOARD EDUCATION

### A. Representative Joe Schmick

Representative Joe Schmick introduced himself to the Board of Commissioners and explained his involvement with healthcare within his legislative role. He expressed concerns that critical access hospitals in the State of Washington are suffering and how we can help keep them financially stable in order to provide critical services to Washington's small communities. He mentioned some factors that could be contributing to the financial struggles with these smaller hospitals. These were shortage of physicians and access to insurances/Medicare. Representative Schmick asked those in attendance what ideas they have to address this issue. Various initiatives that Pullman Regional Hospital currently has in place were shared with the legislator. Additionally, the Board of Commissioners had some questions for Representative Joe Schmick. At the conclusion of the conversation, President Grantham thanked Representative Schmick for attending the meeting and invited him to stay for the rest of the regular meeting.

### B. Hospitalist Service Redesign

Dr. Karen Geheb gave a presentation to the Board of Commissioners on the Hospitalist Program at Pullman Regional Hospital. She gave an overview of the current program and why there is a need to redesign the system. One of the efforts in redesigning the program is to reduce staffing expenses in the department. Dr. Geheb presented the new model which includes three hospitalist and four advance practice providers (APP). She reviewed the proposed scheduling and explained that this model will also provide Pullman Regional Hospital with 24 hour in house coverage. Additionally, this model will promote growth and provide opportunities for those within the Hospitalist program. Dr. Geheb has part of the staffing for this model already active in the department and is currently recruiting hospitalist physicians.

### C. Report on CEO/Patient Safety Summit

This item was deferred to next month due to time considerations.

## 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 recognized Steve Febus for his 30 years of service. The Board of Commissioners had no questions regarding the Administrative Update.

## VII. ACTION / DISCUSSION ITEMS

### A. 1<sup>st</sup> Quarter Financial Review

Steve Febus provided the Board of Commissioners with a quick update on the hospital's financials to date. The recent financial audit had no findings and the auditors were very complimentary of Pullman Regional Hospital. Next, Mr. Febus reviewed with the Board of Commissioners the 1<sup>st</sup> Quarter Financial Report. He reviewed the key indicator dashboard; labor productivity, total margin, and days cash. The hospital's days cash on hand are currently at 66, which is a little low and he would like to see this increase to above 75 days. He reviewed the key indicators dashboard with actual figures compared to budgeted and prior year numbers. He went on to review the hospital core less the supported services to give the 1<sup>st</sup> quarter combined total. Lastly, the hospital has recently completed the HRSA 340B Program Audit. Mr. Febus explained that the audit went better than expected but know that there will be areas for improvement.

B. Petty Cash Resolution

Steve Febus gave back ground information regarding the Petty Cash Resolution being presented to the Board for their approval. Summit Therapy has been doing more cash collections at their front desk due to patients wanting to pay with cash. The employees are finding that they don't have enough petty cash to break bills. Sandy O'Keefe read the resolution which stated a resolution regarding creation of petty cash funds for Pullman Regional Hospital. Commissioner Murphy moved to approve the Petty Cash Resolution and Commissioner Werre seconded the motion. The motion passed unanimously.

C. Annual Performance Improvement Report

Debbie Heitstuman presented the Annual Performance Improvement Report for 2017. She informed the Commissioners that the full report can be found in their board packets. She presented and overview of the highlights in this year's report. The report included accomplishments and developments for 2017. A couple formatting corrections were noted. Commissioner O'Keefe moved to accept the Annual Performance Improvement Report. Commissioner Murphy seconded the motion and the motion passed unanimously.

D. 1<sup>st</sup> Quarter Foundation Update

Rueben Mayes gave an update from the Foundation's activities for the 1<sup>st</sup> Quarter. The data is presented slightly different with the information being pulled from a new system, BlackBaud. He reviewed the top fundraising campaigns and where those funds are at through March 31<sup>st</sup>. Additionally, he explained that the highest needs for all campaigns are focused around physician retention, recruitment, and training. Lastly he gave an update round the Women's Leadership Guild and the efforts coming out of this group.

E. SDS Expansion Project Update

Scott gave an update around the funding for the Same Day Services (SDS) Expansion Project. Based off the Board's approval at last month's meeting the bid was awarded. The hospital is still working through the financial activities but has the following timeline from last month. On May 18<sup>th</sup> the bank will have made their commitment. The hospital is required to act on the bid award within 45 days and May 18<sup>th</sup> falls within that date. The Board of Commissioners were comfortable moving forward with this schedule.

F. Board Involvement in the Next Era of Excellence Activities

Scott Adams sent the Board of Commissioner a memo outlining some of the activities that the Board of Commissioners would be invited to participate in regarding the Next Era of Excellence project. He reviewed in detail the timeline of activities which generated a few questions from the Commissioners. Notices of opportunities to participate in larger events will be provided to the commissioners as they are scheduled. President Grantham asked if the Board was comfortable being publicly supportive of this project. All commissioners agreed to participate in these outlined activities.

G. Administrative Staff Questions & Answers

President Grantham opened the floor for the Board of Commissioners to ask questions to the Administrative team. It was asked what the status is of the Orthopaedic Center of Excellence. Scott Adams provided an update that the call coverage at the hospital is going well with no major

glitches, they are recruiting one more orthopaedic surgeon, there are quarterly meeting taking place with the surgeons and the hospital, they have developed and successfully implemented the Regional High School Athletic Training Program, and the employment of an orthopaedic care coordinator.

It was also asked how the search for the director of the Clinical Network is going. Steve Febus answered that there has been lots of candidates but not one that has been a good fit for Pullman Regional Hospital's needs. Currently this role is being covered with an interim external manager. He mentioned that we have some internal people who might be a good fit and could be groomed into that position. He explained that we need better oversight than what we are currently getting during this interim phase.

A question was asked as to where the new electronic medical records (EMR) project was at. Jeannie Eylar answered that the hospital is still considering three vendors and that implementation will still be some time down the road. Some of the features that are being taken into consideration is how to gather patient feedback.

It was also asked that with all the strategic project of the hospital happening at the same time, how they are prioritized for best utilization of resources. Scott Adams answered that in early September there is an annual planning session where strategic projects are considered and assessed in relation to the hospital's budget and strategic plan. The Board of Commissioners are invited to this planning session.

#### **VIII. ANNOUNCEMENTS**

- A. Hospital Week, May 7<sup>th</sup> – 11<sup>th</sup> 2018
- B. Administrative Planning Session, June 13<sup>th</sup>
- C. Foundation Stewardship Event and BBQ, Lawson Gardens, June 14<sup>th</sup>
- D. Annual Rural Hospital Leadership Conference, Chelan, June 24<sup>th</sup> – 27<sup>th</sup>

#### **IX. EXECUTIVE SESSION**

At 8:26 P.M. the President announced that the meeting would go into Executive Session for 10 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 and consult with legal counsel.

#### **X. OPEN SESSION**

The meeting resumed in Open Session at 8:36 P.M. Commissioner O'Keefe moved that the Credentials Report be approved and that the application for appointment to the Associate Medical Staff, the initial appointment to the Telestroke Providers, the reappointments to the Telepsych Providers be granted, all with the privileges as requested be granted, that the extension request by Stephen Bergmann, MD be granted, and that the resignations as stated in the Credentials Report be accepted. Commissioner Murphy seconded the motion. The motion passed unanimously.

#### **XI. MEETING EVALUATION**

The President reminded the Commissioners to complete the meeting evaluation.

#### **XII. ADJOURNMENT**

The meeting adjourned at 8:37 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.)*