

**SPECIAL MEETING**  
**BOARD OF COMMISSIONERS**  
**Public Hospital District No. 1-A of Whitman County, Washington**  
**d/b/a**  
**Pullman Regional Hospital**  
**Wednesday, February 12, 2020, 6:00 p.m.**  
Conference Room, Holiday Inn Express, 1190 SE Bishop Blvd.

Board of Commissioners

P-Jeff Elbracht, President  
P-Tricia Grantham, Vice President  
E-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-Karly Port, Executive Director PRHCN  
P-Katie Hryniewicz, M.D., Medical Staff President  
P-Erin Sedam, Executive Administrative Assistant  
P-Kelly Brown, Legal Counsel

Guests:

P-Kyrk Taylor, Human Resources Pullman Regional Hospital  
P-Judy Stone, League of Women Voters

**I. CALL TO ORDER**

President Elbracht called the meeting to order at 6:03 p.m. Roll call was taken with the following Commissioners answering present: Elbracht, Grantham, Pitzer, Murphy, and Karpman. Commissioner O'Keefe was excused. Commissioner Werre arrived shortly after the meeting was called to order.

**II. APPROVAL OF MINUTES**

Commissioner Pitzer moved to approve the minutes for the regular meeting of January 8, 2020 and the special meeting of January 20, 2020. Commissioner Karpman seconded the motion and the motion passed unanimously.

**III. CONSENT AGENDA**

Commissioner Grantham moved to approve the Consent Agenda and Commissioner Pitzer seconded the motion. The following committee reports were approved unanimously:

- Medical Executive Committee
- Finance Committee
- Governance Committee
- Strategic Planning Committee
- Foundation Board of Directors
- Approval of Warrants

**IV. BOARD EDUCATION**

**A. Debrief AHA Conference**

President Elbracht invited the attendees of the American Healthcare Association conference to provide the group with their learnings from the sessions. The Commissioners who attended were Pitzer, Karpman, Werre, and Grantham. They mentioned a wide range of topics that were addressed at the conference which included; care coordination, physician burnout, open public meetings act related to simple majority votes, disparities in healthcare for women in rural areas, and cyber security.

**V. ADMINISTRATION UPDATE**

Scott Adams presented the written update and asked if the Board had any questions or needed additional information around the report. Clarification as provided about participating in Pullman Regional Hospital's

Biometric event and that the individual to need to be on the Hospital's insurance plan. Dr. Early provided a brief update on the Coronavirus. Further conversation around the practice transformation efforts were discussed. Lastly, more information around pricing transparency was discussed. Scott Adams provided clarification that Pullman Regional Hospital has been posting our prices on the website and that efforts are being made with Schweitzer Engineering Laboratories on additional ways to convey these prices to the consumers.

## **VI. ACTION / DISCUSSION ITEMS**

### **A. Financial Update Year-end 2019**

Steve Febus asked the Commissioners if they had any questions regarding the written financial report. There being no questions, Mr. Febus gave an overview of the unaudited, year-end financials and Statement of People and Programs. He reviewed the global three key indicators dashboard; labor productivity, total margin, and days cash on hand. Next, he reviewed the metrics and trends of the key indicators dashboard with show the actual, budget, prior year, desired position, and Washington State Critical Access Hospital peer group comparison data. Mr. Febus provided information around the Hospital's revenue sources and debt capacity.

### **B. Foundation Update Year-end 2019**

Rueben Mayes provided the Commissioners with an overview of the Foundation's activities from 2019. He reviewed the key impacts from last year and highlighting that employees raised over \$154,000 for the Hospital. Additionally, he presented the 2019 operational impacts, the Blackbaud benchmarks, and recapped the events held in 2019. Looking forward, he showed the Commissioner the key planning goals and future project cash flows for 2020.

### **C. HIPAA Confidentiality Agreement**

Jeannie Eylar explained that, as a good practice, the Board of Commissioners should sign Pullman Regional Hospital's HIPAA Confidentiality Agreement. The Commissioners agreed and turned in their signed, individual agreements.

### **D. Registered Dietitian Privilege Form**

Dr. Katie Hryniewicz presented the Registered Dietitian Privilege Form for the Commissioners consideration to approve. It was suggested to change the spelling to "dietician". With that correction, Commissioner Murphy motioned to approve the privilege form. Commissioner Werre seconded the motion and the motion passed unanimously.

### **E. Family Medicine Residency Conceptual Space Plan**

Scott Adams provided the Board of Commissioners with an overview of the Family Medicine Residency program and the timelines associated with Pullman Regional Hospital's commitment to the program. He went on to present alternative plans to accomplishing the space requirements for the project and allow Pullman Regional Hospital to remain on track with the project's overall timeline. The proposed plan is to utilize the space in Medical Office Building Two currently occupied by hospital departments for the Family Medicine Residency Program and relocate staff to the second floor of the new Same Day Services space. He reviewed conceptual maps of what each of these spaces would look like. He added that this project is contingent on funding, which will mostly come through philanthropy, and is still conceptual at this point. Mr. Adams recommended the Board of Commissioners adopt this conceptual space plan to achieve the Family Medicine Residency within the already established timeline. Commissioner Pitzer moved to adopt the plan and Commissioner Murphy seconded the motion. The motion passed unanimously.

### **F. The Next Era of Excellence Plan Development Outline**

Scott Adams provided the Commissioners with an outline of activities related to the Next Era of Excellence project for their consideration on how to guide Administration moving forward. Additionally, Mr. Adams proposed having community conversation at the upcoming Board of Commissioner meetings to help

educate and receive feedback from the public on topics related to the Next Era of Excellence project. The Commissioners discussed the outline and felt that these activities were appropriate areas to explore options and have Administration develop a supplemental recommendation report from this information. The Commissioners felt like having a supplemental recommendation report presented to them at their regular June meeting would be adequate. Additionally, they felt the community conversation proposal at their meetings would be valuable. Commissioner Murphy moved to approve the outline for the supplemental report for delivery at the June regular meeting. Commissioner Pitzer seconded the motion and the motion passed unanimously. Commissioner Pitzer moved to approve the change in their regular board meeting agendas to include a section for community conversations. Commissioner Murphy seconded the motion and the motion passed unanimously.

**VII. ANNOUNCEMENTS**

- A. WSHA Safety & Quality Leadership Summit 2020, May 14<sup>th</sup>, Seattle
- B. Hospital Week, May 11<sup>th</sup> – 15<sup>th</sup>
- C. Foundation’s Celebration in Gardens, June 11<sup>th</sup>
- D. Annual Rural Hospital Leadership Conference, Chelan, June 21<sup>st</sup> – 24<sup>th</sup>

**X. EXECUTIVE SESSION**

At 8:18 P.M. the President announced that the meeting would go into Executive Session for 20 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 health care provider, discuss a real estate matter concerning acquisition or lease where public discussion could likely increase the price, and to consult with legal counsel.

**XI. OPEN SESSION**

The meeting resumed in Open Session at 8:38 P.M. The Credentials Report was reviewed and Commissioner Pitzer moved to approve the Credentials Report, grant the application for reappointment to the Allied Health Medical Staff, the Consulting Medical Staff, and the Active Medical Staff, all with the privileges stated, to accept the resignations as stated in the Credentials Report, and to grant the extension through the March Board meeting for Nevada Sweeney, OD, Richard Malyszek, MD, and Edward D. Smith, MD, and grant the change in status of Gerald Early, MD to Active Administration. The motion was seconded by Commissioner Murphy. The motion passed unanimously.

**XII. MEETING EVALUATION**

The President asked the Commissioners to complete the meeting survey via Survey Monkey.

**XIII. ADJOURNMENT**

The meeting adjourned at 8:39 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.)*