

**REGULAR MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a
Pullman Regional Hospital
Wednesday, April 01, 2020, 6:00 p.m.
Virtual Participation via ZOOM and Conference Line**

Board of Commissioners

P-Jeff Elbracht, President
P-Tricia Grantham, 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-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:

Public Attendees on the Conference Line

I. CALL TO ORDER

President Elbracht called the meeting to order at 6:05 p.m. Roll call was taken with the following Commissioners answering present: Elbracht, Grantham, O’Keefe, Pitzer, Murphy, Werre, and Karpman.

II. ACKNOWLEDGMENT OF THE GOVERNOR’S ORDER

President Elbracht acknowledged that the Governor of the State of Washington issued Proclamation 20-28 on March 24, 2020 suspending portions of the Open Public Meetings Act and prohibiting in person meetings of governing bodies of public agencies and mandating that those public meetings be conducted remotely with public attendance via remote means. Consequently, the Commissioners are attending this meeting remotely and we have made public attendance possible via telephone.

III. APPROVAL OF MINUTES

Vice President Grantham moved to approve the minutes for the regular meeting of March 4, 2020. Commissioner O’Keefe seconded the motion and the motion passed unanimously.

IV. MODIFICATIONS TO AGENDA

Scott Adams requested an Executive Session be added to the agenda to take place after the Announcements and to be for a 30 minute duration. Additionally, he asked that consideration of the Credentials Report be moved to after Executive Session.

V. CONSENT AGENDA

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

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

VI. ACTION / DISCUSSION ITEMS

A. COVID 19 Update

Scott Adams facilitated a conversation around the activities and efforts Pullman Regional Hospital has made towards preparing, planning, and managing the COVID-19 virus. The summary of activities dated back to March 16th when the Pandemic Management Coordinating Center and implementation teams were established. Mr. Adams explained that Pullman Regional Hospital has always had policies and plans in place for disasters, but with the unforeseeable end of a pandemic, the Coordination Center was created to help manage and plan for situations directly related to this type of crisis.

Jeannie Eylar spoke to the work done around the Hospital's essential services and surge capacity. She also explained the decisions and current efforts regarding essentials resources and logistics related to supply management. Lastly, she addressed the statistics and efforts around testing and the triage trailer.

Next, Steve Febus provided the Commissioners with the financial impact COVID-19 has had on Pullman Regional Hospital. He presented a graph showing the net revenue to cost comparison which highlighted the alarming rate in which Pullman Regional Hospital is losing money. This is mostly due to volume of patients and procedures dropping significantly, while staffing levels stay consistent. He went on to review Pullman Regional Hospital's financial plan to address these concerns which included details around state and federal assistance as well as internal efforts. Included in the financial efforts is the COVID-19 Fund, which is a fundraising effort lead by Pullman Regional Hospital Foundation. Rueben Mayes spoke to the plans the Foundation has to accessing additional resources to support the Hospital and its staff. As a way to contribute to the financial plan, the Commissioners considered forgoing their quarterly meeting reimbursements.

Following the finance conversation, Bernadette Berney provided the Commissioners with an update around the Human Resources work during this pandemic. She informed them of efforts made to reassign displaced employees as well as some of the challenges and limitations they discovered around telecommuting and remote access. Lastly, she discussed resources for staff from the government for financial support.

Karly Port gave an overview of the activities taking place with Pullman Regional Hospital Clinic Network and the outpatient services. Some of the efforts have been tailored to meet specific clinic needs, but overall the work is similar to that at the hospital.

Lastly, Megan Guido gave an update on the communication efforts. She explained that the website is the main source of information for the community. She noted that this is a challenging time for consumers to navigate through an overwhelming amount of information that is being presented, but has noticed a lot of engagement with Pullman Regional Hospital's social media.

Scott Adams concluded that it has been an extraordinary effort to put all these plans and preparations together. He added that we continue to organize and learn so we can be as prepared as possible. President Elbracht thanked the medical community for all the work being done to keep our community safe.

VII. **ANNOUNCEMENTS**

- A. PDC Filing, due April 15th – There was some conversation around the deadline being extended.
- B. WSHA CEO & Trustee Safety & Quality Summit 2020, May 14th in Seattle - TBD
- C. Hospital Week, May 11th – 15th - Postponed
- D. Foundation's Celebration in Gardens, June 11th - TBD
- E. Annual Rural Hospital Leadership Conference, Chelan, June 21st – 24th – Scott Adams let the Commissioners know they could still attend this conference, but it would be at their own expense.

VIII. **EXECUTIVE SESSION**

At 7:55 P.M. the President announced that the meeting would go into Executive Session for 30 minutes to discuss personnel matters and consult with legal counsel. At 8:25 the President announced that the Executive Session would continue for another 5 minutes to discuss personnel matters and to consult with legal counsel.

IX. OPEN SESSION

At 8:30 P.M. the meeting resumed in Open Session. The Credentials Report was reviewed and Commissioner Murphy moved that the Credentials Report be approved and the applications for reappointment to the Associate Medical Staff and the Affiliate Medical Staff be granted with the privileges as stated in the Credentials Report, and that the extensions be granted as stated, and resignations, as stated, be accepted. Commissioner O'Keefe seconded the motion. The motion passed unanimously. The President commended the Hospital Administration, staff, and the entire medical community for their dealings with the COVID-19 crisis and assisting the community in meeting the healthcare challenges.

VIII. MEETING EVALUATION

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

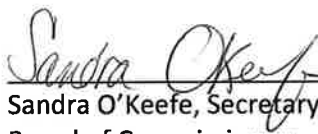
IX. ADJOURNMENT

The meeting adjourned at 8:33 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.)

VOTING CHART

MOTION	Approval of the minutes from 3/4/2020		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht	✓		

VOTING CHART

MOTION	Consent Agenda (4/1/2020)		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht	✓		

VOTING CHART

MOTION	Credentials Report (4/1/2020)		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht	✓		