

**REGULAR MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a
Pullman Regional Hospital
Wednesday, December 4, 2019, 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 (via phone)

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-Isaac Grindeland, 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-Karly Port, Director Clinic Network
P-Andrew Craigie, Interim Director Clinic Network
P-Judy Stone, League of Women Voters
P-Pat Wuestney, Director of Maintenance
P-Josh, Media Representative with Pullman Radio

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, Pitzer, Werre, and Murphy. Commissioner Karpman answered present via conference call. Commissioner O'Keefe joined at 6:04 p.m.

II. APPROVAL OF MINUTES

Commissioner Elbracht moved to approve the minutes for the meeting of November 6, 2019, regular Meeting of the Board. Commissioner Pitzer seconded the motion and the motion passed unanimously.

III. MODIFICATIONS TO AGENDA

There were no modifications to the agenda.

IV. CONSENT AGENDA

Commissioner Werre moved to approve the Consent Agenda and Commissioner Pitzer 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

V. BOARD EDUCATION

A. Update on Air Handling System

Pat Wuestney gave an update on Pullman Regional Hospital's Safe Air Handling System. He explained in July there was news of 14 patients, six of whom died at Seattle Children's Hospital due to mold in their Operating Rooms. Mr. Wuestney conducted evaluation of Pullman Regional Hospital's ventilation system and was happy to learn that the hospital does not have any of the same issues that were taking place in Seattle. He explained to the Commissioners how the air filtering system works at Pullman Regional Hospital and that we use safe HEPPA filters in the ceilings which regulates safe air, smooth air flow, and humidification, which helps prevent infections. He added that no air is recirculated and that there are 24-28 air exchanges in the operating room. There was an air test conducted in 2014 and the results were excellent.

VI. ADMINISTRATION UPDATE

Scott Adams presented the written update and asked if the Board had any questions or needed additional information around the report. He explained that the Washington State Auditor Report is available and a public document. He said that it was an excellent report and the auditors were very complementary to our fiscal services staff and the work they do. There was a question in regards to the participation in the Wellness for Life program. Bernadette Berney answered that there was good participation and that she anticipates the number of participants to increase next year as the Clinic Network staff will be invited to participate fully in the program. Steve Febus provided more information around CPT codes, the negotiated rates, and some of the frustrations being felt between insurance companies and hospitals.

VII. ACTION / DISCUSSION ITEMS

A. Patient Experience

Jeannie Eylar presented the Patient Experience Report for the 2nd and 3rd Quarters of 2019. She explained that this is the first data set that is just Press Ganey and no longer involving Healthstreams. She reviewed the overall satisfaction scores. She added some historical background around how our trends are increasing in satisfaction. In regards to the Same Day Services department, there was some conversation around looking at data by types of service (i.e. medical versus surgical) as opposed to the department as a whole, because those two types of patients could have different concerns. In regards to the Emergency Department, Ms. Eylar explained that Pullman Regional Hospital's satisfaction ratings are lower than other hospitals. She said that this is likely because our Emergency Department sees a much younger demographic and younger patients tend to give lower satisfaction ratings. Commissioner Murphy moved to approve the Patient Experience Report for the 2nd and 3rd Quarters of 2019. Commissioner O'Keefe seconded the motion and the motion passed unanimously.

B. Board Self-Assessments

Commissioner Karpman provided the Commissioners with an overview of the Board Self-Assessments that were reviewed in depth at the Governance Committee. She reported that the overall assessment was quite positive. She also noted areas identified to focus on are increasing contact between the Commissioners and physicians, conducting an annual board retreat, improving finances, and achieving the Next Era of Excellence. Next, she reviewed the Administrative Team's assessment of the Board of Commissioners. Commissioner Pitzer moved to accept the 2019 Board Self-Assessments and Commissioner Murphy seconded the motion. The motion passed unanimously.

C. Election Results

President Grantham provided the Commissioners with an update around the recent election results. She informed the group that the proposition surpassed the validation threshold, but did not receive the needed 60% approval votes. Because the results were close, a recount was considered, but ultimately, the hospital decided to not pursue a recount with the county elections office. Scott Adams provided additional information around the process, costs, and timeframes that would be associated with a recount. Commissioner Murphy moved to acknowledge the results of the election. Commissioner O'Keefe seconded the motion and the motion passed unanimously.

D. CEO Succession Policy

Commissioner Karpman presented the revised CEO Succession Policy for approval. There was one final revision requested to update a pronoun in section 2D. With that revision, Commissioner Elbracht moved to approve the CEO Succession Policy. Commissioner Pitzer seconded the motion and the motion passed unanimously.

E. Resolution for Petty Cash

Steve Febus presented a resolution adjusting petty cash funds including an exhibit listing the locations and amounts. Commissioner O’Keefe read the resolution regarding creation of petty cash funds for Public Hospital District No. 1-A of Whitman County. Commissioner Werre moved to approve the resolution. Commissioner Murphy seconded the motion and the motion passed unanimously.

F. 2020 Strategic Management Plan and Budget

Steve Febus first asked the Commissioners if there were any questions on this month’s financial report. Commissioner Werre asked that the spelling of her last name be corrected in the Finance Committee minutes. Additionally, it was requested that “exists” be corrected to “exit” in the Finance Committee minutes. Next Mr. Febus reviewed the 2020 Strategic Management Plan and Budget with the Commissioners. He highlighted areas that will change with the bond not passing. He highlighted several other areas and reviewed the hospital’s days cash on hand. Commissioner O’Keefe moved to approve the 2020 Strategic Management Plan and Budget. Commissioner Werre seconded the motion and the motion passed unanimously.

G. Trauma Renewal

Jeannie Eylar explained to the Board of Commissioners that every three years, Pullman Regional Hospital has to submit a renewal application to be a trauma level four hospital. She went on to explain that during the application process, the team identified several protocols that needed revision for improved processes. Commissioner Murphy authorized President Grantham to sign the renewal application. Commissioner Werre seconded the motion and the motion passed unanimously.

H. Officer Nominations Forms

President Grantham thanked the Commissioners for completing and turning in their Board of Commissioner Officer interest forms. The Governance Committee will review and create a slate of officers for consideration at the regular board meeting in January.

I. Committee Assignments

The Commissioners turned in their committee assignment preferences and President Grantham announced she will have them finalized before the new year.

J. Possible Board Retreat

President Grantham proposed to the Commissioners the opportunity to organize a Board of Commissioners retreat to discuss future plans around the Next Era of Excellence. The Commissioners agreed that a retreat should be planned. Erin Sedam will work with the group to find the best date and time for the retreat.

IX. ANNOUNCEMENTS

- A. Anniversary Party, December 6th 5:30p – 9:00p at SEL
- B. January Regular Board Meeting on the 8th
- C. Foundation Gala, February 1st at SEL
- D. AHA Conference, February 2nd – 5th in Phoenix, AZ
- E. February Special Board Meeting on the 12th at the Holiday Inn Express
- F. There was mention of a Certification Completion Reward Dinner to be held on May 13th with the WSHA. The Governance Committee will discuss participation in more detail.

X. EXECUTIVE SESSION

At 7:21 P.M. the President announced that the meeting would go into Executive Session for 30 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.

XI. OPEN SESSION

At 7:51 P.M. the meeting resumed in Open Session. Commissioner Murphy moved to approve the Credentials Report, grant the applications for reappointment to the Affiliate Medical Staff with Refer and Follow Privileges, the Active Medical Staff with privileges in Family Medicine and Radiology, the initial appointments and reappointments for Telestroke Providers, grant the additional privileges to Stacey Clark, MD, for Emergency Medicine Ultrasound privileges, accept the resignations of Scott Carleton, MD, and Robert Sharpe, MD, and grant the extensions requested, all as stated in the Credentials Report with the privileges requested. Commissioner Murphy seconded the motion. The motion passed unanimously. Commissioner Pitzer moved to authorize the Administration to negotiate and execute a Purchase and Sale Agreement for the purchase of the real estate and equipment of the Palouse Health Center. Commissioner Murphy seconded the motion. The motion passed unanimously. Commissioner Murphy moved to authorize the Administration to negotiate and execute the Agreement for Pediatric Specialty Services. Commissioner O'Keefe seconded the motion. 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 7:54 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.)