

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

**Pullman Regional Hospital**

**Wednesday, May 1, 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 (via phone)  
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  
P-Dr. Gerald Early, CMIO  
P-Rueben Mayes, CDO  
P-Isaac Grindeland, M.D., Medical Staff President  
P-Erin Sedam, Executive Administrative Assistant  
P-Carly Estey, Administrative Assistant  
P-Kelly Brown, Legal Counsel

Guests:

P-Joyce Marshall, Director of Nutrition Therapy  
P-Karly Port, Director of Operations, PRHCN  
P-Andrew Craigie, Executive Director, PRHCN  
P-Pat Wright, Foundation Board President  
P-Kryk Taylor, Pullman Regional Hospital Human Resources  
P-Pullman Radio

**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, Pitzer, O'Keefe, Elbracht and Murphy. Commissioner Karpman and Commissioner Werre participated via phone.

President Grantham introduced the guests present.

**II. APPROVAL OF MINUTES**

Commissioner Elbracht moved to approve the minutes for the April 3, 2019 Regular Meeting of the Board. Commissioner O'Keefe seconded the motion and the motion passed unanimously.

**III. MODIFICATIONS TO AGENDA**

President Grantham asked to add an action item regarding the Commissioners who need to file for re-election. This will become item A on the agenda.

**IV. CONSENT AGENDA**

Commissioner Murphy moved to approve the Consent Agenda and Commissioner O'Keefe seconded the motion. The following committee reports were approved unanimously:

- Finance Committee
- Quality Improvement Committee
- Governance Committee
- Foundation Board of Directors
- Approval of Warrants

## V. BOARD EDUCATION

### A. New Department Leader Introduction – Joyce Marshall

Joyce Marshall, Director of Nutrition Therapy, was invited to provide an introduction of herself to the Board as a new leader at Pullman Regional Hospital. Ms. Marshall was hired as the Director in January 2019. She gave a brief overview of the activities happening in the Nutrition department, highlighting that the department is looking forward to revamping the program as it has not been updated in quite some time.

### B. CEO & Trustee Patient Safety Summit Debrief

Commissioner O'Keefe provided a review of the 2019 CEO & Trustee Patient Safety Summit that she attended in April in Seattle, WA. She highlighted some key talking points that were presented at the conference that were focused on the opioid epidemic. There was some discussion around how this is affecting the community of Pullman. President Grantham referred to the Administrative Update as that topic was the first section to appear in the update. Commissioner O'Keefe also referenced some updates in legislation regarding workplace violence and other workplace issues for nursing staff.

## VI. ADMINISTRATION UPDATE

Scott Adams presented the written update and asked if the Board had any questions or needed additional information around the report. There was further discussion on the new community clinic in Pullman, IdealOption, a franchise practice started by emergency physicians that treats Opioid Use Disorder and other substance use disorders. There were questions regarding the referral process for this clinic and Mr. Adams clarified that there is no referral needed for people to seek treatment at IdealOption. He went on to explain the partnership they are seeking between the Hospital Emergency Department and the new clinic.

## VII. ACTION / DISCUSSION ITEMS

### A. Commissioner Re-election

President Grantham informed the Commissioners that positions 3, 5, and 6 on the Board of Commissioners are due for re-election. This is Commissioner Karpman, Commissioner Pitzer, and Commissioner O'Keefe. Kelly Brown informed these Commissioners that they can file by mail and that the paperwork for re-election needs to be received by the Whitman County Election and Auditor's office no later than May 17<sup>th</sup>, 2019. Mr. Brown also informed these Commissioners that he would forward them the necessary paperwork.

### B. Debrief Next Era of Excellence

President Grantham asked the Board for their thoughts on holding a work session to evaluate the future direction of The Next Era of Excellence. The Commissioners felt that a work session would be beneficial and they discussed what materials they would need as far as information that would help them to make an informed decision. It was determined by the Board to hold a Special Board Meeting within the month to discuss options in regards to The Next Era of Excellence.

### C. Annual Performance Improvement Report

Jeannie Eylar presented the Annual Performance Improvement Report for 2018. The full report was provided to all Commissioners in their Board Packets. Ms. Eylar highlighted the following categories in the report, awards presented to the Hospital, the Patient Safety Culture Survey, the Hospital readmission rate, the Hospital flu vaccine percentages, community engagement, employee engagement, information technology and innovation. Ms. Eylar explained that there may be some discrepancies with how patient satisfaction data is being received and processed; she assured the Board that this is something that is being worked through. There being no questions from the Board, Commissioner Elbracht moved to approve the Annual Performance Improvement Report and Commissioner Pitzer seconded the motion. The motion passed unanimously.

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

Rueben Mayes provided the Board of Commissioners with a Foundation update for the 1<sup>st</sup> Quarter. He explained that their annual target is \$3 million and that in the 1<sup>st</sup> quarter they are at \$1.63 million and that the

amount of grants they received in the 1<sup>st</sup> quarter had a significant impact on that number. Mr. Mayes went on to explain that the Foundation is executing a capital campaign. He briefly went over the definition of a capital campaign, the Pyramid of Giving, the Foundation's responsibility in the campaign and the key factors of a winning campaign.

E. Financial Update – 1<sup>st</sup> Quarter

Steve Febus provided the Board of Commissioners with a financial update from the month of March. Next, Mr. Febus reviewed with the Board of Commissioners the 1<sup>st</sup> Quarter Financial Report and what the plans are going forward for this calendar year. He first explained that currently the Hospital District's biggest expenditure is FTEs and that shows a need to watch staffing levels and focus on management of productivity. He went on to reviewed labor productivity, total margin, the key indicator dashboard, and days cash. Mr. Febus briefly explained that the Hospital is at a positive 14% variance from last year and that this is very good.

F. Resolution Authorizing Treasurer Transfers

Steve Febus explained the necessity for this resolution. Commissioner O'Keefe read the resolution stating a resolution authorizing named individuals to sign those documents required for conducting business on behalf of Pullman Regional Hospital through the Whitman County Treasurer's Office such as investments, warrant activity, and fund transfers. The daily transactions for operations through the Whitman County Treasurer's Office will be completed by authorized personnel of the Fiscal Services and Human Resources Department. Commissioner Murphy moved to approve the Resolution Authorizing Treasurer Transfers and Commissioner O'Keefe seconded the motion. The motion passed unanimously.

G. Resolution Petty Cash

Steve Febus explained that this resolution is eliminating a petty cash fund in the Care Coordination department because the department no longer needed it. Commissioner O'Keefe read the resolution stating a resolution regarding creation of petty cash funds for Public Hospital District No. 1-A of Whitman County, Washington, and Pullman Regional Hospital. Commissioner O'Keefe moved to approve the Resolution for Petty Cash and Commissioner Elbracht seconded the motion. The motion passed unanimously.

H. Board Policy Reviews

Commissioner Karpman presented revisions to 3 of the Board policies. She explained that there was a spelling correction in the Employment of Relatives policy from "shell" to "shall", and in the Physician Recruitment with Existing Practices and Physician Recruitment Solo policies there was an increase in the signing incentive for both from \$20,000 to \$50,000. Commissioner Elbracht moved to approve the Employment of Relatives Policy Revision and Commissioner Pitzer seconded the motion. The motion passed unanimously. Commissioner Elbracht moved to approve the Physician Recruitment with Existing Practices policy revision and Commissioner Murphy seconded the motion. The motion passed unanimously. Commissioner Elbracht moved to approve the Physician Recruitment Solo policy revision and Commissioner Pitzer seconded the motion. The motion passed unanimously.

I. Inland Orthopaedics Office Lease

Scott Adams explained to the Board that he has not yet received the final documents for the Orthopaedics office lease; however, he recommended that the Board authorize himself and Mr. Febus to sign the lease agreement when it comes to fruition. Kelly Brown clarified that the purchase and sell agreement for the lease has been agreed on but that the current concern from the other party is the timing of the lease agreement and who owns the space at what times. The Board of Commissioners granted Mr. Adams and Mr. Febus authority to complete the lease agreement. Commissioner Pitzer moved to authorize Mr. Adams and Mr. Febus to close the purchase and lease of the Inland Orthopaedic office space and Commissioner Murphy seconded the motion. The motion passed unanimously.

**VIII. ANNOUNCEMENTS**

- A. Employee Appreciation Week, May 13<sup>th</sup> – 17<sup>th</sup>
- B. Open House – SDS, June 5<sup>th</sup> at 5:00p.m.
- C. Celebration in the Gardens, Foundation Stewardship Event, June 13<sup>th</sup>
- D. WSHA & AWPHD Rural Hospital Leadership Conference, Chelan, WA June 23<sup>rd</sup> – 26<sup>th</sup>

**IX. EXECUTIVE SESSION**

At 8:07 P.M. the President announced that the meeting would go into Executive Session for 45 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, consult with legal counsel, and discuss personnel issues. At 8:52 P.M. the President announced that the Executive Session would continue for another 15 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 discuss personnel issues. At 9:07 P.M. the President announced that the Executive Session would continue for another 5 minutes to discuss the same topics.

**X. OPEN SESSION**

The meeting resumed in Open Session at 9:12 p.m. Commissioner Pitzer moved that the Credentials Report be approved and extensions granted to Jason Brower, MD, Corey Judd, MD, Patrick S. Patnode, CST-Surgical Assistant, Benjamin Rhoades, DO, John Romano, MD, Rodney Storey, MD, Wesley Wolcott, CRNA. The motion was seconded by Commissioner Murphy. The motion passed unanimously.

**XI. MEETING EVALUATION**

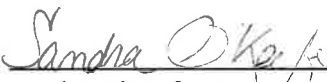
The President asked the Commissioners to complete the meeting survey via Survey Monkey.

**XII. ADJOURNMENT**

The meeting adjourned at 9:14 p.m.

Respectfully submitted by:

  
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Carly Estey  
Administrative Assistant

  
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Sandra O'Keefe, Secretary  
Board of Commissioners  
*(Minutes are not officially approved until the next Board Meeting.)*