

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

**Pullman Regional Hospital**

**Wednesday, July 3, 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

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  
E-Erin Sedam, Executive Administrative Assistant  
P-Carly Estey, Administrative Assistant  
P-Kelly Brown, Legal Counsel

Guests:

P-Judy Stone, League of Women Voters  
P-Phil Carr, Director Environmental Services  
Pullman Regional Hospital  
P-Andrew Craigie, Executive Director PRHCN  
P-Max McDaniel, Undergraduate Student  
P- Anthony Kuipers, Moscow-Pullman Daily News

**I. CALL TO ORDER**

President Grantham called the meeting to order at 6:02 p.m. Roll call was taken with the following Commissioners answering present: Grantham, Elbracht, Pitzer, O'Keefe, Werre, Karpman and Murphy.

President Grantham introduced the guests present.

**II. APPROVAL OF MINUTES**

Vice President Elbracht moved to approve the minutes as corrected for the meeting of June 5, 2019, Regular Meeting of the Board. Commissioner O'Keefe seconded the motion and the motion passed unanimously.

**III. MODIFICATIONS TO AGENDA**

Steve Febus asked to add an action item regarding the potential authorization to lease funds for several important and highly needed capital items. This will be combined with the Financial Update agenda item.

Scott Adams asked to add an action item regarding a Physician Recruitment Agreement. This will become item L on the agenda.

**IV. CONSENT AGENDA**

Commissioner Karpman moved to approve the Consent Agenda and Commissioner Murphy 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. New Leader Introduction – Phil Carr, Director of Environmental Services

Phil Carr, Director of Environmental Services (EVS), was invited to provide an introduction of himself to the Board as a new leader at Pullman Regional Hospital. Mr. Carr began by giving a brief explanation on how the EVS department ensures cleanliness of hospital rooms. Housekeepers are given a quarterly evaluation that is based on standards set by the American Hospital Association and they have to pass these evaluations to be able to clean rooms. Mr. Carr informed the Board that EVS recently switched linen companies to a higher quality company and that in August they will be expanding their services to the Pullman Regional Hospital Clinic Network. The Board commended Mr. Carr on a job well done.

### B. Review of WSHA 2019 Rural Hospital Leadership Conference

Commissioner O'Keefe began the discussion by listing several of the topics that were covered at the 2019 WSHA Rural Hospital Leadership Conference. There was conversation around concerns about the mandated nursing break times. Jeannie Eylar provided clarification on how this would affect Pullman Regional Hospital stating that the financial impact will be small due to the Hospital's already high staffing levels that are currently in place and that this helps alleviate a lot of the concerns around the mandatory breaks. Additionally, they reviewed conversations had around social determinates of health and best ways to partner with the community. Scott Adams and Jeannie Eylar provided examples of ways that the Whitman County Health Network is partnering with the community and the types of programs that they are bringing to the county.

## VI. ADMINISTRATION UPDATE

Scott Adams presented the written update and asked if the Board had any questions or needed additional information around the report. Commissioner Werre asked for clarification regarding the BioMed services at Pullman Regional Hospital. Jeannie Eylar explained who will be providing these services and they process that the Hospital went through to make this change.

## VII. ACTION / DISCUSSION ITEMS

### A. Clinical Quality Report – 1<sup>st</sup> Quarter

Jeannie Eylar presented the Clinical Quality Report for the 1<sup>st</sup> quarter of 2019. She highlighted results from the following categories of the report; NTSV C-Section Rate, Healthcare Associated Infections, and Medication Errors. Ms. Eylar pointed out that the NTSV C-section rate is at the lowest rate it has ever been and explained that it will take a couple of quarters to be able to potentially see a movement from "improving" to "leading". It was suggested that Scott Adams send a letter on behalf of Administration and the Board of Commissioners to the OB physicians to congratulate them and let them know their efforts are appreciated. Ms. Eylar went into further detail about what some departments have learned from the 2 medication errors that are listed on the report, explaining that they were able to get to the root cause and make system changes. Commissioner Murphy moved to approve the Clinical Quality Report of 2019 1<sup>st</sup> Quarter and Commissioner O'Keefe seconded the motion. The motion passed unanimously.

### B. Employee Engagement

Bernadette Berney presented the 2019 Pullman Regional Employee Experience Survey Overview. Ms. Berney explained that the purpose of this survey is to understand the employee experience while also improving the organization through building the employee experience. She highlighted the following key results of the survey: highest scoring items and lowest scoring items, open-ended item themes, and recommendations/takeaways. The highest scoring categories were engagement, customer focus, and accountability. The lowest scoring categories were compensation and benefits, communication, autonomy, and management. She explained that this survey will be something that is done every year so we will begin to be able to compare data across years.

C. Financial Update

Steve Febus reviewed the financial results of the District through May stating that June will be close to budget and reminding the Board that the summer months tend to be slower.

Mr. Febus shared with the Board a discussion that the Finance Committee had reviewed regarding the potential authorization to lease funds for several important and highly needed capital items, including the central sterilizer that is in urgent need of replacing. A capital lease would provide the District the opportunity to preserve cash which is need for the purchase and remodel of the orthopedic space. Commissioner Murphy moved to approve the authorization of Scott Adams or his designee to secure a lease line up to \$1,000,000. Commissioner Werre seconded the motion. The motion passed unanimously.

D. Retired Assets Resolution

Steve Febus presented a resolution listing surplus personal property the Hospital is requesting to retire. Commissioner O'Keefe read the resolution stating a resolution of the Board of Commissioners of Public Hospital District No. 1-A of Whitman County, Washington, disposing of surplus personal property. Commissioner Murphy moved to approve the Resolution for Disposing of Surplus Personal Property and Commissioner Karpman seconded the motion. The motion passed unanimously.

E. Bylaws Revisions

Commissioner Karpman informed the Board that the proposed revisions for the Board Bylaws could be viewed in the Governance Committee meeting minutes from June 2019. She went on to explain that these revisions will hopefully maximize flexibility in liaison appointments. Commissioner O'Keefe moved to approve a resolution be made for the Board Bylaws revisions and Commissioner Murphy seconded the motion. The motion passed unanimously.

F. Board Self-Assessment Process

Commissioner Karpman opened the floor for a discussion regarding the Board Self-Assessment Process. There were no changes, comments, or concerns about that draft of the self-assessment. The Board agreed that they will use the same format and questions as previous years.

G. 2020 Planning Process

Scott Adams asked the Board for their thoughts on delaying the Annual Strategic Planning Session that is typically held in September, explaining that the outcome of the proposed bond may affect how planning looks for 2020. The Board did not feel that the Annual Strategic Planning Session should be pushed back past November but did agree that they would like to move it to October 2<sup>nd</sup> and 3<sup>rd</sup> of 2019.

H. Emergency Medicine Privilege Form Revision

Dr. Isaac Grindeland presented a revised Emergency Medicine Privilege Form that has an addition of a specific procedure that includes emergency ultrasound as part of their procedures. The Board did not have any questions or concerns. Commissioner Murphy moved to approve the Emergency Medicine Privilege Form with revisions and Commissioner Pitzer seconded the motion. The motion passed unanimously.

I. Revised Oncology Agreements

Scott Adams began by giving a disclaimer that the document provided is not the final draft. Mr. Adams explained that the agreements have to be amended to show a change in the billing component. The commissioners authorized Scott to sign these documents when the final version becomes available. Commissioner Murphy moved to authorize the Hospital Superintendent to negotiate a Support Services Agreement with Cancer Care Northwest and Commissioner Karpman seconded the motion. The motion passed unanimously.

J. Proposal Ballot Resolution

The Board discussed some concerns that were presented to them by community members regarding the bond. The discussion involved ways that the Board could address the gaps in education on what the Next Era of Excellence entails. Scott Adams suggested that he and a couple of commissioners reach out to these community members and offer an opportunity to answer their questions.

Scott Adams presented to the Board a proposal ballot resolution for the Next Era of Excellence. There being no questions or concerns about the language of the ballot, Commissioner O'Keefe read the resolution stating, a resolution of the Commission of Public Hospital District No. 1-A, Whitman County, Washington (the "District"), specifying and adopting a plan to (i) acquire and implement a community-wide electronic personal health record system, (ii) construct an outpatient medical facility on the campus of Pullman Regional Hospital for physician offices and other specialty services, and (iii) carry out other capital improvements as deemed necessary or advisable by the Commission of the District; declaring the estimated costs of such plan; providing for the submission to the voters of the District at a special election to be held therein on November 5, 2019, of a proposition authorizing the District to issue general obligation bonds in the principal amount of no more than \$29,000,000 (or such lesser maximum amount as may be legally issued under the laws governing the limitation of indebtedness), for the purpose of paying costs of the foregoing plan, the principal of and interest on such bonds to be payable from annual property tax levies to be made in excess of regular property tax levies; designating the Superintendent of the District and bond counsel to receive notice of the ballot title from the Auditor of Whitman County, Washington; and providing for other matters properly related thereto, all as more particularly set forth herein. Commissioner Murphy moved to approve the resolution and Vice President Elbracht seconded the motion. The motion passed unanimously.

K. Physician Recruitment Agreement

Scott Adams reviewed some of the changes in the agreement for this specific physician. Mr. Adams informed the Board that this agreement had come up last minute but that it was his recommendation that the agreement be approved by the Board. There being no questions or concerns, Commissioner O'Keefe moved to approve the Physician Recruitment Agreement and Commissioner Werre seconded the motion. The motion passed unanimously.

**VIII. ANNOUNCEMENTS**

A. Health Innovation Summit, September 17<sup>th</sup>, 2019, SEL Event Center

**IX. EXECUTIVE SESSION**

At 8:33 P.M. the President announced that the meeting would go into Executive Session for 5 minutes <sup>to</sup> 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. At 8:38 P.M. the Executive Session ended.

**X. OPEN SESSION**

The meeting resumed in Open Session at 8:38 P.M. Commissioner Murphy moved the approval of the Credentials report and that the applications for initial appointment to the Associate Medical Staff by Paige C. Flett, MD and Jenny C. Hoffman, MD be approved with the privileges requested granted, that the initial application for appointment to the Active Medical Staff by Steven C. Reitz, CRNA, be granted with the privileges requested granted, that all the applications for reappointment to the Active Medical Staff, the Allied Health Medical Staff, and the Associate Medical Staff be approved with privileges requested granted, and that the request for an extension by Juan D. Parra, MD, through the August Board meeting, be granted. The motion was seconded by Commissioner O'Keefe. 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 8:39 p.m.

Respectfully submitted by:

  
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Carly Estey  
Administrative Assistant

  
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~~Sandra O'Keefe, Secretary~~ Jeff Elbracht, Vice President  
Board of Commissioners  
(Minutes are not officially approved until the  
next Board Meeting.)