

SPECIAL MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a
Pullman Regional Hospital
Wednesday, October 2, 2019, 1:00 p.m.
Conference Room, Courtyard Marriott, 1295 NE Fairway Rd., Pullman

Board of Commissioners

P-Tricia Grantham, President
P-Jeff Elbracht, Vice President
P-Sandra O'Keefe, Secretary, via telephone
P-Joe Pitzer, Commissioner
P-Michael Murphy, Commissioner
E-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
E-Isaac Grindeland, M.D., Medical Staff President
P-Erin Sedam, Executive Administrative Assistant
P-Kelly Brown, Legal Counsel

Guests:

P-Kyrk Taylor

I. CALL TO ORDER

President Grantham called the meeting to order at 1:02 p.m. Roll call was taken with the following Commissioners answering present: Grantham, Elbracht, O'Keefe, Pitzer, Karpman and Murphy. Commissioner Werre was excused.

II. APPROVAL OF MINUTES

Commissioner Karpman moved to approve the minutes for the meeting of August 7, 2019, Regular Meeting of the Board. Commissioner Elbracht seconded the motion and the motion passed unanimously.

III. CONSENT AGENDA

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

- Medical Executive Committee, August 30, 2019 & September 27, 2019
- Finance Committee, September 3, 2019 & October 1, 2019
- Quality Improvement Committee, August 14, 2019 & September 11, 2019
- Governance Committee, August 19, 2019 & September 16, 2019
- Strategic Planning Committee, August 20, 2019 & September 17, 2019
- Foundation Board of Directors, September 18, 2019
- Approval of Warrants, July 31, 2019 & August 31, 2019

IV. 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 clarification provided around the funding for the medical residency program in partnership with Washington State University. There were no further questions for Mr. Adams.

V. ACTION / DISCUSSION ITEMS

A. Quality Management System Report

Jeannie Eylar gave an update on the new quality management system report and how the Board can expect to see it moving forward. She explained that this is a transitional period between the old and the new

reporting system. She provided details around how the reporting system works through the hospital committees. The Board of Commissioners will be seeing less detailed reports at the Board meetings, but the metrics and detailed information will have been reviewed at the Committee level with a Board liaison.

Next Ms. Eylar explained the Superior Clinical Outcomes portion of the report. She walked the Commissioners through the quadrant chart which highlights areas for improvement and where the work groups will be focusing their efforts.

Ms. Eylar reviewed the rate of patient transfers from the emergency department. An internal work group was established to look into this data to get a better understanding as to what type of patients were being transferred, where they were being transferred to, and what were their specific care needs.

Ms. Eylar reviewed with the Commissioners the Medical Surgical Unit Telemetry services. She reported that physicians have been happy with this addition to the hospital.

Lastly, Ms. Eylar reviewed the healthcare associated infections and the outcomes in the declining quadrant. She provided an update that the hospital has decided to hire a fulltime person to take on the infection prevention activities as Krystal Rogers transitions out of her director role.

Bernadette Berney reviewed the 2019 First Half Year Safety Committee Report. She highlighted the following areas with an emphasis on the efforts and events made within these categories; life safety management, safety management, security management, hazardous materials (HAZMAT) management, emergency management, medical equipment management, and utility management.

Megan Guido provided the Commissioners with a digital marketing overview. She reviewed the activities being carried out in the six digital strategy categories; chat bots, blogs, social media, email strategy, podcasts, and campaign updates.

Commissioner O'Keefe moved to approve the Quality Management System Report. Commissioner Murphy seconded the motion and the motion passed unanimously.

B. Financial Update

Steve Febus provided the Commissioners with a financial update of the hospital district. He explained that August was a decent month, especially when compared to last year's performance at this time. He reminded the Board that the hospital is heading into its busiest months of the year and anticipates volume increases. Additionally, he explained that the State Auditors Office will be onsite soon as part of their every other year audit. Mr. Febus also provided an update on the Medicare audit and the HRSA/340B Audit statuses. Next, Mr. Febus reviewed the Pullman Regional Hospital Clinical Network financials. He explained that the finance committee looks at the detailed information for each clinic and the Board of Commissioner will be provided these details quarterly. Lastly, he discussed the hospital's days cash on hand and he projects that September will be around 54 days.

C. Retired Assets Resolution

Steve Febus presented a resolution to retire assets as part of routine accounting clean up of assets no longer needed. Commissioner O'Keefe read the resolution stating 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 and Vice President Elbracht seconded the motion. The motion passed unanimously.

D. Terminate AmEx Resolution

Steve Febus explained that years ago a resolution was established to authorize Accounting an American

Express card. Since then the department has transitioned away from American Express all together. The resolution he presented is to terminate the American Express Card Agreement. Commissioner O'Keefe read the resolution stating the Board of Commissioners of Public Hospital District No. 1-A of Whitman County, Washington canceling an American Express Card Agreement. Commissioner O'Keefe moved to approve the resolution and Vice President Elbracht seconded the motion. The passed unanimously.

E. Resolution Regarding Support for Proposition No. 1, Bonds for Hospital Facilities and Equipment

Tricia Grantham presented a resolution stating the Board of Commissioners support regarding proposition one on the November 5, 2019 general election ballot. Kelly Brown explained that this is within the Board's authority to formally take action showing support of the proposition. Commissioner O'Keefe read the resolution stating that the Board of Commissioner of Public Hospital District No. 1-A of Whitman County, Washington supporting approval of the Bond Proposition to be voted upon at a Special Election on November 5, 2019. Commissioner Karpman moved to approve the resolution and Commissioner O'Keefe seconded the motion. The motion passed unanimously.

F. Bid for Remodel of Orthopaedics Space

Scott Adams explained that between the time we originally estimated construction costs for the remodel work of Inland Orthopaedic's suite and the bids we have actually received now from construction companies have increased. Steve Febus reviewed the bids and explained that they came in higher than what was originally anticipated. Mr. Febus also explained the split between Pullman Regional Hospital and Inland Othropaedics space within the suite and costs associated within the bids. He clarified that the bids being reviewed today are firm number and will only change if a work change order occurs, which there isn't anticipation of any major changes to the scope of work. It is Administrations recommendation to award the work to the lowest bidder, Western States Construction. Commissioner O'Keefe moved to award the remodel construction bid to Western States Construction in the amount of \$425,000.00 and an agreement be executed by Administration. Vice President Elbracht second the motion and the motion passed unanimously.

G. Proposed Criteria for Board Officers

Karen Karpman presented a proposed policy that was developed at the September Governance Committee meeting. The policy provides proposed criteria and guidelines for the Board of Commissioners Officer positions. Commissioner O'Keefe moved to approve the Board Officer Qualifications policy and Commissioner Elbracht seconded the motion. The motion passed unanimously.

H. Arizona Lodging for AHA Conference

Scott Adams provided the Commissioners with lodging options for the upcoming American Healthcare Association conference in Phoenix, Arizona. The options compared pricing between hotels, resorts, and rental vacation homes. There was some conversation around exploring the rental vacation homes more if each attendee could have their own bathroom.

VI. ANNOUNCEMENTS

- A. Influenza Shots for Board of Commissioners
- B. Election Voting Period (10/18 to 11/5)
- C. Board Self-Assessment surveys will be available 10/14 – 11/14
- D. LOWV Voter Forum, October 24th
- E. Anniversary Party, December 6th 5:30p – 9:00p, SEL
- F. January 2020 Board Meeting moved, January 8th

Additional announcements included:

- The oncology open house will be on November 5th at Gritman Medical Center at 5:30p.

- Dr. Mikkelsen remains in his current role as Emergency Department Director, but will be telecommuting from his new home in Spokane.
- Erin Sedam acknowledged Carly Estey's job well done covering her during Erin's maternity leave and informed the board that Ms. Estey has accepted a full-time position as an administrative assistant.

IX. EXECUTIVE SESSION

At 2:40 P.M. the President announced that the meeting would go into Executive Session for 40 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. At 3:20 P.M. the President announced that the meeting would continue for another 30 minutes to discuss the same topics. At 3:50 P.M. the President announced the meeting would continue for another 10 minutes to discuss the same topics.

X. OPEN SESSION

The meeting resumed in Open Session at 4:00 P.M. The August Credentials Report was reviewed and Commissioner Murphy moved that the August Credentials Report be approved and the applications for initial appointment to the Associate Medical Staff and the Active Medical Staff, with the privileges requested, be granted, that the applications for reappointment to the Consulting Medical Staff, the Affiliate Medical Staff, the Active Medical Staff, the Associate Medical Staff, and the Allied Health Medical Staff, with the privileges requested, be granted, that application for reappointment to the Telepsych Provider be granted, that the request for an Extension by John Keizur, MD, be granted. The motion was seconded by Commissioner O'Keefe. The motion passed unanimously. Commissioner Murphy moved that the September Credentials Report be approved and the applications for initial appointment to the Active Medical Staff and the Associate Medical Staff, with the privileges requested, be granted, that applications for reappointment to the Associate Medical Staff and the Active Medical Staff, with the privileges requested be granted, that the request for additional privileges by Benjamin Rhoades, DO be granted, and that request for extension by Lleyen Q. Vu, DO, be granted. The motion was seconded by Commissioner O'Keefe. The motion passed unanimously. Mr. Adams discussed a possible purchase. After discussion Commissioner Pitzer moved that the Administrator be authorized to negotiate a possible contract at an appraised price with a lease of real estate not to exceed 5 years. Commissioner Elbracht seconded the motion. The motion passed unanimously. A motion by Commissioner Murphy to table discussion of a possible Physician Agreement until a later date was seconded by Commissioner Karpman. 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 4:09 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.)