

REGULAR MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a
Pullman Regional Hospital
Wednesday, November 6, 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, via telephone
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
P-Erin Sedam, Executive Administrative Assistant
P-Kelly Brown, Legal Counsel

Guests:

P-Kyrk Taylor, Human Resources Pullman Regional Hospital
P-Judy Stone, League of Women Voters
P-Karly Port, PRHCN
P-Andrew Craigie, PRHCN
P-Shelley Bull, 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, O’Keefe, Pitzer, Werre, Karpman and Murphy.

II. APPROVAL OF MINUTES

Commissioner Elbracht moved to approve the minutes for the meeting of October 2, 2019, Special Meeting of the Board. Commissioner O’Keefe seconded the motion and the motion passed unanimously.

Commissioner Pitzer moved to approve the minutes for the meeting of October 29, 2019, Special Meeting of the Board. Commissioner O’Keefe seconded the motion and the motion passed unanimously.

President Grantham rescinded the approval of the minutes of the October 29th Special Meeting and suggested motioning to approve the revised minutes as presented. Commissioner Pitzer moved to approve the revised minutes. Commissioner Werre seconded the motion and the motion passed unanimously.

President Grantham welcomed the guests in attendance and introduced Shelley Bull. Ms. Bull is the Director for Palouse Psychiatry and Behavioral Health with Pullman Regional Hospital Clinical Network.

III. MODIFICATIONS TO AGENDA

Scott Adams asked to remove the item “Purchase and Sale Agreement” from the open session portion of the agenda as Administration is not ready to make a recommendation to the Commissioners on this topic. Mr. Adams also asked to add to Executive Session discussion regarding personnel issues.

IV. 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
- Finance Committee
- Quality Improvement Committee
- Governance Committee
- Strategic Planning Committee
- Foundation Board of Directors
- Approval of Warrants

V. PUBLIC HEARING

A. Proposed Budget for 2020

President Grantham called for a public hearing on the 2020 Proposed Budget and invited comments from the public. There being no comments, the public hearing was closed.

VI. BOARD EDUCATION

A. WSHA Governance Education

Commissioner O’Keefe recently attended the Annual WSHA meeting and Governance Education Day in Seattle, Washington. She provided the Commissioners with an overview of what was discussed at these meetings. Topics she highlighted include exploring self-insurance, emergency care access and disaster preparedness in our area, Pullman Regional Hospital’s cyber security, and educating our government representatives. She concluded her update with a reminder that Advocacy Days will be January 29-30, 2020 in Olympia, Washington.

VII. ADMINISTRATION UPDATE

Scott Adams presented the written update and asked if the Board had any questions or needed additional information around the report. Further information around Pullman Regional Hospital’s Influenza Campaign was provided by Jeannie Eylar. She reported that 92% of staff and volunteers have been vaccinated and they have 100% participation, with some staff completing a declination.

VIII. ACTION / DISCUSSION ITEMS

A. 3rd Quarter Financial Update

Steve Febus provided an overview of the statement of people and programs within Public Hospital District No. 1-A. He explained that at this time a year ago we were in red and currently we are in a much better financial situation. As we head into our busiest time of year, he is optimistic to end the year with a positive bottom line. He explained to the Commissioners restricted versus unrestricted funds and how they affect our days cash on hand. Mr. Febus provided some clarification around the reasoning behind the accounts receivable days being higher than targeted last quarter. He went on to explain to the Commissioners the financial statements and how understanding these documents helps provide clarification to the driving reasons behind the data. There was conversation around Medicare and how the Hospital receives payment from them. Mr. Febus explained allowable versus nonallowable chargers with Medicare.

B. Foundation Update

Rueben Mayes provided the Board of Commissioners with an update on the Foundation efforts. He gave an update on the early efforts of their campaign. He highlighted the fundraising goals for the highest needs, grants, innovation, Women’s Leadership Guild, and online. He went on to review the benchmarking goals and actuals for donor acquisition and donor retention. He was excited to report that the Foundation has acquired 151 new donors this year. Lastly, he explained that on December 3, 2020 the Foundation will have its second annual “Day of Giving”.

C. 2020 Budget Resolution

Steve Febus explained that when putting together the proposed budget, Pullman Regional Hospital took into consideration general assumptions that include gross AR days to remain at or below 40 days, salary market and annual increase, medical benefits hold (such as Wellness Program, H.S.A., etc.), supplies increasing 3%-8%, medical malpractice (8%), and contractual adjustments to be at 46.0% (currently running at 45.5%). Next he gave a current overview of financial performance of Pullman Regional Hospital which included the Capital Expenditure Request, a five year plan, and departmental requests to date as well as the Bond Payment request of \$608,213 for the UTGO and Regular Levy (LTGO). Sandy O'Keefe read the resolution stating the adoption of a budget for the District, fixing the final amount of expenditure for the ensuing year and providing for the levy of a tax on all taxable property within said District. Commissioner Murphy moved to approve the resolution. Commissioner Pitzer seconded the motion and the motion passed unanimously.

D. Issuances of Warrants Resolution

Steve Febus provided background around the current process for signing warrants and that this resolution is to ensure that the current process being used, as designed by the State of Washington, has been officially adopted by resolution by the District. Sandy O'Keefe read the resolution stating the authorization of the issuance of warrants after they have been approved by the CFO of the District and establishing and confirming certain conditions, policies, and procedures to implement such practice. Commissioner Pitzer moved to approve the Issuances of Warrants resolution and Commissioner Murphy seconded the motion. The motion based unanimously.

E. Bond Education Update

President Grantham explained that at this time we do not have updated results of ballot measure to consider. The Whitman County Elections website is scheduled to update at 8:00 p.m. this evening which will give more information regarding the outcome of the Hospital's proposition.

F. CEO Succession Plan

Commissioner Karpman presented a draft succession plan for the CEO. The Commissioners felt that there were grammatical changes that needed to be addressed before approving. The Governance Committee will review again and present for approval at the December regular board meeting.

G. Review Clinical Network Physician Employment Agreement Template

Karly Port, the Executive Director of Pullman Regional Hospital Clinic Network presented to the Commissioners a physician employment agreement template that will be used to standardize physician contracts with the Clinical Network. She reviewed and highlighted specific areas that the Commissioner may have an interest in, that have changed from previous contracts, and that are new additions to this type of agreement.

H. February Meeting Date

President Grantham recommended moving the regular February Board meeting to avoid a conflict for those traveling back from the American Healthcare Association conference. She suggested moving it one week later to February 12th at 6:00p. The location will not be at the hospital as the conference rooms are occupied on that date and time. Erin Sedam will look into a different location for this special meeting.

IX. ANNOUNCEMENTS

- A. Board Self-Assessments Due November 14th
- B. Anniversary Party, December 6th 5:30p – 9:00p at SEL
- C. Foundation Gala, February 1st at SEL
- D. AHA Conference, February 2nd – 5th in Phoenix, AZ
- E. The January 2020 meeting will be on the 8th due to the holiday. Location and time are the same.

X. EXECUTIVE SESSION

After an 8 minute recess the President announced at 8:28 P.M. 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, discussion personnel issues, and to consult with legal counsel.

XI. OPEN SESSION

The meeting resumed in Open Session at 8:58 P.M. Commissioner Murphy moved that the Credentials report be approved and the applications for appointment to the Associate Medical Staff, the Active Medical Staff, and the Allied Health Medical Staff be approved with the privileges requested granted, that the applications for reappointment to the Active Medical Staff and the Associate Medical Staff be approved with the privileges requested granted, and the initial appointment by Melanie V. Rowson, MD, as a Telepsych Provider be approved with privileges granted. Commissioner Pitzer seconded the motion. The motion passed unanimously. Commissioner Werre moved that the Administrator be authorized to execute the Specialty Services Agreement. Commissioner Elbracht seconded the motion. The motion passed unanimously. Commissioner Karpman moved that the Administrator be authorized to execute the Collective Bargaining Agreement with the WSNA after the Agreement is ratified by the Nurses. Commissioner Murphy seconded the motion. The motion passed unanimously.

XII. MEETNG EVALUATION

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

XIII. ADJOURNMENT

The meeting adjourned at 9:02 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.)