

REGULAR MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a
Pullman Regional Hospital
Wednesday, July 01, 2020, 6:00 p.m.
Virtual Participation via ZOOM Conferencing

Board of Commissioners

P-Jeff Elbracht, President
P-Tricia Grantham, 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-Karly Port, Executive Director PRHCN
E-Katie Hryniewicz, M.D., Medical Staff President
P-Erin Sedam, Executive Administrative Assistant
P-Kelly Brown, Legal Counsel

Guests:

Dr. Pete Mikkelsen, Director of Emergency Services
Stephanie Knewbow, Director of Emergency Department
Verna Yockey, Director of ICU/MSU
Kyrk Taylor, Human Resources Pullman Regional

I. CALL TO ORDER

President Elbracht called the meeting to order at 6:01 p.m. Roll call was taken with the following Commissioners answering present: Elbracht, Grantham, O'Keefe, Pitzer, Murphy, Werre, and Karpman.

II. APPROVAL OF MINUTES

Commissioner Karpman moved to approve the minutes for the regular meeting of June 3, 2020. Commissioner O'Keefe seconded the motion and the motion passed unanimously.

III. MODIFICATIONS TO AGENDA

Scott Adams added Hospital Vaccination Program as Item F under Action/Discussion items.

IV. CONSENT AGENDA

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

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

V. BOARD EDUCATION

Scott Adams welcomed Dr. Pete Mikkelsen, Director of Emergency Services, Stephanie Knewbow, Director of the Emergency Department, and Verna Yockey, Director of Intensive Care Unit (ICU) and Medical Surgical Unit (MSU). The guests presented the efforts that have taken place in the Emergency Department and ICU/MSU as it relates to COVID19. A few highlights from their presentation included the implementation of the COVID triage and testing trailer, processes around pre-operative testing for surgical patients, and surge preparation for

positive admitted patients. There were some additional comments around testing newborn babies and employee screening.

VI. ADMINISTRATIVE UPDATE

Scott Adams asked if there were any questions regarding the written update. Megan Guido provided additional information around the marketing message of 'spread facts, not the virus'. Karly Port also provided additional information around services in the Clinic Network. She explained that in person appointments are starting to trend up and that they are still encouraging telemedicine visits where possible.

VI. ACTION / DISCUSSION ITEMS

A. Clinical Quality Outcomes 1st Quarter

Jeannie Eylar presented the Clinical Quality Outcomes for the first quarter of 2020. The report was presented in the quadrant chart. She explained that the areas of focus are the results in the declining section. She reviewed the categories related to medication error, the declining rates of NTSV C-Sections, and the high priority of respiration etiquette and prevention. Vice President Grantham moved to approve the 1st Quarter Clinical Quality Outcomes report. Commissioner Pitzer seconded the motion and the motion passed unanimously.

B. Culture of Patient Safety

Jeannie Eylar explained the efforts of the Patient Safety Team related to evaluating staff's perception of patient safety at Pullman Regional Hospital. Every other year the Agency for Healthcare Research and Quality (AHRQ) produces a Hospital Survey on Patient Safety Culture (HSOPS). Ms. Eylar presented the results of that survey. She highlighted the results in the categories of the survey; flexible culture, learning culture, reporting culture, and just culture (a non-punitive response to error). Additionally, she explained that with the pandemic, the Team might not be able to focus on the results as dedicated as they have in the past. Ms. Eylar also explained that these results can be broken down into departments for more specific focus for those specific areas of the Hospital.

C. Environment and Employee Safety

Bernadette Berney reviewed the efforts from the Safety Committee for the first quarter 2020. There were some questions around the Hospital's panic buttons; how many and how often are they tested. Ms. Berney offered further information around the panic button system in the Hospital. Commission O'Keefe moved to approve the Environment and Employee Safety report for the first quarter. Commissioner Werre seconded the motion and the motion passed unanimously.

D. May Financial Report

Steve Febus provided a financial overview for the month of May. He highlighted the efforts in response to the COVID19 financial impact on the Hospital. Additionally, he explained some of the details related to funding sources, such as how the CARES act funding will need to be paid back and the philanthropic money raised through the COVID Fund is limited to how that money can be used. He went on to explain that budgeting for 2021 will look different and is utilizing a 3-month flex budgeting tactic with larger revenue generating departments.

E. Policy Recommendations

Sandy O'Keefe presented revised policies as a recommendation for approval from the Governance Committee; Conflict of Interest and Employment of Relatives. The changes in the two policies were to standardize terminology. Commissioner Karpman moved to approve the revisions to the Conflict of Interest policy. Commissioner Werre seconded the motion and the motion passed unanimously. Commissioner O'Keefe moved to approve the Employment of Relatives policy. Commissioner Karpman seconded the motion and the motion passed unanimously.

F. Vaccination Program

Scott Adams presented a modified Vaccination Policy to the Board of Commissioners. The revised policy now requires employees to receive an annual flu vaccine as a condition of employment with the exception of approved medical or religious declination. These declinations must be submitted with the written exemption form and supporting documentation. These exemptions will then be reviewed by an internal panel. It was suggested by Commissioner Murphy to consider the CDC guidelines related to date of birth and vaccinations. Commissioner O'Keefe motioned to support the revised Vaccination Program Policy with the date of birth consideration. Vice President Grantham seconded the motion and the motion passed unanimously.

VII. **ANNOUNCEMENTS**

A. Pullman Regional Hospital Foundation Golf Tournament will be held on Saturday, July 25th at Palouse Ridge Golf Course.

VIII. **EXECUTIVE SESSION**

At 7:52 P.M. the President announced that the meeting would go into Executive Session for 10 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.

IX. **OPEN SESSION**

The meeting resumed in Open Session at 8:05 P.M. Commissioner Karpman moved that the applications of Leah Rae Beck, RD, Rachel E. Ensley, PA-C, Melissa Fontenot Francik, RD, and Joyce A. Marshall, RD for appointment to the Allied Health Medical Staff, with the privileges stated, all be approved and the privileges granted, and the application for reappointment to the Active Medical Staff with Family Medicine privileges from Benjamin Adkins, MD, be approved and the privileges granted, and all the applications for extensions for reappointment listed in the Credentials Report be approved. Commissioner Grantham seconded the motion. The motion passed unanimously.

VIII. **MEETING EVALUATION**

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

IX. **ADJOURNMENT**

The meeting adjourned at 8:09 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.)

7/1/2020

VOTING CHART

MOTION	minutes - 6/3/2020		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht	✓		

VOTING CHART

MOTION	Consent Agenda		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht	✓		

VOTING CHART

MOTION	<i>Clinical Quality Outcomes 1st Quarter</i>		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht	✓		

VOTING CHART

MOTION	Environment and Employee Safety Report		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht	✓		

VOTING CHART

MOTION	Policy - Conflict of Interest		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht	✓		

VOTING CHART

MOTION	Policy- Employment of Relatives		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht	✓		

VOTING CHART

MOTION	Vaccination Program		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht	✓		

7/1/2020

VOTING CHART

MOTION	<i>Credentials Report</i>		
	Aye	No	Abstain
Name			
Werre	✓		
Murphy	✓		
Pitzer	✓		
Grantham	✓		
Karpman	✓		
O'Keefe	✓		
Elbracht	✓		