

**REGULAR MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a
Pullman Regional Hospital
Wednesday, Dec. 2, 2009 -- 7:00 p.m.
Conf. Rms. C & D, Pullman Regional Hospital, 835 SE Bishop Blvd., Pullman**

Board of Commissioners

P-Tricia Grantham, President
P-Joe Pitzer, Vice President
P-Jenny Blaylock, Secretary
P-Michael Murphy, Commissioner
P-Jeanne Holstad, Commissioner
P-Jeff Elbracht, Commissioner
P-Sandra O'Keefe, Commissioner

Guests:

Helen Stiller

Hospital Personnel

P-Scott K. Adams, CEO
P-Jeannie Eylar, CCO
P-Steve Febus, CFO
P-Richard Caggiano, M.D., CMO
P-Bernadette Berney, HR
E-John Keizur, M.D., President/Medical Staff
E-Dorcas Hirzel, QA
P-Kelly N. Brown, Attorney
P-Megan Guido, Foundation/Community Relations
P-Bonnie Martin, Administrative Assistant

I. CALL TO ORDER

President Grantham called the meeting to order at 7:00 p.m. and roll call was taken with the following Commissioners answering present: Pitzer, Blaylock, Murphy, Holstad, Elbracht, O'Keefe, and Grantham.

II. APPROVAL OF MINUTES

The minutes of the November 4, 2009, Regular Meeting of the Board of Commissioners were approved as distributed.

III. MODIFICATIONS TO AGENDA

None

IV. CONSENT AGENDA

President Grantham asked for approval of the Consent Agenda. Commissioner Murphy requested that the Medical Staff and Foundation items be pulled from the Consent Agenda and moved to the Action/Discussion section of the agenda. Commissioner Murphy moved to approve the Consent Agenda as modified. Commissioner Blaylock seconded the motion. The following committee reports were approved unanimously:

- Finance Committee

- Quality Improvement Committee
- Strategic Planning Committee
- Governance Committee
- Warrants
- Palouse Millennium Condominium.

V. ADMINISTRATIVE UPDATE

Scott Adams referenced the written update and discussion followed regarding the physician care module of Meditech and anticipated implementation, customer satisfaction survey options, and the preceptor program. Bernadette Berney explained about the Skills Lab and the opportunities it provides for ongoing required education of staff as well as skills improvement. At 7:12 p.m., the Board began a tour of the Skills Lab and a demonstration of HealthStream learning modules. At 7:35 p.m. returned from tour.

VI. ACTION/DISCUSSION ITEMS

- A. **Financial Update** – Steve Febus presented financials for October 2009. Much improved for the month and patient satisfaction remains high as well. For the month, excess revenue over expenses was \$813,467 compared to \$324,330 budgeted. This bridged much of the gap, but year-to-date we are still down in excess revenue over expenses. The position, with respect to bank covenants and the action plan, has improved greatly as a result of October.
- B. **2010 Strategic Management Plan** – Steve Febus reviewed in further detail the 2010 operating budget, statistics and assumptions, and the capital budget. One point of discussion was the inclusion in the budget of the employer contribution for retirement. As part of the cost reduction efforts begun in July 2009, it had been determined that the employer contribution would be discontinued for 2010 if financials didn't improve. This would affect employees that are not part of the bargaining unit (approximately \$320,000). However, with the financial improvement as demonstrated in October and the anticipated revenues of November, hospital administration desires to build this cost into the budget. Recognizing that if things don't go as expected, this would have to remain and other cost savings would need to be considered. Board members were asked for their input on this approach. Following discussion, Commissioner Holstad moved to reinstate the employer contribution portion of the employee retirement as of January 1, 2010. Commissioner Blaylock seconded the motion and the motion carried with a vote of 6 ayes. Commissioner Murphy abstained from the vote. Commissioner Elbracht moved to approve the 2010 Strategic Management Plan. Commissioner O'Keefe seconded the motion and the Plan was approved unanimously.
- C. **Superior Clinical Outcomes** – Jeannie Eylar referenced the written report and reviewed the various categories and comparisons for superior clinical metrics

for the third quarter 2009. Dr. Caggiano reviewed the Medical Staff Outcomes Report for the second quarter. The board requested that a goal of 100% be added to the metrics regarding the criteria of 39 weeks or greater for elective inductions as well as for non-emergency C-sections. Commissioner Murphy moved to accept the Superior Clinical Outcomes Report.

Commissioner Blaylock seconded the motion and it carried unanimously.

- D. **"In Safe Hands" Initiative** – Scott Adams stated that official adoption of this initiative occurred at the Washington State Hospital Association's annual meeting. The hospital's Quality Improvement Committee and the Medical Executive Committee recommend that the hospital should participate and adopt this initiative. Commissioner Murphy moved that the hospital join the Washington Hospitals, "In Safe Hands" Initiative. Commissioner O'Keefe seconded the motion and it was approved unanimously.
- E. **3rd Qtr. Environment of Care Report** – Jeannie Eylar referenced the written report and responded to questions regarding availability of the seasonal flu vaccine as well as the H1N1 vaccine and employee participation. Commissioner Murphy moved to approve the Environment of Care Report. Commissioner Blaylock seconded the motion and the report was approved unanimously.
- F. **Centricity for Physician Practices** – PRH Clinics Network, LLC is considering standardizing the product used within its clinics for billing, scheduling, and other administrative functions with the ability to add clinical modules in the future. Centricity is the product currently used by several provider offices and is rated very favorably. INHS can provide the software, implement, and host it on the network (annual fee of approximately \$35,000). Following discussion, Commissioner Murphy made a motion that the board representative (Grantham) recommend to the PRH Clinics Network, LLC the purchase of Centricity for the clinic network. Commissioner Holstad seconded the motion and it was approved unanimously.
- G. **Medical Staff** – It was clarified that the medical staff Policy C-7 was being deleted as a new policy has been written and approved that covers the information in the former policy.
- H. **Foundation** – The Foundation is negotiating the sale of two suites currently rented by the Department of Health and located in the Pro Mall.

VII. ANNOUNCEMENTS

- 1. Completed board self-assessment forms and 2010 committee assignment preferences were asked to be returned to Commissioner Grantham, preferably this evening.
- 2. Hospital 5th anniversary party, 7:00 p.m., Dec. 11th at SEL Event Center.
- 3. Palouse Pediatrics LLC holiday event, 6:00 p.m., Dec. 5th, RSVP 332-2605.

At 9:02 p.m., President Grantham called for a five-minute recess to be followed by an Executive Session to discuss personnel matters, real estate matters, and to consult with legal counsel for 15 minutes.

VIII. EXECUTIVE SESSION

The Executive Session began at 9:09 p.m. to discuss personnel matters, real estate matters, and to consult with legal counsel for 15 minutes. At 9:24 p.m., the President announced that the Executive Session would continue for another five minutes to consult with legal counsel. The Executive Session ended at 9:29 p.m.

IX. OPEN SESSION

The meeting resumed in Open Session at 9:29 p.m. Commissioner Murphy moved that the Credentials Report be approved and the appointments, reappointments, privileges, and extensions as stated in the report be granted. Commissioner Holstad seconded the motion. The motion was unanimously approved.


X. MEETING EVALUATION

The President asked the commissioners to turn in the meeting evaluation form.


XI. ADJOURNMENT

The meeting was adjourned at 9:30 p.m.

Respectfully submitted by:



Bonnie J. Marfin
Administrative Assistant



Jennifer Blaylock, Secretary
Board of Commissioners
(Minutes are not officially approved until the next Regular Board Meeting.)