

**REGULAR MEETING
BOARD OF COMMISSIONERS
Public Hospital District No. 1-A of Whitman County, Washington
d/b/a
Pullman Regional Hospital
Wednesday, May 5, 2010 -- 7:00 p.m.
City Hall Council Chambers, 325 SE Paradise, Pullman**

Board of Commissioners

E-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:

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
P-Pete Mikkelsen, M.D., President/Medical Staff
P-Dorcas Hirzel, QA
P-Kelly N. Brown, Legal Counsel
P-Megan Guido, Foundation/Community Relations
P-Bonnie Martin, Administrative Assistant

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

The minutes of the April 7, 2010, Regular Meeting of the Board of Commissioners were approved as distributed.

III. MODIFICATIONS TO AGENDA

None

IV. CONSENT AGENDA

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

- Medical Staff
- Finance Committee
- Quality Improvement Committee

- Governance Committee
- Strategic Planning Committee
- Foundation
- Warrants.

V. ADMINISTRATIVE UPDATE

Mr. Adams referenced the written update. Brief updates were provided about Charity Care, physician dictation space on the patient units, and INHS receiving a Beacon Community grant award of \$15.7 Million.

VI. ACTION/DISCUSSION ITEMS

- A. **Quarterly Finance Report** – Steve Febus, CFO, gave a financial review for first quarter 2010. The District reported a positive excess of revenue over expenses of \$97,931 as of March 31, 2010. The hospital continues to meet the bank covenant requirements, and, in fact, is slightly above the goal for this period. The Finance Committee, at their May 4th meeting, reviewed professional liability renewal quotes received from five companies as well as reviewed quotes for Director and Officers (D&O) and Employment Practice Liability coverage. The recommendation of the Finance Committee is that the Board consider renewing the hospital’s professional liability insurance through Washington Casualty Company and change the D&O/EPL carrier from Chubb to One Beacon. Commissioner O’Keefe so moved and Commissioner Murphy seconded the motion. The motion carried unanimously.
- B. **1st Quarter Environment of Care Report** – Commissioner Holstad moved to approve the Environment of Care Committee Report for the First Quarter 2010. Commissioner Murphy seconded, and the report was accepted unanimously.
- C. **Annual Performance Assessment & Improvement Report** – Dorcas Hirzel, director of Quality and Knowledge Management, gave a presentation on the 2009 Annual Performance Assessment & Improvement Report highlighting key focus areas and achievements within those areas. Commissioner Murphy moved that the 2009 Annual Performance Assessment & Improvement Report be accepted. Commissioner O’Keefe seconded the motion and the report was approved unanimously.
- D. **Initiative 1000 Policy Proposal** – Commissioner Holstad explained that the Governance Committee had met with representatives from the hospital Ethics Committee as well as administrative staff to further discuss the hospital’s role with respect to Initiative 1000, the Death with Dignity Act. The proposed policy was reviewed and discussion followed. Grammatical changes were noted and the document will go back to the Governance Committee to finalize and bring back to the full Board at a later date for final approval.
- E. **Patient Safety: Influenza Vaccine** – Work continues on developing an influenza prevention program and policy for the hospital that will encourage staff to be immunized against influenza. The committee working on this issue

will continue to look at guidelines for wearing masks regardless of vaccination status, e.g. five days post symptomatic, six symptoms identified by CDC, as well as considering incentives and educational efforts. It was suggested that a single talking point may get better buy-in from staff and that focus would be patient safety. The committee will bring this issue back to the Board at a later date.

- F. **Oral & Maxillofacial Surgery Privileges** – Dr. Pete Mikkelsen referenced the written general qualification requirements and core privileges relating to Oral and Maxillofacial Surgery credentialing. He noted that core privileges were reviewed and approved by the ENT physician on staff, as well as reviewed and approved by the Medical Executive Staff. It is asked that the Board consider approval of these privileges tonight. Commissioner Murphy moved that the privileges for Oral and Maxillofacial Surgery be approved. Commissioner Holstad seconded and the motion was approved unanimously.
- G. **Resolution Disposing of Surplus Property** – Secretary Blaylock read Resolution No. 441, a resolution disposing of surplus property of the District. Commissioner Murphy moved to approved Resolution No. 441. Commissioner Holstad seconded the motion and Resolution No. 441 was adopted unanimously.
- H. **PDC Form Filing** – The question had been raised previously asking if the electronic filing of the PDC form was sufficient and commissioners could do away with providing a printed copy to the Board president each year. The public has access to this information on-line at the Public Disclosure Commission website. Kelly Brown will revise the Board by-laws to indicate that the electronic filing of the PDC form would meet the disclosure to the Board president and bring to the June meeting.

VII. ANNOUNCEMENTS

- A. Annual Planning Session is June 3 and 4. Commissioners received a copy of the agenda and are invited to attend all or any portion of the sessions.
- B. Commissioners notified that the May meetings of the Governance and Strategic Planning Committees have been cancelled.

At 8:16 p.m., Vice-President Pitzer called for a 3-minute recess to be followed by an Executive Session to discuss personnel matters and consult with legal counsel for 10 minutes.

VIII. EXECUTIVE SESSION

The Executive Session began at 8:19 p.m. to discuss personnel matters and consult with legal counsel for 10 minutes. The Executive Session ended at 8:29 p.m.

IX. OPEN SESSION

The meeting resumed in Open Session at 8:31 p.m. Commissioner O'Keefe moved that the Credentials Report be approved and the appointments and reappointments with the privileges stated be granted. Commissioner Murphy seconded that motion. The motion passed unanimously.


X. MEETING EVALUATION

Vice President Pitzer requested that the Commissioners complete and turn in their meeting evaluation forms. Vice President Pitzer reminded the Commissioners about National Hospital Week and Mr. Adams reminded the Commissioners about the events throughout the week.

XI. ADJOURNMENT

The meeting was adjourned at 8:32 p.m.

Respectfully submitted by:



Bonnie J. Martin
Administrative Assistant



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