

**BOARD OF COMMISSIONERS  
PUBLIC HOSPITAL DISTRICT NO. 1 OF PEND OREILLE COUNTY**

**November 17, 2022**

In Attendance: Chief of Medical Staff, Aaron Reinke, MD; Commissioners: Lois Robertson, Lynnette Elswick, Susan Johnson, Melanie Kiss, and Becky Walrath; Executive Officers: Merry-Ann Keane, Tom Wilbur, Kim Manus, Chris Wagar, and Laura Hamilton. Others: Jenny Smith, Theresa Johnson, Carrie Russell, Melody Brown, Sara Rainey, Nicole Kingery, Becky Dana, Tammy Roberts, and Nancy Shaw.

Excused: Theresa Hollinger, CNO.

CALL TO ORDER:

Chairperson Robertson called the meeting to order at 10:01 am.

READING OF LEGAL NOTICE:

The regular meeting legal notice was distributed as required.

APPROVAL OF AGENDA / CONSENT ITEMS:

The Meeting Agenda, Auditor's Report and Uncompensated Report (Consent Packet) were approved via motion made, seconded and passed unanimously.

The October Auditors Report was not available for approval.

Bad Debt/Charity: Oct. 2022, inclusive District Write-off: \$ 36,123.01

APPROVAL OF PREVIOUS MEETING MINUTES

The October 27, 2022 meeting minutes were approved via a motion made, seconded and unanimously passed.

BUSINESS FROM THE AUDIENCE

There was no business from the audience to discuss.

COMMITTEE REPORTS:

Joint Conference: Aaron Reinke, MD, Chief of Medical Staff was not in attendance; therefore, there was no report.

Finance: Kim Manus, CFO explained that the financial reports were not available due to the budget being the priority. The financial statements will be presented at the next regular meeting.

Nursing Services – Theresa Hollinger, CNO was not in attendance.

Residential Care Updates/RHC & Safety Updates: Chris Wagar, COO provided an overview. Highlights included the onboarding of two PA-C's, Jonathan McCord and Karla Rivera. Marketing efforts are underway to promote their practices. Chris W. anticipates wait times will dramatically decrease with the addition of the two providers.

Madison Roberts, LicSW continues to build her counseling appointments; she is near case load capacity.

Safety/Security – Chris noted that DNV’s definition of a Safety Committee structure somewhat differs from DOH. The Committee is being re-structured in an effort to meet both DNV expectations and DOH requirements.

The annual Hazard Vulnerability Assessment is nearly completed; the “top 5 hazards” will be reviewed by the Safety Committee with plans for mitigation, policies and procedures. A report will be presented following Safety Committee’s review and approval.

Chris reported a significant number of behavioral health patients are being seen in the ED; she noted there is only one security guard to patrol the entire district; security management considerations are being reviewed.

HR Report: Laura Hamilton, CHRO shared the standard monthly reports outlining the active candidates/open positions and new hire/separation reports. Application counts have continued to increase. Laura explained on January 1 the law requires publishing full pay ranges; she noted this has been our practice for 5 months.

2022 non-contract staff annual incentive comp was discussed with a recommendation of \$500 per fulltime, part time employee based on the number of hours worked during the year (capped at 2,080) for the period Q4 2021 through Q3 2022. Per diem employees would not be eligible. Employees must remain employed and in active status effective thru December 3<sup>rd</sup>; employees who resign or otherwise severe employment will not be eligible for the incentive. The budget impact is approx. 97,000.

Quality/Performance Improvement – Rhi Drake was not in attendance; Chris Wagar reported we signed with a new patient satisfaction vendor.

CEO Report – Tom Wilbur reflected on his tenure at the District and noted that after working with Merry-Ann Keane over the past couple of weeks, the Board made an excellent choice for CEO.

There have been many changes relating to capital, investments, staffing, and pandemic challenges. Tom believes the District is in a good position with the biggest item in the queue being the rate increases at RMV. Tom noted that our family meetings were well received and reviewed the NHHS history on how we arrived here, noting we opted to remain in the residential care business when we closed our long term care unit. In perspective, when we closed long term care in 2015, our monthly care rate avg. was \$7,200; this is the amount of the proposed rate for RMAC in 2022. These rate increases are overdue and should put us in a better position to get close to breakeven with residential care service moving forward.

Tom discussed the need to form an EMS District - he noted it is not feasible for the hospital to operate an ambulance service. He speculated that an M&O levy would require a vote by the taxpayers no later than August 31, 2023.

### **ACTION ITEM AGENDA**

**Resolution No. 2022-11** – Laura Hamilton explained that a Health Reimbursement Arrangement (HRA) plan provides tax-free, defined contribution accounts for employees to reimburse qualified medical, dental, vision and tax qualified long-term care premiums and non-covered healthcare expenses of the employees and qualified dependents. A motion made, seconded and passed unanimously approved Resolution No. 2022-11, adopting a Health Reimbursement Arrangement (HRA) plan for the District.

**Establish New Bank Account** – Resolution No. 2022-12 was unanimously approved following a motion made, seconded and passed to establish a new Mountain West bank account for the Navia Flex benefit.

**2023 Commissioner Assignments.** Following final discussion, a motion made, seconded, and passed unanimously approved the following 2023 Commissioner/Committee appointments:

Board Positions:

Chair: Lois Robertson      Vice Chair: Lynnette Elswick      Secretary: Susan Johnson

Commissioner Committee Appointments:

Personnel/Insurance: Susan Johnson, Becky Walrath	Compliance: Lynnette Elswick
Finance: Lynnette Elswick, Becky Walrath	Melanie Endicott
Medical Staff: Lois Robertson, Susan Johnson	Ethics: Sue Johnson,
	Melanie Endicott
Capital/Facilities: Lynnette Elswick, Becky Walrath	Safety: Melanie Endicott
Quality/PI: Susan Johnson	
Marketing: Lois Robertson	

All appointments are effective January 1, 2023.

OTHER BUSINESS

Tom Wilbur explained the District leased property on Spruce Ave. to Pend Oreille EMS (POEMS) ambulance service. POEMS paid the lease for a year, but never used the property because an ambulance barn wasn't built (intended, but not guaranteed); therefore, we have applied the rent credit to their future lease (if/when utilized). We have made an on-going commitment (started in 2018) to assist POEMS to provide ambulance services to the community. Kim stated for the record, Commissioner Elswick must abstain from voting on matters relating to the ambulance service due to a conflict of interest.

Tom stressed there is a need to form an EMS/Fire District in the County comprised of Fire Districts, Cities, Pend Oreille County, Kalispell Tribe and Hospital District.

Commissioner Robertson wished to express her appreciation and compliments to Dr. Petersen and the ER staff when she brought a neighbor into the facility.

EXECUTIVE SESSION

As permitted by RCW 42.30.110(1)(g), the meeting was moved to Executive Session at 10:51 am for approx. thirty minutes to discuss personnel matters, bargaining, and to review a community member's communication.

RETURN TO OPEN SESSION

The Commission returned to Open Session at approximately 12:15 pm.

Commissioner Walrath motioned to approve a **\$500 incentive bonus for all non-contract full time and part time employees, with qualifying factors as follows: hours worked between October 1, 2021 and September 30, 2022 will be calculated for a maximum of 2,080 hours; bonus structure will be paid at \$500 maximum hours and pro-rated for hours less than 2,080; per-diem employees or those hired after September 30, 2022 will not receive an incentive bonus, and eligible employees**

must be in active status on December 3, without having submitted an intent to retire or resign; the incentive bonus will be included on the December 9, 2022 paychecks; the motion was seconded by Commissioner Kiss and unanimously approved.

Per the recommendation of the Medical Staff Executive Committee, the Board of Commissioners approved the following privileges by motion made, seconded and passed unanimously:

**Provisional to Full Status**

McLane Simpson, MD – Emergency Medicine

**Courtesy Reappointment**

Laura Burgeson, PAC – Nephrology

**Courtesy Reappointment – Telehealth**

Abdelrahman Beltagy, MD	Michael Chen, MD	Lindsey Frischmann, DO
Bruce Geryk, MD	Sheila Smith, MD	Carson Van Sandford, MD

**Courtesy Reappointment - Radiology Off-Site**

Dwane Brittain, MD	Gurpreet Dhillon, MD	Tyson Finlinson, DO
Robert Frost, MD	Pushpender Gupta, MD	Jace Hilton, DO
Chet Hunter, DO	Eddwrd Iuliano, DO	Shawn Jones, MD
Sean Koskinen, MD	Douglas Murrey, MD	Richard Nguyen, MD
Casey Schmitz, MD	Stephanie Simonson, MD	David Thayer, MD
Bruce Turlington, MD		

**Courtesy Reappointment-Telehealth**

Mohammad Hirzallah, MD	Robert Jackson, MD	Soo Young Kwon, MD
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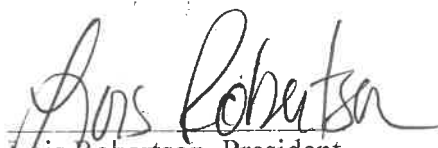
**NEXT MEETING DATE**


The next Board of Commissioner meeting will occur at 10:00 a.m., Thursday, December 15, 2022 in the Sandifur meeting room.

**ADJOURNMENT**

There being no further business, the meeting adjourned at approximately 12:20 pm.

Minutes recorded by Nancy J. Shaw, Executive Administrative Assistant.

  
Lois Robertson, President  
Board of Commissioners

  
Susan Johnson, Secretary  
Board of Commissioners