

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

**January 30, 2025**

In Attendance: Commissioners: Lois Robertson, Susan Johnson, Melanie Kiss, Becky Walrath, Lynnette Elswick; Executive Officers: Kim Manus, Joseph Clouse, Jenny Smith, Others: RaeLynn Wellman, Rhi Drake, Tina Batsch, Jane Tilley, Sara Glazier, Jennifer Means, Cherie Banta, Rachel Davis, Cassie Wise, Casey Scott, Roxeanne Huddleston, Theresa Johnson, Becky Dana, Olivia Chantry, Glenn Talmage, Jeanette Eder, Adam Wiltse, Jessica Walker, Vicki Beck, Alicia Bell, Don Gronning

CALL TO ORDER:

Vice Chairperson Johnson called the meeting to order at 9:00 a.m.

READING OF LEGAL NOTICE:

The regular meeting legal notice was distributed as required.

APPROVAL OF AGENDA / CONSENT ITEMS:

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

Bad Debt/Charity: January, inclusive District Write-off: \$ 235,145.77

APPROVAL OF PREVIOUS MEETING MINUTES:

October 12<sup>th</sup>, minutes were approved via a motion made, seconded, and unanimously approved.

BUSINESS FROM THE AUDIENCE:

COMMITTEE REPORTS:

Finance: Kim Manus reviewed the financial packet. She advised end of year inventory was taking place. Cash increase of \$2M from November to December. A/R cash collections of \$5M in December. This was a record collection month. The District is expecting to pay some money back to Medicare. Recently, Express Care has averaged 30+ patients a day, the clinic had a couple of days with 200+. Cori Farrar has been working on enhancing the 340B program at the retail pharmacy. The DOH has approved plans to improve the retail pharmacy area so they will be able to do prepacks for residential care. Preliminary conversations have been held with the Department of Commerce about changing the use of RMV building for daycare. Jenny Smith will be going to Olympia to talk with legislature about funding and grant opportunities.

Kim addressed the business office report and revenue cycle analysis.

Quality/Performance Improvement – Rhi Drake reviewed the quality report. She highlighted that there has been a 55.6% decrease in falls the last two years. Days to close events for 2024 was 5.83 days. She advised residential care are in the DSHS survey window. The clinic and the lab are due for DOH survey. The hospital's DNV accreditation survey will take place this summer. She is working with engineering and nurses to ensure they are ready. Leaders will start training with the new patient experience system in late February.

Kudos from the Community: Jenny Smith shared kudos shouting out Dr. Lueders in ED.

She advised there is a position posted for a marketing and foundation manager. There is not a rush to hire someone, she wants to ensure that they are a right fit. This will allow Jenny to focus on strategic planning, business development and grants.

Jenny advised the Foundation purchased new TVs for ACU for approximately \$46,000. The TVs were needed because the local cable provider is no longer providing cable.

Administrative Services Report: Joseph Clouse reviewed the administrative services report. He explained that the year-to-date FTE was over budget in 2024, this was largely due to hiring security. Overtime was \$712K last year. There was a goal to reduce it down to \$500K, hoping to meet this goal this year. He advised the updates to Seeber's are scheduled to start February 11<sup>th</sup>.

Clinical Services Report: Tina Batsch reviewed the clinical services reports for December. Highlighting there were 71 births in 2024, there were 1226 surgeries, the clinic saw 11,000 patients, lab performed almost 100K tests. Radiology is fully staffed 24/7. An MRI tech will be cross training with Heritage and hope to move MRI to five days a week. Chairperson Lynnette Elswick advised that she spoke with Eric Gallagher about the diversion report, he can provide the number of diverts on the field.

CEO Report – Kim Manus discussed the CEO report. She advised that confirmation from Coordinated Care (WellCare) was received, they are working on language to add Medicare Advantage. There is hope that the WellPoint contract for Medicare Advantage will be processed by the end of January.

Kim advised that Dr. Lembi Che, ARNP has resigned. The District is in the process of recruiting a replacement provider, and a contract has been sent out. Dr. Gill Curtis will be coming back part-time to work in the ED starting in March.

Preliminary discussions with JJ Fontana, CRNA have taken place about starting a Pain Clinic. We are evaluating space/equipment needs to establish opportunities to bring JJ to Newport. Dr. Sorin Ispirescu previously provided a pain clinic at NHHS has reached out to request a luncheon with Medical Staff.

Another meeting with VMFH occurred, this time discussing a mock survey that would involve Quality, Engineering and Infection Prevention. They would help find deficiencies before the real survey. They also advised they provide telehealth, Medical Staff training, remote monitoring and remote consultation services.

Managers have received their 2025 budget packets. 4DX goals have been set for each department.

Governor Inslee's proposed budget called for taking money from the hospital Safety Net Assessment Program (SNAP) and moving it to the general fund. The District received \$900K in SNAP funding in 2024. The 2025 District budget included \$850K from SNAP. WSHA opposes this action and is lobbying to avoid this taking place.

Kim shouted out Kudos to Patient Financial Services for cash collection, hitting a record \$5M in December!

The Agile sales tax audit found \$19K in refunds for 2020. They will now be reviewing 2021-2024. They also review B&O, there are certain revenues that are exempt from B&O such as PEBB.

Pend Oreille County Coroner services will now be through Spokane County.

Kim explained an incident of mail fraud that took place 12/19/2024 and was reported to the SAO. Since the altered check was altered by our bank, they have refunded the money and the fraud incident was designated as resolved by the SAO.

**ACTION ITEMS:**

Motion to approve capital purchase of the ultrasound machine in the amount of \$167,795 which includes tax (no shipping) was made, seconded, and unanimously approved.

Motion to approve capital purchase of three gurney stretchers for the ED for approximately \$16,900 each plus tax and shipping was made, seconded, and unanimously approved.

**EXECUTIVE SESSION**

As permitted by RCW 42.30.110, the meeting was moved to the Executive Session at 11:53 am for approximately half an hour to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

**RETURN TO OPEN SESSION**

The Commission returned to Open Session at 12:23 pm.

Upon returning to Open Session a motion to approve Resolution 2025-01, appointing Kim Manus as CEO was made, seconded, and unanimously approved.

**NEXT MEETING DATE**

The next meeting will be on February 27, 2025, at 9:00 am.

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 Appointment – NHHS**

Wade, Jonathan M., CRNA – NPI #1689146128 – 01.23.2025 to 01.23.2026

Gill, Curtis J., DO – NPI #1518387984 – 01.23.2025 to 01.23.2026

**Provisional to Active Appointment – NHHS**

Stanton, Kristopher T., MD – NPI #1063671147 – 02.22.2025 to 02.22.2026

**Re-Appointment – On-Site Radiology – Inland Imaging**

Rich, Brian W., MD – NPI #1356334809 – 02.24.25 to 02.24.2027

**Re-Appointment – Off-Site Radiology – Inland Imaging**

Zelasko, Scott M., MD – NPI #1558577981 – 02.24.25 to 02.24.2027

**Provisional Appointment – Off-Site Radiology – Inland Imaging**

Kennard, Richard F., MD – NPI #1083876353 - 01.23.2025 to 01.23.2026

Kim, David K., MD – NPI #1255305173 – 01.23.2025 to 01.23.2026

**Re-Appointment – Off-Site Teleneurology – Provisional to Courtesy - Providence**

Costa, Ruxandra, MD – NPI #1588770093 – 03.28.2025 to 03.28.2027

Lou, William MD – NPI #1710340161 – 03.24.2025 to 03.24.2027

Stayman, Aaron, MD – NPI #1477711018 – 04.25.2025 to 04.25.2027

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**Page 4**

Courtesy Re-Appointment –North Idaho Nephrology Associates  
Burgeson, Laura K, PAC – NPI #1962467977 – 01.29.2025 to 01.29.2027

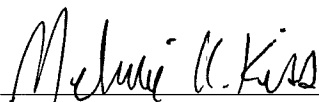
Provisional to Active Appointment – Incyte Pathology  
Zhang, Mancong, MD – NPI #1801837885 – 02.22.2025 to 02.22.2026

ADJOURNMENT

There being no further business, the meeting was adjourned at approximately 12:25 pm.

Minutes recorded by RaeLynn Wellman, Executive Administrative Assistant.

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Lynnette Elswick, President  
Board of Commissioners

  
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Melanie Kiss, Secretary  
Board of Commissioners