

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

August 28, 2025

In Attendance: Commissioners: Susan Johnson, Melanie Kiss, Becky Walrath, Lynnette Elswick;
Executive Officers: Kim Manus, Joseph Clouse, Justin Peters, Jenny Smith, Casey Scott Others:
RaeLynn Wellman, Jane Tilley, Tina Batsch, Tonia Wells, Cassie Wise, Trina Gleese, Rachel Davis,
Jennifer Means, Adam Wiltse, Aron Hutchison, Glenn Talmage, Josh Johnson, Don Gronning

CALL TO ORDER:

Chairperson Elswick called the meeting to order at 8:30 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: August, inclusive District Write-off: \$ 199,859.01

APPROVAL OF PREVIOUS MEETING MINUTES,

July 24th, minutes were approved via a motion made, seconded, and unanimously approved.

August 14th, special meeting minutes were approved via a motion made, seconded, and unanimously approved.

BUSINESS FROM THE AUDIENCE:

COMMITTEE REPORTS:

Finance: Justin Peters, CFO, advised the District financial status is at (\$257K) YTD, primarily due to the focus put towards writing off aged balances. Days cash on hand dropped to 102 days, this is due to having three payrolls in July. All outpatient departments are seeing increased numbers, this validates the need for facility expansion. Residential Care is reducing the minimum requirement for a respite stay from 30 days to one week. This will allow short-term stays and provide the opportunity for potential residents to test the facility before making a commitment. Pharmacy continues to work on reducing inventory to the goal of \$200K. Cori is also focused on 340B. Justin reviewed the budget calendar breakdown. He also shared the capital expenditure handbook that provides guidelines for managers. He advised he is wanting to add a \$500K repair and maintenance fund for 2026, the board was in support of this move. A resolution will be provided for official approval at a later meeting.

Revenue Cycle Report: Cassie Wise reviewed the Revenue Cycle Report, noting August is on track to hit record revenue at \$7.4M. Cash collections in the last couple of months are making up for the deficit in June. AR days reduced to 48.2 days for July with August sitting at 44 days.

Quality & Compliance: Rhi Drake reviewed the quality report. Patient Experience overall for the District is 87% likelihood to recommend.

Compliance report – 4 of 30 conflict of interests required additional follow up. CMS is making changes to pricing transparency requirements that will be effective in 2026.

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DNV survey took place 8/12-8/14. Report has been received with 9 nonconformities. Corrective action plans are underway.

Strategy, IT, Marketing, & Foundation: Jenny Smith advised she submitted for RHC Greatest Needs Grant requesting \$10k to support clinic nurse triage improvements. Funding announcements are expected Sept. 15th. A request to AWPED Emergency Equipment Support was also submitted requesting \$7,438 to purchase replacement portable X-ray machine battery, the District has been awarded \$5,000.

IT- Seeber's fiber is connected; currently working on network connectivity.

Marketing – The MRI banner was installed on the trailer.

Strategy & Engagement- NHHS representatives were present at the POC Fair and National Night Out.

Upcoming events include Back to School Wellness Fair and community workshops.

Foundation- The Foundation Board approved support purchase of a new sound system for the Ponderosa Room. They also approved an additional NHHS employee seeking tuition assistance.

Administrative Services Report: Joseph Clouse reviewed the administrative services report. He shared the District hosted Franklin Covey speaker Andy to discuss change management. Over 150 employees were in attendance over two days. After the sessions were held, SLT and Directors are working to identify methods to improve overall communication to ensure the same message is reaching all employees. Joseph shared the usage of the employee assistance program has increased dramatically this year. He advised the employee satisfaction survey should roll out at the beginning of October.

Clinical Services Report: Tina Batsch reviewed the clinical services report. Highlighting July as a busy month for all outpatient services. A full-time speech therapist has started with hopes of expanding this service line.

CEO Report – Kim Manus discussed the CEO report. Contract addendum to Sandpoint Surgical Associates has been made to add Dr. Hannah Robbins, general surgeon. Once a counter-signed contract is completed and enrollment with our insurance carriers is complete, Dr. Robbins most likely will be on the Newport campus twice a month.

Contract signed for PA-C student Mikaela Corigliano – anticipated start date December 1st.

The parking lot project is complete, with the exception of final overlay and stripping for Parking Lot A. Board members expressed concern regarding the condition of Scott Street. The street is extremely rough and washboard-like after the City of Newport starting “fixing” the street. The City of Newport has indicated they are in the process of replacing the asphalt street with sealcoating and this is a multi-step process. Currently, there is loose gravel on a previously paved road, and the current condition of the road creates a hazard for our patients to ambulate across the road, especially patients with mobility issues. Additional information will be gathered to establish how the City plans to improve the overall condition to eliminate the gravel and dust, along with the washboard surface.

Master Facilities workshops – sample data sets have been sent to Jody Carona for review and feedback.

New service line - Department of Transportation Exams set to roll out. PA-C Eric Renk is certified and will head this service line. Laura Noyes, PA-C is onboard to do the necessary training for her to become certified.

RHC Change in scope – The addition of Express Care has allowed for request to be submitted for a change of scope for the clinic. The District is anticipating the application will meet the criteria to allow approval

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of the change which will increase the reimbursement rates by more than \$49 for each Medicaid encounter. Based on historical volumes, the rate change would result in annual increased reimbursement approximating \$350K.

Med Staff Bylaws are done. The subcommittee has met biweekly for the last year. Next steps include sending the document to attorney to conduct final review. Next steps will require approval by Med Staff and then presentation to the Board for final approval. The Med Staff Bylaw sub-committee will reconvene, after taking a short break, to start revising the Rules and Regulations.

457 Plan

Contract Services – Coding Audit – Kim discussed with the group the need for assistance in coding audits. This will help maintain compliance and provide feedback to practitioners on accuracy and opportunities. Kim approached commissioner Melanie Kiss to inquire if she has the credentials to perform the audit. Per RCW 42.23.030 selecting Melanie Kiss as the contractor for the audit falls under the special exception for rural public hospital districts to allow commissioners to receive additional compensation for non-board related services. Discussion was held with the Board, and all agreed the arrangement meets the requirements under the RCW; therefore, they were agreeable to allow the District to proceed with an engagement to utilize Melanie in this capacity. Melanie abstained from the decision to proceed with the arrangement to avoid a conflict of interest.

Matt Ellsworth, Executive Director of AWPHD met with Kim and Justin onsite August 18th. He's touring Public Hospital Districts around the state to promote AWPHD Toolkit and to offer assistance on different methodologies available for Public Hospital District Support. Matt can clarify the various means for borrowing and financing and how to navigate the various voted and non-voted options. All were in support of Matt doing a presentation with the information for the Board. Matt most recently attended a meeting at Whitman Hospital in Colfax to present the Whitman Board with similar information.

ACTION ITEMS:

Motion to approve the capital purchase of the two Mindray monitors for the ED in the amount of \$37,741.40 plus tax and shipping was made, second, and unanimously approved.

NEXT MEETING DATE

The next meeting will be on September 25, 2025, at 8:30 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:

Initial Appointment – Provisional: Hanna Robbins, MD 8.28.2025-8.28.2026

Re-Appointment – Active: Jonathan McCord, PA-C 10.20.2025-10.20.2027

Re-Appointment – Teleneuro: Soo Kwon, MD 10.27.2025-10.27.2027

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ADJOURNMENT

There being no further business, the meeting was adjourned at approximately 10:25 am.

Minutes recorded by RaeLynn Wellman, Executive Administrative Assistant.

Signed by:

Lynnette Elswick

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Lynnette Elswick, President
Board of Commissioners

Signed by:

Melanie Kiss

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Melanie Kiss, Secretary
Board of Commissioners