

**BOARD OF COMMISSIONERS**

**PEND OREILLE COUNTY PUBLIC HOSPITAL DISTRICT NO. 1**

**February 26, 2026**

In Attendance: Commissioners: Becky Walrath, Lois Silva, Lynnette Elswick, Melanie Kiss; Susan Johnson Executive Officers: Kim Manus, Justin Peters, Joseph Clouse, Jennifer Lunz; Others: Jenny Smith, RaeLynn Wellman, Tina Batsch, Amy Howell, Adam Wiltse, Cassie Wise, Rhi Drake, Jane Tilley, Jennifer Means, Josh Johnson, Jake Denham, Rachel Davis, Aron Hutchison, Jen Romero, Pamela Gardner, Ken Rairden

CALL TO ORDER:

Vice Chairperson Johnson called the meeting to order at 8:31 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: February, inclusive District Write-off: \$ 250,376.00

APPROVAL OF PREVIOUS MEETING MINUTES,

January 22<sup>nd</sup>, meeting minutes were approved via a motion made, seconded, and unanimously approved.

BUSINESS FROM THE AUDIENCE:

Ken Rairden expressed deep gratitude to the Commissioners sharing his experiences within various departments in the District.

COMMITTEE REPORTS:

Plant Operations – Aron Hutchison shared upcoming and current facility updates. He provided a Gantt chart with the timeline for the remodel of RMV to Special Dementia Unit.

Finance: Justin Peters advised there are 89 days cash on hand. AR days are at 41. He explained salaries, benefits, and contracted labor are 69% of expenses, the goal is to move this number to 60%. The District saw \$700K increase in wages with \$200K attributed to raises. \$500K in PTO accrual – this is a one-time annual expense. He touched on cash flow operations and AR – noting -\$745K. He highlighted information gained from the chargemaster review that took place at the beginning of February, noting there will be follow-up 1:1 meetings scheduled later this month with all department leaders. The Board will be included in the chargemaster recap with the consultant in the coming weeks. Justin highlighted Seeber's has been experiencing an upward trend in prescriptions.

Staffing is monitored in a multitude of ways. Leadership is reviewing department growth to ensure we are keeping up with demand. Hours tracking for providers that was not available with the previous HRIS is being tracked with the current system.

He shared dashboards are in effect. He explained productivity standards and financial performance and how leaders will have a better understanding of their department's financial status and impact moving forward.

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Revenue Cycle Report: Cassie Wise reviewed the Revenue Cycle Report. AR days are at 42.6. Revenue in January \$7.59M; February trending to hit \$7.3M. Cash collections is down due to number of days in the month \$4.1M. They are now only writing off \$50K a month in aged write-offs. Cassie also announced that Trina Gleese, Manager of Revenue Cycle is retiring Oct. 1<sup>st</sup>; they proactively posted the position and have hired internally – Tammy Roberts.

Quality & Compliance: Rhi Drake explained her report now encompasses all departments that report up through Quality.

External Affairs & IT : Jenny Smith shared there was a lot of press activity in the last month. She and Justin attended hospital advocacy days in Olympia at the end of January. They also attended the public forum at the PUD put together by both the Democratic and Republican parties. There will be NHHS representation at the upcoming POC leaders meeting.

A letter was received advising that the \$194K in estate funds has been dispersed, it has not been received yet. Half of these funds are dedicated to residential care services.

Justin and Jenny are working on the Distressed Hospital Grant. Jenny is also applying for appropriations funds from Congress.

Jenny provided an update on IT, noting the opportunity to work with EPIC for digital signature to take the place of paper consents.

Foundation update – Iron Sommelier experienced impactful changes this year – new catering vendor and entertainment; the changes were well received by attendees. The event grossed \$45K. She also noted Foundation supported purchases include a ring cutter for the ED and a traction table for Rehab.

Administrative Services Report: Joseph Clouse discussed the leadership offsite meeting that took place earlier in the month. Leaders discussed strategic planning focused on organizational sustainability, culture of excellence and high reliability.

Clinical Services Report: Tina Batsch reviewed the clinical services report highlighting December was busier than ever; lab had record number of tests, Express Care had record breaking visits seeing over 500 visits. She advised ECHO go live date is March 3<sup>rd</sup>.

Nursing Report: Jenn Lunz advised there is a focus on staff hiring, retention, quality and safety competencies. She shared the new OR beds are up and running. C-Arm demos are taking place next week. Block utilization is being reviewed to determine where there are opportunities. OB is cross training at Holy Family. Nursing leadership and education are moving forward with necessary steps to offer SANE classes; noting this is an extensive program and will take time for staff to be trained; and explained how this is necessary for a sustainable future. Outpatient is working on increasing referrals and provider outreach.

CEO Report: Kim expressed her gratitude to Justin and the team for the work they did while she was out. She advised the RHTP grant funding will be given to more than just hospitals, for example the TRC will be receiving money. Kim has a meeting this afternoon with TRC member CEOs with OB programs, so they can discuss additional funding for these programs in rural settings.

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ACTION ITEMS:

Motion to approve the 2026 compliance plan was made, seconded, and unanimously approved.  
Motion to approve the Medical Staff Bylaws was made, seconded, and unanimously approved.  
Motion to approve proceeding with a Bond proposition resolution to be presented at the March meeting was made, seconded, and unanimously approved.  
Motion to approve the capital purchase of the replacement water heater in the amount of \$54,888.25 plus tax was made, seconded and unanimously approved.

NEXT MEETING DATE

The next meeting will be on March 26, 2026, 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:

- Cardiology - Provisional      Andrew Boulet, MD; Janice Christensen, MD; Darren Hallenbaugh, MD; Nancy Koster, MD; Rachel Le, MD; Stephen Roberts, MD; Kavisha Singh, MD; Belinda Vuong, MD
- Teleneuro – Provisional      Ismail Fahad, MD
- Radiology – Provisional to      Dallin Johansen, DO; Will Fletcher, MD  
  Courtesy
- Radiology – Courtesy          Paula Shepherd, MD; Corey Ho, MD; Irene Cruite, MD; Julie Kaczmark, MD; Brian Peterson, MD; Steven Wihelm, MD; Richard Brunkan, MD; Richard Casey, MD; Scott King, MD; Mai Russell, MD; Norbert Yee, MD; Jason Brower, MD; Ryan Goff, MD; David Munoz, MD; Trent Sanders, MD; Sadaf Zaidi, MD; Joshua Garcia, MD; Corey Judd, MD; Jeffrey Nackos, MD; George Sterne, MD; Christopher Krejci, MD; Scott Joefer, MD; Ishwar Bhat, MD; Kenneth McCabe, MD; Steven Sohn, MD; Alexander Kurdi, MD; George Keng, MD; Christopher Zylak, MD; Wilson Bowlby, MD

ADJOURNMENT

There being no further business, the meeting was adjourned at approximately 10:23 am.

Minutes recorded by RaeLynn Wellman, Executive Administrative Assistant.

Signed by:  
  
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Lynnette Elswick, President  
Board of Commissioners

Signed by:  
  
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Melanie Kiss, Secretary  
Board of Commissioners