

BENEWAH COMMUNITY HOSPITAL
GOVERNING BOARD MEETING
Thursday, July 23, 2020, 7:30 a.m.
Francie Walters Board Room, Benewah Community Hospital, St. Maries, Idaho

MINUTES

Present:	Dan Hammes	Carol Humphrey	Mike LaPlante
	Peggy Cuvala	Ron Hodge	Dave Cox
Staff:	Lori Minier	Chuck Lloyd	Rebecca Plante
	Andrew Wadsworth	Dr. Bill Wheeler	

1. Call to Order – Chairman Hammes opened the meeting at 7:32 a.m.

2. Regular Session

Amend Agenda: Lloyd requested an item be added to the Board agenda for approval as an emergent repair came up that is above the CEO approval threshold. The patient/staff elevator is out of service and is on the schedule to be repaired with Otis. A **motion** made by LaPlante, second by Humphrey, to amend the agenda, adding Otis Elevator Repair Expense under Finance Committee. The motion passed.

3. Approve Minutes – A **motion** made by Humphrey, second by Hodge, to approve the meeting minutes from June 25, 2020. The motion passed.

4. Open Forum/Visitors – None.

5. Medical Staff – Dr. Wheeler gave kudos to staff that are working above and beyond, to include the Incident Command Team. It is really starting to be a struggle with constant phone calls for COVID, RNs Bobbi Machado and Darcy Humphrey have taken on the largest bulk of this. Nursing and Administrative Staff have really stepped up during this pandemic. Dr. Wheeler stated that his wife, Patti Wheeler, is a life coach, and she is willing to volunteer her time to meet with staff if needed; Staff are getting very stressed. *Wadsworth entered at 7:35 a.m.* Wheeler stated that he encourages everyone to wear masks when out in public to protect yourself; our community needs to step up precautions. Plante stated that Dr. Sutherlin's file is complete and will be presented next month. The Board asked Plante for a recruitment update. Plante stated that Dr. Ruppel declined our offer and has accepted a position with the Mayo Clinic. We currently do not have a family practice physician position open.

5.1. Reappointment

5.1.1. **David York, M.D.** – Wheeler stated that Dr. York's reappointment file is complete with no concerns. A **motion** made by Cox, second by Hodge, to approve the reappointment of Dr. David York. The motion passed.

6. Board Committee Reports

6.1. Performance Improvement Committee – LaPlante stated that nine departments presented their projects at the July PI Meeting. LaPlante reported that Materials is taking on a big project of equipment tracking. Discussion regarding inventory and supply expense.

6.2. Finance Committee – The Finance Committee met this morning prior to the Board meeting.

6.2.1. Approve June Financials – A **motion** made by Humphrey, second by LaPlante, to approve the June Financials. The motion passed.

6.2.2. ATS-Controller Integration – Minier stated that the one of the controllers has failed, making several parts of the building very cold with no ability to adjust temperature controls (stuck in idle mode). Minier sent an email to poll the Board about this system failure, as an emergent decision was required. The Board supported Administration moving forward with this repair. This repair will integrate the systems in the older part of the building with the tower. Cost of this project: \$33,600. Discussion followed regarding the integration process. The President of ATS has ordered the required part and is rescheduling his staff to put us as a priority; they will come onsite to repair once the part is received. A **motion** made by Humphrey, second by Hodge, to approve the ATS-Controller Integration. The motion passed.

6.2.3. Otis Elevator Repair Expense – Lloyd reported that the patient/staff elevator went down on Friday, so Lloyd had to approve this emergency fix in the amount of \$13,500. The Tower elevator is being used for patient transports at this time. Minier explained the issue with the elevator, putting it out of service. A **motion** made by Cox, second by LaPlante, to approve the Otis Elevator Repair Expense. The motion passed.

6.3. Medical Staff Committee – Hodge stated that the Medical Staff had a great meeting in July. RN Shenelle Pugh is trying to simplify Cerner medication options. Required consents was also discussed. The Medical Staff will be working on an annual review of their Bylaws. The ER Tech position requirements were discussed as well; discussion followed. Wheeler stated that there was a trauma yesterday in the ER that went very smoothly. The patients received great, timely medical care from both ER and OR staff.

6.4. Board Nominations and Bylaws/Policy Committee

6.4.1. Paid Time Off (PTO) Policy Update – Cox stated that the PTO Policy Revision was included in the Board packets. Administration found a conflict between two policies, the PTO policy and the Separation of Employment policy. Two employees benefited from not giving proper resignation notice because the PTO policy did not match the other policy. Plante sent a Board poll email regarding this policy fix, and Cox also spoke to the committee. The Board supported this policy update. Cuvala asked about employment law. Wadsworth stated that we must ensure this policy is fair and equitable within the facility. *Wheeler exited at 7:56 a.m.* Discussion followed. Cox suggested that in addition to referencing the Separation from Employment policy, Administration also add the language about required notice for Exempt and Management/Lead staff into the PTO policy. A **motion** made by Hodge, second by Humphrey, to approve the revision to the PTO policy with additional language as suggested by Cox. The motion passed.

7. Administrative Reports/Questions – The Board and Administration had discussions regarding the following items: Sleep Lab Services, Dr. Razma resigning from BCH (This was discussed at the Clinic Provider meeting yesterday as well), Social Services/Mental Health, Dr. Melendez's group and Radiology Services, DNS interviews (Rachel Ewert, RN hired), VVCC meeting regarding joint Nursing recruitment/advertising, new Pharmacist, and filled positions. Plante stated that she spoke to Dr. Hanson about his desire to come back to BCH; Lloyd is meeting with him today.

8. **Follow-Up Items** – None currently.

9. **Communications**

9.1. **BetterCARE Report** – Humphrey reported that BetterCARE received a grant in the amount of \$5,000 to purchase equipment for the Cardiopulmonary department.

9.2. **Board Education** – Nothing currently.

10. **Liability Insurance Renewal** – Lloyd stated that LaPlante joined Administration for the 2020/2021 Insurance proposal with Chivaroli & Associates. We knew there would be an increase this year. We are looking at about a \$2,000 increase for Professional Liability, a \$6,000 increase for Directors and Officers, The Commercial Crime premium did not change, and the Cyber Liability policy decreased, but an enhanced option was offered for an additional \$1,274, which would provide additional coverage. Total cost for 2020/2021 Liability Insurance policies: \$124,111, an 8% increase compared to last year. A **motion** made by LaPlante, second by Humphrey, to approve the Liability Insurance Renewal proposal as presented from Administration. The motion passed.

Professional & General Liability – Physician’s Insurance A Mutual Co.

Management Liability (D&O) – Allied World Specialty Insurance Co.

Commercial Crime – Travelers Casualty & Surety Co. of America

Security & Privacy Liability (Enhanced Option)– HSB Specialty Insurance Co.

11. **Executive Session**

At 8:19 a.m., a **motion** made by Humphrey, second by LaPlante, to adjourn into executive session per Idaho Code 74-206(1)(b) Personnel and Idaho Code 74-206(1)(j) Provider Contract and Other Contract Matters. Roll Call Vote: All ayes. The motion passed. Hammes asked Cuvala if there was anyone present with her that could hear her phone conversations. Cuvala stated that she was alone.

Present at this time: Hammes, Humphrey, LaPlante, Cox, Hodge, Cuvala, Lloyd, Minier, Plante, and Wadsworth.

Wadsworth and Minier exited at 8:19 a.m.

Plante exited at 8:22 a.m.

Meeting adjourned at 8:50 a.m.

Respectfully submitted,

Approved by:

Rebecca Plante, Board Secretary

Dan Hammes, Board Chairman