

BENEWAH COMMUNITY HOSPITAL  
GOVERNING BOARD MEETING  
Thursday, September 26, 2024, 7:30 a.m.  
Francie Walters Board Room, Benewah Community Hospital, St. Maries, Idaho

MINUTES

Attendees: Tom Ebert Suzy Epler Gary Green  
Dan Hammes Carol Humphrey Mike LaPlante

Staff: Burt Keltner, *CEO* Lori Minier, *CFO* Becca Plante, *Board Secretary*  
Carleen Walker, *DNS*

Other: Phil Lampert, *County Commissioner*

1. **Call to Order** – Chairman LaPlante opened the meeting 7:40 a.m.
2. **Regular Session** – LaPlante stated that he would like each meeting to start with a positive. Keltner stated that an offer letter was sent to a great Pharmacist candidate as well as a Radiology Manager candidate.
3. **Approve Minutes** – A **motion** made by Epler, second by Ebert, to approve the meeting minutes from August 19, 2024, August 22, 2024, and September 9, 2024. The motion passed.
4. **Open Forum/Visitors**
5. **Board Committee Reports**
  - 5.1. **Performance Improvement Committee** – The PI Committee meets quarterly with the next meeting on October 8<sup>th</sup>.
  - 5.2. **Finance Committee** – The finance report was given in the Finance Committee meeting.
    - 5.2.1. **August Financials** – A **motion** made by Hammes, second by Ebert, to approve the August financials. The motion passed. *Humphrey entered at 7:48 a.m.*
  - 5.3. **Board Nominations and Bylaws/Policy Committee** – This committee will be meeting in the near future to define responsibilities.
- 5.4. **Medical Staff Committee** – Epler did not have any specific items to report from the Medical Staff meeting.
6. **Medical Staff**
  - 6.1. **Initial Appointments**
    - 6.1.1. **Twyla Masterson, FNP (PRN QC)** – A **motion** made by Hammes, second by Epler, to approve the initial appointment for Twyla Masterson, FNP. The motion passed.
    - 6.1.2. **Shawn Taylor, DO (Telecardiology)** – A **motion** made by Hammes, second by Ebert, to approve the initial appointment for Shawn Taylor, DO. The motion passed.
    - 6.1.3. **Mark Troiano, DO (Telecardiology)** – A **motion** made by Hammes, second by Humphrey, to approve the initial appointment for Mark Troiano, DO. The motion passed.

## 6.2. Reappointments

6.2.1. **Marcus Harrell, CRNA (PRN CRNA)** – A **motion** made by Epler, second by Humphrey, to approve the reappointment for Marcus Harrell, CRNA. The motion passed.

## 7. Contracts

7.1. **Twyla Masterson, FNP** – A **motion** made by Hammes, second by Humphrey, to approve the contract for Twyla Masterson, FNP. The motion passed (PRN Quick Care).

7.2. **Joseph Morris, MD** – A **motion** made by Ebert, second by Hammes, to approve the PRN contract for Joseph Morris, MD. The motion passed.

7.3. **Travis Newby, DO** – A **motion** made by Hammes, second by Ebert, to approve the new contract for Dr. Travis Newby, moving to PRN Independent Contractor. The motion passed. Green, Epler, and Humphrey abstained from voting.

7.4. **CoMedical** – Minier stated that CoMedical is a new biomedical preventative maintenance agreement that would replace our current agreement with Agility. A **motion** made by LaPlante, second by Epler, to approve the CoMedical agreement. The motion passed.

7.5. **Multiview Software Migration** – Minier stated that our current financial software is at a point where it cannot be upgraded on current platform. This migration would move Multiview to the cloud. Implementation cost: \$7,500 with monthly fees. The cost will be \$20,000 more annually with increase in monthly fees. A **motion** made by Ebert, second by Epler, to approve the Multiview Software Migration. The motion passed. Green abstained from voting.

7.6. **Storage Items (sell, donate, or dispose)** – Kelter reported that we have four rooms within the hospital that are full of items no longer being used. Staff have already picked through the items, and the remainder need to go away. The goal is to get rid of the storage unit we are currently paying for. Green offered his assistance to bring items to the dump with a trailer. The Board asked Admin. staff to use their discretion on whether to sell, donate, or dispose of the rest. A **motion** made by Epler, second by Humphrey, to allow Admin. to take care of these items. The motion passed.

8. **Administrative Reports/Questions** – The Board and Administration had discussions regarding the following items: New administrative assistant duties and customer service; Physical Therapy traveler and new production bonuses for PT; two PT interviews coming (visa situation). The AquaSizer situation was discussed as the Board approved a new one, but as PT was tasked to apply for a grant through the Elks, a new one was never purchased. Epler stated that BetterCARE is going to pursue a grant with the Elks. Green added that he is also willing work with the Elks to see what all is needed to apply for the grant. Discussions regarding Admitting accepting payments and online bill-pay. One of our RNs received SANE training. Discussion regarding wound care, RN certified in Chemo, and helicopter transports at the airport. Walker added that with one of the PTs leaving, we will no longer have someone trained for lymphedema treatment.

## 9. Follow-Up Items

9.1. **Physician Recruitment** –Plante reported that for recruitment, our current focus is a full-time ER Physician. Keltner and Plante have started bi-weekly phone calls with our recruiter. Plante and Dr. Burns will be attending the Rural Simulation Day at Kootenai's Family Medicine Residency next week.

9.2. **Quick Care** – Plante stated that Quick Care is going well. We have heard a lot of positives from patients who have been seen in QC. Working on adding the Quick Care address with CMS.

9.3. **Roof Project** – LaPlante stated the roof project is going well. They lost a lot of their crew in the middle of the job, so they are running behind. Sept. 23 was the original expected completion date. Current completion goal is now October 11<sup>th</sup>. The helipad will be cleaned very well and repainted by our Maintenance crew.

9.4. **Chiller/OR Update** – Keltner reported that the rental chiller is in place and is working well. We are unsure where the new, permanent chiller is in production.

## 10. Communications

10.1. **BetterCARE Update** – Epler stated that BetterCARE bears are back. BetterCARE will be creating a wish list form, and they also request a letter with requests. The BetterCARE Gala will be December 8<sup>th</sup>. Dinner tickets: \$30/meal, \$25 for Employees/immediate family (can do payroll deduction). Epler stated that they will be soliciting large ticket items for the auction.

10.2. **November and December Board Meetings** – LaPlante stated that due to the holiday season, the November and December Board meetings will be November 21<sup>st</sup> and December 19<sup>th</sup>.

## 11. Executive Session

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At 9:00 a.m., a **motion** made by Humphrey, second by Epler, to adjourn into executive session per Idaho Code 74-206(1)(b) Personnel and Idaho Code 74-206(1)(j) Provider Contract & Other Contract Matters. Roll Call Vote: All ayes. The motion passed.

*Present at this time: Ebert, Epler, Green, Hammes, Humphrey, LaPlante, Minier, Keltner, Plante and Walker.*

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*Minier and Walker exited at 9:00 a.m. Plante exited at 9:16 a.m.*

Meeting adjourned at 10:05 a.m.

Respectfully submitted,

Approved by:

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Rebecca Plante, Secretary

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Suzy Epler, Board Vice Chairman