

BENEWAH COMMUNITY HOSPITAL  
Thursday, July 24, 2025, 7:30 a.m.  
Francie Walters Board Room, Benewah Community Hospital, St. Maries, Idaho

MINUTES

Attendees: Kris Brock Gary Coats Tom Ebert  
Suzy Epler Mike LaPlante Doug McKelvey

Staff: Burt Keltner, *CEO* Lori Minier, *CFO* Becca Plante, *Board Secretary*  
Amy Edwards, *DNS* Dr. Cooper Wester, MD, *Chief of Staff*  
Claudia Schoenick, Radiology Manager

Other: Mark Reynolds, County Commissioner  
Community Members: Michelle Peterson, Mike Moore, Jennifer Izzarelli  
Kevin Smith and Martin Yanushev, Auditors from Eide Bailly

1. **Call to Order** –Chairman Epler opened the meeting 7:34 a.m.
2. **Regular Session**
3. **Positive Update/Celebrate Wins** – LaPlante read a letter to the editor that was in the Gazette Record about a positive experience from a community member. Discussion regarding receiving the ERC dollars (*Q1 was received, Q3 is expected soon, and Q2 is still in exam*).
4. **Approve Minutes** – A **motion** made by Ebert, seconded by LaPlante, to approve the meeting minutes from June 26, 2025 and July 2, 2025. The motion passed.
5. **Open Forum/Visitors**
  - 5.1. **Public Comment** – Community member Mike Moore asked a clarifying question regarding the proposed mill levy now that financials are looking better. Keltner stated that he would like to continue levy conversations with the commissioners but will not be asking for a levy this year. Kelter added that this is still a potential need for the future. Discussion regarding AP and AR. Izzarelli asked about previous conversation regarding having our own server onsite and how much this would potentially save us. Discussion regarding IT Risk. Minier added that Cerner would still be hosted on the cloud.

Radiology Manager Claudia Schoenick attended the meeting to explain the importance of the DEXA (bone density) scanner. Keltner sent the proposal for the DEXA scanner to the Board. Schoenick stated that a lot of community members appreciate getting a DEXA scan when they get their mammogram. Historical revenue data was provided to the Board. Body Mass Index (BMI) will be a new, billable service with the new machine. Jordan Day, PA-C and the PT department are excited to provide this for weight-loss/fitness patients. *Schoenick exited at 7:51 a.m.*
6. **Medical Staff**
  - 6.1. **Initial Appointment** – Wester stated that the Medical Staff approved and is recommending the following providers for initial appointment:

6.1.1. **Jason Adleberg, MD (Telerad)** – A **motion** made by Ebert, seconded by Coats, to approve the initial appointment for Teleradiologist Jason Adleberg, MD. Roll call vote: all ayes. The motion passed.

6.1.2. **John Campbell, MD** – A **motion** made by LaPlante, seconded by Ebert, to approve the initial appointment of PRN ER Physician Dr. John Campbell. Roll Call Vote: all ayes. The motion passed.

**6.2. Reappointments** – Wester stated that the Medical Staff approved and is recommending the following providers for reappointment:

6.2.1. **David Bartels, DO** – Visiting Oncologist. A **motion** made by LaPlante, seconded by McKelvey, to approve the reappointment of visiting Oncologist Dr. David Bartels. Roll Call Vote: all ayes. The motion passed.

6.2.2. **Craig Burns, MD** – ER Medical Director, PRN ER Physician. A **motion** made by LaPlante, seconded by McKelvey, to approve the reappointment of ER Physician Dr. Craig Burns. Roll Call Vote: all ayes. The motion passed.

6.2.3. **Jordan Day, PA-C** – A **motion** made by Brock, seconded by Coats, to approve the reappointment of Family Medicine Provider, Jordan Day, PA-C. Roll Call Vote: all ayes. The motion passed.

6.2.4. **Lindsey Greene, ARNP** – Hospice of North Idaho Provider. The Medical Staff has agreed to waive the ACLS requirement as this provider does not come onsite to see patients. A **motion** made by Brock, seconded by LaPlante, to approve the reappointment of Hospice Provider, Lindsey Greene, ARNP. The motion passed.

6.2.5. **Leah Jones, MD** – Hospice of North Idaho Provider. The Medical Staff has agreed to waive the ACLS requirement as this provider does not come onsite to see patients. A **motion** made by Ebert, seconded by LaPlante, to approve the reappointment of Hospice Physician, Dr. Leah Jones. The motion passed.

6.2.6. **Richard G. Watts, CRNA** – PRN CRNA. A **motion** made by Ebert, seconded by LaPlante, to Brock approve the reappointment of PRN CRNA Richard G. Watts. Roll Call Vote: all ayes. The motion passed.

**7. 8:00 a.m. 2024 Audit Process/Delays, Martin Yanushev and Kevin Smith, Eide Bailly via Teams Conference Line** – At 8:04 a.m., K. Smith and M. Yanushev entered via Teams Meeting to discuss the 2024 audit. Smith stated that a \$450,000 liability for compensated absences (Employee EIB) had to be added as a liability from prior years. Minier added that this was a very manual process. Smith stated that there will be a paragraph in the 2024 audit opinions letters regarding evaluating the going concern. Discussion regarding difficulties encountered in performing the audit. Smith compared some of BCH's financial data to other Idaho hospitals, adding that other hospitals similar to ours receive tax dollars. Smith stated that AR days are at 44 days, meaning we are getting bills out timely. We are waiting on the Provider Statistics and Reimbursement (PS&R) report from Medicaid; Minier stated that we are having issues obtaining this. K. Smith and M. Yanushev exited at 8:27 a.m.

## **8. Board Committee Reports**

**8.1. Performance Improvement Committee** – The PI Committee met 07/08/2025. Kelter stated that we are transforming PI to include a new strategic plan focus and will be moving to monthly, work-group meeting.

**8.2. Finance Committee** – The finance report was given during the Finance Committee meeting. Coats stated that he would like to schedule some sessions in future on how KPIs are measured by department.

- 8.2.1. **June Financials** – A **motion** made by Coats, seconded by McKelvey, to approve the June financials. The motion passed.
- 8.2.2. **Employee Discounts** – Kelter stated that the intention is to provide a discount for employees on their medical bills at BCH. Discussion regarding a different contractual write-off code and how this would potentially work. Item tabled.
- 8.2.3. **Banner Bank Signature Card** – A **motion** made by LaPlante, seconded by Ebert, to approve removing previous Board members Sheryl Carter, Carol Humphrey, and Gary Green from the Banner Bank Signature cards and adding new board members Gary Coats, Douglas McKelvey, and Kristina Brock. The motion passed.

### **8.3. Board Nominations and Bylaws/Policy Committee**

- 8.3.1. **Board Committee Assignments** – Epler has chosen board members to assign to the Board committees. A **motion** made by LaPlante, seconded by Coats, to approve the Board Committee Assignments, as assigned by Epler. The motion passed.
- 8.3.2. **Open Forum Policy** – McKelvey is the new Chairman of Board Nominations and Bylaws/Policy Committee. McKelvey presented a new policy/procedure on how the public should engage with the board during an open meeting. Discussion followed. McKelvey will make recommended changes and will re-present next month. Item tabled.
- 8.3.3. **Conflict of Interest Statements** – Plante asked Board members for their conflict-of-interest statements (*to sign annually*).

**8.4. Medical Staff Committee** – No specific updates from the July Med. Staff meeting.

## **9. Contracts**

- 9.1. **Stephanie Arar, MD Amendment** – A **motion** made by LaPlante, seconded by Coats, to approve the contract Amendment for Dr. Stephanie Arar. The motion passed.
- 9.2. **Hologic DEXA Scanner** – Bone Density Scanner with added technology, to include body composition. Price: \$61,000, 4-year lease, \$1,515 monthly payment. Keltner provided 3-years of revenue history, as well as a 3-year proforma. A **motion** made by McKelvey, seconded by Brock, to approve the new DEXA Scanner lease. The motion passed.
- 9.3. **Power Search Solutions, LLC** – PT contingent search firm, no up-front cost. Placement fee: 25% of first year annual income, to include sign-on bonuses and relocation expenses. Minier added that this fee is the current standard. A **motion** made by LaPlante, seconded by Ebert, to approve the Power Search Solutions, LLC agreement. The motion passed.
- 9.4. **Streamline Agreement** – Kelter re-presented the Streamline agreement that was approved last month. Kelter has spoken with other facilities who are very happy with this service. \$45,000 annual fee but paid monthly. Kelter tried to get 6-month agreement, and they came back with a 1-year agreement. Must be managed and monitored to be effective; discussion followed. A **motion** made by LaPlante, seconded by Brock, to approve the Streamline agreement. Roll call vote: All ayes. The motion passed.
- 9.5. **Liability Insurance Renewal** – Minier stated that Administration met with our Broker for our Liability Insurance renewals. No changes, same carriers, and same policy as 2024 with \$10,000 savings; discussion followed. *Edwards exited at 9:23 a.m. Wester exited at 9:24. Edwards entered at 9:25 a.m.* A **motion** made by Brock, seconded by Ebert, to approve the Liability Insurance Renewal. LaPlante abstained. The motion passed.

**10. Administrative Reports/Questions** – The Board and Administration had discussions regarding the following items: Impressive Administrative board reports and hard work; 100% staff evaluations

completed is very impressive; BCH Employee Picnic 09/14/2025 (*Board members are invited*); No additional feedback from County Treasurer after bank statements were provided; OT Candidate onsite today; Virtual Speech Therapy proposal 08/01/2025; TSS scheduling a visit in August for our hood inspection. Keltner called all Board candidates who were not appointed by the County Commissioners. Discussion regarding nursing recruitment and the quality project in clinic.

**10.1. Chronic Care Management Program Discussion** –Kelter explained what a Chronic Care Management Program could potentially look like; discussion followed.

## 11. Follow-Up Items

## 12. Communications

**12.1. BetterCARE Update** – Epler stated that BetterCARE has the following, upcoming events: The Memorial Walk 08/01/2025 during the concert at the park, and the Scrubby Bear Golf Tournament 08/09/2025. BetterCARE has agreed to pay \$25,000 toward each of the new surgical towers They also approved a request for a handheld Doppler for Specialty Clinic.

## 13. Executive Session

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At 9:50 a.m., a **motion** made by Coats, second by Ebert, 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: Epler, LaPlante, Brock, Ebert, Coats, McKelvey, Edwards, Plante, Keltner, Minier, Reynolds, Peterson, Moore, and Izzarelli*

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*Plante, Minier, Edwards, Peterson, Moore, and Izzarelli exited at 9:50 a.m.*

*Keltner exited at 9:55 a.m.*

*Reynolds exited at 10:00 a.m.*

*LaPlante exited at 10:20 a.m.*

Meeting adjourned at 10:30 a.m.

Approved by:

Respectfully submitted,

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Rebecca Plante, Secretary

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Suzy Epler, Board Chairman