

BENEWAH COMMUNITY HOSPITAL  
Tuesday, December 30, 2025, 7:00 a.m.  
Francie Walters Board Room, Benewah Community Hospital, St. Maries, Idaho

MINUTES

Attendees: Kris Brock Tom Ebert Suzy Epler  
Dan Hammes Mike LaPlante Doug McKelvey  
Wendy Stansbury

Staff: Burt Keltner, *CEO* Lori Minier, *CFO* Becca Plante, *Board Secretary*  
Amy Edwards, *DNS* Dr. Cooper Wester Julia Kaminski, *Admin. Assistant*

Other: *Community Members:* Jen Izzarelli, Mike Moore

1. **Call to Order** – Chairman Epler opened the meeting 7:00 a.m.
2. **Regular Session**
3. **Positive Update/Celebrate Wins** – Edwards reported that we have hired 2-RNs through the Flint Healthcare agreement; discussion followed. Goal is to have these staff members for three to five years (*can choose to stay on*). Edwards stated that we have a preceptor from LCSC coming onsite. Discussion regarding housing struggles for travelers and new staff.
4. **Approve Minutes** – A **motion** made by LaPlante, seconded by McKelvey, to approve the meeting minutes from November 25, 2025. The motion passed. Stansbury asked a few questions regarding the minutes as she was unable to attend the November meeting. Discussion regarding NWSH buying out Syringa Health and Wellness. We have 2-H1B Visa employees – one Med Tech and one OT.
5. **Board Committee Reports**
  - 5.1. **Finance Committee**
    - 5.1.1. **November Financial Presentation, Lori Minier** – Minier reported that the interim cost report for Noridian was filed in November. We anticipate a payable of approx. \$680,000 due to the increase of swing bed and inpatient days. We had a receivable in August of \$525,000. Discussion followed regarding adjusting cost/expense in this area. Minier stated that this has been reviewed by David Perry. We will work with him on how to better account for this in the future; discussion followed. 2025 compared to 2024 saw a decline in General Surgery cases by 11 procedures. ER visits decreased slightly (seasonal). Clinic volumes have increased about 9% when combining the third floor and Quick Care. Discussion regarding increasing surgical volumes. Lengthy discussion regarding clinic and quick care visits and revenue. Most of the Q2 ERC refund was moved to the savings account to use like a line of credit, and all county payments are current. AR has decreased. We will see some adjustments following year-end inventory this week. The LUCAS has been purchased with grant dollars. The Hudson Aquatic system in Physical Therapy is 100% installed and in-use. AP is well below \$1 million. The Synergy invoice was paid with ERC dollars. Minier reported that revenue is up approx. \$6 million year to date. Charity care is down \$41,000 compared to last year. Expenses were up \$2.2 million. The biggest increase in expenses includes salaries and wages for traveler staff as well as higher fuel costs. Minier asked the Board members if they had any questions regarding checks on the check register; no questions at this time (*LaPlante*

*and Epler review checks weekly*). Hammes inquired about target numbers. Discussion regarding the revenue by provider report to include outside referrals. Discussion regarding relationships with local clinics.

5.1.2. **November Financials** – A **motion** made by Hammes, seconded by LaPlante, to approve the November financials. The motion passed.

5.1.3. **457 Retirement Plan Amendment: Roth Catch-Up** – Minier stated that historically, the government allowed for employees over 50 years old to do catch-up. We would need to do an amendment for this as catch-up goes into a Roth instead of directly to the 457 plan. We would have a one-time set-up fee of \$500 and there is no employer match on Roth accounts. A **motion** made by LaPlante, seconded by Hammes, to approve the amendment to the 457 Retirement Plan. The motion passed.

5.1.4. **2026 Budget** – Minier went over the projected 2026 budget. The 2026 Budget projects a profit of \$815,000. Lengthy discussion followed regarding the budget and revenue goals. Budget highlights include:

- Projected revenue increase of 3%;
- Across the board charge adjustment of 5%, to include reviewing some specific chargemaster items;
- Contractual write-offs: Goal of 36%;
- Other non-patient revenue: Goal is to keep this flat and increase grant revenue. We have received three grants so far (minor grants) with our new grant writer.
- Salaries and wages: Cost of Living Adjustment
- Benefits: In 2026, we are anticipating fewer medical claims on our self-funded medical insurance plan;
- Contract labor: Goal is to reduce in 2026 (*Radiology and PT will have a savings due to permanent staff hired*). Working on reducing traveling nurses in 2026;
- Medical supplies/other supplies: Our Materials Manager has already started negotiating for Orthopedic supplies, and we are seeing huge savings per implant. We will also be looking at all vendor contracts in 2026;
- Reimbursement rates: Insurance payors need to start reimbursing us better. Discussion followed;
- Contracts: Keltner stated that we will be diving into all software arrangements in January. We will review all contracts in 2026.

A **motion** made by Hammes, seconded by McKelvey, to approve the 2026 Budget. The motion passed.

5.1.5. **Financial Info Reports** – Stansbury asked about a few reports in the financial packets. On the check register, instead of listing the vendor ID, Stansbury requested the GL code instead. Finance committee to meet with Minier and then make suggestions to the Board on any updates to financial reports.

**5.2. Performance Improvement Committee** – The PI Committee will meet again in January.

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

**5.3.1. Bank & Check Signature Holders Policy** –Discussion regarding one small change to this policy being presented. A **motion** made by Brock, seconded by Ebert, to approve the Bank and Check Signature Holders policy. The motion passed.

**5.4. Medical Staff Committee** – Brock attended the December Medical Staff Committee Meeting. CRNA Aaron Vizcarra reported on the new Iovera Therapy. Patients who have received this treatment have reported wonderful outcomes. Medical Director Assignments were approved for 2026. There is an Orthopedic Spine Surgeon interested in providing services here. McKelvey asked about Radiology services and protocols being signed off by a Radiologist; discussion followed. Discussion regarding the recent power outage and limitations. Discussion regarding the old generator and talking with the county about selling it.

## **6. Medical Staff**

**6.1. Initial appointments** - Wester stated that the Medical Staff approved and is recommending the following teleradiology provider for reappointment:

**6.1.1. Jacob A. Azurdia, MD** – A **motion** made by Hammes, seconded by Brock, to approve the initial appointment of Dr. Azurdia. The motion passed.

**6.2. Privilege Modification** – Wester stated that the Medical Staff approved and is recommending the following privilege modifications:

**6.2.1. Aaron Vizcarra, CRNA** – A **motion** made by Brock, seconded by Hammes, to approve the privilege modification for CRNA Aaron Vizcarra, adding Cryoneurolysis Treatment (Iovera). The motion passed.

**6.2.2. Jordan Day, PA-C** – A **motion** made by Hammes, seconded by McKelvey, to approve the privilege modification for Jordan Day, PA-C, adding Therapeutic Botox. The motion passed.

## **7. Payor Advisors**

**7.1. BCI Discussion** – Kelter stated that KH was able to come to an agreement with Regence last minute. Keltner stated that if we don't see reimbursement improvement, we will not meet the proposed 2026 budget. Keltner explained how we have been trying to negotiate payor contracts. *Wester exited at 8:25 a.m. Ebert exited at 8:26 a.m.* So far, Cigna and Aetna have come to the table and are negotiating with us; discussion followed. Keltner would like to send a letter to BCI; discussion followed regarding how to proceed and contract timeline, to include getting the letter approved by legal counsel, communicating to the community, then submitting the letter. Kelter spoke with PotlatchDeltic and the School District already.

## **8. Open Forum/Visitors**

**8.1. Public Comment** – Izzarelli asked how the board evaluates whether they are given proper information before approving agenda items. The Board stated that discussions occur during the meeting, and they ask questions as needed, adding that they are a governing board, not a management board.

**9. Contracts** - PRN CRNAs from Coeur d'Alene would like to revisit their contracts as they have not been rediscussed in a few years'; discussion followed. The Board agreed to allow Administration to renegotiate with the PRN CRNAs, within reason. This would not be a huge expense due to the fill-in CRNAs only working occasionally.

9.1. **G. Bryce Glenn, CRNA** – A **motion** made by Hammes, seconded by Brock, to approve the new, PRN agreement with CRNA G. Bryce Glenn, after negotiated by Administration. The motion passed.

9.2. **Marcus Harrell, CRNA** – A **motion** made by McKelvey, seconded by Stansbury, to approve the new, PRN agreement with CRNA Marcus Harrell, after negotiated by Administration. The motion passed.

10. **Administrative Reports/Questions** – The Board and Administration had discussions regarding the following items: LUCAS automated CPR machine (*formal training occurring in January*); Pharmacy mixing station; The chemo. station has been rebuilt, waiting for TSS to come onsite to re-certify (*once certified, a nurse will need to get certified, and Pharmacy will complete training as well, discussion regarding process*). RT succession planning; Rural health transformation grants; New Patient Navigator who will also be local VA rep.

11. **Follow-Up Items** – Plante reported that she and one of the clinic Medical Assistants took Dr. Maddy Brown out to lunch in Coeur d’Alene and this went great!

## 12. Communications

12.1. **BetterCARE Update** – Epler stated that the BetterCARE Gala is still waiting on final profit numbers, but they are estimating approx. \$25,000. Discussion regarding attendance being down slightly, less high dollar auction items, and BetterCARE board members feeling burnt out. Epler added that she is unsure if the Gala will happen again if they don’t have more help. Discussion regarding Grant Writer and requested information.

## 13. Executive Session

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At 9:15 a.m., a **motion** made by Stansbury, seconded by Hammes, 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: Brock, Epler, Hammes, LaPlante, McKelvey, Stansbury, Keltner, Edwards, Minier, Plante, Kaminski, Moore, Izzarelli.*

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*Edwards, Plante, Minier, Kaminski, Moore, and Izzarelli exited at 9:15 a.m.*  
*Hammes exited at 9:49 a.m.*

The Board came out of Executive Session at 9:55 a.m.

14. **Adjourn** – A **motion** made by LaPlante, seconded by Brock, to adjourn the November General Board Meeting. The motion passed.

Meeting adjourned at 9:55 a.m.

Approved by:

Respectfully submitted,

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Rebecca Plante, Secretary

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Suzy Epler, Board Chairman