

**Pend Oreille Hospital District**  
**MINUTES**  
**November 28, 2023**

A meeting of the **Board of Trustees of the Pend Oreille Hospital District** was held in the HSB Monarch/Cabinet Room.

**Present:** Dwayne Sheffler, Tim Cochran, Scott Burgstahler, Bart Casey, Jim Frank, Helen Parsons and Tom Lawrence.  
**Others present:** Stacey Good, DO, Erin Binnall, COD, John Hennessy, CFO, Skyler Twidt, CFO, Amber Gildersleeve, Kristin Carlson, Sharon Beeman, Secretary and Kim Kichenmaster, Secretary.

**Public Attendance:** No one from the public attended in person or by phone.

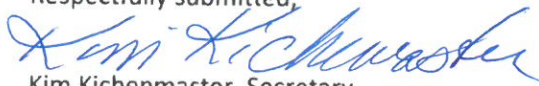
The meeting was called to order at 7:00 a.m. by Tom Lawrence, Chairman.

**Business:**

1. Agenda – Motion to approve the agenda was made by Dwayne Sheffler seconded by Scott Burgstahler. Agenda was approved by 5 yea votes.
  2. Approval of Minutes from October 27, 2023. Motion to approve the minutes was made by Tim Cochran, seconded by Scott Burgstahler. No discussion was held. Approved by 6 yea votes.
  3. POHD Secretary – Sharon Beeman is retiring December 14, 2023. She is resigning, effective today, as POHD Secretary and the POHD Umpqua Bank Liaison with duties to add and remove Trustee signers to the account. Jim Frank nominated Kim Kichenmaster for POHD Secretary and Umpqua Bank Liaison for POHD. Scott Burgstahler seconded. No other nominations were received. Approved by 6 yea votes.
  4. Treasurer’s Report. The October Treasurer’s Report was reviewed by Jim Frank. Two County Warrants were received this month, one dated 11/2/23 for \$333.25 and one for \$3278.64. Scott Burgstahler made the motion to accept the Treasurer’s Report and to approve receipt of the County Warrants, Helen Parsons seconded. Approved by 6 yea votes.
  5. Funding Requests for the POHD. Funding Requests for POHD Clinics are as follows:

a. <b>Sandpoint Women’s Health:</b>	<b>\$94,568.00</b>
b. <b>Behavioral Health Clinic:</b>	<b>\$30,531.00</b>
<b>Total:</b>	<b>\$125,099.00</b>
- Jim Frank made the motion to pay the October Funding Request of **\$125,099.00**, seconded by Dwayne Sheffler. Discussion was held on the clinic financials. The motion was approved by 6 yea votes.
6. Marketing. Amber Gildersleeve presented information on using social media marketing to reach those under 40. All ages use Instagram and Facebook – the younger generation uses Tik Tok, Snapchat and Utube. Suggestions were made to partner with the High School Journalism and/or marketing class to write content for social media. We would need to define our target audience and create a content strategy. Discussion was held.
  7. Public Comment. No one from the public attended.
  8. Board Education – Annual Insurance Review was done by John Hennessy.
  9. Next meeting is December 19, 2023. The meeting will be in the HSB Monarch/Cabinet Room at 7 a.m.
  10. With no other business to be brought before the Board, Helen Parsons made the motion to adjourn, seconded by Scott Burgstahler and was approved by 6 yea votes. The meeting adjourned at 8:06 a.m.

Respectfully submitted,

  
Kim Kichenmaster, Secretary