

**Pine Eagle Health Planning Committee  
Board of Directors Meeting  
December 3, 2018**

**Call to Order:** Loren called the meeting to order at 6:03 pm.

**Attendance:** Board members Loren Goracke (chair), Bill Johnson (vice-chair), Dave Schmitt (Secretary), Shirley Meger, Jake Roe, and Tom Nash; Terra Lewis (office manager). Brian Pennock arrived at 6:15 during the Administrator's report.

**Approval of Minutes:** **Motion made by Jake** to approve the minutes of October 22, and November 5, 2018, seconded by Shirley, and passed 5-0.

**Changes/Additions to Agenda:** List of Contractors had been sent previously. Terra will be updating it and will send out to board members. No need to discuss tonight. Loren asked to add setting a Financial Committee meeting time and date to the agenda.

**Public Correspondence:** None

**Ambulance Report:** None. Terry was at the monthly ambulance meeting.

**Administrators Report:** Terra Lewis, see attached Office Manager's Report.

September and October financial reports: Reports were reviewed and discussed. **Motion made by Shirley** to accept the September and October financial reports, seconded by Bill, and approved 6-0.

**Clinic**

**Committees:**

**Finance:** Draft Clinic, Ambulance, and Building budgets for 2019 were reviewed and discussed. Board agreed budget should "zero out" for the year; Terra agreed to modify the budget to show zero net balance and include 2018 actual expenses on revised version.

Finance Committee (Loren, Brian, and Tom) meeting set for Jan 22, 2019 at 6:15 pm to revise the budget. The Pine Eagle Health District forwarded \$125,000 to the clinic for 2019-2020.

**Personnel:** Coverage for Susan for the first two weeks in December will be done by NP's Tory Thornton (on Mondays and Wednesdays) and Korey Ham (Thursdays). Nancy will be able to cover the first Tuesday and maybe the second as well. Contracts were negotiated by Terra and Jake. Salary for NP's out of Baker will run \$75/hr and \$70/hr plus mileage at IRS rate (difference due to level of experience).

**Next meeting Topics:** 2019 Budget

**Adjourn:** Chairman Loren Goracke adjourned the meeting at 7:12 pm.

Minutes taken by Dave Schmitt

**Pine Eagle Health Planning Committee Board Meeting  
12/03/2018  
Office Manager Report  
Terra Lewis**

**Provider Update:**

- Susan's doing well on recovery. She is anticipated to return on 12/17 with us helping her if needed with lifting, pushing & pulling. Any restrictions will be listed in her release to work.
- Nancy has been filling in and she was able to pick up a couple more days. Therefore, right now, the only day we do not have a provider is next Tuesday, 12/11.
- Tory Thornton's first day in clinic was today. He picked right up on charting & is really fast. He seems to have a great rapport with patients and we are lucky to have him as locums help. Korey Ham's first day will be on Thursday. Both want to be considered if we need short-term coverage in the future.
- Per North American, we can bill them out as a locums under Susan Berry's credentials. Therefore, there shouldn't be any insurance issues. I am credentialing both of them in case they cover shifts in the future. We can only reciprocal bill for 60 calendar days regardless of how many shifts they cover.

**Monthly Outstanding Accounts Receivable Report:**

**Sept 2018**

- Total outstanding guarantor balances are currently \$63,213 which represents 42% of the A/R.
- Of this amount, \$44,761 is over 120 Days

**Oct 2018**

- Total outstanding guarantor balances are currently \$62,735 which represents 41% of the A/R.
- Of this amount, \$45,480 is over 120 Days

**General Financial Information:**

- Sept 2018 Encounters:
  - Smithson-8
  - Berry-106
  - Wolf-10
  - MA Services-105
- Oct 2018 Encounters
  - Smithson-12
  - Berry-135
  - Wolf-12
  - MA Services-176

I worked with the accountant first part of November to finalize 2017. We can now have the beginning balances for 2018. There may be some adjustments but their suggestion was to take this approach and then 2019 should be completely accurate information.

**Patient Concern Report:**

- No Patient Concerns

**General Updates:**

- Rural Health Conference was extremely helpful & as I got back, Sam, Dana, & I are working quickly to get our required binders put together. There was a lot of information & I was able to network with other RHC Administrators, Managers & Providers. When we go to these conferences, we quickly realize we are pretty much in the same place as most other RHC's.
- I did pass my Certified RHC Professional exam and learned something new in each of the modules I had to complete. It was very beneficial. 😊
- Dr Defrees came out with Dr Smithson in November & will be here again on December 13<sup>th</sup>. He was already charting in the EMR. I would like to arrange a welcome article in the paper if you approve. I could have the reporter interview both Dr Smithson & Dr Defrees when they are here on December 13<sup>th</sup>.