

Minutes for PEHPC Meeting
July 24, 2023 – Approved August 28, 2023

Call to Order: Dave Schmitt, Chairperson, called the meeting to order at 6:05 PM.

Present at the meeting: Dave Schmitt, Chairperson, Pam Taylor, Vice Chairperson; Betsy Greenman, Secretary; Debbie Pautsch; Terra Lewis, Administrator

Agenda: there were no changes to the agenda as presented.

Approval of the minutes of the PEHPC Annual meeting, June 26, 2023; by motion made by Pam Taylor, seconded by Debbie Pautsch and passed 4-0, the Annual Meeting Minutes were approved as edited.

Correspondence and public input: there was none.

Ambulance Report: There was none. Dana was not able to be present to give this report.

Clinic Administrator's Report :

Terra Lewis reported that Maureen Joseph had done the mock survey of the Clinic. There are a few maintenance items to fix. Terra will be emailing the members of the building committee to see if we want to hire these out or if someone might be able to do them. There is nothing egregious. This is one part of evaluating our whole program. Terra will be doing this with Dr. Defrees when he is out here on September 11, 2023.

Terra reported that Dr. Defrees had to change his usual patient care day because the Pine Tel internet was out and the clinic was unable to access the patient records needed, due to the outage. There is a Snake River internet back-up that could be installed at the building that would switch on if the normal internet failed. Terra will look into the cost of that backup system.

Kate is taking personal time off the week of October 9-12. Terra is trying to be in touch the Korey Ham at Eastern Oregon Medical Associates, Baker City, OR to cover one day that week.

Athena has had some hiccups this month regarding financial record information. Terra will be doing one on one coaching with Athena to be sure the inputting is happening the way Athena wants it. That has delayed the statistics for this month. Also for some reason our vaccine registry was not transferring from Athena to the State of Oregon. That is a project that Dana and Sam are working on to rectify.

The overall practice performance is looking good. The financials will either be sent by email or presented next month.

Committees:

Finance: Second quarter financial statements for Building, Clinic, Ambulance: will be sent out after the Athena updating is fixed.

Investments are up after the change made last month from \$26 to \$88. At the **August meeting we will review financials and have more investment information.**

Policy recommendations regarding financial policy **will also be reported out at the August meeting.** The finance committee did not meet due to the reporting issues with Athena.

Policy: Policy Committee update on EMS Volunteer Recruitment policy. The draft with Terra's edits will be reworked by Betsy and sent out to Policy Committee for review.

Building

Landscaping: Dave said the gravel for the east half of the north side of the Clinic has been delivered. He'll try to find some Detour volunteers to help spread it on the prepared section. Dave is contacting Steve at the Lions to find out about the sprinkler heads for the irrigation project.

Water Heater: Dave keeps trying Joey with no response.

Generator: Terra reported that the generator failed during a power outage/surge. After discussing the issues around the inspection and warranty and maintenance we agreed that Terra will set up an appointment for the generator people to come out and check it. She also asked that at least one member of the Building Committee be present to understand what happens. Terra is also looking into getting a warranty package that would cover periodic maintenance and inspection.

Old Business

X-ray state visit: Pam had intended to drop into Salem State offices and be in touch with the people who oversee removal of this kind of equipment. However, the people are actually physically located in Portland. The Board requested that Pam call Gabriel at Larue Sanitation to ask about disposal. The Board also said that if Gabriel was interested in removing it we would be glad for him to have the scrap metal.

Mental Health provider letter follow-up: Terra has sent the letter off to the Attorney. Terra will follow up with him. There was conversation about removing the mental health signage but we will wait until 30 days after the Letter has been sent.

New Business

2024 Wellness event: There was substantial conversation about this. Interpath does not offer the discounted laboratory work and our experience this year trying to provide this event ourselves ran into snags and errors at Interpath. We might be able to be part of a wider community information event if there is a group doing that. However, the Board agrees that we will not initiate an event and, if we participate in one, there will be no medical services provided.

Committee Assignments: The Board members chose to remain on the same committees as they were on in 2022. Betsy made the motion to keep the committee assignments for 2023-2024 as they have been for 2022-2023. Pam seconded and the motion passed 4-0.

Policy Committee: Dave Schmitt, Betsy Greenman, Debbie Pautsch; Financial Committee: Maureen Joseph, Pam Taylor; Personnel Committee: Betsy Greenman, Maureen Joseph, Debbie Pautsch; Building Maintenance Committee: Dave Schmitt, Pam Taylor.

Archival documents storage: Terra mentioned that it is important to have archival space where things that need to be kept for life are housed on-line. Currently there are multiple years of records and minutes etc. on the website. Terra will set up a google archival folder where we keep the “must keep” items. Betsy and Terra will work together on the archival project. The Board agreed that keeping one-years’ worth on the website for availability is sufficient. Once we figure it out we can put it into the archival section of the Policy Manual.

EMS Ambulance recognition: This discussion included the fact that the Lions Club committee “Supporting our EMTs” group are planning to do a community dinner. We talked about supporting that effort. We also discussed doing something just with our Halfway-Oxbow EMS volunteers. It would be a meet and greet with the Board with some kind of recognition and thank you. We will talk about it more in August once we have the information about the Lions Club Committee’s plans. For another year we might think of doing something with our volunteers during EMS week which is in May.

Board Member Comments:

Pam mentioned an email from Terra about Solar Panel grants. After conversation we agreed that this is not something we will pursue at this time, partly because the product is untested in our snow and partly because this is not a priority given the other things happening.

We also asked about the entry way project cost. There is grant money we can go after but need the amount quoted. Terra will follow up with the person putting together the front entryway bid. Pam is working with a group called “Age Plus” that researches and reviews grant options. They will be happy to work with her related to Clinic and other grants.

Meeting was adjourned at 7:04 PM

Next Meeting - Monday, August 28, 2023 at 6:00 pm

Topics for next meeting

- Financial Statements
- Investment information
- Policy recommendations regarding financial policy
- Policy Committee report regarding EMS Volunteer Recruitment
- EMS recognition plans from Lions Club
- Mental Health Provider Letter follow-up
- Generator inspection and maintenance follow-up
- Water Heater work
- Irrigation work
- X Ray removal information
- Internet Back up System