

**Pine Eagle Health Planning Committee
Board of Directors Meeting
December 6, 2021
(via Zoom)**

Call to Order: Nora A. called the meeting to order at 6:00 p.m.

Attendance: Board members Nora Aspy (Chair), Dave Schmitt (Secretary), and Chris Lawrence (Treasurer); Terra Lewis (Clinic Administrator) and Britt Smith (public; interested in joining the Board).

Approval of Minutes: Chris made a motion to approve the minutes of the October 11th and 25th, Board meetings. Dave seconded the motion, which passed 3/0.

Changes/Additions to Agenda: Nora requested that filling the vacant Board positions be placed under Public Input; all agreed.

Correspondence and Public Input: Nora reported that Tom has resigned via an email message. Dave asked Nora if she had received the letter which Terra said at the last meeting would be coming to her; she did not. Nora also reported that Terry Schmoie will not be doing the maintenance on the ambulance, so our discussion on preparing a working agreement is not necessary.

Nora introduced Britt Smith as a potential Board Member. Britt shared her background and desire to be active in the community. She is new to the community and works from home as a senior manager of business analytics for a non-profit out of the state of Washington. She has worked with a local care coordination network, so she is familiar with health and social issues. Britt is a process development person for her business and was an intelligence analyst in the army for 3 years. She is familiar with security of information and organizing and documenting information and processes. **Dave made a motion to appoint Britt to the Board.** The motion was seconded by Chris and passed 3/0. It was agreed to put Britt in Amari's position, which is up in 2022. Consensus was to wait to take action on Maureen Joseph to see if she joins the meeting tonight. If not, discussion can be held at the end of the meeting.

Ambulance Report: Terra reported for Dana that two new EMTs have been provided by the state to assist with the ambulance. They (Brandon and Noah) are both out of Florida, staying at the motel, and will be here until the end of the month. There is also training being planned for community members who are interested in joining the ambulance crew. Jason Yancopal (County Emergency Management Coordinator) is looking into other options to help us, as we cannot afford to pay outside.

Clinic Administrator's Report: See attached report.

Committees

Finance: Terra had sent the financial statements out via email to Board members. She offered to go over them in person with Britt; they will make arrangements to do that. Terra answered questions and explained several line items.

Profit and Loss Statements – Terra did not have the statements finished, but the charges are all in. She said there was a net profit in the third quarter, \$10-20K ahead of last year.

Collections – None at this time; Terra is still getting records up to date.

Personnel:

Patient Surveys – Dave reported that he did not review the surveys and will have a report next month.

Building – Terra reported that the generator testing has been completed, and that it is working well. Installation of the alarm in the office and some cable still needs to be done. Joey is working on that.

Nora had some information from Tom on getting new doors. Terra gave an overview of what Tom had done so far; he was working with a company in Boise (Commercial Black) who puts in doors like what we want. Their estimate was very high, and they gave us three options to consider: install automatic doors (what we envisioned), install wider doors with manual handicap push button, and install wider doors with electric openers. All options will require installation over a period of time, thus preventing use of the doors. We will need to plan how to continue clinic operations during the job. Nora noted that there are other grants in addition to the COVID money that will help with the cost.

The new signs are here, and Joey will install them in the spring.

Old Business

Policy Revisions – Terra presented a revision to the Discounts policy (2.3) that addressed offering a 10% discount for those who pay in full at the time of service and are not billing insurance. **Dave made a motion to approve the revised policy.** That motion was seconded by Chris and passed 4/0.

Articles of Incorporation update – Terra reported that the state has our request, but to her knowledge no action has been taken. *Note: On December 8, Terra sent an email stating that the state has made the change. Our Articles now show a five-member Board.*

Committee Assignments – All agreed to look at committee assignments at the next meeting when Maureen is present. All can then see where vacancies exist.

Vacant Board Position – Nora read a statement from Maureen Joseph regarding her interest in being on the Board (see attached). **Dave made a motion to appoint Maureen Joseph to the Clinic Board.** It was seconded by Chris and passed 4/0.

New Business

Dealing with People in disagreement with Clinic Policy – Terra and Nora shared that people are being pretty aggressive with them and staff by expressing that they want all clinic staff to be vaccinated. Terra reminded us that our policy (which we are following) is consistent with state policy, that Dr. Defrees agrees with our policy, and that it is consistent with both hospitals in Baker. The Board confirmed that it sympathizes with those being confronted, and that it supports the policy and staff.

Next Meeting: January 24, 2022.

Next meeting Topics: Financial reports (approve October's), patient survey results, update on dentist, update on new doors, 2120 ambulance status, review contracts (time for yearly review), committee assignments.

Assignments:

Nora – Send email to Dave documenting Tom's resignation.
Send Maureen's statement to Dave for the minutes.

Terra – Send Zoom link and Admin. Report to Dave.
Continue to work with company to get a proposal on installing new doors.
Prepare new Salary Table, Committee Assignments, and Board member sheets for our notebooks.
Get new updated Policy Manual and Articles of Incorporation to Board members.
Contact contractors regarding any changes to their contracts.

Dana – Prepare recommendations on how to use ambulance #2120.

Dave – Summarize Patient Surveys.
Follow up with the Lions on water system along the park.

Adjourn: Nora A. adjourned the meeting at 7:09 p.m.

Minutes prepared by Dave Schmitt (12-11-2021) from Zoom recording.

Attachments:

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Administrator Report
Terra Lewis**

Monthly Outstanding Accounts Receivable Report:

- Total guarantor balances are \$58,668; which represents 34% of the A/R. Of this amount, \$48,965.28 is over 120 days.

Encounters:

- 3rd Quarter
 - Dr. Defrees-28
 - Dr. Smithson-30
 - Kate Grace, PAC-448 Average 9
 - 26 Billable Ambulance Runs
- Kate did have 27 new patients
- COVID Testing 128 w/42 positives
- COVID Vaccine 31

Patient Concern: None at this time

General Updates:

- New electronic health record, Athena, still on track for go-live date of 1/5/22.
- Mandatory training & mock go-live scheduled on 12/15/21. The clinic will be closed for the afternoon. Notices have been posted and given to the HCJ.
- Tax funds for 2022 have been requested

COVID-19 Updates

- Continuing to vaccinations. Helen will be out to the clinic to help later in the month of December to assist us in giving vaccinations. She is volunteering her time.
- We're continuing business as usual regarding COVID. Covid vaccines available here at the clinic are Moderna, Pfizer and Pediatric Pfizer available by request and as available from Baker County Health Department.
- The Biden Administration has been discussing distributing at-home COVID-19 tests to be given to community members by Rural Health Clinics. More to come on that.