

**Pine Eagle Health Planning Committee
Board of Directors Meeting Minutes
April 23, 2018**

Call to Order: 6:00 p.m. by Loren

Attendance: Board members Loren Goracke (Chairman), Bill Johnson (Vice-Chairman), Dave Schmitt, Tom Nash, Eileen Monti, and Brian Pennock (15 min late); Office Manager Terra Lewis, Ambulance Representative Terry Schmoie (for Ambulance Report).

Approval of Minutes: Motion made by Eileen to approve minutes of the March 26, 2018, with minor corrections; seconded by Bill; motion passed 5-0, unanimous.

Changes to the agenda: Bill requested an executive session to discuss personnel added to end of meeting.

Loren requested the May meeting be moved to May 21, to avoid Memorial Day conflict; all agreed. Loren will put a notice in the paper noting the changed date.

Correspondence and Public Input: none

Ambulance Report: Terry – It is time to relicense all the vehicles and station (insurance, workman's comp in place, signatures, etc.); Terry will do it online. They had training last week with Rebecca Long in Richland. She will be back in October for more training. The next training will be Friday-Sunday, May 18-20, with Rose Howl, paid for with Hero Grant matching funds. Joe Sciarrino is now in training with the ambulance. There have been 23 runs so far this year, a little slower than normal (avg. is 102/yr). Mari Bottoms is also working with the ambulance.

Clinic

Administrator Report: Terra (see attached report)

Terra has been working with the North American performance manager to come up with a checks and balances system to assure billing gets done in a timely manner. She hopes to see improvements in billing.

Adam is no longer with North American; Terra is now working with the company president to complete changes on the billing form and working directly with him to assure all goes well.

Terra has canceled effort to get charting at home due to lack of response. Nancy is doing charting in the office and that is working fine. PineTel is the best option if we need to get ability to chart at home at some time in the future.

The computer for Dr. Smithson is being built.

Terra is working with PineTel to get a new phone system. The estimated one time cost is \$2,099.52 (new high definition voice phones, system install, etc.) and a monthly cost of \$288 (consistent with current cost). The new system will include long distance calling. We will be able to program the phone ourselves and will have reporting options on various uses. It will also include a portable phone which will be good when doing interpretative services in the exam room. Terra

asked for permission to move forward using donation dollars to cover costs. Dave **made a motion** to authorize Terra to move forward with having PineTel redo our phone system and use donated funds to pay the cost; seconded by Brian; passed 6-0, unanimous.

Outstanding balances as of March 2018, are \$53,635 which is 48% of accounts receivable. This is up a bit but not unusual for this time of year. \$43,022 is over 120 days past due. Terra would like to move forward with forgiving the smaller amounts and look into going through a collection agency for the larger amounts. She will have a proposal at the May meeting.

March Encounters: Dr. Smithson had 12 during the one day he was here, Nancy had 100 in 12 days, and Sam did 50 vaccinations, blood draws, etc.

Health Fair went well, about 80 attended. The person from Interpath gave us old forms with 2015 pricing, but Interpath agreed to honor the old prices. There was good vendor support. Terra will put something in the paper recognizing the winners of the two baskets offered by the vendors.

Weinhoff Drug Screen training has been completed and both Dana and Sam are qualified to perform both urine and breathalyzer drug testing.

Financial report: Terra will be meeting with Pam to work through the new system for 2018 statements. She is hoping to send them out for consideration at the May meeting. **Motion made** by Eileen to approve the Pine Eagle Clinic Comparative Income/Budget Statement, the VFW-Halfway-Oxbow Ambulance Income Statement, and the Pine Eagle Building Fund Comparative Income/Budget Statement for the year ending December 31, 2017; seconded by Bill; passed 6-0, unanimous.

Committees

Policy: Eileen reminded the group of the work session on Wednesday, April 25, at 1:00 pm to go over the revised policy manual. Terra will print copies for the board.

Investment: Tom is still trying to get the Vanguard accounts established. He offered to ask his wife's investment advisor if she will work with Vanguard for us pro bono. All agreed that if she will do it pro bono that would be good. Tom will ask her.

Personnel: Bill – deferred topic in executive session.

Grants: Loren said the Hero program grant will cover \$489 (about 50%) of the costs for recertification of EMTs. The instructor comes from Monument.

Building: Loren said the carpet and linoleum was installed by Carpet One. Warranties are in place if we clean the carpet and linoleum each year. The lights have all been converted to LEDs (about \$5,000). Terra will track electric costs to see if savings occur. New blinds for windows on the north end of the building have also been installed (about \$668).

Old Business

Volunteer Banquet: Loren said about 45 people attended and it went well.

Nominations: Bill is working with the committee (June Mackenzie (chair), Zella Sly, and Blake Dennis) and put a notice in the paper about the openings. No candidates

have been identified yet. The election needs to be completed before the June 24 board meeting. Time is needed to print the ballots and get the ballot boxes in place to allow 30 days for the election.

Bad Debt Policy: Terra has a possible draft of a policy that she will bring to the work session on Wednesday.

HIPPA training: Those who have not gone through the HIPPA training need to get the CD from Terra and go through the program, take the test, and sign the agreement. Terra will have it available after the meeting on Wednesday.

Succession policy: The board really has no process for dealing with succession. New forms are filled out as people leave and new people come on the board. Still need to develop a policy.

New Business - none

Board Member Comments: none

Topics for next meeting agenda

Budget Statements for 2018 – Pam/Terra

Nominating Committee - Bill

Succession Policy - Tom

Investment Accounts - Tom

Assignments

All - Review updated draft of the policy manual to prepare for work session.
Go through the HIPA CD and take the test.

Tom - Contact advisor to set up our investment accounts.

Bill – Work with Nominating Committee to get nominations and have election.

Terra - Print copies of Policy Manual for board work session.

Loren - Put a notice in the paper noting the changed meeting date to May 21.

Recess into executive session: 7:04 p.m.

Reconvene back into general session: 7:43 p.m.

Adjourned meeting: 7:44 p.m.

Pine Eagle Health Planning Committee Board Meeting

04/23/2018

Office Manager Report

Terra Lewis

Ambulance Billing:

- North American is receiving a bi-weekly report from me on Ambulance runs to remain current.

Provider Update:

- Adam is no longer working with North American. We are working with the President of the company to get template changes completed and his division of duties between departments.
- Provider charting at home. This work has been cancelled. Thoughts are that future providers should just get internet reimbursed through Pinetel which will alleviate this problem.
- Dr Smithson's computer parts have been ordered and Will is currently building his system.

Telephone System:

- Alpine Alarm has not returned multiple calls regarding our programming problem.
- Pinetel quote for new phone system. Donation dollars?

Monthly Outstanding Accounts Receivable Report:

- Total Outstanding Guarantor balances for March 2018 are \$53,635 which represents 48% of the A/R. Of this amount, \$43,022 is over 120 days.
- Totals have increased which is not anything unusual. I'm working with Sonya Morgan at North American on strategies for A/R.
- Aging Accounts:
 - 2015 \$3,557.45
 - 2016 \$30,019.53

General Financial Information:

- March 2018 Encounters:
 - Dr Smithson: 12, 1 day per month
 - Nancy Wolf: 100, 12 days per month
 - Medical Assistant: 50

Patient Concern Report:

- No new concerns
- Billing: No concerns but lots of questions which have been able to be resolved to the patient's satisfaction.

General Updates:

- Health Fair went really well. With permission, I would like to run a Thank you to all the patients and vendors who participated, also listing the winners of the baskets.
- Weinhoff Drug Screen training completed. Name tags are a requirement which have been purchased.