

Pine Eagle Health Planning Committee
Board of Directors Meeting Notes
Monday, May 23, 2022

Join Zoom Meeting: <https://us02web.zoom.us/j/84345067587>

Call to Order: Nora called the meeting to order at 6:04 p.m.

Attendance: Board members Nora Aspy (Chair), Dave Schmitt (Secretary), Pam Taylor, and Britt Smith; Terra Lewis (Clinic Administrator); Dana Simrell (Ambulance Coordinator- for ambulance report topic),

Changes to the agenda: Dave changed the “Use of Dental Space” topic to “X-Ray Machine”; all agreed.

Correspondence and Public Input: none.

Approval of minutes: Pam made a motion to approve the minutes of the April 25, 2022 meeting. Britt seconded the motion, which passed 4/0.

Ambulance Report: Dana reported that there were several meetings regarding the Baker City ambulance service. Baker City wants to discontinue the ambulance service as of September due to budget issues. They are asking surrounding communities to help with their calls, but are not getting much help. All areas are having problems with staffing. They will be depending on mutual aid agreements. That may be an issue due to staffing problems and the need to give home areas first priority. Baker County is responsible for seeing that all areas have coverage, so they are involved but have no real resolution. They are working with the State as well. There have been 3-4 medical runs this past month.

Clinic Administrator Report: Terra Lewis; see attached.

Committees:

Finance

Financial Statements: Terra was not ready for approval, but passed out reports for the Building, Ambulance, and Clinic, talked about each, noted significant categories, and answered questions. There are no problem areas. Terra will have completed reports at the June meeting.

Collections: none. Terra has contacted the Aprema Financial Manager regarding finalizing our account, and will try to get that done so that we can move on.

Personnel

Patient Surveys: Dave reported that no surveys were received.

Building

Access Doors: Pam said that the Request for Quotes has been posted in Baker and Halfway, no responses yet. She suggested we put the RFP in a trade journal, which will cost. The Request needs to be updated to include modification of the opening to allow wheelchair access. The Board agreed to have Pam modify the request, look into publishing the RFP, and if the cost was under \$250 to have it published.

Old Business

Policy revisions: Not done.

Landscaping: It was agreed that we need to move ahead and deal with the landscaping issue. Dave reminded the Board that putting sprinklers along the walkway had been approved by the Board last year and we can move forward with that if it is still agreeable. All agreed with putting in the sprinklers (tied into the Lions Park) and make everything along the walkway grass, which the Lions will mow and water. Dave will look into volunteers to do the work and check on pipe availability.

Nora stated that Tori offered to sell the landscaping plan if we want it, and we need to respond to that question. The Board agreed we would not want to follow that plan given the cost, difficulty in implementing, and backlash from the public on its scope. All agreed we would like to pay Tori for her time, but not use the plan as is. Nora thought Tori did not want payment and was done with the project so would not likely be open to changing the design. **Pam made a motion to not purchase the landscaping plan and start with a new plan.** The motion was seconded by Dave and passed 4/0.

All agreed that just rocking the side area between the building and sidewalk would be sufficient. Dave agreed to contact Kerry Gulick to see what kind of rock he has available and the cost. All agreed that spraying weeds on the rest of the property was OK for this year.

X-Ray Machine: Pam contacted Dr. Whitnah who said he does not want it, and we can do whatever we want with it. She contacted 6 different companies and OSHU to try to determine its value and need. She also contacted a company that revamps machines for reuse; they are not interested, as it is too old. All agreed that donating the machine was fine if anyone wants to come get it. **Dave made a motion to authorize Pam to dispose of the X-Ray machine by either selling it or donating it, preferably to an organization in Eastern Oregon.** The motion was seconded by Britt and passed 4/0.

Elections: Terra has the ballots and boxes ready. Dave will deliver them to the Richland Feed and Seed and the Hells Canyon Inn on Tuesday; they both have agreed to put the boxes on their counters. Terra will put an article in the paper. Dave will pick up the boxes on Friday, June 24.

New Business

EMT/Fire Appreciation Banquet: Pam asked about having Thank-You Banquets for the EMTs and Fire people as well as the Clinic staff (two events). She is willing to take on the EMT/Fire event. Terra will brainstorm ideas for the Clinic. All agreed to proceed with planning both and to present ideas at the June meeting.

Microscope: Pam asked about dealing with the microscope the Clinic has that has not been checked since 2007. It is very old and not being used; both Doctors said they do not use it. Terra stated that it is on our inventory because the service is part of our license. We should either drop the service and change our license or buy a new one, which would never pay for itself. Terra recommended revising our license to eliminate the service. All agreed to drop the service, revise the license, and dispose of the microscope. Terra will post the microscope on our Facebook page to see if anyone wants it. Pam will call Mr. Tubbs to see if the school would like it.

Board Member Comments: none.

Next Meeting date: June 27, 2022

Topics for Next Meeting: financial reports, policy updates, X-Ray machine, patient surveys, update on automatic doors, landscaping, and elections.

Assignments:

Terra	Edit Ambulance Policy/Procedures Manual with Dana and send to Board Draft policy on payments Contact Tori on not buying the landscaping plans Call 811 to see if they will locate underground lines Clinic staff appreciation ideas
Dana	Draft Ambulance Handbook to reflect attendance policy
Pam	X-Ray machine disposal Microscope disposal EMT/Fire appreciation planning
Dave	Patient surveys Look into volunteers for installing sprinklers Contact Kerry Gulick on rock Deliver/Collect ballot boxes

Adjourned at 7:49 p.m.

Minutes prepared by Dave Schmitt (06-20-2022) from Zoom recording.

Attachments:

Pine Eagle Health Planning Committee Board Meeting

**May 23rd, 2022
Administrator Report
Terra Lewis**

Encounters:

- Kate average for April 2022 is 10/day. This is the first time in the four years I've been here that we've hit the minimum required of 10. At 10 encounters, we meet expenses.
- Dr. Defrees: 12
- Dr. Smithson: 7-still at reduced schedule: May will be his first full day since changing EHR's.

General Updates:

- Athena continues to be on the ball with billing and our revenue cycle. They pride themselves in transparency and have the financial data of any claims which need work done right on my desktop with the dollar value present. This allows me to know at a glance how much of our financials are on hold for further work to be done. Because they are paid based on what they collect for us, their motivation is much higher than a company that is paid based on what is billed. You can bill all you want; if you are not collecting, you are not making money.
- We are utilizing Athena's coding team to help and assist with coding which will also assist us in better evaluating our documentation.
- I also continue to reach out to Athena for more coaching and training.
- Part of Kate's contract is to look at incentive/bonus program. Kate & I are starting to look at this and put together a package that can be presented to the Board for review. Included in the package will be staff participation as well.
- Health District has reached out and asked me to come to their meeting to give a financial update. I will attend the May 25th meeting.
- 2023 our tax revenue will increase to \$146,000. 2024 will present a question of whether we need the revenue to go over \$150,000. This will trigger an audit which presents the question of whether we need to go above that threshold.