

Pine Eagle Health Planning Committee
Board of Directors Meeting Notes
Monday, March 28, 2022

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

Call to Order: Nora called the meeting to order at 6:03 pm

Attendance: Board members Nora Aspy (Chair), Dave Schmitt (Secretary), Maureen Joseph (Treasurer); Terra Lewis (Clinic Administrator), Dana Simrell (Ambulance Coordinator), and Pam Taylor (public, future Board Member)

Changes to the agenda: After the Administrator's Report, Filling Vacant Board Position was moved up so there would be a quorum for voting, followed by Approval of Minutes.

Correspondence and Public Input: none.

Ambulance Report: Dana Simrell reported there were only two or three medical transports this month. There was one call to help the Richland team, but it was canceled as they were able to take the call. The ambulance team discussed Ambulance #2120 and recommend it be sold or donated – preferably to another local agency. If there is no local need, then to anyone through an open bid process. Terra suggested ways to advertise the availability of the ambulance to other agencies that might express interest; we can work with them to donate or sell. We will work with Jason at the county to see if any local agencies would be interested. Terra will reach out and report back at April's meeting.

The ambulance team also established guidelines which required attendance at meetings and on runs to assure that members are active. They do training at their meetings and want members to get the training. There is training that may be available through the county on a first-come-first-served basis; Dana was not sure who signed up. The contract EMTs will be going home on Thursday and no replacements will be coming. The Emergency Declaration may be ending soon and funding will stop at that time.

Clinic Administrator Report: Terra Lewis; see attached.

Old Business:

Filling Vacant Board Position – This topic was moved up in the agenda so that there would be a quorum for voting. Nora read her notes from the two candidates who were at the March meeting. **Dave made a motion to appoint Pam Taylor to the vacant position.** The motion was seconded by Maureen and passed 3/0. Pam will fill Tom Nash's position.

Approval of minutes: Maureen made a motion to approve the minutes of the January 24 and February 28, 2022 meetings. Pam seconded the motion which passed 4/0.

Committees:

Finance

Financial Statements – Terra presented the Clinic, Ambulance, and Building Fund Profit and Loss Reports for calendar year 2021 and explained various line items of note. **Dave made a motion to approve the Clinic, Ambulance, and Building Fund Profit and Loss Statements.** It was seconded by Maureen and passed 4/0.

Collections – Terra made a recommendation to send several accounts to collections as contacts with the people have been exhausted and the bills are over 6 months old. **Dave made a motion to send all the accounts to collections.** Maureen seconded the motion which passed 4/0.

Patient Surveys:

Dave reported that no surveys were received.

Building:

Generator update – Terra is still waiting for Joey to get the final test run and an explanation of the internal alarm process. Everything is working.

Improving the Access Doors – Terra had sent out a draft of a request for proposal to Board members for review. All were OK with it. She will publish it in local newspapers and send to the company Tom Nash worked with.

Old Business

Policy revisions – no progress.

New Business

Vacant Board Positions – Nora noted that Britt, Dave, and her positions are up for election. We are late in the process and need to get nominations for open positions. Nora will not be running again, so her position is open. Dave suggested that if Britt and he are willing to run and Betsy is willing to run for Nora's position, all three candidate positions would have candidates. Nora agreed to contact Britt and Betsy to ask if they are willing to run so that there will be adequate numbers of candidates on the ballot. Dave noted that we need to approve the ballot at the April meeting.

Contract Renewals – Terra sent the contracts out earlier to Board members for comment and made changes suggested by Nora. Corey Ham's was updated to show current date and the "current IRS rate" for wages, as they change each year. By doing this we will not have to change the contract as the rate changes. Drs. Defrees and Smithson's contracts show an increased expense from \$50 to \$100/mo. to help cover insurance. Kate Grace's did not change. Dave asked about our commitment to review her wages to reflect increased patient visits.

Terra said they had discussed that, and she is fine with the current wage. **Dave made the motion to approve the contracts as revised by Terra.** The motion was seconded by Pam and passed 4/0.

Kate's request to work as a LOCUM – Terra shared that Kate is wanting to continue her relationship with the LOCUM agency she has been working with. She would use her vacation time so that it would not detract from her Clinic responsibilities or increase our costs. **Pam made a motion to approve allowing Kate to continue work as a LOCUM.** The motion was seconded by Dave and passed 4/0.

Funding Plan if FEMA does not pay for Emergency EMTs – Terra reported that there is no way to estimate the cost if FEMA does not pay. The State and County have stated that they will work to eliminate any additional expense on our part. If we need to pay anything, it would come out of the Edward Jones account or a loan. Until it happens, we will not be able to react. We will not be replacing the EMTs, as the future of the Governor's State of Emergency Declaration is unclear and may be ending soon.

Board Member Comments: Welcome to the Board, Pam.

Next Meeting date: April 25, 2022

Topics for Next Meeting: financial reports, 3rd ambulance future, use of Dentist space, patient surveys, update on automatic doors, and elections (approval of ballot).

Assignments:

Terra	Research interest in the extra ambulance Publish Request for Proposals for access doors Draft policy on payments Get together with Pam and Maureen for orientation
Dana	Draft Ambulance Handbook to reflect attendance policy
Nora	Contact Britt and Betsy to see if they will run for board positions

Adjourned at 7:00 p.m.

Minutes prepared by Dave Schmitt (04-11-2022) from Zoom recording.

Attachments:

**Pine Eagle Health Planning Committee Board Meeting
March 28th, 2022
Administrator Report
Terra Lewis**

Unfortunately, I forgot all my stats in Halfway and I'm logging in remote from Boise.

General Updates:

- Electronic Health Record is settling down. Appointments are going well. We are moving forward with next steps with making things better for us and the public/patients. We are working through all the kinks and plugging away documentation and the patient portal.