

**Pine Eagle Health Planning Committee
Board of Directors Meeting
August 26, 2019**

Call to Order: Shirley called the meeting to order at 5:56 p.m.

Attendance: Board members Shirley Meger (Chair); Brian Pennock (Vice-chair – arrived at 6:05), Dave Schmitt (Secretary), Tom Nash, and Steve Sharp; Terra Lewis (Administrator); and Terry Schmoe (Ambulance Rep.). Public present for the Ambulance Report portion of the meeting: Todd and Rachelle Robinette, Robin Kern, Susan Schmoe, and Chief John Clark (Baker City Fire and Rescue).

Approval of Minutes: Tom made a motion to approve the minutes of July 22, 2019; Steve seconded the motion; motion passed 4-0 (Brian not present yet).

Changes/Additions to Agenda: Terry asked that Chief John Clark be added to the Ambulance section; all agreed.

Correspondence and Public Input: None

Ambulance Report: Terry reported that they have had 7 runs so far in August, bringing the year's total to 79. Busy month coming up with the Rodeo and Pine Fest the following weekend. He then passed out specifications and pictures of a Transfer Rescue Stretcher (attached). It is a cross between a spine board and a flexible stretcher that can be rolled up and easily transported in confined and high angle situations. It can also be used with a helicopter if needed. They want to buy two at about \$950 each, one for each ambulance. There is money in the budget to cover the cost, however, there are some funding sources they may use.

Terry introduced Chief Clark and talked about the ambulance Halfway is lending to Baker City Fire with the agreement that Baker Fire make the ambulance available to Halfway (or other areas) if needed to back up the local ambulance. Baker Fire wants to replace that ambulance, as it is getting old and will be in need of some repair in the next 2-3 years. They ask that we agree to sell the ambulance and donate the money to Baker Fire to help pay for the "new" ambulance. Baker Fire would own the new ambulance, but they will continue the agreement to make an ambulance available if needed. Terra was concerned that as a 403c organization, we have strict requirements as to whom we can donate money. The Board agreed in concept to sell the ambulance and give the money to Baker Fire, if possible, and asked Terra to talk with our accountant to see how we can do that.

Clinic

Administrator's Report: see attached Office Administrator's Report. During the report, it was decided to add an executive session to discuss personnel issues.

Committees

Finance: Terra presented the April, May, and June financial statements for the Pine Eagle Clinic, the Building Fund, and the Halfway-Oxbow Ambulance and discussed various aspects of each. The Clinic did get a WRAP adjustment, so that helped the finances, and we did well on expenses versus charges. The building fund is doing well, nothing out of the ordinary. Terra pointed out that the Ambulance is doing well and has the money for the Transfer Rescue Stretchers. **Tom made a motion to approve the financial statements for the Pine Eagle Clinic, the Building Fund, and the Halfway-Oxbow Ambulance for the months of April, May, and June.** Brian seconded the motion, which passed 5-0.

Policy: Terra did not get new policy pages; she will bring to the next meeting and update the website.

Old Business

Procedures for Overdue Accounts: Terra handed out an outline of the process she is using and a letter she revises to fit each situation. Letters are reviewed by Shirley before they go out. Terra will send out example letters electronically to Board members.

Collection Contracting: Terra had sent out information on the two collection agencies via email to Board members the week before. Tom asked whether we have a minimum amount for sending patients to collection. Terra said we do not and we may want to discuss that at a future meeting. The Board does approve anything that goes to collection, so we agreed to discuss that when that time comes. Steve asked about offering a discount in the collection letter if the patient pays us before going to collection; the Board was not in favor of that, as it encourages people to not pay until they get our collections letter. Terra said working with the La Grande collection agency was good (although we have not sent anyone to collection for 2 years) and she liked having a local contact she can work with and noted that the Tennessee agency would not send an example contract for our review. **Dave made a motion to continue working with Cam Credits Incorporated in La Grande and authorize Shirley to sign a new contract with them.** Brian seconded the motion, which passed 5-0.

Sliding Fee Scale: Dave stated that the Policy Committee discussed having a minimum fee for a Clinic visit at their last meeting. The committee wanted the Board to discuss that and make a decision. With the current Sliding Fee Schedule, the fee in the 125% poverty level is lower than our normal (minimum) fee. The Committee is suggesting that the minimum fee be \$30.00 and the discount be applied to fees above the \$30.00 minimum fee. **Dave made a motion that our minimum fee be \$30.00 and the discounts be applied to fees over the \$30.00 minimum fee.** The motion was seconded by Tom, and passed 5-0.

Filling Vacant Position: Steve contacted Tom Johnson, and he is interested in serving. He has a disabled son, so he has experienced dealing with medical issues and providers. Steve also talked to Joey Young who is also interested in serving. Brian heard that Melisa Locket's mother (Sprague?) is interested in serving. Given Tom's experience with the medical community in caring for his son, the Board agreed to have Steve approach Tom about serving and, if willing, have him attend the next meeting.

Committee Assignments: Past practice is to have three Board members on each committee. That requires each Board member to serve on two committees, one member will be on three. Membership was agreed to as follows:

Policy Committee: Brian, Dave, and Jake

Finance Committee: Shirley, Tom, and Steve

Grants Committee: Shirley, Tom, and new Board member

Personnel Committee: Brian, Dave, and new Board member

Building Committee: Shirley, Jake, and Steve

The new board member will be on the Grants and Personnel Committees.

Contracts for Maintenance and Office Cleaning: Jake and Steve were not able to get a proposal ready for this meeting. They will have it for the next meeting.

New Business

Building Construction Estimate: Eric Lower has submitted a bid for installing a railing along the walkway next to the park and putting key pad locks on 4 room doors and some cabinets to provide security for our offices and medication storage units. The locks area needed to meet security requirements. The railing is a safety issue for people coming to the back of the building. His total bid is \$6,900. That would come out of the Building Fund. **Brian made a motion to authorize Shirley to sign a contract with Eric to complete the work in his estimate.** Dave seconded the motion, which passed 5-0.

Board Member Comments: Dave suggested Shirley (representing the Board) talk to Susan about getting involved in the community so that community members can get to know her and build relationships, which may encourage more people to use the Clinic. The intent was not to "make" her be involved, as we do not know her personal situation; but we would like to encourage her to be a part of the community where she is interested. Shirley agreed to talk to Susan.

Next meeting Topics: financial statements, new policy pages, clinic cleaning and maintenance contracts, filling vacant Board position, donating to Baker Fire, denial of Medicare requirement for flexible fee schedule, having a minimum amount for going to collections.

Assignments:

Terra – Check on donating to Baker Fire

Get revised policy pages to Board members

Send out example collection letters electronically to Board members

Update committee assignment page

Shirley – Talk to Susan about community involvement

Jake and Steve – Prepare a proposal for taking care of building maintenance and cleaning

Steve – Talk to Tom Johnson about serving on the Board

Executive session: Shirley recessed the public meeting and we went into executive session under ORS 192.660(2)(i) to review performance of an employee.

Shirley reconvened the public meeting at 8:11 p.m.

Adjourn: Shirley adjourned the meeting at 8:16 p.m.

Minutes prepared by Dave Schmitt (08-29-19)

DETAILS:

Traverse Rescue Stretcher

The Traverse Rescue Stretcher was designed and constructed for both horizontal and vertical casualty evacuations. The lightweight and compact roll up design makes this stretcher ideal for high angle and confined space rescue, as well as back country wilderness and helicopter operations. The wrap-around concept gives the patient a feeling of security and protects arms and sides from further injury during evacuation procedures.

The Traverse Rescue Stretcher is constructed using an inner layer made from a tough, high density polyethylene sheet, giving the stretcher its rigidity when curved around the patient. The outer fabric shell is made using two different materials. The base fabric is a 1350 Denier Cordura nylon with a heavy PU coating, which has been specially woven to be as tough as possible to resist abrasion and cuts. The top layer is 1000 Denier Cordura making a tough but comfortable layer for the patient to lay on. The carry handles and vertical lift attachment points are constructed from 2" web and designed as structural attachment points for a lifting bridle. The plastic tubing on the carry handle makes for a comfortable carry for rescuers. The built-in color-coded full body adjustable harness restrains the patient securely. The stretcher comes with a Cordura storage bag with backpack shoulder straps.

Specifications:

- Weight: 18 lb (8 kg)
- Size / Dimensions: 33 x 79.5 in (84 x 202 cm)
- Color: Navy
- Load Rating Vertical: 550 lbs (250 kg)
- Load Rating Horizontal: 771 lbs (350 kg)

Websites researched:

www.rescueresponse.com	\$953.00
www.allhandsfire.com	\$953.99
www.govets.com	\$963.15

Pine Eagle Health Planning Committee Board Meeting
08/26/2019
Administrator Report
Terra Lewis

Monthly Outstanding Accounts Receivable Report:
July 2019

- Total outstanding guarantor balances are currently \$58,145.08 which represents 45% of the A/R.
- Of this amount, \$41,766.70 is over 120 Days. This number is up by \$855.19

Encounters:

- July 2019 Encounters
 - Defrees-15
 - Berry-130
 - MA Services-101

Patient Concern Report:

- There have been a couple of concerns reported which geared around whether we were the patients primary care or whether we were seeing the patients more as a walk-in clinic. We worked with Dr Defrees, Susan Berry, & staff to develop strategies on working with those patients that really just want to be seen for the acute visit.
- Another concern is still being investigated.

General Updates:

- Bank Accounts-Updated business registry information has been sent to the state. When this is updated, we can get Shirley on the bank accounts.
- Accountant-2018 taxes are in the works. Continuing with the work towards completing the taxes.
- Susan Berry cancelled her CME.
- North American is continuing to work on our statement question. Also, there is some confusion with patients and statements when someone is getting an ambulance bill only. They are confused and not paying because the statements have Pine Eagle Clinic on them and not Halfway-Oxbow Ambulance. I'm working with Sonya to see if we can get two different letterheads for our statements.
- Carpets were cleaned on Saturday, August 10th. It went very well and the cost was even \$100 less than estimated.
- The generator repairman came out on Friday, August 16th. He has pinpointed three circuits that are causing the voltage fluctuation. The report has been forwarded on to Jake for review.
- Exciting news. All the work we've done to accurately account for our expenses and list them properly on the Medicare cost report has paid off. Our 2018 projected adjustment check will be for \$21,897. We budgeted \$17,500. Therefore, this will really help us with our goal of getting our clinic financials in

the black. The money should arrive in around 15 days and you should see it appear on August's financials.