

Pine Eagle Health Planning Committee
Board of Directors Meeting
April 26, 2021
(via Zoom)

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

Attendance: Board members Tom Nash (Chair), Norah Esty (Vice-Chair), Dave Schmitt (Secretary), Chris Lawrence (Treasurer), and Nora Aspy; Terra Lewis (Clinic Administrator), Robert Maddox (IT specialist), and Terry Schmoe (ambulance Rep.) for Ambulance Report only, and Kate Grace (provider).

Approval of Minutes: Chris made a motion to approve the minutes of the March 22, 2021 meeting. Norah seconded the motion, which passed 5/0 with one abstention.

Changes/Additions to Agenda: None.

Correspondence and Public Input: None.

Ambulance Report: Terry stated that there have been 27 runs so far this year. All EMTs have done the work for recertification and are updating their information on the state website. They transported an older lady on Sunday night for a ground level fall. She was sent home and on Wednesday they were called again to assist with her being life flighted to Boise. The records were subpoenaed by the Ada County Coroner, as she later died from a stroke; records were sent.

Clinic Administrator's Report: See Attached.

Committees

Finance:

Profit and Loss Statements – Terra said she was not ready to finalize the first quarter reports due to large cash out amounts and several large purchases.

Collections – None.

Personnel:

Patient Surveys – Dave reported there were no returned surveys this month.

Provider Update – Terra reported that Deb Forrester has her National Provider Identification completed and is working on getting Drug Enforcement Agency completed so she can be on call to fill in for Kate as needed.

Kate and staff are learning to work together and be flexible in dealing with changes, and the public is adjusting to having to make appointments rather than just walking in. Things are going very well.

Building:

Generator – Tom reported that the old generator has been sold to a person in Richland who will come to get it when the new generator arrives.

Battery Backup – Tom said there was nothing new.

Ambulance Bay Ladder – Tom reported that Joey is working on it.

Old Business

Dentist Provider – Terra said we've had no contact from the interested dentist. Dave suggested calling them once just to see what they are thinking and then let it drop. Tom asked about the x-ray machine that needs to be moved. Terra is working on it.

Business Email for Board Members – Robert informed us that a similar organization just got spammed when a person opened it and committed the organization to a large financial transfer, which they could not get back. Having a secure system for the clinic will guard against problems. Robert has set up emails for each Board member and staff, and he will be sending out emails with instructions on how to set up and begin using. Terra will send out a policy on email use that needs to be signed and returned. Since she has revised it, we will need to approve the policy at our next meeting.

Brochures – Norah E. stated Mallory did get the photos taken, and it is ready to go to the printer.

Elections – Dave reported that we have no candidates and need to approve the ballot so we can get the election started. The ballot should have two slots for write-ins on the open position along with Nora's position. Dave will get the ballots and boxes out by May 24. Terra will send a draft ballot to Dave and they will get it ready.

Bylaw Changes – Dave will put reducing the Board to 5 members on the Annual meeting agenda (June 28). The question will be: Should the Board of Directors for the Pine Eagle Clinic be reduced to 5 members. If most vote yes, we will then discuss how to do that. It may be attrition or another process and we can decide that after the vote.

New Business

None.

Board Member Comments

Next Meeting – May 24, 2021

Next meeting Topics: Financial reports, Patient Survey results, business email update, annual meeting, and elections.

Assignments:

Terra – Call dentist who expressed interest in using our facilities.
Send email policy to Dave.

Dave – Work with Terra to finalize ballots.
Summarize Patient Surveys.
Get ballot boxes and ballot placed in Richland.
Put Reducing Board Numbers and revised Bylaws on the annual meeting agenda.

Adjourn: Tom adjourned the meeting at 6:35 p.m.

Minutes prepared by Dave Schmitt (5-19-2021) from Zoom recording.

Attachments:

**Pine Eagle Health Planning Committee Board Meeting
April 26, 2021
Administrator Report
Terra Lewis**

General Updates:

- Kate Grace, PA-C continuing to ramp up. Typically ramp up is slow, but Kate hit the ground running. She wants to get the patients seen so she is already scheduling 9-10 per day.
- Schedules are filling up fast so there will be some retraining of our patients that like to get in same day for non-urgent problems.
- Our medical record can be challenging so we are working to get through those roadblocks.
- The clinic is working through our Mock Survey to get through all the line items to make sure we are ready for the real inspection we are due for. There are a lot of little things we have to “clean up” to be ready.
- Edward Jones documents were not correct so we have to get new signatures.

COVID-19 Updates

- Continuing to get vaccinations scheduled.
- County event went well and they will be back out for 2nd dose on May 14th.
- We are now hitting a lull in vaccine scheduling so the new challenge is filling the dates.