

**Minutes for PEHPC Board Meeting  
December 10, 2024  
Approved January 27, 2025**

**People present:** Dave Schmitt, Chairperson; Pam Taylor, Vice-Chairperson, Treasurer; Betsy Greenman, Secretary; Debbie Pautsch, member-at-large; Terra Lewis, Administrator.

**Call to Order** Dave Schmitt, Chairperson, called the meeting to order at 6.06 PM.

**Changes to the Agenda** Letter from Steve Bachman was added under New Business.

**Approval of the minutes of the PEHPC Board meeting, October 29, 2024:** Pam moved, Debbie seconded to approve the minutes as presented. 4-0; unanimous.

**Correspondence and public input:** There was none.

**Ambulance Report:** Dana was not present. Terra reported that so far in December there have been 10 runs. The November numbers were not available. The fund for the new gurneys is at \$28,361.18. There is a grant requests to Ashgrove Cement. Idaho Power, Community Partners and Ford Foundation are in the process of being written. The person from Community Partners has drafted templates for application for Federal Grants.

**Clinic Administrator's Report:** Terra Lewis

The Report on Community Health Worker Position was pushed to January 2025 meeting.

Terra reported the patient encounters: Kate was in the office 12 days with an average of 10 patients per day. Dr. Defrees saw 15 patients, Dr. Smithson saw 11 patients.

In 2025 there will be changes in Medicare. Beginning in July the vaccine reporting will be different. We are able to do telehealth on a case by case basis. As a Rural Health Clinic some tests will no longer be required for us to complete in the Clinic.

Terra is working on off-loading tasks she does not have to do to Sam. Sam will now be managing the Voice Mails.

Kate out the entire week of Christmas. Clinic will be open half-days Monday and Tuesday, and closed on Christmas and the day after. In January, Clinic is closed New Year's Day.

Kate's December bonus \$4,500.00 agreed to by Board.

Olivia is coming to the end of two programs: EMT and CMA (Certified Medical Assistant).

Western Securities is the investment company holding our Mutual Fund. They need a "trusted contact person" willing to receive and disclose information. Terra will call the company to clarify that this is a business account information requested, not an individual account. The Board said that Terra and Pam could be the contact person.

**Committees:**

**Finance-** Budgets for 2025: Terra suggested that we go forward with numbers as presented until we have a chance to answer the questions. Pam suggested that we look at what has been suggested to take out. Depreciation lines will no longer be part of the budget picture. We don't take money out for a reserve, retention fund; it's just a mathematical calculation that skews the report. In the Ambulance report there is a new line "education and training". This is money that has been there, we simply want to show what's being used for this category.

Admin fee on the Building Budget is also smaller because some comes from Ambulance and Clinic.

**Personnel** - look at time off and bonus for staff in January

**Policy** - updated PEHPC policy manual, hard copies handed out

**Building - updates**

Clinic front door project update - proposal of design for the project. Board suggested we start over because we never hear from him and there are Foundations waiting to fund us. Dave will approach Larry.

Conference room door to electrical room - needs a smaller door that is an escape door. It will take more time and conversation with the county. Ordered the correct size door. Dave spending more time than originally. Board agreed to extend coverage for the extra hours needed.

**Old Business**

Any follow up for open Board position - Pam will be talking with Jenna Bruner, new to Halfway, from Alaska. She has many qualifications for being part of the Board.

Report on EMS Gift card presentation 12/02/24 - Pam attended on behalf of the Board. They thanked us saying that they could not be doing what they are doing without the Board. It was a good evening. Pam said she has seen several EMS folks since then, and they have graciously thanked her for the card and gift.

**New Business**

Letter from Steve Bachman about renting space. Amounts to about 8 hours a month.

The Board agreed to his renting the space pending a contract to be reviewed in January meeting.

Dave will call Gabe about taking the big dental chairs.

**Board Member Comments**

Consider that Chris at Jacob's Dream might also like to rent office space in the future.

**Next Meeting - January 27, 2025, 6 PM****Topics for next meeting**

Budgets approval

Consider bonus and additional paid time off for staff

Contract for Steve Bachman space rental

**Meeting adjourned at 7:07 PM**