

**Minutes for PEHPC Meeting  
August 28, 2023  
Approved September 25, 2023**

**Present at the meeting:** Dave Schmitt, Chairperson; Pam Taylor, Vice-Chairperson; Maureen Joseph, Treasurer; Betsy Greenman, Secretary; Debbie Pautsch, Member at Large; Dana Simrell, Halfway-Oxbow Ambulance Team Leader; Terra Lewis, Administrator.

**Call to Order** Dave Schmitt, Chairperson, called the meeting to order at 6.01 PM  
**Changes to the Agenda** There were none.

**Approval of the minutes of the PEHPC Annual meeting, July 24, 2023:** There was one editorial adjustment needed which Betsy will make. Pam Taylor moved, Debbie Pautsch seconded that the adjusted minutes be approved. By the vote of 5-0 they are approved.

**Correspondence and public input:** A letter from a neighbor on the south side of the Clinic building wrote to draw attention to dead trees in the space behind the fence and the Clinic. Dave responded to the letter and has taken care of most of the dead trees and will continue to follow through.

**Ambulance Report** Dana Simrell reported that there were 5 runs in the month. Three of the current EMT volunteers are signing up for additional courses and certification: Rochelle is taking an advanced course; Jasper is taking a course that moves him from EMR to EMT and Kerri Stutzman-Rowen is taking an EMT class. This is being assisted through the Lion's Club "Support our EMS" committee funding. There is also a nurse living in Richland who is in the process of up-dating her certification in order to be able to be an intermediate level ambulance volunteer.

The ambulances and EMT volunteers will be at the three days of the Rodeo as well as in the parade on Labor Day. In September when the Pine Eagle High School begins playing football games at home, the ambulance and EMT volunteers will be present for each home game. The Halfway-Oxbow Ambulance has received the final letter from the State certifying the use of the SEC radio waves in Baker County.

**Clinic Administrator's Report** Terra Lewis reported that Kate is averaging 11-12 visits per day. She is booking out three weeks at this point. Dr. Smithson had 10 visits and Dr. Defrees had 12 visits. Dr Defrees is booked out to November.

**Productivity:** There is an Athena Administrator Coach helping Terra figure out what it takes to get the data. Kate is taking Provider Coaching and sees it as helpful.

Health and Human Services as well as Commissioner Alderson from Baker City will be touring the Clinic and Ambulance and talking with Dana. The County is putting together some sort of health needs assessment, with the OB Clinic at St. Alphonsus' closing.

We have received the Flu Vaccines. We begin offering those to patients in October.

COVID vaccines are being charged for by the State. Given what we have to waste, the clinic and St. Luke's will not have the COVID vaccines. There will be various clinics offered in various places.

Lions Club sight and hearing program. Kate and Terra, both on this Lions' committee, want to partner with the Clinic and this committee. This will be connecting people to the right program.

Supporting EMT Committee Lions' committee financially supported the three folks taking the EMT programs.

## **Committees:**

### **Finance**

Second quarter financial statements for Building, Clinic, Ambulance were distributed. Finance Committee did not meet.

Paperwork that our Medicare cost report has been accepted so we will get \$33,000. Per visit costs are up. Medicare will be sending \$1,203 to take care of the backlog.

We will approve the 2<sup>nd</sup> Quarter financial statements in the September meeting.

Investments: went from Bank to Fidelity Money Market account with better interest at 4.7%.

Policy recommendations regarding financial policy. Terra reviewed these and there is nothing urgent for the moment. 2.6 investment policy regarding accessibility of a percentage of our money seems a bit confusing, especially related to the Ambulance funding. Finance Committee meeting will look more clearly.

### **Personnel** no items

**Policy** – Policy Committee update on EMS Volunteer Recruitment policy. After discussion this policy was added as 8.1 in the Volunteer section of the PEHPC policy. Pam made the motion, Debbie seconded that the policy is approved. Vote 5-0.

### **Building**

Landscaping and irrigation – Dave spoke with the Lions. There are new people involved. Dave will check in with Karen about whether these are a gift or we need to buy.

Landscaping rock, Dave is connecting with Roger Gulick and dry surface conditions in order to spread rock.

Water Heater – Dave talked to Joey. September 15<sup>th</sup> a plumber will be here and we will be switched to new water heater.

Generator inspection and maintenance follow-up – Terra will schedule an appointment and have Dave and Terra meet so more than one person has the information. Need to get a little box for the keys. **Terra will order**

Internet back up system: nothing new

New Entryway bid update: Larry Magill had to get an engineer involved because building code has to be okayed by engineer.

Mock Survey Fixes update – Terra will send them out to the building committee.

### **Old Business**

X-ray – Pam said we have permission to get rid of the machines. Pam sent the appropriate paper work to the State and we now have the certification that the machines are decertified and no longer radioactive. Glass pieces are not radioactive but don't break it.

**Dave will talk with Gabriel. Pam will keep after where the glass goes.**

Mental Health provider letter follow-up – Terra reported that the possessions are gone and we have the key.

Archival documents storage – link for Betsy. Zoom only can keep 6 months. People suggested keeping a year's worth of meeting recordings.

EMS Ambulance recognition – Lions' Supporting our EMTs dinner does not have anything scheduled yet. When that happens the Board will participate. Suggest doing something for our Ambulance Volunteers in May EMS recognition week. We could give them a gift this year. **Terra will research.**

In January we'll begin planning the May event.

**New Business** – There was none

**Board Member Comments** – Appreciate Betsy' communication.

**Next Meeting - Monday, September 25, 2023 at 6:00 pm**

**Meeting was adjourned at 7:11 PM**

**Topics for next meeting:**

Approval of 2<sup>nd</sup> quarter financial reports

Finance policies, especially investments and percentage of money accessible, from Finance Committee

Appreciation Gifts for Volunteer EMTs

**Updates on various on-going projects:** X-Ray machine disposal, landscaping, irrigation, generator maintenance, back-up internet provider, water heater switch-out, New Entryway bid

Minutes drafted by Betsy Greenman  
And Zoom recording  
September 5, 2023