

**Minutes for PEHPC Board Meeting**  
**April 22, 2024-Approved June 03.2024 Board Meeting**

**People attending:** Dave Schmitt, Chairperson; Pam Taylor, Vice-Chairperson; Betsy Greenman, Secretary; Debbie Pautsch, Member at Large; Dana Simrell, Ambulance Team Leader; Terra Lewis, Clinic Administrator

**Call to Order** Dave Schmitt, Chairperson, called the meeting to order at 6:03PM

**Changes to the Agenda** - There were none.

**Approval of the minutes of the PEHPC Board meeting, March 25, 2024-** by motion made by Pam Taylor and seconded by Debbie Pautsch, the minutes were approved as presented, 4-0.

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

**Ambulance Report** Dana Simrell reported that the ambulance had 6 runs in the past month. Andrea Shields, Leader Training, has helped 4 First Responders to get certified through the State of Oregon. Certification for other level EMTs is next year. All these certifications are for two years. The ZOLL machines are still in the maintenance process. One has been repaired and returned to us, the other will be returned soon, after which we send the "loaner" back to the company.

**Clinic Administrator's Report** Terra Lewis reported the encounters with providers. Dr. Defrees had 11, Dr. Smithson had 10, Kate averaged 13.7 per day.

The cost reports are due by the end of May, however, Terra has them finished. There was only a \$24 difference which will be refunded to the Clinic. Ambulance billing is going well in this transition time from one system to another. It's been a big learning curve but is working out.

Due to the Change Healthcare "hack" the Clinic is still out about \$50,000. Athena is working hard to get these payments. The Board authorized Terra to request the rest of this year's funds early from the Pine Eagle Health District. Normally we would receive them in November.

**Committees:**

**Finance** There were no reports from Finance Committee.

**Personnel** - Provider PTO specifics report from Personnel and Policy - Several members off these committees met to work on the need for policy clarity and specific data that needs to be in the provider contract. These will occur in the 2025 contract year.

**Policy** -Dave reminded us that each member of each committee will need to review the various policies, in the PEHPC policy manual. At the June Annual meeting we will determine which ones need work and then do those updates, additions, changes over the summer.

**Building**

Report from Pam about Dark Sky - related to outside lighting. Pam was in touch with Rachael who contacted Dave. They met and discussed how to shield the light in front of the Clinic so that it will provide the necessary safe lighting out to the parking lot, while not

shining directly in the across the street windows. **Dave will forward the information about amber lighting to Pam who will research it in relationship to current lighting.**

Irrigation head procurement - There are no irrigation heads at the Lions' Club. **Dave will dig one of the installed heads up to find out the size, type.**

Generator inspection and maintenance follow-up - Terra reported that during the Idaho Power planned outage she came down to see about the generator working. It worked as expected. However, she is working on figuring the issue with the vaccine fridge because the battery backup didn't kick in.

Clinic front door project update - No other information has arrived yet. **Terra will ask Larry to come to the May meeting to show us his plan for this project.**

Conference room door to electrical room - permit. the original building plans were picked up by Craig Norman, the architect for the building. Noting since then.

#### **Old Business**

Halfway 5 year strategic planning committee suggestions from Board. **Pam will be attending the May 22nd meeting of this committee and will report to our May meeting.**

#### **New Business**

Preparation for Annual meeting on June 24th. There are no open positions on the Board so we will not need ballots distributed. There will be the report from the Board Chair and the Medical Director. One week notice is required. **Board members are asked to review which policies need changes, updates, etc. We will develop the list at the June meeting.**

Spring work day to deal with stuff in unused offices. **On Friday, May 24 at 9:30AM there will be a work 'day' with Terra to begin getting the stuff out of the dentist office. Deb, Terra and Dave agreed to be present.**

**Board Member Comments** There were none.

#### **Next Meeting - May 27, 2024**

##### **Topics for next meeting**

Report from Pam on the May 22nd meeting of the Halfway 5-year strategy group

Larry presents his design for the Clinic front door project

Update on irrigation heads

Annual meeting preparation, if any.

Reminder about Policy review and any update list for June Annual meeting

**Meeting adjourned at 6:50 PM**

Minutes written by Betsy Greenman  
April 30, 2024