

**Pine Eagle Health Planning Committee
Board of Directors Meeting
January 24, 2022
(via Zoom)**

Call to Order: Nora called the meeting to order at 5:59 p.m.

Attendance: Board members Nora Aspy (Chair), Dave Schmitt (Secretary), Maureen Joseph, and Britt Smith; Terra Lewis (Clinic Administrator) and Dana Simrell (Ambulance Rep. - for the ambulance report only).

Approval of Minutes: Britt made a motion to approve the minutes of the December 6, 2021 Board meeting. Dave seconded the motion, which passed 4/0.

Changes/Additions to Agenda: Terra asked to add Contract Review related to the two emergency EMTs to the agenda; it was added under New Business.

Correspondence and Public Input: None

Ambulance Report: Dana reported that there were 12 runs in January (9 transported to Baker City, 1 Life Flight, 1 by Richland Ambulance, and 1 stand-by to assist the County Sheriff Deputies). The State has extended the emergency EMT staff funding; Brandon (from FL) and Noah (from HI) may be here until March. They are very competent and are working out really well. The EMS conference in Pendleton will be online again this year, so some will attend virtually. The Clinic will pay the \$25/attendee fee, which covers any or all classes desired. The third ambulance is in storage inside the Fairgrounds pavilion. Dana reported that 2-3 people have expressed mild interest in joining the EMT crew, but it's not certain that they will actually join. She is working with Jason Yancopal (County Emergency Management Coordinator) to set up some training. Volunteers who are available to do daytime runs are really needed.

Clinic Administrator's Report: See attached report.

Committees

Finance

Financial Statements – Terra did not have end-of-year statements finished. When done, she will get the finance committee together to review them.

Collections – None at this time; Terra is still getting records up to date.

Personnel

Patient Surveys – There were no surveys returned this month.

Building

Generator – Terra reported that the generator is completely installed and operating. The alarm system is wired to the inside, and Joey is working on the connections.

Improving Access Doors – Terra reported that there has been no progress.

Old Business

Policy Revisions – Terra has the policy drafted for discounted payments, but not ready for the Policy Manual. She will get them done and send them to each Board member to be included in our Clinic notebooks.

Committee Assignments – Nora led the discussion to fill the committees. The following assignments were agreed upon.

Policy - Dave Schmitt, Britt Smith, and Nora Aspy

Financial - Nora Aspy and Maureen Joseph

Personnel - Dave Schmitt, Nora Aspy, and Maureen Joseph

Building - Nora Aspy and Britt Smith

New Business

Vacant Board Position – As Chris Lawrence has passed away, one position needs to be filled. Dave suggested putting a short article in the Hells Canyon Journal noting Chris's passing, leaving an opening on the Board. Nora agreed to write one, send it to the Board for review, and then submit it to the newspaper.

Terra put the Board positions on the screen and verified the terms for each member. Terra will update the sheet and send it out for inclusion in our notebooks.

Officer Positions – Nora led the discussion on filling Board Officer positions. The Board agreed to the following. It was also agreed that Terra and Maureen will be on the checking account to sign checks.

President - Nora Aspy

Vice-President - Britt Smith

Secretary - Dave Schmitt

Treasurer - Maureen Joseph

Contract Review – Terra reported that both the doctors have reviewed their contracts and are not requesting any changes. Kate will look at hers soon, and Terra will let the Board know if she wants changes.

Terra also presented a contract sent to us by the State for the two emergency EMTs that is retroactive to the beginning of the agreement (October 2021). There is a clause in the contract that FEMA expects to pay for the two EMTs,

but if they do not, the Clinic agrees to pay. If we do not agree to that, the EMTs will go home tomorrow. Nora stated that Mark Bennett (County Commissioner) has said the County will help if they can. Dave asked that Terra document the conversation with Jason (County EMS Director) regarding the expectations. Terra has the emails and will keep them all together until all has been paid. Terra agreed to write a plan to cover the expense if that were to occur. **Dave made the motion that we sign the agreement.** Britt seconded the motion, which passed 4/0. Nora will sign for the Board.

Board Comments: Dave corrected the date in the draft agenda for the next meeting to February 28, 2022.

Next Meeting: February 28, 2022.

Next meeting Topics: Financial reports, patient survey results, update on dentist, update on new doors, contracts, and filling vacant position.

Assignments:

Nora – Prepare an article for the newspaper on the need for a Board member, send it to the Board for review, and then submit it to the HCJ.
Sign the contract for emergency EMTs.

Terra – Send Zoom link and Admin. Report to Dave.
Prepare financial statements.
Continue to work with company to get a proposal on installing new doors.
Prepare new Salary Table, Committee Assignments, and Board member sheets for our notebooks.
Get new updated Policy Manual and Articles of Incorporation to Board members.
Contact contractors regarding renewal of their contracts.
Prepare a plan to pay the emergency EMTs if FEMA does not cover the costs.

Dave – Summarize Patient Surveys.
Follow up with the Lions on water system along the park.

Adjourn: Nora adjourned the meeting at 6:55 p.m.

Minutes prepared by Dave Schmitt (02-08-2022) from Zoom recording.

Attachments:

**Pine Eagle Health Planning Committee Board Meeting
January 24, 2022
Administrator Report
Terra Lewis**

General Updates:

- Transitioning to new EHR-Athena. Go-live was Jan 5th, 2022
- Refining workflows and getting used to the changes from Aprima to Athena.
- Highlights of Athena are:
 - Automated reminders, no show calls and lab results. Patients have a portal to self-check-in as well as integrates with St Luke's & St Al's system
 - Optimizes our coordination of care with other health systems.
- We have about 90 days with Aprima to wrap up any previous accounts receivable
- We will continue to use Aprima to take care of our ambulance billing
- One reason this is very consuming is that most health systems hire IT & other departments to take care of all the various components of going live with a new medical record. This has primarily fell on me and some of our other team members.

COVID-19 Updates

- Through HRSA testing program, rural health clinics were given the opportunity to order rapid home COVID tests. These are available at no cost to patients, community members, businesses and staff. They are best utilized for testing when symptomatic but can be used for asymptomatic as well. There is just more potential for false negatives when testing asymptomatic individuals. We received 1200 tests. We will continue test individuals at the clinic but most will be offered a home test. We are encouraging people to notify their PCP of the results, especially if positive.