

**PINE EAGLE CLINIC HEALTH PLANNING COMMITTEE
BOARD MEETING FEBRUARY 27, 2023: 6:15PM
MINUTES Approved March 27, 2023**

Call to Order: Dave called the meeting to order at 6:12 pm

Present for the meeting: Dave Schmitt, President; Betsy Greenman, Secretary; Maureen Joseph, Treasurer; Debbie Pautsch, member at large; Terra Lewis, Administrator; Dana Simrell, Ambulance Team Leader; Kathryn Grace PA-C, Clinic Provider

Changes to the Agenda:

Suggested additions: 1. Report of meeting with Kathleen Cathey, Field Representative for Senator Wyden's office **-in administrator's report**

2. Discussion of idea to do meeting summary in HCJ-**New Business**

Approval of Minutes: Debbie made the motion to approve both meeting minutes, Maureen seconded the motion. The motion was carried 4-0.

November 28, 2022, Meeting

January 23, 2023, Meeting

Correspondence and public input: There was no correspondence. Terra introduced Kathryn Grace who came to meet the Board members. We heard about the various years she had spent in different locations, including former years here at the Clinic. Kathryn said she is very grateful that the Board has Terra as the Clinic Administrator, and the working hours now are much more reasonable than the 24/7 on-call work had been. We expressed appreciation for Kathryn's presence as Clinic Provider.

Ambulance Report – Dana Simrell reported that there were 10 patients in January and 9 patients in February. Treasure Valley Community College is planning an EMT class for the Fall of 2023. It will be via Zoom. Alec Leech, paramedic who lives in Richland, has offered to be involved with us in practicing skill stations. MetroWest is considering offering incentive program to hire part-time and train EMTs. They could then volunteer in the community when not at work for MetroWest. The Baker hospital is transferring more and more ER patients to Idaho. MetroWest has two ambulances all the time. If their ambulances are occupied in transporting patients, can't respond within 30 minutes then Richland is called to cover Baker and Halfway covers Halfway and Richland.

MetroWest had a meeting with the doctors. No one else wanted Halfway/Oxbow. Dr. Richards will stay on as medical director with a dedicated Paramedic to oversee our training and coordinate with Dr. Richards. Like it would be a MetroWest Paramedic and we as well as MetroWest EMTs could get trained and continuing education.

Dr. Wood from MetroWest is overseeing the pain medication that will be on our ambulances. It is an alternative to Morphine, just as effective. Dr. Richards agrees with this. Dave asked if our EMTs attended any of the Counseling sessions. Dana reported that they went to two. Paramedics who used to work in Baker offered. Terra also offered to find resources if needed.

Pediatric Restraint System – These two devices have been approved and ordered.

Clinic Administrator's Report – Terra Lewis asked that we consider outside cameras and/or an installed security system. There has been an individual causing disturbances safety wise

for the community and the clinic. After conversation we encouraged **Terra** to get some quotes on a security system. The pain medication is secured behind a locked door and in the ambulance, it is in the safe with a code. Everyone agreed to have Terra look into systems. The big issue is the time it takes for County Sheriff assistance.

Medical Home meeting (PCPCH) with the EOC Medicaid accrediting agency. We went through all the items and doing the most bang for our buck. It has to be done in four months. Full attestation in June. Sam is doing a lot of the work on this.

Aledaide (Quality care) will be used in 2023 and then in 2024 they'll look back and begin the sending us the payments. The Clinic has a contract with them.

Meeting with representative of the Senator's office was to learn if there are resources needed. Most of the resources were for the school and expensive. The resources are there if we need them.

Bill Shields is forming a committee to devise a plan to get funding that will help for recruiting, training and retention of potential EMT, Fire - first responders for both valleys. He is linking of with the United Community Partners and Lions. **Terra** will attend these meetings. We need to form a process and policy for recruiting, training and retaining volunteer EMTs. **Terra** will draft a policy/plan and bring it to the Board next month.

County Commissioner met last Tuesday looking at overall county-wide emergency services. Concern if we don't have enough people. They may look forward a county wide training plan.

Athena is going through upgrade on March 20th.

Committees:

Financial Committee: Report from the Financial Committee

Financial statements – Entire year reports 2023.

Ambulance – 75% of anticipated runs, maintenance on vehicles, increase in fuel.

Depreciation figure keeps it in the red.

Building fund – need to adjust the pre-paid insurance. Utilities will need to be bumped up for 2023. Rent has not change for at least six years. Need to look at raising the rent in 2023. Rent to be discussed in March

Pine Eagle Clinic – Bank and charges and fees will go down because we've cancelled having the credit card machine now that we are using Athena.

Anonymous Donations and the Tax Levy income keep us are in the black.

Maureen made the motion to approve the profit and loss statements for 2022 as presented for the Halfway Oxbow Ambulance, the Building Fund and the Pine Eagle Clinic. Betsy seconded the motion which carried 4-0.

Maureen and Pam will coordinate with Terra to look at 2023 budget for March meeting.

Collections There were no additional ones to those we authorized Terra to follow up with from last month's report.

Personnel:

Patient Surveys – update on tracking – Terra presented a chart showing the results of the patient surveys for the past month. After conversation we asked **Terra** to provide the Board with 2022 report doing a sheet for each provider, as well as a copy of the

survey questions. We requested that **Terra** provide a monthly chart during 2023 meetings.

Staff Reviews – postponed to sometime in March. **Terra** will check Kate’s schedule and set a date with Betsy and the rest of the staff to accomplish this.

Policy Committee: - Printed copies of new policy to Board members were provided.

Building Committee:

Water Heater update: Dave has called Joey, who no longer has a helper. **Dave** will continue to be in touch with Joey.

X-ray removal: update? - Pam – nothing new

OLD BUSINESS:

Health Fair – 2023 The date of Friday, April 21, 2023 will be a **Wellness Lab**. This will happen in the morning. The staff is prepared to do the blood draws and prepare the vials for shipping. This event will be by appointment. Terra will pre-register people. Sue, who does Ambulance billing, will be an on-site volunteer assisting. The time and cost will be announce when we have the information.

Update on future staff training – Betsy – we’ll save this for April, after staff reviews.

Athena Billing for Ambulance – Athena is not going to do this billing. **Terra** will research with Richland Ambulance Billing person to see what they use.

Contracts review from Ambulance State Health Authority visit- we have existing contracts and will continue those. **Terra** will bring those for us to see.

NEW BUSINESS

Form Nominating Committee for PEHCPC board members: there are two positions that open in 2023: Maureen Joseph and Pam Taylor. **Terra** will check with Rose Darting to see if she would want to serve on a nominating committee. **Betsy** will call Jean Fernnon to see if she would stand for election, knowing that there are two incumbents running for election to two positions.

Timeline for Board Elections 2023:

February 27, 2023 – Appoint Nominating Committee – non-board members preferred

April 24, 2023 – Approved Ballot with Candidates

May 19-20 – Place Ballot Boxes: Richland Feed and Seed, Hells Canyon Inn, Pine Eagle Clinic

May 22 – Voting opens

June 14 – Publish By-Laws Changes

June 22 -Voting closes

June 26 - Annual meeting; Approve Board Members, Approve By-Law changes

Review of by-laws: Dave proposed By-Law wording change to be published June 14, 2023, prior to the June annual meeting. Changes to current wording are in red.

4. NOMINATIONS

B. The Nominating Committee shall be given public notice of its membership and invite persons interested in being nominated for a position on the Board to contact them. The Nominating Committee shall select at least one candidate for each open position, **plus at least one extra. (Red phrase is deleted.)** Incumbents may run for another term.

D. If the Nominating Committee cannot find at least one candidate for each open Board position, a write-in line will be provided for those positions that do not have a candidate. For positions that do have one or more candidates, an additional line will be provided on the ballot for write-ins.

8. BOARD MEETINGS

D. A quorum of **at least 51% (strike out current word four) of the** Directors shall be required for the Board to take any action.

Betsy made the motion to accept the proposal. Debbie seconded it. Motions passed 4-0.

Hells Canyon Journal Board Summary: After discussion the members like the idea. **Betsy** will draft a summary and email it to Board members for edits/comments. She will then send it to the HCJ.

Board member comments -Debbie raised an example of difficulty getting prescriptions to the right pharmacy. Terra and Debbie will discuss this issue with specifics off-line.

Next meeting date: March 27, 2023, 6:15 pm

TOPICS FOR NEXT MEETING: Budget 2023, including possible revision of current Rents.

The 2022 Patient Survey data, including the survey questions.

Proposal for a Pine Eagle Clinic plan for the recruitment, training and retention of EMTs

Possible Security System proposals

Current contracts with Dr. Richards and St. Alphonsus

ADJOURN – Dave adjourned the meeting at 8:01pm.