

**Pine Eagle Health Planning Committee
Board of Directors Meeting
February 28, 2022
(via Zoom)**

Call to Order: Nora called the meeting to order at 6:02 p.m.

Attendance: Board members Nora Aspy (Chair) and Dave Schmitt (Secretary); Terra Lewis (Clinic Administrator); Dana Simrell (Ambulance Rep. - for the ambulance report only); and Pam Taylor and Betsy Greenman (potential Board members).

Approval of Minutes: No vote, as there was no quorum.

Changes/Additions to Agenda: None.

Correspondence and Public Input: None.

Ambulance Report: Dana reported that there were 5 medical runs in February and some training this past weekend. Dave asked about the intent to have a plan for the extra ambulance. Dana said they have been thinking about using it on fires (requiring a staff which we do not have), or just selling it. Dana and Terra will come up with a recommendation for dealing with the ambulance for the March meeting.

Clinic Administrator's Report: See attached report.

Committees

Finance:

Financial Statements – Since a quorum is not present, the discussion was tabled until the March meeting.

Collections – With no quorum present, the discussion was tabled until the March meeting.

Personnel:

Patient Surveys – There were no surveys sent out this month.

Building:

Generator – Same as last meeting. Joey is waiting for some tests. It is working and functional, except for the inside alarm. Joey is coordinating the final tests with the company.

Improving Access Doors – Terra reported that there has been no progress. Nora and Dave agreed that putting out a request for proposal might show if there is any interest. Terra will draft up something and let the Board review it.

Old Business

Policy Revisions – Terra stated that the discounted payments does not work with the new billing company. Terra will draft a new proposal and send it out to the policy committee.

New Business

Vacant Board Position – Pam Taylor and Betsy Greenman each gave a brief summary of her background and skills that she would bring to the Board. Both candidates have excellent backgrounds related to various aspects of medical/mental health and would be good additions to the Board. Since there was not a quorum, no vote was taken.

Contract Review – With no quorum present, no vote was taken to approve the new contracts.

Emergency EMT Contract – Terra cannot estimate hard dollars that would be needed, as it is a trickle down impact and unknown as to what part the federal, state, and county agencies would cover. There is \$50,000 available in our Edward Jones account, above which a loan would be needed.

Board Comments: None.

Next Meeting: March 28, 2022.

Next meeting Topics: Financial reports, patient survey results, update on dentist, update on new doors, new contracts approval, collections, generator update, extra ambulance plan, payment policy, and filling vacant position.

Assignments:

Dana and Terra - Develop a recommendation for the extra ambulance

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.

Get new payment policy drafted.

Dave – Summarize Patient Surveys.

Follow up with the Lions on water system along the park.

Adjourn: Nora adjourned the meeting at 6:50 p.m.

Minutes prepared by Dave Schmitt (03-22-2022) from Zoom recording.

Attachments:

Pine Eagle Health Planning Committee Board Meeting
February 28, 2022
Administrator Report
Terra Lewis

General Updates:

- No encounter reports yet. Still trying to figure out how to run reports in our new HER-Athena.
- Kate's encounters are roughly up to around 10 per day & the docs went down to every other patient to learn the new system so they are down to around 6-8.
- Charting is slower until we figure out how to get all our information transferred over. We are looking at our options and whether we need to request to hire a temporary person to help with the transition or do we look at staff putting in more hours, etc. Kate & I will sit down to figure out what might be the best option.
- We've started our monthly staff meetings back up. They will be on a Dr Smithson clinic day since all the staff is here all day. From 4-5 we will close early & have our meeting.
- We would like to have a quarterly meeting for ½ a day to go over training, team building, education opportunities if the board is okay with us doing this. We will make sure the public and patients are aware with signage & notification in the paper/social media.
- As we move forward with sunsetting our previous billing company, we will see an increase in adjustments and collections as we wrap up the billing cycle. I've asked for adjustment codes to reflect which are previous years & which are more current (June 2021-Jan 4 th , 2022). This will allow us to distinguish the old from the recent.

COVID-19 Updates

- Testing for COVID is dwindling down. We still have a little over 1000 home tests available for use.
- HRSA has just come out with a program that they will be giving RHC's a point of care testing machine. We are waiting for ours to arrive. This will allow us to rapid test for education opportunities if the board is okay with us doing this. We will make sure

the public and patients are aware with signage & notification in the paper/social media.

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- HRSA has just come out with a program that they will be giving RHC's a point of care testing machine. We are waiting for ours to arrive. This will allow us to rapid test for COVID plus Flu A & B.