

**Pine Eagle Health Planning Committee  
Board of Directors Meeting  
February 25, 2019**

**Call to Order:** Loren called the meeting to order at 6:05 p.m.

**Attendance:** Board members Loren Goracke (chair), Bill Johnson (vice-chair), Dave Schmitt (Secretary), Shirley Meger, Jake Roe, and Tom Nash; Terra Lewis (office manager), Terry Schmoe (Ambulance Representative).

**Approval of Minutes:** **Bill Johnson made the motion to approve** the minutes of December 3, 2018 and January 28, 2019. Tom Nash seconded the motion. Motion passed 6-0.

**Changes/Additions to Agenda:** Loren asked to add one topic under New Business: Installing sidewalks between the clinic and the Lions Hall.

**Public Correspondence:** None

**Ambulance Report:** Terry reported they have made 11 runs so far this year (about twice the average). The annual CPR refresher/certification will take place at the end of March for all members. The ambulance relicensing will take place in April. Loren is planning the annual EMS Potluck for May 22 at the Grange (if available). He will make arrangements.

**Administrator's Report:** see attached Office Manager's Report.

**Clinic**

**Committees**

**Finance:** The financial statements for January and February are not finalized. They will be ready for the March meeting.

**Budget –** Terra presented budgets for the Clinic, Ambulance, and Building Fund as recommended by the Budget Committee. There was discussion on various items in each budget. Much of the discussion focused on the fact that medical budgets show the amount charged as income even though we know all charges will not be paid. This is different than budgets the board is used to, so there was confusion; members need to get used to a different type of budget. Also, the budget format is new and there are line items that were not used in previous years, so blanks are shown in the 2018 column. The Board asked Terra to note "new line item" on those lines to show why no expenditures were made for that item. Several expense areas are now shown in different lines than previous years, making comparison difficult. Some changes were requested by the Board for several line items, and Terra agreed to make them. **Dave moved to approve the budgets as amended.** Jake seconded the motion, which passed 5-0 (Tom had to leave during this discussion and was not present for the vote).

**Personnel:** Loren reported that they met with Terra and agreed on compensation. He recommended changing her from Office Manager to Administrative Assistant which the board had discussed previously. **Bill made a motion to change Terra from the Office Manager to the Administrative Assistant;** Shirley seconded the motion, which passed 5-0. The Administrative Assistant wage table in the policy manual needs to be changed to reflect increased wages and to be based on an hourly rate. Since Brian was not there, we did not have the new table for review. Shirley agreed to have revised tables for the March meeting.

## **Old Business**

**Investments** – All agreed that we will leave funds where they are and not do any long term investing at this time so extra funds are available if needed.

**Elections** – As three positions (Loren, Bill, and Dave) are open for this election, 4 people are needed on the ballot according to our policy. Bill will not be running again. Loren and Dave said they will run. With Loren and Dave running, two additional people need to agree to run and be on the ballot. Shirley agreed to put together a committee from the service area (which is the Pine Eagle School District) to get those candidates. Bill suggested starting with Linda Collier as she has been involved with the clinic in the past and could head up the committee. The committee needs to be in place soon so they can have confirmed candidates by the April meeting.

## **New Business**

**Sidewalks** – Loren stated that Bill Shields approached him and asked if the Clinic would be interested in putting in a sidewalk between the Clinic and the Lions Hall along the edge of Lions Park where the barriers are now. The Board was willing to consider doing that but not sure finances would be available for it. The Board asked Loren to work with Bill to develop a proposal for consideration at the March meeting including costs, funds the Lions will be contributing, and a construction plan.

## **Board Member Comments**

Bill asked if an article about Dr. Defrees was going to be in the Hells Canyon Journal introducing him to the community. Loren will work on that.

**Next meeting Topics:** elections, sidewalk, salary table, and financial statements.

**Adjourn:** Chairman Loren Goracke adjourned the meeting at 7:43 pm.

Minutes prepared by Dave Schmitt (2-28-19)

**Pine Eagle Health Planning Committee Board Meeting**  
**02/25/2019**  
**Office Manager Report**  
**Terra Lewis**

**Monthly Outstanding Accounts Receivable Report:**  
**Jan 2019**

- Total outstanding guarantor balances are currently \$62,308.22 which represents 40% of the A/R.
- Of this amount, \$50,560.54 is over 120 Days

**General Financial Information:**

- Jan 2019 Encounters
  - Defrees-8
  - Berry-110
  - MA Services-111

I've continued to work with the accountant's information to finalize the balance sheets for 2018. Once this is finished, I will have balance sheets for year end 2018 and each month in 2019.

**Patient Concern Report:**

- No patient concerns to report

**General Updates:**

- Risk Assessment will be completed March 2019 which will provide recommendations on policies needed and where we might be vulnerable with our information security.
- We had our first staff meeting and it went very well. We closed the clinic and had a special message on the answering machine that if there was an urgent need, they could contact us on our cell phone. We make sure to return at 12:45 so if there are any patients checking in early, we are available to take care of them prior to their 1:00 appointment time.
- We have a date for our 2019 Health Fair. The date is April 6<sup>th</sup> at the Lion's Club from 7am-11am.
- Look of the new financials: Preferred 4 columns of Monthly, YTD, Budget, & % of Budget.