

**Pine Eagle Health Planning Committee
Board of Directors Meeting Minutes
March 26, 2018**

Call to Order: 6:03 pm by Loren

Attendance: Board members Loren Goracke (Chairman), Bill Johnson (Vice-Chairman), Pam Brisk, Tom Nash, & Eileen Monti; Office Manager Terra Lewis

Approval of Minutes: **motion made** by Bill to approve minutes of the February 26, 2018, as emailed to Board members by Dave Schmitt (Secretary); seconded by Loren; passed 5-0, unanimous.

Changes to the agenda: Bad debt policy topic moved to next meeting; nominating topic moved to new business; executive session to discuss employee pay added to end of meeting.

Correspondence and Public Input: none

Ambulance Report: Loren – has not heard anything from the Office of Rural Health on the ambulance grant for recertification training. The application process does not close until first week of April, so he is still waiting.

Terra - none of the ambulance runs for February, 2018, have been billed yet. She will be contacting North American to discuss this and other issues.

Mid-Level Provider's Report: Terra – Nancy is working with Adam on billing template and charting changes needs. We still do not have an update on the static IP address to allow Nancy to work at home. We need to resolve this soon. The board agreed (**by consensus**) to give Terra authority to take appropriate action if PineTel continues to delay action and she believes it necessary to bypass them to provide the ability for Nancy to work at home. Dr. Smithson is still having trouble with Dragon on his laptop. Terra asked to use donation dollars (\$1,200+/-) to purchase a desktop computer for Dr. Smithson to use. **Motion made** by Eileen to use donation money to provide a desktop for Dr. Smithson, seconded by Pam; motion passed 5-0, unanimous.

Clinic

Administrator Report: Terra (see attached report)

Alpine Alarm is not returning calls requesting they reprogram our phones (they are the only ones who can do that). She asked Snake River PCS what they can provide, and they are going to provide an estimate of the cost and outline their service options. We would need to buy new phones.

Monthly outstanding receivables balance increased this month – not a serious problem due the time of year with deductibles. Our 120 day overdue balance is decreasing.

February encounters: Dr. Smithson had 13 (one day), Nancy had 119 (12 days), medical assistant had 70.

Patient concerns – none

Billing – no concerns

Acupuncture – Any official relationship with Opi Wild to receive referrals from the clinic is on hold as she is not ready to commit to anything just yet and is not billing any insurance at this time. Terra will let us know if anything materializes in the future.

Health fair coming up – just a reminder

Mental health conference went well and was informative.

Spring training scheduled for April 9 & 10

Volunteer Banquet: Loren is planning and getting things ready for April 18 starting at 6:00 PM. Board members were encouraged to attend. Meat will be provided, and people are asked to bring side dishes.

Financial report: Terra passed out Comparative Income/Budget Statements for the building fund, VFW-Halfway-Oxbow Ambulance, and Pine Eagle Clinic as of December 31, 2017. Building fund general maintenance shows a \$1,886.13 loss due to the money being initially put in the wrong category. This corrects that mistake. Loren asked members to review and vote on at next meeting. Pam is talking with our accountant (Guyer & Associates) regarding tax filings. We will likely be filing an extension due to the work load.

Committees:

Policy: Eileen – emailed updated draft of the policy manual, and recommended a work session to discuss various issues that need to be resolved. The Board agreed to a work session Wednesday, April 25, at 1:00 pm (plan one hour).

Investment: Tom – working on getting the fund accounts set up.

Personnel: Terra – MA/Receptionist job description was updated. The Board is comfortable with what Terra has as the final job description. Bill will contact Hailey to do her interview with Nancy and clarify the difference between a physician's assistant and a nurse practitioner. Terra agreed to draft an article that may be better than Hailey having to interpret what she hears in an interview.

Building: Loren – the front office remodel has been done (much appreciated), flooring will be laid starting April 13. Idaho Power approved grant for clinic lighting conversion to LED, and work will begin as soon as Loren can arrange with Second Mile Electric.

Old Business

Budget: Motion made by Pam to approve the 2018 Budget for the building fund, ambulance, and clinic as presented at the February meeting; seconded by Bill; passed 5-0, unanimous.

Impacts on clinic due to the Affordable Care Act's demise and Oregon Measure

101: Tom is having trouble getting any information on the impacts. Terra thinks that since Measure 101 passed there is no change for this year. Health care funding is a continuing issue, so this is something to watch especially when dealing with those who are uninsured.

New Business

HIPPA training: Terra has the training on CD. Board members agreed to check it out, go through it at home, and take the test before the April meeting.

Succession policy: We need to have a policy on who can sign checks, what happens when they are not available, and who will deal with our investments when changes are needed. Tom agreed to call Vanguard to see what they recommend or if they have policy suggestions.

Nominations: Our by-laws state that we are to establish a nominating committee each year at our February meeting, which was not done this year. The committee needs to be made up of people who live in the service area (Pine Eagle School District) and are not on the board. Suggestions included Rose, Mary Jo Sinclair, Robin Vance, Linda Bergeron, and June McKenzie. Two positions will be open as of June (Pam and Eileen) so we need three candidates. Candidates need to be finalized at our April meeting so we can prepare ballots, have the vote in May/June, and install new members at our June meeting. Bill agreed to call people to be on the committee and recruit at least three (3) people to run for Board positions.

Board Member Comments: none

Topics for next meeting agenda

Budget approval - Pam

Bad Debt Policy - Terra

Succession Policy - Tom

Nominating Committee - Bill

Building update - Loren

Grants update - Loren

Assignments

- All - Review budget statements for a vote at our next meeting.
Review updated draft of the policy manual to prepare for work session.
Check out HIPA CD, go through it at home and take the test by next meeting.
- Tom - Call Vanguard to see what they recommend for a succession policy.
- Bill - Call people to be on Nominating Committee.
Contact Hailey to do her interview with Nancy and clarify the difference between a physician's assistant and a nurse practitioner.
- Terra - Draft an article that may be better than Hailey having to interpret what she hears in an interview.
Purchase desktop computer for Dr. Smithson with money from donated funds.
- Pam - See that tax papers are filed.

Recess into executive session: 7:17 pm

Reconvene back into general session: 7:42 pm

Personnel: Motion made by Pam to move Terra from Office Manager-in-Training to permanent Officer Manager as of April 1, 2018; seconded by Tom; motion passed 5-0, unanimous.

Adjourned meeting at 7:44 pm

**Pine Eagle Health Planning Committee Board Meeting
03/26/2018**

Office Manager Report

Terra Lewis

Ambulance Billing:

- None of February 2018 Ambulance runs have been billed out yet. I have a call with the Performance Manager on Thursday & this is on my list.
- The information will be important when we are re-evaluating our decision to switch billing companies.

Provider Update:

- Nancy is continuing to notify Adam of template changes & charting needs. This is a slow process as she has to manually keep track of changes needed.
- Provider charting at home: Will is waiting for the static IP address with Snake River PCS. He has checked in with them but does not have a status of when this will be complete. I've been touching base with Nancy and she is fine with continuing to wait for this option. However, this continues to be a frustration of hers. I will work with her to just set a date to switch to Pinetel if this project is not completed soon.
- Dr Smithson has requested a desktop computer vs a laptop. Dragon doesn't interact well with laptops & Will says his laptop is struggling to keep up with the programs needed. Will estimates this will be approximately \$1200 for a desktop computer programmed for a provider. This seems like an opportunity to use donation dollars since this will better our provider's efficiency which could result in more encounters. Requesting permission from the Board to use benefit dollars for desktop computer for Dr Smithson.

Telephone System:

- Alpine Alarm has not returned multiple calls regarding our programming problem.
- I inquired to Pinetel about a new phone system. They have a fairly new system they've been using which does not require onsite programming. The cost for service is the same except the bundled service would include long distance. Currently we pay roughly \$55-\$65 per month in long-distance calls. The only one-time expense is the phones. They range from \$150-\$650 each. I would anticipate our needs are at the low end of this. We estimate 10 phones needed.
- Pinetel has just a few more tests they want to run on the system & they will be calling me back in the next week or so. I'm hoping to have an accurate estimate by next meeting.

Monthly Outstanding Accounts Receivable Report:

- Total Outstanding Guarantor balances for February 2018 are \$52,705 which represents 46% of the A/R. Of this amount, \$39,856 is over 120 days.
- Total Outstanding Guarantor balances for February 2018 has increased by \$1,922 and over 120 days has continued to decrease by \$296. Even though this number is smaller, it's not increasing which is a really good sign.
- Sam continues to send letters and we continue to clean up older accounts.

General Financial Information:

- February 2018 Encounters:
 - Dr Smithson: 13, 1 day per month
 - Nancy Wolf: 119, 12 days per month
 - Medical Assistant: 70

Patient Concern Report:

- No new concerns
- Billing: No concerns but lots of questions which have been able to be resolved to the patient's satisfaction.

Acupuncturist:

- Hopi Wilder is not able to commit to anything new currently. We are on hold.
- We are able to refer patients to her at her office. She is currently not billing insurance.

General Updates:

- Reminder: Health Fair 2018-Confirmed April 7th 7am-11am.
- Mental Conference went well. The information was interesting and enlightening. It was also a great bonding experience for the team.
- Weinhoff Drug Screen training scheduled for 4/9/18 & 4/10/18.