

**Pine Eagle Health Planning Committee
Board of Directors Meeting
September 23, 2019**

Call to Order: Shirley called the meeting to order at 6:00 p.m.

Attendance: Board members Shirley Meger (Chair), Brian Pennock (Vice-Chair – arrived at 6:10), Dave Schmitt (Secretary), Jake Roe (Treasurer), Tom Nash, and Steve Sharp; Terra Lewis (Administrator); and Terry Schmoe (Ambulance Rep.). Public present: Susan Schmoe (for the Ambulance Report portion of the meeting) and Joan Spriggs.

Approval of Minutes: Jake made a motion to approve the minutes of August 26, 2019; Steve seconded the motion; motion passed 5-0 (Brian not present yet).

Changes/Additions to Agenda: Terra did not get the building maintenance information out to Jake and Steve and asked that the topic be tabled until the next meeting. Terry asked that the topic of selling the ambulance be moved to after the ambulance report. All agreed to both changes.

Correspondence and Public Input: It was confirmed that all Board members had received the letter from Oxbow ambulance regarding sale of the ambulance in Baker.

Ambulance Report: Terry reported that they have 2 students starting the EMT classes tonight. Still checking with Jacob's Dream for funding to help with the EMT classes. All went well at both the rodeo and Pine Fest. The TRS equipment (flexible stretcher) discussed at the last meeting has arrived, and there is one for each ambulance.

The Board discussed selling the ambulance and then the letter signed by many of the ambulance crew. They felt strongly that the ambulance should not be sold, and if sold the money should not be given to Baker Fire and Rescue. The Board was surprised by that, as nothing was said at the last meeting during the discussion. Hearing the sentiments of the ambulance crew, and with the information shared by Terry on the condition of the ambulance and position of the ambulance crew, the Board better understood their position. Terra shared that the ambulance was originally donated by the VFW in 1990 with an agreement that states if the ambulance service ever goes out of business, the ambulance would be sold back to the VFW for \$1. Also, that all funds generated by the ambulance would stay within the community. After all the discussion, it was the consensus of the Board that we not sell the ambulance. Shirley said she would call Chief Johnson and inform him of the Board's decision.

Terra reported that the changes Pinetel is making will impact the ambulance phone system. It will increase the cost about \$30/month. That will impact their budget.

Clinic

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

Committees

Finance: Terra presented the July and August financial statements for the Pine Eagle Clinic, the Building Fund, and the Halfway-Oxbow Ambulance, and discussed various aspects of each.

Old Business

Revised Policy and Committee Assignments: Terra handed out new policy manuals incorporating recent changes and new committee assignment pages.

Procedures for Overdue Accounts: Terra had sent example letters for dealing with overdue accounts to Board members during the week. She asked for comments at this time. There was discussion on the letters for 90- and 120-day overdue accounts regarding sending the account to collections. The board agreed that the letter for 120 days overdue should be sent at 90 days; after that the account will be sent to collections, so there is no need to restate in the letter that we will be sending the account to collections. The 90-day letter should have the options for paying the bill. The next letter should state that 'you have 10 days to make payment before we send it to collections' and be signed by the Board Chairperson.

The Board discussed at what point we send statements to collect fees not covered by insurance. Many times the remaining amount due is very low, often less than \$1. Sometimes it takes years to accumulate enough to make it worth sending a statement. There is a significant amount that we are not getting paid, 45 pages of overdue accounts. It costs money to process and send statements, so it is not cost effective to bill for small amounts. Clients are not getting bills for small amounts. Terra wanted direction from the Board on how to handle small overdue accounts. **Jake made the motion that the minimum billing amount for North American be increased to \$5;** seconded by Dave; the motion passed 6-0. **Jake made the motion that statements coming from the Pine Eagle Clinic start at a \$10 minimum;** seconded by Brian. The motion passed 6-0.

Collection Contracting: Terra and Shirley said the contract with Cam Credits, Inc. has been signed and returned to them.

Sliding Fee Scale: Terra passed out a new Sliding Fee Schedule reflecting the \$30 minimum fee set at our last meeting. Terra asked if we want to require a denial from Medicaid before using the schedule. She said that was industry standard and would make it so that the clinic staff would not have to assess a patient's financial status when applying for the sliding fee. **Dave made a motion that the clinic require Medicaid denial in order qualify for the sliding fee schedule;** seconded by Jake; the motion passed 6-0.

Filling Vacant Position: Steve said he contacted Tom Johnson, but has received no reply. So he assumes that he does not wish to serve. Brian called Joan Spriggs, and she may be interested. Joan gave a brief introduction of herself, stating that she is on the Health Board, and that she would like to attend another meeting before making a decision about serving on the Board of Directors.

Contract for Maintenance and Office Cleaning: Tabled to the next meeting.

Building Construction Estimate: Terra got the contract today and will give it to Shirley. She will look it over and sign as authorized at the last meeting.

New Business: none

Board Member Comments: Shirley suggested since our November meeting is the week of Thanksgiving and the December meeting is the week of Christmas that we combine the meeting on a date between. December 9 was selected for the November/December meeting. All agreed. Terra will put a notification in the Hells Canyon Journal.

Jake informed the Board about the problems the generator is having. It is not known what is causing the problem. Jake is working on the issue with the electrician.

Terra asked how the Board wanted to review the financial statements. Current policy is to have the Financial Committee meet before the monthly meeting to review the statements, but that has not been happening. All agreed that sending the statements to the Board prior to the meeting is fine. The Financial Committee does need to meet when doing the budget.

Next meeting Topics: July and August financial statements, clinic cleaning and maintenance contracts, filling vacant Board position, planning for the tax levy authorization that will be coming next November, Dr. Smithson's role as he returns from sabbatical, generator update.

Executive Session: Shirley recessed the open session and moved to Executive Session under ORS 192.660(2)(d) at 7:55 p.m.

Open Session: Shirley reconvened the open session at 8:07 p.m.

Assignments:

Terra – Get notice in Hells Canyon Journal on November/December meeting date
Contact Steve (HCJ) about a monthly article from the clinic
Update Sliding Fee Schedule to reflect min \$30 fee
Update overdue account letters

Shirley – Call Chief Clark regarding the Board's decision on the ambulance

Jake and Steve – Prepare a proposal for taking care of building maintenance and cleaning

Adjourn: Shirley adjourned the meeting at 8:16 p.m.

Minutes prepared by Dave Schmitt (10-08-19)

**Pine Eagle Health Planning Committee Board Meeting
09/23/2019
Administrator Report
Terra Lewis**

I didn't get around to getting all the other usual admin report details. Will report out both Aug & Sept at the October meeting.

Patient Concern Report:

- There have been a couple of concerns reported which geared around testing and what is required. A meeting with Dr. Defrees & Susan resulted in a plan to put together an internal procedure/policy regarding when testing is required vs optional. Once we get this put together, we will run it by Dr. Defrees for review then to the Board for final sign-off.

General Updates:

- Our EFT payments from Regence & Medicare were suspended for some reason. I verified with the bank & nothing is wrong with accounts. However, we have to resubmit all the paperwork. Regence is quick but Medicare can take 45-60 days. It's in progress.
- The internet speed for the ambulance phone must change according to Pinetel. They will need to up the speed to at least 15 mbps. This will increase our cost. I'll know more once this starts in November.