

Minutes for PEHPC Board Meeting
October 23, 2023
Approved December 11, 2023

Present at the meeting: Dave Schmitt, Chairperson; Pam Taylor, Vice Chairperson; Betsy Greenman, Secretary; Debbie Pautsch; Terra Lewis, Administrator.

Call to Order: Dave Schmitt called the meeting to order at 6.01PM.

Changes to the Agenda: There were no changes to the agenda.

Approval of the minutes of the PEHPC Annual meeting, September 25, 2023: The motion to approve the minutes as corrected was moved by Pam, seconded by Debbie and passed unanimously, 4-0.

Correspondence and public input: There was none.

Ambulance Report Terra Lewis brought Dana's ambulance report. There were 4 runs. On November 8 the Richland Ambulance team and the Halfway-Oxbow Ambulance team will participate in joint Life Flight Training in Richland. There are new helicopters which have different ways to load patients. This joint training will be going over this, as well as safety features.

Clinic Administrator's Report Terra Lewis reported that we are going to have to transport the medical waste since the facility has not responded about coming to us. Terra will go to LaGrande and see what it takes and get more info. Anyone transporting the two bins would need to have blood pathogen training. Debbie and Pam will consider doing the course and transporting the bins. This would probably be quarterly. Terra will get more information about all this.

Alert Two is our interface with the State of Oregon. Our Alert through Athena did not realize it was down. We had to go back 10 months to enter the vaccine information manually. It is fixed now.

Oregon State does not allow borrowing from the Vaccine For Children. It is not financially feasible for us to purchase vaccines. VFC transporting about to expire vaccines to Baker would require special refrigeration. VFC is coming on Monday (10/30/23) to inspect the program use here. VFC is for uninsured and Medicaid children. There are options because the Baker Public Health comes to the school.

Medicare issue with Palmetto. Athena is working with us to get this billing taken care of. Bills from previous years might arrive but we're trying to contact and work with patients about this. The Clinic got paid their portion from Medicare it was just the patient portion that had the glitch.

Telephone triage - there are a number of people for whom we are not their primary care provider who are frustrated that we can't get them in. The Clinic is not staffed to be a "walk in" clinic.

Ambulance use Imagetrend for the ambulance health records. Imagetrend has started doing billing so Terra is pushing that the accounts receivable person make the phone calls to get the information and cost and what the contract might look like.

Encounters: Kate averaged 15 per day. She was out some and had vacation so was at the practice 10.5 days. Dr Defrees had 14, Dr. Smithson had to switch his day so it was only a half day. He did 4.

Committees:

Finance

Terra reported that the policy about the investments and percentage of accessible money is well written. The Clinic account needs about one-third for operating expenses so the rest can be invested. The Ambulance account needs to be looked at about the percentage of accessible income. Right now with little or nor Ambulance reimbursement coming in it's a perfect time to figure this out. Terra wants to take \$12,000.00 to put into the Ambulance operating account. Insurances are up for renewal which usually runs \$5,000 to \$6,000. There is currently \$1,500.00 to \$2,000.00 in the operating budget for the Ambulance. Need names and information for signers on the account. Terra and Maureen, Treasurer, suggested as the signers. If Maureen is not going to be a signer, then Pam will be a signer.

Motion to take the \$12,000.00 from the investment account to the checking account was made by Pam, seconded by Betsy and passed 4-0. Unanimous.

Motion to have Terra Lewis and Maureen Joseph as signers on the account was made by Betsy, seconded by Pam, with the caveat that if Maureen is not able to do it Pam will be a signer. Motion passed 4-0. Unanimous.

Personnel: Mid-year clinic staff check in about progress towards review goals from March. Terra and Betsy met with all but two staff members to check in about how the goals are going. There were a few of these that needed to be adjusted.

Policy: Policy Committee review of Ambulance Policy. The draft had been mailed. Motion made by Pam, seconded by Debbie approved the Policy and Procedures Halfway-Oxbow Ambulance document by 4-0. Unanimous.

Building

Landscaping: no progress.

irrigation topic was not brought up to Lion's so Bill Shields will put it on the agenda. The issue is who is buying the sprinkler heads. If we are to buy them what kind of heads and where to get them. Need to have total of 6.

Water Heater has been completed.

Generator inspection and maintenance follow-up. Terra has hit a dead end with Boise so she will go back to the parent company in Utah and get them to follow up with a meeting schedule to get it working and maintained.

Internet back up system provider - no response from Snake River. It is kind of an on-hold thing. With the AT&T phone we do have a hot spot.

New Entryway bid update. On hold for now. Larry needs info from engineers.

Mock Survey Fixes update. Back burner.

Old Business

X-ray: Pam reported that the non-metal part of the X-ray needs to go to a Chemical waste landfill in Grandview, Idaho. We need to get a broker to transport and meet federal rules. The broker will contact Pam. Larue Sanitation, Gabe, says just bring the letter and the metal part can go to the landfill.

EMS Ambulance recognition – Board Signatures on letters to each volunteer. Decision to get \$50 for each volunteer. Betsy will order cookies from Cow Camp, including a gluten free option. November 6th at 6:30pm.

New Business

Determine the date for the November/December meeting.

Dave proposed that the second Monday in December, December 11th, at 6pm. Betsy will put this info in the Summary for HCJ. Terra will contact HCJ to change the November, December dates to 12/11.

Board Member Comments: Wood splitting stories were shared.
Meeting adjourned at 6.58pm.

Next Meeting: Monday, December 11, 2023, at 6:00 PM