

**Pine Eagle Health Planning Committee  
Board of Directors Meeting  
December 9, 2019**

**Call to Order:** Shirley called the meeting to order at 6:01 p.m.

**Attendance:** Board members Shirley Meger (Chair), Brian Pennock (Vice-Chair – arrived at 6:12), Dave Schmitt (Secretary), and Tom Nash; Terra Lewis (Clinic Administrator) and Terry Schmoe (Ambulance Rep. for Ambulance Report portion).  
Public present: William Riley – My Hearing Center.

**Approval of Minutes:** Steve made a motion to approve the minutes of October 29, 2019; Dave seconded the motion; motion passed 4-0 (Brian not present yet).

**Changes/Additions to Agenda:** Terra said she did not get financial statements done nor was any progress made on getting Building Maintenance and Office Cleaning Contracts, and asked that those topics be dropped from the agenda – all agreed.

**Check on Assignments:** Assignments were reviewed and all were accomplished except the building maintenance and office maintenance contracts.

**Correspondence and Public Input:** none

**Ambulance Report:** Terry reported that they are preparing to have an Emergency Medical Responder class in January to help drivers be more knowledgeable of what the EMTs are doing. There will be several sessions ending with a test (practical and written) in March. He is OK with the proposed budget for the ambulance which will be considering later in the meeting.

**My Hearing Center:** William Riley gave an overview of their services and requested permission to use the clinic facilities on a monthly basis to serve the Halfway/Richland/Oxbow residents. He is licensed by the State of Oregon and credentialed by all insurance companies. They currently have several customers in the area and wish to make their services more convenient for them and others wanting help with their hearing. Appointment times range from 1 to 1 ½ hours for existing patients to 2 hours for new patients. They intend to provide testing as well as maintenance and cleaning services. He is open to days that fit the clinic schedule, and are looking at a two-day block once a month. He and Terra had looked at the clinic office, and the room being used as the Provider Office would be fine for them. They also have a portable sound booth that can be brought in if needed. They currently make monthly visits to Enterprise and it has worked out well for that area.

After Williams left, the Board discussed the request. Terra stated that her only concern is that “sharing space” with services not related to the clinic may be in violation of rules covering the clinic. As no medical services are being provided in the waiting room, and using the waiting room will provide hearing patients a secure location to

wait for William, they did not think that would be a problem. Dave raised the question of security if non- clinic patients are allowed access to the building on Friday when the clinic is closed; all agreed they should not be using the building on Friday. The Board believed it would be a good service to have in the area and agreed to allow My Hearing Center to use the clinic facilities. Terra agreed to work with William on what days they will be here, and to ask William to submit a proposal at the January meeting that included what rent he was willing to pay.

## **Clinic**

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

## **Committees**

**Finance:** Terra handed out a summary of Account Collection Procedures and a summary of efforts that have been made to collect on an account. The Finance Committee had reviewed the account and is recommending the account be sent to collections. The Board discussed the information. **Dave made a motion to support the Finance Committee's recommendation and send the account to collections;** Brian seconded the motion, which passed 5-0.

Terra handed out copies of proposed 2020 budgets for the clinic, ambulance, and building fund and answered questions from board members. Tom also provided comments from the Finance Committee. **Tom made a motion to approve the proposed 2020 budgets for the clinic, ambulance, and building fund;** Steve seconded the motion which passed 5-0.

**Building:** Steve stated that he and Jake had looked at the generator and it seemed to be working. The circuits used by the ambulance need to be updated, and Terra is contacting Second Mile Electric to take care of that.

## **Old Business**

**Supervisory Physician –** Covered in Terra's Administrator Report.

**Filling Vacant Position:** Shirley stated that there had been no response to the article in the Hells Canyon paper. Steve stated that he knew a lady in Richland who may be interested, and agreed to talk with her about serving on the Board.

**Hells Canyon Journal Articles:** Covered in Terra's Administrator's Report.

**New Business:** None

**Board Member Comments:** None

**Next meeting Topics:** Filling vacant Board position, Supervisory Physician, generator update, Web Page updating, and proposal from My Hearing Center.

**Assignments:**

**Terra** – Contact William (My Hearing Centers) and work with him to agree on days they will use the clinic and any rent they are willing to pay.

Contact Second Mile Electric to repair circuits for the ambulance.

**Steve** – Contact lady in Richland who may be interested in serving on the Board.

**Adjourn:** Shirley adjourned the meeting at 7:42 p.m.

Minutes prepared by Dave Schmitt (12-17-19).

**Attachments:****Pine Eagle Health Planning Committee Board Meeting****12/09/2019****Administrator Report****Terra Lewis****Monthly Outstanding Accounts Receivable Report:****October 2019**

- Total outstanding guarantor balances are currently \$52,276.54 which represents 51% of the A/R.
- Of this amount, \$42,445.37 is over 120 Days.

**Patient Concern Report:**

- One concern regarding CDL sleep apnea testing. We are in the final stages of putting together the policy which when completed will be sent to the Policy Committee. The good thing is our current practice is consistent with Dr Defrees practitioner which does CDL exams.

**General Updates:**

- The website for Pine Eagle Clinic is really outdated. I would like to have Sam bring some ideas to update the website to January's meeting.
- The Medicare deductible is increasing by \$13.00 in 2020 from \$185 to \$198. Patients already have a challenge paying the deductible so this could prove a problem for our patients.
- The W-4 has changed for 2020. I've taken care of this for our staff.
- 2018 taxes are complete & have been filed. Now to finish cleaning up 2019 since all the updates to QuickBooks.

- The CLIA certificates have been received for both the ambulance & the clinic.