

**Pine Eagle Heath Planning Committee**  
**Board of Directors Meeting Minutes**  
**June 24, 2018**

**Call to Order:** 6:00 p.m. by Loren

This is the Annual Meeting where all residents can vote, so numbers will be higher than usual.

**Attendance:** Board members Loren Goracke (Chairman), Bill Johnson (Vice-Chairman), Dave Schmitt (Secretary), Pam Brisk (Treasurer), Tom Nash, Brian Pennock, and Eileen Monti; Office Manager Terra Lewis; Ambulance Team Leader. Terry Schmoe, Clinic Provider Susan Berry, Lake Roe, and Shirley Meger.

**Approval of Minutes:** **Motion made** by Pam to approve minutes of the May 21, 2018; seconded by Bill; motion passed 9-0.

**Changes to the agenda:** Added Technology Committee to New Business and moved Grants topic to be part of ambulance report.

**Correspondence and Public Input:** Bill had a letter (written to the board) in response to the article in the Hells Canyon Journal from a past employee (Lisa Butler) who felt the article was less than positive toward past business managers. Bill responded to her that was not the intent nor our belief and suggested he write a short note for the People section of the HCJ thanking past employees for their good work. All agreed and Bill said he would write it and submit it to the HCJ.

**Ambulance Report:** Terry – They have had 5 fatality runs so far this year, some of the new members had not experienced that before and had some trouble dealing with it. Terry had a training session using material from a Critical Incident Stress Management class he had attended put on by a group of pastors to introduce a few tools to use in situations like this. The pastors have been involved with law enforcement in Baker County and know the area. Eileen Made note that Nancy would also be available to help in situations like that as she is trained in mental health issues.

The ambulance has had 39 runs so far, a bit over the average of 46-48. Terry asked that they have permission to move some of the \$27,000 from the checking account to their investment fund. He and Terra agreed to leave \$10,000 in the checking account and move \$8,500 to the ambulance replacement fund and \$8,500 to their investment fund with Edward Jones. **The board agreed by consensus.**

Loren reported on the Idaho Power grant (\$1,000). IPC sent the check to us, but we never got it. IPC decided to not reissue the check as we have had that problem before. So the money will not be coming this year. Terra will work with the person at IPC who sends the grant money to track it closer next year.

Loren presented a certificate to the ambulance group from the Oregon EMS Information System for their extra ordinary data collection and entry into the Oregon EMS Information System data base. The Board congratulated ambulance folks for their great work.

## Clinic

**Annual Report from the Board Chair:** Loren summarized events over the past year, many of which had been noted in the Hells Canyon Journal article. He noted a complete turnover of staff, but the clinic overall is doing very well. Loren summarized work on the building, various events, and the turnover of providers. Susan Berry just started as our provider and she is getting familiar with the clinic and its processes. Policies were updated, ambulance is doing well (some still need recertification), and the clinic is financially stable. Next year the tax levy will need to be renewed and we need to be promoting the activities and services we provide so people know the benefits of the clinic.

**Medical Provider Annual Report:** Dr. Smithson sent the following in an email. I'd like to be there and will put in on my calendar. Things I'd like to report on include:

1. The staff is fantastic
2. You are doing a great job!
3. The Desk-top computers are much, much more reliable than are the lap-tops. They need to consider getting them into the exam rooms as well.
4. At some point they are going to have to replace Aprima. It's just a cumbersome product without many virtues. There are quite a few good options out there and I'd suggest they allow me and the NPs to do a little exploring and then make some recommendations.

If I can't be there perhaps you can relay the above.

(Thx

**Administrator Report:** Terra (see attached report)

**Motion made** by Pam to use \$2,000 of donation money to set up an onsite training with Aprima for use of their database; seconded by Tom; passed 10-0, unanimous.

**Motion made** by Eileen to authorize Terra to use up to \$1,500 of donated money to purchase a desk top computer for Susan to use for charting and other office work; seconded by Bill; passed 10-0, unanimous.

Dave asked about doing an article letting the public know how donated money is being used. Terra agreed to send Dave information on how the money has been used and Dave will draft an article for the Hells Canyon Journal.

Jake asked if the clinic can do DOT physicals; Terra said yes, Susan is qualified to perform them; she needs to reactivate her in DOT's system.

**Financial report:** Terra – passed out revised financial statements for the clinic and new statements for the ambulance with format changes requested at May's meeting. **Motion made** by Eileen to approve the first quarter 2018 financial

reports for the Pine Eagle Clinic and the Halfway-Oxbow Ambulance; seconded by Pam; passed 10-0; unanimous.

## **Committees**

**Policy:** Eileen – nothing

**Investment:** Tom was still unclear how much money was to be invested and who is authorized to deposit the money and noted the process does not seem to be moving very well. Discussion ensued. The Board agreed to invest money from the checking account (\$45,000), the money returned to us by Vanguard (\$35,000), and from the building fund (\$20,000) for a total of \$100,000. Tom will continue to work on establishing the account. It was decided to wait until the July meeting when we make committee assignments to authorize someone to be the responsible contact for the account.

**Finance:** Pam – covered above

**Personnel:** Bill discussed the HCJ article above. Terra asked that the Personnel Committee look at the salary schedule as minimum wage is going up. Bill stated that the current schedule already accounts for that increase.

**Grants:** Loren – covered above

**Building:** Loren - nothing

**Nominating Committee:** Bill - A total of 41 ballots. The results are: Jake Roe got 31 votes, Shirley Meger got 25 and Rick got 18. The election process was a lot of work, but went well. Eileen shared that many people in Richland believe they cannot vote in the election because they are not in the tax district; that is not true. Everyone in the District (which is the same as the Pine Eagle School District) can vote.

**Orientation Committee:** Dave proposed a list of questions that should be topics at an orientation session. Terra agreed to put the answers together, with help on the background, and lead the session.

## **Old Business:**

## **New Business**

**Technology Committee:** Terra has a notice ready to submit to the paper requesting proposals to provide tech support for the clinic. Interested people are to contact Terra for a packet with more details. It will be in the HCJ and Baker Herald Friday edition, on our Facebook page, and web sites. Proposals are due to Terra by Monday, July 16, 2018.

**New Board Members:** Loren introduced Jake Roe and Shirley Meger

**Election of Officers:** Officers for the coming year are:

Chair – Loren Goracke; nominated by Bill, seconded by Bryan, vote = 10-0

Vice Chair – Bill Johnson; nominated by Bryan, seconded by Dave, vote = 10-0

Secretary - Dave Schmitt; nominated by Bill, seconded by Tom, vote = 10-0

Treasurer - Brian Pennock; nominated by Bill, seconded by Eileen, vote = 10-0

### **Board Member Comments:**

**Pam and Eileen** expressed their thanks to Board members and staff for their work and support during their time on the board; it has been a challenging, educational, and rewarding experience. Eileen also thanked the board for completing the update of the policy manual.

**Bill** asked if we need to look at getting a delivery person to get prescriptions from Baker to the clinic. The personnel committee will look into that. Terra stated that there are requirements for transporting drugs that may be different if the clinic is doing it as opposed to an individual. It may not be a simple job given different pharmacies.

**Terra** stated again that all board members need to take the HIPPA training by July.

### **Topics for next meeting agenda**

Yearly board process decisions - Dave  
Invested money – Tom/Dave  
Nancy's revised contract – Terra  
Revised fee schedule – Terra  
HIPPA training - all

### **Assignments**

Bill - Write article and submit it to the HCJ thanking past employees for their work  
Terra – Revise Nancy's contract to reflect new reduced hours work schedule  
Set up training with Aprima  
Purchase desk top computer for Susan  
Send information on donated fund and what has been used to Dave  
Revised fee schedule for July meeting  
Recertify Susan to do DOT physicals  
Put together the orientation session for July meeting  
Dave – write article on the donation fund for HCJ

**Adjourned meeting:** about 8:20 p.m.

**Pine Eagle Health Planning Committee Board Meeting**

**06/25/2018**

**Office Manager Report**

**Terra Lewis**

**Provider Update:**

- Medical Director: Dr Smithson has communicated that he will be practicing medicine abroad starting January 2019. He has a colleague interested in becoming Pine Eagle Clinic's Medical Director. More to come on this as we get closer.
- Susan is here and doing well. We are ready to transition Nancy up to 1 day per week starting the week of July 9<sup>th</sup>. Nancy will be seeing patients on Wednesdays. We are scheduling ½ day first working to a full day as schedules fill up.
- Susan Berry has requested a desktop computer instead of the laptop currently in the provider's office. We have the Manager's old computer which should still function well once all the Management programs are removed. We will need to order two monitors. I'm requesting donation dollars to help cover the cost up to \$1500 depending on whether we run into any snags with using the old manager computer. If not snags, cost should be significantly less.
- Susan's training is going well but North American has an opportunity to send out an Aprima expert. I'm requesting we use donation dollars to help supplement the expense of training the provider and staff. Travel, meals, lodging, and training costs reach approximately \$1,000 per day. We anticipate 2 days.
- Susan is able to complete DOT Physicals once she gets her information updated with the National Registry.

**Staffing Update**

- Sam & Dana have been keeping up with the housekeeping duties so far without any extra hours. It seems to be going well. I will continue to monitor as Susan gets busy.

**Telephone System:**

- Phones went live around 3 weeks ago. There have been quite a few glitches in the programming such as patients cannot hear us but we can hear them. We were also not able to make local calls at one point. Phones are currently functioning correctly and we are able to program the voicemail which is a huge plus to the new system.

**Monthly Outstanding Accounts Receivable Report:**

- May's financials were not received in time to present to the board. I will have them available at the next meeting

**General Financial Information:**

- May 2018 Encounters:
  - Not available at this time

**Patient Concern Report:**

- No current concerns

**General Updates:**

- North American is going through a number of staffing changes. We are staying in close contact through the process and I'm meeting with the COO bi-weekly to discuss any issues
- There are a number of cpt codes on our fee schedule with \$0 charges or pricing is significantly lower than our cost. I'm working with North American to get these updated.
- IT Request for Proposal-Read news ad for Hells Canyon Journal and Baker City Herald.

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