

Minutes for PEHPC Annual Meeting
June 26, 2023
Approved July 24, 2023, 4-0

Present at the meeting: Dave Schmitt, Chairperson; Pam Taylor, Vice Chairperson; Maureen Joseph, Treasurer; Debbie Pautsch, Member At Large; Betsy Greenman, Secretary; Terra Lewis, Administrator; Dana Simrell, Team Leader Halfway-Oxbow Ambulance.

Call to Order Dave Schmitt, Chairperson, called the annual meeting of Pine Eagle Health Planning Committee to order at 5:56 pm.

Changes to the Agenda: Dave added, under new business, the topic of structure

Reminder that all present at the meeting (including Zoom) have a vote. Dave reminded everyone at the meeting that they are eligible to vote

Approval of the minutes of the PEHPC meeting May 22, 2023. Debbie moved and Maureen seconded the motion to approve the PEHPC Board of Directors minutes of May 22, 2023. The vote was 7-0, Unanimous approval.

Correspondence and public input. There was none

Medical Directors Report. Dr. Defrees and Terra had a conversation. He asked her to report the everything is going well. The transition pre-covid to COVID and the transition beyond COVID have been managed effectively. He and Terra will be setting a date for the August Rural Health Clinic Annual Meeting where the clinic sets goals for the next year. That information will be shared with the Board.

Ambulance Report Dana Simrell. There were 7 runs in the last month. There were two transports over Junior Rodeo. These were traumas. The other 5 were medical. Dr. Woods is currently the **Medical Director** for pain meds. Dr. Richards is our overall **Medical Director** for the rest. After his Drug Enforcement Agency licensing for overseeing the pain medication, then he will again be the **Medical Director** for everything about the ambulance.

Clinic Administrator's Report Terra Lewis. The statistics for the May information were not entered in time to give the report. A double month (May, June) report will be at the July meeting.

2022 yearly encounters were down because of our transition to Athena due to the time involved for providers and staff to learn the new system of data entry.

2023 encounters are up.

We are being reimbursed \$33,000.00 for 2022 from the Centers for Medicare and Medicaid Services cost report reimbursement. (CMS)

Dr. Smithson, due to his medical condition, did not make it out in June. We were able to reschedule all his patients and everyone was very understanding.

Lab processing seems to be better. We did have to get sales and marketing involved. Hopefully we can get more of the workflow issues involved going forward. Started our daily staff huddles. This is in support of the Adelaid accountable health care. Nick Tayer is taking over the Pine Eagle Charter School sports programs. He is very supportive of the Clinic's plan for managing the sports physicals. Supporting out EMTs through the Lion's Club. They are starting their campaign with the fourth of July fund raiser at the Lion's Club. That money will go to the Supporting our EMTS fund. There will be an article in the HCJ providing information. Kate is starting her charting template production to be able to be more organized and maximize efficiency in charting. We have been scheduling slots of time for her to do this. The Clinic occasionally has to terminate a patient for non-compliance. We try everything to assist a patient to comply with the medical necessities of care. If they completely refuse then we have to terminate them as a patient because we can no longer be responsible for their medical health. Terra asked for help with a mock safety walk through the clinic. We have a form. Maureen volunteered to help. Terra and Maureen will look at possible schedule end of July. Terra also needs a bulletin board hung. Dave volunteered. Mental health renter issue. Betsy volunteered to draft letter.

Board Chairperon's Report Dave Schmitt presented his report which is at the end of these minutes. He suggests sending this to the HCJ as our summary; all agreed.

Elections to the Board result Betsy and Dave counted the ballots. ~~The~~ ballot is inside privacy envelope inside larger envelopes with resident names so we can verify residence in the clinic area. Many ballots were cast without using any envelope. We counted the ones with envelopes and the ones without separately. Regardless of the envelope or no envelope it made no difference. Pam and Maureen are elected as continuing members of the board. Over 30 ballots were cast in total.

Committees:

Finance Terra's update on the money market account. Representative of our investment has already moved the money into a mutual fund paying 4.25%. They need board minutes showing who will be authorizers. Finance committee suggests Terra and members of the finance committee; all agreed. Terra recommends we stay with investment firm; all agreed. July we will look at the Ambulance investments with Edward Jones.

Personnel Betsy' report about Staff Development event May 31, 2023. We had a rainy afternoon at my home. Starting with lunch was casual. We worked on the things that the staff, in individual meetings with me as well as the staff reviews asked for. Working on styles of leadership, communication styles, how we respond in conflict situations. People were saying the information and conversations were helpful. There was general conversation among the Board members about some of the inventories and resources we used.

Policy – Board members report their review of policies needing attention

Need to review/update ambulance policy. Dave found inconsistencies in language that needs attention.

Terra pointed to the following: 2.1 check writing, 2.3 discounts, 2.6 investments, 2.10 insurance, 3.8 compensation the wage scale. Oregon's wage scale is up 70cents. Terra will put it into effect July 1st. 3.9 EMT call out. Suggest these updates be reviewed by the Finance Committee and reported at the July meeting. Dave volunteered to look at the consistency issues. Terra will send him a document.

Policy Committee update on EMS Volunteer Recruitment policy needs to be included in the policy manual. Policy committee will work with Terra on this and the ambulance policy. Have it in the manual behind the Provider recruitment section. July review from policy.

Building

Landscaping - Dave – the rock was put on the front section of the side with the help of Kevin and the HS Detour program. We will proceed down the rest of the building.

Water Heater – Dave; Joey will come Monday to see where the vent will go on the roof. He intends the work to be finished by next week.

Generator – Terra; talked to Joey about the enunciator box, he says it's the generator's installer responsibility. Joey gave her a contact to follow up on this trail. Joey freed up the key to get into the generator and send specs to the company. There is a semi-annual quick look (\$600-\$800 plus time). Annual seems to be enough. The Board concurred. Terra will check what is required to maintain the warranty.

Old Business

New Business

Adoption of proposed By-Law Changes – Dave
Bylaw revision proposal –

4 NOMINATIONS

B. The Nominating Committee shall be given public notice of its membership and invite persons interested in being nominated for a position on the Board to contact them. The Nominating Committee shall select at least one candidate for each open position. Incumbents may run for another term.

D. If the Nominating Committee cannot find at least one candidate for each open Board position, a write-in line will be provided for those positions that do not have a candidate. For positions that do have one or more candidates, an additional line will be provided on the ballot for write-ins.

8 BOARD MEETINGS

D. A quorum of at least 51% Directors shall be required for the Board to take any action.

By motion made by Pam and seconded by Maureen, the By-Law changes are adopted 6-0, unanimously

Annual Review of Maintenance agenda – Terra – mostly generator. Put on July meeting.

Structure of the PEHPC: The PEHPC is the company (Policy Manual p. 18) The PEHPC Board of Directors is the governing body for the company. There are three departments each with financial accounting: Clinic, Ambulance, and Building.

The Clinic is designated a Rural Clinic by Oregon Office of Rural Health Board. It is a regulatory agency that we have asked to be part of and follow their policy and procedures. It is a status that allows us better reimbursement.

The Ambulance is regulated by the Oregon Health Authority. The OHA gives the ambulance the license to provide the ambulance service.

The Ambulance director is Dr. Richards, with Dr. Woods over pain meds.

The EMTs volunteers are still governed by the PEHPC company. 3.7 in Policy Manual

The Rural Health Board is governed by Medicare and Medicaid.

We are all under the same tax ID number.

Election of Officers; Betsy volunteered to continue as Secretary, Pam volunteered to be Vice-Chairperson, Maureen volunteered to be Treasurer, Dave volunteered to be Chairperson. Debbie moved, Maureen seconded the motion to continue with the same officers for next year, June to June. Motion passed 6-0, Unanimous.

Pam reported Grange information: There is a contact who has lots of money to grant. We need the proposal with numbers. The funder is in Clackamas, Oregon. Age Plus is paying organizations.

Pam will drop by at the State to inquire about the X-Ray removal.

Board Member Comments: Thank you, Dave, for the year.

Next Meeting - Monday, July 24, 2023 at 6:00 pm

Topics for next meeting,

2024 Wellness Event

EMS Policy for Recruitment, Training and Retaining Volunteers

Second Quarter Financial Statements for Clinic,

Ambulance,

Building

Committee assignments

EMS Ambulance recognition/appreciation

Generator

Archival document storage

Board recessed into executive Session

Executive session ended.

Meeting adjourned at 7:29pm

PEHPC Board of Directors Chairperson's 2022-2023 Annual Report

The past year had its issues, but overall, it was a good year. Some issue we were able to resolve and others are still being addressed.

We began the year in July by appointing Debbie Pautsch to fill a vacant position on the Board of Directors (Board), bringing the Board to its full five (5) directors. Her desire to serve is appreciated and we are thankful for those who served with her this past year Dave Schmitt (Chairperson), Pam Taylor (Vice-Chairperson), Betsy Greenman (Secretary), and Maureen Johnson (Treasurer). We are also very thankful for Terra Lewis who serves as our Administrator, and the staff and volunteers who keep the clinic and ambulance running.

In August, we hosted an appreciation dinner for our EMT's and Halfway's volunteer firefighters to thank them for their service to our communities.

Pine Eagle Clinic:

Both Doctors Smithson and Defrees continue to be at the clinic seeing patients once a month and we are glad to have them here. Thanks also to Dr. Defrees for serving as our Medical Director, overseeing our medical care.

So far this year, Defrees averaged 13 patients per day. Dr Smithson averaged 9, and Kate Grace (our resident Physician's Assistant) 10 per day. These figures are from year end 2022 and they do include 3 months of reduced schedules for Athena implementation. We anticipate 2023 numbers will be higher.

The Clinic has contracted with Athena to handle our electronic health records and billing. Their program brings additional resources to our practice, to include automated reminder calls and patient portal access, along with the billing statements. They will also send out patient surveys after visits to help us assess our patients' experiences. It is encouraging for Clinic staff to see that we are getting very positive comments. The Board and staff continue to address areas where we can make improvements. If you do receive a survey following a visit, please take a few minutes to fill it out and let us know how we are doing. Be assured, the Board does review the comments.

Halfway-Oxbow Ambulance:

Over the past year, the Halfway-Oxbow Ambulance has 5-10 call-outs per month. These have included calls to assist with vehicle accidents, transporting patients to the hospital in Baker for treatment and to Life Flight pickups, and assisting patients in home.

This winter, Lauri Bryan, Jasper Wagner, and Melissa Lockett completed the training to become Emergency Medical Responders. They are now assisting on calls and we are very grateful to them for stepping up to help during emergency medical incidents. We would like to have a few more people get qualified to help to assure adequate responders. If you are interested in helping with the ambulance service, please contact Dana Simrell or Terra Lewis at the clinic.

Last year the Oregon Health Authority preformed a site visit of the ambulance operation and suggested several upgrades. All of these have been completed, and the ambulance service is in full compliance with state standards. We have also completed the relicensing process with the state of Oregon Emergency Management Services for both ambulances, and the service to cover them for the next year.

Agreements for mutual aid remain the same as they have in past years. We cover Richland and they cover us when we cannot cover our own service area.

Ongoing Issues:

Getting rid of the outdated x-ray machines has been frustrating. Agencies overseeing how these machines are disposed of are not responsive in telling us what needs to be done. Our attempts to find another organization who could use them have been unsuccessful. We continue to try to get clarification on how to safely dispose of these instruments.

We are in the process of replacing our water heaters as they are showing signs of wear and are at the end of their life. Moving them to the ground floor from the attic will make maintenance and repairs easier in the future. We have a contractor who is making the switch to new heaters.

Our Landscaping is an ongoing issue as we try to find a solution that is economical and low maintenance. An underground irrigation will be installed this year for the area adjacent to the Lions Park to get that area back to grass. Thanks to the Lions for assisting with this project and allowing us to tie into the irrigation system for the park. We have installed additional rock along the north side and plan to do the same with the front area as time and funds allow.

Dave Schmitt
June 26, 2023