

Pine Eagle Health Planning Committee
Board of Directors Meeting Notes
Monday, April 25, 2022

Join Zoom Meeting: <https://us02web.zoom.us/j/84345067587>

Call to Order: Nora called the meeting to order at 6:00 pm

Attendance: Board members Nora Aspy (Chair), Dave Schmitt (Secretary), Pam Taylor, and Britt Smith; Terra Lewis (Clinic Administrator), Dana Simrell (Ambulance Coordinator- for ambulance report topic),

Approval of minutes: Pam made a motion to approve the minutes of the March 28, 2022 meeting. Britt seconded the motion which passed 4/0.

Changes to the agenda: Terra asked to move the Old Ambulance topic into Ambulance Report; all agreed.

Correspondence and Public Input: Terra received a letter from Victoria Crawford regarding her contract for the landscaping project; will be discussed as part of the landscaping topic.

Ambulance Report: Dana reported that they had 1 traumatic ambulance run to Baker and 4 medical runs that they were able to staff themselves. The ambulance policy and procedures manual needs a lot of work and Dana asked about how much to do before coming to the Board for approval. Dave suggested taking it in sections and present each section as it is ready. If the whole document is sent at once, there needs to be time for the board to look it over.

Old Ambulance: Dana has talked to Baker County and there does not seem to be any interest in the third ambulance. We did receive an offer of \$3,800 from Eastern Oregon Electric. It is just sitting at the Clinic and of little value to us. After some discussion, **Britt made a motion to authorize Dave and Terra to negotiate and sell the vehicle.** Pam seconded the motion; which passed 4/0

Clinic Administrator Report: Terra Lewis; see attached.

Committees:

Finance

Financial Statements: Covered in Admin. Report. Still working to switch to the new system.

Collections: none

Personnel

Patient Surveys: Dave reported that no surveys were received.

Building:

Access Doors: Pam has sent requests for proposals to the paper and we are waiting for replies.

Old Business

Policy revisions: no progress.

Landscaping: Nora stated that Tory's letter states that she is ending her contract and offering the plans if we want to buy the plans. She is willing with us if we every restart the project. The topic will be on the agenda to update the new board members on the issue and discuss it then. Terra will put together a summary of the landscaping project to date and send it out to Board members. Terra stated that Joey is still intending to install the new signs and waiting on weather condition. Dave asked about the hole that was dug to tie into the park watering system, it appears to have been filled in. Terra will look.

New Business

Elections: Nora reported that Betsy Greenman is willing to run for a position. Dave stated he was willing to run for another term. With Betsy and Dave, we still have one open position. No other candidates have been found. **Dave made the motion to have a ballot with Dave, Betsy, and 3 lines for writ-in line with instructions to vote for up to three.** Britt seconded the motion which passed 4/0.

Use Dental Space: We are still struggling with how to use the dental office space. The x-ray machine is an issue as it needs to be in its own space so we cannot use that space. The dental office space is not what future dentists want and we have few options for rearranging it. Terra suggest reactivating our availability on dental school websites to see if there is any interest. It can be used for other practices, we will need to remodel; we can do that if there is interest.

Board Member Comments: none

Next Meeting date: May 23, 2022

Topics for Next Meeting: financial reports, 3rd ambulance status, use of dentist space, patient surveys, update on automatic doors, landscaping, and elections.

Assignments:

Terra	Edit Ambulance Policy/Procedures Manual with Dana and send to Board Draft policy on payments Send out summary of landscaping project to the Board Prepare ballot for elections Renew notice of available space on dental school websites
Dana	Draft Ambulance Handbook to reflect attendance policy
Dave	Work with Terra to sell old ambulance Patient surveys

Adjourned at 6:57 p.m.

Minutes prepared by Dave Schmitt (05-16-2022) from Zoom recording.

Attachments:

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Administrator Report

Terra Lewis

Encounters:

- Kate average for March is an average of 9. This is building up and we are meeting to figure out how to build her schedule to schedule & see more patients. Kate is dedicated to this and so am I.

General Updates:

- We are still working without old electronic medical record to wrap-up our old accounts receivable in the previous system we were using. What we will do then is run a report with all the outstanding A/R and manage those off-line so we will not be charged for continuing that service. The outstanding guarantor balances is \$60,151. That is 48% of the total A/R. \$54,843 is over 120 days. I've been dedicating time each day to cleaning it up and Pam has said she will give some volunteer hours so she can help clean this up as well.
- Cost report is due by the end of May. It should not be a problem to get the information in and the report filed on time.
- Reports continue to be a challenge in the new program. Currently I can give bottom line dollars but not the detail for charges we are used to.