

**PINE EAGLE CLINIC HEALTH PLANNING COMMITTEE**  
**BOARD MEETING APRIL 24, 2023, 6:15PM**  
**Minutes Approved May 22, 2023**

**Members present:** Dave Schmitt, President; Pam Tylor, Vice-President; Maureen Joseph, Treasurer; Betsy Greenman, Secretary; Debbie Pautsch, Member at large; Terra Lewis, Clinic Administrator

**Call to Order:** Dave called the meeting to order at 6:18 pm

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

**Approval of Minutes:**

**March 27, 2023 meeting:** Pam made the motion to approved the Minutes of the March 27, 2023 meeting. Debbie seconded the motion. Motion passed unanimously, 5-0.

**Correspondence and public input:** none

**Ambulance Report:** Dana Simrell was out on an ambulance call so Terra read her report. There were 4 call outs in the past month. So far there is no update on the Fall EMT class. We have the signature from the medical director for Metro West to oversee the pain medication for the Halfway-Oxbow Ambulance.

**Clinic Administrator's Report:** Terra Lewis gave her Administrator's report. Eagle Valley and Halfway-Oxbow Ambulance have created volunteer interest forms for people interested in becoming Volunteer EMTs. Terra has met with the Halfway Lions committee and their primary purpose is be a funding source for EMT training and education needs. The request for such money would come to the committee from the ambulance services. A brochure is in development: "supporting our EMTS".

Provider statistics: Kate saw on average 9 patients per day. Dr. Smithson saw 9 patients, Dr. Defrees saw 13 patients.

The denial rates of claims was 3.5% for the month. The bench mark is 10.4%. Claims requiring additional work were 19.7%. The bench mark is 25.3%.

The Behavior Health Specialist has not paid any rent for the past three months. She has not been using the building. The Board is willing to work with her on a payment plan but we need something in writing. The rent is owed. If she plans to make a different arrangement for the use of the building, that also needs to be a proposal in writing to the Board.

**Terra will keep us posted.**

The Medical Home plan of action items, following the inspection, are being worked on. In July the Oregon Medical Association will be changing the policies about chaperones at medical appointments. This takes effect in July 2023. We will need to put a policy change into our Clinic Policies.

Aleidaide is moving forward. Kate and Terra met with the representative and started looking at work flows.

**COMMITTEES:**

**Financial Committee:** Pam brought up the question of the financial committee needing to meet prior to each Board meeting. After discussion we agreed that there is only the need to meet prior to a meeting if there are financial reports to be presented at the meeting. That

would be meeting quarterly before the meeting when the quarterly financial reports are presented.

**Collections:** Pam brought up the fact that the policy states that the finance committee and Board need to meet before collections. Her suggestion is that because there are steps outlined to follow in getting bills to collection can they just go or does Terra bring information to the Board. The Board does not receive the names of those going to collection. There was considerable discussion. Dave said that having the information about collections brought to the Board means that the Board has decided and requests Terra to proceed. That conclusion was agreed to and the policy will remain as it is.

**Personnel:**

**Patient Surveys:** Process and timing – Terra and Betsy spoke about the way the information comes into the system and that it makes sense to present quarterly trends to the Board. This would be the subject of a personnel committee review and report. In the meantime, Terra will make a Google folder on the web where she can post the information as it comes in for those interested in reading it.

**Staff Reviews:** Betsy reported that she and Terra have conducted all the staff reviews. The method was that each staff/provider fill out a self-evaluation. From that, reviews were written. All staff meet or exceed expectations and meet or exceed standards. Everyone enjoys the work at the Clinic, and working with each other. Each staff/provider has set goals and Betsy and Terra will check back quarterly with them to see how it's going and if adjustments need to be made. Any areas of concern are being addressed.

**Policy Committee: -**

**Proposed policy for recruiting, training and retaining EMS volunteers**

**Process:** Betsy said that it was clear from our last minutes that the person who gets all the follow-up tasks is Terra. Betsy suggested that the policy committee could work on a draft policy using current policies or policies from other EMS Volunteer agencies. The committee would review the draft and bring it to the Board.

**Building Committee:**

**Security System** - update on any research – Terra said there had been no response from Alpine Alarms. We encouraged her to branch out further for proposals.

**Water Heater update:** Dave said Joey said he would be there on Tuesday. Joey also need to look at the alarm box.

Dave also said that with the snow gone he can move ahead on the landscaping. That means getting the rest of the ground cloth and ordering rocks from Gulick. Dave will get the Detour kids to spread it. For the irrigation system Dave needs to get a ditch digger.

**X-ray removal: update?**- Pam will post it on Craig's list. If that fails, we'll get it to the dump.

**OLD BUSINESS:**

**Wellness Lab – April 21, 2023:** Terra reported that there were 20 people and it went efficiently as planned. When Interpath hosted this event they took all the samples to Interpath labs. We have to do it through the mail. We need a balance about doing a larger event in which we might be involved. Terra will do a cost estimate. The cost is primarily the wages of the staff working the event.

**Update on future staff training** – Betsy reported that there will be staff training in May.

**Ballot For Board Election** – Terra will email the ballot format to us. Dave will get the article for the HCJ which should get to HCJ by May 15<sup>th</sup> .

**NEW BUSINESS**

**Dental Records** – There was discussion about the fact that the Clinic houses, but does not own, the dental records for the years when Dr. Whitnah was dentist. Some of his patients have asked for their records and the staff will search for them. Records of adults are automatically destroyed after 7 years. Kids records have a different time table. We decided to put the information in the HCJ Board Summary so anyone wanting their records would know they could request them.

**Next steps for Board Annual meeting process:**

May 19-20 put out Ballot Boxes

May 24 voting opens

June 14 Publish by-law changes

June 24 Voting closes

June 26 Annual meeting

**Board member comments –**

**Next meeting date: May 22, 2023, 6:15 pm**

**TOPICS FOR NEXT MEETING:** Quarterly financial statements, Kate’s contract, information and update about Kathy, and Behavioral Health use of Clinic space.

**ADJOURN** Dave adjourned the meeting at 7:49 PM