

Minutes of the PEHPC Board Meeting March 24, 2025

Call to Order: Dave Schmitt, Chairperson, called the meeting to order at 6PM. People present at the meeting were Dave Schmitt, Chairperson; Pam Taylor, Vice-Chairperson and Treasurer; Betsy Greenman, Secretary; Dana Symrell, Halfway-Oxbow Ambulance Team Leader; and Terra Lewis, Clinic Administrator.

Changes to the Agenda: Terra requested an additional item, dental tour, be added under new business.

Approval of the minutes of the PEHPC Board meeting, January 27, 2025 and minutes from February 24, 2025: Pam moved; Betsy seconded that these minutes be approved, with corrections. The vote to approve was 3-0.

Correspondence and public input: Terra reported receipt of the letter of resignation from Shirley Meger as cleaner. Terra reported receipt of a thank you note from Dana and Sam for the flowers the Board sent to their Mother/Grandmother's funeral.

Ambulance Report Dana Simrell

Ambulance Personnel Policy revision was approved 3-0.

Jason, from the County Commissioners, brought a Mutual Aid Policy for Board signature. The only difference from what is in place now is that Ambulance, Fire and Mutual aid are separated. **Betsy will scan and send to Board members for review.** 8 runs in March. Three people took CPR and have their CPR card. As of April 1st the Basic and Intermediate EMTs can renew their license for the next two years. Everyone has the required hours and are ready to renew. Oregon Health Authority online has us all attest to no felonies and no drug or alcohol use. Fees are in the budget.

Clinic Administrator's Report

Terra Lewis reported the encounters for February.

Defrees had 11, Smithson had 10, Kate averaged 10 per day.

Shirley's resignation is effective May 23rd, or earlier if her replacement can be hired. The primary issue was the schedule in relationship to the rest of her schedules.

Jen Berg, a volunteer EMT with our service has been training with Terra to assist with the Ambulance billing. She will be taking all the classes on the software and become the "super user" which means she can email with the 'Help Desk' to fix issues with the billing. She's learning the invoices so she can do the prep work and Terra can just go in and file claims.

The company that issued our liability insurance coverage for EMTs and First Responders is no longer doing business in Oregon. Terra has found new coverage; however, it will be more expensive. This is due both to increased costs and we now have more EMTs to cover.

Fund raising for the Ambulance is pretty much where it's been with a few donations trickling in. We are now waiting for responses from the grant submissions. The fund raising for the front door project is just starting. Linda Collier from the Health District dropped off their proposed budget which shows they will be providing the amount we have budgeted for which is \$200,000.00

Terra is working with Kate to use the charting program AI Charting. There are multiple opportunities for verification. A device, either laptop or phone, will be in the room to record. There is language to explain what it is about. Patients will be informed and consent to this methodology. Seven day trial period for the AI software.

There is a lot of burn out with staff. COVID was really hard on everyone. People have had a lot of things going on in their personal lives, we are all feeling it. We need to get back to the monthly staff meetings. Once a month we will close an hour early so we can set goals, get back to why we are here, what each of us bring to the table, what we bring to our patients and need to take pride in our work. This begins April 1st. Secondly, we are up for Rural Health Inspection in the next 2 years. We need to make sure we are ready. Part of that is being clear about each of our positions and what we do. Familiarizing all our policies and procedures which will be inquired about by inspectors. We will get back into staff reviews. The huddles are on-demand whenever someone feels the need.

Athena spring update is this week so Terra sits through the webinars to know everything and pass it on. The 2024 Cost report is due April 15th. Working on the wrap around payments. Oregon Health pays us an all-inclusive rate: \$166.00, However claims bring a different amount. i.e. \$85. Terra submits the information to OH quarterly which can be payment to Clinic of \$5k to \$12K.

Dana, Kate and Terra attended CPR class for medical personnel.

Community fund did not provide the grant funding requested. Humana is available but not networked with St. Alphonsus. St. Luke's is networked with Humana.

Committees:

Finance- Terra and Pam will talk about the issue that we have one tax ID number in relationship to fundraising projects for Ambulance and Building. Terra will do the update to the budget fixing the zeroed-out budget lines.

Personnel - Kate's Contract approval - we discussed the wording in a couple of areas. Kate usually goes home for lunch which means we cannot do any medical procedures unless the provider is on site, so we will say that from 12-1 we are open for clerical services only. Language was clarified and Terra will make the corrections. On vote of 3-0 with the additions discussed, Kate's contract is approved.

Policy - Staff Personal Time Off with additional week, policy. Betsy moved Pam seconded the motion to approve. Motion passed 3-0.

Building

Clinic front door project update: New estimate is \$178,580 reflecting our additions. Terra is working with Maricio, Ford Family Foundation, who is connected to granting agencies in OR. Debbie Lawrence is ready to help with grants, especially community letter support. Waiting for Rebecca with Roundhouse connecting to a potential private donor.

Conference room door to electrical room - The necessary utility work ahead of construction has been accomplished. Construction should begin next week.

Old Business

Open Board Position update: Shirley Meger is interested in being on the Board.

Anticipating May ballot measure: Betsy will underscore this in the HCJ Summary article.

New Business

Dr. Nick Best from Elgin Dental Clinic came to see the old dental office, which Terra showed to him. He was informed that the next step would be a proposal from him to the Board.

Board Member Comments - text from Debbie thanking the Board for the flowers.

Meeting Adjourned at 7:24pm

Next Meeting - April 28, 2025, 6 pm at the Clinic

Topics for next meeting

Preparation for Clinic Board election

Community Health Worker - keep for future agendas after the election