

**Pine Eagle Heath Planning Committee
Board of Directors Meeting Minutes
July 23, 2018**

Call to Order: 6:02 p.m. by Loren

Attendance: Board members Loren Goracke (Chairman), Bill Johnson (Vice-Chairman), Dave Schmitt (Secretary), Brian Pennock (Treasurer; 15 min. late), Tom Nash, and Shirley Meger; Office Manager Terra Lewis.

Approval of Minutes: **Motion made** by Shirley to approve minutes of the June 25, 2018; seconded by Tom; motion passed 5-0; unanimous.

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

Correspondence and Public Input: None

Ambulance Report: Terry – None

Clinic

Administrator Report: Terra (see attached report)

Motion made by Bill to use donation money (estimated cost = \$1,800 + meals) to send Terra to the National Association of Rural Health Clinics convention in Lake Tahoe; seconded by Brian; passed 6-0, unanimous.

Committees

Finance: Terra will work with new finance committee to complete financial reports for April, May, and June.

Investment: The Board agreed last month 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. Dave and Tom will meet to complete the Vanguard Application form and send it in to open the account. Once the account is open, we will send the \$100K and allocate it to mutual funds and CDs. Loren wanted to be sure the \$20K from the building fund separate, which will be done. The money being invested is intended to be available if the clinic should close to cover any costs associated with that. Dave will fill in the application, get a copy for signatures, and ask Terra to send in.

Personnel: Bill asked about how to deal with Dr. Smithson's sabbatical. The Board agreed that Dr. Smithson will continue as our Medical Director; while on sabbatical there will be a "stand-in" director. When he returns, Dr. Smithson will resume the Medical Director role. If the interim doctor wants to continue coming out to see patients, he may.

The committee is still looking into having medications available at the clinic and/or a delivery service from pharmacies in Baker City.

Old Business:

Orientation: Terra has put together notebooks with orientation material. She will duplicate for board members who don't have them and schedule a time to go over it with those who want to.

Updated Salary Schedule: The schedule in the Policy Manual is current with minimum wage.

Technology Committee: The Technology Committee (Terra, Eileen, and Tom) had proposals from two people in response to the Request for Proposal to provide tech. support to the clinic and ambulance. They had interviewed both and recommended awarding the contract to Rob Mattox of Hells Canyon Computers. Terra presented a draft contract for review. **Motion made** by Dave to move forward with preparing a contract with Rob Mattox of Hells Canyon Computers to provide technical support for the clinic and ambulance; seconded by Shirley; passed 6-0; unanimous. Terra went over the draft contract. **Motion made** by Dave to authorize Loren to sign the contract when it has been completed and agreed to by Rob; seconded by Brian; passed 6-0; unanimous. Loren will call William to inform him of the board's decision.

Nancy's Revised Contract: Motion made by Shirley to approve the new contract for Nancy and authorize Loren to sign when Nancy has agreed; seconded by Dave; passed 6-0; unanimous.

New Business

Committee Assignments: There was a discussion about cutting down the number of committees. The Investment Committee was incorporated into the Financial Committee. The Orientation Committee and the Goals/Planning/Public Relations Committee were incorporated into the Personnel Committee. The Technology Committee will be an ad hoc committee, not permanent. The Quality Assurance Committee and the Annual Retreat Committee duties were given to Terra as Clinic Manager. The following assignments were made to the remaining five committees.

Policy Committee – Dave, Shirley, and Jake

Financial Committee – Loren, Tom, Brian, and Pam (community member)

Grants Committee – Loren, Tom, and Shirley

Building Committee – Loren, Jake, and Bill

Personnel Committee – Bill, Brian, and Dave

Administrative: The board agrees by consensus to the following services being provided as noted for the coming year.

Investment Adviser for the ambulance: Rick of Edward Jones

Newspaper of Record: Hells Canyon Journal

People authorized to sign checks: Loren, Bill, Brian, and Terra

Loren and Brian will be authorized to deal with the Vanguard Account

Legal Counsel: Dan Van Thiel

Auditor: Guyer and Associates CPA's

Insurance Broker: Clarke and Clarke Insurance

Board Member Comments: none

Topics for next meeting agenda

None

Assignments

Terra – Put together a list of who we have contracts with

Complete contract for Rob Mattox and Nancy for Loren's signature

Dave – write article on the donation fund for HCJ

Adjourned meeting: about 8:00 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 9th. 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.