

PINE EAGLE CLINIC HEALTH PLANNING COMMITTEE
BOARD MEETING MARCH 27, 2023: 6:15PM
Minutes Approved 4/24/23

Present at the meeting: Dave Schmitt, Chair; Pam Taylor, Vice President; Maureen Joseph, Treasurer; Betsy Greenman, Secretary; Debie Pautsch, member at large; Terra Lewis, Administrator; Dana Simrell, Team Leader Halfway-Oxbow ambulance.

Call to Order – Dave called the meeting to order at 6:13pm.

Changes to the Agenda – there were no agenda changes

Approval of Minutes:

Pat made the motion, Debbie seconded that the minutes of the February 27, 2023 meeting be approved. The motion passed 5-0.

Correspondence and public input: There was no correspondence or public input

Ambulance Report – Dana Simrell reported that there were 7 page-outs last month. The EMTs and Driver have completed their recertification for CPR. This is required every two years to be finished by the end of June of the year.

Clinic Administrator's Report – Terra Lewis reported that the mask mandate for the clinic will end on April 3, 2023. However, masks will be used as appropriate for the presenting conditions of patients and staff.

The point of care COVID testing that we ordered from the Federal Government have expired. If we order more tests there will be a fee. Government money is trickling out by May.

Kate will be away in April, 2 days, and May, 1 day.

Adelaide information and training is moving forward. Kate is attending these meetings.

Encounters for the month: Kate average 10 with 14.5 days in the Clinic. Dr. Defrees averaged 12 and Dr. Smithson averaged 10. With a total of 120 available hours, patient care was 88.8 hours. There were 17.1 rescheduled or no-shows. There is a median of 50.2 net utility.

Patient per hour time averages 1.8. This is more time than the usual 30 minutes per patient in some facilities. The loss earnings between February of 2022 and February 2023 are down: 2022 was \$6,000; 2023 was \$4,500.

Terra will bring a draft contract for Kate to April meeting.

Committees:

Financial Committee: Report from the Financial Committee

Budget for 2023 – The three budgets; Pine Eagle Clinic, Halfway-Oxbow Ambulance and the PEHPC Building Fund, were presented by Terra and the Finance Committee. After review and conversation, Betsy made the motion that the budgets be approved. Maureen seconded and the motion passed 5-0. Dave and the members of the Board expressed thanks for this work. These budgets are posted on the Clinic website in the Financial Reports section.

Collections – There were none

Personnel:

Patient Surveys – 2022 overview and March 2023 – Terra will e-mail the survey information to us.

Staff Reviews – have begun. Terra and Betsy met with Olivia and the process for the review works well. Other reviews are being scheduled.

Policy Committee: - Proposed policy for recruiting, training and retaining EMS volunteers-
Terra will get this to the policy committee for review

Building Committee:

Security System – Terra will continue to research this

Water Heater update: Dave – continues to be in contact with Joey. Joey’s response is: “should be soon”.

X-ray removal: update?- Pam reported that there is no response either through organizations contacted or the State’s certified removal people, whom Pam has tried to contact. We decided to post for free via Craig’s List or other such format. If there are no takers we will work out a disposal alternative.

OLD BUSINESS:

Wellness Lab – April 21, 2023 – Terra reported that this is looking good. People are already registering

Update on future staff training – Betsy said that we will look to do this after the staff reviews are completed.

Nominations for PEHCPC Board member election: Maureen Joseph, Pam Taylor, Rose Darting Terra will send out a sample ballot for review at the April Meeting.

NEW BUSINESS

Next steps for Board Annual meeting process – We are on track. April meeting, we will decide on the ballot and be prepared to publish the By-Law changes.

Board member comments – HCJ summary, any reflections – There was positive feedback about the summary being published. We will continue to publish post meeting summaries.

Next meeting date: April 24, 2023, 6:15 pm

TOPICS FOR NEXT MEETING: Draft contract for Kate; Policy regarding recruiting, training and retention of EMS volunteers report from Policy Committee; Security System proposals; Ballot for Annual Election of Board members.

ADJOURN – Dave adjourned the meeting at 7:19pm.