

Minutes for PEHPC Board Meeting Approved 2.26.24
January 29, 2024

People present: Dave Schmitt, Chairperson; Pam Taylor, Vice Chairperson, Maureen Joseph, Treasurer; Betsy Greenman, Secretary; Debbie Pautsch, Member at large; Dana Simrell, Ambulance Team Leader; Terra Lewis, Clinic Administrator

Call to Order Dave Schmitt called the meeting to order at 6:05 PM.

Changes to the Agenda Remove the Year End Financial statements. Add the request from the Halfway 5-year strategy committee to meet with the Board.

Approval of the minutes of the PEHPC Annual meeting, December 11, 2023 Pam moved the minutes be approved as presented, Debbie seconded the motion. Motion passed 5-0.

Correspondence and public input. There was none.

Ambulance Report Dana reported there were 6 runs this month. Andrea is ramping up a number of trainings, some of which will occur on nights other than the usual monthly meeting night. The Zoll machines need to be inspected and updated if necessary. These are the "do it all" machines that record vital signs and are the defibrillators in the events of cardiac arrest. Zoll sends a loaner machine and our machines go to Zoll, one at a time, to be checked.

Clinic Administrator's Report Terra reported that the ambulance billing is moving forward with set-up and training on the new software. In order to pay for the contract we agreed to in December, it will involve moving funds from Edward Jones to the Ambulance checking. Maureen made the motion, Pam seconded, to move **\$15,000** from Edward Jones to ambulance checking. Motion passed 5-0

A couple of office chairs that don't get used because they are too high for the regular desks could be sold. The Board encouraged Terra to advertise the availability with the description from the original purchase. Dave will be a sounding board for the project, if Terra needs him.

The conversations continue with people wanting to drop in to Pine Eagle Clinic for care even though they have not chosen the Clinic as their primary care provider. Some refer to the fact that as residents they pay the levy tax. The tax levy is intended to provide primary care here four days a week. We will be responsive to emergencies, however, people still need to be going to their primary care provider for routine services. The volume of patient care for those who do have the Clinic as their primary care, is growing and there is not room to add non-emergent appointments for those who do not have us as primary care. There are also medical responsibilities for any patient treated that the clinic cannot fulfill if they do not have the patient's records; which we only have for Clinic primary care patients. Terra said people do seem to understand, once they have the conversation

The billing for the water heater move has arrived and will be paid.

One bid has come in for the door from the conference room into the electrical room. We are waiting for the other bid to come in.

Waste-Pro Management picks up medical waste in Baker City at MetroWest. We were going to have to meet the truck in Baker, however, MetroWest offered to store our medical waste at their facility and then Waste-Pro can pick it up from that site. Terra is in the process of finalizing that arrangement with Waste-Pro.

Dr. Smithson is writing articles for the Baker City Herald on a monthly basis. He has offered to let us have them run in the Hells Canyon Journal. The Board agreed this would be good to have his articles in the Hells Canyon Journal. Terra will read the articles to see where she can add Pine Eagle Clinic connections. She'll run it by Dr. Smithson and then submit it to HCJ.

Committees:

Finance

Contract review and renewals for Kate, Dr. Smithson, Dr. Defrees, Rob Mattox, IT contractor. There was conversation about including the request from Kate for doing Locum Tenens work. Pam made the motion to approve the contracts for Kathryn Grace, with her locum tenens agreement added; Dr. Smithson, Dr. Defrees, Rob Mattox, Betsy seconded it. The approval motion passed 5-0.

Maureen will initiate calendar invite for a meeting of the finance committee prior to the February meeting.

Building

Irrigation head procurement: the Lions' Club finance committee will meet on Jan. 30. If they approve of the purchase it goes to the Club Board. If approved it goes to the membership.

Generator inspection and maintenance follow-up - Bill Andrade is looking at the generator. It was low on coolant and there are some electrical add-ons but likely these don't affect the workings. There was a thumb drive in the machine. This drive is not needed because it is all now computerized. He is making progress and is happy to do the on-going maintenance if we choose.

Old Business

X-ray – The old machine is gone. With the assistance of Dave's neighbors and the staff at Main Street Tire the machine was moved from the Clinic and put in Dave's truck ready to go to disposal. The other machine is hard wired in so will be a bit more complicated to dismantle. Need to figure out what breaker it is connected to.

The Clinic front door project has not proceeded to a bid. However, the Board wants this item to continue on future agendas.

New Business

Current updated lists of Board members and Committees were provided by Terra.

The request from City of Halfway 5-year strategic planning committee to meet with the Board. The purpose of the conversation would be to hear about the Clinic goals. The Committee plans to meet with various groups to see how their goals are aligned with the 5-year strategies that the City of Halfway will be developing. After discussion, the Board agreed to a 15-minute conversation at our February meeting. Terra will respond to the request asking that there is a clear purpose stated for the conversation. What does the committee hope for and what might the Clinic get out of the conversation.

Board Member Comments: Betsy, who is a member of the Pine Eagle Health District Board, mentioned that there will be a meeting, likely in March, to invite Terra to bring ideas about what financial needs the Clinic has. The money available from the tax levy is larger than former years due to the change in the total amount the Health Board can distribute.

Terra and Betsy will meet to discuss this topic and to bring suggestions to the next PEHPC Board meeting in February.

Debbie cannot receive email through the clinic account on her computer. It was agreed that if there were documents that needed to be reviewed, Terra would text Debbie that they could be picked up at the Clinic and Debbie would do that.

The meeting was adjourned at 7:01 PM

Next Meeting - February, 26, 2023

Topics for next meeting

2024 Year End Financial statements

Halfway 5-year strategic plan conversation

Suggestions for the increased money available from the Health Board

Follow up with the door from the conference room to the electrical room bids

Minutes written by Betsy Greenman
February 3, 2024
Suggested edits from Dave incorporated
February 11, 2024

