

**Minutes for PEHPC Board Meeting**  
**April 28, 2025**  
**Approved May 19, 2025**

**People Present:** Dave Schmitt, Chairperson; Pam Taylor, Vice-chairperson and Treasurer; Betsy Greenman, Secretary; Debbie Pautsch, Member-at-Large; Dana Simrell, Team Leader, Halfway-Oxbow Ambulance; Terra Lewis, Clinic Administrator.

**Call to Order** Dave Schmitt, Chairperson, called the meeting to order at 6:03 PM.

**Changes to the Agenda:** there were none

**Approval of the minutes of the PEHPC Board meeting, March 24, 2025;** Pam made the motion, Debbie seconded to approve the minutes of the March 24, 2025, Board meeting as presented. Vote was 4-0, unanimous.

**Correspondence and public input:** there was none

**Ambulance Report** Dana Simrell reported that one of the ambulances is in the garage awaiting parts for repair. The special fluid needed has been ordered. This underscores how important it is to have two ambulances here. There were 8 runs last month, 5 or 6 of them were life flights.

**Clinic Administrator's Report** Terra Lewis reported on a number of items. Rob Bachman, PT provider, is having staff shortages in his Baker establishment. This means that he will not be able to be in Halfway until this is sorted out. The agreement is that Rob will continue to pay the rent monthly, for three months. The situation will be revisited after that.

Terra said that the connection with Aledaide is proving to be very time and staff intensive because it does not sync with Athena, among other issues. The Board affirmed Terra's decision of withdrawing the Clinic from Aledaide. The money owed to the Clinic with current incentives will be due by September.

Terra reported that the AI charting program is being tested. There are a few technical pieces that need to be put into place. Dr. Samuelson and Defrees "love it" at their Baker offices. It will take time, practice and getting used to. A notice will be posted in each exam room providing the information that the AI recording software is being used.

Terra reported that the program, Vaccines for Children, requires compliance with ordering minimum quantities of the vaccines they offer. Most of these are the typical ones required by the schools. In 2026, when we recertify for VFC, this will include COVID and Meningococcal. Meningococcal can be requested and ordered as needed, however the other vaccines, including COVID, are ordered and on-hand. The reality is

that there are very few vaccines request for children and specifically not for COVID vaccines. Even during the height of the COVID pandemic this was not used. The issue is that being compliant means we will be wasting vaccines. **Terra will speak with the Health Department about what it would mean if the Clinic does not renew certification with VFC.**

Terra spoke about the monthly staff meetings that began in April. These are primarily to reacquaint the staff with the responsibilities and roles, as well as the purpose of our involvement in this work. This is a dual effort to support each other and to be ready for the Rural Health Clinic inspection which can happen at any time. It is also a time to look at re-aligning duties that may be overlapping or more logically done by someone else.

There have been no applicants for the housekeeping position.

Jen Berg had been helping with the billing items requiring help desk communication and other case related claims.

Ambulance money raising has plateaued. There is about 10K less than the cost of one gurney. The plan is to get one as soon as we have the funds.

#### **Committees:**

**Finance:** Report of Pam and Terra's conversation about one ID and fundraising: Pam and Terra met and discussed the various options. The option that made sense is to create a separate tax ID 501-C3 for the ambulance. This requires a board. The same Board could serve with two meetings (one after the other). Each have own Tax ID numbers, Board etc. Means taking by-laws and articles of incorporation and clarifying the Clinic and Ambulance. Pam made the motion that we separate the Ambulance into its own 501-C3. Debbie seconded. Motion passed 4-0, unanimously.

The Western account is now being treated as inactive. Terra proposes we close it out and move it locally to the US Bank. **Terra will start this process.**

**Personnel** no report

**Policy** **Betsy will send the approved Ambulance reinstatement policy to Lesley who requested knowing about policy changes.**

#### **Building**

Clinic front door project update - we need to make a full fundraising plan. Marisio suggested 5-6 areas to look for funding. **Terra is putting together the plan.** It will likely be 2026 before we can move into the construction. **Terra will talk to Debbie about writing her into a grant as a grant writer.** We'll check with Donnie before submitting grants to double check the prices, as prices are rising.

Conference room door to electrical room - We have the door. There are still a few items that need to be finished inside the room.

### **Old Business**

Anticipating May ballot measure - Keep putting it in the HCJ summary report.

### **New Business**

Preparation for Clinic Board election: Dave, Betsy, Debbie up for election. Debbie will not be running again. Dave and Betsy will run again. Shirley will attend the May 19th meeting, take the currently vacant position and be voted in as new Board member. Debbie will continue through the Annual Meeting and depending on elections continue as long as she is able.

Dave will put ballot boxes out for voting to begin on May 19th through June 19th. The boxes will be in Halfway, at the Pine Eagle Clinic; in Richland at the Feed and Seed; and in Oxbow at the Hells Canyon Inn.

### **Board Member Comments**

**Next Meeting - May 19, 2025, 6PM.**

### **Topics for next meeting**

Community Health Worker - keep on future agendas  
Adding Shirley to the Board by vote

Meeting adjourned at 7:21 PM