

**Pine Eagle Health Planning Committee
Board of Directors Meeting
February 22, 2021
(via Zoom)**

Call to Order: Tom called the meeting to order at 6:00 p.m.

Attendance: Board members Tom Nash (Chair) , Norah Esty (Vice-Chair), Dave Schmitt (Secretary), Chris Lawrence (Treasurer), Amari Fauna, and Nora Aspy; Terra Lewis (Clinic Administrator).

Approval of Minutes: **Norah made a motion to approve the minutes of the January 25, and February 10, 2021 meeting.** Amari seconded the motion, which passed 6/0.

Changes/Additions to Agenda: Terra said she had nothing under collections. Dave added Bylaws to the New Business section.

Correspondence and Public Input: None.

Ambulance Report: Terra reported for Terry that they have begun the relicensing process for 2021. She also gave statistics for 2020: 83 total runs, including 20 non-transport, and 6 life flight. In 2019 there were 94 total, including 7 life flight, and 21 non-transport. In 2018 there were 104 total, including 11 life flight, and 19 non-transport.

Clinic Administrator's Report: See Attached.

Terra asked how we wanted to deal with wearing masks for our renters. The Board agreed that people needed to wear masks when entering and leaving the building, and leave it to the renters as to how they deal with it in their office.

Committees

Finance: Profit and Loss Statements – Terra did not have the financial statements ready, as she has not received December's information. She and Chris had met to go over the checking account and the auditing process; all was well. Terra will have the year's total at the March meeting.

2021 Budget – Tom reported that they had not done a budget, as they were waiting to see what the new provider was going to cost. He will be setting up a Finance Committee meeting via Zoom in the next few weeks to work through it. They will need to look at the last few years to get trends, as last year was not a good example.

Personnel:

Patient Surveys – Dave reported there were no returned surveys this month. Terra has not been sending them out with all the other things going on and a new provider starting.

Provider Status Update – Tom reported that they had successfully negotiated a contract with Kate Grace and asked if there were any questions. Terra had sent out copies of the contract to all Board members a few days before. Kate wants to continue doing Locum work in Alaska; she will do that by taking her vacation time all at one time to do that. Tom will set up an agreement to resolve us from liability during that time. Dave asked about the paragraph on extra pay for increased patients. Both Tom and Terra replied that there were no expectations set, and that the paragraph was there to document the Board's intention to pay a bonus if the patient numbers were up. Both parties trust the Board to be fair in their determination of amount. **Nora A. made a motion to approve the contract negotiated with Kate.** Norah E. seconded the motion which passed 6/0. She will start on March 24th. Dave agreed to send letters to the other candidates informing them of our selection. The Board also agreed to contact Debbra about being available for temporary fill-in and to have Terra get the necessary certifications in place if she is still willing. Dave will do that.

Norah E. made a motion to extend Susan's contract to March 25th, to cover the time until Kate can start. Amari seconded the motion, which passed 6/0.

Staff Evaluations – Chris had not received the necessary forms to start work. Terra said she would send them soon.

Building:

Generator – Tom stated that we are still having problems with the generator. He will work with Bill from Richland to continue making repairs as needed and have him work up a replacement. It will likely cost about \$15,000. The current generator is very loud when running and with alarms, both of which disturb neighbors. A new generator will be quieter and better for the neighbors also.

Ambulance Bay Ladder – Tom reported he had no new information. He suspected the fabrication is taking place.

Old Business

Dentist Provider – Tom reported that no dentist has been found. Norah and Terra are working on an advertisement to be posted. Nora A. asked about the potential for the clinic to hire a dentist. Terra said this has been talked about, but it would not be feasible with all of the certifications and employee issues that would be involved.

Business Email for Board Members – Terra is still working with Robert Maddox to set them up.

Brochures – Norah is in contact with Mallory, and she is coming to take pictures of the staff; then it will go to print.

Marketing Strategy – Norah has not worked on it, and we should table the topic for now.

New Business

Elections – Dave noted that according to the Bylaws we need to appoint a Nominating Committee at this meeting, and asked if anyone had contacted people who are willing to serve. Several had talked with people, but none were willing to serve on the committee. Tom said Maureen would serve and Dave said Tom Warmath would also serve. All were OK with Maureen and Tom comprising the Nominating Committee. Tom and Dave will talk with them and let them know that candidates are needed by the April 26th Board meeting.

Bylaws – All wanted to revise the Bylaws to make it easier to find candidates. Dave had some suggestions on revising the elections portion of the Bylaws, and a discussion ensued as to how to recruit Board members and conduct the election. One suggestion was to drop the Nominating Committee and have the Board do it. Dave will propose revisions and send them out for comment, and they can be discussed at the March meeting.

Board Member Comments – none.

Next Meeting – March 22nd.

Next meeting Topics: Ambulance bay ladder update, financial reports, Patient Survey results, business email update, Bylaw revision, brochure update, 2021 budget, and dentist provider update.

Assignments:

Finance Committee – Meet to develop 2021 budget.

Terra – Send financial statements to the Board when complete.

Work with Robert on Board email system.

Send evaluation forms to Chris.

Send Dave the Word version of the Bylaws.

Dave – Summarize Patient Surveys.

Contact provider applicants and notify them of our selection.

Contact Debbra to see if she is still willing to provide temporary coverage.

Chris – Draft a form to be used for staff evaluations.

Adjourn: Tom adjourned the meeting at 6:47 p.m.

Minutes prepared by Dave Schmitt (2-23-2021).

Attachments:

**Pine Eagle Health Planning Committee Board Meeting
Feb 22, 2021
Administrator Report
Terra Lewis**

Monthly Outstanding Accounts Receivable Report:

- Numbers not received from North American

Encounters:

- Numbers not received from North American. Will report out in March

Patient Concern:

There is a concern that people are not wearing masks as diligently as we were before. There was no specifics given whether this was while in the clinic area or in the back by physical therapy/behavioral health. I have sent out emails and had personal communication regarding wearing masks when in our building. We will also get better signage and I will make more walk-throughs in the back area of the building.

COVID-19 Updates

- Continuing to do business as usual with our COVID testing and processes/procedures
- We are still waiting for vaccine, but the health department has agreed to give us 100 doses.
- We are currently scheduling in the 80 and above but once we get our vaccine, we should be able to get caught up
- We should be able to consistently get vaccine from the health department if necessary
- Baker County has vaccinated first & second doses 2,064 people.