

**Pine Eagle Health Planning Committee
Board of Directors Meeting
June 24, 2019**

Call to Order: Bill called the meeting to order at 6:05 PM

Attendance: Board members Bill Johnson (Vice-chair), Brian Pennock (Treasurer), Tom Nash, Jake Roe, and Shirley Meger (via Skype); Dave Schmitt (Secretary, arrived at 6:27); Terra Lewis (Administrator), and Terry Schmoe (Ambulance Representative).

Loren Goracke (Chairperson) was not present as he had just recently passed away. Flowers were placed on Loren's chair by his sons as a memorial during the meeting.

Approval of Minutes: Jake made a motion to approve the minutes of May 28, 2019; Tom seconded the motion; motion passed 5-0.

Changes/Additions to Agenda:

Evaluations and contract discussions were moved to Executive Session.

Public Correspondence: None

Ambulance Report: Terry told the Board that they expected to have a busy July 4th weekend with a planned motorcycle rally. The new team coats should be arriving soon. They had new candidates for full-time drivers, which was good news. So far this year there have been 49-50 runs.

Medical Director's Yearly Evaluation Report – Terra reported for Dr. Defrees. Evaluations for the staff were in progress and going well. Encounters needed to be improved: 12-14 is optimal, only getting 6-8 currently. Also need to work on security for medications. Eric Lower will construct a better, more secure cabinet for the clinic in the near future. Staff are happy and morale is good.

Chairman's Yearly Evaluation Report – Bill reported for Loren. *To be attached*

Administrator's Report: *see attached Office Administrator's Report.*

**Clinic
Committees**

Finance: Terra said she did not have time to do the financial statements and would bring them to the July meeting.

Old Business

Elections: Shirley said the ballots had been counted and Steve Sharp got the most votes, followed by Loren and Dave. She introduced Steve who had been contacted, agreed to serve, and was at the meeting. Board members greeted Steve and welcomed him to the Board. Terra said she would update the list of Board members and have copies at the July meeting. There was

one other write-in candidate noted on the ballots, but they did not follow-up with him/her as only one person was needed. We may want to do that with Loren's passing. Replacing Loren was agreed to be on next month's agenda.

Policy Manual, Appendix 4 – Terra passed out revised copies of the Policy Manual outlining which committee was responsible for review of each policy.

Policy Review: Dave asked if any Board members identified policies that needed revision. No Board members identified any, but Terra had several that she thought should be updated. They were: 1.3. #1 and 3; 3.11 #1 (procedures have changed); 3.18 (has an extra word that needs to be deleted); 11 (committee list needs to be updated); Appendix 1 still has notes that need to be deleted). The policy committee agreed to meet and develop revised policies to be presented at the July meeting.

Use of Skype: Shirley was attending the meeting via skype, it worked well.

Collection Procedures for overdue accounts: Terra passed out revised drafts of the policy and example letters for review. There was discussion on when the letters would be used and several suggestions for changes. The Board agreed with the procedures as discussed by consensus, and Terra agreed to make the revisions and bring final copies for the Board in July.

Contracts for Susan and new Dentists: Dave asked if an executive session was really needed for the contracts. All were comfortable with the contract provided by Bill and there was really no discussion needed. **Bill made a motion that the contract for Susan as presented to the board be approved;** seconded by Dave; the motion passed 7-0.

It was agreed an executive session was needed for the dentist's agreement.

New Business

Amending the Bi-laws, Section 8D: Dave made a motion to change the number of Board members required for a quorum in Bi-law Section 8. D. be changed from five to four. The motion was seconded by Jake and passed 7-0. Terra said she checked on who we should notify when Bylaws are changed and there is no required notifications.

Election of Officers: Tom made a motion to elect Dave as Chairperson, seconded by Jake, motion failed 0-7. Tom made a motion to elect Shirley Chairperson, seconded by Brian, passed 7-0. Tom made a motion to elect Brian Vice-Chairperson, seconded by Bill, passed 7-0. Jake made a motion to elect Dave Secretary, seconded by Bill, passed 7-0. Tom made a motion to elect Jake Treasurer, seconded by Steve, passed 7-0.

Board Member Comments: none

Next meeting Topics: Policy review follow-up, financial statements, Health Media Network, committee assignments, board vacancy.

Bill recessed the Board into executive session to discuss employee contract at 7:24 PM.
Bill reconvened the Board back into open session at 7:38 PM.

Dave made a motion to approve the rental agreement with the new Dentists drafted by Tom and Terra, seconded by Jake, passed 7-0.

Adjourn: Bill adjourned the meeting at 7:42 p.m..

Minutes prepared by Dave Schmitt (07-03-19)