

**Pine Eagle Health Planning Committee**  
**Annual Meeting Notes**  
**Monday, June 27, 2022**

Join Zoom Meeting: <https://us02web.zoom.us/j/84345067587>

**Call to Order:** Nora called the meeting to order at 5:59 p.m.

**Attendance:** Board members Nora Aspy (Chair), Dave Schmitt (Secretary), Pam Taylor, Maureen Joseph (Treasurer), and Betsy Greenman; Terra Lewis (Clinic Administrator); Dana Simrell (Ambulance Coordinator- for ambulance report topic), Debbie Pautsch (citizen)

**Approval of minutes:** Pam made a motion to approve the minutes of the May 23, 2022 meeting. Maureen seconded the motion, which passed 7/0.

**Changes to the agenda:** Date on the agenda for the meeting should be June 27 (not June 6)

**Correspondence and Public Input:** none.

**Medical Administrator's Report:** It was not received from Dr. Defrees. Terra will present it at the July meeting.

**Ambulance Report:** Dana reported that there were 13 pages last month that included 2 Life Flights and 1 double page (but only had staff for one, so Richland took one). One run was cancelled before leaving the station and one patient declined transport. The ambulance had a breakdown upon arrival at the hospital on one call; it has been repaired and is back in service. The ambulance with staff were also in service for the junior rodeo and parade.

Dave asked about the ambulance situation for Baker City. Dana stated that the city has hired Metro West to do their ambulance calls and Baker City is backing them up. The city is paying \$1,000/day and getting reimbursement when Metro West collects from a patient. The staff are staying at Doctor McKim's old office near the hospital.

**Board Chair's Report:** Nora Aspy; see attached.

**Clinic Administrator's Report:** Terra Lewis; see attached.

**Committees:**

**Finance**

**Financial Statements:** Terra made changes to the quarterly report as requested at the May meeting; nothing else has changes. **Dave made a motion to approve the first quarter 2022 financial statements for the Clinic, the ambulance service, and the building fund.** Pam seconded the motion which passed 6/0.

**Collections:** none.

## **Personnel**

**Patient Surveys:** Dave reported that no surveys were received.

## **Building**

**Access Doors:** Pam contacted the company originally interested in doing the work, and they are no longer interested. ADA requirements present a need to enlarge the opening. So a general contractor will be needed to oversee the project, along with an electrician to wire the door. Joey Young is a licensed contractor with ADA qualifications. The job will require a lot of design work to reinforce the walls, expand the opening, decide on sliders versus swinging doors, possibly switch the layout of the administrator's office, obtain permits, etc. Pam will contact Joey and talk with him about taking on the work.

## **Old Business**

**Policy revisions:** The June meeting is supposed to be our month to review the Clinic policies. Terra and Dave suggest moving the review to July as the Board has changed and the committees have not been staffed. All agreed.

**Old Ambulance:** Terra reported that Kyle, at Main Street Tire and Garage, offered \$5,000 for the vehicle. As per the direction from the Board at the May meeting, Terra and Dave accepted the offer. Payment has been made and the ambulance is gone.

**Landscaping:** Dave called Gulick Construction and they have creek rock that can be delivered for \$220/10 cu yards. They would dump it in the parking area, and it would then need to be moved to the side area. Dave also talked with Dustin (Wild Bill's) who uses a chemical to eliminate weeds and says it works very well. Maureen stated that her husband knows about that chemical, and she will have him talk with Dave. The consensus was to spray the weeds and put down the new rock, using volunteers to move it to the side area. Terra asked about the front area, and the consensus was to do the same in that area and use decorative pots of plants to add color. Dave will measure the area and talk with Kerry about delivering the rock. Dave is still getting information on how to install the sprinkler system and has a friend who is willing to help install it.

**X-Ray Machine:** Pam contacted Valley Family Health in Ontario; as per an email this afternoon they are not interested. She suggested sending out a note to various organizations across the state offering the machine on a first-come, first-served basis to see if there is any interest. If that fails, we can contact the refurbishing company to see if they want it as a donation. Board consensus was supportive of that plan.

**Elections:** Dave reported that 20 ballots were submitted. Terra and he tallied the votes: Dave received 18 and Betsy had 17. There were 5 write-ins: Rose Darting, Cal Ransom, Tom Smit, Debbie Pautsch, and Maureen Joseph. Dave is trying to contact them to ask if they are interested in serving. Pam said Debbie

was willing to serve. **Pam made a motion to appoint Dave and Betsy as Board Members**, Maureen seconded the motion, which passed 6/0. Dave and Betsy's terms run from 2022-2025.

Nora reminded us that this is her last meeting and a new Chairperson needs to be appointed. Dave agreed to be the Chairman, Betsy agreed to be Secretary, Pam agreed to be the Vice-Chairperson, and Maureen agreed to continue as Treasurer. Nora agreed to chair the rest of this meeting.

We will need to appoint members to the committees at the July meeting.

**EMT/Fire Appreciation Banquet:** Pam suggested that we have two events – one for the first responders and one for the staff. Pam is making contacts to set up a potluck for the first responders. The Clinic will supply the meat and side dishes will be supplied by those attending. Dave wanted to clarify who was being targeted as there are more “firefighters” in the area who are not part of the Volunteer Fire Department. Since it is that group we are thanking, that title should be clearly used in our conversations and advertising.

For the Clinic staff, Terra said they would like to have shirts designed with the Clinic logo on them. It was agreed to order several shirt styles and then let each staff member select their preferred style. Pam also suggested a jet boat trip and a team building session either before or after. The board was fine with that; Pam will make contacts to set it up. Betsy has done team building in previous jobs and would be willing to do it for the staff. All agreed to the plan with an estimated cost of \$165/person for the jet boat ride. Terra and Betsy will talk about the team building session.

**Microscope:** Pam stated that Pine Eagle Charter School took the microscope, so it is gone.

**New Business:** none.

**Board Member Comments:** All thanked Nora for her time as Chair and for her work on the Board.

**Next Meeting date:** July 25, 2022.

**Topics for Next Meeting:** medical administrator's report, financial reports, policy review, patient surveys, update on automatic doors, landscaping, committee assignments, website update, and Rob Mattox contract update.

**Assignments:**

<b>Terra</b>	Get Dr. Defrees' annual report Edit Ambulance Policy/Procedures Manual with Dana and send to Board Draft policy on payments Clinic staff appreciation ideas
<b>Pam</b>	EMT/Fire and Clinic staff appreciations planning

**Dave** X-ray machine transfer  
ADA door project  
Patient surveys  
Plan for installing sprinklers and rock placement

**Adjourned at 7:31 p.m.**

Minutes prepared by Dave Schmitt (07-14-2022) from Zoom recording.

**Attachments:**

Chairperson's Annual Report  
Nora Aspy

Over the last two years that I've been serving on the Board, first as a voting member and then eventually Chairperson, we have been through a doozy of an historical event.

And I am not giving enough credit to my fellow board members and those who have served previously, in saying it's been an honor, but for lack of a more professional phrase it will have to do. It has also been a real honor to work with the clinic staff, both present and those who have moved on. Yet again my words don't give sufficient credit.

Over this last year we've continued to successfully navigate through the worst of the Covid-19 pandemic and all that has changed due to it. We've, wonderfully, been able to not only keep the clinic doors open and in full compliance with all the new mandates and standards in healthcare, but we've been able retain our staff who has been diligent and loyal to not only the job and its requirements, but to their patients.

We've seen a change in our Ambulance and EMT service leadership, and I'm pleased to say that new people are joining them to help our area. Along with dealing with Covid we've upgraded the medical records and billing system to a more streamlined and user friendly one. Clinic services and ease for staff and patients have improved and our patient visits have increased. Some of that is due to Covid cases receding and some due to our gaining a known Provider who has served our area with our company previously.

Overall the Clinic is doing well and has started to hit an upswing, compared to the last few years. And I have great joy in saying that while bumpy at times, we've accomplished some great things and made great improvements to the building and services available. I will say again it has been a true honor to serve not only the Clinic but our community as a board member, and I have full belief and faith that those serving now and after my resignation will continue the hard work of keeping healthcare access available for our remote area.

**Pine Eagle Health Planning Committee Board Meeting**  
**June 27, 2022**  
**Administrator Report**  
**Terra Lewis**

**Encounters:**

- Kate average for May 2022 is an average of 11.3. Closer to the 12 encounters, which will get us showing in the black for the financials.
- Dr Defrees: 16-2 from April carried over on the reports
- Dr Smithson: 11-still at reduced schedule: May will be his first full day since changing EHR's.

**General Updates:**

- We are getting into our groove with the new electronic health record, Athena. There are always kinks to work out but overall, it's going well.
- Athena is making a vast difference on our revenue cycle. They are quick and motivated to collect from both insurance & patients. We are seeing a difference.
- Athena is sending patient surveys and I am getting more information on how to drill down the results.
- COVID is still here and in the community. I will only give future COVID updates if something changes with our processes.
- Pine Eagle Clinic will soon be able to get prescription mail-back program envelopes for our patients & the community. Coming soon.
- Pam & I are working through the old collections for Aprima. We are writing off or working on active collection letters/payment plans.
- Community Partners meeting-Rose Darting will email me when they are having a future meeting & then the Board can decide who should attend the meeting. This is a meeting for the community non-profit partners to strategic plan for Pine Valley's future.
- Joey's working on signage. He is also a licensed contractor so he may be able to help coordinate the door project.
- There is a company called PatientPop which can update our website & a number of other services. I didn't want to decide solely on yes or no. However, most of the services they provide, we already have available through Athena. It is \$600/month with an upfront cost of a few thousand. Rob Mattox should be able to help us with the website. There are other people out there that can focus on the website so we will look at a more focused fix for our online presence issues.
- I will be out of the office over the week of 4<sup>th</sup> of July.
- Thank you card for Mike Higgins. He volunteered his maintenance person to cut down the grass and weeds.