

**PINEEAGLE HEALTH PLANNING COMMITTEE
BOARD OF DIRECTORS
October 24, 2022
Meeting Minutes**

Zoom link: <http://us02web.zoom.us/j/84345067587>

Participants: Dave Schmitt, President; Betsy Greenman, Secretary; Dana Simrell, Team Leader Ambulance; Terra Lewis, Administrator

Call to Order: Dave called the meeting to order at 6:07 pm

Dave suggested that “changes to the agenda” be listed as an agenda item going forward. Dave said the Medical Director’s report is only done Annually so we don’t have to have that item on the agenda each time.

Because we did not have a quorum there was no action taken. Reports were submitted. Changing the by-laws to read “fifty percent of the Board” rather than the specific number of 4 required for a quorum should be on the June Annual Meeting agenda.

Approval of Minutes from September 26, 2022, Meeting – postponed to November meeting

Correspondence and public input - none

Ambulance Report – Dana Simrell. There were 7 ambulance calls this month. 4 transfers, 2 non-transfers and 1 life flight. The State Health Authority did an audit on the building, the ambulance, the office and paper work. There are updated contracts that need to be signed. There also need to be new car seats sized all the way to infants that attach to the gurney. Perhaps we can find a grant for this. New battery powered flares are required, already purchased and on the ambulances. The lights on the new ambulance have to be changed to red rather than the blue we have now. The blue is connected to a fire department ambulance. Ben Bishop offered to install the new red lights once they are purchased. The building is fine. Maintenance all good. We will receive a summary report letter telling us what needs to be fixed. There will be a time frame defined in the letter.

PAM, the car seats would be a great grant project.

The State Health Authority women were very nice and could be good resources to talk to when things come up.

The current contracts need to be reviewed and passed by the Board for signature. This includes; MOU – Memorandum of Understanding with Saint Alphonsus. It states that they are the facility our ambulances transport to, Medical Director contract and Baker dispatch. Dana is already working on the Baker Dispatch contract. Veronica, from the State, can show us drafts.

These contracts will be on the November meeting agenda.

Clinic Administrator's Report – Terra Lewis

Terra reported the stats:

Outstanding Accounts Receivable = \$74,930.62. This is down from August. It is at 57.6%. The bench mark is at 52.2%. The turn around rate is down from August when we were at 112 days. Claims requiring additional work are at 15.2%, bench mark is 27.2%. Cancellations in August were 24.4% with a bench mark at 31.2%

We are trying to gauge how to manage the wait list. People are beginning to understand that if we can't reach them, we need to move on to the next person on the list.

Terra brought up the issue of people who are not clinic managed patients wanting to come into the clinic. Urgent issues we try to slot them in if there is an opening, however, if we have someone on a wait list who is one of our patients we need to slot them in. It takes a lot of in-take work to see a non-managed patient. **Terra and Dave** will work on an article for the paper about how we manage seeing patients.

Regarding Lab reports: non-managed patients who use our lab for a blood drawer are informed that the information results does not come to us. It goes to their PCP. We provide a note at the time of the work that gives the number of the lab doing the work.

Encounters; Kate for the month; 175 which works out to 11/day; each of the docs have also seen 11/day

Claims denial – we are at 3.4%. The bench mark is 9.7%

Flu vaccine – we had 120 sent. There are 15 left. We have ordered 50 more.

Terra switched out her Chrome Book for Kate's laptop. It seems to be working better for her. If it continues, we'll have the Clinic order a Chrome Book for Kate.

PCPCH – patient centered primary care home Inspection. This is through our insurance.

There are documents we need to provide. They will review and rate us. We usually get a Tier 3. This provides a particular amount of income per person. Once these documents are reviewed they will do a virtual meeting with Kate, Terra and the staff. They will also ask for a small pool of patients to be interviewed.

Ambulance billing: has been confusing because of two different billing entities and only on Tax ID allowed. Athena also does Ambulance billing. **Terra** will get information about this to the Board.

We talked about the sports physicals and ideas for re-vamping that program. Possibility of requiring payment at time of service; even though the sports info says once every three years, the school wants it once a year. Need to have another conversation with the school about this timing. We'll put this on the agenda for future discussion.

Committees:

Financial Committee:

Quarterly Financial statements – next meeting
Collections - none

Personnel:

Patient Surveys – update on tracking – Terra patient surveys – 5 surveys, 98% satisfaction. We don't have the "drilled down" reports yet.

Policy Committee:

Take Action on Report from Policy Committee on updated Policy Next month
Staff reviews – do these in December

Building Committee:

OLD BUSINESS

Follow up about:

Landscaping – weather stopped this project
Irrigation – next year

Water Heater update – **Terra** call the Eric for quote and availability

X-ray removal: update?- none

(Health Fair – 2023) – keep on agenda as topic

Update on future staff training – all staff have been interviewed; need to set a date.

NEW BUSINESS

Board member comments - none

Next meeting date: November 28, 2022, Monday. 6 PM

TOPICS FOR NEXT MEETING:

Contracts; quarterly reports; Minutes for two months, September and October; Policy update; x-ray; water heater; staff training; Athena billing for ambulance; Health Fair

ADJOURN Dave adjourned the meeting at 6:55 pm