

**Pine Eagle Health Planning Committee**  
**Annual Meeting**  
**June 28, 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), Amari Fauna, and Nora Aspy; Terra Lewis (Clinic Administrator), Terry Schmoe (Ambulance Rep.), Gail Kimberling (HCJ).

**Approval of Minutes:** **Norah made a motion to approve the minutes of the May 24, 2021 meeting.** Nora seconded the motion, which passed 5/0 with one abstention.

**Changes/Additions to Agenda:** Dave asked to add Kim's Replacement under New Business and Kim's Exit Interview under the Personnel Committee – all agreed.

**Correspondence and Public Input:** None.

**Ambulance Report:** Terry reported that there have been 12 runs since the last meeting, 12 life flights so far this year (11/yr. is normal), and 51 runs year to date. Ambulance 22 is up and running. The ambulance and crew were at the Junior Rodeo as usual. Terry appreciated the Baker County Road Department washing the ambulance. The new generator installation will block the ambulance bay during the unloading; Terra and Terry have a plan to keep the ambulance available during that time.

**Medical Director Report:** This last year has been a stress-test on our health-care system as a community and a county. As a clinic we have had to adjust the way we care for patients and keep them safe from unnecessary exposure to coronavirus, have stood up vaccine clinics for our patients, figured out a way to provide testing, and coordinate with our County Health Department and larger medical community. I would like to say that through the efforts of the Pine Eagle Clinic staff and board that we have not only survived this stress-test, we have come out stronger for it. We have been able to stay nimble in the way we deliver care and provide additional needed services through all of this. We have survived the stress of a provider transition and continue to provide an excellent and personalized patient experience. I am excited and optimistic for what the coming years will bring for our clinic.  
Nathan Defrees, MD

**Board Chairman's Yearly Evaluation Report:** Tom said he is very happy with the way things have gone over the past year. It would be nice to have a dentist, but that is another issue. We have brought on another provider which is working out very well. The staff has had to work hard, and that is appreciated. The interior has been fixed up, a new generator is on the way, and a battery backup for the vaccine refrigerator has been installed. Things are going well, and the clinic is making money.

**Clinic Administrator's Report:** See Attached.

## **Committees**

### **Finance:**

**Profit and Loss Statements** – Chris has been dealing with some health issues and was not able to get with Terra to review the financial statements. Terra reported that we did get the Health District payment (\$66,000) and it has been deposited. Things are going well.

**Collections** – None.

### **Personnel:**

**Patient Surveys** – Dave reported two patient surveys (for Kate) had been received and both were positive. One person requested the clinic be open five days a week. The Board agreed that if business and money allow, we would like to do that.

**Kim's Exit interview** – Dave did an exit interview last Thursday. He shared the Board's appreciation for her good work over the past 5 years. She said she had enjoyed working with the team and felt valued as an employee. The one thing she suggests changing is having the position work more hours. The Board agreed, and Terra stated that more time has been planned for the position to cover lunch periods better.

### **Building:**

**Brochure** – Norah stated that the brochure has been sent to the printer, and she will distribute them around the community when she gets them. Mallory did a great job on the design.

**Landscaping** – Norah reported that Tom found a landscaper who will be getting his license and will work with Tori on the project. We should be able to start the project this fall.

## **Old Business**

**Election Results** – Dave reported that there were 18 ballots received. Norah received 18 votes, and there were some write-in names: Karen Endersby (1), Donnie Chandler (1), Rose Darting (1), Francis Vaughan (1), Maureen Joseph (2), and Cindy Marlow (2). They have not been contacted, as we may reduce the number of Directors; in which case they will not be needed.

**Policy Review** – Dave asked if anyone identified a policy that needs to be changed. Terra stated that the salary table needed to be updated, and she will take care of that. Norah asked if we had instituted a discount for paying at time of service and if the policies reflect that. Terra reminded the Board that it was decided to do that, and Terra agreed to draft a policy for consideration at the July meeting.

**Email for Board Members** – Terra has everything ready to send out for electronic signatures. Dave signed his at the meeting, and the staff has signed theirs. As soon as the signed agreements are returned, she will have Robert send out instructions to all.

## **New Business**

**Kim's Replacement** – Dave stated that Terra had posted a vacancy notice and received four applications. Interviews need to be conducted next week. He asked if any others wanted to participate; there were no takers. Terra and Dave will do the interviews, have the applicant spend some time with Kate, and give them a tour of the clinic. All agreed that was fine.

**Election of Officers** – Tom suggested that all officers be retained in their positions and voted on in one motion. **Amari made the motion that current officers continue in their position (Tom – Chair, Norah – Vice Chair, Dave – Secretary, and Chris – Treasurer).** The motion was seconded by Nora and passed 7/0.

**Bylaw Revision** – Dave noted there were several changes proposed. All had been previously discussed and a draft of the new bylaws had been sent to all Board members.

The first was a question related to Bylaw 3 Governance, Section A: Shall we reduce the number of Directors from seven to five? After some discussion **Dave made the motion that the Bylaws be changed from seven Directors to five.** The motion was seconded by Norah and passed 7/0. It was agreed that the reduction will occur as attrition occurs and no Director needed to resign. This also eliminated the need for any of the write-in candidates to be contacted, as we do not need to fill any positions. Dave will prepare an article for the HCJ to that effect to go with Gail's article on the annual meeting.

The other three were changes to: Bylaw 3 Governing Body, Section D, Bylaw 4 Nominations, Section A, and Bylaw 5 Elections, Section B. They all related to current Board members being able to participate in nominating new Board members. **Norah made a motion to adopt all three changes.** The motion was seconded by Amari and passed 7/0. Terra will look into what we need to do to make those changes to our bylaws.

**Board Member Comments** – none.

**Next Meeting** – July 26, 2021

**Next meeting Topics:** Financial reports, patient survey results, business email, policy changes, bylaw changes, and landscaping update.

**Assignments:**

**All** - Sign the Technology Agreement when Terra sends it.

**Terra** – Send Technology Agreement out for signature.  
Coordinate with Terry on generator install.  
Send Dr. Defrees' report to Dave along with her Admin. Report.  
Look into process for changing the Bylaws.  
Draft new salary table and a policy for pay-at-time-of-service procedure.

**Dave** – Summarize Patient Surveys.  
Draft an article for the HCJ on the election results.

**Adjourn:** Tom adjourned the meeting at 6:35 p.m.

Minutes prepared by Dave Schmitt (7-21-2021) from Zoom recording.

**Attachments:**

**Pine Eagle Health Planning Committee Board Meeting  
June 28, 2021-Administrator Report  
Terra Lewis**

**General Updates:**

- Kate is ramping up nicely. Even though I did not receive encounter data in time to get actual numbers, I'm encourage by how busy we are. On a slow day, we are seeing 8-9 patients and a busy day 10-14. Encounters in these slower summer months should dip and they are not. Numbers should be encouraging when we can get them next month.
- Credentialing is moving along slowly. We are able to bill out Medicare & Medicaid. All other claims are being held until we can get credentialing completed.
- We are moving along and sustaining our policies and procedures in order to pass our rural health clinic survey/inspection.
- Battery back-up system has been installed and is working perfectly.

**COVID-19 Updates**

- State of Oregon is changing the mask requirements for the state of Oregon. Reported out at the meeting that we could reduce our mask requirement to only those patients that would normally require a mask. Next day we found out that this change by the state does not apply to healthcare. Therefore, mask requirements will remain the same.
- All other infection control and screening processes remain the same.