

**Pine Eagle Health Planning Committee  
Board of Directors Meeting  
May 28, 2019**

**Call to Order:** Loren called the meeting to order at 6:01 PM

**Attendance:** Board members Loren Goracke (Chair), Bill Johnson (Vice-chair), Dave Schmitt (Secretary), Shirley Meger, and Jake Roe (Brian Pennock (Treasurer) arrived at 6:17); Terra Lewis (Administrator), and Terry Schmoe (Ambulance Representative)

**Approval of Minutes:** Jake made the motion to approve the minutes of April 22, 2019. Shirley seconded the motion. Motion passed 6-0 (Brian not present at this point).

**Changes/Additions to Agenda:**

Terra added amending the Bi-Law requirement from 5 to 4 (Section 8 D). That should have been done when the board went from a 9 person board to a 7 person board. Terra also asked for a discussion on the dental rental space contract. Both were added under new business.

**Public Correspondence:** Loren informed the Board that there will be a small potluck for Dr. Whitnah at noon on Thursday, all are welcome to attend. The Volunteer potluck for EMT people has been moved to the VFW building, May 29, at 6:00 pm.

**Ambulance Report:** Terry told the Board that Janet Miles had called to let him know Jacob's Dream can be a funding source for the ambulance and the clinic (just FYI). The Mobile Training Unit came out in April and provided training for half a five of the volunteers. Some Striker new no memory batteries have been purchased along with a charger. Dr. Richards spent time on the phone with the Board of Health and got his drug license reinstated. Chief John Clark called Terry, Baker Fire is working on the ambulance service area for Baker Fire. They are updating their service area maps and wanted to talk about Halfway's response area (which extends 22 miles into Idaho and also into Imnaha County). From April 22, to May 6, the ambulance had no calls; since then, they have had 10. The new team winter jackets that meet PPE requirements have been ordered and should be here June/July. There are 6 new people who are working with the ambulance, training may be worked out with a training outfit in Baker City.

**Administrator's Report:** see attached Office Administrator's Report attached. Terra asked for a Board member to help with Susan's annual review and the annual reviews of staff that are due in June; Bill agreed to do these and will work with Terra on the date/time.

**Clinic  
Committees**

**Finance:** Terra passed out March financial statements for the Clinic, Ambulance, and Building Fund. They were reviewed by the Board with Terra

explaining various line items and answering questions from the Board. The Board asked that a column be added showing the previous month's expenses so we can get a feel for what normal is. There was a discrepancy between the Profit & Loss Statements and the Balance Statement for the Clinic – Terra will correct and bring to the June meeting. **Jake made a motion to approve the Ambulance and Building Fund profit and loss statements and balance sheets.** Dave seconded the motion. Motion passed 7-0.

## **Old Business**

**Elections:** Shirley said we will count the ballots on June 19, but Terra noted that the Bi-laws state that the election will close on the Thursday prior to the June meeting, which is June 20. After some discussion, Jake agreed to bring the ballot box from Oxbow on the 20<sup>th</sup> on his way home, Terra will be at the Clinic to accept it. Terra will pick up the box from the Richland Feed and Seed on Friday. All ballot boxes will be at the Clinic office Friday. **Shirley will call the Nominating Committee to set a time to count the ballots.**

**Board Responsibilities:** Dave handed out a list of commitments the Board made in the Bi-Laws and Policy. It was agreed that the requirement for an annual self-audit was fulfilled by our monthly review of the financial statements. The majority of the work is listed in Appendix 4: Policy Review Schedule. **Dave made the motion to revise Policy Manual Appendix 4: Policy Review Schedule table to change committee assignments from “Executive” to “Policy” and “Investment” to “Finance”.** Seconded by Brian. Passed 7-0. **Terra agreed to provide revised Appendix 4 tables at the next meeting.** The Board agreed by consensus that each committee will review the sections they are responsible for on their own time and report to the full Board in June which policies need to be revised or new policies needed.

**Collection Procedures for overdue accounts:** Terra passed out a draft of procedures for dealing with overdue accounts. Discussion followed. Jake suggested the procedure outline be sent with the letter. The Board agreed that would be good so people will know what to expect if payments are not made. She will send out another draft including sample letters and we will discuss it at the June meeting. She also handed out copies of the revised Policy 2.2.

## **New Business**

**Amending the Bi-laws, Section 8D:** Terra informed the Board that the Bylaws Section 8D requires a quorum of 5 directors for the Board to take action. Since the Board is now 7 members (no longer 9), a quorum should be 4. **Terra will check to see if she has a copy to change and provide to the Board in June.** Jake found in the bylaws that they need to be amended at the annual meeting by the Committee. So we will address the change at the June meeting

**Dental space rental agreement:** Terra reported that Dr. Whitnah has talked to two ladies who want to start coming to Halfway two days a week in July. Dr. Whitnah

will do an inventory and donate his equipment to the Pine Eagle Health Planning Committee. The Board agreed to retain ownership of the equipment, allowing the new dentists to use it. Replacement or repair of the equipment will be the responsibility of the new Dentists. New equipment would be the property of the new dentists. **Tom agreed to work with the new dentists to negotiate a new rental agreement.** The Board agreed that we are providing space only and not take on billing and other responsibilities for the practice. The Board also agreed that rent should be similar with what Dr. Whitnah is paying (\$600/month) recognizing we have a large number of people under Medicare. Tom will send out a draft contract, Tom will negotiate with the dentists, and we will approve the contract at the June Meeting. Terra suggested the equipment be attached to the Building Fund for tax purposes. The Board agreed.

**Board Member Comments:**

Shirley asked if we can use Skype for her to participate in the June and July meeting. The Board agreed that using Skype or conference phone is fine if it works. Skype may not be a good vehicle for participation. **Shirley will check into a means to be part of the meeting.**

**Next meeting Topics:** Policy review, March Clinic financial statements, billing procedures, Bi-Law amendment, elections results, April financial statements, Susan's contract renewal, election of officers, evaluation results, and skype/phone use during meeting.

**Loren recessed the Board into executive session to discuss employee contract at 8:05 PM**

**Loren reconvened the Board back into open session at 8:48 PM.**

**Adjourn:** Chairman Loren Goracke adjourned the meeting at 8:48 p.m..

Minutes prepared by Dave Schmitt (06-06-19)

**Pine Eagle Health Planning Committee Board Meeting**  
**05/28/2019**  
**Administrator Report**  
**Terra Lewis**

**Monthly Outstanding Accounts Receivable Report:**  
**Apr 2019**

- Total outstanding guarantor balances are currently \$53,687.01 which represents 38% of the A/R. This is down 1% from last month.
- Of this amount, \$43,546.41 is over 120 Days. This is up by \$61.86.

**Encounters:**

- April 2019 Encounters
  - Defrees-15
  - Berry-100
  - MA Services-114

**Patient Concern Report:**

- Concern Reported: Lab billing issue-Resolved.

**Rural Health Clinic Committee**

- We will be meeting June 13<sup>th</sup> from noon-1:00pm. Medical Director, Nurse Practitioner, Administrator, & Community Member-Shirley are required to attend. We are on track & we'll report out the meeting findings at our June 2019 Board meeting

**General Updates:**

- 2018 Cost Report is complete & has been mailed to CMS. It will be reviewed and reimbursement checks are then mailed based on the findings of the report.
- Personnel Committee-Annual reviews information will be coming out. I did not get it to you last month. Susan's contract is due in June & her review should come this month as well. We could do all ours in the same day, week, month if that works better.

# Pine Eagle Health Planning Committee Board Commitments

## **Bylaws**

Board of Directors meet once a month. Members of the Board shall be active users of the clinic (one visit per 12 months).

One annual Committee meeting no later than June. The Clinic's Medical Administrator and the Chairperson of the Board will give yearly evaluation reports.

Nominating Committee will be appointed each year by February. Members shall be citizens of the service area and not Board members.

## **Policies**

2.2 Billing contracts will be reviewed annually by the finance committee.

2.11 An annual self-audit will be conducted of the finance accounts.

Appendix 4: Policy Review Schedule all policies are to be reviewed annually.

Note: there is an "Executive Committee" listed here – I do not see any Executive Committee in the bylaws or the policies. Neither do we have an Investment Committee at this time (was rolled into Finance Committee).