

**Pine Eagle Health Planning Committee  
Board of Directors Meeting  
March 25, 2019**

**Call to Order:** Loren called the meeting to order.

**Attendance:** Board members Loren Goracke (chair), Shirley Meger, Jake Roe, and Tom Nash (Brian Pennock, arrived 15 minutes late); Terra Lewis (office manager), Terry Schmoe (Ambulance Representative).

**Approval of Minutes:** **Jake made the motion to approve** the minutes of February 25, 2019. Shirley seconded the motion. Motion passed 4-0 (Brian not present at this point).

**Changes/Additions to Agenda:** None

**Public Correspondence:** None

**Ambulance Report:** Terry reported the whole team has been recertified. CPR class is next Saturday and mobile training on April 13. New batteries for the gurney have been ordered, \$1100 for two. Terry talked with Chief Clark (Baker Fire) to discuss the location of ambulances, keeping one in the county as a backup to anyone who needs it in an emergency. They will work out an agreement. There are new candidates who will be here for CPR training. Two have expressed interest in becoming EMTs. Terry asked for the Board's position on if they need itemized receipts and the use of bars when ambulance personnel eat while making runs. Board consensus was that an itemized receipt should be submitted if ambulance personnel are expecting reimbursement. The Board also agreed that personnel should be free to eat wherever they want, but they should leave ambulance identification apparel in the ambulance and park away from the entrance if they are eating where alcohol is served.

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

## **Clinic**

### **Committees**

**Finance:** Terra passed out The January and February balance sheets and profit and loss statements for the Clinic, Ambulance, and Building Fund. They were reviewed by the Board. The Clinic ended up in the black both months. The Building Fund looked good. The Ambulance had a profit. **Tom made a motion to approve the profit and loss and balance sheets.** Jake seconded the motion. Motion passed 5-0.

**Personnel:** Shirley presented updated Salary Table. Changes include the new minimum wages, an added column for the Administrative Assistance, updated step values. **Brian made a motion to approve the new Salary Table.** Shirley seconded the motion. Motion passed 5-0. The new table will go into effect today.

## **Old Business**

**Elections:** Shirley said she is looking and trying to get people from all communities on the committee to find candidates. Loren and Dave are running again so only one position is needing candidates. We need two new people to run for the Board.

**EMS Pot Luck:** Loren has the grange reserved for May 22. He will take care of all the preparations. Clinic will provide the meat and drinks.

**Sidewalk Update:** Loren talked to Bill Shields. They want a sidewalk from the Lions Hall to the Clinic. They want the Clinic to clear the snow during the winter. The Lions will put it in and Bill will write up a proposal to be presented to the Board.

**Introduction article for Dr. Defrees:** Terra said the HCJ is set up to do the article. Steve is waiting for his reporter to return.

## **New Business**

**Dr. Whitnah:** Loren said Dr. Whitnah is retiring June 1<sup>st</sup>. He is trying to find someone to take over the practice. If that does not happen, he will donate all the equipment to the committee. Dr. Whitnah is in contact with a person who may be interested, but that person is not out of dental school yet.

**Post Office Box:** Some time ago, the Clinic rented a post office box so they could do a survey. That did not happen. The Clinic is sending out surveys to patients as required by rule, but they return them to the Clinic. Board consensus was to drop the PO Box, saving \$56/month. Terra will notify the post office to drop the box.

**Tax Dollars to the Clinic.** The Clinic will be receiving \$32,000 in December, 2019.

**Office Chairs:** Terra would like to purchase new chairs for the office staff using \$ of donation dollars. **Jake made a motion to approve the purchase to buy new chairs and put a \$1,000 value on things to be brought to the board in the future.** Seconded by Brian. Motion passed 5-0.

**Board Member Comments:** none

Shirley asked if we needed the ballots printed by the next meeting. Loren said we need to have the names at the meeting to put on the ballots.

**Next meeting Topics:** elections-names to be on the ballot, sidewalk proposal from Lions, billing policy

**Adjourn:** Chairman Loren Goracke adjourned the meeting.

Minutes prepared by Dave Schmitt (4-15-19)

## Pine Eagle Health Planning Committee Board Meeting

03/25/2019

Office Manager Report

Terra Lewis

### Monthly Outstanding Accounts Receivable Report:

Feb 2019

- Total outstanding guarantor balances are currently \$59,298.38 which represents 40% of the A/R. This is down a little over \$3,000.
- Of this amount, \$46,906.42 is over 120 Days. This is also down by a little over \$3,500. *Some were paid and some charges needed to be forgiven due to length of time in processing and issues with the charges.*

### Encounters:

- Feb 2019 Encounters (*Average clinic encounters = a little over 7*)
  - Defrees-10 (*1 day*)
  - Berry-110 (*average 6.8*)
  - MA Services-85

### Patient Concern Report:

- 1 Potential Concern: Family member was going to meet with me today, March 25<sup>th</sup>, but didn't show. If concern is voiced at a later time, I will get the Board and/or Medical Director involved as the details of the concern are revealed.

### General Updates:

- 2018 Cost Report is due April 30<sup>th</sup>, 2019 to North American. Final Noridian filing deadline is May 31<sup>st</sup>.
- *The State of Oregon* Risk Assessment was completed on March 5<sup>th</sup>. I have not received the detailed report but they have already passed along some detailed policies. I will go through them & put together drafts for Board approval.
- Second staff meeting *went* well. The majority of the meeting was training on Fire Safety. Local Fire Chief attended and gave us great information & some homework to do. Meeting place in the event of a fire is the clinic side of the cement barrier wall.
- 2019 Health Fair is progressing nicely. We may not have as many booths this year as companies weren't available.
- Jim-Yard & Snow Maintenance has moved. He will no longer be able to water the lawn but he is able to keep up with the lawn mowing & snow removal. The clinic personnel will be responsible for watering the lawn or we would have to find another contractor. *The Board agreed.*
- Policy Committee-I would like to review and develop a more detailed collection policy for both the clinic & ambulance services. What to do with current patients *who* we are unable to contact. Example: Phone disconnected & letter returned

with no forwarding address. Terra agreed to send out the old policy on collections and example letters used for overdue accounts for review.

- Personnel Committee-Dana & Kim's reviews are due in April. Sam's is due in May and Susan's is due in June.