

Pine Eagle Health Planning Committee
Board of Directors Meeting
March 22, 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), Chris Lawrence (Treasurer), Amari Fauna, and Nora Aspy; Terra Lewis (Clinic Administrator) and Terry Schmoe (ambulance Rep.) for Ambulance Report only, and Kate Grace (our new provider).

Approval of Minutes: **Norah E. made a motion to approve the minutes of the February 22, 2021 meeting.** Nora A. seconded the motion, which passed 5/0 with one abstention.

Changes/Additions to Agenda: Nora asked to add the Clinic website under new business.

Correspondence and Public Input: None.

Ambulance Report: Terry reported that they have had 20 calls so far this year, about the same as last year. Last Saturday was a training day and all of the crew have renewed their CPR cards.

Clinic Administrator's Report: See Attached.

Committees

Finance:

Profit and Loss Statements – Terra said the finance committee had reviewed the statements for the fourth quarter 2020 and she then sent them out to the Board for review. She answered several clarifying questions and explained several of the categories.

2021 Budget – Terra said the Finance Committee prepared a 2021 budget and she sent it out to the Board previously for review. She answered several clarifying questions and explained changes from the previous year's budget.

Dave made a motion to approve the financial statements and the 2021 budget. Norah E. seconded the motion, which passed 6/0.

Collections – None.

Personnel:

Patient Surveys – Dave reported there were no returned surveys this month.

Provider Status Update – Terra stated that Susan left a little early on March 15, due to medical reasons. Kate was able to start today (March 22), so we had no

provider on March 16 and 17. The Clinic was still able to schedule vaccinations (providing some revenue) and caught up on other work. Deb is finishing her application for DEA or NPI, and Terra will continue to work on getting her ready to be a temporary provider.

Staff Evaluations – Terra sent the current evaluation forms to Chris. They were not used this year, as we did not realize we had them. Chris thought they would be adequate to use in the future.

Building:

Generator – Tom stated that a new generator has been ordered. It will take 2 weeks to custom build and deliver. It is a capital asset so will not be in the budget. The cost is \$8,200 and will be covered from the Building Fund account and added to our list of depreciation items.

Battery Backup – Tom said a 37-hour battery backup system has also been ordered that will cost \$5,200. That will be covered with donated funds. Nora A. noted that the Building Committee had talked about both these purchases extensively and decided they were a necessary and immediate need. So they asked Terra to go ahead with the purchases.

Ambulance Bay Ladder – Tom reported Joey was working on a fix for the problem. The previous fabricator was wanting more money and was not being timely with any fix.

Old Business

Dentist Provider – Terra reported that a group of dentists has visited and looked at the facilities. They looked at everything and seemed genuinely interested. They said they would call Terra after they had talked and crunched some numbers. They did not seem interested in the records of past patients, and Terra asked the Board how she should deal with them. The Board agreed that even though they may not be useful to a new dentist, they are not in our way and we should keep them until a new dentist comes and tells us whether or not they are wanted.

Business Email for Board Members – Terra is still working with Robert Maddox to set them up. He keeps running into problems. They are working on a new system for the Clinic as well.

Brochures – Norah E. stated that the text is ready. She is waiting for Mallory to come and take some pictures, and they will add information on Kate.

Elections – Dave reported that there are two candidates in Richland (Brice Perry and Denise Ransom) who have expressed an interest in serving on the Board. We are waiting for them to confirm their willingness to serve.

Bylaw Changes – Dave had sent out proposed changes to sections 3, 4, and 5 to allow the Board to be active in recruiting new Board members (copy attached). Tom read the changes and explained the purpose for the changes. No changes to the wording were proposed. There was some discussion on using HCJ notices to recruit, which we have done and can continue doing. Terra asked how the Board would show the public they tried to recruit people from the public to be involved. Dave suggested that it will be the Board's responsibility to make reasonable effort to follow the intent of the bylaws and document that effort in the minutes. Nora A. and Terra had suggestions on how we can recruit.

New Business

Website – Norah E. asked that Sam update the website to note what stage of COVID vaccination the county is in. Terra agreed to make that happen.

Board Member Comments

Reducing Board Numbers – Dave reported that Terra told him there is a form to change the Articles of Incorporation that needs to be filled out and submitted to the State, but reducing the number needs to be approved by the Committee at the annual meeting. Dave will add that topic to the annual meeting.

Next Meeting – April 26th.

Next meeting Topics: Ambulance bay ladder update, financial reports, Patient Survey results, business email update, Bylaw revision, reducing the number of Board members, elections.

Assignments:

Terra – Work with Robert on Board email system.

Prepare a short article/letter to the editor letting the public know that their donations have been used for the battery backup.

Have Sam note COVID vaccination stages on our website.

Dave – Summarize Patient Surveys.

Put Reducing Board Numbers on the annual meeting agenda.

Adjourn: Tom adjourned the meeting at 6:47 p.m.

Minutes prepared by Dave Schmitt (2-23-2021).

Attachments:

**Pine Eagle Health Planning Committee Board Meeting
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Administrator Report
Terra Lewis**

Monthly Outstanding Accounts Receivable Report:

- Total guarantor balances are \$57,332.94 which represents 51% of the A/R. Of this amount, \$48,666.63 is over 120 days.

Encounters:

- January 2021 Encounters
 - Defrees-9
 - Smithson-10
 - Berry-76 16 days/month: Average 5.85
 - MA Services-122
 - Clinic Average Provider Encounter: 16 days-5.94
 - 8 Billable Ambulance Runs
- February 2021 Encounters
 - Defrees-12
 - Smithson-13
 - Berry- 72 Average-5.14
 - Clinic Average Provider Encounter: 6.47
 - 2 Billable Ambulance Runs

Patient Concern: None at this time

General Updates:

- Kate Grace, PA-C has joined us as our provider. Welcome back. Overall, we are just getting her oriented with our HER and start seeing patients Monday 3/29.
- Since Kate is physically at the clinic, we can continue to perform support services.
- Susan Berrys

COVID-19 Updates

- Continuing to vaccinations. Baker County has moved on to 44 and up with underlying conditions. We are not there yet. We are putting into place a plan for Baker County to come out for a larger event to catch us up.
- Also, once Baker County started their online sign-up, there may have been confusion on who to contact the Halfway, Oxbow & Richland areas.
- We are working through our enormous list & the vaccine event through the county should help immensely.
- More information on that in the next week or so.

PINE EAGLE HEALTH PLANNING COMMITTEE BOARD OF DIRECTORS BYLAWS

Revision Proposal for 3-22 Meeting

1. GOVERNING BODY:

D. The term of office for Board members shall be three years. **To fill** any vacancies created by resignation, incapacity, or board removal, ~~will be filled by a majority vote of the Board.~~ **the remaining members shall recruit potential Board members from the service area and present them to the Board. A new Board member will be selected by a majority vote of the Board.** The person appointed to fill a vacated seat shall serve the remainder of time left in the position they are filling.

2. NOMINATIONS:

A. Each year by the February meeting, the Board shall appoint ~~three persons as~~ a nominating committee. At that time the board Chair shall instruct said committee of any deadlines related to the elections process. The members of the nominating committee shall be **2-3** persons who are citizens of the service area and ~~may~~ **should** not be Board members. **If sufficient number of people cannot be found, Board members may serve on the Committee.**

3. ELECTIONS:

C. Voting shall close **no later than** the Thursday prior to the annual June meeting to allow the Nominating Committee sufficient time to tabulate the ballots. There shall be no nominations from the floor or open voting at the meeting. Ballots with more than the specified number of votes shall be discarded and the votes not counted. The candidates receiving the highest number of votes will be confirmed as Board members for the succeeding three-year terms. The Nominating Committee will notify the Board Chair prior to the meeting time. The Chair, in turn, will notify the winning candidates and invite them to attend the meeting. (Amended 6/16/09)