

**Pine Eagle Health Planning Committee
Board of Directors and Annual Committee Meeting
June 29, 2020**

Call to Order: Shirley called the meeting to order at 6:03 p.m.

Attendance: Board members Shirley Meger (Chair), Brian Pennock (Vice-Chair – joined at 6:20 via phone), Dave Schmitt (Secretary), Jake Roe (Treasurer), and Tom Nash; Terra Lewis (Clinic Administrator); Terry Schmoe (Ambulance Rep. for Ambulance Report portion); Chirs Lawrance, Amri Fauna, and Norah Esty.

Approval of Minutes: Jake made a motion to approve the May 25, 2020 minutes.

Tom seconded the motion, which passed 5 for/5 abstained/0 against.

Changes/Additions to Agenda: Shirley asked to be given time under new business and Dave asked that the Complaint Status be an executive session at the end of the meeting. Terry asked to move the Drug Policy topic up so he could participate, Dave noted that nothing was done on that topic so there was no discussion to have at this meeting.

Correspondence and Public Input: None

Check on Assignments: Assignments from May 25th meeting were reviewed. Tasks were accomplished except the cleaning and maintenance contracts which are on hold and policy reviews

Ambulance Report: Terry said they have had 23 runs this month. The damaged ambulance has been repaired and is now back in service. Terry summarized the accident for those present and said they will be having a spotter when the ambulance is backing up, painting lines on the driveway to help guide the driver, and include training as part of their meetings. Terry had discussed transporting patients with the Covid virus with Dr. Richards (their Medical Director) who said to only transport critical virus patients, otherwise they should transport themselves. Regarding the ambulance drug policy, Terry said their policy is that individuals will have no alcohol within 4 hours before the run. All personnel go through a drug test when they apply to be part of the ambulance crew and agree to random testing if asked after that time.

Medical Administrator's Report: Terra stated that Dr. Defrees did not submit anything. She will ask Dr. Defrees to submit something for the July meeting.

Board Chairperson's Report: Shirley summarized some of the activities that have occurred over the past year including loaning Ambulance 2420 to Huntington, Dr. Whitnah retiring and two new dentists taking over his practice, allowing a hearing specialist use the conference room two days a month, agreeing with Kathy O'brien to allow her to use the conference room to provide counseling, we now have two MDs (Dr. Smithson and Dr. Defrees) sharing our medical director responsibilities and each being

in the office on day each month, her working with the Health District Committee that provides funding for the Clinic, working with electrical problems and upgrading WiFi services to the clinic to facilitate the dental practice and allowing online training and meetings, and dealing with Covid-19.

Clinic Administrator's Report: See attached Office Administrator's Report. Terra asked for direction on what to do regarding the Health Fair. Interpath Lab. has agreed to honor the Health Fair prices if we want to do the draw and send the samples to them for processing. The Board agreed by consensus to have the Clinic schedule one day for people to come in and have their blood drawn and send it to Interpath. Terra agreed to arrange that.

Committees

Finance: Terra handed out financial statements for April and went over them pointing out items of note and answering questions. There was some discussion on specific items. **Dave made a motion to approve the Profit and Loss Statements for February and March, 2020.** Jake seconded the motion, which passed 5 for/4 abstained/0 against. There are no collection actions to be taken.

Building: Terra said our contractor who handles maintenance has resigned. She put a request for proposals in the Hells Canyon Journal for those interested in taking care of our maintenance. She will get any submissions to the Building Committee. Jake recommended that we install underground sprinklers for the grass areas. He said there may be sprinklers already there, but the supply was from the Lions and they cut it off. All agreed that would be good to do and asked Terra to look into contractors to do the work and estimated costs. Terra asked that we drop the discussion on contracting office cleaning as they are able to do it with staff; all agreed.

Personnel: Moved to an executive session later.

Old Business

June Elections: Brian had given the results to Shirley who said Tom, Chris, Amari, and Norah had received votes. Shirley announced that she is resigning as of tonight from the board and gave her letter to Tom. As a result, there are four positions to be filled. The Board agreed that Tom will continue in his position (beginning a new 3 year term), Christine will take Brian's position (a three year term), Amari will take the vacant position (filling out the last two years of the term), and Norah will take Shirley's position (filling out the last year). Terra will have an orientation session for the new Board members.

New Business

Policy Review: Terra noted that policy 10.2 (Complaints) had two "the"s before Pine Eagle Clinic, one should be deleted; all agreed. She also passed out a revised Pine Eagle Clinic Wage Scale table for Policy 3.8 (Compensation) that reflected the new minimum wage effective in July; basically adding \$.50 to each

hourly wage and accordingly to the other positions. **Dave made a motion to approve the updated wage table.** The motion was seconded by Jake and passed 7 yes/0 no. No other work had been done on this and it was moved to July's meeting.

Board Officers for the Coming Year: After some discussion, **Jake made a motion to have Tom fill the Chairperson, Jake fill the Treasurer and Vice-Chairperson, and Dave fill the Secretary position.** The motion was seconded by Amari and passed 7/0.

Post-Accident Drug Testing: Terra sent out a copy of Baker County's policy for information late afternoon today. None of the Board had reviewed it so no work had been done on this and it was tabled to July.

Discount for Payment at Time of Service: Terra had not put anything together for the meeting. The Board discussed the idea and all were in agreement that we do provide some discount. Terra will get information together on what other providers are doing and bring a proposal to the July meeting.

Board Member Comments: None

Next meeting Topics: Dr. Defrees report, policy review (general and accident specific), financial reports, committee assignments, discount for payment at time of service, and underground sprinklers.

Assignments:

All – review policies related to their committee assignments.

Terra – Send financial statements to the Board when complete.

Schedule blood draw for the community

Get information on installing underground sprinklers

Revise the Policy manual to reflect changes

Change signatures on financial accounts to new officers

Draft a proposal for discounts at the time of service

Personnel & Policy Committee – Meet to discuss policy on responding to accidents.

The public meeting was recessed into executive session to discuss personnel issues. The executive session was adjourned and the public meeting was resumed.

Clinic Patient Surveys: The Clinic is sending out surveys to patients in May to get comments on the quality of our services. She gave Dave (Personnel Committee) several forms that had been returned to be reviewed. Dave will have a summary of the results at the July meeting.

Adjourn: Tom adjourned the meeting at 8:20 p.m.

Minutes prepared by Dave Schmitt (06-30-2020).

Attachments:

**Pine Eagle Health Planning Committee Board Meeting
06/29/2020
Administrator Report
Terra Lewis**

Monthly Outstanding Accounts Receivable Report:

April 2020

- Total outstanding guarantor balances are currently \$53,039.14 which represents 67% of the A/R.
- Of this amount, \$44,772.97 is over 120 days which has decreased by \$814.94 from last month.

May 2020

- Total outstanding guarantor balances are currently \$52,458.09 which represents 60% of the A/R.
- Of this amount, \$44,886.52 is over 120 days which has increased by \$92.85 from last month.

Encounters:

- March 2020 Encounters
 - Defrees-14 1 day/month: Average 14
 - Smithson-9 1 day/month: Average 9
 - Berry- 77 13.5 days/month: Average 5.70
 - MA Services-74
 - Clinic Average Provider Encounter: 15.5 days-6.45
- Apr 2020 Encounters
 - Defrees-12 1 day/month: Average 12
 - Berry-64 17 days/month: Average 3.76
 - MA Services-80
 - Clinic Average Provider Encounter: 18 days-4.61
- May 2020 Encounters
 - Defrees-8 1 day/month: Average 8
 - Berry-59 13 days/month: Average 4.54
 - MA Services-87
 - Clinic Average Provider Encounter: 13 days-6.08

Patient Concern Report:

- None

General Updates:

- Cost report deadline has been postponed again by CMS to August 31st. I will be required to get all my data into North American by July 31st to avoid penalty. I'm still waiting on one report from CMS. I'm thankful for the additional postponement.
- The annual RHC Committee meeting has again been postponed. I have not been able to confirm the date with Dr. Defrees so I will keep you posted.
- The ambulance has returned from the repair shop and has been back in service since June 20th. I have already been reimbursed by the insurance company for all travel expenses for the drop-off & pick-up travel. The only item left is getting the invoice for the repairs from Braun & then wrapping up the insurance claim. We have a \$250 deductible so I'm anticipating the only financial impact will be the \$250.00.
- I've reached out to two contractors regarding an estimate for the building repairs. I know of one that is complete. I just have not received it yet. The other person has not answered my emails. I'll continue to try to get at least one more bid.
- Aprima v18 upgrade
- Health Fair
- Conference Room setup
- TV/Audio Visual Cart, horizontal book shelf, Fax Machine

COVID-19 Updates:

- Not much has changed. Baker County is still at 1 confirmed case
- We are seeing more and more requests for asymptomatic testing. We are following state testing guidelines which do not recommend testing of asymptomatic patients. Since the hospital is requiring the testing, we are coordinating the testing with them at their location vs ours.
- We are continuing to prepare for a possible outbreak. We have been able to order additional supplies of PPE.