

**Pine Eagle Health Planning Committee  
Board of Directors Meeting  
November 23, 2020  
(via Zoom)**

**Call to Order:** Tom called the meeting to order at 6:00 p.m.

**Attendance:** Board members Tom Nash (Chair), Dave Schmitt (Secretary), Chris Lawrence (Treasurer), Norah Esty, Amari Fauna, and Nora Aspy; Terra Lewis (Clinic Administrator).

**Approval of Minutes:** **Norah made a motion to approve the minutes of the October 26, 2020 meeting.** Nora seconded the motion, which passed 5/0 with one abstention.

**Changes/Additions to Agenda:** Drop collections topic. Add flooring under Building Committee topics.

**Correspondence and Public Input:** None.

**Ambulance Report:** Terry – not in attendance.

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

#### **Committees**

##### **Finance:**

**Profit and Loss Statements** - Terra had sent out the Profit and Loss Statements for August 2020 via email prior to the meeting for Board review. Terra posted the statements on the Zoom screen, explained several areas that had unusual activity, and answered questions. Clinic income continues to be down due to COVID. We did not budget for two MDs, so it is showing an increased cost for that line (we should be fine with money on hand and coming tax payments), and will include both in the budget for 2021. Ambulance runs (revenue) are also down; we did have some unexpected expenses, but donations are up. Overall the ambulance is seeing a loss, but money on hand should cover it. The building had some unplanned repairs, so that line item is over budget. Again, there is money to cover that. **Amari made a motion to approve the Profit and Loss Statements for August, 2020.** Dave seconded the motion, which passed 6/0.

##### **Building:**

**Ambulance Bay Ladder** - Tom has an estimate for putting a cage around the ladder (\$346) and will proceed with getting that work done.

**Office Flooring** – Tom has a contractor to replace the flooring, which will be done this week. Volunteers will do much of the pre-work to help get the job done.

##### **Personnel:**

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

**Staff Evaluations** – Dave and Chris met with Samantha, Kim, and Terra. They all are happy doing what they do, get along very well together, were satisfied with the training they were getting, and did not have any comments on things that needed to be improved. Patient comments also support that, as they are all complimentary toward the staff. We met with Susan also. She is doing a good job on the medical end; there have been some issues with other areas. That will be discussed in our executive session when we talk about her contract which ends on Dec. 31st.

Chris suggested having a form to guide the evaluations, along with a rating system so that the staff know what to expect during the evaluations and will have a measure of performance. She agreed to draft one up and present it at a future meeting.

**Contract Negotiations** – Dave reminded the Board that a decision needs to be made regarding Susan's contract that expires at the end of December. He suggested we appoint a Contract Negotiation Team and (in an executive session) discuss what we want to offer Susan after Dec. 31. **Norah made a motion to appoint Dave and Tom to be the Contract Negotiation Team.** Nora seconded the motion which passed 6-0.

## **Old Business**

**Business Email for Board Members** – Terra is still working with Robert Maddox to set them up.

**Dentist Provider** – Tom reported that no dentist has been found. Norah and Terra are working on an advertisement to be posted.

**Vacant Board Position** – Tom has reached out to several people with no success. If anyone knows of a person willing to serve, please let the Board know. Dave suggested that someone from Richland be recruited. Consensus was to have Board members just continue to look for people willing to serve.

## **New Business**

**New Logo** – Norah had sent out a proposed logo, and all Board members liked it. She will work with Terra to incorporate the logo into our documents and website. The Board agreed to do a small run (+/- 100) of the Clinic brochure with the new logo and see how the need develops before printing more. The Board also agreed to print post cards to be used as reminders for appointments and other notices.

**Board Member Comments** – Dave had emailed to Board members a revised Patient Survey form, and asked that if any Board members have comments to let him know. He had received a few comments already. All agreed the revised form was good, and Terra will begin using it on the next mailing.

Tom noted that the finance committee needs to meet to develop the 2021 budget. It will take some work, as we have some large over-expenditures this year caused by the uncertainty we are experiencing due to COVID-19. Terra will look at the calendar and contact the committee with a proposed meeting date in December. Chris asked to be part of the committee, as she is the Treasurer; all agreed.

Chris noted that the bench beside the Clinic had not been cleared of snow. Terra said she will talk with Joey about including the bench when he does snow removal.

**Next Meeting** - Dave noted that the Board historically has changed the meeting dates for November and December due to the holidays. Since the December meeting is just after Christmas, maybe it should be moved to January. The Board agreed to have a meeting on January 11, combining the Dec. & Jan. meetings.

**Next meeting Topics:** Ambulance bay ladder update, marketing strategy, financial reports, patient survey results, business email update, provider contract, and dentist provider update.

Tom recessed the public meeting, and the Board went into executive session under ORS 192.660(2)(d) to discuss contract negotiations.

Tom reopened the public portion of the meeting.

Nora asked if we advertise for a new provider, could a previous provider apply if interested in returning. Dave stated that anyone could apply, including a previous provider; there was no disagreement.

**Assignments:**

**Finance Committee** – Meet to develop 2021 budget.

**Terra** – Send financial statements to the Board when complete.

Draft ad for dentist with Norah.

Work with Robert on Board email system.

Talk to Joey about clearing snow from the bench.

**Dave** – Talk to Terry about ambulance procedures.

Summarize Patient Surveys.

**Tom and Dave** - Meet with Susan to discuss contract terms.

**Norah** – Draft marketing strategy.

**Chris** – Draft a form to be used for staff evaluations.

**Adjourn:** Tom adjourned the meeting at 7:35 p.m.

Minutes prepared by Dave Schmitt (11-16-2020).

**Attachments:**

**Pine Eagle Health Planning Committee Board Meeting  
11/23/2020  
Administrator Report  
Terra Lewis**

**Monthly Outstanding Accounts Receivable Report:**

- Total outstanding guarantor balances are currently \$62,959.89 which represents 59% of the A/R. Of this amount, \$48,095.27 is over 120 days. This has increased slightly over the last few months. I've been reviewing charges in groups so it may be that insurance is taking longer to process & complete since more are coming through in one time.

**Encounters:**

- September 2020 Encounters
  - Defrees-11
  - Smithson-11
  - Berry- Average 6.21
  - Clinic Average Provider Encounter: 8.06
- October 2020 Encounters
  - Defrees-11
  - Smithson-6
  - Berry-108 16 days/month: Average 6.75
  - MA Services-114

**3 Billable Ambulance Runs**

**COVID-19 Updates:**

- Baker County has 259 confirmed cases, 2772 negative cases and 3 deaths. We continue to monitor and follow the recommendations of the CDC and Oregon Health Authority.
- We received 40 more rapid COVID 19 tests. We will continue following the testing guidelines from the Baker County Health Department for the rapid tests.
- One OHA recommendation dated 11/12/2020 The Board should be aware of for staffing:
  - "Healthcare Personnel identified as contacts: Underscores that healthcare personnel identified as close contacts of COVID-19 cases may work during their quarantine period as long as they remain asymptomatic. They should observe quarantine outside of work