

PINE EAGLE CLINIC HEALTH PLANNING COMMITTEE
BOARD MEETING May 22, 2023, 6:15PM
Minutes – Approved June 26, 2023

People present: Dave Schmitt, Chairperson; Pam Taylor, Vice-Chairperson; Maureen Joseph, Treasurer; Betsy Greenman, Secretary; Terra Lewis, Administrator; Dana Simrell, Ambulance Team Leader

Call to Order: Dave called the meeting to order at 6:12 pm

Changes to the Agenda: There were no changes to the agenda

Approval of Minutes: With one editorial change the minutes of the **April 24 ,2023 meeting** were approved 4-0, unanimous

Correspondence and public input: There was none.

Ambulance Report – Dana Simrell reported that the ambulance had eight runs. There are three volunteers who have taken the EMR test. Two have passed, Jasper and Lori and they are joining the service this week. Melissa passed the test and is in the process of completing other requirements for Oregon.

Both ambulances have been relicensed. The State Service licensing is underway. We have one certificate from the State, one pending.

The October Inspection Letter of tasks was mostly completed right after the Inspection in October. Dana indicated in her response letter that we are waiting on a formal agreement from dispatch with regard to which frequencies we are to use.

Dana also explained that our new EMR folk are really supposed to have two other trained EMTs on an ambulance run. Because of our short staff waiver, they could be second on run. Their training skills are similar to the basics. Dana also mentioned that she thinks these three people are planning to continue training to become EMT's.

Clinic Administrator's Report – Terra Lewis reported that Kate averaged 11 patient encounters per day with a total of 154 over 14 days. Dr. Smithson had back surgery and was out during April. He did telehealth in May. Dr. Defrees saw 14 patients.

The state of emergency over Covid ended in Oregon. Medicare has ended the vaccine requirements for staff. Any employer may set guidelines. After discussion the Board concurred that the CDC guidelines about staying home if sick and until a 24 hour period of no fever without fever reducing medication would be the policy for clinic staff.

The Health Fair had 20 patients. Interpath lost a sample. Lab work will not be available for any future Health Fair. We decided to put discussion of a 2024 Wellness event on the **July agenda**.

COMMITTEES:

Financial Committee:

Collections – there were none

Quarterly Financial Statements for: Clinic, Ambulance, Building were presented.

Maureen moved, Pam seconded to approve the financial statements for Clinic, Ambulance, Building. Passed 4-0, unanimous.

Financial committee recommended that Terra check with the bank about switching the account to CD's.

Personnel Committee: Patient Surveys – Terra was able to get the comments section of these. They were all really good. She shared the information with the clinic staff and Terra will get that summary to the personnel committee.

Policy Committee: -

Proposed policy for recruiting, training and retaining EMS volunteers

Process: Betsy suggested that the members of the policy committee meet and work through a policy that makes sense for the size organization we are. Betsy will send out suggested dates to meet. We have a couple of sample policies to work with. Dave, Debbie and Betsy are the committee, Pam is willing to be part of this too.

Building Committee:

Security System - update on any research – Terra suggested we hold off on this until we are doing the entry door project.

Water Heater update: Dave said that Joey is in process and progress is happening.

X-ray removal: update?- Pam has had no response from her efforts to find a taker. We concurred that it is time to take it to the dump. Dave will find help to make this happen.

OLD BUSINESS:

Update on future staff training – Betsy: scheduled for Wednesday, May 31, 2023

Dental Records – this in the Board summary in HCJ resulting in one call for the records.

Next steps for Board Annual meeting process:

May 19-20 put out Ballot Boxes

May 24 voting opens

June 14 Publish by-law change and annual meeting agenda on the website

June 22 Voting closes

June 26 Annual meeting

NEW BUSINESS

Kate's contract: The only change was to have the option to roll over the Continuing Medical Education funds. Betsy moved; Maureen seconded that Kate's contract be approved. Passed 4-0, unanimous.

Information/update on the Behavioral Health plan for clinic room rent -Terra has left a message, tried to contact her. We suggested that a certified letter be sent to her informing her the contract is done, the space is no longer available, she needs to return the key and remove your belongings. The space was used only three times since January. We will forgo the rent. **Terra will put something together, send to Dave and run it by the attorney.**

Time of Board meeting going forward We agreed that the 6 pm start is preferred. This begins with the June meeting.

Board member comments – Terra we need to keep generator and review of yearly maintenance on the agenda.

Dave is meeting Thursday with the Junior High kids to spread the rocks after Gulick delivers

TOPICS FOR NEXT MEETING

Next meeting date: June 26, 2023 – This is the Annual Meeting Anyone can vote at this. We need to look over the policies and see which ones need work and which committee is responsible. Review the policies and note any changes needed. This is an agenda item for the Annual Meeting.

ADJOURN. Meeting adjourned at 7:07pm