

Pine Eagle Health Planning Committee

February 1, 2016

The meeting was moved from 1-25-16 to 2-1-16 as there was not a quorum on the 25th.

1. Meeting was called to order at 6:04 PM by Pam Hall Brisk.

David Williams participated via phone. Pam Hall Brisk, Darla Hamstreet, Terry Schmoe, Susan Schmoe, Eileen Monti, Katy Bloom, Vicki Johnson, Jodel Thatcher and Shawn Thatcher attended the meeting. Liz McClellan was also there for a presentation.

2. Minutes from December 28th were approved as emailed.

3. Correspondence and public input

Letters of resignation were received Michelle Wilson who worked as front desk receptionist. Michelle and Bill Wilson have also resigned their positions as janitorial/maintenance providers for the clinic.

4. Mid Level Providers report

Krissy Uehlin was not present to give a providers report.

5. Additions to the agenda

Request for change of date for next meeting.
Ambulance crew appreciation dinner.
Executive meeting after for personnel issue.

6. Ambulance Report

End of a two year project! The ambulance will be delivered on February 25th. Terry and Susan Schmoe and two other volunteers will go to Chehalis, Washington on February 25th for the final inspection check, some paper work and to pick up the ambulance. There was a discussion of whether the final payment should be taken from Edward Jones or checking. Terry felt the money could come from checking as Edward Jones is set up for an emergency withdrawal should one be needed. They will take a check for the balance due (\$19,429) to present after inspection is complete and issues resolved. The total cost of the ambulance was about \$173,000.

Ambulance 2120 has a bad converter. One has been ordered (about \$300) and will probably be here this week and will be installed as soon as it arrives. This does not put the ambulance out of service. It just keeps the fluids from being warm and requires extra heat pads. The fluorescent lights don't work unless the motor is running.

There will be some additional costs. Here are the estimates for additional costs: snow tires - \$2,500, trip permit - \$45, title, registration, plates - \$118 and Oregon Department of Health License - \$45. There will also be costs for travel expense for four.

Ambulance runs last year were down but are up this month. There is no reimbursement for patients that travel on Life Flight even though we use more supplies.

7. Clinic

a. Administrators report

Samantha Dyke is currently covering Michelle's front desk duties. The Patient Centered Primary Care Home duties from her position will be covered by Darla Hamstreet and Samantha. Kayla Young is taking care of the janitorial work done by the Wilsons and the staff is sharing some of the maintenance work (i.e. taking out the trash).

Darla looked into costs for health insurance for staff. It is very expensive and most have other coverage or can't afford to buy the insurance.

b. Financial report

Loren Goracke has prepared next year's budget for the building, clinic and ambulance. Copies were provided for members and Loren was present for the 5:30 financial meeting to answer questions and go over information. These will be reviewed next month when Mike Higgins is present.

c. Old business

1. Lighting estimates were received for side lighting and change to LED fixtures in the clinic. A vote was taken by email on January 20th. All board members voted to install lighting for the side entrance and sidewalk, but LED fixtures will not be installed as the cost is \$14,000. David will check with Terry Sullivan from Idaho Power to see if there would be a cost saving over time.

2. Dr. Schott will not be able to supervise Kate Grace as he has too many other obligations. She is going to find out if she can be supervised by a doctor in Idaho who is presently supervising her.

3. Collin Foundation has requested a phone conference on Feb.5 at 2:30 PM because they have questions regarding the application for a grant for new heart monitors/defibrillators for the ambulance. Loren Goracke and Katy Bloom will phone conference with Cindy Knowles. Darla has agreed to let them in the building on Friday and help them with the phone. We have received \$5000 from Leo Adler, have a trade in estimate that expires in March for the current Zolls and have requests in at Cycle Oregon and Collins. We should hear from both foundations by mid month.

4. Articles of Incorporation do not need to be amended. They are correct as they are written.

5. After discussion it was suggested that Section 8 Item B of the Bylaws, **The board shall, one week in advance, give public notice for all meetings including the date, time place and proposed agenda**, be amended to read, **The board shall, one week in advance, give public notice for all *regularly scheduled board* meetings including the date, time place and proposed agenda.**

This amendment passed unanimously.

After discussion it was suggested Section 8 Item D in the Bylaws, **A quorum of five directors shall be required for the board to take any action**, shall be amended to read: **A majority of the directors currently serving shall be required for the board to take any action.** There was concern that we be public and not have just a few be able to change original intent of PEHPC.

There were four votes in favor and one opposed.

There were additional suggestions on other changes that should be made in the Bylaws at the annual committee meeting in June. Vicki Johnson had some areas of concern with the bylaws and some great ideas for discussion. We agreed that we would like these to be sent around for the board to study before the annual meeting.

6. Eileen Monti provided a proposed policy manual table of contents for board members to use in revising the policy manual and employee handbook. Employee handbook will have more details than the policy manual. These contents are suggestions from the board training in Pendleton. It was suggested that smaller groups work on the policy manual and bring ideas back to to the board. Jodel was working from policy written for Winding Waters Clinic and there might be some policy recommended by PCPHC. Do we have all the suggested committees and who is serving on all of the committees? July 2014 minutes are suggested as a source.

7. Liz McClellan reviewed the website maintenance contract for the clinic webpage. She answered questions about number of hours used, servers, language used for web pages, backups, adding information to the page and training. The blog is a way of

adding clinic information to the Facebook site and the website. Are people commenting and we are not answering? They could and we can set it up so that we are notified if someone comments. There were concerns about public postings. She recommended that all documents be added in PDF format. She recommended that the board have a group list e mail connected with the clinic where all e mail for the board would be handled. There is a tool to use for working together on line writing policy or agendas. The board then voted unanimously to for Darla to purchase the extended contract, 24 hours for \$1442, for one year. It is hoped that after training and updating that a basic package, 12 hours, \$1152 per year will work for the following year. What is used for backup? Are there multiple sites?

8. A new router for the clinic has been purchased and is being shipped.

9. David says the five year reviewing process will start in May.

d. New business

1. Post-probationary evaluations for administrator and medical assistant are being scheduled. Mike, Eileen and Pam will do the administrative evaluation and Katy, Darla and Krissy will do the medical assistant evaluation. Pam will schedule.

2. David feels that the person(s) who fill the opening for janitor &/or maintenance should be bonded and insured. The position will be advertised as soon as David looks into this. They can be filled by one or two persons/companies. Clark and Clark can tell us what kind of insurance they need. Darla will call.

3. Kayla Young has been serving as a temporary janitor. She is being paid \$400 per month for janitorial service. Some supplies are required by law to be purchased by the contractor.

4. Health insurance for employees will not be pursued as it is real expensive and not needed by most. Rates have doubled since last year. May be more expensive than other coverage staff has. We don't have enough staff to be a group.

5. The board unanimously voted to move the next meeting to February 29th, so there would be more time between meetings.

6. The school would like to be involved in ambulance appreciation dinner.

e. Items for the next agenda

Financial update

Plan for policy manual

Update on filling janitor/maintenance position.

There was a break and the board returned in executive session. The meeting Adjourned at 9:48.