

**Minutes for the
April 24th, 2017
Pine Eagle Health Planning Committee
Board Meeting**

The meeting was called to order by Chair Loren Goracke at 6:00 p.m.

In attendance were Loren Goracke, Bill Johnson, Brian Pennock, Linda Bergeron, Eileen Monti, Marsha Wilson, Dr. Warren Whitnah, Jodel Thatcher, Terry Schmoe, Susan Schmoe, David Williams, Dave Schmitt, Mike Higgins, Kate Grace, Susan Bolgiano, Lynn Osmann, Dana Simrell, and Penny Sabin.

Linda Bergeron moved that the minutes of the March 27, 2017 meeting be approved as emailed. Brian Pennock seconded the motion. The minutes were unanimously approved as emailed.

Under Additions to the Agenda, the status of Mr. Feemster will be moved from Old Business to the Ambulance report.

Under Correspondence, Loren read a letter from Steve Backstrom of the Hells Canyon Journal correcting incomplete information published in the April 19th's issue concerning the departure of Ms Krissy Uehlin as Provider. Loren read the section of the minutes that recorded the vote taken by the board after reconvening from executive session on March 27, 2017.

During Public Input, Mike Higgins complimented the board members for the job done with the contentious issue of the Providers departure. Lynn Osman asked why there has been so much turnover over the last few years. Eileen explained that these are personnel issues which are covered by confidentiality and are handled in executive sessions. Jodel suggested that Lynn speak directly with the people who have resigned. Bill reinforced that the board also is concerned with and has been working on improving stability

Terry Schmoe reported during the ambulance report that the entire crew have been recertified and are good to go until 2019. There is a new system for this all done on the computer, which presented a steep learning curve, but it is completed. We have five members who started on their 2019 recertification April 7. Have not yet received a delivery date yet on the new Zoll defibulator. The receipt has been requested and is coming. Terry spoke with Mr. Feemster about his poor treatment of the female staff. Marsha reported that he has since been very polite. Mr. Feemster denies that he has ever been convicted of anything, is not a felon, and said he is having his attorney send documentation to that effect. Billings are correct and still coming in in a timely manner. Sue continues to monitor billings. Terry is hoping to keep Mr. Feemster. Eileen informed Terry that at the last board meeting the board voted to send Mr.

Feemster notice of nonrenewal of the contract 45 days prior to the July end date of the current contract. Terry stated that Mr. Feemster is doing a good job and he is significantly the least expensive of the billers. Mr. Feemster still refuses to get bonded. Marsha suggested that the letter of non-renewal include the option of his retaining the contract by either getting bonded or proof of his never being convicted of a felony. Eileen stated that, if the board decides to renew Mr. Feemster's contract, we must publish a detailed explanation for the public in the Hells Canyon Journal delineating our rationale, since public outcry against him was so adamant.

Eileen moved that a letter be written to Mr. Feemster stating our intent and the previous vote to not renew the billing contract unless he provides clear and convincing documentation that he has never been convicted of a felony or if he gets bonded and see how he responds. Brian seconded the motion. The motion passed unanimously.

In the Administrator's report Marsha reported that our locum tenens (interim provider) will be in the Clinic on May 8. No patients will be booked her first week here, as she is still waiting for her Oregon State license to arrive. If the licensure board issues her license before the end of that week, we will move patients up to those days. What is being waited for is the paperwork from all the previous employers for whom she has worked. Lori has called and followed up with those employers.

Kate Grace addressed the board. She has been a locum for the last two years, just coming out of Prince of Wales Island in Alaska. She expressed interest in the provider position.

Marsha spoke to the financial report. She and Pam are still on schedule to have all the corrections and catch up completed to deliver the 2016 outstanding financial reports by the May board meeting.

Eileen announced that the redesigned website is up at the same URL. The approved minutes and financials are posted there.

Under Old Business, Loren reported that at the Health Fair we had 74-75 blood draws and 2 vendors. Interpath got those having draws self-address envelopes and will send the reports directly to the patients.

Nominating committee is assembling candidates, Rose said she has a couple people, also Brian has agreed to run again and Loren gave her John Wright, Jr.'s name.

Linda announced that she will be out of town from the middle of May through the first week of June.

Marsha reported on Stacie Rothwell, who is a representative for Rural Health.

She offered to make a site visit, make sure we have all things functioning properly so that we qualify for the full reimbursements and payments for encounters and services provided by the clinic. She will come out after we get all the staff on board and settled.

Bill reported that with all the current issues, the survey has been set aside but is definitely seen as very important. Eileen reported that the board now has its own post office box, #475.

Eileen read the proposed, revised draft of the policy on medical services benefits for the staff. (see attached) Bill moved that the revised policy be adopted. Linda seconded. The vote to approve was unanimous.

Under committee reports. Eileen reported that the policy committee is still waiting for Eileen to combine all the edits and additions into a new draft. Bill reported that the personnel committee will meet this coming Thursday at 1 pm.

Under New Business Loren proposed Dave Schmitt to fill the position vacated by Robin Vance. The term ends July 2019. Eileen moved that the board vote to elect Dave Schmitt to fill the position vacated by Robin Vance. Linda seconded the motion. The vote was unanimous in favor of appointing Dave.

Eileen read a proposed policy on how staff is to be notified of policy changes passed by the board. (see attached) Dave suggested that the policy manual on the clinic website be flagged when new policy is passed. Bill suggested that all staff and contractors be advised of proposed/draft changes. It was agreed upon that members preferred to review the draft and discuss approval at the next board meeting. Eileen agreed to do this.

There was no additional board member input.

Penny Sabin reported on her attendance at the OSHU Rural Health Conference geriatric health. The OSHU staff is willing to come out anytime to help the board. When Penny was on the board she called them to assist at some heated meetings.

Items for next agenda should include input from the new provider about direction she would like us to go, and our feedback to her; input on Mr. Feemster, update on nominating committee.

Eileen will draft a letter to Mr. Feemster for the board, Terry and Marsha to review. Rose will put something in the paper asking for volunteers to run for the board. Loren will have an update on nominees for the board.

Kate Grace asked to address the board after the public session.

Dr. Warren Whitnah thanked the board members for the time put in and getting the downward spiral to hopefully reverse.

The board adjourned into Executive Session at 7:10 pm.

Benefits, Clinic Services, draft 5, April 23, 2017

Employee Benefits

Clinic Services

A total of \$1750 per calendar year is awarded to each full time employee per calendar year (January 1 through December 31) and may be used by employee and their immediate family members.

* Part time employees will receive the percentage of \$1750 equal to the percentage calculated by dividing the number of their regular work hours by 32 (a full time week)

* Employees hired mid-year accrue the benefit pro-rated from the date of hire.

* Probationary employees earn the benefit from date of hire but may not utilize the benefit until their probationary period is successfully completed.

* If an employee resigns or is terminated before the successful completion of their probationary period, no benefit is accrued.

* Services covered under this benefit exclude any services or items which incur an external cost to the Clinic, such as laboratory tests, equipment, prosthetics, birth control devices, etc.

* The benefit is to be used in the calendar year in which it is earned.

* Any unused amount of benefit will not carry over to the new calendar year

* As this benefit was increased by a vote of the PEHPC board of directors on September 26, 2016, employees of the clinic will accrue the applicable percentage of the lower benefit up to that date, and the applicable percentage of the higher benefit after that date

- ∞ Services may be used by the employees and/or their immediate family members, the total per family not to exceed \$1750 per calendar year

- ∞ If the employee has insurance, their insurance is to be billed to satisfy their deductible

- ∞ Any balance not paid by insurance will be written off to an adjustment account designated for employee

Informing Staff and Other Affected Persons of Policy Changes

When the Pine Eagle Health Planning Committee board of directors votes in a new policy or change to existing policy, those clinic staff, ambulance service crew members, associated services (i.e. dental and physical therapy providers) and contractors who are potentially affected will be notified of the change by the office manager via email or written communication, as appropriate. Notification will be sent no later than two business days after the adoption of the policy change.