

Pine Eagle Health Planning Committee Minutes

March 28, 2016

- 1. The meeting was called to order at 6:03 PM by David Williams.** David Williams, Terry Schmoe, Susan Schmoe, Eileen Monti, Rose Darting, Katy Bloom Vicki Johnson, Darla Hamstreet, Chris Lawrence, Mike Higgins, Jodel Thatcher, Shawn Thatcher were present. Pam Hall Brisk, Krissy Uehlin joined us during the meeting.
- 2. Minutes from February 29, 2016 were approved as e mailed.**
- 3. There was no correspondence or public input.**
- 4. Mid Level Providers Report**

Krissy says everything is going well and she likes the new paint. Krissy might go for CME training in October as Kate Grace is not available to cover in June. Maybe Dr. Simpson will know someone else who can cover when the provider is not available..

Pam suggested we could use developing problems for community outreach. Krissy tries to use things they are encountering for articles in the paper. Sometimes the topic are related to national campaigns for the month: for example there will be free skin cancer screening in May.

Some information will be published in the school newsletter, i.e. well child checks. Perhaps it can also be published on the clinic website. She is planning to allow junior and senior students from Pine Eagle to shadow. They sign HIPPA agreements and the patients consents to allow them to shadow.

Krissy and Sam will be doing free blood pressure checks at the Health Fair.

5. Additions to the agenda

Financial audit

6. Ambulance Report

Ambulance 2121 is in service and has already been on a call. Fantastic. The lights are reported to be very bright.

The old ambulance is being cleaned and serviced and will be delivered to Baker later this week when the studded tires are changed. There will be a written memorandum of understanding agreement regarding loan of the old ambulance to Baker. Kevin Bell is checking on the insurance coverage.

There will be 10 hours of recertification training by the mobile training unit of EMS here and in Richland, on Thursday and Saturday. Also CPR training on Monday.

There are some problems with medicare bills submitted in January but they are expected to go through eventually.

7. Clinic

a. Administrators report

Finances are still not up to date but are very close.

Samantha has arranged for Heart and Home Hospice, Life Flight and Linacre to attend the Health Fair.

Dr. Smithson, from St. Luke's, who is taking Dr. Schott place will be here on Wednesday, April 20th and board members are invited to meet him at noon at the clinic.

There will be a farewell party for Dr. Schott on Friday night, April 1st, at Lefty's in Baker.

Pine Eagle Health District approved the second tax levy payment.

Thanks David Williams, James Spicer, June Mckenzie and Loren Goracke for the fresh coat of paint. Also to Samantha and Kayla for restoring things to order after the painting.

Aprima Patient Portal Training is now ready and Darla, Kayla and Samantha will receive training soon.

Krissy was on vacation March 21st to 24th.

New purchased desktop switch does not work and we can not return it to Amazon because too much time has elapsed from when it was purchased.

Aprima will pay for extended licensing so they and we will be able to access the old system.

Thanks to Pam for all her work getting the financials in order. Web portal is ready. Liz is getting close to training staff and setting up e mail for board members.

b. Financial report

The budget is not done so a work session on budget will be scheduled after the December financials are finished. There was a problem of no paper trail between the building fund and the clinic. There will now be a check written for all transfers and no electronic transfers. Authority for electronic transfers will be cancelled. Pam feels we are now caught up on financial records.

How can we check to be sure all encounters are billed? How do we handle HIPPA and auditing? Terry thinks we can track in house by name. It is felt the auditor can sign confidentiality agreement so he has access to needed records.

Not all people received the financial records so no vote will be taken to accept them until the next meeting. All records will be completed by next meeting. We need accept records and to review the budget before investing decisions are made. Hopefully this will be faster next year.

c. Old business

More changes were made to the investment policy and it will presented again at the next meeting.

A financial review is planned. It can be expanded to an audit. Some board members are interested in a full audit. This would cost \$3000.

The heating system is up and running and working well. It will be closely monitored in the next few days and a training session will be scheduled for staff.

Kayla Young bid for the janitorial position was accepted. The exterior maintenance position was not filled because the costs were too high.

There are no grants out and none planned at this time.

There will be a potluck for community volunteers on Thursday, April 14 at 6:00 PM at the school cafeteria. Board members are developing a list of volunteers. There will be a

notice in the paper. Notices should be posted on businesses. This is a joint effort of the school and PEHPC. The school will help pay for the meat. Attendees will bring sides.

David is only one planning to go to meeting April 9th in Pendleton for board officer training.

d. New business-

Pine Telephone ability to meet the needs of the clinics technology support was discussed. Pine Telephone is overwhelmed and doesn't respond quickly. This is why we didn't know the desktop switch did not work until it was too late to return the item. Eileen is proposing that we find an alternate source of support as a lot of our data is time sensitive and needs to be available. Eileen will write up a proposal. She will put in an expected response time and possibly a fee for late response in the proposal.

e. Items for the next agenda

Budget
Financial reports

Adjourn clinic portion

Next meeting is April 25th.

Meeting was adjourned at 7:26 PM.