

**Minutes for the
June 26th, 2017
Pine Eagle Health Planning Committee
Board Meeting**

The Annual Meeting of the PEHPC was called to order by Chair Loren Goracke at 6:00 p.m.

In attendance were Loren Goracke, Bill Johnson, Dave Schmitt, Brian Pennock, Eileen Monti, Pam Hall-Brisk, Barbara Musser, Kim Simpson, Samantha Simrell, Jodel Thatcher and Shawn Thatcher.

The minutes of May 22, 2017 and June 12, 2017 were reviewed. Dave Schmitt corrected the minutes to add that the May 11, 2017 minutes were reviewed and approved. Pam Hall-Brisk moved that the minutes as amended be approved. Bill Johnson seconded the motion. The vote was unanimous to approve the minutes.

Eileen Monti added discussion of administrator of the Clinic's Facebook page to New Business.

Under Public Input Bill Johnson reminded the group that Charlotte Vogel had come to the previous special meeting and stated she would return to this regular meeting to give comments, and asked that when she did arrive that she be allowed to speak then.

The Halfway-Oxbow Ambulance Service staff were attending Zoll defibrillator training in the conference room, so Terry Schmoe was not available to give the report.

Lori McPherson was not in attendance to give the Mid-Level Provider's report.

Pam stated that, due to Marsha Wilson's illness, the financials for January 2017 that were expected to be available for review were not ready. She asked whether, in the interest of responsiveness to continued public request for website access to current financials the board members would agree to approve financial reports via email vote as the reports became available. Discussion and input from board members and attending members determined that it is preferable to review in public meetings so that members can ask questions. Those financials for 2017 that are completed will be reviewed at the regular July meeting.

Loren stated that the Health District has allocated \$120,000 to Pine Eagle Clinic and that payments will arrive in two \$60,000 checks, one in June and one in December. He submitted the Health District's budget (attached).

Under Old Business, Pam moved that Dana Simrell be hired to fill the full-time Medical Assistant position and that her time working as a temporary employee in that position be credited towards her probationary period. Bill seconded the motion. The motion passed unanimously.

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Bill moved that Pam contact North American to have them reassume ambulance billing services through the termination of our current billing contract with them, November 1. This will provide sufficient time to investigate other ambulance billing services and also assess whether North American has corrected the previous problems.

Bill contacted Bob Whitnah regarding acting as our registered agent with the State. He deferred due to potential conflict of interest issues, but referred us to Dan Van Thiel. Bill is waiting for a response from Van Thiel to his phone calls.

Loren shared the schedule for Stacie Rothwells' July 20 visit.

Under committee reports Eileen stated that she has not completed the combined draft of the policy manual but will send it to all board members as soon as she has. After getting feedback the policy committee will resume meeting to continue work on the manual.

Since Terry was not available to update the board on his meeting with the emergency management folks there was no decision on opening the clinic over the weekend of the eclipse.

Eileen shared a printout of her email to the board listing the board committees and officers, and the beginning of a list of the duties of each, as requested in preparation for the July committee assignments.

It was decided that Pam go ahead and work with Marsha to set up staff email. Most board members are OK with using their personal email accounts but anyone wishing a clinic email will be able to get one along with the staff.

Under New Business, Loren introduced Barbara Musser who is our newest board member, and noted that Brian Pennock was as elected for a new term.

Under the discussion of the search for a permanent provider, Pam mentioned that Penny Sabin is willing to assist us and that Penny had worked on previous provider searches. Eileen will email the board members the previous Mid-Level Provider job description and contract. It was decided that Dan Van Thiel should review these. It was also decided that we should get an advertisement into the local papers as soon as possible, but also advertise nationally. Loren will also ask Stacey Reed for advice on the best places to advertise. It was agreed that the initial ad should be simple, something like:

The Pine Eagle Health Planning Committee is accepting resumes for a Mid-Level provider at the Pine Eagle Clinic. For additional information call Bill Johnson at 541-742-5005.

Resumes should be sent to:

PEHPC

P.O. Box 475
Halfway, OR 97834

Loren will run the ad by Stacey Reed for her input. It was also agreed that after receiving advice from Stacey on wording and where to post the notice seeking a new provider, Bill would get the revised (if any) notice to Pam who will post the notice in all suggested papers/locations. This so we can move ahead with the add as soon as possible.

Dave led the discussion of email voting with the result that some other method of meeting crisis deadlines will be developed by the policy committee in concert with the policy manual revision, but email voting will be discontinued.

The Medical Assistant job share discussion was postponed until after reconvening from the executive session so that any private personnel issues involved would remain confidential.

Election of officers resulted in unanimous voting as follows:

Secretary – Dave Schmitt
Treasurer – Pam hall-Brisk
Vice-Chair – Bill Johnson
Chair – Loren Goracke

Under discussion of a staff person acting as administrator for the Pine Eagle Clinic's Facebook page, Bill Johnson questioned whether it is appropriate for the Clinic to have a Facebook page. It was decided that Eileen would contact Marsha to work with the staff to (1) decide whether they felt the Facebook page was valuable and necessary, (2) decide who would be willing to act as page administrator, and (3) to present at the July board meeting their reasons in support of the page and answer Bill's concerns.

The meeting recessed into executive session at 8:19 p.m.

The meeting reconvened in public session at 9:26 p.m.

After discussion it was determined that there is currently no need for a special board meeting. The next board meeting will be at 6:00 pm. on July 24, 2017.

Board member assignments are:

Eileen will email the previous Mid-Level Provider job description and contract to all board members;

Pam will speak with North American about ambulance billing and billing reports;

Pam and Marsha will continue working on the 2017 financial reports;

Bill will talk with Lori McPherson about the MA position swap;

Loren will complete the janitorial contract and get Dan Van Thiel's review of it;

Bill will continue the registered agent search when Van Thiel returns his calls;

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Loren will get Stacey Reed's input on provider search;

Eileen will complete the policy manual draft;

The policy committee will draft some method or responding to requirements for emergency board decisions;

Eileen will coordinate with Marsha concerning the Facebook page administrator;

The meeting was adjourned at 9:43 p.m.