

**Minutes for the
May 11th, 2017
Pine Eagle Health Planning Committee
Board Meeting**

The meeting was called to order by Chair Loren Goracke at 6:02 p.m.

In attendance were Loren Goracke, Brian Pennock, Pam Hall-Brisk, Eileen Monti, Bill Johnson, Jodel Thatcher and Cindy Thayer.

This was a special board meeting to deal with two issues, filling the vacant medical assistant positions and getting a maintenance contract let.

Eileen Monti moved that the board hire Samantha Simrell to fill the part time medical assistant position. Brian Pennock seconded the motion. The motion was unanimously approved.

Jodel asked whether the procedure is still the same as when she was the Clinic Administrator, i.e., the administrator had the authority to fill the non-medical positions. Does Marsha have a say in this hire? Pam explained that Marsha is not the Administrator but the Office manager and Pam believes that selection is no longer in her job description. Pam did point out that the policy has been changed to require board approval of all selections. Jodel stressed that it is important that in building a team those in supervisory positions have involvement and the authority to go with it. In this situation, Pam pointed out, Marsha is aware of Sam's potential selection by the board and she asked that the board hire Sam. Policy is being reviewed and the board is completely open to writing a hiring policy that involves the staff in hiring. Pam will let Marsha and Sam know of this hire.

Cindy asked whether Lourdes Cuevas had been contacted about the open positions. She has been contacted and encouraged to apply for either position.

Pam Hall-Brisk moved that the full time Medical Assistant position be advertised for two weeks in the Hells Canyon Journal and on the clinic website. Bill seconded the motion. The existing job description will be used to recruit and the applicants will be advised in their interviews that the position may change. The position will be advertised in the 17th and 24th issues of the HCJ and then close on the 25th. The new person will be temporarily. The motion passed unanimously. Eileen will send the announcement and packet information to the Hells Canyon Journal, to Cindy for the website and to Marsha.

The board needs to advertise for janitorial services. Eileen will email the previous announcement and specifications to the building committee to ensure that it

has all that is needed/wanted in the request for proposal. Dave agreed to join the building committee. Brian, Loren and Dave will review the proposal, update it and Eileen will send the request for proposal to the paper.

Eileen brought up the need for an administrator for the Clinic Facebook page. Eileen will be an interim administrator until we get all permanent staff and then suggests that staff maintain it as they can post information more currently. Dave requested that Eileen post something on the page that is not being maintained at the current time. Eileen agreed to do this.

Eileen also asked about keys for William Jackson so that he can work on computers as needed without disturbing staff during work hours. Bill has the newly cut keys, and will leave them for Marsha. William can ask her for the keys he needs.

Eileen also suggested that the staff list the needs they are finding they have as they settle in. The board can then assess the complete list at a later time. Lori asked for Microsoft Office on her computer because she needed Word to complete some forms she needed to fill in. Currently she is sending the form to the one computer we have that has Word. If we assess the complete list of needs we can decide the most effective and economical solutions to the needs.

Loren reported on Stacie Rothwell about meeting with the board on various clinic configurations. She is willing to come in the fairly near future. Pam asked that Loren get dates from Stacie when she is available so the board can determine which will work best for us.

The board adjourned into executive session.

The meeting reconvened and closed at 7:15 p.m.