

**Minutes for the
December 26th, 2016
Pine Eagle Health Planning Committee
Board Meeting**

The meeting was called to order by Chair Loren Goracke at 6:07 p.m.

In attendance were Loren Goracke, Robyn Vance, Brian Pennock, Linda Bergeron, Pam Hall-Brisk, and Eileen Monti.

Pam Hall-Brisk moved that the minutes of the November 28, 2016 meeting be approved as emailed. Robyn Vance seconded the motion. The minutes were unanimously approved as emailed.

Under Additions to the Agenda, Pam Hall-Brisk would like to add a section to each board meeting agenda in which board members can comment, for instance, if they had been working with someone they can let the rest of the board know. It will be added to the agenda in January.

Under Correspondence and Public Input, the email from Rose Dating requesting to be removed from the board was discussed.

There was no Ambulance Service report. Eileen Monti read the minutes from the Ambulance staff meeting that Terry Schmoie emailed to the board.

There was no Mid-level provider's report.

There was no Administrator's report.

There were no financial reports. Pam and Loren will be meeting to develop the budget, but need to have the remainder of the financial reports for 2016, or at least the encounter numbers. It is expected that encounter numbers will be available. Pam is working with Marsha on financials and feels that she is doing well, especially for having only one month's time in the job.

Marsha Wilson will contact Bobby Femstra to follow up on his setting her up for access to the accounts receivable records.

Under Old Business, Eileen Monti read draft 3 of the drug policy revision. Since most of the revisions are in support of the Ambulance desire for testing and Terry Schmoie is not present, Eileen pointed out that the board can revise again if Terry has any issues with the policy as adopted. Given the changes in Oregon vs the federal laws on marijuana as a legal or illegal substance, the policy will undoubtedly need revision as additional government regulation is issued. Robyn Vance moved that the drug policy as read be adopted. Loren seconded the motion. The policy was adopted unanimously.

Pam reported that Kevin Bell has talked to St. Luke's, which keeps saying they are dropping malpractice coverage for their staff when they are out in satellite clinics. He spoke with the Office Manager who said that St. Luke's has doctors out in hundreds of satellite clinics and each is specifically noted in the insurance coverage, so any change is going to take quite a bit of time. Kevin got St. Luke's to agree to sign a certificate of insurance that they are covering Dr. Smithson currently. For budgeting purposes Kevin suggested we use a figure of \$2500 to \$3000 for Dr. Smithson's malpractice insurance. Since this is an annual fee, Robyn suggested that we find out when the St. Luke's renewal date is, we would know how much to budget. Pam will ask if there is a time element on the certificate.

Mileage for Dr. Smithson has been cut so we will need to budget for his mileage and pay him directly. Since we pay all the expenses for Dr. Smithson to St. Luke's, how do we determine what gets paid to him and what gets paid to Dr. Smithson directly. Loren mentioned that the physician got 70% of what the Clinic pays St. Luke's. We will need Dr. Smithson to submit something to document the mileage. There is a question of which days of the week Dr. Smithson will be coming out, and if this might include a Friday. Brian Pennock will contact Dr. Smithson to see when we need to pay him directly, how he will bill us for mileage, and which days he is going to be working.

The topics of surveys, Ms. Raybell and the no parking signs are assigned Bill Johnson so will be tabled for the next meeting when Bill is present.

Committee reports included the policy committee reporting on their previous work session in which they drafted the drug testing policy, and scheduling their next work session for Thursday, January 12 at 1 pm.

The Building Maintenance committee reported that the heating system is complete. Pam asked that they follow up with Joey Young to see about those areas the pest control person said needed blocking and screening. Loren has done a walk around with Joey and Joey said he will fix it all. There is about \$5000 in concrete work and about \$1500 in vinyl work to budget for 2017.

The next board work session will be on Monday January 9 at 6:00 pm.

Under New Business, Eileen Monti moved that Linda Bergeron be appointed to fulfill the term that Rose Darting was completing for Loren Goracke. Pam Hall-Brisk seconded the motion. The motion passed unanimously.

Eileen reported that we received one proposal on the RFP for technical support, this one was from William Jackson. For the website development we received one from Cindy Thayer and one is coming in from Liz McClellan, who didn't get the specs via email in time. Liz will get her proposal in by the end of the week.

Eileen read William Jackson's proposal to the members. Pam Hall-Brisk moved that the board accept William Jackson's proposal for providing technical support for the period of one year starting January 1, 2017. Robyn seconded the motion. The vote passed unanimously to accept the proposal. Eileen has information from Will on what equipment needs to be replaced, what would be nice to replace and what is long term, as well as cost estimates. She will get this out to the budget committee. The request from staff for a computer in each examination room was brought up. Since staff would be required to sign in and set things up each time they moved to a different computer, the board thought it would be preferable to get rolling stands in each exam room for the laptops. The wireless network has been improved and access is good to all parts of the clinic, so each staff carrying their own laptops with them would be the least expensive and most efficient in terms of logging on and off and having access to personal staff information.

Eileen read Cindy Thayer's proposal for website development, hosting and maintenance. She will share Liz McClellan's proposal when received and the board will vote via email on which proposal to accept.

Pam and Loren will try to get encounter numbers from Aprima in time they will attempt to get a draft 2017 budget for discussion for the January meeting.

Eileen read Marsha's email that detailed the work required to scan records from Centricity to get the information into usable form. We continue to pay \$413 per month to retain access to the legacy information in that software. It seems that there should be some way to extract the information from that database, even though Aprima says they can't transfer the information from Centricity. If there is a database there is a way to extract that. Eileen and Will will get together with Kim to see if they can identify a way to extract the information and set up a local database that we own that staff can access. We could then stop paying for Centricity.

Robyn reported that the cheapest online HIPAA certification course she found was \$15, but that didn't provide a certification. She is still looking for the least expensive training that provides a certificate.

Loren reported that we received \$5000 from Leo Adler and \$1000 from Idaho Power towards the Zoll for the second ambulance. We still have the United Community Partners grant, but that would be no more than \$500. This puts us way under the \$27,000 needed for a new Zoll. Pam brought up that we could add the money in the Clinic's Donations account, which would give us sufficient funds to purchase the second Zoll. Pam will talk with the VFW about the clause in the agreement to give the ambulance service to the Pine Eagle Health Planning Committee that requires the PEHPC to sell the ambulance, finances and all equipment back to them for \$1 if the PEHPC ever decides to stop operating the

ambulance service. Given the VFW legal exposure to any claims against the PEHPC or the ambulance service, perhaps they would be willing to remove that clause. Otherwise it isn't practical to mix clinic funds and ambulance grant money to purchase one piece of equipment that could be taken. If we can't come up with the additional \$21,000, we will need to return the grants by mid year.

Eileen read Marsha's email on the need for better documentation and patient follow-up to support our EOCCO status. She suggested that rather than 1 8-hour day per week, if Lourdes worked two 6-hour days per week she could catch us up and maintain the EOCCO documentation. This would be an additional cost of about \$200 per month, well off-set by the funds received from EOCCO. The group agreed to the additional hours and Pam will discuss with Marsha and

Marsha emailed questions about North American \$52,000+ accounts receivable. Pam said that a balance around \$50,000 is not unusual. First Aprima is supposed to research why something isn't paid and then ask Krissy about coding, if appropriate. Past boards have agreed that after working through the insurance issues, it isn't advisable to just turn all overdue accounts to collection. A more efficient method is to talk with staff to see if they feel the person would be able to pay. Marsha said that based on that she is willing to call the patient to see if they would be willing to set up a payment plan. Since collection companies take 50% in payment, we could offer a discount if the person would start making monthly payments. Also there could be a list of those patients who are in arrears and staff could ask the patient about it if they come into the Clinic. The group decided that first Marsha should follow up with Aprima, and after they have worked with the insurance companies, our staff will follow up with the patients.

Items for next agenda will include.

- Budget – (Loren and Pam)
- client surveys update – (Bill)
- update on Katie Raybell for Medicare payment review – (Bill)
- update on signs being made by Bill Schule – (Bill)
- Dr. Smithson billing and work schedule – (Brian)
- Centricity – (Eileen)
- EOCCO, Jill Boyd visit – (Pam)
- Zoll funds – (Pam)

The January meeting will be on January 23, 2017.

Items to be worked on:

- Eileen will draft a letter and send to William Jackson informing him that the board has approved his proposal from the terms of one year starting January 1, 2017.

- Eileen will update the board on additional website proposals.
- Pam and Loren will meet to develop the 2017 budget.
- Pam will talk with the VFW about removing the sell-back clause.
- Pam will talk with Marsha and Lourdes about the change in Lourdes schedule to handle the EOCCO patient follow-up and documentation.
- Pam will talk with Marsha about how the board wants to work on accounts receivable.
- Eileen will talk with Kim and Will about possible Centricity data export and about following up on accounts receivable.
- Brian will talk with Dr. Smithson about billings to him and his desired schedule.

The meeting was adjourned at 7:52 p.m.