

**Minutes for the
September 26th, 2016
Pine Eagle Health Planning Committee
Board and Annual Meeting**

The meeting was called to order by Chair Loren Goracke at 6:03 p.m.

In attendance were Loren Goracke, Pam Hall-Brisk, Robyn Vance, Krissy Uehlin, Chris Lawrence, Bill Johnson, Rose Darting, Brian Pennock, Terry Schmoe, Susan Schmoe, Jodel Thatcher, Kayla Young, Kim Simpson and Darla Hamstreet.

Pam Hall-Brisk moved that the minutes of the August 22, 2016 meeting be approved as emailed. Rose Darting seconded the motion. The minutes were unanimously approved as emailed.

Additions to the Agenda included adding Linda Collier, Chair of the Pine Eagle Health District, who will speak after correspondence. Loren Goracke added information on an estimate on concrete work in the front of the building for New Business,

There was no correspondence.

Linda Collier, Chair of the Pine Eagle Health District, spoke. She thanked the Clinic staff for all the outreach work and the other work they are doing. Linda shared a successful service to her sister who was visiting.

Terry Schmoe gave the Ambulance Service report. He demonstrated a new projector purchased for training and continuing education. It was a \$700 item that Terry got for \$400. He also demonstrated the Zoll cardiac monitor, its tablet that is used to file electronic reports to ImageTrend. This brings us up to the state requirement to eliminate all paper reports by 2017. Terry showed an older example of what the new radios ordered will look like. \$3000 was authorized to purchase radios. Because the Ambulance Service is bundling with Eagle Valley Ambulance, they will get \$5 off each radio, so for \$2980 they will get 10 new radios.

Terry asked for approval for \$2900 for winter tires and wheels for the new ambulance 2121. Pam Hall-Brisk looked at the budget for ambulance repairs and maintenance budget as of the end of July is \$4083. We have spent \$1798. So there is sufficient money in the budget for this purchase. Rose Darting moved that \$2900 be spent for winter tires and wheels for the new ambulance 2121, Brian Pennock seconded the motion. The motion passed unanimously.

Terry reported that the billing is coming along well. There is one issue, on mileage that Darla is resolving with Bobby Feemstra,

Terry stated that at their September team meeting the ambulance crew passed a

motion to go to random drug testing. Will need a policy from the board, so Terry will work with Eileen Monti and the board's policy committee to set up a policy and structure how the program will be administered and the procedure that needs to be gone through. Terry has given Loren a sample policy. Ambulance policies haven't been updated since 2005, so Terry will be working on that.

Krissy Uehlin gave the Mid Level Provider's report. Kayla Young has been training herself and has posted flyers for the diabetes support group meetings. These will be the fourth Tuesday of the month, the day after the board meeting, from 6 pm to 7pm. It is for both people with diabetes and also for others who can benefit from more knowledge of the disease. Are targeting patients who cannot get to the nearest diabetes educator, who is in Baker City. To provide diabetes educational groups we need a licensed nurse. If we helped Lourdes Cuevas get her Oregon license we could charge for more services that we provide. Currently we can't charge for nursing since we don't have a licensed nurse on staff, something to think about for the future. Lourdes is currently familiarizing herself with the PCPCH program. Krissy repeated her request for health benefits for Clinic employees. Krissy will be attending her CME in Oregon over a weekend, but she will be out October 12th and 13th. Flu shots are available at the Clinic and no appointment is required. October is Breast Cancer Awareness Month. The Clinic will give free breast exams during October. Bill Johnson asked why the St. Luke's mobile mammogram unit is parked at the school in May and August. No one knew why, but there is the consideration of a large parking space and the cost of the electricity.

Darla Hamstreet gave the Administrator's report. The Clinic had 138 encounters in September, 11 for Dr. Smithson and 127 for Krissy. Dr. Smithson hopes to increase his encounters when he gets completely familiar with APRIMA. The Clinic bought him a new printer, and we have purchased Dragon and Dr. Smithson is up and running with it. He will be working with Krissy to get her familiar with the software. The results from the 2015 cost report for Medicare are that the Clinic will tentatively be receiving \$6544. FoneMed was begun August 23 and appears to be going well. Krissy is still getting calls on her private line and we are trying to redirect that. Our internet speed has been increased to 15/3 and the results are positive. We just received the bid for having the ports in the exam rooms and the providers' offices hard wired. Kim, Darla and Eileen took the Google Apps training from Liz McClellan on August 9. Lourdes Cuevas was hired as the new part time Medical Assistant as of September 12. She will be working with Krissy and Dr. Smithson until she gets trained. Krissy Uehlin wants Lourdes' job description updated to include Spanish translation for PCPCH. She is covering when other staff is out or unavailable. Kayla Young and Adam from APRIMA have finally enacted the interface between APRIMA and ALERT, the State immunization site. This will eliminate a lot of paperwork and will increase our immunization encounters, as she will be able to more easily see and then inform patients of needed immunizations.

Financial report was given by Pam Hall-Brisk. The Financial committee met before the meeting. members had a few questions that were answered, and they reports appeared to be in order, with the exception of the ones for August which cannot be

compiled until the billing system completes work for the month and provides their report. Pam recommended that the board approve the reports. Rose Darting moved that the board accept the July and August financial reports. Bill Johnson seconded the motion. The motion passed unanimously.

Under Old Business:

1. Medical transcription update is that the Clinic has purchased Dragon, Dr. Smithson is using it currently and will be training Krissy on how to use it.
2. Update on Katie Raybell for Medicare payment review. Darla spoke with Ms Raybell and she will put together a proposal for us next week for reviewing our billing to see if there is anything that is missing or under paid. Rose stated that if the proposal exceeded the \$100 and some dollar estimate she was given, she'd be happy to call Ms Raybell and remind her of what she had said.
3. David Williams was the sole person to attend the Non-Profit Stewardship Board training in Baker City. As he was not present, no report was given.
4. Rose Darting reported on the draft client survey that she and Vicki Johnson compiled. It is two pages, front and back, and should give us all the information we need. This is the survey for the board to get feedback from the patients/customers. Bill Johnson suggested additional information on the purpose for the survey, place/method for returning the surveys, and some alterations to questions #4 and #16. Rose stated that the locked boxes will be used to return the surveys, opened only by the board in Executive session. It would be inexpensive to mail the surveys out. It would be useful to rent a post office box for the board, which could also be used for the annual quality control mailings. Bill Johnson moved that the board proceed with an in-house survey as developed by Rose and Vicki as information for the board's use and also that the board rent a post office box for the return of the surveys and that the survey be mailed to the service area, Oxbow, Pine Valley and Eagle Valley. Robyn Vance seconded the motion. The motion passed unanimously.
5. The financial committee has not had a chance to work on the investment amount. It is tabled until the next meeting.
6. Jake Collier has completed the 2015 Pine Eagle Clinic 2015 federal taxes and has submitted them to another member of the firm for review. We will meet with him this week at 1 p.m. Wednesday.
7. The PEHPC will work with the Ambulance staff to develop a random drug testing protocol and policy.
8. Krissy requested health insurance for employees. The board has not researched this topic. The initial discussion was for an increase to the \$500 of Clinic services, not insurance. Darla informed the board that Kayla just lost her insurance for herself and her family because she is now working full time at the Clinic. Krissy

thinks this will happen to Kim soon, also. Darla said that Clark and Clark was very high. AFLAC presented some packages, one not including hospitalization would be \$200 per month for all employees. Those rates were at the time the Clinic lost coverage. Darla was charged with finding out what coverage the employees need, where coverage can be attained, what would be the types of coverage, and what would be the costs. Pam stressed that the benefit must be paid by the Clinic directly rather than providing money to the employees to buy their own insurance, as the latter case would be considered taxable income to the employees.

9. Darla has a whole lot of emails into Liz. She still has not posted financials, she needs to train/allow us to post agendas and minutes. The portal itself is available/open now. We need to develop information to give to patients how to connect through the patient portal. Rose passed on that Eileen is under the impression that Liz has used all our bucket hours. Darla and the board questioned what she has used those hours for. Photo shoots alone were \$150 hours. Pam pointed out that when we talked with Liz at the board meeting prior to renewing the contract, we made it clear that our priorities are (1) be able to post the financials, agendas and minutes; and (2) have the patient portal functional. All the other things Liz is pushing are her priorities. The board is not interested in moving to and learning Google Apps at this time.

Under New Business:

1. A Personnel committee of Pam, Robyn, Eileen and Rose interviewed Lourdes and recommended hiring her. She is very knowledgeable, personable and a good fit. We moved ahead with a temporary hire. Pam moved that the board approve the hiring of Lourdes Cuevas as a part time Medical Assistant for one day per week. Rose seconded the motion. It was unanimously approved. Jodel Thatcher inquired whether this hire was in the budget. Pam Hall-Brisk replied that the part time position was indeed budgeted for 2016.
2. Amount of Clinic services for employees currently is 500 hours for full time employees and 250 for part time employees. Krissy suggested abolishing the limits and wanted to include families. Bill questioned if there should be a cap. Krissy said this doesn't cost the Clinic anything, but Pam replied that it does indeed cost time and benefits for Krissy's time used and the cost of billing an employee's insurance so that the amount counts against their deductible. Bumping the limit up to \$1000 would be, according to Bill, 14 visits per year. Pam suggested that the limit be raised to \$2000 per year. Bill suggested \$1500 for all employees, regardless of hours worked, since they cover for each other. Bill moved that the Clinic medical services limit be set at \$1750 per year for each employee and their family members. Rose seconded the motion. The vote was 5 to 1 in favor of the motion, with Pam Hall-Brisk voting nay. Pam then moved to amend the previous decision to read that the Clinic medical services limit be set at \$1750 per year for each full time employee and their family members and

\$875 per year for each part time employee and their family members. Robyn seconded the motion. Three voted for, two abstained, and one voted against. That was insufficient to pass the motion. The previous motion stands.

3. The financial committee discussed and agreed to bring the liability account 'accrued vacation' up-to-date to reflect the amount of accrued time off remaining in order to accurately show the liability. The account 'accrued vacation' will be renamed 'accrued time off'.
4. The staff has requested an increase of PTO from 32 hours total to 32 hours of vacation and 32 hours of sick leave. Rose would prefer the decision be made when we work on the budget so that the extra costs of a substitute and the increased accrued vacation liability need to be budgeted. Discussion decided to table the final decision until the new budget
5. The date was set for board retreat as Thursday, November 3, 2016. Robyn, Brian and Rose are developing the agenda for the retreat.
6. The date was for the next policy manual work session as Thursday, October 6.
7. Loren delivered the estimate for the concrete work to level the sidewalk, move to avoid the snowfall off the roof, and stop the water runoff to the new enclosure. This involved four squares of concrete. The bid is \$4560. Thursday evening they will cut the concrete and reinforcing rod, will, build the forms on Friday, pour the concrete on Saturday and we can walk on it on Monday when the Clinic opens. Eric Lauer will be performing the work. He was the only one who replied and bid. The Simpson brothers never replied. Pam moved to approve the contract from Eric Lauer to complete the concrete work as described. Robyn seconded the motion. The motion was approved unanimously.

Agenda items for the November meeting agenda:

1. Darla Hamstreet annual review
2. Increase in PTO to 32 hours PTO and 32 hours sick leave
3. Employee insurance report

The meeting adjourned at 8:01 p.m.

Board members met in Executive Session.