

Pine Eagle Health Planning Committee Minutes

April 25, 2016

1. The meeting was called to order at 6:02PM by David Williams.

David Williams, Vicki Johnson, Darla Hamstreet, Eileen Montee, Pam Hall Brisk, Rose Darting, Mike Higgins, Krissy Uehlin, Terry Schmoe, Susan Schmoe, Jodel Thatcher and Shawn Thatcher were present.

2. Minutes from the March 28th were corrected to read Dr. Smithson.

3. Correspondence and public input.

Darla Hamstreet presented Samantha Dyke's letter of resignation and David Williams read a letter from Kevin Bell of Clark and Clark regarding insurance for equipment that can be removed from the ambulance. Limit of \$122,000 which is the evaluation of the equipment. The premium is \$3114 per year with a \$1000 deductible. There has never been an insurable loss. It is under consideration for dropping. There is information missing at this time and Terry is not present so it will be looked at more carefully. Perhaps with recent losses at other fire stations it would not be a good idea to drop.

Has the request of the Thatchers been answered? Financials from August to December have been sent. Some financial records have not been approved but records are public. We need to check on whether all information has been sent to the Thatchers. It is cheaper for us to send electronics. It is public record but staff shouldn't have to copy materials. We have hard copies of most on file and some missing minutes have been located. The only e mail that is available to the public are the votes.

Letter from Jake Collier of Guyer and Associates will be presented during financial information.

4. Mid Level Providers report

Encounters 142 for Krissy and 13 for Doctor Schott. Krissy has been responding to more after hours emergencies. She responded to one motor vehicle accident, one before hours call at a house, one after hours call for prescription at the house. Sick day are interrupted by many calls and emergencies, prescription

refills, etc. Krissy really isn't off on a sick day she is still doing labs and signing off on things. She is still helping people.

New hire Kim Simpson doing great, six years of front office experience, in process of training. This is her first day on her own. she is scanning documents, scheduling patients and greeting patients with a smile. She is great on the phone and still getting training.

Working with Liz on Facebook and getting new staff pictures. Hoping Kim can take over work Samantha was doing. Working with school on well child checks. Newspaper article once a month. Mammography van is coming. Doing free exams for skin cancer. Website and Facebook will be linked.

5. Additions to the agenda

Folders for the website.
Insurance on removable ambulance contents.

6. Ambulance Report

Terry arrived after completing an ambulance run. He reported the number of runs made in 2016 has surpassed the total number of runs in 2015. The run that is out right now is 49 for the year. Between non transports and life flights there have been 8 non billable runs. Bills for ambulance include mileage, drugs and IV's. Mileage is cut in half because if the ambulance is empty they don't pay. If the ambulance doesn't leave the valley that is less than 10 miles. Medicare requires that blood pressure be over 140/90, drugs or IV's be used or they do not pay. There are also some standards that they are not critical and they do not have to go. EMT's receive \$250 per year state tax credit for volunteering.

Insurance does not cover equipment that is used on the ambulance and can be removed, i.e. gurneys, Zolls, tubing machine, drugs, or about \$60,000 per ambulance. There are questions about what is covered, when it is covered or if it is covered on other policies.

Regarding recent thefts in Baker and Keating which were in isolated and old buildings. We are safer here because we are not isolated and have better locks and doors. We need more security on storage room and cameras for police use in recovery. Be sure doors are closed and locked. The equipment that they accessed at the fire stations is valuable for metal resale but not so much the

ambulance equipment. Scrap yards can't/won't identify where they got the materials, but cameras will. They might be trying to get drugs or needles but the hard drugs are locked up.

CPR training was done on March 7th. Good turnout. Several new candidates which need training in driving and lifting. About 3600 miles on new ambulance. It rides really well and run times are slightly shorter.

7. Clinic

a. Administrators report

March was a busy month. Thanks, David Williams and other volunteers for the great for the great paint job. Health Fair was a success with double blood draws from last year. The cost was \$37.80 Thanks to Loren and Linda Collier for helping set this up. Samantha has resigned from medical assistant front desk position. Kim Simpson has been hired as her replacement and she is doing fabulous. Staffing changes have caused a few things to be put on hold including web portal training. It will be rescheduled for a later date. Darla is currently working on the cost report for North American and it is due this week. Appreciation dinner was a success. Thanks to the board members and especially Vicki Johnson for the work on the dinner. Thanks for all the help on the farewell potluck for Dr. Schott and the welcome to Dr. Smithson. We will find out on a month to month basis when he will be here. His schedule will probably be a day or two per month but is still to be determined. He needs to get used to the EMR system before he can see more patients. He charging the same rate. His contract is not signed at this time as he is still applying to be the supervising physician. Pam and Darla will be working on financials for January, February and March after cost reports are finished this week. He will be seeing patients from 7:30 to 2:00. His time will be determined by his patient load. We will advertise in the paper when all the paperwork is done. He will have access to Dr. Schott's patient records. He has been asked if he needs any special equipment for his OB work.

b. Financial report

Mike Higgins presented a letter from Jake Collier of Guyer and Associates regarding the types of financial analysis. Mike thinks five year compilation would be adequate. Eileen questioned what we would find out from the compilation as the data is what we already have available. After a discussion of the purpose of the audit, it was decided to ask Jake to come to a meeting and help us decide how we meet the requirements of nonprofit and best financial practices. It was pointed out that we might want to have Kevin Bell and Jake Collier on two occasions rather one. Mike Higgins will call Jake and schedule a meeting, hopefully, on May 10 or 11th or after the 17th. The 2nd works for most of us.

c. Old business

Financial reports for August through December have been corrected and were approved. Budget for 2016 has been sent digitally and was approved as presented, although some changes are expected as time and events occur.

What is happening on the 24/7 Med phone? There were no call for 2 months. The cost quoted from Med Phone was too high. Someone is working to combine several small clinics with low volume of calls so the cost will not be so prohibitive.

d. New business

Liz wants to know what folders should be on the website. Eileen presented some ideas. Some folders would be private and only board members would have access. Job openings, events, volunteer opportunities and approved budgets were suggested. Liz is the only one who can delete folders so we wouldn't accidentally delete a folder. E mail addresses will be available. There will be a public page and a board page. This will make electronic discussions easier because all the additions will be recorded in the same place rather than having to search through e mails.

Board members are seeking people for the nominating committee to find nominees to fill open positions on the clinic board.

Ad has been placed for part time MA, it will be in tomorrow's paper. So far no applicants have MA certificates.

David has quotes for cameras and for rekeying for the ambulance areas.

e. Items for the next agenda

Next meeting is May 23rd.

The meeting was adjourned at 7:47PM.