

**Minutes for the
May 22th, 2017
Pine Eagle Health Planning Committee
Board Meeting**

The meeting was called to order by Chair Loren Goracke at 6:01 p.m.

In attendance were Loren Goracke, Dave Schmitt, Brian Pennock, Eileen Monti, Marsha Wilson, Susan Schmoe, Terry Schmoe, Jodel Thatcher, Pam Hall-Brisk and Shawn Thatcher.

Dave Schmitt added that Eileen Monti agreed to see that the policy manual on the clinic website is flagged as changed when new policy is passed. Dave Schmitt moved that the minutes of the April 24, 2017 and May 11, 2017 meetings be approved as corrected. Brian Pennock seconded the motion. The minutes were unanimously approved as emailed.

Under additions to the Agenda, Dave asked about discussion of the policy manual, which will occur under committee reports. Pam added a discussion of the committees' assignments and duties and responsibilities under New Business.

Under Correspondence and Public Comment, Shawn Thatcher asked about the status of the financials since October 2016. Pam explained about the clean up and reconciliation work she and Marsha have been doing and stated that they will be completed this week and will be reviewed at the next board meeting.

Terry Schmoe reported on the Ambulance Service. They have had 40 runs to date, 6 over the average. Two of those have been Life Flight and there have been two non-transports. The Zoll is in route. It was also raised in price since we ordered from \$26,659 to \$29,153.03 delivered to Halfway. Terry asked the board to consider keeping the Clinic open Friday, Saturday and Sunday during the weekend of the total eclipse. Dr. Jacobs feels this is a good idea. Emergency Services manager for Baker County is applying for emergency funds to deal with the eclipse influx and Terry submitted \$1700 per day for a provider and overtime for the extra hours and a medical assistant. He has no idea if anything will be approved. Wayne Endersby expects we will be called for those on the Snake River and Brownlee reservoir. If the service can treat and transport to the Clinic their reduced transport time will allow 6 more calls in the time required to transport to Baker City. Because the Clinic which is air-conditioned a hyper-thermic patient who is dehydrated can be given fluids, actively cooled and monitored by a provider who can release them. Terry estimates three times more calls than normal as the estimate is that there will be three times the population in the area. Terry estimates 25 encounters over the weekend for the clinic. Loren will provide Terry with the regular salary, overtime and associated payroll rates for staff before the next eclipse meeting on the 21st so Terry can

estimate if asked about our costs for staying open. Ambulance 2122 was at the river for the Canyon Run fundraiser.

In the Administrator's report Marsha said she's been occupied collecting all the data for the cost report that is due at the end of this week. Still working on the new provider's credentialing. Lori's license came through on May 11th and she saw 5 or 6 patients that same day. The schedule has been pretty much full each day since then. Last week there were only three empty slots. Currently Lori is booking 45-minute appointment as she is still getting up to speed on APRIMA, with 15 minutes between to complete things and fit in emergency/walk-in patients. She expects to go to half hour appointments next week. Two laptops required complete wiping and installation, but that has been completed. Encounters at this point with the longer slots is 6 or 7 per day. Feedback is very positive about Lori and having Dana back. Currently Dana is the sole applicant on the full-time MA position. Samantha, the only applicant, was hired as the part-time MA. She is doing extra work on the Patient-Centered Primary Care Home program. Jill Boyd will make another visit to the Clinic before the report is due.

Under the Financial report it was decided to hold a special meeting to review and approve the financials on June 12. Pam will post notice in the Hells Canyon Journal notice of the special board meeting to review financial statements. Eileen will send Pam a copy of the last notice posted to use as a template. The financial reports will be sent to the board members prior to the meeting.

A letter was sent to Bobby Feemster on May 17 requiring that he send the PEHPC board either proof of his not being convicted of a felony or that he has been bonded, in order for the board to consider renewing his contract. Eileen will contact Terry Schmoe to call Mr. Feemster to see if he plans to reply. If no response is received before Memorial Day we will send the letter of notice of non-renewal.

Rose Darting has three candidates for the PEHPC board election: Barbara Messer, John Wright, Jr. and Brain Pennock. Mr. Wright has withdrawn his name for consideration. Loren has the ballots prepared and will get the voting boxes set up at the Clinic, Richland City Hall and Oxbow post office.

The discussion of the draft policy on how to notify people/staff of changes in policy which affect them was tabled to be included with the review of the entire policy manual that is coming out of the policy committee soon. The discussion brought up the need for clinic emails for all staff. Dave stated that he does not want any email in addition to his personal email. Pam and Eileen will look into what email provide, hopefully free, that can be used to set up accounts for the staff.

Loren said that the generator requires servicing, as it hasn't been serviced in two years. We risk losing a lot in serum and vaccines if the power goes out and the generator fails. The cost is about \$300 to \$400.

Under committee reports, Eileen promised to have a draft of the updated policy manual from the policy committee's work by the next regularly scheduled board meeting. The maintenance committee has placed a request for proposal for janitorial service in the Hells Canyon Journal and it should run for the next two weeks.

Under New Business, Pam stated that we need to talk about committee assignments and duties since we have had so many new board members. When we talk in July about who will be on which committee, we should have a discussion of what each committee does. We should also have a list of duties of each of the officers of the board. Eileen will send out the list of committees and offices so we can be thinking about duties for each as a starting point for the discussion.

Stacey Rothwell will be discussing with the board how other clinics are configured. Loren will send her dates on which we are available so that she can set her schedule. It was decided to meet in July so the new board members can be included. Dates should allow Stacie to also meet with the staff on a regular work day. The dates selected are: July 11, 13, 18 or 20. Loren will email Stacie.

Items for the next agenda are: eclipse, committee duties, policy manual draft, ambulance billing, staff email, election results, election of officers.

To do:

- Loren will send hourly and overtime rates to Terry for the eclipse
- Pam will send HCJ notice of June 12 meeting
- Eileen email Terry to contact Mr. Feemster
- Eileen and Pam will research potential email service
- Eileen will complete and distribute the draft policy manual
- Eileen will email board members a list of committees
- Loren will email Stacey with dates for her visit
- Eileen will write and Loren will sign and send letter to Mr. Feemster on May 30th to notify of intent to terminate the contract for billing

The meeting closed at 7:41 p.m.