

**Minutes for the October 23, 2017  
Pine Eagle Health Planning Committee Board Meeting**

The meeting was called to order by Chair Loren Goracke at 6:04 p.m.

Board Members Present: Loren Goracke, Pam Hall-Brisk, Eileen Monti, Brian Pennock and Bill Johnson. Also in attendance: Marsha Wilson, Terra Lewis, Terry Schmoe, Susan Schmoe and Jimmy Clyde Huff.

Pam Hall-Brisk moved that the minutes of the September 23, 2017 meeting be approved as presented. Brian Pennock seconded the motion. The motion passed unanimously.

Agenda – no changes to proposed agenda

Correspondence/Public Comment: Loren presented Barbara Musser's resignation from the board due to relocation. Discussion produced the names of several possible replacements. The personnel committee members will contact them.

Jimmy Clyde Huff came later in the meeting but spoke under the Public Comment section. He asked why the Clinic was going to be open only three days per week. Several board members explained that we are still recruiting, we are exploring meeting requirements for blood draws oversight, that Dr. Smithson may increase his days to two per month after the first of the year, that there may be a possibility of interns wanting to come on a periodic schedule to expand their experience and training. The board would like to eventually have the clinic open five days per week. Pam explained that our provider is being paid on a pro-rated hourly rate for only those hours she is working, and that we also need to increase our encounters in order to be able to afford to provide more service days/hours.

Mid-Level Provider's Report: none

Ambulance Report: Both ambulances have been serviced and fitted for winter service. There have been 74 runs to-date, but one run had 3 patients. The ambulance billing options were discussed. Eileen moved that the board select Springfield Ambulance Billing as our billing service. Pam seconded. Bill asked about the length of the contract, which is for two years. The motion was passed unanimously.

Clinic

Office Manager's Report: Marsha

Terra Lewis was introduced as the new office manager for the clinic. She has extensive experience in all the aspects of medical administration and is already making positive contributions.

Terra is working towards the Rural Health annual meeting. Dana and Terra are

working on emergency preparedness plan.

First impressions staff are hearing about Nancy are really favorable. Nancy has had a fully booked schedule almost from her start day. Terra has hit the ground running and is noticing and looking into requirements the clinic needs to fulfill.

Dr. Smithson is considering coming twice per month starting in January.

Pam reported that there are no financial statements this month as she and Marsha have been working on correcting errors that have been brought forward for several years. The insurance companies make payments by direct transfer to our account, but do not send any documentation of what the payments are for. We have been working with North American and finally will get a detailed statement from them so that there will be some records with which to reconcile the bank statements. Terra found a report in APRIMA that will also help, so we will have financial statements next month.

We are still sending information to insurance companies to get some to send us quotes on liability insurance.

## Committees

**Policy committee** met twice and are making progress on the second round of rewrites. We sent some to the financial committee for input on policies we don't feel qualified to draft. We hope to have a full draft to the board and staff for input. Eileen proposed a rewrite of the policy definition of full time, which is currently based on a 32-hour work week. With the clinic hours of operation changing, she proposed a revision of full-time. She moved that the definition of full time be changed to "Full time employees are those hired to work on a regularly scheduled basis for the normally scheduled operating hours of the clinic" and part-time as "Part time employees are those hired to regularly work fewer hours than the normal operating hours of the clinic" Pam wanted to be sure that the current wording on part-time of "but at least 20 hours per week" is retained. Brian seconded the motion. There was no additional discussion. The motion passed unanimously.

Jimmy Clyde Huff arrived and asked why the clinic is open three days per week. Eileen explained that this is not a permanent schedule. We would like to get to the point where we are open Monday through Friday, but are committed to getting back to four days per week. Dr. Smithson may be adding one day per week. We have heard there are some interns practicing in Baker who would like some rural clinic experience. We are still researching whether a provider is required on site by Rural Health for blood draws. We are still looking for other providers, as Nancy is willing to cut back her schedule if needed. Pam pointed out that we currently do not have the clientele to be open four to five days per week. Jimmy Clyde asked is Nancy was being paid by the hour, which she is. He said he'd share the information he got to others with the same questions.

**Investment Committee:** Bill reported that Mike Higgins is not interested in being on the Investment committee. He suggested that we ask Terry Schmoe if he would like to be a member.

**Personnel Committee:** Bill asked Eileen to send him a draft of the article on the difference between a nurse practitioner and a physician's assistant. The committee is meeting this week to discuss Dr. Smithson's contract. Terra will get information on levels of service and requirements for the medical director to the committee.

**Grants:** Loren reported that there was no response yet from any of the three grants applied for.

**Building:** Loren reported that the concrete has been poured, the roof has been repaired, and Eric will be gluing down the rubber mats in the enclosure. Generator appears to be working OK after the service call.

#### Old Business

Loren reported on alarms for clinic bathrooms, looking for a hard-wired version with battery backup. He will talk with Luke about the electrical.

Loren reported on the National Health Service qualification was sent in before October 10<sup>th</sup>. It will be at least two months before we hear from them.

#### New Business

No one is willing so far to be a board member replacement for Barbara's position. Bill suggested Tom Nash, Khris Lawrence and said he'd ask them. The personnel committee will write up a notice for the paper asking for board member volunteers at

Loren reported that there have been a lot of complaints from people trying to call the clinic. Telephone system was installed three years ago by Alpine Alarm. Marsha called them and they said there is nothing they can do. Since we have no information on who is having the problem, the specifics of the problem, etc., Terra volunteered to get more information.

Rob contacted Loren about a request he got from a massage therapist to sublet his therapy space. Since this would be on days the clinic was bot open, the board decided the security risk was too great and the consensus was to decline. Rob could let the person know to contact the Presbyterian church about using their fellowship hall.

*Clinic website staff update:* Staff photos and bios need updating. Eileen will contact Cindy to work with Sam, who is managing the site now. Eileen will send Terra Cindy's email address.

Topics for next meeting – replacement board member; Dr. Smithson contract; Article

on difference between nurse practitioner and physician's assistant; alarms for bathrooms.

Assignments -

Personnel committee will write article for the HCJ on NP vs. PA; drafting Dr. Smithson's contract

Loren will be gone from November 8th through 22<sup>nd</sup>

Bill will contact Tom Nash and Khris Lawrence as potential board members

The Next PEHPC board meeting will be November 27.

Meeting was adjourned by Chair Loren Goracke at 7:45 p.m.