

**Pine Eagle Health Planning Committee  
Board of Directors Meeting Minutes  
May 21, 2018**

**Call to Order:** 6:00 p.m. by Loren

**Attendance:** Board members Loren Goracke (Chairman), Bill Johnson (Vice-Chairman), Dave Schmitt, Tom Nash, Bryan Pennock, Pam Brisk (5 min. late), and Eileen Monti (at 6:48); Office Manager Terra Lewis

**Approval of Minutes: Motion made** by Bill to approve minutes of the April 23, May 2, and May 9, 2018; seconded by Bryan; motion passed 5-0, unanimous.

**Changes to the agenda:** Added an executive session to follow the ambulance report to discuss legal matters.

**Correspondence and Public Input:** none

**Ambulance Report:** Loren – They held a recertification training last weekend attended by nine people, 3 (three) from other stations. Five of our EMTs still need to get recertified by December 31, 2018.

**Recessed into executive session:** 6:03 p.m.

**Reconvene open session:** 6:08 p.m.

### **Clinic**

**Administrator Report:** Terra (see attached report)

**Financial report:** Terra passed out Pine Eagle Clinic Profit and Loss statements for January, February, and March 2018. Insurance Adjustments are not all current to the current month or even year. Many adjustments take a long time to work through the system and the figures do not show that. **Group consensus** was to identify adjustments separately in the future, prior year billings and current year/month billings. Also, Directors asked Terra to identify lines by number to make reference easier and have the same line titles on each month even if no activity in the month. She agreed to do that. Wages are a lot higher in January as we had an additional pay day allocated in January. Terra and Pam explained other figures within the statement and answered questions from the Directors.

### **Committees**

**Investment:** Tom said that Denise, a financial advisor he knows, will set up our account with Vanguard “pro bono”. She advises that we put all the money into the Wellington Fund. Given the financial status, we may want to review the amount we put into the fund. Terra will talk the finance committee on what we should be putting into the fund and they will let the investment committee know.

**Personnel:** Bill and Loren met with Hailey Saunders (Hells Canyon Journal) and she will be doing an article on our provider and the building in the near future. There are no changes in Nancy’s schedule at this time.

**Policy:** All the changes we worked on have been made. The Articles of Incorporation, By Laws, and other portions that are not policy are no longer part of the policy manual. A **motion was made** by Eileen to adopt the revised Pine Eagle Health Planning Committee Policy Manual; seconded by Pam; passed 7-0, unanimous. Eileen asked that all previous versions need to be destroyed.

**Grants:** Loren said the Leo Adler grant had \$618.36 left over as we could not buy the lithium batteries for the gurneys; they do not make them. We will be sending that amount back to Leo Adler. The clinic got \$1,000 from Idaho Power, the ambulance has not gotten anything yet. Loren will call to see where the ambulance check is.

**Building:** Loren said our conversion to LED lighting is complete. We have paid our portion and Idaho Power has paid the electrician \$1,800.

## **Old Business**

**Nominations:** Bill passed out drafts of an article for the paper, ballot, and envelopes for the election showing the 3 (three) candidates who are running. Bill gave a brief summary of each of the people: Shirley Meger, Jake Roe, and Rick Kruger. He will send a brief blurb on each candidates to us so we can pass that information to any publics that are interested. Bill said the By-Laws state we need a ballot box in Oxbow but Bill asked the owner of Scotty's would not let us put on there and there are no other buildings open to the public so ballot boxes will only be in Halfway (at the clinic) and Richland (at the Hitching Post). Bill will make a few changes as discussed at the meeting, Eileen will print the envelopes, and the election will begin Wednesday. Bill will give the keys to the ballot boxes to June McKenzie (chair of the Nominating Committee) and she will carry on the election.

**Bad Debt Policy:** Terra has a possible draft of a policy that she will bring to the work session on Wednesday.

**HIPPA training:** Those who have not gone through the HIPPA training need to get the CD from Terra and go through the program, take the test, and sign the agreement. Terra will have it available after the meeting on Wednesday.

**Succession policy:** The board really has no process for dealing with succession. New forms are filled out as people leave and new people come on the board.

**New Business** - none

**Board Member Comments:** none

## **Topics for next meeting agenda**

Amount to be invested in our Vanguard account – Terra, Pam Investment Committee

Nominating Committee - Bill

## **Assignments**

All - Go through the HIPA CD and take the test.

Loren - Call to see where the IPC ambulance grant check is.

Prep. for annual meeting presentation

Terra – modify to identify adjustments separately on Profit and Loss statements, prior year billings and current year/month billings. Also, identify lines by number to make reference easier and have the same line titles on each month even if no activity in the month.  
- Identify funds to be invested

Eileen, Terra, and Tom – Draft an RFP for technology support to the clinic & ambulance.

**Recess into executive session:** 7:04 p.m.

**Reconvene back into general session:** 7:43 p.m.

**Technical Committee – Motion made** by Dave to establish a Technology Committee to come up with a request for proposal (RFP) to provide technology services to the clinic and ambulance. Seconded by Eileen, passed 7-0, unanimous. Committee will be Eileen, Terra, and Tom. Objective to have a draft Technology Support RFP by June meeting.

**Adjourned meeting:** 7:44 p.m.

**Pine Eagle Health Planning Committee Board Meeting**  
**05/21/2018**  
**Office Manager Report**  
**Terra Lewis**

**Ambulance Billing:**

- Bi-weekly report sent to North American is helping keep billing current and on track.

**Provider Update:**

- Concerned regarding Dr Smithson's computer being done & operational by June 7<sup>th</sup>
- Nancy will be out June 6<sup>th</sup> & 7<sup>th</sup> taking some personal time.
- Susan Berry's contract has been signed and received back. Credentialing & training is on track.

**Staffing Update**

- Kim Simpson has given notice she will no longer be able to provide housekeeping services to the Clinic. In having a conversation with the staff, we feel the cleaning hours can be absorbed by existing staff with no overtime and minimal extra hours. Kim will continue with her part-time reception work.

**Telephone System:**

- Phones have been installed prior to programming. This allows us to learn the new phones prior to go-live date
- We continue to work on the programming and once complete, we will change over to the new phones completely.

**Monthly Outstanding Accounts Receivable Report:**

- Total Outstanding Guarantor balances for April 2018 are \$53,566 which represents 46% of the A/R. Of this amount, \$41,372 is over 120 days.
- Totals are heading in the right direction. I'm working to balance write-offs with revenue.

**General Financial Information:**

- April 2018 Encounters:
  - Dr Smithson: 0, 0 day per month
  - Nancy Wolf: 71, 9 days per month
  - Medical Assistant: 55

**Patient Concern Report:**

- There were verbal concerns regarding our Medical Record being down. We've smoothed those out and explained as best we could.
- It is unsafe in a primary care setting to see patients when you have no access to their medical information. I'm working with Aprima on developing better down-time procedures.

**General Updates:**

- Aprima was down for two weeks. There were multiple days we did not have access to any patient information. When we did, we saw as many patients as possible with the limited resources.
- Weinhoff Drug Screen: We have started this testing.