

## **Pine Eagle Health Planning Committee Minutes**

February 29, 2016

- 1. The meeting was called to order at 6:10 PM by David Williams.** David Williams, Terry Schmoe, Susan Schmoe, Eileen Monti, Rose Darting, Vicki Johnson, Pam Hall Brisk, Darla Hamstreet, Chris Lawrence, Mike Higgins, Jodel Thatcher, Shawn Thatcher, Krissy Uehlin were present.
- 2. Minutes from February 1, 2016 were approved as e mailed.**
- 3. There was no correspondence or public input.**
- 4. Mid Level Providers Report**

Krissy reported that she had a nice vacation but the numbers for patient visits are going to be down. Kate Grace will not be available as a locum until at least Christmas. Clinic is doing fine.

### **5. Additions to the agenda**

Investment policy

Jill Boyd of GOBHI

State immunization registry interface with Aprima and it's cost

### **Guest Speaker Jill Boyd of GOBHI**

Jill Boyd from Eastern Oregon Coordinated Care Organization was here to talk about the Patient Centered Primary Home Care requirement that patients have 24/7 access to a live person by phone for clinical advice. This is not required at this time but will be in 2017.

Jill presented documents from EOCCO and talked about several options.

1. The clinician carries a cell phone so they can be reached at all times. This can be taxing on the provider and requires that the provider receive extra compensation.
2. Small clinics share responsibility of after hours calls with other small clinics. Since most EMR systems are not compatible, this causes problems accessing information.

3. An answering machine screens calls. Those wanting to make appointments and get refills are taken care of so only serious calls get to the provider. The machine must allow direct access without redialing the number.
4. The clinic hires a service such as Phone Med which screens calls and sorts out ones for which the provider is needed. Information on received calls is faxed to provider on Monday morning. Need volume of calls being made to set up this service. It is \$395 to set up and \$395 for first 17 calls plus \$22 per additional call.
5. Some clinics let RN's or other clinic staff answer phone.

## **6. Ambulance Report**

The new ambulance is here! Volunteers are still in process of licensing, registration and state requirements. The radios will be installed and tags and plates will be picked up on Wednesday. The ambulance service is thinking of ways to let the public know about the new ambulance. Robin Kearns volunteered to drive it into town for show and tell. There will be an article in the paper and we can send a copy to the foundations who granted money. The ambulance has many new features and will take some training for staff so volunteers will be taking test drives until everyone learns how to drive the new ambulance. There were lots of ambulance calls last week and so far this quarter.

## **7. Clinic**

### **a. Administrators report**

There were three proposals submitted for the janitorial and maintenance positions. Liz McClellan is working on website and making good progress but we have no date at this time for when all new implementations will be available.

While Krissy was gone, the staff worked on needed training in phone etiquette, blood borne pathogens and HIPPA compliance. Angela from Interpath Labs helped Kayla with understanding and streamlining processes.

Joey Young is finishing the installation of heating/cooling system and will soon be ready to train staff on use.

The Health Fair is set up for April 9th, 7 to 10 AM at the Lion's Hall.

Colin has been working on the new router and hopes it will be ready this week.

Evaluations were done for Darla and Kayla. Clinic staff will be trying to implement uninterrupted time for Darla two times a day for 1 hour.

The old billings system is no longer accessible to staff for billing. Sometimes this information is needed. Aprima is working on this. The fax machine is working again.

### **b. Financial report**

Pam suggested we need a work session for financials Thursday, March 10th, in the afternoon at the clinic. The time will be decided later.

There is going to be a simple financial analysis of 2011 to 2015 by Guyer. There is concern about keeping the time and cost for the clinic as low as possible.

Impact of Oregon minimum wage law on budget is on hold until more information is available.

Investment policy needs to be rewritten and then we need to determine how much is in each account. Mike will bring suggested changes to policy by next meeting.

### **c. Old business**

Joey Young will be here this week,. He is testing the refrigeration system this week and hopes to complete all work this week. He apologized for not sticking to agreed upon schedule.

Exterior lighting on the Lion's Hall side of the building is installed and is turning on automatically after dark.

We have a bid for janitorial by Kayla Young, a bid from Jeffery Apple for maintenance and a bid for both from William Jackson. Bonding is required for the background check and to insure that the property owner is protected.

Kate has asked to meet with David regarding half days on Friday.

Darla will call Liz McClellan and ask for a date when we will be able to add information to the site as the Thatchers are waiting for financial information they were promised would be posted on the website.

We still don't have a plan for rewriting the policy manual. We have a rough draft of a table of contents and Eileen will re-mail this. We will start with financials first.

A \$20,000 grant was received from Collins Foundation for the heart monitor/defibrillator. This is the last grant we have out as the time (the trade in values on the heart monitor defibrillators we have only last until the end of March.)

### **d. New business-**

ALERT is an immunization registry interface with Aprima and its cost would be \$240 a year for Dr. Schott and Krissy. This program tracks persons statewide in hopes of raising immunization rates. It is planned to add this to the system.

### **Executive session - personnel issues**

#### **e. Items for the next agenda**

Mike will present investment policy and will have update status of financial analysis.

Heating system status

Janitorial/Maintenance

Grants

#### **Adjourn clinic portion**