

PEHPC  
Board of Directors Meeting  
April 25, 2011

**Minutes: unapproved**

**Present:**

Board: Rose Darting, Coco Forte, Tom Warmath, Loren Goracke, Duane Miles, Bill Johnson, Carolyn Coble, Tony Sowers

Staff: Lisa Butler

Ambulance:

HCJ: Rose Clark

Chair Rose Darting called the meeting to order at 6:01 pm.

There were no introductions or public testimony.

**Revisions to Agenda**

Two items were added to the clinic agenda: #5 - Board elections and # 6 - Pine Eagle School District tech fair.

**Approval of minutes**

*A motion was made by Tom that the minutes of March 28, 2011 be approved as submitted. Tony seconded the motion which passed unanimously.*

**Correspondence:**

There was no correspondence

**Ambulance Business**

**1. Team Leader Report:** (see attached)

Terry was unable to attend the meeting.

**2. Financial Report**

*A motion was made by Tony that the previous unapproved financials be approved. Coco seconded the motion which passed unanimously.*

**3. Third-party billing**

Lisa called about third-party billing but has received no information so far. She will continue to pursue this.

**Agenda items for the next meeting:**

The ambulance portion of the meeting ended.

## **Clinic Business**

### **1. Administrator's Report:** (see attached)

### **2. Committee Reports and project updates:**

#### **a. Finance Report:**

*A motion was made by Loren that the previous unapproved financials be approved. Tony seconded the motion which passed unanimously.*

#### **b. Affiliation committee:**

The meeting scheduled for May 3rd has been postponed by Bruce Jensen, the St Luke's representative. He needs additional time to prepare his presentation. He requested that a smaller committee be appointed for the initial meeting(s) rather than him meeting with the entire Board. Tony, Rose, and Coco volunteered.

### **3. Investments:**

Tony discussed our current investments and recommended that the board remove all funds from the bond market into more conservative areas. Discussion about where to put reserve funds will be held after meeting with a financial advisor. Lisa mentioned Jeff Higgins of the Financial West office as someone who could present options to the Board. *A motion was made by Loren to withdraw all funds from a Vanguard account and look for less risky investments. Tony seconded the motion. After discussion, the motion passed unanimously.*

*A motion was made by Bill to invite Jeff Higgins to meet with the Board to discuss investment options. Loren seconded the motion which passed 7 yea, 1 abstain.*

### **4. Internal audit:**

Lisa and Kelly have discussed this but have no plan to complete an audit so far.

### **5. Board election:**

Rose reported that the nominating committee is actively seeking candidates for the election and everything is on schedule.

### **6. Pine Eagle School District tech fair:**

Lisa received a call from Cammie de Castro at the school inviting the Clinic to participate in a tech fair. Lisa felt that due to HIPPA concerns there was little to be shared and so the Clinic would not participate.

### **Agenda items for the next meeting:**

Internal audit

Financial advisor

Board elections

The meeting was adjourned at 6:38.

**NEXT MEETING MAY 23RD.**

Appendix A

HALFWAY OXBOW AMBULANCE

APRIL 4, 2011

Attendance: Susan, Terry, Robin, Jodel, Briana, Lisa, Rush, Andrea, Tammy, Francis, Ben.

Meeting called to order: 18:45

Read the minutes from Mar 2011. Tammy moved to approve, Andrea seconded. Motion carried.

Terry passed around the Q & A sheets from the training in Mar and a thank you note from Rose Howe.

Discussion about the I class that Rose Howe hopefully will be doing in the Fall in Monument. Andrea, Briana and Rush are interested in going.

Training announcement-Regional STEMI seminar- Sat Apr 9 St Luke's in Boise.

Discussion- head neck injury run-Andrea and Rush did every thing right. Holding c-spine, neurals, back boarding, and transporting. Patient was delivered w/neurals, no paralysis.

Discussion- qualifications for firefighters mutual aid and driving ambulance. The fire dept has been called out several times to assist the EMS.

Francis has asked for volunteers to teach the lifting and moving to firefighters. A class will be set up for all of us for review and newbies.

Winter and studded tires must be replaced w/summer tires on the ambulances. -Terry will take care of that.

New credit card is on 2122, but PO screw up has sent second card back. Briana is on it.

There is a new gurney lift that can be attached to our ambulance. It lifts the gurney in to the ambulance. Tabled for more info and discussion.

Discussion about an oxygen bottle attachment for our Stryker gurneys. Rush moved to buy one for each gurney if they are \$100 or less a piece. Briana seconded. Motion carried.

Ben moved to buy tie downs for the Zoll that the state has required for safety. Tammy seconded. Motion carried. These will probably be around \$300 a piece.

TR Hilton has offered to come and do some training-probably in Jan or Feb 2012.

Training plan for a year: 1 weekend-2/6-8 hr days

1½-2 hrs every other month w/ Dr Jacobson

1 hr every other off month

This will give us all enough training hrs for recertification in 2013.

Meeting adjourned

## Appendix B

### **Administrator's Report For March 2011**

**Third Party Billing:** It has been over a month since we implemented the Third Party Billing and there have been a few minor problems. Kelly has been doing a good job double checking their work so we aren't missing any encounter billings or payment postings. So far we have been able to communicate with NAHS to correct these issues and hopefully will feel more confident about their postings once all the kinks have been worked out. If we continue to experience problems that aren't resolved, I will have a conversation with the CEO. After all, this is their area of expertise and we shouldn't have to continue to spend our time monitoring their work.

**Group Health Insurance:** ODS, our group health carrier, requested updated staffing information for our renewal which comes up August 1<sup>st</sup>. During this process it became apparent that we might become ineligible to be covered as a small group under our current configuration. One of our employees, who is eligible for coverage currently has elected to waive our group coverage, electing instead to keep her own private insurance. For some odd and unexplainable reason, this will make us ineligible as a Small Group (they require that 100% of employees to enroll). If she were waving coverage because she was covered under another group, we would be OK. I spoke directly with our insurance representative to clarify when we would be considered ineligible under our current staffing status. We would become ineligible on our renewal date in August. Since we are still in the process of investigating an affiliation with St Luke's, I will let this matter rest until we have a better understanding of our future staffing responsibilities.

**Staffing:** We have hired a permanent part-time employee to fill in at the front desk when Sue is gone. This employee understands this position may become full time if and when Sue decides to retire.

**HIPAA Training:** The staff is holding a HIPAA Potluck on May 3<sup>rd</sup> to review HIPAA rules and regulations. We will eat and learn. I had ordered a training video last year, so we will put it to the test!

**O-Hitech:** I had a phone conference with a member from O-HITECH with regard to our clinic and qualifying for EHR funding. There is an opportunity for \$64,000 worth of funding for EMR adoption, implementation & use if we qualify under the Medicaid program. We have contracted with O-Hitech to help us assess, select, implement, and use certified EHR technology. Even though our future status is still undefined, I feel it is important to stay with this program. Even if we were to affiliate with St. Luke's, we need to be clear on the opportunities available for

funding. It will be important for us to bring this information in for consideration when making our decision on affiliation.

**Oregon Vaccine for Children & Family Program:** Lisa Luna, our Oregon Immunization Educator is coming out to our clinic for a visit on May 9<sup>th</sup>. She will review our systems and assist us with any questions we have regarding the program.

**Krissy's schedule:** Krissy will be gone from the Clinic on Thursday, May 5<sup>th</sup> from 10:30 – 2:15 for a CME luncheon training at Eastern Oregon Medical Associates.

### *Appendix C*