

PEHPC  
Board of Directors Meeting  
May 23, 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: Terry Schmoe

HCJ: Rose Clark

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

There was no public testimony

**Revisions to Agenda**

none

**Approval of minutes**

*A motion was made by Tom that the minutes of April 25, 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 reported that all members of the ambulance team have re-certified, and he complimented Ben for his work as the training officer.

**2. Financial Report**

Terry reported that there is an issue collecting from Medicare railroad accounts. Lisa feels this is due to incorrect filing. She will look into this.

**3.**

**Agenda items for the next meeting:**

Medicare railroad update

The ambulance portion of the meeting ended and Terry Schmoe left. The Clinic portion of the meeting began.

## **Clinic Business**

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

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

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

*Tony moved to approve the financials. Loren seconded the motion which passed unanimously.*

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

Rose reported that she had talked with Bruce Jensen. He indicated that St. Luke's should be able to discuss some kind of affiliation menu by June 1.

### **3. Investments:**

Lisa called Jeff Higgins from U.S. Bank. He is out of town until June. She will invite him to the June financial meeting.

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

Lisa has a template to follow for the audit. She asked that a committee be formed to perform it. Tony, Loren, and Rose volunteered.

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

The nominating committee secured four candidates, have distributed the ballot boxes, and voting is underway. There will be profiles in the paper.

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

Internal audit

Investments

Affiliation update

Stucco

Election of officers

The meeting was adjourned at 6:26 pm.

**An executive session began at 6:26 pm.**

**NEXT MEETING JUNE 27**

## Appendix A

### **Administrator's Report For April 2011 May 23, 2011**

**Third Party Billing:** The processes are flowing more smoothly with North American, our third party biller. I was able to speak directly to the CEO regarding some of the issues we were having, and he responded immediately. It is nice to be able to have that type of direct access, and I feel that North American has been responsive to our needs.

**Health Fair:** The Health Fair was a success. We only received a few complaints in regard to it being held on Thursday. Our turnout was 119 which is just under what we drew last year. Linda Collier has reserved the Lion's Sight & Hearing Van for next year in April on a Saturday. We will continue to work toward improving this event to reach out to more people in our communities.

**Oregon Immunization Program/BCHD Site Visit:** On Monday, May 9<sup>th</sup>, Lisa Luna from the Oregon Immunization Program and Alicia Hills from the Baker County Health Dept visited our facility to check out our immunization program. It was a great visit with a lot of useful information and suggestions. Lisa Luna found only a few minor deficiencies; one Vaccine Information Statement was out of date, and we need to update our Vaccine Storage Emergency Protocols. She checked out our new vaccine refrigerator/freezer and commented that our temperatures are remarkably stable. She also suggested that we carry Meningococcal Vaccine, which we have not done in the past. Since our new vaccine storage unit is performing so well, we just recently started carrying Varicella (chicken pox vaccine), which has to be kept at a temperature of 5 degrees Fahrenheit or colder.

**Vaccine Loss/New Equipment:** You may recall that we needed to pay the State of Oregon for the vaccine loss we incurred last fall. The other option the State offered to us was to spend that money upgrading or improving our vaccine storage system. Just this week, I ordered three new backup data loggers as well as a remote monitoring system for our vaccine refrigerator/freezer. This remote system will allow us to monitor our temperatures from home by logging onto the internet. It will also allow us to store up to ten phone numbers which it can call if the temperatures happen to fall out of range. This remote monitoring system and the data loggers should meet the state's criteria and amount we needed to expend.

**NEON HIT Grant Opportunity:** I was contacted by Matt Nightingale from NEON last week regarding a grant opportunity for Health Information Technology. It is a tri-applicant grant and he has confirmed interest from two other clinics. To qualify, you must not have a *fully* functioning EHR system, which we do not. The potential funding for this grant is \$300,000 per year for 3 years. It does not preclude our involvement with O-HITECH, nor does it interfere with any plans we may have to affiliate. I read over the grant synopsis, and can see no downside to this opportunity. I have indicated to Matt that we would be interested in applying. We may have to act as lead applicant since we have a DUNS number and are registered with grants.gov which the other two clinics apparently do not have. It is my understanding that the co-applicants would be Elgin Clinic and Wallowa Mtn Clinic.

## *Appendix B*

Halfway Oxbow Ambulance  
Minutes-May 2 2011

Meeting called to order: 18:40

Attendance: JT, Briana, Francis, Tammy, Dana, Jill, Lisa, Robin, Andrea, Ben, Rush, Terry, Susan, Ruth Pederson from EV Ambulance.

Report from Francis on the Fire Dept training on extraction.

Passed out forms from Apple-a-day to Bri, Andrea and Rush for training grants for I training.

19:00-20:00 Dr Jacobson-training on burn emergencies

Questions and discussion about IC training

There will be a lifting and moving class w/fire dept, Francis teaching, on Thursday May 5. time to be announced.

## *Appendix C*