

PEHPC
Board of Directors Meeting
January 17, 2011

Minutes: **unapproved**

Present :

Board: Tony Sowers, Rose Darting, Carolyn Coble, Loren Goracke, Tom Warmath,
Frances Gulick Vaughan, Coco Forte,

Staff: Lisa Butler, Kelly Kocyan

Ambulance: Terry Schmoe

HCJ: Rose Clark

Chairperson Rose Darting called the meeting to order at 6:00 PM.

There were no Introductions, Public Testimony, or Revisions to the Agenda.

Approval of Minutes

Tom moved that the minutes be approved as submitted. Tony seconded the motion which passed unanimously.

Correspondence

A letter from the law firm of Silven, Schmeits, & Vaughan was read. (see attached)

Ambulance Business

Team Leader report: (see attached)

On behalf of the ambulance crew, Terry requested that funds be authorized to secure on site training. Because this cost would be comparable to the cost of sending crew members to other sites, it was decided that funds were available in the current budget.

There was discussion about ambulance replacement. The crew is researching replacing the chassis rather than acquiring a new ambulance.

Financial Report:

No financials were available.

2011 Budget:

Tony moved that the 2011 budget as revised by Lisa be adopted. Loren seconded the motion which passed unanimously.

Volunteer Potluck:

Loren will chair this committee. The potluck is tentatively scheduled for February 16th at 6:00 PM at the Grange building.

Training for ambulance biller:

It was decided that no training is necessary at this time.

Third party billing:

Lisa will continue to research this but it appears that it may not be cost effective.

Agenda items for the next meeting:
Third party billing

Clinic Business

Administrator's report: (see attached)

Committee reports:

There were no committee reports

Cleaning and maintenance contract: (see attached)

The current cleaners, who are currently paid hourly, submitted at bid for services.

The Board will look at their proposal and discuss options at next month's meeting.

Meeting with Dr. Schott and St. Luke's representative:

Those who attended the meeting in Baker reported their impressions to the Board. St. Luke's is interested in an affiliation with the PEC. Contracts between other small clinics and St. Luke's were available for review. It was decided that members of the Board would contact St. Al's to see if they were also interested. Also, the Board will meet in a work sessions to formulate questions to help clarify the benefit to the clinic in any affiliation. The rep from St. Luke's will be invited to visit the clinic to answer these questions.

Agenda items for the next meeting:

Cleaning and maintenance contract

Clinic affiliation/St. Luke's rep

The meeting was adjourned at 7:14 PM

Appendix A

Halfway Oxbow Ambulance
Monday January 10, 2001
Team Meeting

18:39hrs. Call to Order

Attendance: Terry, Susan, Robin, Jill, Rush, Jodel, Ben, Andrea,

Ambulance Repairs: 2120; emergency brake release lever replaced; roof still leaks Terry will talk to Halfway carriage see if Mike will repair it.

Electronic PCR's: E mail from Donna Wilson, if we are not going to use Image trend DHS would like to reassign the serial number to someone else. Terry to notify Donna to reassign.

Terry read Dr. Jacobson's thank you for the Christmas card and gift.

Ambulance replacement: Re Loren request. Est cost \$150,000.00. Not an immediate need. May consider a new box on 2120.

February meeting: Date not set, will try to combine CPR training with meeting during the week. Not on a week end. Mon-Thursday preferred.

Fire Dept. Joint training: Rush, Fire Dept. would like to do joint training once a month during winter. Team to often this year because of recertification requirement. Try to do one in February or March and combine some skill stations.

Skill stations are the next need for recert requirements will try to cert for I/O with Dr. J.

Questions about training budget, Ben to look at needs and opportunities.

Inventory: Due, Rush to use new spread sheet application and lap top computer, will advise how it goes.

19:20hrs Adjourn meeting.

19:22hrs training Dr. Jacobson; Head Trauma

Appendix B

Administrator's Report **The Month of December 2010** 01/17/11

VACCINE LOSS

Last week I received word from Control Solutions (the vendor whom we purchased the first vaccine refrigerator which caused the loss) that Summit, the manufacturer, will not reimburse us for our vaccine loss. I will now make an inquiry as to whether our general insurance will cover the loss.

NEON

Last Wednesday, Neon met with a consultant from the Office of Primary Care regarding the FQHC application. I was unable to attend the meeting which was held in LaGrande, but have told them I would like meeting notes so I can stay informed. I have not yet received any information.

CONTRIBUTION

We received a generous contribution of \$5,000 from Snake River PCS at the first of the year. I sent a personal "Thank You" note to them.

THIRD PARTY BILLING

I have been busy submitting all the information that North American Health Management Services need to begin their billing service for us. We are still in the process of submitting information. They would like our "go-live" date to be February 1st.

Appendix C

LAW OFFICES
SILVEN, SCHMEITS & VAUGHAN

1950 THIRD STREET
P. O. BOX 965
BAKER CITY, OREGON 97814
TELEPHONE (541) 523-6444
FAX (541) 523-9358

FLOYD C. VAUGHAN

DAVID C. SILVEN
ALAN J. SCHMEITS
RETIRED

NICHOLS & HALLOCK
NICHOLS, HALLOCK & DONALD
HALLOCK, DONALD & BARTA
HALLOCK, DONALD, BARTA & SILVEN
BARTA, SILVEN & HORTON
BARTA, SILVEN & HORTON & YOUNG
BARTA, SILVEN & YOUNG
SILVEN, YOUNG & SCHMEITS
SILVEN & SCHMEITS
SILVEN & SCHMEITS

December 30, 2010

Pine Eagle Clinic
P. O. Box 647
Halfway, Oregon 97834

Re: Estate of Anna D. Robertson

Enclosed is a check for \$333.34 as an additional distribution from the above referenced estate.

Very truly yours,



Floyd C. Vaughan
FCV/kr
Enclosure

Appendix D

Janitorial Proposal

Submitted To:

January 3, 2011

Pine Eagle Clinic
North Pine Street
Halfway, OR 97834

Janitorial Services to be Provided:

Interior: (daily)

- Wipe down (disinfect) furniture, doorknobs, and surface areas of patient waiting room.
- Clean patient bathroom in waiting area and in hallway
- Spot vacuum waiting area.
- Damp-mop lab.
- Empty garbage cans in offices, kitchen, and exam rooms

Interior: (weekly)

- Vacuum and mop all floors from conference room area to front door, including kitchen, trauma room, exam rooms, lab, and office area using approved cleaners. Spot clean carpet where necessary.
- Thoroughly clean all bathrooms using approved cleaners. Check and refill if needed soap and towel dispensers in bathrooms (owner to provide dispenser soap and towels).
- Wipe down surface area with approved cleaners.
- Dust blinds and window sills as needed.
- Clean windows at door entrances.
- Vacuum Physical Therapy room.
- Clean pull-out steps on exam tables.

Interior: (annually)

- Clean baseboards in all rooms.
- Wash windows inside and out.
- Shampoo carpets.
- Clean out fluorescent light fixtures.

Interior: (maintenance)

- Change burned-out bulbs as needed.
- Change ballast as needed
- Change furnace filter