

## Islesboro Health Center Advisory Board Meeting

January 18, 2018

### MINUTES

Members present: Michael Kerr, Sharon Ashley, Myra Rolerson, and Chloe Joule

Absent: Brenda Thomas, Charlotte Mitchell, Derreth Roberts, Linda Gillies

Also present: Owen Howell, Dr. Edward Steele, and Rhonda Shand

1. Meeting called to order at 3:35pm by Chair Michael Kerr.
2. A quorum was established.
3. Minutes of the November 16, 2017 meeting were accepted with one correction: Item #8, line 4 was changed to read, "Sharon Ashley asked who is in charge . . . "
4. Health Center Administrator report: none given. Janet Anderson was absent.
5. Health Center Director Report:

It was given by Owen Howell in Dorie Henning's absence.

Kennebec Pharmacy Contract Amendments that the pharmacy wants to implement were discussed. Since it involves a rate increase for the Pharmacist Inspection and a change in the billing procedure, Dorie Hennings is looking into other possible, less costly, and more convenient options for both the patients and the Health Center Administrative Coordinator. No decisions have been made yet.

The Health Center medical staff is also looking into exclusive use of electronic prescriptions. This will require a more reliable internet connection, but one is anticipated. This is still in an investigative stage. There is a plan is to add per diem staff for the IHC. One PA is currently interested. Clerical stadd may be used as well.

The Health Center has encountered some problems with emergency ferry runs. It requires a certain number of crew for the ferry to go and instances have occurred in which adequate crew has been unavailable. This is not a new problem, but it can be a serious one. Owen said the ferry boat captain is looking into the matter.

Rural Health Clinics are mandated to create an Emergency Operations Plan. One aspect of that plan was discussed in November, namely, assembling capable volunteers to check on people who could be at risk in various storm related situations. This is work in process.
6. (a) A change was approved by the Board in Policy for Storage, Handling, and Dispensing Drugs and Biologicals. The beginning of Section D now reads, "Prescriptions will be written for each medication dispensed. A copy will be faxed to the consulting pharmacy on a timely basis and the original will be filed in the patient's chart."
7. (b) A change in the Addendum to Policy for Storage, Handling, and Dispensing Drugs and Biologicals was approved that now specifies that the pharmacy door key door key are to be given to the PA and FNP>
8. The HCAB 2018 Meeting Calendar was approved for the following dates: January 18, March 15, May 17, July 19, September 20 (Annual Meeting), and November 15.
9. Other business:
  - (a) David Runnion-Bareford submitted his written resignation from the Board after more than eight years of service. He was the current vice president. Suggestion were offered for David's replacement and Michael Kerr will pursue those suggestions.
  - (b) The suggestion was also made that Charlotte Mitchell be made an emeritus board member in recognition of her long service to the HCAB, many being the chair. This means she would be free to attend Board meetings anytime she wishes. The Board approved this and Michael Kerr will notify Charlotte.
10. There was no Tick-Borne Disease Committee Report.
11. Meeting adjourned at 4:05 pm.
12. **NEXT MEETING: March 15, 2018.**

Respectfully submitted,  
Michael E. Kerr