



~~DRAFT~~
Approved

MINUTES

Members present: Michael Kerr, Linda Gillies, Derreth Roberts, Sharon Ashley, and Myra Rolerson
Absent: Brenda Thomas, Chloe Joule, Charlotte Mitchell, David Runnion-Bareford
Also present: Linda Wentworth, Dorie Henning, Rhonda Shand, Dr. Edward Steele, and Janet Anderson

1. Meeting called to order at 3:30pm by Chair Michael Kerr.
2. A quorum was established.
3. Minutes of the September 21, 2017 were accepted as presented.
4. Health Center Administrator report:
Janet reported finding coverage for vacations will be her focus- making sure everyone gets their time off. Our auditor brings this up during audits and keeping track of time off/sick/coverage is complicated.
The Health Center is running smoothly and most of the renovations are completed with some painting still left to do in an exam room and Linda and Owen's office.
As a result of the recent wind storm/lengthy power outage, all involved with storm issues had a critique of our storm efforts. Fred and Murt are short on numbers so there are fewer people to help out. In the future, Janet wonders if Health Center Advisory Board would be willing to help out and volunteer in emergencies by checking in on people, delivering meals, making calls, etc. to alleviate Fred's duties. Cindy Gorham will be gathering pertinent information for a town-wide mailing advising people of the numbers to call, etc.
Vern Ziegler finished the Medicare cost report and the adjusted cost per visit is \$226.07 and Medicare pays \$82.30 per visit.
5. Health Center Director Report:
Dorie reported the volume is down but more complicated cases. And the Health Center was very busy during the storm.
Project: Owen/Locating AED's
Possible tour of each location/refresher training/make a video?/publicity/"Know where your closest AED is located"/update island map.
Michael Kerr will email the Islesboro Ambulance Association board about this project.
September 2017 Chart Audit Results/attached to these minutes.
Dorie reported on the Quality Assurance Report/September 2017 Chart Audit:
Sarah Runnion-Bareford completed the semi-annual chart audit September 2017. Islesboro Health Center front office staff needs to continue working on goals to update demographic and HIPPA forms at least every 2 years. Islesboro Health Center providers are doing an excellent job ensuring charts include Health Information Sheet (HIS). This patient health summary is essential to track medical diagnosis, medications, allergies and health care maintenance. The form is also used to facilitate transfer of patient information to consulting practitioners and hospitals.
Islesboro Health Center patients over 50 years old continue to lag behind the goal of having complete physical exam every 2 years. Islesboro Health Center staff and providers will continue to encourage this patient population to schedule regular exams and participate in recommended health care screenings.

Indicator for addressing screening colonoscopy recommendation has improved as has immunization for Prevnar 13 and Tdap vaccines.

Continued attention to having patients schedule follow-up appointments for elevated blood pressure is needed. Amending the orange billing form with a space for follow-up appointment was discussed.

Lastly, Islesboro Health Center providers need to continue to work toward recording patient weight on a more regular basis.

6. By Laws of the Islesboro Health Center Advisory Board:

Amendment to II. Membership

Upon a motion by L. Gillies, seconded by S. Ashley it was voted to approve amending

II. Membership § C to read:

"Board members shall enjoy three year terms." Vote: All in favor

7. People Wishing to Address the Board: None

8. Tick-Borne Disease Committee Report:

Derreth reported the ticks have slowed down and not as many Lyme cases. The end of December they will have year-end numbers.

Sharon Ashley who is in charge of lice detection at School – no one knew for sure.

Flu shots were given at School/PYY/Sewing Circle/Boardman Cottage. Injections were free.


9. Other business:

- Health insurance open enrollment 11/117 – 12/15/17/flyer attached.
- Flu shots continue in November/flyer attached.
- Reminders for Islesboro Health Center patients/flyer attached.

10. Meeting adjourned at 4:30pm

11. NEXT MEETING: January 18, 2018

Respectfully submitted,



Janet R. Anderson