

Islesboro Health Center Advisory Board Meeting

Annual Organizational Meeting

September 15, 2016 @ 3:30 PM

Town Office Meeting Room

Minutes

Members Present: Chair Mike Kerr, Myra Rolerson, Linda Gillies, Sharon Ashley and Derreth Roberts

Ex-Officio's: Edward T. Steele, M.D., Rhonda Shand, Janet Anderson, Dorie Henning, Owen Howell

Absent: David Runnion-Bareford

Excused: Charlotte Mitchell, Brenda Thomas, and Chloe Joule

CALL THE MEETING TO ORDER

The Chair called the meeting to order at 3:30 PM, and a quorum was established.

APPROVAL OF THE MINUTES OF JULY 21, 2016

Motion by Sharon Ashley to approve the minutes of July 21, 2016 as amended. M. Rolerson seconded the motion and it passed 5-0.

Amendments: Charlotte Robinson should be Charlotte Mitchell

Plank-a-thon money raised was \$4000, not \$2500

HEALTH CENTER DIRECTOR REPORT

ANNUAL EVALUATION REPORT 7/1/15 - 6/30/16

Dorie Henning, Health Center Director, reported that overall the Health Center has been running smoothly. The staff is working on implementing in each chart a Health Information Sheet (HIS) on each patient, which is kept up to date by Peggy Pike as she receives new data from the providers. This sheet is a great tool for sending other providers detailed information on patients.

Dorie recognized Alison Wood, PA-C for her years of service and welcomed new provider, Linda Wentworth, FNP-C. She said that Linda would be teaching classes to the Boardman staff in exchange for housing at the Boardman Cottage.

Annual Report: Dorie reviewed the annual report which each board member has received.

See Report attached for details.

Regarding Electronic Health Record Access: Dorie said that the IHC now has read only Epic available allowing access to patient information from almost all major hospitals in Maine.

Concussion Management: Owen Howell continues to be involved with this initiative.

Lyme Disease Reporting and Surveillance: The IHC continues to keep updated reports and statistics. Dorie notes that the number of tick bites has really plummeted this year. The IHC remains active in the Columbia Lyme Disease study as well.

Dorie informed the Board that the Health Center applied for and received from the Christ Church a grant for approximately \$1800 which will be used to order equipment to outfit EMS personnel with backpacks containing oxygen and airway equipment.

A chart audit was done in February 2016 and another one is just being completed at this time by Sarah Runnion-Bareford. Chart audit results for the one just completed in August will be discussed at the next HCAB meeting with comparison to the February 2016 being afforded to the Board at that time.

Dorie said that update and discussion of policies in the Policy Manual is ongoing.

POLICY MANUAL

The Board reviewed the By-Laws, the HCAB Mission Statement and the Confidentiality Statement.

MOTION by S. Ashley, seconded by M. Rolerson to approve the aforementioned documents. Motion passed 5-0. The Board members signed each of these documents and they will be placed in the current Policy Manual.

The Board also reviewed the revised Organizational Chart, the Infection Control Policy, and the Biomedical Policy. Sharon Ashley noted that the Infection Control Policy does not have any information or infection control standards for the waiting room. She said that a lot of health care offices and hospitals will ask patients if they have been hospitalized within the last two weeks to prevent someone from remaining in the waiting room who might be contagious. Dorie said that she would review the Infection Control Policy before it is approved and revise regarding waiting room infection control.

MOTION by Derreth Roberts, seconded by Myra Rolerson to approve the Organizational Chart and the Biomedical Waste Policy as presented. Motion passed 5-0. The Chair signed both of these policies and they will be inserted in the current Policy Manual.

HEALTH CENTER ADMINISTRATOR'S ANNUAL REPORT

Janet Anderson, Health Center Administrator, reported that Alison Wood, PA-C, last day was September 4, 2016. There was a going away reception that was well attended. She thanked the HCAB for their participation in organizing this event and said that the plaque that was presented to Allie was a well received gift. She announced that Linda Wentworth, FNP, the newly hired third provider began full time duty on September 4 and will be working one week on and one week off the same as Allie did. Janet also mentioned the Michael Stevens donations and the projects that were accomplished with these funds.

HEALTH CENTER ADVISORY BOARD - GOALS/CONCERNS

1. Investigate infection control for the health center waiting room.
2. Consider accepting biomedical waste from the community, should we advertise?

TICK-BORNE DISEASE/LYME DISEASE REPORT:

Derreth Roberts said that they have lost Allie Wood as a member of the T-BDC, but that Linda Wentworth would be taking over where Allie left off, and they are hoping to get monthly totals from the Health Center on an ongoing basis. The Committee is concerned about the spring and whether there will be a big surge of cases. The Committee is in need of the quarterly report at the end of September. Dorie said that she could meet with Linda and Derreth possibly next week to revisit the spread sheets. Linda Gillies congratulated IIT for widening all their trails making for a lesser chance of tick exposure for hikers.

ELECTION OF OFFICERS: CHAIR, VICE-CHAIR AND SECRETARY

Sharon Ashley nominated Mike Kerr for Chair. M. Rolerson seconded the nomination and it passed 5-0.

L. Gillies nominated David Runnion-Bareford for Vice-Chair. M. Rolerson seconded the nomination and it passed 5-0.

S. Ashley nominated Brenda Thomas for Secretary. M. Kerr seconded the nomination and it passed 5-0.

DATE OF NEXT MEETING: November 17, 2016

MOTION BY D. Roberts, seconded by S. Ashley, to adjourn the meeting. Motion passed 5-0. The meeting adjourned at 4:10 PM.

Respectfully submitted,
Peggy Pike

