

Town of Islesboro
Health Center Advisory Board
Annual Meeting - September 17, 2015
3:30 PM
Town Office Meeting Room

MINUTES

Regular Members Present: Chair Charlotte Mitchell
Vice-Chair David Runnion-Bareford
Michael Kerr
Myra Rolerson
Linda Gillies

Regular Members Excused: Brenda Thomas

Alternate Members Excused: Sharon Ashley
Derreth Roberts

Regular Members Absent: Maura Michael

Ex Officio Members Present: Edward T. Steele, MD - Supervising Physician
Owen Howell, PA-C - Health Center Director
Rhonda Shand - Administrative Coordinator
Dorie Henning, FNP-C

Ex Officio Members Excused: Janet Anderson - Health Center Administrator
Alison Wood, PA-C
Cornelius Yetman, D.O.

Others Present: Peggy Pike, Administrative Assistant

CALL TO ORDER

Chair Mitchell called the meeting to order at 3:30 PM. There are five regular members present who will be voting members, and thus a quorum was established.

ELECTION OF OFFICERS

Chair Position:

MOTION BY Myra Rolerson, seconded by L. Gillies to nominate Michael Kerr as Chair of the Health Center Advisory Board.

Discussion: The Board thanked Charlotte Mitchell for what she called “400 years” of service to the Health Center Advisory Board. Charlotte would like to remain on the Board as a regular member and the Board is very much in agreement with this. Vote: Motion passed 5-0.

Vice Chair Position:

MOTION by Myra Rolerson to nominate David Runnion-Bareford as Vice Chair of the HCAB. Linda Gillies seconded the motion and it passed 5-0.

Secretary of the HCAB:

MOTION by Linda Gilles, seconded by Myra Rolerson to appoint Brenda Thomas as Secretary of the HCAB. Motion passed 5-0.

APPROVAL OF THE MINUTES

MOTION by Linda Gillies to approve the minutes of May 21, 2015. L. Gillies seconded the motion and it passed 5-0. Please note there was no meeting in July due to the lack of a quorum.

HEALTH CENTER DIRECTOR REPORT/PERFORMANCE AUDIT

The Annual Evaluation for July 1, 2014 to June 30, 2015 was presented to the HCAB by Owen Howell, PA-C who will be stepping down as Health Center Director. Dorie Henning, FNP-C, will be the new Health Center Director. (Refer to Annual Evaluation attached for complete details).

O. Howell reported the following:

The annual evaluation helps us to review where we’ve been and where we are going. One of the greatest challenges over the last year was finding providers to fill in during the absence of one full time provider, and fortunately with the hire of Dorie Henning, FNP-C, the Health Center team is now complete.

There are now 21 AED’s in the community with the Ambulance Association being an “amazing partner” in this endeavor.

EHR: Without a full staff it has been difficult to address what the Health Center needs are in regards to EHR. Maine Health Info Net was **not** helpful. It was cumbersome, password intensive, and in addition Pen Bay’s information was not on the system. The staff is looking at a “read only” system, but without an upgrade in broadband even this would be challenging.

The Health Center continues to participate in the Maine Concussion Management Initiative, working closely with Islesboro Central School.

Lyme Disease is still a very serious health issue on Islesboro. Thank you goes out to Linda Gillies, and Allie Wood PA-C and others who have put an incredible amount of time in keeping up with statistics, latest information, etc.

Goals:

See Annual Evaluation for a complete List.

Owen Howell elaborated on the goal of space revision in the Health Center. Peggy Pike needs more space in her office which will provide both her and other co-workers with a more safe and comfortable work environment. There is not adequate room for the purpose of that space or for the number of people using that space. Charts and binders are having to be stored overhead and on ground level, making it both a challenging and a dangerous work environment.

Owen also reported on the upcoming Health Fair. Linda Gillies said that HCAB has not really decided on what the Health Fair is going to “be all about”. It is possible that Alex Hodges and Chloe, IIT, would both be able to help.

Dorie Henning, FNP-C, said that one of the goals will be to work toward identifying high risk populations (i.e. diabetics), and educate them to come in on a regular basis for preventative care. She saw a great improvement in North Haven.

POLICY MANUAL

The Policy Manual is reviewed throughout the year and changes made accordingly. At this meeting, changes to various policies are being presented for review and for signature by the HCAB. These corrected/amended pages will then be inserted in the new fiscal year policy manual and the manual, in its entirety, will then be reviewed by the HCAB and all ex-officios and signed within 90 days of this meeting.

MOTION by David Runnion-Bareford, seconded by Myra Rolerson, to approve amendments as presented at this meeting to the following documents. Motion passed 5-0. These documents were all signed by the Chair.

- Organizational chart
- Hours of Operation
- Health Center Background and Organization
- Services Provided
- Services Provided by Referral
- Quality Assurance Committee Policy
- Billing and Collection
- HIPAA Policy
- Shared Responsibilities, Policies and Procedures
- Substitute Coverage Policy
- Memorandum of Understanding
- Vaccine Handline and Storage Guidelines
- Veterinary Emergency Policy

MOTION BY M. Rolerson, seconded by D. Runnion-Bareford to approve the **By-Laws of the Islesboro Health Center Advisory Board**. Motion passed 5-0. This document was signed by all voting members present at this meeting. P. Pike will have the other members come in to review and

sign at a later time.

MOTION BY D. Runnion-Bareford to approve the **Confidentiality Statement**. Motion was seconded by M. Rolerson and passed 5-0. This document was signed by all voting members present at this meeting. P. Pike will have the other members come in to review and sign at a later time.

MOTION BY D. Runnion-Bareford to approve the **Health Center Advisory Board Mission**. Motion was seconded by M. Rolerson and passed 5-0. This document was signed by all voting members present at this meeting. P. Pike will have the other members come in to review and sign at a later time.

HEALTH CENTER ADMINISTRATOR'S REPORT

Janet Anderson, Health Center Administrator, was not present at this meeting. The report will be presented at the next regular meeting.

LYME DISEASE UPDATE

Linda Gillies, a member of the HCAB, the Tick-Borne Disease Committee, and the Deer Reduction Committee said that tick-borne illness is presently a little higher than last year at this time. She also reported that the IF& W turned down the three year special hunt. Dorie Henning, FNP-C, said that currently there are four patients participating in the Columbia Lyme Disease Study. She also mentioned that blood draws are now scheduled for Tuesday mornings instead of Thursday mornings as the KWL nurse is no longer available to take the blood on Thursdays.

OLD BUSINESS

Health Talks: David Runnion-Bareford said that he has a folder with information on the past year's Health Fair and is willing to meet with both Chloe and Alex prior to the next meeting to brainstorm ideas and to see if they could be in attendance at the next HCAB meeting to discuss. One possible theme for the upcoming fair is using "outdoors" for health.

The next meeting of the HCAB is on November 19, 2014.

The meeting adjourned at 4:30 PM.

Respectfully submitted,

Peggy L. Pike
Health Center Administrative Assistant