

Town of Islesboro  
**Health Center Advisory Board**  
**Annual Meeting - September 18, 2014**  
3:30 PM  
Town Office Meeting Room

**MINUTES**

Regular Members Present: Vice Chair David Runnion-Bareford  
Linda Gillies  
Brenda Thomas  
Myra Rolerson  
Maura Michael

Alternate Members Present: Sharon Ashley  
Derreth Roberts

Ex Officio Members Present: Janet Anderson - Health Center Administrator  
Edward T. Steele, MD - Supervising Physician  
Alison Wood, PA-C  
Rhonda Shand - Administrative Coordinator

Members Excused: Mike Kerr  
Charlotte Mitchell

Others Present: Sara Reeder, PA-C  
Peggy Pike - Administrative Assistant

**CALL TO ORDER**

Vice Chair David Runnion-Bareford 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**

MOTION WAS made to keep officers as they currently are (Charlotte Mitchell -Chair, David Runnion-Bareford - Vice Chair, and Brenda Thomas - Secretary). Motion was seconded and passed 5-0.

**WELCOME NEW MEMBER**

Derreth Roberts, HCAB alternate, was welcomed as a new alternate member to the Board.

**APPROVAL OF THE MINUTES**

MOTION by Maura Michael to approve the minutes of July 17, 2014 as written. L. Gillies

seconded the motion and it passed 5-0.

## **HEALTH CENTER DIRECTOR REPORT**

**The Annual Evaluation for July 1, 2013 to June 30, 2014** was presented to the HCAB by Alison Wood, PA-C as the Health Center Director, Owen Howell was not present. A. Wood, PA-C, reported that the Health Center is mandated to perform an annual evaluation. The evaluation is comprised of four components: 1) Utilization of Services, 2) Board review of annual chart audit 3) Board review of Health Center Policy Manual and 4) The summary. (See Attached Annual Evaluation for details). A. Wood, PA-C, reported that the statistics or number of visits to the Health Center did not keep the pace with last year's figures, but overall the Health Center is doing well. She reported the summer was busy and emphasized the continued need for three PA's. Regarding the chart audit, she told the Board that this is done twice a year. There are 100 charts that are checked for various criteria. This is an important tool for the staff in which to measure strengths and weaknesses.

Derreth Roberts asked if the AED's had ever been used. A. Wood, PA-C, replied that to her knowledge, thankfully none had been used. Maura Michael would like to be put on the list to receive an AED for the Boardman Cottage. Rhonda Shand said that she would ask Donald Shand, Manager of the Tarratine Club, if the club would let the Boardman Cottage borrow the AED for the winter months as they are not used at the club over the winter. Sharon Ashley would like to know who or how it is decided where AED's are placed. She was directed to speak to Owen Howell, PA-C, when he returns. It was noted that some of the AED's are privately owned.

## **POLICY MANUAL**

Peggy Pike put together Policy Manuals for the Board Members to take home and read, after which they are to come in to see Peggy within 90 days and sign a document indicating that they have reviewed the manual.

## **AMENDED POLICIES**

There were changes made to two policies which were distributed for review and approval by the HCAB:

- 1) Billing and Collection Policy
- 2) Services Provided by Referral.

After review of the above policies, MOTION made by Myra Rolerson, seconded by Maura Michael to approve the changes as presented. The motion passed 5-0.

## **BY-LAWS, CONFIDENTIALITY STATEMENT AND MISSION STATEMENT**

The By-Laws of the Islesboro Health Center Advisory Board, the Confidentiality Statement and the Health Center Advisory Board Mission were reviewed and signed by the Board members.

## **HEALTH CENTER ADMINISTRATOR'S REPORT**

Janet Anderson, Health Center Administrator, informed the HCAB of the interim staffing schedule of the IHC for the Fall. There will be three additional providers:

Ann Harrison-Billiat, RN  
Edith Konesni, PA-C  
Dorie Henning, FNP-C

These providers will work day hours with either Owen Howell, PA-C or Allie Wood, PA-C. Joyce Sirota, LCSW, will continue to see patients at the Islesboro Community Center on Thursdays. The IHC will be actively seeking and advertising for the 3<sup>rd</sup> PA this Fall. The PA's, the Town Manager, and the supervising doctors will all participate in the hiring process.

Janet also reported that the Health Center has received a \$1500 grant from the Christ Church which will be for the purchase of equipment.

### **LYME DISEASE UPDATE**

Linda Gillies, a member of the HCAB, the Tick-Borne Disease sub-committee and the Deer Reduction Committee reported that all these groups have been working together preparing the Warrant language for the Special Town Meeting which will be held on September 30, 2014 at the G. H. Kinnicutt Center. A. Wood continues to be instrumental in documenting Lyme Disease cases on Islesboro and incorporating this information in Tick Bulletins, graphs, etc. There was a new graph distributed at this meeting showing the risk of contracting Lyme Disease if you lived on Islesboro. There will be two town mailings going out before the Special Town Meeting which will include the latest statistics and graphs. J. Anderson stated that there are no Lyme Disease cases reported on Monhegan as has been the rumor of late. Ticks that have been found on Monhegan are not infected.

### **OLD BUSINESS**

**Health Talks:** David Runnion-Bareford said that he and Allie Wood, PA-C have been talking with Greg Barron, Director of the Islesboro Community Center, regarding ways in which to consolidate forces and efforts in putting on health talks in the community. The idea they came up with is to bring together a "team" of people from all groups and try to make healthy living a public mind set. David said they are looking at holding talks on Wednesday mornings at 11 AM, which seems to be time that fitness groups at ICC are adjourning. The goal is to hold health talks once a month. David encourages the HCAB to advise on topics of interest.

### **HCAB COMMENTS**

Sharon Ashley expressed concerns regarding educating people on healthy eating and diabetes education. She, herself, spends time with many people in the community educating them on diabetes and the proper diet. She also wonders where people can call for help regarding social security, fuel assistance, etc. Cindy Satchfield is a licensed social worker and may be able to help people in this regard. Cindy Gorham is available to help people with forms. J. Anderson said that people can start by calling the Town Office or the Health Center and that the staff can help redirect them.

The next meeting of the HCAB is on November 20, 2014.

MOTION BY Maura Michael, seconded by Myra Rolerson to adjourn the meeting. The meeting adjourned at 4:30 PM.

Respectfully submitted,

Peggy L. Pike  
Health Center Administrative Assistant