

Islesboro Health Center Advisory Board Meeting

Annual Organizational Meeting

September 27, 2018 @ 3:00 pm

Town Office Meeting Room

Minutes

Voting Members Present: Mike Kerr, Jennifer West, Linda Gillies, Myra Rolerson, Derreth Roberts, and Sharon Ashley.

Voting Members Absent: Chloe Joule

Other Members Present: Dorie Henning - Health Center Director, Janet Anderson - Health Center Administrator, Rhonda Shand - Health Center Coordinator.

1. Call the Meeting to Order.

Chair Mike Kerr called to meeting to order at 3:05 PM.

2. Establishment of a Quorum (4 members constitute a quorum)

Chair Mike established there was a quorum of at least 4 voting members.

3. Approval of the minutes of HCAB meeting July 19, 2018

MOTION BY D. Roberts, seconded by L. Gillies, to approve the minutes of July 19, 2018 as written. Motion passed 6-0.

4. Health Center Director Report:

Report of DHHS Audit on September 17, 2018: Dorie Henning reported that the Health Center had a surprise audit and the Health Center was found to have no deficiencies. She thanked the team for working well together and having all policies and other requirements ready for auditors. The inspectors were very impressed with the patient care as they were able to observe a patient visit which turned into an emergency run.

5. ANNUAL EVALUATION REPORT 7/1/17 TO 6/30/18

A written Annual Evaluation Reports for 7/1/17 to 6/30/18 was provided to the Board. Dorie Henning referred to this document and reviewed the following:

- Providers were able to get extra help over the summer with PA's Jamie Simpson and John Smith filling in, as well as Elizabeth O'Mara, RN who worked on Fridays.
- An emergency drill has to be done in 2018 as a requirement of RHC. Dorie will work with Fred Porter to be sure this happens in November 2018.
- The implementation of the electronic prescribing program was put on hold over the summer. It is now mandated that narcotics are prescribed electronically. The IHC will strive to implement this in the near future.
- Quality Assurance program is going well. The chart audit was completed in September

and the Quality Assurance Report and the Chart Audit results are provided to the Board members. Dorie told the Board that they will now include a PHQ9 Scale as a parameter to monitor in the next audit.

- Dorie wants to explore options for training back-up for Peggy Pike, Mary Fairfield and Rhonda Shand - maybe someone 4 hours a week?
- The providers continue to mentor EMT's.
- The apartment on the second floor of the Town Office is now finished. Linda Wentworth, FNP, stays there every other week, with others that are here on town business using it when Linda is not there.
- Dorie would like to focus on finding ways to increase the Health Center Endowment Fund. It was noted that it has received a big boost from the Jack Coffin estate and is now up to almost \$700,000. The goal is to get to \$1,000,000 and then use the interest to offset the operating cost of the Islesboro Health Center.
- Health Fair Planning. Mike Kerr, Kathy Kerr and Dorie Henning met to discuss plans for the Health Fair. Maddy Bruno is willing to work on this project. Linda Gillies commented that with the internet now it seems that a Health Fair may not be the best way to meet the needs of the community. She recalls there was not a lot of enthusiasm at the last Health Fair. It was decided that a series of Health "Talks" may be the way to go. The Board felt that the ICC would be the best venue. Topics that were tossed around were emergency preparedness for town citizens, Advance Directives, etc. Mike Kerr and Dorie Henning will talk with Kathy Kerr and Maddy Bruno about organizing monthly talks over the winter months.

5. Policy Manual

HCAB Members Reviewed and signed the following Policy Manual Pages:

- Policy Manual Signature Page
- By-Laws of the Islesboro Health Center Advisory Board
- Health Center Advisory Board Mission
- Confidentiality Statement

6. Health Center Administrator Report:

DHHS Audit: Janet Anderson congratulated the Islesboro Health Center staff for passing the audit.

Endowment Fund: Janet Anderson said that the Endowment Fund recently received a \$300,000 check from Jack Coffin's estate. There is approximately \$685,000 in the fund now. Janet said that when Sue Schnur set this up, the goal was to get to \$1,000,000 and then the Town could use up to 4% a year. Linda Gillies said that there needs to be a sense of urgency when raising capital funds. This led into the discussion, by Dorie Henning, that there needs to be more space for IHC, Fred Porter and Murton Durkee, and maybe a strategic planning group (as Derreth Roberts labeled it) could be formed to look at the building, etc. Janet Anderson will talk with the Select

Board about this idea.
Health Talks: Mike Kerr asked Janet if there might be funds to help with expenses associated with the Health Talks, expenses such as ferry fares, etc. Janet said yes, she probably could find money for this.

7. Annual Election of Officers: Chair, Vice Chair and Secretary

There are currently two vacancies to fill on the HCAB.

Motion by Linda Gillies, seconded by Derreth Roberts, to nominate Mike Kerr as Chair. Motion passed 6-0.

Motion by Myra Rolerson, seconded by Derreth Roberts, to nominate Jennifer West as Vice Chair and Secretary of the Board. Motion passed 6-0.

Peggy Pike suggested that Maegan Randlett be approached to become a member of the Health Center Advisory Board as she is now the Town Outreach Worker. She was then texted during the meeting and she agreed to do it. The other person whose name was mentioned was Elizabeth O'Mara.

8. Health Center Advisory Board Members:

Discuss Goals for the Upcoming Year: Ideas about ways to help those in the community were touched upon. It was discussed that people need help with ferry costs in order to get to their appointments on the mainland. The other goal, as mentioned above, would be establish a Strategic Planning Group.

9. Tick-Borne Disease/Lyme Disease Report

Derreth Roberts and Linda Gillies submitted their Lyme Disease Report. Unfortunately they do not have the figures for the current quarter as it ends on September 30. Those statistics will be forthcoming.

10. Date of Next Meeting, November 15, 2018.

Mike Kerr said he would not be at this meeting. Jennifer West, Vice Chair, said she would be in attendance and is willing to run the meeting.

11. Adjournment of Meeting

MOTION by J. West, seconded by D. Roberts, to adjourn the meeting. Motion passed 6-0. The meeting adjourned at 4:10 PM.

Respectfully submitted,


Peggy Pike, Secretary to the HCAB