

Health Center Advisory Board

Minutes of December 4, 2025

ANNUAL ORGANIZATIONAL MEETING

Town Office Meeting Room

Time of Meeting: 10:30 AM

VOTING Members Present:

Christine Robb – Chair

Ken Smith – Vice Chair

Derreth Roberts

Linda Gillies

Myra Rolerson

Harriet Bering (New Member)

Members Excused:

Mike Kerr

Sharon Ashley

Jane Wherren (New Member)

Ex Officio's Present:

Beth O'Mara – Co-director, Islesboro Health Center

Chris Bates-Withers, PA-C – Co-director, Islesboro Health Center

CALL THE MEETING TO ORDER

The meeting was called to order at 10:30 AM

There are six voting members present, and a quorum was established.

It was noted that Jennifer West has resigned from the Board and there are two new members appointed to the Board – Harriet Bering and Jane Wherren.

MOTION by Myra Rolerson, seconded by Derreth Roberts, to approve the minutes of August 7, 2025 as written. Motion passed 6-0.

2026 MEETING SCHEDULE

The Board decided on the following dates for its regularly scheduled meetings:

March 16 (Monday) 10:30 AM (This is a date that Dr. Prast will be at IHC)

May 20 (Wednesday) 10:30 AM

August 12 (Wednesday) 10:30 AM

December 16 (Wednesday) 10:30 AM - Annual Meeting – Election of Officers

ELECTION OF OFFICERS

The Board nominated Christine Robb as Chair, Ken Smith as Vice Chair and Jane Wherren as Secretary of the Health Center Advisory Board. Nominations were passed unanimously.

POLICY MANUAL

- . **Confidentiality Statement and the Policy Manual Signature Page** were signed by the HCAB Members

- . **Organizational Chart - 2025-2026**
MOTION by Derreth Roberts, seconded by Myra Rolerson to approve changes to the Organizational Chart as presented. Motion passed 6-0. The changes included updating position titles in the Support Staff box of the chart.

- . **IHC Exposure Control Plan**
This policy has been updated and amended. Bloodborne Pathogens training occurred last week at IHC as well as a review of Hep B Exposure guidelines. There are now gloves at the front desk.
MOTION by Ken Smith, seconded by Myra Rolerson, to approve the changes to the IHC Exposure Control Plan. The motion passed 6-0.

NEW POLICIES:

The following are three new policies for review and approval:

1. Controlled Substance Wasting and Destruction
2. Response to Suspected Controlled Substance Diversion
3. Controlled Substance Storage, Inventory and Record-Keeping.

Chris Bates-Withers told the Board that he and Beth O'Mara worked with the new pharmacist, following a complete audit of the pharmacy, to create the new policies and stated that once these new policies are in place, IHC should be in "good shape".

MOTION by Ken Smith, seconded by Derreth Roberts, to approve all three of the new policies as presented. Motion passed 6-0.

HEALTH CENTER DIRECTOR'S ANNUAL REPORT 11/2024 to 11/2025

Please see written report attached for complete details.

Chris Bates-Withers, PA-C , Health Center Co-Director – Comments:

The written report was reviewed with the HCAB members. Chris Bates-Withers did comment that it gave him great satisfaction in writing this report as it made him realize that the IHC now has so many new capabilities.

Highlights of the report from Chris Bates-Withers:

Personnel Changes:

Dr. Yetman and Dr. Kramer, both supervising physicians, are no longer with IHC. Dr. Brendan Prast is now the sole supervising physician. His full-time practice is based in Sanford, Maine. He plans to be on island one full day per month. Chris, himself, is now a full time provider at IHC after serving in a per diem role for three years at IHC. Beth O'Mara is leaving IHC the first week of summer but will have seasonal availability to help out. Currently, Beth and Chris co-share the roll of Heath Center Director.

Current Per Diems are John Smith, PA-C, Danira Mayes, M.D., Kathleen Philbrook, FNP-C, Current providers are Beth O'Mara, FNP-C, Chris Bates-Withers, PA-C, Dorie Weir, FNP-C, and Owen Howell, PA-C.

Positions Planned for Future: Chris said that currently in the "pipeline" is creating a fulltime nursing roll to help providers from getting burnt out – they can do INR, tick bites, etc. This should help to improve the work flow.

Utilization/Description of Clinic Services

The Patient Encounter spreadsheet is attached to the Annual Report. It was a very busy year for IHC with some months showing patient encounters at an all time high. The numbers are up 50% since Covid. There are increasing numbers for primary care, tick bites, and emergency calls.

IHC can now run more labs in house and Chris has started a monthly lipid clinic. IHC can provide blood cholesterol testing, patient counseling and medication management in a single visit.

With limited dermatologists in the area, IHC will begin to move towards doing biopsies. Chris will be undergoing training for this and a dermatoscope is being purchased. Biopsies will be sent to NorDx.

Emergency services are available 24 hours a day, 7 days a week, with a room dedicated to emergency services in the new IHC.

Mental Health Services are provided by Emily Davis LPC and Dr. Michael Wright, LISW. Both providers are fully booked at this time and there is a waiting list.

Christine Robb thought it would be helpful for the HCAB to see a monthly accounting report of Health Center revenues for mental health for IHC. She would like to see what was billed out and what was actually received per month.

Goals

Chris Bates-Withers said there was never a formalized goal of the move from the old health center to the new health center but noted that this was a MAJOR GOAL accomplished!

There was a 1.6% overall increase in reimbursement from FY23-24 to FY24-25. Timeliness of billing is greatly improved in FY24-25. In 2024 50% of AR claims for FY23-24 were more than 120 days old, and now the latest report in 2024 indicates only 0.84% of AR claims for FY24-25 are more than 120 days old. GREAT PROGRESS!

Chris said he can now teach ACLS, PALS and BLS, which is of great benefit to the island providers and others.

Cross training of front office staff is ongoing.

A full time paramedic being hired for Islesboro is being considered.

Goals for 2025 -2026 – Please see attached report.

QA/QI

Data analytics features of the EHR have allowed a more effective capturing of data. The QA Committee meets biannually to review the chart audit. Minutes and results from both meetings are attached. See reports for details. Chris Bates-Withers explained the questions and discussed changes to the questions for the next audit in April.

Consulting Services: Beth O'Mara commented that the current consulting service for provider credentialing, etc, has been painstakingly slow. She would like to shop around for another company and said that Brandy Cilley may learn how to do the credentialing process.

In summary, Chris Bates-Withers said that the IHC team has done A LOT over the past year. He said that it is going well that both he and Beth are working together as Health Center Directors. There will be more review of policies and changes forthcoming. The policy review process is getting more streamlined as tools such as "Google Docs" are being utilized.

HEALTH CENTER ADMINISTRATOR'S REPORT

Janet Anderson, Health Center Administrator, submitted a written report for 2025. (See attachment).

MOTION by Myra Rolerson, seconded by Derreth Roberts, to adjourn the meeting at 12:00 PM
Motion passed 6-0.

Respectfully submitted,

Peggy L. Pike