

Sherman County Health District
Board of Directors Meeting Minutes

Regular Board Meeting

September 14th, 2017
Moro, Oregon

Present:

Board Members: President Bert Perisho, Vice President Jayme Mason, Director W.P. Thurston (absent), Director Curt Mason, Director Janice Strand

Staff: Mark Corey, FNP; Caitlin Blagg, District Administrator

Visitors: None

Call to Order: President Perisho called the meeting to order at 5:37 p.m.

Visitor's comments on agenda items (Discussion to be regarding agenda items only): None

Consent Items

- A. REGULAR MEETING MINUTES:** After reviewing the minutes from the August 2017 Board meeting, **Vice President J. Mason made a motion to accept the minutes as written. Director C. Mason seconded. No discussion. Motion carried (unanimous).**
- B. FINANCIAL REPORT:** Handed out was a financial report put together by District Administrator Blagg stating the District's cash on hand as of the end of August 2017 was \$157,704.99. Cash on hand at the end of business on Thursday, September 14th, 2017 was \$145,112.74. Also presented was a Profit & Loss statement for August 2017. The check registers for August was gone over to explain some of the different costs. **A motion was made by Vice President J. Mason to accept the financial report. Director C. Mason seconded. No discussion. Motion carried (unanimous).**
- C. PATIENT REPORT:** The patient report for August 2017 was given to the Board members for review. Average patient per day number was 6.5. Average number of Medical Assistant visits per day was 4.68. These nursing visits were ONLY the visits that were scheduled as a nursing visit; they do not include any 'add on labs' that Mr. Corey might have requested as part of an office visit.

FNP & Administration Report

- **Mark Corey, FNP:** Mr. Corey mentioned that he was impressed with the quality of interviewees and expressed this thanks to President Perisho for helping with the interviews.
- **Caitlin Blagg, District Administrator:** Ms. Blagg informed the Board that the hiring process for the Receptionist/Billing position went very well. The District had a lot of

interest and received quite a few applications. The position has been filled by Betsy von Borstel (nee Fritts).

Old Business

- A. **WELLNESS WALK:** The Wellness Walk was held on August 26th. Attendance was an all-time low with only 4 participants, 8 if you count clinic staff. This will be the last year this event will be held. Going forward the plan will be to have a table with kid's activities and promotional giveaways at the Children's Fair every June. District Administrator Blagg asked the Board for their thoughts on applying for a Sherman Development League grant to help fund the giveaways for the kids. The Board thought it was a good idea to apply for the grant.

- B. **5-YEAR PLAN:** District Administrator Blagg asked for input on when to schedule a Work Session to discuss this plan. A work session has been planned for October 21, 2017 beginning at 8:00am in the Administration office.

- C. **PAIN CONTRACT REVIEW:** District Administrator Blagg handed out copies of the "Controlled Substances Contract". Mark Corey, FNP went over the document with the Board. District Administrator Blagg will update the contract with the suggested changes and have a final copy ready for approval at the next Board Meeting.

- D. **CONCRETE REPAIR:** District Administrator Blagg asked Jerrilea Mayfield, Medical Assistant/Referral Coordinator, to reach out to the contractor who did her concrete work, who was also recommended by Ken DeGrange, for a bid on the cost to repair the concrete in front of the clinic and administration office. Darryl Sharp send a bid via text in for \$350 to patch and fix existing concrete and \$3,300.00 to replace the area completely. It was decided by the Board to hold off on this project until next spring, as it is an aesthetic issue, not a safety issue.

New Business

- A. **FLU SHOT CLINIC:** This year's flu shot clinic will be held on October 12th, before the Board Meeting. Hours will be from 3:00pm to 6:00pm. Ms. Blagg encouraged all Board Members. Vice President J. Mason mentioned that she and Director C. Mason will not be at the October meeting.

- B. **RESOLUTION 9-14-2017: DISSOLUTION OF AUXILIARY FUND:** District Administrator informed the Board that she had talked with the auditor about the dissolution of the Auxiliary Fund. The auditor said this would be an acceptable practice as long as there was a resolution adopted by the Board. Ms. Blagg asked the Board to review the

proposed resolution regarding the dissolution of the Auxiliary Fund effective July 1, 2018. **Vice President J. Mason made a motion to accept Resolution 9-14-2017 in the matter of dissolving the Auxiliary Fund effective July 1, 2018. Director C. Mason seconded. Motion carried (unanimous).** All present Board Members signed the resolution.

C. SPECIAL DISTRICT INSURANCE SERVICES (SDIS) SAFETY AND SECURITY GRANT: District Administrator Blagg mentioned that she was applying for a grant to get an outdoor storage shed to help clean out the indoor storage.

Good of the Order:

A. District Administrator Blagg mentioned that she will be attending the Oregon Rural Health Conference in Sun River from October 18-20.

Adjourn

Meeting Adjourned at 6:09 p.m.

The next Board Meeting will be on Thursday, October 12th, 2017 at 5:30 pm, in the Administration Office.

Respectfully submitted,
Caitlin Blagg
District Administrator

Board President
Bert Perisho

Vice-President
Jayme Mason

Director
Wm. P. Thurston

Director
Curt Mason

Director
Janice Strand

Date