

Sherman County Health District
Board of Directors Meeting Minutes

Regular Board Meeting

November 9th, 2017
Moro, Oregon

Present:

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

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

Visitors: None

Call to Order: Vice-President J. Mason called the meeting to order at 5:31 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 September 2017 Board meeting, **Director Thurston made a motion to accept the minutes as written. Director Strand seconded. No discussion. Motion carried (unanimous).**
- B. **WORK SESSION MINUTES:** After reviewing the minutes from the October Work Session meeting, it was decided to table accepting the minutes as presented as only one Board Member present was at the work session.
- C. **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 October 2017 was \$110,501.07. Cash on hand at the end of business on Thursday, November 9th, 2017 was \$103,650.58. Also presented was a Profit & Loss statement for October 2017. The check registers for September and October were gone over to explain some of the different costs. **A motion was made by Director Thurston to accept the financial report. Director Strand seconded. No discussion. Motion carried (unanimous).**
- D. **PATIENT REPORT:** The patient report for September and October 2017 was given to the Board members for review. Average patient per day number was 7.0 for September and 6.73 for October. Average number of Medical Assistant visits per day was 4.68 for September and 8.86 for October. October's number was higher than normal due to the Flu Shot Clinic being held during this month. 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:** Mark did not have much to report on. He stated that Betsy von Borstel, Billing/Receptionist was fitting in nicely and doing a phenomenal job. Mr. Corey also reported that the Clinic has not yet seen very many flu-like symptoms.

- **Caitlin Blagg, District Administrator:** Ms. Blagg informed the Board that due to recent mistakes by Allergist Dr. Billstrom's office staff, our Clinic would no longer be providing allergy shots to patients. Recently there was an allergy patient who had a severe skin reaction at the injection site where allergy medication was administered. Clinic staff followed all proper procedures from our Clinic's side and followed what was prescribed by Dr. Billstrom's office. It was discovered that Dr. Billstrom's office mistakenly wrote down that the patient was to receive a dose of 0.3 instead of 0.1. This mistake was severe enough that Mark Corey and all Clinic staff decided that we would no longer provide allergy injections to patients as a safety precaution. We have the best interest of our patients in mind and want to keep them safe.

We have already purchased more influenza vaccine this year than we have last year. It was decided that after we are out of the current vaccine we have in stock, we will not purchase any more and we will suggest that people go their pharmacy. Under the advisement of Dr. Dillon, we did not offer ½ dose flu shots to people, as they have been deemed ineffective by the Center for Disease Control (CDC).

Old Business

- 5-YEAR PLAN PRIORITY LIST:** This was tabled until the next meeting so all Board Members can be present.
- PAIN CONTRACT REVIEW:** District Administrator Blagg, at the request of Dr. Dillon, asked to hold off on adopting the current pain management. Dr. Dillon would like to review the document and has some ideas on how to make it more concise. This has been tabled until Dr. Dillon and Mark Corey can revise the current pain contract.

New Business

- REVIEW 2016-2017 AUDIT:** District Administrator Blagg gave the Directors a copy of this year's audit. The audit was reviewed. Ms. Blagg stated there was not a Management Comment letter this year because the Auditors could not find significant accounting mistakes to comment on. Ms. Blagg was very pleased with this year's audit process and outcome. The significant deficiencies were addressed. The significant deficiencies found were the two that all small districts, business, etc. have. They were 1) no one experienced in auditing/accounting and 2) not enough segregation of duties due to the lack of staff people. **After reviewing the audit, Director Thurston made a motion to accept the 2016-2017 audit, acknowledging the deficiencies and stating that, at this time, no changes would be made. Director Strand seconded. No discussion. Motion carried (unanimous).** The Board made it clear that they understand the significant deficiencies, however, due to the size and budget of the Health District, it was not feasible, at this time, to make any changes related to these deficiencies.
- VEGGIE RX CELEBRATION EVENT:** District Administrator Blagg mentioned that a celebration event was being planned for the week before Thanksgiving. The point would be to celebrate the success of VeggieRx in Sherman County and invite people to the senior center for cooking demos, food sampling, and help spread the word about VeggieRx and encourage people

to participate. Moda, EOCCO, Advantage Dental, Gorge Grown and OSU Extension are all participating. She also informed the Board that the Health District donated a 5-piece exercise kit which included a gym bag, yoga ball, hand pump, jump rope and stretch band. The Health District received this several years ago in an office supply order from Quill and it has been taking up room in storage so Ms. Blagg decided to donate it as a door prize.

- C. **ADOPT REVISED POLICIES:** District Administrator Blagg presented three policies that were reviewed and updated by Dr. Dillon. The documents were: Medical Record Policy, Chronic Disease Management and Medication Refill Policy and Medical Record Content Policy. The Board reviewed the policies. **Director Thurston made a motion to accept the revised policies as written. Director Strand seconded. No discussion. Motion carried (unanimous).**

Good of the Order:


- A. Thank you from Sherman School for Sports Program Advertisement: District Administrator read aloud a thank you card from the school for once again supporting the sports program with an advertisement.

Adjourn

Meeting Adjourned at 6:25 p.m.

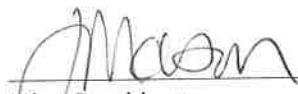
The next Board Meeting will be on Thursday, December 14th, 2017 at 5:30 pm, in the Administration Office.

Respectfully submitted,
Caitlin Blagg
District Administrator

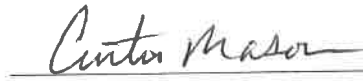


Board President
Bert Perisho

Director
Wm. P. Thurston



Vice-President
Jayme Mason



Director
Curt Mason



Director
Janice Strand



Date