

Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

August 10th, 2017
Moro, Oregon

Present:

Board Members: President Bert Perisho, 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: President Perisho called the meeting to order at 5:30 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 July 2017 Board meeting, **Director Thurston made a motion to accept the minutes as written. Vice President J. 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 July 2017 was \$179,198.93. Cash on hand at the end of business on Thursday, August 10th, 2017 was \$156,491.00. Also presented was a Profit & Loss statement for July 2017. The check registers for July was gone over to explain some of the different costs. **A motion was made by Director Thurston to accept the financial report. Vice President J. Mason seconded. No discussion. Motion carried (unanimous).**

- C. **PATIENT REPORT:** The patient report for July 2017 was given to the Board members for review. Average patient per day number was 5.78. Average number of Medical Assistant visits per day was 5.78. 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 stated that the patient visits have been pretty slow this summer, but are starting to pick up again. Mr. Corey mentioned a possible outreach opportunity during the Fair 2018. The EOCCO working with OSHU and the Knight Foundation are doing a traveling colorectal cancer screening booth. Staffing would be provided and the booth would be promoting colorectal cancer screening and letting people know why it is such an important procedure to have done. More information about this will be forthcoming as we get closer to the date.

- **Caitlin Blagg, District Administrator:** Ms. Blagg informed the Board that the parking lot re-striping project is complete. Part of this included pressure washing the parking lot. There have been both positive and negative comments received about the painting job, but more positive than

negative. Total cost for this project was approximately \$477, not including labor. All labor was done by Amy Asher and Caitlin Blagg.

The kitchen sink and waterlines in apartment 1 had to be completely replaced. There were old water lines that started leaking and after Renter Dean Rader alerted Ms. Blagg to the issue she went up and inspected and found a couple different leaks in both the water lines and drain lines, as well as several rust spots in the sink itself and completed rusted drain strainers. Ms. Blagg decided it was best to just replace everything.

Ms. Blagg mentioned that this year the Clinic purchased an advertisement spot in the annual Fair Book. This is a good way to show support of the fair, 4-H-ers, and the County in general.

Ms. Blagg mentioned that due to recent changes, Dr. Dillon suggested purchasing telephone triage books that can be used to triage patients over the phone in case we cannot get a patient in same day. This provides easy charting, as whomever is giving the advice can simply chart "Advice given from page XX of XXXX book". This will be a tool the receptionists can use, as they have no authority to advise patients on anything medical. The books have been purchased and are being reviewed by Jerrilea Mayfield and Mark Corey to see which they like better.

- **Dr. Kristen Dillon, M.D.:** Dr. Dillon first wanted to compliment all the staff at the clinic for working hard on reducing the number of pain patients at the clinic. The total number of pain patients has greatly reduced over the past year, and the number of pain patients receiving a high dose of pain medications has been reduced dramatically as well. This has left a bit of a decrease in patient visits and to help offset this decrease Dr. Dillon and Mr. Corey are working together to target certain diagnoses to get those patients in for follow up appointments.

Old Business

- A. **ANNUAL MEETING:** The annual meeting was held on Tuesday, July 25th at 12:30p.m. This is a requirement for being a Rural Health Clinic (RHC) under Medicare rules. District Administrator Blagg gave each Board Member a copy of the Annual Review.
- B. **WELLNESS WALK:** The Wellness Walk will be on August 26th. District Administrator Blagg asked if the route should be kept the same or if it should be changed to where people actually end up at the fairgrounds. Ms. Blagg gave shirts to the Board members who will be present for the walk.

New Business

- A. **CMS ANNUAL MEETING FOLLOW-UP:** Discussed under OLD BUSINESS.
- B. **SCHEDULE A TIME TO REVIEW 5-YEAR PLAN:** District Administrator Blagg asked if the Board would like to schedule a Work Session meeting as previously done, or if they would like to do it as part of a regular meeting. The Board expressed that this should be done in a Work Session

on a Saturday sometime in the Fall. Ms. Blagg told the Board members to consider their schedules and she will put this on the agenda for September so a final date can be decided upon.

- C. **BILL PAY RESOLUTION 8-10-2017:** District Administrator Blagg requested that the Bill Pay Resolution from 2016 be updated to remove Shred4Less and Old Republic Surety and to add FoneMed, Mid Columbia Producers, Iron Mountain, and Oregon Department of Human Services – OFS (Vaccines). **Vice President J. Mason made a motion to accept Resolution 8-10-2017 in the matter of Bill Payments. Director Strand seconded. No discussion. Motion carried (unanimous).**
- D. **SURPLUS ITEMS:** There are two tables that are no longer needed or wanted at the Health District. They are the old board meeting tables. They are heavy and a pain to move around for meetings. They have been replaced by two folding tables, which are easier to move. Ms. Blagg would like to donate the tables to the Fair Board if they are interested in them. President Perisho stated that the Fairgrounds can always use more tables. **Vice President J. Mason made a motion to surplus two 6-foot tables and donate them to the Fairgrounds. Director Thurston seconded. No discussion. Motion carried (unanimous).**
- E. **JOB POSTING/ INTERVIEW SCHEDULE:** The job posting for FT Receptionist/ Billing Clerk District Administrator Blagg informed the Board that first round interviews will be on Thursday, August 17th beginning in the morning. Not very many applications have been received yet, so the deadline to apply may need to be extended. Second round interviews would be on Thursday, August 24th. Ms. Blagg's goal is to have the position filled September 11, 2017. President Perisho stated he could probably be there for the first round interviews. The point was brought up that a second interview might not be needed depending on how the first round goes. Ms. Blagg agreed with this.
- F. **PAIN MANAGEMENT CONTRACT:** Mark Corey, FNP, is requesting that the Board of Directors review and adopt the Pain Management Contract as Board/Clinic policy. The Board is open to this discussion. District Administrator Blagg will add this to the September agenda and provide a copy of the Pain Management Contract at that time.
- G. **ECLIPSE SCHEDULE:** Mark Corey, FNP will not be in the office on Eclipse day. The Clinic will be open for Administrative purposes only. If Jerrilea is called out for EMS calls, and the clinic is seeing a lot of people coming in for services, only to be turned away because we have no provider on-site, District Administrator Blagg stated she would close the clinic. This would reduce the potential liability for the clinic.

Good of the Order:

- A. None

Executive Session: ORS 192.660(2):f – to consider information or records that are exempt by law from public review.

The Board of Directors entered into Executive Session at 6:08 p.m.

The Board of Directors came out of Executive Session at 6:14 p.m.

Adjourn

Meeting Adjourned at 6:14 p.m.

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

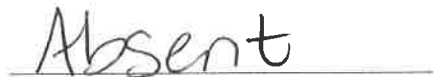
Respectfully submitted,
Caitlin Blagg
District Administrator



Board President
Bert Perisho



Director
Wm. P. Thurston



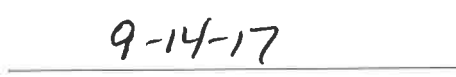
Director
Janice Strand



Vice-President
Jayme Mason



Director
Curt Mason



Date