

Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

January 11th, 2018
Moro, Oregon

Present:

Board Members: President Bert Perisho, Vice President Jayme Mason (absent), 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 5:29p.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 December 2017 Board meeting, **Director Strand made a motion to accept the minutes as written. Director Thurston 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 December 2017 was \$262,806.36. Cash on hand at the end of business on Thursday, January 11th, 2018 was \$316,466.70. Also presented was a Profit & Loss statement for December 2017. The check register for December was 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).** The Directors all decided it was no longer necessary to have the end-of-business balance given during this report.

- C. **PATIENT REPORT:** The patient report for December 2017 was given to the Board members for review. Average patient per day number was 7.71. Average number of Medical Assistant visits per day was 4.24. 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 discussed the ongoing efforts to meet EOCCO metrics.

- **Caitlin Blagg, District Administrator:** Ms. Blagg stated that the locks in the clinic area have all been replaced. The doors from the waiting area into patient areas have all been replaced so that they are always locking from the waiting room and always unlocked from the patient areas. This has increased safety for all staff. The back-door handle of the clinic has also been replaced so that it is always locked from the outside and unlocked from the inside. This is to reduce the number of people that can just walk into the back door of the clinic, which happens very often, regardless of the "Employee's Only" sign. New deadbolts and a new lever handle were also installed so only one key is needed, rather than five different keys.

Ms. Blagg has been in contact with Pacific Power regarding the lot behind the clinic. Pacific Power is in the process of decommissioning that lot, however it is a long, extensive process. The Health District is on Pacific Power's radar as a potential buyer when the time comes.

Old Business

- A. **PAIN CONTRACT REVIEW:** District Administrator Blagg reviewed the updated Agreement for Chronic Opioid Therapy and Material Risk Notice, all a part of the updated pain contract. After review, **Director Strand made a motion to support the Sherman County Medical Clinic Agreement for Chronic Opioid Therapy policy. Director Thurston seconded. No discussion. Motion carried (unanimous).**

New Business

- A. **DISTRICT CONTRIBUTIONS TO EMPLOYEE SIMPLE IRA:** District Administrator Blagg handed out a worksheet that outlined how much each employee had made in 2017 and a breakdown of what a 1%, 1.5%, 2%, 2.5% and a 3% contribution to each employee's IRA account would be. Ms. Blagg informed the Board that 3% had been budgeted. **Director Strand made a motion to have the District contribute 3% to each employee's IRA accounts. Director Thurston seconded. No discussion. Motion carried (unanimous).** Ms. Blagg thanked the Directors on behalf of all the employees.

- B. **BUDGET CALENDAR:** District Administrator Blagg handed out a copy of the budget calendar for each Board member. President Perisho pointed out that for the Budget Hearing to fall on the regular Board Meeting night, the date would need to be moved to June 14th. District Administrator Blagg will update the Budget Calendar to reflect this change.

Good of the Order:


- A. Thank You Card – President Perisho read a thank you card from Jerrilea Mayfield.


Adjourn

Meeting Adjourned at 6:01p.m.

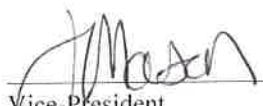
The next Board Meeting will be on Thursday, February 8th, 2018 at 5:30 pm, in the Administration Office.

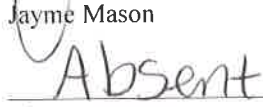
Respectfully submitted,
Caitlin Blagg
District Administrator




Board President
Bert Perisho


Director
Wm. P. Thurston



Vice-President
Jayme Mason


Director
Curt Mason



Director
Janice Strand



Date