

## Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

April 12<sup>th</sup>, 2018  
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; Dr. Kristen Dillon, Supervising Physician

**Visitors:** None

**Call to Order:** President Perisho called the meeting to order at 5:32p.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 February 2018 Board meeting, **Vice President J. Mason made a motion to accept the minutes as written. Director Strand 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 March 2018 was \$271,485.01. The check registers for February and March were gone over to explain some of the different costs. **A motion was made by Vice President J. Mason to accept the financial report. Director Strand seconded. No discussion. Motion carried (unanimous).**
  
- C. **PATIENT REPORT:** The patient report for February and March 2018 was given to the Board members for review. Average patients per day for February was 6.16 and March was 6.79. Average number of Medical Assistant visits per day for February was 4.49 and March was 3.91. 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.

**Executive Session:** ORS 192.660(2): (i) Personnel

The Board entered Executive Session at 5:40 pm.

The Board came out of Executive Session at 6:09 pm.

No motion taken.

Mark Corey, FNP left the meeting at 6:10pm.

### **FNP & Administration Report**

- **Mark Corey, FNP:** No report given
  
- **Caitlin Blagg, District Administrator:** Ms. Blagg informed the Board that it was time again to do the Consumer Assessment of Healthcare Providers and Systems (CAHPS) Survey to maintain our Patient-Centered Primary Care Home status. 165 surveys were sent out this past week.

Ms. Blagg informed the Board that Jerrilea Mayfield, Medical Assistant/Referral Coordinator is fully up-to-date on all of her referrals. Betsy von Borstel, Billing Clerk/Receptionist came up with a system to help Jerri streamline her referral process and it has been very successful.

Due to the recent increase in workload, Ms. Blagg has not been able to complete employee evaluations; however, she is budgeting step increases for all eligible staff. Ms. Blagg hopes to have these completed by the end of April.

Jerrilea Mayfield, Medical Assistant/Referral Coordinator and Ms. Blagg are looking into attending a OSHA training in future.

The bathroom sink/vanity in apartment #2 needs to be replaced. Ms. Blagg is looking into the most cost-effective way of doing this. Also, the remaining garbage from the shower replacement needs to be removed. Ms. Blagg is waiting on a trailer and the County wide clean up day.

#### Old Business

- A. **FY 2018-2019 COLA INCREASE:** District Administrator Blagg informed the Board that the County had decided to go with a 2% COLA increase for FY 2018-2019. **Vice President J. Mason made a motion to budget for a 2% COLA increase for all staff for FY 2018-2019. Director Strand seconded. Motion carried (unanimous).**

#### New Business

- A. **BUDGET COMMITTEE MEMBERS:** District Administrator Blagg told the Board that Shawn Payne has agreed to return to the Budget Committee. She is still waiting to hear back from Brenda Padgett. If any of the Board members have ideas on people who might be interested in being on the Budget Committee, District Administrator Blagg would be happy to reach out to them.
- B. **BUDGET COMMITTEE REMINDER:** This is a reminder that the Budget Committee Meeting will be on Thursday, May 10<sup>th</sup>, 2018 at 5:30pm.
- C. **FAMILY FAIR:** District Administrator Blagg asked the Board if they were interested in having the Health District participate in this year's Family Fair. It will be held at the Moro City Park on Thursday, June 7<sup>th</sup> from 4:30-6:00pm. The Board members all agreed that it is important to keep a presence in the community and they are in support of participating in this event.
- D. **CHAMPIONS CAMP T-SHIRT SPONSORSHIP:** Last year, the Health District sponsored the t-shirts for Champions Camp. This was great way to advertise for the Clinic and help out a great community event. Last year the Health District spent \$525 on this event and Ms. Blagg things it would be important to continue sponsoring this event. Ms. Blagg has the support of the Board to sponsor the Champions Camp t-shirts again this year. Ms. Blagg will reach out to the school.

At 6:20pm Dr. Kristen Dillon, Supervising Physician, joined the meeting via conference call.

- E. **CONTRACT NEGOTIATIONS PER CURRENT CONTRACT FOR FNP AND SUPERVISING PHYSICIAN:** District Administrator Blagg stated that she talked to Dr. Dillon after the February meeting and at that time she had no concerns with her contract. After further conversations, Dr. Dillon will need to be compensated for extra work she does for the clinic. This will be discussed at a later date.

F. **FUTURE OF THE CLINIC:** This agenda item was added to the original agenda. President Perisho read aloud Mark Corey, FNP's 90-day notice of retirement. Mr. Corey plans to stay on at the clinic until a new provider can be hired. After an extensive discussion, a Special Meeting was scheduled for April 20<sup>th</sup> at 3:00pm in the Administration Office. Ms. Blagg will post the meeting as required. **Vice President J. Mason made a motion to accept Mark Corey's 90-day notice of retirement effective May 1, 2018. Director C. Mason seconded. Motion carries with regrets (unanimous).**

**Good of the Order:**

A. **2017-2018 WINTER SPORTS PROGRAM FOR SHERMAN COUNTY SCHOOL:** District Administrator Blagg gave the Board a copy of the winter sports program.

**Adjourn**

**Meeting Adjourned at 7:15 p.m.**

The next Board Meeting will be on Friday, April 20<sup>th</sup>, 2018 at 3:00pm, 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