

Sherman County Health District  
Board of Directors Meeting Minutes

Regular Board Meeting

October 11<sup>th</sup>, 2018  
Moro, Oregon

**Present:**

**Board Members:** President Bert Perisho, Vice President Jayme Mason, Director Curt Mason (via telephone), Director Janice Strand (absent)

**Staff:** Caitlin Blagg, District Administrator

**Visitors:** None

**Call to Order:** President B. Perisho called the meeting to order at 5:40 p.m.

**Visitor's comments on agenda items (Discussion to be regarding agenda items only):**

- A. **LETTER OF INTEREST FOR OPEN BOARD POSITION:** President Perisho read a letter of interest from Shawn Payne. **Vice President J. Mason made a motion to appoint Shawn Payne to the Board of Directors to fill the open position with a term ending in 2019. Director C. Mason seconded. No discussion. Motion carried (unanimous).**

**Consent Items**

- A. **REGULAR MEETING MINUTES:** After reviewing the minutes from the July 12<sup>th</sup>, 2018 Regular Board meeting, **Vice President J. Mason made a motion to accept the minutes as written. Director C. Mason seconded. No discussion. Motion carried (unanimous).** After reviewing the minutes from the September 26<sup>th</sup>, 2018 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:** The check register for July, August and September were reviewed. **A motion was made by Vice President J. Mason to accept the financial report for July, August and September 2018. Director C. Mason seconded. No discussion. Motion carried (unanimous).**
- C. **PATIENT REPORT:** The patient report for July, August and September 2018 was given to the Board members for review. Average patient per day number was 5.07, 6.53, 5.11 respectively. Average number of Medical Assistant visits per day was 4.29, 3.60, 3.56 respectively. 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**

- A. **Mark Corey, FNP:** Mr. Corey stated that he was developing a little bit of a 'short-timers attitude'. He is looking forward to his retirement.

- B. Caitlin Blagg, District Administrator:** Ms. Blagg stated that she was working on getting all the details ironed out for Christina Rust, PA-C to join the staff. New name tags have been ordered – this is a requirement for PA’s and a good idea for all staff to have. Dr. Dillon is working on getting her Dispensing Authority so Christina Rust can get her DEA license. Dr. Dillon and Ms. Rust are working on the Physician Agreement.

Ms. Blagg informed the Board that effective November 1, 2018 Mark Corey resigned from the Local Community Action Committee and Ms. Blagg is taking an extended leave of absence. After Ms. Rust has settled in, Ms. Blagg will re-assess her position with the LCAC.

Ms. Blagg asked the Board if they were supportive of the Clinic purchasing fleece jackets for all providers and staff with the Clinic logo to be used for Clinic events. The Board was supportive of this.

Ms. Blagg asked the Board about moving employee IRA’s to a different company, which would offer more assistance to employees in regards to managing their retirement accounts. One issue that needs to be checked on is, the finance company employs one of the Health District employee’s sister. Ms. Blagg will check with legal to see if this is a conflict of interest and/or an ethics violation. If it is not, the Board is supportive of getting the best services possible from the best company.

### **Old Business**

- A. PROVIDER RECRUITMENT UPDATE:** District Administrator Blagg presented a draft copy of and Employee Agreement between Sherman County Health District and Christina Rust. Ms. Blagg will amend the agreement as discussed and present it to Ms. Rust for signature.

Ms. Blagg also presented a draft press release announcing Ms. Rust as the new provider. Ms. Blagg will add a section about Mark Corey’s retirement and how much his work in this community has been appreciated.

Ms. Blagg informed the Board that she has gotten Ms. Rust added to the Clinic’s mal-practice insurance and there is no change in premium cost, as a mid-level provider is included in the price already.

### **New Business**

- A. SUPERVISING PHYSICIAN COMPENSATION UPDATE:** District Administrator Blagg informed the Board that the requirements for a Physician to supervise a Physician Assistant is at least 8 hours of on-site time per month. This means Dr. Dillon will have to add 2 hours per month, which means her salary would need to be increased. Dr. Dillon felt that \$2,500/month was a fair price. The Board agreed and instructed Ms. Blagg to prepare a new contract stating the increase and including the last amendment regarding hourly costs. Ms. Blagg will have the document ready for the November meeting.



**B. ANNUAL MEETING REVIEW:** District Administrator handed out copies of the Annual Review for Board Members to review.

**C. 2017-2018 AUDIT:** District Administrator Blagg presented copies of the 2017-2018 Audit to the Board.

**Good of the Order:**


A. District Administrator Blagg shared with the Board that at the November meeting there will be one supplemental budgets and two budget resolutions presented. The supplemental budget will be published so it is very important to have a quorum at the November meeting.


**Adjourn**

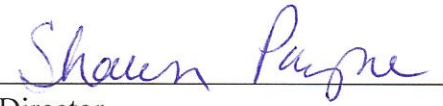
**Meeting Adjourned at 6:28 p.m.**

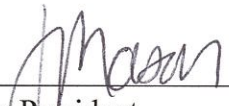
The next Board Meeting will be on Thursday, November 8<sup>th</sup> 2018 at 5:30 pm, in the Administration Office.


Respectfully submitted,  
Caitlin Blagg  
District Administrator

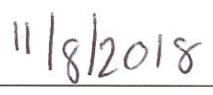
  
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Board President  
Bert Perisho

  
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Director  
Curt Mason

  
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Director  
Shawn Payne

  
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Vice-President  
Jayme Mason

  
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Director  
Janice Strand

  
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Date