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Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

November 8th, 2018
Moro, Oregon

Present:

Board Members: President Bert Perisho, Vice President Jayme Mason, Director Curt Mason, Director Janice Strand, Director Shawn Payne

Staff: Mark Corey, FNP, Christina Rust PA-C, Caitlin Blagg, District Administrator

Visitors: None

Call to Order: President B. Perisho called the meeting to order at 5:36 p.m.

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

Consent Items

- A. **REGULAR MEETING MINUTES:** After reviewing the minutes from the October 11th, 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).**

- 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 October 2018 was \$77,780.48. Also presented was a Profit & Loss statement as of October 2018. The check register for October was gone over to explain some of the different costs. **A motion was made by Director C. Mason to accept the financial report for October 2018. Director Strand seconded. No discussion. Motion carried (unanimous).**

- C. **PATIENT REPORT:** The patient report for October 2018 was given to the Board members for review. Average patient per day number was 5.16. Average number of Medical Assistant visits per day was 8.28. These nursing visits were ONLY the visits that were scheduled as a nursing visit; they do not include any 'add on labs' that clinicians might have requested as part of an office visit.

President Perisho took a second to make sure everyone had met Christina Rust PA-C.

FNP & Administration Report

- A. **Mark Corey, FNP:** Mr. Corey stated that this would be his last board meeting. He feels that the Board made a great decision on hiring Christina and the clinic was fortunate to have her. President Perisho thanked Mark for his years of service and told him the impact he has had on the community has been great. Other Directors echoed President Perisho's sentiment.

- B. **Christina Rust DPT, PT, MS, PA-C:** Ms. Rust informed the Board that we are currently waiting on her DEA license to get approved. After that, Ms. Blagg can start sending in all the paperwork for Ms. Rust to become credentialed. Hopefully this will happen in the next 2 weeks.

She mentioned that she is working with the EHR system and becoming more familiar with the program.

Ms. Rust proposed to the Board that during this transition period, she would like to take more of a primary role and asked if Mark could just come in in the evenings or on an 'on-call' basis. The Board and Mark were both supportive of this idea. The Board assured Mark he would still receive his full salary during this time.

Ms. Rust informed the Board that she was about halfway through the Federal Motor Carriers training for her CDL qualification.

- C. **Caitlin Blagg, District Administrator:** Ms. Blagg stated that Ms. Rust had covered everything on Ms. Blagg's list to cover. She added that things were going well and people were handling the transition very well.

Old Business

- A. **PHYSICIAN ASSISTANT EMPLOYMENT AGREEMENT:** District Administrator Blagg presented a copy of the revised Employment Agreement between Sherman County Health District and Christina Rust DPT, PT, MS, PA-C. **Director Payne made a motion to accept the revised Employment Agreement, authorize President Perisho to sign and offer it to Christina Rust DPT, PT, MS, PA-C. Vice President J. Mason seconded. No discussion. Motion carried (unanimous).** President Perisho and Ms. Rust both signed the document.
- B. **SUPERVISING PHYSICIAN AMENDED 2018-2019 CONTRACT:** District Administrator Blagg presented an amended 2018-2019 contract for Dr. Dillon which included her updated compensation amount and included the addendum regarding hourly pay. **Director Payne made a motion to accept the amended Supervising Physician Contract and offer it to Dr. Kristen Dillon. Director Strand seconded. No discussion. Motion carried (unanimous).** President Perisho signed the document and Ms. Blagg will get Dr. Dillon to sign the next time she is in the Clinic.
- C. **PACIFICORP LEASE FOR PARKING LOT:** District Administrator Blagg informed the Board that PacifiCorp (Pacific Power) is offering to allow the Health District to lease the lot directly behind the Clinic for \$350/year on a 10-year lease with a \$5-year option to renew. Ms. Blagg presented a very rough draft template of a lease option that was provided by PacifiCorp. **Director Strand made a motion to pursue the lease agreement with PacifiCorp to lease the area behind the clinic for use as a parking lot. Vice President J. Mason seconded. Discussion included finding out answers as to which entity would be responsible for removal of the current fixtures on the lot (fencing, concrete pads and cylinders, and storage building). Motion carried (unanimous).**

New Business

- A. **RESOLUTION 2018-11-08B: TRANSFER OF FUNDS:** District Administrator expressed a need to transfer funds from the Material and Services budget line to the Personal Services budget line. This is due to the hiring of a new employee. Ms. Blagg presented a prepared resolution. **Director Payne made a motion to accept Resolution 2018-11-08B as presented. Director C. Mason seconded. No discussion. Motion carried (unanimous).**
- B. **DISTRICT BUILDING PREVENTATIVE MAINTENANCE POLICY:** District Administrator Blagg presented copies of a Preventative Maintenance Policy for the District. This is at the suggestion of Special Districts and is part of the Best Practices program for 2018. **Director Payne made a motion to accept the District Building Preventative Maintenance Policy. Vice President J. Mason seconded. No discussion. Motion carried (unanimous).**

Good of the Order:

- A. President Perisho mentioned that the ‘tunnel’ behind the clinic has become a bit of a hot spot for unwanted shenanigans. He mentioned that a blockade of some type needs to be built to discourage/block people from being able to enter.
- B. Shawn Payne has graciously offered to host a retirement get-together for Mark at her home. This will be held on December 20th.
- C. District Administrator Blagg mentioned that she applied for an SDIS Safety and Security grant to get a couple sit/stand desks, ergonomic chairs, and a snow removal system for the roof.

Adjourn

Meeting Adjourned at 6:21p.m.


The next Board Meeting will be on Thursday, December 13th. 2018 at 5:30 pm, in the Administration Office.

Respectfully submitted,
Caitlin Blagg
District Administrator



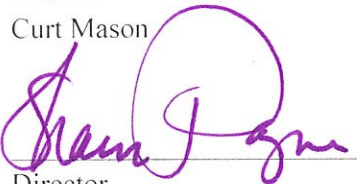
Board President

Bert Perisho




Director

Curt Mason



Director

Shawn Payne



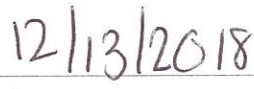
Vice-President

Jayne Mason



Director

Janice Strand



Date