

Sherman County Health District
Board of Directors Meeting Minutes

Regular Board Meeting

December 13, 2018
Moro, Oregon

Present:

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

Staff: Christina Rust, PA-C; Caitlin Blagg, District Administrator

Visitors: None

Call to Order: President B. Perisho called the meeting to order at 5:35 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 November 8th, 2018 Regular Board meeting, **Director Payne 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 November 2018 was \$121,821.51. Also presented was a Profit & Loss statement as of November 2018. The check register for November was gone over to explain some of the different costs. **A motion was made by Director Strand to accept the financial report for November 2018. Director Payne seconded. No discussion. Motion carried (unanimous).**

- C. **PATIENT REPORT:** The patient report for November 2018 was given to the Board members for review. Average patient per day number was 6. Average number of Medical Assistant visits per day was 4.42. 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.

PA-C & Administration Report

- A. **Christina Rust DPT, PT, MS, PA-C:** Ms. Rust conveyed that it has been a good busy around here. Mark Corey, FNP, has been coming in with check-ins. People have been responding very well to the transition between providers. Ms. Rust stated that she completed her CDL training and needs to schedule her CDL test.

The Board inquired about how patients were receiving Mazie as a therapy dog. Ms. Rust asked Caitlin to jump in on this topic. Ms. Blagg stated that she had heard no complaints, only praises and people had really taken a liking to Mazie. She has been a calming presence for several patients.

- B. **Caitlin Blagg, District Administrator:** Ms. Blagg reported that things were going very well, and that Christina is extremely well received by the patients.

The Health District did receive the SDIS Safety and Security Grant in the amount of \$1,327. This was a 50/50 matching grant and it will fund sit/stand desks for Betsy and Christina, chairs for both and a snow removal system for the roof.

Old Business

- A. **PACIFICORP LEASE FOR PARKING LOT:** District Administrator Blagg informed the Board that PacificCorp has come up with a way to deal with the 'asset's' currently on the lot. They are in the process of drafting up a lease agreement and will hopefully be ready for the January Board meeting. From what it sounds like, we would be responsible for the removal of the items in the lot space.

New Business

- **SUPPLEMENTAL BUDGET FOR 2018-2019 AND RESOLUTION 2018-12-13:** District Administrator Blagg handed out a copy of the Supplemental Budget Hearing and Resolution 2018-11-08A regarding the closing of the Auxiliary Fund. **Director Payne made a motion to accept the 2018-2019 Supplemental Budget and Resolution 2018-11-08A as presented. Director Strand seconded. No discussion. Motion carried (unanimous).**
- **STAFF BONUS':** District Administrator Blagg is requesting yearly bonus amounts of \$150 for staff including providers and \$50 to janitorial staff. **Director Payne made a motion to give all staff and providers an end-of-year bonus of \$150.00 and the janitorial staff a bonus of \$50.00. Director Strand seconded. Motion carried (unanimous).**
- **CREDENTIALING UPDATE:** District Administrator Blagg stated that the credentialing process is going very slowly. All applications have been submitted but the waiting periods for processing can be very long. At this point we have put a hold on all claims being processed until we receive credentialing through insurance companies. A new learning was that credentialing rights extended to pharmacy requests. A provider must be credentialed with the insurance companies before prescriptions can be filled.
- **APARTMENT #2 RENTER REQUEST:** Sarah from apartment #2 is requesting to modify the lease agreement to allow her and Tyler to have a very small dog in the apartment. Currently the lease does not allow pets. District Administrator Blagg's recommendation is to modify the lease agreement to allow this, and require a \$500 non-refundable pet fee. The Board discussed putting a 25lb limit on the size of the adult dog and including a disclaimer about noise. **Director Strand made a motion to amend the lease agreement for Apartment #2 to include an allowance for one (1) canine allowed in the residence with the following stipulations:**
 - **The canine must weigh no more than 25 lbs. as a full grown mature adult;**
 - **There will be a \$500 non-refundable pet deposit fee**
 - **There will be a statement about noise level included in the amended lease agreement,****Director Payne seconded. Motion carried (unanimous). No discussion.** District Administrator Blagg will reach out to Sarah and let her know of the terms and see if she would like to proceed with getting an amended lease agreement.

Good of the Order:

- A. **RUFUS FOOD PANTRY:** Director Strand talked about the new Rufus Food Pantry. She said it was not based off income, it was based solely off need. Instead of receiving a box of food, patrons are able to shop around for items they need. Director Strand said that people were coming from all over the local area including Goldendale and Arlington to get food items from the pantry. She said she would like to post a flyer for the food pantry in the Clinic. All other Board Members agreed to post the flyer.

- B. **RETIREMENT PARTY:** Director Payne gave a quick update for Mark's retirement party. She stated that approximately 15-18 people would be present.

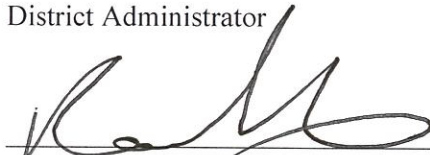
- C. **VEGGIE RX PROGRAM UPDATE:** District Administrator gave an update on the VeggieRx program. The program has run out of funding. Funding was supposed to last 12 months and it lasted 5 months and 1 week. Ms. Blagg expressed frustration with the lack of communication between VeggieRx coordinators and the prescribers/vendors/clients. More grant funding was hopefully available this coming March but was not guaranteed.

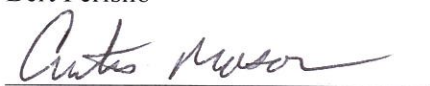
Adjourn


Meeting Adjourned at 6:28 p.m.

The next Board Meeting will be on Thursday, January 10th, 2019 at 5:30 pm, in the Administration Office.


Respectfully submitted,
 Caitlin Blagg
 District Administrator


 Board President

Bert Perisho
 Director

 Curt Mason


 Director
 Shawn Payne

Absent
 Vice-President
 Jayme Mason


 Director
 Janice Strand

1-10-2019
 Date