

Sherman County Health District  
Board of Directors Meeting Minutes

Regular Board Meeting

April 11<sup>th</sup>, 2019  
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:** Lorrie Marcott

**Call to Order:** President Perisho called the meeting to order at 5:36 p.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 March 14<sup>th</sup>, 2019 Regular Board meeting, **Director Strand made a motion to accept the minutes as written. Director Payne 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 2019 was \$200,866.94. Also presented was a Profit & Loss statement as of March 2019. The check register for March was gone over to explain some of the different costs. Ms. Blagg also gave an updated copy of the Profit & Loss Budget vs. Actual for the Board to review. **A motion was made by Director Payne to accept the financial report for March 2019. Director Strand seconded. No discussion. Motion carried (unanimous).**
  
- C. **PATIENT REPORT:** The patient report for March 2019 was given to the Board members for review. Average patient per day number was 8.06. Average number of Medical Assistant visits per day was 3.24. 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.
  
- D. President Perisho took the opportunity to give an overview of the Health District, who we are and what we do to Lorrie Marcott, potential future Board Member.

**PA-C & Administration Report**

- A. **Christina Rust DPT, PT, MS, PA-C:** Christina was not in attendance. Caitlin Blagg, District Administrator informed that in May, Ms. Rust would be attending a training in Orlando.

- B. **Caitlin Blagg, District Administrator:** Ms. Blagg reported that the Sisters Teambuilding Retreat was a success.

### Old Business

- A. **CREDENTIALING UPDATE:** District Administrator Blagg informed the Board that Ms. Rust has been approved for credentialing with United Healthcare, Providence, PacificSource, Aetna, Moda, Regence Blue Cross Blue Shield, Cigna and Medicare. There are no outstanding credentialing applications currently pending.
- B. **PACIFICORP LEASE AGREEMENT DRAFT:** District Administrator Blagg informed the Board that PacifiCorp was not willing to amend the lease agreement. Ms. Blagg told PacifiCorp that the Health District was still willing to enter into the lease agreement without the requested amendment. PacifiCorp sent over the lease agreement for signature. **Director Payne made a motion to direct President Perisho to sign the lease agreement with PacifiCorp for the parking lot behind the Clinic building. Director Strand seconded. No discussion. Motion carried (unanimous).** President Perisho signed the lease agreement and District Administrator Blagg will return it to PacifiCorp.
- C. **EXTERIOR BUILDING SAFETY UPDATE:** District Administrator Blagg is keeping this on the agenda as a reminder to keep working on this.
- D. **WELLENESS CENTER UPDATE:** Director Payne stated that the Wellness Center could use one more grab bar on the wall directly adjacent to the toilet. A grab bar will be donated and installed in the Wellness Center.

### New Business

- A. **EMPLOYEE EVALUATIONS:** Employee evaluations will be finished up this month. District Administrator Blagg is anticipating a step raise for all eligible employees. Ms. Blagg asked the Board how they wanted to handle her evaluation.
- B. **SUPERVISING PHYSICIAN UPDATE:** Dr. Dillon announced her resignation as of April 1<sup>st</sup>, 2019. She will continue to provide services through the summer and is willing to do a month-to-month agreement until we find a replacement. **Director Payne made a motion to regretfully accept the resignation of Dr. Kristen Dillon, Supervising Physician. Director Strand seconded. No discussion. Motion carried (unanimous).**
- C. **SUMMER OPERATING HOURS:** Christina Rust, PA would like to request Fridays off from Memorial Day through Labor Day. The Clinic averages 6 patients on Fridays and to make up for this, Ms. Rust would agree to see 2 extra patients on Monday mornings, and 2 extra patients during the 4 o'clock hour Monday – Thursday. This allows for 10 extra appointment times during the summer. Staff would still work Friday's and the Clinic would be open for administrative purposes. **Director Strand made a motion to approve the Summer Operating Hours as presented by District Administrator Blagg. Director Payne seconded. President Perisho said he was in favor of giving these hours a try. Motion carried (unanimous).**



**D. BUDGET COMMITTEE REMINDER:** District Administrator Blagg reminded the Board that the May meeting includes the Budget Committee meeting and it was very important to have a quorum at this meeting and the June meeting. After some discussion it was decided to move the Budget Committee Meeting and Regular Board Meeting to May 16<sup>th</sup>. This would allow a quorum of the Board to be at both meetings. Director Payne will ask a couple people if they would be on the Budget Committee as would Director Strand. Ms. Marcott was invited to be part of the Budget Committee as well.

**Good of the Order:**

A. President Perisho reported that Mark Corey stopped by his house to let him know that he was thoroughly enjoying retirement and was going to let all his licenses expire. He was not longer interested in providing coverage services when Christina was out of the office. The Board understood and was happy that Mark was enjoying his retirement.

**Adjourn**

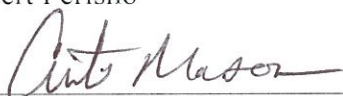
**Meeting Adjourned at 6:42 p.m.**

The next Board Meeting will be on Thursday, May 16<sup>th</sup>, 2019 at 5:30 pm, in the Administration Office. The Budget Committee Meeting will precede the regular Board Meeting.

Respectfully submitted,  
Caitlin Blagg  
District Administrator



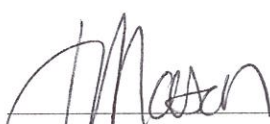
Board President  
Bert Perisho



Director  
Curt Mason



Director  
Shawn Payne



Vice-President  
Jayme Mason



Director  
Janice Strand

5/16/2019

Date