

Sherman County Health District
Board of Directors Meeting Minutes

Regular Board Meeting

June 13th, 2019
Moro, Oregon

Present:

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

Staff: Caitlin Blagg, District Administrator

Call to Order: President Perisho called the meeting to order at 5:32 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 May 16th, 2019 Regular Board meeting, **Director Strand made a motion to accept the minutes as written. Vice President J. Mason seconded. No discussion. Motion carried (unanimous).**
- B. **BUDGET COMMITTEE MEETING MINUTES:** After reviewing the minutes from the May 16th, 2019 Budget Committee meeting, **Director Payne made a motion to accept the minutes as written. Director Strand seconded. No discussion. Motion carried (unanimous).**
- C. **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 May 2019 was \$165,863.50. Also presented was a Profit & Loss statement as of May 2019. The check register for May 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 May 2019. Vice President J. Mason seconded. No discussion. Motion carried (unanimous).** The Board recommended Ms. Blagg sign up for Amazon Business Prime.
- D. **PATIENT REPORT:** The patient report for May 2019 was given to the Board members for review. Average patient per day number was 7.94. Average number of Medical Assistant visits per day was 4.32. 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:** Due to a medical emergency, Christina was not able to attend this meeting.

- B. Caitlin Blagg, District Administrator:** Ms. Blagg reported that Betsy von Borstel, Billing/Receptionist, had been going to South Gilliam Medical Clinic to work with their billing clerk. Betsy has also been watching webinars about Rural Health Billing and hopefully we will have all billing services back in-house by October 2019. This will be a big cost savings for the Health District and will hopefully reduce the amount of billing errors currently happening.

The Family Fair was a successful event.

Budget Hearing

- A. ADOPT BUDGET AND MAKE APPROPRIATION RESOLUTION 2019-2020:** The 2019-2020 Budget was presented as prepared by District Administrator Blagg and approved by the Budget Committee.

Vice President J. Mason made a motion to adopt the Budget for 2019-2020 as approved by the Budget Committee and to adopt the Budget Resolution 06-13-2019 for 2019-2020. Director Payne seconded. No discussion. Motion carried (unanimous). The resolution was signed by all present Board Members.

APPROVE THE PERMANENT TAX RATE: Director Strand made a motion to approve the permanent tax rate of .0004780 for the 2019-2020 Fiscal Year. Director Payne seconded. No discussion. Motion passed (unanimous).

Old Business

- A. EXTERIOR BUILDING SAFETY UPDATE:** District Administrator Blagg is keeping this on the agenda as a reminder to keep working on this. President Perisho said he would take care of this issue when he has time.

New Business

- B. ANNUAL MEETING – MEDIARE REQUIREMENT:** District Administrator Blagg asked about Board Member availability to attend the Annual meeting on July 10th at 10:00am. Dr. Dillon is scheduled to be here that day. Director Strand said she would be able to attend this meeting.
- B. SDAO BOARD OF DIRECTORS & MANAGEMENT STAFF TRAINING:** District Administrator Blagg asked if any Board Members were interested in attending. This is a very good training put on by Special Districts Association of Oregon. Ms. Blagg attended it several years ago at the Annual Conference in Seaside and will be attending again. She will be at the August 13th meeting in Redmond. Shawn Payne is also registered to attend the Redmond meeting. Cost is \$75, the Health District will cover the cost of the training and mileage. Jayme Mason and Janice Strand both asked to be registered for the Redmond class.

C. **ELECTION RESULTS:** District Administrator Blagg informed the Board that Lorrie Marcott and Shawn Payne won the election. They will be sworn in at the July meeting. Congratulations to them both!

D. **ALLERGY INJECTIONS:** Director Payne wanted to discuss why the Clinic discontinued administering allergy shots. She feels this is a disservice to the community, as those patients are required to go outside of the county to receive them. District Administrator Blagg stated that there was one incident where the allergy office wrote down the wrong dosing instructions and the patient had a major reaction. This caused the Clinic staff to have a distrust of the allergy office, so Mark Corey, former FNP, decided to discontinue the service. This has been discussed at staff meetings in the past and Christina Rust, PA feels as though she does not have enough training in the area of allergy injections yet. She is looking into receiving more training. As of right now, she does not feel comfortable offering these services. Once she receives more training, this issue will be brought back up at a staff meeting. President Perisho thanked Director Payne for bringing this issue up and reminded everyone that it was not the role of the Board to make final decisions on what services the clinic offers, but to encourage broader thinking of what services could be offered.

Good of the Order:

Adjourn

Meeting Adjourned at 6:10 p.m.

The next Board Meeting will be on Thursday, July 11th, 2019 at 5:30 pm, in the Administration Office.

Respectfully submitted,
Caitlin Blagg
District Administrator

Absent

Board President
Bert Perisho

Janice Strand

Director
Janice Strand

7-17-19

Date

Jayne Mason

Vice-President
Jayme Mason

Shawn Payne

Director
Shawn Payne