

Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

July 17th, 2019
Moro, Oregon

Present:

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

Staff: Caitlin Blagg, District Administrator

Call to Order: Vice President Mason called the meeting to order at 5:40 p.m.

Oath of Office: Vice President Mason read the Oath of Office to Shawn Payne. Director Payne repeated the Oath and signed the proper paperwork.

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 June 13th, 2019 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 June 2019 was \$165,115.61. Also presented was a Profit & Loss statement as of June 2019. The check register for June was gone over to explain some of the different costs. **A motion was made by Director Payne to accept the financial report for June 2019. Director Strand seconded. No discussion. Motion carried (unanimous).**

- C. **PATIENT REPORT:** The patient report for June 2019 was given to the Board members for review. Average patient per day number was 9.68. Average number of Medical Assistant visits per day was 4.00. For FY 2018-2019 provider average number of patients per day was 6.78 and nursing visits was 4.14. A comparison between previous years' averages was given. It was noted that even with not seeing patients on Fridays, patient numbers are staying above average. 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:** Christina mentioned that she was working with Drs. Dillon and Willett to make the transition between supervising physicians a smooth one. Hopefully the switch will be made by the end of July. She also told the Board that she has received her 24-hour buprenorphine certification for chronic opioid therapy as well as her APA Obesity Management certification.

- B. **Caitlin Blagg, District Administrator:** Ms. Blagg signed up for a Healthcare Providers Prime Business account through Amazon.

The Oregon Office of Rural Health will be having their annual conference in Bend from October 2-4. All staff, except for Laura, who will be on vacation, are registered to attend. A house has been rented for 2 nights near the conference site.

Dr. Dillon has requested to stay on the Clinic's malpractice policy and will provide back-up medical consultation as needed while she is in Washington D.C.

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.

- B. **PACIFICORP LEASE AGREEMENT:** District Administrator Blagg informed the Board that the lease agreement between the Health District and PacifiCorp to lease the lot behind the Clinic has been terminated. PacifiCorp's Environmental Team stated that soil testing had to be completed before the Health District could enter the property in any way. They do not have a timeframe for when the soil samples will be collected so the Property Team was advised to terminate the lease and issue a full refund. District Administrator Blagg will remain in contact with the Property Team and we are supposed to be notified first when the property become available again.

- C. **ANNUAL MEETING:** The Annual Meeting, originally scheduled for July 10th has been rescheduled for July 25th at 11am.

New Business

- A. **SDAO BOARD OF DIRECTORS & MANAGEMENT STAFF TRAINING:** District Administrator Blagg reminded the Board that Directors Strand, Mason and Payne are all registered to attend the SDAO Board of Directors and Management Staff Training on August 13th in Redmond.

- B. **SECRETARY OF STATE AUDIT ACTION PLAN:** District Administrator Blagg informed the Board that the Secretary of State is now requiring all Districts who have significant deficiencies on their audit to submit an action plan stating that the Board is aware of the deficiency. Ms. Blagg read the action plan and asked to have a motion to accept it and appoint Vice President Mason to sign it. **Director Payne made a motion to accept the Action Plan for the Secretary of State regarding the significant deficiencies found on the 2017-2018 audit and appoint Vice President Mason to sign the letter. Director Strand seconded. No discussion. Motion carried (unanimous).** Vice President Mason signed the letter and Ms. Blagg will send it to the Secretary of State.

- C. **EMPLOYEE INSURANCE:** District Administrator Blagg explained to the Board that she has been looking into switching employee insurance to Special District Insurance Services. CIS, the current provider, has been working for us, but the District can get similar plans for less expense and many more options are offered. The Board advised Ms. Blagg to do to what she felt was best for the District.

- D. **ONLINE BILL PAY UPDATE – RESOLUTION 7-17-2019:** District Administrator Blagg is asking the Board to update the online bill pay resolution. Some companies we use have changed names, some needed added and some needed removed. **Director Payne made a motion to accept Resolution 7-17-2019 regarding the Sherman County Health District using Online Bill Pay**

services through Bank of Eastern Oregon. Director Strand seconded. No discussion. Motion carried (unanimous). All present Board Members signed the resolution.

- E. **FRIEND AND REAGAN LETTER:** District Administrator asked that one of the Board members sign the annual agreement of understanding between the Sherman County Health District and Friend & Reagan, PC regarding services provided for the 2018-2019 audit. **Director Payne motioned to have Vice President Mason sign the annual agreement of understanding between the Sherman County Health District and Friend and Reagan. Director Strand seconded. No discussion. Motion carried (unanimous).** Vice President Mason signed the letter.

Ms. Blagg also handed out the questionnaire from Friend and Reagan for each Board Member to fill out and sign.

Good of the Order:

- A. District Administrator Blagg reviewed the services offered through SDAO's Consulting Services.

Adjourn

Meeting Adjourned at 6:28 p.m.

The next Board Meeting will be on Thursday, August 8th, 2019 at 5:30 pm, in the Administration Office.

Respectfully submitted,
Caitlin Blagg
District Administrator



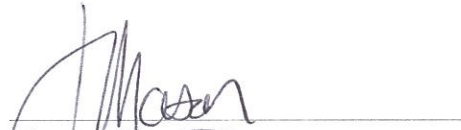
Board President
Bert Perisho



Director
Janice Strand

9/12/2019

Date



Vice-President
Jayme Mason



Director
Shawn Payne