

Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

October 10, 2019
Moro, Oregon

Present:

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

Staff: Caitlin Blagg, District Administrator

Call to Order: President Perisho called the meeting to order at 5:36 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 September 12th, 2019 Regular Board meeting, **Director Strand made a motion to accept the minutes as written. Director Payne seconded. No discussion. Motion carried (unanimous).**
- B. **SPECIAL MEETING MINUTES:** After reviewing the minutes from the September 16th, 2019 Special Board 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 October 10, 2019 was \$89,491.68. Also presented was a Profit & Loss statement as of September 2019. The check register for September was gone over to explain some of the different costs. **A motion was made by Director Payne to accept the financial report for September 2019. Director Strand seconded. No discussion. Motion carried (unanimous).**
- D. **PATIENT REPORT:** The patient report for September 2019 was given to the Board members for review. Average patient per day number was 9.4. Average number of Medical Assistant visits per day was 3.07. 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. **Dr. Tracy Willett, MD; Medical Director:** Dr. Willett spoke to the Board about how things were going with Christina. She stated Christina was going a very good job, is skilled and engaged, but is green in regard to her experience level. Dr. Willett shared that she and Christina were working together very well. Dr. Willett is encouraging Christina to work on specific skills that she did not learn on her different rotations such as blood draws.

Dr. Willett said that networking opportunities were becoming more available to Christina. So far connections have been made with Larry Kahl, COO of Mid-Columbia Medical Center, Dr. Mimi McDonnell, Medical Director of North Central Health Department, and people at The Next Door.

Dr. Willett gave an update on the opioid issue and the chronic pain management program. She said a good plan was in place to transition away from providing chronic pain management. She strongly feels that other modalities will greatly serve the remaining chronic pain management patients.

- B. Christina Rust DPT, PT, MS, PA-C:** Ms. Rust was not at the meeting as she was attending her son's graduation from Air Force Basic Training in Texas.

District Administrator Blagg stated that during the Oregon Office of Rural Health Conference, Ms. Rust showed interest in becoming a contracted provider rather than staying an employee. This would offer her more tax deductions. The Board was supportive of this idea, pending actual verification that having a contracted provider meets Rural Health Clinic requirements.

- C. Caitlin Blagg, District Administrator:** All staff (except Laura, who was on vacation) attended the Oregon Office of Rural Health Conference in Bend last week. The conference was well attended and offered a lot of new ideas regarding services offered in rural health clinics. Dr. Willett said it was a great thing that all staff could attend the conference because it provided a chance to team-build.

Ms. Blagg also mentioned that the Flu Shot Clinic, which was held today, went very well.

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. Ms. Blagg
- B. OPEN BOARD POSITION:** Director Payne wanted to address the open Board position. District Administrator Blagg will advertise it in the Sherman County eNews and ask for letters of interest.

New Business

- A. WINDOW BIDS:** District Administrator Blagg told the Board that windows in the upstairs rental apartments need to be replaced. Both 12-foot windows facing Main Street, both back patio sliding doors, and the two north facing windows in apartment #2 need to be replaced. She presented bids from Bob's Glass for \$9,638.00 and Home Depot for \$10,270.00. After some discussion about window brands, **Director Strand made a motion to accept the bid from Bob's Glass, pending a review of the quality of windows being installed and warranty information and allow District Administrator Blagg to sign the bid for return upon review. Director Payne seconded. No discussion. Motion carried (unanimous).** District Administrator Blagg will contact Bob's Glass to see what the brand of windows are and to see what the warranty is. If comparable to Home Depot, she will sign the bid from Bob's Glass and return to them with initial payment.
- B. UP-TO-DATE MEMBERSHIP:** District Administrator Blagg informed the Board that she would be subscribing to Up-To-Date, an online medical reference guide for Christina. It will be a 3-year membership at the cost of \$1,567.00.
- C. EMERGENCY PREPAREDNESS PLAN:** Director Payne brought up that the radio the Health District has to communicate with 911 dispatch in an emergency is obsolete and no longer working. This puts us out of compliance with our Emergency Preparedness Plan. Director Payne can get us an updated radio at the cost of about \$3,000.00. It was suggested that District Administrator Blagg

apply for the Safety and Security Grant from Special Districts to help cover the cost. Ms. Blagg will apply for the meeting and Director Payne will get the official quote from Day Wireless.


Good of the Order:

Adjourn


Meeting Adjourned at 6:31 p.m.

The next Board Meeting will be on Thursday, November 14th, 2019 at 5:30 pm, in the Administration Office.


Respectfully submitted,
Caitlin Blagg
District Administrator



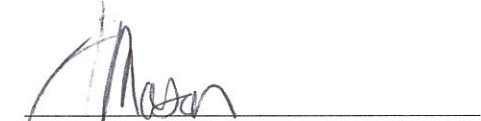
Board President
Bert Perisho



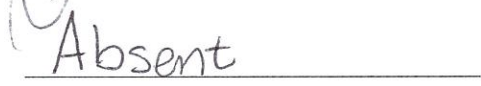
Director
Janice Strand



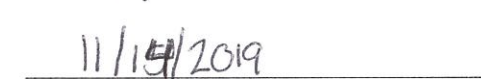
Director



Vice-President
Jayme Mason



Director
Shawn Payne



Date