

Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

January 9, 2020
Moro, Oregon

Present:

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

Staff: Caitlin Blagg, District Administrator

Call to Order: President Perisho called the meeting to order at 5:35p.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 December 9th, 2019 Regular Board meeting, **Director McArthur made a motion to accept the minutes as written. Vice President Mason 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 December was \$231,706.38. Also presented was a Profit & Loss statement as of December 2019. The check register for December was gone over to explain some of the different costs. **A motion was made by Vice President Mason to accept the financial report for December 2019. Director Payne seconded. No discussion. Motion carried (unanimous).**
- C. **PATIENT REPORT:** The patient report for December 2019 was given to the Board members for review. Average patient per day number was 8.31. Average number of Medical Assistant visits per day was 3.92. 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 announced that she had closed on her new house and was working on moving in and getting settled.
- B. **Caitlin Blagg, District Administrator:** Ms. Blagg informed the Board that she received a request from EOCCO Community Action Committee for a letter of support for the VeggieRx program. Ms. Blagg has been participating in this program for the last 2.5 years and has decided not to participate in the upcoming grant cycle. There are now other distributors in the area who can distribute Veggie Rx vouchers and Ms. Blagg believes it is time for her to focus more on the growth opportunities of the Health District and Clinic.

GorgeNet has finished the set-up of the new phones and connected the Clinic to the Fiber Line. CenturyLink services will be discontinued once all the phones including the fax line have been switched over, which will be about 5 days.

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 asked that we find someone to hire to complete this job. Ms. Blagg will reach out to David Fritts to see if he is able to help with this project.

- B. **APARTMENT WINDOWS:** Bob's Glass came the week before Christmas and installed the sliding glass doors and windows in the apartments upstairs. They did a great job and both tenants are happy with the new windows.

New Business

- A. **DISTRICT CONTRIBUTIONS TO EMPLOYEE SIMPLE IRA:** District Administrator Blagg handed out a worksheet that outlined how much each employee had made in 2019 and a breakdown of what a 1%, 1.5%, 2%, 2.5% and a 3% contribution to each employee's IRA account would be. Ms. Blagg informed the Board that 3% had been budgeted. **Director McArthur made a motion to have the District contribute 3% to each employee's IRA accounts. Director Payne seconded. No discussion. Motion carried (unanimous).** Ms. Blagg thanked the Directors on behalf of all the employees.

- B. **ONLINE BILL PAY UPDATE – RESOLUTION 01-09-2020:** 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 01-09-2020 regarding the Sherman County Health District using Online Bill Pay services through Bank of Eastern Oregon. Director McArthur seconded. No discussion. Motion carried (unanimous).** All present Board Members signed the resolution.

- C. **SHARON DEHART – LOCUM TENEN:** District Administrator Blagg informed the Board that Sharon DeHart, PA-C was looking for part time per diem clinical work. She is no longer providing medical services at Deschutes Rim Clinic in Maupin.

After some discussion, it was decided that Ms. Blagg, Ms. Rust and Vice President Mason would try to set up a meeting with Ms. DeHart and establish a plan for Ms. DeHart to cover for Christina when she is out of the office.

- D. **BUDGET CALENDAR:** District Administrator Blagg passed around copies of the 2020-2021 Budget Calendar.

- E. **COUNTY SAFETY COMMITTEE:** Director Payne mentioned that at the County Safety Committee meeting the heaters in the Wellness Center were discussed. There was some concern over the heaters being on high heat. Ms. Blagg informed the Board that she had

talked to the people running the Wellness Center and that it wasn't a faulty heater, but a member who was turning the heat on high and then not turning it off when they were finished working out. This was not identified as a safety concern, but a recommendation would be made to the Wellness Center Board to put up notices reminding people to turn off the heaters at the end of their workouts.

Good of the Order:

- A. **THANK YOU CARD:** President Perisho opened a thank you card from Jerrilea Mayfield and read it aloud.

Future Agenda Items

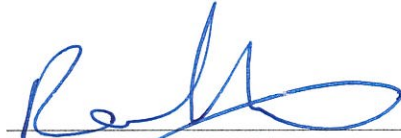
- A. Appoint Budget Officer
- B. COLA Increase for Employees

Adjourn

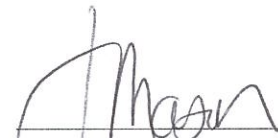
Meeting Adjourned at 6:10 p.m.

The next Board Meeting will be on Thursday, February 13th, 2020 at 5:30 pm, in the Administration Office.

Respectfully submitted,
Caitlin Blagg
District Administrator



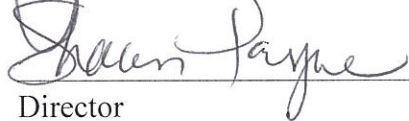
Board President
Bert Perisho



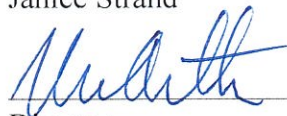
Vice-President
Jayme Mason



Director
Janice Strand



Director
Shawn Payne



Director
Mike McArthur

2/13/2020

Date