

(Sherman County Health District
Board of Directors Meeting Minutes

Regular Board Meeting

November 14, 2019
Moro, Oregon

Present:

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

Staff: Caitlin Blagg, District Administrator

Call to Order: President Perisho called the meeting to order at 5:36p.m.

Letter of Interest in Board Vacancy Position: Mike McArthur introduced himself to the Board and gave a brief overview of his past experiences including past involvement with Sherman County as County Judge.

Vice President Mason moved to appoint Mike McArthur as a Board Member to fill Position 1. Director Strand seconded. No discussion. Motion carried (unanimous).

President Perisho asked Mike McArthur to read aloud the Oath of Office and Mr. McArthur was sworn in as a Board Member.

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 October 10th, 2019 Regular Board meeting, **Director Strand made a motion to accept the minutes as written. President Perisho 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 October was \$70,044.62 (\$1,362.43 is not included because ERA's are missing due to change over between billing providers. Money had been deposited into the bank, however not in QB because the ERA's have not been located yet). Also presented was a Profit & Loss statement as of October 2019. The check register for October was gone over to explain some of the different costs. **A motion was made by Director Strand to accept the financial report for October 2019. Vice President Mason seconded. No discussion. Motion carried (unanimous).**

- C. **PATIENT REPORT:** The patient report for October 2019 was given to the Board members for review. Average patient per day number was 9.31. Average number of Medical Assistant visits per day was 11.27. 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 talked about the visit from North Central Public Health Department staff including Dr. Mimi McDonnell and others. They came and talked about how the health department and clinic could partner to allow for more services within Sherman

County. They also brought out contraceptives and talked about what other services they could offer to the Clinic.

- B. **Caitlin Blagg, District Administrator:** Ms. Blagg submitted a grant proposal to SDAO as part of their Safety and Security Grant to assist in paying for the updated emergency radio.

District Administrator Blagg is currently working on the Medicare Cost Report. This report is due December 2.

Ms. Blagg presented the Board with information about Special District of Oregon Academy. She would like to participate in this training, which would allow for better understanding of the regulatory and risks associated with everyday operations, develop of leadership and management skills, improve the chances for promotion and advancement, and build confidence in skills and proficiency of job duties. **Director McArthur made a motion to allow District Administrator Caitlin Blagg to attend the SDAO Academy. Director Strand seconded. No discussion. Motion carried (unanimous).**

Old Business

- A. **NEW WINDOWS:** Window quality and warranty was confirmed (Cascade, 20 year) through Bob's Glass. District Administrator Blagg sent the signed quote over to Bob's Glass along with the down payment. People have come out for final measurements for the windows.
- B. **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

- A. **HARASSMENT, DISCRIMINATION AND RETALIATION POLICY REQUIREMENT DRAFT:** District Administrator presented a draft copy of the Harassment, Discrimination and Retaliation Policy. This policy is required for all Special Districts to have effective January 1, 2020. SDAO partnered with HR Answers to come up with sample policies. This draft is a modified version of that policy. Ms. Blagg will have the final copy at the December meeting after edits are finalized.
- B. **GORGE NETWORK:** District Administrator Blagg informed the Board that she was in the process of switching over to Gorge Network as the internet provider.
- C. **EMPLOYEE HOLIDAY BONUS:** District Administrator asked what the Board would like to do for employee bonuses this year. (Historically: \$150/ employee including supervisor, \$50/janitor). **Vice President Mason made a motion to approve bonus' in the amount of \$150/employee and supervisor and \$50/janitor. Director Strand seconded. No discussion. Motion carried (unanimous).**

District Administrator asked the Board if they would consider allowing either Christmas Eve or New Year's Eve as a paid holiday for staff. Christina Rust is already planning on being on vacation during that time as her son is getting married. Discussion took place about how this would be considered; however, it was not to be reoccurring paid holiday. Board members discussed how the Health District is not part of the County, and typically have not followed everything the County does. Discussion took place about how Christmas Eve, historically, has been a low-utilization day,

as typically the previous provider had taken it off. Often clinic days around a major holiday (Thanksgiving, Christmas) have not been high utilization days. After some discussion, **Vice President Mason made a motion to approve Christmas Eve as a paid holiday for all staff. Director Strand seconded. No discussion. Motion carried (unanimous).** District Administrator Blagg thanked the Board and stated she would make sure all employees understood this was would not become a reoccurring paid holiday.

D. PROVIDER UPDATES: District Administrator informed the Board about upcoming staff and provider vacations.

Good of the Order:

Adjourn


Meeting Adjourned at 6:38p.m.

The next Board Meeting will be on Monday, December 9th, 2019 at 5:30 pm, in the Administration Office.

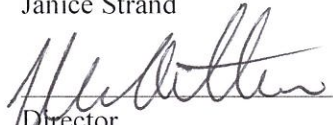
Respectfully submitted,
Caitlin Blagg
District Administrator




Board President
Bert Perisho



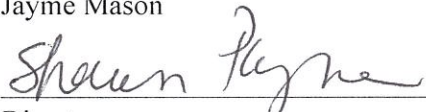
Director
Janice Strand



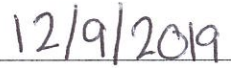
Director
Mike McArthur



Vice-President
Jayme Mason



Director
Shawn Payne



Date