

Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

December 9, 2019
Moro, Oregon

Present:

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

Staff: Caitlin Blagg, District Administrator

Call to Order: President Perisho called the meeting to order at 5:35 p.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 November 14th, 2019 Regular Board meeting, **Director McArthur made a motion to accept the minutes as written. Director Payne 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 November was \$259,572.79. Also presented was a Profit & Loss statement as of November 2019. The check register for November was gone over to explain some of the different costs. **A motion was made by Director Payne to accept the financial report for November 2019. Director Strand seconded. No discussion. Motion carried (unanimous).**
- C. **PATIENT REPORT:** The patient report for November 2019 was given to the Board members for review. Average patient per day number was 10.08. Average number of Medical Assistant visits per day was 5.31. 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.

The Health District purchased 170 influenza vaccinations. There are 4 remaining. The District is not planning to purchase any more for the 2019-2020 flu season.

PA-C & Administration Report

- A. **Christina Rust DPT, PT, MS, PA-C:** Ms. Rust was absent for the meeting.
- B. **Caitlin Blagg, District Administrator:** Ms. Blagg submitted the Medicare Cost Report on November 22, 2019. She anticipates a return of around \$5,000.00.

A new refrigerator has been ordered for the Lab. The current one is no longer keeping a steady temperature.

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. **HARASSMENT, DISCRIMINATION AND RETALIATION POLICY REQUIREMENT DRAFT:** District Administrator presented a final 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 final version is a modified version of that policy. **Director Payne made a motion to accept the Harassment, Discrimination and Retaliation Policy as amended. Director McArthur seconded. No discussion. Motion carried (unanimous).**
- C. **GORGE.NET:** The process of switching over to gorge.net is in process. People from gorge.net are coming out tomorrow to do a site assessment. Lightpoint will be working with gorge.net through this process.

New Business

- A. **C. RUST EMPLOYEMENT SERVICE AGREEMENT AMENDMENT:** District Administrator Blagg and President Perisho explained to the Board that another amendment to Christina Rust's Employment Agreement is needed for her to be able to be considered for any loan repayment programs. The Employment Agreement cannot state that any signing bonus given will need to be repaid if the provider does not complete the agreed upon term of service. Ms. Blagg was able to connect with Joe Sullivan from the Oregon Health Authority to receive some guidance on how to work employment agreements going forward. In order to allow Ms. Rust to be eligible to apply for loan repayment programs, the current amended Employment Agreement must be amended again to remove any mention of requiring Ms. Rust to pay back any part of her original signing bonus. **Director McArthur moved to amend the current Employment Agreement to remove the written requirement that Ms. Rust pay back any part of her signing bonus and for District Administrator Blagg to execute the agreement. Director Strand seconded. No discussion. Motion carried (unanimous).** Ms. Blagg will make the changes as discussed and give Ms. Rust a copy for her to sign.
- B. **SDAO CONFERENCE:** District Administrator Blagg is planning on attending the SDAO Conference in Seaside from February 5th-8th. Hollie Winslow from South Gilliam Health District is also attending, and Ms. Winslow and Ms. Blagg will be sharing a house to help save both Districts funds. Attending this conference will give Ms. Blagg credits towards completing the SDAO Academy.

Good of the Order:

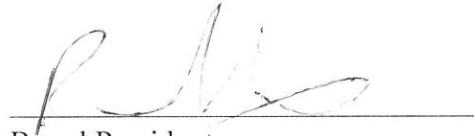
None

Adjourn

Meeting Adjourned at 6:31 p.m.

The next Board Meeting will be on Thursday, January 9th, 2020 at 5:30 pm, in the Administration Office.

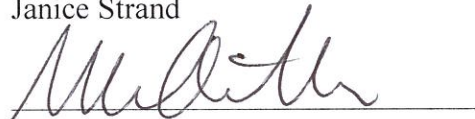
Respectfully submitted,
Caitlin Blagg
District Administrator



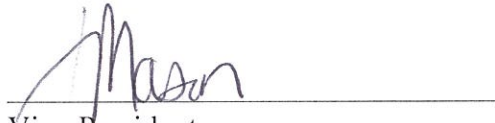
Board President
Bert Perisho

Absent

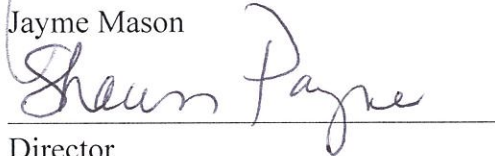
Director
Janice Strand



Director
Mike McArthur



Vice-President
Jayme Mason



Director
Shawn Payne

1-9-20

Date