

Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

March 12, 2020
Moro, Oregon

Present:

Board Members: President Bert Perisho, Vice President Jayme Mason, 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 5:34 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 February 13th, 2020 Regular Board meeting, **Vice President Mason 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 February 2020 was \$232,258.78. Also presented was a Profit & Loss statement as of February 2020. The check register for February was gone over to explain some of the different costs. **A motion was made Director Payne to accept the financial report for February 2020. Vice President Mason seconded. No discussion. Motion carried (unanimous).**
- C. **PATIENT REPORT:** The patient report for February 2020 was given to the Board members for review. Average patient per day number was 9.11. Average number of Medical Assistant visits per day was 3.93. 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 was absent.
- B. **Caitlin Blagg, District Administrator:** Ms. Blagg mentioned The District has been spending a lot of money on medical supplies due to the COVID-19 concern. We are getting prepared as best as we can for the situation.

Brief discussion took place about adding another employee position as a certified Medical Assistant/ Community Health Worker. Currently Ms. Blagg is trying to adapt budget to make this position work. Vice President Mason offered to send MCMC's Community Care

Coordinator job description over for Ms. Blagg to review. Director McArthur mentioned that we could reach out to the LCAC to see if they could be source for funding to help make the position possible. Ms. Blagg will work on a job description and continue to try to fit it into the budget.

Old Business

- A. **EXTERIOR BUILDING SAFETY UPDATE:** This is an ongoing issue.

- B. **LOCUM TENEN – SHARON DEHART:** Ms. Blagg received a notice from the Oregon Employment Department that Ms. DeHart filed for unemployment. Ms. Blagg will fill out the paperwork and return it. Ms. Blagg did reach out to the Pre-Loss Legal department at SDAO due to the fact that Ms. DeHart was not an employee, but rather a fill-in, per diem contracted personnel who worked for the District for a total of 5 hours on one day. Ms. DeHart had accepted a position in Florence, OR and will be moving so we are in need of another locum tenen.

New Business

- A. **COVID-19:** Supervising Physician Dr. Tracy Willett has put together a plan for dealing with COVID-19. It is an ever-changing document, with new information being released daily. The Board had some questions about the document and Ms. Blagg will reach out to Dr. Willett for clarification. Vice President Mason suggested to look at Oregon Health Authority’s guidelines for outpatient clinics.

- B. **EOCCO DISCUSSION:** Director McArthur went to the March 2020 EOCCO meeting and gave a report. He said that the reports that Ms. Blagg had been given to Tom McCoy were not being given at the LCAC meetings. Director McArthur is working on becoming an official member of the LCAC and will be the conduit between LCAC and the Clinic. He was able to meet with Kevin Campbell, formerly with EOCCO, and asked what he could expect. Mr. Campbell advised Director McArthur to ask for what we want. This could be a good funding source for another employee, especially if we made working on EOCCO metrics part of the job description.

Ms. Blagg mentioned that the new EOCCO Participating Provider Plan for Oregon Health Plan states that “Certified PCPCH clinics will attend, have representation and actively participate at the local Clinical Advisory Council.” This will be a requirement to continue to receive the PCPCH per member per month funds that we have been receiving every month.

The Board asked for updated patient demographic specific to insurance payer type. Ms. Blagg will have this available at the next Board meeting.

- C. **COST REPORT:** District Administrator Blagg informed the Board that she finally received information back from the 2018-2019 Cost Report. Ms. Blagg expected to receive \$5,848 back from Medicare in reimbursement costs. The actual amount received was \$5,847. Ms. Blagg’s best guess as to why this is a \$1 difference is rounding differences.

D. ANNUAL PERFORMANCE REVIEWS: Due to the increased workload with COVID-19, the annual employee reviews have been postponed. They will be completed by May 2020.

Good of the Order:

Future Agenda Items

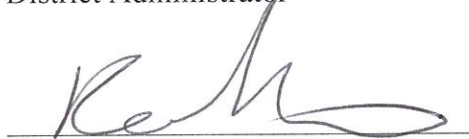
- A. COLA Increase for Employees
- B. Employee Performance Evaluations

Adjourn

Meeting Adjourned at 6:56 p.m.

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

Respectfully submitted,
Caitlin Blagg
District Administrator



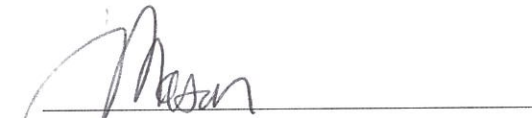
Board President
Bert Perisho

Via Telephone

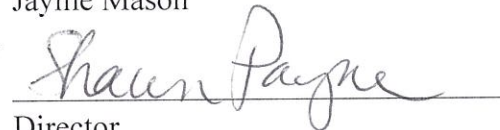
Director
Janice Strand

Via Zoom Video

Director
Mike McArthur



Vice-President
Jayme Mason



Director
Shawn Payne

4/9/2020

Date