

# Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

May 14, 2020  
Moro, Oregon

## Present:

**Board Members:** President Bert Perisho, Vice President Jayme Mason, Director Janice Strand, Director Shawn Payne, Director Mike McArthur (via GoToMeeting, arrived at 6:30pm)

**Staff:** Caitlin Blagg; District Administrator, Dr. Tracy Willett; Supervising Physician (via GoToMeeting), Christina Rust; PA-C

**Call to Order:** President Perisho called the meeting to order at 5:57 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 April 9<sup>th</sup>, 2020 Regular Board meeting, **Vice-President Mason 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 April 2020 was \$199,233.66. Also presented was a Profit & Loss statement as of April 2020. The check register for April was gone over to explain some of the different costs. **A motion was made Director Payne to accept the financial report for April 2020. Vice-President Mason seconded. No discussion. Motion carried (unanimous).**
- C. **PATIENT REPORT:** The patient report for April 2020 was given to the Board members for review. Average patient per day number was 4.42. Average number of Medical Assistant visits per day was 1/76. 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. These numbers are lower due to COVID-19 and the stay at home guidelines. Patient numbers are expected to go back to normal level at then end of this current pandemic.

## PA-C & Administration Report

- A. **Christina Rust DPT, PT, MS, PA-C:** Ms. Rust mentioned that she would like to see the Clinic upgraded into the 21<sup>st</sup> century with good working computers in the exam rooms, starting first with exam room #1. She would like these computers as well as the computer in her office to be hardwired. Ms. Blagg will get a quote for how much this would cost. It was briefly discussed what the Clinic's plan would be if Ms. Rust were to get sick for an extended period of time. ServeOregon is pool of retired providers who provider locum tenen services that might be useful if this were to happen.
- B. **Dr. Tracy Willett, Supervising Physician:** Dr. Willett went over some of the re-opening plans for the clinic, which will look very similar to what we were doing in the very beginning – separate entrance for respiratory patients, masks for everyone who enters. Hopefully by Phase 2 the Clinic

will have the door unlocked. This is a process and she asks for patience from everyone while we work through this.

Dr. Willett also mentioned that our pharmacy was out to compliance and she has been working on a policy and procedure to bring us into compliance. She will work with District Administrator Blagg on this process. Some structural upgrades will need to happen, including locks on the cabinets currently used need to be upgraded. The Clinic will have to find a consulting pharmacist to agree to come to the Clinic once a year for an annual audit. Ms. Blagg will look into finding a pharmacist willing to consult with the Health District.

- C. **Caitlin Blagg, District Administrator:** Ms. Blagg again gave her thanks and praise to the staff. They are doing a fabulous job during this difficult time.

We have seen a reduced number of patient visits in March and April. March was down 17% and April was down 48%.

Clinic income, specifically EHR payments, was up 11% over average in March; however, it was 36% below average in April. Ms. Blagg expects EHR payments to be below average for the next three months, hopefully returning to average around September. This is of course assuming there is not a big surge of positive COVID-19 cases after the State reopens.

Expenditures for March and April were both below average – 7% below average for March and 2% below average for April.

The Clinic has received two payments from the Provider Relief Fund. The first payment was for \$1,033.09 and the second payment was for \$123,097.91. The first payment is based off a percentage of Medicare claims filed. The second is \$100,000 minimum payment for being a Rural Health Clinic + 3.6% operating cost based on 2018-2019 Cost Report. Prior to receiving these funds, Ms. Blagg was questioning if it were worth the time and effort to apply for the various small business grants that have become available, but after receiving the money from the provider relief fund, Ms. Blagg does not think it is necessary. This could change depending on how long the clinic experiences the effects of COVID-19 and what the long-term results end up being.

Dr. Willett, Ms. Rust and Ms. Blagg have been working on a Pharmacy Policy and Procedure. More information will be forthcoming.

### Old Business

- A. **COVID-19 UPDATE AND PLAN:** The clinic has received testing materials from Interpath so we are able to test for COVID-19. Turn-around time is 1-4 days for results. We continue to screen all patients at the door, and any respiratory patients are still being seen and assessed while remaining in their vehicles. Patients visits are starting to pick up again.

### New Business

- A. **JOB DESCRIPTION; COMMUNITY CARE COORDINATOR/MEDICAL ASSISTANT:** Ms. Blagg gave the Board a copy of the draft job description and asked for input. Not much input was given, however the Board agreed that the timeline Ms. Blagg went over seemed reasonable.

- B. SCHEDULE WORK SESSION:** Ms. Blagg would like to get a work session scheduled to discuss and update the 5-year plan and to discuss the items brought up by Ms. Rust at the April meeting. The Board asked to keep this on the agenda and revisit in Phase 2 Reopening.

**Good of the Order:**

- A. Mike McArthur, Director, gave a brief update on the possibility of using EOCCO funds for the new job position. He mentioned different grant possibilities that Ms. Blagg will investigate further.
- B. President Perisho expressed his appreciation for Dr. Willett and Ms. Blagg for their ability to navigate the political side of the COVID-19 pandemic. He also expressed great appreciation for the frontline workers, Jerrilea Mayfield, Laura Vidican-Dornbirer and Christina Rust, for all they have done in keeping the Clinic open and operating. He asked all the Board Members to come to the next meeting with ideas on how the Board could show their appreciation to the staff.

**Future Agenda Items**

- A. Employee Appreciation ideas from Board of Directors

**Adjourn**

**Meeting Adjourned at 7:08 p.m.**

The next Board Meeting will be on Thursday, June 11<sup>th</sup>, 2020 at 5:30 pm, in the Administration Office at the Sherman County Health District. This will also be the Budget Hearing meeting.

Respectfully submitted,  
Caitlin Blagg  
District Administrator



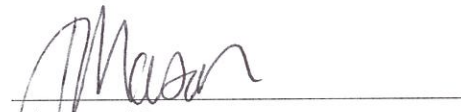
Board President  
Bert Perisho



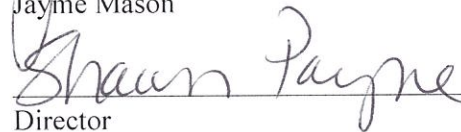
Director  
Janice Strand



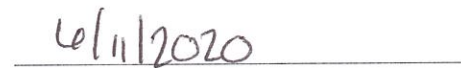
Director  
Mike McArthur



Vice-President  
Jayme Mason



Director  
Shawn Payne



Date