

Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

June 11th, 2020
Moro, Oregon

Present:

Board Members: President Bert Perisho, Vice President Jayme Mason, Director Janice Strand, Director Shawn Payne, Director Mike McArthur (arrived at 5:38pm)

Staff: Caitlin Blagg, District Administrator; Dr. Tracy Willett, MD, Supervising Physician

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):

Consent Items

- A. **REGULAR MEETING MINUTES:** After reviewing the minutes from the May 14th, 2020 Regular Board meeting, **Director Payne made a motion to accept the minutes as written. Vice President Mason seconded. No discussion. Motion carried (unanimous).**

- B. **BUDGET COMMITTEE MEETING MINUTES:** After reviewing the minutes from the May 14th, 2020 Budget Committee meeting, **Director Payne made a motion to accept the minutes as written. Vice President Mason seconded. No discussion. Motion carried (unanimous).**

- C. **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 May 2020 was \$355,790.03. Also presented was a Profit & Loss statement as of May 2020. The check register for May was gone over to explain some of the different costs. Ms. Blagg also gave an updated copy of the Profit & Loss Budget vs. Actual for the Board to review. **A motion was made by Vice President Mason to accept the financial report for May 2020. Director Payne seconded. No discussion. Motion carried (unanimous).**

- D. **PATIENT REPORT:** The patient report for May 2020 was given to the Board members for review. Average patient per day number was 6.36. Average number of Medical Assistant visits per day was 3.57. 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 not present at the meeting.
- B. **Dr. Tracy Willett, MD, Supervising Physician:** Dr. Willett will start coming back into the clinic. The Clinic is keeping the status quo. Dr. Willett did explain that if/when a vaccine is available for COVID, it likely will not look similar to a flu shot. It will likely be a different administration method. She said she is more hopeful for a treatment method.

- C. **Caitlin Blagg, District Administrator:** Ms. Blagg reported that patient visits were down 37% from average in May. EHR income was down 52%; however, with all the provider relief funding received clinic income was 228% up for May.

The pharmacy policy has been completed and Ms. Blagg has been working on getting a consulting pharmacist from Murray's Pharmacy in Condon. Once we have an agreement from them the applications can be sent into the Oregon Board of Pharmacy.

Ms. Blagg inquired about making the Billing position a salaried position. The Board asked this to be an agenda item.

Budget Hearing

- A. ADOPT BUDGET AND MAKE APPROPRIATION RESOLUTION 2020-2021: At 5:57pm Director Payne made a motion to move out of regular session and into the Budget Hearing. Vice President Mason seconded. No discussion. Motion carried (unanimous).**

The 2020-2021 Budget was presented as prepared by District Administrator Blagg and approved by the Budget Committee.

At 5:59pm Director Payne made a motion to close the Budget Hearing and move back into the regular Board Meeting. Vice President Mason seconded. No discussion. Motion carried (unanimous).

Vice President Mason made a motion to adopt the Budget for 2020-2021 as approved by the Budget Committee and to adopt the Budget Resolution 06-11-2020 for 2020-2021. Director Payne seconded. No discussion. Motion carried (unanimous). The resolution was signed by all present Board Members.

APPROVE THE PERMANENT TAX RATE: Director Payne made a motion to approve the permanent tax rate of .0004780 for the 2020-2021 Fiscal Year. Vice President Mason seconded. No discussion. Motion passed (unanimous).

Old Business

- A. COVID-19 UPDATE: The Clinic has rearranged the waiting room to remove some seating and to allow for more distance between patients who are waiting. The door is unlocked and has been for some time. We are still screening patients as they enter the clinic and will likely continue to do so for some time. Sherman County Medical Clinic is far above the curve when it comes to safety precautions being lifted. Several clinics around the area are still closed to most patients, opting for telehealth visits only. We are offering all of the services we offered before Covid-19 pandemic, with the exception of nebulizer treatments.**

Dr. Willett discussed the antibody testing not being very accurate.

Director Payne talked about some of the resources available from the National Guard including masks, face shields, gowns, and hand sanitizer.

- B. SCHEDULE A WORK SESSION: This will be tabled until fall when we are available to meet in person and people are less busy.**

New Business

- A. **STAFF APPRECIATION IDEAS:** After some discussion, **Director Payne made a motion to allow all staff to have a paid afternoon off to include a paid lunch with a max price of \$20 plus tip per person. Vice President Mason seconded. No discussion. Motion carried (unanimous).** District Administrator Blagg thanked the Board of behalf of all staff.
- B. **UPDATE ON JOB POSTING:** Director Payne stated she would be abstaining from this conversation because she is one of the potential candidates. District Administrator Blagg gave an update on the three applications received. Vice President Mason stated she would be willing to be on the interview committee. Ms. Blagg will reach out to Ms. Mason about scheduling interviews.
- C. **ANNUAL MEETING – MEDIARE REQUIREMENT:** District Administrator Blagg asked about Board Member availability to attend the Annual meeting and if they would like to have this meeting at the July Board Meeting. The Board mentioned they would just like to review this at the July Board Meeting.
- D. **CHANGE BILLING POSITION TO A SALARIED POSITION:** The Board would like to table this for another month to give it more consideration. Some items to consider are: flex schedule vs salaried position, exempt employee vs. non-exempt employee, supervising issues, person vs position. Ms. Blagg will have more information available at the next meeting.

Good of the Order:

Adjourn

Meeting Adjourned at 6:44 p.m.

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

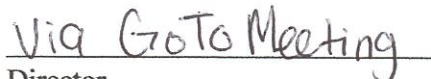
Respectfully submitted,
Caitlin Blagg
District Administrator



Board President
Bert Perisho



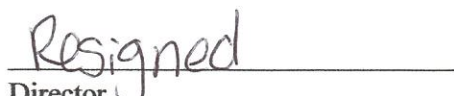
Director
Janice Strand



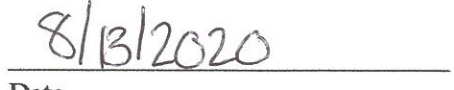
Director
Mike McArthur



Vice-President
Jayme Mason



Director
Shawn Payne



Date