

Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

December 10th, 2020
Moro, Oregon

Present:

Board Members: President Bert Perisho (via GoToMeeting), Vice President Jayme Mason, Director Janice Strand (absent), Director Mike McArthur (via GoToMeeting), Director Linda Cornie

Staff: Dr. Tracy Willett, Supervising Physician (via GoToMeeting); Caitlin Blagg, District Administrator

Call to Order: President Perisho called the meeting to order at 5:30 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 November 12th, 2020 Regular Board meeting, **Vice President Mason made a motion to accept the minutes as written. Director Cornie seconded. No discussion. Motion carried (unanimous).**
- B. **SPECIAL MEETING MINUTES:** After reviewing the minutes from the November 20th, 2020 Special Board meeting, **Vice President Mason made a motion to accept the minutes as written. Director Cornie 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 December 10, 2020 was \$393,242.82. Also presented was a Profit & Loss statement as of November 2020. The check register for November was gone over to explain some of the different costs. **A motion was made by Vice President Mason to accept the financial report for November 2020. Director Cornie seconded. No discussion. Motion carried (unanimous).**
- D. **PATIENT REPORT:** The patient report for November 2020 was given to the Board members for review. Average patient per day number was 6.27. Average number of Medical Assistant visits per day was 7.60. 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:** No Report
- B. **Dr. Tracy Willett, MD, Supervising Physician:** Dr. Willett mentioned that with bringing on a new provider, we have the opportunity for improvement and growth within the clinic. She would be happy to work with the Board and the new provider on what that looks like and how to implement the changes.
- C. **Caitlin Blagg, District Administrator:** Ms. Blagg did not give a report as her report would be covered in other agenda items.

Old Business

- A. **COVID-19 UPDATE:** Dr. Willett stated that we have the capacity to offer three different types of COVID-19 testing methods: the PCR test that we have been doing, the BinaxNOW Rapid Ag COVID-19 test that we have been doing, and the new PCR self-administered test which is new, and we do not know a lot about yet. She mentioned that new quarantine guidelines have been released from Oregon Health Authority. District Administrator Blagg has filled out the application to be a site that can administer the COVID-19 vaccine when it becomes available. Director Mason stated that the vaccine administration process is quite unclear as of right now and will be a fairly difficult process to manage at first due to the unknown circumstances bound to come up. The Clinic has seen an increase in COVID-19 testing recently. There have been a lot of people exposed to the virus who are doing follow-up testing. We have seen positive results from the rapid tests. We received 80 more rapid tests from North Central Public Health Department. We continue to follow their guidelines for using these tests.

- B. **NEW FLOORING:** District Administrator Blagg presented the Board with quotes from Oliver Flooring Company and Gary Denny Flooring for review. Provider Relief Funds received due to the Public Health Emergency would be the funding source for this project as replacing the flooring would remove carpet and increase our infection control measures. The warranty from Gary Denny is 30 years of commercial use. The warranty from Olive Flooring Company is for 10 years of commercial use. Gary Denny was also willing to quote us for exactly what we were asking. Oliver Flooring had their own ideas on what would make the job “easier” and quoted for what they wanted to do, rather than what we asked them to do. After a discussion between the two quotes **Director McArthur made a motion to accept the quote for flooring from Gary Denny. Director Cornie seconded. No discussion. Motion carried (unanimous).** Ms. Blagg will get to work on getting this project scheduled.

- C. **CEDS PRIORITY LIST:** District Administrator Blagg asked if there had been any more ideas to include in this list. At the November meeting the Board discussed adding provider housing, new flooring, and a new back-up generator to the list. New flooring will be removed from the list and Ms. Blagg will bring the up one more time before sending the additional items to the County Planning Department.

New Business

- A. **PHYSICIAN ASSISTANT SERVICE AGREEMENT:** Ms. Blagg presented the Board with a draft service agreement for Erin Haines. Modifications were made to the Supervision section, which Ms. Blagg asked for. The Board asked Ms. Blagg to send a copy to Erin and after she had a chance to review it, send a copy to our legal department.

- B. **PROVIDER TRANSITION UPDATE:** Christina Rust has agreed to stay on through the transition between providers. She has agreed to a rate of \$85/hr. for 8 hours/day Monday-Thursday.

- C. **INFECTIOUS CONTROL POLICY:** Dr. Willett discussed this policy. This was asked to be reviewed by the Board; however, it does not need Board action to adopt. Dr. Willett will send out the most updated version.

- D. **HOLIDAY BONUS:** District Administrator asked what the Board would like to do for employee bonuses this year. (Historically: \$150/ employee including Supervising Physician, \$50/janitor). **Vice President Mason made a motion to approve bonus’ in the amount of**

\$150/employee and supervising physician and \$50/janitor. Director McArthur seconded. No discussion. Motion carried (unanimous).

Good of the Order:

Future Agenda Items:

- Billing Position

Adjourn

Vice President Mason made a motion to adjourn the meeting. Director Cornie seconded. Meeting Adjourned at 6:14 p.m.

The next Board Meeting will be on Thursday, January 14th, 2021 at 5:30 pm, in the Administration Office.

Respectfully submitted,
Caitlin Blagg
District Administrator



Board President
Bert Perisho



Director
Janice Strand

Absent

Director
Linda Cornie

Absent

Vice-President
Jayme Mason

Via Go To Meeting

Director
Mike McArthur

1/14/2021

Date