

# Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

October 8<sup>th</sup>, 2020  
Moro, Oregon

## **Present:**

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

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

**Call to Order:** President Perisho called the meeting to order at 5:33 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 September 10<sup>th</sup>, 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 September 2020 was \$262,983.22. Also presented was a Profit & Loss statement as of August 2020. The check register for September were gone over to explain some of the different costs. **A motion was made by Vice President Mason to accept the financial report for September 2020. Director Strand seconded. No discussion. Motion carried (unanimous).**
  
- C. **PATIENT REPORT:** The patient report for September 2020 was given to the Board members for review. Average patient per day number was 7.65. Average number of Medical Assistant visits per day was 4.88. 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 mentioned the difficulty on seeing sick versus non-sick patients during the pandemic. More of the report was given during the Covid-19 Update part of the meeting.
  
- B. **Dr. Tracy Willett, MD, Supervising Physician:** Dr.
  
- C. **Caitlin Blagg, District Administrator:** The Flu Shot Clinic was held today, and we had around 57 people attend. Prior to today we have administered 30 flu vaccines and 4 pneumonia vaccines.

An announcement was in The Citizen Reporter regarding the departure of Christina Rust, PA. There was also a public advertisement for the Flu Shot Clinic.

A consulting pharmacist from Murray's Pharmacy will be on-site on October 29<sup>th</sup> to review pharmacy procedures.

### Old Business

- A. **COVID-19 UPDATE:** The clinic has been utilizing the tent outside to see upper respiratory/Covid-like symptomatic patients to mitigate the risk of contamination. Once the weather starts to get colder, and we will no longer be able to use the tent, we will turn to telemedicine visits for all upper respiratory/Covid-like symptomatic patients. We must continue to serve our community, but there is also a great need to stop the potential spread of germs. There was a lot of discussion about current OHA recommendations regarding PPE use. Basic guidance is that for every patient, regardless of symptoms, all staff with direct patient contact wear face masks, eye protection and gloves. For patients with upper respiratory/COVID-like symptoms gowns and face shields are also recommended.

### New Business

- A. **PROVIDER HOUSING:** Ms. Blagg opened a discussion with the Board about looking into purchasing a home to offer provider housing. One of the biggest obstacles encountered when we hired Christina Rust, PA-C, was housing options. It would be a good long-term investment. The Board agreed and Ms. Blagg will investigate financing options, including Sherman Development League, and will pay attention to the housing market in Sherman County.
- B. **PROVIDER RECRUITMENT UPDATE:** Ms. Blagg informed the Board that two potential candidates have come to the Clinic, met staff including Dr. Willett. One applicant stood out above the others. The Board asked Ms. Blagg not to reach out to any more candidates, contact the current front runner and schedule a time for this person to meet with the Board, but not yet close the application.
- C. **2019-2020 AUDIT:** Ms. Blagg shared copies of the final 2019-2020 Audit as prepared and presented by Friend & Reagan.
- D. **STEP INCREASE FOR STAFF:** Director Strand asked for this item to be on the agenda. Last Spring the Board put a step-increase freeze on all staff positions due to the uncertainty brought on by Covid. Director Strand wanted to make sure that this topic was not forgotten. The Board inquired about the status of the budget and Ms. Blagg stated that enough wiggle room was included into the budget to allow step increases for eligible employees. **Vice President Mason made a motion to unfreeze the step increases as of November 1, 2020. Director Strand seconded. No discussion. Motion carried (unanimous).** Ms. Blagg expressed her thanks to the Board.

### Good of the Order:

- A. President Perisho read aloud a letter from Christina Rust, PA-C regarding Shawn Payne. Ms. Rust expressed her appreciation to Ms. Payne for her positive attitude and her willingness to

be a team player. Ms. Blagg will make sure that Ms. Payne received a copy of the letter and that one is placed in her file to be considered during annual evaluations.

**Future Agenda Items:**

- Billing Position

**Adjourn**

**Director Cornie made a motion to adjourn the meeting. Director McArthur seconded. Meeting Adjourned at 7:02 p.m.**

The next Board Meeting will be on Thursday, November 12<sup>th</sup>, 2020 at 5:30 pm, in the Administration Office.

Respectfully submitted,  
Caitlin Blagg  
District Administrator

Absent  
Board President  
Bert Perisho

Janice Strand  
Director  
Janice Strand

Linda Cornie  
Director  
Linda Cornie

Jayne Mason  
Vice-President  
Jayme Mason

via GoTo Meeting  
Director  
Mike McArthur

11/12/2020  
Date