

Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

September 10th, 2020
Moro, Oregon

Present:

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

Staff: Caitlin Blagg, District Administrator

Call to Order: President Perisho called the meeting to order at 5:34 p.m.

New Business

- A. **REVIEW LETTERS OF INTEREST FOR OPEN BOARD POSITION:** No letters were submitted; however, Linda Cornie came to express her interest in being on the board.

Director McArthur made a motion to nominate Linda Cornie to fill the open Board position. Director Strand seconded. President Perisho went over the details of being on the Board and emphasized the fact that the Health District plays a very important role in the community. The Board acts as oversight to the Health District and serves an advisory role. He stated it is not the responsibility of the Board to run the daily operations of the Clinic. **Motion carried (unanimous).**

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 August 13th, 2020 Regular Board meeting, **Director McArthur 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 August 2020 was \$282,577.54. Also presented was a Profit & Loss statement as of August 2020. The check registers for June and July were gone over to explain some of the different costs. **A motion was made by Director McArthur to accept the financial report for August 2020. Director Strand seconded. No discussion. Motion carried (unanimous).**
- C. **PATIENT REPORT:** The patient report for August 2020 was given to the Board members for review. Average patient per day number was 7.62. Average number of Medical Assistant visits per day was 4.62. 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: (Reported by District Administrator Blagg) Dr. Willett stated that one of her focus areas will be to get Pneumovax (PCV-23) more widely distributed among patients ages 19-64.

C. Caitlin Blagg, District Administrator: All staff is current on CPR/AED.

Old Business

A. SCHEDULE A WORK SESSION: Due to the upcoming staffing changes, Ms. Blagg would suggest postponing the work session. The Board agreed. The work session has been postponed until a new provider has been recruited.

New Business

A. ACCEPT RESIGNATION OF CHRISTINA RUST PA-C: Ms. Rust has submitted her letter of resignation with 90-days' notice. This is effective September 1, 2020 and her 90-days' notice will end November 29. Effectively, Ms. Rust's last day will be November 25th due to the Thanksgiving Holiday.

Director Strand made a motion to accept Christina Rust PA-C's letter of resignation. Director McArthur seconded. No discussion. Motion carried (unanimous). The Board expressed their sincerest thanks and gratitude to Ms. Rust.

B. PROVIDER RECRUITMENT PLAN: Ms. Blagg handed out copies of a potential job posting. The Board went over the document and made a few changes. Ms. Blagg recommends posting this more locally to start off with. If after a few months we do not see any potential candidates, then we can reach out to a recruiter/recruiting company for further assistance. **Director McArthur made a motion to approve the job announcement with changes. Director Strand seconded. No discussion. Motion carried (unanimous).**

C. 2019-2020 AUDIT: Ms. Blagg shared the significant findings from the Audit with the Board. Significant findings are the same as every year: we do not have advanced training in cash basis of accounting, and we do not have enough staff for a segregation of duties. The Board reviewed these deficiencies and agreed they understand them and to help remedy, the District hires Friend & Reagan, P.C. to annually audit the District and all financial records. Ms. Blagg has a letter to the Secretary of State prepared acknowledging that the Board of Directors understands the deficiencies. **Director McArthur made a motion to acknowledge the deficiencies and to appoint President Perisho to sign the letter to the Secretary of State. Director Strand seconded. No discussion. Motion carried (unanimous).**

Director McArthur made a motion to authorize President Perisho to sign the management rep letter from the auditor. Director Strand seconded. No discussion. Motion carried (unanimous).

D. 2020 FLU SHOT CLINIC: The Flu Shot Clinic is scheduled for October 8th from 3-6pm. Due to Covid restrictions it will look a little different than years past. We have purchased a tent canopy and will plan on administering all flu shots in this tent. We will have staff outside in the parking lot making sure all forms are filled out properly and will ask patients to wait in

their cars until their turn to get the flu shot. The Board agreed this was a good plan and appreciated the staff effort in making modifications so the flu shot clinic can still take place. President Perisho offered a patio heater for the Clinic to use if the weather is cold.

Good of the Order:

- A. Director McArthur asked about Covid testing and response times. Ms. Blagg responded that the Clinic is mostly testing people who have had a potential exposure and that test results are coming back in 2-3 days.
- B. President Perisho expressed his thanks to Linda Cornie for agreeing to be on the Health District Board of Directors.

Future Agenda Items:

- Billing Position

Adjourn

Director Cornie made a motion to adjourn the meeting. Director McArthur seconded. Meeting Adjourned at 6:41 p.m.

The next Board Meeting will be on Thursday, October 8th, 2020 at 5:30 pm, in the Administration Office.

Respectfully submitted,
Caitlin Blagg
District Administrator



Board President
Bert Perisho



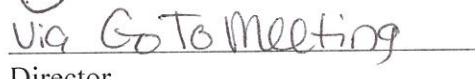
Director
Janice Strand



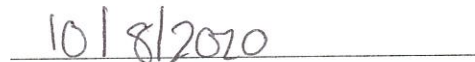
Director
Linda Cornie



Vice-President
Jayme Mason



Director
Mike McArthur



Date