

Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

January 11, 2024
Moro, Oregon

Present:

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

Staff: Caitlin Blagg, District Administrator

Visitor:

Call to Order: President Perisho called the meeting to order at 5:39 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 14th, 2023, Regular Board meeting, **Director McArthur made a motion to accept the minutes as written. Director Cornie 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 December 2023 was \$808,822.60. Also presented was a Profit & Loss statement as of December 2023 and year-to-date budget vs actual report. The check register for November and December 2023 were gone over to explain some of the different costs. **Director McArthur made a motion to accept the financial report for November and December 2023. Director Cornie seconded. No discussion. Motion carried (unanimous).**
- C. **PATIENT REPORT:** The patient report for November and December 2023 was given to the Board members for review. The average provider patient per day number was 7.47 for November and 6.88 for October and the average number of Medical Assistant visits per day was 3.13 for September and 8.70 for December. 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. **Caitlin Blagg, District Administrator:** District Administrator Blagg let the Board know that the Clinic will have their first PCPCH site visit on January 30th.

Ms. Blagg informed the Board that Regence BlueCross BlueShield has not come to a contractual agreement with Providence Health and if they cannot, effective January 15, 2024, Providence will no longer be in network with BCBS. This will have a negative effect on our BCBS members because many of them rely on Providence services for ED visits, hospital stays and specialists.

Old Business

- A. GARAGE OVER 109 SCOTT STREET:** District Administrator Blagg informed the Board that Jeff Weber was able to come and tarp the roof and this will hopefully get us through the winter. Ms. Blagg is continuing to look into getting the roof fixed but is having an extremely hard time getting anyone to get back to her.

Ms. Blagg will continue to reach out to roofing companies to see if quotes can be gathered.

New Business

- A. SUPPLEMENTAL BUDGET:** Ms. Blagg informed the board that due to SIP projects ending we have received approximately 45% more funds from County Tax dollars than expected. Due to this, a supplemental budget is necessary.

District Administrator Blagg presented a supplemental budget for FY 2023-2024.

Director McArthur made a motion to accept the supplemental budget as presented and adopt resolution 01-11-2024 regarding the supplemental budget for FY 2023-2024. Director Cornie seconded. Discussion took place about what the money will be spent on. The Board asked for a detailed salary markers. Motion carried (unanimous).

- B. JOB POSTING – MEDICAL ASSISTANT/REFERRAL COORDINATOR:** Ms. Blagg explained to the Board that it was time to start planning to hire a person to replace Jerrilea Mayfield when she retires in July 2024. Time line is to post job ASAP, applications and materials due February, 12th, interviews February 27th, offer job beginning March, start date beginning of April 2024. Ms. Blagg gave the Board a copy of the job posting and the job description. The Board had the suggestion to keep the job posting open until filled.
- C. DISTRICT CONTRIBUTIONS TO EMPLOYEE IRA'S:** District Administrator Blagg handed out a worksheet that outlined how much each employee had made in 2023 and a breakdown of what a 1%, 1.5%, 2%, 2.5% and a 3% contribution to each employee's IRA account would be. Ms. Blagg informed the Board that 3% had been budgeted. **Director McArthur made a motion to have the District contribute 3% to each employee's IRA accounts. Director Strand seconded. No discussion. Motion carried (unanimous).** Ms. Blagg thanked the Directors on behalf of all the employees.
- D. 2024-2025 BUDGET CALENDAR:** District Administrator Blagg handed out a copy of the 2024-2025 proposed Budget Calendar.
- E. APPOINT BUDGET OFFICER FOR 2024-2025:** **Director Cornie made a motion to appoint District Administrator Caitlin Blagg as the budget officer for the 2024-2025 budget year. Director McArthur seconded. No discussion. Motion carried (unanimous).**

- F. **AMANDA HENDRICKS LMT MASSAGE THERAPY:** District Administrator Blagg informed the Board that she had received a follow-up letter from Ms. Hendricks stating that she was still interested in offering massage therapy services in Sherman County. The Board left the decision to have her at the clinic up to clinic administration.

Good of the Order:

The Board had a discussion about what intentions Center for Living has for the upstairs units. Someone from CFL approached the City about paving the alleyway and mentioned they planned to use the space to potentially house people overnight. The Board has significant concerns about this as using the spaces for housing was never discussed. Ms. Blagg read over the lease agreement and it clearly stated that it will be used for 'office space'. The Board will discuss again if necessary.

Director McArthur gave an update on the solar project. He said he has been in communication with Jeni Hall with Energy Trust and they are looking into different options. Director McArthur will keep the board informed of what will happen.

Brief discussion was held on LifeFlight and SC Ambulance memberships.

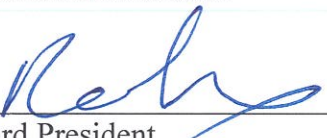
Ms. Blagg gave the Board a 'thank you' card from Shawn Payne for her bonus gift card.

Adjourn

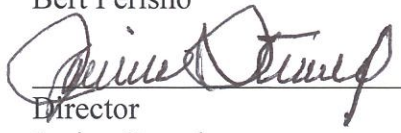
Director Cornie made a motion to adjourn the meeting. Director Strand seconded. The meeting was adjourned at 7:22 p.m.

The next Board Meeting will be on Thursday, February 8th, 2024, at 5:30 pm, in the Administration Office.


Respectfully submitted,
Caitlin Blagg
District Administrator




Board President
Bert Perisho



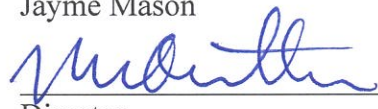
Director
Janice Strand



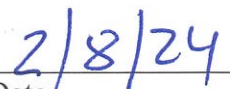
Director
Linda Cornie



Vice-President
Jayme Mason



Director
Mike McArthur



Date