

Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

September 14, 2023
Moro, Oregon

Present:

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

Staff: Caitlin Blagg, District Administrator

Visitor:

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 August 10th, 2023, Regular Board meeting, **Director Cornie made a motion to accept the minutes as written. Vice President Mason 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 2023 was \$352,041.83. Also presented was a Profit & Loss statement as of August 2023 and year-to-date budget vs actual report. The check register for August 2023 was gone over to explain some of the different costs. **Director McArthur made a motion to accept the financial report for August 2023. Director Strand seconded. No discussion. Motion carried (unanimous).**
- C. **PATIENT REPORT:** The patient report for August 2023 was given to the Board members for review. The average provider patient per day number was 8.46 and average number of Medical Assistant visits per day was 3.49. 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 she has been working with Erin Haines to develop policies and procedures to start offering IV nutrition therapy.

Ms. Blagg stated that the new Covid vaccine will soon be available; however, we will not have it available at our clinic.

Old Business

- A. **COMMERCIAL LEASE AGREEMENT:** District Administrator Blagg had some follow up questions from Mid-Columbia Center for Living regarding parking spots and remodeling. After some discussion the board clarified the questions from CFL stating that the carport and the parking spot in front of the retaining wall were designated parking spots and if written permission was granted from the landlord, CFL would not be responsible for returning the apartment to its original state following any remodel. **Director McArthur made a motion to accept the changes suggested by Mid-Columbia Center for Living regarding remodeling and defined parking spaces. Director Strand seconded. No discussion. Motion carried (Director Cornie abstained).**

Director Strand made a motion to accept the commercial lease agreements for apartment #1 and #2 with changes and send the lease to Mid-Columbia Center for Living for final review and signatures. Director McArthur seconded. No discussion. Motion carried (unanimous).

- B. **UPSTARIS APARTMENTS:** Riverside Construction has been working on the apartments. The painting is completed, and we are waiting on the flooring to be delivered, which is supposed to be here on September 19th. The final step will be a professional cleaner and then MCCFL can move into the space on October 1st.
- C. **SOLAR DEVELOPMENT DISCUSSION:** Ms. Blagg informed the board that she has been working with Mid-Columbia Economic Development District on pursuing the Solar + Storage project for the clinic; however, she keeps hitting roadblocks. There are people affiliated with the grant programs who are not getting back to her despite several attempts from MCEDD to prod the process along. The Board asked that Ms. Blagg keep following up.
- D. **FLU SHOT CLINIC:** The flu shot clinic will be on Thursday, October 5th from 3pm-5pm. We will have Flumist, Quadrivalent Flu, and High Dose Flu immunizations available.

New Business

- A. **RTO & Company:** Ms. Blagg stated that she needed a member of the Board and preferably the president to sign the Management Rep agreement from RTO & Company in regard to the annual fiscal audit. **Director McArthur made a motion to appoint President Perisho to sign the Management Rep letter. Vice President Mason seconded. No discussion. Motion carried (unanimous).** President Perisho and District Administrator Blagg both signed the letter and Ms. Blagg will get it returned to RTO & Co.
- B. **SECRETARY OF STATE PLAN OF ACTION FOR 2022-2023 AUDIT:** Ms. Blagg stated that a draft version of the audit is available for review. One significant deficiency was identified and as such, a plan of action must be submitted to the Secretary of State. Ms. Blagg gave the board a copy of the plan of action and requested President Perisho to sign the action plan so it can be sent to the Secretary of State. **Director Strand made a motion to accept the 2022-2023 plan of action and to have President Perisho sign the**

plan of action. Director McArthur seconded. No discussion. Motion carried (unanimous).

- C. **OCTOBER MEETING DATE OF CONFLICT:** District Administrator Blagg stated that she will be attending the Oregon Rural Health Clinic Conference in Sunriver during the scheduled October board meeting. She asked if the board would like to reschedule. The board agreed to cancel the October meeting unless something pressing came up and then Ms. Blagg was to reach out to all the board members to schedule a make-up meeting.

Good of the Order:


None

Adjourn

Director Strand made a motion to adjourn the meeting. Director Cornie seconded. The meeting was adjourned at 6:10 p.m.

The next Board Meeting will be on Thursday, November 9th, 2023, 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