

Sherman County Health District
Board of Directors Meeting Minutes

Regular Board Meeting

April 14, 2022
Moro, Oregon

Present:

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

Staff: Dr. Tracy Willett, Supervising Physician; Caitlin Blagg, District Administrator

Visitor: None

Call to Order: Vice President Mason called the meeting to order at 5:31p.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 March 10, 2022, Regular Board meeting, **Director Cornie 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 March 2022 was \$345,331.32. Also presented was a Profit & Loss statement as of March 2022. The check register for March 2022 was gone over to explain some of the different costs. **Director Cornie made a motion to accept the financial report for March 2022. Director McArthur seconded. No discussion. Motion carried (unanimous).**

- C. **PATIENT REPORT:** The patient report for March 2022 was given to the Board members for review. Average patient per day number was 7.68. Average number of Medical Assistant visits per day was 4.37. 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. **Dr. Tracy Willett, Supervising Physician:** Dr. Willett talked briefly about the transition from a supervising physician role to a collaborative role, which will take effect July 15, 2022. At that time, the Board can re-negotiate her contract. She also spoke briefly on Covid and the effectiveness of the fourth booster. Dr. Willett and Ms. Haines are going to be focusing on nutritional health with patients.

- B. **Caitlin Blagg, District Administrator:** District Administrator Blagg stated that the Clinic will be participating in the Harvest Fest on June 18th in the Moro City Park.

Old Business

- A. **COVID-19 UPDATE:** District Administrator Blagg informed the Board that, going forward, this agenda item will be removed from further agendas and only discussed if significant information changed. We still have at-home test kits and N95 masks available to the public at no cost.
- B. **109 SCOTT STREET:** District Administrator Blagg informed the Board that Teresa Farmer would begin working on the yard maintenance as soon as the snow stops flying and the weather cooperates.

Ms. Blagg shared a copy of the newly drafted lease agreement for 109 Scott Street. **Director McArthur made a motion to accept the lease agreement for 109 Scott Street as presented. Director Cornie seconded. No discussion. Motion carried (unanimous).**

Ms. Blagg presented two applications from people interested in renting the house. **Director McArthur made a motion to authorize the administrator to accept the rental application of the most qualified applicant, and if all applicants are equally qualified, accept the application that was turned in first. Director Cornie seconded. No discussion. Motion carried.** Ms. Blagg will reach out to the applicants.

- C. **2022-2023 COLA INCREASE:** Ms. Blagg checked with County Court about a COLA increase. They are going to be doing “around 6%”. The City of Moro will be doing a 7.9% total increase (6% COLA, 1.9% merit increase). District Administrator Blagg is proposing a 7% increase for the 2022-2023 fiscal year but will not be giving any step increases this year. **Director McArthur made a motion to accept a 7% COLA, with no step increase, for each employee, for the 2022-2023 fiscal year. Director Strand seconded. No discussion. Motion carried (unanimous).**

New Business

- A. **CELL PHONE:** District Administrator Blagg asked the Board about getting a cell phone for Clinic use. This would be useful during a power outage, which do not happen often, but when they do, staff members end up using their personal cell phones to reach out to patients. **Director McArthur made a motion to authorize the purchase of a business cell phone for clinical use. Director Cornie seconded. No discussion. Motion carried (unanimous).**

Good of the Order:

Future Agenda Items:

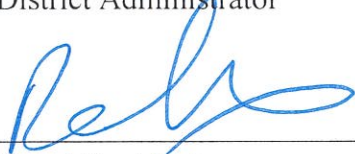
- Billing Position

Adjourn

Director Cornie made a motion to adjourn the meeting. Director Strand seconded. Meeting adjourned at 6:36 p.m.

The next Board Meeting will be on Thursday, May 12th, 2022, at 5:30 pm, in the Administration Office. This meeting will begin with the Budget Committee Meeting followed by the regular Board Meeting.

Respectfully submitted,
Caitlin Blagg
District Administrator



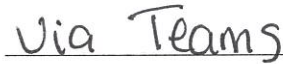
Board President
Bert Perisho



Director
Janice Strand



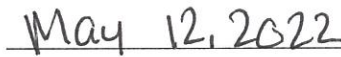
Director
Linda Cornie



Vice-President
Jayme Mason



Director
Mike McArthur



Date