

Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

September 11, 2025
Moro, Oregon

Present:

Board Members: President Bert Perisho, Vice President Mike McArthur (absent), Director Janice Strand (absent), Director Linda Cornie, Director Brittany Wood

Staff: Caitlin Blagg, District Administrator

Visitors: None

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:** The minutes from the August 14th, 2025, Regular Board meeting were reviewed. **Director Cornie made a motion to accept the minutes as written. Director Wood 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 2025 was \$529,664.16. Also presented was a Profit & Loss statement for the end of August 2025 and year-to-date budget vs actual report. The check register for August 2025 was gone over to explain some of the different costs. **Director Cornie made a motion to accept the financial report for August 2025. Director Wood seconded. No discussion. Motion carried (unanimous).**

- C. **PATIENT REPORT:** The patient report for August 2025 was given to the Board members for review. The average provider patient per day number was 8.07 for August and the average number of Medical Assistant visits per day was 5.26. 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

Caitlin Blagg, District Administrator: District Administrator Blagg explained that she has reached out to SherCo Electric to give a quote on a full-clinic generator. The current one is not working at all and is only connected to the medical refrigerator and freezer. Ms. Blagg is looking into a Sherman County Development League Grant to help fund the project, however is waiting on the quote to proceed.

Old Business

- A. **APARTMENT 1 & 2 UPDATE: NEW LEASE AGREEMENT PER MCCFL REQUEST:** District Administrator Blagg stated that MCCFL finally sent over plans showing the fire windows and they have been approved. No other updates at this time.

- B. ATHENA UPDATE:** District Administrator Blagg stated that our ‘go-live’ date is September 22, 2025. Staff has been doing the trainings and Athena is looking over the exported files from Next Gen to merge the data into the new program. The process has been a rigorous one, but staff has been working through it.

New Business

- A. 2024-2025 AUDIT REVIEW:** District Administrator Blagg presented the 2024-2025 final audit review as completed by RTO & Company. One significant deficiency was found which was District’s accounting personnel do not possess the advanced training that would provide the expertise necessary to prepare the financial statements and related notes in accordance with the modified cash basis of accounting and therefore may not be able to prevent or detect a material misstatement in the preparation and disclosure of the financial statements.
- B. 2024-2025 SECRETARY OF STATE AUDIT LETTER:** In response to the Audit Review, a letter to the Secretary of State addressing the significant deficiency is required. Ms. Blagg prepared a response stating that the Board is aware of the deficiency and the action taken is to hire RTO & Company to complete our annual audit. **Director Cornie made a motion recognizing the letter to the Secretary of State as prepared by District Administrator Blagg and to appoint President Perisho to sign the letter. Director Wood seconded. No discussion. Motion carried (unanimous).** Ms. Blagg will send the letter to the Secretary of State.
- C. HOLIDAY SCHEDULE:** Ms. Blagg stated that due to the way the holidays fall, the clinic will be closed on Friday, December 26th and Friday, January 2nd and staff will be given holiday hours for those days. The Board agreed with this plan.
- D. 2025 FLU SHOT CLINIC:** The annual flu shot clinic will be on October 9th from 3-6pm.

Good of the Order:

- A. None

Adjourn

Director Cornie made a motion to adjourn the meeting. Director Wood seconded. The meeting was adjourned at 5:54 p.m.

The next Board Meeting will be on Thursday, October 9th, 2025, at 5:30 pm, in the Administration Office.

Respectfully submitted,
Caitlin Blagg
District Administrator



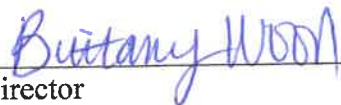
Board President
Bert Perisho

Absent

Vice-President
Mike McArthur

Via Telephone

Director
Janice Strand



Director
Brittany Wood



Director
Linda Cornie

10/9/2025

Date