

Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

May 13, 2021
Moro, Oregon

Present:

Board Members: President Bert Perisho, Vice President Jayme Mason, 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 6:02 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 April 8th, 2021 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 April 2021 was \$296,821.92. Also presented was a Profit & Loss statement as of April 2021. The check register for April 2021 was gone over to explain some of the different costs. **A motion was made by Director Cornie to accept the financial report for April 2021. Vice President Mason seconded. No discussion. Motion carried (unanimous).**

- C. **PATIENT REPORT:** The patient report for April 2021 was given to the Board members for review. Average patient per day number was 7.71. Average number of Medical Assistant visits per day was 11.88. 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. The Clinic is behind in average office visits in a fiscal year. We expect to be about 350 visits below the past 4-year average.

PA-C & Administration Report

- A. **Erin Haines, PA-C:** No report

- B. **Dr. Tracy Willett, MD, Supervising Physician:** District Administrator Blagg presented Dr. Willett's report, which was simply that Erin Haines, PA-C continues to do a fabulous job.

- C. **Caitlin Blagg, District Administrator:** Ms. Blagg has been working with Betsy von Borstel, Billing Clerk, on updating our fee schedule. Many fees have not been updated in years and we have been seeing full payments from insurance companies indicating an increase in fees is necessary. We have updated our self-pay agreement to more accurately reflect the time spent with self-pay patients.

Ms. von Borstel has been working through the patient ledger, reaching out to patients with high outstanding balances. Patients with high balances, who have made no effort to make a payment or who have not acknowledged the several statements and notices we have sent them are being turned over to collections.

5 years ago, we replaced all the desktop computers in the Clinic. We have started the process of replacing all the computers again, however we are breaking it into 2 computers per fiscal year, rather than all 5 at the same time.

Ms. Blagg has applied for a scholarship to attend the Certified Rural Health Clinic Professional Academy course offered through the National Association of Rural Health Clinics. This course covers all aspects of Rural Health Clinics including Administration & Finance, Billing & Coding, and Regulatory Compliance & Quality. Usually, this course is offered online with the requirement that participants travel to the NARHC conference to take the final exam in person. This time around the course and final exam are all being offered online.

Ms. Blagg will complete the SDAO Academy at the end of May 2021.

Old Business

- A. COVID-19 UPDATE:** The Sherman County Medical Clinic has stopped offering COVID-19 vaccine at this time. We have turned all vaccination efforts over to North Central Public Health Department. We are still offering rapid and PCR COVID-19 testing. In total we distributed 370 prime Moderna doses, 369 booster Moderna doses, 59 Johnson & Johnson doses for a total of 798 COVID-19 doses administered. North Central Public Health Department will be at the Sherman Fairground this Friday, May 14th to provide COVID-19 vaccines to Sherman County residents who are interested.
- B. SHERMAN COUNTY BUDGET COMMITTEE PROPOSAL UPDATE:** Ms. Blagg and Erin Haines, PA-C recently attended the County's Budget Committee meeting to propose the purchase of a Point of Care Ultrasound machine. Both Ms. Blagg and Ms. Haines thought the presentation went very well and was received by the committee in a very positive manner.

New Business

- A. RE-DESIGNATION OF THE SHERMAN COUNTY ENTERPRISE ZONE:** Caitlin Blagg, District Administrator, received a letter from Sherman County Community Development and Planning office about the re-designation of the Sherman County Enterprise Zone. Director McArthur explained a little more about what an enterprise zone means in Sherman County. This letter requests the presence of a representative to attend a meeting on May 19, 2021 at 5:00pm at the Extension Office. Director McArthur has agreed to be the representative for the Health District.
- B. CONDON (TRI-COUNTY) CHAMBER OF COMMERCE:** District Administrator Blagg presented information about joining the Condon Chamber of Commerce. The Chamber is under-going a re-branding in July and will become the Tri-County Chamber of Commerce servicing Gilliam, Sherman, and Wheeler Counties. The Chamber is focusing on ~~enhancing economic prosperity, community livability and tourism. They serve as a referral source for local businesses, provide educational programs and trainings to businesses to~~

build skills and enhance business professional development and connect local businesses with pertinent information, grant opportunities and programs. Ms. Blagg feels joining as a government agency will be a great opportunity for the Sherman County Medical Clinic as we will gain a lot of local exposure. **Director McArthur made a motion to submit a membership application to the Condore (Tri-County) Chamber of Commerce. Director Strand seconded. No discussion. Motion carried (unanimous).** There was brief discussion about a marketing plan for the Clinic and it was suggested that a Facebook page was created to get more information about services offered out in the community. This will be addressed at the next Board Meeting.

Good of the Order:

Future Agenda Items:


- Clinic marketing plan – Facebook page
- Billing Position
- November 2021 Meeting

Adjourn

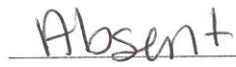
Vice President Mason made a motion to adjourn the meeting. Director Strand seconded. Meeting Adjourned at 6:32 p.m.

The next Board Meeting will be on Thursday, June 10th, 2021 at 5:30 pm, in the Administration Office.


Respectfully submitted,
Caitlin Blagg
District Administrator



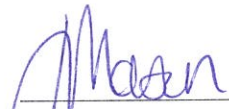
Board President
Bert Perisho



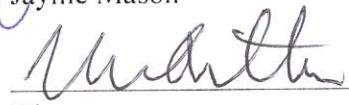
Director
Janice Strand



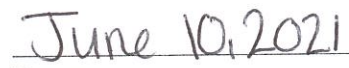
Director
Linda Cornie



Vice-President
Jayme Mason



Director
Mike McArthur



Date