

# Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

July 11, 2024  
Moro, Oregon

## **Present:**

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

**Staff:** Caitlin Blagg, District Administrator

**Call to Order:** President Perisho called the meeting to order at 5:32 p.m.

## **Visitor's comments on agenda items (Discussion to be regarding agenda items only):**

### **Consent Items**

- A. **REGULAR MEETING MINUTES:** The meeting minutes from May 9<sup>th</sup> and June 13<sup>th</sup> were reviewed.
- B. **Director McArthur made a motion to approve all consent agenda items. Vice President Mason seconded. No discussion. Motion carried (unanimous).**
- C. **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 June 2024 was \$606,365.06. Also presented was a Profit & Loss statement for the end of fiscal year 2023-2024 and year-to-date budget vs actual report. The check register for May and June 2024 was gone over to explain some of the different costs. District Administrator Blagg gave an overview of the financial report for the 2023-2024 fiscal year.
- D. **PATIENT REPORT:** The patient report for May and June 2024 was given to the Board members for review. The average provider patient per day number was 8.23 and the average number of Medical Assistant visits per day was 4.54. In the fiscal year 2023-2024 we saw a total of 1504 patient visits and 830 MA visits. This is a 5% increase from FY 2022-2023. 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 let the Board know that Bridget Whitaker has been here for just over 2 months and is doing a fabulous job. She catches on very quickly and fits right in with staff. We very much enjoy having her as a member of our team.

Ms. Blagg informed the board that SherCo Electric came and installed new lights in the waiting room and reception area, and they have been a wonderful improvement.

DirectLine-IT is working on programming our server and will be installing it soon. We have been working with them on looking into different internet service providers because Blue Mountain has been horribly unreliable lately.

### **Old Business**

- A. **MCCFL APARTEMENT UPDATE:** District Administrator Blagg informed the Board that Mid-Columbia Center for Living is in the process of working up plans for the remodel. They have a draft but are waiting for an engineer to look the plans over.

### **New Business**

- A. **RTO AUDIT LETTERS:** District Administrator handed out the annual audit letters from RTO and requested that all board members fill them out. She also had the management representative letter for board signature.
- B. **CAPITAL OUTLAY POLICY:** District Administrator Blagg stated that Amanda Taskey, accountant at RTO suggested increasing our limit on our capital outlay due to rising costs of just about everything. Her recommendation was to increase it to \$5,000. It currently is \$2,500. **Director McArthur made a motion to increase the Capital Outlay Policy to \$10,000. Vice President Mason seconded. No discussion. Motion carried (unanimous).** All present board members signed the newly revised Capital Outlay Policy.
- C. **ANNUAL MEDICARE MEETING:** District Administrator Blagg stated that the annual Medicare meeting will be August 12<sup>th</sup> at 12:30. She asked if any board members were available to attend.
- D. **SDAO NEWS AND RISK MANAGEMENT REVIEW:** District Administrator Blagg handed out a brochure from SDAO with their Risk Management Review and schedule of trainings for Summer 2024. The Board was able to review the information.
- E. **SDAO/SDIS PUBLIC MEETING TRAINING:** Ms. Blagg told the Board this training will be available in the next couple of weeks so it will take place at the August or September meeting.

### **Good of the Order:**

- A. Vice President Mason suggested scheduling another work session this fall. District Administrator Blagg will coordinate something for October.

### **Adjourn**

**Director Cornie made a motion to adjourn the meeting. Mike McArthur seconded. The meeting was adjourned at 5:53 p.m.**

The next Board Meeting will be on Thursday, August 8<sup>th</sup>, 2024, at 5:30 pm, in the Administration Office.

Respectfully submitted,  
Caitlin Blagg  
District Administrator

  
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Board President

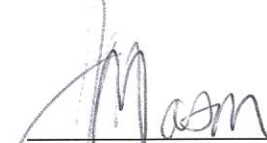
Bert Perisho

  
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Director


Janice Strand

  
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Director


Linda Cornie

  
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Vice-President

Jayme Mason

  
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Director

Mike McArthur

  
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