

Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

March 11th, 2021
Moro, Oregon

Present:

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

Staff: Erin Haines, PA-C, Provider; Dr. Tracy Willett, Supervising Physician; Caitlin Blagg, District Administrator

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 January 14th, 2021 Regular Board meeting, **Director McArthur 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 February 2021 was \$355,638.57. Also presented was a Profit & Loss statement as of February 2021. The check register for January 2021 and February 2021 were gone over to explain some of the different costs. **A motion was made by Vice President Mason to accept the financial report for January 2021 and February 2021. Director Strand seconded. No discussion. Motion carried (unanimous).**
- C. **PATIENT REPORT:** The patient report for January 2021 and February 2021 was given to the Board members for review. Average patient per day number was 5.9 for January and 2.8 for February. Average number of Medical Assistant visits per day was 15.5 for January and 20.93 for February. 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. **Erin Haines, PA-C:** Gave a report on her first week. She felt it went smooth. Ms. Haines has requested changes with the Medical Assistants in how they are charting, and the MAs are stepping up to the task. The documentation within patient charts is getting much better. Ms. Haines does have some goals for the clinic that she has been discussing with Dr. Willett. One big change would be to start offering point-of-care Ultrasound at the Clinic. This is one of the up-and-coming medical standards. Director McArthur had questions about what the ultrasound would be benefiting as his understanding was that ultrasound was usually used in maternity services. Ms. Haines gave a couple examples of how the ultrasound could be used within the

clinic, including looking for fluid on the lung's vs abdomen. Ms. Haines had an estimate for a laptop sized US machine in the amount of \$39,000. Ms. Blagg will work with Ms. Haines on finding grants or other funding sources to bring this service into the clinic.

- B. Dr. Tracy Willett, MD, Supervising Physician:** Dr. Willett is very pleased with the progress that Ms. Haines has made in one week. She applauded the Board on their decision to hire Erin.

Covid vaccinations are going very well. Sherman County is holding our own ground and staff has done it by paying fabulous attention to social needs.

- C. Caitlin Blagg, District Administrator:** The new flooring has been installed and look wonderful. Gary Denny flooring crew did an amazing job and were very easy to work with. As with any remodel project of any size, extra projects did arise. Shelving was removed from the providers office to open the space up and resulted in finding an unfinished drywall. Wall paneling was added to fix this. We also took out some built-ins in the reception area out to help the flow of traffic in that area.

Ms. Blagg sent over updates for the CEDS list to Georgia Macnab. Updated items included provider housing, Clinic expansion, and Emergency Generator.

Ms. Blagg has a lead on a potential house coming on the market that could work well as provider housing.

Old Business

- A. COVID-19 UPDATE:** The Sherman County Medical Clinic is very busy distributing COVID-19 vaccine. Currently we only have the Moderna brand, but we keep hearing rumors that we are supposed to be getting some Johnson & Johnson in as well, but do not know if/when this will happen. As of close of business on March 11th we have administered 276 primary doses and 177 secondary doses for a total of 453 doses. We have 90 people currently scheduled to receive their primary dose and 86 people scheduled to receive their secondary dose through the end of March. We expect to receive 100 more doses of the Moderna vaccine next week.
- B. NOTICE OF ELECTION:** Ms. Blagg had forms for all interested Board members to fill out so their names could be added to the upcoming ballot. These forms must be returned to the County Clerk's office by March 18th, 2021.

New Business

- A. 2021-2022 BUDGET CALENDAR:** District Administrator Blagg handed out a copy of the 2021-2022 proposed Budget Calendar.
- B. APPOINT BUDGET OFFICER FOR 2020-2021:** Director Cornie made a motion to appoint District Administrator Caitlin Blagg as the budget officer for the 2021-2022 budget year. Director Strand seconded. No discussion. Motion carried (unanimous).
- C. CAHPS 2020 SURVEY RESULTS:** The Clinic was required by PCPCH standards to complete a CAHPS survey in 2020. The results were tabulated by Jill Boyd of GOBHI. Ms.

Blagg went over the results with the Board. Ms. Blagg stated that the survey was sent out before the COVID pandemic hit. Due to the change of focus in early 2020, tabulating the survey results was not a priority. These results are outdated but were needed for PCPCH re-certification.

D. DISTRICT OWNED VEHICLE: District Administrator wanted to ask about the District purchasing a vehicle. With Shawn Payne's as a Community Healthcare Worker, a District owned vehicle that she would use to go to patient homes would be very beneficial. The Board said to keep this in mind but wanted to see how the CHW program was working before investing in a vehicle.

Good of the Order:

A. The Board asked about a Meet & Greet for the community to be able to meet Erin Haines. COVID limitations make this difficult. Ms. Blagg will reach out to The Times Journal to see if they would be willing to write a feature piece on Erin to help introduce her to the community.

Future Agenda Items:

- Billing Position
- November 2021 Meeting

Adjourn

Vice President Mason made a motion to adjourn the meeting. Director Strand seconded. Meeting Adjourned at 6:22 p.m.

The next Board Meeting will be on Thursday, April 8th, 2021 at 5:30 pm, in the Administration Office.


Respectfully submitted,
Caitlin Blagg
District Administrator



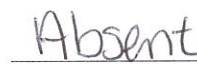
Board President
Bert Perisho



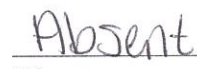
Director
Janice Strand



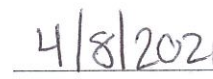
Director
Linda Cornie



Vice-President
Jayme Mason



Director
Mike McArthur



Date