

Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

November 14, 2023

Moro, Oregon

Present:

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

Staff: Caitlin Blagg, District Administrator

Visitor:

Call to Order: President Perisho called the meeting to order at 5:39 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 September 14th, 2023, 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 October 2023 was \$286,421.28. Also presented was a Profit & Loss statement as of October 2023 and year-to-date budget vs actual report. The check register for September and October 2023 were gone over to explain some of the different costs. **Vice President Mason made a motion to accept the financial report for September and October 2023. Director Strand seconded. No discussion. Motion carried (unanimous).**
- C. **PATIENT REPORT:** The patient report for September and October 2023 was given to the Board members for review. The average provider patient per day number was 8.07 for September and 6.88 for October and average number of Medical Assistant visits per day was 3.13 for September and 6.59 for October. 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. **Caitlin Blagg, District Administrator:** District Administrator Blagg let the Board know that the Clinic has started offering IV therapy and it has been well received.

Old Business

- A. **COMMERCIAL LEASE AGREEMENT:** District Administrator Blagg informed the Board that the lease agreements have been signed by Mid Columbia Center for Living and the first rent checks for both spaces have been received. It will still be several weeks before

they are able to move in due to CMS regulations on moving office locations. They are very interested in getting an architect into the space to see what renovations would be necessary to make offices in the spaces. Ms. Blagg will keep the Board up to date on proposed renovations.

- B. SOLAR DEVELOPMENT DISCUSSION:** Ms. Blagg informed the Board that she has no update from MCEDD about this project. Her main contact, Jacqui Shei, is, according to Director McArthur, no longer with MCEDD. Director McArthur is contacting Energy Trust to see what they will do.

The Board asked that this agenda item be removed from further agendas unless something new comes up.

New Business

- A. ANNUAL RENT INCREASE:** In 2024 rent can be increased by 10%. Ms. Blagg suggested to the Board that this increase be applied to Apartment #3 occupied by the Wellness Center and to the renters at 109 Scott Street. The new suggested rent for Apartment #3 would be \$482/month and 109 Scott Street would be \$1980/month. **Director Strand made a motion to propose a 10% rent increase starting in 2024 for Apartment #3 and 109 Scott Street. Director Cornie seconded. Motion carried (unanimous).** It was also requested that a review of the rental agreement happen with tenants at 109 Scott Street to review the lease agreement, including the pet policy. Ms. Blagg will arrange a meeting.
- B. ROOF OVER GARAGE AT 109 SCOTT STREET:** Ms. Blagg stated that the renter from 109 Scott Street informed her that there was a leak in the garage. She had Jeff Webber from Riverside Construction take a look at it when he was working in the apartments. He did inform Ms. Blagg that there indeed was a problem and the roof over the garage needs to be replaced. He informed her that he would not have time to get to it before springtime and therefore could not give her an accurate quote. Ms. Blagg has also reached out to Bill at Integrity Roofing and has not heard back. She is going to reach out to Randy Francis at Big Dog Construction and see what he says. Ms. Blagg asked the Board if they had any other suggestions as this needs to be fixed as soon as possible. Other suggestions to reach out to were Kent Homes Builders in The Dalles, and Big Easy The Dalles. Ms. Blagg will continue to look for someone to fix the roof.
- C. 2022-2023 AUDIT:** Ms. Blagg emailed copies of the final audit report to the Board.
- D. BUSINESS PREPAREDNESS 3 STEP PLAN:** The Board reviewed the Oregon Department of Emergency Management's Business Preparedness 3-Step Plan as requested by SDAO for credit with the Best Practices Program. This plan covered what to do before disaster strikes, when disaster occurs, and after the disaster.

Good of the Order:

President Perisho asked about holiday bonus' for the staff. In years' previous, the Health District has given all employees, contracted staff, and janitorial staff, \$150 in the form of a gift card to the

location of their choice. **Director Strand made a motion to give all employees, contracted staff, and janitorial staff a gift card to the location of their choice in the amount of \$150.00. Vice President Mason seconded. No discussion. Motion carried (unanimous).** Ms. Blagg thanked the board on behalf of all employees and staff.

President Perisho recommended that the meeting in December be cancelled due to the busy holiday season. If something pressing comes up, Ms. Blagg will reach out and a meeting can be held.

Adjourn

Director Strand made a motion to adjourn the meeting. Director Cornie seconded. The meeting was adjourned at 6:30 p.m.

The next Board Meeting will be on Thursday, January 11th, 2024, at 5:30 pm, in the Administration Office.


Respectfully submitted,
Caitlin Blagg
District Administrator




Board President
Bert Perisho



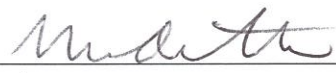
Director
Janice Strand




Director
Linda Cornie



Vice-President
Jayme Mason



Director
Mike McArthur



Date