

Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

January 14th, 2021
Moro, Oregon

Present:

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

Staff: Dr. Tracy Willett, Supervising Physician; Caitlin Blagg, District Administrator

Call to Order: President Perisho called the meeting to order at 5:38p.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 December 10th, 2020 Regular Board meeting, **Director McArthur made a motion to accept the minutes as written. President Perisho seconded, as Director Strand was absent from the December meeting. 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 December 2020 was \$438,027.38. Also presented was a Profit & Loss statement as of December 2020. The check register for November was gone over to explain some of the different costs. **A motion was made by Director McArthur to accept the financial report for December 2020. Director Strand seconded. No discussion. Motion carried (unanimous).**
- C. **PATIENT REPORT:** The patient report for December 2020 was given to the Board members for review. Average patient per day number was 5.59. Average number of Medical Assistant visits per day was 6.82. 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. **Christina Rust DPT, PT, MS, PA-C:** No Report

B. **Dr. Tracy Willett, MD, Supervising Physician:** Dr. Willett expressed that she was looking forward to meeting Erin Haines in person, which would happen on Friday, January 15th.

- C. **Caitlin Blagg, District Administrator:** The new flooring has been ordered and installation will take place the end of February possibly into the first week of March.

Old Business

- A. **COVID-19 UPDATE:** The Sherman County Medical Clinic has started receiving doses of the Moderna COVID-19 vaccine. We worked through Phase 1a1-4 as recommended by Oregon's Vaccine Sequencing Plan. We reached Phase 1b this week and have been diligently working through that group. Our goal is to reach out to all the businesses that are essential in Sherman County and work on getting employees who have public interaction vaccinated. We received 100 doses initially and hope to receive more.

The Moderna vaccine is shipped in a multi-dose vial consisting of 10 doses. Once the vial is punctured, all 10 doses must be administered within 6 hours. This creates an interesting logistical situation where we must have 10 people scheduled to get the vaccine, otherwise risk wasting a dose. In this current pandemic, wasting a dose of this vaccine is something I want to avoid as much as possible. This is a 2-dose vaccine, with the second dose being administered at least 28 days after the primary dose. I have attached the Moderna Fact Sheet for Recipients and Caregivers in case people have questions.

Our protocol regarding this vaccine is to require everyone to wait on-site for a minimum of 15 minutes after the administration of the vaccine so medical staff can watch for adverse reactions. If a person has had a previous anaphylactic reaction to anything in the past, we are requiring them to wait on-site for 30 minutes post administration.

Some discussion took place over the possibility of a mass vaccination event held for second doses. This idea was tabled until we have a better understanding of the quantity of vaccine doses we receive.

- B. **CEDS PRIORITY LIST:** District Administrator Blagg asked if there had been any more ideas to include in this list. At the November meeting the Board discussed adding provider housing, new flooring, and a new back-up generator to the list. New flooring will be removed from the list and Ms. Blagg will bring the up one more time before sending the additional items to the County Planning Department. Director McArthur mentioned adding Clinic Expansion to the list at a starting price of \$500,000.00.
- C. **PHYSICIAN ASSISTANT SERVICE AGREEMENT:** Ms. Blagg presented the Board with a draft service agreement for Erin Haines. This version has been reviewed by Ms. Haines. If the Board approves of this draft version, Ms. Blagg will send it to legal for final review. The Board approved and asked Ms. Blagg to send it to legal for final review.

New Business

- A. **DISTRICT CONTRIBUTIONS TO EMPLOYEE SIMPLE IRA:** District Administrator Blagg handed out a worksheet that outlined how much each employee had made in 2020 and a breakdown of what a 1%, 1.5%, 2%, 2.5% and a 3% contribution to each employee's IRA account would be. Ms. Blagg informed the Board that 3% had been budgeted. **Director Strand made a motion to have the District contribute 3% to each employee's IRA accounts. Director McArthur seconded. No discussion. Motion carried (unanimous).** Ms. Blagg thanked the Directors on behalf of all the employees.
- B. **SDAO ANNUAL CONFERENCE AND VOTING MEMBER:** District Administrator Blagg informed the Board that the annual SDAO Conference will be virtual this year and is free to attend. Ms. Blagg is signed up to attend. Director McArthur is also signed up to attend. Each district is allowed one voting member to participate in the SDAO elections. Traditionally Ms. Blagg has taken this role, as she has been the only Health District representative attending the conference. With two representatives attending the conference Ms. Blagg would like the Board to appoint a voting member. **Director Strand made a motion to appoint Director Mike McArthur as voting member for the Sherman County Health District at the annual SDAO conference. President Perisho seconded. No discussion. Motion carried (Perisho, Strand – aye, McArthur abstained).**
- C. **E. HAINES REQUEST:** Erin Haines requested that her start date be moved to March 8th rather than March 1st so she has a week to transition between her two positions. Ms. Blagg stated that the flooring installation will likely take more than a week and is scheduled for the last week of February and into the first week of March so this request could easily be approved. **Director Strand made a motion to allow Erin Haines to start on March 8, 2021. Mike McArthur seconded. No discussion. Motion carried (unanimous).**
- D. **2021 HAZARD AND VULNERABILITY ANALYSIS:** District Administrator presented a copy of the 2021 Hazard and Vulnerability Analysis. This was updated to increase the risk of an epidemic due to the current pandemic.
- E. **2021 SPECIAL DISTRICT ELECTION:** District Administrator informed the Board that all members will be up for re-election in May 2021. Ms. Blagg will make sure all interested Board members have the proper paperwork to file to be included on the ballot.
- F. **NOVEMBER 2021 MEETING DATE:** The regularly scheduled Board meeting will fall on November 11th, which is Veteran's Day. The Clinic and Administration office will be closed this day. Ms. Blagg asked if the Board wanted to reschedule this now or at a later date. The Board decided to hold the November Meeting on November 18th and will revisit this in October to see if a November meeting is needed.

Good of the Order:

- A. President Perisho read a Thank You card from Shawn Payne.

Future Agenda Items:

- Billing Position

- November 2021 Meeting

Adjourn


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

The next Board Meeting will be on Thursday, February 11th, 2021 at 5:30 pm, in the Administration Office.

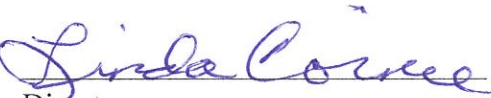
Respectfully submitted,
Caitlin Blagg
District Administrator




Board President
Bert Perisho



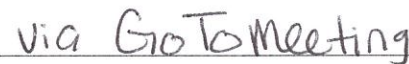
Director
Janice Strand



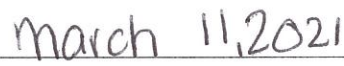
Director
Linda Cornie



Vice-President
Jayme Mason



Director
Mike McArthur



Date