

Sherman County Health District
Board of Directors Meeting Minutes

Regular Board Meeting

January 12, 2023
Moro, Oregon

Present:

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

Staff: Caitlin Blagg, District Administrator

Visitor: None

Call to Order: President Perisho called the meeting to order at 5:31 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 November 10th, 2022, Regular Board meeting, **Director McArthur made a motion to accept the minutes as written. Director Cornie 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 December 2022 was \$473,492.10. Also presented was a Profit & Loss statement as of December 2022 and year-to-date budget vs actual report. The check register for November and December 2022 were gone over to explain some of the different costs. **Director McArthur made a motion to accept the financial report for November and December 2022. Director Strand seconded. No discussion. Motion carried (unanimous).**

- C. **PATIENT REPORT:** The patient report for November and December 2022 was given to the Board members for review. Average patient per day number was 7.88 for November and 8 for December. Average number of Medical Assistant visits per day was 5.76 for November and 3.31 for December. 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 informed the Board that the Safety and Security Grant was approved, and we are moving forward with the Security System purchased through Aset in The Dalles. The wait time for shipping is approximately 3 months so this is not a project that will completed right away.

Jeff Webber finished the work on the soffit outside and it looks good. The damage was only to the front-facing board and not to anything underneath and not to the roof.

The Health District purchased a thank you gift for Jerrilea Mayfield in appreciation of her 20 years working here. The gift consisted of a throw, a basket, and 1/16 of a beef from WB Ranch. It was very much appreciated by Jerri.

Old Business

- A. **WEBSITE UPDATE - STREAMLINE:** Ms. Blagg reported that she was going to give the Board a walk-through of the new website design, but unfortunately the internet was down at the time of the meeting. The go-live date of the new website will be January 17th. She will plan on having a walkthrough of the website at the February meeting.

New Business

- A. **DISTRICT CONTRIBUTIONS TO EMPLOYEE IRA'S:** District Administrator Blagg handed out a worksheet that outlined how much each employee had made in 2022 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 McArthur made a motion to have the District contribute 3% to each employee's IRA accounts. Director Strand seconded. No discussion. Motion carried (unanimous).** Ms. Blagg thanked the Directors on behalf of all the employees.
- B. **BILL PAY RESOLUTION 01-12-2023:** District Administrator Blagg is requesting the online bill pay resolution be updated to allow for the monthly mortgage payment to be paid online. Changes to the Bill Pay Resolution include adding Wipfli, Oregon Frontier Chamber of Commerce, AmeriGas and Streamline and removing ECC Technologies, Dr. Tracy Willett, and Dr. Vern Harpole. **Director McArthur made a motion to accept Bill Pay Resolution 01-12-2023. Director Cornie seconded the motion. No discussion. Motion carried (unanimous).**
- C. **2023-2024 BUDGET CALENDAR:** District Administrator Blagg handed out a copy of the 2023-2024 proposed Budget Calendar.
- D. **APPOINT BUDGET OFFICER FOR 2023-2024:** **Director McArthur made a motion to appoint District Administrator Caitlin Blagg as the budget officer for the 2023-2024 budget year. Director Strand seconded. No discussion. Motion carried (unanimous).**
- E. **AMANDA HENDRICKS LMT MASSAGE THERAPY:** District Administrator Blagg informed the Board that she had received a letter from Ms. Hendricks regarding providing massage therapy services in the county. She gave the Board a copy of the letter, as well as a follow-up email that Ms. Blagg sent with some clarifying questions. The Board is very excited about the opportunity to expand medical services in the County to include massage therapy but have some follow up questions. Ms. Blagg will have more information at the February meeting.

F. **109 SCOTT STREET:** The Board discussed the house at 109 Scott Street. It seems like they have been doing a better job keeping the place picked up outside but will continue to monitor the situation.

Good of the Order:

- A. President Perisho stated that he was very please with the productivity of the staff. He stated that it seems like we have the most productive staff that we have ever had, and he appreciates the effort everyone is putting in to make sure patients are not falling through the cracks. The continuity of care seems like it is the highest it's ever been, and he wanted to express his appreciation of all the staff.
- B. President Perisho opened and read aloud Thank You cards from Jerrilea Mayfield for her 20-year appreciation gift and from Shawn Payne for her annual bonus.
- C. President Perisho stated he will not be at the next meeting. The Board asked for his input about the massage therapy to be available prior to the meeting.

Adjourn

Director McArthur made a motion to adjourn the meeting. Director Strand seconded. Meeting adjourned at 6:31p.m.

The next Board Meeting will be on Thursday, February 9th, 2023, at 5:30 pm, in the Administration Office.

Respectfully submitted,
Caitlin Blagg
District Administrator

Absent
Board President
Bert Perisho

Absent
Vice-President
Jayme Mason

Janice Strand
Director
Janice Strand

Mike McArthur
Director
Mike McArthur

Linda Cornie
Director
Linda Cornie

2/9/2023
Date