

# Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

January 13, 2022

Moro, Oregon

## **Present:**

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

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

**Visitor:**

**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 18<sup>th</sup>, 2021, Regular Board meeting, **Vice President Mason 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 December 2021 was \$390,297.98. Also presented was a Profit & Loss statement as of December 2021. The check register for November and December 2021 was gone over to explain some of the different costs. **A motion was made by Director Strand to accept the financial report for November and December 2021. Vice President Mason seconded. No discussion. Motion carried (unanimous).**
  
- C. **PATIENT REPORT:** The patient report for November and December 2021 was given to the Board members for review. Average patient per day number was 7.68 for November and 7.13 for December. Average number of Medical Assistant visits per day was 13.76 for November and 6.75 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. **Dr. Tracy Willett, MD, Supervising Physician:** Dr. Willett commented on how the Clinic has been performing in regard to overall Covid testing and vaccine administration. According to her, the Clinic has done 19% of all Covid testing, 35% of all positive testing, and 44% of vaccine administration. Dr. Willett stated that the number she was using to gather these percentages were rough but gave a good overall picture on how the clinic is doing in regard to overall county numbers.

**B. Caitlin Blagg, District Administrator:** District Administrator stated that she has started looking into a third-party to conduct the annual Medical Cost Report. This report is critical to our compliance with Medicare and as the clinic grows and more services are offered, we are at a higher risk for an audit. The company being looked into is Wipfli, with the local-most office located in Spokane, WA. This company is recommended and supported by Oregon Office of Rural Health and they are very familiar with single-provider, rural health clinics.

There is a nation-wide shortage of rapid Covid-19 testing supplies. Due to this shortage, the Clinic is unable to obtain any more rapid tests. What we have on-hand is it. We will be shifting most of our testing to PCR and reserving the rapid tests for people who need to be seen in the clinic. This will be a precautionary measure to keep staff safe.

Ms. Blagg has request assistance in getting a TV wall mount and TV hung up in the waiting room area.

### **Old Business**

**A. COVID-19 UPDATE:** District Administrator Blagg informed the Board that the Clinic continues to offer child Covid-19 immunizations. On January 19<sup>th</sup>, the Clinic will be working in conjunction with North Central Public Health Department on a Covid-19 Vaccination Clinic. NCPHD will be offering vaccines to individuals ages 12 and older at the Fairgrounds and our Clinic will be offering vaccines to children ages 5-11 at the Clinic. Vaccine is being supplied by NCPHD.

We are seeing an increase in positives in testing we are conducting at the clinic. We continue to offer monoclonal antibodies to individuals who qualify.

**B. PROPERTY PURCHASE:** District Administrator Blagg informed the Board that the purchase of the property at 109 Scott Street had been finalized. Monthly mortgage payments will be \$1,385.48. For budget year 2022 2021, Ms. Blagg plans on making monthly payments of \$1,400.00, with the over amount going toward the premium. Property insurance has been obtained for the property and the City of Moro has been informed of the new account owner. Ms. Blagg inquired as to what the Board would like to do with the home at this time. President Perisho suggested that we ask \$1,800.00/month in rent and require applications and interview, no pets. The Board then asked Ms. Blagg to have a firm number as to the monthly costs of owning the property including mortgage, water/sewer/garbage/property insurance/building maintenance/repairs, etc. at the next meeting and go from there.

**C. PA LICENSE CHANGES:** Dr. Willett asked for this to added to the agenda. She stated that the final rules have not yet come out and she suggested that the Board wait until July to re-write her contract.

### **New Business**

**A. 2021-2022 SUPPLEMENTAL BUDGET HEARING:** District Administrator Blagg presented a supplemental budget for FY 2021-2022.

Vice President Mason made a motion to accept the supplemental budget as presented and adopt resolution 01-13-2022 regarding the supplemental budget for FY 2021-2022. Director Strand seconded. No discussion. Motion carried (unanimous).

- B. SDIS LONGEVITY CREDIT AND RATE LOCK GUARENTEE AGREEMENT:** District Administrator presented a proposition from SDIS to receive a Longevity Credit and Rate Lock Guarantee for participating in the SDIS Self-Insured Liability and Property Program. This credit will run through 2023. Information provided from SDIS about this agreement was presented. **Vice President made a motion to sign the SDIS Longevity Credit and Rate Lock guarantee. Director Strand seconded. No discussion. Motion carried (unanimous).** President Perisho signed the SDIS Longevity Credit and Rate Lock Guarantee Agreement and Ms. Blagg will submit to SDIS.
- C. DISTRICT CONTIBUTIONS TO EMPLOYEE SIMPLE IRA:** District Administrator Blagg handed out a worksheet that outlined how much each employee had made in 2021 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. Vice President Mason seconded. No discussion. Motion carried (unanimous).** Ms. Blagg thanked the Directors on behalf of all the employees.
- D. 2022-2023 BUDGET CALENDAR:** District Administrator Blagg handed out a copy of the 2022-2023 proposed Budget Calendar.
- E. APPOINT BUDGET OFFICER FOR 2022-2023:** Director Strand made a motion to appoint District Administrator Caitlin Blagg as the budget officer for the 2022-2023 budget year. Vice President Mason seconded. No discussion. Motion carried (unanimous).
- F. CAHPS 2022 SURVEY:** 2022 is our recertification as a Patient Centered Primary Care Home and part of the requirement is we conduct a CAHPS survey. We will use patient data from January 2022 to send out

**Good of the Order:**

- A. THANK YOU CARD:** President Perisho read aloud a thank you card from Shawn Payne. Dr. Willett also verbally expressed her thanks to the Board and stated that she used the gift card to purchase some exercise equipment.
- B. LCAC UPDATE:** Director McArthur stated that the format of the LCAC is changing and going forward they will be meeting every other month. He also stated that he mentioned the metrics and how Ms. Blagg was having issues finding up-to-date reports on meeting the metrics. He would like to dig deeper into what the new relationship between the Clinic and whatever the new version of the LCAC will be.

**Future Agenda Items:**


- Billing Position

**Adjourn**

**Vice President Mason made a motion to adjourn the meeting. Director Strand seconded. Meeting adjourned at 6:31 p.m.**

The next Board Meeting will be on Thursday, February 10<sup>th</sup>, 2022, at 5:30 pm, in the Administration Office.

Respectfully submitted,  
Caitlin Blagg  
District Administrator

  
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Board President  
Bert Perisho

*Via Telephone*  
\_\_\_\_\_  
Director  
Janice Strand

*Linda Cornie*  
\_\_\_\_\_  
Director  
Linda Cornie

*Absent*  
\_\_\_\_\_  
Vice-President  
Jayme Mason

*McArthur*  
\_\_\_\_\_  
Director  
Mike McArthur

*2/10/2022*  
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Date