

Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

May 12, 2022
Moro, Oregon

Present:

Board Members: President Bert Perisho, Vice President Jayme Mason (via Microsoft Teams and Telephone), 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 5:52 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 April 14, 2022, 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 April 2022 was \$322,851.92. Also presented was a Profit & Loss statement as of April 2022. The check register for April 2022 was gone over to explain some of the different costs. **Director McArthur made a motion to accept the financial report for April 2022. Director Strand seconded. No discussion. Motion carried (unanimous).**

- C. **PATIENT REPORT:** The patient report for April 2022 was given to the Board members for review. Average patient per day number was 7.8. Average number of Medical Assistant visits per day was 3.6. 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 stated that the Clinic will be participating in the Harvest Fest on June 18th in the Moro City Park. She showed some of the sway items the Clinic has been able to purchase with grant funding to hand out to adults and kids at the Harvest Fest. Ms. Blagg invited any Board Members who are available to come to the event.

Ms. Blagg stated that a new law requires the Health District to offer virtual meetings for the public to be able to attend. In the past we were using GoToMeeting using an annual subscription. Ms. Blagg recently switched to Microsoft Teams for future virtual meetings.

Old Business

- A. **BLOOD DRIVE:** Director Strand asked if the blood drive was still going to take place. Ms. Blagg informed the board that it will be held in the fall. Originally, the blood drive was to take place in June, however there is not a large enough space that is AC controlled, so it will be postponed until the fall.

- B. **109 SCOTT STREET:** President Perisho asked for an update on the rental house. Ms. Blagg stated that the new renters moved in the first of May and things seemed to be going well.

New Business

- A. **E. LEIGH AESTHETICS RENTAL REQUEST:** Erin Haines, PA-C has recently acquired her aesthetician credentials and would like to rent an exam room to be able to provide aesthetic services. To start with, she would like to use the space 2 days a month but could increase to 4 days per month. District Administrator Blagg suggested charging \$50/day for the rental space. **Vice President Mason made a motion to rent an exam room to Erin Haines for aesthetic services for \$50/day. Director McArthur seconded. No discussion. Motion carried (unanimous).**

- B. **BILL PAY RESOLUTION UPDATE:** District Administrator Blagg is requesting the online bill pay resolution be updated to allow for the monthly mortgage payment to be paid online. Recently it seems that getting a board member to sign checks has proven to be more difficult and allowing the mortgage payment to be paid online will ensure it is paid on-time without penalty. **Director McArthur made a motion to accept Bill Pay Resolution 05-12-2022. Vice President Mason seconded the motion. No discussion. Motion carried (unanimous).**

- C. **FRIEND & REAGAN, PC STANDARD FORM OF CONTRACT:** District Administrator gave the Board the updated contract for Friend & Reagan to continue doing the annual audit. The Board would like Ms. Blagg to reach out to Friend & Reagan and ask about a severability statement being added to the agreement.

- D. **2022 SDIS BEST PRACTICES PROGRAM:** District Administrator Blagg gave an overview of the 2022 Best Practices Program through Special Districts Insurance Services. This year they are focusing on Board Duties and Responsibilities. Ms. Blagg went over the requirements to receive the full 10% discount. Currently Ms. Blagg can receive 6% off, but to receive the final 4% the Board would have to attend several hours' worth of trainings. Ms. Blagg's suggestion would be to just go with the 6% discount this year because getting the other 4% would take a lot of time from all the board members. The Board agreed with this.

Good of the Order:

- A. The Board would all like to extend their congratulations to Vice President Jayme Mason who recently was promoted to Chief Nursing Officer at Mid-Columbia Medical Center. Vice President Mason explained a little about what her new role would be. We are proud and excited for Ms. Mason as she takes on this new role!

B. District Administrator Blagg wanted to give her appreciation to John English and Isaac Aldrich for their work on the water line break at 109 Scott Street. They worked tirelessly days getting the valve fixed so the new renters could move in on time. When they were finished, you could hardly tell that there was a gigantic hole.

Future Agenda Items:

- Billing Position

Adjourn

Vice President Mason made a motion to adjourn the meeting. Director Strand seconded. Meeting adjourned at 6:34 p.m.

The next Board Meeting will be on Thursday, June 9th, 2022, at 5:30 pm, in the Administration Office.

Respectfully submitted,
Caitlin Blagg
District Administrator



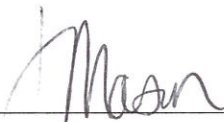
Board President
Bert Perisho




Director
Janice Strand



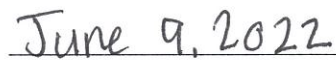
Director
Linda Cornie



Vice-President
Jayme Mason



Director
Mike McArthur



Date