

Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

February 9, 2023
Moro, Oregon

Present:

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

Staff: Caitlin Blagg, District Administrator

Visitor: None

Call to Order: Director Strand called the meeting to order at 5:59 p.m.

Visitor's comments on agenda items (Discussion to be regarding agenda items only):

Consent Items

- A. **REGULAR MEETING MINUTES:** Board Members reviewed the minutes from January 2023.
- 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 January 2023 was \$562,694.76. Also presented was a Profit & Loss statement as of January 2023 and year-to-date budget vs actual report. The check register for January 2023 were gone over to explain some of the different costs.

Director McArthur made a motion to approve and accept all consent agenda items. Director Cornie seconded the motion. No discussion. Motion carried (unanimous).

- C. **PATIENT REPORT:** The patient report for January 2023 was given to the Board members for review. Average patient per day number was 7.75. Average number of Medical Assistant visits per day was 3.56. 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 report would come with later agenda items.

Old Business

- A. **WEBSITE UPDATE - STREAMLINE:** Ms. Blagg showed the new website to the Board. She explained the 'behind the scenes' side of the website and how the platform works, including the compliance and accessibility side. She also explained that payments

can now be paid online, but there is a fee for every transaction. The patient is required to pay the fee, not the clinic.

- B. **AMANDA HENDRICKS LMT MASSAGE THERAPY:** District Administrator Blagg informed the Board the renter in apartment #1 has fallen again and the family has decided to move him into a care facility. Ms. Blagg has received communication from Ms. Hendricks that she is still interested in providing services in Sherman County. This will be an ongoing discussion until we know more about what is happening with apartment #1. At the very least, the flooring will need to be entirely replaced and the walls/ceiling will need to be painted.

New Business

- A. **2023 HAZARD AND VULNERABILITY ANALYSIS:** District Administrator Blagg gave the Board a copy of the 2023 Hazard and Vulnerability Analysis Summary. This is an annual analysis done as part of the District's Emergency Preparedness Procedures. No meaningful change from 2022.
- B. **RTO & COMPANY STANDARD FORM OF CONTRACT:** District Administrator Blagg stated that Carol Friend from Friend & Reagan has retired. The company is now called RTO & Company. They provided a new Standard Form of Contract. **Director McArthur made a motion to allow District Administrator Blagg to sign the contract, but to amend the contract to only the 2022-2023 fiscal year. Director Strand seconded. No discussion. Motion carried (unanimous).** Ms. Blagg will return it to RTO.
- C. **MEDICARE SURVEY:** Ms. Blagg expects the clinic to undergo a Medicare Survey this sometime this year. These surveys are unscheduled and the state surveyor comes in to make sure we are maintaining compliance with all RHC rules and regulations. Ms. Blagg has reached out to the Oregon Office of Rural Health and has a mock survey scheduled for April

Good of the Order:

- A. Director McArthur asked for clarification about patients being able to have 2 primary care providers. Ms. Blagg explained the multiple primary care providers defeats the purpose of having one provider.
- B. Director Strand opened and read aloud a thank you letter from Jerrilea Mayfield for the annual bonus she received.

Adjourn

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

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

Respectfully submitted,
Caitlin Blagg
District Administrator



Board President
Bert Perisho

Absent

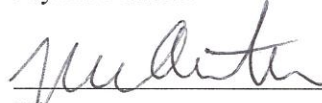
Director
Janice Strand



Director
Linda Cornie

Absent

Vice-President
Jayme Mason



Director
Mike McArthur

March 9, 2023

Date