

Sherman County Health District
Board of Directors Meeting Minutes

Regular Board Meeting

January 9, 2025
Moro, Oregon

Present:

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

Staff: Caitlin Blagg, District Administrator

Visitors: None

Call to Order: President Perisho called the meeting to order at 5:30 p.m.

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

Consent Items

- A. **REGULAR MEETING MINUTES:** The minutes from the December 18th, 2024, Regular Board meeting were reviewed.

- 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 2024 was \$880,711.22. Also presented was a Profit & Loss statement for the end December 2024 and year-to-date budget vs actual report. The check register for December 2024 was gone over to explain some of the different costs.

- C. **PATIENT REPORT:** The patient report for December 2024 was given to the Board members for review. The average provider patient per day number was 8.13 and the average number of Medical Assistant visits per day was 4.44 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.

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

PA-C & Administration Report

Caitlin Blagg, District Administrator:

The Bank of Eastern Oregon is offering a "Mascot" debit card. For every purchase made with this card \$0.05 will be sent directly back to the local high school. There is an annual fee of \$10, which after the first year, also goes back to the local high school. Ms. Blagg will sign the Health District up for this card when it becomes available. This is good way to show community support. **Director McArthur made a motion to support the use of the "mascot card" when it becomes available. Director Strand seconded. No discussion. Motion carried (unanimous).**

New regulations are coming out about all information, including .pdf attachments on websites must be 'accessible'. Ms. Blagg is aware of these changes but is still working on how to make .pdf documents accessible. The Board said they did not believe we had the capacity to accommodate this due to budget restraints.

President Perisho, Director Strand and Director Mason all have terms that end in 2025 and will be up re-election if they choose to run.

Old Business

- A. **MCCFL APARTEMENT UPDATE:** Ms. Blagg has not heard anything new from MCCFL regarding the remodel. A potential grant opportunity from the Roundhouse Foundation was sent their way. President Perisho shared that he did have a conversation with Jeff Schott regarding the concrete slab and from Mr. Schott's perspective it is fine as is, as long as they aren't parking on the slab. He also stated that he's not a fan of the idea of backfilling the space as it leaves no room to access the back wall if that were to become necessary. Ms. Blagg asked President Perisho if he had this communication in writing for documentation purposes and he said he did not currently but would reach out again to see if Mr. Schott would send something over.

New Business

- A. **MCCFL LEASE AGREEMENT:** MCCFL currently holds two lease agreements with the Health District. These will terminate on October 31, 2025. The Board agreed that terms of the lease agreements should be reviewed and will review at a later date.
- B. **WELLNESS CENTER LEASE AGREEMENT:** Ms. Blagg was going through current lease agreements and the most recent lease agreement for the Wellness Center is from 2021. She presented an updated commercial lease agreement to send to the County Court for approval. **Director McArthur made a motion to approve the commercial lease agreement be drafted and sent to County Court for approval. Director Cornie seconded. No discussion. Motion carried (unanimous).**
- C. **DISTRICT CONTRIBUTIONS TO EMPLOYEE IRA'S:** District Administrator Blagg handed out a worksheet that outlined how much each employee had made in 2024 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.
- D. **2025-2026 BUDGET CALENDAR:** District Administrator Blagg handed out a copy of the 2025-2026 proposed Budget Calendar.
- E. **APPOINT BUDGET OFFICER FOR 2025-2026:** **Director McArthur made a motion to appoint District Administrator Caitlin Blagg as the budget officer for the 2025-**

2026 budget year. Director Strand seconded. No discussion. Motion carried (unanimous).

F. FEBRUARY MEETING DATE: Ms. Blagg is unable to attend the February meeting on the 13th. She inquired if there was another date that might work for the meeting. The Board agreed to cancel the February meeting unless something significant comes up and then a meeting will be scheduled.

Good of the Order:

Adjourn

Director Cornie made a motion to adjourn the meeting. Director Strand seconded. The meeting was adjourned at 6:11 p.m.

The next Board Meeting will be on Thursday, March 13th, 2025, at 5:30 pm, in the Administration Office.

Respectfully submitted,
Caitlin Blagg
District Administrator




Board President
Bert Perisho

Absent

Vice-President
Jayme Mason

Via Telephone

Director
Janice Strand



Director
Mike McArthur



Director
Linda Cornie

March 13, 2025

Date