

Sherman County Health District  
Board of Directors Meeting Minutes

Regular Board Meeting

June 10, 2021  
Moro, Oregon

**Present:**

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

**Staff:** Caitlin Blagg, District Administrator

**Call to Order: President Perisho called the meeting to order at 5:35 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 May 13<sup>th</sup>, 2021 Regular Board meeting, **Director McArthur made a motion to accept the minutes as written. Vice President Mason seconded. No discussion. Motion carried (unanimous).**
  
- B. **BUDGET COMMITTEE MEETING MINUTES:** After reviewing the minutes from the May 13<sup>th</sup>, 2021 Budget Committee meeting, **Vice President Mason made a motion to accept the minutes as written. Director McArthur seconded. No discussion. Motion carried (unanimous).**
  
- C. **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 May 2021 was \$277,587.11. Also presented was a Profit & Loss statement as of May 2021. The check register for May 2021 was gone over to explain some of the different costs. **A motion was made by Vice President Mason to accept the financial report for May 2021. Director McArthur seconded. No discussion. Motion carried (unanimous).**
  
- D. **PATIENT REPORT:** The patient report for May 2021 was given to the Board members for review. Average patient per day number was 8.19. Average number of Medical Assistant visits per day was 4.63. 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. **Erin Haines, PA-C:** On behalf of Ms. Haines, Ms. Blagg reported that the National Motor Carriers Registry number has finally been issued so Ms. Haines will be able to take the exam to become a CDL provider.
  
- B. **Dr. Tracy Willett, MD, Supervising Physician:** No report given.

- C. **Caitlin Blagg, District Administrator:** Caitlin Blagg, District Administrator, received notice of her acceptance into the Certified Rural Health Clinic Professional Academy course offered through the National Association of Rural Health Clinic. The cost of this course and final exam is fully funded through a scholarship from the Oregon Office of Rural Health. This course covers all aspects of Rural Health Clinics including Administration & Finance, Billing & Coding, and Regulatory Compliance & Quality. Usually, this course is offered online with the requirement that participants travel to the NARHC conference to take the final exam in person. This time around the course and final exam are all being offered online.

Ms. Blagg has successfully completed the Special Districts Association of Oregon SDAO Academy.

Ms. Blagg and Betsy von Borstel will be out of the office during Fair week. Both can be available to help deal with large issues but will largely be out of the office.

### **Budget Hearing**

- A. **ADOPT BUDGET AND MAKE APPROPRIATION RESOLUTION 2021-2022:** The 2021-2022 Budget was presented as prepared by District Administrator Blagg and approved by the Budget Committee.

**Director McArthur made a motion to adopt the Budget for 2021-2022 as approved by the Budget Committee and to adopt the Budget Resolution 06-10-2021 for 2021-2022. Vice President Mason seconded. No discussion. Motion carried (unanimous). The resolution was signed by all present Board Members.**

**APPROVE THE PERMANENT TAX RATE: Director McArthur made a motion to approve the permanent tax rate of .0004780 for the 2021-2022 Fiscal Year. Vice President Mason seconded. No discussion. Motion passed (unanimous).**

### **Old Business**

- A. **COVID-19 UPDATE:** The Oregon Office of Rural Health has highly encouraged all RHC's in Oregon to apply for the national HRSA Rural Health Clinic Vaccine Confidence Program Grant. This is a national grant specifically for RHC's. Each RHC who submits a complete application will receive \$50,000.00. ORH is pushing this grant because it is the first time RHC's have specifically been identified for funding on the national level and it helps the RHC voice be heard. Ms. Blagg is working on the grant; however, it is a very tedious application process.

The \$100,000.00 we expected to receive for Provider Relief Funds for Covid Testing and Mitigation was received today. The \$49,461.42 that was received last spring and to be used on Covid related costs has been exhausted.

## **New Business**

- A. **ELECTION RESULTS:** Everyone who re-applied for their position on the Board won the election. The Board members will stay the same. Positions 1 and 2 are up for re-election in 2023 and 3, 4 and 5 are up in 2025.
- B. **90 DAY REVIEW OF PA:** Erin Haines asked about her 90-day evaluation. Ms. Blagg would like to know how the Board would like to handle this. The Board suggested getting a suggestion box to put in the reception area of the clinic. They would also like the provider evaluation form given to all staff members and to Dr. Willett to fill out. Ms. Blagg suggested that it might be good for a Board Member to check-in with Ms. Haines. Vice President Mason volunteered to meet with Ms. Haines and requested that the evaluations be sent to her after Ms. Blagg has compiled the results from the staff. The Board requested this be completed by the July meeting.
- C. **SOCIAL MEDIA PRESENCE:** The Board would like to increase the online presence of the Clinic through the utilization of social media platforms. Ms. Blagg will investigate a Facebook business account and Instagram. Ms. Blagg will also reach out to SDAO to see what they offer to support Special Districts in social media, and she will reach out to the Condon (Tri-County) Chamber of Commerce to see if they offer any type of support. Ms. Blagg will have an update for the July meeting.
- D. **SCHEDULE ANNUAL MEETING:** Per Medicare requirements the Clinic must hold an annual meeting. Ms. Blagg would like to know if the Board would like this to be part of the regular Board meeting or if they would like a separate meeting. The Board would like to have the Annual meeting at a staff meeting with a brief report given at the August meeting. Ms. Blagg will ask either Director Strand or Director Cornie if they would be available to attend on behalf of the Board. This meeting will happen on July 14<sup>th</sup> at 12:30pm.
- E. **SCHEDULE A WORK SESSION:** The Board asked for this to be scheduled in the Fall. They requested that Ms. Blagg work on a list of items that need to be covered.

## **Good of the Order:**

### **Future Agenda Items:**

- Billing Position
- November 2021 Meeting

## **Adjourn**

**Vice President Mason made a motion to adjourn the meeting. Director McArthur seconded. Meeting Adjourned at 6:43 p.m.**

The next Board Meeting will be on Thursday, July 8<sup>th</sup>, 2021, at 5:30 pm, in the Administration Office.

Respectfully submitted,  
Caitlin Blagg  
District Administrator

Absent

Board President  
Bert Perisho



Director  
Janice Strand



Director  
Linda Cornie



Vice-President  
Jayme Mason



Director  
Mike McArthur

7/8/21

Date