

# Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

April 24, 2023  
Moro, Oregon

## **Present:**

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

**Staff:** Caitlin Blagg, District Administrator

**Visitor:** None

**Call to Order:** Vice President Mason called the meeting to order at 5:43 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 March 9<sup>th</sup>, 2023, Regular Board meeting, **Director McArthur 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 March 2023 was \$509,103.60. Also presented was a Profit & Loss statement as of March 2023 and year-to-date budget vs actual report. The check register for March 2023 was gone over to explain some of the different costs. **Director McArthur made a motion to accept the financial report for March 2023. Director Strand seconded. No discussion. Motion carried (unanimous).**
- C. **PATIENT REPORT:** The patient report for March 2023 was given to the Board members for review. The average provider patient per day number was 7.82 for March and the average number of Medical Assistant visits per day was 3.1. 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 informed the Board that a member of the Oregon Office of Rural Health will be on-site tomorrow doing a mock Medicare survey. This will better prepare the clinic for when the actual state surveyor comes out.

## **Old Business**

- A. **APARTMENT #1 CONTRACTING PROPOSAL:** Ms. Blagg presented a proposal from Riverside Contracting, LLC for work to be done in Apartment #1 including painting, trim work, and flooring for the amount of \$10,695. Ms. Blagg explained that she has reached out to Gary Denny Flooring and Oliver's Floor Covering to get estimates on flooring costs. Oliver's never returned the phone calls and Gary Denny said they would only come out to give an estimate if

they had more work in the County. Other contractors Ms. Blagg reached out to, including Big League Construction and Todd Coles, never returned phone calls.

**Director McArthur made a motion to accept the proposal from Riverside Contracting, LLC in the amount of \$10,695 for flooring, trim, and paint to be completed in Apartment #1. Director Strand seconded. Motion carried (unanimous).**

**New Business**

**A. MID COLUMBIA CENTER FOR LIVING DISCUSSION ABOUT APARTMENT #1:**

Mid-Columbia Center for Living is still interested in renting Apartment #1 to be able to provide mental health services in the county. Ms. Blagg asked them to come to this meeting to explain to the Board what they would like to do with the space. They did not show up for the meeting. Ms. Blagg will reach out to ask them to come to the May meeting.

**B. COLA INCREASES:**

District Administrator Blagg reached out to Debbie Hayden at the Courthouse to see how they were budgeting COLA's this year, but never heard back. Last year COLA increases were very high, and the clinic was well below the average COLA increase. To keep the Health District semi-competitive the decision was made to forgo step increases and only do an 8% COLA. Ms. Blagg will have this built into the budget.


**Good of the Order:**

**Adjourn**

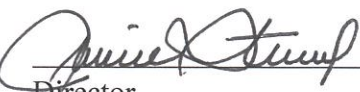
**Director McArthur made a motion to adjourn the meeting. Director Cornie seconded. Meeting adjourned at 6:12 p.m.**

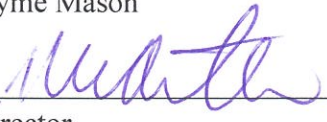
The next Board Meeting will be on Thursday, May 11<sup>th</sup>, 2023, at 5:30 pm, in the Administration Office.

Respectfully submitted,  
Caitlin Blagg  
District Administrator

  
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Board President  
Bert Perisho

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

  
\_\_\_\_\_  
Director  
Janice Strand

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

Absent  
\_\_\_\_\_  
Director  
Linda Cornie

May 11, 2023  
\_\_\_\_\_  
Date