

Sherman County Health District
Board of Directors Meeting Minutes

Regular Board Meeting

January 12th, 2017
Moro, Oregon

Present:

Board Members: President Larry Hctor, Vice President Bert Perisho (absent), Director Jayme Mason, Director W.P. Thurston (absent), Director Curt Mason

Staff: Mark Corey, FNP; Caitlin Blagg, District Administrator

Visitors: None

Call to Order: President Hctor called the meeting to order at 6:18pm.

Visitor's comments on agenda items (Discussion to be regarding agenda items only): None

Consent Items

- A. **REGULAR MEETING MINUTES:** After reviewing the minutes from the November 2016 Board meeting, **Director J. Mason made a motion to accept the minutes as written. Director C. Mason 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 December 2016 was \$248,037.18. Cash on hand at the end of business on Thursday, January 12th, 2017, was \$274,545.02. Also presented was a Profit & Loss statement for December 2016. The check register for November and December were gone over to explain some of the different costs. **A motion was made by Director J. Mason to accept the financial report. Director C. Mason seconded. No discussion. Motion carried (unanimous).**

- C. **PATIENT REPORT:** The patient report for November and December 2016 was given to the Board members for review. Average patient per day number was: 8.53 in November and 7.85 in December. Average number of Medical Assistant visits per day was 5.00 in November and 5.10 in December. These nursing visits were ONLY the visits that were scheduled as a nursing visit; they do not include any 'add on labs' that Mr. Corey might have requested as part of an office visit.

FNP & Administration Report

- **Mark Corey, FNP:** Discussed his plans for reducing pain management patients, how he has started mandating urine drugs screens and how he is counting narcotic pills.

- **Caitlin Blagg, District Administrator:** Ms. Blagg informed the Board that she had signed a one-year contract with a new shredding company. The former shred company, Shred4Less

sold to Shred-It, a company that does not serve this region. After much research, Ms. Blagg signed on with Iron Mountain, one of the only shredding companies in the region that will service this area at a reasonable cost.

Ms. Blagg went ahead and followed historical events and gave each staff member, Mark Corey, and Katrina Wilson a holiday bonus gift card. Mark and staff members each received a \$100 gift card to the location of their choice and Ms. Wilson received a \$25 gift card.

Ms. Blagg originally planned on paying off the County Loan at the end of 2016. Minimum payment amount is \$10,000.00, and Ms. Blagg planned on paying off the entire remainder which is \$30,000.00. Instead of doing this, Ms. Blagg paid off \$15,000.00 in December 2016, and will pay the final \$15,000 off in December 2017. This allows for more cash flow throughout the year, if it is needed.

Ms. Blagg did mention that the loan for the Clinic and Administration building has been paid off in full and she is waiting to receive the deed from Mr. Ron Pylkki. She ask the Board where she should store the deed and they said to look into a safety deposit box at the bank, otherwise keep it in the fire proof safe. The official copy is kept on record at the County Clerk's office.

Old Business

A. **EMPLOYEE HANDBOOK:** District Administrator Blagg has reviewed the handbook and instead of having the entire Board review it, she thought it would be more efficient to assign each Director a section to review. Sections were assigned as follows:

- **Sections 1-3: C. Mason**
- **Sections 4-6: Wm. P. Thurston**
- **Sections 7-8: B. Perisho**
- **Sections 9-11: L. Hctor**
- **Sections 12-14: J. Mason**

Each section was reviewed and changes were made. Ms. Blagg will update the draft handbook and have available for review before the February Board meeting.

New Business

A. **ICLEMENT WEATHER POLICY:** Ms. Blagg is requesting more direction on how to handle weather related issues in relation to staff time sheets. Currently staff is using comp or vacation time when arriving late or leaving early due to inclement weather. Amy Asher, Billing/Receptionist, mentioned that in the past, no comp or vacation time had to be used. Staff would put the time they arrived at work and noted that it was due to weather. Ms. Blagg would like a more definitive policy on this and gave each Board member a draft Inclement Weather Policy. After reviewing the policy in draft form, the Board asked Ms. Blagg to add a statement about the policy being instituted at the discretion of the District

Administrator and hours can be used upon approval only. **Director J. Mason made a motion to approve the Inclement Weather Policy, with changes discussed as a Board. Director C. Mason seconded. No discussion. Motion carried (unanimous).**

B. DISTRICT CONTRIBUTION TO EMPLOYEE IRA ACCOUNTS: District Administrator Blagg handed out a worksheet that outlined how much each employee had made in 2016 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 J. Mason made a motion to have the District contribute 3% to each employee's IRA accounts. Director C. Mason seconded. No discussion. Motion carried (unanimous).** Ms. Blagg thanked the Directors on behalf of all the employees.

C. BUDGET CALENDAR: District Administrator Blagg handed out a copy of the budget calendar for each Board member.


Good of the Order:

Adjourn


Meeting Adjourned at 7:48 p.m.

The next Board Meeting will be on Thursday, February 9th, 2017 at 6:00pm, in the Administration Office.


Respectfully submitted,
Caitlin Blagg
District Administrator




Board President
Larry Hocter




Director
Jayme Mason



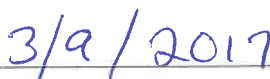
Director
Curt Mason



Vice-President
Bert Perisho



Director
Wm. P. Thurston



Date