

Sherman County Health District
Board of Directors Meeting Minutes

Regular Board Meeting

July 13th, 2017
Moro, Oregon

Present:

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

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

Visitors: None

Call to Order: Director Thurston called the meeting to order at 6:05 p.m.

OATH OF OFFICE: Director Thurston gave Janice Strand the Oath of Office. District Administrator Blagg presented Curt Mason, and Janice Strand with their Certificated of Election.

Election of President and Vice President for FY 2017-2018

- A. **PRESIDENT:** Director C. Mason nominated Bert Perisho for President of the Sherman County Health District Board of Directors. Director Thurston seconded. No discussion. Motion carried (unanimous).

- B. **VICE PRESIDENT:** Director C. Mason nominated Jayme Mason for Vice President of the Sherman County Health District Board of Directors. Director Thurston seconded. No discussion. Motion carried (unanimous).

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 June 2017 Board meeting, Director Thurston 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 June 2017 was \$205,821.63. Cash on hand at the end of business on Thursday, July 13th, 2017, was \$185,046.27. Also presented was a Profit & Loss statement for June 2017. The Health District ended fiscal year 2016-2017 in very good shape. The check registers for June was gone over to explain some of the different costs. A motion was made by Director Thurston to accept the financial report. Director C. Mason seconded. No discussion. Motion carried (unanimous).

- C. **PATIENT REPORT:** The patient report for June 2017 was given to the Board members for review. Average patient per day number was 7.22. Average number of Medical Assistant visits per day was 6.06. Yearly average for 2016-2017 for patients per day was 7.19, down from 8.22 in 2015-2016. Average yearly nursing visits for 2016-2017 were 5.05, down slightly from 5.8 in 2015-2016. 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:** Mr. Corey mentioned that it has been slower, but he has seen a lot more unique workups. He mentioned how much he appreciated Dr. Dillon and his willingness to collaborate with him on different cases. He did not have much of an explanation about why we had lower numbers in patient visits, but District Administrator Blagg stated that we had dismissed 70+ pain management cases. Pain management people come in 4 times a year so that explains why the numbers were lower.
- **Caitlin Blagg, District Administrator:** Ms. Blagg informed the Board that staff is currently working on re-stripping the parking lot. This is a slow process, but clinic staff is making good progress. Originally Ms. Blagg reached out to the OYCCO crew to see if they could stripe the parking lot, but she never heard back from the OYCCO leader. As of late, it seems that the parking situation is getting worse and worse, so hopefully re-creating the lines and adding some arrows will help people go the correct direction and not park where they are not supposed to park. Staff is getting tired of having to chase people out of the lot so that patients can safely park in the lot.

The VeggieRx program has had a few hiccups lately. Gorge Grown staff did not get new vouchers out until July 13, 2017, so from July 1, 2017 until July 13, 2017 there were no vouchers handed out and no screenings completed. Also there seems to be some disconnect between Gorge Grown and the entities handing out the vouchers. There was a discussion about this program and how everyone wants to see it be a success. Hopefully everyone is able to figure this out quickly so the program can be successful.

Old Business

- A. **ANNUAL MEETING:** The annual meeting will be Tuesday, July 25th at 12:30p.m. This is a requirement for being a Rural Health Clinic (RHC) under Medicare rules.

New Business

- A. **PRESIDENT SIGNATURE ON SUPERVISING PHYSICIAN AND NURSE PRACTITIONER CONTRACTS:** District Administrator Blagg will get President Perisho to sign at a later time.

- B. **NEW BANK OF EASTERN OREGON SIGNER:** As the new President, Bert Perisho needs to be added as a signer for the Bank of Eastern Oregon. **Director C. Mason made a motion to add Bert Perisho as a signer to the Bank of Eastern Oregon checking account and to remove Larry Hocter as a signer on the Bank of Eastern Oregon checking account. Director Thurston seconded. No discussion. Motion carried (unanimous).**

- C. **2016-2017 AUDIT LETTERS:** District Administrator Blagg handed out the 2016-2017 audit letters to the proper board members and will give President Perisho a copy of the audit agreement for review and signature at a later time.

- D. **WELLNESS WALK:** This year's Wellness Walk will be on Saturday, August 16th at 8:00 a.m. Any Board Members who are interested in helping with this event are welcome to come at 7:30 a.m.

- E. **NURSE PRACTITIONER DISCUSSION ON 2016-2017 CONTRACTED TIME OFF:** Mark Corey, NP, explained that he had to take some unexpected time off in June due to an illness. He went over his contracted time off by one day. He asked what the Board would like him to do about this. The Board responded that he will get 19 contracted days off for FY 2017-2018 since he used 21 days in FY 2016-2017.

Good of the Order:

- A. **THANK YOU:** Director Strand read a 'thank you' card from Larry Hocter.

- B. **CHAMPIONS CAMP SHIRTS:** District Administrator Blagg handed out a couple photos of the kids at Champions Camp with the kids wearing the shirts the Clinic sponsored. The School was very appreciative of the Clinic sponsoring the camp this year and hope it can continue in the future.

- C. **MEETING TIME:** District Administrator Blagg asked on behalf of Vice President J. Mason if the Board Members would be willing to switch the meeting time to 5:30 p.m. going forward as this would allow more time for her to get to work on time and not have to miss as many of the meetings. None of the Board members had a problem with this. Going forward all Sherman County Health District Board of Director meetings will be held at 5:30 unless posted otherwise.

Adjourn

Meeting Adjourned at 6:49 p.m.

The next Board Meeting will be on Thursday August 10th, 2017 at 5:30 pm, in the Administration Office.

Respectfully submitted,
Caitlin Blagg
District Administrator



Board President
Bert Perisho



Director
Wm. P. Thurston



Director
Janice Strand



Vice-President
Jayme Mason

Absent

Director
Curt Mason

8/10/2017

Date