

Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

May 11th, 2017
Moro, Oregon

Present:

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

Staff: Dr. Kristen Dillon, MD (via Vidyo), Mark Corey, FNP; Caitlin Blagg, District Administrator

Visitors: Brenda Padget, Janice Strand

Call to Order: President Hoctor called the meeting to order at 6:30pm, following the Budget Committee Meeting.

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 April 2017 Board meeting, Vice President Perisho made a motion to accept the minutes as written. Director Thurston 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 April 2017 was \$217,061.62. Cash on hand at the end of business on Thursday, May 11th, 2017, was \$211,942.01. Also presented was a Profit & Loss statement for April 2017. The check registers for April was gone over to explain some of the different costs. A motion was made by Vice President Perisho to accept the financial report. Director Thurston seconded. No discussion. Motion carried (unanimous).

- C. **PATIENT REPORT:** The patient report for April 2017 was given to the Board members for review. Average patient per day number was 6.68. Average number of Medical Assistant visits per day was 5.31. 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

- **Dr. Kristen Dillon, MD:** Dr. Dillon, appearing through the Vidyo system, commented that she and Mark Corey, FNP were working on a plan together to establish better charting procedures.

- **Mark Corey, FNP:** Mr. Corey explained that the 'Tasks and Messages' part of the EHR is where most of the notes are going regarding patients. He found out that these are not actually part of the patient's chart. If a note needs to be made outside of an encounter, a 'Chart Note' needs to be entered. Dr. Dillon explained that the 'Tasks and Messages' were more like sticky notes, rather than an actual part of the patient's permanent health record.

Mr. Corey discussed his remaining days off for the year.

- **Caitlin Blagg, District Administrator:** Ms. Blagg attends quarterly meetings with the clinic administrators from Condon, Arlington and Fossil. Currently all 4 clinics are working on a cooperative agreement regarding mass casualty events. If any one of the clinics would experience a mass casualty event (massive car wreck, shooting, bomb, etc.) a phone call would be placed to the other three clinics and all staff and providers would quickly gather medical supplies and drive to the clinic experiencing the emergency and offer any needed assistance. This plan came from the Solar Eclipse planning that local agencies are participating in.

Ms. Blagg is currently working on updating safety policies and procedures and working on getting the Health District compliant with the new 2017 CMS Emergency Preparedness Rules.

Old Business

- A. None

New Business

- A. **SHERMAN COUNTY SCHOOL CHAMPIONS CAMP SPONSORSHIP:** The Health District has been asked to help sponsor this year's Champions Camp put on by the Sherman County School. Champions Camp is a youth sports camp for grades K-6 from all over the Gorge area. High school students help with each sport and each sport's Head or Assistant coaches are on hand to help. All high school sports played at Sherman School are represented. Campers are given a shirt at the beginning of camp and a ball at the conclusion. The Health District has been asked to help sponsor the shirts for camp. The Clinic's logo would be on the back of all the shirts. The cost of the shirts would be between \$375 and \$475 (between \$7.50/shirt and \$9.50/shirt with 50 shirts purchased). District Administrator stated we do have room in the budget to support this Camp and it reaches the youth demographic, which is one of the hardest demographic for the Clinic to reach out to. The Board decided it was not necessary to have a motion for this, it was better to just have a consensus of the Board. All Board members present were in favor of sponsoring the t-shirts for Champions Camp. Ms. Blagg will call Mr. Bill Blevins, Principal, to work out the details.
- B. **SDAO BOARD TRAINING DVD'S:** District Administrator gave the Board a memo from Special Districts Association of Oregon (SDAO) regarding training DVD's that are available at no cost to the District. District Administrator already ordered 2 DVD's that pertained specifically to Board development and Elected Official Training. Ms. Blagg wanted to know if any Board Members were interested in the Contract Language or Foundations of Public Contracting trainings.
- C. **CMS EMERGENCY PREPAREDNESS RULE IMPLEMENTATION:** Centers for Medicare and Medicaid Services (CMS) is requiring all Rural Health Clinic's (RHC) to implement new Emergency Preparedness Rules. Previously only 3 criteria had to be met to meet Emergency Preparedness regulations. As of November 15, 2017, there will be approximately 20 main criteria with several of those having sub-criteria. The National Association of Rural Health Clinics (NARHC) has estimated the cost of bringing all RHC's up to the new standards to be just over \$6,000. Part of the new requirements is to have at least 1 full scale community-based exercise

annually. District Administrator Blagg has been working with Shawn Payne to have the Health District included as a resource in some of the wildfire reports and will be a resource in the August 2017 Solar Eclipse readiness plan. This should cover the full-scale community-based exercise. A second full scale or table-top exercise is also required and this will be a sit-down discussion with all staff regarding what is to happen if the Health District were to experience a full-scale power outage. Getting prepared for this new regulation is going to take a lot of time and planning.


Good of the Order: None

Adjourn

Meeting Adjourned at 7:18p.m.

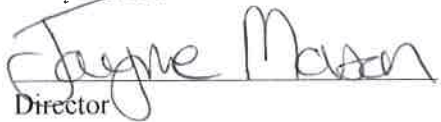
The next Board Meeting will be on Thursday, June 8th, 2017 at 6:00pm, in the Administration Office.

Respectfully submitted,
Caitlin Blagg
District Administrator

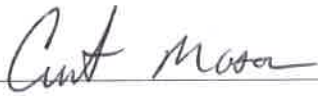


Board President


Larry Hoctor




Director
Jayme Mason



Director
Curt Mason



Vice-President
Bert Perisho



Director
Wm. P. Thurston



Date