WHITE RIVER HEALTH DISTRICT
DESCHUTES RIM HEALTH CLINIC
BOARD OF DIRECTORS MEETING
MARCH 28, 2024 MEETING MINUTES

1605 GEORGE JACKSON RD.
PO BOX 219, MAUPIN OR 97037
www.deschutesrimhealthclinic.org

BOARD MEMEBERS PRESENT: Sue Knapp, Allison Bechtol, Shiela Murphy
BOARD MEMBERS ABSENT:
DRHC: Lindsay Roper, Shelby Dumire, Jeff Biesenthal
GUESTS:

I. CALL TO ORDER

The meeting was called to order at 5:01 pm by the Chair, Sue Knapp.

II. CONSENT AGENDA (Action)

A. The Regular Board Meeting Minutes from February 22, 2024 and the Special Board Meeting Minutes from March 1,2024 were reviewed. There being no corrections or additions, Sue Knapp moved to accept both the February 22, 2024 and March 1, 2024 meeting minutes. Shiela Murphy seconded. All ayes. Motion carried.

IV. FINANCIAL REPORTS (Information)

A. The February 2024 month's end report and the P&L and Balance Sheet from December 2023 were reviewed. There being no questions or corrections, Sue Knapp moved to accept the Financials as presented. Shiela seconded. All ayes. Motion carried. It was suggested that Angela Sanford be invited to an upcoming meeting to present the financials and give the Board an opportunity to ask questions. Sue also shared a list of recommendations from Angela to improve our Processes, Procedures and Protocols. See attachment A.

V. PUBLIC COMMENT: No questions or comments

VI. NEW BUSINESS

A. Preparation for District Manager (Information/Action): Jeff Biesenthal, new District Manager, was welcomed and introduced to the attendees. Sue has sent Jeff a list with a breakdown of our operational areas – a broad overview. Allsion has created a document on areas to focus on as Jeff starts his new position and a list of To Do's. Jeff will be over on Saturday 3/23/24, to meet with Sue and Allison to begin his training.

B. Review/Approve Organizational Chart (information/Action) An updated Organizational Chart was developed and presented by Sue that included Jeff as District Manager, the lines of supervision/oversight, and identified contracted personnel vs employees. Allison Bechtol moved to accept the updated Organizational Chart. Sue Knapp seconded. All ayes. Motion carried.

C. Review Auditor's Audited 2020-2021 Financial Statement (Information/Action): A draft copy of the Auditor's Financial Statement from JWT & Associates, LLP was reviewed by Sue in some detail. There are a few areas in the document, highlighted by the auditor, that need to be reviewed, updated, corrected. Sue will be completing this. The main job of the audit was to review our financials and not to identify any deficiencies. The Audit stated, "In connection with our testing, nothing came to our attention that caused us to believe the District was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statues as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon

Municipal Corporations." Sue will respond to their questions and then we will receive the final audit. They will then start on the 2021-2022 audit.

D. Review Draft Training Policy and Discuss Future Training Needs (Information/Action): Sue shared a Draft Training Policy she created. Discussion ensued. Based on the discussion, Sue will revise the proposed Training Policy and bring it back to the Board for additional review and approval.

E. Review Medical Assistant PD (Information/Action): An updated MA position description (PD) is needed. Sue and Shelby will work to draft an updated PD. They will run it by Dr. Anslinger for her feedback and then bring it back to the Board for review and approval.

F. Discuss Dental Assistant PD (Information/Action): An updated Dental Assistant position description (PD) is needed. Shelby suggested asking Ron for a copy of the PD his office in PDX uses. We will also include feedback from Dr. Anderson. Sue will work to draft and bring a revised Dental Assistant PD back to the Board for review and approval.

G. Discuss Future April/May Events:

- Job Fair: Being held by South Wasco Schools on April 16th from 5-7 pm. Allison and Shiela expressed some interest in representing the Clinic. A suggestion might be to advertise for a part-time student to help do some organizing around the office.
- Townhall(s): There has been some discussion around holding a town hall or multiple town halls in areas in around South County. Timing will be after the Open House but prior to the Option Levy in May. Maybe hold meetings towards the end of April – first of May. Consider holding them in Pinegrove, Wamic, Tygh Valley and Maupin. Offer coffee and cookies and an open conversation about the clinic, address any concerns the public may have and talk about the need for the continuation of the option tax levy.
- Levy: We will be sending a flyer/post cards to all of South Co explaining the need to continue the levy. These materials can be used at the town halls. Sue also noted that she submitted form SEL 803 that will put the levy on the ballot in May.
- Maupin Daze: May 18th. Clinic would like to have a table with swag etc at Maupin Daze. Jeff and Sue expressed interest in sitting at the table. Lindsay will follow up with the Chamber to request a table space.

H. Review 2024 Board Meeting Calendar (Information/Action): A draft 2024 calendar was reviewed. This calendar is to note certain important things the Board needs to be doing at certain times of the year.

VII. OLD BUSINESS

A. Review/Approve Old West Federal Credit Union (OWFCU) Loan Change in Terms (Information/Action) Sue shared the new Change in Terms that reamortized our construction loan. All late fees have been removed (this was their error). We have a new payment schedule that will include principal and interest. Because they are a credit union, the loan can only go out for 15 years. At the end of that time, we can redo the loan with them or move the loan to another institution. OWFCU will be documenting this in a letter, so we have the documentation for the future.

B. Ballot Measure Discussion (Information/Action): We will set up a meeting schedule, after the Open House, to nail down thoughts on the bond levy.

C. Discuss Recruitment Status and Needs (Information/Action): Recruitment continues to be open for an MA, DA and FNP. We are also in need of handyman/grounds keeper. At this time, we will pause on pursuing a Clinic Director to replace Shelby. Shelby will continue part time and assist in Jeff's training. Jeff as the District Manager, needs to evaluate the clinic needs, and then make some recommendations on staffing.

D. Open House Preparation Status (Information/Action): Plans are well underway for the upcoming Open House on Saturday, April 6th from 2-4 pm. Email invites have been sent and paper invites have been sent to those without an email. Sue shared a tri-fold brochure that provides a nice, general overview of the clinic and the services available.

VIII. CONTRACT REIVEWS (Action)

A. Approve Contract for Part-time Dental Provider (Information/Action): Dr. Margret Anderson: Sue presented a revised contract for review and discussion. Dr. Anderson would like to start with working one day per week but work to build up to 3 days per week. Allison Bechtol moved to approve the revised contract for Dr. Anderson and send it for signature. Shiela Murphy seconded. All ayes. Motion carried.

B. Approve Rental Agreement for 2nd LMT (Information/Action): Amanda Johnson, LMT is interested in renting a room in building B, four days per month, at a rate of $100 per month. Any extra days at $25 per day. She will share the room with our other LMT. Allison Bechtol moved to approve the rental agreement for Amanda Johnson. Shiela Murphy seconded. All ayes. Motion carried.

IX. UPDATES

A. Clinic: Lindsay: All credentialing has been submitted to insurance for Dr. Anderson. Dr. Aslinger has completed credentialing with all insurance (except Providence and that Is being worked on).

B. Board: Sue: She is on jury duty for the next 3 months. SWA will be sharing the results of the Health Assessment on April 1st, 6-8 pm at the Wamic Community Center. Sue will be attending. Sue also noted the need to set up a Foundation meeting.

IX. COMMUNICATIONS:

A. Monthly Newsletter & Article for South Wasco Times: Sue will be writing an article for April that Can be posted on our website as well as the paper.

B. Correspondence: None

X. ADJOURNMENT OF REGULAR BOARD MEETING: Sue Knapp, Board Chair, adjourned the March 28, 2024, Regular Board Meeting at 6:56 PM.

DISTRICT BUDGET MEETING

I. BUDGET MEETING CALL TO ORDER: The meeting was called to order at 5:01 pm by the Chair, Sue Knapp.

II. BUDGET DISCUSSION

A. ELECET BUDGGET OFFICER: Sue Knapp nominated Lindsay Roper. Allison Bechtol seconded. All Ayes. Motion carried.

B. CREATE BUDGET COMMITTEE: The following people volunteered to serve on the budget Committee members: Sue Knapp, Lindsay Roper, Jeff Biesenthal, Angela Sanford, Allison Bechtol.

C. BUDGER CALENDAR: A copy of the budget calendar and the budgeting chapter of SDAO administrative handbook was distributed. A draft budget needs to be prepared before the May Board meeting. Lindsay will set up separate budget meetings dates. This gives the committee about six weeks to develop the budget. In May, the Budget Committee will review and approve the budget. In June, the budget will be adopted via a special meeting of the Board and then several resolutions will be done. Various required processes and paperwork regarding the adopted budget will be concluded by the end of September.

III. ADJOURNMENT OF DISTRICT BUDGET MEETING: Sue Knapp, Board Chair, adjourned the 4/18/24, Budget meeting at 7:03 PM.

ATTESTATION: Suzanne Knapp 4/25/24

Sue Knapp, Board Chair

Attest: Allison J Bechtol 4/25/24

Allison Bechtol, Board Secretary