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WHITE RIVER HEALTH DISTRICT

1605 GEORGE JACKSON RD., MAUPIN, OR

BOARD OF DIRECTORS REGULAR MEETING with EXECUTIVE SESSION

MARCH 30, 2023 MEETING MINUTES

(MEETING WAS HELD VIA ZOOM VIDEO PLATFORM)

BOARD MEMBERS PRESENT: Sue Knapp, Andrew Houck, Julie Whetzel
BOARD MEMBERS ABSENT: None
GUESTS:
DRHC: Melody Collins, Rachelle Blaisdell, Austen Petersen

I. CALL TO ORDER:

The meeting was called to order at 8:32 am by the Chair, Sue Knapp. Meeting was recorded.

II. INTRODUCTION OF PARTICIPANTS: Participants on the call were identified.

III. CONSENT AGENDA (Action)

a) Approve March 9, 2023 Special Meeting Minutes and March 21, 2023 Special Meeting Minutes: There were no comments or changes. Sue Knapp moved to approve the Consent Agenda as presented. Julie Whetzel seconded. All Ayes. Motion carried. There were no Financials presented this month.

IV. NEW BUSINESS/CLINIC AND DISTRICT UPDATES

a) Approve Medical Director Contract (Action): Medical Director Dr. Jordan Nagle's contract needs to be updated and signed. Sue shared the existing language and the suggested changes, and requested feedback. Sue will edit the contract to incorporate the suggested changes and review it with legal counsel and Dr. Nagle again and submit it to the Board for approval prior to signing.

b) Discuss Provider Recruitment and Incentives (Action): With James's reduction in hours, recruitment for another provider to cover the remaining shifts has begun. Shelby has received inquiries from a few providers, but would like guidance as to what incentives to offer to encourage a potential provider to move to our rural area and remain here long-term. Prior to the Meeting, Sue had shared the existing Provider Recruitment Policy (OP-01) with the Board. Using this as a springboard for discussion, a list of possible incentives was brainstormed and discussed. Sue will type up the final suggested list and review with Shelby and the Budget Committee to ensure that the incentives we offer are within our financial means and budget prior to implementation.

c) Financial Policy: Discuss Amendments (Action): The current Financial Policy, adopted in 2021, is in need of amending and revision. Sue shared the current policy and requested feedback regarding additions and changes. During the discussion, multiple changes and amendments to clarify procedures and ensure transparency were discussed. Julie will use the list to revise and update the Financial Policy and share the draft with Shelby, Mel and Sue for feedback prior to next month's meeting.

d) Wellness Center Status (Action): The refurbished Wellness Center rooms in Building B are attractive and inviting; There is still much to be done, but it is important to ensure that any future expenditures are

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budgeted for and made only with Board approval. After the dental staff moves into Building A, the remainder of the building needs refurbishment. Our priorities (as discussed in multiple meetings over the past year) are to create a community fitness room and a small living space/apartment area for providers to use as temporary housing until they can locate a more permanent option. We already have some equipment for the fitness center, what else do we need?

We'll need an engineer to assess the building and let us know the limitations that we're working with. We'll need an Architect to design the retrofit. Most importantly, we need a budget. A committee was formed (Andrew, Rachelle and Lindsay) to come up with a proposal, a general budget, action items, and a tentative timeline to initiate the process, to be shared with the board.

e) Review Financial Status: Rivermark; Shelby and Mel are holding things together for now, but they'll let the Board know if the situation changes. We will need a backup plan if finances get tight. Mel is hoping to reinstate monthly profit and loss reports next month and stated Eric has been very helpful. Shelby stated all of the LGIP funds were transferred to Rivermark.

f) District/Clinic Updates (Information): Sue needs to write a contract agreement for Eric Price to act as part time Financial Manager at 10 hours/week. He has kindly offered to accept a reduced rate for his services. He will be very helpful in submitting overdue reports to state agencies.

The SWSD PowWow is on April 19, and will include a Health Fair coordinated with SWA, where SWA will administer the Health Assessment to participants. The Clinic will have a booth and administer sports physicals. Rachelle inquired about a budget for Dental Clinic marketing materials such as chapstick, brochures, cards, etc to distribute from the booth. She will submit an itemized budget for approval prior to ordering. Sue will attend the SWA training for the Health Assessment administration so that we can set up an area inside the Clinic to administer the health assessment throughout the summer. .

Austen and Alex requested permission to use a work day to volunteer for a Dental Care van administering free dental care in Warm Springs on April 27. This would be a great outreach opportunity for the Clinic to connect with patients who live in the northern parts of the reservation. Sue will send an email to Shelby about this request.

V. OLD BUSINESS:

a) Discuss Budget Development and Meeting Schedule (Action): The FY 23-24 Budget building has begun with an initial focus on dental operations, expenses and revenue; Rachelle will take the lead on the dental budget. The medical budget is still in development. These Budgets will then be compared to our actual costs this year and that information used to draft the FY 23-24 Budget. The next budget meeting will be on Friday April 14. The draft budget needs to be submitted to the Board for approval at the May meeting. Final adoption of the Budget will be in June.

b) Review Employee Recruitment Policy: Julie put together a first draft of a potential Recruitment and Hiring Policy. The policy was shared prior to the meeting, and feedback requested. Several suggestions were made. Sue will share the information with Lindsay for further feedback, and Julie will use all of the input to revise and improve the draft prior to the next meeting. In addition, Julie is working on a new Employment Policy and will be sharing drafts for feedback prior to the next meeting.

VI. COMMUNICATIONS: Sue has received notice that 3 candidates filed for the WRHD Board election in May: Allison Bechtol, Melissa Napoli, and Julie Whetzel.

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VII. PUBLIC COMMENT: None

VIII. CLOSE PUBLIC MEETING/OPEN EXECUTIVE SESSION: Sue Knapp, Board Chair, Closed the Public meeting at 10:07 am. Recording was discontinued.

EXECUTIVE SESSION per ORS 192.660(2)(h): "To consult with counsel" ***(this meeting is closed to the public)***. Prior to entering the Executive Session, Sue noted the ORS Code and reiterated that this meeting was open only to the Board and invited Clinic Staff, was confidential, and no decisions would be made in the Session. Sue opened the executive Session at 10:14 am. The Executive Session was closed at 10:45 am.

IX. REOPEN PUBLIC MEETING: Sue Knapp, Board Chair reopened the public meeting at 10:45 am. Recording was re-established.

a) Decisions Subsequent to Executive Session: There were no decisions made.

X. ADJOURNMENT OF DISTRICT BOARD MEETING: Sue Knapp, Board Chair, adjourned the March Regular Board Meeting at 10:46 am. The next regular board meeting is ***April 27 at 8:30 am.***

DESCHUTES RIM CLINIC FOUNDATION BOARD MEETING AGENDA:

Foundation Chair Sue Knapp opened the Foundation meeting at 10:46 am.

1. Foundation Financial Status: Sue paid an outstanding invoice to Marlin Bank for the purchase of exam tables and requested Foundation funds for reimbursement. Julie moved to approve reimbursing Sue $2372.88 from the Rivermark Deschutes Clinic Foundation account. Andrew seconded. All ayes. Motion carried. The remainder of the payment plan balance is $17,700. Sue will look into whether there are any other associated fees and issues. It is likely that the remainder of the payment plan will need to be paid off in the near future.

   The Foundation currently has about $18,000 in Community Bank. The Rivermark accounts total about $70,000 but a payment to R&H was missed back in January which will be paid soon.

2. Granting Foundations-Status of Reports/Reimbursement Requests:None of the granting foundation final reports have been completed as there have been too many other issues to tackle. There is only 1 more payment to R+H and Pinnacle Architecture is paid off. More medical equipment remains to be purchased. The only large expense left is the Dental equipment and installation.

ADJOURNMENT OF DRCF MEETING: Sue Knapp closed the meeting at 11:01 am. Next DRCF Meeting will be following the regular WRHD Board Meeting on ***Thursday, April 27, 2023 at 8:30 am.***

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ATTESTATION:

DocuSigned by:
Suzanne Knapp
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Sue Knapp, Board Chair

Attest:

DocuSigned by:
Julie Whetzel
9B388EFB11444CF...

Julie Whetzel, Board Secretary