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WHITE RIVER HEALTH DISTRICT
DESCHUTES RIM HEALTH CLINIC
BOARD OF DIRECTORS MEETING
SEPTEMBER 26, 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, Dr Jordan Nagel
GUESTS: Phil Brady, County Commissioner, David Farris

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 August 22, 2024, were reviewed. There being no corrections or additions, Allison Bechtol moved to approve the August 22, 2024 meeting minutes. Shiela Murphy seconded. All ayes. Motion carried.

III. FINANCIAL REPORTS (Information)

A. Approve July and August 2024 Financials: The P&Ls for July and August and Balance sheets for those months were reviewed. No questions about the July P&L. Sue did have a question on the August P&L regarding where the HRSA Funds are shown. In July, they resided under Grants. In August, they are under Miscellaneous Donations. Sue conferred with Angela and explained that the funds should be under Grants. Angela has now added line 4910 to show HRSA Funds specifically. The Balance sheets were then reviewed. Sue noted that there will be changes to the Balance Sheets once Angela starts on the 2022-2023 audit numbers and begins to get things corrected in Quickbooks. Sue Knapp moved to approve the July & August 2024 P&L's and Balance Sheets. Shiela Murphy seconded. All ayes. Motion carried.

B. Month End Reconciliation: Augusts Month End was reviewed. We did receive and review the month end report for informational purposes only. Things to note. We drew $30K from LGIP funds in August. The total income for August shows $59,681 and expenses were $58,754 which seems good but of the income, $30K was from the LGIP account. Our service revenue was only $24,681.

C. LGIP Account Status: The August statement shows the balance of $26,781. We did withdraw an additional $15K. This leaves about $12K (adding interest etc) in the account to cover October and November. October is going to be a really tough month! We are expecting some funds from OHA through the Columbia Health Council of about $16K which will be very helpful.

Sue and Lindsay are closely tracking all costs. We have about $21K in the bank that includes $5K from the Foundation (this month, the Foundation has contributed $10K). The $21K will cover most bills. We do have the cost of the Audits to address. The Auditors have agreed to split the balance owing into several months.

We have received $4,100 from the Foundation's plea letter sent out in early September.

IV. PUBLIC COMMENT: None

V. NEW BUSINESS

A. Appoint New Board Member and Administrator Oath of Office: Sue Knapp first acknowledged Dr. Farris's board application, and then moved to appoint Dr. David Farris to the Board of Directors for the White River Health District. Allison Bechtol seconded. All ayes. Motion carried. David Farris took the Oath of Office. He will also be on the Board of Directors for the Foundation.

B. Discuss Board Officer Elections: Board elections were delayed from July because of the pending prospect of Dr. Farris's appointment to the Board. Sue Knapp relinquished her Board Chair position and nominated David Farris to be Board Chair. However, she agreed to continue covering Board Chair duties until January 1, 2025, when Dr. Farris will take on the Board Chair duties after he has retired. All ayes. Motion passed.
Sue Knapp commented that the Vice Chair position has been seldom filled which has made the Board Chair role that much harder, especially without a DM.. She agreed to be nominated

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for Vice Chair to assist David in his new role as Board Chair. This Vice Chair nomination was approved by Board Members. Allison Bechtol agreed to continue as Board Secretary.

C. Approve VISA Account Membership with Rivermark CU: We would like to open a Business VISA account (credit card) based on the recommendation of our accountant as credit card charges are easier to dispute than debit card charges.
Rivermark requires that the clinic open a VISA account, a business membership. We also must prove that we do not pay taxes and Sue is working to document this. Angela will be providing our year-to-date financials. Sue Knapp moved to establish a business membership VISA account at Rivermark Community Credit Union. David Farris seconded. All ayes. Motion carried.

D. Review and Approve Dental Hygienist Position Description: In preparation for the hiring of Kyrsten Sproase as dental hygienist, Sue prepared the position description with input from Lindsay and Dr. Andersen. Shiela Murphy moved to approve the proposed Dental Hygienist Position Description and wage. Sue Knapp seconded. All ayes. Motion carried.

E. Consider Other Potential Staffing: Sue shared an email from Phil Brady regarding the possible hiring of Roland Murphy as District Manager. We no longer have money budgeted for this position. Sue suggested this discussion be put on hold. The District is currently operating satisfactorily as Sue continues to cover for DM duties pro bono (albeit not an ideal situation) and Lindsay is covering all clinic/office functions.

F. Vet Clinic: A Vet clinic will be held on 10/8/24 from 9-3 in the clinic parking lot. The schedule is full. It will give the public an opportunity to see the clinic.

VI. OLD BUSINESS

A. Approve Salary for Clinic Administrator: Lindsy Roper as the Clinic Administrator is currently being paid $25 per hour which was her salary as the Administrative Assistant. What should the salary for this new position be? She is doing the work of at least 3positions. This is an exempt position. This discussion was tabled until Board members can research salaries. Once a new salary is approved, Lindsay will be paid the hourly difference from her August 1st start date

B. Discuss Recruitment for FNP: Sue has drafted an updated position description for the FNP/PA. Lindsay has updated our website with an up-to-date description. The updated position description is advertised on the COIPA website. Discussion continued regarding where to post and the cost of posting. Lindsay, Allison and David will do some research on where we might recruit. This is all contingent on the option levy passing.

C. Discuss Status of Audits and Accounting Work: Sue reported that we are finishing up the 2021-2022 audit. Some additional requests for information were received from the audit firm and are being responded to. Angela is already starting on FY 2022-2023 audit. This will require extensive cleaning up of Quickbooks by Angela and the collection of myriad financial and other documents by all. Each audit costs $18k and we had three audits that were delinquent, with FY 22-23 being the last of the late audits. . If the auditor is agreeable, we will have them also complete FY 2023 -2024. The good news is that the audit will be a report in leu of audited financial statements because our budget for that span was below the threshold of 1 million. Angela has been working with the Oregon Department of Revenue to clean up the reports on the employee payroll taxes that were due in quarters 2,3 and 4 of 2022. We thought this had been resolved, however Angela discovered that the situation had not been resolved. Due to the time delay, we owe $20k that includes the taxes owing and penalty. We are on a payback payment plan.

D. Discuss Planning and Materials for the Community Meetings: Sue has put together an Agenda for the meetings, which was reviewed by David and Phil. There will also be an article in the October addition of the South Wasco Times. Sue drafted a trifold brochure with information about the clinic and the need for the option tax dollars. She also put together a planning checklist to help prepare for the community meetings. Phil suggested that he/we put together a list of questions to ask rather than going through a list of topics. Most importantly, it is to focus on the need for the option levy to pass. There will be a couple of planning meetings prior to the community meetings.

VII. UPDATES

A. Clinic: Lindsay is working on an inventory of items within the clinic and the question is what do we want to claim as inventoriable or an expense? She has completed the medical side and now will focus on the dental side. Lindsay is working on provider scheduling to be sure schedules are full. We are offering Flu Clinics every other Thursday between 1-3. We do not have any access to COVID vaccine as they are “sold out”. We have hired a Dental Assistant, Kaitlin Dove. Dr Anderson is enjoying working with her. Kyrsten Sprouse , Dental Hygienist, will be starting on October 23rd. She will be working once a month at this time. Lindsay is doing phone outreach to patients that need to schedule follow up visits. This helps fill the schedule. Lindsay has talked to a couple of fire extinguisher companies to

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get estimates on annual fire inspections. She has also ordered new pads for our AED machines.

B. Board: Jordan Nagel was asked if he would end his contract as Medical Director with the clinic at the end of September rather than waiting until the end of the year. With Dr. Anslinger working at the clinic, we do not need Dr. Nagel to do chart reviews, nor are they required since we are not an RHC. He was very agreeable to this request and understands that this will have a positive impact on our budget. He has been really wonderful to work with and is open to helping in any way in the future.

VIII. COMMUNICATIONS: Sue received an email from Carrie Pippinich (MCEDD) who is now with the Ford Family Foundation and she put her in touch with K'Lynn Lane, Field Coordinator with TFFF who works in the Rural Community Building Department. She will be setting up a zoom call with her.

IX. ADJOURNMENT OF REGULAR BOARD MEETING: Sue Knapp, Board Chair, adjourned the September 26, 2024, Regular Board Meeting at 7:00 PM.

ATTESTATION:

Signed by:
Suzanne Knapp
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10/25/2024

Sue Knapp, Board Vice Chair

Signed by:
Allison Bechtol
0104E7B956BE4EC...
10/28/2024

Allison Bechtol, Board Secretary