DESCHUTES RIM
HEALTH CLINIC

WHITE RIVER HEALTH DISTRICT
1605 GEORGE JACKSON RD., MAUPIN, OR
BOARD OF DIRECTORS SPECIAL MEETING/EXECUTIVE SESSION
MARCH 3, 2023 MEETING MINUTES
(MEETING WAS HELD VIA ZOOM VIDEO PLATFORM)

BOARD MEMBERS PRESENT: Sue Knapp, Andrew Houck, Julie Whetzel
BOARD MEMBERS ABSENT: None
GUESTS: Amy O'Neal
DRHC: Shelby Dumire, Rachelle Blaisdell, Melody Collins, Ron Selis, Alex Petersen, Austen Petersen, James Cook (joined at 9:43)

I. CALL TO ORDER:

The meeting was called to order at 8:31 am by the Chair, Sue Knapp. Meeting was recorded.

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

III. NEW BUSINESS/CLINIC AND DISTRICT UPDATES

a) Review Letter of Resignation: James Cook FNP submitted a letter of Resignation, dated February 5. Sue summarized its contents. While we are saddened to see him go, we will honor his desire and thank him for his service. He has graciously offered to assist in recruiting a new provider, and kindly offered some advice and suggestions for the transition. His last day will be May 4. Andrew Houck moved to accept Mr. Cook's resignation. Sue Knapp seconded. All ayes. Motion carried.

b) Review Notice of Termination of Contract: Kathryn Mahler Doan, CFO, submitted a written 90-day notice of termination of her contract with WRHD (dated 2/1/23) on February 13, which indicated that her contract would terminate on 4/30/23. Julie Whetzel moved to accept the notice of termination. Sue Knapp seconded. All ayes. Motion carried.

c) Discuss Actions Regarding Clinic Operations: (Information): With the change in personnel, there is a redistribution of tasks to move through the transition period. Sue put together a chart summarizing the key business areas to pay attention to, urgent tasks needing to be done and identifying the point person(s) for each. Additional staffing needs were also discussed. This is the time of year that a budget committee would form and begin work on drafting the FY 23-24 budget anyway, so it's an opportune time to address this. Shelby will create an email feed today to recruit volunteers and set meeting times for the FY 23-24 Budget Committee.

With Kathryn's contract termination, the admin and access permission for Quickbooks must be updated. To do this, Quickbooks requires written authorization and approval from the Board. Changes needed are: Sue Knapp would continue to be identified on the account as the Board Chair; Shelby Dumire will be identified as the primary administrator; and Melody Collins will be identified as the secondary administrator. Sue Knapp moved to approve the changes to Quickbooks administrators and access. Julie Whetzel seconded. All ayes. Motion carried.

d) SW Schools PowWow and Health Fair: Sue Knapp is our South Wasco Alliance (SWA) representative for the Clinic. SWA is working with the SWC school district to conduct a 'health fair' consisting of a diverse array of services, resources and information during the planned 'PowWow' event on April 19th. This will be an opportunity to administer the health assessment surveys (for more information regarding the SWA health assessment survey, see the January 26 Regular Board Meeting Minutes). SWA has asked if the Clinic can provide any kind of a service during the Health Fair. Shelby thinks that would be a good opportunity to offer sports physicals for students and will discuss this further with James. Rachelle suggested that it would also be an exce'lent opportunity for the Dental Clinic to have a presence to let the community know more about the dental staff and services the clinic offers, while perhaps doing a dental hygiene education activity. Since the PowWow will be on April 19, the Clinic's previously proposed community BBQ (also originally planned for late April) will be postponed until a later date.

IV. OLD BUSINESS:

a) Discuss Option Tax Levy: Further communication between Sue and the Wasco County Clerk's office has determined that the WRHD Option Tax Levy is NOT due for renewal this year, as was previously thought. The current additional 50 cents/$1000 property value assessment will expire in summer 2024. Sue will touch base with the County Clerk in February 2024 regarding placing a renewal measure for the option tax on the May 2024 ballot.

b) Discuss Special District Election: Sue has sent the Board Recruitment packet to two potential candidates. She hasn't received a definitive answer from either yet and will reach out again.

V. OTHER BUSINESS: New dental equipment is on the way, and Rachelle inquired as to the procedure for payment. To whom does she submit the invoice, etc. A copy of each invoice should go to Sue and Julie. Julie approves the expenditures and Sue writes the checks using Foundation funds. Murdock grant funds are being used for the dental order until exhausted. It should be noted that due to the pending departure of the CFO, all banking information and account access must be updated. Among other things, this impacted the CDS funds account number and access, so Sue is submitting paperwork to update the information. This will delay access to CDS funds for a while.

Also, the Clinic needs a complete and updated inventory list. What do we have, what was ordered, has it been received and where is it located? Shelby asked for permission to take a Clinic laptop home to work on it after hours. This is fine; just note that on the inventory list.

Lastly, during this meeting and previously, it has been noted that we are lacking several important HR policies. It is imperative that each new hire receive a bonafide and accurate job description, a formal offer of employment letter, and a signed contract (which must be approved by the Board). Also, prior to the offer of employment, the candidate must undergo a background check and take a drug test. Julie and Sue will work on developing and updating the related policies and documents.

VI. PUBLIC COMMENT: none

VII. CLOSE PUBLIC MEETING/OPEN EXECUTIVE SESSION: Sue Knapp, Board Chair, Closed the Public meeting at 9:44 am

EXECUTIVE SESSION per ORS 192.660(2)(b): "To consider dismissal, discipline, complaints or charges against a public employee, official, staff or individual agent" ***(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 pertinent Clinic Staff, was confidential, and no decisions would be made in the Session. Any documents used during the meeting are confidential and must be destroyed after the meeting's conclusion. Sue opened the executive Session at 9:51 am. The Executive Session was closed at 10:45 am.

VIII. CLOSE EXECUTIVE SESSION/REOPEN PUBLIC MEETING: Sue Knapp, Board Chair, reopened the Public Meeting at 10:45 am

a) Decision(s) subsequent to executive session:
   1. Julie Whetzel moved to approve terminating the contract with the Chief Financial Officer as of today, March 3, 2023. Andrew Houck seconded. All ayes. Motion carried.
   2. Sue Knapp moved to approve retaining legal representation from Marvin, Chorzempa & Larson Attorneys at Law, for issues pertaining to matters discussed during the Executive Session. Andrew Houck seconded. All ayes. Motion carried.
   3. Julie Whetzel moved to appoint Board Chair Sue Knapp to act as the Board representative in subsequent matters pertinent to matters discussed during the Executive Session. Andrew Houck seconded. All ayes. Motion carried.

IX. ADJOURNMENT OF DISTRICT BOARD MEETING: Sue Knapp, Board Chair, adjourned the March 3 Special Board Meeting at 10:57 am. The next regular board meeting is ***March 9 at 8:30 am.***

ATTESTATION:

Suzanne Knapp

Sue Knapp, Board Chair

Attest:

Julie Whetzel

Julie Whetzel, Board Secretary