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WHITE RIVER HEALTH DISTRICT
DESCHUTES RIM HEALTH CLINIC
BOARD OF DIRECTORS MEETING
AUGUST 22, 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 Maile Anslinger
GUESTS: Phil Brady, County Commissioner

I. CALL TO ORDER

The meeting was called to order at 5:02 pm by the Chair, Sue Knapp.

II. CONSENT AGENDA (Action)

A. The Regular Board Meeting Minutes from July 25 2024, were reviewed. Sue noted several corrections/revisions. Sue Knapp moved to accept the July 25, 2024 meeting minutes with corrections/revisions. Allison Bechtol seconded. All ayes. Motion carried.

III. FINANCIAL REPORTS (Information)

A. Approve July financials: There were no P&L's or Balance sheet available to review. We did receive and review the month end report for information purposes only. Sue did note that our income from medical/dental is about $13K -$15K per month which is why we are so dependent on LGIP funds. Lindsay also developed a list of account expenditures so we are better able to track when things are due.

B. LGIP Account Status: The July statement shows the balance of $60,615. We had to move about 35K over to cover costs in August. We should be able to cover costs in September but October will be challenging. Sue has created a Proforma Budget and is tracking income/expenditures very closely on a daily basis. We are expecting about $16,546 from the Columbia Gorge Health Council in September. This will help cover the cost of the auditor, whose bill was $10,500 and is being held for payment in September. Malpractice has skyrocketed. We are on a payment plan in order to cover this cost. We are also on payment plans for a couple of other outstanding items. We have moved garbage to once a month. There are times the Foundation will need to step in to assist with covering costs. That is the reason why the Foundation is sending out a donor request letter the first part of September. Sue created a list of items stored in building B and suggests selling what we can to make money. Next step is for someone to take pictures of items and Lindsay to post on FB Marketplace and website. It is very clear that the clinic struggles to survive based on medical/dental income alone. The tax levy dollars really make the difference in being able to operate a fully functioning healthcare facility.

IV. PUBLIC COMMENT: None

V. NEW BUSINESS

A. Approve Clinic Staffing & Recruitment:

- The Clinic Administrator job description was reviewed. This is an exempt position that reports to the Board. We will need to address the pay for the position but will need to wait until we have an additional board member as Sue will need to recuse herself. Allison Bechtol moved to approve the position description and the promotion of Lindsay Roper into the position. Shiela Murphy seconded. All ayes. Motion carried.
- Office Assistant II: We have had several people apply for this position. However, Lindsay feels that she can cover these responsibilities at this time. After discussion, it was recommended that this position be put on hold.
- Dental Assistant/Medical Assistant: After some discussion, the Board would like to see if there is a way to combine these positions and hire one person to do both. This may take a bit of juggling with our providers' schedules but would offer the candidate more hours and opportunities. Lindsay will reach out to the applicants and see if any are interested in a Dental Assistant/Medical Assistant hybrid position and work to set up interviews. Other discussion centered around hiring a person to just do phlebotomy and having them work part-time one day per week.
- FNP: With the encouragement from Dr. Anslinger, the Board would like to review the position description for FNP and pursue reposting the position on key recruitment sites.

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- Dental Hygienist: Lindsay and Dr. Anderson are meeting with Ashley Davidson, Capital Dental, on Wednesday to discuss her providing mobile dental hygiene services outside the clinic. Sue will reach out to Kyrsten Sprouse to give her an update on the status of the dental hygienist position.
- Medical Director: Sue asked Dr. Maile Anslinger if she might be interested in becoming our Medical Director. Maile will consider this but wants to think about what all this position would entail (creation of Medical Policies etc).

B. Discuss Clinic Operations: Linday is working to improve/expand the clinic's security system. Lindsay also noted that she now has "administration access" to all accounts. This led to conversion regarding Shelby's continued involvement with the clinic. It is her desire to end her work/oversite of the clinic and be free to fully embrace her current position with Canyon Rim Assisted Living. Sue will work to send Shelby her final check and have her last day of work be August 30th. With the absence of a District Manager, Sue noted that the Board will once again be looked upon to do the majority of work. She encouraged the Board to consider our succession plan and begin to have a conversation about how the clinic will run in the future.

C. Approve New Signature Authorities: Not needed. This was addressed in the July 25 meeting and documented in the Minutes.

D. Approve Administrator to QB: Not needed as Lindsay now has administrator access.

E. Discuss Disposition of Bldg B Items: Discussed above as part of clinic funding and LGIP Account Status.

VI. OLD BUSINESS

A. Approve Revised Employee Handbook: The Board received an updated copy of the Employee Handbook with the revisions/updates incorporated since the last meeting. Allison Bechtol moved to approve the revised Employee Handbook. Shiela Murphy seconded. All ayes. Motion carried.

B. Tax Levy Town Hall Planning: The Board agreed to hold 3 Town Hall meetings in October in an effort to connect with our communities, answer questions and encourage a "yes" vote for tax levy that will be on the November ballot. Dates/time: Oct 14: Maupin community room, Oct 15: Tygh School, Oct 16: Pine Grove Potluck (tentative), Oct 17: Wamic (either at the school or grange). Phil Brady agreed to be our Facilitator. Sue, Shiela and Lindsay will work to put together the program handouts/visuals and begin to advertise it. Allison is not available much in September but will help where she can.

VII. UPDATES

A. Clinic: Discussion regarding "no show" patients and repeat offenders. We have a policy and Lindsay will review it to see if it needs to be updated or just followed.

B. Board: Signage for Building B – the renters are requesting signage for their services. Sue requested approval from the Board to order a 4' x 12' banner that can be put on the front of the building.

C. Phil Brady talked a bit about options for the clinic should the levy not be passed again. He will check with the County Tax Assessor to find out more details from their perspective, should the levy not be passed. Much more to discuss on this topic in future meetings should the levy not be passed.

VIII. COMMUNICATIONS: None

IX. ADJOURNMENT OF REGULAR BOARD MEETING: Sue Knapp, Board Chair, adjourned the August 22, 2024, Regular Board Meeting at 7:08 PM.

ATTESTATION:

Signed by: Suzanne Knapp A9813BB7C6B5432... 10/1/2024

Sue Knapp, Board Chair

Signed by: Allison Bechtol 0104E7B956B54EC 10/1/2024

Allison Bechtol, Board Secretary