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WHITE RIVER HEALTH DISTRICT

1605 GEORGE JACKSON RD., MAUPIN, OR

BOARD OF DIRECTORS REGULAR MEETING with BUDGET MEETING

June 22, 2023 MEETING MINUTES

(MEETING WAS HELD VIA ZOOM VIDEO PLATFORM)

BOARD MEMBERS PRESENT: Sue Knapp, Andrew Houck, Julie Whetzel
BOARD MEMBERS ABSENT: None
GUESTS: Allison Bechtol
DRHC: Shelby Dumire, Melody Collins, Lindsay Roper, Ron Selis

I. CALL TO ORDER:

The meeting was called to order at 8:40 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 May 25, 2023 Regular Meeting Minutes. Julie Whetzel moved to approve the May Minutes. Andrew Houck seconded. All ayes. Motion carried.

IV. FINANCIAL REPORTS (Action)

a) Discuss and Approve May Financials. The May Month End and Profit and Loss statements were shared and feedback requested. Following discussion, Julie Whetzel moved to approve the May Financial Reports. Andrew Houck seconded. All ayes. Motion carried.

V. NEW BUSINESS

a) Acceptance of May 2023 Election Results: (Action): Sue shared the May 16, 2023 Election Results document from Lisa Gambee, County Clerk. Allison Bechtol (Position 1, Unexpired 2 year term); Julie Whetzel (Position 2, 4 year term); and Melissa Napoli (Position 5, Unexpired 2 year term) were each elected. A write-in candidate received enough votes to be elected to Position 4, but declined to accept the position. Andrew Houck moved to accept the Election Results. Julie Whetzel seconded. All ayes. Motion carried.

b) Acceptance of Columbia Gorge Health Council Funds (Action): The Columbia Gorge Health Council awarded DRHC $16,327.00 in restricted funds to be used to "improve the access, quality and equitability of the local healthcare system." Sue Knapp moved to accept the funds. Andrew Houck seconded. All ayes. Motion carried. We will use the funds for recruitment and retention of medical and dental providers.

c) Request from Melody Collins, Billing and Financial Specialist to negotiate a new contract (Action): Mel requested a new contract that cites her increased responsibilities and requested more compensation commensurate with those increased duties. Following discussion, Sue Knapp moved to accept Melody Collins's Contract Proposal for $5000/month for 6 months, at such time it will be re-evaluated based upon any shifted responsibilities. Andrew Houck seconded. All ayes. Motion carried. The FY 23-24 Approved Budget will need to be amended prior to adoption to provide for this change in salary.

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VI. OLD BUSINESS:

a) Medical Provider and Dentist Recruitment Status (Information): Shelby gave an update on the recruitment process thus far. Flyers advertising both positions have been posted on several job recruitment websites. So far there have been more candidates expressing some interest in the dental position than the medical, but no further movement at this time. A PA was interviewed for the Medical Provider Position, but ultimately declined.

b) CPA Auditor Search (Information/Action): As noted in previous meetings, we will need to recruit a Municipal CPA to do our FY 22-23 Audit (which is due to the Secretary of State in November). Julie will work with Sue to craft our proposal message and begin contacting CPAs.

VII. UPDATES:

a) Clinic Updates: Recruitment continues as noted above.

b) Board Updates:

Sue: Sue has been working with Shelby and Mel to identify cost savings. Also, she and Kate Willis are planning to administer the Health Assessment to patients scheduled to see James at the Clinic on Saturday, June 24.

Andrew: Andrew has been working on a list of exercise equipment prices and a general layout design for the proposed Fitness Center in Building B.

Julie: Julie gave a quick update on NCPHD (they adopted their FY 23-24 Budget on June 13 and are adding 3 new positions in communicable diseases, environmental health, and public health emergency preparedness). Also, she has registered for some SDAO webinars about grants in July and August.

c) Foundation: Sue has completed and submitted the Foundation CT-12 form for 2020 (our 2020-2021 FY) to the Dept of Justice, Charitable Activities Section. Also she has completed the IRS Form 990 for FY 2020-21 and will start on the FY 21-22 990 form this weekend.

VIII. COMMUNICATIONS: None.

IX. PUBLIC COMMENT: Allison Bechtol provided helpful information regarding costs of Medical Billing and Credentialing services.

X. ADJOURNMENT OF DISTRICT BOARD MEETING: Sue Knapp, Board Chair, adjourned the June 22 Regular Board Meeting at 9:35 am. The next regular board meeting is July 27 at time TBD.

WRHD FY 2023-24 BUDGET MEETING :

Board Chair Sue Knapp opened the Budget meeting for FY 23-24 at 9:35 am.

a) Review/Discuss Revisions to May 25 Approved Budget for Fiscal Year 2023-2024 and supplemental information (Information): Prior to the meeting Sue prepared and shared a "Payroll Expenses by Month of Hire" spreadsheet for supplemental information as we review the budget. The document showed a realistic month-by-month assessment of staff expenses based upon date of hire. For example, the FY 23-24 Budget provides for $120,000 for a new medical provider. However, the reality is that by the time a new provider is hired and credentialed, the actual payroll cost for that person will be $10,000 **less** for each month prior to

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contract signing. That information was helpful as we reviewed the full FY 23-24 Budget Approved on May 25. Overall, the Approved Budget provides for $1,125,548 in Revenue and $1,125,498 in Expenses. Amendments were made to the Billing and Finance services contract and the Contingency Fund, which do not change the Expenses total.

b) Consider Approving Revised Budget: Following discussion, Julie Whetzel moved to approve the Revised FY 23-24 Budget with Amendments as Noted. Sue Knapp seconded. All ayes. Motion carried.

c) Approve Bridge Loan: A source that prefers to remain anonymous has offered to make a Bridge Loan of $120,000 to bridge the gap prior to our next installment of property tax revenues in November. The terms of the loan provide for a 2-year payback period with 0% interest. Following discussion, the consensus was to accept the loan.

d) Opportunity for Public Comment: None

e) Set date for final Budget Meeting to Adopt FY 23-24 Budget: The Board will hold a Special Meeting on Thursday, June 29 at 8:30 am to adopt the Amended Budget and approve the associated Budget Resolution.

ADJOURNMENT OF WRHD BUDGET MEETING: Sue Knapp closed the meeting at 10:04 am.

ATTESTATION:

DocuSigned by:
Suzanne Knapp
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Sue Knapp, Board Chair

Attest:

DocuSigned by:
Julie Whetzel
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Julie Whetzel, Board Secretary