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WHITE RIVER HEALTH DISTRICT
1605 GEORGE JACKSON RD., MAUPIN, OR
BOARD OF DIRECTORS REGULAR MEETING
FEBRUARY 9, 2023 MEETING MINUTES
(MEETING WAS HELD VIA ZOOM VIDEO PLATFORM)

BOARD MEMBERS PRESENT: Sue Knapp, Andrew Houck, Julie Whetzel
BOARD MEMBERS ABSENT: None
GUESTS: Rod Woodside
DRHC: Shelby Dumire, Kathryn Mahler Doan, James Cook

I. CALL TO ORDER:

The meeting was called to order at 8:34 am by the Chair, Sue Knapp. Meeting was recorded.

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

III. CONSENT AGENDA (Action)

a) January 26, 2023 meeting minutes. There were no comments or changes. Sue Knapp moved to approve the Consent Agenda as presented. Andrew Houck seconded. All ayes. Motion carried. No District financials were presented.

V. NEW BUSINESS/CLINIC AND DISTRICT UPDATES

a) WRHD Option Tax Levy Discussion: Sue has a copy of the language used on the 2019 ballot measure and will use it to draft the updated ballot measure for the upcoming May 2023 Special District Election. There are two forms that need to be completed: Request for ballot title (due Feb 24) and Notice of Measure Election (due Mar 16), and Sue will ensure these are completed. Because the last option tax levy was barely passed at 50 cents/$1000, there is some risk involved in raising the option tax to 75 cents/$1000. Therefore, messaging to the public is very important. Sue noted that the first question we will be asked is "Why are you raising the tax?", and it's important that we have an answer that explains and justifies our reasoning and need. Points raised in the discussion were: increased services requires public tax support to offset the increased costs; the Clinic has not been able to implement the sliding fee scale for those who are underinsured and can't afford full out of pocket costs, due to limited operational funds; and, for those who are fully insured, reimbursements from many insurance companies haven't kept pace with the inflation of actual costs. Sue also noted that we need to have a Plan B if the 75 cent option tax fails. We'd revert to the permanent tax of only 25 cents/$1000, which would make it difficult to continue to function adequately and provide full services. Sue asked how RHC Certification would impact this. This is still an open question.

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b) WRHD Governance Model Discussion: With the end of the fiscal year approaching and new budget season coming up, it is an appropriate time to revisit the organizational structure and initiate discussion about the necessity of adding a District Manager at some point in the future. This doesn't mean this fiscal year; it could be next fiscal year. It also doesn't necessarily mean that the position would be full time. Sue (with a few suggestions from Julie) developed a document outlining "The Argument for a District Manager" and shared with the Board prior to the meeting for discussion and comment prior to

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sharing the document with staff. The 'argument' presented a number of reasons why a district manager is needed, key among them was the workload taken on by others, including the Board, to cover the bases of clinic, district and Foundation operations. This is an unsustainable approach and one a future Board (in 2 years) could likely not accommodate. A Special District Board typically oversees just the DM and holds that person accountable. Under the current structure there is no one the Board can hold accountable.. After discussion of the full document, it was agreed that Sue would share it with Clinic staff for the purpose of initiating the conversation and long-term planning for the future. Before proceeding any further (whether for this year or next) it will be necessary to start putting together a job description for a DM position. We can revisit this at the next meeting.

c) WRHD Website Updates Discussion: The WRHD website has several items that are missing or out of date and no one has the responsibility to keep it updated. Sue checked the site and noted the following : The Board Recruitment Packet needs to be added; some policies that are posted have been updated but the outdated version is still posted; the meeting minutes and financial statements haven't been added for a few months now; and logos, the Board member list and Budget Committee information all need updating.

d) Review of Policies and Procedures Part 2 (Information): Last month we took stock of Operations and Financial policies. This month, we reviewed our current HR policies and noted that we are lacking some much needed policies. There is a new paid leave policy taking effect in OR, does that pertain to us, and if so how? Research and clarification on that is needed, and the result of that should be posted. There are no current recruitment and hiring policies (prior to hiring there should be a complete and accurate job description, an applicant screening process, references, and a signed employment agreement describing date of hire, job title, pay and benefits.). Also , we are lacking an Employment policy that would include onboarding,, coaching and training opportunities, performance review and the grievance procedure, among other things). The lack of these policies has created some conflict and allowed some unfortunate circumstances to occur. Sue will consult SDAO for sample policies that we can customize to our situation (another task that would typically be done by a DM). Andrew noted that it is important for all policies to include that we are a "care-centered model," as that carries with it a set of expectations.

VI. PUBLIC COMMENT: Positive comments from Mr. Woodside.

VII. ADJOURNMENT OF DISTRICT BOARD MEETING: Sue Knapp, Board Chair, adjourned the February Regular Board Meeting at 9:30 am. The next regular board meeting is ***March 9 at 8:30 am.***

DESCHUTES RIM CLINIC FOUNDATION BOARD MEETING AGENDA:

Foundation Chair Sue Knapp opened the Foundation meeting at 9:30 am.

1. Foundation November + December Financials and Financial Status: Sue gave a summary of the current state of affairs. Overall, as of Jan 21 there is $18,642 in Community Bank (in her interpretation of the financial document), and approximately $61,000 in Rivermark. About half of the funds in Rivermark are restricted (Murdock grant).
2. Admin of Grants and Other Funds: Prior to receiving the federal CDS Funds, we applied for and received a number of l grants. Some of these grants were for specific purposes that the CDS funds can now cover. Therefore, should those earlier grant funds be returned? Specifically, Wheeler ($8,000 for exam room equip), MCHealth Foundation for exam tables ($4,515), and Charis Foundation ($5,000 for dental equipment). We received a $50,000 check from Murdock (in Rivermark account) for dental equipment (

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and those funds are being used), but the remaining $43,000 for reimbursement of costs is now not needed. . Sue requested and received Board approval to return these grant funds. One thing to note about CDS funds: additional equipment that wasn't in the original application can't be purchased with CDS funds without approval. However, after we have purchased everything that was covered in the original grant, we may potentially be able to put in a 'prior approval' request to use any leftover funds towards remodeling Building B as part of the Health Care Campus. As of now, there is approximately $600,000 remaining in the CDS account, but not all approved expenses have been expended yet.

3. DRCF Communications: We received positive comments from foundations and electeds who received the Foundation's 2022 Letter. Senator Wyden's office expressed interest in coming out for a tour of the Clinic and campus. Sue had Foundation cards printed for thank you notes and other correspondence (nice Clinic photo on the front, logo on the back, blank inside).
4. DRCF Website Update Review: The Foundation website needs updating. Sue made a list including new pictures of the completed building, change in language to indicate that the construction is complete, description of new services, remove language referring to the Steering Committee, adding schematics, posting the Foundation meeting minutes, updates to the funding and donor page(s), and explanation of CDS Funding. Sue requested and received Board consent to have the website's administrator make the above mentioned changes.
5. DRCF Calendar: Lots to do.. Many l granting foundations require final reports including a final budget and explanation as to how their funds were used. Julie offered to assist Sue with this. Andrew can help pick up the used exercise equipment purchased from MCMC at Water's Edge, ideally on the weekend of Mar 4. He also has a line on a potential source for more gently used physical therapy equipment. We need to draft a Fiscal Year 23-24 budget as well as a remodeling budget for the completion of the Wellness Clinic (Building B). We also need to think ahead to Maupin Daze in May; do we want to have a presence there, and what would it look like?

ADJOURNMENT OF DRCF MEETING: Sue Knapp closed the meeting at 10:30 am. Next DRCF Meeting will be following the regular WRHD Board Meeting on ***Thursday, March 9, 2023 at 8:30 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

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