WHITE RIVER HEALTH DISTRICT
DESCHUTES RIM HEALTH CLINIC
BOARD OF DIRECTORS MEETING
May 16, 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, Shelby Dumire, Jeff Biesenthal
GUESTS:

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 April 25,2024, were reviewed. There being no corrections or additions, Sue Knapp moved to accept the April 25, 2024 meeting minutes. Allison Bechtol seconded. All ayes. Motion carried.

III. FINANCIAL REPORTS (Information)

A. The April 2024 month's end report was reviewed.
B. P&L: The March and February P&L along with the combined July – March YTD (which includes January), was reviewed. Sue noted a couple of corrections that needed to be applied. She has given Angela this feedback and she will make the corrections. The Balance Sheet was also reviewed.
C. LGIP Account Status: The April statement was presented to the Board. Sue asked that the Board get this statement monthly. Sue noted that this account accrues interest which we didn't realize. This is a positive! We should have some carryover for next year's budget. Sue suggested that Jeff be added as a secondary contact on the LGIP account (in addition to Shelby).
D. Reimbursement Requests: Two requests were presented. One from Allison for Open House items and one from Sue for Tax Levy printing and mailing. Sue moved to approve Allison's request. Shiela seconded. All ayes. Motion carried. Allison moved to approve Sue's reimbursement request. Shiela seconded. All ayes. Motion carried.

IV. PUBLIC COMMENT: No questions or comments

V. NEW BUSINESS

A. PCPCH (Patient Centered Primary Care Home) Recognition Certification & Patient Care:

PCPCH Recognition Certification: Sue reviewed the summary document she prepared that showed the requirements of meeting a level 4 PCPCH status. Concern is that we are not currently meeting the 11 "must meet" requirements. Shelby stated that this issue was the main focus at the clinic staff meeting this week. Required elements have been assigned to staff and she feels that we will be able to get back on track to meet the requirements very soon. Lindsay asked what is the purpose/necessity of the clinic being a PCPCH clinic? She believes that being a PCPCH clinic has some financial advantage with some insurance companies but we have not yet taken advantage of this designation. It was discussed that the clinic did meet the criteria in the past and most likely had taken advantage financially.

Patient Care Policies: Dr. Anslinger had brought up the need for Patient Care Policies: Shelby said the team had discussed this at their staff meeting, and that this is a top priority. This was delegated to Jeff to find and/or create a policy binder. Jeff will be contacting COIPA to see what they can provide. Dr. Nagle will check one of his resources to see what is available. Dr. Anslinger also has some access to policies and she will look into her resources. The staff will

collect information on what is available and what the associated costs might be and reconvene on the topic at their next staff meeting.

B. Scheduled Coordination: Clinic Staff Meetings are being held weekly. Executive team meetings are held every other week and include Jeff, Shelby, Sue and one other board member.

C. District Manager Work Timeline: Jeff will not be joining us full time until August 1. He will be available in person one to two days per week starting now.

D. Signage for Building B: Dr. Houck and the renters in building B would like to have signage with their names etc erected to better advertise their services. This was part of his original lease agreement but has never happened. Dr. Houck would like to use the old clinic sign for this purpose. However, some time ago, the clinic had voted to donate the sign to the Canyon Rim Assisted Living. Shelby spoke on behalf of the Assisted Living center and said she donates the sign back to the clinic for this new suggested use. Clinic will have to find someone to install sign.

E. Moda Commercial Agreement: Allison presented the new, update agreement for Moda commercial plan (not Medicare or Medicaid). The contract is boiler plate. The updated rates represent about a 30% increase in reimbursement. Reimbursement for NP and PA are paid the same as MD. It will be important to request an update in reimbursement annually of at least 3%. There is a PCPCH exhibit which makes us eligible for additional reimbursement should we choose to participate. There was Board conscience to accept this new agreement and rates. Jeff will sign the agreement and get it back to Allison to submit. Moda will notify us when the new agreement becomes effective. Providence commercial will be the next agreement to be presented. Sue asked if there is a way to model what the expected overall increase will be once all contracts have been updated. Lindsay thinks there is a way to do this and may pursue it at some point.

F. Student Intern: Dr. Aslinger is interested in bringing in a high school student to do job shadowing. We do not currently have a policy regarding this. Discussion ensued. Shelby stated that she has experience with this through past employment. She will reach out to her prior employer and see if she can get the agreement that they use and then tailor it for our use. Dr. Anderson would like to hire someone to train to help her. It could be a high school student or a community college student. Discussion ensued. It was suggested that someone contact Marni Malefytt at the school to see if she knows of a local student that might be interested. Additional conversation with Dr. Anderson is needed to clarify what her needs are. Shelby volunteered to reach out to Marni. Budget also needs to be considered.

VI. OLD BUSINESS

A. Budget Development Update: Lindsay shared in some detail the work of the Budget Committee. A draft budget has been created but much work is left to do in order to balance the budget. Whether the ballot measure passes or doesn't pass makes a huge difference. Every line item will be rereviewed and the clinic will most likely have to reach out to others (grants etc) in order to cover all costs and stay solvent. Lindsay asked if Shelby could participate in the next budget meeting since she has the most current knowledge about costs and clinic needs. Several budget line items were discussed. This led to a broader discussion regarding staffing. Jeff has been in contact with the potential PA, previously interviewed by the Board and has invited her to come and visit the clinic and staff. He is trying to get a sense of her needs and wants and how much oversite she might require. Jeff will also visit with Dr. Aslinger and see if she would be willing to mentor her and/or take on more duties within the clinic. Sue noted that in order to grow, we really need all of the positions outlined in the budget. Jeff suggested that the clinic could fund raise. Sue stated that fundraising typically falls under the Foundations purview but is something we should be doing. We will need to be thinking outside the box in order to generate more income and look at ways to cut expenses. Our providers need to increase their volume in order to generate more income for the clinic. A budget meeting will need to be set in order for the Board to approve the budget.

B. FY 20-21 Audit Approval/Acceptance & FY 21-22 Audit Information: Sue reviewed the outcome of the audit and highlighted several details. The auditors stressed the need for good internal controls in order to identify material misstatements or deficiencies. As part of the audit, we now have several internal control documents and these should be reviewed by staff to ensure we are following those internal controls. The audit makes it clear that the Foundation is very much a part of the clinic's audit. It is important that Foundations books as well as the clinics books need to clearly show this relationship. In this year, 2021, we had a net gain of 29K and if we did not have the additional tax revenue dollars, we would have been in a deficit. Allison Bechtol moved to accept the audit for fiscal year 2021. Shiela Murphy seconded. All ayes. Motion carried. This being complete, Sue will let the auditors know that we voted to accept this audit and that they can move on to the 2022-2023 audit.

C. Maupin Daze Discussion: Lindsay, Jeff and Sue are going to staff the table and Dr. Anderson may attend as well. Lindsay will be there early for set up. She has collected some giveaways. She also suggested creating a survey to engage the public. It was agreed that the survey was a good idea!

D. Position Announcements & Position Descriptions: Lindsay took the position description for the Medical Assistant (part time) and put it on our website. Sue would like us to update the description for the Clinic Manger and get it updated on our website and look for other places to post. We are still missing a dental assistant position description. Thank you to Lindsay for her work in updating our website.

VII. UPDATES

A. Clinic: Shelby says clinic schedule is full. The need is there and people are responding. Lindsay said that Dr. Anderson is now credentialed with the majority of insurance companies and suggests that outreach calls be made to get patients scheduled. We should be taking a proactive approach to getting people in the door. All billing is up to date. It was discussed that binders (by fiscal year) should be set up to include all pertinent documents like bank statements, payroll information, invoices etc This is something that staff should be working to put together. This kind of information is very helpful when it comes to audits. Lindsay said that Dr. Anderson is having some trouble with Romexis (the software that runs the pano xray). More details are needed. Lindsay is also working on updating the malpractice insurance.

B. Board: Allison reviewed the employee handbook (dated 11/2022) in the Board binder to the one on Sue's computer and they are a match. We will use this version as the approved version. Once Jeff is on board, he will review the handbook with the Board and be sure it is up to date. Sue has completed the Debit Verification documents that the Department of Treasury has been asking for. She requested a new file for this annual request be created. Jeff will be completing this in the future. HRSA found that our project had "no significant impact" on the environment and has required us to put all the NEPA environmental documents on display at the clinic. Sue has created a binder with all these documents and it will be housed in the Managers Office in case anyone would like to view them. A notice has also been placed in the Columbia Gorge newspaper that this information is available at the clinic. Sue and Jeff will be present at the May 22nd City Council meeting. Sue will introduce Jeff and touch on other topics.

C. Foundation: Sue noted that the books are being worked on. This work needs to be Completed before the IRS 990 form can be submitted.

VIII. COMMUNICATIONS: None

IX. CLOSE PUBLIC MEETING/OPEN EXECUTIVE SESSION: None held

X. EXECUTIVE SESSION – Per ORS 192.660(2)(a) – "To consider the employment of a Public officer, employee, or staff member" ***(this meeting is closed to the public)*** Prior to entering the Executive Session, Sue Knapp 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.

XI. REOPEN PUBLIC MEETING: No subsequent decision

XII. ADJOURNMENT OF REGULAR BOARD MEETING: An interim Board/Budget Meeting will be held on June 5th at 5:00 pm. Our regular Board Meeting will be held on June 20th. Sue Knapp, Board Chair, adjourned the May 16, 2024, Regular Board Meeting at 6:54 PM.

ATTESTATION:

Sue Knapp, Board Chair

Attest:

Allison Bechtol, Board Secretary