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WHITE RIVER HEALTH DISTRICT
1605 GEORGE JACKSON RD., MAUPIN, OR
BOARD OF DIRECTORS SPECIAL MEETING
MARCH 21, 2023
MEETING MINUTES

(MEETING WAS HELD VIA ZOOM VIDEO PLATFORM)

BOARD MEMBERS PRESENT: Sue Knapp, Julie Whetzel, Andrew Houck
BOARD MEMBERS ABSENT:
GUESTS:
DRHC: Shelby Dumire, Melody Collinns

I. CALL TO ORDER:
The meeting was called to order at 8:33 by the Chair, Sue Knapp.

II. NEW BUSINESS
Local Government Investment Pool: The Local Government Investment Pool holds the District's tax dollars. New Contacts and Signatories for that account need to be established to gain access to those funds which are very much needed right now. Shelby Dumire is to be the main contact and signatory and Melody Collins will be the secondary contact. The necessary forms have been completed, but Board approval of the main contact / signatory and secondary contact is required.

Sue Knapp moved to approve Shelby Dumire, Clinic Manager, as the primary contact and signatory to the Clinic's LGIP account thereby removing Nina Marvin and Kathryn Doan. Melody Collins was approved as the secondary contact. Julie Whetzel seconded the motion. With no further discussion, all voted in favor of the motion. Motion carried.

III. CLINIC AND DISTRIST UPDATES.
District: Sue Knapp noted the following:

- Sue, Shelby and Melody will be on a Zoom call with Eric Price Friday morning regarding his assistance with the financials and associated reporting requirements; he has also agreed to provide additional training to Melody on financial processes. His work will be contracted part-time with the clinic. It was questioned whether Eric was a CPA; he is not. The District still needs to find a CPA to do audits.
- Lindsay Roper has been brought on via an Agreement-Contract to be a temporary Administrative Assistant until late June to help with the myriad administrative tasks needing attention. Shelby acknowledged she has already been a big help.
- Dental equipment for the new dental suite is being purchased and installation is expected in late March / early April.

Clinic: Melody stated that all 1099 forms have been produced and provided to the necessary people. Now that the clinic has access to QuickBooks, she is focused on rectifying and correcting it. Sue noted that Lindsay will be doing the Foundation's QuickBooks and will need guidance from Mel. Mel is also working on establishing new accounts with insurance companies.

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IV. NEXT MEETING

Sue identified some of the topics for the March 30th Board meeting: Executive Session, Budget discussion, Policies (HR and Financial) and Foundation business. Julie noted she will be home on March 25th and will help with the agenda.

V. ADJOURNMENT: Meeting was adjourned at 8:43

ATTESTATION:

Attest: DocuSigned by: Julie Whetzel 9B388EFB11444CF...
Julie Whetzel, Board Secretary

DocuSigned by: Sue Knapp 24E0BF328AD5440...
Sue Knapp, Board Chair