DocuSign Envelope ID: B28E0AD4-6E25-40C7-8C35-0EE7DB25DE63

WHITE RIVER HEALTH DISTRICT
DESCHUTES RIM HEALTH CLINIC
BOARD OF DIRECTORS SPECIAL MEETING
August 31, 2023 MEETING MINUTES

1605 GEORGE JACKSON RD.
PO BOX 219, MAUPIN OR 97037
www.deschutesrimhealthclinic.org

BOARD MEMEBERS PRESENT: Sue Knapp, Julie Whetzel, Melissa Napoli, Allison Bechtol
BOARD MEMBERS ABSENT: None
DRHC: Shelby Dumire, Melody Collins
GUESTS: Colleen Strohm

I. CALL TO ORDER

The meeting was called to order at 5:00 pm by the Chair, Sue Knapp. Meeting was recorded.

II. BOARD UPDATE (Information/Action)

A. Julie Whetzel spoke to Amy Johns, State Audit Manager regarding our overdue audits from FY's, 2020-2021 and 2021-2022, as well as the FY 22-23 audit due in November. Julie explained our situation. Amy is not able to give advice on course of action but explained that if we miss 3 consecutive years, she is obligated to notify the County. No "extension" is possible. She recommended that 1) we notify the County to make them aware of our situation. Note: Julie let her know that we are already proactively working with the County; 2) Suggested we work/pick a larger CPA firm as they have more man power; 3) Keep her apprised as we progress. She did note that if we were to audit the oldest year and complete this past year that would buy us some time. Julie will reach out to the municipal CPA firm in Spokane and get a quote from them.

B. Sue: Grounds/Maintenance person Rick Haner has been tied up with personal issues, but he did remove large swaths of puncture vine and tumbleweeds by the maple trees, as requested by Sue. Anyone is welcome to pull a tumbleweed or two to help.

C. The Ford Family Foundation: Sue has completed the final report with the final total budget and submitted it..

D. SAMs: Sue is working to wrap up necessary paperwork and get it submitted to finalize the re-registration for this year.

III. CONTRACT(S) REVIEW (Action)

A. Brittney Johnson: She will be a part time massage therapist, leasing a room at Building B. The Lease Agreement Contract was reviewed and discussed. Julie Whetzel moved to approve the contract. Melissa second. All ayes. Motion carried.

B. Shay Murphy, PA: she will be providing medical services two Fridays per month. Service Agreement Contract was reviewed and discussed. Melissa moved to approve the contract. Julie seconded. All ayes. Motion carried.

C. Melody Collins: Medical Biller etc. Sue noted that approval of this contract in June by the previous Board was to approve the payment amount to be included in the budget, and not the entire contract. The Contract submitted by Melody was reviewed and discussed. Based on prior Board agreement in June, a review of the contract at six months (rather than annually) needs to be added. The Board also requested that Crime Coverage be added and that the Deschutes Rim Medical Clinic be listed as one of the insured. Melody will contact Sue once she gets a quote on the Crime Coverage. Allison Bechtol moved to approve Melody's contract with the stated amended language and requested coverage added. Julie Whetzel seconded. All ayes. Motion carried.

IV. REVIEW MONTHLY BUDGET & BUDGET CUTTING MEASURES

A. Sue reviewed her handout listing current monthly Expenses and anticipated Income and proposed areas/items that could be reduced and/or deleted in order to curb costs. Even with cost cuts, there will be a shortfall in funds to cover expenses. The Board discussed the possibility of researching operational grants, contacting OHA, deferring bills, and more. Melissa and Allison volunteered to develop a donation solicitation letter and maybe hold an open house in order to educate the community regarding our efforts to keep the clinic viable.

V. DISCUSS COLUMBIA GORGE HEALTH COUNCIL MEETING

DocuSign Envelope ID: B28E0AD4-6E25-40C7-8C35-0EE7DB25DE63

A. Sue reported on her follow up meeting with the Columbia Gorge Health Council (CGHC) and the grant that we submitted. The CGHC is very supportive of our clinic and recognizes the urgent financial situation we are in. Central Oregon IPA (COIPA) has offered support services such as an accountant. Dustin Zimmerman, from Oregon Health Authority, will connect with his people and see what they might be able to assist with. After much discussion, it was moved to extend emergency funding in the amount of $50,000 to our clinic. We will need to submit a budget explaining how funds will be used and a sustainability plan. Sue will lead this effort.

VI. CLOSE PUBLIC MEETING/OPEN EXECUTIVE SESSION: Sue Knapp, Board Chair, adjourned the August 31, 2023, Board Meeting at 6:27 pm.

VII. EXECUTIVE SESSION – Per ORS 192.660(2)(f): - "To consider information or records that are exempt from disclosure by law, including written advice from your attorney." (***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. The Executive Session was called to order at 6:30 pm by the Chair, Sue Knapp and closed at 7:09 pm.

VIII. ADJOURNMENT OF SPECIAL DISTRICT BOARD MEETING: Sue Knapp, Board Chair, adjourned the August 31, 2023, Special Board Meeting at 7:10 pm.

ATTESTATION: DocuSigned by: Suzanne Knapp A0813BB7C665432...

Sue Knapp, Board Chair

Attest: DocuSigned by: Allison Bechtol 99F7AA2C874E43A...

Allison Bechtol, Board Secretary