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WHITE RIVER HEALTH DISTRICT
DESCHUTES RIM HEALTH CLINIC
BOARD OF DIRECTORS SPECIAL MEETING
OCTOBER 24, 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:
DRHC: Shelby Dumire, Barbara Stanberry
GUESTS: None

I. CALL TO ORDER

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

II. DISCUSS RECRUITMENT FOR CLINIC MANAGER

With the pending departure of Shelby, to her new full-time position at Canyon Rim, the Board met to review, discuss and update the current Clinic Manager position description (PD) and discuss the process of recruitment. A copy of the most recent Clinic Manager PD was provided along with a document that detailed a breakdown of District Management Responsibilities, defining which position is responsible for each general category. Each line item in the current PD was reviewed and discussed. Some added responsibilities are those of an Executive Director position which will be amended when an Executive Director is hired. It was determined that due to these added responsibilities and to better clarify reporting hierarchy, the PD name was changed to Clinic Director. Sue took notes and later sent out an updated Clinic Director PD. Shelby has now posted the position on Indeed. Shelby also knows of a candidate with experience that may be interested. She will follow up with this candidate.

IV. UPDATES

Clinic:

A. Shelby has been contacted by a PA who might be interested in our open medical position.

Board:

A. Sue informed the Board that Melody Collins agreed to the contract extension.

V. ADJOURNMENT OF SPECIAL DISTRICT BOARD MEETING: Sue Knapp, Board Chair, adjourned the October 24, 2023, Special Board Meeting at 5:38 PM.

ATTESTATION:

DocuSigned by:
Suzanne Knapp
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Sue Knapp, Board Chair

Attest:

DocuSigned by:
Allison Bechtol
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Allison Bechtol, Board Secretary