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WHITE RIVER HEALTH DISTRICT
DESCHUTES RIM HEALTH CLINIC
BOARD OF DIRECTORS REGULAR MEETING AND WORK SESSION
NOVEMBER 9, 2023 MEETING MINUTES

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

BOARD MEMEBERS PRESENT: Sue Knapp, Melissa Napoli, Julie Whetzel, Allison Bechtol
BOARD MEMBERS ABSENT:
DRHC: Lindsay Roper, Barbara Stanberry
GUESTS: Commissioner Phil Brady, Mayor Carol Beatty, Susan Thompson

I. CALL TO ORDER

The meeting was called to order at 4:02 pm by the Chair, Sue Knapp.

II. GUEST SPEAKER: Commissioner Phil Brady gave a brief introduction and congratulated the Board on the work we are doing. He is very supportive of our efforts!

III. **CONSENT AGENDA (Action)**

A. Approve 10/19/23 Regular Board Meeting Minutes and the 10/24/23 Special Board Meeting Minutes. Julie Whetzel moved to approve the 10/19/23 and 10/24/23 minutes. Melissa Napoli seconded. All ayes. Motion carried.

III. FINANCIAL REPORTS (Action)

A. August and September Financial reports were presented. October's month end is not yet available. Answers to questions from last month on the August and September Financials were explained by Sue after discussion with Melody.

- Pay checks are registered on P&L when checks are cashed.
- Providers are employees so they show under Personnel Services and not Outside Services.
- Notes Receivable in Aug. Bridge loan for payroll goes into Balance Sheet as a liability, not on P&L.
- CGHC money for September didn't seem to represent the full amount received. Mel explained that only money in checking shows up on P&L. Money in savings is not reflected. That is what the discrepancy is.

All questions being answered, Allison Bechtol moved to approve the August and September financials. Julie seconded. All ayes. Motion carried. October financials tabled.

IV. PUBLIC COMMENT: Carol Beatty is here to learn more about the clinic and see where the City and Clinic can work together.

V. NEW BUSINESS

A. Board Authorizations and Recruitment: Sue reiterated that it is important to get Board authorization when members need to do something/take action. This kind of action doesn't always require a motion but at least a general consensus by the Board and captured in our minutes.

- Sue Knapp moved and Melissa Napoli seconded that authorization be given to Allison to work with COIPA in the review of payor contracts and return to the Board with recommendations on renegotiations of those contracts. Contracts were last reviewed in 2019. All ayes. Motion passed.
- Allison Bechtol moved and Julie Whetzel seconded to authorize Sue to work with COIPA regarding accounting and taking the lead to work with our Audit Coordinator. All ayes. Motion carried.

B. Susan Thompson was introduced. She may be interested in joining our Board. She has prior Board experience.

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C. District Banking: Due to check fraud issues, Rivermark would like us to close and reopen new accounts. The Board discussed the pros and cons of moving accounts to a different bank and the many problems this creates. Sue moved to hold off on closing the Rivermark accounts and take time to research (by next week) other banking options. No second. Motion failed. Discussion continued. Sue restated the motion to put a pause on closing and reopening Rivermark accounts to allow the Board to look at other banking options. Allison Bechtol seconded. All ayes. Motion carried. It was later determined that the Rivermark option is the best solution. Accounts have been closed and reopened.

VI. OLD BUSINESS

A. **Policy Re-Review and Approvals**

1. Financial Policy: Julie and Melissa presented the updated Financial Policy that includes GAAP procedures. Sue will update it further adding the dates it was originally created and revised etc. She will also add a flow chart of the process. Julie Whetzel moved to accept the Financial Policy, with updates. Melissa Napoli seconded. All ayes. Motion carried. Resolution 2023-03 Financial Policy was proposed by Julie Whetzel. Sue Knapp seconded. All ayes. Resolution passed.

2. Immunization Policy: Policy reviewed. Sue Knapp moved to approve revised/updated Immunization Policy. Julie Whetzel seconded. All ayes. Motion passed.

B. Audit Update: Melody and Sue are about halfway through collecting required documents. Melody to send Allison a link to submit payor contracts to the Auditors Dropbox.

C. Provider and Position Recruitment Update: Dr. Ross is a retired M.D. from Madras who is interested in working a couple of days per week. Shelby and Sue talked to him, and he is a good candidate. They tentatively agreed that if he was offered the position, the clinic would cover lodging for 2 nights per week. Still nothing on Medical Assistant or Clinic Manger.

VIII. ROUND TABLE UPDATES:

A. Barb is finishing up the asset inventory. She is working on reviewing and updating our Sliding Fee Schedule Policy and will present it at our next meeting.

B. Julie contracted Amy John with the Secretary of States office, Audit Division, and gave her an update on the progress of our audit. Amy thinks we chose a good company and asked that we provide her an update in December. Julie also attended a SDAO webinar that talked about all the different kinds of services they provide.

C. Sue will contact the Moro Clinic and see about setting up a meet and greet visit.

VIII. UPDATES

A. Clinic: (vaccines available)

B. Board:

C. Topics for next meeting: Board Bylaw's

IX. COMMUNICATIONS: None

X. ADJOURNMENT of DISTRICT BOARD MEETING. Sue Knapp, Board Chair, adjourned the November 9, 2023, District Board Meeting at 5:42 pm.

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WORK SESSION called to order at 5:42 PM

Commissioner Phil Brady: He recognized the work our Board is doing. Doing work as a management company in addition to Board work. The Board should be commended. He suggested reaching out to COPIA to see what kind of Consultation Services they might have to offer and also to North Central Public Health and Jenny at Columbia Gorge Health Council.

I. DISCUSS LETTER TO COMMUNITY: It was determined that we will not do a Clinic community letter at this point in time. The Foundation will write a year-end letter to our supporters.

II. DISCUSS CLINIC STRUCTURE: Board discussed the priority positions: District Manager, Clinic Manager, Finance, Billing/Claims/Coding, Front Office Patient Services. Board thought it would be helpful to have a consultant assist us with defining the structure, functions and positions, and another consultant to help us find the money for positions.

III. ADJOURNMENT OF WORK SESSION: session adjourned at 6:12 PM

ATTESTATION: DocuSigned by: Sue Knapp 24E0BF328AD5440...

Sue Knapp, Board Chair

Attest: DocuSigned by: Allison Bechtol 89F7AA2C971E45A...

Allison Bechtol, Board Secretary