WHITE RIVER HEALTH DISTRICT
DESCHUTES RIM HEALTH CLINIC
BOARD OF DIRECTORS MEETING
JUNE 20, 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, Jeff Biesenthal
GUESTS: Heidi Rolfs

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 May 16,2024 and the June 5, 2024, White River Health District Budget Meeting and Special Board Meeting Minutes were reviewed. There being no corrections or additions, Sue Knapp moved to accept the May 16, 2024 and June 5, 2024 meeting minutes. Shiela Murphy seconded. All ayes. Motion carried.

III. FINANCIAL REPORTS (Information)

A. Review April 2024 P&L: After review, Allison Bechtol moved to approve the April 2024 P&L. Shiela Murphy seconded. All ayes. Motion carried.
B. May Month End: The May month end report was reviewed. Due to some unplanned costs, we had to tap into the LGIP account for about 45K this past month.
C. LGIP Account Status: The May statement was presented to the Board. We should have some carryover for next year's budget but not as much as anticipated.
D. Review Accounting/Financial Best Practices: A list of "Best Practices" recommended by Angela and assembled by Sue was shared . (see attached).

IV. PUBLIC COMMENT: No questions or comments

V. NEW BUSINESS

A. Accept Certified Election Results: Ballot measure 33-110 from White River Health District for an Option Tax Levy was put on the May 2024 ballot. The results: yes votes = 310 (44.73%) and no votes = 383 (55.27%) for a total of 693 votes. Sue Knapp moved that we approve the abstract and the results of the ballot measure 33-110. Shiela Murphy seconded. All ayes. Motion carried. Sue will sign and return it to the County Clerk.

B. Discuss Grant Application & Other Financial Strategies: We have "Grant Funding" as part of our budget so we should be seeking out these opportunities. The Columbia Gorge Health Council Grant application is due 8/30/24. We may want to focus on our dental program. Another opportunity is the Oregon Community Foundation. Their fall funding focuses on new or expanding projects. While these grants are not focused on operational funding, they would offer support in other areas that would indirectly bring additional revenue. Sue shared a list of Foundations we received funds from as part of our capital campaign. We should go through each of these entities to see what current funding opportunities are available. Allison shared that some of our health plan partners also have grant opportunities (e.g. Pacific Source). We need to be working on identifying what kind of project we might target. As part of this planning process, we should be tracking the specific grant cycles to determine grant application openings and due dates, deadlines for other requirements, and timeline for awards. .

C. Discuss HRSA Grant Use & Reauthorization: Approval is required for anything not originally on the list submitted as part of the grant. "Approval" means you have to resubmit an

application for any additional equipment you want to get and the cost etc. and then get issued a new Notice of Award. We have spent some money without seeking this approval. We will stop this practice. We have about 270K left. In order to utilize these remaining funds, we will need to have an itemized list and submit it for approval, before spending these funds. Funds need to be requested every 60 days or the account will be closed. In addition, the money needs to be spent in the fiscal year that you received the money. Sue is working on getting the list of needs from our providers and getting it submitted for approval before the end of July. Jeff will follow up with Shelby and our medical providers and get back to Sue.

D. Discuss/Approve New Signatory on Accounts: We need to add Jeff as an authorized signature on our Rivermark bank accounts. This is in addition to getting him set up as the administrator on all our vendor accounts. Jeff should make an appointment with Rivermark as soon as possible to go through the process of becoming an authorized signatory.

E. Discuss Records Management Strategies: Sue presented "binders" that were created for previous years that included bank statements, invoicing, payroll, communications etc. on a monthly basis. Such document storage is helpful for the audit process. Jeff is tasked with creating some kind of similar tracking/filing system for the current fiscal year 24-25. Lindsay had completed the binder for FY 22-23, but some information was not obtainable. Except for a binder with invoices, it is unknown how other pertinent business documents were being stored for FY 23-24. All information contained in "binders" will be sanitized of confidential information such as check account and routing information etc. Sue will be moving any files she has at home over to the clinic and some kind of filing system needs to be set up. Records/files in building B need to be sorted and either moved to Building A or disposed of.

VI. OLD BUSINESS

A. Discuss Board Recruitment: We need to find two additional board members for a total of five. New members will be appointed to the vacant positions. Then come next spring, they will have to be on the ballot to be elected to that position. Candidates need to be a resident of South Wasco County. Allison suggested putting an ad in the paper.

B. Discuss PCPCH Progress: Jeff gave an update on the progress of reaching PCPCH status. Jeff is working on policy and procedures. He feels we are about ¾ of the way to achieving. Sue reminded him that the Board needs to review and approve policies and procedures.

VII. UPDATES

A. Clinic: Lindsay is working to transfer admin authority to our vendor accounts to Jeff. She noted that Dr. Anderson will be out of the office July and part of August and that a waiting list has been developed. Lindsay is working to get our dental providers credentialed on additional dental health plans. Jeff inquired about the schedule for our medical providers…is the schedule full? Lindsay stated that we have been able to fill the schedule with people calling for next day type of appointments. Jeff will be working with our staff to do outreach calls in order to fill out our schedules. We need to be proactive! Note: It is not a requirement of the clinic that a patient move their PCP status to the clinic in order to be seen/treated at the clinic. Shiela suggested we do more in the way of staff appreciation. "A kind word, goes a long ways".

B. Board: Sue shared that there is a Healthcare ~~Collaborative~~ & Wellness meeting tomorrow, June 21. Lindsay volunteered to attend. Sue suggested improving our professional image by having our return address printed on envelopes vs. using the stamp that we currently use. Allison voiced that money would be better spent on marketing. Sue noted that this is part of marketing. She found some envelopes in building B, with a printed return, and gave them to Barb to use. Jeff will look into this once he is here full time.

VIII. COMMUNICATIONS: None

Public Comment: Heidi inquired if our EMR system had the ability to track follow-up needs. She thought this might be a good way to help fill providers schedules. Lindsay said that E-Clinical Works, our Electronic Medical Record system, does have this capability but is not currently being used.

IX. CLOSE PUBLIC MEETING/OPEN EXECUTIVE SESSION: 6:25 pm

X. EXECUTIVE SESSION – Per ORS 192.660(2)(h) – "To consult with counsel" ***(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: 6:42 pm No subsequent decision

XII. ADJOURNMENT OF REGULAR BOARD MEETING: Sue Knapp, Board Chair, adjourned the June 20, 2024, Regular Board Meeting at 6:42 PM.

ATTESTATION: Suzanne Knapp

Sue Knapp, Board Chair

Attest:

Allison Bechtol, Board Secretary

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BUDGET MEETING JUNE 20, 2024

I. OPEN BUDGET MEETING AND CALL TO ORDER: The meeting was called to order by the Chair, Sue Knapp at 6:49 pm

II. REVIEW APPROVED FY 24-25 BUDGET: The FY 24-25 Approved Budget was reviewed and a few changes were noted.

III. BOARD ADOPTION OF FY 24-25 BUDGET and Approval of FY 24-25 Budget Resolution: Sue Knapp moved to Adopt the FY 24-25 Budget and approve Resolution 202401 formalizing adoption of the FY 24-25 Budget. Shiela Murphy seconded. All ayes. Motion carried.

IV. ADJOURNMENT OF BUDGET MEETING: Sue Knapp, Board Chair, adjourned the June 20, 2024, Budget Meeting at 7:22 PM.

ATTESTATION: Suzanne Knapp

Sue Knapp, Board Chair

Attest: Allison J Bechtol

Allison Bechtol, Board Secretary