DocuSign Envelope ID: EBA7BCBE-554B-4920-8298-71BAACD9382E

WHITE RIVER HEALTH DISTRICT

1605 GEORGE JACKSON RD., MAUPIN, OR

BOARD OF DIRECTORS REGULAR MEETING with BUDGET MEETING

May 25, 2023 MEETING MINUTES

(MEETING WAS HELD VIA ZOOM VIDEO PLATFORM)

BOARD MEMBERS PRESENT: Sue Knapp, Andrew Houck, Julie Whetzel
BOARD MEMBERS ABSENT: None
GUESTS: Melissa Napoli
DRHC: Shelby Dumire, Melody Collins, Lindsay Roper

I. CALL TO ORDER:

The meeting was called to order at 8:34 am by the Chair, Sue Knapp. Meeting was recorded.

II. INTRODUCTION OF PARTICIPANTS: Participants on the call were identified.

III. CONSENT AGENDA (Action)

a) Approve April 27 2023 Regular Meeting Minutes.

b) Review and Approve April Financials. Mel shared the financials and requested feedback. Following discussion, Andrew Houck moved to approve the Consent Agenda as presented. Sue Knapp seconded. All Ayes. Motion carried.

IV. NEW BUSINESS

a) Dental Services (Action): Unfortunately, the lack of a full-time medical provider has significantly impacted our revenue. At this time, we can only continue to fund 1 full-time dentist and a dental assistant. While we wish it were otherwise and would love to have both Drs Peterson continue, it is simply not fiscally possible at this time. Therefore, the dentists will be given written notice that their current contract will end in 90 days on August 29, 2023. They have the option to accept 1 position either individually or as a job-share by May 31. If they do not, recruitment for a new dentist will begin after May 31. Andrew Houck moved to accept the letter of notice as reviewed. Julie Whetzel seconded. All ayes. Motion carried.

b) Financial Status (Information and Action): The current state of finances was discussed. The bottom line is there is not currently enough cash to cover all expenses, including payroll and invoices. There are some unrestricted funds in the DRCF Foundation account that may be loaned to the Clinic (at zero interest, of course). Another option is Sue Knapp has suggested that she may offer to make a personal loan (as a bridge loan) to the Clinic if all other avenues have been exhausted. Julie Whetzel moved to approve allowing Sue to make a personal loan to the clinic if needed, amount TBD. Andrew Houck seconded. All ayes. Motion carried.

c) Bonding Requirement (Action): Review of the Accounting Chapter in the SDAO Administrative Handbook states that "The governing body of a district must require a bond or an irrevocable letter of credit of any member of the governing body or any officer or employee of the district who is charged with possession and control of district funds and properties." It goes on to suggest that bonding all Board members is wise. Julie will look into what Bonding entails and the costs associated with it.

d) Prep for New Board Members (Information): Two new Board members, Melissa Napoli and Allison Bechtol, were elected on May 16 and will take office in July. Julie Whetzel was re-elected to the Board.

DocuSign Envelope ID: EBA7BCBE-554B-4920-8298-71BAACD9382E

All will need updated information binders. Materials to add to the binders were discussed, as was preparation of business cards for all members. A Special Board meeting will be scheduled for the first week of July so that the new members may take the Oath of Office and begin work ASAP.

V. OLD BUSINESS:

a) Approve Revised GAAP Accounting and Financial Management Policy (Action): Julie Whetzel moved to approve the revised policy. Andrew Houck seconded. All ayes. Motion carried.

b) Review Other New Policies (Information and Action):

Sue moved to approve the new Recruitment and Hiring Policy. Andrew seconded. All ayes. Motion carried.

Updated OP-05 (Patient Rights) Policy was reviewed and a few minor edits were needed. Sue Knapp moved to approve the Patient Rights policy as amended. Julie Whetzel seconded. All ayes. Motion carried.

c) Building B Use and Status (Action): The Rummage Sale during Maupin Daze netted approximately $300. There are still a lot of surplus items that need to be donated, sold or discarded.

d) Provider Recruitment (Information/Action): Shelby gave an update on the progress of the search for a new provider. A recruitment flyer and accompanying cover letter were discussed.

VI. UPDATES:

a) Clinic Updates: Recruitment for a new provider and changes to the dentist's contract were discussed as previously noted. James will be decreasing his hours and his last telehealth visit will be on June 19. A dental provider recruitment flyer will be developed, should both Drs Petersen elect not to continue.

b) Board Updates:

Sue: MCMC/Adventist Health will hold a celebration of their merger. There may be a funding opportunity for a provider relocation stipend through the Columbia Gorge Health Council. Lindsay and Sue are working through the SDAO Best Practices. The Health Assessment is underway.

Julie: Julie will be attending an Ethics and Public Meetings Law training on May 31. She has registered for a SDAO Webinar on Energy Efficiency Reimbursements in July.

VII. COMMUNICATIONS: Mel summarized the results of her feasibility analysis for Rural Health Clinic application, and also expressed the need for more communication with Eric. Mel and Lindsay are preparing data for a FY 22-23 audit. Sue has a list of registered CPAs that can be contacted regarding doing the audit.

VIII. PUBLIC COMMENT: None

IX. ADJOURNMENT OF DISTRICT BOARD MEETING: Sue Knapp, Board Chair, adjourned the May Regular Board Meeting at 10:05 am. The next regular board meeting is ***June 22 at 8:30 am.***

WRHD BUDGET MEETING :

Board Chair Sue Knapp opened the Budget meeting for FY 23-24 at 10:05 am.

a) Presentation and Review of Fiscal Year 2023-2024 Budget (Information): Mel presented the

DocuSign Envelope ID: EBA7BCBE-554B-4920-8298-71BAACD9382E

Budget for review and discussion. A few amendments were suggested. Total revenue for FY 23-24 is projected to be $1,082,122. Expenses will be $1,08,122.

b) Approve the FY 2023-2024 Budget (Action): Julie Whetzel moved to approve the Budget as amended. Andrew Houck seconded. All ayes. Motion carried.

ADJOURNMENT OF WRHD BUDGET MEETING: Sue Knapp closed the meeting at 10:42 am.

ATTESTATION:

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

Attest:

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