WHITE RIVER HEALTH DISTRICT
DESCHUTES RIM HEALTH CLINIC
BOARD OF DIRECTORS MEETING
OCTOBER 24, 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: David Farris
DRHC: Lindsay Roper
GUESTS: Ashley Biesenthal, Phil Brady, County Commissioner. Rod Woodside

I. CALL TO ORDER

The meeting was called to order at 5:01 pm by the Vice Chair, Sue Knapp.

II. CONSENT AGENDA (Action)

A. The Regular Board Meeting Minutes from September 26, 2024 and the Special Board Meeting Minutes from October 2, 2024 were reviewed. There being no corrections or additions, Sue Knapp moved to approve the September 26, 2024 and the October 2, 2024 meeting minutes. Shiela Murphy seconded. All ayes. Motion carried.

III. FINANCIAL REPORTS (Information)

A. Approve September 2024 Financials: The P&Ls and Balance Sheet were reviewed. Angela is working to clean up the categorizing of items on the Balance sheet. No questions. The proforma budget reflects a starting balance in checking of 10K and an ending balance of 2K. We took 15K out of the LGIP account. A large expense these past two months was $10,500 paid to the auditor; but this was covered by a donation from the Foundation. We still owe $8,400 for the FY 21-22 audit but have an agreement to pay that off over several months. We only made 32K overall and typically need about 45K to make it through the month. No questions. Shiela Murphy moved to approve the P&L and Balance Sheet for September 2024. Sue Knapp seconded. All ayes. Motion carried. The September Month End was reviewed for informational purposes only.

B. LGIP Account Status: The September LGIP statement shows the balance of $12,650. We withdrew an additional $10K in October. This leaves about $3K (adding interest etc) in the account to cover November. In November, the new tax period, we will get our first allotment of tax money. With these dollars, we will "ration" a per month amount and try very hard to stay within this allotment. If we spend more than our "rationed amount", we may run out of money by the end of tax year 2024-2025. We don't know how much we are going to get but should know soon. Sue will let us know when she hears from the County Assessor.

C. Budget Discussion: Sue reviewed the proforma budget she created that tracks all income and expenses on a monthly basis and projects income/expense in months ahead. We are still waiting on the 16K from the Columbia Gorge Health Council. Things are very tight! In looking at the rest of the year, things will be tough. We cannot rely strictly on Medical/Dental income. We are dependent on tax dollars to make ends meet. Historically, we have drawn 20K – 25K from the LGIP account on a monthly basis in order to make it. With the failure of the option levy, we will not have this amount to rely on. We may be looking at about 10K – 15K per month from the LGIP account. This leaves us about 10K short, every month. Sue believes we can make it through December because we will have the money from the Columbia Gorge Health Council and the Foundation can donate funds received. January will be when things get really tight. Sue sees two scenarios 1) We take more than our rationed amount from the LGIP account but this leaves us short as the year progresses; or 2) we cut services/costs. We have already cut just about all of the hard costs we can (employees and costs of running the clinic) and we want to continue to offer medical/dental services…so how to proceed? Many ideas/options were discussed. More outreach to the community letting them know if the schedule is open and they can be seen. Show consistency! Ashley volunteered to hold flu clinics (she is a registered medical assistant). Ashley also suggested asking our Dental

Hygienist if she would work a few additional days per month. Anything that will bring in additional income. We need to get the community engaged so they utilize the clinic and help generate much needed income. We will try to post availability consistently and see if we can get more patients in the door. Also discussed connecting with the school to see what their needs are and the timing of notifications/flyers on services available at the clinic.

Sue is looking at applying for a grant with the Oregon Community Foundation to help with operational costs.

Phil spoke to Jenny England, from the Columbia Gorge Health Council, our CCO. She suggested asking for something specific like covering the cost of a Medical Assistant. Phil will follow up with her to see about grant opportunities. He is also in touch with Dennis Knox to see how he might help.

Sue spoke to K'Lynn Lane with the Ford Family Foundation and she suggested we reach out to other rural health clinics, networking and seeing if they might offer us some assistance and/or ideas.

IV. PUBLIC COMMENT: None

V. NEW BUSINESS

A. Appoint New Board Member and Administrator Oath of Office: Sue Knapp first acknowledged Ashley Biesenthal's board application, and then moved to appoint Ashley to position #4 on the Board of Directors for the White River Health District. Shiela Murphy seconded. All ayes. Motion carried. Ashley took the Oath of Office. She will also be on the Board of Directors for the Foundation.

B. Discuss Changing Board Roles and Responsibilities: Sue reviewed a list of tasks she took on as Board Chair with the absence of a district manager in order to keep the clinic/district functioning. Now, as Vice Chair, she is not inclined and willing to continue to do all of these tasks. She asked the board to review the list and identify who might be willing to take on some of the responsibilities. While David Farris is technically Board Chair, he won't have the time to fill that role until January, after which he might be able to help out. Sue is committed to working with our accountant and the auditor to complete the audits that are in progress, as well as track the financials and conduct other financial tasks, including writing of grants. . She will also complete the fixed asset inventory. Under the Foundation, Sue suggests possibly close out the remaining $250K from HRSA for the purchase of equipment. She will check again with our providers to see if there is anything else they can identify as equipment needed. We will continue this discussion in November, when David is present, and Board members have had time to review the tasks on the list.

C. Discuss Unemployment Tax Options: Lindsay explained that we are currently set up as "reimbursing" where we do not pay unemployment tax for our employees. When a person files for unemployment, we have to pay the entire amount owed, ourselves. We now have the option to change to a "taxing entity" where we pay unemployment tax monthly, like many businesses do. Then if/when someone files for unemployment, the tax dollars will be available to cover their claim. We would like to make this change by the end of 2024 so that it takes effect in 2025. Our tax amount in 2025 will be based on our 2024 experience. The fact that we did have a claim in 2024 may cause our tax rate in 2025 to be on the high side. It is reviewed and adjusted annually so if we don't have any claims, our rate should be reduced in future years. Decisions:
1) do we want to move to the "taxing entity" method of taxation in 2025 or 2) do we want to wait a year (thus having our 2024 "claim" drop off) and have our base rate lower. With the option levy not passing, if the clinic does have to close, we are at risk for future unemployment claims submitted by current employees. Discussion ensued regarding pros and cons. Lindsay will check with Angela to see if she can estimate how much the tax would be on a monthly basis if we change to a "taxing entity" and bring this discussion back to our next meeting.

D. Review/Approve No-Show Policy Amendment: Lindsay presented a draft of an updated No-Show Policy. The Board made some suggested changes. Lindsay will revise the proposed policy based on the suggestions and bring it back to the Board for review and approval.

E. Discuss Public Meeting Policy Development: Lindsay stated that in order to get a discount on our liability insurance through SDAO, we need to have a Public Meeting Policy that includes the recent requirements/additions of HB 2805. While we do not currently have a Public Meeting Policy, we do have a Board of Directors Protocols and Procedures Policy which is mostly about meeting protocols. Sue volunteered to add the required language from HB 2805 to this policy so that we can attest to having the policy in place and receive the discount in our liability insurance. Revisions will need board approval later on.

F. Review/Approve Contracting with Optum (Veterans Disability Evaluations): Lindsay presented a contract with Optum which is for the evaluation of disability benefits for veterans. Our provider(s) would not be assuming ongoing care. This is just a one-time evaluation. Linsay is in favor of signing this contract. They offer a predetermined rate for this service. We also need to prove that we are ADA and OSHA compliant – which we are. Sue Knapp moved to approve the contract with Optum. Shiela Murphy seconded. All ayes. Motion carried.

G. Review/Approve Updating Contract with Vyanet: Lindsay presented an updated contract from our fire monitoring company. They propose to include inspection of our fire alarm system on an annual basis. They do not do fire extinguishers and the proposal does not include building B. Lindsay has reached out to the Fire Marshall to confirm the need for this service. The discussion will be tabled until Lindsay can talk with the Fire Marshall.

VI. OLD BUSINESS

A. Debrief on Tax Levy Community Meetings and Discuss the next steps:

- Good turnout. Most attendees were supporters. The "nay-sayers" did not really show up.
- It's hard for the public to understand all that is required to run the clinic and how much the Board is having to do in order to keep things functioning.
- Liked the Q&A format
- Good to hold meetings at several locations
- Suggestion: place comment boxes in public locations for people to submit thoughts/concerns
- It's important to respond to each inquiry
- Focus on getting people to vote!
- Follow up to those who attended...say thank you and please vote.
- Record/video people in favor -voting yes and why. Get their statements out on FB.

VII. UPDATES

A. Clinic: Lindsay shared that she is now sending texting reminders to patients about their upcoming appointments. Lindsay and Kaitlyn are now on the "Safety Board" and meeting monthly. Kyrsten, our Dental Hygienist, had a good first day with a full schedule of patients.

B. Board: Sue spoke to K'Lynn Lane from the Ford Foundation. She is very interested in rural health care. She suggested contacting the Condon and Arlington Clinics to network and see if they can help us in some way. She also mentioned the Fossil Mitchel Spray clinic with the same networking idea. She asked if we had looked at doing a partnership with hospital in Madras? She suggests an email/press release outlining our needs and opportunities to encourage people to check us out. She suggested contacting Worksource Oregon in The Dalles. They can help with job descriptions. Also, East Cascade Work Center (?) who may be able to pay for an intern. K'Lynn was invited to attend the Health Collaborative meeting this week and may join us at our next Board Meeting in November. Sue suggested for future meetings: updating our organizational chart, safety review and begin to do policy reviews.

VIII. COMMUNICATIONS: None

IX. ADJOURNMENT OF REGULAR BOARD MEETING: Sue Knapp, Board Vice Chair, adjourned October 24, 2024, Regular Board Meeting at 7:01 PM.

ATTESTATION:

Suzanne Knapp

Sue Knapp, Board Vice Chair

Allison J Bechtol

Allison Bechtol, Board Secretary