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WHITE RIVER HEALTH DISTRICT
DESCHUTES RIM HEALTH CLINIC
BOARD OF DIRECTORS REGULAR MEETING
September 28, 2023 MEETING MINUTES

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

BOARD MEMEBERS PRESENT: Sue Knapp, Melissa Napoli, Allison Bechtol
BOARD MEMBERS ABSENT: Julie Whetzel
DRHC: Shelby Dumire, Lindsay Roper, Barbara Stanberry
GUESTS: Amy O'Neal

I. CALL TO ORDER

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

II. CONSENT AGENDA (Action)

A. Approve 8/24/2023, 8/31/2023, 9/7/2023 and 9/20/2023 Meeting Minutes. One correction to the 9/20/2023 minutes. There were no DRHC personnel in attendance. Melissa Napoli moved to approve the 8/24/2023, 8/31/2023, 9/7/2023 and the 9/20/2023 (with correction as noted above) minutes. Allison Bechtol seconded. All ayes. Motion carried.
Sue commented on the need to keep track of the 'action items' in the minutes. Allison suggested listing them at the end of the minutes and keeping a running account.

III. FINANCIAL REPORTS (Action)

A. Discuss Clinic Financials: No financial reports presented. Sue noted that most, if not all, of the balance amount in the bank account are funds from the CGHC. Sue also reviewed a monthly budget from Sept – Dec using best estimated projections on expenses and revenue. This information was requested by the Columbia Gorge Health Council Board to help them ascertain our financial position and sustainability plan. Sue will further develop the budget into 2024 and submit it to CGHC Board.

B. Approve receipt of $14,220 from Columbia Gorge Health Council Regional Quality Pool. This amount is based on the quantity and measure performance attributed to our organization and the number of CCO clients assigned to our clinic. Sue Knapp moved to accept funds. Melissa Napoli seconded. All ayes. Motion carried.

C. Sue is going to meet with an accountant to discuss the Foundation's books and to verify where the OWFC loan should reside, i.e. on the Foundation books or the Deschutes Rim Medical Clinic books. Once clarified, Sue will work with COIPA to make sure the books reflect this loan correctly.

IV. PUBLIC COMMENT

A. Amy O'Neal asked what COIPA stood for. Answer: Central Oregon Independent Practice Association. She asked for clarification on the $50K received from the Columbia Gorge Health Council. Sue explained that these funds are a grant, not a loan. Amy also asked about current staffing. Sue explained that we have two medical practitioners covering Fridays and one dentist working several times a month. We are also considering hiring another dentist on a trial run basis.

V. NEW BUSINESS

A. Accept letter of resignation (Action): Shelby submitted her letter of resignation but will continue to work as part time Clinic Manager at 20 hours per week. Melissa Napoli moved to accept Shelby's resignation. Allison Bechtol seconded. All ayes. Motion carried.

B. Discuss staffing adjustments, coverage, and needs (Information/Action): With Sue and Shelby's guidance, the Board reviewed the proposed Clinic Functions & Tasks document. Sue will update this guiding document and resubmit it to the Board and staff. Lindsay developed a new Employee Checklist. Sue rewrote the Employment application. Note that the clinic is an "at will" employer.

C. Approve Audit RFP and Agreement (Action): Sue presented a revised Request For Proposal (RFP) document that will be used to solicit potential CPA firms to conduct our audits. The

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Board approved sending the RFP and Agreement specifically to JWT and Associates LLP. Based on a prior phone conversation with this firm, they met our criteria and showed interest in performing our audit. The letter can also be used to solicit from other CPA firms, if necessary.

D. Review Proforma Budget (Action): See III. A. above.

E. Review and approve Health Worker Immunization Policy (Action): The Board reviewed the proposed policy developed by Lindsay Roper who noted that such a policy was required. After discussion and several suggestions (include Flu vaccination and identify priority vaccinations that are required), Melissa Napoli moved to approve the Health Worker Immunization Policy (with updates). Allison Bechtol seconded. All ayes. Motion carried. Lindsay will make the necessary changes to the Policy.

F. Discuss bi-monthly meeting schedule (Action): Board discussed the need to have meetings more often. It was decided that an additional Board meeting will be held the 2nd Thursday of each month at 5:00 pm. If the meeting is not needed, it will be cancelled.

VI. OLD BUSINESS

A. IT System Analysis: SDIS will be covering the cost of an IT System Analysis to be carried out by Arete. The forensic analysis was initiated by SDIS as a result of the check fraud issue. We are hoping the analysis will be completed in the next week. Sue commented that we have a Cyber Security and Liability Policy developed in 2018 that is not included in our Policy Binder. She noted a few important policy requirements such as Password protection. This Policy will be sent to the Board and reviewed at our next regular Board meeting.

B. Providers and Provider Recruitment Status: Board members and Ron Selis had a Zoom call with a potential dentist, Mary Harrell, DMD on September 26th. The Board will check references and then discuss further. We have a referral for an M.D. provided to us by Adventist Health Columbia Gorge. Shelby will reach out to him to see if he might be interested in our position. It was noted that an ad for a Medical Assistant has been posted on Indeed.

VII. CONTRACT REVIEWS AND CONTRACT NEEDS

A. Sue developed a list of our current Contracts & Service Agreements (employees) to help us keep track. Action required:
   1. Sue to update job description for Lindsay Roper – Administrative Services
   2. Sue and Barb will convert the job description for Ron Selis into a contract for – Dental Advisor
   3. Delete James Cook, FNP, as his services to the clinic are greatly winding down.

VIII. UPDATES

A. Clinic: Barbara provided the clinic updates.
   1. The clinic will be holding a flu clinic on 10/9 from 9-3
   2. Shelby is checking on status of COVID vaccine that is currently on back order.
   3. Lindsay is following up on AR. She is sending out about 100+ statements to patients that have not yet paid their bills. She will also be making follow up calls.

B. Board:
   1. Since Melissa is on the Board for the South Wasco Alliance, Sue asked her to report out on the local Health and Wellness Collaborative as needed
   2. Melissa commented on the letter to our community in that it could be a holiday type letter, with a photo of staff.
   3. Melissa has had a couple of conversations with community members that might be interested in filling our open board seat. She will follow up.
   4. Allison: as part of meeting minutes, Allison will keep a running “to do” list of action items that need to be completed.
   5. Sue has received the signed agreement back from COIPA.
   6. Sue asked and the Board agreed to give Canyon Rim our old clinic sign. They will repurpose it.
   7. Sue noted that we have received our Certificate of Occupancy.
   8. Sue noted that we have made the final payment to R&H Construction.

IX. COMMUNICATIONS: Covered above

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X. CLOSE PUBLIC MEETING/OPEN EXECUTIVE SESSION: Sue Knapp, Board Chair, adjourned the September 28, 2023, District Board Meeting at 6:47 pm.

DESCHUTES RIM CLINIC FOUDATION BOARD MEETING MINUTES

Session was called to order at 6:47 pm by the Chair, Sue Knapp, and closed at 6:51 pm.

1. **Finances and Bookkeeping:** Sue reviewed current amounts in Rivermark and Community Bank checking and savings accounts. The Foundation currently has about $48,169.86 in Rivermark and $8,527.62 in Community Bank. Robin Moats is doing books for the Foundation. Sue is meeting with an Accountant this week to determine where the Loan (Building) should reside with the Foundation or the Clinic to aid in the completion of the 990 IRS Form for '21-'22 FY.
2. **Foundation Reports:** Sue is working to complete the end of project reports for Murdock and Hedco.foundations. The Collins Foundation and Ford Family Foundation final reports were submitted.
3. **Letter to Community:** See above.

ADJOURNMENT OF DRCF MEETING: Sue Knapp closed the meeting at 6:51 pm.

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

Sue Knapp, Board Chair

Attest: DocuSigned by: Allison Bechtol 99E7AA2C371E43A...

Allison Bechtol, Board Secretary