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WHITE RIVER HEALTH DISTRICT

1605 GEORGE JACKSON RD., MAUPIN, OR

BOARD OF DIRECTORS REGULAR MEETING with EXECUTIVE SESSION

APRIL 27, 2023 MEETING MINUTES

(MEETING WAS HELD VIA ZOOM VIDEO PLATFORM)

BOARD MEMBERS PRESENT: Sue Knapp, Andrew Houck, Julie Whetzel
BOARD MEMBERS ABSENT: None
GUESTS:
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 March 30, 2023 Regular Meeting Minutes.

b) Review January and February Financials, and Review and Approve March Financials. Mel shared the financials and requested feedback. Following discussion, Andrew Houck moved to approve the Consent Agenda as presented. Julie Whetzel seconded. All Ayes. Motion carried.

IV. NEW BUSINESS/CLINIC AND DISTRICT UPDATES

a) Review Contracts (Action): Three contracts were recently renewed/updated: James Cook FNP moved to a part-time (rather than full-time) position as of April 26. He will be working 5 days/month in a combination of telehealth and in-person services. Dr. Jordan Nagle will continue as Medical Director at 10 hrs/month. Eric Price will be assisting with accounting and financial services April 15-June 30. Sue is working on updating Mel's contract as well.

b) Review of DRAFT Budget FY 23-24: Sue shared the Budget committee's current draft for FY 23-24 and requested feedback. As of this meeting, it's not yet balanced; a few adjustments must be made. Suggestions were made and feedback shared with the Budget Committee. The Budget Committee will meet once more to finish balancing the Budget, and the final draft will be shared with the Board at the May meeting for further review and approval. Final adoption of the finished budget will be at the June Board meeting.

c) Financial Readiness for Audit and CPA search: The FY 22-23 audit will need to begin soon after the end of the fiscal year in June. In addition, audits FY 20-21 and 21-22 have not been completed. The types of information and reports needed to prepare for this were discussed, and our readiness assessed. An ongoing challenge is to find a CPA certified in Oregon who is willing to accept new clients. Sue has a list of auditors to contact and Eric has also suggested a firm.

d) Rural Health Clinic review and status (Information): Lindsay has been looking into what needs to be done in order to apply for RHC certification. She has a list of approximately 25 policies and procedures that need to be updated or created, finalized and confirmed. These will be useful regardless of whether we apply for RHC. One of the major hurdles to RHC status is we must have a physician on staff that sees patients and oversees medical direction. We don't have a physician seeing patients at this time. Another

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question is whether it's feasible given the number of Medicare/Medicaid patients we see. Do we see the required minimum number of those patients, and if so will the increase in revenue make a noticeable difference? Lindsay suggested that we contact the Moro clinic to find out more information about the steps they took and resources used to receive their certification. Other possible information leads and resources were discussed and will be pursued. An update will be forthcoming at a later date.

e) Payment Discounts (Action): Clinic staff suggested that we revamp our discount policy to make it more in line with industry norms. Most medical and dental practices (if they give a discount at all) give a 10% discount if the balance is paid in full at the time of services rendered. After discussion, Sue moved to direct the staff to revamp the Billing Policy to set discounts at 10% for payment in full. Julie seconded. All ayes. Motion carried.

f) Administrative Updates (Information): Lindsay has been compiling information and data to ensure that all employee files are complete and that all have received the required policies and training (such as HIPAA and Hep B training, W-4s, etc).

g) Clinic Updates (Information): Recruitment for an additional medical provider has begun. Shelby is working with various recruitment agencies. Last month, the Board reviewed a list of recruitment incentives to ensure that they would be within our budget. While we would prefer not to have to incur the extra expense of a locums provider in the interim, that may become necessary in order to retain patients. Shelby will start conversations with locums agencies while she continues to pursue other resources.

   The Dental Clinic is up and running in Building A and it's going well. Now that a portion of Building B is vacant, we need to quickly begin the work needed to remodel part of it into a small efficiency apartment for provider use. Having a free place to stay will aid in provider recruitment and retention.

h) Maupin Daze Participation (Information): Given the fluidity of the medical provider situation, a medical staff presence at Maupin Daze doesn't make sense this year. The dental clinic however, may decide to set up an information table if time permits.

V. OLD BUSINESS:

a) Building B Plan of Action (Action): Converting the back area into a small apartment will allow us to offer provider lodging as an employment incentive. A committee was previously formed to pursue this. Next steps are to contact local contractors to look at the existing breakroom, laundry and bathroom areas, and get their input and invite them to make a bid. Sue, Mark (hardware store) and Lindsay will pursue this.

   In addition, is there a small space in Building B to create a Deschutes Rim Clinic Foundation office? And we haven't forgotten that the structural integrity of the building needs to be evaluated prior to designing a Fitness Center. On a previous inspection, Bryan Collins (Mel's husband) noted that the building does not have strong structural integrity .

   On a related note, there is still a lot of old dental equipment in Building B that needs to be surplused. There are other surplus materials as well. What can we sell on eBay? What could be sold at a Rummage Sale during Maupin Daze?

b) Health Assessment at Clinic: Sue and Lindsay attended a SWA training to set up an area in the Clinic vestibule to administer the Health Assessment.

c) Review Draft Policies to Date: Amended Financial Policy, Recruitment and Hiring Policy, and Employment Policy: Due to time constraints, these were tabled until next month.

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d) Board Updates: Wasco County currently has a high Covid transmission rate, likely a result of the Cherry Blossom Festival. The County Commissioners will be in Maupin for a town hall tonight. Sue shared that OHA has approved the merger between MCMC and Adventist Health. Julie shared that NCPHD is still working on resolving its Intergovernmental Agreements with Wasco and Sherman Counties in the wake of Gilliam County's departure. Andrew shared that his time in Israel was peaceful.

VI. COMMUNICATIONS: Sue received notice that former Board Member Jim Holycross passed away recently. She shared his obituary with us. He will be sorely missed.

VII. PUBLIC COMMENT: None

VIII. ADJOURNMENT OF DISTRICT BOARD MEETING: Sue Knapp, Board Chair, adjourned the April Regular Board Meeting at 10:57 am. The next regular board meeting is ***May 25 at 8:30 am.***

DESCHUTES RIM CLINIC FOUNDATION BOARD MEETING AGENDA:

Foundation Chair Sue Knapp opened the Foundation meeting at 10:57 am.

1. Foundation Financial Status: Several invoices were approved for payment by Julie and paid by Sue: Marlin Bank, 2 Dogs Plumbing, the Oregon Secretary of State , the final payment to R & H Construction, and Pinnacle among others.

   The Foundation currently has about $18,000 in Community Bank. The Rivermark accounts total about $65,000.

2. Granting Foundations-Status of Reports: Sue submitted the final report to MCMC Foundation for their grant (for an exam table)

3. Reimbursement Requests (Action): Sue proposed that the Foundation reimburse the Clinic $5,352 for LSNetwork expenses during communications installation. All ayes. Motion carried.

ADJOURNMENT OF DRCF MEETING: Sue Knapp closed the meeting at 11:00 am. Next DRCF Meeting will be following the regular WRHD Board Meeting on ***Thursday, May 25, 2023 at 8:30 am.***

ATTESTATION:

DocuSigned by:
Suzanne Knapp
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Sue Knapp, Board Chair

Attest:

DocuSigned by:
Julie Whetzel
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Julie Whetzel, Board Secretary