DocuSign Envelope ID: 5675759C-2A4E-4E45-A37D-281E815F0DB6

WHITE RIVER HEALTH DISTRICT
1605 GEORGE JACKSON RD., MAUPIN, OR
BOARD OF DIRECTORS REGULAR MEETING
JANUARY 26, 2023 MEETING MINUTES
(MEETING WAS HELD VIA ZOOM VIDEO PLATFORM)

BOARD MEMBERS PRESENT: Sue Knapp, Andrew Houck, Julie Whetzel
BOARD MEMBERS ABSENT: None
GUESTS: Kate Willis SWA
DRHC: Shelby Dumire, Kathryn Mahler Doan, James Cook, Laura Taylor

I. CALL TO ORDER:

The meeting was called to order at 8:33 am by the Chair, Sue Knapp. Meeting was recorded.

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

III. SPECIAL PRESENTATION: Kate Willis of South Wasco Alliance gave a comprehensive overview of SWA's role in connecting all stakeholders in the South Wasco communities to improve health and wellbeing for all. Their primary focus this far has been to improve food security and strengthen our local food systems. The Wamic and Maupin food pantries and the seasonal Tygh Valley Farmer's Market are just some of the programs that SWA has been instrumental in developing. Now that these are up and running, SWA is targeting other aspects of health and wellness. There was a discussion regarding economic security and homelessness concerns, and a housing collaborative is working to connect local, regional, county and state resources to provide solutions. The primary focus of Kate's presentation today, however, was to discuss the rollout of a health needs assessment survey to better inform local agencies as to the needs and concerns of local citizens in all aspects of health and wellness. The results of this survey will be used to design programs and generate resources to meet identified needs. SWA has a grant to work with local civic and volunteer groups to host a series of community gatherings throughout South Wasco, including Antelope, Dufur, Maupin, Pine Hollow, Pine Grove, Rock Creek, Shaniko, Simnasho, Tygh Valley, Wamic, etc. Each Community Gathering would use food as a focus to bring people together to build connections and reintegrate the larger community through various pathways while administering the health needs assessment. In order to reach as many people as possible, Community Gatherings may be part of a larger gathering or festival such as Shaniko Days or Maupin Daze or the Back to School Health Fair the Clinic and SWCSD are currently developing. The BTS event for school children and their families would include a health fair and sports physicals as well as an opportunity to conduct the health assessment. Kate pointed out that the grant funds would be used to reimburse Community groups and volunteers for costs associated with hosting community gatherings and administering the health assessment (at a rate of $10/person). Additionally, each person that completes the assessment will receive a $!0 voucher which can be redeemed at participating local businesses.

IV. CONSENT AGENDA (Action)

a) December Minutes and Financials: Kathryn shared the December financials and requested questions and comments. While the Clinic is bustling with patients (medical is averaging 20 patients /day and dental 9-11/week) and James is also doing rounds at Canyon Rim every 2 weeks, reimbursements from payers haven't caught up with costs yet and we are still operating at a net loss. Things are improving over November (for example, the dental side doubled earnings from November's $450/day to $1000/day), but with increased expenses of operating both buildings (electricity & insurance rates have also gone up), the next few months will be critical. Following discussion, Julie Whetzel moved to approve the Consent Agenda

DocuSign Envelope ID: 5675759C-2A4E-4E45-A37D-281E815F0DB6

as presented. Andrew Houck seconded. All ayes. Motion carried.

V. NEW BUSINESS

a) Review of Policies and Procedures (Information): As part of noting some needed updates to the WRHD website, Sue suggested we take stock of the policies that we already have in place and identify which need updating and what is needed. There are far too many to cover in one meeting, so for today we reviewed Operations and Financials. We'll review HR policies at the next meeting. Review of the Operations protocols and policies did not reveal any immediate updates needed, (as many were updated recently as part of the RHC Certification application process), but this provided a good opportunity for Board and Staff to re-familiarize themselves with the policies we currently have. Most of the Financials policies also were recently reviewed and updated (as some must be done annually), but it was noted that the GAAP Accounting Policy needs some changes in nomenclature because there is no longer a Foundation Steering Committee (the Steering Committee had been established to shepherd the funding and construction of the new building. With the opening of the new building, the Steering Committee was dissolved).

b) SDAO Resources and Trainings (Information): Sue summarized some of the resources available to us as members of the Special Districts of Oregon Assn. There are a variety of training videos and webinars that are relevant and helpful, and because Sue is a member of HR Answers (a division of SDAO), we have access to their resources as well.

c) Updates and Additions to Buildings A + B Security Systems (Action): There are some areas of the parking lot and entrances that aren't visible via cameras. From a risk-management standpoint, this is something that opens us to some potential liabilities and needs to be addressed. Kathryn summarized the needs: 3 exterior cameras for Building A, 3 interior cameras for Building B, and 3 door access controls for Building B (including a key/pinpad option on two of the doors in addition to badge/fob access). Kathryn and Shelby are researching prices and will share data when available. No action taken at this time.

d) SWA's Community Gatherings (Information): See notes re: Kate Willis Presentation above

VI. OLD BUSINESS (Information)

a) Board Recruitment and Elections (Action): Sue emailed a Board Recruitment Packet to all Board members for their review prior to the meeting. It includes copies of the following: Introduction Letter, Map of White River Health District, WRHD Annual Goals 22-23, Board Position Application, Board Meeting Calendar, and a Sample Agenda, all in PDF format and ready for distribution. Following discussion, Julie moved to approve the Board Recruitment Packet as presented. Andrew seconded. All Ayes. Motion carried. As Sue says, "Now go forth and recruit!" Also Sue reminded us that those whose terms are expiring this year and others interested in joining the board need to file a Candidacy Form with the Wasco Co Elections office by Mar 16. Forms will be available from the County Clerk and the Secretary of State's websites starting Feb 3. During the discussion, it was noted by Kathryn that the option tax levy is due to expire this year, rather than next year as was originally thought. To recap: Health districts receive tax revenues based on the voter approved permanent rate per $1,000 in assessed property value. WRHD's permanent rate is 25cents/$1000 (which is lower than most other health districts in the state). Special Districts can use a ballot measure to ask voters for an additional temporary option-tax levy. In 2019, WRHD voters approved an additional levy of 50cents/$1000, for a total of 75cents/$1000 assessed value. That 50cent option tax will expire soon, and will reduce property tax funding to only 25cents/$1000. It was agreed that we need to draft a ballot measure to request a new option tax levy in the May election. There was discussion about the pros and cons of raising the option tax levy to 75cents/$1000 (for a total of $1.00/$1000). Overall consensus was that with targeted messaging and voter education, the time was right to request an increase in the option tax. Strategies and avenues for voter messaging were discussed. Following discussion, Julie moved that the Board draft a ballot measure for the May election to increase the option

DocuSign Envelope ID: 5675759C-2A4E-4E45-A37D-281E815F0DB6

tax levy to 75cents/$1000 for the next 5 years. Andrew seconded. All ayes. Motion carried.

b) DRHC Community Event (Information): Shelby and Kathryn shared the plan for a clinic-hosted Community BBQ in April. The focus of the event is to build and strengthen connections between the public and Clinic staff, increase public awareness of Clinic services, and for the community and staff to get to know and enjoy each other in a relaxed and joyful environment. This would also be an opportunity to conduct the SWA health needs assessment as a sidebar to the event while still keeping focus on the Clinic. Options and ways to do this were discussed, and Sue will reach out to Kate Willis for assistance in implementing the health assessment so Clinic staff can maintain their focus on the event itself. Shelby will be posting an announcement soon.

c) Review Updated Organizational Chart (Action): Kathryn posted the revised Organizational Chart generated by the Clinic Staff after last month's draft discussion. It includes color coding for independent contractors and employees, and reflects the current staffing status. IIt also put all clinic staff under the Clinic Manager's supervision and all contracts under the CFO. The Board verbally approved the revisions.

d) New Clinic Status (Information): The backup generator will be up and running on February 9. R & H Construction and Pinnacle Architecture will meet on Feb 10 to initiate project close out. .

e) Old and New Clinic Status and Opportunities (Information/Action): The Wellness Center has begun operations in Building B (old clinic). Pinnacle Architecture has completed the current floor plan schematic for Building B, which will be helpful as we look forward to re-purposing the rest of the building (particularly the dental area). We still need an assessment of the building's foundation, particularly for the physical therapy/exercise room area. Sue has reached out to MCMC to see if we can get some of their used exercise equipment at reduced costs. We still need to firm up a long-term plan, schematics and budget for the changes in order to seek out and apply for grants.

VII. CLINIC and DISTRICT UPDATES (Information)

a) Clinic/Dental Reports: Shelby and Kathryn gave the update. James is doing great and the Clinic has seen a huge bump in patients due to word of mouth. People are coming from as far as Goldendale and John Day to see him. Staff has been using every opportunity to educate the new patients as to the range of services now offered at the clinic. Lab work in particular has skyrocketed . The Medical Assistant starting soon will allow patient visits to expand. Acupuncture will roll out on Mar 1, and massage therapy is in the works. The XRay machine has been purchased and is on its way.

b) Chair's and Director's Reports: Sue briefly reported that Adventist's absorption of MCMC has gone to the state for review. Julie briefly reported on NCPHD's continued fact-finding mission to determine whether they will continue as a special district working directly with OHA, or whether it would be more beneficial to return under the umbrella of Wasco County.

c) WRHD Website Updates: Sue will send a list to Kathryn

d) Board Member Vacations: Some Board members have travel plans in February and March. In order to have a quorum to conduct business, the February and March meeting dates will need to be rescheduled. Sue will coordinate with the other board members after the meeting to find dates and inform everyone as soon as possible.

VIII: PUBLIC COMMENT: none

IX. ADJOURNMENT OF DISTRICT BOARD MEETING: Sue Knapp, Board Chair, adjourned the January Regular Board Meeting at 11:02 am. The next regular board meeting is ***TBD***

DESCHUTES RIM CLINIC FOUNDATION BOARD MEETING AGENDA:

DocuSign Envelope ID: 5675759C-2A4E-4E45-A37D-281E815F0DB6

Due to time constraints, the DRCF meeting and agenda is postponed and will be rescheduled to immediately follow the next Board meeting. Date TBA.

ATTESTATION:

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

Attest:

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

DocuSign Envelope ID: 5675759C-2A4E-4E45-A37D-281E815F0DB6