WHITE RIVER HEALTH DISTRICT
DESCHUTES RIM HEALTH CLINIC
BOARD OF DIRECTORS MEETING
APRIL 25, 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:
DRHC: Lindsay Roper, Shelby Dumire, Barbara Stanberry, Jeff Biesenthal
GUESTS:

I. CALL TO ORDER

The meeting was called to order at 5:03 pm by the Chair, Sue Knapp.

II. CONSENT AGENDA (Action)

A. The Regular Board Meeting Minutes from March 28,2024, were reviewed. There being no corrections or additions, Sue Knapp moved to accept the March 28, 2024 meeting minutes. Allison Bechtol seconded. All ayes. Motion carried.

III. FINANCIAL REPORTS (Information)

A. The March 2024 month's end report was reviewed. The January, February and March financial statements are still being worked on. A question was asked regarding the use of the American Express credit card issued through Amazon and where it should be used for purchases vs using the debit card. Per Angela and Sue's conversation, using a credit card is favorable as it is not directly tied to our bank account and charges are easier to dispute, if necessary. If we use the credit card, we need to pay if off monthly in order to avoid interest and late fees. Shelby will look closer at the terms and conditions to see if there are other perks that come with the card.

IV. PUBLIC COMMENT: No questions or comments

V. NEW BUSINESS

A. Executive Team Check-ins: We would like to begin to have periodic check-ins with the Executive team (Jeff, Sue, Shelby and one board member) to discuss matters in a timely fashion and therefore might not need to be brought to a board meeting. As management entities, it's important to stay on top of things. This will be like an upper-level staff meeting. Schedules were discussed. It was agreed to meet twice a month via zoom at 5:00 pm. Starting on May 8th. Jeff will also meet with Shelby on clinic operations. Next board meeting will be moved to May 16th at 5:00 pm due to some personal conflicts.

B. Reimbursement Requests: Sue submitted several reimbursement requests. Allison Bechtol moved to approve the reimbursement requests submitted by Sue. Shiela Murphy seconded. All ayes. Motion carried.

C. New Signature Authorities: After discussion, Allison Bechtol moved to remove Julie Whetzel from the Rivermark business account and add Jeff Biesenthal as signatory to the Rivermark business account. Shiela Murphy seconded. All ayes. Motion carried. Signatories to the account will then be Jeff Biesenthal, Sue Knapp, and Shelby Dumire.

VI. OLD BUSINESS

A. Policy & Procedures Discussions:

1. Employee Training Policy: Sue shared the updated/revised Employee Training Policy. Several clarifying questions were asked, and additional updates made. Sue Knapp moved to approve the Training Policy with amendments as discussed. Shiela Murphy seconded. All ayes. Motion carried.

2. Drug Testing Policy: Our employee handbook says that we do drug testing for new employees, but it doesn't specify what we test for. This led to a broader discussion regarding the employee handbook. It appears that there are several different versions of the handbook in use. Sue will send a copy of the "board approved" handbook to the attendees to assure that we all have the same, approved employee handbook. It was suggested that the handbook be reviewed annually going forward. Regarding the drug testing policy, it was highly recommended by Caitlin Blagg, from the Moro Clinic , that we should test for Marijuana as we receive some Federal funding. Just because it is legal in Oregon, it doesn't mean an employer has to allow it. The Board agreed that we should develop a Drug Testing Policy and specify the drugs to be tested for.

3. Charity Care Policy: We currently have a sliding fee schedule, not a Charity Care Policy. It was agreed that we should develop a Charity Care Policy and involve our providers in the discussion.

4. Confidential Code of Conduct: The Board agreed that we should review this policy.

In general, the development of policies/procedures will be Jeff's responsibility once he is on board full time. Allison will put these topics on the "to do list".

B. Tax Levy Preparations: Yard signs are being distributed. Sue has written an article for the May South Wasco Times and asked that it be added to the clinic's website. The Board agreed that we should send a postcard out to all of South Wasco Co. residents. A small group will meet to develop the language for the postcard. Lindsay will design it. Allison will check with Selena at the post office to get the number of residents. The date of mailing is asap.

C. Accounting Update: Sue and Lindsay are meeting with Angela every other Monday. Additional recommendations from Angela were handed out. See Exhibit B. Sue reviewed the document with the group. The Audit is almost complete and we should be able to approve it at the next board meeting.

D. Budget Development: The budget calendar was reviewed and the process is underway. As part of this review, "debt" was discussed including the various types of debt the clinic will need to be paying on in 24-25. In particular, Lindsay asked that Jeff review the way we have our unemployment set up as we have not been paying the unemployment tax. As a nonprofit, we can opt not to pay the tax and instead pay the full claim, should an employee file a claim, which is what is happening now with previous employees.

E. Maupin Daze: May 18th. Lindsay has reserved a table for us. We will have swag, information on tax levy and the flyer about the clinic. Jeff and Sue expressed interest in sitting at the table and asked others to join them. Jeff asked about doing a parade entry. Feeling was...maybe next year. Barb will send out a timeslot sign up.

F. Positions Descriptions:

1. Sue developed a draft PD for the Medical Assistant. Shelby will take this PD and create a Job Announcement. Allison Bechtol moved and Sheila Murphy seconded to approve the Medical Assist Position Description with amendments to be included. All ayes. Motion carried.
2. Shelby will draft a PD for the Dental Assistant

VII. UPDATES

A. Clinic: Barb stated that Dr. Anderson's & Dr. Aslinger's schedules are filling up and things are going well. Discussion ensued regarding the need to review our new patient forms to be sure they clearly state that we will bill insurance and that the patient is responsible for services not covered by insurance. There is a need for this to be clear on both the medical and dental side, and for separate forms to be prepared

B. Board:

- Allison: we have several proposals for increases to our Insurance Payer reimbursements Agreements. Allison will be working with COIPA to evaluate proposals prior to bringing updated Contracts to the Board for approval.
- Sue: went to a going away party for Dennis Knox as his position was eliminated by Adventist Health.
  Sue went to the Healthcare Assessment Meeting on April 1st where SWA presented the outcome of the assessment. Two of the top 4 key needs were behavioral health and early childhood education.
  Lindsay sent a letter signed by Shelby to Melody Collins acknowledging her resignation and asking for all documents related to the clinic to be returned. Because of her departure, Arete will be concluding their investigation.
  The Audit will be completed soon and we will be moving onto the 2021-2022 audit.
  Landscape Maintenance: Rick is not currently available. Barb will watch the pond and fill it as needed. Allison and Randy will turn on the drip system.

VIII. COMMUNICATIONS: None

IX. CLOSE PUBLIC MEETING/OPEN EXECUTIVE SESSION: Sue Knapp, board Chair, adjourned the April 25, 2024, Board Meeting at 7:14 pm.

X. EXECUTIVE SESSION – Per ORS 192.660(2)(a) – "To consider the employment of a Public officer, employee, or staff member" ***(this meeting is closed to the public***) Prior to entering the Executive Session, Sue Knap noted the ORS Code and reiterated that this meeting was open only to the Board and pertinent Clinic Staff, was confidential, and no decisions would be made in the Session. Any documents used during the meeting are confidential and must be destroyed after the meeting's conclusion. The Executed Session was called to order at 7:14 pm by the Chair, Sue Knapp and closed at 7:16.

XI. REOPEN PUBLIC MEETING: No subsequent decision

XII. ADJOURNMENT OF REGULAR BOARD MEETING: Sue Knapp, Board Chair, adjourned the March 28, 2024, Regular Board Meeting at 7:16 PM.

ATTESTATION: Suzanne Knapp 5/16/24

Sue Knapp, Board Chair

Attest: Allison J Bechtol 5/16/24

Allison Bechtol, Board Secretary