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WHITE RIVER HEALTH DISTRICT
DESCHUTES RIM HEALTH CLINIC
BOARD OF DIRECTORS MEETING
JANUARY 23, 2025 MEETING MINUTES

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

BOARD MEMEBERS PRESENT: David Farris, Ashley Biesenthal, Allison Bechtol, Melissa Napoli
BOARD MEMBERS ABSENT:
DRHC: Lindsay Roper
GUESTS: Medy Gantz, Jon Helquist, Rod Woodside, Sue Knapp, June Rickman, Phil Brady – County Commissioner

I. CALL TO ORDER

The meeting was called to order at 5:00 pm by the Chair, David Farris

II. PUBLIC COMMENT: None

III. CONSENT AGENDA (Action)

A. The minutes from the December 10, 2024 Work Session, December 19, 2024 Regular Board Meeting and the January 7, 2025 Special Board Meeting were reviewed. There being no corrections or additions, Ashley Biesenthal moved to approve all minutes. Melissa Napoli seconded. All ayes. Motion carried.

IV. FINANCIAL REPORTS (Information/Action)

A. Approve December 2024 Financials: The December P&L and Balance Sheet were reviewed. Angela is still cleaning up the P&L to be sure things are in the correct categories. Allison Bechtol moved to approve the Financials. Ashley Biesenthal seconded. All ayes. Motion carried.
B. LGIP Account Statement: None provided. Lindsay stated that we have about $78K in the account. This is informational only.

V. OLD BUSINESS

A. Discuss Credit Options: We are offering CareCredit as an option for patients. The Board agreed that we do not need to offer any additional options. An in-house Financial Policy needs to be developed. One policy for medical and one for dental. Action Item: David will draft revised policies and bring them back to the Board to review/approve.
B. May Option Levy Campaign Planning:
    1. Timeline for County Filings: Allison reviewed the document provided by Wasco Co. All current Board members will need to run again in May. Applications are open from February 4 – March 20th. In order to have the Option Levy on the ballot in May, we need to submit the SEL 805 no later than February 28th. The SEL 803 is then due by March 20th. Allison and David will work to draft SEL 805 and bring it to the next Board meeting for approval.
    2. Review/Approve Survey and Finalize Distribution & Collection Options: Melissa shared survey draft. David and Melissa will work together to finalize the survey and bring it back to the Board for approval. We think we will utilize Survey Monkey and distribute paper copies in common community locations. Allison volunteered to help with distribution and collection of paper surveys. We want to get the survey finalized and out to the public in early February. We could also target the end of February and first of March so it can be included in the March SWT paper.
    3. Website Update in Support of Option Levy Plan: Lindsay will add an additional tab to the website. It will be used as our "landing page" for all things option levy related. Including newspaper articles etc.
    4. Townhalls/Advisory Groups: David has begun to collect the names people would are willing to help us in an advisory capacity. Advocates: The Board is asked to collect the names of local folks that would be willing to share their positive testimonies via video and/or in writing that we can use as part of our campaign efforts. Patient Family Advisory Committee: Previously, the clinic had PFAC group made up of community members. Sue will send the names of the people that used to serve on this board to Allison for follow-up.
    5. South Wasco Times Article Topics: Potential topics include feedback from survey, status of provider recruitment.
C. Update on Funding Opportunities (Brightnight, Avangrid Renewable, New Sun, Savion): Not much to report. David has submitted a written request into New Sun.
D. Update on Partnership Opportunities: David will be attending the South Wasco Health

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Collaborative tomorrow. He will also be reaching out to One Community Health this week.

E. Update on Grants:
   1. HRSA: There are some funds still available and Sue is working to request them.
   2. City of Maupin: Lindsay will be writing and submitting for this grant.
   3. Columbia Gorge Health Council: David has submitted a written request to the Council. Allison, Melissa and David will attend their upcoming board meeting when it is due to be on their agenda for review.

F. Board Member Recruitment: Sue had a suggestion and David will follow up.

VI. NEW BUSINESS

A. Acceptance of Provider Resignation and Next Steps in Recruitment: Dr. Maggie Anderson has submitted her resignation. She has accepted another job in PDX. Lindsay is working with her on transition planning. Dr. Ron Selis has been contacted to see if he can fill in. He will be helping us with the recruitment of a new dentist. Allison Bechtol moved to accept Dr. Anderson's resignation. Ashley Biesenthal seconded. All ayes. Motion carried.

David has been doing a lot of outreach in an effort to fill our need for a PA/FNP. He talked to the Director of PA training at George Fox College who agreed to send out our job description posting to recent graduates. David has a call into Pacific University PA training as well. There is also a PA in The Dalles that might be interested in working with us. Things are in discussion. Sue asked if we had considered using Locum Tenens. David will look into this. He has also identified hiring platforms specific to PA's and NP's. There is a cost associated with this. He asked the Board to consider this possibility. Lindsay noted that WorkForce Oregon also has a LinkenIn account that can be used for recruitment at no cost. Lindsay and David will follow up on this.

B. Review/Approve FY 22-23 Audit Engagement Letter: This is on hold as David has negotiated a discount on their rate and they will be sending an updated engagement letter.

C. Review and Approve Annual Board Calendar: Allison will take suggestions and bring the Calendar back to Board for approval.

D. Building B Lease Agreement Renewals (Houck, A. Johnson, B. Johnson): Allison will send out updated lease agreements.

E. Solicitation and Management of Volunteers: Lindsay volunteered to coordinate volunteers. Medy Gantz said that if she had a specific list of things volunteers are needed for, she could bring it to the Garden Club and see if someone would step up. Lindsay will work with Medy.

F. Website Requirements: SDAO/ADA Compliance: There are new ADA requirements for websites. Our website needs to be updated by 4/24/27. Melissa will work with Lindsay to update our website a little at a time. We may also look into a new website that would combine the Clinic and the Foundation and be compliant.

G. Foundation Needs: A meeting needs to be set up soon. We'd like to find someone to run the Foundation and be our 5th Clinic Board member.

H. Discuss Alternative Board Meeting Dates: We will be moving our Regular Board Meetings to the 2nd Thursday of the month at 5:00 pm. This change is being made so that we can meet the deadline for SWT newspaper, which is mid-month.

VII. UPDATES

A. Clinic: Lindsay shared the Clinic Administrator Report - Attached

B. Board: Allison has contacted ODOT about signage up on HWY 197

Jon Helquist: suggested checking with the VA regarding posting our open positions on their job board.

VIII. COMMUNICATIONS: None

IX. CLOSE PUBLIC MEETING/OPEN EXECUTIVE SESSOION: 6:36 PM

X.EXECUTIVE SESSION – Per ORS 192.660(2)(a) and 192.660(7) – "To consider the employment of an officer, employee, staff member, or agent, and matters of employment**" (This meeting is closed to the public)** Prior to entering the Executive Session, David Farris, Board Chair, noted the ORS Code and reiterated that this meeting was open only to the Board and pertinent Guests and 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.

XI. REOPEN PUBLIC MEETING: David Farris, Board Chair, reopened the public meeting at 6:37 pm. David Farris moved to approve the pay increase for employee. Melissa Napoli seconded. All ayes. Motion carried.

XII. ADJOURNMENT OF REGULAR BOARD MEETING: David Farris, Board Chair, adjourned

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ATTESTATION:

Signed by:
Dr. David Farris
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David Farris, Board Chair

Signed by:
Allison Bechtol
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Allison Bechtol, Board Secretary

Jan 23 Board Meeting: Clinic Administrator Report

Lindsay Roper

- All new smoke alarms in Bldg B. Still need to replace one malfunctioning Exit Sign. Once this is done, need to call Fire Marshall to come out for an inspection.

- Generator malfunction from 11/29/24. Clinic needed to either provide credit card or sign up for line of credit with Cummins to come out to fix. Clinic doesn't have a credit card. Lindsay signed up for $5,000 line of credit. Cummins tech came out 1/13/25. Report:

The unit's external fuel regulator was at too high a pressure, so the technician adjusted it back down and got the unit going. Unfortunately, this regulator is external to the generator and is not a Cummins component, therefore it is not a warrantable failure. In my experience, a unit that has worked fine before and is now failing to start due to that regulator's pressure being too high generally means that the regulator is failing and needs to be replaced.

Reduced testing of generator from 1x/wk to 1x/mo per tech suggestion. Propane level is at 40, which is about time to fill up the tank. Total cost of tech repair: $1658

- June Reckmann is now working out of the Manager's office 1-2 days/wk. Dr. Anslinger wants to meet w/ her 1x/wk to discuss pt needs.

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Another worker of the Health Council. Amy Scholze would like to use the other desk in the office: **Board Approved**

Amy is a Community Coordinator with the Health Council and has been with our team for 3 years. She works closely with the Warm Springs community and recently took over coordinating our community outreach in South Wasco. She is on the South Wasco Health Collaborative and part of the core SWHC team. She also just moved to Wamic recently. Plans to be there 1-2 days a week. She said she could try to set up a more specific schedule and plan to be there a certain day of the week the best works for the clinic.

- Clinic rec'd $9300 bonus check in January from Pacific Source for serving ODS members in 2023

- Patient visits have been down. Dr. Anslinger making vaccine policy & procedures. Discussing other ones as well.

	Actual Visits
May-24	49
Jun-24	46
Jul-24	42
Aug-24	52
Sep-24	45
Oct-24	61
Nov-24	38
Dec-24	46
Jan-25	30 as of 1/20/25

- Comfort Flow = maintenance for Bldg B HVAC, 2x yr ($550). Who maintains Bldg A? Researching

- Share sharps drop off w/ Canyon Rim and share the cost? **Board Approved**

- Need to post audit on website

- Changing unemployment from Reimbursing to Taxing seems to be completed effective 1/1/25. Waiting for final letter in mail advising of tax rate.

- Fire Alarm inspection (via Vyanet/East Cascade) scheduled for 1/21/25

- Working with accountant on 1099 and W-2s

- Capitation from PacificSource: Lindsay has sent them an updated Roster and now we are not getting capitation payments. She has a meeting with them tomorrow to discuss.

- Need to discuss when Dr. Anderson's last day should be and how best to notify her patients. David will have a conversation with her.