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WHITE RIVER HEALTH DISTRICT
DESCHUTES RIM HEALTH CLINIC
BOARD OF DIRECTORS MEETING
FEBRUARY 22, 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, Barbra Stanberry, Shelby Dumire
GUESTS: Rod Woodside, Kim Mead, Debbie Laxague, Jeff Biesenthal

I. CALL TO ORDER

The meeting was called to order at 5:01 pm by the Chair, Sue Knapp.

II. OATH OF OFFICE TO NEW BOARD MEMBER: The Wasco County Board of Commissioners approved and appointed Shiela Murphy to fill the open board seat vacated by Julie Whetzel, position #2 to a term that expires June 2025. Sue administered the oath of office to Shiela. We still have two open board positions and Sue encourages us to try and get those positions filled.

III. CONSENT AGENDA (Action)

A. The Regular Board Meeting Minutes from January 11, 2024 were reviewed. There being no corrections or additions, Sue Knapp moved to accept the January 11, 2024, Regular Board Meeting Minutes. Allison Bechtol seconded. All ayes. Motion carried.

IV. FINANCIAL REPORTS (Information)

A. No January P&L. We did get a Month End from Lindsay.. Sue stated that we have the following balances in our Rivermark accounts:
Checking = $39,463, Savings = $13,391.54, Local Government Investment Pool (LGIP) – tax dollar fund = $232,000

V. PUBLIC COMMENT: No questions or comments

VI. NEW BUSINESS

A. Review/Update Signature Authorities (Information/Action): With Julie Whetzel's resignation from the Board, we need to update our signature authority at Rivermark. Allison Bechtol has agreed to be a signature authority. Sue and Shelby are the other two signatories. Sue Knapp moved to remove Julie Whetzel from the Rivermark business account to the White River Health District and add Allison Bechtol to the Rivermark business account. Allison seconded. All ayes. Motion passed.

B. Discuss a Training Policy (information/Action): This has come up a couple of times where an employee has asked for training in an area that is outside the position they were hired for that the clinic would financially cover. We do not have a policy on this. While the Board encourages employees to take training in the areas they were hired for, we need to have a discussion and develop a policy regarding training outside the area they were hired for. Discussion ensued. Barb will review the Employee Handbook to see if "training" is addressed and Allison will reach out to the Moro clinic to see if they have a policy on training. Sue will start to put together a draft policy for the Boards review. More discussion to come.

Public comment/question:
Rod Woodside stated that it might be beneficial to have more than one person trained in a position (crossed trained).

Kim Mead: asked to clarify that a person wanting to take an online class and have the clinic pay for it will have to wait until a policy is in place. Sue responded, yes.

C. Ballot Measure Approval & SEL 805 (Information/Action): Sue explained that the Option Tax Levy is coming up in May. This Option Tax needs to be voted on every 5 years as it requires voter approval. This Option Tax Levy is in addition to our permanent tax base of .25/1000 (one of the lowest in the State). Previously, the Option Tax was for an additional .50/1000. Ballot

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Title Form SEL 805 needs to be completed to start the process for the ballot measure to be included on the May ballot. . Sue moved to put the Optional Tax Levy at .50/1000 to the voters in May. Shiela seconded. All ayes. Motion passed.

Public comment/question:
Rod Woodside asked what would happen if this additional .50/1000 didn't pass? Sue: we would only have the .25/1000 and it would be very, very difficult to run the clinic with just this amount. Rod then asked if the Option Levy didn't pass, would the current one carry forward. Answer: no. The levy is for a 5 year period and then will run out. We must bring it to a vote in order to reup the .50/1000.

Form SEL 805 must be submitted to the County by March 1, 2024, in order to start the notice process. Once the ballot title challenge period has passed, then we file SEL 803 to get it on the ballot. Sue read the "question to voters" verbiage used on the prior SEL 805. Sue will revise the wording on the SEL 805 slightly and send it out to the Board for review prior to submitting to the County on March 1st. The Board emphasized the need for funds in order to keep the clinic viable. Discussion continued regarding what avenues the Board should take to advertise the need for this Option Levy. Several suggestions were made. Lindsay asked if there was ever a time when this Option Levy didn't pass. Sue said that the one time this happened resulted in the provider (Sharon DeHart) having to take a pay decrease and take out a loan in order to keep the clinic open.

Public comment/question:
Debbie Laxague: Asked, "will this Levy pass or not?" Sue: Yes, I do think it will pass. It is needed. Debbie stated that she hopes it will pass too.

D. Support Letter to City for Funding (Information/Action): The City of Maupin has requested we write a letter of support for them seeking funding through Congressional Directed Spending for water infrastructure repairs and upgrades. Allison Bechtol moved to send a letter of support to the City. Sue seconded. All ayes. Motion passed.

E. 2024 Board Calendar (Information/Action): Sue reviewed the 2023 Board Calendar that outlines the types of actions that are needed month by month and types of issues the Board will need to address. Allison will work with Sue to update this calendar for 2024 and bring it back to the Board.

F. OWFCU Loan Re-amortization Approval (Information/Action): Sue talked with Jill Parker, Loan Officer from Old West Federal Credit Union regarding the fact that we have not been receiving invoices. Jill said this was their error and they will be refunding any late fees paid. We will be getting a change in terms of our loan based on the re-amortized payments. They will be sending us payment coupons that will include principal and interest. Jill will send a form with the details of the re-amortization for Sue's signature.

G. Statement of Work for IT Forensics Team – Arete (Information/Action): This request is for the continuation of analysis of a couple of additional systems outside our central computer system. Our insurance (SDIS) is paying for this. Allison Bechtol moved to approve/sign the Statement of Work for Arete. Sue Knapp seconded. All ayes. Motion passed.

VII. OLD BUSINESS

A. Open House Planning (Information/Action): Sue handed out and reviewed a matrix/check list we can use to help plan all the details in planning our upcoming Open House on Saturday, April 6th. We will need to do the planning of the Open House between Board meetings. Sue will update the list and send it to the Board and Clinic staff.

VIII. CONTRACT REIVEWS (Action)

A. Contract for Part-time Dental Provider – Dr. Margret Anderson: Sue presented a contract for review and discussion. Shiela Murphy moved to approve the contract for Dr. Anderson and send it for signature. Sue Knapp seconded. All ayes. Motion passed.

B. Discuss Commercial Leasing Contracts:
1. Andrew Houck, DC: The need to cover the cost of Building B was discussed. Sue will revise the Lease Agreement with the updated lease amount ($500/mo) and add some verbiage stating that, "we reserve the right to increase the lease amount up to 7% annually" and send it to Andrew for signature. Sue Knapp moved to approve the increase in the lease fee and update the lease agreement. Allison Bechtol seconded. All ayes. Motion passed.
2. Brittany Johnson: Brittney desired to change from a lease agreement to a month-to-month rental agreement. Her rental amount will be increased to $100/mo. Allison Bechtol moved to

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increase Brittany's rental fee and send an updated rental agreement to her for signature. Shiela seconded. All ayes. Motion passed.

IX. UPDATES

A. Barb:

- Dr. Anslinger has begun seeing patients and things are going well. She is jumping in. Patients really like her. Her schedule is not full yet so Barb will be doing some advertising on our Facebook page. Allison also suggested doing a Facebook post boost. Shelby will work with Barb to get this set up.
- Shay and Rebecca will continue to see patients through March.
- Barb had a meeting with Streamline, a website administrator. They currently manage SDAO's website. One of the benefits of working with Streamline is that they make sure our website is compliant. Sherman Co. Medical Clinic uses them. They find the website very easy to work with. Shelby asked Barb to set up a follow up meeting with them in order to ask some follow up questions. This topic will be returned to the Board for further discussion.

B. Lindsay:

- Lindsay is working hard to get credentialing complete for Dr Anslinger. She has sent credentialing applications out to all payors and is just waiting for approval. She is waiting for Dr. Anderson to complete her application.
- Lindsay is working on updating and cleaning up QuickBooks so that 1099's can be generated.

C. Allison:

- Allison and Lindsay will begin to work payors on contract renewal to be sure they have the most up to date Rosters and seeing about getting rate increases.
- Allison will be reaching out to Regence regarding employee health benefits to see when our renewal date is. We would like to look at options and not just automatically renew what we've had in place for several years.
- The OHSU Office of Rural Health offers recruitment services through 3RNet. Allison was going to reach out to them to see if they might be able to help us with provider recruitment. Shelby stated that the clinic had a subscription previously through 3RNet (for 2 years) and had received zero referrals. Shelby will review the OHSU ORH website and see if this is the same entity or something new, we might try.

D. Shiela: Nothing at this time.

E. Sue:

- Sue talked with Angela, our new CPA. She now has secure access to our QuickBooks account. She is reviewing the 2021-2022 books preparing for the next audit. Because there is so much work to be done, Sue and Angela will now be meeting on a weekly basis.
- Audit: JWT Associates is now working on the 2020-2021 audit.
- We had a site visit with the Moro Clinic (Sherman Co. Medical Clinic). It was a good visit, and we look forward to collaborating with them. They will be a valuable resource for us!
- Sue put about $7,400 (from the federal grant) into the clinic saving account to purchase the remaining medical equipment. Barb has a list of the needed equipment.
- Sue submitted job announcements for the District Manager and Clinic Manager to COIPA. She will reformat the position descriptions for the FNP and Dental provider into job announcements and will submit them to COIPA so they can post them on their website.
- Sue is beginning to give Barb all the Operations and Maintenance (O&M) information so that she can create an O&M Manual for the new building.
- The contractor who installed the plumbing in the new building was called about the frozen pipes. They said that the pipes are all wrapped but next time, we need to be sure that some water is left dripping to prevent the pipes from freezing.
- Burkhart and R&H are going to be doing some modifications to the dental sterilization lab to exhaust some of the heat.
- SWA sent out an email regarding the grant they received to hire a Community Health Care Worker. Once this position is filled, they plan to hold an introductory meeting.
- Rivermark: The old checking account has been closed and the funds moved to the new account. They have not said yet if they plan to close the old savings account or the old secondary checking account that receives federal (HRSA) funds .

IX. COMMUNICATIONS:

A. Monthly Article for South Wasco Times: Sue would like us to do a monthly article. We should brainstorming ideas for topics. She suggested the Option Tax Levy and Clinic Operations as possible topics. She would like us to rotate the writing of the articles.

B. Correspondence: A letter was received today from the IRS but Sue has not had time to read it yet. She will bring it to our next meeting.

X. ADJOURNMENT OF REGULAR BOARD MEETING: Sue Knapp, Board Chair, adjourned the January 11, 2024, Regular Board Meeting at 7:05 PM.

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DocuSigned by:

ATTESTATION: Suzanne Knapp

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Sue Knapp, Board Chair

DocuSigned by:

Attest:: Allison Bechtol

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Allison Bechtol, Board Secretary