

**WHITE RIVER HEALTH DISTRICT  
1605 GEORGE JACKSON RD., MAUPIN, OR  
BOARD OF DIRECTORS REGULAR MEETING  
JUNE 17, 2020  
MEETING MINUTES**

(MEETING WAS HELD VIA ZOOM VIDEO PLATFORM)

*BOARD MEMBERS PRESENT:* Sue Knapp, Dennis Beechler, Jim Holycross, Kathie Richey

*STEERING COMMITTEE:* Jon Helquist, Merle Hlvaka

*PFAC:* Kim Mead

*GUESTS:* Rod Woodside

*DRHC:* Nina Marvin, Kathryn Mahler-Doan, Cori Morin

**I. CALL TO ORDER:**

The meeting was called to order at 10:03 AM by chair, Dennis Beechler.

**II. INTRODUCTIONS OF PARTICIPANTS:** Participants on the call were identified.

**III. CONSENT AGENDA**

- Board meeting minutes for regular meeting (5/20)
- Manager's Report
- DRHC Financials
- DRCF Financials

Discussion on aspects of manager's report, including pending receipt of COVID emergency funds from the State (\$10,788), electronic medical records training, billing for Dr. Patrizio, and financial summaries for clinic and foundation. Sue recommended that financials be put in the format of a Profit & Loss statement showing revenue and expenditures. Also suggested was to remove the manager's report and clinic financials from the consent agenda and place under Clinic Business Update since there is always discussion on these items. Kathie Richey asked multiple financial questions pertaining to current income and costs.

- Motion made by Sue Knapp and seconded by Kathie Richey to approve the consent agenda.  
All ayes. Motion carried.

**IV. OLD BUSINESS:**

- Board signatures on meeting minutes. Dennis will sign and deliver to Sue
- Clinic Grounds: Sunrise Lawn Care performed weed abatement and did a great job. There is still the issue of the heavy infestation of knapweed. Dennis will contact Brian at Canyon Rim as he was provided with Roundup.

**V. CONTRACT REVIEWS:** None

**VI. CLINIC BUSINESS UPDATE:**

- Website and Facebook Status: Discussion on what is needed on the website, including info that was on the old website and converting Word docs to pdf. Dennis offered to help Nina with Website administration. Facebook also needs an administrator. The best person to administer the clinic's Facebook page is someone with the clinic. Nina will ask staff.
- Provider Recruitment Letter: Still being worked on by Kathryn and Nina; it will be done by July and Board will finalize. We are seeking an FNP; a medical doctor is not supportable.
- Community Outreach: FAQs will evolve and need to be updated for the public.

**VII. NEW BUSINESS:**

- DRHC Board Roles & Responsibilities: Sue had distributed a document of key roles and responsibilities for the Board that identified additional roles in the absence of a district manager. All Board members are to review and identify roles they could take on. Kathie Richey

talked about creating job descriptions for staff, reviewing all employment agreements, contracts and performance evaluations. Contracts could be reviewed in July; this would primarily be for the Biller/HR person.

- Board Position Selection: Only one candidate applied for the open Board position – Jon Helquist. The term for this position expires 6/30/23.
  - Dennis B. moved to appoint Jon Helquist to the open Board position vacated by Cherie Grah. Jim H. seconded the motion. All ayes. Motion carried.
- Staffing: Laurie Verbeck is assisting Dr. Balantine with dental patients. Kim Stebbins is working 2 d/wk on EMR tasks. Cori Morin will perform medical assistant duties on Friday. Discussion on having HR conduct re-orientation training for employees coming back into the workplace. Kathie R. brought up an issue of staffing redundancy (duties performed) that was perceived to be unnecessary (i.e, eliminate a staff position). It was explained that redundancy in duties is important as backfill to cover for VA and SL; staffing was already lean. Kathryn questioned the limitations of L. Verbeck’s duties for only dental. She can perform MA work but more training is needed.
- Oregon’s Public Meetings Law: Board members received a copy of Oregon’s Public Meetings Law; the law was briefly reviewed to highlight the requirements and restrictions. Specifically, all board conversations (greater than 2 members) via email are verboten as deliberations and discussions that lead to decisions should be made a part of the public process.

#### VIII. FOUNDATION:

- Foundation Financials: These need to be in the form of profit and loss and do not need to be approved at a regular board meeting as the Foundation is not part of the clinic. All Foundation funds are held at One Community Bank in Joseph, OR.
- Westby Discussions: Sue provided highlights of the previous call with Westby Associates. Those highlights included the need to provide an update at a County Commissioners meeting (and our intent to seek additional State funds), status of clinic operations and finances, community outreach (FAQs), status of USDA loan application / information, various grants to seek, re-branding status, and need for a re-boot on the campaign. A re-boot campaign steering committee meeting will be held in July.
- USDA Loan Status: *The proforma budget needs to be dogged to completion*; CPAs need information. R&H will review new design and site plan and provide a prelim construction cost in early July. Board and Nina to send resumes to Dennis.
- Building Update: A revised site plan will put the building closer to the road, reducing overall costs. Questions asked on use of cement slab and need for phasing the project (not needed). Dennis will consult with Briana regarding slab.
- Communications: Sue will prepare both clinic and Foundation articles for July WPR News.

BOARD MEETING WAS CLOSED AT 11:51.

- #### IX. BUDGET MEETING:
- Budget meeting was opened at 11:51. Few amendments were made to the approved budget. Kathie R. wanted to see a line item for the debt service on the bridge loan (USDA), but that is not needed until after construction is completed. Jim H. had questions on anticipated dental income. Comment was made on the need to send out a recruitment letter for a FT dentist. Nina will talk to the FNP who could potentially work PT this summer. No public comment was received on the budget.
- a. Sue K. moved to adopt the FY 20-21 Budget. Jim H. seconded the motion. All ayes. Motion carried. The FY 20-21 Budget is Adopted.

BUDGET MEETING CLOSED AT 12:14

BOARD MEETING IS RE-OPENED AT 12:14

- X. RESOLUTION 2020-01 ADOPTION OF FY 20-21 BUDGET FOR WRHD.
  - a. Sue K. moved to approve Resolution 2020-01 adopting the FY 20-21 Budget. Jim H. seconded the motion. All ayes. Motion carried.
- XI. OTHER BUSINESS/CONCERNS/COMMENTS: Jim H. commented on Sue K. becoming project coordinator. Kathie R. pushed to have the agenda out sooner and draft minutes available 3 weeks after the meeting and placed on the website and that Zoom meetings be recorded. Kim Mead wondered why no executive session was scheduled. Kathie R. suggested a work session in July for reviewing contracts and meeting with the architect to ask questions (this can be done during the Foundation steering committee meeting with Briana participating on the Zoom call).
- XII. ADJOURNMENT: Meeting was adjourned at 12:37. Next meeting is 7/15 (Zoom).

ATTESTATION:

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Dennis Beechler, Board Chairman

Attest:

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Sue Knapp, Board Secretary