

WHITE RIVER HEALTH DISTRICT
1605 GEORGE JACKSON RD., MAUPIN, OR
BOARD OF DIRECTORS REGULAR MEETING (conference call)
April 15, 2020
MEETING MINUTES

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

BOARD MEMBERS ABSENT: Cherie Grahn

STEERING COMMITTEE: Jon Helquist

GUESTS: None

DRHC: Nina Marvin, Cori, Cheryl LaPlante, Kathryn Mahler-Doan (joined meeting at 2:10)

I. CALL TO ORDER:

The meeting was called to order at 1:00 PM by chair, Dennis Beechler.

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

III. CONSENT AGENDA

- Includes Board meeting minutes for 2/19 and 3/25, and work session minutes of 3/9
- There was no manager's report
 - Motion made by Kathie Richey and seconded by Jim Holycross to approve the consent agenda. All ayes. Motion carried.

IV. OLD BUSINESS:

- Board signatures on approved meeting and work session minutes.

V. ANNUAL REVIEW: None

VI. CONTRACT REVIEWS: None

VII. CLINIC BUSINESS UPDATE:

- Current Clinic Operations, DRHC Financials and Billing Update: The clinic did not qualify for federal funding from the relief act because it is part of a Special District. Tremendous amount of discussion on how to get patients 'through the door', how to cut costs in payroll and elsewhere, how to obtain extra funds. Financial problems are serious. Cheryl stated telehealth does not work for everyone, and generally everyone knows the clinic is open. Patients are not calling in for appointments. Below were suggested approaches.
 - Staff to do second round of outreach phone calls to patients, encourage telehealth visits, get the word out that the clinic is open, and do this multiple times. Patients may be following Governor's directive to only do 'urgent' visits.
 - Sue to contact SDAO and Governor's office on guidance and see if state money is available. Request funds from the city?
 - Develop signage that the clinic is open and post around town and at the clinic.
 - Reach out for donations.
 - Set up a Go Fund Me page; get Facebook up and running ASAP.
 - Possibly use Foundation funds as a last resort.
 - Dennis will contact MCMC for assistance.
 - Prepare article for WamPinRock and ask info be put in mayor's letter.

The government investment pool only has sufficient funds for one more payroll; Cheryl's position is the biggest hit. Cheryl stated that if we cannot pay her she will have to leave.

Board reviewed the financial documents/balance sheet Kathryn prepared for April. Income projected at \$43,374. Total liabilities are \$25,894 (not due immediately). Payroll/health insurance is \$17,010. Total operating expenses 4/30/2020 & basic for May needs= \$5,150. Net

operating cash thru 4/30/2020 is minus (\$4,680). After joining the call at 2:10, Kathryn explained gross charges are presently in the budget; gross charges were used to balance budget all these years. This is a bad approach; eventually the clinic will run out of money. She emphasized it is critical to get through these next few months before focusing on 20-21 budget.

- Motion made by Sue Knapp and seconded by Jim Holycross to accept the Balance sheet as presented. All ayes. Motion carried.
- Paycheck Protection Loan: Kathryn and Nina will work on the PPP, second go-around. Kathryn questioned where bank is getting their determination that clinic does not qualify and suggested they be called. She has not seen anything in writing that would eliminate us.
- 2020 Budget Preparation: Question on whether the budget calendar has been delayed by the State. Sue will check with SDAO. Next meeting (May) Kathryn will bring info on tentative budget for review, status on funds for the clinic, and what need for rest of fiscal year. The focus for now is to get through the next three months.

VIII. FOUNDATION:

- Foundation Financials: None
- Donor Database and Next Steps: There is a sense that not all 'donors' are accounted for and who has what files is confusing. Kathie developed a list of donors from 'pledge' files but will look at other sources and categories (e.g., in-kind, purchase of auction items, 'fundraiser income sheet', non-pledge donors). Need to look in Box.com files. Foundation files are a mess. Kathie will look at them more. Sue will develop letter for the donors.
- Steering Committee Membership Recruitment: Need to ask people if they are interested. Leave non-respondent O'Neals on the list.
- Proforma Budget: Reminder - This still needs to be done as part of the USDA grant. Nina had earlier sent an email to the auditors

IX. NEW BUSINESS:

- Grounds Maintenance: Grounds need to be maintained, including spraying of invasive weeds. Can the city or garden club help? Staff have been mowing. Aesthetics of clinic is important. Need to find a maintenance person. Jim noted the dumpster needs to be wired shut to prevent flyaways.
- Board Membership: Jim will be moving at some point into The Springs in The Dalles but wants to remain active as long as he can. Sue will write a formal letter to Cherie asking for a formal resignation due to her lack of participation. Cherie's term in up in 3 years. A search for new board members will be needed. Jon Helquist expressed an interest in being a board member.

X. OTHER BUSINESS/CONCERNS/COMMENTS: Kathie asked about the USDA loan. Interest is at 5%; interest only payment at first. It is believed actual payback starts two years after occupancy of building. A proforma budget is required. Credit union supplies the money and USDA guarantees it.

XI. MEETING ADJOURNED around 2:30 PM. A special board meeting is scheduled for April 22nd to relook at the remaining FY budget and determine what is needed for rest of FY. Will also discuss possible borrowing from Foundation and tentative first budget review for FY 20-21.

ATTESTATION:

Dennis Beechler, Board Chairman

Attest:

Sue Knapp, Board Secretary