

**South County Health District  
Regular Meeting August 6, 2024  
203 Hwy 203, Union, OR**

**Call to order** 4:10PM by President Susie Wirkkala

**Roll Call:** Present –Maja LeFever, Debbie Clark, Susie Wirkkala, Gerry Zastrow, Susie Wirkkala, Tyler Griffiths and District Manager Adina Ferguson.

**Approval of Minutes:** Debbie Clark made the motion to accept the June 25, 2024 minutes as written. Seconded by Gerry, approved unanimously.

**Financials:** Financials were reviewed. Adina noted that the bank account is climbing back to the levels we had prior to our property purchase in March of 2024, even with the added cost for insurance and utilities to maintain the property while we wait for our grant to come through.

**Clinic fees:** Dr. Donick got a copy of the most recent ADA fee list by geographic area to assist with the review of our current prices. He and Adina went through the list and found that the clinic was not too low on some items but very low priced on others. They corrected the prices and the net effect was about 10% increase on overall rates. Adina posted the new rates and patients so far are not concerned about the increase. It will help our bottom line because some frequently done procedures, like extractions, were actually below our cost. Patient discounts are still in effect with the new rates. Debbie made the motion to approve the ADA fee schedule and Maja seconded the motion. Susie suggested that the board review rates annually to make sure we don't get too far behind on increases.

**Raffle Discussion:** Adina shared that she has worked out an agreement with BiMart to supply the firearms. The district will purchase gift certificates for the guns we will raffle off and the winners will take the certificate to BiMart to get the background check done at their expense and claim their prize. Gerry remarked that she was very happy with the process because it keeps the district separate from handling of the firearms. The selected firearms are a Henry Golden Boy lever action .22 rifle with octagon barrel, a Kimber .38 special revolver and a Glock 17 9mm Gen 5 pistol. The raffle will be kicked off at Grassroots on Saturday with Adina and Debbie selling tickets. Debbie noted that she and Adina will be bringing some handmade items with them so she will be paying for the booth to avoid any complaints that might arise from those who think we are using district money to enrich anyone connected with the SCHD. The board agreed that this was a good idea.

**In-House Patient Accounts:** Adina explained that this is a program adopted by many dental clinics that helps uninsured patients have affordable access to vital preventative dental services that reduce the need for more expensive interventions down the road while increasing total health for the patients.

These would be a per-patient plan purchased annually. There will be several plans for regular adult cleaning and support, Perio maintenance and child preventative. Plans include 2 cleanings per year (3 for perio maintenance), 2 fluoride treatments per year, a full set of x-rays and an emergency visit with x-rays. Gerry asked about a 1 cleaning per year plan. Adina said that she could put together a plan like

that for those who can get by with only one cleaning per year. She referred to the plan sheets she brought to show the board and agreed to email those plus the new plan to everyone so the board can review at the August 27 meeting and make a decision on what will be offered.

**Approval of new Board Member** – Tyler Griffiths was introduced and the board discussed his interest in joining the board of directors for South County Health District. Adina disclosed that Tyler is the partner of our receptionist, Crystal. This will need to be considered in any discussion or vote on her employee status or salary. Tyler is a life-long resident in Union and has strong ties to the community. He currently works for the railroad as a supervisor so meetings will be moved to 4:00PM to accommodate him. Debbie made the motion to appoint Tyler to the board in position #2 (which is a vacant Union representative). Gerry seconded the motion, which passed unanimously.

The board had a brief discussion to review the history and status of the new clinic with Tyler. He was informed that the search for a new clinic began as early as 2022 when it became clear that they could not continue to run the clinic in the small space allotted to them in the current building. The district obtained a technical assistance grant from Ford Family Foundation to search for property and look at the best options to build or remodel that property into a dental/medical clinic. The board worked on the process but ran into some obstacles when our consultant declared that he was going to submit for the federal grant for CUP in the 2025 grant cycle, meaning that SCHD would have to wait until 2027. The board was looking for other options when suddenly the consultant contacted our District Manager at the end of January because CUP was not ready to move forward and wanted to know if SCHD could get their information together by the February deadline. Adina was able to get our group of consultants and experts mobilized with this possibility of getting the project moving forward. Our Engineering firm, attorney, local contractor and building inspector reviewed the property the board had chosen and Nick was able to submit a very strong proposal before the deadline. The grant is a congressional appropriations grant. SCHD was approved for the first round and we expect to hear about the second round decisions in August/September. If SCHD is not accepted, the district will quickly work on other options for obtaining the needed funding.

Tyler noted that the Buffalo Peak Golf Course is very good at setting up big fundraising events and the manager there is easy to work with. Maja shared that her group did a fundraiser at the golf course in Baker and it was very popular.

**Resolution 2024-8 – Adopting Public Contracting Rules and Procedures** – This resolution will make the board of directors the local contract review board for the purpose of putting out bids, reviewing bids and awarding contracts for public improvement projects. The board reviewed the document supplied by attorney Eileen Eakins. The authority limit for spending by the District Manager was discussed. The board stressed that a limit needed to be set that allowed everyday conduct of business for the clinic but low enough that it would reduce the liability taken on by the District Manager and protect the district from excessive spending should any future manager be less frugal than Adina has been. Maja made the motion to set the spending authority at \$10,000 for the District Manager and Gerry seconded. Debbie disclosed her potential conflict of interest as Adina's mother prior to voting. Motion passed unanimously. The resolution will now be sent back to Eileen to make sure everything is correct and will return it to us for a vote to adopt it. At that point Eileen will supply the district with a bidding template

and assist our District Manager with training on the process. Debbie noted that this resolution will get us organized and into compliance with any purchasing and contracting that the district does now – as well as prepare us for the building project when we are ready to proceed with the new clinic. Adina will review our expenditures with various vendors to make sure we are not exceeding the limit on personal services or purchasing supplies and equipment.

**Roundtable:** Adina shared that it is time for our annual audit. The cost is going up a small amount because the state has changed the process, requiring our auditor to do two reports that include additional information. Gerry asked if all non-profits are required to do this audit. Debbie explained that we are required to do the audit because we are a government entity. The increase in cost is not much and it is required .

Adina also shared that our insurance company SDIS, called and wants to send someone out to meet with Adina the week of the 12<sup>th</sup>. Debbie shared that SAIF did this when she worked for them. There are consultants who like to meet in person with companies to see if they are adequately insured, that the agent is correctly defining risks and to share information about services they provide to those insured with them. Risk Management consultants like to take a look at policies and procedures to see if they can provide assistance with OSHA compliance and reduce claims for loss. Susie will be available to meet with this consultant and Adina.

Meeting adjourned at 5:15PM.

Next meeting will be August 27<sup>th</sup> at 4:00PM.

## **Approval of Document by Board of Directors**

Approved \_\_\_\_\_ 2024

**Vote:** Debbie Clark \_\_\_\_\_  
Susie Wirkkala \_\_\_\_\_  
Gerry Zamzow \_\_\_\_\_  
Maja LeFever \_\_\_\_\_  
Tyler Griffiths \_\_\_\_\_

Signed: \_\_\_\_\_ President