

**South County Health District  
Regular Meeting April 29, 2025  
340 Hwy 203, Union OR**

**Call to order** 4:01PM by President Susie Wirkkala

**Roll Call:** Present –Debbie Clark, Susie Wirkkala, Chris Power, Beth Callison, Tyler Griffiths, Gerry Zastrow and District Manager Adina Ferguson.

**Approval of 3/25/2025 Minutes:** Tyler Griffiths made a motion to approve the minutes as written, Beth Callison seconded. Vote to approve was unanimous with Debbie Clark, Susie Wirkkala, Beth Callison, Chris Powers, Tyler Griffiths and Gerry Zastrow voting yes.

**Financials:** Financials were reviewed. The board reviewed debit card transactions and income statement for the month. Official income for the month was \$8427.49. It was noted that the district had two non-recurring expenses of \$10,910 for SDIS liability insurance and \$6895 for the annual audit. The cost of the audit nearly doubled because the State of Oregon now requires two audits – one financial and one is a procedural audit to check for compliance to Oregon statutes. Debbie Clark noted that the bank is using different wording for debit card transaction with no explanation as to why one expenditure is listed as a recurring transaction when it is a one-time purchase. Adina will follow up. No further discussion.

**Conflict of Interest Statements:** Per the new SCHD Ethics guidelines the following statements were made:

**Debbie Clark:** I have a conflict of interest in that our District Manager, Adina Ferguson is my daughter. I also have a potential conflict of interest in holding the purchase contract for our new clinic property.

**Adina Ferguson:** I have a conflict of interest because board member Debbie Clark is my mother.

**Tyler Griffiths:** I have a potential conflict of interest because our administrative assistant, Chystal Marks, is my fiancé’.

No other conflicts were stated.

**ACTION ITEMS:**

**Approval of District Manager Job Description:** Debbie Clark reiterated her conflict of interest in that Adina Ferguson is her daughter, and while the adoption of a job description would not impact her salary or change her performance requirements, she would prefer to abstain from the discussion and decision on this matter. The board reviewed a District Manager job description obtained from Special Districts. Chris Power noted some changes to reflect the likelihood that any new applicant for the job would likely not have the knowledge and experience of our current District manager due to the size of our district and ability to attract applicants. He suggested changes that would allow an otherwise qualified applicant to be eligible for hire if they agree to take district-paid training to develop the skills needed in compliance management, human resources and clinic financial management. A second change addressed the need for any person holding the job to observe the pre-loss agreement with SDIS to

consult with employment law attorneys and with the board prior to taking any definitive negative employment action.

Chris Power made a motion to adopt the District Manager job description as amended. Beth Callison seconded. Vote was taken by roll call and passed 5-1 with Griffiths, Zastrow, Wirkkala, Power and Callison voting yes and Clark abstaining.

**Filling of Vacant Dental Assistant Position:** Adina Ferguson announced to the board that Taelor has resigned her position. The vacant position has been advertised widely with only one inquiry from California. When she tried to follow up with the interested person, she was not able to reach them. Since Dr. Donick needs the help as soon as possible, District Manager suggested that Ruby Ferguson, her daughter, could fill in for the summer. Ruby was the sterilization tech for the clinic two years ago and knows the clinic routine. She is in the Nursing Program at EOU and will do her last year of clinical experience in the upcoming school year. Dr. Donick has agreed to assume full supervisory responsibility for Ruby's performance and salary so there is no conflict of interest with the District Manager.

At this point Debbie Clark announced that she has a conflict of interest because Ruby Ferguson is her granddaughter and would not take part in the discussion or decision. After a brief discussion Gerry Zastrow made a motion to have Ruby Ferguson fill in for the summer in the dental assistant position under the supervision of Dr. Donick, and Chris Power seconded. Vote was taken by roll call and passed 5-1 with Griffiths, Zastrow, Wirkkala, Power and Callison voting yes and Clark abstaining.

**Nursing Program Donation:** Adina Ferguson shared that the Rita Monahan Color Run was coming up on May 17<sup>th</sup>. This is a fundraiser for the Nursing Program to help students pay for their NCLEX exams. The National Council Licensure Examination (NCLEX) is taken by students who have completed their educational requirements and are ready to be licensed to practice. Adina suggested that the district contribute a very good electric toothbrush set that normally sells for over \$300 as part of our hygiene education effort. Debbie Clark made a motion that SCHD purchase and donate the electric toothbrush set for the Rita Monahan Color Run. Tyler seconded the motion. Roll call vote was taken and the motion passed with Clark, Griffiths, Zastrow, Callison, Power and Wirkkala all voting yes.

**Set Budget Meeting Schedule:** Adina Ferguson informed the board that she is completing the budget. She is checking on some details because the loan being sought to remodel the new building will put the district over 1 million dollars, requiring new standards for reporting. Once she has that information, she will be able to have the budget done. She noted that no members of the public have responded to interest in being on the budget committee. She recommended a budget meeting date of May 13 and a budget hearing to be held prior to the regular meeting on May 27<sup>th</sup>. That would allow for enough time for her to post the budget as required by law. She is following up with Elkhorn Media for their rates to advertise the budget. It costs over \$800 for the East Oregonian to publish a budget, and it has a very small readership in our area. It will be posted on our website as well. The new meeting law allows the website as the primary source for posting meetings, so she will check to see if that applies to budget notices as well.

Chris Power made a motion to set the budget meeting for Tuesday, May 13<sup>th</sup> at 4:00PM and the Budget Hearing on Tuesday, May 27<sup>th</sup> at 4:00PM. Beth Callison Seconded. Vote was unanimous with Power, Callison, Zastrow, Clark, Griffiths and Wirkkala voting yes.

#### **INFOMATIONAL ITEMS:**

**Progress on Business Oregon Loan:** District Manager Adina Ferguson shared that Ralph Edwards is working with our contractor/estimator on the final budget so we can submit the loan application. They have run into some red tape trying to get needed information of building requirements. Our contact with Business Oregon out of Pendleton is working closely with Adina to get what they need and is ready to help format the budget and application as soon as it is ready to go. Once she has the engineering report and specifications, Adina can contact our attorney to get the bidding documents done. It's a slow process, but it is moving forward.

**Dental Hygiene Program:** Adina Ferguson shared with the board that our new Dental Hygienist, Kelli, is doing an amazing job. She has brought in a group of hygiene products that has become a new revenue source for the clinic. Kelli has brought in some special brushes that do a far better job than flossing and is showing patients how to use them. Kelli is showing people how to brush their teeth – a seemingly simple thing that is not a widely understood skill. She has brought in some extra strength fluoride toothpaste and special soft bristled brushes. Her work is already showing improvement in many patients' hygiene status.

**EOCCO Grant:** Debbie Clark shared that the grant has been submitted for the dental hygiene pilot program. The Program, if funded, will focus on identifying the barriers for patients in seeking preventive dental treatment, as well as the driving motivations for dental avoidance and dental anxiety. It will employ a panel of medical professionals and focus on the behavioral health drivers that prevent patients from prioritizing home dental hygiene and for delaying dental care until an emergency forces them to see the dentist for pain management. Debbie is working with the grant manager on the submission and is very hopeful SCHD will be approved.

**Meeting Law Training:** Debbie Clark shared that she participated in the OGEC online training for the new meeting laws. She noted that the OGEC trainers emphasized that each individual elected official is responsible for violations. The new complaint process requires any member of the public to submit a detailed complaint to the district first to be reviewed and for a response to be provided to the complainant and to OGEC. OGEC will then decide if the complaint requires further investigation. Debbie noted some minor changes that needed to be made in the documentation in minutes, notices and procedures. She has made the needed updates to the board policy, updated the website and the template for the meeting minutes. Debbie encouraged each board member to sign up for the training as soon as possible. OGEC indicated that there are online classes scheduled through October, so those up for election should be able to find a class scheduled for after the July 1<sup>st</sup> term of office start.

Meeting was adjourned at 5:20PM

**Next meeting is Tuesday, May 13th at 4:00PM to review the budget**