

**South County Health District
Regular Meeting February 1, 2025
Catherine Creek Community Center**

Call to order 11:00AM by President Susie Wirkkala

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

Approval of Minutes: Chris Power made a motion to accept the December 31, 2024 minutes with corrections. Beth seconded the motion. Vote to approve with changes was unanimous.

Financials: Financials were reviewed. There were no questions or concerns.

SDIS Insurance Policy Renewal: District Manager went over the 2025 district property, entity and liability coverage with the board. Each board member was provided with a copy of the policy. The new policy increased in cost slightly to \$10,910.00.

Audit Presentation: District Manager explained the mandatory audit process done annually for the district as a government entity. 2025 is the first year that the State of Oregon is requiring two separate audits – one for compliance to the Oregon Administrative Rules and one for compliance to financial rules and practices. SCHD did very well with both. For our first procedural audit the only issue found was that the district did not have a policy for district issued debit or credit cards. Our District Manager has the only debit card issued to the district which she uses for small online purchases of supplies and small purchases to obtain needed items for district use. Those transactions are accounted for in the monthly bank statement that the board reviews monthly. A resolution to correct the audit concern and a new policy for Debit/Credit cards has been given to all board members to review and to take action on.

The financial audit found no issues but did note that the district showed a loss for the year. The District Manager noted that this is due to the fact that we use a cash-based accounting system that reflects large payments as part of the profit and loss statement. In 2024 the district made a \$50,000 down payment on property it will use to build a new clinic. They also spent \$30,000 to secure the roof on the new building ahead of the winter weather. The cost of consultants to perform the property study and purchase came to over \$14,000. Without those transactions that will not recur, the district actually made over \$94,000.

Credit/Debit Card Policy: The board reviewed and discussed the Credit/Debit Card Policy. Debbie Clark made a motion to approve the policy as written, Tyler Griffiths seconded the motion. The board then voted and approved the motion unanimously.

Resolution 01252025 – Adoption of Credit Card Policy: Debbie Clark made the motion to approve resolution 01252025 to adopt and instate the Credit/Debit Card policy. Tyler Griffiths seconded. The board took a vote by role call and passed the motion unanimously.

Review of lease discussion with CUP: District Manager Adina Ferguson and board member Chris Powers met with Nod Palmer, Chair of the CUP board to discuss the renewal of the building lease that will be due July of 2025. Nod expressed his intention to raise the monthly cost of the space now occupied by the Union Family Dental Clinic. Information and concerns were discussed. There will be another meeting after CUP is able to meet with their attorney and with Grande Ronde Hospital to develop and finalize their plans.

Update on loan: District Manager shared that she is still waiting for Jay at Business Oregon to contact her with his questions. She has reached out to Brian McDowell for assistance.

Update on grants/loans: District Manager shared that SCHD has been invited to apply for a Capital Projects grant through Roundhouse Foundation. Rebecca reiterated her support for our project. Nick DuCote is working on the submission narrative. He has also contacted Ford Family Foundation and noted that they are going to require SCHD to do fundraisers and gather local donations equal to 30% of the project in order to qualify for help from FFF. Debbie shared some numbers on in-kind donations such as mowing the grass, board time donations and others to show community support to meet the requirement.

The board reviewed the Letters of Support collected so far and discussed other sources that can be explored to show support for the project.

Adjournment was 5:07PM

Next meeting is Saturday, February 22nd at 11:00AM