

South Gilliam County Health District
Budget Committee Meeting Minutes
June 5, 2023

Board Members Present: Cindy Hinton – Chairman
 Paul Bates – Vice Chairman
 Rene Durfey- Director
 Kathy Johnson - Director
 Excused: Tory Flory - Director

Budget Committee Members Present: Kathryn Greiner
 Jessica Isley
 Jordan Maley
 Penny Fender
 Leah Watkins

Budget Officer: Nichole Schott

Guest: Shannon Coppock – South Gilliam County Ambulance Co-coordinator

The budget committee meeting was called to order at 6:00 p.m. by chairman Cindy Hinton.

Election of officers for the budget committee followed. Kathryn Greiner nominated Jordan Maley who declined to serve. Paul Bates nominated Kathryn Greiner. There was a second by Rene Durfey. A roll call of the members present was done and the motion carried unanimously.

The meeting was turned over to Kathryn Greiner. Kathryn asked for nominations for a vice-chair. Jordan Maley was nominated by Rene Durfey and Penny Fender. There was a roll call of the members present and the motion passed unanimously.

Jordan Maley and Leah Watkins nominated Shannon Coppock as the secretary for the budget committee. The motion carried.

Nichole Schott as the budget officer presented the written budget message to the budget committee and gave a summary of the budget message. The budget will look different than last year's budget as this was the first full year of Public Health being under the S. Gilliam County Health District.

At this time, it appears that there will be more money being expended than being collected so it is important for the Health District Board to monitor the budget actuals throughout the year. Nichole discussed the various sections of the budget. Shannon Coppock presented the ambulance service's portion of the budget.

Cindy Hinton shared that she had applied for a grant for a transition to a new medical records system. The grant will cover the cost for both systems during the transition and will pay for a person to help with the transition. Leah Watkins told the group that the grant was approved by the grant committee and is now forwarded to the county court for final approval.

There was a general discussion about possible membership fees for using the wellness center. Nichole had added a line item for wellness center fees to the budget so the board has an opportunity to discuss this option and make a decision about it. There are additional costs associated with running the Wellness Center which have been absorbed by the Health Clinic in past years.

Nichole discussed changing some line items in the budget and adding additional line items to make the budget more accurately reflect what was being covered in each line item. The budget committee chose to increase the conference and training line item to \$20,000.00.

Kathryn Greiner asked if the Health District has a capital outlay policy. The board is unaware of one.

Jordan Maley recommended the board consider making the contingency at 10% of the budget in the future, when the financial situation allows for it.

There will potentially be additional funds coming in to Public Health. With this in mind, additional funds were added to the Public Health fund.

Nichole told the committee she had created a new line item called Covid spend to account for Covid money received previously that may need to go back to the Oregon Health Authority.

The budget committee asked about a policy for using the Patient Assistance Fund.

The budget committee made changes to multiple funds including the General Fund, Public Health Fund, Facilities Fund, Equipment Fund and the Ambulance Replacement Fund. These changes were mostly to move dollars from one line item to another, with the exception of adding anticipated funds to the Public Health Fund.

Penny Fender made a motion to approve the 2023-2024 South Gilliam County Health District amended budget in the aggregate amount of \$2,947,124.00, and the permanent tax rate of \$0.8293 per \$1000.00 of assessed value to be assessed in support of general operations. Kathy Johnson seconded the motion. A roll call of the budget committee indicated that all were in favor. The motion carried unanimously.

The budget committee meeting adjourned at 7:35 p.m.

South Gilliam County Health District
Special Meeting Minutes
June 5, 2023

Board Members Present: Cindy Hinton – Chairman
 Paul Bates – Vice Chairman
 Rene Durfey- Director
 Kathy Johnson - Director
Excused: Tory Flory – Director

Meeting Called to Order:

The Special meeting was called to order at 7:40 p.m. by chairman Cindy Hinton.

Public Comment:

No public comment.

Supplemental Budget:

Nichole Schott talked to the board about needing to do a supplemental budget. Kathryn Greiner reviewed the budget and found a portion of the Public Health funding was not included in the budget. Also, the resolution making appropriations and the published budget were not the same. The appropriations did not match the LB-1. The recommendation is to hire an accounting firm to help fix the errors and to help with a supplemental budget. Kathryn Greiner had talked to the Accuity CPA firm and they may be available to help with this.

Kathy Johnson made a motion to hire an accounting firm to help with the supplemental budget. Rene Durfey seconded the motion. The motion carried unanimously.

The board agreed to have Cindy Hinton make contact with Accuity CPAs and see if they are available.

Job Description/Posting:

Cindy Hinton updated the board on the information she had gotten from SDAO about a new administrator. SDAO did not recommend hiring an interim administrator but did recommend hiring for a permanent position.

Nichole Schott told the board the pay range for the administrator had been accounted for in the budget.

Cindy is waiting to hear back from SDAO for corrections and suggestions on the job description/posting she had sent to them.

Cindy said that SDAO won't say if they will do the recruitment for an administrator. SDAO allows 8 free hours of assistance. HR Answers can be hired to help with recruitment and they will tell the board what special services they provide.

Leah Watkins suggested when there are applicants to interview that there are some members of the public included on the interview board.

Staffing:

Cindy Hinton updated the board about Melanie Ozias leaving. She suggested that after talking to Hanna Bass at Summit Springs there may be an opportunity to work together to employ a new RN. The funds for an RN are included in the new budget. Nichole Schott mentioned there are opportunities to explore other partnerships in the community.

The Special Meeting adjourned at 8:08.