

SOUTH GILLIAM COUNTY HEALTH DISTRICT
BOARD OF DIRECTORS
WORK SESSION MINUTES

DATE: Monday, April 24, 2023
TIME: 6:00 PM
LOCATION: South Gilliam Health Center, 422 N. Main St., Condon, OR

PRESENT: Cindy Hinton, Director/Chair; Paul Bates, Director/Vice-Chair; Tory Flory, Director; Kathy Johnson, Director

Meeting called to order at 17:59 (5:59 p.m.).

Several members of the clinic staff were present for the work session.

Director Hinton addressed the staff present as well as the members of the public. Director Hinton

The meeting was audio recorded and all present were advised of the audio recording

Agenda Item – Budget:

We do have someone meeting with Hollie on Thursday about budgeting who is interested in being the budget officer. That position will be discussed at the Special meeting on Monday, May 1st.

Dailene Wilson was asked about Public Health budget. They have submitted all budgets to date. Last one due will be May 5th. Dr. Edwards will be consulted about the last budget prior. County was Ok. With public health funds, to the amount of about \$190,000 (approximately). February, March, and the quarterly payment from the County.

Agenda Item – Staff:

Director Hinton asked the staff for their immediate needs. Dailene stated, she had been working with Hollie on the budget work plan and felt pretty good about where she was at.

Les Roark asked that the people talking identify themselves and complained about the audio quality. Director Hinton attempted to address his concerns.

Director Hinton and Dailene Wilson discussed the need to work with the different programs and outreach. May need to reach out for help with ideas for certain programs.

Mike Takagi asked if there was an idea when Hollie would be replaced. Leah Watkins talked about her position as interim public health administrator, but that had no control over regular clinic operation. No timeline was established for a permanent Public Health administrator.

Director Hinton stated, we would like to have an administrator in place by July 1st.

Dailene talked to the requirement to submit quarterly reports for Public Health. January, February and March had been submitted. The second quarter would be due in August. Learning the financial part would be the hardest learning curve. The reports are sent to OHA.

Front Office Staff, Margaret and Debbie, identified the importance of billing and their need to get the billings done. This was a task Hollie had done historically. Some of the billing items had been taught to front office staff by Hollie, so these tasks were being done. Front office was working on getting billing caught up before Hollie left at the end of the month.

Margaret asked about the Rural Health Survey coming up. A “practice” survey was done on April 24th, and several items were identified as needing to be done, repaired, or remedied. Director Johnson offered to be the contact person for the Rural Health Survey.

Director Hinton identified herself as the Board primary point of contact for clinic issues as she is more available.

Margaret talked about the Azalea Health EHR system, which was the replacement EHR for NextGen, the current system. A question was raised about whether a contract had been signed and there was a belief there was a contract, but none was available.

Azalea Health would be a better and more user friendly system with communication with Emergency Alert systems, Billing, integration, and working with the providers to be easier to use. Director Flory inquired about the integration into some sort of patient portal for the patients as well as the cost of the EHR. Director Flory and Director Johnson identified the need to see any contract signed for the replacement of the EHR.

Katherine Griner – over the phone - Stated she would be willing to help with anything budgeting as well as help with grants for the implementation of a patient portal program.

Discussion with the board and the clinic staff was had about the benefits of the new records system and some of the features that may make things better day-to-day.

Mike Takagi inquired about the purchasing process within the clinic to maintain daily operations. Director Hinton had talked with Special Districts about the possibility of hiring a part-time Fiscal Director to keep the clinic finances running, as well as Director Hinton being the primary signer on the checking account. She offered to come into the clinic and pay the bills. Daily operations was a major concern, which was addressed and interim solutions were discussed.

The subject of repairs and remediation identified during the “Practice” Rural Health Survey were identified and enumerated. The Board and Staff discussed how to get the items identified remedied before the actual Rural Health Survey in approximately a month.

The topic of using an outside billing service was discussed and options discussed.

No decisions were made at this work session

Work Session was adjourned at 19:25 (7:25 p.m.)

A Special Meeting was scheduled for Monday, May 1, 2023 at 6:00 pm.