

**SOUTH GILLIAM COUNTY HEALTH DISTRICT
REGULAR MEETING MINUTES**

DATE: MONDAY, AUGUST 21, 2023

TIME: 6:00

LOCATION: SOUTH GILLIAM HEALTH CENTER, 422 N. MAIN ST., CONDON, OR in the WELLNESS CENTER

PRESENT: Cindy Hinton, Chair; Tory Flory, director by phone; Kathy Johnson, director; Mary Reser, director; David Greiner, director; DaiLene Wilson, Director of Public Health; Leah Watkins, County Commissioner; Mike Takagi, PA; Margaret Takagi, office manager.

The meeting was called to order by Chair Hinton at 6:00 pm and a quorum was established.

There were no public comments.

David Greiner was issued the Oath of Office and was welcomed as a new board member.

Director Flory moved, and Director Johnson seconded the approval of the July 2023 financial reports for the Health District and SGCAS. The vote was unanimous. Director Johnson moved, and Director Reser seconded the approval of the bills for the Health District and SGCAS. The vote was unanimous. Director Johnson moved, and Director Reser seconded the approval of the July 2023 regular meeting minutes. The vote was unanimous.

Chair Hinton gave the ambulance service report. She reported a continued increase in calls with 18 calls for service in July and 10 so far in the month of August. Gilliam County has been notified that our new ambulance is scheduled to arrive in October. Updated photos of the ambulance build have been received and show the box mounted on the chassis.

Chair Hinton explained what had been planned regarding a full time RN position which would be shared between public health and the clinic. The 2023-2024 budget planned for that position at a wage of \$35 per hour. Ashleigh McIntosh had communicated to Chair Hinton a counter proposal with a wage of \$45 per hour, 3 weeks' vacation and time off for continuing education like the mid-level providers. The median wage for RNs in Oregon is \$47/hour with the low end being \$37/hour and high end at \$63/hour. As the budget had also included a part-time RN position and a part-time bookkeeper, when these 2 positions were eliminated from the budget the overall personnel/payroll cost for the district decreased. Director Greiner asked if sharing RN services with Summit Springs was still an option and the board and staff agreed that they were still open to that option. It was mentioned that Nichole Schott, the board's budget officer, would like to meet with Commissioner Watkins and Public Health Program Director DaiLene Wilson to make sure that the new funds coming into the county were able to be used for personnel. Both Commissioner Watkins and Program Director Wilson assured the board that the funds were available for staffing that supported public health programs. Director Flory moved, and Director Johnson seconded the motion to accept Ashleigh McIntosh's proposal of \$45/hour and associated benefits. The vote was unanimously approved.

Other unfinished business included an update on the offsite/cloud back up for the clinic computers. Carbonite has been purchased and Mike Takagi is working to get it installed on first on the provider computers.

The implementation of the new Azalea electronic medical record system is moving along. The appointment reminder feature is being well received by patients. The billing piece is still a bit complicated but progress is being made.

The ALERT system has been implemented and how well it works will continue to be evaluated. There is no contract and the service can be cancelled at any time.

Staff is moving forward with moving to Quest for lab work processing. A courier service will be available and may allow more access to blood draws appointments.

A cell phone for public health is still being investigated. The new TeleTask app for the WIC program is helping with communication with clients but a cell phone will still be needed.

New Business

We may need to change auditors based on information we have received from the county. Cindy will follow up on this by calling Barnett & Moro.

Public Health Report

Fourth quarter reports were completed by Leah and DaiLene. Leah has requested the first half of the public health funds from the county. Leah and DaiLene are to meet with "Anthony" who is their main contact with state public health on August 22nd. They will have lunch and he will tour the clinic.

Clinic Report

Still no word on the ORH survey. Margaret will follow up with Betsy at Sherman County clinic on the Medicare billing.

Administrator Position

An interview panel of Mike and Margaret Takagi, Dr. Edwards, Tory Flory and Kathy Johnson was approved. It was agreed to use the interview questions from SDAO. A form for scoring the applications and resumes was also agreed upon. Mary Reser and Cindy Hinton will total the scores from the interviews, resumes and applications. It was agreed that a special meeting may need to be held to then make an offer to the chosen administrator new hire. Cindy will contact interview panel members and decide on dates for interviews and keep applicants in the loop.

Director Comments

Cindy Hinton stated she will be leaving for a 2-month time period starting September 24th. The board and staff will need to work together to make sure certain tasks are covered during that time – especially if the new administrator is not hired before that date, which does seem likely.

The meeting was adjourned at 19:23.