

South Gilliam County Health District
Regular Meeting Minutes

Date: Monday, July 17, 2023
Time: 6:00 PM
Place: South Gilliam Health Center, Condon
Present: Cindy Hinton, Chair; Kathy Johnson, Director; Tory Flory, director (by phone); Mary Reser, director; Leah Watkins, County Commissioner; DaiLene Wilson, Gilliam County Public Health; Margaret Takagi, Clinic Staff; Mike Takagi, Clinic Staff; Damon Holland, Community Counseling Solutions.

A quorum of board members was established.

Cindy Hinton called the regular meeting to order at 6:00 pm.

1. Mary Reser was introduced and given the Oath of Office as a new board member.
2. Director Tory Flory signed out of the meeting.
3. Director Johnson moved for the financial reports for the clinic, public health and the ambulance service to be approved. Director Reser seconded the motion, and the vote was unanimous.
4. Director Johnson moved for the bills for the ambulance service and clinic to be approved. Director Reser seconded the motion, and the vote was unanimous.
5. Director Johnson moved for the June regular meeting minutes to be approved as recorded and the June budget and special meeting minutes to be approved as written. Director Reser seconded the motion, and the vote was unanimous.
6. Ambulance service report
 - a. All EMT-Intermediates, EMTs, vehicles and ambulance service license are renewed through the Oregon Health Authority.
 - b. The new ambulance ordered over 2 years ago has an estimated delivery date of October 2023
 - c. Shannon Coppock and Cindy Hinton will be completing a ground ambulance survey for Medicare in the upcoming months.
7. Unfinished business.
 - a. Chair Hinton presented the updated IGA agreement from the County for Public Health Services. Director Johnson moved that the agreement be signed, and Director Reser seconded the motion, and the vote was unanimous. This agreement had already been approved by the County.
 - b. The board discussed "cloud" backup for onsite computers. It was decided to go with Carbonite at a cost of approximately \$25 per month for 6 onsite computers.

Director Johnson made a motion to this effect and Director Reser seconded it with the vote being unanimous.

- c. Administrator position – The pay equity analysis is in progress through HR Answers. We have the go ahead from SDAO to proceed with advertising. The hiring process recommended by SDAO was discussed and it was decided to advertise through the Times-Journal, the Gilliam County website and InDeed and LinkedIn. Director Hinton will draft a job posting and have board members review it with the goal of having the information out next week.
 - i. Also discussed was the possibility of the NCESD providing payroll services for the clinic, public health and the ambulance service.
- d. Azalea Update – Margaret Takagi stated that Azalea would go live on Thursday of this week. The staff is working hard to make the transition.

8. New Business

- a. Board positions – It was noted that we still have one unfilled board position. The vacancy was advertised again for 2 weeks with no results. The board agreed to contact David Greiner, who had run a write-in campaign for the board, to see if he was still interested in a position and invite him to the next meeting.
- b. At the previous regular meeting Director Flory agreed to be a signer on the checking account and it was determined that another signer was needed to ensure that a second signer was available when needed. Director Reser agreed to also be a check signer. Chair Hinton was directed to get the necessary paperwork to the BEO.
- c. CBEC and City of Condon have been set up for auto pay and The Dalles Disposal will also be added.
- d. Staffing – RN position. Ashleigh McIntosh will move into an expanded Public Health role with the arrival of new funds for Public Health. She will also fill the vacancy left by the departure of Melanie Ozias – providing blood draw and immunization services 2 mornings a week. Ashleigh and DaiLene will work on a job description for the expanded Public Health tasks. Mike and Margaret will work on a job description for clinic tasks that may be shifted from current providers to an RN.
- e. There was a discussion regarding integrating the ALERT system with Azalea. The clinic staff felt that \$200 a month for this “add on” was too much unless ALERT would provide notifications for recommended vaccines. Mike and Margaret will research this more and the board will follow up at the next meeting.

9. Public Health Report

- a. DaiLene reported that she and Commissioner Watkins had started to work on the quarterly Public Health reports.
- b. DaiLene advised the board of new funding that would be available for Public Health at approximately \$213,000 each year for the next 2 years.

- c. DaiLene asked the board to consider getting a public health dedicated cell phone that she and Ashleigh would share. The board asked her to get some figures and bring them to the next meeting. The discussion was unanimous that Verizon was most likely the best option for service.

10. Clinic report

- a. There was a discussion regarding Quest vs Interpath for laboratory services. Mike and Margaret will be gathering more information to follow up at the next meeting.

11. Director comments

- a. It was discussed that this is typically the meeting when new officers are chosen for the next year. However, Chair Hinton felt that for the sake of continuity she should stay on as chair until a new administrator was hired. Directors Reser and Johnson agreed. It was also recommended that choosing a new vice-chair be delayed until we had a full board in place.
- b. Chair Hinton advised that in the past we have acknowledged the service of past board members with a plaque or gift card. It was also decided to recognize the contributions of Nichole Schott for her services as budget officer. After a brief discussion it was decided to look into engraved mugs/water bottles through Badges by Jan. Chair Hinton will look into prices/designs and bring information back to the next meeting.

The meeting was adjourned at 7:57pm

The next regular meeting is Monday, August 21, 2023 – 6:00 pm.