SOUTH GILLIAM COUNTY HEALTH DISTRICT

MINUTES

DATE: Monday, November, 2023

TIME: 6:00 P.M.

PLACE: South Gilliam Health Center, Condon

PRESENT: Tory Flory, Vice-Chairman; David Greiner, Director; Mary Reser, Director; Kathy Johnson, Director; Lisa Helms, SGHC Administrator; Leah Watkins, Gilliam Co. Commissioner; Dailene Wilson, Public Health Program Administrator; Les Ruark, Dennis Bruneau.

**A quorum of board members was established.**

Tory Flory called the regular meeting to order at 6:00 p.m.

Public Comment

Les Ruark shared his concerns from a written statement regarding the hiring practices the board utilized to select Lisa Helms as the administrator, and asked the board 6 questions. He requested his questions be answered in a public manner, either at the meeting or at a later time:

1. At what meeting or meetings of the board did the board or any board-delegated hiring committee consider applicants and/or finalists for the position of district administrator or administrative assistant (whichever title is now being used for the position charged with overseeing the day-to-day operations of the SGCHD clinic and its district)-what were the times, dates and locations of these meetings?
2. At what meeting or meetings of the board did the full board itself, in open session-or did any board delegated hiring committee, on its own initiative, and outside of a board meeting setting-proceed to select and determine to offer the position of district administrator (or administrative assistant) to the individual now holding that position-what was the date, time and location involved with this particularly important, the public deserving to see and hear, decision-making?
3. Did the selection and appointment of the newly hired administrator (or administrative assistant) occur with the consultation of legal counsel, or otherwise involve legal counsel’s review, consent or direction?
4. Is there a Letter of Employment, a Person or Professional Services Agreement or other such confirming, certifying, or agreed-to document now in place constituting or otherwise reflecting the actual detail of the aforementioned hiring-the title of the position hired; the responsibilities incurred, or scope of work and deliverables agreed to; the compensation (specific dollar amount) and benefits package (including health insurance and any PERS or other such retirement payments) arrived at or agreed to; the vacation time allotted; and the particular working arrangements set forth for that position (including identification of any assigned district owned vehicle and individually assigned district held credit card) and if there is this record, as there needs to be, why has it not been shared with the full board or even perhaps posted on the district’s website?
5. Is an audio recording made of the board’s meetings, one which staff or board members rely upon to create a written record of the board’s meetings or, which is used, in lieu of or in addition to written minutes to also serve as a record of board meetings; and if not, why not?
6. Was there an audio recording made of, or any written record created covering, the ‘meetups’ of any board delegated hiring committee utilized in the aforementioned hiring, the apparently or supposedly being no quorum of the board present at those meetups, notwithstanding?

He shared that there is new public meeting law that relates to this topic. Tory Flory thanked Les for his comments and indicated that the board would need some time to process his questions, but would definitely get back to him.

Financial Reports

The Board reviewed the October financial reports for the Health District and the Ambulance Service. David Greiner expressed his continued concern about the lack of funding coming in for medical services. Lisa indicated there was a substantial check received from Gilliam County for public health earlier today that hasn’t been deposited. Kathy Johnson moved to approve the financial reports and Dave Greiner seconded the motion. Motion carried unanimously.

Bills

The Board reviewed the October bills for the Health District and the Ambulance Service. Mary Reser

moved to approve the bills and Kathy Johnson seconded the motion. Motion carried unanimously.

Minutes

Dave Greiner moved to approve the October meeting minutes and Kathy Johnson seconded the motion. Motion carried unanimously.

New Business

*Lisa Helms-Plans/goals for the clinic-*SGHC Lisa Helms addressed the board. She reported that she has met with the staff about their roles and additional roles they’ve taken on since there hasn’t been a director. Staff also identified their impression of the highest priorities. It was indicated that billing/income is a high priority. She also reported that she’s had assistance from board members, Shannon Coppock and Leah Watkins in paying bills, etc. Lisa stated that she has also met with the Sherman Co Medical Clinic staff, she’s been working on learning Azalea and hopes at some point to work on establishing long term goals for the clinic. At this time, she said she’s really just working on learning the things she needs to and taking advantage of the resources available since there isn’t an official “training” or “orientation” program. Lisa asked the board what priorities they had for her. Priorities identified were billing, billing self pays and the website.

*Azalea contract review-*Lisa reported that she and Margaret had met with Azalea and they have submitted a proposal to add billing to our contract. She shared the proposal with the board. David Greiner indicated the price of 7.75% or $1500 monthly seems a bit high. Mary Reser wondered why we would contract with Azalea to do billing when that’s what we hired the administrator to do. Lisa shared that she had visited with the Sherman Co. Clinic last week and asked what the job duties of the administrator there are and found that that administrator doesn’t do billing or payroll. Kathy mentioned billing is very important and it will take a lot of time for a new person to learn it and the priority should be to start billing ASAP. The group discussed the possibility of contracting with Azalea for a period of time and whether we then could get out of the contract to take back the billing in house. Lisa indicated she and Margaret asked the question and we are able to let go of the billing part of the contract at any time and could still utilize Azalea for our EHR. The consensus was for Lisa to go back and ask Azalea if there is room to negotiate the price and then if needed, a special meeting could be scheduled to address the addition to the contract.

Tory Flory also brought the original contract to the meeting and shared his concern that this contract was entered into without board approval by the old administrator. Tory Flory said he thought the board needed to officially approve/accept the contract. Dave Greiner shared his concern that he’s not comfortable approving something he wasn’t a part of. After some discussion, Mary Reser moved and Kathy Johnson seconded to accept the contract that was entered previously without board approval. Motion carried unanimously. There was in depth discussion about Azalea, what staff think of it and other potential options. The consensus was that it’s too late to change EHRs now.

*Kirk contract review-*Lisa brought Kirk’s old contract in for the board to review. It expired in October and had a clause in it where he was supposed to receive a second installment of $10,000 as a hiring bonus after a year. Dave Greiner moved and Kathy Johnson seconded to approve a one-year contract for 23/24 for Kirk. The board asked whether there had been a performance review of Kirk and Lisa indicated she didn’t think so, but could ask Dr. Edwards about it on Wednesday. Ultimately, there wasn’t a caveat about having a performance review in the contract, but it was the consensus of the board that there should be reviews.

Old Business

*Billing-*Lisa shared that Betsy from Sherman Co was here last Friday and is continuing to work on getting the Medicare billing caught up in the old system. She indicated some tasks had been divvied up between Lisa, Margaret and Betsy to continue moving forward on that project.

*Azalea update-*This was addressed above. The system seems to be working well and providers are generally happy with it.

*Cell phone for public health/public health update-*Leah Watkins shared that the county is willing to provide Dailene Wilson with a cell phone and pay the expense. Dailene reported that she met with Leah earlier today to define public health roles. The two agreed that Dailene will take over public health administration since Leah has been the interim. Leah explained that Dailene has already been doing the work and the board is lucky to have her. Dave Greiner asked about the funding from the county that Lisa referenced earlier and Leah explained that the state sends the money for public health to the county as the Local Public Health Authority and then the county sends the funding to South Gilliam Health District. Dave asked about patient contacts with public health and it was explained that public health is more about community outreach and less about patient visits, so funding isn’t based on patient visits like it is in the clinic world.

*Quest-*Lisa reported that the clinic has switched to Quest for lab services, but the courier service won’t start until January. In the meantime, Ashleigh McIntosh has had to drive the labs to Arlington twice per week. Since that’s not ideal use of her time, Margarat has been working with Quest to use UPS until January and Ashleigh will be following up with Quest to ensure that switch happens ASAP. Mary indicated that she goes to Arlington twice weekly and could maybe help with transport. Les Ruark wondered about the liability behind that. Lisa said we will check into this.

*Website update-*As previously mentioned the board asked Lisa to focus on getting the clinic website back up and running. The group discussed how to get rid of the clinic Facebook page and Mary said she was supposed to attempt getting in touch with Tausha since she was the one who had originally created the page and ask her to delete it. Mary will follow up.

*2022-2023 Audit-*At the last meeting, there was discussion about the contract renewal with Barnett and Moro and concern around the significant increase in price plus the verbiage that indicated we were locked into this until 2025. Tory updated the board that he went back and talked to Barnett and Moro and it was a mistake that they had put the contract out until 2025, so they fixed that. The increase was based on the addition of the public health funding. Tory signed the contract to complete this audit and asked Lisa to start thinking about going out for bid in January for our next audit. The contract will be on file at the clinic.

Reports

*Ambulance-*There wasn’t anyone present to specifically report on ambulance business but it was noted that the new ambulance is in service now.

*Clinic-*Lisa reported that after some research, it seems like other organizations including the Sherman Co. Clinic requires two signatures on all checks and preferred that be our policy for now. She also asked about being approved to be a signer on checks. Dave Greiner made a motion and Kathy Johnson seconded that Lisa be approved to be a signer at the BEO for checks for South Gilliam Health Center. The motion passed unanimously. It was also indicated that the clinic should switch to online banking. Lisa also said it has been suggested to her that the clinic get a credit card rather than using a debit card on all the online purchases. The board discussed the dangers involved in using a debit card only. Kathy Johnson moved and Dave Greiner seconded to get a credit card for the clinic with a credit amount of $3000. The motion passed unanimously. If there is a need to increase, Lisa can come back to the board and ask.

Lisa asked about Ashleigh McIntosh being exempt versus non-exempt. She said Ashleigh had asked about being switched. Lisa shared the policy around determining exempt/non-exempt that talked about “specialty skills needed to do the job.” The board asked about her original contract and Lisa indicated she hadn’t been able to find one. Before making a decision, the board opted to check with her original contract. Lisa will locate it and bring it to the next meeting.

Lisa asked what to do with surplus furniture/equipment at the clinic. Tory said he will check the statute and get back to her about it. Les Ruark suggested making a connection with the surplus store through DAS in Salem for furniture/equipment purchases.

Lisa reported the decision was made to close the clinic on Wednesday at noon for Thanksgiving and remain closed until Monday.

Dennis Bruneau addressed the board about the idea of urgent care. He said at the last meeting he heard the clinic didn’t provide urgent care services and has also heard in the community that the clinic won’t see people who have urgent care needs such as stitches, etc. He provided detailed history about the services provided by the clinic when he was the PA and discussed the importance of serving the needs of the community. There was some discussion around this topic and some conflicting information was shared about people coming in for urgent services, as well same day appointments being blocked in the schedule to accommodate urgent needs.

Director Comments

Tory shared that he looked into getting the district a zoom account and it would cost $150/year. The consensus was to move forward with the purchase.

Adjourn

The meeting was adjourned at 8:35 p.m.

The next regular meeting will be April 17, 2023 @6:00 p.m.

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TORY FLORY, Vice-Chairman LISA HELMS, Clinic Administrator