SOUTH GILLIAM COUNTY HEALTH DISTRICT

SEPTEMBER 18, 2023, MEETING MINUTES

PRESENT: Cindy Hinton, Chair; Tory Flory, director; Kathy Johnson, director; Mary Reser, director; David Greiner, director; Margaret Takagi, clinic staff; DaiLene Wilson, Public Health program director.

The meeting was called to order at 6:00 PM and a quorum of board members was established.

There were no public comments.

The August 2023 financial reports for the district and the ambulance service were reviewed. David asked for some clarification on a few line items of the reports which were clarified. Kathy moved that the financial reports be approved, and Tory seconded the motion. The motion passed unanimously.

The August 2023 bills for the district and the ambulance service were reviewed. Tory moved that the bills be approved, and David seconded the motion. The motion passed unanimously.

Mary moved and Kathy seconded the approval of the minutes for the August 2023 regular meeting and the motion passed unanimously.

There was no ambulance report given.

**New Business**

Cindy advised the board that Lisa Helms had accepted an offer to be the clinic/public health administrator. The offer agreed upon was within the range of the advertisement for the position at $90,000 plus benefits. November 1, 2023, was the agreed upon start date. Cindy will proceed with the background check and also check references.

The website for the clinic was discussed. A bill for $175 for the hosting and domain name was just received. The board agreed to pay the bill and get the website updated working with Carl from Diversity Design.

The board briefly discussed the recommendation by Dr. Edward to form an advisory committee that would meet quarterly. Margaret advised that a board member could serve on this committee as a community member. Follow-up will be needed with Dr. Edwards.

Mary moved and Kathy seconded a motion to have Tory serve as Vice-Chair for the board effective immediately. The motion passed unanimously.

**Old business**

There was an extensive discussion of the length of time it is taking to make the transition to the new Electronic Health Records system – Azalea. This included concerns about the decrease in revenue that the clinic has experienced during the transition. It was decided to initially proceed with 2 steps towards resolving these concerns. First, Cindy would contact Betsy from the Sherman clinic to see if she was interested in contracting with us to complete the back billing of Medicare claims. Secondly, Cindy would contact Azalea and hopefully put some pressure on them to move the conversion forward and a faster pace.

Tory suggested that DaiLene check with the county to see if Public Health could sign up for a cell phone account through them. If that is not possible, we need to pursue getting the account through the Health District.

Margaret indicated that the process is moving forward to transition over to Quest for lab services.

**Clinic Report**

Margaret felt that the main concerns of the clinic had already been discussed.

**Public Health Report**

DaiLene reported that progress with the Babies First program is waiting on the arrival of our new administrator. In the meantime, Ashleigh will be taking advantage of some shadowing in La Grande.

Public Health is preparing for an October 30th presentation at the schools in Condon and Arlington to mark Red Ribbon week.

The last item to be discussed is how different members of the board and volunteers could take on certain duties while Chair Hinton is unavailable for the next 2 months. Mary will take on doing the agendas and minutes for the meetings and sending the information out to board members in advance. Leah Watkins will be cutting checks to keep the bills up to date until the new administrator starts. She will also balance the checkbook and print the necessary reports prior to the meeting. Shannon Coppock will continue to do the payroll while working to transition that task to the ESD staff. Tory will stop by the clinic on Mondays to check in with Margaret and support the staff any way he can.

The meeting adjourned at 7:25 PM.

The next meeting is scheduled for Monday, October 16, 2023, at 6:00 PM