

SOUTH GILLIAM COUNTY HEALTH DISTRICT  
BOARD OF DIRECTORS  
REGULAR SESSION MEETING MINUTES

DATE: Monday, April 17, 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

Two positions for the board were vacant due to resignations

A quorum of board members was established

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

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

Chair Hinton requested a list of people who would be wanting to comment during public comments to ensure all who wanted to speak were able to do so. The list was passed around and submitted to the Chair.

Chair Hinton addressed the two vacant positions on the Board. The vacancies had been advertised for two weeks, searching for letters of interest. One of the vacant Director positions which had been vacated by the resignation of Former Director Lisa Helms, and the second by the resignation of Former Director Ashleigh McIntosh. Chair Hinton had received one letter of interest from Kathy Johnson during the week prior to the meeting and a second was received immediately prior to the meeting. A motion was made by Vice-Chair Bates to accept Johnson's letter of interest for the open Director position. The motion was seconded by Director Flory. The motion carried through unanimous vote. Kathy Johnson was given the oath of office and sworn in as Director.

Chair Hinton addressed the resignation letters from Hollie Winslow. Winslow submitted two letters of resignation, one on Thursday, April 13, 2023 resigning her position at Gilliam County as the Director of Public Health (a .1 FTE position), and the second on Sunday, April 16, 2023, as the Administrator of the South Gilliam Health Center. Both letters of resignation were submitted via email. Winslow's resignation from the District will be effective at the end of April.

#### **PUBLIC COMMENTS**

Kathryn Greiner requested an opportunity to speak. Greiner read a prepared statement regarding concerns she had about public records requests, staffing, salaries, and remote work proposal Winslow had submitted at the last meeting. Greiner also voiced opposition about the utilization of County funds from Public Health, used by Winslow during and after the implementation of Public Health from January to July 2022.

Chair Hinton addressed emails received from Les Ruark. Ruark had asked about what was reviewed at the meetings, which Chair Hinton described expressly as the financial documents, bills, and receipts from the Ambulance Service and clinic financials. He also asked about our intent to go into Executive

Session and the position vacated by Lisa Helms. Chair Hinton addressed the questions, clarifying the issues. The board had no intention to enter into Executive Session during this meeting. Ruark asked if the board intentionally did not advertise the vacant board position so we would not be able to fill it. Chair Hinton expressed that was in no way the intention of the Board.

Jan Moffitt commented about her concerns about the budgeting process as it related to Hollie Winslow's position. Moffitt was concerned about notice about the budget process.

Shannon Coppock voiced support for the board.

Rene Durfey commented on her support for the board and the decisions the board has to make. Durfey voiced concerns, mostly related to Winslow's administration. She voiced concerns about the fiscal operation of the clinic as well as not having a patient portal available to the patients of the clinic.

Damon Holland commented in support of Hollie Winslow and the proposals she had made, stating he believed she should be compensated for the work she did for the clinic. He also voiced support for the board and knows the difficulties they face.

### **FINANCIAL REPORTS**

The Board reviewed the March financial reports for the Health District and the Ambulance Service. Vice-Chair Bates made a motion to approve the March Financial Reports and Director Flory seconded the motion. The motion carried unanimously.

### **BILLS**

The Board reviewed the March bills for the Health District and the Ambulance Service. Director Flory made a motion to approve the March bills and Vice-Chair Bates seconded the motion. The motion carried unanimously.

### **MINUTES**

Vice-Chair Bates moved to approve the March meeting minutes. The motion was seconded by Director Johnson. The motion carried unanimously.

### **AMBULANCE SERVICE REPORT**

The Ambulance Service Report was delivered by Chair Hinton. Chair Hinton advised, the Ambulance Service has continued to be extremely busy. The month of March had 15 calls for service with 12 requiring transport, one lift assist and two non-emergent transports. Non-emergent transports are new to the Ambulance Service as the previous service area agreement did not allow that type of transport. The new agreement allows non-emergency transport.

The new ambulance chassis, which was ordered two years ago, is on its way from Mexico. The County has received the extension for the grant the ambulance was purchased through, and will work with the Ambulance Service to extend the grant as needed until the new ambulance is completed and delivered.

### **UNFINISHED BUSINESS**

The District requires two signatures on any check written over the amount of \$500. Hollie Winslow and Chair Hinton are currently the two signers on the account. Former Director McIntosh had been

nominated to be the second signatory on the checking account during the March, 2023 Board meeting. With her resignation from the board, the board needed to make a new nomination to appoint a member of the Board as the second signer.

Director Johnson volunteered to be a signer on the checking account for the Clinic and LGIP. Director Tory Flory made a motion nominating Director Johnson to serve as a signer for the checking account for the Clinic and LGIP. Vice-Chair Bates seconded the motion. The motion carried by unanimous vote.

Not on the agenda was the need to agree to a new employment contract between the District and Physician's Assistant Mike Takagi. The board had not had an opportunity to review the agreement prior to the meeting, so the board was given an opportunity to review the contents of the agreement. Director Flory made a motion to approve the agreement with a couple of corrections for typographical errors. The motion was seconded by Director Johnson. The motion carried unanimously.

The subject of the tasks performed by Hollie Winslow, and breaking those tasks up and disseminating those tasks to the staff at the Clinic, was discussed. Director Flory talked about ensuring the duties were assigned to the appropriate staff to create accountability and efficiency. Director Flory talked about possibly using outside contractors for billing and other appropriate tasks.

A question was raised about what composes the Clinic and the question was answered for clarification.

A work session was scheduled for Monday, April 24, 2023 to work further on the budget committee, budget officer, and staffing.

The budget calendar was established and the Budget Committee Meeting was set for May 15th, the Notice of the budget hearing and the Financial Summary was set for June 1st, and the Adoption of the Budget would be on June 19th at a budget hearing prior to the regular meeting. Vice-Chair Bates made a motion to approve the Budget Calendar with the above dates. Director Johnson seconded the motion. The motion carried unanimously.

Gilliam County suggested the District appoint a Budget committee. The Budget Committee would consist of no more than five members appointed by the District Board. The Budget Committee appointees would serve for a term of three years. Director Johnson made a motion to create a Budget Committee. Director Flory seconded the motion. The motion carried unanimously.

The need for a Budget Officer was identified and Chair Hinton asked the topic of determining the need and role of the Budget Officer be held for the work session on April 24th.

### **CLINIC REPORT**

The Clinic Report was delivered by Chair Hinton as provided by Hollie Winslow. There has been research into a new EHR, but no contract on a new system has been signed at this point. The clinic is scheduled for an Office of Rural Health Clinic survey for this spring. This will be an unannounced audit of the clinic with a "mock" survey on April 24th. The clinic hired Health Services Associates for assistance with bringing policies up to date as well as contemporizing the Emergency Preparedness Plan. Winslow is working on the Medicare Cost Report. The clinic has purchased a small ultrasound machine for use within the clinic.

### **PUBLIC HEALTH REPORT**

The Public Health Report was delivered by Chair Hinton as provided by Hollie Winslow. The clinic had quarterly updates with the State Representative from each element of Public Health. They are not concerned with the administration transition. A Public Health review is scheduled for September 2023. Work plans and budgets are under construction. A plan is under construction, in conjunction with Wheeler County Public Health to provide the Babies First program to Wheeler County.

Public comments about the Tall Cop Says Stop program, which was arranged through Public Health, were positive.

#### **DIRECTOR COMMENTS:**

Director Flory commented on the pending transition and his vote in opposition to Hollie Winslow's proposal at the March meeting. Director Flory clarified, his vote was not against Hollie Winslow as a person, but in opposition to her proposal. He stated, Hollie Winslow had done a good job at the clinic but unfortunately there was no room for movement with her proposal.

Vice-Chair Bates commented that Hollie Winslow has done a phenomenal job at the clinic and he felt sorry things have gone the way they have.

Chair Hinton stated, this would be the second large transition she has gone through and working with Hollie has been great. Her visions have brought the clinic into the good situation it is in now. Hollie brought Public Health to the clinic, which was her vision, and her years of service is appreciated.

Director Johnson spoke to her experience in healthcare administration, which was extensive.

#### **MISCELLANEOUS**

Rene Durfey had submitted a letter of interest to fill the remaining vacant Board position until the expiration of that position's term, which would be at the end of June 2023. No election was made to fill that position.

#### **ADJOURNMENT**

Chair Hinton adjourned the meeting at 7:24 pm

A Work Session was scheduled for Monday, April 24, 2023 at 6:00 pm. The agenda for that work session would be developed and distributed.