



**WHITE RIVER HEALTH DISTRICT
DESCHUTES RIM HEALTH CLINIC
BOARD OF DIRECTORS MEETING
SEPTEMBER 25, 2025 MEETING MINUTES**

1605 GEORGE JACKSON RD.
PO BOX 219, MAUPIN OR 97037
www.deschutesrimhealthclinic.org

BOARD MEMEBERS PRESENT: David Farris, Allison Bechtol, Melissa Napoli

BOARD MEMBERS ABSENT: Ashely Biesenthal, Laurie Barnes

DRHC: Lindsay Roper

GUESTS: Judy Starr, Sue Knapp, Rod Woodside, Medy & Tom Gantz

I. CALL TO ORDER

The meeting was called to order at 5:03 pm by the Chair, David Farris

II. SDAO PRESENTATION: Mike Jacobs, Senior Risk Management Consultant, presented an overview of programs and training available through Special Districts Association of Oregon (SDAO) of which we are a member of.

III. PUBLIC COMMENT: None

IV. CONSENT AGENDA

- A. Minutes from August 14 ,2025, Regular Board Meeting minutes were reviewed. There being no corrections, David Farris moved to approve the August 14 ,2025 minutes. Allison Bechtol seconded. All ayes. Motion carried.

V. FINANCIAL REPORTS

- A. Approve July and August 2025 Financials: Allison Bechtol moved to approve the July and August 2025 Financials. David Farris seconded. All ayes. Motion carried. It was noted that David would like to start seeing six months running average.
- B. Patient Report: Informational only. Covered in Administrator Report
- C. Proforma Budget: Lindsay reviewed updates to the proforma budget in detail.

VI. NEW BUSINESS

- A. Approve Extension of MOU: David Farris moved to extend the MOU with Sue Knapp through the end of the year (2025) so that she can help with the completion of the audit that is underway. Melissa Napoli seconded. All ayes. Motion carried
- B. Announcement of Hire: Jennifer Lombardi, FNP has accepted our job offer and signed our contract. She and her husband, Brian, are planning on moving to the area after Thanksgiving. The October issue of the South Wasco Times will have an announcement. Lindsay will also post the hire on our website and social media. The Foundation will be sending a letter to donors with the announcement. We need to create a plan of community interactions to introduce her to South Wasco.
- C. Review/Approve Vacation & Leave Policy and Discuss HR Employee Handbook: The updated Policy language was reviewed and discussed. The Policy will be updated to match the Handbook. Melissa Napoli moved to approve the update Policy and changes to the Handbook. Allison Bechtol seconded. All ayes. Motion carried.
- D. Rural Health Conference: Allison Bechtol moved to approve Lindsay's attendance at the upcoming Rural Health Conference. David Farris seconded. All ayes. Motion carried.
- E. Requirements of Being a Public Employer: Lindsay let us know that Clinic employees are considered Public Employees. This means we have a number of things that will require policies to be developed like an Ethics Policy. Lindsay will be working to draft policies and bring them to the Board for approval. SDAO has resources that can help with the development of policies and training.
- F. Termination of Services IT Provider: Lindsay has sent a letter to our prior IT provider terminating our agreement with them effective October 1, 2025, due to multiple deficiencies and

overall lack of response. She also requested a partial refund of our prepaid service agreement. Our new IT provider will be documenting deficiencies they identify as systems are updated. To date, we have not had a response to the letter. Discussion ensued about the potential need to seek legal counsel to rectify the situation. Allison Bechtol moved to have David and/or Lindsay seek legal counsel if necessary. Melissa Napoli seconded. All ayes. Motion carried.

- G. Potential Uses For Building B: Discussion around rent ensued. This discussion was put on hold until after our Strategic Planning Session.
- H. Parking Lot Safety: Lindsay was authorized to contact someone locally to get rock moved.
- I. Discuss Setting Up Emails for all Board Members: In order to separate clinic emails from personal emails, it was suggested that each Board Member get a email address set up. David moved to set up a DRHC email for each Board Member. Allison Bechtol seconded. All ayes. Motion carried.
- J. Discuss Changing the Date of November and December Board Meetings: It was agreed that the November meeting will be moved to November 20th and the December meeting will be moved to December 18th both at 5:00 pm.

VII. OLD BUSINESS

- A. Strategic Planning Session: Date is set for November 8th from 8 am – 1:00 pm. Melissa is working on finding a location and catering. The meeting will be open to the public and zoomed. Facilitator will be through SDAO.
- B. Recruitment of Provers: Dentist: No update
- C. Feedback from COIPA Review of Job Descriptions: Review was pretty cursory and did not provide much assistance.
- D. Update on Foundation: Judy Starr, Foundation Board Chair gave an update on the Foundation.
 - 1. An updated Mission and Vision Statement (developed as part of the Strategic Planning Session) will be helpful and needed as we seek grants.
 - 2. Phil Arntz and Judy met with bookkeeper to work on transitioning financials over to Phil.
 - 3. Donnor data base is in the process of being set up. Judy is attending a lot of classes to better understand the functions of the database.
 - 4. They are recruiting Foundation Board Members.
 - 5. Judy is developing a donor letter announcing the hiring of Jennifer.

VIII. UPDATES

- A. Clinic: Linday's presented her Clinic Administrator Report
- B. Board: Allison shared that the 9-90 and CT12 are forms that the Foundation must complete/submit, not the Clinic. As part of the communities Dark Starr initiative, Allison asked if there is a way to turn off the parking lot lights at night or put them on a timer. Lindsay will add this to the list for the electrician.

IX. COMMUNICATIONS: None

- X. **CLOSE PUBLIC MEETING AND OPEN EXECUTIVE SESSION:** The public meeting was closed at 7:14 pm and Executive Session was opened. Per ORS 192.660(2)(a) and 192.660(7) – “To consider the employment of an officer, employee, staff member, or agent, and matters of employment.”

XI PUBLIC MEETING REOPENED at 7:34 pm. David Farris moved to keep Lindsay pay the same but reduce her hours to 32 hours per week. A bonus for all the good work she has been doing was also approved. Melissa Napoli seconded. All ayes. Motion carried.

XII. ADJOURNMENT OF REGULAR BOARD MEETING: David Farris, Board Chair, adjourned the September 25, 2025 Regular Board Meeting at 7:35pm.

ATTESTATION:

Dr. David Farris

David Farris, Board Chair

Allison Bechtol

Allison Bechtol, Board Secretary