

**WHITE RIVER HEALTH DISTRICT
1605 GEORGE JACKSON RD., MAUPIN, OR
BOARD OF DIRECTORS REGULAR MEETING
FEBRUARY 23, 2022
MEETING MINUTES**

(MEETING WAS HELD VIA ZOOM VIDEO PLATFORM; MEETING REPLACED THE JAN. 26TH MEETING)

BOARD MEMBERS PRESENT: Sue Knapp, Andrew Houck, Julie Whetzel,

BOARD MEMBERS ABSENT: Laura Taylor

GUESTS:

DRHC: Kathryn Mahler Doan, Kim Hahn, Shelby Dumire

I. CALL TO ORDER:

The meeting was called to order at 9:07 by the Chair, Sue Knapp.

II. INTRODUCTION OF PARTICIPANTS: Participants on the call were identified.

III. CONSENT AGENDA

Approve the minutes of the DRHC Regular Board Meeting on February 2, 2022. Sue Knapp moved to approve, Andrew Houck seconded. All ayes. Motion carried.

IV. CLINIC and DISTRICT BUSINESS UPDATE

a) Chair's Report: Construction is proceeding on schedule. Sue thanked everyone, and Shelby and Kathryn in particular, for all their hard work.

b) Clinic Report: Shelby Dumire shared. The demand for COVID boosters has significantly slowed, likely because most that need them have already been immunized. There have been a few calls regarding kiddos needing vaccines. Amy (our locum tenens temp provider filling in until we find a full-time FNP) is working out great. She's seen many patients, has a relatively full schedule, and is getting great reviews from patients. Shelby and Kathryn have been very busy updating procedures and protocols. (see below for further info).

c) Review and approve January Clinic Financials : Kathryn Mahler Doan presented the clinic financial statement for January, discussed, and answered questions. There have been a few challenges in switching to Quickbooks from our previous platform, but those appear to be ironed out now. Andrew Houck moved to approve the financials as corrected, Julie Whetzel seconded. All ayes. Motion carried.

d) Audit Update: Kathryn is still recruiting a CPA to do this. She will need to file for an extension in the interim.

V. OLD BUSINESS (Clinic and District)

a) Provider Recruitment Status: No recent responses from any of our recruitment platforms. Many clinics in addition to ours are seeking FNPS, and the pool of candidates is small. The search continues.

b) DEI Actions- Training Module and Outreach: Kathryn has signed us up for access to an online training module, for an access fee of \$30/month. This is a work-at-your-own-pace format, broken up into 1 or 2 hour modules. Shelby has the log-in codes and access, and will use these to train staff. Eventually, when staff are finished, the log-in info will be shared with Board Members in order to train as well.

- c) SDAO Conference (February 10-12, 2022): Kathryn, Julie, Kim and Shelby all attended some sessions in their area of interest.
- d) Website Updates and Changes: Karlton continues to work on these, adding updates as they come in from Sue. The WRHD and Foundation are now listed out as separate major tabs on the clinic's Homepage (instead of being lumped into 'Other'); these tabs are links to the respective websites. This provides more user friendly access to both, as well as better transparency.

VI. NEW BUSINESS (Clinic and District)

- a) Review and Approve Updated Clinic Manager Job Description: Kathryn presented. This clarifies the tasks and responsibilities of the Clinic Manager. Julie Whetzel moved to approve. Sue Knapp seconded. All ayes. Motion carried.
- b) Review and Approve 2022 Sliding Fee Scale: Kathryn presented. Per federal guidelines, this is based on the Federal Poverty Level and needs to be updated every year. Julie Whetzel moved to approve. Andrew Houck seconded. All ayes. Motion carried.
- c) Review and Approve Nursing and Clinical Care Policies/Protocols: Kathryn presented. OHA has specific and extensive immunization protocols that must be followed. This board policy adopts those protocols and allows for continual updates to the policy as new guidelines come in from OHA and the CDC. Julie Whetzel moved to approve. Sue Knapp seconded. All ayes. Motion carried.
- d) Discuss MOU for Oregon Coalition of Local Health Officials (OCLHO): Kathryn presented. OCLHO is in pursuit of a grant to recruit and train Community Health Workers (CHW). Such community health workers would be trained by the state and then sent to work in their local communities, assisting clinic staff. Examples of things a CHW would do include following up with chronic-care patients after visits to ensure that they continue the care they need, reaching out to patients who may be due for a follow-up visit, physical exam, or immunization and help them schedule those, and assisting patients in enrolling in insurance via OHP and/or the OR health insurance exchange. Overall a CHW would be a valuable asset to the clinic and local community, particularly in ensuring continuity of care for our older and chronic-risk patients. Kathryn will send the MOU to OCLHO notifying them that the Clinic would welcome a CHW, and assist in their ongoing training.
- e) Connect Oregon Network: Zoom meeting on Feb 14. Sue participated. Connect Oregon has been active in other parts of the state for some time, and is just now expanding their outreach to the Gorge Area. Their purpose is to use a technology platform to connect health, social and community services organizations to each other throughout OR to provide and improve whole health outcomes for patients. We will continue to gather information about this, and eventually Shelby will look into registering the Clinic to participate.
- f) Discuss SAMS Registration Update: Kathryn has taken care of this. Notarized letter has been submitted, and we are awaiting processing and confirmation.
- g) Discuss Facilitated Meeting on "old building" repurposing: Sue presented. Because of the delay in receiving the 1.3M in funding from Congress, we will likely not be able to use those funds for much of

the new building construction (Federal rules say the funds, once received, can only be used to pay for expenditures incurred after the date of receipt). Therefore, this would be a good opportunity to use the funds to pay for remodeling and repurposing the current (old) clinic building. What are some ways we can use the building to improve the wellness of the community and to generate revenue? Mike Westby will facilitate the discussion, which will be on March 30. Interested individuals who haven't already responded can reach out to Sue to let her know they'd like to participate.

- h) Review Budget Committee Meeting Schedule and committee recruitment. Kathryn developed and shared a timeline for drafting and adopting the FY 2022-2023 budget. The Budget Committee needs to include members of the public as well as a staff representative and Board member(s). Meetings will be public, and public input will be welcomed throughout the process. The meetings will begin in mid-March and are scheduled to allow regular updates to the Board during regular board meetings. The committee will complete and approve the draft budget and submit to the Board in May for review and input; the approved budget will be adopted in June.
- i) Discuss Resurrection of PFAC: Sue initiated discussion. A few years ago, there was a Patient Family Advisory Committee (PFAC), established to give community and patient feedback to the Clinic. The last PFAC meeting was in January 2020. At that time, the committee gave a number of suggestions to improve patient satisfaction. This was valuable input, and was used as a roadmap for improving the relationship between the Clinic and the community. Looking back on it now, almost all of the original PFAC concerns have been addressed, with the remainder to be fulfilled with the completed new building. Now, with a new clinic building opening, new staff, and other changes, it seems like a perfect time to reach out for further community feedback. Shelby will review the notes from the last PFAC meeting, and use this to work toward creating a new version of PFAC for the future. As part of this, Kathryn mentioned that we really need to begin formalizing a patient satisfaction form, and devise a system for distributing them to patients after/at the end of appointments. That feedback and report card would be valuable for guiding decisions and improving services in the future.

VII. NEW CLINIC/DESCHUTES RIM CLINIC FOUNDATION:

- a) Clinic construction: Proceeding on schedule.
- b) Review FFE Spreadsheet: Sue shared a spreadsheet itemizing lists for furnishings in most rooms of the clinic. We need a firm list of what we already have that can be moved to the clinic, what we need to replace, and what we need to order. Shelby and Kim will go through the list and return the info to Sue within the next couple of weeks. Information from this list will be used to guide purchasing as well as grant applications and be the basis of our fundraiser in early May.
- c) Foundation Updates: Hardhat Tour/Fundraising Event planned for May 7. A committee is meeting biweekly to plan this. Ford Family Foundation contacted Sue to set up a Zoom "site visit" with the board. This will likely be scheduled for March 7.

VIII. OTHER BUSINESS/CONCERNS/COMMENTS : The RHC application (Rural Health Clinic) is temporarily stalled, again, due to the lack of a full-time provider. Kathryn suggested there is a possible workaround, if our Medical Director, Mike Pendleton, could serve as our registered provider for a few hours a week while we search for a new FNP. That would allow us to complete the RHC certification process, which is essential to improving reimbursement rates from our payers.

IX. PUBLIC COMMENT: none

X. ADJOURNMENT: The meeting was adjourned at 10:41 am.

ATTESTATION:



Sue Knapp, Board Chair

Attest:



Julie Whetzel, Board Secretary