

**WHITE RIVER HEALTH DISTRICT**  
**1605 GEORGE JACKSON RD., MAUPIN, OR**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**NOVEMBER 24, 2021**  
**MEETING MINUTES**

(MEETING WAS HELD VIA ZOOM VIDEO PLATFORM)

*BOARD MEMBERS PRESENT:* Sue Knapp, Jim Holycross, Laura Taylor, Andrew Houck

*BOARD MEMBERS ABSENT:* Julie Whetzel

*GUESTS:*

*DRHC:* Kathryn Mahler Doan, Kim Hahn, Shelby Dumire (listened in)

**I. CALL TO ORDER:**

The meeting was called to order at 9:05 by the Chair, Sue Knapp.

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

**III. CONSENT AGENDA:**

- Minutes to the October 27, 2021 regular board mtg.
  - Sue Knapp moved and Andrew Houck seconded the motion to approve the October 27, 2021 minutes in the consent agenda. All ayes. Motion carried.

**IV. CLINIC UPDATE / DISTRICT:**

- Clinic Report Kathryn stated the clinic has been very busy, mostly with vaccinations. She explained the financial analysis report, noting that \$37k had been billed, and noted the new report on visit counts which now includes Dental (dental EMR is now activated). For staffing, the second OAll entry-level position has been filled; Keaton will start 11/29 and spend most of December in training. By Jan 1<sup>st</sup>, Kim will be able to focus on dental and assisting the Board. Shelby is a demonstrated asset to the clinic. We applied for and received Tier 4 status as a 'Patient Centered Primary Care' clinic; this will help with reimbursements and our RCH certification. Kathryn and Shelby will be ready for the RHC application by early December. Additional policies and protocols will need to be developed and approved before 12/31.
- Chair Report: Sue reiterated that much has been happening, with Kathryn and herself wearing many hats. She attended a Community Enhancement Projects meeting (Wasco Co. Economic Development Commission) to talk about the health clinic's status and monetary needs. Other projects from the City and the School were also presented; the clinic ranked as #1 out of 5 key projects due mainly to its progress and critical financial needs. Clinic construction involvement and grant submittals have been time sinks. Sue stated she has been asked by MCMC leadership if she has interest in becoming a member of MCMC's Board of Trustees, representing health care in South Wasco County; a final decision will be made in mid-December after an informal interview process.
- Finances: Kathryn reviewed the clinic financials for October.
  - Motion was made by Laura Taylor and seconded by Andrew Houck to accept the October financials. All ayes. Motion carried.

**V. OLD BUSINESS:** None

**VI. NEW BUSINESS:**

- Employee Handbook and Onboarding Policy: These documents were not completed and will be reviewed at the December meeting. The handbook just needs an update on new policies

- SBHC Policy and Protocols: These are necessary for proper operation, patient confidentiality and registration of student patients. Maddy has been seeing patients via telehealth. The Policy and Protocols are still in development.
- Lines for Life: Sue brought forward for discussion a program sponsored by *Lines for Life* that assists and provides resources for students with mental health problems, including suicide prevention. We discussed how to bring this program to the attention of the school and work with them on grant opportunities. Laura offered to approach the school board chair on a possible presentation to the school board, as well as the dean of students. This is an opportunity for DRHC and our SBHC to work with the school and the school social worker on a critical health issue. We identified our leads to be Laura Taylor, Maddy, and Shelby Dumire.
- Board Member Resignation (new topic): Jim Holycross tendered his letter of resignation to the Board. He did not want to leave but circumstances forced him to move outside the district boundaries.
  - Andrew Houck moved the accept Jim's resignation; Laura Taylor seconded the motion. We discussed the desire to keep Jim involved and welcomed him to attend future meetings for both the clinic and foundation. Sue called for the vote. All ayes. Motion carried.

**VII. NEW CLINIC / DESCHUTES RIM CLINIC FOUNDATION**

- Construction Schedule: Sue informed the Board of the construction schedule, progress, current activities, weekly meetings, change orders and submittals.
- Foundation Activities Update: Sue provided a brief recap of Foundation activities, including the continued pursuit of grant funding and development of an end-of-year donor letter.
  - Westby Associates Contract: Since the board did not have a quorum at the foundation board / steering committee meeting, approval for an extension of the Westby contract was brought forward for discussion and approval. The extension is from January to end June 2022. This will likely be the last extension for Westby's services as all grants will have been applied for and events completed; Mike Westby will likely stay involved with federal and MCMC issues.
    - Sue moved to approve the 6-month contract; Andrew Houck seconded the motion. No further discussion. Vote was all ayes. Motion carried. Sue will sign and send to Westby
  - Grant Requirements for Board: Sue provided the board a final opportunity to provide input into how the clinic and foundation could address and support DEI (Diversity, Equity, Inclusion), an important element of the Collins grant application. She noted previous suggestions on intended actions and asked if there were any more. Hearing none, she closed the discussion.

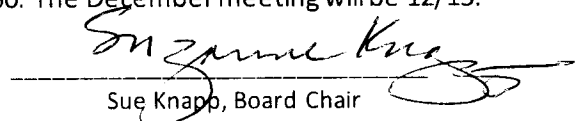
**VIII. OTHER BUSINESS / CONCERNS / COMMENTS** – Kathryn noted information on the White River Health District is now on the clinic's website, thanks to Karlton Hahn, and provided an on-screen view. She noted information included (budgets, policies, board members, new construction floorplan). Sue noted approved minutes still needed to be added. Meeting Zoom information will be posted.

**IX. PUBLIC COMMENT** – None

**X. ADJOURNMENT**: The meeting was adjourned at 10:50. The December meeting will be 12/15.

ATTESTATION:

Attest:   
 Laura Taylor, Board Secretary

  
 Sue Knapp, Board Chair