

**WHITE RIVER HEALTH DISTRICT
1605 GEORGE JACKSON RD., MAUPIN, OR
BOARD OF DIRECTORS REGULAR MEETING
JANUARY 12, 2022
MEETING MINUTES**

(MEETING WAS HELD VIA ZOOM VIDEO PLATFORM)

BOARD MEMBERS PRESENT: Sue Knapp, Laura Taylor, Julie Whetzel

BOARD MEMBERS ABSENT: Andrew Houck,

GUESTS:

DRHC: Kathryn Mahler Doan, Kim Hahn, Shelby Dumire, Mike Pendleton (joined at 10:00)

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. APPROVAL OF MINUTES OF DECEMBER 15, 2021 BOARD MEETING

Laura Taylor moved, Julie Whetzel seconded to approve the minutes as written. All ayes. Motion carried

IV. APPROVAL OF ADDITIONAL SIGNATURE FOR RIVERMARK CREDIT UNION ACCOUNT.

The Rivermark account requires 3 signatories. Kim Hahn and Sue Knapp are already current signatories. The purpose of this motion is to add Clinic Manager Shelby Dumire as the third. Sue Knapp moved, Julie Whetzel seconded to add Shelby Dumire as signatory to the Rivermark account. All ayes. Motion carried.

V. CLINIC CORRESPONDENCE:

Maddy's letter to patients was sent out in mid December. Shelby and Kathryn are drafting a follow-up letter to patients that will go out soon. As a result of recent events, it was realized that this was a "teachable moment" for staff, executive team and the Board. Kathryn and Sue reiterated that any communication to the public is an opportunity to display our professionalism and is also a positive marketing opportunity. Therefore, all correspondence should be on Clinic letterhead, and should go through the Board as well as Clinic Management prior to sending. Kathryn

has educated Clinic staff regarding this. On a related note, it was noted that the current clinic logo approved by staff mid last year has the 'blue swoosh' at the bottom but this inclusion as well as the large logo at the top takes up too much space. Recommendation was made that future correspondence should use a reformatted letterhead that Kathryn and Shelby will work on.

VI. CLINIC UPDATE:

Shelby updated the group regarding the clinic. Keaton is doing well in reception (checking in patients, verifying insurance, scheduling, etc) and is continuing his training. Kim finished the board binders and some Board have already picked theirs up. Kim and Karlton have been doing the cleaning and sanitation work for the clinic. There has been a larger than usual demand for Covid tests lately; more of those are coming back positive. Monoclonal antibodies are available at the clinic should anyone need them for treatment. Vaccinations continue for adults; as of last week still waiting on a delivery of kid doses.

Starting Monday Jan 17, Shelby is instituting weekly staff huddles on Monday mornings and once monthly full staff meetings to keep staff updated. Shelby also attended an SDAO safety training recently, and is putting together a clinic safety committee that will have regular meetings. Minutes for these need to be kept for 3 years to comply with SDAO rules.

VII. DISTRICT MANAGEMENT:

Sue reminded the group that the White River Health District is a Special District, which is a form of local government that allows for creation, management and use of financial resources for a specific purpose. We are a taxing district. The main purpose of the board is to oversee the use of taxpayer funds and ensure that they are spent appropriately. It is important, therefore that the Health District board, and clinic management all have distinct and clearly defined roles as per SDAO guidelines (are there guidelines?). In the past, as the district and clinic were getting started, those boundaries and needs were not clear. The original board did not know what was needed to manage a clinic and district and so the provider they hired ended up doing it all and became the district manager. Without a district manager now, others have taken on those responsibilities, including members of the board and members of the executive team, which is unsustainable in the long term, so an official district management position needs to be reassessed.) , To that end, Sue and Kathryn shared a spreadsheet listing the many tasks associated with district management. The Executive Team, clinic manager and Board were asked , . to review the spreadsheet and give input as to which tasks should be assigned to the positions listed in the form .We will discuss this further at the Jan 26 meeting.

VIII. SDAO CONFERENCE

Coming up February 10-12. Kathryn or Sue will send out the agenda and registration info. Conference is virtual this year, and registration is free. All are encouraged to take a look at the agenda and attend sessions as appropriate to their role.

IX: BOARD RECRUITMENT:

Still need to fill Jim's position. Sue revisited the topic of recruitment of new members and reiterated that the goal is to find potential members who will raise the prestige and public confidence in the board. Sue shared a recruitment qualifications handout that delineated the skill sets we should look for in potential candidates. Sue and Julie will work on an "Announcement of Vacancy" flyer and get that posted on social media, the website, and on the usual physical bulletin boards ASAP.

X: ADJOURNMENT: The meeting was adjourned at 10:18.

ATTESTATION:

Attest:


Julie Whetzel, Board Secretary


Sue Knapp, Board Chair