

North Gilliam County Health
District
Minutes of the
November 21st, 2023
@7:00 PM
Arlington City Hall

Called to Order- Ron Cecil Chair

Board Present: Ron Cecil, April Aamodt, Todd Terp, Grant Wilkins,

Board Members Not Present: Kolton Boethin

Employees Present: Carrie Schadewitz, David Anderson, Tena Ferguson, Christine Kieweg, Stacey Reding-via zoom, Tiffany Wilkins-via zoom, Donna Irons-via zoom, Michele Guillian-via zoom

Public Comment: NO PUBLIC COMMENT

Consent Agenda:

Minutes- Grant Wilkins Motions to approve October 17th, 2023, meeting minutes and Special Meeting minutes from November 11th, 2023, as written, **2nd by April Aamodt**, all in Favor AYE- Grant Wilkins, Todd Terp, Ron Cecil, April Aamodt- Opposed- NONE- **Motion Passed**

Financial Report: NONE- QuickBooks will be done by next week and Carrie will send out a report Via-Email.

Ron- Thanks everyone on the board for all the extra work they have been doing and appreciates everyone. Also, thanks to Carrie and David for the great jobs they are doing.

Clinic Report- See Attached

October LGIP account statement presented, attached to minutes. Copies were handed out to all board members present.

Bank Of Eastern Oregon October statement copies handed out to all board members.

QuickBooks should be caught up by next Friday. QuickBooks files/backups are now stored via the cloud. Also remember the district has a shared drive to store all files. DattoWorkplace.

Stacey Reding, RN started with us October 10th, 2023. She will be filling in for staff when they are on vacation, sick, and during inclement weather.

The clinic will be closed Thursday and Friday for Thanksgiving.

Todd suggested receipts for purchases be turned in on a timelier matter. Within Five days of the purchase. Would like everyone who purchases items on behalf of the district to be more diligent in turning receipts in.

Tena- Hardware as an example, states she and Mary used to get an email with purchase receipts, she doesn't get them anymore. Also states she will not go looking for receipts if she wasn't here or doesn't know that someone made a purchase there, and it wouldn't be turned in by five days.

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Carrie clarified that the hardware store purchases are not an issue when it comes to receipts being needed. The district does still get purchase receipts VIA Email from the Hardware store.

It's mutually agreed that receipts need to be turned in more diligently.

Medic Report-Attached to Minutes

Hired four EMTS, Richard Hernandez, Donna Irons, Cole Anderson, and Kayleen McArthur. They all have primary employment at other agencies. Also, Stacey Reding has been helping with Ambulance Calls. Working on getting certifications for Stacey completed.

Stated no employment paperwork for Richard Hernandez has been received- By Carrie and acknowledged by David it hasn't been turned in yet.

PHTLS Class on December 4th, 2023. Cost \$1160.00. Eight will be Attending the class. Only four will be getting the certification. Future plans for having more classes for us and surrounding agencies. David is working on renewing his Instructor Certification.

There was grant money in 2020-2021 for PALS/ACLS classes, with no expiration date due to Covid19. David will locate the email's that he has, with the information and forward it to Carrie as to when this grant was approved and when it was originally sent to the district.

Chief/Supervisor for Kayleen McArthur has offered to let Kayleen use MA Vehicle to provide mutual aid if ever needed at no cost to the district. Will need to send a letter to them about this mutual aid. If she is available to do so. In addition, the Fire Chief has also sent a letter to David Anderson asking that our old life pack 12 be donated to them for training purposes. David has presented a proposed resolution at this meeting. Attached to minutes. The life pack 12 would need to be removed from the insurance. Carrie asked if our fire district would find any use for this equipment. David states that our fire district wants nothing to do with medical. Joe and Gabby will show, but the rest will not.

Todd Terp makes Motion to accept the resolution as written for donating the life pack 12 to Sherman County. **Grant Wilkins** 2nds motion, all in favor –AYE- Grant Wilkins, Todd Terp, Ron Cecil, April Aamodt, opposed-NONE- **Motion Passed**

Grant makes Motion to approve donating the life pack 12 to Sherman County. **2nd by Todd Terp**, All in favor, AYE -Grant Wilkins, Todd Terp, Ron Cecil, April Aamodt, Opposed-NONE, **Motion Passed.**

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Old Business:

- A. **Ground Emergency Medical Services Reimbursement Update-** NO UPDATE AT THIS MEETING. David-On hold till after the first of the year. Needs to talk to Merion. Needs to talk with Andrew Myers about this as well.
- B. **Policy & Procedures Handbook board approval-** Put on hold to December meeting, goal to have completed by first of the new year.
- C. **Anderson & Perry update-** NO UPDATE-On hold
- D. **CIS Trust Medical Deductible/ Flex Spending-** This would be something to consider for the year 2025 and would be optional for employees. It is a use it or lose it program. Tabled, to be discussed later. Maybe a zoom or just numbers for cost.

New Business:

- A. **Hiring Practice-Carrie-** New Employee Process, New Employee Paperwork and Drug Screens along with Background checks are not taking place.
The board agrees that, yes, all employees hired at the district should undergo a background check and pre-employment drug screening. These are to be done but not at our clinic.
Carrie- We get 5 free Drug Tests and Background Checks a year through Bio Med/SDAO. I haven't received any paperwork for drug screens or background checks on any new hires.
David- I don't have information on where to send them. Will add it to our hiring check lists.
Carrie is willing to set up the appointments for the drug screens and background checks. We have hired several people, and this process has not been followed. David is requesting a form to add to the hiring process and will start making sure this is done.
- B. **Hour Accountability / Accounts Receivable-**Discussion about where money can be taken from one budget line to another to cover the new employee's wages. Need to check where that can be done. Break down of stipend budget line attached to minutes. Discussion of there being \$36000., that could be shifted for this. Might need a new line item added to the budget.
- Designate when someone is training, so it can be allocated to the right budget line.
TABLED for further discussion.
- C. **Accounts Payable / Accounts Receivable-** Discussion
- D. **Wheatland Insurance-** Work Comp Premium- In Clinic Report attached to Minutes.
- E. **Contingency Funds-** Special Meeting minutes from November 11th, 2023, will be added into the minutes book and were approved at this meeting.

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Other Business Not on Agenda:

Ron Cecil- Talking to David Anderson- At the March 17th, 2023, board meeting it was requested that you would look into getting a generator for the Ambulance Hall doors. Then at the April 17th, 2023 meeting it was discussed that instead of a generator because of cost that for the time being we would do power bank and that an electrician would come out and install lines for the doors so the power banks could be used to open them if the power went out. On May 25th, 2023, the power bank was ordered. During the August 21st, 2023, meeting the electrician was going to be here the next day to do the lines. The cost for that would be \$1500. I stopped by the ambulance hall last week, the power banks are locked in your office, and the lines are done for the doors. There is no extension cord out there. You also told me that you were told that the power bank might be too small, because we have commercial doors and she thought they were residential doors. So, we still have no way to open the doors. It's been about nine months. That is not acceptable to me. We need to be able to have those doors open. Todd and I spent some time this weekend on this. We went up to Julius's and looked at the system he has for his place. Todd also has a system. We looked at the clinic system and did some figuring on that. Todd has put some figures together. Todd, would you go over that?

Todd Terp- Attached to minutes. Average numbers just shopping around- There is a ultra cheap fix not recommended but doable by installing a quick panel and plugging in a generator. Would need to be trained to use it. Have put in requests for three different electric outfits and they will be in contact with me late next week with me to go over everything and give me an accurate bid. We would need to set up a spot for the generator to sit, an auto transfer switch would need to be installed, and a breaker box for this system.

David- Does no one remember when I did all the research for this? I'm frustrated because I was told to stand down from doing that.

Ron- You said there was another system that would work.

David- But we don't. Will have an answer by the end of this week whether the power bank will work.

Ron- We need to get it done and fixed.

It's agreed to first see if the power bank will work to open the doors.

Ron- David will you check tomorrow to see if it will work, if not I can bring my generator down to see if that will work. **David-** I will check tonight. I will be going on vacation starting tomorrow.

April- called Andrew Myers, the district lawyer, to talk to him about our process for audits. To maybe see if our auditors can come onsite to do our audits. Suggesting that everything the board

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does for the budget is documented and the process is lined out in the Board Policies and Procedures Handbook for future board members. To have an easier transition and so that the board responsibilities are better understood. Additional to this discussion, Andrew Myers clarified to April that a supplemental budget is not needed, and we can continue with our current budget. April also talked to Nathan Hammer, and he would be willing to come to a board meeting and discuss what they look at concerning the budget.

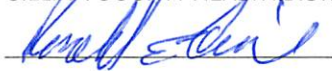
Purchase of the New Ambulance- Discussion- Possibly financing through Bank of eastern Oregon. David will check with the bank. See what can be done through them. When the last ambulance was purchased, the financing was done through the Bank of Eastern Oregon. Plans to save money for the next two years to have a good downpayment on it and not have to finance the whole cost through the bank. Again, David will go to the bank to figure out what can be done.

Ron- Certifications and licenses- Discussion. My feeling is anybody who must get these certifications should have copies in their employee files at the district office. All licenses should be kept at the district office. **April**-Even Driver's Licenses. **Tena**- Plus a couple of extra things for Carrie. **Ron**- like my certification for my CDL, I have to make sure Walsh has that to be able to work. **David**- Everything that is needed, that is required to work for the district copies will start being sent to the district office to go in their employee file. The individual training paperwork will be maintained at the ambulance hall. **April**- How often do we do drivers licenses checks? **Tena**- Every three years. For OARs. **David**- For the ambulance. **Carrie**- Where are those records kept? **Tena**- in their files. **David**- In their training files. The initial records, that's all part of the training record. Unless you want that there also, we'll make copies of it. But those are mandatory as part of their training. **Carrie**- SDAO is saying that the district should have one location where the records are kept. So, if we are audited and they walk in we have to have it. **David**- We will get copies to you then. **Carrie**- We are running into this now because before there weren't two different departments and there are now, with one district office. **Todd**- Also if someone needed, down the road, all their certifications they know to go to one spot. Makes it easier.


Next Regular Meeting December 19th, 2023, Tuesday @7:00pm.

Adjournment: Ron Cecil Motions to Adjourn meeting @8:45 PM. **2nd by April Aamodt**, All in favor, AYE -Grant Wilkins, Todd Terp, Ron Cecil, April Aamodt, Opposed-NONE, **Motion Passed.**

THESE MINUTES ARE APPROVED AS THE OFFICIAL November 21st, 2023 REGULAR MEETING MINUTES OF THE NORTH GILLIAM COUNTY HEALTH DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:



NGCHD Board Member



NGCHD Board Member



Submitted by