

**MINUTES**  
**North Gilliam County Health District**  
**BOARD OF DIRECTORS**  
**July 17, 2023**  
**7:00pm**  
**Arlington City Hall**  
**500 West First Street**  
**Arlington, Oregon**

**Call to Order – Ron Cecil**

**Time Jul 17, 2023, 07:00 PM PST**

**Board Members Present:** Ron Cecil, April Aamodt, Todd Terp, Kolton Boethin,

**Board Members not Present:** Grant Wilkins

**District Employees Present:** Carrie Schadewitz, Tena Ferguson, Christine Kieweg, David Anderson, Kathy Covey

**Guests:** Andrew Myers, District Lawyer VIA ZOOM

**Consent Agenda**

**Minutes-** Kolton Boethin Motions to approve Minutes for June 20th Budget Hearing, Regular meeting minutes for June 20th, Minutes for Special Budget Meeting-April Aamodt seconded, All in Favor- Aye April, Ron, and Kolton- **Motions Passed.**

**Financial Report-** April Aamodt Motions to approve the financial report, Kolton Boethin seconded, All in Favor- Aye April, Ron, and Kolton- **Motion Passed.**

**Public Comment**

No Public Comment

**New Business**

- a. Oath of New Board Member- Andrew Meyers swore in New Board Member Todd Terp. OATH Attached
- b. Welcome New Board Member – Todd Terp
- c. Department Designees- Kolton Boethin Motions that Todd Terp will be Clinic liaison, and April Aamodt will be EMS liaison. Ron Cecil Seconds motion. All in Favor- Aye April, Ron, Todd, and Kolton- **Motion Passed.**

**Update**

**Clinic Report** -\* Attached to minutes, attached Patient count and log reports. The board would like a timeline for remodel of back area of the clinic building. April Motion to approve bid for China Creek, LLC, bid is \$38693.14 to complete the remodel for additional services. Kolton Seconded, All in Favor- Aye April, Ron, Todd, and Kolton- **Motion Passed.**

**Medic Report**-\*Attached- hand out for run numbers. Medical director asked to point out critical calls. State survey/inspection this week. 4 applicants for EMT position. Declined two. Setting up interviews for the other two. Two RN's have shown interest in working with EMS. Laurel and Missy have not renewed their EMT licenses as of now. Will have an answer this week about the Fly truck being repaired.

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**Old Business**

- a. Policy & Procedures Board review- Haven't had time to go over them yet. Set a workshop up for this. Gather everything needed so it can be reviewed and completed at the same time. July 24<sup>th</sup>, 2023 for the workshop at 7pm located at EMS Station.
- b. Board By Laws discussion workshop date-Set a date up for this at a later time.
- c. District Records Custodian- April Aamodt Motions that Carrie Schadewitz will be the North Gilliam County Health Districts Records Custodian, Todd Terp Seconds, All in Favor- Aye April, Ron, Todd, and Kolton- **Motion Passed**.
- d. PERS Resolution -Done
- e. Oregon PERS Plan Coverage Agreement signature- Ron Cecil signed agreement for PERS, effective July 1, 2023. The attorney will now review. Then information will be sent to Carrie about what will need to be done going forward.

**Other Business not on Agenda**

Executive session may be called as needed in accordance with ORS.192.660 (i)  
Agenda subject to change without prior notification.

Executive Session has been called. Back into regular meeting.

Kolton Boethin Motions to Adjourn the meeting, April Aamodt Seconds. All in Favor- Aye- April, Ron, Todd, and Kolton- **Motion Passed**. Meeting adjourned

**Next Regular Meeting scheduled for Monday, August 21, 2023**

THESE MINUTES ARE APPROVED AS THE OFFICIAL July 20th, 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

## CLINIC ADMIN REPORT

JULY 17, 2023

Michele and Gabe completed their DOT Professional Tech course for Drug Screening and collection As well as the Breath Alcohol Technician course which includes Federal and non-Federal testing. course to again be certificated to perform. They are certified for the next 5 years.

The Roundhouse Foundation trustees met and have agreed that they want to try to fund the request of \$18,000 toward the purchase of a newer used vehicle for the home delivery program housed by Murray's Drug in Boardman. We cannot proceed until our Executive Director talks to our lawyer as to how this will need to take place, since Murray's is for-profit. Once we have these details, I will loop back with you to see if the next steps we would need on our end also work with any restrictions and requirements on your end.

I just wanted you to know that they are extremely supportive of this program and of this work going on. Rebecca will reach out once she has the next steps to share so we can figure out how to proceed with. Hopefully no more than a week or two.

3D Mammography Bus was a success, they had a full schedule and I scheduled with them to make this an annual visit to Arlington.

Preparation has begun for the 2022-2023 Audit. The email I received Friday indicated their fee will be \$12,750.00. They will join us for the at the board meeting at the conclusion of the audit to present their findings. We just have a few more things to gather and send to Barnet & Moro

Attended Work Source Oregon – new Oregon State employment laws, minimum wage increases and laws. 13.20 is current minimum wage for Gilliam County

As requested at the last meeting I followed up with John at Wheatland regarding Full Time Employees numbers and Part time employee numbers. The district is fine with our current reporting. Nothing needs to be done at this time. We will address it when the policy is renewed later this year.

I have reached out for bids for the physical therapy area, in my efforts I have either been told no it is not worth my time, Or I can do the painting and drywall only.

After speaking with Brad Baird with Anderson and Perry, he encouraged me to call Andrew for advice on current rules pertaining to obtaining bids. I have attached Andrews finding.

I would like to proceed with China Creek for completion of the Physical Therapy area.

I will be moving the Pay Period for the District to Every other Friday.

Now that everyone is on the same schedule. Bi-weekly makes more sense along with pay periods being every other Friday making the pay periods hours the same every payday for full-time staff. This will also make auditing easier for myself and the auditors. Previously some pay periods were 9 days, some 10, some 11, some 12, some 13. They pay equals out to the same.

I will notify all staff prior to the change date. They will have ample notice.

Dr Steven McLennon started with the district 7-17-2023. So excited to have him as part of the TEAM! Calls have already been coming in requesting to establish with him. These are new patients to the clinic.