

Minutes
North Gilliam County Health District
BOARD OF DIRECTORS
January 23, 2024
7:00pm
Arlington City Hall
500 West First Street
Arlington, Oregon

Call to Order – Ron Cecil, Chair Called to Order @7pm

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

District Employees Present: Carrie Schadewitz, David Anderson, Tena Ferguson

Guests Present: Andrew Myers- District Lawyer, John Anderson- Wheatland Insurance
Unknown Guest on Zoom

Consent Agenda

Minutes: Grant Wilkins makes Motion to approve Minutes of the Nov 21, 2023, minutes, and January 9th, 2024- special meeting minutes as presented, Kolton Boethin seconds motion. **All in favor, AYE, Ron Cecil, April Aamodt, Kolton Boethin, Todd Terp, Grant Wilkins, Opposed- NONE, Motion Passed**

Financial Report: September 2023, October 2023, November 2023, and December 2023. Attached to minutes. Motion to approve financial reports.

Public Comment

The NGCHD board members will hear public comment on listed and or unlisted agenda items. Public comment is limited to (5) minutes per guest.

No Public Comment

Update

Clinic Report - Attached

Table conversation on finishing the clinic flooring and painting. Keep as an agenda item. Working on getting equipment for physical therapy. The grant was for \$10000. For that physical therapy area.

MAMMO Bus is coming again in July.

Medic Report- Attached

EMR Course is ending. The final day is this Thursday.

Old Business

- Ground Emergency Medical Services Reimbursement Update - Still needs to be discussed with the state and Andrew.

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- EMS Garage Door - Possibility of putting a manual crank on it. So, if the electricity fails the doors can be opened. Part of Medic report discussion.
- Policy & Procedures Handbook - board approval. There will be no vote for approval of the policy handbook. April would like Andrew to look over the handbook before it is approved. Andrew agrees with that and will look over the handbook. Discussion about Administrators assumingly not getting along is had. Carrie states and David agrees with her that they do get along, they are not rude to each other, and they do communicate. That to her not getting something done or turned in on either side doesn't mean they don't get along. It is mutually agreed when things are not getting done in a timely manner that the liaisons for the clinic and ambulance hall should be notified first and that if it needs to go to the whole board, it will be brought forth by the liaisons. Grant is wanting to make sure things like this are not always brought to the board meetings and that most of this could be handled between the administrators, then brought to liaisons, and then to the whole board if at that point things are still not being completed.
- Andrew took a look at Vacation and sick time polices in the book. Sick time law, for employers with 10 or more employees.
- Legally Employers are required to supply employees with 1 hour of sick time for every 30 hours worked. Up to 40 hours per year. Employers can choose to front load sick time at the beginning of the year.
- Employers can limit the amount of sick time carried over from one year to the next. Up to 40 hours per year.
- Employers can Cap accrual, and the legal amount of that Cap is 80 hours. Minimum.
- Right now, the district has a policy with no Cap and sick time can accrue indefinitely. Except EMS Chief, whose contract has sick time at 8 hours a month because of the contract, all other full-time employees accrue 6 hours per month.
- The policy say if there is a termination or someone quits that employee does not get paid for those sick hours.
- Andrew's suggestion for sick time is to front load sick time. That would be easier. That all employees get the same sick hours. Then make sure there is a CAP.
- Vacation time. There is no legal requirement to provide vacation time. This is front loaded.
- Andrew does suggest being aware that the policy for vacation is stated that it's posted monthly.

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- Policy must be fixed in the book to coincide with hours allowed to be accrued.
- Consider having a uniform policy if an employee goes over the allowable hours. My suggestion is to strongly encourage employees to take a vacation rather than wasting their hours. Also putting a CAP on Vacation roll over.
- Extra District Vehicle should start being used for on the clock work related travel if it is available.
- Take Per Diem out of policy. Company credit cards should be used reasonably. No front loading for work-related meals/trips. There are two district credit cards. Receipts would need to be turned in to match credit card use. That is what the cards are for.
- The board is hoping to be able to approve the book at the next meeting.
- Specify Vacation and sick time benefits for full time employees.

New Business

- Wheatland Insurance – Zoom, John Anderson- Discussion on insurance renewal. Adjustments for the clinic's contents were raised to \$500,000, and for the Ambulance Hall it was raised to \$200,000.
- Property Deductible is running at \$250.00. If raised to \$1000.00, the district would save \$575. a year. The next tier, if it's raised to \$2500.00, the district would save \$825.00 a year. The next tier is \$5000.00 and that would save the district \$1275.00 a year.
- SDAO Conference this year is in Seaside wondering if anyone from the board will be attending this year. The board will discuss and let John know if any of them will be attending.
- Discussion- Which tier to go with for savings. The board has decided to go with the \$5000.00 deductible. John will work on the increase.
- CIS – Flex Spending Benefit: Would be for 2025 benefits. If selected \$3.75 per participant. The minimum for the district is 25 dollars a month if elected. Attached information to minutes. April Aamodt makes motion to approve the Flex spending benefit for full time employees if they elect to have it. Roc Cecil seconds motion. **All in favor, AYE, Ron Cecil, April Aamodt, Kolton Boethin, Todd Terp, Grant Wilkins, Opposed- NONE, Motion Passed**

Other Business not on Agenda:

- Annual District Declaration of Record-Vote for making our declarations of this is our newspaper of record, this is our auditor record, this is our bank record and appointing our budget officer.

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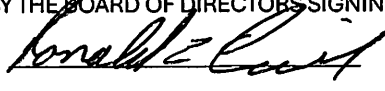
- Grant Wilkins makes motion to make our annual district declarations for the Bank of Eastern Oregon, The Auditors Barnet and Moro and the Times Journal Newspaper. April Aamodt second's motion.
All in favor, AYE, Ron Cecil, April Aamodt, Kolton Boethin, Todd Terp, Grant Wilkins, Opposed- NONE, Motion Passed
- **The Budget officer will be addressed at the next board meeting.**
- **CMS reporting was not completed this year, final notice was received last week of December 2023. David tried to contact them. There is no way to do this for the last year now. Our ambulance billing company did not know we were selected for this reporting this year. David is going to argue that we had a huge change in the district a new bookkeeper, staffing, and new board. It is a 10% withholding PER-Medicare runs.**
- **SDAO Conference in Seaside this year- Rates for lodging will be attached. \$230.00 per attendee Friday to Sunday. One person for free, maybe. Ron and Todd may be able to attend.**

Adjournment -adjourn meeting @ 9:45pm

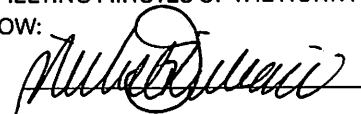
THESE MINUTES ARE APPROVED AS THE OFFICIAL January 23rd, 2024 REGULAR MEETING MINUTES OF THE NORTH GILLIAM COUNTY HEALTH DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:



NGCHD Board Member



NGCHD Board Member



Submitted by