**Call to Order** – Ron Cecil, Chair @7:00 pm

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

**District Employees Present:** Carrie Schadewitz, David Anderson, Michele Guilliam-VIA Zoom

**Consent Agenda**

**Minutes-** Todd Terp motion to approve the August 2023 minutes as written, April Aamodt 2nds, All in Favor AYE- Todd Terp, April Aamodt, Ron Cecil, Kolton Boethin, Grant Wilkins- OPOSED- None, **MOTION PASSED**

**Financial Report-**April Aamodt motion to approve the financial report, Ron Cecil 2nds, All in Favor AYE- Todd Terp, April Aamodt, Ron Cecil, Kolton Boethin, Grant Wilkins- OPOSED- None, **MOTION PASSED**

**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

-Safety Deposit Box- Carrie has asked the board to resolve this issue.

- Grant Wilkins Motions to remove the previous Board Members Kelly Margheim, and Spencer Mitchell off the Safety Deposit Box, April Aamodt 2nds, All in Favor AYE- Todd Terp, April Aamodt, Ron Cecil, Kolton Boethin, Grant Wilkins- OPOSED- None, **MOTION PASSED**

-Todd Terp Motion to add Grant Wilkins, Ron Cecil, and Carrie Schadewitz to the Safety Deposit Box. April Aamodt 2nds, All in Favor AYE- Todd Terp, April Aamodt, Ron Cecil, Kolton Boethin, Grant Wilkins- OPOSED- None, **MOTION PASSED.**

-Carrie is working with Leah Steward for the scholarship that was awarded to her. Is going to be in contact with her school to see how to proceed with putting that into her tuition.

-The computer with QuickBooks has crashed and is with IT Solutions right now, they are going to do their best at retrieving the data from that PC.

-Policy Handbook- Is going well. There are only a handful of pages left and should be completed by the next board meeting.

-Gabe is working on a new inventory, log system for our medication closet/ medical supply closet. Is going well.

-Audio Machine- We are needing to upgrade our current machine and program. The Benson system is no longer compatible with what we have now, it has been about four to five years since that has been upgraded, and this needs to be done.

-Have had no responses to my efforts of talking with Physical Therapy in Hermiston, and Boardman. Will continue the outreach.

- Grant from Roundhouse foundation was approved, it was not the full $15000., But we got $10,000. Will help exponentially. It’s wonderful.

- Discussion about the remodel phases to the clinic building. What the options could be.

-EHR system has been upgraded to V12 version.

PERS- Have credentials finally. Started entering all employee information and payroll reports.

-Employee Evals are started. Some are due by the end of this month.

-Todd- Happy to know anniversary dates of employees to be able to thank them.

Ron- Not as a board member but as a community member- Ron thanks the clinic staff for the care he received recently with a health matter. Very appreciative of the care he received.

**Medic Report**- Run report attached September 1 -17, 2023.

-North Gilliam Ambulance & Fly Pickup Repair Update- Should be completely fixed tomorrow, apparently.

- EMS Recruitment Update-Four new people. Three EMTS,2 from Boardman Fire, 1 from Morrow County Health District. Kayleen is a paramedic student that lives in Rufus, she is helping here as well. Stacy Redding, after she completes a couple of classes she will be at the Intermediate Level of EMS and is already helping here. There are no plans currently for more hiring.

-Discussion- Medication Book, David presented board with the process of how it tracks and logs used medications, including how expired medications are disposed of and tracked.

-EMR class at the school is going well. There are eight students. On the 25th of October we are taking them on a field trip to the 911 Center, the Gresham Fire Department, and to AMR. Joe Claughton will be the bus driver for that trip.

- Grant has brought attention to the tripping hazard located at the EMS building. There is a drain hole that was cemented in and it has caused a safety hazard. This needs to be fixed. David will look into finding someone who can fix this. Todd also brought up that maybe cutting the cement could be an option as well and less expensive.

- Ground Emergency Medical Services Reimbursement Contract Update- David will be calling Andrew tomorrow to discuss this. This is not completed yet.

**Old Business**

1. **Cost of Living Increase-** Right now it is 3.9% Discussion on how the % is an accumulative number and that it changes with time can go up and can go down and right now it is 3.9% whereas in a different month it was 8.9%. Ron Cecil Motion to approve the cost-of-living increase of 3.9% to be effective September 9th, 2023, and that cost-of-living increase to be reviewed at the June meeting of every year to where the cost-of-living increase would be effective starting July 1st of every year. April Aamodt 2nds motion, All in Favor AYE- Todd Terp, April Aamodt, Ron Cecil, Kolton Boethin, Grant Wilkins- OPOSED- None, **MOTION PASSED**
2. **Policy & Procedures update-** **Discussed in Clinic Report-** Next meeting set for next week sometime. Carrie will send out an email invite.
3. **Anderson & Perry review EMS quote-** Quote attached to minutes. Discussion- Cost of starting this is $71,500. Until this part is done, we cannot get grants. The full project for the new building will cost roughly $787,500. Fund from the budget this will come out of, David believes is the building fund because that is what it is for. Questions of needing to do a resolution/ or a supplemental budget. Could also make the change for the new part-time EMS employees that have started, because that was not budgeted into this year’s budget. Carrie will reach out to the auditor and verify the proper way this should be completed.

Todd has asked for a recap of what this new building is for- Explanation- Living quarters, kitchen/breakroom, back up EOC room, there will be an entry wall from old building to the new building, offices for staff, and a training room.

1. **North Gilliam Ambulance & Fly Pickup Repair Update**-**Discussed in Medic Report**
2. **EMS Recruitment update- Discussed in Medic Report**
3. **Ground Emergency Medical Services Reimbursement Contract Update- Discussed in Medic Report**

**New Business**

1. **Monday Board Meeting w/Holidays-** **Pending Motion-** April Aamodt Motion to have Monthly Board meeting the Following day if a Holiday falls on the Monday Board meeting- Ron Cecil- Countered Motion to have Board Meetings from now on, to be on the third Tuesday of every month. – April Aamodt 2nd the motion, if the availability of the court room is available on Tuesdays- make this a pending Motion- Carrie will find out. **All in Favor, AYE- April Aamodt, Ron Cecil, Todd Terp, Grant Wilkins, and Kolton Boethin- OPOSED- NONE-Motion Passed.**

**Other Business not on Agenda-**

David- Proposal to change back the Medical Coverage to what it used to be for employees. It was changed to save money for the district when we had to have locum tenens before Joyce was hired. Would like to see it go back to how it was before. Carrie stated It is too late for this year and would be something to consider for the year 2025.

**Adjournment 8:40pm**

Executive session may be called as needed in accordance with ORS.192.660 (i)

Agenda subject to change without prior notification.

**Next Regular Meeting scheduled on Tuesday October 17, 2023**