

MINUTES
North Gilliam County Health District
BOARD OF DIRECTORS
June 18, 2024 @ 6:00pm

Call to Order – Todd Terp, @ 6:PM

Board Members Present: Todd Terp, Grant Wilkins, April Aamodt

Board Members Not Present: Ron Cecil

District Employees Present: Carrie Schadewitz, Stacey Reding, Tena Ferguson, Laurel Williams
David Anderson,

Guests Present: Andrew Myers District Lawyer

Consent Agenda

Minutes- Grant Wilkins makes motion to approve the May 21, 2024, meeting minutes as written, April Aamodt seconds motion. **All In Favor AYE, April Aamodt, Todd Terp, Grant Wilkins.**

Opposed- NONE. MOTION Passed

Financial Report- April Aamodt motions to approve the financial report as presented, Grant Wilkins seconds motion. **All In Favor AYE, April Aamodt, Todd Terp, Grant Wilkins. Opposed- NONE. MOTION Passed**

Public Comment

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

Public Comment- NO PUBLIC COMMENT

Department Reports

Clinic Report

- Clinic staff met with (EOCCO)Eastern Oregon and Community Care Organization and reviewed all the outlined benchmarks the clinic needs to continue to report on for additional Medicaid dollars.
- Carrie has continued taking the HR Answers course through SDAO that has been going on for the last several weeks and is almost finished.
- Carrie met with Lisa Helms the South Gilliam County Clinic Administrator to collaborate, since RHC is new to both Carrie & Lisa. The meeting went very well, and they are both excited to work together as colleagues. Carrie and Lisa will be meeting next week with a field manager from Rural Health to review the next steps.
- Carrie attended the 2025 CIS Benefit changes and will share changes with staff during open enrollment.
- Carrie spoke with Rick at Barnett and Moro today, there has been municipal law audit changes as of January 2024. Entities with a budget less than \$500,000.00 no longer must have an audit. Anyone over that threshold will. Inquired about where our audit was and what the results were. Districts Audit is not done currently. Carrie was told that our Audit would be done and submitted by June 30, 2024, in May by David Barnett who is no longer employed with B&M. Rick Stoddard said they will try their hardest to have it done by the

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extension deadline of June 30, 2024. Carrie will be doing research into possibly finding a new Audit company. If the Audit isn't completed and submitted to the state by the deadline, funds could be withheld from the LGIP account temporarily. Todd suggests contacting the state to see if we can get ahead of this if possible. Todd, April and Grant are asking Carrie to search for a new Audit firm. SDAO may have a list of auditors.

Medic Report-

Transport numbers:

1st Quarter January February & March 7 transport.

2nd Quarter April, May, June

April 2024-there were 6

May 2024- there were 5

June 2024- there has been 2

-Still not getting a steading number this year.

-Will be ordering uniforms.

-Still looking for some more part time help. There are two more that used to work for the health district over there. Both are Intermediate EMTS, one is Donna Irons, and she is already a part-time employee. April Aamodt asks what the starting pay is for them? David explains that it depends on their experience, and he hasn't looked at the numbers yet. Donna Irons is at one or two on the pay scale already.

-Carrie has asked David if he could redo the list, he in May of 2023, with the names of employees and where they are on the EMS pay scale and their years of experience. He agreed to do an excel spreadsheet and send it to her for payroll.

-Decals are all on except the numbers, it's been too hot they will just come off.

-David had Tena go to town today to purchase the generator for the EMS Hall.

-Gary Grossmiller's siste,r Susan put funds down at Bobbi's Joe for Ambulance crews to be able to get free coffee when they get back from a call.

- **Old EMS Vehicle-** David is planning on selling/Surplus the Old Cop EMS Vehicle after this fire season. The vehicle is burning oil and has an engine leak. David has no clue what it is worth right now. It's a 2009.

Old Business

a. Employee Handbook Approval- Andrew Myers is present for this topic.

The board would like the handbook to be effective July 1, 2024. Andrew has a couple suggestions. To approve the handbook with the anticipation of the new SDAO recommended changes being added later or holding off on that and approving just the paid time off/ leave policies that are outlined in the handbook. Then adopt the entire handbook at the next meeting. But to at least address the Paid Time off Provision because that will be effective July 1, 2024.

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April Aamodt motions to Approve the handbook with the anticipated revisions from SDAO, Grant Wilkins seconds motion, All in Favor AYE, April Aamodt, Todd Terp, Grant Wilkins. Opposed- NONE. MOTION Passed

Todd Terp is asking Andrew Myers to rewrite David Andersons Contract to reflect the current PTO policy. Andrew is working on the amendment for Davids's contract and will send a rough draft to the board and David before the next meeting. Todd wants to be able to approve the new contract at the next meeting and the rest of the board agreed.

April and David have talked about raises. April stated, When you look at the pay scale for EMS David is currently paid between 12 and 15 years' pay. On July 1 he will be between the 15 and 20 years pay range. April knows he has 25 or more years' experience. They were thinking of adding a \$75.00 stipend for calls that he goes on after the regular working hours. April is looking at it high because we haven't had very many calls lately to compare. David provided a list for each EMS level for stipend before the switch to all part-time staff. David, being on call 24/7 would like to be compensated for after-hours calls. Andrew Myers suggests making an additional modification to David's contract regarding negotiations of pay at the same time as redoing his contract. Andrew is also suggesting that Carrie has a contract as well. Andrew can put that together as well and have it out in a couple of weeks. Board agrees.

- b. Vehicle Decal Update- In Medic Report.**
- c. High School Scholarship Award Update-Todd Terp- Presented the Grant to Calli Troutman at Graduation.**
- d. Gilliam County Grant Update- Didn't put in for grant for helping with the purchase of new ambulance. It was a rolling application, but it has been closed. Will open next year. May open later this year. April is saying it is the Capitol grant that needs to be applied for. When it opens David will apply for that grant.**
- e. Merit Increases- There are still some things that Grant is researching and would like to put this on the July 2024 meeting agenda and then retro the pay to July 1st, 2024, with the decisions that are made at that meeting.
April has done her research, and she knows that in Condon they started Lisa at \$90,000.00 at South Gilliam County. She knows that Carrie has done a lot of work moving us forward. April knows other people are looking at her and doesn't want to lose her. April is okay with adding this to her contract,**

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whatever number the board comes to an agreement on. Grant agrees that something needs to be done. Todd agrees as well. Reconvene in the July 2024 meeting approve the contracts for both David and Carrie and approve merit increases.

New Business

- A. Board Recruitment-No Update yet. Will put in the paper that we are looking for new board member. Would like it to be added to the website and posted at the bank and post office.

Colton Boethin has resigned from his position on the North Gilliam County Health District Board. Letter Attached to MINUTES. Grant Motions to accept letter of resignation as presented from Colton Boethin, April Aamodt seconds motion, All in Favor AYE, April Aamodt, Todd Terp, Grant Wilkins. Opposed- NONE. MOTION Passed.

Adjournment @ 7:08 pm

Upcoming Board Meeting- Tuesday, July 16, 2024

THESE MINUTES ARE APPROVED AS THE OFFICIAL June 18th, 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