

MINUTES
NORTH GILLIAM COUNTY HEALTH DISTRICT
Meeting, October 21st, 2025 @ 6:00 PM

Call to Order/ Establish Quorum: Brian Foster, Chair at 6:01 PM

Board Present: Brian Foster, Sherrie Wilkins, Grant Wilkins, Benjamin Tucker, Dennis Newell, via Zoom

NGCHD Employees Present: Stacey Reding, Michele Guillian

Guests: Jessica Isley-Zoom, James-Zoom

Additions/ Revisions to Agenda: Added to New Business

Public Comment: The NGCHD board members will hear public comment on the items listed on the agenda. Public comment is limited to five minutes per guest. After this portion of the agenda, no public member will be allowed to speak unless recognized by the NGCHD Chairperson.

Consent Agenda:

Minutes & Financials- Brian Asked if Andrew Meyers, District Attorney, was on Zoom. He is not. Brian would like to be added to the bank as a user to view the Bank of Eastern Oregon accounts. To make sure that is okay. The board has no issues with the October 8th Special Meeting Minutes or the September 16th Regular Meeting Minutes.

Sherrie Wilkins moves to approve the consent agenda, the minutes, and the financials as presented. Benjamin Tucker seconds the motion; it's been moved and seconded. All in favor- AYE- Brian Foster, Sherrie Wilkins, Grant Wilkins, Benjamin Tucker. **Motion Carries**

Department Reports:

Clinic- The RHC is still on hold. Michele states that Gabe and she will pick up where it left off to try to accomplish this goal. There will be another virtual walk-through with HSA to see where the clinic is now. Michele says that everything is still running fine.

EMS-

EMS had 16 calls in September: 8 transports and 8 non-transports. We covered football games. The school called and thanked the EMS team for that. Call sheets are attached. Financials are attached. Stacey is going to call SDW to find out why the May payments are lower. Everything is going great. This month we have already had 13 calls and five life flights. Stacey states that communication with Michele is good.

Old Business:

a. Supplemental Budget- Tabled to next meeting. Sherri Wilkins may have someone very knowledgeable about budgeting she could reach out to. The board would like to wait until Denny is back. Brian Foster was wondering if they should have a budget meeting in December or sometime soon. We should get our next tax deposit in December.

New Business:

a. Clinic Admin- Grant Wilkins would like to continue with operations the way they are with the Clinic and EMS. Brian Foster suggested that Stacey Reding could serve as the interim for the time being. The concern from Stacey Reding, Grant Wilkins, and Sherrie Wilkins is that Stacey already has a full-time job. Michele Guillian comments that she is already doing that. Tabled.

b. Online Pay Oversight- The Bank of Eastern Oregon accepted the meeting minutes from the Special meeting held on October 8th, 2025, and all that is needed now is the signed, approved minutes and

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signatures on the new signature cards to complete the process of adding Stacey Reding to the BEO as a check signer. Michele Guilliam will handle this in the morning.

c. New signature cards- Need new signatures to complete the process of adding Stacey Reding as a check signer. It should be completed within the next few weeks. Michele will be handling this.

d. Audit? - Michele Guilliam was able to get an update. Glen Kerns from Accuity says that they hope to have the draft of the audit completed by the end of this month. The board asks when the deadline is for turning in the financial statements to the state. Michele will reach out to Glen Kerns to obtain that information. EMAIL Attached.

e. Turkey & Hams for NGCHD Staff- The board decides not to accept a ham or turkey for themselves. Grant Wilkins and Sherrie Wilkins declare a possible conflict of interest, as they both have family members who work for the district. Michele Guilliam states that historically, everyone in the North Gilliam County Health District, including Board members, has always received a ham or turkey. The EMS Department and the Clinic Department will be getting a ham or turkey. Stacey and Michele will get this done.

d. Compensation for Michele Guilliam- The board would like to know how much more work Michele is doing without a clinic administrator. The board expresses that they do not want her to feel taken advantage of or overwhelmed by all the additional duties. They would like a proposal from Michele explaining her current position and what additional duties she has taken on. A meeting is scheduled for tomorrow, October 22nd, 2025, at 12:30 PM, for Brian Foster, board chair, to meet and talk with Michele about this. The board has also said that Michele can reach out to them for any help if needed. Stacey also says that someone else has offered to help with answering phones. Michele asked when they would retro the compensation too. Grant Wilkins says the day after Carrie's last day, which would be October 7th, 2025.

Meeting Adjourned- 6:36 PM by Brian Foster, chair

Next Meeting is Tuesday, November 18th, 2025, @6:00PM

THESE MINUTES ARE APPROVED AS THE OFFICIAL October 21st, 2025 REGULAR MEETING MINUTES OF THE NORTH GILLIAM COUNTY HEALTH DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

NGCHD Board Member

NGCHD Board Member

Michele Guilliam
Submitted by