

Minutes
North Gilliam County Health District
BOARD OF DIRECTORS
September 16, 2025 - 6:00 pm
Arlington City Hall
500 West First Street, Arlington, Oregon

Meeting called to order by Brian Foster, Board Chair, at 6:01 pm

Board Members Present: Brian Foster, Grant Wilkins, Sherrie Wilkins, Benjamin Tucker, Dennis Newell-Via Zoom

NGCHD Employees Present: Carrie Schadewitz, Michele Guillian, Stacey Reding, Sebastian Bernal, Joanne Smith, Tiffany Wilkins-Via Zoom

Guests: Rick Schadewitz, Rita Miciack, J-Via Zoom, Todd Terp-Via Zoom, KR- Via Zoom

Public Comment: NONE

Consent Agenda:

Minutes and Financials- Grant Wilkins- Moves to approve the consent agenda with corrections. Sherrie Wilkins seconds. Brian Foster- it has been moved and second, all in favor- AYE- Brian Foster, Grant Wilkins, Sherrie Wilkins, Benjamin Tucker, Dennis Newell-Via Zoom- motion passed.

Department Reports:

Clinic Report- Carrie Schadewitz, Clinic Administrator- Handouts Attached

-Audit update. The hold-up was the Capital Assets information from the previous auditors, per Glen with Accuity. Glen Kearns with Accuity, said they have what need now from Barnett & Moro so they will be updating and sending the draft Audit for their internal review. Once the internal review has been completed, they will be sending it to us.

-As of 9.15.2025 the Ambulance Service Fees are at 39,012.73 which is 55.7 percent of the \$70,000 budgeted expected income.

-Last year at this time EMS was at 17% of the \$60,000 budgeted expected income so, excellent improvement for sure.

-Clinic Patient Fees are at \$28,424.05 which is 29.9% of the \$95,000.00 Budgeted expected income.

-Last year to date the clinic was at 24.8% of the \$85,000 budgeted expected income so certainly right on track at 29.9% of the \$95,000.00

-Reporting back on the cost of Kathy Coveys Medial Dental and Vision benefits. Cost would be around \$1000 a month.

-Regarding the Safe deposit Box Vanessa Williamson, from the Bank of Eastern Oregon- advised we keep the information in the District Safe. If so, Grant and I can meet at the bank and clean out the safe deposit box and I will place the items in the safe at the district office.

-The Scholarship award check for Savannah Blagg was mailed out to Blue Mt Community College. Savannah sent a thank you card. Read aloud by Carrie Schadewitz.

-I have received a few inquiries through the district website and phone calls requesting meeting minutes and zoom links from our meetings. The requests have been around how board members were appointed and who appointed them. There have been some accusations regarding conflicts of interest and conflict of use of office. The latest request was Friday September 12th. As the requests have come in, I have provided answerers with the best of my ability.

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-Anyone can request this information – As a reminder I would like everyone to know there is and has been a minute binder available for the public during business hours.

-Dr. Chown has provided forty-three eye exams and glasses since July 2025 for residents and has twenty-four scheduled patients who will be seen between now and December 1, 2025. Certainly, it is making a difference for all who seek eye exams and glasses. Again, this is a free service to the community.

-Emergency Preparedness and Policies and Procedures have been reviewed by the Clinic Medical Director Dr. McLennon. We need a non-staff member signature to accompany Dr. McLennon's signature per RHC guidelines. (Rural Health Clinic)

EMS Report- Stacey Reding, EMS Director- There were eighteen calls, eight transports, ten non-transports. -Handouts attached to minutes.

-Systems Design West is the billing company for EMS. Handouts are attached.

- First out policy that Andrew Myers, District lawyer, sent is in the packet.

-Handout for the back pay from July 1st through to September 7th is attached. Grant Wilkins noticed that there is no date in the policy for when it starts, it needs to be added.

-Brian Foster asks Stacey Reding if Kathy Covey has been reducing her hours. Stacey Reding says yes, and other EMS employees have been able to help with that.

- Rough estimate of payroll cost for EMS Coverage. Attached.

-Director job for Stacey Reding is also attached. Not a signed complete contract.

- Large drill with Gilliam County Sheriffs, Fire and EMS with Avangrid. Starting with BBQ, then we drove out to each of the sites, the satellite sites, and each of the turbine sites. We came up with a plan to call 911, and how to help us alleviate getting lost out there. It can be confusing. It was a good day. It was nice to see everything and go through it all.

Old Business

A. Medical Benefits for Kathy Covey- Stacey Reding states because of the first out policy that Kathy Covey no longer qualifies for benefits.

B. Safe Deposit Box- Deed to the property is in the safe deposit box. Discussion as to whether they should keep the safe deposit box or not. The cost is very minimal annually. Titles should go into the box as well. The board seems to agree that keeping the box would be fine.
Put on a to-do list for new signers of the safe deposit box.

C. BEO Ambulance Loan Signers-

-Need to have new ambulance loan signers for the current ambulance that is being financed through the Bank of Eastern Oregon. Discussed at last meeting but nothing was decided.

Discussion-Brian Foster – Can we find another bank to refinance. With someone else. A lower interest rate? Grant Wilkins suggested getting this done first and then looking into that later.

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-Grant Wilkins, I will make the motion to remove Ron Cecil, and Todd Terp as the designated signers on the Ambulance Loan. **Sherrie Wilkins**- I'll second.

Brian Foster- The motions been made and seconded to remove Todd Terp and Ron Cecil as the Ambulance signers, all those in favor? AYE- **Sherrie Wilkins, Grant Wilkins, Benjamin Tucker, Brian Foster, Dennis Newell-via zoom**

Brian Foster- Motions Carried.

Sherrie Wilkins- I would suggest that our chair and the vice chair be the signers.

Sherrie Wilkins- I move to have our Chair Brian Foster and our Vice Chair Denny Newell as signers on the ambulance loan with the Bank of Eastern Oregon. **Benjamin Tucker**- I

second. **Brian Foster**- It's been moved and seconded. Roll call vote, AYE **Sherrie Wilkins, Grant Wilkins, Benjamin Tucker, Brian Foster, Dennis Newell-via zoom. Brian Foster- Motion Passed.**

- D. Supplemental Budget**-The resolution from May 20, 2025, meeting reads to transfer money in from the LGIP account. Carrie Schadewitz brought the minutes in from the special meeting that took place November 13th, 2023 @ 4:30 pm, **(Those minutes will be attached to the minutes.)** Carrie arranged for Barnett & Moro to meet with the board at a Special Meeting to explain what she discovered regarding the one LGIP (Local Government Investment Pool) account that housed four of the Reserve Funds and Operational funds all within the one LGIP account. Barnett and Moro explained to the board what she had discovered, transfers had been taking place for several years from the LGIP account to the checking account. Carrie Schadewitz noticed in October-November how low the LGIP account balance was, and that monthly funds were historically being transferred from the LGIP account to the BEO checking account for operations, but the LGIP balance was dropping below the reserve fund dollar amount. It was explained that this had been happening for several years. In addition, every year when the budget was being prepared, when David A. would ask for the actual cash on hand, he was given the LGIP total balance, and the checking account balance, so the total balance for cash on hand included the Reserve Funds in the LGIP account along with operating funds held within the same LGIP Account. Looking at pages 6,7,8 and 9, sometimes ten of the budgets the Reserve Fund amounts were included in the Cash on Hand on Page 1 of the Budget. David Barnet with Barnett and Moro explained that the contingency funds were not separate from the operational funds within the LGIP account. It is one account.

-Denny Newell states "Those funds were placed in restricted accounts at a time when we were first experiencing revenues in excess of our needs, and we said to the public, we would restrict their use and put them in special funds, because the public said to us if you have revenues in excess of your requirements, then maybe you should lower your ad valorem tax and it was agreed that we would restrict the use of those funds by placing them in special accounts. And by the way those are the only accounts that accrue any interest in the LGIP,

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and if I'm not mistaken Oregon budget law says, if we transferred monies out of those restricted funds, those monies that are transferred have to be used as though they were still in the restricted fund. So, if they were transferred restricted into the general fund, they would have to be used for ambulance replacement, or whatever the four other categories were."

-More Discussion was had as to what was happening.

The board agrees that a supplemental budget needs to be made to start separating the Clinic Operations from EMS Operations, so it clearly shows costs for each department. Also making cuts. Brian Foster and Sherrie Wilkins will get together with Carrie Schadewitz and Stacey Reding for a workshop regarding a supplemental budget.

E. ADDED TO AGENDA -Done Before Agenda Item- Old business A.

First Out Policy- Grant Wilkins and Sherrie Wilkins state that the First Out Policy needs to have that it is effective from July 1st, 2025, and forward.

Sherrie Wilkins- I move, to approve the North Gilliam County Health District policy for first out time pay and addition of D. this policy is effective as of July 1, 2025. **Grant Wilkins-** I will second, the motion. **Brian Foster-** Motions made and second with corrections of date and change of wording to first out time pay.

-Stacey Reding states to make sure to add that per BOLI, to be in compliance, that with this first out paid there is no overtime, and it does not go towards hours worked in the work week. This is already added to the policy. Any more discussion?

Brian Foster- roll call vote- AYE Sherrie Wilkins, Grant Wilkins, Benjamin Tucker, Brian Foster, Dennis Newell-via zoom. Brian Foster- Okay, All AYES

New Business

A. Contract for New EMS Employees- Already done.

B. Kathy Covey- Fulltime Status- No longer an issue according to Stacey Reding, EMS Director.

C. Patient Surveys- Board agrees that they would like to have a patient survey handed out to patients as they come in to give input about their care and how their visit to the clinic was. What they think about our service at the clinic. Not an online survey. They will work on that survey to be handed out.

D. Billing Summaries- Brian Foster explains that he would like to see a similar report that is provided by EMS, from the clinic, for patient count, and billing claims and what patients are coming in for at the clinic. For example, how many UTI's were seen for the month, or how

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many patients the clinic saw for Hypertension, if we offer flu shots, there are a lot of different things. What type of services were done, and who treated them. Not just the number of patients.

E. Cost of Living 2025-

Carrie Schadewitz explains that every July the board reviews the current year's cost-of-living. She also explained that because of where the district is financially that she did not feel that the cost of living or any merit increases should take place in our current fiscal year. However, since there was a salary increase for an EMS position and the settlement wages for the EMS Staff, she felt that the board should address the cost of living for 2025, as it has every year for all employees. Currently the cost of living is 2.5% and it takes place in July.

Brian Foster asks if we can afford it.

Carrie says we have been able to afford other costs in our current situation. That would be for the board to decide.

Benjamin Tucker expressed that they should talk about that after the supplemental budget is made or considered. He doesn't know if it's financially responsible to make a decision on that based on what we know from the current budget. The board agrees with Ben. They need the numbers on how much that increase is going to cost.

F. Addition to agenda-

Liaisons for Departments- Grant Wilkins is the current liaison for the EMS department. Brian Foster will now be the clinic liaison.

Grant Wilkins makes a motion to appoint Brian Foster as the clinic liaison, **Dennis Newell-second. Brian Foster-** It has been moved and seconded that Brian foster be the clinic liaison. **Roll call vote- AYE Sherrie Wilkins, Grant Wilkins, Benjamin Tucker, Brian Foster, Dennis Newell-via zoom, Motion Carries.**

G. New form for helping law enforcement with blood draws. New Policy added to EMS Policies.

H. Addition to Agenda- Carrie Schadewitz Resignation

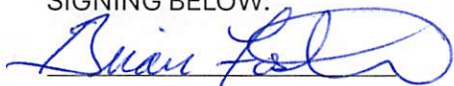
Carrie Schadewitz asks the board to wait on adjourning the meeting. Carrie Reads her Letter of resignation aloud to the board. (See attached)

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Grant Wilkins Makes a motion to accept Carrie Schadewitz resignation on October 6th, 2025. Seconded by Sherrie Wilkins. Roll call vote- AYE Sherrie Wilkins, Grant Wilkins, Benjamin Tucker, Brian Foster, Dennis Newell-via zoom, All passed. Thank you for your service.

Meeting Adjourned by Brian Foster, Chair @ 7:28pm

THESE MINUTES ARE APPROVED AS THE OFFICIAL September 16th, 2025 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