

MINUTES
North Gilliam County Health District
BOARD OF DIRECTORS
October 15, 2024
7:00pm
Arlington City Hall
500 West First Street Arlington, Oregon

Call to Order – Ron Cecil, Chair at 1912.

Board Members Present: Ron Cecil, April Aamodt, Todd Terp, Erin Weedman

Board Members Absent: Grant Wilkins

District Employees Present: Carrie Schadewitz, David Anderson, Chris Kieweg, Laurel Williams

Consent Agenda –

Minutes –Todd Terp makes motion to approve the September 7, 2024, Board meeting minutes as written, seconded by April Aamodt, ALL IN FAVOR, AYE, Ron Cecil, April Aamodt, Todd Terp, Erin Weedman, OPPOSED- MOTION PASSED

Financial Report- Todd Terp makes motion to approve the financial report as presented, seconded by April Aamodt, ALL IN FAVOR, AYE, Ron Cecil, April Aamodt, Todd Terp, Erin Weedman, OPPOSED- 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. NONE

Department Reports

Clinic Report –

- New phones were ordered a week ago and will be talking to Arlington TV Coop. (John). The ambulance hall will get phones installed first, followed by the clinic. New numbers and Fax numbers will be mailed out in bulk mailing effective December 1, 2024.

April- is wondering if the city can add this to the reader boards or put on the water bills.

David -said he will talk to Alan C about the reader boards as he believes Alan oversees both.

Dr. Chown, optometrist, will be providing services at the clinic on Oct 30th and Nov 13th. Envision Eye care is a Non-profit offering eye care to all.

-Open Enrollment of CIS benefits are open for all employees and needs to be done by October 25, 2024.

-The Board appreciated all the time and dedication Rick Schadewitz has donated to the district to assist with the preparation prior to the start of the painting and floors and the time he donated getting the clinic back in order. They would like to see hours for him to be reimbursed/paid for his time. Carrie will investigate the total hours Rick has donated to the clinic regarding this project.

-Roundhouse grant summary was completed and sent September 22, 2024. Sending the final report and financials allows us to be eligible for additional grants down the road.

-Vaccination Clinic is at the clinic this Friday with the Health Department from 10-2pm.

-We have Flu vaccinations at the clinic.

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-Haunted house is a go for October 31.

- Employee handbooks have been handed out. Employees need to read over, sign and return page 62 to the district office by November 1, 2024.

-Painting and flooring are completed at the clinic, Edgar and his crew did a great job. The crew really stayed on task and worked very hard to allow the clinic to continue operating and providing services. This wasn't easy, but we did it. Painters are there finishing now. They have been very accommodating with the different work schedules.

April and Ron agree that the clinic looks nice.

Medic Report-

David found out that all EMS employees (FT and PT) have an additional \$10,000 of life insurance through the NAEMT National Association. He wanted to make sure that everyone knows they have some type of insurance.

-Fossil is in a lot of MS trouble as they have no ambulance and have zero EMTs and are getting help from Spray and Condon. Condon will only cover if they don't have coverage in their out town.

-April worries that they will experience burn out since their responding to fossil calls.

-Fossil is going to have a big meeting and volunteer appreciation dinner on the 24th and I am going to go and talk to them about EMS and classes. I also am wanting to do a meeting here minus the dinner. I am very interested in doing a EMT course here versus sending them out.

-Todd knows a guy that wants to take the EMT course from boardman.

-We can have major classes here if we get the interest from boardman and Sherman County.

- We did vote for the stairs since Rod M had borrowed us some, but he has taken them back to do his roof. We did get a bid for \$33,000; I was not happy with that for the stairs and the catwalk.

- We will get another bid from Charlie, but he never got back to us. We will talk to them about doing a rebid. .

Todd- They must have OSHA approved stairs and a walkway, 33,000 is too expensive.

-Above the office would be the primary storage and above laurel's office would be secondary for storage of clinic.

-Will bring printed copies to the next meeting.

-Call increase this last month—23 vs. 9.

-Carrie and Laurel have spoken with the occupational health to get the 3 new PT employees taken care of. Laurel will be meeting to do biomed together this week with Carrie.

-Drug list needs to be brought before the next meeting. Up until a month ago, we never needed them. Our doctor did renew her license and so we will renew our drugs.

Old Business

- a. Contracts- Andrew Myer for Carrie and David. Todd and April want to read it, and it should have been emailed. Ron would like Carrie and David to look them over and table

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until the next meeting. Carrie will go and forward the email from Andrew. David will need to do the same, once he finds it.

- b. Ambulance Loan Confirmation Amount **\$286,786.72** at 6.5% fixed APR for 7 years. -Loan amount was done with Shane and deposited into Bank of Eastern Oregon on November 11, 2024. Automatic payments have been set up on the 11th of every month For \$4262.11. \$2,870 was Loan Fees, \$202 was a title transfer fee from the 2018 Ambulance. **283,928** Was deposited into the account.
 - a. Ambulance \$260,640.55
 - b. MTS Power-Load \$26,146.17

-Thank you to Brian and Chris for going to Chehalis, Washington to pick up the new ambulance, we appreciate you both.

-**Todd Terp** makes motion to approve the loan change from \$275,000 to \$287,000 due to unexpected changes for the new ambulance to the Bank of Eastern Oregon, seconded by **April Aamodt**, ALL IN FAVOR, AYE, Ron Cecil, April Aamodt, Todd Terp, Erin Weedman, OPPOSED- none.
MOTION PASSED.

- c. Board By Laws-Carrie brought a copy of bylaws for you the board to start working on them and to decide if you need a committee to work on them. These need to reflect what you all want/need as a board. April has started the SDAO mandatory trainings and have three left. I noticed after starting them, they have a lot of good information, and the board should all do them to help with writing the new bylaws. Carrie still has Erin's copy and would like to have it updated. April still wants her to receive information that David had sent out. David sent out the last board policy and procedures bylaws from 2019. This afternoon an email came from SDAO- as of Oct 1, the Oregon Ethics courses. Todd took them in 2024, and 6 or 7 that were walked through. The Link is in the Vector link that was sent out prior. Will check to see if needs to be done for 2025 for Todd.
A committee would need to be 2 people from the board
April talked to Kelly consulting and sent an email that is working with nonprofits for Gilliam County. They do help us with this.
Carrie offered to have the board complete the classes by January 1, 2025. The board feels that is feasible to have courses completed and bylaws but April would like for this all to be done by December 1st and bring notes to December 17th meeting and to be voted on.
- d. Mission, Vision and Values update
-Laurel—made lots of progress and we want to take our time to have our voice be heard and be able to present for the December meeting.
- e. Contingency Fund Resolution

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--Carrie Suggested to not take out an operations loan and to make resolution to take money from contingency fund to get us through when get our tax money in December. She proposed the board consider taking \$150,000 out of LGIP building funds (209,000) to use as operational funds as needed to get us through until the December tax deposit is received. At which time we would transfer back into the LGIP account. We have \$90,000 currently in the BEO operational account. This would be temporary, and the money must be replaced in the same fiscal year it was taken out of. Historically, the resolutions haven't been done and we want to get away from this. Once we get things squared away at the clinic and get our RHC certification, the income is going to change. We will then have sustainability moving forward.

April Aamodt makes motion resolution to temporarily transfer from LGIP Building fund monies for operational funds for NGHD, the resolution adopting temporarily building fund transfer be it resolved, the NGHD Board of Directors approves the transfer of \$150,000 from the LGIP Building fund for operational use until the 2024 tax payment is received from Gilliam County Tax Assessors office in December of 2024. The temporary funds will be transferred back into the LGIP Building Fund on or before December 20, 2024. The NGHD office in Arlington, OR. The resolution appropriation for temporarily use of LGIP Building Funds. seconded by **Ron Cecil**, ALL IN FAVOR, AYE, Ron Cecil, April Aamodt, Todd Terp, Erin Weedman, OPPOSED- **MOTION PASSED**

f. Holiday Turkey/Hams

-The board would like to do just a turkey or a ham for Thanksgiving this year. David wants to make sure they are decent size this year.

New Business

PPE- Todd got an amendment from Carrie for safety for employee manual, needing an amendment from David for his side. Will bring to next meeting. Will be an amendment attached to employee book and have employees sign that they understand it and placed in everyone's file. No PPE on the highway, we really need to be aware about Visual Safety. Todd didn't see in the handbook doesn't cover what the safety protocol needs to be. Already in the RHC procedures and manuals. EMS is already high risk, how specific you want to get, is up to you and we would like to see it back next meeting for approval.

OPEN HOUSE - Would like to have another Open House for the new remodel and new ambulance. Will be using the old ambulance for the trunk or treat. Need a committee to help get this accomplished. The committee will be Carrie, April, Erin, Laurel and Stacey.

Adjournment @ 849pm.

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

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Agenda subject to change without prior notification.

Next Board Meeting- Tuesday, November 19, 2024

THESE MINUTES ARE APPROVED AS THE OFFICIAL October 15th, 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