

**WHITE RIVER HEALTH DISTRICT  
1605 GEORGE JACKSON RD., MAUPIN, OR  
DRC FOUNDATION COMMITTEE MEETING  
MAY 17, 2022  
MEETING MINUTES**

(MEETING WAS HELD VIA ZOOM VIDEO PLATFORM)

*BOARD MEMBERS PRESENT:* Sue Knapp, Julie Whetzel

*BOARD MEMBERS ABSENT:* Laura Taylor, Andrew Houck

*STEERING COMMITTEE MEMBERS:* Dennis Beechler, Karletta Carrithers, Merle Hlvaka

*WESTBY ASSOCIATES:* Beth Ernst, Mike Westby

*GUESTS:*

*DRHC:*

**I. CALL TO ORDER:**

The meeting was called to order at 8:30 am by the Chair, Sue Knapp.

**II. INTRODUCTION OF PARTICIPANTS:** Participants on the call were identified.

**III. CLINIC BUSINESS UPDATE:**

- Community Outreach: Mike Westby informed us that MidColumbia Health Foundation will be sending us an invitation to apply for a grant in response to our First Look Event. Their representative attended and was impressed by the level of community support and saw what our needs are, and so will be inviting us to apply for a grant to cover our “area of greatest need.” Mike W suggests we ask for \$5000.

In other outreach news, the Clinic will have a table at Maupin Daze on May 21. Sue has requested to be on the agenda for Wednesday’s Maupin City Council meeting. She will thank them for the \$1000 grant and give them a project status update, and briefly mention that there was a lot of debris that needed to be cleaned up prior to beginning construction, which increased our costs somewhat. The Southwest Community Health Clinic on Main St in Maupin has closed (their provider moved to Idaho). Shelby has been reaching out and advocating for DRHC via social media, reminding folks that we’re still here and is keeping the community updated on Clinic operations. This will ramp up even more once we have a full-time FNP.

- Partnerships Update: MCMC will be choosing an equity partner in early June. They have narrowed the field to 3 candidates. Once they select one, that may have positive implications for our partnership with them. Lines 4 Life (youth mental health and suicide prevention) would like to make a presentation to the Board soon. Logistics are still being worked out. We also will be connecting more with SWA. Information regarding that has been forwarded to Shelby and the Clinic.
- Operational Update: We have a locum tenens provider a few days a week until July who is working out well and getting very positive reviews. You may recall that last month we had thought we had found a potential FNP candidate that we were very optimistic about. Unfortunately, that fell through. Two other candidates have been interviewed; we’ll see where that goes. On the upside, we have hired our new dental staff (two dentists that will also do dental hygiene tasks), and they are excited to start toward the end of summer. Kim has resigned and relocated, so Barbara is our only OA.
- Board/Steering Committee Updates: We are still actively looking for a fifth Board Member. Sue has revised and updated the Board application to include more rigorous background info and references. The DRHC Board is working on a set of Bylaws for adoption (though DRCF has Bylaws, the Clinic

Board doesn't have them yet). The DRHC Budget Committee is meeting and will present a draft of the proposed FY 22-23 Budget to the Board for discussion and review at the May 25 meeting. The Budget committee will then have an opportunity to revise as needed and the final draft will be presented to the Board for adoption at the June DRHC Board meeting. Kathryn has submitted the application for RHC status, and the Clinic is beginning to transition into preparing for the move into the new building.

## VI. FOUNDATION:

- Review April meeting minutes: No changes.
- Financials and FY 22-23 Budget: Sue shared the current FY 21-22 DRCF budget, and a list of funding sources to date, to provide context for the draft of the FY 22-23 Budget. Sue then shared the draft of the DRCF FY 22-23 Budget, and it was discussed, and comments made but vote taken. . We will need to vote on the Foundation 22-23 Budget at our June meeting.
- Federal Funding: (Congressionally Directed Spending). You may recall that though we were notified that we had been awarded the funds, we had to submit a secondary application for review prior to actually receiving any funds. That secondary app was completed and submitted by Sue on May 4. The final amount requested was \$1,014,000.
- Grants Update: Sue and Beth updated the group on the status of the following grants:
  - Murdock: Our site visit will be in-person with Dr. Moses Lee on June 16. Dr Lee will ask lots of questions. Mike and Beth will help us prepare for that.
  - Charis: we received \$5000 to cover dental lighting
  - Ford Foundation: The application is in, and our site visit (via Zoom) on March 7 went well. They will be making their decision this afternoon.
  - Collins: Site visit (via Zoom) on May 2 with their rep, Candy Solovjovs, went well. They will be making their decision in June.
  - Storms: declined to fund.
  - HedCo: we need to submit the invoices/receipts/proof of payment and matched funds in order to receive the \$39K for trusses.
  - BNSF: beginning research toward this
  - City of Maupin: we received a \$1000 grant from the city for purchase of dental equipment
  - Wasco Electric: will apply for \$2500 toward landscaping at the end of the month.
  - Rose E Tucker: will apply next month; Beth will initiate the application
  - Wasco county: We received a check for \$50K made out to White River Health District; these funds were transferred to the Foundation's account.

That's pretty much it for grants at this time; we've already gone after all the big ones this cycle. All those received will be requiring follow-up reports, so stay tuned.

- Donors and other funding approaches: We plan to send out a mid-year update/annual report and appeal letter to donors at the end of June, which will include specific thanks and acknowledgement to those who donated at the First Look event. Sue has set up a savings account at Rivermark for donations and a Paypal business account that allows people to choose to become sustaining donors (this will likely need to be updated to a charity account). As an aside, the Clover app works for processing credit card donations, but it has some glitches that need to be worked out.

- Loan update: We have \$68K left in the current \$1.5M loan. We can ask for and receive additional funds if absolutely necessary, but are trying to avoid that as much as possible.

- Cash Flow: Sue shared the DRCF Cash Flow Analysis and May/June Construction Timeline. Basically, cash is tight. Sue ran the numbers to take into account best and worst case scenarios (whether or not we receive critical grant funds in a timely fashion). We currently have approx \$68K left on the loan, which we'd rather not touch at this time. The bottom line is that if we do not receive the Ford grant, we will likely be in the red at the end of June. With Ford, we should be able to meet construction costs for June, but if we don't receive CDS funds by mid-July we'll be in the red again by the end of July. While we do anticipate receiving CDS funds, , they may not come in time to meet the July invoice date. We may need to request an extension on the loan to cover the gap. Overall, approx \$436K remains in construction costs.

- Construction: We're in the home stretch. Sue shared the remaining May/June timeline. Basically it's all finish work now: interior/exterior paint, flooring, window treatments, cabinetry, etc. The work will essentially be done by the end of June. The Punch Walk will be in early July. Interior doors have a bit of a delay, but they should be hung by mid-July (that's the only thing that won't be finished by the end of June). Landscaping still needs to be figured out. Though we have a design, we don't yet have anyone to do the actual work (ongoing problem in Maupin). If we get the Wasco Electric grant, we can hopefully begin working on a portion of the landscaping/irrigation by August or September, because that's a good time to plant shrubs. It should be noted that the Wasco grant, if received, will only cover the cost of landscaping the section of ground in between the new and old clinic buildings. We have not yet secured any funds that can be used toward the remainder of the landscaping. Also on the construction front, we're getting a "Safe Partner" award from R & H Construction tomorrow (May 18) from 2-3.

- 2022 Tour & Fundraiser, May 7: Julie and Sue gave a quick summation of the May 7 "First Look" Event. Overall, the event was very positive. Over 59 people came (including 10 volunteers and Steering Committee members) and over \$8K was raised. We will be receiving an invitation to apply for a \$5K grant from Mid Columbia Health Foundation (see above). Right now, our area of greatest need may be furniture, so we'll let Shelby know that she should start shopping and ordering that.

- R & H/Pinnacle Thank You: We discussed some tangible way to thank them for all of their work. Perhaps a catered lunch on the Punch Walk day or at the last construction meeting in June.

- Ribbon Cutting, Fall 2022: This will be in October or November. We'll discuss planning etc. later. Everybody's still recovering from May 7 First Look.

- Marketing: See above

- Existing Clinic Building Repurposing: Several community members have asked if we will be adding an X Ray room as part of the new Clinic. The old clinic building would be an ideal location for this; however, we will need to retrofit the building, purchase equipment, and hire radiology staff. This was discussed and explored in the past, but it was determined at that time that we didn't have the capability to do this yet. This would be a good time to revisit the concept and perhaps discuss it with MCMC.

- Support and Assistance: Thank you to all of the volunteers who gave their time to making the First Look Event a success. You guys rock!

• Communications and Outreach: Sue will be visiting with the Deschutes Club later this month; they are interested in making a donation toward the Foundation/new clinic.

• Future of The Steering Committee: We're in the home stretch of bringing our big goal to fruition. So what happens now? We will still need to continue fundraising and directing the use of those funds toward Clinic needs and purchases, but how we do that may need to be reconfigured. The Steering Committee was charged with overseeing the capital campaign for construction, but when that's over we will need to morph into simply the Deschutes Rim Clinic Foundation. We need to decide what that will look like. Many current members are exhausted and would understandably prefer to direct their energies to other areas now that the big goal is accomplished. We need new blood, and Clinic staff will need to be included. We'll discuss this in more depth at the June meeting.

**V. WESTBY ASSOCIATES:**

• Workplan & Contract Extension: Mike Westby acknowledged the lower monthly budget and changes to the FY 22-23 Westby Associates contract that Sue shared with him. Mike suggested that while we have the wind at our back and before the new car smell wears off, it was time to go after another bite of the apple. He suggests that Westby Assoc would change their approach to pursuing highly targeted public grants based on what we've already accomplished, by using them as evidence of what we can do and what we still need to accomplish. Federal and other grant funds can be sought for the next phase of the project, repurposing the old building. We also should maximize our partnership with MCMC. Also, with the understanding that many Foundation steering committee members need to step back, Mike and Beth will work on some creative fundraising solutions that won't require as many volunteers to accomplish.

**VI: ADDITIONAL COMMENTS:** None

**VIII: ADJOURNMENT:** The meeting was adjourned at 9:54 am. The next DRCF Steering Committee meeting will be June 21; the regular DRHC Board meeting will be on June 22.

ATTESTATION:

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Sue Knapp, Board Chair

Attest:

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Julie Whetzel , Board Secretary