

**WHITE RIVER HEALTH DISTRICT**  
**1605 GEORGE JACKSON RD., MAUPIN, OR**  
**BOARD OF DIRECTORS FOUNDATION STEERING COMMITTEE MEETING**  
**JANUARY 18, 2022**  
**MEETING MINUTES**

(MEETING WAS HELD VIA ZOOM VIDEO PLATFORM)

*BOARD MEMBERS PRESENT:* Sue Knapp, Julie Whetzel

*BOARD MEMBERS ABSENT:* Laura Taylor, Andrew Houck

*GUESTS:*

*DRHC:* Karletta Carrithers, Beth Ernst, Mike Westby, Kathryn Mahler Doan

I. CALL TO ORDER:

The meeting was called to order at 8:40 by the Chair, Sue Knapp.

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

III. CLINIC BUSINESS UPDATE:

- Community Outreach: The clinic website is getting caught up with minutes and agendas. Facebook pages are also regularly updated
- Partnerships Update: Sue has been officially appointed to the MCMC Board of Trustees. MCMC is launching their new strategic partnership process, since they are no longer currently partnered with OHSU. Their mission is to “provide access to quality healthcare for our community” which includes improving local and particularly rural care, so partnering with DRCF is a natural fit. How that will look in the future is TBD; regular updates to follow.
- School-Based Health Clinic: Continues to move forward. Kids are starting to come in regularly, now that they know it’s there. School is looking into creating a dedicated exam room for a provider.
- Operational Update: Maddy will be leaving in early February. We are still looking for her replacement. One candidate was interviewed, but fell through. We are now looking into finding temporary providers to cover the gap if needed. Sue will discuss this issue with MCMC to see if they could loan someone for 2 days/week until a full time provider is found. Also, at this time it looks like we may need to have/hire/designate a District Manager. Until now, the duties of a DM have been parceled out to the finance manager, various staff and the board chair/secretary, which has worked up to this point, but it has been a burden and cannot be sustained . Now, with the expansion of the clinic and new construction, etc. it is time to coordinate those tasks and designate a point person to manage all of this. Conversations have begun with the Clinic Board and Staff as to evaluating the necessity of a DM, and if so, creating a formal job description and restructuring tasks for this District Manager.
- Board/Steering Committee Updates: Recruitment Announcement flyer for finding a 5th board member will be completed and posted soon.

VI. FOUNDATION:

- Financials and FY 21-22 Budget: We have paid the contractor \$150K so far. There have been other expenses for the architect and Wasco Electric temporary hookups, etc. When the CD matures in February we can transfer \$400K to the foundation savings account and use that toward paying the bills. There have been some additional costs such as the need for additional concrete, and engineering costs for rearranging the dental area. This has totaled \$71K in change orders. The contingency fund has enough in its budget

to cover this. Another concern is that FFE medical and dental together will total \$400K, which is more than our original estimate. We are working on grants, discounts, and donations of gently used equipment to cover this.

- Loan update: the loan still hasn't closed. Sue is working with Amerititle to expedite the process if possible.

- Federal Funding: (Congressionally Directed Spending). This is still delayed in congress. To recap: We had received notification that we were going to receive 1.3 Million in federal funds. There is a possibility that we may get funded in the next session on February 18. Or, they may delay the budget process . A delay may extinguish our ability to use the funds for new construction, which is the restriction placed on funding. Mike Westby says that the most likely scenario is that they'll choose to do some sort of budget reconciliation and the money will come through later in the year. If so, we would only be able to use it to pay expenditures going forward from the date we receive it, which would likely be after most of the construction has been paid for and FFE ordered. It could be applied to the remodel of the old building.

- Donors: We received some donations in response to our end of year appeal. Sue has done thank you notes. Sue suggested (as rest of those in attendance agreed) that we do a "6 month update" letter at the end of June to show where we're at and as a follow-up to the Hard Hat Tour Event planned for early May. There are other potential sources of funding that we need to explore and tap into more deeply: We should set up a PayPal account or link an email address to paypal so that donors could immediately click and pay. Related ideas: We could set up direct deposit to the Rivermark account, set up a QR code linked to a donation account, and further instruct donors how to donate through our existing AmazonSmile and GoFundMe accounts. One other need is that we should research the big-pocket potential donors in the area in preparation for our Hard Hat tour fundraiser in May.

- Memorial Donations: and naming opportunities: How shall we use those? Bricks? Blocks? Plaques? Signs? Rooms? Mike and Beth will create a menu of naming opportunities and price them according to the economy of scale in our market. This will roll out at our fundraiser in May.

- Grants Update: Sue and Beth updated the group on the status of the following grants:

- Ford Foundation: application is in. We are asking for \$500K

- Collins: \$150K applied for

- Murdock: LOI was submitted. We are asking for ~\$200 K toward dental FFE.

- USDA equipment grant: haven't applied yet, but this could potentially be for \$38-40K

- HedCo: received \$39K for the trusses. They ask that we use their grant as a match

- BNSF: beginning research toward this

- City of Maupin: Sue will appeal at March council meeting. Requesting that the city offset the cost of dirt and debris removal from the lot (cleanup of city dumped material totaled \$21K in costs)

- City of Maupin: Sue has applied for a \$1000 grant from the city

- Operational Update:

- Construction: Concrete is poured and curing. . The retention pond was dug. Lumber for framing is onsite and awaiting concrete curing. R & H have been great about finding ways to save time and costs without impacting the integrity of the build. As for FFE, there is still concern regarding research, purchase, and installation of equipment. This is

not our area of expertise. Working with Mike Pendleton, Kathryn, and Ron Selis to use their collective previous experience and advice. Some discussion occurred regarding finding and hiring an outside consultant (as the city did for the Civic Center), but it was ultimately determined that we could likely manage without one.

•Fundraising Opportunities/2022 Event Planning: Several Foundation Steering Committee members met with Kelsey Castrey from Westby last week. Planning has started for a Hard Hat Tour/Fundraiser combo event in early May (see additional notes above). Committee will meet every 2 weeks through early March, and then weekly thereafter. Next planning meeting (via Zoom) is on Jan 28 at 10 am.

•Marketing: Jim will be pricing out costs for a billboard to set up at the clinic site. Lindsay continues to improve and update the website; she has been adding subcontractors and business donors and their logos to the site, and otherwise updating the donors list and board info.

•Support and Assistance/Opportunities to Engage: We continue to need more bodies and brains to help with fundraising planning and marketing tasks. Anyone who can pitch in and help in any way would be greatly appreciated. Jennifer Mitchke has been really helpful in documentening construction through photography. Kathryn is training Kim on the financial tasks associated with the clinic.

•Communications and Outreach: Sue will complete the January Wampinrock article soon. The focus this month will be on progress made.

V. WESTBY ASSOCIATES:

Workplan: see items previously discussed in Grants, Fundraising, Event Planning and Marketing. Beth, Mike and Kelsey will assist with all of those.

VI: ADDITIONAL COMMENTS: None

VII: PUBLIC COMMENT: None

VIII: ADJOURNMENT: The meeting was adjourned at 9:58 am. The regular DRHC Board January meeting will be on Jan 26.

ATTESTATION:

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Sue Knapp, Board Chair

Attest:

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Julie Whetzel , Board Secretary