

**WHITE RIVER HEALTH DISTRICT
1605 GEORGE JACKSON RD., MAUPIN, OR
DESCHUTES RIM CLINIC FOUNDATION (Steering Committee Meeting via ZOOM)
June 15, 2021
MEETING MINUTES**

BOARD MEMBERS PRESENT: Sue Knapp, Dennis Beechler

BOARD MEMBERS ABSENT:

STEERING COMMITTEE: Merle Hlvaka, Bill Aarnio, Karletta Carrithers

Westby Associates, Inc: Beth Ernst, Michael Wilson

GUESTS:

DRHC:

I. CLINIC BUSINESS UPDATE AND NEW BUSINESS:

- Community Outreach: The newly revamped DRHC website is up, as well as a Facebook page.
- MCMC Update: The MCMC tour went well. Three reps from MCMC, 3 board members and Mike Pendleton toured the clinic and met with the temporary dentist (DDS Selis). Afterward we met with the school superintendent to discuss a school-based health clinic. We agreed to discuss 'next steps' and how a partnership would work.
- Operational Update: A staffing change is taking place at the clinic. The FY21-22 budget is being finalized.
- Board/ Steering Committee Update: We received the election abstract from the county; of the 5 open board positions, 3 were duly elected (Sue, Jim, Andrew) and 2 were write-in candidates with the top votes for positions 2 & 5. One of these write-ins is problematic with a conflict of interest. We will check with the county on the required process as well as SDAO and our legal rep.
Michael suggested that once all new board members are in place, we have a 'retreat' to get everyone on the same page.

II. FOUNDATION UPDATE:

- Financials: Sue reviewed the financials – balance at Community Bank as of 5/31 is: \$758,983. To date we have 36% of the budget committed.
- Pledge Recovery: None.
- USDA Loan: The proforma is still not completed, so loan uncertainty continues. We received information on how loan funds would be disbursed during construction; a complicated process requiring inspections and multiple approvals.
- Grants Update: Autzen grant will hopefully be submitted at the end of June so that we can use the current fiscal year's finances in the budget. We still need information from Kathryn to finalize the draft application. Once finalized, Beth will send out for review. Letters of support are trickling in. For the Hedco reimbursable grant, we will need approval first prior to expenditures on specific construction materials.
Mike recommended a spreadsheet be developed overlaying anticipated grants to be received with the timeline and costs of construction to help us assess where the gaps are and what our actual campaign should be.
- Operational Update:
 - Construction Budget: We had a good preliminary pre-construction meeting with the architect and R&H on 5/26 wherein we primarily reviewed the budget, approaches to construction, and cost savings. The construction budget increased by \$500,000

primarily due to the cost of lumber. Mike noted that lumber prices were going down, suggesting the price bubble might burst. Several unknown costs exist in the foundation budget, including temporary utilities and utility connection fees. Mike suggested meeting with the City to discuss their experience with the Civic Center and the City's receipt of American Rescue Plan funds which the existing and new clinic would benefit from. It was also suggested that R&H be questioned on their experience with USDA funding, what their cash flow requirements would be, etc. Sue indicated they knew more about a USDA process than we did.

- Project Team: At the prelim preconstruction meeting, we learned a volunteer 'project team' or 'building committee' would be needed, as well as an Owner's representative to be the main point of contact. Again, it would be good to meet with the City to discuss their experiences with construction – good and bad. Susan Wright served as the oversight engineer for the City; it was a lot of work for her. Some local names for the team were suggested and discussed. Sue will make contacts.
- Fundraising: We developed a pledge card and will order through Bohn's. We discussed a 'hard hat' event and when it should be done (February?). Bill noted there are still supporters in the area and that we are due for an event. Karletta expressed support.
- Marketing: A Foundation email is established: info.drcfoundation@gmail.com.
- Ground-Breaking: Event has been postponed. 'Save the Date' card is still on hold. Weekly planning meetings continue.

III. WESTBY ASSOCIATES: A new workplan and contract was reviewed. The new contract will be for 6 months from July – December. The workplan is consistent with the new contract. Mike suggested meeting with Sue this week to discuss things further.

IV. PUBLIC COMMENT: None.

MEETING ADJOURNED. NEXT MEETING IS **JULY 20, AT 11:00AM**:

Respectfully submitted:
Sue Knapp