

MINUTES
North Gilliam County Health District
BOARD OF DIRECTORS
February 20, 2024
7:00pm
Arlington City Hall
500 West First Street
Arlington, Oregon

Call to Order – Ron Cecil, Chair @7:00pm

Board Members Present: Ron Cecil, April Aamodt, Todd Terp, Kolton Boethin, Grant Wilkins

District Employees Present: Carrie Schadewitz, David Anderson-Via zoom, Tena Ferguson, Christine Kieweg, Brian Foster, Stacey Reding-Zoom, Michele Guillian-Zoom

Guests Present: Andrew Meyers, District Attorney-Via zoom

Consent Agenda

Minutes: April Aamodt makes Motion to Approve January 20th, 2024, meeting minutes as written, 2nd by Todd Terp, **All in favor AYE-** Ron Cecil, April Aamodt, Todd Terp, Kolton Boethin, Grant Wilkins. Opposed-NONE
Motion Passed

Financial Report: April Aamodt makes motion to approve the financial statement as presented, 2nd by Grant Wilkins, **All in favor-AYE,** Ron Cecil, April Aamodt, Todd Terp, Kolton Boethin, Grant Wilkins. Opposed-NONE, **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.

Public Comment: NO PUBLIC COMMENT

Department Reports

Clinic Report: Attached

- Discussion on Heppner Plumbing coming and fixing our District building water system. Quote for water heater. More information is requested for this project.
- Making the remaining records (Waste Management records) electronic.
- PERS is a bimonthly charge.
- Carrie has started the RHC course.
- Carrie has started the numbers for the 2024-2025 budget.

Medic Report:

- The toilet in the new bathroom is leaking. Have contacted Charlie. They are going to look at it. Water is turned off to the new bathroom. We still have the other bathroom.
- We had one WC claim recently. Employee is back to duty.
- We have three part time EMTs currently. Laurel is returning.
- Still looking for more part-time employees.
- David is considering doing another EMR course, maybe this summer, maybe right before summer.

Old Business

- **Policy & Procedures Handbook updates – possible vote-** Attached to minutes will be emails/letter to the board concerning new policies for vacation and sick time.

Andrew Myers District Lawyer has given advisements on this agenda item. Attached to minutes.

1. **Vacation Benefit-** attached recommendations from Andrew. Recommends **200-hour CAP**.
2. **Sick Benefit-**attached recommendations from Andrew. Front load 40 hours that is legally required to be provided to full time employees yearly, at the beginning of the year and the rest front load every month. **As the policy is now, full-time employees get 8 hours of sick pay a month. The 40 hours front loaded + the 56 hours that would be accrued through the year equals to 96 hours of sick leave a year.**
3. **Part-time employees accrue 1 hour of sick time for every 30 hours worked.**
4. **Employment agreement with David Anderson needs to be discussed concerning Vacation time.**
Andrew is encouraging the board to have a conversation with David Anderson. It currently states he would be following the policy handbook but is entitled to carry over 20 days of vacation days.
5. The board is asking Andrew to look at page 10 to go over. There are a couple of other things as well they would like Andrew to go over. Andrew will do this and send out updates a week in advance to the next board meeting.
6. Lengthy discussion continues about options for PTO, vacation, and sick pay on which way to update the policy. Language changes need to be made.
7. **Ron** asked every board member to give their input about PTO, Vacation and Sick time.
8. **Todd-** not every employee should be able to cap at **200** hours. There should be **Tiers**. The cap should be different for an employee that's been here for one year verse an employee that has been here eleven years. Example **1year 80 hours vacation- CAP would be 120 hours, 2-5 Years 120 hours- CAP would be 180 hours. Then 6- or more would be the 200 CAP. (This line of hours and of the Tiers is repeated as the agreed way of Paid time off, but no concrete decision was made)** Todd agrees with what Andrew recommends to them closely. Having CAPS on the hours would also encourage employees to take their vacations. It is agreed by the board that because of the high level of stress that comes with these jobs that employees need to take their vacations rather than banking the hours.
9. **Grant-** Used to PTO, which is front loaded. Agrees with the Tiers.
10. **Ron-** Believes that the district has a great robust package for the employees and is concerned on how the taxpayer dollars are being used. Reminds everyone we just went with PERS. Feels like five weeks is very generous and doesn't really think that four/five weeks of vacation is fair, that it is too much. Kolton agrees with that opinion.
11. **Kolton-** Agrees. That a month vacation in a year is a lot of time. But would agree that 96 hours, when you think about a month, and you have a family. That sick time should be front loaded. You don't know when kids are going to get sick, when you're going to get sick, whichever it may be. 96 hours a year for sick time, he thinks is fair. But Kolton agrees with Ron that 5 weeks of vacation time in a year is a lot. He would like to see that more around **160 or 180 hours for the top CAP of vacation time.**
12. **April-** Does not want to take anything away from the employees who have earned their Paid time off. She has started doing research in other rural counties for comparisons, but our situation is more unique than some places. Most of the rural places she has found are strictly volunteer for Ambulance service.
13. **THERE IS NO MOTION FOR THIS TOPIC.** Majority of the board agrees with having different CAPS for each Teir, also agrees that they would like employees to take their vacations, and they do not want to take away what has been earned. Agrees that the Benefits the District provides are very generous.
14. Tabled to next meeting. ATTACHING AN UNEDITED TRANSCRIPTION OF THIS TOPIC TO THE MINUTES> Is about 8 pages. Is only text.

New Business

- **Budget Committee for 2024-2025 Fiscal Year**

1. Budget Officer – Todd Terp- not Todd, the budget officer should not be a board member. April is suggesting that Carrie be the budget officer. Carrie suggests that David and she are the budget officers. Ron Cecil makes **Motion** that Carrie and David are the co-budget officers. Kolton Bothin 2nds motion. **All in favor-AYE**, Ron Cecil, April Aamodt, Todd Terp, Kolton Boethin, Grant Wilkins. Opposed- NONE, **Motion Passed**
2. Confirm Committee and workshop schedule-Ron motions that the budget committee will be Tena Todd, April and Michele. Grant Wilkins 2nds motion, **All in favor-AYE**, Ron Cecil, April Aamodt, Todd Terp, Kolton Boethin, Grant Wilkins. Opposed- NONE, **Motion Passed**
3. Committee Schedule will be updated later.

Other Business not on Agenda

Adjournment @9:16 PM

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

Agenda subject to change without prior notification. **There was no executive session at this board meeting.**

THESE MINUTES ARE APPROVED AS THE OFFICIAL **February 20, 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