

**Mission Statement**

Enriching lives through better health

**True North Statement**

To be the healthcare partner of choice for our community.

**Values**

Compassion – Showing empathy and respect

Integrity – Demonstrating moral and ethical principles

Quality – Achieving the best possible outcome

Safety – Committing to Safe Practices

Teamwork – Caring for the success of the team

***This institution is an equal opportunity provider***

**HARNEY COUNTY HEALTH DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
Wednesday September 3, 2025 @ 5:30 pm**

**JOIN VIA ZOOM:** E-Mail invitation, with instructions & links

**HCHD Board Members Present:** Sharon Davis, Julie Riel, Jolene Cawlfeld, Shana Withee, Kathy Cook, Kara Bowen,

**HCHD Board Members Absent:** Debbie Bentz

**HCHD Staff Present:** Bob Gomes, Catherine White, Karen Reed, Dr. Linda Selby, Elaine Wulff, Mary Morgan, Erik Olson, Dr. Lincoln Mosier, Kathy Huffman,

**HCHD Staff Present via Zoom:** Shirley Gillespie

**Visitors Present:** Melissa Albertson, Shanna Campbell

**Sharon Davis, called the meeting to order at 5:31 pm.**

**Agenda Additions / Changes:**

- Public Comment moved prior to Executive Session.
- Addition to Credentialing: By-Laws
- Addition to Governance: Training that the Board attended.

**Public Comment for non-Agenda items:**

- Members from the public addressed the Board regarding an issue.

**Adjourn to Executive Session: Per: ORS 192.660(2)(c), ORS Id and ORS 441.055, Public hospital Medical Staff, (credentialing) including but not limited to ORS 41.675, ORS 192.501, good faith effort to promote quality of care & patient safety & is protected from discovery & use in legal proceedings, at 5:46 pm.**

**(Complete, credentialing folders available during meeting for Board to review)**

**Reconvene from Executive Session at 6:37 pm.**

**ACTION ITEM: Approval of Board Meeting Minutes of Aug. 6, 2025:**

- Kara Bowen's name was omitted from the attendance listing and the presentation name of Karen Bowen needs to be fixed to Karen Reed.

***Shana Withee moved to approve the Board Meeting Minutes of Aug. 6, 2025 as corrected. Kara Bowen seconded and motion passed six to zero.***

**ACTION ITEM: Re-Appointments:**

***Shana Withee moved to approve the re-appointments, as recommended by Medical Staff of Christopher Coleman, MD, Radiology, Kevin Johnston, MD, Family Medicine, Rebecca Ross, PMHNP, PHD, Nurse Practitioner Mental Health and Lincoln Mosier, DO, Family Medicine. Kara Bowen seconded and motion passed six to zero.***

**ACTION ITEM: Initial Appointments:**

***Kara Bowen moved to approve the initial appointment, as recommended by Medical Staff of Michelle Black, MD, Radiology. Jolene Cawlfeld seconded and motion passed six to zero.***

Sharon Davis briefly paused the meeting to announce that Kara Bowen has turned in a letter of resignation from the Board as her family is relocating to a different state and tonight will be her last meeting. Sharon said that Kara would be greatly missed, and thanked her for all the volunteered hours of service she devoted in helping to recruit and hire our new CEO and for all her service to the Health District.

**Medical Staff By-Laws:**

- Dr. Mosier briefly went over the changes made to the By-Laws.
- Board to take the copies of the By-Laws home, make changes and bring back, discuss changes they would like to see and then take action.

**Public Comment for Agenda Items:**

- No Comments

**Safety & Quality Committee Report:**

- (Confidential information packet – NOT for General Public Viewing)

**ACTION ITEM: Nursing/Utilization Management Plan:**

- Change the 96 to 96 hours in two places.

***Jolene Cawlfeld moved to approve the Nursing/Utilization Management Plan Policy as amended. Kathy Cook seconded and motion passed six to zero.***

**ACTION ITEM: 2026 (FY) Quality Assurance & Performance Improvement Plan:**

***Jolene Cawlfeld moved to approve the 2026 (FY) Quality Assurance & Performance Improvement Plan Policy. Julie Riel seconded and motion passed six to zero.***

**Presentation / Board Development / Education:**

- Board Education Topics & Calendar - Compliance – Bob Gomes & Karen Reed

**Review/Discussion:**

**Administrative Report:**

- SDAO Ethics Training: Doodle poll to be sent out with three dates to choose from.

**Governance Committee Report:**

- SDAO Board Training needs to be taken every term. Shana and Jolene briefed the board on what they learned at the training last week.
- Board Orientation: Contact Kaitlin Klawitter or Kathy Huffman to set up times.
- Strategic planning session on October 29<sup>th</sup>.

**ACTION ITEM: Policy 100.130, "Fiscal Planning & Oversight":**

***Jolene Cawlfeld moved to approve Policy 100.130, "Fiscal Planning & Oversight". Kara Bowen seconded and motion passed six to zero.***

**ACTION ITEM: Policy 100.165, "Maintenance & Distribution of District Policies & Procedures":**

***Jolene Cawlfeld moved to approve Policy 100.165, "Maintenance & Distribution of District Policies & Procedures". Julie Riel seconded and motion passed six to zero.***

**Finance Committee Report:**

- Error in budget regarding the FICA percentage. Formula did not pull the percentage correctly. Catherine will provide updates monthly on the effect of that error.

**Old Business:**

- None

**New Business:**

- Change the October board meeting from October 3 to October 8 due to most of the Board being at a conference the week of October 3.

**Public Comment for non-Agenda items:**

- None

**The Board adjourned at 8:09 pm.**

Respectfully Submitted,

Jolene Cawlfeld, Board Secretary

**Next Board Meeting: Wednesday Oct. 8, 2025 @ 5:30 pm**