

SHERMAN COUNTY HEALTH DISTRICT
Board of Directors Meeting
February 8th, 2024
Meeting Time: 5:30 PM
Meeting Pursuant to ORS 440

AGENDA ITEMS SUBJECT TO CHANGE

Call to order

Visitor's comments on agenda items (Discussion to be regarding agenda items only):

Consent Items:

- A. Approval of the minutes from January 2024 Board Meeting
- B. Financial Report/ Payment of Bills for January 2024
- C. Patient Report for January 2024

PA & Administration Report

Old Business:

- A. Roof over Garage at 109 Scott Street
- B. Job Posting

New Business

- A. PCPCH Site Visit
- B. 2024 Hazard Vulnerability Assessment

Good of the Order

Adjournment

NEXT MEETING DATE THURSDAY, MARCH 14TH, 2024

Send minutes with Agenda

** If necessary, an Executive Session may be held pursuant to ORS 192.660(2): (a) Employment; (c) Medical; (d) Labor Negotiations; (e) Property; (f) Records Exempt by Law from Public Inspection; (h) Legal Rights; (i) Personnel

Link to join meeting via Microsoft Teams:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YmRhNjMwZGYtYWVhMS00YmE2LTk4ZDUtMmVmNTNiNTdkNzEy%40thread.v2/0?context=%7b%22Tid%22%3a%22305d8b27-224a-478e-813d-0336f923605a%22%2c%22Oid%22%3a%22590ba976-21e2-421b-908c-0f9d352e75dc%22%7d

Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

January 11, 2024
Moro, Oregon

Present:

Board Members: President Bert Perisho, Vice President Jayme Mason (absent), Director Janice Strand (via telephone), Director Mike McArthur, Director Linda Cornie

Staff: Caitlin Blagg, District Administrator

Visitor:

Call to Order: President Perisho called the meeting to order at 5:39 p.m.

Visitor's comments on agenda items (Discussion to be regarding agenda items only):

Consent Items

- A. **REGULAR MEETING MINUTES:** After reviewing the minutes from the November 14th, 2023, Regular Board meeting, **Director McArthur made a motion to accept the minutes as written. Director Cornie seconded. No discussion. Motion carried (unanimous).**

- B. **FINANCIAL REPORT:** Handed out was a financial report put together by District Administrator Blagg stating the District's cash on hand as of the end of December 2023 was \$808,822.60. Also presented was a Profit & Loss statement as of December 2023 and year-to-date budget vs actual report. The check register for November and December 2023 were gone over to explain some of the different costs. **Director McArthur made a motion to accept the financial report for November and December 2023. Director Cornie seconded. No discussion. Motion carried (unanimous).**

- C. **PATIENT REPORT:** The patient report for November and December 2023 was given to the Board members for review. The average provider patient per day number was 7.47 for November and 6.88 for October and the average number of Medical Assistant visits per day was 3.13 for September and 8.70 for December. These nursing visits were only the visits that were scheduled as a nursing visit; they do not include any 'add on labs' that clinicians might have requested as part of an office visit.

PA-C & Administration Report

- A. **Caitlin Blagg, District Administrator:** District Administrator Blagg let the Board know that the Clinic will have their first PCPCH site visit on January 30th.

Ms. Blagg informed the Board that Regence BlueCross BlueShield has not come to a contractual agreement with Providence Health and if they cannot, effective January 15, 2024, Providence will no longer be in network with BCBS. This will have a negative effect on our BCBS members because many of them rely on Providence services for ED visits, hospital stays and specialists.

Old Business

- A. **GARAGE OVER 109 SCOTT STREET:** District Administrator Blagg informed the Board that Jeff Weber was able to come and tarp the roof and this will hopefully get us through the winter. Ms. Blagg is continuing to look into getting the roof fixed but is having an extremely hard time getting anyone to get back to her.

Ms. Blagg will continue to reach out to roofing companies to see if quotes can be gathered.

New Business

- A. **SUPPLEMENTAL BUDGET:** Ms. Blagg informed the board that due to SIP projects ending we have received approximately 45% more funds from County Tax dollars than expected. Due to this, a supplemental budget is necessary.

District Administrator Blagg presented a supplemental budget for FY 2023-2024.

Director McArthur made a motion to accept the supplemental budget as presented and adopt resolution 01-11-2024 regarding the supplemental budget for FY 2023-2024. Director Cornie seconded. Discussion took place about what the money will be spent on. The Board asked for a detailed salary markers. Motion carried (unanimous).

- B. **JOB POSTING – MEDICAL ASSISTANT/REFERRAL COORDINATOR:** Ms. Blagg explained to the Board that it was time to start planning to hire a person to replace Jerrilea Mayfield when she retires in July 2024. Time line is to post job ASAP, applications and materials due February, 12th, interviews February 27th, offer job beginning March, start date beginning of April 2024. Ms. Blagg gave the Board a copy of the job posting and the job description. The Board had the suggestion to keep the job posting open until filled.
- C. **DISTRICT CONTRIBUTIONS TO EMPLOYEE IRA’S:** District Administrator Blagg handed out a worksheet that outlined how much each employee had made in 2023 and a breakdown of what a 1%, 1.5%, 2%, 2.5% and a 3% contribution to each employee’s IRA account would be. Ms. Blagg informed the Board that 3% had been budgeted. **Director McArthur made a motion to have the District contribute 3% to each employee’s IRA accounts. Director Strand seconded. No discussion. Motion carried (unanimous).** Ms. Blagg thanked the Directors on behalf of all the employees.
- D. **2024-2025 BUDGET CALENDAR:** District Administrator Blagg handed out a copy of the 2024-2025 proposed Budget Calendar.
- E. **APPOINT BUDGET OFFICER FOR 2024-2025:** Director Cornie made a motion to appoint District Administrator Caitlin Blagg as the budget officer for the 2024-2025 budget year. Director McArthur seconded. No discussion. Motion carried (unanimous).

F. **AMANDA HENDRICKS LMT MASSAGE THERAPY:** District Administrator Blagg informed the Board that she had received a follow-up letter from Ms. Hendricks stating that she was still interested in offering massage therapy services in Sherman County. The Board left the decision to have her at the clinic up to clinic administration.

Good of the Order:

The Board had a discussion about what intentions Center for Living has for the upstairs units. Someone from CFL approached the City about paving the alleyway and mentioned they planned to use the space to potentially house people overnight. The Board has significant concerns about this as using the spaces for housing was never discussed. Ms. Blagg read over the lease agreement and it clearly stated that it will be used for 'office space'. The Board will discuss again if necessary.

Director McArthur gave an update on the solar project. He said he has been in communication with Jeni Hall with Energy Trust and they are looking into different options. Director McArthur will keep the board informed of what will happen.

Brief discussion was held on LifeFlight and SC Ambulance memberships.

Ms. Blagg gave the Board a 'thank you' card from Shawn Payne for her bonus gift card.

Adjourn

Director Cornie made a motion to adjourn the meeting. Director Strand seconded. The meeting was adjourned at 7:22 p.m.

The next Board Meeting will be on Thursday, February 8th, 2024, at 5:30 pm, in the Administration Office.

Respectfully submitted,
Caitlin Blagg
District Administrator

Board President
Bert Perisho

Vice-President
Jayme Mason

Director
Janice Strand

Director
Mike McArthur

Director
Linda Cornie

Date

Sherman County Medical Clinic
Balance Sheet
As of January 31, 2024

	Jan 31, 24
ASSETS	
Current Assets	
Checking/Savings	
CHECKING	29,408.30
OREGON TREASURY INV. POOL	738,095.61
Total Checking/Savings	767,503.91
Total Current Assets	767,503.91
TOTAL ASSETS	767,503.91
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
PAYROLL LIABILITIES	
125 Health Insurance - Blagg	1,434.65
Flex 125 - Blagg	707.76
Flex 125 - Haines	907.48
Flex 125 - Mayfield	161.74
Flex 125 - Dornbirer	-31.16
Flex 125 - von Borstel	119.23
IRA - Haines	200.00
PAYROLL LIABILITIES - Other	2,444.17
Total PAYROLL LIABILITIES	5,943.87
Total Other Current Liabilities	5,943.87
Total Current Liabilities	5,943.87
Total Liabilities	5,943.87
Equity	
Retained Earnings	398,541.37
Net Income	363,018.67
Total Equity	761,560.04
TOTAL LIABILITIES & EQUITY	767,503.91

Sherman County Medical Clinic
Profit & Loss
 July 2023 through January 2024

	Jul '23 - Jan 24
Ordinary Income/Expense	
Income	
CLINIC INCOME	
IV Therapy	1,780.00
Capitation2	31,638.63
EHR Payments	85,628.36
Managed Care Reimbursement-Wraps	10,167.49
Medicare Settlement-Cost Report	7,554.00
	136,768.48
Total CLINIC INCOME	136,768.48
COMMUNITY SERVICE FEES	29,297.38
COUNTY TAXES	569,807.64
INTEREST	11,233.46
PCPCH	55,929.25
MISCELLANEOUS INCOME	
Records Request	190.50
MISCELLANEOUS INCOME - Other	4,935.84
	5,126.34
Total MISCELLANEOUS INCOME	5,126.34
OFC/APT RENT	22,673.00
PHARMACY	
DME/Medical Supply	166.00
PHARMACY - Other	2,168.62
	2,334.62
Total PHARMACY	2,334.62
RECEIVED GRANTS/LOANS	
Phone Triage Reimbursement	2,403.00
	2,403.00
Total RECEIVED GRANTS/LOANS	2,403.00
Total Income	835,573.17
Gross Profit	835,573.17
Expense	
PERSONAL SERVICES	
EMPLOYEE PAYROLL EXPENSES	
Physician Assistant - EH	93,643.72
Administrator - CB	43,311.23
Medical Asst/ Referrals JM	33,450.80
Receptionist - LVD	28,610.60
Billing Clerk - BvB	24,243.31
Community Care Worker/ MA - SP	23,638.46
Employee Insurance and Benefits	
District Contribution to IRA	11,356.65
Employee Insurance	49,272.84
Flex Fees	525.00
	61,154.49
Total Employee Insurance and Benefits	61,154.49
P/R Taxes	19,468.33
Unemployment	1,095.73
	1,095.73

Sherman County Medical Clinic

Profit & Loss

July 2023 through January 2024

	<u>Jul '23 - Jan 24</u>
Total EMPLOYEE PAYROLL EXPENSES	<u>328,616.67</u>
Total PERSONAL SERVICES	328,616.67
MATERIALS AND SERVICES	
PROPERTY TAX	1,041.40
CONTRACTED HEALTH CARE COST	
Supervising Physician	<u>10,575.00</u>
Total CONTRACTED HEALTH CARE COST	10,575.00
ADMINISTRATION AND AUDIT	
Audit	15,085.00
Bank Service Charges	
Credit Card Fee	1,709.73
Monthly Maintenance Fee	<u>0.40</u>
Total Bank Service Charges	1,710.13
Licenses and Permits	876.00
Miscellaneous	
Advertisement*	1,054.60
Bonus	1,050.00
Payroll Processing	1,000.10
Miscellaneous - Other	<u>1,859.45</u>
Total Miscellaneous	4,964.15
Office Supplies	3,213.16
Postage and Delivery	2,605.66
Refunds	
Refund to Ins2	<u>340.08</u>
Total Refunds	<u>340.08</u>
Total ADMINISTRATION AND AUDIT	28,794.18
EDUCATION AND TRAINING	
Trainings, Registrations, Dues	2,962.45
Travel/ Meals/ Lodging	
Meals	<u>268.16</u>
Total Travel/ Meals/ Lodging	<u>268.16</u>
Total EDUCATION AND TRAINING	3,230.61
UTILITIES	
Electric	3,143.59
Garbage	384.12
Hazardous Waste Disposal	1,120.56
Propane/Generator	244.74
Shredding/Paper Disposal	514.93
Telephone	2,835.18
Water and Sewer	1,968.00
109 Scott Street	
Garbage 109	471.82
Water/Sewer 109	<u>984.00</u>

Sherman County Medical Clinic

Profit & Loss

July 2023 through January 2024

	<u>Jul '23 - Jan 24</u>
Total 109 Scott Street	1,455.82
Total UTILITIES	11,666.94
MEDICAL SUPPLIES	
IV Therapy Expense	2,953.07
Phone Triage	2,965.00
Flu/Pneumonia Vaccine	3,890.93
MEDICAL SUPPLIES - Other	11,718.28
Total MEDICAL SUPPLIES	21,527.28
PHARMACY2	1,865.72
INSURANCE AND LEGAL FEES	
Clinic Insurance	
Dishonesty Bond	250.00
Liability	15,215.00
Workers Comp	1,732.60
Total Clinic Insurance	17,197.60
Legal Fees	121.98
Total INSURANCE AND LEGAL FEES	17,319.58
BUILDING SUPPLIES/ MAINTENANCE	
Janitorial	1,480.00
Maintenance Work	566.39
BUILDING SUPPLIES/ MAINTENANCE - Other	2,393.87
Total BUILDING SUPPLIES/ MAINTENANCE	4,440.26
COMPUTER, SOFTWARE, EMR	
Computer Equipment and Software	10,362.41
Total COMPUTER, SOFTWARE, EMR	10,362.41
EHR SYSTEM	
Billing Clearinghouse	1,548.40
EHR SYSTEM - Other	4,689.30
Total EHR SYSTEM	6,237.70
Total MATERIALS AND SERVICES	117,061.08
CAPITAL OUTLAY*****	
Building Remodel	14,958.45
Medical Equipment	2,754.00
Total CAPITAL OUTLAY*****	17,712.45
DEBT SERVICE	
Mortgage-Interest	5,451.50
Mortgage Principal	3,712.80
Total DEBT SERVICE	9,164.30
Total Expense	472,554.50

Sherman County Medical Clinic
Profit & Loss
July 2023 through January 2024

	<u>Jul '23 - Jan 24</u>
Net Ordinary Income	<u>363,018.67</u>
Net Income	<u><u>363,018.67</u></u>

Sherman County Medical Clinic
January 2024

Date	Num	Name	Memo	Amount	Description
01/03/2024		IRS		-3,963.15	Federal Taxes
01/03/2024		Oregon Department of Revenue		-934.58	State Taxes
01/03/2024		NorthAmerican Bankcard	December 2023	-420.00	Credit Card Fee
01/04/2024		Olympia Pharmacy		-411.10	IV Therapy
01/04/2024		Amazon.com	Keyboards x2	-68.92	Keyboards
01/04/2024		Amazon.com	UPC Battery Backups	-176.92	Battery Backups
01/05/2024		Merrill Lynch		-1,246.00	IRA Contributions
01/05/2024		Blue Mountain Networks LLC		-383.79	Telephone
01/08/2024	Conf1126	KATRINA WILSON	10 hours @ \$15/hr	-150.00	Janitorial
01/08/2024	Conf1127	PACIFIC POWER		-509.02	Electric
01/08/2024	Conf1128	Iron Mountain		-175.64	Shredding
01/08/2024	Conf1129	Meriplex Solutions	Tech Support	-538.05	Tech Support
01/08/2024	Conf1130	FoneMed		-415.00	Phone Triage
01/08/2024	Conf1131	THE DALLES DISPOSAL		-66.23	Garbage 109
01/08/2024	Conf1132	THE DALLES DISPOSAL		-55.13	Garbage
01/08/2024	Conf1133	Visa		-669.90	EHR System
01/08/2024	90562	STERICYCLE		-140.07	Hazardous Waste
01/08/2024	90565	Inovalon Provider, Inc.		-195.14	Billing Clearinghouse
01/08/2024	90560	CITY OF MORO		-369.00	Water/Sewer
01/08/2024	90563	Impact Office Systems	Copier Fees	-111.67	Copier Fees
01/08/2024	90561	H2OREGON BOTTLED WATER	Water for Coolers	-48.65	Water for Coolers
01/08/2024	90564	BANK OF EASTERN OR.		-1,400.00	Mortgage
01/08/2024		PD-RX PHARMACUTICAL		-37.85	Pharmacy
01/09/2024		Mountainside Medical Equipment		-100.74	Medical Supplies
01/10/2024			Funds Transfer	-35,000.00	Transfer
01/10/2024		Merrill Lynch		-1,265.00	IRA Contributions
01/10/2024		Empower Pharmacy		-102.30	Pharmacy
01/10/2024		ASI-FLEX	December 2023	-75.00	Flex Fees
01/11/2024	9888	Oregon Frontier Chamber of Commerce	Invoice: 24335	-100.00	Annual Dues
01/11/2024	9889	Moda Health	Account: 444530563	-75.64	Refund to Insurance
01/11/2024	9890	Oregon Department of Human Services - OFS	AI059518	-2,720.67	Vaccines
01/11/2024	9891	The Oregon Surgery Center, LLC		-200.00	Medical Supplies
01/11/2024	9892	THE TIMES JOURNAL		-52.00	Paper Subscription
01/11/2024	9893	Riverside Contracting LLC		-396.39	Tarp on 109
01/12/2024		NorthWest Payroll Solutions	#502	-181.10	Payroll Processing
01/12/2024	502			-10,971.95	Payroll
01/12/2024		Merrill Lynch		-11,356.65	District Contribution to IRA
01/12/2024		Amazon.com		-183.98	Medical Supplies/Office Supplies
01/14/2024		GoDaddy.com	EMail, MS 360	-1,558.20	Email, MS 360
01/17/2024		IRS		-3,911.62	Federal Taxes

Sherman County Medical Clinic
January 2024

Accrual Basis

01/17/2024		Oregon Department of Revenue		-926.13	State Taxes
01/17/2024		Microsoft Office 360	MS Office Subscription	-24.00	MS Office Subscription
01/17/2024		QUILL	CFold Towels	-50.79	Towels
01/18/2024	90566	H2OREGON BOTTLED WATER	Water for Coolers	-41.70	Water for Coolers
01/18/2024	90569	Blue Mountain Networks LLC		-383.92	Telephone
01/18/2024	90567	STERICYCLE		-140.07	Hazardous Waste
01/18/2024	90568	SDIS		-7,243.15	Employee Insurance
01/18/2024	Conf1144	FoneMed		-475.00	Phone Triage
01/18/2024	Conf1145	THE DALLES DISPOSAL		-67.23	Garbage 109
01/18/2024	Conf1146	THE DALLES DISPOSAL		-56.13	Garbage
01/18/2024	Conf1147	Meriplex Solutions	Tech Support	-1,076.10	Tech Support
01/18/2024		McKesson Medical Surgical		-427.66	Medical Supplies
01/18/2024	9894	AmeriGas	Account: 202644419	-101.98	Propane
01/18/2024	9895	Wipfli	Client #: 524550	-1,875.00	Cost Report Fees
01/18/2024	9896	Regence BlueCross BlueShield of Oregon	Claim: E63594220100, Ac	-17.16	Refund to Insurance
01/18/2024	9897	Oregon Government Ethics Commission	Invoice: AIE9299, Vendor:	-756.55	Ethics Fee
01/18/2024	9898	SDIS	Customer: 01-0022950	-8,210.00	Liability Insurance
01/22/2024			Funds Transfer	40,000.00	Transfer
01/23/2024		Empower Pharmacy		-410.54	Pharmacy
01/24/2024		Empower Pharmacy		-78.30	Pharmacy
01/24/2024		QUILL	PreStamped Envelopes	-2,433.16	Pre Stamped Envelopes
01/26/2024	503			-11,018.05	Payroll
01/26/2024		NorthWest Payroll Solutions	#503	-50.00	Payroll Processing
01/29/2024		Merrill Lynch		-1,265.00	IRA Contributions
01/29/2024		Dragon	Dictation Software	-79.00	Dictation Software
01/29/2024		PD-RX PHARMACUTICAL		-25.90	Pharmacy
01/29/2024		PD-RX PHARMACUTICAL		-83.45	Pharmacy
01/29/2024		ASI-FLEX	Flex Reimbursement	-187.52	Flex Reimbursement
01/30/2024	Conf1148	KATRINA WILSON	6.5 hours @ \$15/hr	-97.50	Janitorial
01/30/2024	Conf1149	PACIFIC POWER		-742.55	Electric
01/30/2024	90570	Inovalon Provider, Inc.		-195.14	Billing Clearinghouse
01/30/2024	90571	Impact Office Systems	Copier Fees	-107.08	Copier Fees
01/30/2024	90572	CITY OF MORO		-369.00	Water/Sewer
01/31/2024		Oregon Department of Revenue		-926.13	State Taxes
01/31/2024		IRS		-3,919.54	Federal Taxes
01/31/2024		Oregon Department of Revenue		-685.62	Unemployment Taxes
01/31/2024		Dr. Kristen G. Dillon	November 2023	-1,675.00	Supervising Physician
01/31/2024		ASI-FLEX	Flex Reimbursement	-59.59	Flex Reimbursement
				-87,017.69	
				-87,017.69	

Sherman County Medical Clinic

January 2024

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		President	Vice President		
		Bert Perisho	Jayme Mason		
		<hr/>	<hr/>		
		Director	Director		
		Janice Strand	Mike McArthur		
		<hr/>	<hr/>		
		Director	Date		
		Linda Cornie			

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
CLINIC INCOME				
IV Therapy	1,980.00			
Capitation2	31,838.63			
EHR Payments	68,090.55			
Managed Care Reimbursement-Wraps	10,167.49			
Medicare Settlement-Cost Report	7,554.00			
CLINIC INCOME - Other	<u>0.00</u>	<u>200,820.00</u>	<u>-200,820.00</u>	<u>0.0%</u>
Total CLINIC INCOME	<u>137,430.67</u>	<u>200,820.00</u>	<u>-63,389.33</u>	<u>68.4%</u>
COMMUNITY SERVICE FEES	29,287.38	20,447.00	8,850.38	143.3%
COUNTY TAXES	569,807.64	308,182.00	261,625.64	184.9%
INTEREST	11,233.48	5,951.00	5,282.48	188.8%
PCPCH	55,929.25			
MISCELLANEOUS INCOME				
Records Request	190.50			
MISCELLANEOUS INCOME - Other	<u>4,935.84</u>			
Total MISCELLANEOUS INCOME	<u>5,126.34</u>			
OFC/APT RENT	22,673.00	21,600.00	1,073.00	105.0%
PHARMACY				
DME/Medical Supply	168.00			
PHARMACY - Other	<u>2,177.62</u>	<u>2,557.00</u>	<u>-379.38</u>	<u>85.2%</u>
Total PHARMACY	<u>2,343.62</u>	<u>2,557.00</u>	<u>-213.38</u>	<u>91.7%</u>
RECEIVED GRANTS/LOANS				
Phone Triage Reimbursement	2,403.00			
Total RECEIVED GRANTS/LOANS	<u>2,403.00</u>			
Total Income	<u>836,244.36</u>	<u>559,557.00</u>	<u>276,687.36</u>	<u>149.4%</u>
Gross Profit	<u>836,244.36</u>	<u>559,557.00</u>	<u>276,687.36</u>	<u>149.4%</u>
Expense				
PERSONAL SERVICES				
EMPLOYEE PAYROLL EXPENSES				
Physician Assistant - EH	99,896.56			
Administrator - CB	48,203.23			
Medical Asst/ Referrals JM	35,684.40			
Receptionist - LVD	30,529.00			
Billing Clerk - BvB	26,280.91			
Community Care Worker/ MA - SP	25,216.66			
Employee Insurance and Benefits				
District Contribution to IRA	11,356.65			
Employee Insurance	49,272.84			
Flex Fees	600.00			
Employee Insurance and Benefits - Other	0.00			
Total Employee Insurance and Benefits	<u>61,229.49</u>	<u>183,162.00</u>	<u>-121,932.51</u>	<u>33.4%</u>
P/R Taxes	20,722.84	38,039.00	-17,316.16	54.5%
Unemployment	1,095.73	13,479.00	-12,383.27	8.1%
Unemployment to Former Employee	0.00	25,000.00	-25,000.00	0.0%
EMPLOYEE PAYROLL EXPENSES - Other	<u>0.00</u>	<u>554,906.00</u>	<u>-554,906.00</u>	<u>0.0%</u>
Total EMPLOYEE PAYROLL EXPENSES	<u>348,859.02</u>	<u>814,586.00</u>	<u>-467,726.98</u>	<u>42.8%</u>
PERSONAL SERVICES - Other	<u>0.00</u>	<u>814,586.00</u>	<u>-814,586.00</u>	<u>0.0%</u>
Total PERSONAL SERVICES	<u>348,859.02</u>	<u>1,629,172.00</u>	<u>-1,282,312.98</u>	<u>21.3%</u>
MATERIALS AND SERVICES				
PROPERTY TAX	1,041.40	2,364.00	-1,322.60	44.1%
CONTRACTED HEALTH CARE COST				
Supervising Physician	12,250.00			
CONTRACTED HEALTH CARE COST - Ot...	<u>0.00</u>	<u>31,950.00</u>	<u>-31,950.00</u>	<u>0.0%</u>
Total CONTRACTED HEALTH CARE COST	<u>12,250.00</u>	<u>31,950.00</u>	<u>-19,700.00</u>	<u>38.3%</u>
ADMINISTRATION AND AUDIT				
Audit	15,085.00			
Bank Service Charges				
Credit Card Fee	1,709.73			
Monthly Maintenance Fee	0.40			
Total Bank Service Charges	<u>1,710.13</u>			
Licenses and Permits	876.00			
Miscellaneous				
Advertisement*	1,054.60			
Bonus	1,050.00			
Payroll Processing	1,150.10			
Miscellaneous - Other	1,859.45			
Total Miscellaneous	<u>5,114.15</u>			
Office Supplies	3,213.16			
Postage and Delivery	2,605.66			
Refunds				
Refund to Ins2	340.08			
Total Refunds	<u>340.08</u>			
ADMINISTRATION AND AUDIT - Other	<u>0.00</u>	<u>71,885.00</u>	<u>-71,885.00</u>	<u>0.0%</u>
Total ADMINISTRATION AND AUDIT	<u>28,944.18</u>	<u>71,885.00</u>	<u>-42,940.82</u>	<u>40.3%</u>
EDUCATION AND TRAINING				
Trainings, Registrations, Dues	2,962.45			
Travel/ Meals/ Lodging				
Meals	268.16			
Total Travel/ Meals/ Lodging	<u>268.16</u>			
EDUCATION AND TRAINING - Other	<u>0.00</u>	<u>10,394.00</u>	<u>-10,394.00</u>	<u>0.0%</u>
Total EDUCATION AND TRAINING	<u>3,230.61</u>	<u>10,394.00</u>	<u>-7,163.39</u>	<u>31.1%</u>
UTILITIES				
Electric	3,143.59			
Garbage	384.12			

**Sherman County Medical Clinic
2016-2017 Profit & Loss Budget vs. Actual**

July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Hazardous Waste Disposal	1,120.56			
Propane/Generator	244.74			
Shredding/Paper Disposal	514.93			
Telephone	2,835.18			
Water and Sewer	1,968.00			
109 Scott Street				
Garbage 109	471.82			
Water/Sewer 109	984.00			
Total 109 Scott Street	1,455.82			
UTILITIES - Other	0.00	17,857.00	-17,857.00	0.0%
Total UTILITIES	11,666.94	17,857.00	-6,190.06	65.3%
MEDICAL SUPPLIES				
IV Therapy Expense	3,525.17			
Phone Triage	2,965.00			
Flu/Pneumonia Vaccine	3,890.83			
MEDICAL SUPPLIES - Other	12,013.28	40,308.00	-28,294.72	29.8%
Total MEDICAL SUPPLIES	22,394.38	40,308.00	-17,913.62	55.8%
PHARMACY2	2,076.51	5,557.00	-3,480.49	37.4%
INSURANCE AND LEGAL FEES				
Clinic Insurance				
Dishonesty Bond	250.00			
Liability	15,215.00			
Workers Comp	1,732.60			
Total Clinic Insurance	17,197.60			
Legal Fees	121.98			
INSURANCE AND LEGAL FEES - Other	0.00	20,453.00	-20,453.00	0.0%
Total INSURANCE AND LEGAL FEES	17,319.58	20,453.00	-3,133.42	84.7%
BUILDING SUPPLIES/ MAINTENANCE				
Janitorial	1,480.00			
Maintenance Work	568.39			
BUILDING SUPPLIES/ MAINTENANCE - ...	2,393.87	9,720.00	-7,326.13	24.6%
Total BUILDING SUPPLIES/ MAINTENANCE	4,440.26	9,720.00	-5,279.74	45.7%
COMPUTER, SOFTWARE, EMR				
Computer Equipment and Software	10,362.41			
COMPUTER, SOFTWARE, EMR - Other	0.00	23,545.00	-23,545.00	0.0%
Total COMPUTER, SOFTWARE, EMR	10,362.41	23,545.00	-13,182.59	44.0%
EHR SYSTEM				
Billing Clearinghouse	1,548.40			
EHR SYSTEM - Other	4,669.30	10,315.00	-5,625.70	45.5%
Total EHR SYSTEM	6,237.70	10,315.00	-4,077.30	60.5%
MATERIALS AND SERVICES - Other	0.00	243,348.00	-243,348.00	0.0%
Total MATERIALS AND SERVICES	119,963.97	487,696.00	-367,732.03	24.6%
CAPITAL OUTLAY*****				
Building Remodel	14,958.45	105,000.00	-90,041.55	14.2%
Medical Equipment	2,754.00	20,000.00	-17,246.00	13.8%
Office Equipment	0.00	20,000.00	-20,000.00	0.0%
CAPITAL OUTLAY***** - Other	0.00	145,000.00	-145,000.00	0.0%
Total CAPITAL OUTLAY*****	17,712.45	290,000.00	-272,287.55	6.1%
DEBT SERVICE				
Mortgage-Interest	5,451.50	9,255.00	-3,803.50	58.9%
Mortgage Principal	3,712.80	7,545.00	-3,832.20	49.2%
DEBT SERVICE - Other	0.00	16,800.00	-16,800.00	0.0%
Total DEBT SERVICE	9,164.30	33,600.00	-24,435.70	27.3%
OPERATING CONTINGENCY*****	0.00	68,895.00	-68,895.00	0.0%
Total Expense	493,699.74	2,509,363.00	-2,015,663.26	19.7%
Net Ordinary Income	342,544.82	-1,949,808.00	2,292,350.82	-17.8%
Net income	342,544.82	-1,949,808.00	2,292,350.82	-17.6%

Provider Patient Report

2023-2024	Number of Office Visits	Open/Days Provider was in	Provider Absent # of Days (Personal Leave)	Clinic Related Leave	Provider Coverage	Reason for Provider Leave or Clinic Closed	Average Patients per	Notes
July	100	20/12	4			Personal	8.33	No Fridays, 1 Holiday
August	148	23/17.5	1.5			Personal	8.46	No Fridays
September	121	20/15	5				8.07	No Fridays, 1 Holiday
October	117	17/22	1			Personal	6.88	No Fridays
November	112	17.5/15	0.5			Personal	7.47	No Fridays, 3.5 Holiday
December	100	20/11.5	3.5			Personal	8.7	No Fridays, 1 Holiday, 3 Personal, .5 sick
January	114	19/16	0				7.13	No Fridays, 2 Holidays, 2 Closed for Weather, 2 Closed Early
February								
March								
April								
May								
June								
Total:	812		15.5	0	0			
						Annual Average number of visits/day:	4.59	
		Number of Visits:	2022-2023	1429	7.69			
			2021-2022	1388	7.58			
			2020-2021	1219	6.64			
			2019-2020	1536	8.4			
			2018-2019	1428	6.78			
			2017-2018	1537	6.60			
			2016-2017	1625	7.19			
			2015-2016	1912	8.22			
			2014-2015	2091	9.63			
			2013-2014	1952	8.85			

MA Patient Report

2023-2024	Number of Nursing visits	Number of Days	Average Nursing Visits per day	
July	55	12	4.58	
August	61	17.5	3.49	
September	47	15	3.13	
October	112	17	6.59	Flu Shot Clinic
November	75	15	5.00	
December	53	11.5	4.61	
January	59	16	3.69	
February			#DIV/0!	
March			#DIV/0!	
April			#DIV/0!	
May			#DIV/0!	
June			#DIV/0!	
Total:	462	104	4.44	
Previous Years Totals:				
2014-2015	1276	220	5.8	
2015-2016	1084	236.5	4.58	
2016-2017	1150	227.75	5.05	
2017-2018	1131	232.5	4.86	
2018-2019	887	214	4.14	
2019-2020	732	184	3.98	
2020-2021	1830	179.6	10.19	Covid Vaccine
2021-2022	1255	183.75	6.83	
2022-2023	820	186.5	4.4	

HAZARD AND VULNERABILITY ASSESSMENT TOOL 2024 NATURALLY OCCURRING EVENTS



EVENT	PROBABILITY	SEVERITY = (MAGNITUDE - MITIGATION)						RISK
		HUMAN IMPACT	PROPERTY IMPACT	BUSINESS IMPACT	PREPARED-NESS	INTERNAL RESPONSE	EXTERNAL RESPONSE	
	<i>Likelihood this will occur</i>	<i>Possibility of death or injury</i>	<i>Physical losses and damages</i>	<i>Interruption of services</i>	<i>Preplanning</i>	<i>Time, effectiveness, resources</i>	<i>Community/ Mutual Aid staff and supplies</i>	<i>Relative threat*</i>
SCORE	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = High 2 = Moderate 3 = Low or none	0 = N/A 1 = High 2 = Moderate 3 = Low or none	0 = N/A 1 = High 2 = Moderate 3 = Low or none	0 - 100%
Hurricane	0	0	0	0	0	0	0	0%
Tornado	0	0	0	0	0	0	0	0%
Severe Thunderstorm	0	0	0	0	0	0	0	0%
Snow Fall	3	2	2	2	2	1	1	56%
Blizzard	1	2	1	3	2	2	2	22%
Ice Storm	3	2	2	2	1	1	1	50%
Earthquake	3	3	2	2	2	2	2	72%
Tidal Wave	0	0	0	0	0	0	0	0%
Temperature Extremes	2	1	1	1	2	1	1	26%
Drought	2	1	1	1	1	1	1	22%
Flood, External	2	1	1	1	2	1	2	30%
Wild Fire	3	3	2	3	2	2	2	78%
Landslide	1	1	1	1	3	3	3	22%
Dam Inundation	1	2	1	1	3	3	3	24%
Volcano	3	3	3	3	2	3	3	94%
Pandemic/ Epidemic/Emerging Infectious Disease	3	3	3	3	2	2	2	83%
AVERAGE SCORE	1.69	1.50	1.25	1.44	1.50	1.38	1.44	27%
<i>*Threat increases with percentage.</i>								
		RISK = PROBABILITY * SEVERITY						
		0.27	0.56	0.47				

HAZARD AND VULNERABILITY ASSESSMENT TOOL 2024 TECHNOLOGIC EVENTS



EVENT	PROBABILITY <i>Likelihood this will occur</i>	SEVERITY = (MAGNITUDE - MITIGATION)						RISK <i>Relative threat*</i>
		HUMAN IMPACT <i>Possibility of death or injury</i>	PROPERTY IMPACT <i>Physical losses and damages</i>	BUSINESS IMPACT <i>Interruption of services</i>	PREPARED-NESS <i>Preplanning</i>	INTERNAL RESPONSE <i>Time, effectiveness, resources</i>	EXTERNAL RESPONSE <i>Community/ Mutual Aid staff and supplies</i>	
SCORE	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = High 2 = Moderate 3 = Low or none	0 = N/A 1 = High 2 = Moderate 3 = Low or none	0 = N/A 1 = High 2 = Moderate 3 = Low or none	0 - 100%
Electrical Failure	3	1	1	3	1	1	1	44%
Generator Failure	3	1	2	1	1	1	1	39%
Transportation Failure	0	0	0	0	0	0	0	0%
Fuel Shortage	1	1	1	1	3	3	3	22%
Natural Gas Failure	0	0	0	0	0	0	0	0%
Water Failure	2	1	1	2	1	1	1	26%
Sewer Failure	1	1	1	2	3	3	3	24%
Steam Failure	0	0	0	0	0	0	0	0%
Fire Alarm Failure	2	2	2	2	2	2	2	44%
Communications Failure	2	2	1	2	1	2	2	37%
Medical Gas Failure	0	0	0	0	0	0	0	0%
Medical Vacuum Failure	0	0	0	0	0	0	0	0%
HVAC Failure	0	0	0	0	0	0	0	0%
Information Systems Failure	2	1	2	3	3	2	2	48%
Fire, Internal	2	2	2	3	2	2	2	48%
Flood, Internal	2	2	2	3	2	2	2	48%
Hazmat Exposure, Internal	1	1	1	3	2	2	2	20%
Supply Shortage	2	1	1	1	1	1	1	22%
Structural Damage	3	1	3	2	2	2	2	67%
AVERAGE SCORE	1.37	0.89	1.05	1.47	1.26	1.26	1.26	18%

*Threat increases with percentage.

RISK = PROBABILITY * SEVERITY
0.18 0.46 0.40

HAZARD AND VULNERABILITY ASSESSMENT TOOL 2024 HUMAN RELATED EVENTS



EVENT	PROBABILITY	SEVERITY = (MAGNITUDE - MITIGATION)						RISK
		HUMAN IMPACT	PROPERTY IMPACT	BUSINESS IMPACT	PREPARED-NESS	INTERNAL RESPONSE	EXTERNAL RESPONSE	
	<i>Likelihood this will occur</i>	<i>Possibility of death or injury</i>	<i>Physical losses and damages</i>	<i>Interruption of services</i>	<i>Preplanning</i>	<i>Time, effectiveness, resources</i>	<i>Community/ Mutual Aid staff and supplies</i>	<i>Relative threat*</i>
SCORE	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = High 2 = Moderate 3 = Low or none	0 = N/A 1 = High 2 = Moderate 3 = Low or none	0 = N/A 1 = High 2 = Moderate 3 = Low or none	0 - 100%
Mass Casualty Incident (trauma)	3	3	2	2	1	1	1	56%
Mass Casualty Incident (medical/infectious)	2	3	2	2	1	1	1	37%
Terrorism, Biological	2	2	2	2	2	2	1	41%
VIP Situation	1	1	1	2	2	2	1	17%
Infant Abduction	1	1	1	1	3	3	1	19%
Hostage Situation	2	2	1	2	2	3	1	41%
Civil Disturbance	3	2	2	2	2	2	1	61%
Staffing	3	3	1	3	1	1	1	56%
Forensic Admission	0	0	0	0	0	0	0	0%
Bomb Threat	2	2	3	3	2	2	1	48%
AVERAGE	1.90	1.90	1.50	1.90	1.60	1.70	0.90	33%

*Threat increases with percentage.

RISK = PROBABILITY * SEVERITY		
0.33	0.63	0.53

HAZARD AND VULNERABILITY ASSESSMENT TOOL 2024 EVENTS INVOLVING HAZARDOUS MATERIALS



EVENT	PROBABILITY	SEVERITY = (MAGNITUDE - MITIGATION)						RISK
		HUMAN IMPACT	PROPERTY IMPACT	BUSINESS IMPACT	PREPARED-NESS	INTERNAL RESPONSE	EXTERNAL RESPONSE	
	<i>Likelihood this will occur</i>	<i>Possibility of death or injury</i>	<i>Physical losses and damages</i>	<i>Interruption of services</i>	<i>Preplanning</i>	<i>Time, effectiveness, resources</i>	<i>Community/ Mutual Aid staff and supplies</i>	<i>Relative threat*</i>
SCORE	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = High 2 = Moderate 3 = Low or none	0 = N/A 1 = High 2 = Moderate 3 = Low or none	0 = N/A 1 = High 2 = Moderate 3 = Low or none	0 - 100%
Mass Casualty Hazmat Incident (<i>From historic events at your MC with >= 5 victims</i>)	1	3	3	3	1	1	1	22%
Small Casualty Hazmat Incident (<i>From historic events at your MC with < 5 victims</i>)	1	3	3	2	1	1	1	20%
Chemical Exposure, External	2	2	2	3	1	2	1	41%
Small-Medium Sized Internal Spill	1	1	1	1	2	2	2	17%
Large Internal Spill	1	1	1	1	2	2	2	17%
Terrorism, Chemical	1	2	1	2	1	2	1	17%
Radiologic Exposure, Internal	0	0	0	0	0	0	0	0%
Radiologic Exposure, External	0	0	0	0	0	0	0	0%
Terrorism, Radiologic	1	3	3	3	2	2	2	28%
AVERAGE	0.89	1.67	1.56	1.67	1.11	1.33	1.11	14%

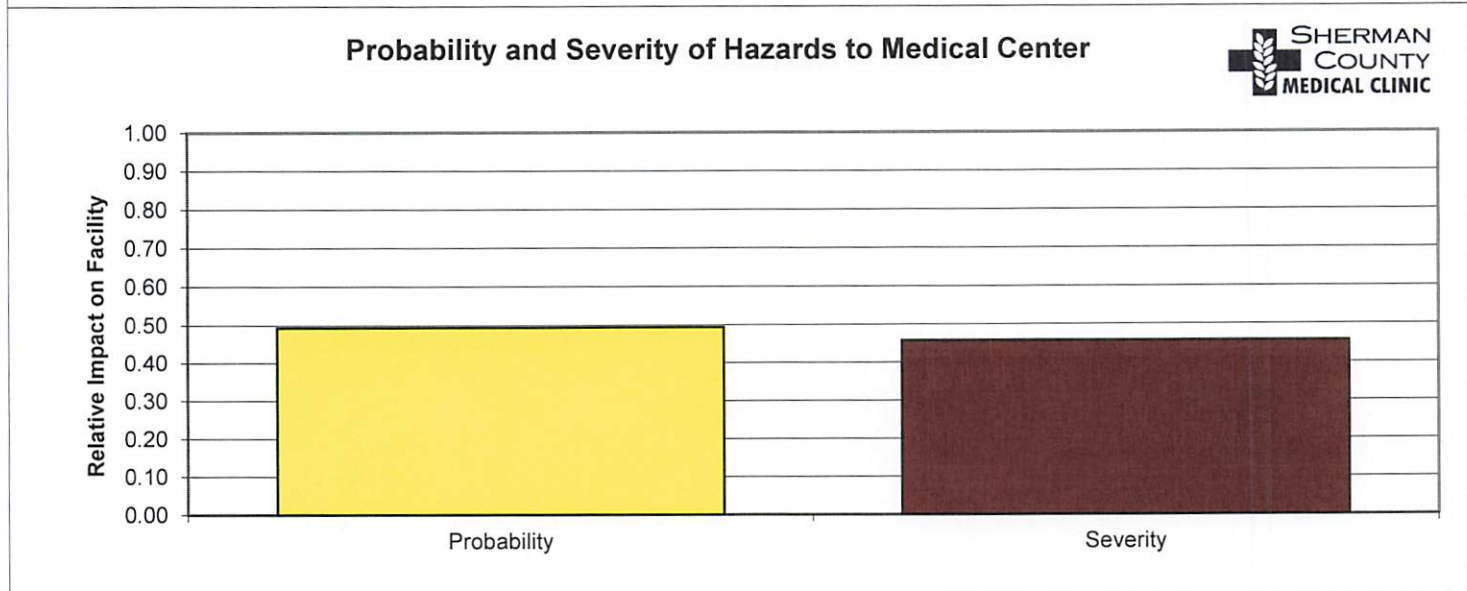
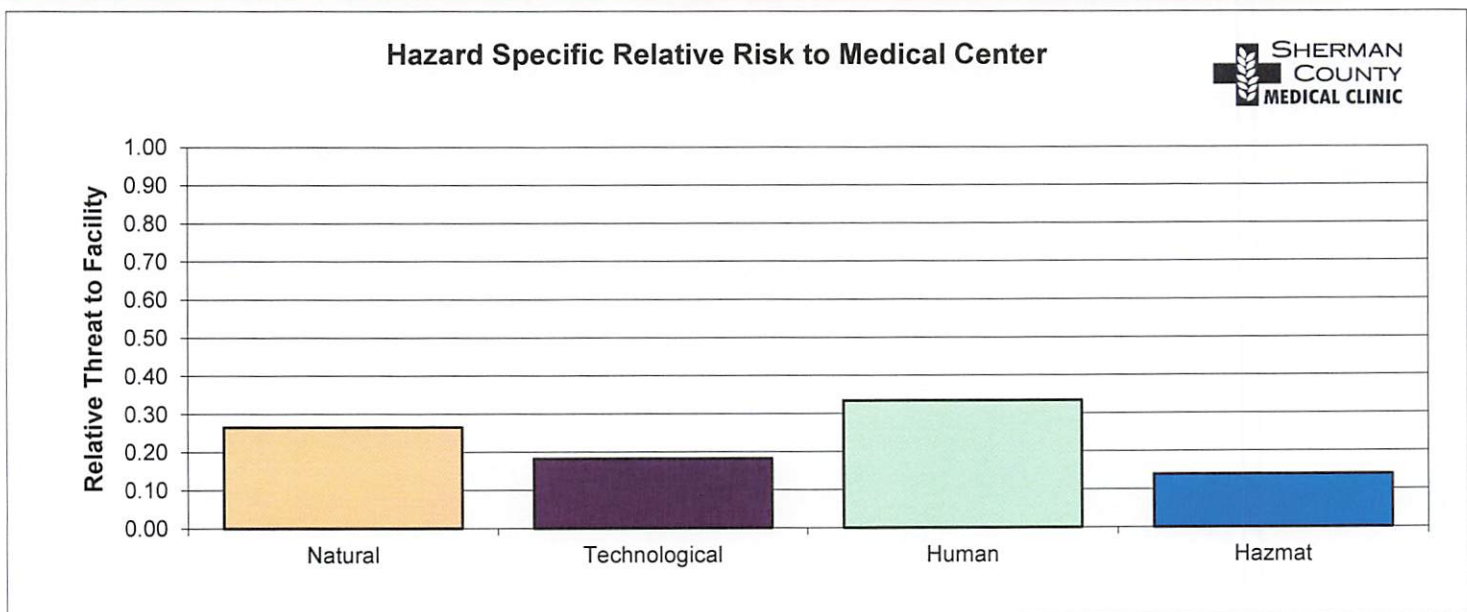
*Threat increases with percentage.

RISK = PROBABILITY * SEVERITY
0.14 0.30 0.47



SUMMARY OF MEDICAL CENTER HAZARDS ANALYSIS 2024

	Natural	Technological	Human	Hazmat	Total for Facility
Probability	0.56	0.46	0.63	0.30	0.49
Severity	0.47	0.40	0.53	0.47	0.46
Hazard Specific Relative Risk:	0.27	0.18	0.33	0.14	0.23



INSTRUCTIONS:

Evaluate potential for event and response among the following categories using the hazard specific scale.

Issues to consider for **probability** include, but are not limited to:

- 1 Known risk
- 2 Historical data
- 3 Manufacturer/vendor statistics

Issues to consider for **response** include, but are not limited to:

- 1 Time to marshal an on-scene response
- 2 Scope of response capability
- 3 Historical evaluation of response success

Issues to consider for **human impact** include, but are not limited to:

- 1 Potential for staff death or injury
- 2 Potential for patient death or injury

Issues to consider for **property impact** include, but are not limited to:

- 1 Cost to replace
- 2 Cost to set up temporary replacement
- 3 Cost to repair

Issues to consider for **business impact** include, but are not limited to:

- 1 Business interruption
- 2 Employees unable to report to work
- 3 Customers unable to reach facility
- 4 Company in violation of contractual agreements
- 5 Imposition of fines and penalties or legal costs
- 6 Interruption of critical supplies
- 7 Interruption of product distribution

Issues to consider for **preparedness** include, but are not limited to:

- 1 Status of current plans
- 2 Training status
- 3 Insurance
- 4 Availability of back-up systems
- 5 Community resources

Issues to consider for **internal resources** include, but are not limited to:

- 1 Types of supplies on hand
- 2 Volume of supplies on hand
- 3 Staff availability
- 4 Coordination with MOB's

Issues to consider for **external resources** include, but are not limited to:

- 1 Types of agreements with community agencies
- 2 Coordination with local and state agencies
- 3 Coordination with proximal health care facilities
- 4 Coordination with treatment specific facilities

Complete all worksheets including Natural, Technological, Human and Hazmat. The summary section will automatically provide your specific and overall relative threat.