

SHERMAN COUNTY HEALTH DISTRICT
Board of Directors Meeting
January 11th, 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 November 2023 Board Meeting
- B. Financial Report/ Payment of Bills for November and December 2023
- C. Patient Report for November and December 2023

PA & Administration Report

Old Business:

- A. Roof over Garage at 109 Scott Street

New Business

- A. Supplemental Budget 2023-2024
- B. Medical Assistant/Referral Coordinator Job Posting
- C. District Contribution to Employee IRA 2023
- D. Budget Calendar for 2023-2024
- E. Appoint Budget Officer for FY 2023-2024
- F. Amanda Hendricks LMT to rent room for Massage Therapy

Good of the Order

Adjournment

NEXT MEETING DATE THURSDAY, FEBRUARY 8TH, 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

November 14, 2023

Moro, Oregon

Present:

Board Members: President Bert Perisho, Vice President Jayme Mason, Director Janice Strand, Director Mike McArthur (absent), 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 September 14th, 2023, Regular Board meeting, **Director Cornie made a motion to accept the minutes as written. Director Strand 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 October 2023 was \$286,421.28. Also presented was a Profit & Loss statement as of October 2023 and year-to-date budget vs actual report. The check register for September and October 2023 were gone over to explain some of the different costs. **Vice President Mason made a motion to accept the financial report for September and October 2023. Director Strand seconded. No discussion. Motion carried (unanimous).**
- C. **PATIENT REPORT:** The patient report for September and October 2023 was given to the Board members for review. The average provider patient per day number was 8.07 for September and 6.88 for October and average number of Medical Assistant visits per day was 3.13 for September and 6.59 for October. 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 has started offering IV therapy and it has been well received.

Old Business

- A. **COMMERCIAL LEASE AGREEMENT:** District Administrator Blagg informed the Board that the lease agreements have been signed by Mid Columbia Center for Living and the first rent checks for both spaces have been received. It will still be several weeks before

they are able to move in due to CMS regulations on moving office locations. They are very interested in getting an architect into the space to see what renovations would be necessary to make offices in the spaces. Ms. Blagg will keep the Board up to date on proposed renovations.

- B. SOLAR DEVELOPMENT DISCUSSION:** Ms. Blagg informed the Board that she has no update from MCEDD about this project. Her main contact, Jacqui Shei, is, according to Director McArthur, no longer with MCEDD. Director McArthur is contacting Energy Trust to see what they will do.

The Board asked that this agenda item be removed from further agendas unless something new comes up.

New Business

- A. ANNUAL RENT INCREASE:** In 2024 rent can be increased by 10%. Ms. Blagg suggested to the Board that this increase be applied to Apartment #3 occupied by the Wellness Center and to the renters at 109 Scott Street. The new suggested rent for Apartment #3 would be \$482/month and 109 Scott Street would be \$1980/month. **Director Strand made a motion to propose a 10% rent increase starting in 2024 for Apartment #3 and 109 Scott Street. Director Cornie seconded. Motion carried (unanimous).** It was also requested that a review of the rental agreement happen with tenants at 109 Scott Street to review the lease agreement, including the pet policy. Ms. Blagg will arrange a meeting.
- B. ROOF OVER GARAGE AT 109 SCOTT STREET:** Ms. Blagg stated that the renter from 109 Scott Street informed her that there was a leak in the garage. She had Jeff Webber from Riverside Construction take a look at it when he was working in the apartments. He did inform Ms. Blagg that there indeed was a problem and the roof over the garage needs to be replaced. He informed her that he would not have time to get to it before springtime and therefore could not give her an accurate quote. Ms. Blagg has also reached out to Bill at Integrity Roofing and has not heard back. She is going to reach out to Randy Francis at Big Dog Construction and see what he says. Ms. Blagg asked the Board if they had any other suggestions as this needs to be fixed as soon as possible. Other suggestions to reach out to were Kent Homes Builders in The Dalles, and Big Easy The Dalles. Ms. Blagg will continue to look for someone to fix the roof.
- C. 2022-2023 AUDIT:** Ms. Blagg emailed copies of the final audit report to the Board.
- D. BUSINESS PREPAREDNESS 3 STEP PLAN:** The Board reviewed the Oregon Department of Emergency Management's Business Preparedness 3-Step Plan as requested by SDAO for credit with the Best Practices Program. This plan covered what to do before disaster strikes, when disaster occurs, and after the disaster.

Good of the Order:

President Perisho asked about holiday bonus' for the staff. In years' previous, the Health District has given all employees, contracted staff, and janitorial staff, \$150 in the form of a gift card to the

location of their choice. **Director Strand made a motion to give all employees, contracted staff, and janitorial staff a gift card to the location of their choice in the amount of \$150.00. Vice President Mason seconded. No discussion. Motion carried (unanimous).** Ms. Blagg thanked the board on behalf of all employees and staff.

President Perisho recommended that the meeting in December be cancelled due to the busy holiday season. If something pressing comes up, Ms. Blagg will reach out and a meeting can be held.

Adjourn

Director Strand made a motion to adjourn the meeting. Director Cornie seconded. The meeting was adjourned at 6:30 p.m.

The next Board Meeting will be on Thursday, January 11th, 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 December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
CHECKING	71,766.54
OREGON TREASURY INV. POOL	737,056.06
Total Checking/Savings	808,822.60
Total Current Assets	808,822.60
TOTAL ASSETS	808,822.60
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
PAYROLL LIABILITIES	
125 Health Insurance - Blagg	1,064.65
Flex 125 - Blagg	461.76
Flex 125 - Haines	845.48
Flex 125 - Mayfield	121.33
Flex 125 - Dornbirer	6.36
Flex 125 - von Borstel	19.23
IRA - Blagg	596.00
IRA - Haines	400.00
IRA - Mayfield	200.00
IRA - Dornbirer	100.00
IRA - von Borstel	150.00
PAYROLL LIABILITIES - Other	6,232.23
Total PAYROLL LIABILITIES	10,197.04
Total Other Current Liabilities	10,197.04
Total Current Liabilities	10,197.04
Total Liabilities	10,197.04
Equity	
Retained Earnings	398,738.37
Net Income	399,887.19
Total Equity	798,625.56
TOTAL LIABILITIES & EQUITY	808,822.60

Sherman County Medical Clinic
Profit & Loss
July through December 2023

	Jul - Dec 23
Ordinary Income/Expense	
Income	
CLINIC INCOME	
Capitation2	31,462.13
EHR Payments	76,438.89
Managed Care Reimbursement-Wraps	10,167.49
Medicare Settlement-Cost Report	7,554.00
Total CLINIC INCOME	125,622.51
COMMUNITY SERVICE FEES	8,786.47
COUNTY TAXES	569,807.64
INTEREST	5,193.81
PCPCH	48,431.25
MISCELLANEOUS INCOME	
Records Request	145.50
MISCELLANEOUS INCOME - Other	4,825.50
Total MISCELLANEOUS INCOME	4,971.00
OFC/APT RENT	18,434.00
PHARMACY	
DME/Medical Supply	57.00
PHARMACY - Other	1,744.78
Total PHARMACY	1,801.78
RECEIVED GRANTS/LOANS	
Phone Triage Reimbursement	1,695.00
Total RECEIVED GRANTS/LOANS	1,695.00
Total Income	784,743.46
Gross Profit	784,743.46
Expense	
PERSONAL SERVICES	
EMPLOYEE PAYROLL EXPENSES	
Physician Assistant - EH	81,138.04
Administrator - CB	37,527.22
Medical Asst/ Referrals JM	28,983.60
Receptionist - LVD	24,773.78
Billing Clerk - BvB	20,981.48
Community Care Worker/ MA - SP	20,481.64
Employee Insurance and Benefits	
Employee Insurance	42,029.69
Flex Fees	450.00
Total Employee Insurance and Benefits	42,479.69
P/R Taxes	15,796.79
Unemployment	752.92
Total EMPLOYEE PAYROLL EXPENSES	272,915.16
Total PERSONAL SERVICES	272,915.16

Sherman County Medical Clinic

Profit & Loss

July through December 2023

	Jul - Dec 23
MATERIALS AND SERVICES	
PROPERTY TAX	1,041.40
CONTRACTED HEALTH CARE COST	
Supervising Physician	8,900.00
Total CONTRACTED HEALTH CARE COST	8,900.00
ADMINISTRATION AND AUDIT	
Audit	13,210.00
Bank Service Charges	
Credit Card Fee	1,289.73
Monthly Maintenance Fee	0.30
Total Bank Service Charges	1,290.03
Licenses and Permits	876.00
Miscellaneous	
Advertisement*	1,054.60
Bonus	1,050.00
Payroll Processing	769.00
Miscellaneous - Other	1,050.90
Total Miscellaneous	3,924.50
Office Supplies	2,880.47
Postage and Delivery	172.50
Refunds	
Refund to Ins2	247.28
Total Refunds	247.28
Total ADMINISTRATION AND AUDIT	22,600.78
EDUCATION AND TRAINING	
Trainings, Registrations, Dues	2,862.45
Travel/ Meals/ Lodging	
Meals	268.16
Total Travel/ Meals/ Lodging	268.16
Total EDUCATION AND TRAINING	3,130.61
UTILITIES	
Electric	1,892.02
Garbage	272.86
Hazardous Waste Disposal	840.42
Propane/Generator	142.76
Shredding/Paper Disposal	339.29
Telephone	2,067.47
Water and Sewer	1,476.00
109 Scott Street	
Garbage 109	338.36
Water/Sewer 109	738.00
Total 109 Scott Street	1,076.36
Total UTILITIES	8,107.18

Sherman County Medical Clinic

Profit & Loss

July through December 2023

	Jul - Dec 23
MEDICAL SUPPLIES	
IV Therapy Expense	2,541.97
Phone Triage	2,075.00
Flu/Pneumonia Vaccine	3,890.93
MEDICAL SUPPLIES - Other	8,045.42
Total MEDICAL SUPPLIES	16,553.32
PHARMACY2	1,127.38
INSURANCE AND LEGAL FEES	
Clinic Insurance	
Dishonesty Bond	250.00
Liability	7,005.00
Workers Comp	1,732.60
Total Clinic Insurance	8,987.60
Legal Fees	121.98
Total INSURANCE AND LEGAL FEES	9,109.58
BUILDING SUPPLIES/ MAINTENANCE	
Janitorial	1,232.50
Maintenance Work	170.00
BUILDING SUPPLIES/ MAINTENANCE - Other	2,393.87
Total BUILDING SUPPLIES/ MAINTENANCE	3,796.37
COMPUTER, SOFTWARE, EMR	
Computer Equipment and Software	6,920.22
Total COMPUTER, SOFTWARE, EMR	6,920.22
EHR SYSTEM	
Billing Clearinghouse	1,158.12
EHR SYSTEM - Other	4,019.40
Total EHR SYSTEM	5,177.52
Total MATERIALS AND SERVICES	86,464.36
CAPITAL OUTLAY*****	
Building Remodel	14,958.45
Medical Equipment	2,754.00
Total CAPITAL OUTLAY*****	17,712.45
DEBT SERVICE	
Mortgage-Interest	4,668.78
Mortgage Principal	3,095.52
Total DEBT SERVICE	7,764.30
Total Expense	384,856.27
Net Ordinary Income	399,887.19
Net Income	399,887.19

Sherman County Medical Clinic
November 2023

Date	Num	Name	Memo	Amount	Description
11/01/2023		OREGON RURAL HEALTH	Annual Dues	-50.00	Dues
11/02/2023		NorthAmerican Bankcard	October 2023	-208.41	Credit Card Fee
11/02/2023		Merrill Lynch		-1,246.00	IRA Contributions
11/03/2023	9876	Melissa McBee		-400.00	Cleaning of Apartments
11/03/2023			Funds Transfer	30,000.00	Transfer
11/03/2023		NorthWest Payroll Solutions	#497	-50.00	Payroll Processing
11/03/2023	497			-10,978.96	Payroll
11/03/2023	Conf1101	KATRINA WILSON	8.5 hours @ \$15/hr	-127.50	Janitorial
11/03/2023	90547	STERICYCLE		-140.07	Hazardous Waste Disposal
11/03/2023	90546	CITY OF MORO		-369.00	Water/Sewer + 109
11/03/2023	90548	Impact Office Systems	Copier Fees	-103.84	Copier Fees
11/03/2023	90549	Inovalon Provider, Inc.		-186.70	Billing Clearinghouse
11/03/2023	Conf1102	PACIFIC POWER		-269.94	Electric
11/06/2023	9877	PayneWest	Invoice: 372213	-7,005.00	Liability Insurance
11/06/2023	9878	Two Dogs Plumbing		-2,155.00	Water Heater for Apt: #1
11/06/2023	9879	SHERMAN COUNTY TAX COLLECTOR	Account: 1453	-1,041.40	Property Tax
11/06/2023	9880	QUILL	Invoice: 35165279	-110.34	Office Supplies
11/06/2023	9881	Oregon Department of Human Services - OFS	Invoice: AI058545	-1,330.37	Vaccines
11/06/2023	9882	Riverside Contracting LLC		-11,443.45	Apartment Remodel
11/08/2023		IRS		-3,963.13	Federal Taxes
11/08/2023		Oregon Department of Revenue		-934.58	State Taxes
11/09/2023		Mountainside Medical Equipment		-71.80	Medical Supplies
11/10/2023		ASI-FLEX	October 2023	-75.00	Flex Fees
11/15/2023	Conf1107	FoneMed		-415.00	Phone Triage
11/15/2023	Conf1108	Visa		-669.90	EHR System
11/15/2023	Conf1109	THE DALLES DISPOSAL		-55.13	Garbage
11/15/2023	Conf1110	THE DALLES DISPOSAL		-66.23	Garbage 109
11/15/2023	90550	SDIS		-7,243.15	Employee Insurance
11/15/2023	90551	BANK OF EASTERN OR.		-1,400.00	Mortgage
11/15/2023	Conf1113	Meriplex Solutions	Tech Support	-510.00	Tech Support
11/15/2023		McKesson Medical Surgical		-1,412.61	Medical Supplies
11/15/2023		Dr. Kristen G. Dillon	September 2023	-1,750.00	Payroll
11/15/2023		Mountainside Medical Equipment		-89.15	Medical Supplies
11/15/2023		Amazon.com	Exam Table	-2,754.00	Exam Table
11/16/2023		Dr. Kristen G. Dillon	October 2023	-1,750.00	Payroll
11/16/2023	90553	Blue Mountain Networks LLC		-106.48	Telephone
11/16/2023	90552	H2OREGON BOTTLED WATER	Water for Coolers	-34.75	Water for Coolers
11/16/2023	9883	QUILL	Invoice: 35195399	-33.99	Office Supplies

Sherman County Medical Clinic
November 2023

Accrual Basis

11/16/2023	9884	Cascade Biomedical Services, INC.	Invoice: 4753	-690.00	Medical Equipment Testing
11/16/2023	9885	SPECIAL DISTRICTS		-326.00	Dues
11/16/2023	9886	N.A.R.H.C.	Invoice: MEM - 124912	-450.00	Dues
11/16/2023		Merrill Lynch		-1,246.00	IRA Contributions
11/16/2023		QUILL	Calendars, Pens, Label Tape, Coffee	-278.71	Office Supplies
11/17/2023	498			-11,012.90	Payroll
11/17/2023		NorthWest Payroll Solutions	#498	-50.00	Payroll Processing
11/17/2023		Microsoft Office 360	MS Office Subscription	-24.00	MS Office Subscription
11/18/2023		Empower Pharmacy		-36.80	Pharmacy
11/18/2023		Empower Pharmacy		-42.90	Pharmacy
11/20/2023		Empower Pharmacy		-67.80	Pharmacy
11/21/2023		SecurityMetrics Services	PCI Compliance	-1,048.97	PCI Compliance
11/22/2023		IRS		-3,963.17	Federal Taxes
11/22/2023		Oregon Department of Revenue		-934.58	State Taxes
11/28/2023		Dragon	Dictation Software	-79.00	Dictation Software
11/29/2023		Merrill Lynch		-1,246.00	IRA Contributions
11/30/2023	90554	Impact Office Systems	Copier Fees	-109.30	Copier Fees
11/30/2023	Conf1116	PACIFIC POWER		-515.78	Electric
11/30/2023	Conf1117	Inovalon Provider, Inc.		-245.14	Billing Clearinghouse
11/30/2023	Conf1118	Meriplex Solutions	Tech Support	-510.00	Tech Support
				-53,427.93	
				-53,427.93	
		President	Vice President		
		Bert Perisho	Jayne Mason		
		Director	Director		
		Janice Strand			
		Director	Date		
		Linda Cornie			

Sherman County Medical Clinic
December 2023

Date	Num	Name	Memo	Amount	Description
12/01/2023	499			-11,013.39	Payroll
12/01/2023		NorthWest Payroll Solutions	#499	-50.00	Payroll Processing
12/04/2023		QUILL	Folders	-23.43	Folders
12/04/2023		QUILL	Toner, Pens	-474.13	Toner
12/04/2023		NorthAmerican Bankcard		-209.53	Credit Card Fees
12/05/2023			Funds Transfer	-500,000.00	Transfer
12/05/2023		PD-RX PHARMACUTICAL		-103.09	Pharmacy
12/06/2023		Oregon Department of Revenue		-934.59	State Taxes
12/06/2023		IRS		-3,963.17	Federal Taxes
12/06/2023	9887	AmeriGas	Account: 402644419	-142.76	Propane
12/06/2023	90556	CITY OF MORO		-369.00	Water/Sewer
12/06/2023	90557	STERICYCLE		-140.07	Hazardous Waste
12/06/2023	Conf1122	KATRINA WILSON	8.5 hours @ \$15/hr	-127.50	Janitorial
12/06/2023		McKesson Medical Surgical		-350.72	Medical Supplies
12/06/2023		Olympia Pharmacy		-340.00	Pharmacy
12/07/2023		Mountainside Medical Equipment		-88.65	Medical Supplies
12/08/2023	Conf1123	Visa		-669.90	EHR System
12/08/2023	90559	BANK OF EASTERN OR.		-1,400.00	Mortgage
12/08/2023	90558	SDIS		-7,243.15	Employee Insurance
12/10/2023		ASI-FLEX	November 2023	-75.00	Flex Fees
12/11/2023		QUILL	Paper	-109.44	Paper
12/11/2023		QUILL	Stapler	-18.39	Stapler
12/14/2023		Olympia Pharmacy		-135.00	IV Therapy
12/15/2023	500			-11,012.51	Payroll
12/15/2023		NorthWest Payroll Solutions	#500	-50.00	Payroll Processing
12/15/2023		Merrill Lynch		-1,246.00	IRA Contributions
12/17/2023		Microsoft Office 360	Tech Support	-24.00	MS Office Subscription
12/19/2023		Boot Barn	LVD	-150.00	Bonus
12/19/2023		Amazon.com	JM, KD	-300.00	Bonus
12/19/2023		Ariat	SP	-150.00	Bonus
12/19/2023		Empower Pharmacy		-70.57	Pharmacy
12/19/2023		e. Leigh Aesthetics	EH, BvB, CB	-450.00	Bonus
12/20/2023		IRS		-3,963.13	Federal Taxes
12/20/2023		Oregon Department of Revenue		-934.59	State Taxes
12/21/2023		Bargeway Pub	Staff Lunch	-159.56	Staff Lunch
12/21/2023		Amazon.com	UPC Battery Backups	-172.46	Battery Backups
12/28/2023		Adobe Inc.	Annual Fee	-239.88	Annual Fee
12/28/2023		Dragon	Dictation Software	-79.00	Dictation Software
12/29/2023	501			-11,012.79	Payroll
12/29/2023		NorthWest Payroll Solutions	#501	-50.00	Payroll Processing
				-558,045.40	
				-558,045.40	

Sherman County Medical Clinic
December 2023

		_____	_____		
		President	Vice President		
		Bert Perisho	Jayne Mason		
		_____	_____		
		Director	Director		
		Janice Strand			
		_____	_____		
		Director	Date		
		Linda Cornie			

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
Ordinary Income/Expense				
Income				
CLINIC INCOME				
Capitation2	31,462.13			
EHR Payments	81,784.52			
Managed Care Reimbursement-Wraps	10,167.49			
Medicare Settlement-Cost Report	7,554.00			
CLINIC INCOME - Other	0.00	200,820.00	-200,820.00	0.0%
Total CLINIC INCOME	130,968.14	200,820.00	-69,851.86	65.2%
COMMUNITY SERVICE FEES	29,297.38	20,447.00	8,850.38	143.3%
COUNTY TAXES	569,807.64	308,182.00	261,625.64	184.9%
INTEREST	5,193.81	5,951.00	-757.19	87.3%
PCPCH	48,431.25			
MISCELLANEOUS INCOME				
Records Request	145.50			
MISCELLANEOUS INCOME - Other	4,935.84			
Total MISCELLANEOUS INCOME	5,081.34			
OFC/APT RENT	22,673.00	21,600.00	1,073.00	105.0%
PHARMACY				
DME/Medical Supply	57.00			
PHARMACY - Other	1,786.78	2,557.00	-770.22	69.9%
Total PHARMACY	1,843.78	2,557.00	-713.22	72.1%
RECEIVED GRANTS/LOANS				
Phone Triage Reimbursement	1,808.00			
Total RECEIVED GRANTS/LOANS	1,808.00			
Total Income	815,104.34	559,557.00	255,547.34	145.7%
Gross Profit	815,104.34	559,557.00	255,547.34	145.7%
Expense				
PERSONAL SERVICES				
EMPLOYEE PAYROLL EXPENSES				
Physician Assistant - EH	87,390.88			
Administrator - CB	40,419.23			
Medical Asst/ Referrals JM	31,217.20			
Receptionist - LVD	26,692.19			
Billing Clerk - BvB	22,586.51			
Community Care Worker/ MA - SP	22,060.05			
Employee Insurance and Benefits				
Employee Insurance	42,029.69			
Flex Fees	450.00			
Employee Insurance and Benefits - Other	0.00	183,162.00	-183,162.00	0.0%
Total Employee Insurance and Benefits	42,479.69	183,162.00	-140,682.31	23.2%
P/R Taxes	18,242.95	38,039.00	-19,796.05	48.0%
Unemployment	752.92	13,479.00	-12,726.08	5.6%
Unemployment to Former Employee	0.00	25,000.00	-25,000.00	0.0%
EMPLOYEE PAYROLL EXPENSES - Other	0.00	474,906.00	-474,906.00	0.0%
Total EMPLOYEE PAYROLL EXPENSES	291,841.62	734,586.00	-442,744.38	39.7%
PERSONAL SERVICES - Other	0.00	734,586.00	-734,586.00	0.0%
Total PERSONAL SERVICES	291,841.62	1,469,172.00	-1,177,330.38	19.9%
MATERIALS AND SERVICES				
PROPERTY TAX	1,041.40	2,364.00	-1,322.60	44.1%
CONTRACTED HEALTH CARE COST				
Supervising Physician	8,900.00			
CONTRACTED HEALTH CARE COST - Ot	0.00	31,950.00	-31,950.00	0.0%
Total CONTRACTED HEALTH CARE COST	8,900.00	31,950.00	-23,050.00	27.9%
ADMINISTRATION AND AUDIT				
Audit	13,210.00			
Bank Service Charges				
Credit Card Fee	1,289.73			
Monthly Maintenance Fee	0.30			
Total Bank Service Charges	1,290.03			
Licenses and Permits	876.00			
Miscellaneous				
Advertisement*	1,054.60			
Bonus	1,050.00			
Payroll Processing	950.10			
Miscellaneous - Other	1,050.90			
Total Miscellaneous	4,105.60			
Office Supplies	3,040.79			
Postage and Delivery	172.50			
Refunds				
Refund to Ins2	247.28			
Total Refunds	247.28			
ADMINISTRATION AND AUDIT - Other	0.00	46,885.00	-46,885.00	0.0%
Total ADMINISTRATION AND AUDIT	22,942.20	46,885.00	-23,942.80	48.9%
EDUCATION AND TRAINING				
Trainings, Registrations, Dues	2,862.45			
Travel/ Meals/ Lodging				
Meals	268.16			
Total Travel/ Meals/ Lodging	268.16			
EDUCATION AND TRAINING - Other	0.00	10,394.00	-10,394.00	0.0%
Total EDUCATION AND TRAINING	3,130.61	10,394.00	-7,263.39	30.1%
UTILITIES				
Electric	2,401.04			
Garbage	327.99			
Hazardous Waste Disposal	980.49			
Propane/Generator	142.76			

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
Shredding/Paper Disposal	514.93			
Telephone	2,451.26			
Water and Sewer	1,722.00			
109 Scott Street	404.59			
Garbage 109	851.00			
Water/Sewer 109				
Total 109 Scott Street	1,265.59			
UTILITIES - Other	0.00	17,857.00	-17,857.00	0.0%
Total UTILITIES	9,806.06	17,857.00	-8,050.94	54.9%
MEDICAL SUPPLIES				
IV Therapy Expense	2,953.07			
Phone Triage	2,490.00			
Flu/Pneumonia Vaccine	3,890.93			
MEDICAL SUPPLIES - Other	8,045.42	30,308.00	-22,262.58	26.5%
Total MEDICAL SUPPLIES	17,379.42	30,308.00	-12,928.58	57.3%
PHARMACY2	1,165.23	2,557.00	-1,391.77	45.6%
INSURANCE AND LEGAL FEES				
Clinic Insurance				
Dishonesty Bond	250.00			
Liability	7,005.00			
Workers Comp	1,732.60			
Total Clinic Insurance	8,987.60			
Legal Fees	121.98			
INSURANCE AND LEGAL FEES - Other	0.00	20,453.00	-20,453.00	0.0%
Total INSURANCE AND LEGAL FEES	9,109.58	20,453.00	-11,343.42	44.5%
BUILDING SUPPLIES/ MAINTENANCE				
Janitorial	1,382.50			
Maintenance Work	170.00			
BUILDING SUPPLIES/ MAINTENANCE - ...	2,393.87	4,720.00	-2,326.13	50.7%
Total BUILDING SUPPLIES/ MAINTENANCE	3,946.37	4,720.00	-773.63	83.6%
COMPUTER, SOFTWARE, EMR				
Computer Equipment and Software	7,705.11			
COMPUTER, SOFTWARE, EMR - Other	0.00	15,545.00	-15,545.00	0.0%
Total COMPUTER, SOFTWARE, EMR	7,705.11	15,545.00	-7,839.89	49.6%
EHR SYSTEM				
Billing Clearinghouse	1,353.26			
EHR SYSTEM - Other	4,689.30	10,315.00	-5,625.70	45.5%
Total EHR SYSTEM	6,042.56	10,315.00	-4,272.44	58.6%
MATERIALS AND SERVICES - Other	0.00	193,348.00	-193,348.00	0.0%
Total MATERIALS AND SERVICES	91,168.54	386,696.00	-295,527.46	23.6%
CAPITAL OUTLAY*****				
Building Remodel	14,958.45	25,000.00	-10,041.55	59.8%
Medical Equipment	2,754.00	10,000.00	-7,246.00	27.5%
Office Equipment	0.00	10,000.00	-10,000.00	0.0%
CAPITAL OUTLAY***** - Other	0.00	45,000.00	-45,000.00	0.0%
Total CAPITAL OUTLAY*****	17,712.45	90,000.00	-72,287.55	19.7%
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	35,077.00	-35,077.00	0.0%
Total Expense	409,886.91	2,014,545.00	-1,604,658.09	20.3%
Net Ordinary Income	405,217.43	-1,454,988.00	1,860,205.43	-27.9%
Net Income	405,217.43	-1,454,988.00	1,860,205.43	-27.9%

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								
January								
February								
March								
April								
May								
June								
Total:	598		12	0	0			
						Annual Average number of visits/day:	3.27	
		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			#DIV/0!	
January			#DIV/0!	
February			#DIV/0!	
March			#DIV/0!	
April			#DIV/0!	
May			#DIV/0!	
June			#DIV/0!	
Total:	350	76.5	4.58	
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	

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								
February								
March								
April								
May								
June								
Total:	698		15.5	0	0			
						Annual Average number of visits/day:	3.99	
		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			#DIV/0!	
February			#DIV/0!	
March			#DIV/0!	
April			#DIV/0!	
May			#DIV/0!	
June			#DIV/0!	
Total:	403	88	4.58	
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	



Resolution No. 01-11-2024

BE IT RESOLVED that the Board of Directors of the Sherman County Health District hereby adopts the supplemental budget for fiscal year 2023-2024 in the total of \$263,818, for a combined budget total of \$1,288,629.00.

now on file at the District's Administrative Office located at 110 Main Street in Moro, Oregon.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2023, and for the purposes shown below are hereby appropriated and added to the original budget:

<u>General Fund</u>	<u>Supplemental</u>	<u>Total for FY 2020-2021</u>
Health Services:	\$130,000	\$1,057,934
Capital Outlay:	\$100,000	\$145,000
Contingency:	\$33,818	\$68,895
Total:	\$263,818	\$1,288,629

Total APPROPRIATIONS, All Funds:	\$1,288,629
Total Unappropriated and Reserve Amounts, All Funds:	\$0
TOTAL ADOPTED SUPPLEMENTAL BUDGET:	\$1,288,629

The above resolution statements were approved and declared adopted on this 11th day of January 2024.

Board President
Bert Perisho

Vice-President
Jayme Mason

Director
Janice Strand

Director
Mike McArthur

Linda Cornie
Director

**FORM
OR-ED-SBH**

Notice of Supplemental Budget Hearing

Oregon Department of Revenue

- For supplemental budgets proposing a change in any fund's expenditures by more than 10 percent.

A public hearing on a proposed supplemental budget for Sherman County Health District, for the
(District name)

current fiscal year, will be held at 110 Main Street, Moro, OR 97039.
(Location)

The hearing will take place on January 11, 2024 at 5:30
(Date) (Time) ☐ a.m. ☒ p.m.

The purpose of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after January 9, 2024
(Date) ☒ a.m. ☐ a.m.
at 110 Main Street, Moro, OR 97039, between the hours of 8:00 ☐ p.m. and 5:00 ☒ p.m.
(Location)

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: General Fund

Resource	Amount	Expenditure—indicate Org. unit / Prog. & Activity, and Object class.	Amount
1. Taxes estimated to receive	\$ 263,818	1. Health Services	\$ 130,000
2.		2. Capital Outlay	\$ 100,000
3.		3. Operating Contingency	\$ 33,818
Revised Total Fund Resources	\$ 1,288,629	Revised Total Fund Requirements	\$ 1,288,629

Explanation of change(s):

Received more county tax money than expected, resulting in pay raise of billing clerk and higher starting pay for new hire, and new roof at rental house.

FUND: _____

Resource	Amount	Expenditure—indicate Org. unit / Prog. & Activity, and Object class.	Amount
1.		1.	
2.		2.	
3.		3.	
Revised Total Fund Resources		Revised Total Fund Requirements	

Explanation of change(s):

SHERMAN COUNTY HEALTH DISTRICT
SHERMAN COUNTY MEDICAL CLINIC
MEDICAL ASSISTANT/ REFERRAL COORDINATOR
JOB DESCRIPTION

Supervisor: District Administrator for Clerical, Provider for Medical

Position Summary: Medical Assistant

As the Medical Assistant this employee is responsible for assisting the clinic Provider in all areas of patient care, including providing safe and efficient treatment of clinic patients. The Medical Assistant is responsible for providing any medical items needed in the daily operation of the clinic. Responsibilities of the Medical Assistant include: patient care, as specified by the Provider, medical and pharmacy supply inventory and ordering, maintenance of medical records, triage of calls regarding medical issues, and scheduling consults and referrals as indicated by the Provider. The Medical Assistant will provide support to the clinic Receptionist with scheduling and clerical duties, as needed. The Medical Assistant will work as a team member to facilitate and contribute to the smooth daily operation of the Sherman County Medical Clinic.

Position Summary: Referral Coordinator

As the Referral Coordinator this employee is responsible for assisting the clinic Provider in getting Prior Authorizations and Referrals completed on all medical procedures which require one. The position of the Referral Coordinator must be executed in compliance with insurance requirements and the Coordinator will often work closely with insurance companies. The Referral Coordinator will provide support to the clinic's Medical Assistant in regards to coordinating patient care and to the Receptionist with scheduling and clerical duties, as needed. The Referral Coordinator will work as a team member to facilitate and contribute to the smooth daily operation of the Sherman County Medical Clinic.

JOB DUTIES: KEY RESPONSIBILITIES & PERFORMANCE STANDARDS

MEDICAL ASSISTANT

1. Customer Service: Provides high quality customer service that meets or exceeds the service standards of the health care industry, to individuals encountered during clinic operations. This includes both internal (Provider, staff, Administrator) and external (patients, referring providers, etc.).
2. Patient Care: The Medical Assistant will provide all patient care as indicated by the clinic medical Provider. This includes: initial patient contact and documentation of medical histories, current medical issues, documentation of

medical data as indicated by clinic Provider, in office procedures for which training has been received, such as labs, EKG, drug screens, etc., immunizations and allergy injections, initiating referrals and sending documentation when needed, and data collection.

3. Medical Supplies: The Medical Assistant is responsible for keeping an adequate inventory of medical supplies, needed for daily clinic operation. This includes ordering, organizing and storing supplies, along with stocking exam rooms as indicated by the clinic Provider.
4. Pharmacy: The Medical Assistant works with the Provider in maintaining an adequate supply of pharmacy items needed for daily clinic operation. This includes keeping an inventory of items on hand, removal of outdated items, and along with the Provider, manage prescription refills from the Clinic.
5. Immunizations: The Medical Assistant is responsible for maintaining an adequate supply of vaccines, as directed by the Provider. This includes supervision and documentation for the Vaccines for Children, "VFC" program. Correct storage of these items and documentation of storage conditions is also the Medical Assistants' responsibility. Vaccine administration, documentation, and follow up care is included in the responsibilities of the Medical Assistant.
6. Special Programs: Works with state programs, and prescription assistance programs. Follows program guidelines in providing services to our patients who qualify.
7. Call Triage: The Medical Assistant will access the needs of patients calling with urgent medical problems or emergencies, and will determine the "initial" course of action needed to provide care for the patient. The Medical Assistant will consult with the clinic Provider, if the situation indicates. Actions needed to provide care will be implemented.
8. Staff Support: The Medical Assistant will assist staff, District Administrator and the Provider with clerical duties, as the needs require. This includes: filing, scheduling, referrals, documentation of patient care, pharmacy refills, patient notification of test results, and incoming calls.
9. Medical Equipment: The Medical Assistant is responsible for maintaining medical equipment used during daily operation of the clinic. This includes sterilization, performance testing and documentation of repairs, when indicated.

REFERRAL COORDINATOR

1. Customer Service: Provides high quality customer service that meets or exceeds the service standards of the health care industry, to individuals encountered during clinic operations. This includes both internal (Provider, staff, Administrator) and

external (patients, referring providers, etc.).

2. Ensure complete and accurate registration, including patient demographic and current insurance information.
3. Assemble information concerning patient's clinical background and referral needs. Per referral guidelines, provide appropriate clinical information to specialist.
4. Contact review organizations and insurance companies to ensure prior approval requirements are met. Present necessary medical information such as history, diagnosis, and prognosis. Provide specific medical information to financial services to maximize reimbursement to the hospital and physicians.
5. Review details and expectations about the referral with patients, if requested.
6. Assist patients in problem solving potential issues related to the health care system, financial or social barriers (e.g., request interpreters as appropriate, transportation services or prescription assistance), as requested.
7. Be the system navigator and point of contact for patients and families, with patients and families having direct access for asking questions and raising concerns. May assume advocate role on the patient's behalf with the carrier to ensure approval of the necessary supplies/services for the patient in a timely fashion.
8. Identify and utilize cultural and community resources. Establish and maintain relationships with identifies service providers.
9. Ensure that referrals and prior authorizations are addressed in a timely manner.
10. Remind patients of scheduled appointments via mail or phone.
11. Ensure that the patient's primary care chart is up to date with information on specialist consults, hospitalizations, ER visits, and community organizations related to their health.

Specific Job Skills: Medical Assistant

- Skill in Medical Assistant duties including: phlebotomy, immunizations, injections, lab testing and operation of medical equipment.
- Knowledge of computer operation.
- Ability to organize and prioritize tasks, to maintain an efficient working atmosphere.
- Ability to communicate verbally through the telephone or in person.
- Ability to handle change in a positive manner.

- Ability to handle stress in a positive and efficient manner.

Specific Job Skills and Experience

- High School Diploma or equivalent
- Strong customer service focus
- Effective verbal and written communication skills
- Teamwork orientation
- Organized and able to manage competing priorities
- Take direction on patient interactions from provider
- Good judgment
- Resourcefulness in problem solving
- Able to take and follow through with delegated tasks and accountability

QUALIFICATIONS

The following competencies are expected of all clinic employees, regardless of the position they hold.

Accountability	Ability to establish mutual agreements that result in clear responsibility, taking personal action and assuming personal responsibility.
Integrity	Actions are consistent with ethical values. Honest in communications and actions.
Diversity	Functions effectively in clinic atmosphere. Must have the ability to multi-task and work with little supervision.
Respect	Demonstrates consideration for all individuals during course of duties.
Service Oriented	Seeks opportunities to improve work environment.
Teamwork	Works cooperatively and productively with others
Communication	Demonstrates the ability to respectfully convey thoughts and ideas, as well as understand the perspective of others.
Confidentiality	Strict adherence to requirements set by HIPPA.

<u>Qualifications</u>	<u>Required</u>	<u>Preferred</u>
Education	High School or GED	CMA
Experience	One year public contact	
Job Related Knowledge/Abilities	Must have the ability to multi-task and work with little supervision. Must have record of reliable attendance and punctuality. Computer skills	<ul style="list-style-type: none"> • Medical office experience and /or direct interaction with the general public •
Compliance	<ul style="list-style-type: none"> • Code of conduct • Respect in workplace 	
Physical demands	<ul style="list-style-type: none"> • Ability to stand and/or sit for long periods of time • Continuous typing 	

Signature/Approvals

My signature indicates that this position description is an accurate and correct statement of the essential functions, responsibilities and requirements assigned to this position.

	Print name	Signature	Date
Employee			
District Administrator			
Provider			

FT Certified Medical Assistant/Referral Coordinator – Position open at the Sherman County Medical Clinic. Proficiency in computer and office skills required; certified medical assistant preferred. Starting pay is \$17/hr DOE plus benefits including Medical, Dental, Vision, Simple IRA, FSA. Pick up an application at Sherman County Medical Clinic, 110 Main Street, Moro, OR. Visit www.shermancountymedicalclinic.net for full job description and application. Mail or E-Mail completed application along with a cover letter and copy of resume to – Sherman County Medical Clinic – Job Search, PO Box 186, Moro, OR 97039 or admin@shermancountymedicalclinic.net. For further information contact District Administrator at 541-565-0536. Application materials are due by 5:00pm on February 12, 2024.

District Contrubutions 2023

Employee Name	Total Earned in 2023	1% Contribution	1.5% Contribution	2% Contribution	2.5% Contributed	3% Contribution	Amount Budgeted FY 2023-2024:
Caitlin Blagg	\$73,334.44	\$733.34	\$1,100.02	\$1,466.69	\$1,833.36	\$2,200.03	\$2,007.78
Jerrilea Mayfield	\$56,637.22	\$566.37	\$849.56	\$1,132.74	\$1,415.93	\$1,699.12	\$1,867.85
Shawn Payne		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,319.94
Erin Haines	\$158,554.21	\$1,585.54	\$2,378.31	\$3,171.08	\$3,963.86	\$4,756.63	\$4,644.97
Laura Vidican Dornbirer	\$48,527.38	\$485.27	\$727.91	\$970.55	\$1,213.18	\$1,455.82	\$1,604.26
Betsy von Borstel	\$41,500.71	\$415.01	\$622.51	\$830.01	\$1,037.52	\$1,245.02	\$1,385.50
New Hire		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$419.49
Total :		\$3,785.54	\$5,678.31	\$7,571.08	\$9,463.85	\$11,356.62	\$13,249.79
Amount Contributed							
FY 2022-2023:							
	\$2,200.03	Caitlin Blagg	3% was given in 2022, 2021, 2020, 2019, 2018, 2017, 2016, 2015, 2014, 2013, 2012, 2011, 2010				
	\$1,699.12	Jerrilea Mayfield					
	\$4,756.63	Erin Haines					
	\$1,455.85	Laura Vidican-Dornbirer					
	\$1,245.02	Betsy von Borstel					
	\$0.00	Shawn Payne					
Total:	\$11,356.65						

Sherman County Health District
District Contributions to Employee IRA
FY 2023-2024

Sherman County Health District

Budget Calendar

2024-2025

	<u>Proposed Dates</u>	<u>Actual Dates</u>
Prepare Proposed Budget	1/11/2024	
Appoint Budget Officer – Caitlin Blagg appointed	1/11/2024	
Notice of Budget Committee Vacancy published in The Condon Times Journal	2/15/2024, 3/14/2024	
Notice of Budget Committee Meeting published in The Condon Times Journal	4/11/2024, 4/25/2024	
Budget Committee Meeting	5/9/2024	
Second Budget Committee Meeting (if needed)	5/16/2024	
Budget Summary Notice Published in The Condon Times Journal	5/23/2024	
Budget Hearing/ Board Meeting	6/13/2024	
Certify Tax Levy to Assessor	By July 15 th , 2024	

Updated: 1/9/2024 CMB