

**SHERMAN COUNTY HEALTH DISTRICT**  
**Board of Directors Meeting**  
**July 11<sup>th</sup>, 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 May 2024 Regular Board Meeting
- B. Approval of the minutes from June 2024 Regular Board Meeting
- C. Financial Report/ Payment of Bills for May and June 2024
- D. Patient Report for May and June 2024

PA & Administration Report

Old Business:

- A. MCCFL Update Apartments

New Business

- A. RTO Audit Letters
- B. Capital Outlay Policy
- C. Annual Medicare Meeting
- D. News and Risk Management Review
- E. SDAO/SDIS Public Meeting Training -Vector Solutions - Postponed

Good of the Order

Adjournment

\*NEXT MEETING DATE THURSDAY, AUGUST 8<sup>TH</sup>, 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](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

May 9, 2024  
Moro, Oregon

## **Present:**

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

**Staff:** Caitlin Blagg, District Administrator

**Visitor:** Susie Johnson

**Call to Order:** President Perisho called the meeting to order at 5:45 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 April 11th, 2024, 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 April 2024 was \$665,790.41. Also presented was a Profit & Loss statement as of April 2024 and year-to-date budget vs actual report. The check register for April 2024 was gone over to explain some of the different costs. **Director Strand made a motion to accept the financial report for April 2024. Director McArthur seconded. No discussion. Motion carried (unanimous).**
  
- C. **PATIENT REPORT:** The patient report for April 2024 was given to the Board members for review. The average provider patient per day number was 8.35 and the average number of Medical Assistant visits per day was 4.88. 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**

**Caitlin Blagg, District Administrator:** District Administrator Blagg let the Board know that Bridget Whitaker's first day will be Monday, May 13<sup>th</sup>. The staff is looking forward to having Ms. Whitaker here.

Ms. Blagg informed the board that she will be working on reviewing and revising the employee handbook. It was last updated in 2017 and needs to be reviewed and updated.

The switch from Meriplex to Direct Line IT is currently happening. It has been a slightly frustrating process because Meriplex seems to be dragging their feet.

Ms. Blagg has started updating trainings and policies with the Compliance Group through The Guard. This program will be very helpful in keeping us up-to-date with HIPAA and OSHA compliance.

The Clinic staff is planning a retirement lunch for Jerri on June 10<sup>th</sup>. Her last day will be June 14<sup>th</sup> and she will take vacation time until July 11<sup>th</sup>.

**Old Business**

- A. **109 SCOTT STREET:** District Administrator Blagg informed the Board that the house has been rented to a family that works at Azure.

**New Business**

- A. **SDAO/SDIS PUBLIC MEETING TRAINING:** Ms. Blagg told the Board this training will be postponed until the training though SDAO has been approved by the State and SDAO is able to release it. SDAO will send notice once it is approved and released.

**Good of the Order:**

There was a discussion about if Mid-Columbia Center for Living has moved into the apartment spaces. They have not, but they are still paying rent.

**Adjourn**

**Director Strand made a motion to adjourn the meeting. Director Cornie seconded. The meeting was adjourned at 6:09 p.m.**

The next Board Meeting will be on Thursday, June 13<sup>th</sup>, 2024, at 5:30 pm, in the Administration Office.

Respectfully submitted,  
Caitlin Blagg  
District Administrator

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Board President  
Bert Perisho

\_\_\_\_\_  
Vice-President  
Jayme Mason

\_\_\_\_\_  
Director  
Janice Strand

\_\_\_\_\_  
Director  
Mike McArthur

\_\_\_\_\_  
Director  
Linda Cornie

\_\_\_\_\_  
Date



Sherman County Health District  
Board of Directors Meeting Minutes

Regular Board Meeting

June 13, 2024  
Moro, Oregon

**Present:**

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

**Staff:** Caitlin Blagg, District Administrator

**Call to Order:** Director Strand called the meeting to order at 5:31 p.m.

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

**Consent Items:**

- A. **BUDGET COMMITTEE MINUTES:** After reviewing the minutes from the May 9, 2024, Budget Committee meeting, **Director McArthur made a motion to accept the minutes as written. Director Cornie seconded. No discussion. Motion carried (unanimous).**

**Budget Hearing**

- A. **ADOPT BUDGET AND MAKE APPROPRIATION RESOLUTION 2023-2024:** The 2024-2025 Budget was presented as prepared by District Administrator Blagg and approved by the Budget Committee.

**Director McArthur made a motion to approve and adopt the Budget for 2024-2025 as approved by the Budget Committee and to adopt the Budget Resolution 06-13-2024 for 2024-2025. Director Cornie seconded. No discussion. Motion carried (unanimous). The resolution was signed by all present Board Members and Ms. Blagg noted Board Members who approved via telephone.**

**APPROVE THE PERMANENT TAX RATE:** Director McArthur made a motion to approve the permanent tax rate of .0004780 for the 2024-2025 Fiscal Year. Director Cornie seconded. No discussion. Motion passed (unanimous).

**Adjourn**

**Director Cornie made a motion to adjourn the meeting. Director McArthur seconded. The meeting was adjourned at 5:38 p.m.**

The next Board Meeting will be on Thursday, July 11<sup>th</sup>, 2024, at 5:30 pm, in the Administration Office.

Respectfully submitted,  
Caitlin Blagg  
District Administrator

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Board President  
Bert Perisho

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Vice-President  
Jayme Mason

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Director  
Janice Strand

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Director  
Mike McArthur

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Director  
Linda Cornie

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Date

**Sherman County Medical Clinic**  
**Balance Sheet**  
As of June 30, 2024

	<b>Jun 30, 24</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
CHECKING	19,119.35
OREGON TREASURY INV. POOL	587,245.71
<b>Total Checking/Savings</b>	<b>606,365.06</b>
<b>Total Current Assets</b>	<b>606,365.06</b>
<b>TOTAL ASSETS</b>	<b>606,365.06</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
<b>PAYROLL LIABILITIES</b>	
125 Health Insurance - Blagg	-9.64
Flex 125 - Blagg	-254.22
Flex 125 - Haines	848.48
Flex 125 - Mayfield	21.91
Flex 125 - Dornbirer	-94.31
Flex 125 - von Borstel	-67.00
IRA - Haines	600.00
IRA - Mayfield	400.00
IRA - Dornbirer	200.00
IRA - von Borstel	300.00
<b>PAYROLL LIABILITIES - Other</b>	<b>7,349.06</b>
<b>Total PAYROLL LIABILITIES</b>	<b>9,294.28</b>
<b>Total Other Current Liabilities</b>	<b>9,294.28</b>
<b>Total Current Liabilities</b>	<b>9,294.28</b>
<b>Total Liabilities</b>	<b>9,294.28</b>
<b>Equity</b>	
Retained Earnings	398,541.37
Net Income	198,529.41
<b>Total Equity</b>	<b>597,070.78</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>606,365.06</b>

**Sherman County Medical Clinic**  
**Profit & Loss**  
 July 2023 through June 2024

Jul '23 - Jun 24

<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>CLINIC INCOME</b>	
IV Therapy	5,270.00
Capitation2	32,658.08
EHR Payments	144,960.68
Managed Care Reimbursement-Wraps	16,450.56
Medicare Settlement-Cost Report	7,647.00
	206,986.32
<b>Total CLINIC INCOME</b>	206,986.32
<b>COMMUNITY SERVICE FEES</b>	29,297.38
<b>COUNTY TAXES</b>	587,366.80
<b>INTEREST</b>	25,383.91
<b>PCPCH</b>	95,036.00
<b>MISCELLANEOUS INCOME</b>	
Records Request	190.50
<b>MISCELLANEOUS INCOME - Other</b>	4,935.84
	5,126.34
<b>Total MISCELLANEOUS INCOME</b>	5,126.34
<b>OFC/APT RENT</b>	45,349.00
<b>PHARMACY</b>	
DME/Medical Supply	220.35
<b>PHARMACY - Other</b>	6,898.82
	7,119.17
<b>Total PHARMACY</b>	7,119.17
<b>RECEIVED GRANTS/LOANS</b>	
Phone Triage Reimbursement	4,308.00
	4,308.00
<b>Total RECEIVED GRANTS/LOANS</b>	4,308.00
<b>Total Income</b>	1,005,972.92
<b>Gross Profit</b>	1,005,972.92
<b>Expense</b>	
<b>PERSONAL SERVICES</b>	
<b>EMPLOYEE PAYROLL EXPENSES</b>	
Administrator - CB	75,123.25
Physician Assistant - EH	162,424.96
Medical Asst/ Referrals JM	58,020.40
Receptionist - LVD	49,713.05
Billing Clerk - BvB	46,504.10
Community Care Worker/ MA - SP	40,251.12
Referral Coordinator/MA - BW	5,076.24
<b>Employee Insurance and Benefits</b>	
District Contribution to IRA	11,356.65
Employee Insurance	89,135.15
Flex Fees	900.00
	101,391.80
<b>Total Employee Insurance and Benefits</b>	101,391.80
<b>P/R Taxes</b>	32,211.68
<b>Unemployment</b>	1,457.08
	1,457.08



**Sherman County Medical Clinic**  
**Profit & Loss**  
 July 2023 through June 2024

	<b>Jul '23 - Jun 24</b>
<b>Total EMPLOYEE PAYROLL EXPENSES</b>	572,173.68
<b>Total PERSONAL SERVICES</b>	572,173.68
<b>MATERIALS AND SERVICES</b>	
<b>PROPERTY TAX</b>	1,041.40
<b>CONTRACTED HEALTH CARE COST</b>	
Supervising Physician	21,000.00
<b>Total CONTRACTED HEALTH CARE COST</b>	21,000.00
<b>ADMINISTRATION AND AUDIT</b>	
<b>Audit</b>	15,085.00
<b>Bank Service Charges</b>	
Credit Card Fee	2,911.32
Monthly Maintenance Fee	0.75
Bank Service Charges - Other	16.52
<b>Total Bank Service Charges</b>	2,928.59
<b>Licenses and Permits</b>	876.00
<b>Miscellaneous</b>	
Rent	1,000.00
Advertisement*	2,013.80
Bonus	1,050.00
Payroll Processing	1,726.10
Petty Cash	190.00
Miscellaneous - Other	2,938.44
<b>Total Miscellaneous</b>	8,918.34
<b>Office Supplies</b>	5,892.81
<b>Postage and Delivery</b>	2,669.95
<b>Refunds</b>	
Refund to Ins2	343.12
<b>Total Refunds</b>	343.12
<b>Total ADMINISTRATION AND AUDIT</b>	36,713.81
<b>EDUCATION AND TRAINING</b>	
<b>Trainings, Registrations, Dues</b>	5,232.45
<b>Travel/ Meals/ Lodging</b>	
Meals	599.11
<b>Total Travel/ Meals/ Lodging</b>	599.11
<b>Total EDUCATION AND TRAINING</b>	5,831.56
<b>UTILITIES</b>	
Security System	918.00
Electric	5,320.48
Garbage	761.37
Hazardous Waste Disposal	1,766.96
Propane/Generator	244.74
Shredding/Paper Disposal	862.60
Telephone	4,406.39



**Sherman County Medical Clinic**  
**Profit & Loss**  
 July 2023 through June 2024

	Jul '23 - Jun 24
Water and Sewer	2,952.00
109 Scott Street	
Garbage 109	770.14
Water/Sewer 109	1,476.00
Total 109 Scott Street	2,246.14
Total UTILITIES	19,478.68
<b>MEDICAL SUPPLIES</b>	
IV Therapy Expense	5,320.55
Phone Triage	5,340.00
Flu/Pneumonia Vaccine	3,890.93
MEDICAL SUPPLIES - Other	18,590.57
Total MEDICAL SUPPLIES	33,142.05
PHARMACY2	7,385.17
<b>INSURANCE AND LEGAL FEES</b>	
Clinic Insurance	
Dishonesty Bond	350.00
Liability	15,215.00
Workers Comp	1,732.60
Total Clinic Insurance	17,297.60
Legal Fees	126.98
Total INSURANCE AND LEGAL FEES	17,424.58
<b>BUILDING SUPPLIES/ MAINTENANCE</b>	
Janitorial	2,016.25
Maintenance Work	566.39
BUILDING SUPPLIES/ MAINTENANCE - Other	3,231.04
Total BUILDING SUPPLIES/ MAINTENANCE	5,813.68
<b>COMPUTER, SOFTWARE, EMR</b>	
Computer Equipment and Software	27,951.72
Total COMPUTER, SOFTWARE, EMR	27,951.72
<b>EHR SYSTEM</b>	
HIPAA Compliance	3,850.00
Billing Clearinghouse	2,328.96
EHR SYSTEM - Other	8,221.72
Total EHR SYSTEM	14,400.68
Total MATERIALS AND SERVICES	190,183.33
<b>CAPITAL OUTLAY*****</b>	
Building Remodel	14,958.45
Medical Equipment	2,754.00
Office Equipment	11,209.75
Total CAPITAL OUTLAY*****	28,922.20
<b>DEBT SERVICE</b>	

Sherman County Medical Clinic  
**Profit & Loss**  
July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>
Mortgage-Interest	9,254.56
Mortgage Principal	<u>6,909.74</u>
<b>Total DEBT SERVICE</b>	<u>16,164.30</u>
<b>Total Expense</b>	<u>807,443.51</u>
<b>Net Ordinary Income</b>	<u>198,529.41</u>
<b>Net Income</b>	<u><u>198,529.41</u></u>

**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
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>CLINIC INCOME</b>				
IV Therapy	5,270.00			
Capitation2	32,658.08			
EHR Payments	144,960.68			
Managed Care Reimbursement-Wraps	16,450.56			
Medicare Settlement-Cost Report	7,647.00			
CLINIC INCOME - Other	0.00	200,820.00	-200,820.00	0.0%
<b>Total CLINIC INCOME</b>	<b>206,986.32</b>	<b>200,820.00</b>	<b>6,166.32</b>	<b>103.1%</b>
<b>COMMUNITY SERVICE FEES</b>	<b>29,297.38</b>	<b>20,447.00</b>	<b>8,850.38</b>	<b>143.3%</b>
<b>COUNTY TAXES</b>	<b>587,366.80</b>	<b>308,182.00</b>	<b>279,184.80</b>	<b>190.6%</b>
<b>INTEREST</b>	<b>25,383.91</b>	<b>5,951.00</b>	<b>19,432.91</b>	<b>426.5%</b>
PCPCH	95,036.00			
<b>MISCELLANEOUS INCOME</b>				
Records Request	190.50			
MISCELLANEOUS INCOME - Other	4,935.84			
<b>Total MISCELLANEOUS INCOME</b>	<b>5,126.34</b>			
<b>OFC/APT RENT</b>	<b>45,349.00</b>	<b>21,600.00</b>	<b>23,749.00</b>	<b>209.9%</b>
<b>PHARMACY</b>				
DME/Medical Supply	220.35			
PHARMACY - Other	6,898.82	2,557.00	4,341.82	269.8%
<b>Total PHARMACY</b>	<b>7,119.17</b>	<b>2,557.00</b>	<b>4,562.17</b>	<b>278.4%</b>
<b>RECEIVED GRANTS/LOANS</b>				
Phone Triage Reimbursement	4,308.00			
<b>Total RECEIVED GRANTS/LOANS</b>	<b>4,308.00</b>			
<b>Total Income</b>	<b>1,005,972.92</b>	<b>559,557.00</b>	<b>446,415.92</b>	<b>179.8%</b>
<b>Gross Profit</b>	<b>1,005,972.92</b>	<b>559,557.00</b>	<b>446,415.92</b>	<b>179.8%</b>
<b>Expense</b>				
<b>PERSONAL SERVICES</b>				
<b>EMPLOYEE PAYROLL EXPENSES</b>				
Administrator - CB	75,123.25			
Physician Assistant - EH	162,424.96			
Medical Asst/ Referrals JM	58,020.40			
Receptionist - LVD	49,713.05			
Billing Clerk - BvB	46,504.10			
Community Care Worker/ MA - SP	40,251.12			
Referral Coordinator/MA - BW	5,076.24			
Employee Insurance and Benefits				
District Contribution to IRA	11,356.65			
Employee Insurance	89,135.15			
Flex Fees	900.00			
Employee Insurance and Benefits - Other	0.00	183,162.00	-183,162.00	0.0%
<b>Total Employee Insurance and Benefits</b>	<b>101,391.80</b>	<b>183,162.00</b>	<b>-81,770.20</b>	<b>55.4%</b>
P/R Taxes	32,211.68	38,039.00	-5,827.32	84.7%
Unemployment	1,457.08	13,479.00	-12,021.92	10.8%
Unemployment to Former Employee	0.00	25,000.00	-25,000.00	0.0%
EMPLOYEE PAYROLL EXPENSES - Other	0.00	554,906.00	-554,906.00	0.0%
<b>Total EMPLOYEE PAYROLL EXPENSES</b>	<b>572,173.68</b>	<b>814,586.00</b>	<b>-242,412.32</b>	<b>70.2%</b>
PERSONAL SERVICES - Other	0.00	814,586.00	-814,586.00	0.0%
<b>Total PERSONAL SERVICES</b>	<b>572,173.68</b>	<b>1,629,172.00</b>	<b>-1,056,998.32</b>	<b>35.1%</b>
<b>MATERIALS AND SERVICES</b>				
PROPERTY TAX	1,041.40	2,364.00	-1,322.60	44.1%
<b>CONTRACTED HEALTH CARE COST</b>				
Supervising Physician	21,000.00			
CONTRACTED HEALTH CARE COST - Ot...	0.00	31,950.00	-31,950.00	0.0%
<b>Total CONTRACTED HEALTH CARE COST</b>	<b>21,000.00</b>	<b>31,950.00</b>	<b>-10,950.00</b>	<b>65.7%</b>
<b>ADMINISTRATION AND AUDIT</b>				
Audit	15,085.00			
Bank Service Charges				
Credit Card Fee	2,911.32			
Monthly Maintenance Fee	0.75			
Bank Service Charges - Other	16.52			
<b>Total Bank Service Charges</b>	<b>2,928.59</b>			
Licenses and Permits	876.00			
Miscellaneous				
Rent	1,000.00			
Advertisement*	2,013.80			
Bonus	1,050.00			
Payroll Processing	1,726.10			
Petty Cash	190.00			
Miscellaneous - Other	2,938.44			
<b>Total Miscellaneous</b>	<b>8,918.34</b>			
Office Supplies	5,892.81			
Postage and Delivery	2,669.95			
Refunds				
Refund to Ins2	343.12			
<b>Total Refunds</b>	<b>343.12</b>			
<b>ADMINISTRATION AND AUDIT - Other</b>	<b>0.00</b>	<b>71,885.00</b>	<b>-71,885.00</b>	<b>0.0%</b>
<b>Total ADMINISTRATION AND AUDIT</b>	<b>36,713.81</b>	<b>71,885.00</b>	<b>-35,171.19</b>	<b>51.1%</b>
<b>EDUCATION AND TRAINING</b>				
Trainings, Registrations, Dues	5,232.45			
Travel/ Meals/ Lodging				
Meals	599.11			
<b>Total Travel/ Meals/ Lodging</b>	<b>599.11</b>			
<b>EDUCATION AND TRAINING - Other</b>	<b>0.00</b>	<b>10,394.00</b>	<b>-10,394.00</b>	<b>0.0%</b>

**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
<b>Total EDUCATION AND TRAINING</b>	5,831.56	10,394.00	-4,562.44	56.1%
<b>UTILITIES</b>				
Security System	918.00			
Electric	5,320.48			
Garbage	761.37			
Hazardous Waste Disposal	1,766.96			
Propane/Generator	244.74			
Shredding/Paper Disposal	862.60			
Telephone	4,406.39			
Water and Sewer	2,952.00			
109 Scott Street				
Garbage 109	770.14			
Water/Sewer 109	1,476.00			
Total 109 Scott Street	2,246.14			
UTILITIES - Other	0.00	17,857.00	-17,857.00	0.0%
<b>Total UTILITIES</b>	19,478.68	17,857.00	1,621.68	109.1%
<b>MEDICAL SUPPLIES</b>				
IV Therapy Expense	5,320.55			
Phone Triage	5,340.00			
Flu/Pneumonia Vaccine	3,890.93			
MEDICAL SUPPLIES - Other	18,590.57	40,308.00	-21,717.43	46.1%
<b>Total MEDICAL SUPPLIES</b>	33,142.05	40,308.00	-7,165.95	82.2%
<b>PHARMACY2</b>	7,385.17	5,557.00	1,828.17	132.9%
<b>INSURANCE AND LEGAL FEES</b>				
Clinic Insurance				
Dishonesty Bond	350.00			
Liability	15,215.00			
Workers Comp	1,732.60			
Total Clinic Insurance	17,297.60			
Legal Fees	126.98			
INSURANCE AND LEGAL FEES - Other	0.00	20,453.00	-20,453.00	0.0%
<b>Total INSURANCE AND LEGAL FEES</b>	17,424.58	20,453.00	-3,028.42	85.2%
<b>BUILDING SUPPLIES/ MAINTENANCE</b>				
Janitorial	2,016.25			
Maintenance Work	566.39			
BUILDING SUPPLIES/ MAINTENANCE - ...	3,231.04	9,720.00	-6,488.96	33.2%
<b>Total BUILDING SUPPLIES/ MAINTENANCE</b>	5,813.68	9,720.00	-3,906.32	59.8%
<b>COMPUTER, SOFTWARE, EMR</b>				
Computer Equipment and Software	27,951.72			
COMPUTER, SOFTWARE, EMR - Other	0.00	23,545.00	-23,545.00	0.0%
<b>Total COMPUTER, SOFTWARE, EMR</b>	27,951.72	23,545.00	4,406.72	118.7%
<b>EHR SYSTEM</b>				
HIPAA Compliance	3,850.00			
Billing Clearinghouse	2,328.96			
EHR SYSTEM - Other	8,221.72	10,315.00	-2,093.28	79.7%
<b>Total EHR SYSTEM</b>	14,400.68	10,315.00	4,085.68	139.6%
<b>MATERIALS AND SERVICES - Other</b>	0.00	243,348.00	-243,348.00	0.0%
<b>Total MATERIALS AND SERVICES</b>	190,183.33	467,696.00	-297,512.67	39.0%
<b>CAPITAL OUTLAY*****</b>				
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	11,209.75	20,000.00	-8,790.25	56.0%
CAPITAL OUTLAY***** - Other	0.00	145,000.00	-145,000.00	0.0%
<b>Total CAPITAL OUTLAY*****</b>	28,922.20	290,000.00	-261,077.80	10.0%
<b>DEBT SERVICE</b>				
Mortgage-Interest	9,254.56	9,255.00	-0.44	100.0%
Mortgage Principal	6,909.74	7,545.00	-635.26	91.6%
DEBT SERVICE - Other	0.00	16,800.00	-16,800.00	0.0%
<b>Total DEBT SERVICE</b>	16,164.30	33,600.00	-17,435.70	48.1%
<b>OPERATING CONTINGENCY*****</b>	0.00	68,895.00	-68,895.00	0.0%
<b>Total Expense</b>	807,443.51	2,509,363.00	-1,701,919.49	32.2%
<b>Net Ordinary Income</b>	198,529.41	-1,949,806.00	2,148,335.41	-10.2%
<b>Net Income</b>	198,529.41	-1,949,806.00	2,148,335.41	-10.2%



**Sherman County Medical Clinic**  
May 2024

Date	Num	Name	Memo	Amount	Description
05/01/2024		Spooky's	Training Lunch	-31.95	Lunch at Training
05/02/2024		Olympia Pharmacy		-344.40	IV Therapy Expense
05/02/2024		NorthAmerican Bankcard	April 2024	-201.00	Credit Card Fee
05/03/2024	510			-11,366.70	Payroll
05/03/2024		NorthWest Payroll Solutions	#510	-50.00	Payroll Processing
05/03/2024			Funds Transfer	20,000.00	Transfer
05/03/2024	90591	THE TIMES JOURNAL	Budget Meeting Notice	-114.00	Budget Meeting Notice
05/03/2024	Conf1195	Visa		-719.93	EHR System
05/03/2024		Merrill Lynch		-1,265.00	IRA Contributions
05/07/2024		ASI-FLEX	Flex Reimbursement	-459.98	Flex Reimbursement
05/08/2024		IRS		-3,977.76	Federal Taxes
05/08/2024		Oregon Department of Revenue		-926.13	State Taxes
05/09/2024		QUILL	Ink	-894.96	Ink
05/09/2024		Astarin	Retirement Gift for JM	-69.99	Retirement Gift
05/10/2024		ASI-FLEX	April 2024	-75.00	Flex Fees
05/10/2024	Conf1196	KATRINA WILSON	8.25 hours @ \$15/hr	-123.75	Janitorial
05/10/2024	Conf1197	Meriplex Solutions	Tech Support	-525.30	Tech Support
05/10/2024	Conf1198	STERICYCLE		-151.28	Hazardous Waste
05/10/2024	Conf1199	FoneMed		-475.00	Phone Triage
05/10/2024	90593	SDIS		-7,243.15	Employee Insurance
05/10/2024	90595	Inovalon Provider, Inc.		-195.14	Billing Clearinghouse
05/10/2024	90592	CITY OF MORO		-369.00	Water and Sewer and 109
05/10/2024	90594	BANK OF EASTERN OR.		-1,400.00	Mortgage
05/13/2024		Dr. Kristen G. Dillon	April 2024	-1,750.00	Payroll
05/13/2024		Name Badges	Bridget Name Badge	-41.36	Name Badge
05/13/2024		GoDaddy.com	Email for Bridget	-203.76	Email Subscription
05/13/2024		Amazon.com	Lab Computer	-464.99	Lab Computer
05/13/2024		Amazon.com	Billing Stickers	-13.97	Billing Stickers
05/13/2024		Amazon.com	Warmer for Ultrasound G	-30.59	Warmer for US Gel
05/15/2024		FedEx		-135.12	Postage and Delivery
05/15/2024		Hallandale Pharmacy		-376.00	Pharmacy
05/16/2024		Merrill Lynch		-1,265.00	IRA Contributions
05/16/2024	9910	Cabral Livestock		-300.00	Retirement Gift
05/16/2024	9911	Performance Systems Integration	Invoice: 12602348	-199.00	Fire Extinguisher Maintenance
05/16/2024	9912	OLD REPUBLIC SURETY	Bond: YPO2527713	-100.00	Dishonesty Bond
05/17/2024	511			-11,367.01	Payroll
05/17/2024		NorthWest Payroll Solutions	#511	-52.50	Payroll Processing
05/21/2024		ASI-FLEX	Flex Reimbursement	-688.15	Flex Reimbursement
05/21/2024	90597	Blue Mountain Networks LLC		-395.23	Telephone
05/21/2024	90596	H2OREGON BOTTLED WATER	Water for Coolers	-34.75	Water for Coolers
05/21/2024	90598	Inovalon Provider, Inc.		-195.14	Billing Clearinghouse

**Sherman County Medical Clinic**  
May 2024

Accrual Basis

05/21/2024	Conf1204	THE DALLES DISPOSAL		-55.13	Garbage
05/21/2024	Conf1205	THE DALLES DISPOSAL		-66.23	Garbage 109
05/21/2024	Conf1206	PACIFIC POWER		-446.55	Electric
05/22/2024		IRS		-3,977.80	Federal Taxes
05/22/2024		Oregon Department of Revenue		-926.13	State Taxes
05/22/2024		PD-RX PHARMACUTICAL		-121.95	Pharmacy
05/28/2024		Dragon	Dictation Software	-79.00	Dictation Software
05/30/2024		NorthWest Payroll Solutions	#512	-55.50	Payroll Processing
05/31/2024	512			-12,693.68	Payroll
05/31/2024			Funds Transfer	15,000.00	Transfer
05/31/2024		Hallandale Pharmacy		-143.00	Pharmacy
05/31/2024		McKesson Medical Surgical		-308.07	Medical Supplies
05/31/2024		Merrill Lynch		-1,265.00	IRA Contributions
				-33,730.03	
				<b>-33,730.03</b>	
		_____ President	_____ Vice President		
		Bert Perisho	Jayme Mason		
		_____ Director	_____ Director		
		Janice Strand	Mike McArthur		
		_____ Director	_____ Date		
		Linda Cornie			



**Sherman County Medical Clinic**  
June 2024

Accrual Basis

Date	Num	Name	Memo	Amount	Description
06/03/2024		BOLI	Commonly Required Postings in	-18.00	BOLI Poster
06/04/2024		NorthAmerican Bankcard	May 2024	-222.64	Credit Card Fees
06/04/2024		LIFELOC TECHNOLOGIES	Drug Screen Supplies	-289.56	Drug Screen Supplies
06/05/2024		IRS		-4,281.92	Federal Taxes
06/05/2024		Oregon Department of Revenue		-1,054.31	State Taxes
06/05/2024	Conf1210	STERICYCLE		-151.28	Hazardous Waste
06/05/2024	Conf1211	KATRINA WILSON	8 hours @ \$15/hr	-120.00	Janitorial
06/05/2024	Conf1212	Visa		-708.41	EHR/ Legal Fees
06/05/2024	Conf1213	Iron Mountain		-174.35	Shredding
06/05/2024	90600	Impact Office Systems	Copier Maintenance	-92.15	Copier Fees
06/05/2024	90599	CITY OF MORO		-369.00	Water/Sewer and 109
06/05/2024		QUILL	Bleach and Paper Towels	-165.98	Beach and Paper Towels
06/06/2024		Hallandale Pharmacy		-1,408.00	Pharmacy
06/06/2024		ASI-FLEX	Flex Reimbursement	-86.24	Flex Reimbursement
06/06/2024	9913	Sherman County Fair	Fair Book Advertisement	-100.00	Advertisement
06/06/2024	9914	Kristi's Casual Catering	Invoice 0049	-207.00	Meals
06/06/2024	9915	Sherman County School	Husky Merchandise Shirts - Kelsi Phillips	-343.20	Advertisement
06/06/2024	9916	PacificSource	Claim: 247323556601	-3.04	Refund
06/07/2024		ASI-FLEX	Flex Reimbursement	-1,033.00	Flex Reimbursement
06/10/2024		ASI-FLEX		-75.00	Flex Fees
06/12/2024			Funds Transfer	30,000.00	Transfer
06/12/2024		Hallandale Pharmacy		-533.00	Pharmacy
06/12/2024	90603	BANK OF EASTERN OR.		-1,400.00	Mortgage
06/12/2024	90602	SDIS	July 2024	-14,369.00	Employee Insurance
06/12/2024	90601	THE TIMES JOURNAL	Budget Hearing	-240.00	Budget Hearing Advertisement
06/12/2024	Conf1219	THE DALLES DISPOSAL		-66.23	Garbage 109
06/12/2024	Conf1220	THE DALLES DISPOSAL		-100.38	Garbage
06/12/2024	Conf1221	FoneMed		-475.00	Phone Triage
06/12/2024		QUILL	Paper and Note Pads	-134.97	Paper and Note Pads
06/13/2024		Dr. Kristen G. Dillon	May 2024	-1,750.00	Payroll
06/13/2024		OHSU	Spore Testing Strips	-210.00	Spore Testing Strips
06/14/2024	513			-12,843.28	Payroll
06/14/2024		NorthWest Payroll Solutions	#513	-52.50	Payroll Processing
06/14/2024		ASI-FLEX	Flex Reimbursement	-115.90	Flex Reimbursement
06/17/2024	9917	COIPA	Invoice: 4958	-350.00	Dues
06/17/2024	9918	MediPlay	VOID: Invoice: 43501 GJE, RGJE created on 06/26/2024	0.00	VOID
06/17/2024		Olympia Pharmacy		-114.00	IV Therapy Expense
06/17/2024	515	MediPlay	For CHK 9918 voided on 06/26/2024	-1,014.60	Advertisement

**Sherman County Medical Clinic**  
June 2024

Accrual Basis

06/19/2024		IRS		-4,333.03	Federal Taxes
06/19/2024		Oregon Department of Revenue		-1,070.23	State Taxes
06/20/2024		U.S. Postal Service	Records	-24.75	Postage and Deliver
06/20/2024		NORIDIAN ADM SERVICES	Noridian Credentialing Application Fee	-709.00	Credentialing Fee
06/20/2024		CARBONITE	Off Site Backup	-95.99	Off Site Backup
06/21/2024		Merrill Lynch		-2,530.00	IRA Contributions
06/21/2024		Amazon.com	Wall Clock	-34.95	Wall Clock
06/24/2024		ASI-FLEX	Flex Reimbursement	-75.00	Flex Reimbursement
06/24/2024		PD-RX PHARMACUTICAL		-120.80	Pharmacy
06/25/2024		Hallandale Pharmacy		-809.00	Pharmacy
06/25/2024		DirectLine IT	Tech Support	-4,200.00	Tech Support
06/26/2024	515R	MediPlay	Reverse of GJE 515 -- For CHK 9918 voided on 06/26/2024	1,014.60	Advertisement
06/28/2024	514			-12,647.38	Payroll
06/28/2024		NorthWest Payroll Solutions	#514	-52.50	Payroll Processing
06/28/2024		Dragon	Dictation Software	-79.00	Dictation Software
				-40,438.97	
				<b>-40,438.97</b>	
		_____ President	_____ Vice President		
		Bert Perisho	Jayne Mason		
		_____ Director	_____ Director		
		Janice Strand	Mike McArthur		
		_____ Director	_____ Date		
		Linda Cornie			



# Provider Patient Report

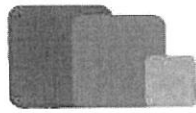
2023-2024	Number of Office Visits	Days Clinic Was Open/Days Provider was in	E Visits	Provider Absent # of Days (Personal Leave)	Clinic Related Leave	Provider Coverage	Reason for Provider Leave or Clinic Closed	Average Patients/ day	Notes
July	100	20/12		4			Personal	8.33	No Fridays, 1 Holiday
August	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 1 Dr. Dillon		3.5			Personal	8.7	No Fridays, 1 Holiday, 3 Personal, .5 sick
January	114	19/16 1 Dr. Dillon	2	0				7.13	No Fridays, 2 Holidays, 2 Closed for Weather, 2 Closed Early
February	154	20/16	2	0				9.63	No Fridays, 1 Holiday
March	145	21/16	1					9.06	No Fridays
April	142	22/17	2	1			Personal	8.35	No Fridays
May	116	22/14.5 20/15.5	1	2			Sick, Personal	8	No Fridays, 1 Holiday
June	135	2 Dr. Dillon	1	0.5				8.71	No Fridays
<b>Total:</b>	<b>1504</b>		<b>9</b>	<b>19</b>	<b>0</b>	<b>0</b>			
							<b>Annual Average number of visits/day:</b>	<b>8.23</b>	
		<b>Number of Visits:</b>					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
				2023-2024	1504	8.23	2013-2014	1952	8.85
				2022-2023	1429	7.69			

# 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
November	75	15	5.00
December	53	11.5	4.61
January	59	16	3.69
February	66	16	4.13
March	71	16	4.44
April	83	17	4.88
May	69	14.5	4.76
June	79	15.5	5.10
<b>Total:</b>	<b>830</b>	<b>183</b>	<b>4.54</b>
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
2021-2022	1255	183.75	6.83
2022-2023	820	186.5	4.4
2023-2024	830	183	4.54

Covid Vaccine





July 2, 2024

To Board of Directors  
Sherman County Health District  
PO Box 186  
Moro, OR 97039

We are pleased to confirm our understanding of the services we are to provide Sherman County Health District for the year ended June 30, 2024.

**Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the major fund, and the disclosures, which collectively comprise the basic financial statements of Sherman County Health District as of and for the year ended June 30, 2024.

We have also been engaged to report on supplementary information other than RSI that accompanies Sherman County Health District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

1) Budgetary Basis Financial Statements

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

1) Introductory section

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

**Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some



material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of certain assets and liabilities by correspondence with financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of the financial statements does not relieve you of your responsibilities.

#### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Sherman County Health District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

#### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with the modified cash basis of accounting with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.



You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with the modified cash basis of accounting. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the modified cash basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

### **Other Services**

We will also prepare the financial statements, adjusting journal entries, and the depreciation schedule of Sherman County Health District in conformity with the modified cash basis of accounting based on information provided by you.

We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services, adjusting journal entries, and depreciation schedule, and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

Amanda Taskey is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit in July 2024 and to issue our reports no later than October 1, 2024.

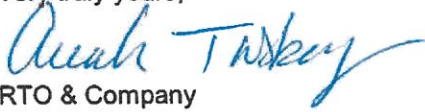
Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

### **Reporting**

We will issue a written report upon completion of our audit of Sherman County Health District's financial statements. Our report will be addressed to the Board of Directors of Sherman County Health District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to Sherman County Health District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,



RTO & Company

RESPONSE:

This letter correctly sets forth the understanding of Sherman County Health District.

Management signature: Curt M. Blyss

Title: District Administrator

Date: July 2, 2024

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





**Resolution No. 07-11-2024**

**CAPITAL OUTLAY POLICY**

**The Sherman County Health District adopts the below policy for determination of Capital Outlay expenditures.**

1. Capital Outlay is the purchase of any significant new or used equipment or apparatus with a purchase price in excess of \$2,500 that has a useful life in excess of one year. Repairs to any such equipment or apparatus are not capital outlay unless they are a significant renovation of the equipment or apparatus, which has the effect of refurbishing and extending the life of that equipment or apparatus.
2. Capital Outlay includes funds spent for public improvements of buildings and grounds. This includes major remodeling or renovation. For example, the purchase of a new heating, air conditioning and ventilation system for an existing building would be a capital outlay. A repair of an existing system would be covered under repairs in Materials & Services.
3. Capital Outlay of the General Fund shall include line items for building improvements. Equipment and apparatus expenditures in each of those line items would be estimated in the budget process each year.

Adopted by the Sherman County Health District Board of Directors  
on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Board President  
Bert Perisho

\_\_\_\_\_  
Vice-President  
Jayme Mason

\_\_\_\_\_  
Director  
Janice Strand

\_\_\_\_\_  
Director  
Mike McArthur

\_\_\_\_\_  
Director  
Linda Cornie