

SHERMAN COUNTY HEALTH DISTRICT
Board of Directors Meeting
April 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 March 2024 Board Meeting
- B. Financial Report/ Payment of Bills for March 2024
- C. Patient Report for March 2024

PA & Administration Report

Old Business:

- A. 109 Scott Street

New Business

- A. SDAO/SDIS Public Meeting Training -Vector Solutions - Postponed
- B. COLA Increase
- C. Employee Benefit

Good of the Order

Adjournment

NEXT MEETING DATE THURSDAY, MAY 9TH, 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

March 14, 2024
Moro, Oregon

Present:

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

Staff: Caitlin Blagg, District Administrator

Visitor: None

Call to Order: President Perisho 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. **REGULAR MEETING MINUTES:** After reviewing the minutes from the February 8th, 2024, Regular Board meeting, **Director Strand made a motion to accept the minutes as written. Vice President Mason 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 February 2024 was \$746,172.98. Also presented was a Profit & Loss statement as of February 2024 and year-to-date budget vs actual report. The check register for February 2024 was gone over to explain some of the different costs. **Director Strand made a motion to accept the financial report for February 2024. Vice President Mason seconded. No discussion. Motion carried (unanimous).**
- C. **PATIENT REPORT:** The patient report for February 2024 was given to the Board members for review. The average provider patient per day number was 7.7 and the average number of Medical Assistant visits per day was 4.13. 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 Regence BlueCross BlueShield is still working to come to a contractual agreement with Legacy Health.

Old Business

- A. **109 SCOTT STREET:** District Administrator Blagg informed the Board that the house is empty. Renters turned in keys on Monday. She and Betsy von Borstel did a walkthrough after keys were returned and the house looked great. It looked just like it did when we rented it to them. They paid a \$1000 security deposit. Ms. Blagg suggests to return it all. **Director Strand made a motion to return the full \$1000 security deposit to the previous renters. Vice President Mason seconded. No discussion. Motion carried (unanimous).**

Ms. Blagg stated that Center for Living came to look at the house. They wondered if they could do a 6 month lease AND request that one bathroom door be widened for ADA purposes. They

would also like to keep the apartment spaces and are working on renovation plans. After some discussion the Board decided that CFL can have either the house or the apartments, but not both. The board also discussed raising rent to \$2,000/mo for residential purposes and \$2,500 for commercial purposes. Ms. Blagg will create and updated lease agreement.

- B. JOB POSTING:** One application has been received. Interviews will be on Monday, March 25. Director Strand, Ms. Haines and Ms. Blagg will participate in the interview.

New Business

- A. SDAO/SDIS PUBLIC MEETING TRAINING:** Ms. Blagg told the Board this training has to be postponed because SDAO/SDIS has not put the training on the website yet.
- B. PCPCH SITE VISIT:** Ms. Blagg gave the board the final copy of the PCPCH review. The PCPCH site visit was completed at the end of January 2024 and the Clinic 'did not qualify for an improvement plan.' Ms. Blagg attested to 170 points and the PCPCH program was able to qualify 140. To remain a Tier 3 we had to have 130+ points.
- C. PARKING LOT REQUEST:** Ms. Blagg received a request from Jeffrey Vilot from Sangers Gourmet Hamburgers out of Shaniko to use the Clinic parking lot to set up his food truck on weekends. The Board did not have any issue with this. Ms. Blagg will reach out to Mr. Vilot and let him know.

Good of the Order:

None

Adjourn

Director Strand made a motion to adjourn the meeting. Vice President Mason seconded. The meeting was adjourned at 6:01 p.m.

The next Board Meeting will be on Thursday, April 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 March 31, 2024

	Mar 31, 24
ASSETS	
Current Assets	
Checking/Savings	
CHECKING	45,755.60
OREGON TREASURY INV. POOL	674,129.11
Total Checking/Savings	719,884.71
Total Current Assets	719,884.71
TOTAL ASSETS	719,884.71
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
PAYROLL LIABILITIES	
125 Health Insurance - Blagg	2,174.65
Flex 125 - Blagg	377.76
Flex 125 - Haines	1,031.48
Flex 125 - Mayfield	262.81
Flex 125 - Dornbirer	268.84
Flex 125 - von Borstel	-30.76
IRA - Haines	200.00
PAYROLL LIABILITIES - Other	2,915.07
Total PAYROLL LIABILITIES	7,199.85
Total Other Current Liabilities	7,199.85
Total Current Liabilities	7,199.85
Total Liabilities	7,199.85
Equity	
Retained Earnings	398,541.37
Net Income	314,143.49
Total Equity	712,684.86
TOTAL LIABILITIES & EQUITY	719,884.71

Sherman County Medical Clinic

Profit & Loss

July 2023 through March 2024

	Jul '23 - Mar 24
Ordinary Income/Expense	
Income	
CLINIC INCOME	
IV Therapy	3,955.00
Capitation2	32,156.43
EHR Payments	108,436.21
Managed Care Reimbursement-Wraps	10,167.49
Medicare Settlement-Cost Report	7,554.00
Total CLINIC INCOME	162,269.13
COMMUNITY SERVICE FEES	29,297.38
COUNTY TAXES	578,594.84
INTEREST	17,267.11
PCPCH	71,558.00
MISCELLANEOUS INCOME	
Records Request	190.50
MISCELLANEOUS INCOME - Other	4,935.84
Total MISCELLANEOUS INCOME	5,126.34
OFC/APT RENT	29,432.00
PHARMACY	
DME/Medical Supply	166.00
PHARMACY - Other	3,539.21
Total PHARMACY	3,705.21
RECEIVED GRANTS/LOANS	
Phone Triage Reimbursement	2,900.00
Total RECEIVED GRANTS/LOANS	2,900.00
Total Income	900,150.01
Gross Profit	900,150.01
Expense	
PERSONAL SERVICES	
EMPLOYEE PAYROLL EXPENSES	
Physician Assistant - EH	118,655.08
Administrator - CB	54,879.24
Medical Asst/ Referrals JM	42,385.20
Receptionist - LVD	36,284.21
Billing Clerk - BvB	32,279.10
Community Care Worker/ MA - SP	29,952.06
Employee Insurance and Benefits	
District Contribution to IRA	11,356.65
Employee Insurance	63,759.14
Flex Fees	675.00
Total Employee Insurance and Benefits	75,790.79
P/R Taxes	24,477.62
Unemployment	1,095.73

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

	<u>Jul '23 - Mar 24</u>
Total EMPLOYEE PAYROLL EXPENSES	415,799.03
Total PERSONAL SERVICES	415,799.03
MATERIALS AND SERVICES	
PROPERTY TAX	1,041.40
CONTRACTED HEALTH CARE COST	
Supervising Physician	14,000.00
Total CONTRACTED HEALTH CARE COST	14,000.00
ADMINISTRATION AND AUDIT	
Audit	15,085.00
Bank Service Charges	
Credit Card Fee	2,251.34
Monthly Maintenance Fee	0.55
Bank Service Charges - Other	0.00
Total Bank Service Charges	2,251.89
Licenses and Permits	876.00
Miscellaneous	
Advertisement*	1,054.60
Bonus	1,050.00
Payroll Processing	1,300.10
Petty Cash	190.00
Miscellaneous - Other	1,859.45
Total Miscellaneous	5,454.15
Office Supplies	4,356.98
Postage and Delivery	2,566.03
Refunds	
Refund to Ins2	340.08
Total Refunds	340.08
Total ADMINISTRATION AND AUDIT	30,930.13
EDUCATION AND TRAINING	
Trainings, Registrations, Dues	4,882.45
Travel/ Meals/ Lodging	
Meals	360.16
Total Travel/ Meals/ Lodging	360.16
Total EDUCATION AND TRAINING	5,242.61
UTILITIES	
Electric	3,798.59
Garbage	539.63
Hazardous Waste Disposal	1,411.91
Propane/Generator	244.74
Shredding/Paper Disposal	514.93
Telephone	3,615.13
Water and Sewer	2,214.00
109 Scott Street	

Sherman County Medical Clinic

Profit & Loss

July 2023 through March 2024

	Jul '23 - Mar 24
Garbage 109	627.80
Water/Sewer 109	1,107.00
Total 109 Scott Street	1,734.80
Total UTILITIES	14,073.73
MEDICAL SUPPLIES	
IV Therapy Expense	4,446.67
Phone Triage	3,915.00
Flu/Pneumonia Vaccine	3,890.93
MEDICAL SUPPLIES - Other	12,811.43
Total MEDICAL SUPPLIES	25,064.03
PHARMACY2	3,434.48
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	1,615.00
Maintenance Work	566.39
BUILDING SUPPLIES/ MAINTENANCE - Other	2,866.06
Total BUILDING SUPPLIES/ MAINTENANCE	5,047.45
COMPUTER, SOFTWARE, EMR	
Computer Equipment and Software	10,896.41
Total COMPUTER, SOFTWARE, EMR	10,896.41
EHR SYSTEM	
Billing Clearinghouse	1,938.68
EHR SYSTEM - Other	6,111.49
Total EHR SYSTEM	8,050.17
Total MATERIALS AND SERVICES	135,099.99
CAPITAL OUTLAY*****	
Building Remodel	14,958.45
Medical Equipment	2,754.00
Office Equipment	5,430.75
Total CAPITAL OUTLAY*****	23,143.20
DEBT SERVICE	
Mortgage-Interest	6,959.82
Mortgage Principal	5,004.48

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

	Jul '23 - Mar 24
Total DEBT SERVICE	11,964.30
Total Expense	586,006.52
Net Ordinary Income	314,143.49
Net Income	314,143.49

10:05 AM
04/09/24
Accrual Basis

Sherman County Medical Clinic
March 2024

Date	Num	Name	Memo	Amount	Description
03/04/2024		NorthAmerican Bankcard	February 2024	-318.52	Credit Card Fee
03/06/2024		STAPLES	Binders	-129.91	Binders
03/07/2024		McKesson Medical Surgical		-578.70	Medical Supplies
03/07/2024	Conf1166	Visa		-718.78	EHR System
03/07/2024	Conf1167	THE DALLES DISPOSAL		-55.13	Garbage
03/07/2024	Conf1168	THE DALLES DISPOSAL		-77.99	Garbage 109
03/07/2024	Conf1170	FoneMed		-475.00	Phone Triage
03/07/2024	90578	CITY OF MORO		-369.00	Water/Sewer
03/07/2024	90579	SDIS	April 2024	-7,243.15	Employee Insurance
03/07/2024		Merrill Lynch		-1,265.00	IRA Contributions
03/08/2024	506			-11,366.82	Payroll
03/08/2024		NorthWest Payroll Solutions	#506	-50.00	Payroll Processing
03/10/2024		ASI-FLEX	February 2024	-75.00	Flex Fees
03/11/2024		PD-RX PHARMACUTICAL		-80.43	Pharmacy
03/11/2024		PD-RX PHARMACUTICAL		-131.21	Pharmacy
03/13/2024		IRS		-3,977.82	Federal Taxes
03/13/2024		Oregon Department of Revenue		-926.13	State Taxes
03/13/2024		ASI-FLEX	Flex Reimbursement	-98.93	Flex Reimbursement
03/21/2024			Funds Transfer	40,000.00	Transfer
03/21/2024	9903	Impact Office Systems	Invoice: Imp863-5242	-5,430.75	New Copier
03/21/2024	9904	QUILL	Invoice: 37435645	-140.94	Office Supply
03/21/2024	9905	JERRILEA MAYFIELD		-17.54	Water and Vinegar
03/22/2024	507			-11,366.55	Payroll
03/22/2024		NorthWest Payroll Solutions	#507	-50.00	Payroll Processing
03/22/2024	90581	BANK OF EASTERN OR.		-1,400.00	Mortgage
03/22/2024	90580	Inovalon Provider, Inc.		-195.14	Billing Clearinghouse
03/22/2024	90582	H2OREGON BOTTLED WATER	Water for Coolers	-48.68	Water for Coolers
03/22/2024	90583	Blue Mountain Networks LLC		-396.03	Telephone
03/22/2024	Conf1176	STERICYCLE		-151.28	Hazardous Waste
03/22/2024		Merrill Lynch		-1,265.00	IRA Contributions
03/22/2024		Empower Pharmacy		-342.12	Pharmacy
03/26/2024		Olympia Pharmacy		-457.10	Pharmacy
03/27/2024		IRS		-3,977.82	Federal Taxes
03/27/2024		Oregon Department of Revenue		-926.13	State Taxes
03/28/2024		Dragon	Dictation Software	-79.00	Dictation Software
03/28/2024		LIFELOC TECHNOLOGIES	BAT training for S. Payne	-425.00	BAT Training
03/29/2024		QUILL	Desk fan	-17.50	Office Supply
03/29/2024		QUILL	Paper, pencil sharpener, coffee	-254.71	Office Supply
				-14,878.81	
				-14,878.81	

Sherman County Medical Clinic
March 2024

		President	Vice President		
		Bert Perisho	Jayne Mason		
		Director	Director		
		Janice Strand	Mike McArthur		
		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				
IV Therapy	4,055.00			
Capitation2	32,156.43			
EHR Payments	108,800.31			
Managed Care Reimbursement-Wraps	10,187.49			
Medicare Settlement-Cost Report	7,554.00			
CLINIC INCOME - Other	0.00	200,820.00	-200,820.00	0.0%
Total CLINIC INCOME	162,733.23	200,820.00	-38,086.77	81.0%
COMMUNITY SERVICE FEES	29,297.38	20,447.00	8,850.38	143.3%
COUNTY TAXES	578,594.84	308,182.00	270,412.84	187.7%
INTEREST	17,267.11	5,951.00	11,316.11	280.2%
PCPCH	71,558.00			
MISCELLANEOUS INCOME				
Records Request	190.50			
MISCELLANEOUS INCOME - Other	4,935.84			
Total MISCELLANEOUS INCOME	5,126.34			
OFC/APT RENT	29,432.00	21,600.00	7,832.00	136.3%
PHARMACY				
DME/Medical Supply	166.00			
PHARMACY - Other	3,583.21	2,557.00	1,008.21	139.4%
Total PHARMACY	3,729.21	2,557.00	1,172.21	145.8%
RECEIVED GRANTS/LOANS				
Phone Triage Reimbursement	2,900.00			
Total RECEIVED GRANTS/LOANS	2,900.00			
Total Income	900,638.11	559,557.00	341,081.11	161.0%
Gross Profit	900,638.11	559,557.00	341,081.11	161.0%
Expense				
PERSONAL SERVICES				
EMPLOYEE PAYROLL EXPENSES				
Physician Assistant - EH	124,907.92			
Administrator - CB	57,771.24			
Medical Asst/ Referrals JM	44,618.80			
Receptionist - LVD	38,202.61			
Billing Clerk - BvB	34,303.87			
Community Care Worker/ MA - SP	30,780.72			
Employee Insurance and Benefits				
District Contribution to IRA	11,356.65			
Employee Insurance	71,002.29			
Flex Fees	750.00			
Employee Insurance and Benefits - Other	0.00	183,162.00	-183,162.00	0.0%
Total Employee Insurance and Benefits	83,108.94	183,162.00	-100,053.06	45.4%
P/R Taxes	25,673.81	38,039.00	-12,365.19	67.5%
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	0.00	554,906.00	-554,906.00	0.0%
Total EMPLOYEE PAYROLL EXPENSES	440,483.74	814,586.00	-374,122.26	54.1%
PERSONAL SERVICES - Other	0.00	814,586.00	-814,586.00	0.0%
Total PERSONAL SERVICES	440,483.74	1,629,172.00	-1,188,708.26	27.0%
MATERIALS AND SERVICES				
PROPERTY TAX	1,041.40	2,364.00	-1,322.60	44.1%
CONTRACTED HEALTH CARE COST				
Supervising Physician	15,750.00			
CONTRACTED HEALTH CARE COST - Ot...	0.00	31,950.00	-31,950.00	0.0%
Total CONTRACTED HEALTH CARE COST	15,750.00	31,950.00	-16,200.00	49.3%
ADMINISTRATION AND AUDIT				
Audit	15,085.00			
Bank Service Charges				
Credit Card Fee	2,251.34			
Monthly Maintenance Fee	0.55			
Bank Service Charges - Other	0.00			
Total Bank Service Charges	2,251.89			
Licenses and Permits	876.00			
Miscellaneous				
Rent	1,000.00			
Advertisement*	1,054.60			
Bonus	1,050.00			
Payroll Processing	1,413.10			
Petty Cash	190.00			
Miscellaneous - Other	1,859.45			
Total Miscellaneous	6,567.15			
Office Supplies	4,484.51			
Postage and Delivery	2,569.03			
Refunds				
Refund to Ins2	340.08			
Total Refunds	340.08			
ADMINISTRATION AND AUDIT - Other	0.00	71,885.00	-71,885.00	0.0%
Total ADMINISTRATION AND AUDIT	32,170.56	71,885.00	-39,714.34	44.8%
EDUCATION AND TRAINING				
Trainings, Registrations, Dues	4,882.45			
Travel/ Meals/ Lodging				
Meals	360.16			
Total Travel/ Meals/ Lodging	360.16			
EDUCATION AND TRAINING - Other	0.00	10,394.00	-10,394.00	0.0%
Total EDUCATION AND TRAINING	5,242.61	10,394.00	-5,151.39	50.4%

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
UTILITIES				
Security System	918.00			
Electric	4,381.17			
Garbage	539.63			
Hazardous Waste Disposal	1,574.40			
Propane/Generator	244.74			
Shredding/Paper Disposal	688.25			
Telephone	4,011.16			
Water and Sewer	2,460.00			
109 Scott Street				
Garbage 109	627.80			
Water/Sewer 109	1,230.00			
Total 109 Scott Street	1,857.80			
UTILITIES - Other	0.00	17,857.00	-17,857.00	0.0%
Total UTILITIES	16,675.15	17,857.00	-1,181.85	93.4%
MEDICAL SUPPLIES				
IV Therapy Expense	4,446.67			
Phone Triage	3,915.00			
Flu/Pneumonia Vaccine	3,890.93			
MEDICAL SUPPLIES - Other	16,303.58	40,308.00	-24,004.44	40.4%
Total MEDICAL SUPPLIES	28,556.16	40,308.00	-11,751.84	70.8%
PHARMACY2	3,434.48	5,557.00	-2,122.52	61.8%
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	1,772.50			
Maintenance Work	566.39			
BUILDING SUPPLIES/ MAINTENANCE - ...	2,866.08	9,720.00	-6,853.94	29.5%
Total BUILDING SUPPLIES/ MAINTENANCE	5,204.95	9,720.00	-4,515.05	53.5%
COMPUTER, SOFTWARE, EMR				
Computer Equipment and Software	11,421.71			
COMPUTER, SOFTWARE, EMR - Other	0.00	23,545.00	-23,545.00	0.0%
Total COMPUTER, SOFTWARE, EMR	11,421.71	23,545.00	-12,123.29	48.5%
EHR SYSTEM				
Billing Clearinghouse	1,938.68			
EHR SYSTEM - Other	6,111.49	10,315.00	-4,203.51	59.2%
Total EHR SYSTEM	8,050.17	10,315.00	-2,264.83	78.0%
MATERIALS AND SERVICES - Other	0.00	243,348.00	-243,348.00	0.0%
Total MATERIALS AND SERVICES	144,856.87	487,696.00	-342,829.13	29.7%
CAPITAL OUTLAY*****				
Building Remodel	14,858.45	105,000.00	-90,041.55	14.2%
Medical Equipment	2,754.00	20,000.00	-17,246.00	13.8%
Office Equipment	5,430.75	20,000.00	-14,569.25	27.2%
CAPITAL OUTLAY***** - Other	0.00	145,000.00	-145,000.00	0.0%
Total CAPITAL OUTLAY*****	23,143.20	290,000.00	-266,856.80	8.0%
DEBT SERVICE				
Mortgage-Interest	6,959.82	9,255.00	-2,295.18	75.2%
Mortgage Principal	5,004.48	7,545.00	-2,540.52	66.3%
DEBT SERVICE - Other	0.00	16,800.00	-16,800.00	0.0%
Total DEBT SERVICE	11,964.30	33,600.00	-21,635.70	35.6%
OPERATING CONTINGENCY*****	0.00	68,895.00	-68,895.00	0.0%
Total Expense	620,438.11	2,509,363.00	-1,888,924.89	24.7%
Net Ordinary Income	280,200.00	-1,949,806.00	2,230,006.00	-14.4%
Net Income	280,200.00	-1,949,806.00	2,230,006.00	-14.4%

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		3.5			Personal	8.7	No Fridays, 1 Holiday, 3 Personal, .5 sick
January	114	19/16	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									
May									
June									
Total:	1111		5	15.5	0	0			
							Annual Average number of visits/day:	6.14	
		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	66	16	4.13	
March	71	16	4.44	
April			#DIV/0!	
May			#DIV/0!	
June			#DIV/0!	
Total:	599	136	4.40	
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	



Prepared for:
Sherman County Medical Clinic

Prepared by:
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Quote

Quote #	1046 v2
Date	04-02-2024
Expires	05-02-2024
Contact	Matthew Cole

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Managed Services

Services

Monthly Fees

Category	Item	Qty	Price	Total
Service	Platinum Compliance Managed Desktop (HIPAA) Platinum Managed Desktop with all the requirements for HIPAA Compliance Includes the following: <ul style="list-style-type: none">• Unlimited Helpdesk Support (Remote & Onsite)• SentinelOne Complete Endpoint Protection• Zorus WebProtection Filtering• Blackpoint MDR, SOC, Dark Web Monitoring & Microsoft 365 Protection• Remote Monitoring and Maintenance• Proofpoint Spam Protection, Email Encryption & Data Governance• BreachSecureNow CyberAwareness/HIPAA Training• Desktop Backup (Up to 1TB)• Microsoft 365 Environment Backup• Microsoft 365 Business Premium• Customer Training• Cloud Services Management (IE Microsoft 365, Phone, Cloud Applications)• Vender Management	8	\$200.00	\$1,600.00 [†]

Category	Item	Qty	Price	Total
Service	Platinum Compliance Managed Network (HIPAA) Platinum Managed Network with all the requirements for HIPAA Compliance Includes the following: <ul style="list-style-type: none"> • 24/7 Network Monitoring & Alerting • Printer Management • WiFi Management • Firewall Management • Switch Management • Network Security (IE 802.1x, WiFi) • Syslog Audit & Monitoring • VoIP Phone Support • Security Camera Support • Service Provider Management 	1	\$300.00	\$300.00†
Service	<input type="checkbox"/> Platinum Compliance Managed Server (HIPAA) <i>Optional</i> Platinum Managed Server with all the requirements for HIPAA Compliance Includes the following: <ul style="list-style-type: none"> • Unlimited Helpdesk Support (Remote & Onsite) • Syslog Audit & Monitoring • SentinelOne Complete Endpoint Protection • Zorus WebProtection Filtering • Blackpoint MDR, SOC, Dark Web Monitoring & Microsoft 365 Protection • Remote Monitoring and Maintenance • Proofpoint Spam Protection, Email Encryption & Data Governance • Server Backup (Up to 1TB) • AD Management • User Management • Group Policy Management • File Server Management • Federated Services Management • Azure Sync Management • Microsoft 365 Integration • Azure AD Management • Print Server Management • Vender Management 	1	\$400.00	Not Selected

* Recurring fees billed monthly with 1 upfront payment(s).

Monthly Subtotal \$1,900.00

Onboarding

One-Time Fees

Category	Item	Qty	Price	Total
Labor	Client Onboarding Fee	1	\$1,900.00	\$1,900.00
	Onboarding Fee for new client to setup service and install required components			
	Code: Unknown			
One-Time Subtotal				\$1,900.00

Summary

[†] Non-taxable item

Please contact us if you have any questions.

Total One-Time **\$1,900.00 USD**

Total Monthly **\$1,900.00 USD**

One-Time \$1,900.00
 Recurring Up-front \$1,900.00*

Total Up-front **\$3,800.00 USD**

* Recurring fees billed monthly with 1 upfront payment(s).

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Cost Breakdown

Category	One-Time Fees	Monthly Fees
Service	—	\$1,900.00
Labor	\$1,900.00	—
Total	\$1,900.00 USD	\$1,900.00 USD

Date: 04-30-2024



Prepared for:
Sherman County Medical Clinic

Prepared by:
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Quote #	1047 v3
Date	04-02-2024
Expires	05-02-2024
Contact	Matthew Cole

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Projects

Network

One-Time Fees

Category	Item	Qty	Price	Total
Network Security & Firewalls	Hood River Sophos XGS 126 Network Security/Firewall Appliance w/ 3 year license Sophos XGS 126 Network Security/Firewall Appliance - 12 Port - 10/100/1000Base-T - Gigabit Ethernet - 10 x RJ-45 - 3 Total Expansion Slots - 5 Year Standard Protection - Desktop, Rack-mountable Ensures dependable privacy and security for your data with maximum efficiency Network Protection firewall protection support offers maximum usability with feasible security for your precious data Up to 10x faster than the standard Ethernet connectivity and provides high-performance Form a secured network by attaching multiple devices together or expand the amount of devices connected to your existing network by using 12 ports Firewall Rack mounting enables you to organize wires & secure cables for professional installation USB allows quick transmission of data at a higher rate for your convenience Sophos (Code: JA1C5CSUS)	1	\$3,529.00	\$3,529.00

Network Components	Ubiquiti UniFi Switch - 48 Ports Managed (US-48-500W) (Renewed)	1	\$640.00	\$640.00
	<ul style="list-style-type: none"> • (48) Gigabit RJ45 Ethernet Ports • Auto-Sensing IEEE 802.3af/at PoE+ • Configurable 24V Passive PoE • (2) 1G SFP Ports • (2) 10G SFP+ Ports • 500W Power Supply • Managed by UniFi Controller • 1U Rack-Mount Height 			
				
Hardware	Manufacturer: Ubiquiti			
	Cloud Key Gen2 Plus	1	\$225.00	\$225.00[†]
	Unifi Cloud Key Controller			
	Code: Cloud Key Gen2 Plus			
Wireless Access Points/Bridges	Ubiquiti Dual Band IEEE 802.11a/b/g 5.30 Gbit/s Wireless Access Point - Indoor/Outdoor	2	\$225.00	\$450.00
	Ubiquiti Dual Band IEEE 802.11a/b/g 5.30 Gbit/s Wireless Access Point - Indoor/Outdoor - 2.40 GHz, 5 GHz - MIMO Technology - 1 x Network (RJ-45) - Gigabit Ethernet - PoE Ports - 11.40 W - Wall Mountable, Desktop, Pole-mountable, Ceiling Mountable			
<p>When connected to a compatible router or a network switch, this wireless access point lets you enjoy wireless internet connectivity throughout your home or office</p> <p>5.30 Gbit/s wireless transmission speed is ideal for fast data transfer with maximum reliability</p> <p>This wireless access point uses IEEE 802.11a/b/g technology with steadfast speed of up to 5.30 Gbit/s for optimal wireless signals</p> <p>Gigabit Ethernet port for ultra-fast wired network speeds</p> <p>Electrical power is transmitted along with the data in a single cable to devices such as the Access Points, IP cameras or IP phones</p> <p>Data Encryption provides reliable and enhanced data security and management</p> <p>Wall Mountable form factor for your usage convenience and better reliance</p> <p>Ubiquiti (Code: U6-Mesh-US)</p>				

Labor	Labor	1	\$1,000.00	\$1,000.00 [†]
	Labor for Setup and Installation of components			
	Code: Labor			
One-Time Subtotal				\$5,844.00

Server

One-Time Fees

Category	Item	Qty	Price	Total
Hardware	Dell PowerEdge T150 Tower Server	1	\$2,250.00	\$2,250.00
	Dell PowerEdge T150 Tower Server, Intel® Xeon® E-2356G 3.2GHz, 12M Cache, 6C/12T, Turbo (80W), 3200 MT/s, 32GB DDR5 RAM, 1TB SSD Storage, 4TB SATA Storage, iDRAC9 Enterprise, Dual Port 1Gb LOM, DVD-ROM			
	Code: Unknown			
Hardware	Microsoft Windows Server 2022 Standard OEM	1	\$950.00	\$950.00 [†]
	Microsoft Windows Server 2022 Standard - license - 16 cores			
	Code: 9EM-00831			
Software	Microsoft Windows Server 2022 - License - 5 Device	2	\$225.00	\$450.00 [†]
	Microsoft Windows Server 2022 - License - 5 Device CAL - OEM - Microsoft Open Value - PC			
	Code: R18-06430			
Labor	Setup Labor	1	\$3,000.00	\$3,000.00
	Setup and Installation of Server, Active Directory, and join all users to domain, Print Server Setup			
	Code: Unknown			
One-Time Subtotal				\$6,650.00

HIPAA Assessment

One-Time Fees

Category	Item	Qty	Price	Total
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Compliance / HIPAA	Assessment	1	\$10,000.00	\$10,000.00
<p>The Following assessment will be performed over 12 months, and be performed in two stages. The initial assessment to assess the current state and what gaps need to be address, and the follow up assessment to see the outcome of the first assessment and its implementation.</p> <ul style="list-style-type: none"> • Review of Privacy Policies: Examination of the organization's privacy policies to ensure they comply with HIPAA's Privacy Rule, which protects the privacy of individually identifiable health information. • Security Measures Evaluation: Analysis of the physical, administrative, and technical safeguards in place to protect electronic protected health information (ePHI) as per the HIPAA Security Rule. • Risk Analysis: Conducting a comprehensive risk analysis to identify potential threats and vulnerabilities to the confidentiality, integrity, and availability of ePHI. • Employee Training Review: Assessing the training programs in place to ensure that all employees are aware of HIPAA requirements and understand how to handle PHI properly. • Incident Response Plan Check: Evaluating the effectiveness of the organization's incident response plan in identifying, responding to, and recovering from security incidents and breaches. • Breach Notification Procedures: Reviewing the procedures for notifying affected individuals, the Secretary of Health and Human Services, and, in some cases, the media, in the event of a breach of unsecured PHI. • Documentation and Records Management: Inspecting the processes for managing and retaining required documentation, such as policies and procedures, training materials, and incident response records. • Business Associate Agreements: Assessing agreements with third-party service providers (business associates) who have access to PHI, ensuring they have adequate safeguards in place to protect the information. • Physical Security Checks: Examining the physical access controls to ensure unauthorized individuals cannot access facilities or devices holding PHI. • IT Security Assessment: Conducting a technical evaluation of IT systems, including an assessment of encryption, firewalls, antivirus software, and other cybersecurity measures to protect ePHI. • Compliance with Patient Rights: Ensuring the organization complies with patients' rights under HIPAA, such as the right to access their health information, request amendments, and receive an accounting of disclosures. • Gap Analysis and Remediation Planning: Identifying gaps in compliance and developing a prioritized action plan to address identified risks and vulnerabilities. 				
One-Time Subtotal				\$10,000.00

Summary

[†] Non-taxable item



Please contact us if you have any questions.

Total One-Time \$22,494.00 USD

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Cost Breakdown

Category	One-Time Fees
Network Security & Firewalls	\$3,529.00
Network Components	\$640.00
Hardware	\$3,425.00
Wireless Access Points/Bridges	\$450.00
Labor	\$4,000.00
Software	\$450.00
Compliance / HIPAA	\$10,000.00
Total	\$22,494.00 USD

Date: 04-30-2024