SHERMAN COUNTY HEALTH DISTRICT

November 10th, 2022 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 October 2022 Board Meeting
- B. Financial Report/ Payment of Bills for October 2022
- C. Patient Report for October 2022

PA & Administration Report

Old Business:

A. Supervising Physician Update

New Business

- A. Website Update Streamline
- B. Sherman Preschool Local Business Auction Basket

Good of the Order

Adjournment

NEXT MEETING DATE THURSDAY, DECEMBER 8TH, 2022

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_YmRhNjMwZGYtYWNhMS00YmE2LTk4ZDUtMmVmNTNiNTdkNzEy%40thread.v2/0?context=%7b%22Tid %22%3a%22305d8b27-224a-478e-813d-0336f923605a%22%2c%22Oid%22%3a%22590ba976-21e2-421b-908c-0f9d352e75de%22%7d

Sherman County Health District Board of Directors Meeting Minutes

Regular Board Meeting

October 13, 2022 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

Visitor: None

Call to Order: Director Strand called the meeting to order at 5:35 p.m.

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

Consent Items

- A. <u>REGULAR MEETING MINUTES</u>: After reviewing the minutes from the September 8, 2022, Regular Board meeting, Director McArthur made a motion to accept the minutes as written. Director Cornie seconded. No discussion. Motion carried (unanimous).
- B. <u>FINANCIAL REPORT</u>: Handed out was a financial report put together by District Administrator Blagg stating the District's cash on hand as of the end of September 2022 was \$260,039.48. Also presented was a Profit & Loss statement as of September 2022. The check register for September 2022 was gone over to explain some of the different costs. Director McArthur made a motion to accept the financial report for September 2022. Director Cornie seconded. No discussion. Motion carried (unanimous). Director McArthur asked for District Administrator Blagg to include the Budget vs Actual report in further financial reports.
- C. <u>PATIENT REPORT</u>: The patient report for September 2022 was given to the Board members for review. Average patient per day number was 6.81 for August. Average number of Medical Assistant visits per day was 3.69 for August. 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 stated that she and Betsy will be attending the National Association of Rural Health Clinics Annual Conference in Scottsdale, AZ. They leave on October 23rd and return on October 27th.

The Safety and Security Grant was successfully applied for, and we should hear either way about awards in late November or early December.

Ms. Blagg has met with representatives from EOCCO recently. We are working on getting the patients who are assigned to our clinic but who do not live here or receive services here off our roster. We are also reaching out to patients who have been identified on EOCCO lists to need to receive specific services.

Ms. Blagg has met with County Commissioner Joan Bird and North Central Public Health Department Clinical Programs Supervisor Martha McInnes. We try to meet quarterly, and our goal is to make sure all health needs (environmental, WIC, mental, vaccines, etc.) are being met in the county.

Old Business

A. SOFFIT WORK: Ms. Blagg has not heard anything further from Jeff Weber about the soffit work but will check in with him next week.

New Business

- A. <u>SUPERVISING PHYSICIAN SEARCH:</u> District Administrator Blagg reached out to Dr. Kristen Dillon, MD to see if she was interested in resuming her duties as Medical Director of the Sherman County Medical Clinic. Dr. Dillon and Ms. Blagg had many conversations about the new regulations surrounding PA supervision in Oregon have changed, Dr. Dillon came out to the clinic, met Erin Haines, PA-C and offered a contract she was comfortable with signing as is. She also mentioned that if further negotiations were necessary, she would be open to that as well. After some discussion and a review of the changes Dr. Dillon made to the proposed contract, **Director McArthur made a motion to offer the contract, as amended by Dr. Dillon, to Dr. Dillon and authorize President Perisho to sign on behalf of the Board of Directors. Director Cornie seconded. No discussion. Motion carried (unanimous).**
- B. 2021-2022 AUDIT REVIEW: District Administrator Blagg presented the Board with a copy of the final 2021-2022 audit report. Three significant deficiencies were identified and as such, a plan of action must be submitted to the Secretary of State. Ms. Blagg gave the board a copy of the plan of action and requested President Perisho to sign the action plan so it can be sent to the Secretary of State. Director McArthur made a motion to accept the 2021-2022 audit report and plan of action and to have President Perisho sign the plan of action. Director Cornie seconded. No discussion. Motion carried (unanimous).
- C. <u>FLU SHOT CLINIC</u>: The Flu Shot Clinic will be on Monday, October 17th from 3-6pm. A Covid booster clinic will be held on Friday, October 28th from 9-11am and will be staffed by NCPHD employees.

Good of the Order:

A. Director McArthur asked about the rental house at 109 Scott Street. District Administer Blagg stated that she had a conversation with the renter about the weeds and lawn maintenance and the renter would take care of it.

В.

Adjourn

Linda Cornie

Director McArthur made a motion to adjourn the meeting. Director Strand seconded. Meeting adjourned at 6:32 p.m.

The next Board Meeting will be on Thursday, November 10th, 2022, at 5:30 pm, in the Administration Office.

Administration Office.

Respectfully submitted,
Caitlin Blagg
District Administrator

Board President
Bert Perisho

Director
Janice Strand

Director

Date

Sherman County Medical Clinic Balance Sheet

As of October 31, 2022

	Oct 31, 22
ASSETS Current Assets Checking/Savings	
CHECKING OREGON TREASURY INV. POOL	52,924.63 191,000.33
Total Checking/Savings	243,924.96
Total Current Assets	243,924.96
TOTAL ASSETS	243,924.96
LIABILITIES & EQUITY Liabilities Current Liabilities Other Current Liabilities PAYROLL LIABILITIES State Transit Tax 125 Health Insurance - Blagg Flex 125 - Blagg Flex 125 - Haines Flex 125 - Mayfield Flex 125 - Dornbirer Flex 125 - von Borstel PAYROLL LIABILITIES - Other	-178.28 652.65 -442.29 1,045.48 -303.67 -283.64 570.01 215.83
Total PAYROLL LIABILITIES	1,276.09
Total Other Current Liabilities	1,276.09
Total Current Liabilities	1,276.09
Total Liabilities	1,276.09
Equity Retained Earnings Net Income	349,799.24 -107,150.37
Total Equity	242,648.87
TOTAL LIABILITIES & EQUITY	243,924.96

Sherman County Medical Clinic Profit & Loss

July through October 2022

	Jul - Oct 22
Ordinary Income/Expense Income CLINIC INCOME Capitation2 EHR Payments Managed Care Reimbursment-Wraps Medicare Settlement-Cost Report	18,900.04 52,106.76 3,559.59 694.00
Total CLINIC INCOME	75,260.39
COUNTY TAXES INTEREST PCPCH MISCELLANEOUS INCOME Records Request MISCELLANEOUS INCOME - Other	10,546.21 1,398.95 30,917.50 80.00 750.00
Total MISCELLANEOUS INCOME	830.00
OFC/APT RENT	12,829.00
PHARMACY	286.20
RECEIVED GRANTS/LOANS Reimbursement of Grants	756.00
Total RECEIVED GRANTS/LOANS	756.00
Total Income	132,824.25
Gross Profit	132,824.25
Expense Grants CAC Spending	1,185.00
Total Grants	1,185.00
PERSONAL SERVICES EMPLOYEE PAYROLL EXPENSES Physician Assistant - EH Administrator - CB Medical Asst/ Referrals JM Receptionist - LVD Billing Clerk - BvB Community Care Worker/ MA - SP Employee Insurance and Benefits Employee Insurance Flex Fees Employee Insurance and Benefits - Other Total Employee Insurance and Benefits P/R Taxes Unemployment	53,595.81 24,789.60 19,144.80 16,444.80 14,205.60 13,528.82 25,948.77 300.00 -2,290.04 23,958.73 10,397.39 58.53
Total EMPLOYEE PAYROLL EXPENSES	176,124.08

Sherman County Medical Clinic Profit & Loss

July through October 2022

	Jul - Oct 22	
Total PERSONAL SERVICES	176,1	24.08
MATERIALS AND SERVICES CONTRACTED HEALTH CARE COST Supervising Physician	7,500.00	
Total CONTRACTED HEALTH CARE COST	7,500.00	
ADMINISTRATION AND AUDIT Audit Bank Service Charges Credit Card Fee Monthly Maintenance Fee Bank Service Charges - Other	12,395.95 806.43 0.15 51.59	
Total Bank Service Charges	858.17	
Miscellaneous Advertisement* Payroll Processing Petty Cash Miscellaneous - Other	1,931.47 455.50 109.00 15.00	
Total Miscellaneous	2,510.97	
Office Supplies	1,591.07	
Postage and Delivery	140.00	
Refunds Refund to Ins2	66.94	
Total Refunds	66.94	
Total ADMINISTRATION AND AUDIT	17,563.10	
EDUCATION AND TRAINING Trainings, Registrations, Dues	1,164.00	
Travel/ Meals/ Lodging Meals Travel/ Meals/ Lodging - Other Total Travel/ Meals/ Lodging	111.24 708.79 820.03	
Total EDUCATION AND TRAINING	1,984.03	
UTILITIES Electric Garbage Hazardous Waste Disposal Shredding/Paper Disposal Telephone Water and Sewer 109 Scott Street Garbage 109	817.96 167.09 308.10 134.08 1,242.68 926.40	
Water/Sewer 109	463.20	
Total 109 Scott Street	668.44	

Sherman County Medical Clinic Profit & Loss

July through October 2022

	Jul - Oct 22
Total UTILITIES	4,264.75
MEDICAL SUPPLIES Flu/Pneumonia Vaccine MEDICAL SUPPLIES - Other	2,747.25 8,488.69
Total MEDICAL SUPPLIES	11,235.94
PHARMACY2	454.81
INSURANCE AND LEGAL FEES Clinic Insurance Dishonesty Bond Liability	250.00 6,917.00
Total Clinic Insurance	7,167.00
Legal Fees	35.00
Total INSURANCE AND LEGAL FEES	7,202.00
BUILDING SUPPLIES/ MAINTENANCE Janitorial BUILDING SUPPLIES/ MAINTENANCE - Other	435.00 578.58
Total BUILDING SUPPLIES/ MAINTENANCE	1,013.58
COMPUTER, SOFTWARE, EMR Computer Equipment and Software	3,084.87
Total COMPUTER, SOFTWARE, EMR	3,084.87
EHR SYSTEM Billing Clearinghouse EHR SYSTEM - Other	848.46 1,914.00
Total EHR SYSTEM	2,762.46
Total MATERIALS AND SERVICES	57,065.54
DEBT SERVICE Mortgage-Interest Mortgage Principal	3,228.56 2,371.44
Total DEBT SERVICE	5,600.00
VOID	0.00
Total Expense	239,974.62
Net Ordinary Income	-107,150.37
Net Income	-107,150.37

UTILITIES

Electric Garbage

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

July through October 2022

Jul - Oct 22 Budget \$ Over Budget % of Budget Ordinary Income/Expense Income CLINIC INCOME 18,900.04 Capitation2 EHR Payments Managed Care Reimbursment-Wraps 52,106.76 3,559.59 694.00 Medicare Settlement-Cost Report CLINIC INCOME - Other 192 853 00 -192 853 00 0.00 0.0% Total CLINIC INCOME 75 260 39 192 853 00 -117 592 61 39.0% COMMUNITY SERVICE FEES 0.00 48.856.00 -48.856.00 0.0% COUNTY TAXES 10 546 21 274,526.00 -263,979.79 3.8% INTEREST PCPCH 1,398.95 1,439.00 54,000.00 -40.05 -23,082.50 97.2% 57.3% MISCELLANEOUS INCOME Records Request
MISCELLANEOUS INCOME - Other 80.00 750.00 Total MISCELLANEOUS INCOME 830.00 OFC/APT RENT 12,829.00 21,600.00 -8,771.00 59.4% PHARMACY 2,597.00 286.20 -2,310.80 11.0% RECEIVED GRANTS/LOANS Reimbursement of Grants 756.00 Total RECEIVED GRANTS/LOANS 756.00 Total Income 132,824.25 595,871.00 -463,046.75 22.3% Gross Profit 132.824.25 595.871.00 -463,046.75 22.3% Expense 1.185.00 CAC Spending **Total Grants** 1 185 00 PERSONAL SERVICES EMPLOYEE PAYROLL EXPENSES
Physician Assistant - EH 53,595.81 Administrator - CB 24,789,60 Medical Asst/ Referrals JM Receptionist - LVD Billing Clerk - BvB 19,144.80 16,444.80 14,205.60 Community Care Worker/ MA - SP Employee Insurance and Benefits Employee Insurance 13,528,82 25,948.77 Flex Fees 300.00 Employee Insurance and Benefits - Other 102 853 00 -105 143 04 -2.2% Total Employee Insurance and Benefits 23,958.73 102.853.00 -78.894.27 23 3% P/R Taxes 10,397.39 36,052.00 -25,654.61 28.8% Unemployment 58.53 12,774.00 -12,715.47 0.5% Unemployment to Former Employee EMPLOYEE PAYROLL EXPENSES - Other 23,578.00 -23,578.00 0.0% -450,293.00 0.0% 0.00 450,293.00 Total EMPLOYEE PAYROLL EXPENSES 176.124.08 625.550.00 -449,425,92 28.2% Total PERSONAL SERVICES 625 550 00 -449.425.92 176 124 08 28.2% MATERIALS AND SERVICES PROPERTY TAX
CONTRACTED HEALTH CARE COST 0.00 2,364.00 -2.364.00 0.0% Supervising Physician CONTRACTED HEALTH CARE COST - Other 7.500.00 0.00 31.950.00 -31 950 00 0.0% Total CONTRACTED HEALTH CARE COST 7,500.00 31,950.00 -24.450.00 23.5% ADMINISTRATION AND AUDIT 12,395.95 Audit Bank Service Charges Credit Card Fee Monthly Maintenance Fee 806.43 0.15 Bank Service Charges - Other 858.17 **Total Bank Service Charges** Miscellaneous Advertisement*
Payroll Processing 1,931.47 455.50 109.00 Petty Cash Miscellaneous - Other 15.00 Total Miscellaneous 2 510 97 Office Supplies 1,591.07 Postage and Delivery 140.00 66.94 Refund to Ins2 66.94 Total Refunds -44.785.00 ADMINISTRATION AND AUDIT - Other 44.785.00 0.0% 0.00 -27 221.90 39.2% Total ADMINISTRATION AND AUDIT 17 563 10 44 785 00 **EDUCATION AND TRAINING** 1,164.00 Trainings, Registrations, Dues Travel/ Meals/ Lodging 111.24 Meals Travel/ Meals/ Lodging - Other 708.79 Total Travel/ Meals/ Lodging 820 03 EDUCATION AND TRAINING - Other 0.00 15,070.00 -15,070.00 0.0% Total EDUCATION AND TRAINING 15,070.00 -13,085.97 13.2%

817.96

167.09

Sherman County Medical Clinic

2016-2017 Profit & Loss Budget vs. Actual

July through October 2022

Jul - Oct 22 Budget \$ Over Budget % of Budget 308.10 Hazardous Waste Disposal Shredding/Paper Disposal Telephone Water and Sewer 134.08 1,242.68 926.40 109 Scott Street Garbage 109 Water/Sewer 109 205.24 463.20 Total 109 Scott Street 668.44 UTILITIES - Other 20,038.00 -20,038.00 Total UTILITIES 20,038.00 -15,773.25 21.3% 4,264.75 MEDICAL SUPPLIES Flu/Pneumonia Vaccine MEDICAL SUPPLIES - Other 2.747.25 8,488,69 26,543.00 -18,054.31 32.0% Total MEDICAL SUPPLIES 11,235.94 26,543.00 -15,307.06 42.3% PHARMACY2 454.81 2,730.00 -2,275.19 16.7% INSURANCE AND LEGAL FEES Clinic Insurance Dishonesty Bond Liability 250.00 6,917.00 Total Clinic Insurance 7,167.00 Legal Fees 35.00 INSURANCE AND LEGAL FEES - Other -18,634.00 -11,432.00 38.6% Total INSURANCE AND LEGAL FEES 7.202.00 18,634.00 BUILDING SUPPLIES/ MAINTENANCE 435.00 BUILDING SUPPLIES/ MAINTENANCE - Other 5.147.00 -4,568.42 Total BUILDING SUPPLIES/ MAINTENANCE 1,013.58 5,147.00 -4,133.42 19.7% COMPUTER, SOFTWARE, EMR Computer Equipment and Software COMPUTER, SOFTWARE, EMR - Other 3,084.87 0.0% 16 356 00 -16 356 00 0.00 Total COMPUTER, SOFTWARE, EMR -13 271 13 18.9% 3.084.87 16,356,00 FHR SYSTEM Billing Clearinghouse EHR SYSTEM - Other 848.46 1,914.00 12,357.00 15.5% Total EHR SYSTEM 12,357.00 -9,594.54 22.4% 2,762,46 Total MATERIALS AND SERVICES 195.974.00 -138,908.46 29.1% 57.065.54 CAPITAL OUTLAY******* -15,000,00 0.0% Building Remodel 0.00 15,000.00 Medical Equipment Office Equipment 0.00 10,000.00 10,000.00 -10 000 00 0.0% 35,000.00 -35,000.00 0.0% Total CAPITAL OUTLAY**** 0.00 DEBT SERVICE -6,323.44 9,552.00 7,248.00 33.8% Mortgage-Interest Mortgage Principal 3,228.56 2,371.44 -4.876.56 32.7% Total DEBT SERVICE 5,600.00 16,800.00 -11,200.00 33 3% OPERATING CONTINGENCY******** 0.00 47,394.00 -47,394.00 0.0% VOID 920,718.00 -680,743.38 26.1% 239.974.62 **Total Expense** -107.150.37 -324.847.00 217,696.63 33.0% Net Ordinary Income 217,696.63 33.0% -107,150.37 -324.847.00

Sherman County Medical Clinic October 2022

11/03/22 Accrual Basis	(October 2022		
Date Num	Name	Memo	Amount	Description
		0 1 10 1	440.00	Cartant Caratan
10/02/2022	Canva	Content Creator		Content Creator
10/03/2022	PD-RX PHARMACUTICAL			Pharmacy
10/05/2022	Merrill Lynch			IRA Contributions
10/05/2022	NorthAmerican Bankcard	September 2022		Credit Card Fees
10/05/2022	PD-RX PHARMACUTICAL		+	Pharmacy
	THE DALLES DISPOSAL	109 Scott Street		Garbage 109
	THE DALLES DISPOSAL			Garbage
10/06/2022 Conf89				EHR System
10/06/2022 Conf892	KATRINA WILSON	6.75 hours @ \$15/hr		Janitorial
10/06/2022 Conf89	STERICYCLE		-133.40	Hazardous Waste
10/06/2022 90470	LightPoint	Tech Support	-510.00	Tech Support
10/06/2022 90469	CITY OF MORO		-347.40	Water/Sewer
10/06/2022 90471	BANK OF EASTERN OR.		-1,400.00	Mortgage
10/07/2022	NorthWest Payroll Solutions	#469	-98.50	Payroll Processing
10/07/2022 469			-10,499.07	Payroll
10/10/2022	ASI-FLEX	September 2022	-75.00	Flex Fees
				Paper Towels,
10/11/2022 9802	Shawn Payne	9	-39.86	Disinfectant Cleaner
10/11/2022 9803	FRIEND & REAGAN, P.C.	Invoice: 148232	-7,195.95	Audit
10/11/2022 9804	VanKoten & Cleaveland, LLC	Invoice: 13732	-35.00	Legal Letter for Audit
10/11/2022 9805	VOID	Printed on Check		Void
10/12/2022	IRS		-3,759.93	Federal Taxes
10/12/2022	Oregon Department of Revenue		-907.48	State Taxes
10/13/2022 Conf89	7 FoneMed	24 Hour Triage Nurse Line	-395.00	24 Hour Triage Line
10/17/2022	Microsoft Office 360	MS Office Subscription	-24.00	MS Office Subscription
10/19/2022		Funds Transfer	30,000.00	Transfer
10/19/2022	Merrill Lynch		-1,088.00	IRA Contributions
10/21/2022 470	1		-10,499.20	Payroll
10/21/2022	NorthWest Payroll Solutions	#470	-48.50	Payroll Processing
10/21/2022 Conf89			-621.22	Telephone
	9 McKesson Medical Surgical		-337.53	Medical Supplies
10/21/2022 90472	SDIS	November 2022		Employee Insurance
	1 Ability Network Inc.			Billing Clearinghouse
10/21/2022 9806	Laura Vidican Dornbirer			Sink Parts
10/21/2022 9807	JERRILEA MAYFIELD			Sink Parts
10/21/2022 9007	Oregon Department of Human			
10/21/2022 9808	Services - OFS	Invoice: AI054268	-3,966.97	Vaccines
	2 PACIFIC POWER		-169.04	1 Electric
10/24/2022	PD-RX PHARMACUTICAL		-25.90	Pharmacy
10/26/2022	IRS			Federal Taxes
10/26/2022	Oregon Department of Revenue			State Taxes
10/28/2022	Dragon	Dictation Software		Dictation Software
10/28/2022	GoDaddy.com	Website Maintenance		Website Maintenance
N	State of Oregon	VVCDSILO IVIAITICOTATIOC		3 Unemployment
10/31/2022		Annual Dues		
10/31/2022	OREGON RURAL HEALTH	Annual Dues	-35.00	Annual Dues

8:30 AM 11/03/22

Sherman County Medical Clinic October 2022

crual Basis				-
			-26,514.00	
			-26,514.00	
	President	Vice President		
	Bert Perisho	Jayme Mason		
	Director	Director		
	Janice Strand	Mike McArthur		
	Director	Date		
	Linda Cornie			

Provider Patient Report

2022-2023	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 day	Notes
July	127	19/15					8.47	Holiday, No Fridays
August	138	19/23					7.26	No Fridays
September	109	21/16					6.81	Holiday, No Fridays
October	105	21/13	4			Personal	8.08	No Fridays
November								
December								
January								
February								
March								
April								
May								
June								
Total:	479		4	0	0			
						Annual Average number of visits/day:	f : 2.55	
		Number of Visits:	2021-2022	1388	7.58			
			2020-2021	1219	6.64			
			2019-2020	1536	8.4			
			2018-2019	1428	6.78			
			2017-2018	1537	09'9			
			2016-2017	1625	7.19			
			2015-2016	1912	8.22			
			2014-2015	2091	9.63			
			2013-2014	1952	8.85			

MA Patient Report

202-2023	Number of Nursing visits	Number of Days	Average Nursing Visits per day	
July	89	15	4.53	
August	67	19	3.53	
September	59	16	3.69	
October	131	13	10.08	
November			#DIV/0i	Flu Shot Clinic
December			#DIV/0i	
January			#DIV/0i	
February			#DIV/0i	
March			#DIN/0i	
April			#DIV/0i	
Мау			#DIV/0!	
June			#DIV/0!	
Total:	325	63	5.16	
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	