

SHERMAN COUNTY HEALTH DISTRICT
Board of Directors Meeting
November 9th, 2023
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 September 2023 Board Meeting
- B. Financial Report/ Payment of Bills for September and October 2023
- C. Patient Report for September and October 2023

PA & Administration Report

Old Business:

- A. Commercial Lease Agreement for Center for Living – Apartment #1 and #2
- B. Solar + Storage Grant

New Business

- A. Annual Rent Increase for 109 Scott Street
- B. Roof over Garage at 109 Scott Street
- C. 2023 Audit Review

Good of the Order

Adjournment

NEXT MEETING DATE THURSDAY, DECEMBER 14TH, 2023

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

September 14, 2023
Moro, Oregon

Present:

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

Staff: Caitlin Blagg, District Administrator

Visitor:

Call to Order: President Perisho called the meeting to order at 5:30 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 August 10th, 2023, Regular Board meeting, **Director Cornie 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 August 2023 was \$352,041.83. Also presented was a Profit & Loss statement as of August 2023 and year-to-date budget vs actual report. The check register for August 2023 was gone over to explain some of the different costs. **Director McArthur made a motion to accept the financial report for August 2023. Director Stran seconded. No discussion. Motion carried (unanimous).**
- C. **PATIENT REPORT:** The patient report for August 2023 was given to the Board members for review. The average provider patient per day number was 8.46 and average number of Medical Assistant visits per day was 3.49. 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 she has been working with Erin Haines to develop policies and procedures to start offering IV nutrition therapy.

Ms. Blagg stated that the new Covid vaccine will soon be available; however, we will not have it available at our clinic.

Old Business

- A. **COMMERCIAL LEASE AGREEMENT:** District Administrator Blagg had some follow up questions from Mid-Columbia Center for Living regarding parking spots and remodeling. After some discussion the board clarified the questions from CFL stating that the carport and the parking spot in front of the retaining wall were designated parking spots and if written permission was granted from the landlord, CFL would not be responsible for returning the apartment to its original state following any remodel. **Director McArthur made a motion to accept the changes suggested by Mid-Columbia Center for Living regarding remodeling and defined parking spaces. Director Strand seconded. No discussion. Motion carried (Director Cornie abstained).**

Director Strand made a motion to accept the commercial lease agreements for apartment #1 and #2 with changes and send the lease to Mid-Columbia Center for Living for final review and signatures. Director McArthur seconded. No discussion. Motion carried (unanimous).

- B. **UPSTARIS APARTMENTS:** Riverside Construction has been working on the apartments. The painting is completed, and we are waiting on the flooring to be delivered, which is supposed to be here on September 19th. The final step will be a professional cleaner and then MCCFL can move into the space on October 1st.
- C. **SOLAR DEVELOPMENT DISCUSSION:** Ms. Blagg informed the board that she has been working with Mid-Columbia Economic Development District on pursuing the Solar + Storage project for the clinic; however, she keeps hitting roadblocks. There are people affiliated with the grant programs who are not getting back to her despite several attempts from MCEDD to prod the process along. The Board asked that Ms. Blagg keep following up.
- D. **FLU SHOT CLINIC:** The flu shot clinic will be on Thursday, October 5th from 3pm-5pm. We will have Flumist, Quadrivalent Flu, and High Dose Flu immunizations available.

New Business

- A. **RTO & Company:** Ms. Blagg stated that she needed a member of the Board and preferably the president to sign the Management Rep agreement from RTO & Company in regard to the annual fiscal audit. **Director McArthur made a motion to appoint President Perisho to sign the Management Rep letter. Vice President Mason seconded. No discussion. Motion carried (unanimous).** President Perisho and District Administrator Blagg both signed the letter and Ms. Blagg will get it returned to RTO & Co.
- B. **SECRETARY OF STATE PLAN OF ACTION FOR 2022-2023 AUDIT:** Ms. Blagg stated that a draft version of the audit is available for review. One significant deficiency was 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 Strand made a motion to accept the 2022-2023 plan of action and to have President Perisho sign the**

plan of action. Director McArthur seconded. No discussion. Motion carried (unanimous).

- C. OCTOBER MEETING DATE OF CONFLICT:** District Administrator Blagg stated that she will be attending the Oregon Rural Health Clinic Conference in Sunriver during the scheduled October board meeting. She asked if the board would like to reschedule. The board agreed to cancel the October meeting unless something pressing came up and then Ms. Blagg was to reach out to all the board members to schedule a make-up meeting.

Good of the Order:

None

Adjourn

Director Strand made a motion to adjourn the meeting. Director Cornie seconded. The meeting was adjourned at 6:10 p.m.

The next Board Meeting will be on Thursday, November 9th, 2023, 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 October 31, 2023

| | Oct 31, 23 |
|---------------------------------------|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| CHECKING | 20,343.57 |
| OREGON TREASURY INV. POOL | 266,077.71 |
| Total Checking/Savings | 286,421.28 |
| Total Current Assets | 286,421.28 |
| TOTAL ASSETS | 286,421.28 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| PAYROLL LIABILITIES | |
| 125 Health Insurance - Blagg | 1,064.65 |
| Flex 125 - Blagg | -124.74 |
| Flex 125 - Haines | 1,045.48 |
| Flex 125 - Mayfield | -378.67 |
| Flex 125 - Dornbirer | -493.64 |
| Flex 125 - von Borstel | -80.77 |
| PAYROLL LIABILITIES - Other | 2,136.02 |
| Total PAYROLL LIABILITIES | 3,168.33 |
| Total Other Current Liabilities | 3,168.33 |
| Total Current Liabilities | 3,168.33 |
| Total Liabilities | 3,168.33 |
| Equity | |
| Retained Earnings | 398,738.37 |
| Net Income | -115,485.42 |
| Total Equity | 283,252.95 |
| TOTAL LIABILITIES & EQUITY | 286,421.28 |

Sherman County Medical Clinic

Profit & Loss

July through October 2023

| | Jul - Oct 23 |
|---------------------------------------|--------------|
| Ordinary Income/Expense | |
| Income | |
| CLINIC INCOME | |
| Capitation2 | 1,881.02 |
| EHR Payments | 49,082.45 |
| Managed Care Reimbursement-Wraps | 10,167.49 |
| Total CLINIC INCOME | 61,130.96 |
| COMMUNITY SERVICE FEES | 8,786.47 |
| COUNTY TAXES | 3,437.76 |
| INTEREST | 4,215.41 |
| PCPCH | 32,552.75 |
| MISCELLANEOUS INCOME | |
| Records Request | 145.50 |
| Total MISCELLANEOUS INCOME | 145.50 |
| OFC/APT RENT | 8,956.00 |
| PHARMACY | 422.89 |
| RECEIVED GRANTS/LOANS | |
| Phone Triage Reimbursement | 1,130.00 |
| Total RECEIVED GRANTS/LOANS | 1,130.00 |
| Total Income | 120,777.74 |
| Gross Profit | 120,777.74 |
| Expense | |
| PERSONAL SERVICES | |
| EMPLOYEE PAYROLL EXPENSES | |
| Physician Assistant - EH | 49,873.84 |
| Administrator - CB | 23,067.22 |
| Medical Asst/ Referrals JM | 17,815.60 |
| Receptionist - LVD | 15,181.76 |
| Billing Clerk - BvB | 12,697.47 |
| Community Care Worker/ MA - SP | 12,589.63 |
| Employee Insurance and Benefits | |
| Employee Insurance | 28,468.39 |
| Flex Fees | 300.00 |
| Total Employee Insurance and Benefits | 28,768.39 |
| P/R Taxes | 10,897.83 |
| Unemployment | 752.92 |
| Total EMPLOYEE PAYROLL EXPENSES | 171,644.66 |
| Total PERSONAL SERVICES | 171,644.66 |
| MATERIALS AND SERVICES | |
| CONTRACTED HEALTH CARE COST | |
| Supervising Physician | 5,400.00 |
| Total CONTRACTED HEALTH CARE COST | 5,400.00 |

Sherman County Medical Clinic

Profit & Loss

July through October 2023

| | Jul - Oct 23 |
|---------------------------------|--------------|
| ADMINISTRATION AND AUDIT | |
| Audit | 13,210.00 |
| Bank Service Charges | |
| Credit Card Fee | 871.79 |
| Monthly Maintenance Fee | 0.25 |
| Total Bank Service Charges | 872.04 |
| Licenses and Permits | 876.00 |
| Miscellaneous | |
| Advertisement* | 1,054.60 |
| Payroll Processing | 519.00 |
| Miscellaneous - Other | 1,050.90 |
| Total Miscellaneous | 2,624.50 |
| Office Supplies | 1,584.15 |
| Postage and Delivery | 172.50 |
| Refunds | |
| Refund to Ins2 | 247.28 |
| Total Refunds | 247.28 |
| Total ADMINISTRATION AND AUDIT | 19,586.47 |
| EDUCATION AND TRAINING | |
| Trainings, Registrations, Dues | 2,036.45 |
| Travel/ Meals/ Lodging | |
| Meals | 108.60 |
| Total Travel/ Meals/ Lodging | 108.60 |
| Total EDUCATION AND TRAINING | 2,145.05 |
| UTILITIES | |
| Electric | 1,106.30 |
| Garbage | 217.73 |
| Hazardous Waste Disposal | 560.28 |
| Shredding/Paper Disposal | 339.29 |
| Telephone | 1,960.99 |
| Water and Sewer | 984.00 |
| 109 Scott Street | |
| Garbage 109 | 272.13 |
| Water/Sewer 109 | 492.00 |
| Total 109 Scott Street | 764.13 |
| Total UTILITIES | 5,932.72 |
| MEDICAL SUPPLIES | |
| IV Therapy Expense | 1,982.47 |
| Phone Triage | 1,660.00 |
| Flu/Pneumonia Vaccine | 3,224.60 |
| MEDICAL SUPPLIES - Other | 4,944.95 |
| Total MEDICAL SUPPLIES | 11,812.02 |

Sherman County Medical Clinic

Profit & Loss

July through October 2023

| | Jul - Oct 23 |
|--|--------------|
| PHARMACY2 | 375.20 |
| INSURANCE AND LEGAL FEES | |
| Clinic Insurance | |
| Dishonesty Bond | 250.00 |
| Workers Comp | 1,732.60 |
| Total Clinic Insurance | 1,982.60 |
| Legal Fees | 121.98 |
| Total INSURANCE AND LEGAL FEES | 2,104.58 |
| BUILDING SUPPLIES/ MAINTENANCE | |
| Janitorial | 577.50 |
| Maintenance Work | 170.00 |
| BUILDING SUPPLIES/ MAINTENANCE - Other | 238.87 |
| Total BUILDING SUPPLIES/ MAINTENANCE | 986.37 |
| COMPUTER, SOFTWARE, EMR | |
| Computer Equipment and Software | 4,390.91 |
| Total COMPUTER, SOFTWARE, EMR | 4,390.91 |
| EHR SYSTEM | |
| Billing Clearinghouse | 726.28 |
| EHR SYSTEM - Other | 2,679.60 |
| Total EHR SYSTEM | 3,405.88 |
| Total MATERIALS AND SERVICES | 56,139.20 |
| CAPITAL OUTLAY***** | |
| Building Remodel | 3,515.00 |
| Total CAPITAL OUTLAY***** | 3,515.00 |
| DEBT SERVICE | |
| Mortgage-Interest | 3,121.59 |
| Mortgage Principal | 1,842.71 |
| Total DEBT SERVICE | 4,964.30 |
| Total Expense | 236,263.16 |
| Net Ordinary Income | -115,485.42 |
| Net Income | -115,485.42 |

Sherman County Medical Clinic
September 2023

| Date | Num | Name | Memo | Amount | Description |
|------------|----------|--------------------------------|----------------------------|------------|---------------------------|
| 09/05/2023 | | PD-RX PHARMACUTICAL | | -74.50 | Pharmacy |
| 09/05/2023 | | NorthAmerican Bankcard | August 2023 | -326.18 | Credit Card Fee |
| 09/06/2023 | 90534 | Inovalon Provider, Inc. | | -179.86 | Billing Clearinghouse |
| 09/06/2023 | 90531 | CITY OF MORO | | -369.00 | Water/Sewer |
| 09/06/2023 | 90532 | STERICYCLE | | -140.07 | Hazardous Waste |
| 09/06/2023 | 90533 | Impact Office Systems | Copier Fees | -152.98 | Copier Fees |
| 09/06/2023 | Conf1071 | KATRINA WILSON | 9 Hours @ \$15/hr | -135.00 | Janitorial |
| 09/06/2023 | Conf1076 | PACIFIC POWER | | -304.60 | Electric |
| 09/06/2023 | Conf1077 | Visa | | -709.89 | EHR System and Legal Fees |
| 09/06/2023 | Conf1078 | Meriplex Solutions | Tech Support | -510.00 | Tech Support |
| 09/06/2023 | 90535 | Inovalon Provider, Inc. | | -179.86 | Billing Clearinghouse |
| 09/06/2023 | Conf1080 | THE DALLES DISPOSAL | | -55.13 | Garbage |
| 09/06/2023 | Conf1081 | THE DALLES DISPOSAL | | -77.99 | Garbage 109 |
| 09/08/2023 | | NorthWest Payroll Solutions | #493 | -50.00 | Payroll Processing |
| 09/08/2023 | 493 | | | -10,501.39 | Payroll |
| 09/08/2023 | | BOLI | Commonly Required Posters | -17.00 | BOLI Posters |
| 09/10/2023 | | ASI-FLEX | August 2023 | -75.00 | Flex Fees |
| 09/11/2023 | | Merrill Lynch | | -1,246.00 | IRA Contributions |
| 09/12/2023 | | QUILL | Hole Punch | -23.59 | Hole Punch |
| 09/13/2023 | | IRS | | -3,883.97 | Federal Taxes |
| 09/13/2023 | | Oregon Department of Revenue | | -934.58 | State Taxes |
| 09/13/2023 | | PD-RX PHARMACUTICAL | | -38.13 | Pharmacy |
| 09/14/2023 | 9861 | RTO & Company | Invoice: 150357 | -8,500.00 | Audit |
| 09/14/2023 | 9862 | Regence BlueCross BlueShield | Reference: 202308030060000 | -209.00 | Refund to Insurance |
| 09/14/2023 | 9863 | Regence BlueCross BlueShield | Reference: 202308170600000 | -38.28 | Refund to Insurance |
| 09/14/2023 | 9864 | JERRILEA MAYFIELD | | -20.00 | Bleach |
| 09/14/2023 | 9865 | OLD REPUBLIC SURETY | Bond: YPO0262214 | -100.00 | Dishonesty Bond |
| 09/14/2023 | 9866 | QUILL | Invoice: 34142660 | -69.99 | Membership |
| 09/14/2023 | 9867 | Jesse White | | -237.90 | Buidling Supplies |
| 09/16/2023 | | Microsoft Office 360 | MS Office Subscription | -24.00 | MS Office Subscription |
| 09/20/2023 | | Mountainside Medical Equipment | | -132.83 | IV Therapy Supplies |
| 09/20/2023 | | Amazon.com | Stool for Exam #2 | -139.00 | Medical Stool |
| 09/21/2023 | | | Funds Transfer | 20,000.00 | Transfer |
| 09/21/2023 | | Merrill Lynch | | -1,246.00 | IRA Contributions |
| 09/21/2023 | 90539 | Inovalon Provider, Inc. | | -186.70 | Billing Clearinghouse |
| 09/21/2023 | 90538 | BANK OF EASTERN OR. | | -1,400.00 | Mortgage |
| 09/21/2023 | 90537 | SDIS | | -7,243.15 | Employee Insurance |
| 09/21/2023 | 90536 | H2OREGON BOTTLED WATER | Water for Coolers | -41.70 | Water for Coolers |
| 09/21/2023 | Conf1086 | FoneMed | | -415.00 | Phone Triage |
| 09/21/2023 | | McKesson Medical Surgical | | -2,453.07 | Medical Supplies |
| 09/21/2023 | 9868 | SDIS | Invoice: 37W22950-156 | -133.56 | Workers Comp |
| 09/21/2023 | 9869 | Wipfli | Client: 524550 | -1,875.00 | Cost Report |
| 09/21/2023 | 9870 | RTO & Company | Invoice: 150413 | -2,635.00 | Audit |
| 09/21/2023 | 9871 | Erin Haines | | -180.00 | Licenses |

3:14 PM
10/18/23

Sherman County Medical Clinic
September 2023

Accrual Basis

| | | | | | |
|------------|-----|------------------------------|-------------------------|------------|-------------------------|
| 09/22/2023 | 494 | | | -10,975.64 | Payroll |
| 09/22/2023 | | NorthWest Payroll Solutions | #494 | -50.00 | Payroll Processing |
| 09/22/2023 | | Dr. Kristen G. Dillon | August 2023 | -1,900.00 | Payroll |
| 09/26/2023 | | CONTROL SOLUTIONS, INC. | Thermometer Calibration | -62.00 | Thermometer Calibration |
| 09/27/2023 | | IRS | | -3,963.11 | Federal Taxes |
| 09/27/2023 | | Oregon Department of Revenue | | -934.59 | State Taxes |
| 09/27/2023 | | U.S. Postal Service | | -9.35 | Postage |
| 09/28/2023 | | ASI-FLEX | Flex Reimbursement | -276.65 | Flex Reimbursement |
| 09/28/2023 | | Dragon | Dictation Software | -79.00 | Dictation Software |
| 09/29/2023 | | PD-RX PHARMACUTICAL | | -58.95 | Pharmacy |
| 09/29/2023 | | ASI-FLEX | Flex Reimbursement | -328.65 | Flex Reimbursement |
| | | | | -45,902.84 | |
| | | | | -45,902.84 | |
| | | | | | |
| | | | | | |
| | | President | Vice President | | |
| | | Bert Perisho | Jayne Mason | | |
| | | | | | |
| | | | | | |
| | | Director | Director | | |
| | | Janice Strand | Mike McArthur | | |
| | | | | | |
| | | | | | |
| | | Director | Date | | |
| | | Linda Cornie | | | |

Sherman County Medical Clinic
October 2023

| Date | Num | Name | Memo | Amount | Description |
|------------|----------|--|------------------------|------------|------------------------------|
| 10/02/2023 | | Sec. of State-Business Services Division | Audit Filing Fee | -200.00 | Audit Filing Fee |
| 10/02/2023 | | Canva | Advertisement Software | -119.99 | Advertisement Program |
| 10/02/2023 | | Olympia Pharmacy | | -579.45 | Pharmacy |
| 10/03/2023 | | Olympia Pharmacy | | -106.35 | Pharmacy |
| 10/04/2023 | | Mountainside Medical Equipment | | -108.84 | Medical Equipment |
| 10/04/2023 | | NorthAmerican Bankcard | September 2023 | -139.72 | Credit Card Fee |
| 10/05/2023 | | Amazon.com | IV Pole | -30.99 | IV Pole |
| 10/06/2023 | | NorthWest Payroll Solutions | #495 | -113.00 | Payroll Processing |
| 10/06/2023 | 495 | | | -10,975.26 | Payroll |
| 10/06/2023 | 90543 | Blue Mountain Networks LLC | | -323.38 | Telephone |
| 10/06/2023 | 90541 | Impact Office Systems | Copier Fees | -152.95 | Copier Fees |
| 10/06/2023 | 90540 | CITY OF MORO | | -369.00 | Water/Sewer |
| 10/06/2023 | 90542 | BANK OF EASTERN OR. | | -1,400.00 | Mortgage |
| 10/06/2023 | Conf1091 | PACIFIC POWER | | -287.75 | Electric |
| 10/06/2023 | | Merrill Lynch | | -1,246.00 | IRA Contributions |
| 10/10/2023 | | ASI-FLEX | September 2023 | -75.00 | Flex Fees |
| 10/11/2023 | | IRS | | -3,963.17 | Federal Taxes |
| 10/11/2023 | | Oregon Department of Revenue | | -934.59 | State Taxes |
| 10/16/2023 | 9872 | Erin Haines | | -1,495.00 | CME Expense |
| 10/16/2023 | 9873 | VanKoten & Cleaveland, LLC | Invoice: 14645 | -42.00 | Audit Letter |
| 10/16/2023 | 9874 | Two Dogs Plumbing | | -3,515.00 | Plumbing in Apartments |
| 10/16/2023 | | ASI-FLEX | Flex Reimbursement | -1,797.05 | Flex Reimbursement |
| 10/17/2023 | | | Funds Transfer | 30,000.00 | Transfer |
| 10/17/2023 | 9875 | JERRILEA MAYFIELD | | -15.98 | Distilled Water and Vinegar |
| 10/17/2023 | Conf1092 | Meriplex Solutions | Tech Support | -510.00 | Tech Support |
| 10/17/2023 | Conf1093 | THE DALLES DISPOSAL | | -66.23 | Garbage 109 |
| 10/17/2023 | Conf1094 | THE DALLES DISPOSAL | | -55.13 | Garbage |
| 10/17/2023 | Conf1095 | KATRINA WILSON | 10.75 hours @ \$15/hr | -161.25 | Janitorial |
| 10/17/2023 | Conf1097 | FoneMed | | -415.00 | Phone Triage |
| 10/17/2023 | Conf1098 | Iron Mountain | | -175.27 | Shredding |
| 10/17/2023 | Conf1099 | Visa | | -1,049.44 | EHR System, Telephone, Legal |
| 10/17/2023 | 90544 | STERICYCLE | | -140.07 | Hazardous Waste |
| 10/17/2023 | 90545 | SDIS | | -7,243.15 | Employee Insurance |
| 10/17/2023 | | Blue Mountain Networks LLC | | -678.74 | Telephone |
| 10/17/2023 | | Microsoft Office 360 | MS Office Subscription | -24.00 | MS Office Subscription |
| 10/19/2023 | | QUILL | | -125.93 | Office Supply |
| 10/20/2023 | | NorthWest Payroll Solutions | #496 | -50.00 | Payroll Processing |
| 10/20/2023 | 496 | | | -10,975.74 | Payroll |
| 10/20/2023 | | Merrill Lynch | | -1,246.00 | IRA Contributions |
| 10/21/2023 | | Oregon Medical Board | PA Medical License | -456.00 | PA Medical License |
| 10/23/2023 | | Amazon.com | Cleaners | -40.94 | Disinfectant |

Sherman County Medical Clinic
October 2023

Accrual Basis

| | | | | | |
|------------|--|------------------------------|---------------------------|-------------------|-------------------------------|
| 10/25/2023 | | IRS | | -3,963.19 | Federal Taxes |
| 10/25/2023 | | Oregon Department of Revenue | | -934.58 | State Taxes |
| 10/25/2023 | | PD-RX PHARMACUTICAL | TB Testing Materials | -251.38 | Medical Supplies |
| 10/26/2023 | | NorthAmerican Bankcard | New Equipment Set Up Fee | -49.95 | Credit Card Machine Setup Fee |
| 10/27/2023 | | CONTROL SOLUTIONS, INC. | Thermometer Recalibration | -111.00 | Thermometer Recalibration |
| 10/28/2023 | | Dragon | Dictation Software | -79.00 | Dictation Software |
| 10/31/2023 | | Oregon Department of Revenue | | -709.87 | Unemployment |
| 10/31/2023 | | OREGON RURAL HEALTH | Annual Dues | -35.00 | Annual Dues |
| 10/31/2023 | | Olympia Pharmacy | | -983.07 | Pharmacy |
| | | | | -28,520.40 | |
| | | | | -28,520.40 | |
| | | | | | |
| | | | | | |
| | | 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 | | | | |
| Capitation2 | 1,881.02 | | | |
| EHR Payments | 49,470.89 | | | |
| Managed Care Reimbursement-Wraps | 10,167.49 | | | |
| CLINIC INCOME - Other | 0.00 | 200,820.00 | -200,820.00 | 0.0% |
| Total CLINIC INCOME | 61,519.40 | 200,820.00 | -139,300.60 | 30.6% |
| COMMUNITY SERVICE FEES | 8,786.47 | 20,447.00 | -11,660.53 | 43.0% |
| COUNTY TAXES | 3,437.76 | 308,182.00 | -304,744.24 | 1.1% |
| INTEREST | 4,215.41 | 5,951.00 | -1,735.59 | 70.8% |
| PCPCH | 32,552.75 | | | |
| MISCELLANEOUS INCOME | | | | |
| Records Request | 145.50 | | | |
| Total MISCELLANEOUS INCOME | 145.50 | | | |
| OFC/APT RENT | 8,956.00 | 21,600.00 | -12,644.00 | 41.5% |
| PHARMACY | 429.89 | 2,557.00 | -2,127.11 | 16.8% |
| RECEIVED GRANTS/LOANS | | | | |
| Phone Triage Reimbursement | 1,130.00 | | | |
| Total RECEIVED GRANTS/LOANS | 1,130.00 | | | |
| Total Income | 121,173.18 | 559,557.00 | -438,383.82 | 21.7% |
| Gross Profit | 121,173.18 | 559,557.00 | -438,383.82 | 21.7% |
| Expense | | | | |
| PERSONAL SERVICES | | | | |
| EMPLOYEE PAYROLL EXPENSES | | | | |
| Physician Assistant - EH | 56,126.68 | | | |
| Administrator - CB | 25,959.22 | | | |
| Medical Asst/ Referrals JM | 20,049.20 | | | |
| Receptionist - LVD | 17,100.16 | | | |
| Billing Clerk - BVB | 14,354.27 | | | |
| Community Care Worker/ MA - SP | 14,168.03 | | | |
| Employee Insurance and Benefits | | | | |
| Employee Insurance | 28,468.39 | | | |
| Flex Fees | 375.00 | | | |
| Employee Insurance and Benefits - Other | 0.00 | 183,162.00 | -183,162.00 | 0.0% |
| Total Employee Insurance and Benefits | 28,843.39 | 183,162.00 | -154,318.61 | 15.7% |
| P/R Taxes | 12,122.56 | 38,039.00 | -25,916.44 | 31.9% |
| Unemployment | 752.92 | 13,479.00 | -12,726.08 | 5.6% |
| Unemployment to Former Employee | 0.00 | 25,000.00 | -25,000.00 | 0.0% |
| EMPLOYEE PAYROLL EXPENSES - Other | 0.00 | 474,906.00 | -474,906.00 | 0.0% |
| Total EMPLOYEE PAYROLL EXPENSES | 189,476.43 | 734,586.00 | -545,109.57 | 25.8% |
| PERSONAL SERVICES - Other | 0.00 | 734,586.00 | -734,586.00 | 0.0% |
| Total PERSONAL SERVICES | *89,476.43 | 1,469,172.00 | -1,279,695.57 | 12.9% |
| MATERIALS AND SERVICES | | | | |
| PROPERTY TAX | 1,041.40 | 2,364.00 | -1,322.60 | 44.1% |
| CONTRACTED HEALTH CARE COST | | | | |
| Supervising Physician | 5,400.00 | | | |
| CONTRACTED HEALTH CARE COST - Other | 0.00 | 31,950.00 | -31,950.00 | 0.0% |
| Total CONTRACTED HEALTH CARE COST | 5,400.00 | 31,950.00 | -26,550.00 | 16.9% |
| ADMINISTRATION AND AUDIT | | | | |
| Audit | 13,210.00 | | | |
| Bank Service Charges | | | | |

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 |
|----------------------------------|------------------|-----------|----------------|-------------|
| Credit Card Fee | 1,080.20 | | | |
| Monthly Maintenance Fee | 0.25 | | | |
| Total Bank Service Charges | 1,080.45 | | | |
| Licenses and Permits | 876.00 | | | |
| Miscellaneous | | | | |
| Advertisment* | 1,054.60 | | | |
| Payroll Processing | 569.00 | | | |
| Miscellaneous - Other | 1,050.90 | | | |
| Total Miscellaneous | 2,674.50 | | | |
| Office Supplies | 1,798.33 | | | |
| Postage and Delivery | 172.50 | | | |
| Refunds | | | | |
| Refund to Ins2 | 247.28 | | | |
| Total Refunds | 247.28 | | | |
| ADMINISTRATION AND AUDIT - Other | 0.00 | 46,885.00 | -46,885.00 | 0.0% |
| Total ADMINISTRATION AND AUDIT | 20,059.06 | 46,885.00 | -26,825.94 | 42.8% |
| EDUCATION AND TRAINING | | | | |
| Trainings, Registrations, Dues | 2,036.45 | | | |
| Travel/ Meals/ Lodging | | | | |
| Meals | 108.60 | | | |
| Total Travel/ Meals/ Lodging | 108.60 | | | |
| EDUCATION AND TRAINING - Other | 0.00 | 10,394.00 | -10,394.00 | 0.0% |
| Total EDUCATION AND TRAINING | 2,145.05 | 10,394.00 | -8,248.95 | 20.6% |
| UTILITIES | | | | |
| Electric | 1,376.24 | | | |
| Garbage | 217.73 | | | |
| Hazardous Waste Disposal | 700.35 | | | |
| Shredding/Paper Disposal | 339.29 | | | |
| Telephone | 1,960.99 | | | |
| Water and Sewer | 1,230.00 | | | |
| 109 Scott Street | | | | |
| Garbage 109 | 272.13 | | | |
| Water/Sewer 109 | 615.00 | | | |
| Total 109 Scott Street | 887.13 | | | |
| UTILITIES - Other | 0.00 | 17,857.00 | -17,857.00 | 0.0% |
| Total UTILITIES | 6,711.73 | 17,857.00 | -11,145.27 | 37.6% |
| MEDICAL SUPPLIES | | | | |
| IV Therapy Expense | 1,982.47 | | | |
| Phone Triage | 1,660.00 | | | |
| Flu/Pneumonia Vaccine | 3,224.60 | | | |
| MEDICAL SUPPLIES - Other | 6,275.32 | 30,308.00 | -24,032.68 | 20.7% |
| Total MEDICAL SUPPLIES | 13,142.39 | 30,308.00 | -17,165.61 | 43.4% |
| PHARMACY2 | | | | |
| INSURANCE AND LEGAL FEES | | | | |
| Clinic Insurance | | 2,557.00 | -2,272.82 | 11.1% |
| Dishonesty Bond | 250.00 | | | |
| Liability | 7,005.00 | | | |
| Workers Comp | 1,732.60 | | | |
| Total Clinic Insurance | 8,987.60 | | | |

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 |
|--|------------------|---------------|----------------|-------------|
| Legal Fees | 121.98 | | | |
| INSURANCE AND LEGAL FEES - Other | 0.00 | 20,453.00 | -20,453.00 | 0.0% |
| Total INSURANCE AND LEGAL FEES | 9,109.58 | 20,453.00 | -11,343.42 | 44.5% |
| BUILDING SUPPLIES/ MAINTENANCE | | | | |
| Janitorial | 1,105.00 | | | |
| Maintenance Work | 170.00 | | | |
| BUILDING SUPPLIES/ MAINTENANCE - Other | 2,393.87 | 4,720.00 | -2,326.13 | 50.7% |
| Total BUILDING SUPPLIES/ MAINTENANCE | 3,668.87 | 4,720.00 | -1,051.13 | 77.7% |
| COMPUTER, SOFTWARE, EMR | | | | |
| Computer Equipment and Software | 4,390.91 | 15,545.00 | -15,545.00 | 0.0% |
| COMPUTER, SOFTWARE, EMR - Other | 0.00 | | | |
| Total COMPUTER, SOFTWARE, EMR | 4,390.91 | 15,545.00 | -11,154.09 | 28.2% |
| EHR SYSTEM | | | | |
| Billing Clearinghouse | 912.98 | | | |
| EHR SYSTEM - Other | 2,679.60 | 10,315.00 | -7,635.40 | 26.0% |
| Total EHR SYSTEM | 3,592.58 | 10,315.00 | -6,722.42 | 34.8% |
| MATERIALS AND SERVICES - Other | 0.00 | 193,348.00 | -193,348.00 | 0.0% |
| Total MATERIALS AND SERVICES | 69,545.75 | 386,696.00 | -317,150.25 | 18.0% |
| CAPITAL OUTLAY***** | | | | |
| Building Remodel | 14,958.45 | 25,000.00 | -10,041.55 | 59.8% |
| Medical Equipment | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| Office Equipment | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| CAPITAL OUTLAY***** - Other | 0.00 | 45,000.00 | -45,000.00 | 0.0% |
| Total CAPITAL OUTLAY***** | 14,958.45 | 90,000.00 | -75,041.55 | 16.6% |
| DEBT SERVICE | | | | |
| Mortgage-Interest | 3,121.59 | 9,255.00 | -6,133.41 | 33.7% |
| Mortgage Principal | 1,842.71 | 7,545.00 | -5,702.29 | 24.4% |
| DEBT SERVICE - Other | 0.00 | 16,800.00 | -16,800.00 | 0.0% |
| Total DEBT SERVICE | 4,964.30 | 33,600.00 | -28,635.70 | 14.8% |
| OPERATING CONTINGENCY***** | 0.00 | 35,077.00 | -35,077.00 | 0.0% |
| Total Expense | 278,944.93 | 2,014,545.00 | -1,735,600.07 | 13.8% |
| Net Ordinary Income | -157,771.75 | -1,454,988.00 | 1,297,216.25 | 10.8% |
| Net Income | -157,771.75 | -1,454,988.00 | 1,297,216.25 | 10.8% |

Provider Patient Report

| 2023-2024 | Number of Office Visits | Open/Days Provider was in | Provider Absent # of Days (Personal Leave) | Clinic Related Leave | Provider Coverage | Reason for Provider Leave or Clinic Closed | Average Patients per | Notes |
|---------------|----------------------------|------------------------------|---|-------------------------|----------------------|---|-------------------------|-----------------------|
| July | 100 | 20/12 | 4 | | | Personal | 8.33 | No Fridays, 1 Holiday |
| August | 148 | 23/17.5 | 1.5 | | | Personal | 8.46 | No Fridays |
| September | 121 | 20/15 | 5 | | | | 8.07 | No Fridays, 1 Holiday |
| October | 117 | 17/22 | 1 | | | Personal | 6.88 | No Fridays |
| November | | | | | | | | |
| December | | | | | | | | |
| January | | | | | | | | |
| February | | | | | | | | |
| March | | | | | | | | |
| April | | | | | | | | |
| May | | | | | | | | |
| June | | | | | | | | |
| Total: | 486 | | 11.5 | 0 | 0 | | | |
| | | | | | | Annual Average number of visits/day: | 2.65 | |
| | | 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 | | | #DIV/0! | |
| December | | | #DIV/0! | |
| January | | | #DIV/0! | |
| February | | | #DIV/0! | |
| March | | | #DIV/0! | |
| April | | | #DIV/0! | |
| May | | | #DIV/0! | |
| June | | | #DIV/0! | |
| Total: | 275 | 61.5 | 4.47 | |
| | | | | |
| 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 | |