

SHERMAN COUNTY HEALTH DISTRICT
Board of Directors Meeting
September 8th, 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 August 2022 Board Meeting
- B. Financial Report/ Payment of Bills for August 2022
- C. Patient Report for August 2022

Old Business

- A. Supervising Physician Contract Review

PA & Administration Report

Old Business:

- A. Medicare Annual Review
- B. Soffit Work
- C. Security System

New Business

- A. Flu Shot Clinic

Good of the Order

Adjournment

NEXT MEETING DATE THURSDAY, OCTOBER 13TH, 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_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

August 11, 2022
Moro, Oregon

Present:

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

Staff: Caitlin Blagg, District Administrator

Visitor: None

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 June 9, 2022, Regular Board meeting, **Director Cornie made a motion to accept the minutes as written. Director Strand seconded. No discussion. Motion carried (unanimous).**
- B. **FINANCIAL REPORT:** Handed out was a financial report put together by District Administrator Blagg stating the District's cash on hand as of the end of June 2022 was \$347,808.16 end of July 2022 was \$314,148.55. Also presented was a Profit & Loss statement as of June 2022 and July 2022. The check register for June 2022 and July 2022 was gone over to explain some of the different costs. **Director Strand made a motion to accept the financial report for June 2022 and July 2022. Director Cornie seconded. No discussion. Motion carried (unanimous).**
- C. **BANK STATEMENT REVIEW:** District Administrator Blagg explained that according to an email sent by Amanda Taskey of Friend and Reagan, we could remove the comment regarding segregation of duties removed from our annual audit if we had a board member agree to review the monthly bank statement and reconciliation reports, and initial and date the documents. **Director Cornie made a motion to give Director Janice Strand authority to review monthly bank statements and reconciliation reports. Director Strand seconded. No discussion. Motion carried (unanimous).** Ms. Blagg and Director Strand will meet at a later time and Ms. Blagg will explain her process of reconciling the accounts and Director Strand will review all statements going forward.
- D. **PATIENT REPORT:** The patient report for June 2022 and July 2022 was given to the Board members for review. Average patient per day number was 8.67 for June and 8.47 for July. Average number of Medical Assistant visits per day was 6.17 for June and 4.53 for July. 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 informed the board that Shawn Payne will be out of the office for two weeks starting August 15th for knee surgery. Ms. Blagg and Betsy von Borstel will be out of the office the week of fair. The Clinic will have a commercial booth at the fair and will also have a banner that will be up there somewhere.

Ms. Blagg is working with the assessor’s office to get the property tax at 109 Scott Street reduced. Ross Turney, the county assessor, reached out to Ms. Blagg to see what the use of the property was and is helping with the ORS to make this happen.

Old Business

- A. SUPERVISING PHYSICIAN CONTRACT UPDATE:** District Administrator Blagg presented an updated copy of the supervising physician contract that is compliant with the new Oregon and RHC regulations. Vice President Mason reviewed this document before the board meeting and agreed with it. **Director Strand made a motion to enter into negotiations with Dr. Tracy Willett regarding the new proposed contract. Director Cornie seconded. No discussion. Motion carried (unanimous).**
- B. MEDICARE ANNUAL REVIEW DATE CHANGE:** Due to scheduling conflicts, this annual meeting will be on August 18th, 2022 at 12:30. Director Strand will be the board representative.

New Business

- A. COST REPORT:** District Administrator Blagg has connected with Wipfli to complete our annual cost report. Last year the clinic received close to \$59,000 from the cost report, which was a very large jump from normal years. This jump in funding was directly related to COVID vaccines administered. This also caused the Clinic to be ‘red flagged’ and our cost report was reviewed. When Ms. Blagg was notified about this review she reached out to Wipfli, as she had become familiar with this company through many RHC conferences she had attended over the years. Wipfli did a complementary review of our cost report and found it to be acceptable. After discussing options with Wipfli, Ms. Blagg decided that having them complete our cost report would be a good ‘checks and balances’ system, similar to the annual audit we have conducted every year.
- B. SECURITY SYSTEM:** District Administrator Blagg

Good of the Order:

- A.** President Perisho is still concerned about the fascia and soffit on the front of the building. Ms. Blagg has reached out to several contractors who are either too busy or who never got back to her regarding this work. The Board offered a few more names. Ms. Blagg will follow up and have more information at the next board meeting.

Future Agenda Items:

- Billing Position

Adjourn

Director Strand made a motion to adjourn the meeting. Director Cornie seconded. Meeting adjourned at 6:31 p.m.

The next Board Meeting will be on Thursday, September 8th, 2022, 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 August 31, 2022

	Aug 31, 22
ASSETS	
Current Assets	
Checking/Savings	
CHECKING	35,955.42
OREGON TREASURY INV. POOL	249,917.86
Total Checking/Savings	285,873.28
Total Current Assets	285,873.28
TOTAL ASSETS	285,873.28
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
PAYROLL LIABILITIES	
125 Health Insurance - Blagg	-771.35
Flex 125 - Blagg	-880.73
Flex 125 - Haines	1,045.48
Flex 125 - Mayfield	-471.61
Flex 125 - Dornbirer	-172.18
Flex 125 - von Borstel	490.01
PAYROLL LIABILITIES - Other	176.09
Total PAYROLL LIABILITIES	-584.29
Total Other Current Liabilities	-584.29
Total Current Liabilities	-584.29
Total Liabilities	-584.29
Equity	
Retained Earnings	349,805.24
Net Income	-63,347.67
Total Equity	286,457.57
TOTAL LIABILITIES & EQUITY	285,873.28

7:47 AM

09/08/22

Cash Basis

Sherman County Medical Clinic

Profit & Loss

July through August 2022

	Jul - Aug 22
Ordinary Income/Expense	
Income	
CLINIC INCOME	
Capitation2	1,837.00
EHR Payments	27,853.33
Managed Care Reimbursement-Wraps	3,142.32
Medicare Settlement-Cost Report	694.00
Total CLINIC INCOME	33,526.65
INTEREST	316.33
PCPCH	15,340.00
MISCELLANEOUS INCOME	750.00
OFC/APT RENT	7,034.00
PHARMACY	206.00
RECEIVED GRANTS/LOANS	
Reimbursement of Grants	540.00
Total RECEIVED GRANTS/LOANS	540.00
Total Income	57,712.98
Gross Profit	57,712.98
Expense	
Grants	
CAC Spending	790.00
Total Grants	790.00
PERSONAL SERVICES	
EMPLOYEE PAYROLL EXPENSES	
Physician Assistant - EH	29,775.45
Administrator - CB	13,772.00
Medical Asst/ Referrals JM	10,636.00
Receptionist - LVD	9,136.00
Billing Clerk - BvB	7,892.00
Community Care Worker/ MA - SP	7,516.03
Employee Insurance and Benefits	
Employee Insurance	12,232.71
Flex Fees	150.00
Employee Insurance and Benefits - Other	-2,290.04
Total Employee Insurance and Benefits	10,092.67
P/R Taxes	5,771.59
Unemployment	27.65
State Transit Tax	80.21
Total EMPLOYEE PAYROLL EXPENSES	94,699.60

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09/08/22

Cash Basis

Sherman County Medical Clinic

Profit & Loss

July through August 2022

	Jul - Aug 22
Total PERSONAL SERVICES	94,699.60
MATERIALS AND SERVICES	
CONTRACTED HEALTH CARE COST	
Supervising Physician	5,000.00
Total CONTRACTED HEALTH CARE COST	5,000.00
ADMINISTRATION AND AUDIT	
Bank Service Charges	
Credit Card Fee	539.81
Bank Service Charges - Other	51.59
Total Bank Service Charges	591.40
Miscellaneous	
Advertisement*	1,811.48
Payroll Processing	206.50
Petty Cash	109.00
Miscellaneous - Other	15.00
Total Miscellaneous	2,141.98
Office Supplies	571.18
Postage and Delivery	140.00
Refunds	
Refund to Ins2	66.94
Total Refunds	66.94
Total ADMINISTRATION AND AUDIT	3,511.50
EDUCATION AND TRAINING	
Trainings, Registrations, Dues	1,129.00
Travel/ Meals/ Lodging	
Meals	111.24
Travel/ Meals/ Lodging - Other	708.79
Total Travel/ Meals/ Lodging	820.03
Total EDUCATION AND TRAINING	1,949.03
UTILITIES	
Electric	427.55
Garbage	64.41
Hazardous Waste Disposal	400.20
Shredding/Paper Disposal	134.08
Telephone	310.73
Water and Sewer	694.80
109 Scott Street	
Garbage 109	142.84
Water/Sewer 109	347.40

Sherman County Medical Clinic

Profit & Loss

July through August 2022

	Jul - Aug 22
Total 109 Scott Street	490.24
Total UTILITIES	2,522.01
MEDICAL SUPPLIES	
Flu/Pneumonia Vaccine	2,539.35
MEDICAL SUPPLIES - Other	3,520.95
Total MEDICAL SUPPLIES	6,060.30
PHARMACY2	245.03
INSURANCE AND LEGAL FEES	
Clinic Insurance	
Dishonesty Bond	150.00
Total Clinic Insurance	150.00
Total INSURANCE AND LEGAL FEES	150.00
BUILDING SUPPLIES/ MAINTENANCE	
Janitorial	333.75
BUILDING SUPPLIES/ MAINTENANCE - Other	109.06
Total BUILDING SUPPLIES/ MAINTENANCE	442.81
COMPUTER, SOFTWARE, EMR	
Computer Equipment and Software	1,747.89
Total COMPUTER, SOFTWARE, EMR	1,747.89
EHR SYSTEM	
Billing Clearinghouse	504.48
EHR SYSTEM - Other	638.00
Total EHR SYSTEM	1,142.48
Total MATERIALS AND SERVICES	22,771.05
DEBT SERVICE	
Mortgage-Interest	1,618.53
Mortgage Principal	1,181.47
Total DEBT SERVICE	2,800.00
Total Expense	121,060.65
Net Ordinary Income	-63,347.67
Net Income	-63,347.67

Sherman County Medical Clinic
August 2022

Date	Num	Name	Memo	Amount	Description
08/01/2022		State of Oregon	Q2 2022	-135.51	Unemployment Tax
08/01/2022		Amazon.com	Stands to hold posters	-19.68	Stands to hold posters
08/01/2022		Signs.com	3x6 logo sign	-70.63	Logo Sign
08/01/2022		Vista Print	Posters	-66.57	Posters
08/03/2022		IRS		-3,756.93	Federal Taxes
08/03/2022		Oregon Department of Revenue		-907.48	State Taxes
08/03/2022		NorthAmerican Bankcard	July 2022	-315.74	Credit Card Fees
08/04/2022	90453	LightPoint	Tech Support	-595.00	Tech Support
08/04/2022	90455	Impact Office Systems	Copier Fees	-131.21	Copier Fees
08/04/2022	90452	CITY OF MORO		-231.60	Water and Sewer
08/04/2022	90456	SDIS		-6,858.03	Employee Insurance
08/04/2022	90454	FoneMed	24 Hour Nurse Triage Line	-395.00	24 Hour Nurse Line
08/04/2022	Conf855	Iron Mountain		-134.08	Shredding
08/04/2022	Conf856	Visa		-1,588.00	HER System and NARHC Registration
08/04/2022	Conf857	KATRINA WILSON	8 hours @ \$15/hr	-120.00	Janitorial
08/04/2022	Conf858	Ability Network Inc.		-168.16	Billing Clearinghouse Hazardous Waste
08/04/2022	Conf859	STERICYCLE		-133.40	Disposal
08/04/2022	Conf860	PACIFIC POWER		-192.07	Electric
08/04/2022	Conf861	McKesson Medical Surgical		-70.91	Medical Supplies
08/04/2022		BANK OF EASTERN OR.	Stop Payment Fee	-20.00	Bank Fee
08/05/2022	90457	CITY OF MORO		-115.80	Water and Sewer 109
08/05/2022	90458	Dr. Tracy Willett	for July 2022 - check reissued bec	-2,500.00	Payroll
08/05/2022		Amazon.com	Business Subscription	-179.00	Business Subscription
08/05/2022		ASI-FLEX	Flex Reimbursement	-138.52	Flex Reimbursement
08/09/2022		Willamette Traffic Bureau	CDL Cards	-141.62	Medical Supplies
08/10/2022		ASI-FLEX	July 2022	-75.00	Flex Fees
08/10/2022		Merrill Lynch		-1,088.00	IRA Contributions
08/12/2022		NorthWest Payroll Solutions	#465	-51.00	Payroll Processing
08/12/2022	466			-10,499.23	Payroll
08/12/2022	9793	PERS	ER No: 8262	-15.00	PERS Fees
08/12/2022	9794	PacificSource	Claim: 227473516301	-37.47	Refund to Insurance
08/12/2022	9795	U.S. Postal Service	PO Box 186	-140.00	PO Box fee
08/12/2022	9796	Sherman County Fair	2022 banner sponsor	-100.00	Advertisement
08/12/2022	Conf866	THE DALLES DISPOSAL		-66.26	Garbage 109
08/12/2022	Conf867	THE DALLES DISPOSAL		-49.31	Garbage
08/12/2022	90459	BANK OF EASTERN OR.		-1,400.00	Mortgage
08/15/2022			Funds Transfer	30,000.00	Transfer
08/17/2022		IRS		-3,759.91	Federal Taxes
08/17/2022		Oregon Department of Revenue		-907.48	State Taxes
08/18/2022		The Bulldog Diner	Medicare Lunch Meeting	-111.24	Staff Lunch
08/22/2022		Merrill Lynch		-1,088.00	IRA Contributions

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09/08/22

Sherman County Medical Clinic
August 2022

Accrual Basis

08/26/2022	466			-10,499.23	Payroll
08/26/2022		NorthWest Payroll Solutions	#466	-51.00	Payroll Processing
08/29/2022		GoDaddy.com	Website Maintenance	-79.99	Website Maintenance
08/29/2022		Dragon	Dictation Software	-79.00	Dictation Software
08/30/2022	90460	Dr. Tracy Willett	August 2022	-2,500.00	Payroll
08/30/2022	90461	CITY OF MORO		-347.40	Water/Sewer
08/30/2022	90462	Impact Office Systems	Copier Fees	-154.52	Copier Fees
08/30/2022	Conf872	Ability Network Inc.		-168.16	Billing Clearinghouse
08/30/2022	Conf873	KATRINA WILSON	7.25 hours @ \$15/hr	-108.75	Janitorial
					Hazardous Waste
08/30/2022	Conf874	STERICYCLE		-133.40	Disposal
08/30/2022	Conf875	PACIFIC POWER		-235.48	Electric
08/30/2022	Conf876	McKesson Medical Surgical		-3,031.23	Medical Supplies
08/31/2022		IRS		-3,759.90	Federal Taxes
08/31/2022		Oregon Department of Revenue		-907.48	State Taxes
				-30,428.38	
				-30,428.38	
		_____ President	_____ Vice President		
		Bert Perisho	Jayne 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								
October								
November								
December								
January								
February								
March								
April								
May								
June								
Total:	265		0	0	0			
						Annual Average number of visits/day:	1.31	
		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	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

2022-2023	Number of Nursing visits	Number of Days	Average Nursing Visits per day	
July	68	15	4.53	
August	67	19	3.53	
September			#DIV/0!	
October			#DIV/0!	
November			#DIV/0!	Flu Shot Clinic
December			#DIV/0!	
January			#DIV/0!	
February			#DIV/0!	
March			#DIV/0!	
April			#DIV/0!	
May			#DIV/0!	
June			#DIV/0!	
Total:	135	34	3.97	
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	



MEDICAL SERVICES AGREEMENT –
SUPERVISING PHYSICIAN
2022-2023

THIS AGREEMENT, made this 1st day of August, 2022, by and between Sherman County Health District, an Oregon Special District (hereinafter referred to as the “District”) and Tracy Willett, M.D. (hereinafter referred to as the “Physician”).

RECITAL:

The District is engaged in providing health care services and medical care and treatment in Sherman County through the Sherman County Medical Clinic (hereinafter referred to as the “Clinic”). The District desires to utilize the unique experience, ability, and services of the Physician to review medical charts, provide patient care, and oversee the content and implementation of the Clinic’s policies and procedures.

AGREEMENT:

1. DUTIES:

The District hereby engages the services of the Physician to adhere to all Rural Health Clinic Conditions for Certification as outlined in 42 CFR 491 AND all Oregon Medical Board rules (ORS 677, OAR 847).

Physician will review, sign and date the Policy and Procedure Manual.

Physician will participate in the Biennial Program Evaluation and sign that they participated in the evaluation.

Physician will review and sign the Emergency Preparedness Manual and participate in all drills.

Physician will determine the emergency drugs in the emergency kit or crash kit.

Physician will review a minimum of five (5) Medicaid and/or Medicare AND five (5) any insurance/self-pay charts every four (4) weeks.

Physician will be required to see patients, in a visit, two (2) times per year, at mutually agreeable times, and will fully document visit encounters. This timing may increase as patient populations increase and is mutually determined by provider and physician.

The Physician shall also be available as Supervising Physician of Physician Assistant(s) working at Clinic. The Physician will be allowed to login to the Electronic Health Record (EHR) remotely and review charts, provided Physician is able to assure the District that their remote location has adequate safeguards to ensure confidentiality of patient records. The Physician will be required to provide the District with the IP Address located at the Physician's remote location to allow access to the EHR program.

Physician will be available to cover patient care during periods the provider(s) are absent.

Physician will be responsible for coordinating coverage during their absence.

The District engages physician to be available for on-site duties in addition to those listed above ("Additional Duties"). The schedule for Additional Duties will be mutually agreed upon between Physician and the District's administrator. Travel time and on-site work time under this provision will be paid hourly. Physician will invoice clinic in writing within one month of the end of the month in which hours are provided. District will pay invoice within 60 days of receipt.

Outlined Additional Duties (not complete list):

In the event a new mid-level provider is hired, Physician will be on-site, in-person at least once every two weeks to support new provider for a minimum of 6 months.

2. PERFORMANCE:

Physician agrees to devote the time necessary to competently and professionally attend to their duties as described above. As part of fulfilling this commitment, Physician acknowledges that they will be available at reasonable hours in order to complete said professional duties. The District shall not determine precisely the number of hours the Physician shall devote to these duties, but both parties agree that if Physician is not able to complete their duties in a timely fashion as described hereunder that this failure may reflect in a reduced salary for that pay period or serve as a basis for terminating this Agreement.

3. TERM:

The term of this Agreement shall commence on August 1st, 2022 and shall terminate one year from the date of commencement unless it is terminated as hereinafter specifically provided.

4. COMPENSATION:

For all services to be rendered by Physician to the District pursuant to this Agreement, the District agrees to pay Physician the sum of \$1,000.00 per month which will be paid at the end of each month.

Hours billed on a per-hour basis for Additional Duties will be compensated at \$150 per hour not to exceed 15 hours per month.

5. STATUS:

Nothing in this Agreement shall be construed as creating or establishing an employment relationship between Clinic and Physician. At all times hereunder, Physician shall be serving as an independent contractor and not subject to direction or control by the District regarding how they undertake their duties required by this Agreement provided Physician commits sufficient time to adequately complete their duties. Furthermore, the manner and means of providing the agreed services are under the sole control of Physician, subject only to the District's right to specify the desired needs.

6. INSURANCE AND CERTIFICATION:

During the term of this Agreement, the District shall obtain and maintain liability insurance for the practice of medicine by Physician on behalf of District. Upon termination of this agreement, the District will purchase a tail malpractice insurance policy covering the Physician for an indefinite period after the termination of this Agreement. Physician agrees that during the term of this Agreement and any extensions thereof, they will at all times maintain the required professional occupation licenses and certifications necessary for them to provide the services required by this Agreement. Further, Physician agrees to engage in the practice of medicine in accord with the Principles of Medical Ethics of the American Medical Association at all times, and to comply with the policies and procedures of the Clinic as established from time to time by the District.

7. TERMINATION:

The District may terminate this Agreement for any or no reason at any time upon sixty (60) days' notice to Physician, and the District shall be obligated to pay Physician all compensation to Physician up to the day of termination. Physician may be discharged at any time for cause. Adequate cause for discharge shall constitute conduct which is materially damaging or prejudicial to District, including, but not limited to, neglect of duty, unlawful conduct, and breach of this and/or other contracts. Notice of discharge for cause shall be given to Physician in writing. Physician shall be entitled to a hearing before the District Board if they make a written request for such a hearing within ten (10) days from receipt of the notice of discharge. Physician may be accompanied at such hearing by legal counsel of their choice, at their own personal expense. Such hearing shall be conducted in closed executive session unless otherwise requested by Physician, or required by law. Following the hearing, the Board may affirm its previous decision or may set aside its previous decision. Physician shall be provided with a written statement setting forth the decision of the Board. Upon discharge, all Physician's salary and benefits shall terminate.

Physician may terminate this Agreement at any time upon ninety (90) days' notice to the District, and the District shall be obligated to pay Physician compensation up to the date of termination only.

8. DEATH AND DISABILITY:

In the event of Physician's death during the term of this Agreement, the Agreement shall terminate immediately, and Physician's legal representatives shall be entitled to receive the compensation due Physician for the last day of the calendar month in which Physician's death occurred.

If, during the term of this Agreement, Physician shall fail to perform Physician's duties hereunder, on account of illness or other disability, and such illness or other disability shall continue for more than sixty (60) days, the District shall have the right, upon thirty (30) days' notice to Physician, to terminate this Agreement. In this event, the District shall be obligated to pay Physician compensation only up to the date of termination. Disability is defined as the inability of Physician to perform substantially all of their duties and obligations pursuant to this Agreement as a result of physical or mental illness or condition, which inability may be verified at the District's expense (to the extent not covered by insurance) by a licensed physician or psychologist chosen by the District Board.

9. TAX DUTIES AND LIABILITIES:

Neither federal, state nor local income tax nor payroll tax of any kind will be withheld or paid by the District on behalf of Physician. Physician understands that they are responsible for paying their own income tax on payments received under this Agreement. Physician further understands that they may be liable for self-employment (Social Security) tax, and the District has no obligation to pay any portion of this expense.

10. ASSIGNABILITY:

The duties and obligations required under this Agreement are unique and personal. Consequently, these duties and obligations are not assignable without the express written consent of the non-assigning party, which consent may be withheld for any and no reason.

11. GOVERNING LAW:

This Agreement shall be interpreted by the laws of the state of Oregon.

Tracy Willett, M.D.

Date

Robert Perisho, Board President

Date



2021-2022 Annual Evaluation – 8/18/2021

Attendance: Board Member Janice Strand, Physician Assistant Erin Haines, PA-C, Supervising Physician Dr. Tracy Willett, District Administrator Caitlin Blagg, Medical Assistant/ Referral Coordinator Jerrilea Mayfield, Receptionist Laura Vidican-Dornbirer, Billing Clerk Betsy von Borstel, Community Health Worker/ Medical Assistant Shawn Payne (excused)

Fiscal year 2021-2022 saw the continuation of the COVID-19 pandemic and public health emergency, although we are starting to return to 'normal' with lessened restrictions and guidelines. The Sherman County Health District was able to remain financially stable through the year and managed to have increased patient visits compared to 2020-2021.

Staffing has remained stable throughout 2021-2022. In June 2022, Betsy von Borstel, Billing Clerk (4 years) was certified as a Rural Health Coding Billing Specialist (RH-CBS) through ArchPro Coding after completing the training course and final exam. Shawn Payne continues to be our Community Health Worker/ Medical Assistant (2 years) and we are continually looking for opportunities to increase our CHW outreach. Laura Vidican-Dornbirer (8 years) remains our Receptionist and has done a commendable job keeping our schedule manageable. Jerrilea Mayfield stays on as our Medical Assistant/Referral Coordinator of 19 years. Erin Haines, PA-C is our medical provider and has been here for 1.5 years. Supervising Physical of record for the past 3 years is Dr. Tracy Willett. Caitlin Blagg continues to be the District Administrator of 8 years.

In fiscal year 2021-2022 the clinic saw a total of 1,388 patient visits. This averaged out to be 7.58 patients per day. This number was a 14% increase from 2020-2021 and a 34% decline since 2014-2015, the year the clinic saw the most patient visits. 2014-2015 saw a large influx in numbers due to the Affordable Care Act, which allowed patients more access to healthcare. 2015-2019 saw significant patient visit decline is largely attributed to a stricter protocol put in place surrounding how the Clinic was managing pain patients and opioid prescriptions. 2019 – 2021 saw significant decrease due to the COVID-19 pandemic. With new protocol regarding established patients and preventative care, the clinic is expecting to see approximately 1,500 patient visits in 2022-2023.

Sherman County Health District recertified in December 2020 as a Tier 3 Patient Centered Primary Care Home (PCPCH). This was an early renewal so we could renew under the old PCPCH standards instead of the updated standards which went into effect in January 2021. The Health District will have to recertify as a PCPCH in December 2022. During fiscal year 2021-2022 the Clinic was Tier 3 and therefore received \$18/per EOCCO member, per month. PCPCH funds received for 2021-2022 totaled \$86,578.00; a \$26,286.00 increase from 2020-2021. Currently, the clinic has approximately 404 EOCCO members assigned, which is 90 more EOCCO patients from 2020-2021. Based upon these numbers, the Health

District is expecting to receive approximately \$87,264 in PCPCH incentive payments in FY 2022-2023; however, \$54,000 was budgeted due to the unstable economy. The number of patients receiving EOCCO benefits is expected to decrease in 2022 and into 2023 as people begin to return to work after the COVID-19 pandemic.

COVID-19 continues to impact our lives and clinical procedures. Infections Control measures are still in place including COVID testing any patient who comes in with any upper respiratory symptoms. The Clinic continues to offer PCR and Rapid COVID testing methods. In fiscal year 2021-2022 the Clinic performed 453 COVID tests and had 94 positive results for an 20.75% positive test rate. In January 2022, the Clinic was able to offer free at-home Covid-19 test kits. Between January-June 2022 the clinic distributed 439 at home test kits. In October 2021, the Clinic received our first doses of monoclonal antibodies used to fight off COVID-19. In total, the clinic administered 7 doses of monoclonal antibodies. We were also able to offer pediatric COVID-19 vaccines. In 2021-2022 we administered 34 doses of COVID-19 vaccine to both adults and children. This number is significantly lower than 2020-2021 because the Clinic decided to partner with North Central Public Health Department to administer vaccine clinics in Sherman County. Four separate COVID-19 vaccine clinics were held in Sherman County and were administered by NCPHD. We continue to have monoclonal antibodies and anti-virals on hand, however they are not highly utilized.

The Health District continues to try to enhance community engagement activities, and thankfully this year many community events were back. The Clinic had a booth at the First Harvest Fest (formally Family Fair) and will have a booth in the commercial vendor area of the fair. The Clinic has also helped sponsor Sherman Little League

- The Sherman County Medical Clinic remains active in the EOCCO Local Community Advisory Committee (LCAC), a group that meets monthly with EOCCO consumers and works on improving medical care within the community.
- As with tradition, the clinic hosted a Flu Shot Clinic. This is held in the afternoon, typically in October and we see a very good turnout.
- We have done outreach in conjunction with Advantage Dental to reach out to EOCCO members to offer dental services.
- This year brought an opportunity to utilize services offered by North Central Public Health Department out of The Dalles. The Clinic was able to work with NCPHD during the COVID pandemic and many vaccines were obtained through NCPHD.

The Health District applied for, and was awarded, a federal Department of Health and Human Services Health Resources and Services Administration grant called the Rural Health Clinic Vaccine Confidence Program. This grant was specifically to be used on increasing vaccine awareness of all types throughout the community. \$49,529.00 was the amount awarded from this program and it was spent on personnel, supplies and other expenses. For full program details, see the RHC Vaccine Grant binder.

In November 2021, the Health District was made aware that the property behind the Clinic, 109 Scott Street, was up for sale. The property is a 2195 square foot, 3-bedroom, 4-bathroom home that was originally built in 1910 and has been updated by the previous owner. The Health District Board decided to make an offer on the property, which was accepted by the sellers. The sale of the property was finalized in December 2021. The Health District took out a 20-year loan from the Bank of Eastern Oregon for a principal amount of \$219,000.00 and made a down payment of \$72,549.13. Monthly mortgage payments are approximately \$1,400/month. Currently this property is being rented as a single-family rental.

Several of the goals listed in last year's annual review were met this year.

2021-2022 Goal	2021-2022 Outcome
Development and implement policies and procedures for POC ultrasound machine.	Decided overseeing radiologist was not necessary as we are using machine as POC. Written policies and procedures have not been established.
Establish a system for patient tracking and care continuity.	Utilized the EHR recall list to ensure follow-ups. Also utilizes patient reminder postcards.
Establish quality improvement process with quarterly review of progress: Chronic Disease Protocol <ul style="list-style-type: none"> • Long Haul COVID • Hypertension/CAD • Immunizations 	<ul style="list-style-type: none"> • Long Haul COVID – PFT's performed, symptoms managed • Hypertension – Required quarterly visits to do BP checks and review meds. • Immunizations – Every patient with a scheduled appointment is being checked in Alert to see what immunizations are needed.
Maximize EHR utilization for preventative care.	Recall list has been utilized as a way to remind patients they are due for preventative care and is being followed.
Update Clinic policies and procedures as necessary	On-Going
Safety/Emergency Preparedness <ul style="list-style-type: none"> • Emergency Preparedness Protocol • Safety Updates 	Emergency Preparedness Protocol updated in 2020, reviewed 2021.

Goals for 2022-2023:

- Establish quality improvement process with continuous quality improvement review of progress: Chronic Disease Protocol
 - Hypertension/CAD
 - Asthma
- Develop role of Community Health Worker within community.

- Develop method for Rx tracking
- Update Clinic Policies and Procedures as necessary
- Safety/Emergency Preparedness
 - Emergency Preparedness Protocol
 - Safety Updates

Do we think:

- The utilization of services was appropriate
 - Based on the services we offer and the volume of office and nursing visits, we feel that the utilization of services was appropriate for this clinic at this time. We are operating within the scope of practice for a Rural Health Clinic.
- The established policies were followed
 - Current policies are being followed. Policies are constantly being reviewed and added as needed.
- Any changes are needed
 - Healthcare is always changing, and we do our best of adapt and change, as necessary.