

**SHERMAN COUNTY HEALTH DISTRICT**  
**Board of Directors Meeting**  
**March 9<sup>th</sup>, 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 February 2023 Board Meeting
- B. Financial Report/ Payment of Bills for February 2023
- C. Patient Report for February 2023

PA & Administration Report

Old Business:

- A. Apartment #1
  - a. Painting
  - b. Flooring
  - c. Use Requests
- B. Amanda Hendricks LMT to rent room for Massage Therapy

New Business

- A. Apartment #2
- B. Budget Committee Members
- C. General Budget Discussion

Good of the Order

Adjournment

\*NEXT MEETING DATE THURSDAY, APRIL 13<sup>TH</sup>, 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%22id%22%3a%22305d8b27-224a-478e-813d-0336f923605a%22%2c%22oid%22%3a%22590ba976-21e2-421b-908c-0f9d352e75dc%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YmRhNjMwZGYtYWVhMS00YmE2LTk4ZDUtMmVmNTNiNTdkNzEy%40thread.v2/0?context=%7b%22id%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

February 9, 2023  
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 5:59 p.m.

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

### **Consent Items**

A. **REGULAR MEETING MINUTES:** Board Members reviewed the minutes from January 2023.

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 January 2023 was \$562,694.76. Also presented was a Profit & Loss statement as of January 2023 and year-to-date budget vs actual report. The check register for January 2023 were gone over to explain some of the different costs.

**Director McArthur made a motion to approve and accept all consent agenda items. Director Cornie seconded the motion. No discussion. Motion carried (unanimous).**

C. **PATIENT REPORT:** The patient report for January 2023 was given to the Board members for review. Average patient per day number was 7.75. Average number of Medical Assistant visits per day was 3.56. 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 report would come with later agenda items.

### **Old Business**

A. **WEBSITE UPDATE - STREAMLINE:** Ms. Blagg showed the new website to the Board. She explained the 'behind the scenes' side of the website and how the platform works, including the compliance and accessibility side. She also explained that payments

can now be paid online, but there is a fee for every transaction. The patient is required to pay the fee, not the clinic.

- B. **AMANDA HENDRICKS LMT MASSAGE THERAPY:** District Administrator Blagg informed the Board the renter in apartment #1 has fallen again and the family has decided to move him into a care facility. Ms. Blagg has received communication from Ms. Hendricks that she is still interested in providing services in Sherman County. This will be an ongoing discussion until we know more about what is happening with apartment #1. At the very least, the flooring will need to be entirely replaced and the walls/ceiling will need to be painted.

### **New Business**

- A. **2023 HAZARD AND VULNERABILITY ANALYSIS:** District Administrator Blagg gave the Board a copy of the 2023 Hazard and Vulnerability Analysis Summary. This is an annual analysis done as part of the District's Emergency Preparedness Procedures. No meaningful change from 2022.
- B. **RTO & COMPANY STANDARD FORM OF CONTRACT:** District Administrator Blagg stated that Carol Friend from Friend & Reagan has retired. The company is now called RTO & Company. They provided a new Standard Form of Contract. **Director McArthur made a motion to allow District Administrator Blagg to sign the contract, but to amend the contract to only the 2022-2023 fiscal year. Director Strand seconded. No discussion. Motion carried (unanimous).** Ms. Blagg will return it to RTO.
- C. **MEDICARE SURVEY:** Ms. Blagg expects the clinic to undergo a Medicare Survey this sometime this year. These surveys are unscheduled and the state surveyor comes in to make sure we are maintaining compliance with all RHC rules and regulations. Ms. Blagg has reached out to the Oregon Office of Rural Health and has a mock survey scheduled for April.

### **Good of the Order:**

- A. Director McArthur asked for clarification about patients being able to have 2 primary care providers. Ms. Blagg explained the multiple primary care providers defeats the purpose of having one provider.
- B. Director Strand opened and read aloud a thank you letter from Jerrilea Mayfield for the annual bonus she received.

### **Adjourn**

**Director Strand made a motion to adjourn the meeting. Director Cornie seconded. Meeting adjourned at 6:30 p.m.**

The next Board Meeting will be on Thursday, March 9<sup>th</sup>, 2023, at 5:30 pm, in the Administration Office.

Respectfully submitted,  
Caitlin Blagg  
District Administrator

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Board President  
Bert Perisho

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Vice-President  
Jayme Mason

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Director  
Janice Strand

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Director  
Mike McArthur

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Director  
Linda Cornie

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Date

Sherman County Medical Clinic  
**Balance Sheet**  
As of February 28, 2023

	<u>Feb 28, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
CHECKING	19,002.70
OREGON TREASURY INV. POOL	515,552.09
Total Checking/Savings	<u>534,554.79</u>
Total Current Assets	<u>534,554.79</u>
<b>TOTAL ASSETS</b>	<b><u>534,554.79</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
PAYROLL LIABILITIES	
State Transit Tax	-276.49
125 Health Insurance - Blagg	3,856.65
Flex 125 - Blagg	154.96
Flex 125 - Haines	1,045.48
Flex 125 - Mayfield	-279.92
Flex 125 - Dornbirer	194.38
Flex 125 - von Borstel	455.28
IRA - Mayfield	85.00
IRA - Dornbirer	58.00
IRA - von Borstel	20.00
PAYROLL LIABILITIES - Other	4,173.16
Total PAYROLL LIABILITIES	<u>9,486.50</u>
Total Other Current Liabilities	<u>9,486.50</u>
Total Current Liabilities	<u>9,486.50</u>
Total Liabilities	9,486.50
Equity	
Retained Earnings	349,799.24
Net Income	175,269.05
Total Equity	<u>525,068.29</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>534,554.79</u></b>

**Sherman County Medical Clinic**  
**Profit & Loss**  
 July 2022 through February 2023

	Jul '22 - Feb 23
Ordinary Income/Expense	
Income	
CLINIC INCOME	
Capitation2	42,010.45
EHR Payments	99,731.47
Managed Care Reimbursement-Wraps	3,559.59
Medicare Settlement-Cost Report	4,749.00
	150,050.51
Total CLINIC INCOME	150,050.51
COMMUNITY SERVICE FEES	123,651.12
COUNTY TAXES	285,250.18
INTEREST	5,951.01
PCPCH	60,860.00
MISCELLANEOUS INCOME	
Records Request	80.00
MISCELLANEOUS INCOME - Other	750.00
	830.00
Total MISCELLANEOUS INCOME	830.00
OFC/APT RENT	25,458.00
PHARMACY	604.94
RECEIVED GRANTS/LOANS	
Phone Triage Reimbursement	1,851.00
	1,851.00
Total RECEIVED GRANTS/LOANS	1,851.00
Total Income	654,506.76
Gross Profit	654,506.76
Expense	
Grants	
SDAO Safety Grant	-4,863.00
	-4,863.00
Total Grants	-4,863.00
PERSONAL SERVICES	
EMPLOYEE PAYROLL EXPENSES	
Physician Assistant - EH	107,191.62
Administrator - CB	49,579.21
Medical Asst/ Referrals JM	38,289.63
Receptionist - LVD	32,889.60
Billing Clerk - BvB	28,411.23
Community Care Worker/ MA - SP	27,057.63
Employee Insurance and Benefits	
District Contribution to IRA	10,775.42
Employee Insurance	53,380.89
Flex Fees	600.00
Employee Insurance and Benefits - Other	-2,290.04
	62,466.27
Total Employee Insurance and Benefits	62,466.27
P/R Taxes	19,438.32
Unemployment	91.42
	91.42

Sherman County Medical Clinic  
Profit & Loss  
July 2022 through February 2023

	<u>Jul '22 - Feb 23</u>
Total EMPLOYEE PAYROLL EXPENSES	365,414.93
Total PERSONAL SERVICES	365,414.93
MATERIALS AND SERVICES	
PROPERTY TAX	1,011.12
CONTRACTED HEALTH CARE COST	
Supervising Physician	17,050.00
Total CONTRACTED HEALTH CARE COST	17,050.00
ADMINISTRATION AND AUDIT	
Audit	15,395.95
Bank Service Charges	
Credit Card Fee	1,431.50
Monthly Maintenance Fee	0.45
Bank Service Charges - Other	51.59
Total Bank Service Charges	1,483.54
Miscellaneous	
Advertisement*	2,003.47
Bonus	1,351.95
Payroll Processing	1,110.10
Petty Cash	109.00
Miscellaneous - Other	139.00
Total Miscellaneous	4,713.52
Office Supplies	3,307.41
Postage and Delivery	140.00
Refunds	
Refund to Ins2	112.97
Total Refunds	112.97
Total ADMINISTRATION AND AUDIT	25,153.39
EDUCATION AND TRAINING	
Trainings, Registrations, Dues	4,214.60
Travel/ Meals/ Lodging	
Lodging	975.99
Meals	195.14
Travel/ Meals/ Lodging - Other	3,192.74
Total Travel/ Meals/ Lodging	4,363.87
Total EDUCATION AND TRAINING	8,578.47
UTILITIES	
Electric	2,944.49
Garbage	340.65
Hazardous Waste Disposal	855.04
Propane/Generator	142.76
Shredding/Paper Disposal	413.59
Telephone	2,484.06
Water and Sewer	1,852.80

Sherman County Medical Clinic  
Profit & Loss  
July 2022 through February 2023

	<u>Jul '22 - Feb 23</u>
109 Scott Street	
Garbage 109	441.62
Water/Sewer 109	926.40
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Total 109 Scott Street	1,368.02
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Total UTILITIES	10,401.41
MEDICAL SUPPLIES	
Phone Triage	2,712.00
Flu/Pneumonia Vaccine	3,217.55
MEDICAL SUPPLIES - Other	14,379.83
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Total MEDICAL SUPPLIES	20,309.38
PHARMACY2	1,032.29
INSURANCE AND LEGAL FEES	
Clinic Insurance	
Dishonesty Bond	250.00
Liability	6,917.00
Workers Comp	703.07
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Total Clinic Insurance	7,870.07
Legal Fees	35.00
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Total INSURANCE AND LEGAL FEES	7,905.07
BUILDING SUPPLIES/ MAINTENANCE	
Janitorial	885.00
BUILDING SUPPLIES/ MAINTENANCE - Other	899.47
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Total BUILDING SUPPLIES/ MAINTENANCE	1,784.47
COMPUTER, SOFTWARE, EMR	
Computer Equipment and Software	8,994.14
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Total COMPUTER, SOFTWARE, EMR	8,994.14
EHR SYSTEM	
Billing Clearinghouse	1,438.04
EHR SYSTEM - Other	3,828.00
	<hr/>
Total EHR SYSTEM	5,266.04
	<hr/>
Total MATERIALS AND SERVICES	107,485.78
DEBT SERVICE	
Mortgage-Interest	6,448.37
Mortgage Principal	4,751.63
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Total DEBT SERVICE	11,200.00
VOID	0.00
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Total Expense	479,237.71
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Net Ordinary Income	175,269.05
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Sherman County Medical Clinic  
**Profit & Loss**  
July 2022 through February 2023

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	Jul '22 - Feb 23
Net Income	<u>175,269.05</u>

**Sherman County Medical Clinic  
Custom Transaction Detail Report**

Date	Num	Name	February 2023	Amount	Description
02/01/2023		IRS		-3,727.86	Federal Taxes
02/01/2023		Oregon Department of Revenue		-885.90	State Taxes
02/02/2023		NorthAmerican Bankcard	January 2023	-148.00	Credit Card Fee
02/02/2023		PD-RX PHARMACUTICAL		-41.30	Pharmacy
02/03/2023	9831	JERRILEA MAYFIELD		-13.36	Medical Supplies
02/03/2023	9832	Oregon Department of Human Services - OFS	Invoice: AI055140	-2,628.38	Vaccines
02/03/2023	9833	Oregon Frontier Chamber of Commerce		-100.00	Dues
02/03/2023	Conf960	STERICYCLE		-140.07	Hazardous Waste Disposal
02/03/2023	Conf961	Iron Mountain		-149.02	Shredding
02/03/2023	90494	CITY OF MORO		-347.40	Water/Sewer
02/03/2023	Conf963	KATRINA WILSON	8 hours @ \$15/hr	-120.00	Janitorial
02/03/2023	Conf964	Streamline	Website	-100.00	Website
02/07/2023			Funds Transfer	30,000.00	Transfer
02/08/2023		Merrill Lynch		-1,146.00	IRA Contributions
02/09/2023	Conf965	FoneMed		-415.00	Phone Triage
02/09/2023	Conf966	THE DALLES DISPOSAL		-9.20	Garbage
02/09/2023	Conf967	THE DALLES DISPOSAL		-61.68	Garbage 109
02/09/2023	Conf968	Dr. Kristen G. Dillon	January 2023	-1,350.00	Supervising Physician
02/09/2023	Conf969	Dr. Kristen G. Dillon	January 2023	-1,000.00	Supervising Physician
02/09/2023	90495	LightPoint	Tech Support	-510.00	Tech Support
02/09/2023	90497	BANK OF EASTERN OR.		-1,400.00	Mortgage
02/09/2023	90496	SDIS		-6,858.03	Employee Insurance
02/10/2023		ASI-FLEX	January 2023	-75.00	Flex Fees
02/10/2023		NorthWest Payroll Solutions	#478	-48.50	Payroll Processing
02/10/2023	478			-10,334.86	Payroll
02/13/2023		ASI-FLEX	Flex Reimbursement	-583.49	Flex Reimbursement
02/13/2023		ASI-FLEX	Flex Reimbursement	-113.98	Flex Reimbursement
02/14/2023		QUILL	Ink, Tape, Boxes	-141.96	Office Supplies
02/14/2023		ASI-FLEX	Flex Reimbursement	-20.00	Flex Reimbursement
02/15/2023		IRS		-3,727.78	Federal Taxes
02/15/2023		Oregon Department of Revenue		-885.90	State Taxes
02/17/2023		OHSU	POLST Forms	-7.50	Medical Supplies
02/17/2023		Microsoft Office 360	MS Office Subscription	-24.00	MS Office Subscription
02/20/2023		PD-RX PHARMACUTICAL		-109.26	Pharmacy
02/22/2023	90498	H2OREGON BOTTLED WATER	Water for Coolers	-27.80	Water for Coolers
02/22/2023	90499	THE TIMES JOURNAL		-72.00	Advertisement
02/22/2023	Conf975	PACIFIC POWER		-572.69	Electric
02/22/2023		QUILL	Reminder Cards	-299.95	Reminder Cards
02/23/2023		Merrill Lynch		-1,146.00	IRA Contributions
02/23/2023	Conf976	gorge.net		-0.98	Telephone
02/24/2023	479			-9,064.88	Payroll

## Sherman County Medical Clinic Custom Transaction Detail Report

Accrual Basis

02/24/2023	10114	Laura Vidican Dornbirer	<b>February 2023</b>	-1,269.80	Payroll
			#479 and Accountants		
02/24/2023		NorthWest Payroll Solutions	Package	-148.50	Payroll Processing
02/24/2023		PD-RX PHARMACUTICAL		-59.92	Pharmacy
02/27/2023		ASI-FLEX	Flex Reimbursement	-132.76	Flex Reimbursement
02/28/2023		Dragon	Dictation Software	-79.00	Dictation Software
				-20,097.71	
				-20,097.71	
		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	109	21/16					6.81	Holiday, No Fridays
October	105	21/13	4			Personal	8.08	No Fridays
November	134	19/17					7.88	No Fridays, 3 Holidays, Dr. Dillon 1
December	104	21/13	3			Personal	8	No Fridays, 1 Holiday, Dr. Dillon 1
January	124	20/16					7.75	No Fridays, 2 Holidays, Dr. Dillon 1
February	108	19/15					7.2	No Fridays, 1 Holiday, Dr. Dillon 1
March								
April								
May								
June								
<b>Total:</b>	<b>949</b>		<b>7</b>	<b>0</b>	<b>0</b>			
						<b>Annual Average number of visits/day:</b>	<b>5.12</b>	
		<b>Number of Visits:</b>	2021-2022	1388	7.58			
			2020-2021	1219	6.64			
			2019-2020	1536	8.4			
			2018-2019	1428	6.78			
			2017-2018	1537	6.60			
			2016-2017	1625	7.19			
			2015-2016	1912	8.22			
			2014-2015	2091	9.63			
			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	59	16	3.69
October	131	13	10.08
November	98	17	5.76
December	43	13	3.31
January	57	16	3.56
February	52	15	3.47
March			#DIV/0!
April			#DIV/0!
May			#DIV/0!
June			#DIV/0!
<b>Total:</b>	<b>575</b>	<b>124</b>	<b>4.64</b>
Previous Years Totals:			
2014-2015	1276	220	5.8
2015-2016	1084	236.5	4.58
2016-2017	1150	227.75	5.05
2017-2018	1131	232.5	4.86
2018-2019	887	214	4.14
2019-2020	732	184	3.98
2020-2021	1830	179.6	10.19
2021-2022	1255	183.75	6.83
			Covid Vaccine