

**SOUTH GILLIAM COUNTY HEALTH DISTRICT
MEETING AGENDA**

DATE: Monday, August 15, 2022

TIME: 6:00 p.m.

PLACE: South Gilliam Health Center

BOARD: Cindy Hinton, Chairman; Paul Bates, Vice Chairman; Ashleigh McIntosh, Director; Lisa Helms, Director; Tory Flory, Director

REGULAR MEETING

- **Call Meeting to Order**
- **Public Comments**
- **Financial Reports: July 2022**
 - **SGCHD**
 - **SGCAS**
- **Approval of Bills**
- **Approval of Minutes**
- **Ambulance Service Report**
- **New Business**
- **Unfinished Business**
 - **Staffing**
- **Public Health Report**
- **Clinic Report**
- **Director Comments**
- **Adjournment**

Next Regular Meeting: Monday, September 19, 2022 – 6:00 p.m.

Appointments and discussion items may require action. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by contacting Hollie Winslow at 541-384-2061. If necessary, Executive Session may be held in accordance with ORS 192.660(2) (). As this is a regular meeting of the South Gilliam County Health District, other matters may be addressed.

SOUTH GILLIAM COUNTY HEALTH DISTRICT MINUTES

DATE: Monday, July 2022, 2022
TIME: 6:00 P.M.
PLACE: South Gilliam Health Center, Condon
PRESENT: Paul Bates, Vice-Chairman; Lisa Helms, Director; Tory Flory, Director; Hollie Winslow, Administrative Assistant; Haylee Farrar, employee; Kristin Oberst, employee; Elizabeth Farrar, County Judge

A quorum of board members was established.

Paul Bates called the regular meeting to order at 6:02 p.m.

Public Comment

Elizabeth Farrar thanked the Board for their decision to provide Public Health services and willingness to partner with the County.

Financial Reports

The Board reviewed the financial reports for the Health District and the Ambulance Service. Lisa Helms moved to approve the financial reports and Tory Flory seconded the motion. Motion carried unanimously.

Bills

The Board reviewed the bills for the Health District and the Ambulance Service. Tory Flory moved to approve the bills and Lisa Helms seconded the motion. Motion carried unanimously.

Minutes

Lisa Helms moved to approve the June meeting minutes and Tory Flory seconded the motion. Motion carried unanimously.

Ambulance Service

Paul Bates reported that the Ambulance Service is still very busy.

Physical Therapy Program Evaluation

Haylee Farrar presented data regarding physical therapy patients, referrals, visits, billing units, etc. SEE ATTACHED

There was further discussion regarding the Wellness survey. Haylee stated that there was resistance to her presentation of ideas and that her and Hollie didn't follow up and things were in limbo.

There was discussion on marketing and advertising. There was discussion regarding Haylee's decision not to help with the Public Health WIC program. Haylee stated that she was interested in the Public Health Alcohol Prevention program.

Hollie provided physical therapy expense and income data in the Board meeting packets. There was discussion regarding the physical therapy salary and benefits costs in comparison to the income generated. It was also noted that the average patients seen in a 10 hour day is 3.6. SEE ATTACHED

SOUTH GILLIAM COUNTY HEALTH DISTRICT
MINUTES
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Tory Flory moved to make the Physical Therapist position a part time (20 hours/week) effective October 1, 2022 and Lisa Helms seconded the motion. Motion passed unanimously.

Hollie requested that all physical therapy tasks that Kristin is currently doing, except pre authorizations be shifted to Haylee, since she has more time to handle scheduling and other patient tasks. There was Board consensus for the request.

Public Health

Hollie reported that the new vehicle has been purchased and has been used several times with meetings in Arlington.

Hollie and DaiLene are busy getting workplans and budgets for each program element in place. There are numerous meetings and trainings in the next few months.

Director Comments

Paul Bates noted he will not be at the August meeting due to Harvest.

Adjourn

The meeting was adjourned at 7:14 p.m.

The next regular meeting will be September 19 @6:00 p.m.

PAUL BATES, Vice Chairman

HOLLIE WINSLOW, Administrative Assistant

SOUTH GILLIAM HEALTH CENTER
Balance Sheet
As of August 11, 2022

	Aug 11, 22
ASSETS	
Current Assets	
Checking/Savings	
CHECKING	
LGIP	15,232.37
EQUIP RES	93,232.02
FACILITIES FUND	246,754.31
HEALTH FUND	86,417.95
PATIENT ASSISTANCE FUND	12,477.79
LGIP - Other	133,898.55
Total LGIP	572,780.62
Total Checking/Savings	588,012.99
Accounts Receivable	
Accounts Receivable	-264.92
Total Accounts Receivable	-264.92
Other Current Assets	
A/R Offset	264.92
Total Other Current Assets	264.92
Total Current Assets	588,012.99
TOTAL ASSETS	588,012.99
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
P/R Liability Offset	-1,177.04
Payroll Liabilities	1,772.19
Total Other Current Liabilities	595.15
Total Current Liabilities	595.15
Total Liabilities	595.15
Equity	
Retained Earnings	668,994.79
Net Income	-81,576.95
Total Equity	587,417.84
TOTAL LIABILITIES & EQUITY	588,012.99

SOUTH GILLIAM HEALTH CENTER

Profit & Loss Budget vs. Actual

July 1 through August 11, 2022

	Jul 1 - Aug 11, 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
DONATIONS	0.00	200.00	-200.00	0.0%
FUNDRAISING	0.00	100.00	-100.00	0.0%
GILLIAM COUNTY GRANTS	0.00	150,000.00	-150,000.00	0.0%
GILLIAM COUNTY SIP FUNDS	0.00	1,000.00	-1,000.00	0.0%
INTEREST-LGIP	0.00	4,000.00	-4,000.00	0.0%
LEVIED TAX TO BE RECEIVED	0.00	2,500.00	-2,500.00	0.0%
MEDICAL SERVICES				
PHYSICAL THERAPY	2,688.79	0.00	2,688.79	100.0%
MEDICAL SERVICES - Other	33,336.91	405,000.00	-371,663.09	8.2%
Total MEDICAL SERVICES	36,025.70	405,000.00	-368,974.30	8.9%
Misc/other-grants, State refund	0.00	20.00	-20.00	0.0%
PH Gilliam County Contribution	0.00	124,500.00	-124,500.00	0.0%
Public Health Indirect Costs	0.00	23,433.00	-23,433.00	0.0%
Public Health Personnel	0.00	240,223.00	-240,223.00	0.0%
RENT	2,100.00	24,000.00	-21,900.00	8.8%
WELLNESS CENTER MEMBERSHIPS	0.00	100.00	-100.00	0.0%
Total Income	38,125.70	975,076.00	-936,950.30	3.9%
Expense				
CONTINGENCY	0.00	72,523.00	-72,523.00	0.0%
EQUIPMENT FUND				
Clinic Equipment	0.00	35,000.00	-35,000.00	0.0%
Dental Equipment	0.00	500.00	-500.00	0.0%
PH Capital Outlay	41,869.93	45,000.00	-3,130.07	93.0%
Wellness Center	0.00	25,000.00	-25,000.00	0.0%
Total EQUIPMENT FUND	41,869.93	105,500.00	-63,630.07	39.7%
FACILITIES FUND				
Clinic building	0.00	5,000.00	-5,000.00	0.0%
Clinic remodel	0.00	255,000.00	-255,000.00	0.0%
Project Planning and management	0.00	5,000.00	-5,000.00	0.0%
Wellness Center	0.00	1,000.00	-1,000.00	0.0%
Total FACILITIES FUND	0.00	266,000.00	-266,000.00	0.0%
JANITORIAL	800.00	13,000.00	-12,200.00	6.2%
MATERIALS AND SERVICES				
ADVERTISING & ELECTION FEES	0.00	2,000.00	-2,000.00	0.0%
AUDITOR	0.00	18,000.00	-18,000.00	0.0%
CAPITAL OUTLAY	0.00	4,000.00	-4,000.00	0.0%

SOUTH GILLIAM HEALTH CENTER
Profit & Loss Budget vs. Actual
July 1 through August 11, 2022

	Jul 1 - Aug 11, 22	Budget	\$ Over Budget	% of Budget
COMMUNITY HEALTH ENHANCEMENT				
CONFERENCE EXPENSES	0.00	2,000.00	-2,000.00	0.0%
PH Conference/Training	900.89	0.00	900.89	100.0%
CONFERENCE EXPENSES - Other	399.15	15,000.00	-14,600.85	2.7%
Total CONFERENCE EXPENSES	1,300.04	15,000.00	-13,699.96	8.7%
ELECTRONIC MEDICAL RECORDS				
INSURANCE-BOND	2,673.73	20,000.00	-17,326.27	13.4%
INSURANCE-PROPERTY & LIAB	0.00	1,800.00	-1,800.00	0.0%
INSURANCE - MALPRACTICE	337.00	8,500.00	-8,163.00	4.0%
INTEREST PAYMENTS	352.58	12,000.00	-11,647.42	2.9%
IT Specialist	0.00	10.00	-10.00	0.0%
LEGAL FEES	527.74	5,000.00	-4,472.26	10.6%
LICENSES & DUES	0.00	8,000.00	-8,000.00	0.0%
MEDICAL SUPPLIES	0.00	6,000.00	-6,000.00	0.0%
PH Medical Supplies	110.90	0.00	110.90	100.0%
MEDICAL SUPPLIES - Other	17.10	39,000.00	-38,982.90	0.0%
Total MEDICAL SUPPLIES	128.00	39,000.00	-38,872.00	0.3%
MILEAGE/TRAVEL				
MISCELLANEOUS	118.75	4,000.00	-3,881.25	3.0%
PH Miscellaneous	4,039.00	0.00	4,039.00	100.0%
MISCELLANEOUS - Other	-350.00	3,000.00	-3,350.00	-11.7%
Total MISCELLANEOUS	3,689.00	3,000.00	689.00	123.0%
OFFICE SUPPLIES				
PH Office supplies	88.78	0.00	88.78	100.0%
OFFICE SUPPLIES - Other	965.13	13,000.00	-12,034.87	7.4%
Total OFFICE SUPPLIES	1,053.91	13,000.00	-11,946.09	8.1%
RECRUITMENT				
REPAIR & MAINT	0.00	3,000.00	-3,000.00	0.0%
UTILITIES	454.02	17,000.00	-16,545.98	2.7%
Wellness Center Utilities	161.30	0.00	161.30	100.0%
UTILITIES - Other	947.79	17,000.00	-16,052.21	5.6%
Total UTILITIES	1,109.09	17,000.00	-15,890.91	6.5%
Total MATERIALS AND SERVICES	11,743.86	198,310.00	-186,566.14	5.9%
PERSONNEL SERVICES				
EMPLOYEE HEALTH INSURANCE	7,829.39	85,000.00	-77,170.61	9.2%
EMPLOYEE RETIREMENT	3,397.95	35,000.00	-31,602.05	9.7%

SOUTH GILLIAM HEALTH CENTER

Profit & Loss Budget vs. Actual

July 1 through August 11, 2022

	Jul 1 - Aug 11, 22	Budget	\$ Over Budget	% of Budget
Payroll Expenses				
Ambulance payroll	-1,262.26	0.00	-1,262.26	100.0%
Payroll Expenses - Other	52,417.12	766,643.00	-714,225.88	6.8%
Total Payroll Expenses	51,154.86	766,643.00	-715,488.14	6.7%
PH Health Officer	0.00	24,000.00	-24,000.00	0.0%
WORKER'S COMP INSURANCE	1,556.66	3,000.00	-1,443.34	51.9%
Total PERSONNEL SERVICES	63,938.86	913,643.00	-849,704.14	7.0%
PH Capital Outlay	0.00	15,000.00	-15,000.00	0.0%
PH Miscellaneous	1,350.00	10,000.00	-8,650.00	13.5%
PH Supplies	0.00	6,700.00	-6,700.00	0.0%
PH Transfer to Equipment Fund	0.00	45,000.00	-45,000.00	0.0%
PH Transfer to Facilities Fund	0.00	25,000.00	-25,000.00	0.0%
TRANSFER ACCOUNTS				
TRSR TO EQUIPMENT FUND	0.00	10,000.00	-10,000.00	0.0%
TRSR TO FACILITIES FUND	0.00	20,000.00	-20,000.00	0.0%
TRSR to HEALTH FUND	0.00	1,000.00	-1,000.00	0.0%
TRSR TO PATIENT ASSISTANCE	0.00	100.00	-100.00	0.0%
Total TRANSFER ACCOUNTS	0.00	31,100.00	-31,100.00	0.0%
Total Expense	119,702.65	1,701,776.00	-1,582,073.35	7.0%
Net Ordinary Income	-81,576.95	-726,700.00	645,123.05	11.2%
Net Income	-81,576.95	-726,700.00	645,123.05	11.2%

South Gilliam County Ambulance Service
Balance Sheet
As of August 11, 2022

	Aug 11, 22
ASSETS	
Current Assets	
Checking/Savings	
Bank of Eastern Oregon	5,455.56
LGIP	
Ambulance Replacement Fund	155,320.82
Equipment Replacement	30,247.73
LGIP - Other	98,487.01
Total LGIP	284,055.56
Total Checking/Savings	289,511.12
Accounts Receivable	
Accounts Receivable	58,271.04
Total Accounts Receivable	58,271.04
Other Current Assets	
Accounts receivable - Offset	-58,271.04
Total Other Current Assets	-58,271.04
Total Current Assets	289,511.12
Fixed Assets	
Vehicle & Equipment	
Accumulated Depreciation	-342,869.00
Vehicle & Equipment - Other	483,177.83
Total Vehicle & Equipment	140,308.83
Total Fixed Assets	140,308.83
TOTAL ASSETS	429,819.95
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-90.60
Total Accounts Payable	-90.60
Other Current Liabilities	
Accounts Payable - Offset	90.60
Total Other Current Liabilities	90.60
Total Current Liabilities	0.00
Total Liabilities	0.00
Equity	
Unrestricted Net Assets	425,034.71
Net Income	4,785.24
Total Equity	429,819.95
TOTAL LIABILITIES & EQUITY	429,819.95

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08/10/22

Accrual Basis

South Gilliam County Ambulance Service

Profit & Loss Budget vs. Actual

July 1 through August 10, 2022

	Jul 1 - Aug 10, 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Balance Forward	0.00	99,595.00	-99,595.00	0.0%
CARES	0.00	0.00	0.00	0.0%
Donations	0.00	100.00	-100.00	0.0%
Grants	0.00	0.00	0.00	0.0%
Interest				
Checking Acct Interest	0.57	0.00	0.57	100.0%
Savings account	0.00	0.00	0.00	0.0%
Interest - Other	0.00	600.00	-600.00	0.0%
Total Interest	0.57	600.00	-599.43	0.1%
Investments				
Interest-Savings, Short-term CD	0.00	0.00	0.00	0.0%
Investments - Other	0.00	0.00	0.00	0.0%
Total Investments	0.00	0.00	0.00	0.0%
LGIP Interest	288.68	0.00	288.68	100.0%
N/ Gilliam Co. Health District	0.00	0.00	0.00	0.0%
Net Working Capital	0.00	0.00	0.00	0.0%
Refunds/Reimbursements				
Medicare/Medicaid Discount	0.00	0.00	0.00	0.0%
Tri County Ambulance Discount	0.00	0.00	0.00	0.0%
Refunds/Reimbursements - Other	0.00	0.00	0.00	0.0%
Total Refunds/Reimbursements	0.00	0.00	0.00	0.0%
Sales of Surplus Property	0.00	0.00	0.00	0.0%
South Gilliam Co Pt Accts	0.00	5,000.00	-5,000.00	0.0%
South Gilliam Health Dist	14,338.93	90,000.00	-75,661.07	15.9%
Tri County Membership	0.00	0.00	0.00	0.0%
Total Income	1,000.00	3,500.00	-2,500.00	28.6%
Cost of Goods Sold	15,628.18	198,795.00	-183,166.82	7.9%
Cost of Goods Sold	0.00	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.00	0.0%
Gross Profit	15,628.18	198,795.00	-183,166.82	7.9%
Expense				
*Payroll Expenses	0.00	0.00	0.00	0.0%
Bad Debt	0.00	0.00	0.00	0.0%
Depreciation	0.00	0.00	0.00	0.0%
Depreciation Expense	0.00	0.00	0.00	0.0%

South Gilliam County Ambulance Service
Profit & Loss Budget vs. Actual
 July 1 through August 10, 2022

	Jul 1 - Aug 10, 22	Budget	\$ Over Budget	% of Budget
Materials & Services				
Ambulance Equipment & Supply				
CARES Supplies	0.00	0.00	0.00	0.0%
Ambulance Equipment & Supply - Other	1,026.00	9,000.00	-7,974.00	11.4%
Total Ambulance Equipment & Supply	1,026.00	9,000.00	-7,974.00	11.4%
Ambulance Service Licensing	0.00	0.00	0.00	0.0%
Ambulance Training	0.00	8,000.00	-8,000.00	0.0%
Attendant stipends	0.00	0.00	0.00	0.0%
Attendants (Licensing)	0.00	1,500.00	-1,500.00	0.0%
Attendants Meals	871.42	3,000.00	-2,128.58	29.0%
Billing				
CARES Billing	0.00	0.00	0.00	0.0%
Billing - Other	1,133.20	4,200.00	-3,066.80	27.0%
Total Billing	1,133.20	4,200.00	-3,066.80	27.0%
Capital Outlay	0.00	40,200.00	-40,200.00	0.0%
Communications	24.00	350.00	-326.00	6.9%
Contingency	0.00	10,260.00	-10,260.00	0.0%
Contract Services				
Bookkeeper	0.00	1,200.00	-1,200.00	0.0%
Coordinator	0.00	1,200.00	-1,200.00	0.0%
Legal Services	0.00	5,000.00	-5,000.00	0.0%
Physician Advisor	0.00	1,200.00	-1,200.00	0.0%
Contract Services - Other	0.00	0.00	0.00	0.0%
Total Contract Services	0.00	8,600.00	-8,600.00	0.0%
Employee Assistance Program				
Fuel	0.00	2,000.00	-2,000.00	0.0%
Insurance	2,119.99	7,200.00	-5,080.01	29.4%
Insurance Reimbursements	617.33	7,000.00	-6,382.67	8.8%
Maintenance	0.00	0.00	0.00	0.0%
Equipment	70.00	2,500.00	-2,430.00	2.8%
Vehicles	57.99	9,500.00	-9,442.01	0.6%
Maintenance - Other	0.00	0.00	0.00	0.0%
Total Maintenance	127.99	12,000.00	-11,872.01	1.1%

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Accrual Basis

South Gilliam County Ambulance Service Profit & Loss Budget vs. Actual July 1 through August 10, 2022

	Jul 1 - Aug 10, 22	Budget	\$ Over Budget	% of Budget
Miscellaneous	0.05	200.00	-199.95	0.0%
Office Supplies	51.07	2,000.00	-1,948.93	2.6%
Scholarships	0.00	500.00	-500.00	0.0%
Storage/Rent	0.00	5,000.00	-5,000.00	0.0%
Transfer/Ambulance Replacement	0.00	0.00	0.00	0.0%
Transfer/Building fund SGRFPD	0.00	0.00	0.00	0.0%
Uniforms	0.00	1,500.00	-1,500.00	0.0%
Vaccines	0.00	300.00	-300.00	0.0%
Materials & Services - Other	0.00	0.00	0.00	0.0%
Total Materials & Services	5,971.05	122,810.00	-116,838.95	4.9%
Miscellaneous	0.00	0.00	0.00	0.0%
Payroll Expenses				
Attendant payroll	4,521.50	24,000.00	-19,478.50	18.8%
Payroll taxes	350.39	2,400.00	-2,049.61	14.6%
Payroll Expenses - Other	0.00	0.00	0.00	0.0%
Total Payroll Expenses	4,871.89	26,400.00	-21,528.11	18.5%
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Uncategorized Expenses	0.00	0.00	0.00	0.0%
Total Expense	10,842.94	149,210.00	-138,367.06	7.3%
Net Ordinary Income	4,785.24	49,585.00	-44,799.76	9.7%
Other Income/Expense				
Other Income				
Trans. from Amb. Replacement	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Other Expense				
Ask My Accountant	0.00	0.00	0.00	0.0%
Trans to Amb. Replacement	0.00	40,000.00	-40,000.00	0.0%
Total Other Expense	0.00	40,000.00	-40,000.00	0.0%
Net Other Income	0.00	-40,000.00	40,000.00	0.0%
Net Income	4,785.24	9,585.00	-4,799.76	49.9%