

**SOUTH GILLIAM COUNTY HEALTH DISTRICT  
MEETING AGENDA**

**DATE:** Monday, December 19, 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**
- **New Business**
  - **Policy 17.07 District Public Records Request**
- **Financial Reports: October and November 2022**
  - **SGCHD**
  - **SGCAS**
- **Approval of Bills**
- **Approval of Minutes**
- **Ambulance Service Report**
- **Unfinished Business**
  - **Dental Services**
- **Public Health Report**
- **Clinic Report**
- **Director Comments**
- **Adjournment**

**Next Regular Meeting: Monday, January 16, 2023 – 6:00 p.m.**

**Virtual access is available by calling 1-605-313-5829 and entering access code 3277727 followed by the # symbol**

**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, November 21, 2022  
TIME: 6:00 P.M.  
PLACE: South Gilliam Health Center, Condon  
PRESENT: Cindy Hinton, Chairman; Paul Bates, Vice-Chairman; Lisa Helms, Director; Ashleigh McIntosh, Director; Tory Flory, Director; Hollie Winslow, Administrative Assistant, Steve Allen, The Times Journal; Kathryn Greiner, Mike Takagi, Kirk Stonick, Margaret Takagi

### **A quorum of board members was established.**

Cindy Hinton called the regular meeting to order at 6:03 p.m.

The regular meeting was recessed at 6:05 and the Board went into Executive Session according to ORS 192.660(2)(b) To consider the dismissal or discipline of, or to hear charges or complaints against an officer, employee, staff member or agent. Executive session ended at 6:35 and the regular meeting resumed.

It was noted that there were no decisions made during executive session.

#### City of Condon broadband and telehealth presentation

Elizabeth Farrar and Delany Watkins were present at the presentation. Kathryn Greiner from the City of Condon gave a presentation on broadband and telehealth. There was discussion regarding a 2016 City of Condon Broadband Adoption and Utilization Strategic Plan. There was discussion about someone from the Health District being a member of the Broadband Action Team.

NOTE: Chairman Hinton left the meeting/presentation at 6:55.

#### RHC COVID Funds

Hollie proposed to the Board that the remaining RHC COVID Funds be used as hazard/bonus pay for the clinic staff. She noted that these funds are very restrictive and must be spent by December 31, 2022. Lisa moved to use the balance of RHC COVID Funds for hazard/bonus pay for the clinic staff as presented and Ashleigh McIntosh seconded the motion. Motion carried unanimously.

#### Financial Reports

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

#### Minutes

Tory Flory moved to approve the October meeting minutes and Ashleigh McIntosh seconded the motion. Motion carried unanimously.



SOUTH GILLIAM COUNTY HEALTH DISTRICT  
MINUTES  
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Ambulance Service

No official report. Paul mentioned they are still very busy with calls.

Dental Services

Lisa Helms reported that Dr. DesJardin will see Medicaid patients, but they must pay cash for their service because he doesn't bill Advantage Dental. There was discussion regarding talking to Advantage Dental to see if there are any options available.

Public Health

Hollie reported that the staff continues to work on each of the program elements. The first quarter financial reports for each program have been completed and submitted. The WIC program is running smoothly and meeting dates are available more often than previously. Public Health provided funds for a speaker in the Arlington and Condon schools. Dr. Edwards and DaiLene are currently working on a Tobacco Cessation Project.

Clinic Report

Hollie noted that things are running smoothly at the clinic. Kirk's credentialing will probably take 3-4 months to complete.

Director Comments

None

Public Comments

Les Ruark asked several questions. Kathryn Greiner made statements and asked a couple questions.

Adjourn

The meeting was adjourned at 7:44 p.m.

The next regular meeting will be December 19, 2022 @6:00 p.m.

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CINDY HINTON, Chairman

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HOLLIE WINSLOW, Administrative Assistant

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PAUL BATES, Vice-Chairman

**SOUTH GILLIAM HEALTH CENTER**  
**Balance Sheet**  
As of December 15, 2022

|                                       | Dec 15, 22        |
|---------------------------------------|-------------------|
| <b>ASSETS</b>                         |                   |
| Current Assets                        |                   |
| Checking/Savings                      |                   |
| CHECKING                              | 8,339.82          |
| LGIP                                  |                   |
| EQUIP RES                             | 89,924.40         |
| FACILITIES FUND                       | 248,149.33        |
| HEALTH FUND                           | 35,237.30         |
| PATIENT ASSISTANCE FUND               | 12,544.98         |
| PUBLIC HEALTH DEPT General Fund       | 21,266.91         |
| PUBLIC HEALTH DEPT. STATE/FED         |                   |
| 202-100-5-20-2602 PE 42-04 B1st       | 410.42            |
| 212-100-5-20-2203 PE 01-01 C D        | 196.92            |
| 212-100-5-20-2303 PH 10 STD           | 2,292.79          |
| 212-100-5-20-2304 PE12 PHEPR          | 7,289.54          |
| 212-100-5-20-2401 PE13 TPEP           | 625.00            |
| 212-100-5-20-2402 PE 36 ADPEP         | 33,522.27         |
| 212-100-5-20-2501 PE 40 WIC           | 2,109.67          |
| 212-100-5-20-2601 PE 42-03 Peri       | 385.26            |
| 212-100-5-20-2603 PE42-06 CAH         | 222.84            |
| 212-100-5-20-2604 PE 42-11 T-5        | 2,857.09          |
| 212-100-5-20-2604 PE 42-12MCare       | 606.88            |
| 212-100-5-20-2605 PE 43 Imm           | 1,839.32          |
| 212-100-5-20-2607 PE51-01 Mod         |                   |
| 212-100-5-20-2608 PE 51-03 ARPA       | 1,468.92          |
| 212-100-5-20-2607 PE51-01 Mod - Other | 4,660.33          |
| Total 212-100-5-20-2607 PE51-01 Mod   | 6,129.25          |
| Total PUBLIC HEALTH DEPT. STATE/FED   | 58,487.25         |
| LGIP - Other                          | 221,996.78        |
| Total LGIP                            | 687,606.95        |
| Total Checking/Savings                | 695,946.77        |
| 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                  | 695,946.77        |
| <b>TOTAL ASSETS</b>                   | <b>695,946.77</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                   |
| Liabilities                           |                   |
| Current Liabilities                   |                   |
| Other Current Liabilities             |                   |
| P/R Liability Offset                  | -1,177.04         |
| Payroll Liabilities                   | 1,866.80          |
| Total Other Current Liabilities       | 689.76            |
| Total Current Liabilities             | 689.76            |
| Total Liabilities                     | 689.76            |

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Cash Basis

**SOUTH GILLIAM HEALTH CENTER**

**Balance Sheet**

As of December 15, 2022

|                            | Dec 15, 22 |
|----------------------------|------------|
| Equity                     |            |
| Retained Earnings          | 669,056.27 |
| Net Income                 | 26,200.74  |
| Total Equity               | 695,257.01 |
| TOTAL LIABILITIES & EQUITY | 695,946.77 |

## South Gilliam County Ambulance Service

## Balance Sheet

As of November 14, 2022

|                                       | Nov 14, 22        |
|---------------------------------------|-------------------|
| <b>ASSETS</b>                         |                   |
| Current Assets                        |                   |
| Checking/Savings                      |                   |
| Bank of Eastern Oregon                | 7,429.10          |
| LGIP                                  |                   |
| Ambulance Replacement Fund            | 156,042.28        |
| Equipment Replacement                 | 30,388.23         |
| LGIP - Other                          | 113,941.35        |
| Total LGIP                            | 300,371.86        |
| Total Checking/Savings                | 307,800.96        |
| 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                  | 307,800.96        |
| 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        |
| <b>TOTAL ASSETS</b>                   | <b>448,109.79</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                   |
| 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                            | 23,075.08         |
| Total Equity                          | 448,109.79        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>448,109.79</b> |



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11/10/22

Accrual Basis

# South Gilliam County Ambulance Service

## Profit & Loss Budget vs. Actual

July 1 through November 14, 2022

|                                 | Jul 1 - Nov 14, 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                       | 4,000.00           | 100.00     | 3,900.00       | 4,000.0%    |
| Grants                          | 0.00               | 0.00       | 0.00           | 0.0%        |
| Interest                        |                    |            |                |             |
| Checking Acct Interest          | 2.36               | 0.00       | 2.36           | 100.0%      |
| Savings account                 | 0.00               | 0.00       | 0.00           | 0.0%        |
| Interest - Other                | 0.00               | 600.00     | -600.00        | 0.0%        |
| Total Interest                  | 2.36               | 600.00     | -597.64        | 0.4%        |
| 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                   | 1,605.08           | 0.00       | 1,605.08       | 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  | -331.26            | 0.00       | -331.26        | 100.0%      |
| Total Refunds/Reimbursements    | -331.26            | 0.00       | -331.26        | 100.0%      |
| Sales of Surplus Property       | 0.00               | 5,000.00   | -5,000.00      | 0.0%        |
| South Gilliam Co Pt Accts       | 49,996.37          | 90,000.00  | -40,003.63     | 55.6%       |
| South Gilliam Health Dist       | 0.00               | 0.00       | 0.00           | 0.0%        |
| Tri County Membership           | 1,640.00           | 3,500.00   | -1,860.00      | 46.9%       |
| Total Income                    | 56,912.55          | 198,795.00 | -141,882.45    | 28.6%       |
| Cost of Goods Sold              |                    |            |                |             |
| Cost of Goods Sold              | 0.00               | 0.00       | 0.00           | 0.0%        |
| Total COGS                      | 0.00               | 0.00       | 0.00           | 0.0%        |
| Gross Profit                    | 56,912.55          | 198,795.00 | -141,882.45    | 28.6%       |
| 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%        |

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Accrual Basis

# South Gilliam County Ambulance Service

## Profit & Loss Budget vs. Actual

July 1 through November 14, 2022

|   | Jul 1 - Nov 14, 22 | Budget           | \$ Over Budget    | % of Budget  |
|---|--------------------|------------------|-------------------|--------------|
| <b>Materials &amp; Services</b>               |                    |                  |                   |              |
| <b>Ambulance Equipment &amp; Supply</b>       |                    |                  |                   |              |
| CARES Supplies                                | 0.00               | 0.00             | 0.00              | 0.0%         |
| Ambulance Equipment & Supply - Other          | 8,539.56           | 9,000.00         | -460.44           | 94.9%        |
| <b>Total Ambulance Equipment &amp; Supply</b> | <b>8,539.56</b>    | <b>9,000.00</b>  | <b>-460.44</b>    | <b>94.9%</b> |
| <b>Ambulance Service Licensing</b>            |                    |                  |                   |              |
| Ambulance Training                            | 0.00               | 0.00             | 0.00              | 0.0%         |
| Attendant stipends                            | 425.05             | 8,000.00         | -7,574.95         | 5.3%         |
| Attendants (Licensing)                        | 0.00               | 0.00             | 0.00              | 0.0%         |
| Attendants Meals                              | 3.00               | 1,500.00         | -1,497.00         | 0.2%         |
| Billing                                       | 1,487.76           | 3,000.00         | -1,512.24         | 49.6%        |
| CARES Billing                                 | 0.00               | 0.00             | 0.00              | 0.0%         |
| Billing - Other                               | 1,855.82           | 4,200.00         | -2,344.18         | 44.2%        |
| <b>Total Billing</b>                          | <b>1,855.82</b>    | <b>4,200.00</b>  | <b>-2,344.18</b>  | <b>44.2%</b> |
| <b>Capital Outlay</b>                         |                    |                  |                   |              |
| Communications                                | 0.00               | 40,200.00        | -40,200.00        | 0.0%         |
| Contingency                                   | 24.00              | 350.00           | -326.00           | 6.9%         |
| Contract Services                             | 0.00               | 10,260.00        | -10,260.00        | 0.0%         |
| 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%         |
| <b>Total Contract Services</b>                | <b>0.00</b>        | <b>8,600.00</b>  | <b>-8,600.00</b>  | <b>0.0%</b>  |
| <b>Employee Assistance Program</b>            |                    |                  |                   |              |
| Fuel  | 0.00               | 2,000.00         | -2,000.00         | 0.0%         |
| Insurance                                     | 3,694.55           | 7,200.00         | -3,505.45         | 51.3%        |
| 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                                      | 1,104.10           | 9,500.00         | -8,395.90         | 11.6%        |
| Maintenance - Other                           | 0.00               | 0.00             | 0.00              | 0.0%         |
| <b>Total Maintenance</b>                      | <b>1,174.10</b>    | <b>12,000.00</b> | <b>-10,825.90</b> | <b>9.8%</b>  |



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11/10/22

Accrual Basis

# South Gilliam County Ambulance Service Profit & Loss Budget vs. Actual July 1 through November 14, 2022

|                                       | Jul 1 - Nov 14, 22 | Budget            | \$ Over Budget     | % of Budget   |
|---------------------------------------|--------------------|-------------------|--------------------|---------------|
| Miscellaneous                         | 65.15              | 200.00            | -134.85            | 32.6%         |
| Office Supplies                       | 761.58             | 2,000.00          | -1,238.42          | 38.1%         |
| Scholarships                          | 0.00               | 500.00            | -500.00            | 0.0%          |
| Storage/Rent                          | 5,000.00           | 5,000.00          | 0.00               | 100.0%        |
| Transfer/Ambulance Replacement        | 0.00               | 0.00              | 0.00               | 0.0%          |
| Transfer/Building fund SGRFPD         | 0.00               | 0.00              | 0.00               | 0.0%          |
| Uniforms                              | 294.00             | 1,500.00          | -1,206.00          | 19.6%         |
| Vaccines                              | 0.00               | 300.00            | -300.00            | 0.0%          |
| Materials & Services - Other          | 0.00               | 0.00              | 0.00               | 0.0%          |
| <b>Total Materials &amp; Services</b> | <b>23,941.90</b>   | <b>122,810.00</b> | <b>-98,868.10</b>  | <b>19.5%</b>  |
| Miscellaneous                         | 0.00               | 0.00              | 0.00               | 0.0%          |
| Payroll Expenses                      |                    |                   |                    |               |
| Attendant payroll                     | 7,934.00           | 24,000.00         | -16,066.00         | 33.1%         |
| Payroll taxes                         | 711.57             | 2,400.00          | -1,688.43          | 29.6%         |
| Payroll Expenses - Other              | 1,250.00           | 0.00              | 1,250.00           | 100.0%        |
| <b>Total Payroll Expenses</b>         | <b>9,895.57</b>    | <b>26,400.00</b>  | <b>-16,504.43</b>  | <b>37.5%</b>  |
| Reconciliation Discrepancies          | 0.00               | 0.00              | 0.00               | 0.0%          |
| Uncategorized Expenses                | 0.00               | 0.00              | 0.00               | 0.0%          |
| <b>Total Expense</b>                  | <b>33,837.47</b>   | <b>149,210.00</b> | <b>-115,372.53</b> | <b>22.7%</b>  |
| <b>Net Ordinary Income</b>            | <b>23,075.08</b>   | <b>49,585.00</b>  | <b>-26,509.92</b>  | <b>46.5%</b>  |
| Other Income/Expense                  |                    |                   |                    |               |
| Other Income                          |                    |                   |                    |               |
| Trans. from Amb. Replacement          | 0.00               | 0.00              | 0.00               | 0.0%          |
| <b>Total Other Income</b>             | <b>0.00</b>        | <b>0.00</b>       | <b>0.00</b>        | <b>0.0%</b>   |
| 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%          |
| <b>Total Other Expense</b>            | <b>0.00</b>        | <b>40,000.00</b>  | <b>-40,000.00</b>  | <b>0.0%</b>   |
| <b>Net Other Income</b>               | <b>0.00</b>        | <b>-40,000.00</b> | <b>40,000.00</b>   | <b>0.0%</b>   |
| <b>Net Income</b>                     | <b>23,075.08</b>   | <b>9,585.00</b>   | <b>13,490.08</b>   | <b>240.7%</b> |

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12/11/22

Accrual Basis

## South Gilliam County Ambulance Service

## Balance Sheet

As of December 13, 2022

|                                       | Dec 13, 22        |
|---------------------------------------|-------------------|
| <b>ASSETS</b>                         |                   |
| Current Assets                        |                   |
| Checking/Savings                      |                   |
| Bank of Eastern Oregon                | 5,219.12          |
| LGIP                                  |                   |
| Ambulance Replacement Fund            | 156,386.00        |
| Equipment Replacement                 | 30,455.17         |
| LGIP - Other                          | 121,177.74        |
| Total LGIP                            | 308,018.91        |
| Total Checking/Savings                | 313,238.03        |
| 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                  | 313,238.03        |
| 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        |
| <b>TOTAL ASSETS</b>                   | <b>453,546.86</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                   |
| 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                            | 28,512.15         |
| Total Equity                          | 453,546.86        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>453,546.86</b> |

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12/11/22

Accrual Basis

# **South Gilliam County Ambulance Service** **Profit & Loss Budget vs. Actual** July 1 through December 11, 2022

|                                     | Jul 1 - Dec 11, 22 | Budget            | \$ Over Budget     | % of Budget   |
|-------------------------------------|--------------------|-------------------|--------------------|---------------|
| <b>Ordinary Income/Expense</b>      |                    |                   |                    |               |
| Income                              |                    |                   |                    |               |
| Balance Forward                     | 0.00               | 99,595.00         | -99,595.00         | 0.0%          |
| CARES                               | 0.00               | 0.00              | 0.00               | 0.0%          |
| Donations                           | 4,000.00           | 100.00            | 3,900.00           | 4,000.0%      |
| Grants                              | 0.00               | 0.00              | 0.00               | 0.0%          |
| Interest                            |                    |                   |                    |               |
| Checking Acct Interest              | 3.03               | 0.00              | 3.03               | 100.0%        |
| Savings account                     | 0.00               | 0.00              | 0.00               | 0.0%          |
| Interest - Other                    | 0.00               | 600.00            | -600.00            | 0.0%          |
| <b>Total Interest</b>               | <b>3.03</b>        | <b>600.00</b>     | <b>-596.97</b>     | <b>0.5%</b>   |
| <b>Investments</b>                  |                    |                   |                    |               |
| Interest-Savings, Short-term CD     | 0.00               | 0.00              | 0.00               | 0.0%          |
| Investments - Other                 | 0.00               | 0.00              | 0.00               | 0.0%          |
| <b>Total Investments</b>            | <b>0.00</b>        | <b>0.00</b>       | <b>0.00</b>        | <b>0.0%</b>   |
| <b>LGIP Interest</b>                | <b>2,252.13</b>    | <b>0.00</b>       | <b>2,252.13</b>    | <b>100.0%</b> |
| N/ Gilliam Co. Health District      | 0.00               | 0.00              | 0.00               | 0.0%          |
| Net Working Capital                 | 0.00               | 0.00              | 0.00               | 0.0%          |
| <b>Refunds/Reimbursements</b>       |                    |                   |                    |               |
| 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      | -331.26            | 0.00              | -331.26            | 100.0%        |
| <b>Total Refunds/Reimbursements</b> | <b>-331.26</b>     | <b>0.00</b>       | <b>-331.26</b>     | <b>100.0%</b> |
| <b>Sales of Surplus Property</b>    | <b>0.00</b>        | <b>5,000.00</b>   | <b>-5,000.00</b>   | <b>0.0%</b>   |
| South Gilliam Co Pt Accts           | 56,849.54          | 90,000.00         | -33,150.46         | 63.2%         |
| South Gilliam Health Dist           | 0.00               | 0.00              | 0.00               | 0.0%          |
| Tri County Membership               | 1,640.00           | 3,500.00          | -1,860.00          | 46.9%         |
| <b>Total Income</b>                 | <b>64,413.44</b>   | <b>198,795.00</b> | <b>-134,381.56</b> | <b>32.4%</b>  |
| <b>Cost of Goods Sold</b>           |                    |                   |                    |               |
| Cost of Goods Sold                  | 0.00               | 0.00              | 0.00               | 0.0%          |
| <b>Total COGS</b>                   | <b>0.00</b>        | <b>0.00</b>       | <b>0.00</b>        | <b>0.0%</b>   |
| <b>Gross Profit</b>                 | <b>64,413.44</b>   | <b>198,795.00</b> | <b>-134,381.56</b> | <b>32.4%</b>  |
| <b>Expense</b>                      |                    |                   |                    |               |
| *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%          |



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12/11/22

Accrual Basis

# South Gilliam County Ambulance Service

## Profit & Loss Budget vs. Actual

July 1 through December 11, 2022

|   | Jul 1 - Dec 11, 22 | Budget           | \$ Over Budget    | % of Budget  |
|---|--------------------|------------------|-------------------|--------------|
| <b>Materials &amp; Services</b>               |                    |                  |                   |              |
| Ambulance Equipment & Supply                  |                    |                  |                   |              |
| CARES Supplies                                | 0.00               | 0.00             | 0.00              | 0.0%         |
| Ambulance Equipment & Supply - Other          | 8,794.45           | 9,000.00         | -205.55           | 97.7%        |
| <b>Total Ambulance Equipment &amp; Supply</b> | <b>8,794.45</b>    | <b>9,000.00</b>  | <b>-205.55</b>    | <b>97.7%</b> |
| Ambulance Service Licensing                   | 0.00               | 0.00             | 0.00              | 0.0%         |
| Ambulance Training                            | 425.05             | 8,000.00         | -7,574.95         | 5.3%         |
| Attendant stipends                            | 0.00               | 0.00             | 0.00              | 0.0%         |
| Attendants (Licensing)                        | 3.00               | 1,500.00         | -1,497.00         | 0.2%         |
| Attendants Meals                              | 1,635.17           | 3,000.00         | -1,364.83         | 54.5%        |
| Billing                                       | 0.00               | 0.00             | 0.00              | 0.0%         |
| CARES Billing                                 | 0.00               | 0.00             | 0.00              | 0.0%         |
| Billing - Other                               | 2,503.80           | 4,200.00         | -1,696.20         | 59.6%        |
| <b>Total Billing</b>                          | <b>2,503.80</b>    | <b>4,200.00</b>  | <b>-1,696.20</b>  | <b>59.6%</b> |
| 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%         |
| <b>Total Contract Services</b>                | <b>0.00</b>        | <b>8,600.00</b>  | <b>-8,600.00</b>  | <b>0.0%</b>  |
| Employee Assistance Program                   |                    |                  |                   |              |
| Fuel  | 0.00               | 2,000.00         | -2,000.00         | 0.0%         |
| Insurance                                     | 4,293.54           | 7,200.00         | -2,906.46         | 59.6%        |
| 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                                      | 1,389.65           | 9,500.00         | -8,110.35         | 14.6%        |
| Maintenance - Other                           | 0.00               | 0.00             | 0.00              | 0.0%         |
| <b>Total Maintenance</b>                      | <b>1,459.65</b>    | <b>12,000.00</b> | <b>-10,540.35</b> | <b>12.2%</b> |

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12/11/22

Accrual Basis

# South Gilliam County Ambulance Service Profit & Loss Budget vs. Actual July 1 through December 11, 2022

|                                       | Jul 1 - Dec 11, 22 | Budget            | \$ Over Budget     | % of Budget   |
|---------------------------------------|--------------------|-------------------|--------------------|---------------|
| Miscellaneous                         | 65.15              | 200.00            | -134.85            | 32.6%         |
| Office Supplies                       | 761.58             | 2,000.00          | -1,238.42          | 38.1%         |
| Scholarships                          | 0.00               | 500.00            | -500.00            | 0.0%          |
| Storage/Rent                          | 5,000.00           | 5,000.00          | 0.00               | 100.0%        |
| Transfer/Ambulance Replacement        | 0.00               | 0.00              | 0.00               | 0.0%          |
| Transfer/Building fund SGRFPD         | 0.00               | 0.00              | 0.00               | 0.0%          |
| Uniforms                              | 423.00             | 1,500.00          | -1,077.00          | 28.2%         |
| Vaccines                              | 0.00               | 300.00            | -300.00            | 0.0%          |
| Materials & Services - Other          | 0.00               | 0.00              | 0.00               | 0.0%          |
| <b>Total Materials &amp; Services</b> | <b>26,005.72</b>   | <b>122,810.00</b> | <b>-96,804.28</b>  | <b>21.2%</b>  |
| Miscellaneous                         | 0.00               | 0.00              | 0.00               | 0.0%          |
| Payroll Expenses                      |                    |                   |                    |               |
| Attendant payroll                     | 7,934.00           | 24,000.00         | -16,066.00         | 33.1%         |
| Payroll taxes                         | 711.57             | 2,400.00          | -1,688.43          | 29.6%         |
| Payroll Expenses - Other              | 1,250.00           | 0.00              | 1,250.00           | 100.0%        |
| <b>Total Payroll Expenses</b>         | <b>9,895.57</b>    | <b>26,400.00</b>  | <b>-16,504.43</b>  | <b>37.5%</b>  |
| Reconciliation Discrepancies          | 0.00               | 0.00              | 0.00               | 0.0%          |
| Uncategorized Expenses                | 0.00               | 0.00              | 0.00               | 0.0%          |
| <b>Total Expense</b>                  | <b>35,901.29</b>   | <b>149,210.00</b> | <b>-113,308.71</b> | <b>24.1%</b>  |
| <b>Net Ordinary Income</b>            | <b>28,512.15</b>   | <b>49,585.00</b>  | <b>-21,072.85</b>  | <b>57.5%</b>  |
| Other Income/Expense                  |                    |                   |                    |               |
| Other Income                          |                    |                   |                    |               |
| Trans. from Amb. Replacement          | 0.00               | 0.00              | 0.00               | 0.0%          |
| <b>Total Other Income</b>             | <b>0.00</b>        | <b>0.00</b>       | <b>0.00</b>        | <b>0.0%</b>   |
| 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%          |
| <b>Total Other Expense</b>            | <b>0.00</b>        | <b>40,000.00</b>  | <b>-40,000.00</b>  | <b>0.0%</b>   |
| <b>Net Other Income</b>               | <b>0.00</b>        | <b>-40,000.00</b> | <b>40,000.00</b>   | <b>0.0%</b>   |
| <b>Net Income</b>                     | <b>28,512.15</b>   | <b>9,585.00</b>   | <b>18,927.15</b>   | <b>297.5%</b> |



# District Records Request Policy

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## Purpose

To establish guidelines for public records request, public body response and fees

## Compliance

The district shall fully comply with the Oregon Public Records Law.

- **Specificity of Request:** In order to facilitate the public's access to disclosable records in the district's possession, and to avoid unnecessary expenditure of staff time, persons requesting access to public records, must submit written requests for copies of public records. The public shall use the request form established by the District. A copy of the form is attached. The use of this form is intended to enable District personnel to readily locate the records sought, confirm the public's acknowledgement of the fee being charged and establish the delivery method of the requested records. All records requests shall be sent to the Administrative Assistant of the District. The delivery of the request can be made in the following ways:
  - Mail to PO Box 597, Condon, OR 97823
  - Deliver to 422 N Main St., Condon, OR 97823
  - Email to [sgilliamhealth@gmail.com](mailto:sgilliamhealth@gmail.com)
  - Fax to 541-384-3121

THE DISTRICT WILL NOT BE RESPONSIBLE FOR REQUESTS LOST IN THE MAIL SYSTEM OR DELIVERED TO A SPAM ACCOUNT.

- **District response:** The District shall within five business days after receiving the request, acknowledge receipt of the request. If the records requestor should follow up if they have not heard from the District after the five business days. The District will then have an additional 10 business days to fulfill the request or issue a written response estimating how long fulfillment will take. The district is not subject to this response timeframe if it is awaiting a response from the requester seeking clarification of the inquiry or if the requester has not agreed to pay for the records. Other considerations that apply are:



- Complicated requests
  - Large volume of requests
  - Requests involving documents not readily available or if the necessary staff are unavailable to fulfill the request
  - The need for an attorney to review the record, redacting material or segregating the public record into exempt and nonexempt records.
- Access: Due to the nature of clinic business and HIPPA guidelines, the District shall not permit the onsite inspection and examination of its non-exempt public records.

### **Fees for Public Records**

**ORS 192.324(4)(a) States that the public body may establish fees reasonably calculated to reimburse the public body for the public body's actual cost of making public records available, including costs for summarizing, compiling or tailoring the public records, either in organization or media, to meet the request.**

Fees must be limited to no more than \$25.00 unless the requestor is provided with a written notification of the estimated amount of the fee and the requestor confirms that he/she wants the public body to proceed.

In order to recover its costs for responding to public records requests, the following fee schedule is adopted by the District:

- Copies of Public Records; Certified Copies: Copies of public records shall be .50 cents per page for standard, letter size copies. This fee applies to all requests, whether they are faxed, emailed or hard copied.
- Research Fees: If a request for records requires District personnel to spend more than 5 minutes searching or reviewing records prior to their review or release for copying, the minimum fee shall be \$50/ hour and additional charges shall be in ¼ hour increments. The District shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.
- Mail fees: If the request is for the records to be mailed, the mail fee will be charged to the requestor.
- Attorney fees: If a request for records requires an attorney to review the public record, redact material from the public record or segregate the public records into exempt and

nonexempt records, there will be an additional charge not to exceed the actual fee charged by the attorney to the District.

- **Additional Charges:** If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose such additional charges as are necessary to reimburse the District for its actual costs of producing the records.
- **Reduced Fee or Free Copies:** Whenever it determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the Board or District Administrative Assistant may so authorize.

If the requestor fails to pay the fee within 60 days of the date on which the District informed the requestor of the fee the District shall close the request.

**Adopted by South Gilliam County Health District**

Dated Adopted: \_\_\_\_\_

\_\_\_\_\_  
Cindy Hinton, Board Chairman

\_\_\_\_\_  
Hollie Winslow, Administrative Assistant



## South Gilliam County Health District Public Records Request

Submit this completed request to: Attn: Administrative Assistant, South Gilliam County Health District

- Mail to: PO Box 597, Condon, OR 97823
- Deliver to: 422 N Main St., Condon, OR 97823
- Email to: [sgilliamhealth@gmail.com](mailto:sgilliamhealth@gmail.com)
- Fax to: 541-384-3121

**Requester**

**Name:** \_\_\_\_\_

**Date of**

**Request:** \_\_\_\_\_

**Organization Name**

**(if applicable):** \_\_\_\_\_

**Mailing**

**Address:** \_\_\_\_\_

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*ZIP Code*

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Provide a list and detailed description of the documents you are requesting: (add additional sheet if necessary)**

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**I request that the documents be provided in the following format: (Choose one. Fees are based on one delivery format)**

☐

Mailed to address above.

☐

Emailed to address above

☐

Faxed to number above

☐

Call number above for pick up

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Your signature indicates that you understand that SGCHD staff will respond to your request by email or phone as soon as practicable and in accordance to policy. You understand that there may be costs related to this request based on the fee structure adopted by the SGCHD, and you are aware that you will be notified by staff if any fees need to be paid in order to complete your request.*



## **South Gilliam County Health District Public Records Request Fee Schedule**

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