

**SOUTH GILLIAM COUNTY HEALTH DISTRICT
MEETING AGENDA**

DATE: Monday, February 20, 2023 **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**
- **Financial Reports: January 2023**
 - **SGCHD**
 - **SGCAS**
- **Approval of Bills**
- **Approval of Minutes**
- **Ambulance Service Report**
- **Unfinished Business**
 - **Policy 17.07 District Public Records Request Revision**
- **Public Health Report**
- **Clinic Report**
- **Executive Session pursuant to ORS 192.660(2)(i) To review and evaluate the performance of an officer, employee or staff member if the person does not request an open meeting.**
- **Director Comments**
- **Adjournment**

Next Regular Meeting: Monday, March 20, 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, January 16, 2023
TIME: 6:00 P.M.
PLACE: South Gilliam Health Center, Condon
PRESENT: Paul Bates, Vice-Chairman; Lisa Helms, Director; Ashleigh McIntosh, Director; Tory Flory, Director; Hollie Winslow, Administrative Assistant; Leah Watkins, County Commissioner

A quorum of board members was established.

Paul Bates called the regular meeting to order at 6:00 p.m.

Public Comment

None

Agenda Correction

It was noted that the agenda said Financials for December 2023 and it should be 2022.

Ambulance Service Area Advisory Committee

There was consensus to have Cindy Hinton be the District's representative on the Ambulance Service Area Advisory Committee.

Audit

There was discussion regarding the financial audit for 2021-22 fiscal year. It was noted the same discrepancies appear as in the prior years due to the lack of staffing. Tory Flory moved to approve the audit noting the discrepancies and the specific controls we have in place and Lisa Helms seconded the motion. Motion carried unanimously.

Financial Reports

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

Bills

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

Minutes

Lisa Helms moved to approve the December meeting minutes and Ashleigh McIntosh seconded the motion. Motion carried unanimously.

Ambulance Service

Paul Bates reported they have had several non-transport calls. They still have no delivery date for the new ambulance.

SOUTH GILLIAM COUNTY HEALTH DISTRICT
MINUTES
Page Two

Dental Services

No update. Lisa noted that Ashley Danielson was not at the LCAC meeting to discuss dental options.

Amended Policy 17.07 Public Records Request

The Policy was revised and sent to the attorney for review. We are still waiting to hear back from the attorney. Leah asked that a copy of the revised policy be sent to the County.

Public Health Report

- Hollie noted that the quarterly reports are due to the state by the end of this month.
- We hosted an immunization clinic in Arlington last Friday. We are working on our first school exclusion orders.
- We are having discussions with schools and CCS for ADPEP projects.
- Kirk has completed the Disease Intervention Specialist training and has his logins for the State Data System.
- DaiLene and Hollie met with County Commissioner Watkins and Delanie Watkins to complete the sub recipient monitoring risk assessment and monitoring plan. They will meet with Commissioner Watkins and Delanie Watkins the second Monday of each month to discuss updates, which Commissioner Watkins will provide to the County Court.
- The Carport Project is moving forward.

Clinic Report

- Hollie noted that the employees have reviewed the personnel policies.
- The annual operating review will be this Wednesday.
- Kirk has received his Medicare and Medicaid numbers. We are still waiting on his credentialing with the major insurance companies.

Director Comments

None

Adjourn

The meeting was adjourned at 6:18 p.m.

The next regular meeting will be February 20, 2023 @6:00 p.m.

PAUL BATES, Vice-Chairman

HOLLIE WINSLOW, Administrative Assistant

SOUTH GILLIAM HEALTH CENTER
Balance Sheet
As of February 16, 2023

	Feb 16, 23
ASSETS	
Current Assets	
Checking/Savings	
CHECKING	177,750.55
LGIP	
EQUIP RES	85,060.50
FACILITIES FUND	249,333.58
HEALTH FUND	35,535.13
PATIENT ASSISTANCE FUND	12,576.76
PUBLIC HEALTH DEPT General Fund	52,106.16
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	231,906.77
Total LGIP	725,006.15
Total Checking/Savings	902,756.70
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	902,756.70
TOTAL ASSETS	902,756.70
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
P/R Liability Offset	-14,520.57
Payroll Liabilities	2,080.37
Total Other Current Liabilities	-12,440.20
Total Current Liabilities	-12,440.20
Total Liabilities	-12,440.20

4:55 PM
02/16/23
Cash Basis

SOUTH GILLIAM HEALTH CENTER
Balance Sheet
As of February 16, 2023

	Feb 16, 23
Equity	
Retained Earnings	682,399.80
Net Income	232,797.10
Total Equity	915,196.90
TOTAL LIABILITIES & EQUITY	902,756.70

SOUTH GILLIAM HEALTH CENTER
Profit & Loss Budget vs. Actual
 July 1, 2022 through February 16, 2023

	Jul 1, '22 - Feb 16, 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
212-100-3-80-0204 PE 51-01 MOD				
MOD PE 51-03 ARPA	9,904.84	17,627.00	-7,722.16	56.2%
MOD State/Federal Funding	34,091.23	55,924.00	-21,832.77	61.0%
Total 212-100-3-80-0204 PE 51-01 MOD	43,996.07	73,551.00	-29,554.93	59.8%
212-100-3-60-0201 PE 01-01 CD				
CD PE 01-09 COVID Monitoring	65,556.00	5,000.00	60,556.00	1,311.1%
CD PE 01-10 OIP Cares COVID Res	0.00	5,000.00	-5,000.00	0.0%
CD State/Federal Funds	1,378.44	2,362.00	-983.56	58.4%
Total 212-100-3-60-0201 PE 01-01 CD	66,934.44	12,362.00	54,572.44	541.5%
212-100-3-80-01-8 PE 42-03 PER				
PERINATAL State/Federal Funding	385.26	1,544.00	-1,158.74	25.0%
Total 212-100-3-80-01-8 PE 42-03 PER	385.26	1,544.00	-1,158.74	25.0%
212-100-3-80-0102 PE 10 STD				
STD State/Federal Funding	5,512.46	13,678.00	-8,165.54	40.3%
Total 212-100-3-80-0102 PE 10 STD	5,512.46	13,678.00	-8,165.54	40.3%
212-100-3-80-0103 PE 12 PHEPR				
PHEPR State/Federal Funding	15,020.85	36,234.00	-21,213.15	41.5%
Total 212-100-3-80-0103 PE 12 PHEPR	15,020.85	36,234.00	-21,213.15	41.5%
212-100-3-80-0104 PE 13 TPEP				
TPEP State/Federal Funding	4,375.00	7,500.00	-3,125.00	58.3%
Total 212-100-3-80-0104 PE 13 TPEP	4,375.00	7,500.00	-3,125.00	58.3%
212-100-3-80-0105 PE 36 ADPEP				
ADPEP ARPA	0.00	35,127.00	-35,127.00	0.0%
ADPEP COVID	0.00	40,673.00	-40,673.00	0.0%
ADPEP State/Federal Funding	45,683.40	61,000.00	-15,316.60	74.9%
Total 212-100-3-80-0105 PE 36 ADPEP	45,683.40	136,800.00	-91,116.60	33.4%
212-100-3-80-0109 PE 42-04 B1st				
B1st State & Federal Funding	2,872.94	5,039.00	-2,166.06	57.0%
Total 212-100-3-80-0109 PE 42-04 B1st	2,872.94	5,039.00	-2,166.06	57.0%
212-100-3-80-0110 PE 42-06 MCAH				
MCAH State/Federal Funding	722.49	2,896.00	-2,173.51	24.9%
Total 212-100-3-80-0110 PE 42-06 MCAH	722.49	2,896.00	-2,173.51	24.9%

SOUTH GILLIAM HEALTH CENTER
Profit & Loss Budget vs. Actual
 July 1, 2022 through February 16, 2023

	Jul 1, '22 - Feb 16, 23	Budget	\$ Over Budget	% of Budget
212-100-3-80-0201 PE 42-11 T-V T-V State/Federal Funding	6,192.12	14,620.00	-8,427.88	42.4%
Total 212-100-3-80-0201 PE 42-11 T-V	6,192.12	14,620.00	-8,427.88	42.4%
212-100-3-80-0202 PE 42 IMM IMM State/Federal Funding	1,839.32	5,439.00	-3,599.68	33.8%
Total 212-100-3-80-0202 PE 42 IMM	1,839.32	5,439.00	-3,599.68	33.8%
212-100-3-80-0203 PE 46 REP HTH REP HTH State/Federal Funding	3,551.22	10,937.00	-7,385.78	32.5%
Total 212-100-3-80-0203 PE 46 REP HTH	3,551.22	10,937.00	-7,385.78	32.5%
212-100-8-0103 PE 40 WIC WIC State/Federal Funding	14,764.69	25,316.00	-10,551.31	58.3%
Total 212-100-8-0103 PE 40 WIC	14,764.69	25,316.00	-10,551.31	58.3%
DONATIONS	600.00	200.00	400.00	300.0%
FUNDRAISING	0.00	100.00	-100.00	0.0%
GILLIAM COUNTY GRANTS	150,000.00	150,000.00	0.00	100.0%
GILLIAM COUNTY SIP FUNDS	0.00	1,000.00	-1,000.00	0.0%
INTEREST-LGIP	6,962.61	4,000.00	2,962.61	174.1%
LEVIED TAX TO BE RECEIVED	12,718.33	2,500.00	10,218.33	508.7%
MEDICAL SERVICES				
Medical Incentive/Bonus Payment	17,733.85	0.00	17,733.85	100.0%
PHYSICAL THERAPY	3,855.61	0.00	3,855.61	100.0%
MEDICAL SERVICES - Other	220,407.16	405,000.00	-184,592.84	54.4%
Total MEDICAL SERVICES	241,996.62	405,000.00	-163,003.38	59.8%
MISC				
Misc/other-grants, State refund	69,098.01	0.00	69,098.01	100.0%
	0.00	20.00	-20.00	0.0%
PH Gilliam County Contribution	61,678.50	124,500.00	-62,821.50	49.5%
Public Health Indirect Costs	5,290.49	23,433.00	-18,142.51	22.6%
Public Health Personnel	47,042.69	240,223.00	-193,180.31	19.6%
RENT	14,700.00	24,000.00	-9,300.00	61.3%
TAXES NECESSARY TO BALANCE	123,118.22	159,000.00	-35,881.78	77.4%
WELLNESS CENTER MEMBERSHIPS	0.00	100.00	-100.00	0.0%
Total Income	945,055.73	1,479,992.00	-534,936.27	63.9%

SOUTH GILLIAM HEALTH CENTER Profit & Loss Budget vs. Actual July 1, 2022 through February 16, 2023

Expense	Jul 1, '22 - Feb 16, 23	Budget	\$ Over Budget	% of Budget
202-100-5-20-2602 PE 42-04 B1st				
B1st General Supplies	0.00	200.00	-200.00	0.0%
B1st Indirect Costs	102.12	403.00	-300.88	25.3%
B1st Other Expenses	474.00	500.00	-26.00	94.8%
B1st Personal Services Sal/Ben	1,480.14	3,436.00	-1,955.86	43.1%
B1st Travel & Training	0.00	500.00	-500.00	0.0%
Total 202-100-5-20-2602 PE 42-04 B1st	2,056.26	5,039.00	-2,982.74	40.8%
212-100-5-20-2203 PE01-01 CD				
CD General Supplies	0.00	200.00	-200.00	0.0%
CD Indirect Costs	46.21	403.00	-356.79	11.5%
CD Other Expenses	0.00	500.00	-500.00	0.0%
CD Personal Services Sal/Ben	2,643.19	3,436.00	-792.81	76.9%
CD Travel & Training	0.00	500.00	-500.00	0.0%
Total 212-100-5-20-2203 PE01-01 CD	2,689.40	5,039.00	-2,349.60	53.4%
212-100-5-20-2303 PE 10 STD				
STD General Supplies	0.00	300.00	-300.00	0.0%
STD Indirect Costs	167.89	652.00	-484.11	25.8%
STD Other Expenses	0.00	300.00	-300.00	0.0%
STD Personal Services Sal/Ben	0.00	12,243.00	-12,243.00	0.0%
STD Travel & Training	0.00	183.00	-183.00	0.0%
Total 212-100-5-20-2303 PE 10 STD	167.89	13,678.00	-13,510.11	1.2%
212-100-5-20-2304 PE 12 PHEPR				
PHEPR General Supplies	0.00	100.00	-100.00	0.0%
PHEPR Indirect Costs	354.70	2,899.00	-2,544.30	12.2%
PHEPR Other Expenses	0.00	100.00	-100.00	0.0%
PHEPR Personal Serv Sal/Ben	4,433.76	32,135.00	-27,701.24	13.8%
PHEPR Travel & Training	0.00	1,000.00	-1,000.00	0.0%
Total 212-100-5-20-2304 PE 12 PHEPR	4,788.46	36,234.00	-31,445.54	13.2%
212-100-5-20-2401 PE 13 TPEP				
TPEP General Supplies	32.67	0.00	32.67	100.0%
TPEP Indirect Costs	485.05	600.00	-114.95	80.8%
TPEP Medical Supplies	0.00	100.00	-100.00	0.0%
TPEP Other Expenses	0.00	100.00	-100.00	0.0%
TPEP Personal Services Sal/Ben	1,357.28	65,000.00	-63,642.72	2.1%
TPEP Prof Services/Contracts	0.00	6,500.00	-6,500.00	0.0%
TPEP Travel & Training	0.00	200.00	-200.00	0.0%
Total 212-100-5-20-2401 PE 13 TPEP	1,875.00	72,500.00	-70,625.00	2.6%

SOUTH GILLIAM HEALTH CENTER

Profit & Loss Budget vs. Actual

July 1, 2022 through February 16, 2023

	Jul 1, '22 - Feb 16, 23	Budget	\$ Over Budget	% of Budget
212-100-5-20-2402 PE 36 ADPEP				
ADPEP General Supplies	79.90	1,000.00	-920.10	8.0%
ADPEP Indirect Costs	900.82	8,134.00	-7,233.18	11.1%
ADPEP Other Expenses	0.00	15,000.00	-15,000.00	0.0%
ADPEP Personal Services Sal/Ben	11,180.41	75,539.00	-64,358.59	14.8%
ADPEP Travel & Training	0.00	2,000.00	-2,000.00	0.0%
Total 212-100-5-20-2402 PE 36 ADPEP	12,161.13	101,673.00	-89,511.87	12.0%
212-100-5-20-2501 PE 40 WIC				
WIC General Supplies	588.70	300.00	288.70	196.2%
WIC Indirect Costs	1,177.65	2,025.00	-847.35	58.2%
WIC Medical Supplies	56.73	0.00	56.73	100.0%
WIC Other Expense	76.50	1,000.00	-923.50	7.7%
WIC Personal Services Sal/Ben	16,087.76	20,991.00	-4,903.24	76.6%
WIC Prof. Services/Contracts	360.00	0.00	360.00	100.0%
WIC Travel & Training	0.00	1,000.00	-1,000.00	0.0%
Total 212-100-5-20-2501 PE 40 WIC	18,347.34	25,316.00	-6,968.66	72.5%
212-100-5-20-2603 PE42-06 MCAH				
MCAH Gen Indirect Costs	37.01	232.00	-194.99	16.0%
MCAH General Supplies	0.00	100.00	-100.00	0.0%
MCAH Other Expenses	0.00	100.00	-100.00	0.0%
MCAH Personal Serv Sal/Be	462.64	2,264.00	-1,801.36	20.4%
MCAH Travel & Training	0.00	200.00	-200.00	0.0%
Total 212-100-5-20-2603 PE42-06 MCAH	499.65	2,896.00	-2,396.35	17.3%
212-100-5-20-2604 PE 42-11 T- V				
MCAH T-V General Supplies	0.00	200.00	-200.00	0.0%
MCAH T-V Indirect Costs	148.66	1,170.00	-1,021.34	12.7%
MCAH T-V Other Expenses	0.00	1,000.00	-1,000.00	0.0%
MCAH T-V Personal Serv Sal/Ben	1,920.75	11,750.00	-9,829.25	16.3%
MCAH T-V Travel & Training	0.00	500.00	-500.00	0.0%
Total 212-100-5-20-2604 PE 42-11 T- V	2,069.41	14,620.00	-12,550.59	14.2%
212-100-5-20-2604 PE42-12MCAre				
MCare Indirect Costs	16.77	0.00	16.77	100.0%
MCare Personal Serv Sal/Ben	209.67	0.00	209.67	100.0%
Total 212-100-5-20-2604 PE42-12MCAre	226.44	0.00	226.44	100.0%

SOUTH GILLIAM HEALTH CENTER

Profit & Loss Budget vs. Actual

July 1, 2022 through February 16, 2023

	Jul 1, '22 - Feb 16, 23	Budget	\$ Over Budget	% of Budget
212-100-5-20-2607 PE 51-01 MOD				
MOD General Supplies	46.51	500.00	-453.49	9.3%
MOD Indirect Costs	1,495.06	4,474.00	-2,978.94	33.4%
MOD Other Expenses	1,872.89	5,000.00	-3,127.11	37.5%
MOD Personal Serv Sal/Ben	6,118.88	45,450.00	-39,331.12	13.5%
MOD Prof Services/Contracts	4,350.00	0.00	4,350.00	100.0%
MOD Travel & Training	97.65	500.00	-402.35	19.5%
Total 212-100-5-20-2607 PE 51-01 MOD	13,980.99	55,924.00	-41,943.01	25.0%
212-100-5-20-2608PE51-03MODARPA				
MOD ARPA General Supplies	0.00	300.00	-300.00	0.0%
MOD ARPA Indirect Costs	358.55	1,410.00	-1,051.45	25.4%
MOD ARPA Other Expenses	0.00	1,000.00	-1,000.00	0.0%
MOD ARPA Personal Serv Sal/Ben	4,048.21	14,417.00	-10,368.79	28.1%
MOD ARPA Travel & Taining	0.00	500.00	-500.00	0.0%
Total 212-100-5-20-2608PE51-03MODARPA	4,406.76	17,627.00	-13,220.24	25.0%
CONTINGENCY	0.00	72,523.00	-72,523.00	0.0%
EQUIPMENT FUND				
Clinic Equipment	15,921.37	35,000.00	-19,078.63	45.5%
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	57,791.30	105,500.00	-47,708.70	54.8%
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%
HEALTH FUND				
Federal RHC COVID Grant	0.00	47,252.00	-47,252.00	0.0%
Health Serv Expansion/Promotion	0.00	20,000.00	-20,000.00	0.0%
Planning/grant writing	0.00	5,000.00	-5,000.00	0.0%
Total HEALTH FUND	0.00	72,252.00	-72,252.00	0.0%
JANITORIAL				
Wellness Janitorial	101.98	0.00	101.98	100.0%
JANITORIAL - Other	8,126.95	13,000.00	-4,873.05	62.5%
Total JANITORIAL	8,228.93	13,000.00	-4,771.07	63.3%

SOUTH GILLIAM HEALTH CENTER Profit & Loss Budget vs. Actual July 1, 2022 through February 16, 2023

	Jul 1, '22 - Feb 16, 23	Budget	\$ Over Budget	% of Budget
MATERIALS AND SERVICES				
ADVERTISING & ELECTION FEES	568.25	2,000.00	-1,431.75	28.4%
AUDITOR	16,100.00	18,000.00	-1,900.00	89.4%
CAPITAL OUTLAY	0.00	4,000.00	-4,000.00	0.0%
COMMUNITY HEALTH ENHANCEMENT	0.00	2,000.00	-2,000.00	0.0%
CONFERENCE EXPENSES	3,383.36	15,000.00	-11,616.64	22.6%
ELECTRONIC MEDICAL RECORDS	15,670.49	20,000.00	-4,329.51	78.4%
GRANTS/MISC	48,000.00	0.00	48,000.00	100.0%
INSURANCE-BOND	0.00	1,800.00	-1,800.00	0.0%
INSURANCE-PROPERTY & LIAB	337.00	8,500.00	-8,163.00	4.0%
INSURANCE - MALPRACTICE	12,407.98	12,000.00	407.98	103.4%
INTEREST PAYMENTS	0.00	10.00	-10.00	0.0%
IT Specialist	6,207.48	5,000.00	1,207.48	124.1%
LEGAL FEES	10,598.00	8,000.00	2,598.00	132.5%
LICENSES & DUES	5,126.90	6,000.00	-873.10	85.4%
MEDICAL SUPPLIES				
LAB EXPENSES	2,011.18	0.00	2,011.18	100.0%
VACCINES	9,059.57	0.00	9,059.57	100.0%
MEDICAL SUPPLIES - Other	13,718.73	39,000.00	-25,281.27	35.2%
Total MEDICAL SUPPLIES	24,789.48	39,000.00	-14,210.52	63.6%
MILEAGE/TRAVEL	1,542.05	4,000.00	-2,457.95	38.6%
MISCELLANEOUS	0.00	3,000.00	-3,000.00	0.0%
OFFICE SUPPLIES	7,436.31	13,000.00	-5,563.69	57.2%
RECRUITMENT	779.63	3,000.00	-2,220.37	26.0%
REPAIR & MAINT	3,772.41	17,000.00	-13,227.59	22.2%
UTILITIES				
Wellness Center Utilities	1,556.23	0.00	1,556.23	100.0%
UTILITIES - Other	8,687.90	17,000.00	-8,312.10	51.1%
Total UTILITIES	10,244.13	17,000.00	-6,755.87	60.3%
Total MATERIALS AND SERVICES	166,963.47	198,310.00	-31,346.53	84.2%
PERSONNEL SERVICES				
EMPLOYEE HEALTH INSURANCE	41,050.70	85,000.00	-43,949.30	48.3%
EMPLOYEE RETIREMENT	14,627.69	35,000.00	-20,372.31	41.8%
Payroll Expenses				
Ambulance payroll	-887.82	0.00	-887.82	100.0%
Payroll Expenses - Other	342,174.26	766,643.00	-424,468.74	44.6%
Total Payroll Expenses	341,286.44	766,643.00	-425,356.56	44.5%

SOUTH GILLIAM HEALTH CENTER
Profit & Loss Budget vs. Actual
 July 1, 2022 through February 16, 2023

	Jul 1, '22 - Feb 16, 23	Budget	\$ Over Budget	% of Budget
WORKER'S COMP INSURANCE				
Total PERSONNEL SERVICES	1,411.68	3,000.00	-1,588.32	47.1%
PH Capital Outlay	398,376.51	889,643.00	-491,266.49	44.8%
PH Health Officer	0.00	15,000.00	-15,000.00	0.0%
PH Miscellaneous	0.00	24,000.00	-24,000.00	0.0%
PH Supplies	4,503.68	10,000.00	-5,496.32	45.0%
PH Transfer to Equipment Fund	0.00	6,700.00	-6,700.00	0.0%
PH Transfer to Facilities Fund	0.00	45,000.00	-45,000.00	0.0%
PUBLIC HEALTH EXP UNALLOCATED				
PH Personal Serv Salary/Bene	1,162.50	0.00	1,162.50	100.0%
PUBLIC HEALTH EXP UNALLOCATED - Other				
	11,963.46	0.00	11,963.46	100.0%
Total PUBLIC HEALTH EXP UNALLOCATED	13,125.96	0.00	13,125.96	100.0%
Reconciliation Discrepancies	0.05	0.00	0.05	100.0%
TRANSFER ACCOUNTS				
TRFSR TO EQUIPMENT FUND	0.00	10,000.00	-10,000.00	0.0%
TRFSR TO FACILITIES FUND	0.00	20,000.00	-20,000.00	0.0%
TRFSR to HEALTH FUND	0.00	1,000.00	-1,000.00	0.0%
TRFSR 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	712,258.63	2,124,574.00	-1,412,315.37	33.5%
Net Ordinary Income	232,797.10	-644,582.00	877,379.10	-36.1%
Net Income	232,797.10	-644,582.00	877,379.10	-36.1%

District Records Request Policy

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.

- **Written 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, requests for copies of public records must be submitted in writing on the form attached to this policy and should describe the requested record(s) with as much specificity as possible. Completed requests must be submitted to the Administrative Assistant of the District in one of 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
 - 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:** Within five (5) business days after receiving the request, the District will acknowledge receipt. The requestor should follow up if they have not received a response within the five-day period. The District has an additional ten (10) business days from the date of the acknowledgement receipt to fulfill the request or issue a written response estimating how long fulfillment will take. This time frame does not apply if the District 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 may extend the time to respond are:
 - Complicated requests
 - Large volume of requests

- Requests involving documents not readily available
 - Unavailability of staff to fulfill the request
 - The need for an attorney to review the record, redact material or segregate the public record into exempt and nonexempt records
- Onsite Access: Records can be requested to be reviewed in person at the South Gilliam Health Center where the records are located. Onsite access is by appointment only during regular business hours. Appointments to view records onsite will be made within ten (10) business days of acknowledgement of receipt of the request. A District representative (staff or board member) is required to supervise the onsite review of records with the following considerations:
 - Supervision will be done by a District Board member whenever feasible, at no additional cost to the requestor. If no District Board Member is available within the ten-day response period and District Administrative Assistant is required to supervise, the fee for staff time listed in this policy will be assessed.
 - Onsite review of records is limited to one (1) hour per session. If the time required to review records is more than one (1) hour, another appointment must be scheduled on a different day/time using the process described above.
 - Taking photographs of records and note-taking are permitted. Hard copies may be provided for the fee stated in this Policy.
 - If any person attempts to alter, remove, and/or destroy any public record, the supervising District representative will immediately terminate the appointment and will notify the District's legal counsel.

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.

All fees must be paid in advance before records will be released to the requestor.

Fees may not exceed \$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 will apply:

- Copies of Public Records; Certified Copies: \$.50 cents per page for standard, letter size copies, whether they are faxed, emailed or provided in hard-copy form.

- **Research Fees:** If a request for records requires District personnel to spend more than five (5) minutes searching for or reviewing records in response to a request, the minimum fee shall be \$50/ hour, calculated in ¼ hour increments. The District will estimate the total amount of time required to respond to the records request, and payment for the estimated cost of the search and copying of the records is required in advance. If the actual time and costs are less than estimated, the excess will be refunded. If the actual costs and time are in excess of the estimated time, the person requesting the records must pay the difference before the records will be provided.
- **Mail Costs:** If the request is for the records to be mailed, the cost of mailing 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 or complexity 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:** The District Board or Administrative Assistant may authorize a reduced fee or waive fees if they determine that furnishing copies of public records would be in the public interest.

If the requestor fails to pay any fee within sixty (60) days of the date the requestor is notified of the fee amount, the District may consider the request to be closed.

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
- 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)

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

- | | |
|---|--|
| <input type="checkbox"/> Mailed to address above. | <input type="checkbox"/> Emailed to address above |
| <input type="checkbox"/> Faxed to number above | <input type="checkbox"/> Call number above for pick up |
| <input type="checkbox"/> On site viewing by appointment (will be contacted with day and time options) | |

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

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.

All fees must be paid in advance before records will be released to the requester.

Fees may not exceed \$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 request, the following fee schedule will apply:

- Copies of Public Records; Certified Copies: .50 cents per page for standard letter size copies, whether they are faxed, emailed or provided in hard copy form.
- Research Fees: If a request for records requires District personnel to spend more than five (5) minutes searching for or reviewing records in response to a request, the minimum fee shall be \$50/ hour, calculated in ¼ hour increments. The District will estimate the total amount of time required to respond to the records request, and payment for the estimated cost of the search and copying of the records is required in advance. If the actual time and costs are less than estimated, the excess will be refunded. If the actual costs and time are in excess of the estimated time, the person requesting the records must pay the difference before the records will be provided.
- Mail costs: If the request is for the records to be mailed, the cost of mailing 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 complexity 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: The District Board or Administrative Assistant may authorize a reduced fee or waive fees if they determine that furnishing copies of public records would be in the public interest.

If the requestor fails to pay any fee within sixty (60) days of the date the requestor is notified of the fee amount, the District may consider the request to be closed.

South Gilliam County Ambulance Service
Balance Sheet
 As of February 14, 2023

	Feb 14, 23
ASSETS	
Current Assets	
Checking/Savings	
Bank of Eastern Oregon	11,961.56
LGIP	
Ambulance Replacement Fund	157,238.54
Equipment Replacement	30,621.19
LGIP - Other	130,841.25
Total LGIP	318,700.98
Total Checking/Savings	330,662.54
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	330,662.54
Fixed Assets	
Vehicle & Equipment	
Accumulated Depreciation	-382,846.00
Vehicle & Equipment - Other	483,177.83
Total Vehicle & Equipment	100,331.83
Total Fixed Assets	100,331.83
TOTAL ASSETS	430,994.37
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	385,057.71
Net Income	45,936.66
Total Equity	430,994.37
TOTAL LIABILITIES & EQUITY	430,994.37

South Gilliam County Ambulance Service
Profit & Loss Budget vs. Actual

July 1, 2022 through February 13, 2023

	Jul 1, '22 - Feb 13, 23	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	4.09	0.00	4.09	100.0%
Savings account	0.00	0.00	0.00	0.0%
Interest - Other	0.00	600.00	-600.00	0.0%
Total Interest	4.09	600.00	-595.91	0.7%
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				
N/ Gilliam Co. Health District	3,934.30	0.00	3,934.30	100.0%
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				
South Gilliam Co Pt Accts	0.00	5,000.00	-5,000.00	0.0%
South Gilliam Health Dist	78,412.97	90,000.00	-11,587.03	87.1%
Tri County Membership	0.00	0.00	0.00	0.0%
Total Income	88,500.10	198,795.00	-110,294.90	44.5%
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	88,500.10	198,795.00	-110,294.90	44.5%
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, 2022 through February 13, 2023

	Jul 1, '22 - Feb 13, 23	Budget	\$ Over Budget	% of Budget
Materials & Services				
Ambulance Equipment & Supply				
CARES Supplies	0.00	0.00	0.00	0.0%
Ambulance Equipment & Supply - Other	9,580.58	9,000.00	580.58	106.5%
Total Ambulance Equipment & Supply	9,580.58	9,000.00	580.58	106.5%
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)	6.00	1,500.00	-1,494.00	0.4%
Attendants Meals	2,284.64	3,000.00	-715.36	76.2%
Billing	0.00	0.00	0.00	0.0%
CARES Billing	3,047.43	4,200.00	-1,152.57	72.6%
Billing - Other	0.00	0.00	0.00	0.0%
Total Billing	3,047.43	4,200.00	-1,152.57	72.6%
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	0.00	2,000.00	-2,000.00	0.0%
Fuel	5,310.15	7,200.00	-1,889.85	73.8%
Insurance	617.33	7,000.00	-6,382.67	8.8%
Insurance Reimbursements	0.00	0.00	0.00	0.0%
Maintenance				
Equipment	70.00	2,500.00	-2,430.00	2.8%
Vehicles	1,658.84	9,500.00	-7,841.16	17.5%
Maintenance - Other	0.00	0.00	0.00	0.0%
Total Maintenance	1,728.84	12,000.00	-10,271.16	14.4%

**South Gilliam County Ambulance Service
Profit & Loss Budget vs. Actual**

July 1, 2022 through February 13, 2023

	Jul 1, '22 - Feb 13, 23	Budget	\$ Over Budget	% of Budget
Miscellaneous	65.25	200.00	-134.75	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	423.00	0.00	-1,077.00	0.0%
Uniforms	0.00	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%
Total Materials & Services	29,273.85	122,810.00	-93,536.15	23.8%
Miscellaneous	0.00	0.00	0.00	0.0%
Payroll Expenses	11,084.00	24,000.00	-12,916.00	46.2%
Attendant payroll	955.59	2,400.00	-1,444.41	39.8%
Payroll taxes	1,250.00	0.00	1,250.00	100.0%
Payroll Expenses - Other	0.00	0.00	0.00	0.0%
Total Payroll Expenses	13,289.59	26,400.00	-13,110.41	50.3%
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Uncategorized Expenses	0.00	0.00	0.00	0.0%
Total Expense	42,563.44	149,210.00	-106,646.56	28.5%
Net Ordinary Income	45,936.66	49,585.00	-3,648.34	92.6%
Other Income/Expense	0.00	0.00	0.00	0.0%
Other Income	0.00	0.00	0.00	0.0%
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	0.00	0.00	0.00	0.0%
Ask My Accountant	0.00	40,000.00	-40,000.00	0.0%
Trans to Amb. Replacement	0.00	0.00	0.00	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	45,936.66	9,585.00	36,351.66	479.3%