SOUTH GILLIAM COUNTY HEALTH DISTRICT
MEETING AGENDA

DATE: **Monday, November 21, 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**
- **Executive Session Pursuant 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, if the individual does not request an open hearing.**
- **New Business**
  - **City of Condon broadband and telehealth**

    ZOOM LINK for the City of Condon's presentation

    https://us02web.zoom.us/j/81731612022?pwd=K2FYVzVVVjZhTW9sL25ac1dPSmwxZz09
    Meeting ID: 817 3161 2022
    Passcode: 447747
    One tap mobile
    +16699006833,,81731612022#,,,,*447747# US (San Jose)
    +17193594580,,81731612022#,,,,*447747# US
  - **COVID funding**
- **Financial Reports: October 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, December 19, 2022 – 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, October 17, 2022
TIME:	6:00 P.M.
PLACE:	South Gilliam Health Center, Condon
PRESENT:	Paul Bates, Vice-Chairman; Lisa Helms, Director; Ashleigh McIntosh, Director; Hollie Winslow, Administrative Assistant; Shannon Coppock, Condon Ambulance Service, Leah Watkins, Kathryn Greiner via telephone

A quorum of board members was established.

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

Public Comment
Leah Watkins stated that she would be the County Commissioner working with public health when she takes office in January.

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 Ashleigh McIntosh seconded the motion. Motion carried unanimously.

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

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

Ambulance Service
Shannon Coppock reported that calls have been down for the month, but year to date the are extremely high. Shannon noted that there are billing issues with Fossil Fuel for their fuel cards. Her recommendation is to get the Ambulance Service fuel cards directly through Hattenhauer. By doing so, their billing would come directly through Hattenhauer and not Fossil Fuel. Lisa Helms moved to obtain fuel cards directly through Hattenhauer and Ashleigh McIntosh seconded the motion. Motion carried unanimously.

There was also discussion regarding the production issues for the new ambulance. Shannon noted that the County had extended their grant.

New Business
Hollie noted that Dr. DesJardin is not accepting Medicaid patients. There was discussion regarding a previous agreement with Dr. DesJardin for him to accept Medicaid patients. Lisa Helms offered to talk to Dr. DesJardin and see what was the reasoning.

Unfinished Business

Hollie stated for the record that the District has been in compliance with virtual meeting access requirements. No one has ever been denied virtual access. The new conference call system was put in place to accommodate an unlimited amount of requests.

Public Health

Hollie reported that the staff continues to work on each of the program elements. The first quarter financial reports for each program are in the process of being completed and submitted to the State. It was also noted that State funds were finally being received and the quarterly billing for Gilliam County's contribution had been submitted.

Clinic Report

Hollie noted that the new PA started today. There was discussion regarding a new phone system for the clinic. Mike Takagi presented information regarding the VOIP system. Hollie also noted that she is working on getting a new sign for the front of the clinic.

Director Comments

None

Adjourn

The meeting was adjourned at 6:45 p.m.

The next regular meeting will be November 21, 2022 @6:00 p.m.

PAUL BATES, Vice-Chairman

HOLLIE WINSLOW, Administrative Assistant

SOUTH GILLIAM HEALTH CENTER
Balance Sheet
As of November 17, 2022

	Nov 17, 22			
ASSETS				
Current Assets				
Checking/Savings				
CHECKING				20,286.18
LGIP				
AMBULANCE RES			0.00	
EQUIP RES			89,767.31	
FACILITIES FUND			247,715.83	
HEALTH FUND			75,989.69	
INSURANCE RES			0.00	
PATIENT ASSISTANCE FUND			12,523.06	
PUBLIC HEALTH DEPT General Fund			21,266.91	
PUBLIC HEALTH DEPT. STATE/FED				
202-100-5-20-2602 PE 42-04 B1st		0.00		
212-100-5-20-2203 PE 01-01 C D				
COVID Active Monitor 7-31-24	0.00			
OIP Cares COVID resp 6-30-24	0.00			
212-100-5-20-2203 PE 01-01 C D - Other	0.00			
Total 212-100-5-20-2203 PE 01-01 C D		0.00		
212-100-5-20-2303 PH 10 STD		1,152.96		
212-100-5-20-2304 PE12 PHEPR		4,270.04		
212-100-5-20-2401 PE13 TPEP		0.00		
212-100-5-20-2402 PE 36 ADPEP				
COVID spend by 3-25-23	0.00			
212-100-5-20-2402 PE 36 ADPEP - Other	22,101.42			
Total 212-100-5-20-2402 PE 36 ADPEP		22,101.42		
212-100-5-20-2501 PE 40 WIC		0.00		
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		1,641.09		
212-100-5-20-2604 PE 42-12MCare		398.55		
212-100-5-20-2605 PE 43 Imm		0.00		
212-100-5-20-2606 PE 46 Repro		0.00		
212-100-5-20-2607 PE51-01 Mod				
212-100-5-20-2608 PE 51-03 ARPA	0.00			
212-100-5-20-2607 PE51-01 Mod - Other	0.00			
Total 212-100-5-20-2607 PE51-01 Mod		0.00		
PUBLIC HEALTH DEPT. STATE/FED - Other		0.00		
Total PUBLIC HEALTH DEPT. STATE/FED			30,172.16	
LGIP - Other			251,496.91	
Total LGIP				728,931.87
Mid-Columbia Health Fundation				0.00
Total Checking/Savings				749,218.05
Accounts Receivable				
Accounts Receivable				-264.92
Total Accounts Receivable				-264.92
Other Current Assets				
A/R Offset				264.92
Payroll Asset				0.00
Undeposited Funds				0.00
Total Other Current Assets				264.92
Total Current Assets				749,218.05
Fixed Assets				0.00

SOUTH GILLIAM HEALTH CENTER
Balance Sheet
As of November 17, 2022

	Nov 17, 22
Other Assets	
Employee Advance	0.00
Total Other Assets	0.00
TOTAL ASSETS	**749,218.05**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	0.00
Credit Cards	0.00
Other Current Liabilities	
P/R Liability Offset	-1,177.04
Payroll Liabilities	1,633.39
Total Other Current Liabilities	456.35
Total Current Liabilities	456.35
Long Term Liabilities	0.00
Total Liabilities	456.35
Equity	
BEGINNING BALANCE	0.00
Opening Bal Equity	0.00
Retained Earnings	669,056.27
Net Income	79,705.43
Total Equity	748,761.70
TOTAL LIABILITIES & EQUITY	**749,218.05**

4:43 PM

11/17/22

Accrual Basis

SOUTH GILLIAM HEALTH CENTER
Profit & Loss Budget vs. Actual
July 1 through November 17, 2022

	Jul 1 - Nov 17, 22	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
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	2,297.92	4,000.00	-1,702.08	57.4%
LEVIED TAX TO BE RECEIVED	1,853.53	2,500.00	-646.47	74.1%
MEDICAL SERVICES				
Medical Incentive/Bonus Payment	7.05	0.00	7.05	100.0%
PHYSICAL THERAPY	3,855.61	0.00	3,855.61	100.0%
MEDICAL SERVICES - Other	152,983.52	405,000.00	-252,016.48	37.8%
Total MEDICAL SERVICES	156,846.18	405,000.00	-248,153.82	38.7%
MISC	80,882.05	0.00	80,882.05	100.0%
Misc/other-grants, State refund	0.00	20.00	-20.00	0.0%
PH Gilliam County Contribution	30,839.25	124,500.00	-93,660.75	24.8%
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	10,500.00	24,000.00	-13,500.00	43.8%
WELLNESS CENTER MEMBERSHIPS	0.00	100.00	-100.00	0.0%
Total Income	486,152.11	975,076.00	-488,923.89	49.9%
Expense				
202-100-5-20-2602 PE 42-04 B1st				
B1st Indirect Costs	102.12	0.00	102.12	100.0%
B1st Other Expenses	474.00	0.00	474.00	100.0%
B1st Personal Services Sal/Ben	655.14	0.00	655.14	100.0%
Total 202-100-5-20-2602 PE 42-04 B1st	1,231.26	0.00	1,231.26	100.0%
212-100-5-20-2203 PE01-01 CD				
CD Indirect Costs	46.21	0.00	46.21	100.0%
CD Personal Services Sal/Ben	2,643.19	0.00	2,643.19	100.0%
Total 212-100-5-20-2203 PE01-01 CD	2,689.40	0.00	2,689.40	100.0%
212-100-5-20-2303 PE 10 STD				
STD Indirect Costs	167.89	0.00	167.89	100.0%
Total 212-100-5-20-2303 PE 10 STD	167.89	0.00	167.89	100.0%

SOUTH GILLIAM HEALTH CENTER
Profit & Loss Budget vs. Actual
July 1 through November 17, 2022

	Jul 1 - Nov 17, 22	Budget	$ Over Budget	% of Budget
212-100-5-20-2304 PE 12 PHEPR				
PHEPR Indirect Costs	354.70	0.00	354.70	100.0%
PHEPR Personal Serv Sal/Ben	4,433.76	0.00	4,433.76	100.0%
Total 212-100-5-20-2304 PE 12 PHEPR	4,788.46	0.00	4,788.46	100.0%
212-100-5-20-2401 PE 13 TPEP				
TPEP General Supplies	32.67	0.00	32.67	100.0%
TPEP Indirect Costs	485.05	0.00	485.05	100.0%
TPEP Personal Services Sal/Ben	1,357.28	0.00	1,357.28	100.0%
Total 212-100-5-20-2401 PE 13 TPEP	1,875.00	0.00	1,875.00	100.0%
212-100-5-20-2402 PE 36 ADPEP				
ADPEP General Supplies	79.90	0.00	79.90	100.0%
ADPEP Indirect Costs	900.82	0.00	900.82	100.0%
ADPEP Personal Services Sal/Ben	11,180.41	0.00	11,180.41	100.0%
Total 212-100-5-20-2402 PE 36 ADPEP	12,161.13	0.00	12,161.13	100.0%
212-100-5-20-2501 PE 40 WIC				
WIC General Supplies	588.70	0.00	588.70	100.0%
WIC Indirect Costs	1,177.65	0.00	1,177.65	100.0%
WIC Medical Supplies	56.73	0.00	56.73	100.0%
WIC Personal Services Sal/Ben	14,075.26	0.00	14,075.26	100.0%
Total 212-100-5-20-2501 PE 40 WIC	15,898.34	0.00	15,898.34	100.0%
212-100-5-20-2603 PE42-06 MCAH				
42-06 MCAH Gen Indirect Costs	37.01	0.00	37.01	100.0%
42-06 MCAH Personal Serv Sal/Be	462.64	0.00	462.64	100.0%
Total 212-100-5-20-2603 PE42-06 MCAH	499.65	0.00	499.65	100.0%
212-100-5-20-2604 PE 42-11 T- V				
MCAH T-V Indirect Costs	148.66	0.00	148.66	100.0%
MCAH T-V Personal Serv Sal/Ben	1,858.25	0.00	1,858.25	100.0%
Total 212-100-5-20-2604 PE 42-11 T- V	2,006.91	0.00	2,006.91	100.0%
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 through November 17, 2022

	Jul 1 - Nov 17, 22	Budget	$ Over Budget	% of Budget
212-100-5-20-2607 PE 51-01 Mod				
MOD General Supplies	46.51	0.00	46.51	100.0%
MOD Indirect Costs	1,495.06	0.00	1,495.06	100.0%
MOD Other Expenses	1,872.89	0.00	1,872.89	100.0%
MOD Personal Serv Sal/Ben	6,118.88	0.00	6,118.88	100.0%
MOD Prof Services/Contracts	4,350.00	0.00	4,350.00	100.0%
MOD Travel & Training	97.65	0.00	97.65	100.0%
Total 212-100-5-20-2607 PE 51-01 Mod	13,980.99	0.00	13,980.99	100.0%
212-100-5-20-2608PE51-03MODARPA				
MOD ARPA Indirect Costs	358.55	0.00	358.55	100.0%
MOD ARPA Personal Serv Sal/Ben	4,048.21	0.00	4,048.21	100.0%
Total 212-100-5-20-2608PE51-03MODARPA	4,406.76	0.00	4,406.76	100.0%
CONTINGENCY	0.00	72,523.00	-72,523.00	0.0%
EQUIPMENT FUND				
Clinic Equipment	3,828.00	35,000.00	-31,172.00	10.9%
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	45,697.93	105,500.00	-59,802.07	43.3%
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	4,451.33	13,000.00	-8,548.67	34.2%
MATERIALS AND SERVICES				
ADVERTISING & ELECTION FEES	35.00	2,000.00	-1,965.00	1.8%
AUDITOR	3,350.00	18,000.00	-14,650.00	18.6%
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	1,310.05	15,000.00	-13,689.95	8.7%
ELECTRONIC MEDICAL RECORDS	8,841.74	20,000.00	-11,158.26	44.2%
GRANTS/MISC	10,000.00	0.00	10,000.00	100.0%

SOUTH GILLIAM HEALTH CENTER
Profit & Loss Budget vs. Actual
July 1 through November 17, 2022

	Jul 1 - Nov 17, 22	Budget	$ Over Budget	% of Budget
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	352.58	12,000.00	-11,647.42	2.9%
INTEREST PAYMENTS	0.00	10.00	-10.00	0.0%
IT Specialist	4,760.73	5,000.00	-239.27	95.2%
LEGAL FEES	8,259.00	8,000.00	259.00	103.2%
LICENSES & DUES	2,944.84	6,000.00	-3,055.16	49.1%
MEDICAL SUPPLIES				
LAB EXPENSES	1,202.92	0.00	1,202.92	100.0%
VACCINES	5,075.92	0.00	5,075.92	100.0%
MEDICAL SUPPLIES - Other	10,656.68	39,000.00	-28,343.32	27.3%
Total MEDICAL SUPPLIES	16,935.52	39,000.00	-22,064.48	43.4%
MILEAGE/TRAVEL	831.25	4,000.00	-3,168.75	20.8%
MISCELLANEOUS	0.00	3,000.00	-3,000.00	0.0%
OFFICE SUPPLIES	2,346.42	13,000.00	-10,653.58	18.0%
RECRUITMENT	779.63	3,000.00	-2,220.37	26.0%
REPAIR & MAINT	2,240.16	17,000.00	-14,759.84	13.2%
UTILITIES				
Wellness Center Utilities	729.29	0.00	729.29	100.0%
UTILITIES - Other	4,028.41	17,000.00	-12,971.59	23.7%
Total UTILITIES	4,757.70	17,000.00	-12,242.30	28.0%
Total MATERIALS AND SERVICES	68,081.62	198,310.00	-130,228.38	34.3%
PERSONNEL SERVICES				
EMPLOYEE HEALTH INSURANCE	23,213.69	85,000.00	-61,786.31	27.3%
EMPLOYEE RETIREMENT	8,546.03	35,000.00	-26,453.97	24.4%
Payroll Expenses				
Ambulance payroll	-495.81	0.00	-495.81	100.0%
Payroll Expenses - Other	180,632.76	766,643.00	-586,010.24	23.6%
Total Payroll Expenses	180,136.95	766,643.00	-586,506.05	23.5%
WORKER'S COMP INSURANCE	1,411.68	3,000.00	-1,588.32	47.1%
Total PERSONNEL SERVICES	213,308.35	889,643.00	-676,334.65	24.0%
PH Capital Outlay	0.00	15,000.00	-15,000.00	0.0%
PH Health Officer	0.00	24,000.00	-24,000.00	0.0%
PH Miscellaneous	17,053.68	10,000.00	7,053.68	170.5%
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%
Reconciliation Discrepancies	0.04	0.00	0.04	100.0%

SOUTH GILLIAM HEALTH CENTER
Profit & Loss Budget vs. Actual
July 1 through November 17, 2022

	Jul 1 - Nov 17, 22	Budget	$ Over Budget	% of Budget
TRANSFER ACCOUNTS				
TRSFR TO EQUIPMENT FUND	0.00	10,000.00	-10,000.00	0.0%
TRSFR TO FACILITIES FUND	0.00	20,000.00	-20,000.00	0.0%
TRSFR to HEALTH FUND	0.00	1,000.00	-1,000.00	0.0%
TRSFR 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	408,525.18	1,701,776.00	-1,293,250.82	24.0%
Net Ordinary Income	77,626.93	-726,700.00	804,326.93	-10.7%
Net Income	**77,626.93**	**-726,700.00**	**804,326.93**	**-10.7%**