

## **SOUTH GILLIAM COUNTY HEALTH DISTRICT MEETING AGENDA**

**DATE:** Monday, September 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**
- **Financial Reports: August 2022**
  - **SGCHD**
  - **SGCAS**
- **Approval of Bills**
- **Approval of Minutes**
- **Ambulance Service Report**
- **New Business**
- **Unfinished Business**
  - **Staffing**
- **Public Health Report**
- **Clinic Report**
- **Director Comments**
- **Adjournment**

**Next Regular Meeting: Monday, October 17, 2022 – 6:00 p.m.**

**Appointments and discussion items may require action. The meeting location is accessible to persons with disabilities. A request for virtual access, or 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, August 15, 2022  
TIME: 6:00 P.M.  
PLACE: South Gilliam Health Center, Condon  
PRESENT: Cindy Hinton, Chairman; Lisa Helms, Director; Tory Flory, Director; Hollie Winslow, Administrative Assistant

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

Cindy Hinton called the regular meeting to order at 6:02 p.m.

#### Financial Reports

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

#### Bills

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

#### Minutes

Tory Flory moved to approve the July regular meeting minutes with the date correction at the top and to approve the special meeting minutes and Lisa Helms seconded the motion. Motion carried unanimously.

#### Ambulance Service

Cindy Hinton reported that they have had 15 calls so far in August with 8 transports and 2 life flights. They will be providing an EMR class this Winter and will have different advertising methods.

#### Staffing

There was discussion regarding the hiring of the new fulltime front office staff and the wage offer. There was also discussion of Margaret Takagi's wage and Michael Takagi's salary. There was consensus to offer Debbie Lyda \$20/hour, increase Margaret's hourly wage by \$3/hour and to increase Mike's annual salary by \$20,000.

#### Public Health

Hollie reported the majority of the focus right now is on getting the WIC program up and running. There was discussion regarding the numerous policies that are required to be in place. Hollie reported that she hired a firm to write the policies for Gilliam County Public Health. There was consensus to authorize Hollie Winslow as the Gilliam County Public Health Administrator to approve all required Public Health policies. There was discussion regarding the program elements.

#### Clinic Report

Hollie noted the need for updating the District and Clinic policies as mentioned earlier in the year. There was discussion about the State Surveyor coming out and updating the policies after their survey is completed.

SOUTH GILLIAM COUNTY HEALTH DISTRICT  
MINUTES  
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It was noted that the staff is due in September for their BLS certification. Cindy noted that there is online training and the skills part will be done in person.

There was discussion regarding the fee for Janitorial services. There was consensus to increase the fee we pay from \$800 to \$900 per month.

Director Comments

There was discussion regarding virtual access to meetings and HB 2560.

There was discussion regarding posting the meeting agendas in other places besides the post office.

Cindy noted that the HR Answers Agreement has been signed and the investigation should be done in about 20 business days from the date signed. There will be 3-5 interviews.

Adjourn

The meeting was adjourned at 7:10 p.m.

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

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CINDY HINTON, Chairman

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HOLLIE WINSLOW, Administrative Assistant

**SOUTH GILLIAM HEALTH CENTER**  
**Balance Sheet**  
As of September 14, 2022

	Sep 14, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
CHECKING	125,985.81
LGIP	
EQUIP RES	93,452.02
FACILITIES FUND	247,336.58
HEALTH FUND	86,621.87
PATIENT ASSISTANCE FUND	12,503.89
LGIP - Other	136,145.58
Total LGIP	576,059.94
Total Checking/Savings	702,045.75
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	702,045.75
<b>TOTAL ASSETS</b>	<b>702,045.75</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
P/R Liability Offset	-1,177.04
Payroll Liabilities	1,678.63
Total Other Current Liabilities	501.59
Total Current Liabilities	501.59
Total Liabilities	501.59
Equity	
Retained Earnings	669,056.27
Net Income	32,487.89
Total Equity	701,544.16
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>702,045.75</b>

**SOUTH GILLIAM HEALTH CENTER**  
**Profit & Loss Budget vs. Actual**  
 July 1 through September 14, 2022

	Jul 1 - Sep 14, 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
DONATIONS	100.00	200.00	-100.00	50.0%
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	1,425.94	4,000.00	-2,574.06	35.6%
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	3,854.13	0.00	3,854.13	100.0%
MEDICAL SERVICES - Other	66,288.55	405,000.00	-338,711.45	16.4%
Total MEDICAL SERVICES	70,149.73	405,000.00	-334,850.27	17.3%
Misc/other-grants, State refund	0.00	20.00	-20.00	0.0%
PH Gilliam County Contribution	0.00	124,500.00	-124,500.00	0.0%
Public Health Indirect Costs	0.00	23,433.00	-23,433.00	0.0%
Public Health Personnel	0.00	240,223.00	-240,223.00	0.0%
RENT	4,200.00	24,000.00	-19,800.00	17.5%
WELLNESS CENTER MEMBERSHIPS	0.00	100.00	-100.00	0.0%
Total Income	227,729.20	975,076.00	-747,346.80	23.4%
Expense				
CONTINGENCY	0.00	72,523.00	-72,523.00	0.0%
EQUIPMENT FUND				
Clinic Equipment	0.00	35,000.00	-35,000.00	0.0%
Dental Equipment	0.00	500.00	-500.00	0.0%
PH Capital Outlay	43,068.93	45,000.00	-1,931.07	95.7%
Wellness Center	0.00	25,000.00	-25,000.00	0.0%
Total EQUIPMENT FUND	43,068.93	105,500.00	-62,431.07	40.8%
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%
JANITORIAL	1,926.38	13,000.00	-11,073.62	14.8%

**SOUTH GILLIAM HEALTH CENTER**  
**Profit & Loss Budget vs. Actual**  
 July 1 through September 14, 2022

	Jul 1 - Sep 14, 22	Budget	\$ Over Budget	% of Budget
<b>MATERIALS AND SERVICES</b>				
ADVERTISING & ELECTION FEES	35.00	2,000.00	-1,965.00	1.8%
AUDITOR	0.00	18,000.00	-18,000.00	0.0%
CAPITAL OUTLAY	0.00	4,000.00	-4,000.00	0.0%
<b>COMMUNITY HEALTH ENHANCEMENT</b>				
CONFERENCE EXPENSES	900.89	2,000.00	-2,000.00	0.0%
PH Conference/Training	900.89	0.00	900.89	100.0%
CONFERENCE EXPENSES - Other	732.45	15,000.00	-14,267.55	4.9%
<b>Total CONFERENCE EXPENSES</b>	<b>1,633.34</b>	<b>15,000.00</b>	<b>-13,366.66</b>	<b>10.9%</b>
<b>ELECTRONIC MEDICAL RECORDS</b>				
INSURANCE-BOND	4,769.37	20,000.00	-15,230.63	23.8%
INSURANCE-PROPERTY & LIAB	0.00	1,800.00	-1,800.00	0.0%
INSURANCE - MALPRACTICE	337.00	8,500.00	-8,163.00	4.0%
INTEREST PAYMENTS	352.58	12,000.00	-11,647.42	2.9%
IT Specialist	0.00	10.00	-10.00	0.0%
LEGAL FEES	872.98	5,000.00	-4,127.02	17.5%
LICENSES & DUES	1,939.00	8,000.00	-6,061.00	24.2%
MEDICAL SUPPLIES	510.00	6,000.00	-5,490.00	8.5%
LAB EXPENSES	1,202.92	0.00	1,202.92	100.0%
PH Medical Supplies	110.90	0.00	110.90	100.0%
VACCINES	3,183.13	0.00	3,183.13	100.0%
MEDICAL SUPPLIES - Other	9,049.11	39,000.00	-29,950.89	23.2%
<b>Total MEDICAL SUPPLIES</b>	<b>13,546.06</b>	<b>39,000.00</b>	<b>-25,453.94</b>	<b>34.7%</b>
<b>MILEAGE/TRAVEL</b>				
MISCELLANEOUS	356.25	4,000.00	-3,643.75	8.9%
PH Miscellaneous	6,414.00	0.00	6,414.00	100.0%
MISCELLANEOUS - Other	-350.00	3,000.00	-3,350.00	-11.7%
<b>Total MISCELLANEOUS</b>	<b>6,064.00</b>	<b>3,000.00</b>	<b>3,064.00</b>	<b>202.1%</b>
<b>OFFICE SUPPLIES</b>				
PH Office supplies	148.69	0.00	148.69	100.0%
OFFICE SUPPLIES - Other	1,320.31	13,000.00	-11,679.69	10.2%
<b>Total OFFICE SUPPLIES</b>	<b>1,469.00</b>	<b>13,000.00</b>	<b>-11,531.00</b>	<b>11.3%</b>
<b>RECRUITMENT</b>				
REPAIR & MAINT	0.00	3,000.00	-3,000.00	0.0%
	1,158.22	17,000.00	-15,841.78	6.8%

**SOUTH GILLIAM HEALTH CENTER**  
**Profit & Loss Budget vs. Actual**  
 July 1 through September 14, 2022

	Jul 1 - Sep 14, 22	Budget	\$ Over Budget	% of Budget
<b>UTILITIES</b>				
Wellness Center Utilities	338.48	0.00	338.48	100.0%
UTILITIES - Other	1,862.58	17,000.00	-15,137.42	11.0%
<b>Total UTILITIES</b>	<b>2,201.06</b>	<b>17,000.00</b>	<b>-14,798.94</b>	<b>12.9%</b>
<b>Total MATERIALS AND SERVICES</b>	<b>35,243.86</b>	<b>198,310.00</b>	<b>-163,066.14</b>	<b>17.8%</b>
<b>PERSONNEL SERVICES</b>				
EMPLOYEE HEALTH INSURANCE	10,622.35	85,000.00	-74,377.65	12.5%
EMPLOYEE RETIREMENT	5,147.66	35,000.00	-29,852.34	14.7%
Payroll Expenses				
Ambulance payroll	-609.39	0.00	-609.39	100.0%
Payroll Expenses - Other	92,149.65	766,643.00	-674,493.35	12.0%
<b>Total Payroll Expenses</b>	<b>91,540.26</b>	<b>766,643.00</b>	<b>-675,102.74</b>	<b>11.9%</b>
PH Health Officer	0.00	24,000.00	-24,000.00	0.0%
<b>WORKER'S COMP INSURANCE</b>	<b>939.33</b>	<b>3,000.00</b>	<b>-2,060.67</b>	<b>31.3%</b>
<b>Total PERSONNEL SERVICES</b>	<b>108,249.60</b>	<b>913,643.00</b>	<b>-805,393.40</b>	<b>11.8%</b>
PH Capital Outlay	0.00	15,000.00	-15,000.00	0.0%
PH Miscellaneous	6,752.50	10,000.00	-3,247.50	67.5%
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%
<b>TRANSFER ACCOUNTS</b>				
TRSFER TO EQUIPMENT FUND	0.00	10,000.00	-10,000.00	0.0%
TRSFER TO FACILITIES FUND	0.00	20,000.00	-20,000.00	0.0%
TRSFER TO HEALTH FUND	0.00	1,000.00	-1,000.00	0.0%
TRSFER TO PATIENT ASSISTANCE	0.00	100.00	-100.00	0.0%
<b>Total TRANSFER ACCOUNTS</b>	<b>0.00</b>	<b>31,100.00</b>	<b>-31,100.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>195,241.31</b>	<b>1,701,776.00</b>	<b>-1,506,534.69</b>	<b>11.5%</b>
<b>Net Ordinary Income</b>	<b>32,487.89</b>	<b>-726,700.00</b>	<b>759,187.89</b>	<b>-4.5%</b>
<b>Net Income</b>	<b>32,487.89</b>	<b>-726,700.00</b>	<b>759,187.89</b>	<b>-4.5%</b>

## South Gilliam County Ambulance Service

09/09/22

## Balance Sheet

Accrual Basis

As of September 9, 2022

	Sep 9, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Bank of Eastern Oregon	4,926.42
LGIP	
Ambulance Replacement Fund	155,529.25
Equipment Replacement	30,288.32
LGIP - Other	98,614.98
Total LGIP	284,432.55
Total Checking/Savings	289,358.97
Accounts Receivable	
Accounts Receivable	58,271.04
Total Accounts Receivable	58,271.04
Other Current Assets	
Accounts receivable - Offset	-58,271.04
Total Other Current Assets	-58,271.04
Total Current Assets	289,358.97
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>429,667.80</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	4,633.09
Total Equity	429,667.80
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>429,667.80</b>



11:46 AM  
09/09/22  
Accrual Basis

**South Gilliam County Ambulance Service**  
**Profit & Loss Budget vs. Actual**  
July 1 through September 9, 2022

	Jul 1 - Sep 9, 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	1.28	0.00	1.28	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>1.28</b>	<b>600.00</b>	<b>-598.72</b>	<b>0.2%</b>
Investments				
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>
LGIP Interest	665.72	0.00	665.72	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%
<b>Total Refunds/Reimbursements</b>	<b>-331.26</b>	<b>0.00</b>	<b>-331.26</b>	<b>100.0%</b>
Sales of Surplus Property	0.00	5,000.00	-5,000.00	0.0%
South Gilliam Co Pt Accts	27,399.39	90,000.00	-62,600.61	30.4%
South Gilliam Health Dist	0.00	0.00	0.00	0.0%
Tri County Membership	1,000.00	3,500.00	-2,500.00	28.6%
<b>Total Income</b>	<b>32,735.13</b>	<b>198,795.00</b>	<b>-166,059.87</b>	<b>16.5%</b>
Cost of Goods Sold				
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>32,735.13</b>	<b>198,795.00</b>	<b>-166,059.87</b>	<b>16.5%</b>
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%

**th Gilliam County Ambulance Service**  
**Profit & Loss Budget vs. Actual**  
 July 1 through September 9, 2022

	- Sep 9, 22	Budget	\$ Over Budget	% of Budget
0.00		0.00	0.00	0.0%
5.64		9,000.00	-834.36	90.7%
8,165.64		9,000.00	-834.36	90.7%
0.00		0.00	0.00	0.0%
0.00		8,000.00	-8,000.00	0.0%
0.00		0.00	0.00	0.0%
3.00		1,500.00	-1,497.00	0.2%
1,156.20		3,000.00	-1,843.80	38.5%
0.00		0.00	0.00	0.0%
3.20		4,200.00	-3,066.80	27.0%
1,133.20		4,200.00	-3,066.80	27.0%
0.00		40,200.00	-40,200.00	0.0%
24.00		350.00	-326.00	6.9%
0.00		10,260.00	-10,260.00	0.0%
0.00		1,200.00	-1,200.00	0.0%
0.00		1,200.00	-1,200.00	0.0%
0.00		5,000.00	-5,000.00	0.0%
0.00		1,200.00	-1,200.00	0.0%
0.00		0.00	0.00	0.0%
0.00		8,600.00	-8,600.00	0.0%
0.00		2,000.00	-2,000.00	0.0%
2,870.92		7,200.00	-4,329.08	39.9%
617.33		7,000.00	-6,382.67	8.8%
0.00		0.00	0.00	0.0%
0.00		2,500.00	-2,430.00	2.8%
1.10		9,500.00	-8,395.90	11.6%
0.00		0.00	0.00	0.0%
1,174.10		12,000.00	-10,825.90	9.8%

South Gilliam County Ambulance Service  
Profit & Loss Budget vs. Actual  
July 1 through September 9, 2022

	Jul 1 - Sep 9, 22	Budget	\$ Over Budget	% of Budget
Miscellaneous	65.10	200.00	-134.90	32.6%
Office Supplies	300.07	2,000.00	-1,699.93	15.0%
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	0.00	1,500.00	-1,500.00	0.0%
Vaccines	0.00	300.00	-300.00	0.0%
Materials & Services - Other	0.00	0.00	0.00	0.0%
<b>Total Materials &amp; Services</b>	<b>20,509.56</b>	<b>122,810.00</b>	<b>-102,300.44</b>	<b>16.7%</b>
Miscellaneous	0.00	0.00	0.00	0.0%
Payroll Expenses				
Attendant payroll	7,046.50	24,000.00	-16,953.50	29.4%
Payroll taxes	545.98	2,400.00	-1,854.02	22.7%
Payroll Expenses - Other	0.00	0.00	0.00	0.0%
<b>Total Payroll Expenses</b>	<b>7,592.48</b>	<b>26,400.00</b>	<b>-18,807.52</b>	<b>28.8%</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>28,102.04</b>	<b>149,210.00</b>	<b>-121,107.96</b>	<b>18.8%</b>
<b>Net Ordinary Income</b>	<b>4,633.09</b>	<b>49,585.00</b>	<b>-44,951.91</b>	<b>9.3%</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>4,633.09</b>	<b>9,585.00</b>	<b>-4,951.91</b>	<b>48.3%</b>