

MINUTES

North Gilliam County Health District

BOARD OF DIRECTORS

Board Meeting April 15,2025

Call to Order – Ron Cecil, Chair

Board Members Present: Ron Cecil, April Aamodt, Grant Wilkins, Todd Terp, Zoom-Erin Weedman

NGCHD Employees Present: Carrie Schadewitz, Stacey Reding, Michele Guillian, Laurel Williams, Gabe Prado

Guests: Cris Patnode, Chelsey Miller

Carrie: I'd like to introduce Chelsey Miller, who will be joining us at the clinic to complete her clinical hours.

Chelsey is currently a student with MedCerts. Chesley is going to school to become a Certified Medical Assistant, Phlebotomist and then moving on to Behavioral Health.

Right out of the gate she needs to complete 30 venipunctures, and 10 capillaries. She will be shadowing Gabe, and he will be signing off on her skills.

Chesley joins us with a background as a CNA. She has worked on the psych floor at the Salem hospitals and as a CNA in a memory care facility.

We are excited to be partnering with Medcerts and assisting the students in fulfilling their clinical requirements.

Public Comment -The NGCHD board members will hear public comments on listed and or unlisted agenda items. Public comment is limited to (5) minutes per guest.

Public Comment - Cris Patnode – Regarding Strategic Program -Leaning Juniper Wind Power IIb Project Community Service Fee.

- The agreement has been signed, and we will get a copy later from Cris Patnode.
- Cris suggests getting an estimate of what the Health District will receive from the Assessor's office and maybe inviting them to a board meeting.
- The district will receive 33.84% of the fund annually for 15 years. It could begin in 2026 not later than 2027.

Consent Agenda –

Minutes – April Aamodt, Motion to Approve March 18,2025 minutes as read, 2nd by Grant Wilkins, **All in Favor AYE Ron Cecil, April Aamodt, Grant Wilkins, Todd Terp, Erin Weedman, OPPOSED? NONE, MOTION PASSED**

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Financial Report- April Aamodt, Motion to Approve the Financial Report as presented, 2nd by Grant Wilkins, **All in Favor AYE Ron Cecil, April Aamodt, Grant Wilkins, Todd Terp, Erin Weedman, OPPOSED? NONE, MOTION PASSED**

April states that Tena Ferguson will be coming in May to help the EMS department and to approve Stacey to be able to run Ambulance calls, and in turn Stacey will then also approve Tena. May 29th, 2025?

Department Reports

CLINIC- Placed in Minutes instead of an attachment.

Clinic - Carrie: First and foremost

Thank you to Stacey for stepping up and taking the lead at our EMS department during this transition. I appreciate you for helping and making such a great difference and the new path of bringing the district together by creating a new culture of one.

RHC we are getting there.

You know when I came to the district, I discovered many standard compliance requirements.....Were not in place.

1. Emergency Preparedness Plan, Inventory processes supplies and medications, Annual safety inspections, for example the two crash doors that were installed in 2024. It feels good to know we are moving in the right direction.

A chart audit was completed at the clinic reviewing both Steve and Joyce's charts. This will be done quarterly going forward.

BLS training has been completed for Joyce and Gabe in Stacey's 1st class as an instructor. Steve and Michele are scheduled for the next class, which is May 16th. Then all staff will be current at the clinic.

The clinic will also be participating in the fire drill training Stacey has scheduled with Joe Claughton, I do not recall the date right off the top. Stacey will keep us posted on that.

All 3 Water heaters were flushed at the clinic. All was good, I was very pleased to hear that. 2 water heaters have been replaced so far, so I've been a little concerned about the third one. The EMS water heater will be on 4.18.2025.

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The Virtual Walk through with Health Services Associates went well, we have a few areas to tighten up. Needles need to be locked up; hazardous waste is always kept in a red bag but can't be on the floor. Red hazardous bins are on order to be used for keeping the biohazard waste bags in. Must be in a tote and marked hazardous waste.

All soaps must be hospital grade soap in soap dispensers.

Storage room where we keep supplies and tools I have some cardboard boxes on the floor. Must be in totes. The janitor room door, mechanical room door and supply door all must have locks and appropriately marked.

The good news is Ernie's Locks and Keys have already been here to evaluate what we need and will be making the appropriate changes required as an RHC Clinic. We also needed to change the pass-through door lock from the salon to the clinic. In addition, lock off the PT area to clinic as well.

Passcodes keypads will be installed to enter the front office and the same for access to the back office clinical area. Ernie will be doing that as well.

All these items are required to follow RHC guidelines and be compliant.

All of this is standard AND nothing was a surprise

2. There have been additional services brought to the community that it's been exciting to see here.
 - Massage,
 - Aesthetics,
 - Gilliam Public Health - WIC program monthly and their immunization clinic for kids here twice a year.
 - 2 Consecutive years colon cancer screenings offered for free to the community with our partnership with LCHP.
 - 3 D mammogram bus will be here for their 3rd year in a row. This year they will be here June 24 and September 9
 - Optometrist Dr Chown
 - Advantage Dental is here twice a year.
 - Physical Therapy services will be offered in June.

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Other than that, I am working on the budget with the budget committee, and I am working on writing a operational grant from the county. I am looking at a couple of other possibilities. There is a lot to do, and I just keep pushing forward.

EMS- Stacey

- Planning fire drill with the North Gilliam Fire Department, waiting to confirm.
- Two BLS Classes one BLS Class on April 21, 2025 @9:00am and one on May 16th, 2025 @8:30 am with Arlington Family Healthcare staff.
- Working on the past billing for Ambulance calls, before March 2025. Everything forward is 100% done.
- EVOC training for four drivers, + Stacey and Laurel, drug screens and BAT testing have been completed for the new drivers, waiting on back round checks to come back.
- There has been a lot of cleaning up at the ambulance hall, it is going well, but there is still a lot that needs to be done.
- Repairs needed at ambulance hall, a broken faucet, a hole covered with wood by ramp side door. Arlington TV CO OP needs their space back, will move the fence and Ambulance will need to be moved to a different location.
- Waiting for the Business license to be renewed and updated as it had expired for North Gilliam Medic end of December 2024.
- Condon Sherif Tory Florey has offered to come to a board meeting and explain the benefits of the new CAD system and is willing to help with the equipment needed to run the CAD system and to help the district save money on the equipment. The cost would be an all-in-one cost, around \$1000.00 for each system. Having two would be ideal.
- The rodeo is covered. A paramedic and an EMT from Condon will be here to help.
- Stacey will be taking her PALS on Saturday 4/19/2025.
- Snow tires are off the Ambulance.
- Stacey is still looking for the title to the FLY TRUCK.
- Laurel provided the call numbers.

Old Business

- a. **Board By Laws** – Attorney Review Outcome- Andrew reviewed them.

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April Aamodt motions to approve the new bylaws as written, Grant Wilkins 2nd,

All in Favor AYE Ron Cecil, April Aamodt, Grant Wilkins, Todd Terp, Erin Weedman, OPPOSED? NONE, MOTION PASSED Copy of new bylaws attached to minutes

b. Ambulance Billing / Charting Update-Covered in EMS Report.

c. Ambulance and Tahoe Sale Update- Both have sold.

- The Tahoe sold for \$2400.00. Waiting for that to be picked up. It can take 4 to 5 weeks to receive money according to govdeals.com.
- Carrie will make sure the insurance coverage is taken off the Tahoe and Ambulance when they are gone.
- The ambulance has also sold. For \$21,400.00. Waiting for that payment as well.
- Everyone thanks Todd and Stacey for working on this.

d. EMS Policies-

- **April Aamodt Motions to elect Stacey Reding as the North Gilliam Medic Interim.**
- Discussion: To make sure this is what Stacey wants. That she is the person all EMS employees would report to, including Laurel. It's clarified that this would be at least until the end of this fiscal year June 30th, 2025, and will then be reevaluated. Where everyone will know more about how much we would need the two full-time positions at the EMS Hall or not.
- **April Aamodt amends motion, and motions to Appoint Stacey Reding as the North Gilliam Medic Interim Director until the end of June 30th, 2025, this fiscal year's end, where they will reevaluate the position. Todd Terp 2nd, All in Favor AYE Ron Cecil, April Aamodt, Grant Wilkins, Todd Terp, Erin Weedman, OPPOSED? NONE, MOTION PASSED**
- The book on EMS policies cannot be found.
- MAC needs to be wiped clean by IT because we cannot get access to it even with all the passwords provided by David K Anderson.
- New North Gilliam Medic Policy: Completion Deadline for Previous Month's Calls. New Policy is attached to minutes. By the 5th of every month everything should be completed.

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- Policy Procedure outline: Responsibility, Deadline, Compliance Monitoring, and Failure to Comply.
- **Todd Terp Motions to approve the new EMS policy as written Ron Cecil 2nd, All in Favor AYE Ron Cecil, April Aamodt, Grant Wilkins, Todd Terp, Erin Weedman, OPPOSED? NONE, MOTION PASSED**
- Todd Terp is asking for a plan on schedule at EMS. Stacey has a plan all broken down and will bring it to Todd or Todd will go to Ambulance Hall to look at it.

e. Budget Committee Meeting – May 14, 2025

- April 24th, 2025, next budget committee meeting.
- April 30th, 2025, Budget committee meeting to finalize the budget to present.
- Budget Hearing May 20th, 2025 @ 6:00pm before the Regular Monthly Board meeting.
- Grant believes if there was a breakdown of a month-to-month budget vs actual that they may have caught the billing issue sooner at the Ambulance Hall. He passed out a sample of what he is talking about, **attached to minutes**. He also states that seeing the monthly bank statement with all the checks attached is a waste of the board and Carries time. Not everyone agrees. Carrie will add the Budget VS Actual back into the packet.
- Erin states that she has all the financials going back to 2021 and she thinks it's just a matter of asking and not asking when they are provided with the financial report.

f. Strategic Planning – Designee Committee Tabled for New Fiscal Year

New Business

a. Wheatland Insurance –

- April has been speaking with the Districts Insurance company about the loss of revenue for Ambulance transports that the charting and billing were never completed and turned in.
- There are 137 missing Charts/Runs. From June of 2022 through Jan 23, 2025.
- Insurance will have to determine if it is considered employee negligence. The detectable is \$10000.00. We would have 120 days from the start and can ask for extensions if needed.
- Can use the CAD system to verify the runs were transports.

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- Need to figure out the reimbursements we would have received to get an accurate number of the loss.
- We could spend \$5000.00 to have someone come do that audit or we can save that money and do it ourselves.
- We will need to have a special meeting about this.

b. Boli – On Call Time-

- The district is in a unique situation. The question of why we went to all part-time employees was asked. David Anderson presented the change he made to the board regarding his decision at the June 20, 2023, board meeting. Making Volunteers part-time employees effective July 1, 2023.
- April is suggesting that the district go back to Volunteers instead of part time employees.
- On call pay would be 1 hour of regular pay for every 6 hours of call. Which would total 4 hours of regular pay if there are no ambulance calls in a 24-hour period.
- April passed out packet explaining Wages to be paid from the Department of Labor Site. Attached to minutes.
- Board tables the back pay conversation to the May 20, 2025, board meeting.

c. Chair Position Term 1 year / Max 3 Consecutive Terms-

Tabled till next meeting

Grant made the comment that he doesn't know how much longer he will be on the NGCHD board.

Amendment Addition* on May 20th, 2025, meeting made by Grant Wilkins:

Grant also expresses the need to find more money for the EMS Department and more staffing for the EMS Department.

d. Education Scholarship – Deadline May 14, 2025

- Carrie is taking care of this. Has an email out to Larry Johnson with the application for the scholarship. Larry talked to Cindi T and Alan C.
- The deadline is May 14th, 2025.

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e. Gilliam County Operational Grant- May 2, 2025

- Todd and Carrie decided to do an operational grant.
- Carrie is working on the operational grant. She has the letter ready, and it just needs a little more work. Erin has given a lot of input on this grant as well. Carrie plans on having this turned in by May 1st, 2025.
- Carrie is also looking for other possible grants to help with the RHC certification cost.
- There were also talks that Stacey would be looking for grants to help with renovations at the EMS Hall.

Meeting Adjourned 9:29 PM by Ron Cecil, Chair

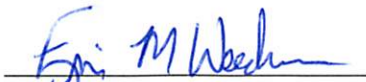
Executive session: an executive session will be held in accordance with ORS 192.660(2)(f); to consider information or records that are exempt by law from public inspection.

No Executive Session

THESE MINUTES ARE APPROVED AS THE OFFICIAL April 15, 2025 REGULAR MEETING MINUTES OF THE NORTH GILLIAM COUNTY HEALTH DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:



NGCHD Board Member



NGCHD Board Member

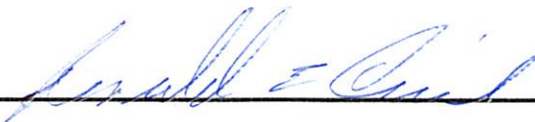


Submitted by

**North Gilliam County Health District
BEO Checking Account Ending in #9880
Reconciliation Review**

Month: April Day: 30 Year: 2025

Reviewed Date: 5.20.2025

Signature: 

Printed Name: RONALD E. CECIL

4:03 PM

05/05/25

North Gilliam County Health District
Reconciliation Summary
1000 · BEO, Period Ending 04/30/2025

	<u>Apr 30, 25</u>
Beginning Balance	37,062.07
Cleared Transactions	
Checks and Payments - 68 items	-116,325.11
Deposits and Credits - 85 items	165,371.59
Total Cleared Transactions	<u>49,046.48</u>
Cleared Balance	<u><u>86,108.55</u></u>
Uncleared Transactions	
Checks and Payments - 18 items	-18,161.51
Deposits and Credits - 1 item	1,372.44
Total Uncleared Transactions	<u>-16,789.07</u>
Register Balance as of 04/30/2025	<u><u>69,319.48</u></u>
New Transactions	
Checks and Payments - 9 items	-7,849.98
Deposits and Credits - 9 items	1,344.05
Total New Transactions	<u>-6,505.93</u>
Ending Balance	<u><u>62,813.55</u></u>

North Gilliam County Health District
Reconciliation Detail
1000 - BEO, Period Ending 04/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						37,062.07
Cleared Transactions						
Checks and Payments - 68 items						
General Journal	04/27/2023	B&M 2...	Active911, Inc.	X	-240.00	-240.00
General Journal	05/09/2023	B&M 2...	Multimedia Sales and...	X	-505.00	-745.00
General Journal	06/01/2023	B&M 2...	Brian Foster	X	-78.91	-823.91
General Journal	11/01/2023	B&M 2...	Dr. Amy Forrest	X	-300.00	-1,123.91
General Journal	12/01/2023	B&M 2...	Copiers Northwest Inc	X	-52.45	-1,176.36
General Journal	12/06/2023	B&M 2...	Dr. Amy Forrest	X	-300.00	-1,476.36
Check	10/07/2024	16104	eScreen, Inc	X	-250.00	-1,726.36
General Journal	03/06/2025	B&M 2...	Corporation Division	X	-100.00	-1,826.36
Check	03/10/2025	16344	Oregon Department o...	X	-14.00	-1,840.36
Check	03/13/2025	16316	Precision Tile & Hom...	X	-1,687.95	-3,528.31
Check	03/13/2025	16320	LifeAid, Inc.	X	-342.41	-3,870.72
Check	03/13/2025	16314	AT & T Mobility	X	-253.80	-4,124.52
Check	03/13/2025	16318	GoTo Communications	X	-192.36	-4,316.88
Check	03/13/2025	16283	A-S Medication Soluti...	X	-132.45	-4,449.33
Check	03/26/2025	16331	Peachey Davies & M...	X	-3,035.00	-7,484.33
Check	03/26/2025	16326	McKesson Medical S...	X	-534.43	-8,018.76
Check	03/26/2025	16330	Thermal Pro LLC	X	-373.00	-8,391.76
Check	03/26/2025	16322	Alpine Alarms Comm...	X	-323.00	-8,714.76
Check	03/26/2025	16327	eScreen, Inc	X	-250.00	-8,964.76
Check	03/26/2025	16325	City of Arlington	X	-210.00	-9,174.76
Check	03/26/2025	16323	H2O Oregon	X	-115.50	-9,290.26
Check	03/26/2025	16329	Copiers Northwest Inc	X	-80.19	-9,370.45
Check	03/28/2025	50849	Tiffany Wilkins	X	-252.63	-9,623.08
Check	04/01/2025	16337	Northwest Windshiel...	X	-264.60	-9,887.68
Check	04/01/2025	16336	Oregon Stationers - ...	X	-130.00	-10,017.68
Check	04/01/2025	16335	Paul Simpson	X	-116.00	-10,133.68
Check	04/01/2025	16334	P Step Storage	X	-50.00	-10,183.68
Check	04/02/2025	16343	Secretary Of State - ...	X	-100.00	-10,283.68
Bill Pmt -Check	04/04/2025		Global Payments Inte...	X	-29.36	-10,313.04
Bill Pmt -Check	04/05/2025		Clover FDMS	X	-113.33	-10,426.37
Bill Pmt -Check	04/07/2025		Health Services Asso...	X	-291.88	-10,718.25
Bill Pmt -Check	04/08/2025		CIS Trust	X	-15,398.20	-26,116.45
Check	04/09/2025	16352	Peachey Davies & M...	X	-2,495.00	-28,611.45
Check	04/09/2025	16350	Hattenhauer Energy ...	X	-983.73	-29,595.18
Check	04/09/2025	16349	Laurel A Williams	X	-339.25	-29,934.43
Check	04/09/2025	16353	LifeAid, Inc.	X	-281.53	-30,215.96
Check	04/09/2025	16346	AT & T Mobility	X	-253.80	-30,469.76
Check	04/09/2025	16347	Arlington TV Coop Inc	X	-194.00	-30,663.76
Check	04/09/2025	16345	A-S Medication Soluti...	X	-188.44	-30,852.20
Check	04/09/2025	16348	Stacey Reding	X	-134.80	-30,987.00
Check	04/09/2025	16351	HonkerTech	X	-96.00	-31,083.00
Bill Pmt -Check	04/10/2025		ASI Fees	X	-3.75	-31,086.75
Bill Pmt -Check	04/11/2025		Paychex Inc-MONTH...	X	-31,938.73	-63,025.48
Bill Pmt -Check	04/11/2025		Oregon PERS ER	X	-1,489.13	-64,514.61
Bill Pmt -Check	04/11/2025		Oregon PERS IAP EE	X	-806.38	-65,320.99
Bill Pmt -Check	04/11/2025		Paychex Payroll Proc...	X	-212.10	-65,533.09
Check	04/11/2025	50862	Tiffany Wilkins	X	-100.19	-65,633.28
Check	04/11/2025	50866	Christine Kieweg	X	-29.89	-65,663.17
Bill Pmt -Check	04/12/2025		Solutions IT	X	-2,597.00	-68,260.17
Bill Pmt -Check	04/14/2025		BEO VISA	X	-216.45	-68,476.62
Bill Pmt -Check	04/17/2025		eClinicalWorks, LLC	X	-1,281.43	-69,758.05
Bill Pmt -Check	04/17/2025		Pacific Power	X	-985.55	-70,743.60
Bill Pmt -Check	04/18/2025		ASI Fees	X	-3.75	-70,747.35
Bill Pmt -Check	04/20/2025		Paychex EIB Invoice ...	X	-128.00	-70,875.35
Bill Pmt -Check	04/21/2025		BEO	X	-4,262.11	-75,137.46
Bill Pmt -Check	04/21/2025		Aflac	X	-471.95	-75,609.41
Check	04/22/2025	16363	Ernie's Locks & Keys...	X	-1,731.00	-77,340.41
Check	04/22/2025	16359	GoTo Communications	X	-192.50	-77,532.91
Check	04/22/2025	16361	H2O Oregon	X	-130.35	-77,663.26
Check	04/22/2025	16357	Norco, Inc.	X	-50.18	-77,713.44
Check	04/24/2025	16368	Stacey Reding	X	-194.60	-77,908.04
Bill Pmt -Check	04/25/2025		Paychex Inc-MONTH...	X	-32,711.58	-110,619.62
General Journal	04/25/2025	B&M 2...	Tiffany Wilkins	X	-1,411.88	-112,031.50
Bill Pmt -Check	04/25/2025		Paychex Payroll Proc...	X	-209.10	-112,240.60

North Gilliam County Health District Reconciliation Detail 1000 · BEO, Period Ending 04/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Check	04/25/2025	16369	Gabriel A. Prado	X	-182.00	-112,422.60
Check	04/25/2025	50880	Christine Kieweg	X	-146.05	-112,568.65
Bill Pmt -Check	04/25/2025		Paychex Payroll Proc...	X	-130.94	-112,699.59
Bill Pmt -Check	04/29/2025		BEO VISA	X	-3,625.52	-116,325.11
Total Checks and Payments					-116,325.11	-116,325.11
Deposits and Credits - 85 items						
Deposit	04/01/2025			X	54.74	54.74
Deposit	04/01/2025			X	76.68	131.42
Deposit	04/01/2025			X	238.05	369.47
Deposit	04/01/2025			X	448.72	818.19
Deposit	04/01/2025			X	591.58	1,409.77
Deposit	04/01/2025			X	875.94	2,285.71
Deposit	04/01/2025			X	83,326.43	85,612.14
Deposit	04/02/2025			X	25.00	85,637.14
Deposit	04/03/2025			X	53.79	85,690.93
Deposit	04/03/2025			X	93.47	85,784.40
Deposit	04/03/2025			X	95.22	85,879.62
Deposit	04/03/2025			X	11,301.00	97,180.62
Deposit	04/04/2025			X	125.00	97,305.62
Deposit	04/05/2025			X	340.91	97,646.53
Deposit	04/05/2025			X	636.87	98,283.40
General Journal	04/07/2025	B&M 2...	Copiers Northwest Inc	X	52.45	98,335.85
General Journal	04/07/2025	B&M 2...	Brian Foster	X	78.91	98,414.76
General Journal	04/07/2025	B&M 2...	Active911, Inc.	X	240.00	98,654.76
General Journal	04/07/2025	B&M 2...	Dr. Amy Forrest	X	300.00	98,954.76
General Journal	04/07/2025	B&M 2...	Dr. Amy Forrest	X	300.00	99,254.76
Deposit	04/07/2025			X	365.00	99,619.76
General Journal	04/07/2025	B&M 2...	Multimedia Sales and...	X	505.00	100,124.76
Deposit	04/08/2025			X	16.39	100,141.15
Deposit	04/08/2025			X	20.00	100,161.15
Deposit	04/08/2025			X	30.00	100,191.15
Deposit	04/08/2025			X	52.74	100,243.89
Deposit	04/08/2025			X	76.68	100,320.57
Deposit	04/08/2025			X	125.00	100,445.57
Deposit	04/08/2025			X	248.88	100,694.45
Deposit	04/08/2025			X	249.24	100,943.69
Deposit	04/08/2025			X	405.62	101,349.31
Deposit	04/08/2025			X	501.00	101,850.31
Deposit	04/08/2025			X	984.91	102,835.22
Deposit	04/08/2025			X	1,099.62	103,934.84
General Journal	04/09/2025	B&M 2...	Corporation Division	X	100.00	104,034.84
Deposit	04/11/2025			X	150.77	104,185.61
Deposit	04/11/2025			X	213.71	104,399.32
Deposit	04/11/2025			X	1,086.67	105,485.99
Deposit	04/12/2025			X	8.91	105,494.90
Deposit	04/12/2025			X	22.20	105,517.10
Deposit	04/15/2025			X	95.58	105,612.68
Deposit	04/15/2025			X	100.00	105,712.68
Deposit	04/15/2025			X	124.44	105,837.12
Deposit	04/15/2025			X	153.36	105,990.48
Deposit	04/15/2025			X	159.42	106,149.90
Deposit	04/17/2025			X	312.10	106,462.00
Deposit	04/18/2025			X	5.00	106,467.00
Deposit	04/18/2025			X	16.92	106,483.92
Deposit	04/18/2025			X	35.97	106,519.89
Deposit	04/19/2025			X	387.24	106,907.13
Deposit	04/21/2025			X	80.00	106,987.13
Deposit	04/22/2025			X	14.44	107,001.57
Deposit	04/22/2025			X	30.00	107,031.57
Deposit	04/22/2025			X	74.04	107,105.61
Deposit	04/22/2025			X	74.04	107,179.65
Deposit	04/22/2025			X	74.04	107,253.69
Deposit	04/22/2025			X	138.51	107,392.20
Deposit	04/22/2025			X	196.16	107,588.36
Deposit	04/22/2025			X	320.00	107,908.36
Deposit	04/22/2025			X	736.81	108,645.17

North Gilliam County Health District Reconciliation Detail 1000 - BEO, Period Ending 04/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	04/22/2025			X	764.91	109,410.08
Deposit	04/24/2025			X	11.47	109,421.55
Deposit	04/24/2025			X	27.42	109,448.97
Deposit	04/24/2025			X	88.28	109,537.25
Deposit	04/24/2025			X	48,514.70	158,051.95
Check	04/25/2025	50876	Tiffany Wilkins	X	0.00	158,051.95
Deposit	04/25/2025			X	29.62	158,081.57
Deposit	04/25/2025			X	44.88	158,126.45
Deposit	04/25/2025			X	135.68	158,262.13
Deposit	04/25/2025			X	145.00	158,407.13
Deposit	04/25/2025			X	182.42	158,589.55
Deposit	04/25/2025			X	529.34	159,118.89
General Journal	04/25/2025	B&M 2...	Tiffany Wilkins	X	1,411.88	160,530.77
Deposit	04/26/2025			X	130.00	160,660.77
Deposit	04/28/2025			X	128.62	160,789.39
Deposit	04/29/2025			X	10.80	160,800.19
Deposit	04/29/2025			X	37.74	160,837.93
Deposit	04/29/2025			X	67.01	160,904.94
Deposit	04/29/2025			X	264.49	161,169.43
Deposit	04/29/2025			X	348.75	161,518.18
Deposit	04/29/2025			X	510.73	162,028.91
Deposit	04/29/2025			X	605.78	162,634.69
Deposit	04/30/2025			X	68.90	162,703.59
Deposit	04/30/2025			X	220.00	162,923.59
Deposit	04/30/2025			X	2,448.00	165,371.59
Total Deposits and Credits					165,371.59	165,371.59
Total Cleared Transactions					49,046.48	49,046.48
Cleared Balance					49,046.48	86,108.55
Uncleared Transactions						
Checks and Payments - 18 items						
Bill Pmt -Check	07/02/2024		Journal Entries		-919.95	-919.95
Check	07/31/2024	16042	Dr. Amy Forrest		-500.00	-1,419.95
Check	10/07/2024	16112	ProTek Instruments		-395.00	-1,814.95
Check	02/14/2025	16299	Portland Community ...		-1,027.60	-2,842.55
Check	04/01/2025	16333	T & S Auto Service		-530.99	-3,373.54
Check	04/05/2025	16370	Stryker Sales, LLC		-12,154.92	-15,528.46
Check	04/22/2025	16365	Paul Simpson		-300.00	-15,828.46
Check	04/22/2025	16354	Columbia Basin Biom...		-255.00	-16,083.46
Check	04/22/2025	16362	A-S Medication Soluti...		-250.72	-16,334.18
Check	04/22/2025	16358	eScreen, Inc		-250.00	-16,584.18
Check	04/22/2025	16355	A-S Medication Soluti...		-188.44	-16,772.62
Check	04/22/2025	16356	TriZetto Provider Sol...		-186.54	-16,959.16
Check	04/22/2025	16364	City of Arlington		-105.00	-17,064.16
Check	04/23/2025	16366	Kathy Covey		-55.00	-17,119.16
Check	04/25/2025	16367	Edgar Reyes		-450.00	-17,569.16
Check	04/25/2025	16368	Tiffany Wilkins		-341.43	-17,910.59
Check	04/25/2025	50875	Brian Wilkins		-146.59	-18,057.18
Bill Pmt -Check	04/25/2025		Paychex Inc-MONTH...		-104.33	-18,161.51
Total Checks and Payments					-18,161.51	-18,161.51
Deposits and Credits - 1 item						
General Journal	07/01/2023	B&M 2...			1,372.44	1,372.44
Total Deposits and Credits					1,372.44	1,372.44
Total Uncleared Transactions					-16,789.07	-16,789.07
Register Balance as of 04/30/2025					32,257.41	69,319.48

North Gilliam County Health District
Reconciliation Detail
1000 - BEO, Period Ending 04/30/2025

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
New Transactions						
Checks and Payments - 9 items						
Check	05/01/2025	16373	Systems Design We...		-580.63	-580.63
Check	05/01/2025	16372	LifeAid, Inc.		-281.53	-862.16
Check	05/01/2025	16374	A-S Medication Soluti...		-251.00	-1,113.16
Check	05/01/2025	16375	Tri County Ambulanc...		-135.00	-1,248.16
Check	05/01/2025	16376	DeVries Information ...		-60.00	-1,308.16
Bill Pmt -Check	05/02/2025		Solutions IT		-2,597.00	-3,905.16
Check	05/05/2025	16377	Dr. Amy Forrest		-3,000.00	-6,905.16
Bill Pmt -Check	05/15/2025		Pacific Power		-853.82	-7,758.98
Check	06/20/2025	16371	Gabriel A. Prado		-91.00	-7,849.98
Total Checks and Payments					-7,849.98	-7,849.98
Deposits and Credits - 9 items						
Deposit	05/01/2025				121.65	121.65
Deposit	05/02/2025				50.51	172.16
Deposit	05/05/2025				16.44	188.60
Deposit	05/05/2025				40.00	228.60
Deposit	05/05/2025				95.35	323.95
Deposit	05/05/2025				102.98	426.93
Deposit	05/05/2025				222.74	649.67
Deposit	05/05/2025				287.38	937.05
Deposit	05/05/2025				407.00	1,344.05
Total Deposits and Credits					1,344.05	1,344.05
Total New Transactions					-6,505.93	-6,505.93
Ending Balance					25,751.48	62,813.55

Account Number	Deposits	Statement Date	Checks	Page
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NORTH GILLIAM CO HEALTH DIST
 DBA ARLINGTON MEDICAL CENTER
 DBA NORTH GILLIAM MEDIC
 DBA ARLINGTON FAMILY HEALTHCARE
 PO BOX 176
 ARLINGTON OR 97812-0176

We will never text, email, phone, or mail you asking for confidential information or account details. Please call your local branch if you ever receive one of these communications.

XXXX XX9880		Business Long Form - Public Summary					4/1/2025 - 4/30/2025	
Previous Balance	Deposits	Checks	Withdrawals	Ending Balance				
	No.	Amount	No.	Amount	No.	Amount		
37,062.07	74	162,383.35	39	-16,430.63	23	-96,906.24	86,108.55	

Deposits and Other Credits to Business Long Form - Public		
Date	Description	Amount
04-01	OR DHS HP MMIS HCCLAIMPMT - 41001031196708 - 000000004629367N	76.68
04-01	UNITEDHEALTHCARE HCCLAIMPMT - 124384876596408 - 931110568 A	448.72
04-01	ODS Health Plan HCCLAIMPMT - 42000012335324 - 931110568 N	54.74
04-01	ODS Community He HCCLAIMPMT - 42000012343676 - 931110568 N	875.94
04-01	ODS Community He HCCLAIMPMT - 42000012343806 - 931110568 N	591.58
04-01	EPX ST 035290917 MERCH SETL - 71000284196622 - 3130035290917 A	238.05
04-02	EPX ST 035290917 MERCH SETL - 71000288349404 - 3130035290917 A	25.00
04-03	NORIDIAN WAORAK HCCLAIMPMT - 42000010880786 - 1396853503 N	53.79
04-03	PacificSource CREDIT - 91000011191539 - 3035905 A	95.22
04-03	OREGON ST TREAS LGIP ACH - 42000017151805 - 4168861 N	83,326.43
04-03	Summit Health PI HCCLAIMPMT - 42000019835073 - 931110568 N	93.47
04-04	EPX ST 035290917 MERCH SETL - 71000285972599 - 3130035290917 A	125.00
04-05	Regence BCBCO HCCLAIMPMT - 111000025181754 - PRPMX00001 N	340.91
04-05	NORIDIAN WAORAK HCCLAIMPMT - 42000019327836 - 1396853503 N	636.87
04-07	EPX ST 035290917 MERCH SETL - 71000289487024 - 3130035290917 A	365.00
04-07	GLOBAL PAYMENTS GLOBAL DEP - 91000015659305 - 8788240069131 N	11,301.00
04-08	NORIDIAN WAORAK HCCLAIMPMT - 42000016617508 - 1396853503 N	16.39
04-08	ODS Health Plan HCCLAIMPMT - 42000017966452 - 931110568 N	52.74
04-08	ODS Community He HCCLAIMPMT - 42000017967844 - 931110568 N	76.68
04-08	ODS Community He HCCLAIMPMT - 42000017968158 - 931110568 N	248.88
04-08	EPX ST 035290917 MERCH SETL - 71000284729793 - 3130035290917 A	125.00
04-08	Arlington Branch DEPOSIT	1,099.62
04-08	Arlington Branch DEPOSIT	501.00
04-08	Arlington Branch DEPOSIT	249.24
04-08	Arlington Branch DEPOSIT	30.00
04-08	Arlington Branch DEPOSIT	20.00
04-08	Arlington Branch DEPOSIT	984.91
04-08	Arlington Branch DEPOSIT	405.62
04-11	NORIDIAN WAORAK HCCLAIMPMT - 42000016647099 - 1396853503 N	150.77



(541)676-9125

Account Number	Deposits	Statement Date	Checks	Page
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NORTH GILLIAM CO HEALTH DIST

Deposits and Other Credits to Business Long Form - Public (Continued)

Date	Description	Amount
04-11	NORIDIAN WAORAK HCCLAIMPMT - 42000016647097 - 1396853503 N	213.71
04-11	UnitedHealthcare HCCLAIMPMT - 124384872884822 - 931110568 A	1,086.67
04-12	NORIDIAN WAORAK HCCLAIMPMT - 42000018570592 - 1396853503 N	8.91
04-12	Regence BCBCO HCCLAIMPMT - 111000027468582 - PRPMX00001 N	22.20
04-15	ODS Health Plan HCCLAIMPMT - 42000018859405 - 931110568 N	95.58
04-15	ODS Community He HCCLAIMPMT - 42000018863691 - 931110568 N	124.44
04-15	ODS Community He HCCLAIMPMT - 42000018862983 - 931110568 N	153.36
04-15	UNITEDHEALTHCARE HCCLAIMPMT - 124384875792799 - 931110568 A	159.42
04-15	EPX ST 035290917 MERCH SETL - 71000284495418 - 3130035290917 A	100.00
04-16	GEHA UMR HCCLAIMPMT - 124384878869908 - 931110568 A	14.44
04-17	Arlington Branch DEPOSIT	312.10
04-18	UnitedHealthcare HCCLAIMPMT - 124384873084438 - 931110568 A	16.92
04-18	NORIDIAN WAORAK HCCLAIMPMT - 42000011382155 - 1396853503 N	35.97
04-18	EPX ST 035290917 MERCH SETL - 71000285137940 - 3130035290917 A	5.00
04-19	Regence BCBCO HCCLAIMPMT - 111000021738939 - PRPMX00001 N	387.24
04-21	EPX ST 035290917 MERCH SETL - 71000288260581 - 3130035290917 A	80.00
04-22	ODS Community He HCCLAIMPMT - 42000011363417 - 931110568 N	138.51
04-22	NORIDIAN WAORAK HCCLAIMPMT - 42000018550363 - 1396853503 N	196.16
04-22	Arlington Branch DEPOSIT	764.91
04-22	Arlington Branch DEPOSIT	320.00
04-22	Arlington Branch DEPOSIT	30.00
04-22	Arlington Branch DEPOSIT	736.81
04-23	EPX ST 035290917 MERCH SETL - 71000285993164 - 3130035290917 A	222.12
04-23	CIGNA EDGE TRANS HCCLAIMPMT - 242071751978844 - 602601041422 S	88.28
04-24	Summit Health PI HCCLAIMPMT - 42000017863508 - 931110568 N	11.47
04-24	OREGON ST TREAS LGIP ACH - 42000019622228 - 4182663 N	48,514.70
04-24	PAYCHEX TPS TAXES - 21000028300560 - 11770200005643XN	529.34
04-25	NORIDIAN WAORAK HCCLAIMPMT - 42000017544292 - 1396853503 N	44.88
04-25	EPX ST 035290917 MERCH SETL - 71000282780129 - 3130035290917 A	29.62
04-25	Arlington Branch DEPOSIT	182.42
04-25	Arlington Branch DEPOSIT	135.68
04-26	Regence BCBCO HCCLAIMPMT - 111000020411730 - PRPMX00001 N	130.00
04-28	EPX ST 035290917 MERCH SETL - 71000286248724 - 3130035290917 A	145.00
04-29	NORIDIAN WAORAK HCCLAIMPMT - 42000016015083 - 1396853503 N	67.01
04-29	UNITEDHEALTHCARE HCCLAIMPMT - 124384875088989 - 931110568 A	264.49
04-29	ODS Community He HCCLAIMPMT - 42000010637247 - 931110568 N	510.73
04-29	ODS Community He HCCLAIMPMT - 42000010637789 - 931110568 N	605.78
04-29	ODS Health Plan HCCLAIMPMT - 42000010626895 - 931110568 N	10.80
04-29	ODS Health Plan HCCLAIMPMT - 42000010635069 - 931110568 N	37.74
04-29	EPX ST 035290917 MERCH SETL - 71000281429309 - 3130035290917 A	27.42
04-30	NORIDIAN WAORAK HCCLAIMPMT - 42000012117870 - 1396853503 N	348.75
04-30	36 TREAS 310 MISC PAY - 101036154903823	2,448.00
04-30	Arlington Branch DEPOSIT	220.00
04-30	Arlington Branch DEPOSIT	128.62
04-30	Arlington Branch DEPOSIT	68.90
74 deposits for 162,383.35		

Regular Checks

Date	Check	Amount	Date	Check	Amount	Date	Check	Amount
04-23	16104	250.00	04-02	16318*	192.36	04-01	16325*	210.00
04-07	16283*	132.45	04-02	16320*	342.41	04-02	16326	534.43
04-01	16314*	253.80	04-04	16322*	323.00	04-08	16327	250.00
04-07	16316*	1,687.95	04-23	16323	115.50	04-03	16329*	80.19



Checking - 0277



Account Number	Deposits	Statement Date	Checks	Page
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NORTH GILLIAM CO HEALTH DIST

Regular Checks (Continued)								
Date	Check	Amount	Date	Check	Amount	Date	Check	Amount
04-03	16330	373.00	04-18	16346	253.80	04-29	16359*	192.50
04-02	16331	3,035.00	04-14	16347	194.00	04-30	16361*	130.35
04-16	16334*	50.00	04-11	16348	134.80	04-29	16363*	1,731.00
04-17	16335	116.00	04-22	16349	339.25	04-25	16368*	194.60
04-09	16336	130.00	04-15	16350	983.73	04-30	16369	182.00
04-08	16337	264.60	04-22	16351	96.00	04-17	50849*	252.63
04-15	16343*	100.00	04-24	16352	2,495.00	04-17	50862*	100.19
04-17	16344	14.00	04-16	16353	281.53	04-11	50866*	29.89
04-21	16345	188.44	04-29	16357*	50.18	04-25	50880*	146.05
* Denotes break in check number sequence						39 Regular Checks		16,430.63

Withdrawals and Other Debits to Business Long Form - Public		
Date	Description	Amount
04-02	GLOBAL PAYMENTS GLOBAL STL - 91000010774777 - 8788240069131 N	-29.36
04-03	SOLUTIONSIT PURCHASE - 91000018356491 - NORTH GILLIAM CN	-2,597.00
04-07	FDMS FDMS PYMT - 41000127255606 - 052-2284196-000N	-113.33
04-07	HEALTH SERVICES SALE - 21000024212478 - N	-291.88
04-08	CIS TRUST 5037633834 - 91000010116335 - 530796499146 N	-15,398.20
04-10	ASI ASI FEES - 81500857327820	-3.75
04-10	PAYCHEX TPS TAXES - 21000028883770 - 11564500004625XN	-10,954.84
04-10	PAYCHEX INC. PAYROLL - 91000010006039 - IHtBnwIhTpnAysqN	-20,983.89
04-11	LOAN PMT 0002 112168 08 - 123203530004752	-4,262.11
04-11	PAYCHEX EIB INVOICE - 21000024344259 - X11568500005163N	-212.10
04-11	EMPLOYER CONTRB PERS CNTRB - 41001039902398 - 02404 N	-806.38
04-11	EMPLOYER CONTRB PERS CNTRB - 41001039902397 - 02404 N	-1,489.13
04-14	VISA PAYMENT - 91000014938399	-216.45
04-17	AFLAC COLUMBUS ACHPMT - 43000096425603 - 97207940 N	-471.95
04-17	ROCKYMTN/PACIFIC POWER BILL - 91000013985125 - 199136520ACHPAYN	-985.55
04-17	ECLINICALWORKS BT0416 - 11075155352572 - 000000318634907N	-1,281.43
04-21	ASI ASI OPERAT - 81500854662274	-3.75
04-21	PAYCHEX-OAB INVOICE - 21000029853561 - s3inIVVrao8T9V7N	-128.00
04-24	PAYCHEX TPS TAXES - 91000010004357 - 11756900004321XN	-11,737.42
04-24	PAYCHEX INC. PAYROLL - 91000010002340 - Qh57HnzYY0rSVi6N	-20,974.16
04-25	PAYCHEX EIB INVOICE - 21000026581348 - X11777000046264N	-130.94
04-25	PAYCHEX EIB INVOICE - 21000024970568 - X11759100000639N	-209.10
04-29	VISA PAYMENT - 91000013990895	-3,625.52
		23 withdrawals for -96,906.24

Daily Balance Summary for Business Long Form - Public							
Date	Balance	Date	Balance	Date	Balance	Date	Balance
04-01	38,883.98	04-09	113,281.59	04-17	71,798.84	04-24	87,294.95
04-02	34,775.42	04-10	81,339.11	04-18	71,602.93	04-25	87,006.86
04-03	115,294.14	04-11	75,855.85	04-19	71,990.17	04-26	87,136.86
04-04	115,096.14	04-12	75,886.96	04-21	71,749.98	04-28	87,281.86
04-05	116,073.92	04-14	75,476.51	04-22	73,501.12	04-29	83,206.63
04-07	125,514.31	04-15	75,025.58	04-23	73,446.02	04-30	86,108.55
04-08	113,411.59	04-16	74,708.49				

Account Number	Deposits	Statement Date	Checks	Page
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NORTH GILLIAM CO HEALTH DIST

Balances and Fees			
Low Balance (04-02-2025)	34,775.42	Average Balance	84,461.21
Interest Paid This Year:	0.00	Current Interest Rate:	0.05%
Average Collected Balance:	84,461.21		
Total Assessed This Cycle:		Total Assessed This Year:	
Total Returned Item Fees	0.00	Total Returned Item Fees	0.00
Total Overdraft Fees	0.00	Total Overdraft Fees	0.00

Statement Summary					
Account Number	Account Name	Beginning Balance	Deposits	Withdrawals	Ending Balance
XXXX XX9880	Business Long Form - Public	37,062.07	162,383.35	-113,336.87	86,108.55
	Totals	<u>37,062.07</u>	<u>162,383.35</u>	<u>-113,336.87</u>	<u>86,108.55</u>





ACCOUNT HISTORY **\$0.00**
REMAINING AVAILABLE BALANCE

Filter Results

Select Account

X1688 | AMBULANCE NOTE | \$0.00
10/1/2024 – 5/10/2025

Date ▾	Description	Check	Principal	Interest	Other	Total Payment	Balance
4/11/2025	Regular Payment		(\$2,755.27)	\$1,506.84		\$4,262.11	\$270,196.64
3/11/2025	Regular Payment		(\$2,886.70)	\$1,375.41		\$4,262.11	\$272,951.91
2/11/2025	Regular Payment		(\$2,724.29)	\$1,537.82		\$4,262.11	\$275,838.61
1/11/2025	Regular Payment		(\$2,709.33)	\$1,552.78		\$4,262.11	\$278,562.90
12/11/2024	Regular Payment		(\$2,744.62)	\$1,517.49		\$4,262.11	\$281,272.23
11/19/2024	Principal Payment		(\$101.00)			\$101.00	\$284,016.85
11/11/2024	Regular Payment		(\$2,882.15)	\$1,379.96		\$4,262.11	\$284,117.85
10/15/2024	Open New Loan		\$287,000.00			(\$287,000.00)	\$287,000.00

Date	CAD Number	Description	Crew	Transport	Destination
3/4/25	250304094	Heart Problem	DA,LW,BF	Yes	GSMC
3/6/25	250306025	Fainting	DA,LW,KC	No	N/A
3/6/25	250306109	EMD	LW,KC	No	N/A
3/7/25	250307089	Agency Assist	LW,KC,MM,CK	Yes	AHCG
3/7/25	250307107	Cardiac Emergency	DA,LW,KC,CK	Yes	AHCG
3/8/25	250308052	Agency Assist	LW,MM,KC	No	N/A
3/10/25	250310091	Vehicle Fire	LW,KC	No	N/A
3/12/25	250312012	Med Assist	LW,KC	No	N/A
3/12/25	250312---	Training- Wind Farm	LW,KC	No	N/A
3/12/25	250312051	MVC	LW,KC	No	N/A
3/21/25	250321060	MVC	SR,TW,CK	No	N/A
3/22/25	250322010	Trauma	SR,TW	No	N/A
3/24/25	250324011	Fall	LW,SR,KC,TT	No	N/A
3/24/25	250324027	Suicide Threat	LW,SR,KC	Yes	GSMC
3/26/25	250326113	Lift Assist	LW,SR,TW	No	N/A
3/29/25	250329004	Breathing Problem	LW,SR,KC,TT	No	N/A
3/29/25	250329028	OD/Standby	KM,SR,KC,TT	No	N/A
3/29/25	250329055	Mutual Aid	KM,KC,TT	Yes	AHCG

Total Calls	Tx	No tx
18	5	13

Responders	Responded	Transported
David A	3	1
Laurel W	14	4
Kathy C	14	4
Chris K	3	2
Brian F	1	1
Stacey R	7	1
Kayleen M	2	1
Brian W	0	0
Tiffany W	3	0
Michael M	2	1

Transport Destination Totals		
AHGC	GSMC	OTHER
3	2	0

Patient Count Report

2024-2025	Number of Office Visits	New Patients	Provider Out	Days of Coverage	Average Patients per day	Notes
July	180	4		22	8	Closed July 4th
August	176	0		22	8	NA
September	146	0		17	8.5	Closed Sept 2
October	180	2-Jan	2	20	8.6	Closed 14th
November	172	6	4	17	10	Closed 28th & 29th
December	197	5	3	19	10	Closed 25th, 1/2 day 24/31
January	175	8	3	21	8	closed 1st & 20th
February	183	4	1	19	9.5	Closed 11th
March	202	3		21	10	
April						
May						
June						
Total:	1611					
					Annual Average number of visits/day:	
		Number of Visits:	2023-2024	1899		
			2022-2023	1770		
			2021-2022	1903		
			2020-2021	1703		
			2019-2020	1517		
			2018-2019	1275		
			2017-2018	1467		
			2016-2017	1277		
			2015-2016	1380		

Patient Count Report

2024-2025	Num of Visits	Dr/FNP	RN	Scripts	Outgoing Refferals/ labs or imaging Orders/Prior Authorization Requests
July	180	105	75	166	100
August	176	116	60	132	71
September	146	82	64	146	129
October	180	100	80	144	150
November	172	94	78	101	103
December	197	104	93	176	50
January	175	104	71	156	54
February	183	121	62	169	84
March	202	119	83	141	87
April					
May					
June					



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

Fact Sheet #22: Hours Worked Under the Fair Labor Standards Act (FLSA)

Revised July 2008

This fact sheet provides general information concerning what constitutes compensable time under the FLSA. The Act requires that employees must receive at least the minimum wage and may not be employed for more than 40 hours in a week without receiving at least one and one-half times their regular rates of pay for the overtime hours. The amount employees should receive cannot be determined without knowing the number of hours worked.

Definition of "Employ"

By statutory definition the term "employ" includes "to suffer or permit to work." The workweek ordinarily includes all time during which an employee is necessarily required to be on the employer's premises, on duty or at a prescribed work place. "Workday", in general, means the period between the time on any particular day when such employee commences his/her "principal activity" and the time on that day at which he/she ceases such principal activity or activities. The workday may therefore be longer than the employee's scheduled shift, hours, tour of duty, or production line time.

Application of Principles

Employees "Suffered or Permitted" to work: Work not requested but suffered or permitted to be performed is work time that must be paid for by the employer. For example, an employee may voluntarily continue to work at the end of the shift to finish an assigned task or to correct errors. The reason is immaterial. The hours are work time and are compensable.

Waiting Time:

Whether waiting time is hours worked under the Act depends upon the particular circumstances. Generally, the facts may show that the employee was engaged to wait (which is work time) or the facts may show that the employee was waiting to be engaged (which is not work time). For example, a secretary who reads a book while waiting for dictation or a fireman who plays checkers while waiting for an alarm is working during such periods of inactivity. These employees have been "engaged to wait."

On-Call Time:

An employee who is required to remain on call on the employer's premises is working while "on call." An employee who is required to remain on call at home, or who is allowed to leave a message where he/she can be reached, is not working (in most cases) while on call. Additional constraints on the employee's freedom could require this time to be compensated.

Rest and Meal Periods:

Rest periods of short duration, usually 20 minutes or less, are common in industry (and promote the efficiency of the employee) and are customarily paid for as working time. These short periods must be counted as hours worked. Unauthorized extensions of authorized work breaks need not be counted as hours worked when the employer has expressly and unambiguously communicated to the employee that the authorized break may only last for a specific length of time, that any extension of the break is contrary to the employer's rules, and any

extension of the break will be punished. Bona fide meal periods (typically 30 minutes or more) generally need not be compensated as work time. The employee must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if he/she is required to perform any duties, whether active or inactive, while eating.

Sleeping Time and Certain Other Activities:

An employee who is required to be on duty for less than 24 hours is working even though he/she is permitted to sleep or engage in other personal activities when not busy. An employee required to be on duty for 24 hours or more may agree with the employer to exclude from hours worked bona fide regularly scheduled sleeping periods of not more than 8 hours, provided adequate sleeping facilities are furnished by the employer and the employee can usually enjoy an uninterrupted night's sleep. No reduction is permitted unless at least 5 hours of sleep is taken.

Lectures, Meetings and Training Programs:

Attendance at lectures, meetings, training programs and similar activities need not be counted as working time only if four criteria are met, namely: it is outside normal hours, it is voluntary, not job related, and no other work is concurrently performed.

Travel Time:

The principles which apply in determining whether time spent in travel is compensable time depends upon the kind of travel involved.

Home to Work Travel:

An employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is not work time.

Home to Work on a Special One Day Assignment in Another City:

An employee who regularly works at a fixed location in one city is given a special one day assignment in another city and returns home the same day. The time spent in traveling to and returning from the other city is work time, except that the employer may deduct/not count that time the employee would normally spend commuting to the regular work site.

Travel That is All in a Day's Work:

Time spent by an employee in travel as part of their principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.

Travel Away from Home Community:

Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across the employee's workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. As an enforcement policy the Division will not consider as work time that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

Typical Problems

Problems arise when employers fail to recognize and count certain hours worked as compensable hours. For example, an employee who remains at his/her desk while eating lunch and regularly answers the telephone and refers callers is working. This time must be counted and paid as compensable hours worked because the employee has not been completely relieved from duty.

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Chapter 839

Division 20

RULES REGULATING MINIMUM WAGE, OVERTIME AND WORKING CONDITIONS

839-020-0041**Waiting Time**

(1) On duty (engaged to wait): Where waiting is an integral part of the job, i.e., when the time spent waiting belongs to and is controlled by the employer and the employee is unable to use the time effectively for the employee's own purposes, that employee will be considered as engaged to wait. All time spent in activity where an employee is engaged to wait will be considered as part of hours worked.

(2) Off duty (waiting to be engaged): Periods during which an employee is completely relieved from duty and which are long enough to enable the employee to use the time effectively for the employee's own purposes are not hours worked. The employee is not completely relieved from duty and cannot use the time effectively for the employee's own purposes unless the employee is told in advance that the employee may leave the job and that the employee will not have to commence work until a specified hour has arrived. Whether the time is long enough to enable the employee to use the time effectively for the employee's own purposes depends upon all of the facts and circumstances of the case.

(3) On-call time: An employee who is required to remain on-call on the employer's premises or so close thereto that the employee cannot use the time effectively for the employee's own purposes is working while "on-call." An employee who is not required to remain on the employer's premises but is merely required to leave word at the employee's home or with company officials where the employee may be reached is not working while on-call.

Where to Obtain Additional Information

For additional information, visit our Wage and Hour Division Website: <http://www.dol.gov/agencies/whd> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.



The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

(s) Mental Health Direct Care Differential

This differential applies when management assigns an employee in the Mental Health Supervising Registered Nurse (X6209) classification, to perform the direct care duties of a Mental Health Registered Nurse (C6208). The differential is the regular straight time rate (in addition to regular base pay).

(t) Multilingual Skills Differential

This differential applies to employees who must use multilingual skills to perform assigned duties. "Multilingual skills" means translation to and from English, interpretation of two or more foreign languages or the use of sign language. The employee's supervisor must assign the interpretation and translation duties. The supervisor documents the assignment in the employee's position description. The differential is 10 percent of base pay.

(u) On-Call Duty Differential

Fair Labor Standards Act (Federal)

This differential applies to all FLSA non-exempt employees, FLSA exempt fish hatchery managers at Oregon Department of Fish and Wildlife (ODFW) in the classifications of Fish and Wildlife Supervisor (X8343) and Fish and Wildlife Manager 1 (X8344), Supervising Registered Nurse (X6240) who are eligible for overtime compensation, and Mental Health Supervising Registered Nurse (X6209) at OSH who are eligible for overtime compensation. An employee is eligible for the differential when management requires the employee to be available for work outside the employee's regular working hours. The employee may use the "on-call time" effectively for the employee's own use. Management does not count on-call time as time worked in the computation of overtime hours worked but includes on-call pay in the calculation of the overtime pay rate. The differential is:

- (A) For all FLSA non-exempt employees, one hour's pay at the regular straight time rate for each six hours of assigned on-call duty. Employees assigned on-call duty for less than six hours receive compensation on a prorated basis.
- (B) For all FLSA exempt fish hatchery managers in the classifications of Fish and Wildlife Supervisor and Fish and Wildlife Manager 1 at ODFW, one hour of pay or leave for each six hours of assigned on-call duty. The one-hour rate of pay is at the regular straight time rate, and the leave is on an hour-for-hour basis.
- (C) For Supervising Registered Nurses (X6240) eligible for overtime, \$10 per eight-hour shift or \$12 per eight-hour shift on a day recognized as a holiday.
- (D) For Mental Health Supervising Registered Nurses (X6209) at OSH who are eligible for overtime pay, \$12 per eight-hour shift or \$14 per eight-hour shift on a holiday. The differential pay is in addition to the appropriate rate of pay for any time actually worked.

(v) Professional Surveyor's License Differential

This differential applies to employees at Department of Forestry in Forest Manager 1 (X8259) positions who:

- (A) Possess a current Oregon Professional Surveyor's License; and
- (B) Perform Professional Surveyor duties as assigned in writing on the position description by the Department of Forestry. The differential is 5 percent of base pay.



North Gilliam Medic

1200 Cottonwood * P.O. Box 105

Arlington, OR 97812

Tel: 541-705-2602 * Fax: 541-705-2612

April 15, 2025

Policy: Completion Deadline for Previous Month's Calls

Purpose:

To ensure timely and accurate documentation of all medical calls and to maintain compliance with agency reporting standards and regulatory requirements.

Policy:

All call documentation and associated reporting for the previous month must be completed and submitted no later than the **5th day of the current month.**

Procedure:

1. **Responsibility:**

- Each crew member or attending provider is responsible for ensuring that all calls they participated in are fully documented in the reporting system.
- Supervisors will monitor compliance and provide assistance as needed.

2. **Deadline:**

- All reports for calls that occurred in the **preceding calendar month** must be finalized and submitted by **11:59 PM on the 5th** of the following month.
- For example, all calls from March must be completed by April 5th.

3. **Compliance Monitoring:**

- The administrative team will review submission records on the 6th of each month.
- Incomplete reports will be flagged and followed up on by the appropriate supervisor.

4. **Failure to Comply:**

- Missing the submission deadline may result in a formal reminder or corrective action depending on the frequency and nature of the delay.

Notes:

Exceptions may be granted on a case-by-case basis in the event of illness, technical issues, or other valid circumstances, but must be communicated **before** the deadline.

Stacey Reding, BSN, RN

North Gilliam Medic Interim

April 15, 2025

NORTH GILLIAM COUNTY HEALTH DISTRICT BOARD BY-LAWS

ARTICLE I-- MEMBERSHIP:

- Members shall be elected for 4-year terms. Position 1 and 2 will alternate with position 3, 4, and 5.
- All members have one vote each. The members shall elect a chairperson and a vice-chairperson. The vice-chairperson will conduct the meetings in the absence of the chairperson. The positions of Chairperson and Vice-Chairperson will be reviewed one time per year and can be changed by a majority vote of the board.

ARTICLE II—FUNCTIONS OF THE BOARD:

- Establish and annually review the following North Gilliam County Health District Policies:
 1. The board shall oversee and guide as needed the Arlington Family Healthcare Clinic and North Gilliam Medic.
 2. Review district building needs and advise administrator(s) about building repairs.
 3. Review needed purchases and repairs of medical equipment and supplies.
 4. Monthly review of controlled substance dispersion and disposal.
 5. Oversee, evaluate, and monitor Clinic and EMS budget.
 6. Hire, monitor and evaluate administrative position(s) for the clinic and EMS.
 7. Appoint a budget committee and finance officer to prepare an annual budget for each fiscal year beginning July 1, that will adequately provide for all activities of the District. This budget will be reviewed and adopted by the board.
 8. Assists in the identification of community health needs and supports the Clinic and EMS in assuming their role in alleviating or resolving issues.
 9. Evaluate Clinic and EMS administration one time per calendar year.
 10. Supports the Clinic and EMS in the alleviation or resolution of issues.
 11. Provide support, guidance and technical assistance to the administration.
 12. Serves as a communication link between constituents and North Gilliam County Health District.
 13. A board member will be assigned as a direct report liaison to each the clinic and EMS departments.
 14. The board shall cause to have conducted an annual audit of its financial records.

ARTICLE III—MEETINGS:

- Meetings shall be held monthly, every third Tuesday. A quorum is needed before a meeting can be conducted. Notice of all meetings shall be sent to each member with the agenda for the upcoming meeting. Dated minutes are recorded for each meeting and kept on file at the North Gilliam County Health District Administrative Office.

ARTICLE IV—COMMITTEES:

- The budget committee shall be appointed by the board.
- AD HOC Committees shall be formed as needed.

ARTICLE V—ATTENDANCE:

- Board members are expected to attend all regularly scheduled board meetings. A position on the board shall be declared vacant by the board if said member misses three consecutive regularly scheduled meetings and has not been previously excused.

GENERAL FUND REVENUE AND EXPENSE SUMMARY, through February (67% of Fiscal Year 2024-25)					Prior Fiscal Year 2023-24	
Resources	Budget	Actual Through February	Actual Over / (Under) Budget	Percent of Budget Used thru Jan. 2025	Budget	Year-End Actual
Administration Department						
1 Admin Reimbursements	2,243,778	1,371,261	(872,517)	61%	1,688,807	1,573,041
2 Rental Revenues	727,531	319,489	(408,042)	44%	738,935	726,043
3 All Other	17,999	128,799	108,800	704%	10,800	47,802
4 Total Resources	2,989,308	1,817,548	(1,171,760)	61%	2,438,542	2,348,885
5 Operating Expense	2,989,308	1,754,536	(1,234,772)	59%	2,334,542	2,258,960
6 Capital	-	-	-	0%	104,000	87,926
7 Total Expenditures	2,989,308	1,754,536	(1,234,772)	59%	2,438,542	2,346,886
8 Net Income (Loss)-Neutral	-	63,013	63,013		-	(0)
Adult Detention Department						
9 County Payments	4,067,555	2,881,185	(1,186,370)	71%	3,873,861	3,873,861
10 Contract Revenues	2,023,530	1,068,837	(954,693)	53%	2,368,455	2,218,800
11 All Other	211,000	108,022	(102,978)	51%	207,000	365,749
12 Total Resources	6,302,085	4,058,043	(2,244,042)	64%	6,449,316	6,458,210
13 Operating Expense	7,306,551	4,175,414	(3,131,137)	57%	6,643,318	6,273,529
14 Capital	90,000	109,471	19,471	122%	243,915	127,715
15 Total Expenditures	7,396,551	4,284,885	(3,111,666)	58%	6,887,233	6,401,244
16 Net Income (Loss)	(1,094,466)	(226,842)			(437,917)	56,966
Juvenile Detention Department						
17 County Payments	1,151,674	815,769	(335,905)	71%	1,098,832	1,096,832
18 Contract Revenues	1,161,021	630,640	(530,381)	54%	1,019,225	1,113,381
19 All Other	57,000	24,704	(32,296)	43%	38,000	52,631
20 Total Resources	2,369,695	1,471,113	(898,582)	62%	2,154,057	2,262,844
21 Operating Expense	2,461,475	1,410,684	(1,050,791)	57%	2,334,730	2,352,106
22 Capital	-	21,950	21,950	0%	270,000	238,745
23 Total Expenditures	2,461,475	1,432,634	(1,028,841)	58%	2,604,730	2,590,851
24 Net Income (Loss)	(91,780)	38,479			(450,673)	(328,007)
INTERFUND TRANSFER						
25 Beginning Fund Balance Unaudited	1,400,000	1,226,922	(173,078)	88%	1,400,000	1,594,700
26 Total Resources (includes beg bal)	13,061,088	8,573,626	(4,487,462)	66%	12,441,915	12,662,638
27 Total Expenditures	12,847,334	7,472,055	(5,375,279)	58%	12,030,505	11,438,980
28 General Fund Net Income (Loss)	213,754	1,101,571			411,410	1,223,659

OTHER FUND REVENUE AND EXPENSE SUMMARY, through February (67% of Fiscal Year 2024-25)					Prior Fiscal Year 2023-24	
Department	Budget	Actual Through February	Actual Over / (Under) Budget	Percent of Budget Used thru Jan. 2025	Budget	Year-End Actual
Capital Reserve Fund						
29 Beginning Balance Unaudited	598,364	598,364	-	100%	498,364	598,364
30 Capital Outlay	598,364	-	(598,364)	0%	-	-
Welfare Fund						
31 Beginning Balance Unaudited	170,000	123,231	(46,769)	72%	130,000	134,079
32 Commission/Other Revenue	60,000	34,983	(25,017)	58%	60,000	54,697
33 Operating Expenses	115,000	33,284	(81,716)	29%	123,000	65,545
34 Fund Net Income (Loss)	115,000	124,930			67,000	123,231

Pooled Cash & Investments	
Feb-25	\$2,576,356.00
Feb-24	

**Intergovernmental Agreement For Strategic Investment Program (SIP)
Distribution of LEANING JUNIPER WIND POWER IIb Wind Project Community
Service Fee
Under ORS 285C.609(6)/285C.623(6)**

The government of Gilliam County ("the county"); and Port of Arlington, North Gilliam County Health District, North Gilliam County Cemetery District and North Gilliam County Rural Fire Protection District (collectively "the parties"), do hereby enter into this Intergovernmental Agreement for the purpose of the distribution, amongst the parties, of the community service fee collected in each of 15 years ("the fee payment"), respective to an eligible project of the Strategic Investment Program ("SIP") under Oregon Revised Statute (ORS) 265C.600 to 285C.626 and 307.123.

RECITAL AND FINDINGS

- **WHEREAS:** the Oregon Legislature has established SIP to promote local hiring and industrial competitiveness in Oregon for exceptionally large capital investments.
- **WHEREAS:** SIP provides for local governments to enter into agreements with business firms engaged in a traded-sector industry, to attract and retain long-term investment and employment in exchange for limitations on the taxable assessment of property.
- **WHEREAS:** Leaning Juniper Wind Power IIb, LLC ("the firm") has entered into an agreement to receive SIP tax treatment with the county under ORS 285C.609 (4) (a) for the firm's proposed Leaning Juniper Wind Power IIb project.
- **WHEREAS:** Pursuant to the agreement with the firm, the firm will make the fee payment to the county in each of 15 years subject to SIP tax treatment within 60 days after receipt of payment notice each year in an amount equal to 25 percent of the property tax savings resulting from the SIP exemption on property for the current property tax year, up to a maximum in any one year of \$3,000,000, consistent with ORS 285C.609(4)(b) as adjusted pursuant to ORS 285C.609(5), such that the schedule of anticipated payments to be received by the county from the firm are estimated in Exhibit A, which is attached to this agreement for general reference with the understanding that actual collections will differ.
- **WHEREAS:** The fee payment is *not* considered as payment in lieu of taxes.
- **WHEREAS:** Under ORS 285C.609(6), the county shall distribute the collected fee payment based on an additional agreement that is entered into among the county and at least enough local taxing districts listed under ORS 198.010 or 198.180 to account for 75 percent or more of all such districts' property tax authority where the SIP-assessed property is located.
- **WHEREAS:** The location of the firm's proposed SIP project is in tax code area #4 (See Exhibit A), for which the following local taxing districts listed under 198.010 or 198.180 have permanent or local rate authority to levy *ad valorem* taxes or real and personal property

within Gilliam County, North Gilliam County Cemetery District, Port of Arlington, North Gilliam County Rural Fire Protection District, and North Gilliam County Health District.

- NOW, THEREFORE, in consideration of mutual agreements, covenants and promises contained hereunder, the parties do hereby agree as follows:

1. Distribution and Disbursement

- a. Within 60 days of collecting the fee payment from the firm, the county shall disburse a portion of each year's collected amount to all the other parties, aside from retention of the county's share, as computed under this section.
- b. The share of the fee payment for each party shall equal the total collected amount multiplied by a ratio that is that party's rate authority divided by the combined rate authority of all the parties.
- c. Computations under this section shall be based on then current rate authorities of the parties, both permanent rate authority and local option rate authority, but not on any other levy as a participant taxing authority may impose, such that *at present* for example, the shares for distribution break down into the following percentages:

Gilliam County	36.2%
North Gilliam County Cemetery District	5.789%
Arlington Port District	5.12%
North Gilliam County Rural Fire Protection District	19.07%
<u>North Gilliam County Health District</u>	<u>33.84%</u>
	Total 100%

2. Reporting and Administration

- a. With each disbursement, the county shall provide to the party a statement showing the fee payment, the shares distributed to each party, and the property tax rates used for the computations under section 1 above.
- b. To cover administrative expenses of the county in collecting and disbursing the fee payment, the county will retain a \$3,000 per year administrative fee.
- c. Upon request by any party, the county with assistance from the county assessor shall furnish, to each party, relevant current and previous assessed values of the firm's property by tax code area - with and without SIP - and the resulting property tax savings for the firm.
- d. The county shall notify all parties if the firm fails to make the fee payment, which may be done once the first year during the term of this agreement, when the failure is a consequence either of disallowance of the firm's SIP benefit, or of the SIP project property's real market value not exceeding the taxable portion under ORS 307.123(1)(a), effectively negating property tax savings for the firm.

3. Effective Date/Term of Agreement

- a. This agreement shall be effective upon the date of its final execution by signature of all parties, or on the date of determination by the Oregon Business Development Department that the firm's project property shall receive SIP tax treatment, whichever occurs later.
- b. The agreement shall expire on June 30 of the tax year at the conclusion of the 15-year period under ORS 307.123(2)(c).

ACCEPTING FOR GILLIAM COUNTY

Cris Patnode, Gilliam County Judge

Date

ACCEPTING FOR PORT OF ARLINGTON

Leah Shannon Port President

Date

ACCEPTING FOR NORTH GILLIAM COUNTY HEALTH DISTRICT

Ron Cecil, Health District Chair

Date

ACCEPTING FOR NORTH GILLIAM COUNTY CEMETERY DISTRICT

Cemetery District Chair

Date

ACCEPTING FOR NORTH GILLIAM COUNTY FIRE PROTECTION DISTRICT

Joseph Claughton

Date

