

COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445

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AGENDA

REGULAR MEETING OF THE BOARD OF DIRECTORS

>>> 3:00 PM Monday Aug 22, 2016 <<<

(Early start due to the BOD Goal Setting Session)

CLSD Headquarters – Bill Platt Training Room

- | | |
|--|-------------|
| 1. Call to Order | Hughes |
| 2. Goal Setting | Paterson |
| 3. Adoption of the agenda | Hughes |
| 4. Minutes Approval | Hughes |
| 5. Privilege of the floor | Hughes |
| 6. Reports: | |
| a. Finance | Beaty |
| i. FY16 non-audited report | |
| ii. Ambulance revenue – FY 17 July | |
| iii. Expenses – FY17 July | |
| b. Joint Working Group (JWG) update | |
| i. Mendonoma Health Alliance – Retreat #1 | Perry/Caley |
| c. Communication Committee | Bower/André |
| 7. New Business | Hughes |
| a. Memorandum of Understanding | Perry |
| b. Consider a "Donations" link on CLSD website | Hughes |
| 8. Old Business | Hughes |
| a. Status of BOD elections Nov 8, 2016 | |
| 9. DA report | Caley |
| 10. Adjourn | Hughes |

NEXT MEETINGS: Scheduled Board of Director meetings are held at the Bill Platt Training Center unless otherwise noted. *The upcoming dates are:) Sep 26th, Oct 24th and Nov 28th. The start time of the meetings is 4:00 PM.*



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS July 25, 2016

Call to Order. Director Hughes called the meeting to order at 4:00 p.m. at the Bill Platt Training Center. Present: Directors Hughes, André, Schwartz, Bower, Beaty, and Perry. Also, present: District Administrator Caley, Ops Manager Evan Dilks, and Executive Assistant Robin Bean.

Adoption of the Agenda. Director Schwartz moved to adopt the agenda, Director Perry seconded, all ayes.

Approval of June 27, 2016 Board Minutes: Director Beaty moved to approve the Minutes as amended below. Director André seconded, all ayes.

- **Board of Directors Executive Session June 27, 2016 - District Administrator's Review:** Director Beaty gave a positive overview of DA Caley's performance over the last year. The entire Board of Directors expressed great pleasure in DA Caley's outstanding performance. DA Caley stepped into a large job and solved a variety of issues. The Board of Directors showed its gratitude by awarding DA Caley a \$5K Bonus based on previously negotiated terms in his job offer.

Privilege of the Floor- Public Comment: One member of the public was present. The public had no comments to add.

Board of Director Bev Dodds vacancy – vote to appoint new Director: The nominating committee has recommended Leslie Tittle, the new appointee to the vacant of Board of Director position. Director Perry moved to approve this appointment, Director André seconded, all ayes. Upon taking office, Leslie Tittle raised her right hand, as Director Hughes read her the "Oath of Office". Leslie Tittle repeated her oath of allegiance and was officially sworn in. Director Tittle then took her position on the Board.

Reports:

a. Finance

- I. Ambulance revenue reviewed: June net receipts totaled \$74,812.87.
- II. June FY16 expenses: Currently, expenses are under budget (this is due in part to DA Caley taking on multiple roles, keeping the expenses under budget).
- III. Accounts Receivable: Director André raised the question of the possibility of shortening the time between "point of service" to when we see revenue? DA Caley explained the process of each claim, which is electronically sent, within days of service to Wittman (third party biller) who invoices the patient within days of importing a claim. When it comes to receiving a payment, some payers are quicker, than others, to pay (exp. Medicare, MediCal, Private Insurance). Each claim is unique and quickness to pay a claim in full is dependent on payer timelines, primary or secondary insurances, deductibles, etc. The July 20th billing subcommittee is in the final stages of pushing ~\$120K to collections – there by reducing A/R by that amount.

b. JOG update

- I. New Draft of Memorandum of Understanding (MOU) – Director Perry discussed and formally introduced the new drafted MOU. This is the second iteration of the agreement that was adopted from a year ago. Director Perry recommended that JOG be disbanded and ask that all similar assignments and expectation be assigned to the Joint Working Group (JWG). Attorney Sheila Nolan has drafted this version of the MOU. A paper d distributed. Suggestions will then be shared at the next meeting. Director Perry asked that the MOU be added as new business on the August Agenda.

- II. Director Perry discussed Mendonoma Health Alliance's (MHA) progress, in regards to the Health Resources and Services Administration (HRSA) Grant. The working group has been identified and is scheduled to meet for the first MHA "Strategic Planning Session" July 26 & 27, 2016. Director Perry also recommended the next JWG (formally JOG) update be added to the August agenda.

c. Communication Committee

- I. Director Bower shared that they are working with CLSD on the re-design of CLSD's website.

New Business – Information:

- a. Fund Raising – Director Hughes raised the question to the board, whether to peruse fund raising in the future or not. After discussion on the purpose of fund raising, it was agreed to engage in fund raising , would not be in the best interest of the community at this time. The Board has no issue with giving support to other organizations concerning fund raising. DA Caley shared that a redesign of CLSD's website was in the works and of the possibilities of a donations link to be added if appropriate. On the topic of donations, The Board of Directors made it clear that it does not object to unsolicited donations. So long as the purpose of a donation does not directly benefit an individual and is unsolicited. Director Hughes asked that the option of a donation link be addressed as new business in the near future.

Old Business - Action:

- a. Resolution 242 – Adoption of Tax Rates for FY17 – revised: Director Schwartz moved to adopt Res. 242 as revised. Director Hughes seconded, all ayes.
- b. Resolution 243 – Adoption of Ambulance Rates FY 17 – Ambulance Rates FY 17 will stay the same as last year, with the following exemptions: 1) increase both BLS Non-EMS by \$300.00 and 2) increase BLS treat and Release to \$250.00. Director Schwartz moved to adopt Res. 243. Director Beaty seconded, all ayes.
- c. Resolution 244 – As defined by Sonoma County Treasurer, the Prop 4 Appropriation Limit for FY 16 was \$1,872,615. For FY 17, it is now \$1,983,632. CLSD remains well under this limit. Director Schwartz moved to adopt Res. 244. Director Perry seconded, all ayes.
- d. **Information: Goal setting update:** Goal session meeting to be held at 3:00 pm on August 22, 2016. Director Hughes asked each member of the board to share their suggestions on short-term and long-term goals prior to the meeting.

DA Report:

- Dual Medic Pilot – Transfer of Care – splitting dual-medic team as soon as a transfer is identified. This results in conserving and extending an ALS crew on the coast and improves patient Continuity of Care. We'll monitor outcomes, costs, efficiency, etc. and report in 3-4 months.
- Ambulance run data for June 2016 discussed. FY16 transports just shy of record FY15 489 vs. 493.
- Multi-disciplinary Performance Evaluation Taskforce formed and meets on Aug 2nd
- Wittman A/R – working in batches with FC subcommittee to reduce the A/R
- Attending CAA conference in Aug:
 - Top Threats Facing Ambulance Services & How to Effectively Manage Them
 - Ambulance Payment Reforms – Receiving CMS payment for transports to alternate destinations (non-hospital)
 - Comprehensive Look at Federal Compliance Laws and Regulations
 - Getting Paid in Full for Both Emergency and Non-Emergency Transports
 - Community Paramedicine – update on the 12 sites currently being piloted in CA
- Line of Credit – application submitted and currently with the underwriters

- Board of Director Vacancies – public notices published. Incumbents have until 5 PM Aug 12 to file intent to run at the Registrar's Office. New candidates have until 5 PM Aug 17 if an incumbent does not declare intent to run again.
- CLSD website: software updated and new design in progress.
- Community Fall Prevention Program:
 - Launching in September – coincide with National Fall Prevention month
 - Media Kit in development
 - Presented to RCMS Provider meeting
 - Hoping for an ICO feature story in Aug to begin registering candidates for Matter of Balance classes starting in Sept and to cue up Home Safety Inspections
 - 10 Matter of Balance Coaches certified and trained
 - 9 Home Safety Inspectors will be trained in Aug
 - Strength & Balance resources identified (both free & those w/ fee-for-service)
- Dr. Bierbaum has signed off on QA/QI for Q4 of FY16. 100% of ALS charts reviewed and noted any reportable conditions or conditions requiring corrective action. The District remains in full compliance with all QA/QI internal/External policies and regulatory requirements.

OPS

- Both ALS and BLS staffed 100% of the time in June
- Water heater replaced and all the old boiler wall units have been removed
- Building maintenance continues with landscaping, power washing, signage, etc.)
- All vehicles in good working order
- CPR/First Aid: The Sea Ranch Assoc staff – 30 trained
- Next Community CPR scheduled for Aug 6th at CLSD headquarters
- CLSD provided an ALS ambulance for the Iron Man even in west Sonoma Co on July 10th
- CLSD provided an ambulance for the PA Fireworks show
- Crew training on trauma winding down. Next month focus is on Obstetrics. (Potential of Dr. Tittle supplementing this training.

Adjournment:

At 4:55 p.m., Director Perry moved for adjournment, Director André seconded, all ayes.

Next Board of Directors Meetings: Next board meeting to start at 4:30 p.m.

- a. Monday August 22, 2016 at CLSD Headquarters
- b. Monday September 26, 2016
- c. Monday October, 24, 2016

Minutes approved.

_____ (Date) _____

COAST LIFE SUPPORT DISTRICT

P&L ACTUAL VS BUDGET

July 2015 - June 2016

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
INCOME (Accrual Basis)				
4000 CLSD Special Taxes	1,558,811.29	1,561,985.00	(3,173.71)	99.80%
4100 Interest Income	129.48	1,338.00	(1,208.52)	9.68%
* 4200 Ambulance Income	754,323.50	496,418.00	257,905.50	151.95%
4400 Miscellaneous Income	4,693.08	5,299.00	(605.92)	88.57%
4410 Intergovernmental Transport (IGT)	58.48	80,000.00	(79,941.52)	0.07%
4420 Ground Emerg Med Transport	16,202.47	20,000.00	(3,797.53)	81.01%
Total Income	\$ 2,334,218.30	\$ 2,165,040.00	\$ 169,178.30	107.81%
GROSS INCOME	\$ 2,334,218.30	\$ 2,165,040.00	\$ 169,178.30	107.81%
BUDGET BY MONTH				
EXPENSES (Accrual Basis)				
5000 Wages and Benefits	992,426.86	1,089,864.00	(97,437.14)	91.06%
6000 Ambulance Operations	162,775.58	158,950.00	3,825.58	102.41%
6700 Overhead/Administration	164,472.15	141,239.00	23,233.15	116.45%
7000 Urgent Care	639,584.00	643,265.00	(3,681.00)	99.43%
8000 Interest Expense	3,137.81	1,338.00	1,799.81	234.51%
9500 Depreciation Expense	89,525.00	96,000.00	(6,475.00)	93.26%
Total Expenses (Footnote #2)	\$ 2,051,921.40	\$ 2,130,656.00	\$ (78,734.60)	96.30%
NET OPERATING INCOME	\$ 282,296.90	\$ 34,384.00	\$ 247,912.90	
NET INCOME	\$ 282,296.90	\$ 34,384.00	\$ 247,912.90	

Accrual basis Wednesday, August 17, 2016 11:33 AM GMT-07:00

Footnote #1 - Total 4200 Ambulance Income: A) Delayed invoicing of FY15 ambulance services resulted in FY15 revenue received in FY16. This will not be resolved until an external audit has been completed; B) FY15 generated ~100 additional transports than average annual volume prior to FY14; and C) Ambulance Income is derived from Wittman Enterprises YTD Report.

Footnote #2: A large portion of the expenses coming in under budget is due to the DA filling the role of two staff.

COAST LIFE SUPPORT DISTRICT
P&L ACTUAL VS BUDGET
 July 2015 - June 2016

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
INCOME (Accrual Basis)				
4000 CLSD Special Taxes				
4001 Mendocino County Taxes				
4004 Mendocino Ambulance Tax	524,259.03	473,572.00	50,687.03	110.70%
4009 Mendocino Urgent Care Tax	310,069.90	334,535.00	(24,465.10)	92.69%
4010 Mendocino Special Tax	87,000.00	87,000.00	0.00	100.00%
<u>Total 4001 Mendocino County Taxes</u>	\$ 921,328.93	\$ 895,107.00	\$ 26,221.93	102.93%
4002 Sonoma County Taxes			0.00	
4024 Sonoma Ambulance Tax	350,585.33	364,716.00	(14,130.67)	96.13%
4029 Sonoma Urgent Care Tax	286,897.03	302,162.00	(15,264.97)	94.95%
<u>Total 4002 Sonoma County Taxes</u>	\$ 637,482.36	\$ 666,878.00	\$ (29,395.64)	95.59%
Total 4000 CLSD Special Taxes	\$ 1,558,811.29	\$ 1,561,985.00	\$ (3,173.71)	99.80%
4100 Interest Income	129.48	1,338.00	(1,208.52)	9.68%
* 4200 Ambulance Income				
4201 Ambulance Transport Billings	2,498,173.33	534,896.00	1,963,277.33	467.04%
4225 Insurance Writedowns	(1,622,166.16)		(1,622,166.16)	
4228 District Resident Discount		(38,478.00)	38,478.00	0.00%
<u>Total 4201 Ambulance Transport Billings</u>	\$ 876,007.17	\$ 496,418.00	\$ 379,589.17	176.47%
4220 Other Writedowns	(121,683.67)		(121,683.67)	
Total 4200 Ambulance Income	\$ 754,323.50	\$ 496,418.00	\$ 257,905.50	151.95%
4400 Miscellaneous Income	4,693.08	5,299.00	(605.92)	88.57%
4410 Intergovernmental Transport (IGT)	58.48	80,000.00	(79,941.52)	0.07%
4420 Ground Emerg Med Transport	16,202.47	20,000.00	(3,797.53)	0.81
Total 4200 Ambulance Income (Footnote #1)	\$ 2,334,218.30	\$ 2,165,040.00	\$ 169,178.30	107.81%
GROSS INCOME	\$ 2,334,218.30	\$ 2,165,040.00	\$ 169,178.30	107.81%

BUDGET BY MONTH

EXPENSES (Accrual Basis)				
5000 Wages and Benefits				
5100 Uniforms & Med Tests	4,443.90	4,700.00	(256.10)	94.55%
5200 Health Insurance	95,132.76	108,250.00	(13,117.24)	87.88%
5300 Payroll Taxes Employer Costs	26,026.23	31,168.00	(5,141.77)	83.50%
5350 PERS Employer Costs	91,800.31	98,114.00	(6,313.69)	93.56%
5405 Administration Salaries	193,901.05	229,530.00	(35,628.95)	84.48%
5405.1 Admin Salaries-Allocate to UC	(14,828.00)	(21,526.00)	6,698.00	0.69
<u>Total 5405 Administration Salaries</u>	\$ 179,073.05	\$ 208,004.00	\$ (28,930.95)	86.09%
5410 Ambulance Operations Wages	527,650.28	568,701.00	(41,050.72)	92.78%
5430 Merit Pay	33,847.06	33,068.00	779.06	102.36%
5460 Other Compensation	1,376.31	3,527.00	(2,150.69)	39.02%
5500 Work Comp Insurance	37,520.86	39,032.00	(1,511.14)	0.96
Total 5000 Wages and Benefits	\$ 996,870.76	\$ 1,094,564.00	\$ (97,693.24)	91.07%
6000 Ambulance Operations				
6010 Redwood Coast VFD Rental		2,400.00	(2,400.00)	0.00%

	TOTAL			% OF BUDGET
	ACTUAL	BUDGET	OVER BUDGET	
6030 Medical Director Fee-non AHUC	37,800.00	37,800.00	0.00	100.00%
6040 Dispatch Services	30,900.00	30,900.00	0.00	100.00%
6050 Misc Reimbursements	1,098.24		1,098.24	
6100 Station/Crew Expenses				
6110 Supplies, Rental, Cleaning etc	14,356.54	12,800.00	1,556.54	112.16%
6210 Vehicle Repair & Maintenance	17,951.08	15,000.00	2,951.08	119.67%
6240 Vehicle Fuel	12,021.94	15,000.00	(2,978.06)	80.15%
6410 Radios & Comm Equip	778.19	3,750.00	(2,971.81)	20.75%
6510 Medical Supplies & Equipment	40,030.02	30,900.00	9,130.02	129.55%
Total 6100 Station/Crew Expenses	\$ 85,137.77	\$ 77,450.00	\$ 7,687.77	109.93%
6980 Employee Training	3,395.67	5,700.00	(2,304.33)	59.57%
Total 6000 Ambulance Operations	\$ 158,331.68	\$ 154,250.00	\$ 4,081.68	102.65%
6700 Overhead/Administration				
6180 Utilities	11,037.33	12,000.00	(962.67)	91.98%
6188 Telephone	7,843.17	5,500.00	2,343.17	142.60%
6300 Insurance	15,005.90	12,134.00	2,871.90	123.67%
6711 Outside Agency Collections	80.29	1,400.00	(1,319.71)	5.74%
6713 Ambulance Billing	49,372.34	33,000.00	16,372.34	149.61%
6718 Office Supp/Equip/Software	4,254.97	3,500.00	754.97	121.57%
6720 Board Expenses	913.15	5,000.00	(4,086.85)	18.26%
6730 Consultants				
6734 IT	1,420.00		1,420.00	
6737 Financial/Bookkeeping	18,475.00	9,180.00	9,295.00	201.25%
6738 Legal	9,600.25	3,000.00	6,600.25	320.01%
6740 Audit	4.00	12,000.00	(11,996.00)	0.03%
6741 Tax Administration	12,579.60	10,118.00	2,461.60	124.33%
Total 6730 Consultants	\$ 42,078.85	\$ 34,298.00	\$ 7,780.85	122.69%
6742 Bank/Merchant Fees	1,180.62	1,000.00	180.62	118.06%
6755 Property Tax Administration	23,027.96	25,707.00	(2,679.04)	89.58%
6770 Dues, Subscriptions, Membership	6,467.38	4,500.00	1,967.38	143.72%
6795 Travel/Transportation	594.16	500.00	94.16	118.83%
6970 Community Dev/Training	2,616.03	2,700.00	(83.97)	96.89%
Total 6700 Overhead/Administration	\$ 164,472.15	\$ 141,239.00	\$ 23,233.15	116.45%
7000 Urgent Care				
7011 Admin Salaries-Alloc to UC	14,828.00	21,526.00	(6,698.00)	68.88%
7050 UC Contract	624,756.00	621,739.00	3,017.00	100.49%
Total 7000 Urgent Care	\$ 639,584.00	\$ 643,265.00	\$ (3,681.00)	99.43%
8000 Interest Expense	3,137.81		3,137.81	
8005 EMS Interest Expense		1,338.00	(1,338.00)	0.00%
Total 8000 Interest Expense	\$ 3,137.81	\$ 1,338.00	\$ 1,799.81	234.51%
9500 Depreciation Expense	89,525.00	96,000.00	(6,475.00)	93.26%
Total Expenses (Footnote #2)	\$ 2,051,921.40	\$ 2,130,656.00	\$ (78,734.60)	96.30%
NET OPERATING INCOME	\$ 282,296.90	\$ 34,384.00	\$ 247,912.90	
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**Coast Life Support District
Year to Date Report**

	CHARGES	MCARE WRITE DOWNS	MCAL WRITE DOWNS	OTHER CONTRACTUAL WRITE DOWNS	NET REVENUE	PAYMENTS	REFUNDS	NET RECEIPTS	BAD DEBT WRITE OFFS	OTHER WRITE OFFS	ADJUSTMENTS	NEW A/R BALANCE
AUGUST '15	\$ 215,744.30	\$ 121,218.04	\$ 42,648.23	\$ 17,805.07	\$ 34,072.96	\$ 91,226.51	\$ -	\$ 91,226.51	\$ -	\$ -	\$ -	\$ 655,560.22
SEPTEMBER '15	\$ 250,301.80	\$ 51,311.08	\$ 23,513.03	\$ 8,058.55	\$ 167,419.14	\$ 167,485.74	\$ -	\$ 167,485.74	\$ 40,956.00	\$ -	\$ 152.92	\$ 614,690.54
OCTOBER '15	\$ 146,082.90	\$ 54,650.53	\$ 73,494.63	\$ (2,705.13)	\$ 20,642.87	\$ 63,526.44	\$ -	\$ 63,526.44	\$ -	\$ -	\$ -	\$ 571,806.97
NOVEMBER '15	\$ 124,913.00	\$ 49,950.15	\$ 61,562.00	\$ 680.95	\$ 12,719.90	\$ 83,346.78	\$ -	\$ 83,346.78	\$ -	\$ 0.50	\$ 1.50	\$ 501,194.59
DECEMBER '15	\$ 179,477.60	\$ 55,633.94	\$ 44,209.91	\$ 5,100.64	\$ 74,533.11	\$ 55,218.36	\$ -	\$ 55,218.36	\$ -	\$ 538.40	\$ -	\$ 519,970.94
JANUARY '16	\$ 238,072.40	\$ 97,509.44	\$ 60,109.94	\$ 4,155.57	\$ 76,297.45	\$ 53,232.82	\$ -	\$ 53,232.82	\$ -	\$ 730.00	\$ 7.14	\$ 542,312.71
FEBRUARY '16	\$ 145,692.60	\$ 66,384.49	\$ 35,490.56	\$ 48.87	\$ 43,768.68	\$ 46,827.68	\$ -	\$ 46,827.68	\$ -	\$ -	\$ 7.78	\$ 539,261.49
MARCH '16	\$ 236,652.90	\$ 131,049.86	\$ 42,004.94	\$ 927.62	\$ 62,670.48	\$ 52,777.57	\$ 297.79	\$ 52,479.78	\$ -	\$ -	\$ -	\$ 549,452.19
APRIL '16	\$ 184,394.20	\$ 76,165.20	\$ 29,277.89	\$ 5,881.90	\$ 73,069.21	\$ 38,715.61	\$ -	\$ 38,715.61	\$ -	\$ -	\$ -	\$ 583,805.79
MAY '16	\$ 294,423.40	\$ 110,351.07	\$ 55,530.92	\$ 50.00	\$ 128,491.41	\$ 49,411.32	\$ 1,180.52	\$ 48,230.80	\$ 30,997.90	\$ -	\$ -	\$ 633,068.50
JUNE '16	\$ 196,073.40	\$ 121,644.68	\$ 45,210.77	\$ 5,589.80	\$ 23,628.15	\$ 74,812.87	\$ -	\$ 74,812.87	\$ -	\$ -	\$ 32.78	\$ 581,916.56
JULY '16	\$ 214,203.40	\$ 100,241.73	\$ 40,757.42	\$ 13,306.83	\$ 59,897.42	\$ 38,546.83	\$ -	\$ 38,546.83	\$ -	\$ 1,340.00	\$ -	\$ 601,927.15
YEAR TO DATE TOTALS	\$ 2,426,031.90	\$ 1,036,110.21	\$ 553,810.24	\$ 58,900.67	\$ 777,210.78	\$ 815,128.53	\$ 1,478.31	\$ 813,650.22	\$ 71,953.90	\$ 2,608.90	\$ 215.62	
YTD PERCENTAGE OF REVENUE		42.71%	22.83%	2.43%	32.04%	33.60%	0.18%	33.54%	2.97%	0.11%	0.02%	
YTD PERCENTAGE OF NET REVENUE								104.69%				

COAST LIFE SUPPORT DISTRICT
P&L ACTUAL VS BUDGET JULY FY17
 July 2016

	Total			
	Actual	Budget	over Budget	% of Budget
INCOME (Accrual Basis)				
4000 CLSD Special Taxes	131,108.00	131,108.00	0.00	100.00%
4200 Ambulance Income	58,557.42	44,257.00	14,300.42	132.31%
4400 Miscellaneous Income		180.00	(180.00)	0.00%
4410 Intergovernmental Transport (IGT)		6,793.00	(6,793.00)	0.00%
4420 Ground Emerg Med Transport		834.00	(834.00)	0.00%
Total Income	\$ 189,665.42	\$ 183,172.00	\$ 6,493.42	103.54%
GROSS INCOME	\$ 189,665.42	\$ 183,172.00	\$ 6,493.42	103.54%
BUDGET BY MONTH				
EXPENSES (Accrual Basis)				
5000 Wages and Benefits	101,875.13	94,660.00	7,215.13	1.08
6000 Ambulance Operations	10,432.35	14,475.00	(4,042.65)	72.07%
6700 Overhead/Administration	16,659.19	13,927.00	2,732.19	119.62%
7000 Urgent Care	53,307.00	53,951.00	(644.00)	98.81%
8000 Interest Expense	369.70	340.00	29.70	108.74%
9500 Depreciation Expense		6,732.00	(6,732.00)	0.00%
Total Expenses	\$ 182,643.37	\$ 184,085.00	\$ (1,441.63)	99.22%
Net Operating Income	\$ 7,022.05	\$ (913.00)	\$ 7,935.05	
Net Income	\$ 7,022.05	\$ (913.00)	\$ 7,935.05	

Wednesday, Aug 17, 2016 12:21:53 PM GMT-7 - Accrual Basis

COAST LIFE SUPPORT DISTRICT
P&L ACTUAL VS BUDGET JULY FY17
 July 2016

	Total			
	Actual	Budget	over Budget	% of Budget
INCOME (Accrual Basis)				
4000 CLSD Special Taxes				
4001 Mendocino County Taxes				
4004 Mendocino Ambulance Tax	39,501.00	39,501.00	0.00	100.00%
4009 Mendocino Urgent Care Tax	27,932.00	27,932.00	0.00	100.00%
4010 Mendocino Special Tax	7,723.00	7,723.00	0.00	100.00%
Total 4001 Mendocino County Taxes	\$ 75,156.00	\$ 75,156.00	\$ -	100.00%
4002 Sonoma County Taxes			0.00	
4024 Sonoma Ambulance Tax	30,720.00	30,720.00	0.00	100.00%
4029 Sonoma Urgent Care Tax	25,232.00	25,232.00	0.00	100.00%
Total 4002 Sonoma County Taxes	\$ 55,952.00	\$ 55,952.00	\$ -	100.00%
Total 4000 CLSD Special Taxes	\$ 131,108.00	\$ 131,108.00	\$ -	100.00%
4200 Ambulance Income				
4201 Ambulance Transport Billings	214,203.40	47,964.00	166,239.40	446.59%
4225 Insurance Writedowns	(140,999.15)		(140,999.15)	
4228 District Resident Discount		(3,334.00)	3,334.00	0.00%
Total 4201 Ambulance Transport Billings	\$ 73,204.25	\$ 44,630.00	\$ 28,574.25	164.02%
4220 Other Writedowns	(14,646.83)	(373.00)	(14,273.83)	3926.76%
Total 4200 Ambulance Income	\$ 58,557.42	\$ 44,257.00	\$ 14,300.42	132.31%
4400 Miscellaneous Income		180.00	(180.00)	0.00%
4410 Intergovernmental Transport (IGT)		6,793.00	(6,793.00)	0.00%
4420 Ground Emerg Med Transport		834.00	(834.00)	0.00%
Total Income	\$ 189,665.42	\$ 183,172.00	\$ 6,493.42	103.54%
GROSS INCOME	\$ 189,665.42	\$ 183,172.00	\$ 6,493.42	103.54%

BUDGET BY MONTH

EXPENSES (Accrual Basis)				
5000 Wages and Benefits				
5100 Uniforms & Med Tests	2,031.26	416.00	1,615.26	488.28%
5200 Health Insurance	6,659.06	8,000.00	(1,340.94)	83.24%
5300 Payroll Taxes Employer Costs	2,709.78	2,589.00	120.78	104.67%
5350 PERS Employer Costs	4,202.00	9,800.00	(5,598.00)	42.88%
5405 Administration Salaries	15,183.86	15,733.00	(549.14)	96.51%
5405.1 Admin Salaries-Allocate to UC	(1,244.00)	(1,890.00)	646.00	65.82%
Total 5405 Administration Salaries	\$ 13,939.86	\$ 13,843.00	\$ 96.86	\$ 1.01
5410 Ambulance Operations Wages	43415.78	49956.00	(6,540.22)	86.91%
5430 Merit Pay		2,734.00	(2,734.00)	0.00%
5500 Work Comp Insurance	30,948.65	7,738.00	23,210.65	399.96%
Total 5000 Wages and Benefits	\$ 103,906.39	\$ 95,076.00	\$ 8,830.39	109.29%
6000 Ambulance Operations				
6030 Medical Director Fee-non AHUC	3,150.00	3,150.00	0.00	100.00%

	Total			
	Actual	Budget	over Budget	% of Budget
6040 Dispatch Services		2,668.00	(2,668.00)	0.00%
6100 Station/Crew Expenses				
6110 Supplies, Rental, Cleaning etc	1,192.25	1,816.00	(623.75)	65.65%
6210 Vehicle Repair & Maintenance		1,250.00	(1,250.00)	0.00%
6240 Vehicle Fuel	630.57	1,250.00	(619.43)	50.45%
6410 Radios & Comm Equip	865.63	675.00	190.63	128.24%
6510 Medical Supplies & Equipment	2,470.94	2,409.00	61.94	102.57%
<u>Total 6100 Station/Crew Expenses</u>	\$ 5,159.39	\$ 7,400.00	\$ (2,240.61)	69.72%
6980 Employee Training	\$ 91.70	\$ 841.00	\$ (749.30)	10.90%
Total 6000 Ambulance Operations	\$ 8,401.09	\$ 14,059.00	\$ (5,657.91)	59.76%
6700 Overhead/Administration				
6180 Utilities	859.29	1,000.00	(140.71)	85.93%
6188 Telephone	680.33	459.00	221.33	148.22%
6300 Insurance	8,135.00	4,087.00	4,048.00	199.05%
6713 Ambulance Billing	4,488.77	2,752.00	1,736.77	163.11%
6718 Office Supp/Equip/Software	104.40	441.00	(336.60)	23.67%
6720 Board Expenses	72.00	416.00	(344.00)	17.31%
6730 Consultants				
6734 IT		563.00	(563.00)	0.00%
6737 Financial/Bookkeeping	1,625.00	1,166.00	459.00	139.37%
6738 Legal		834.00	(834.00)	0.00%
<u>Total 6730 Consultants</u>	\$ 1,625.00	\$ 2,563.00	\$ (938.00)	63.40%
6742 Bank/Merchant Fees	67.25	84.00	(16.75)	80.06%
6755 Property Tax Administration		875.00	(875.00)	0.00%
6760 Education/Professional Dev		209.00	(209.00)	0.00%
6770 Dues, Subscriptions, Membership		375.00	(375.00)	0.00%
6788 Printing & Reproduction		166.00	(166.00)	0.00%
6795 Travel/Transportation		125.00	(125.00)	0.00%
6970 Community Dev/Training	627.15	375.00	252.15	167.24%
Total 6700 Overhead/Administration	\$ 16,659.19	\$ 13,927.00	\$ 2,732.19	119.62%
7000 Urgent Care			0.00	
7011 Admin Salaries-Alloc to UC	1,244.00	1,890.00	(646.00)	65.82%
7050 UC Contract	52,063.00	52,061.00	2.00	100.00%
Total 7000 Urgent Care	\$ 53,307.00	\$ 53,951.00	\$ (644.00)	98.81%
8000 Interest Expense	369.70		369.70	
8005 EMS Interest Expense		340.00	(340.00)	0.00%
<u>Total 8000 Interest Expense</u>	\$ 369.70	\$ 340.00	\$ 29.70	\$ 1.09
9500 Depreciation Expense		6732.00	(6,732.00)	0.00%
Total Expenses	\$ 182,643.37	\$ 184,085.00	\$ (1,441.63)	99.22%
Net Operating Income	\$ 7,022.05	\$ (913.00)	\$ 7,935.05	
Net Income	\$ 7,022.05	\$ (913.00)	\$ 7,935.05	

Wednesday, Aug 17, 2016 11:40:44 AM GMT-7 - Accrual Basis

MEMORANDUM OF UNDERSTANDING
Among Redwood Coast Medical Services, Coast Life Support District and
Santa Rosa Memorial Hospital
For the Establishment of a Joint Working Group (JWG) to Consult,
Collaborate and Coordinate on Primary Care, Urgent Care and Emergency
Medical Care Services in Sonoma and Mendocino Counties, including
Delivery Systems and Funding Sources

WHEREAS:

- REDWOOD COAST MEDICAL SERVICES, INC. (hereinafter “RCMS”) located in Gualala, CA is a California Non-Profit Public Benefit Corporation. Its mission is to provide high quality, family oriented, community based primary care and urgent care from 8 am to 6 pm weekdays, including interim stabilization and triage in emergency cases, to residents and visitors within the coastal areas of southern Mendocino and northern Sonoma Counties (hereinafter “the Service Area”). On call urgent care is also provided from 8 a.m. to 6 p.m. on Saturdays, Sundays and major holidays. RCMS is also an approved Federally Qualified Health Center (FQHC). Federal law requires that an FQHC “make efforts to establish and maintain collaborative relationships with other health care providers, including other health centers, in the service area of the center.”¹ The RCMS Board of Directors has determined that entering into this MOU will further the collaboration efforts of RCMS to the benefit of its patients.
- COAST LIFE SUPPORT DISTRICT (hereinafter “CLSD”) located in Gualala, CA, is a Special District created by the California Legislature in 1986.² The primary purpose of CLSD is to ensure the availability of emergency ambulance services in the Service Area. The primary ingress and egress to the area is California Highway 1, a two lane winding and hilly road. The nearest 24-hour emergency medical care is 1.5 to 2 hours by road. Because of the unusually long transport times, CLSD paramedics routinely provide more comprehensive stabilization and in-transport care than their urban counterparts. Helicopter ambulance service is not provided by CLSD,

¹ Section 330(k)(3)(B) of the Public Health Services Act.

² Chapter 375 of the uncodified CA statutes of 1986, as amended by Chapter 7 of the uncodified statutes of 1988 and Chapter 103 of the uncodified CA statutes of 2011.

but by a private company when weather permits. Frequently, helicopter access is not possible, which increases the burden on CLSD's ambulance crews and the community's medical isolation.

- SANTA ROSA MEMORIAL HOSPITAL (hereinafter "SRMH") located in Santa Rosa, CA, is part of the St. Joseph's Health Care System and is licensed by the State of California as a 278 bed general acute care hospital. SRMH provides a comprehensive network of specialty care and the provision of comprehensive services through a wide variety of affiliated healthcare providers. The hospital is home to the region's Level II Trauma Center. SRMH provides emergency and inpatient care to residents of the Service Area who are transported to it by ground or air ambulance. SRMH treats an average of 1,450 patients annually who have experienced a serious or life-threatening injury.
- RCMS, CLSD and SRMH foresee that joint consultation, collaboration and coordination regarding the services they provide to residents of the Service Area could benefit each of them and the populations they serve by increasing the likelihood there are no "gaps in care" for each patient from initiation of care until it is no longer needed.
- RCMS, CLSD and SRMH also understand that there may be state and federal funding sources available for advancing the purposes of this MOU but that further investigation is needed to determine the feasibility and benefits of applying for such funds.

THEREFORE:

RCMS, CLSD and SRMH each do hereby agree to establish a Joint Working Group (JWG) for the Service Area that shall become operational upon the approval of each of the RCMS, CLSD and SRMH/St. Joseph's Health Executive Management Boards of Directors (hereinafter "the Boards"). RCMS and CLSD further each do hereby agree that upon approval of this MOU, the MOU between RCMS and CLSD, approved as Resolution number 223-B by the CLSD Board on the 19th of June, 2014, is superseded and shall be no longer of any force or effect.

FURTHER:

RCMS, CLSD and SRMH each do hereby agree:

1. This MOU does not modify the provision of any service(s) being provided by RCMS, CLSD and/or SRMH, whether such

service(s) are provided separately or jointly by any one or more of them, including any inpatient services by SRMH. If as a result of the consultation, collaboration and/or coordination carried out under this MOU, the parties agree that a new service is to be provided by SRMH, CLSD and/or RCMS a new and separate written agreement containing mutually acceptable terms and conditions shall be entered into,

2. The JWG shall advise the Boards on the coordination and integration of the delivery of primary, specialty, urgent and emergency medical care to residents of the Service Area between and among their various facilities and systems, including recommendations for new delivery systems, funding sources and population based strategies
3. The JWG shall study and report to the Boards on the feasibility of creating a new umbrella organization that could legally accept funds from any source for the benefit of RCMS and/or CLSD and/or SRMH.
4. The JWG may participate in the project funded under the federal grant entitled "Rural Health Network Development Planning Grant Program" issued on 5/20/16 to RCMS.¹ This project is funded to establish a vertical health care network, the Mendonoma Health Alliance (MHA), focused on establishing an infrastructure to expand access, coordinate, and improve the quality of health care services. Partners in this network include RCMS, CLSD and SRMH and will focus on collaborating to achieve efficiencies and to strengthen the rural health care system to better serve residents of the Service Area. If the MHA is successful in obtaining a HRSA Rural Health Network Development Implementation Grant, the JWG may participate in Network Development.
5. The JWG may consult with the RCMS Medical Director, and other appropriate staff of RCMS, CLSD or SRMH on the medical personnel necessary to provide urgent care services, and whether it is more advisable to engage that personnel directly as employees, or by contract. The JWG may also consult with the CEO of St. Joseph Health, Northern California and other appropriate staff of RCMS, CLSD or SRMH on the medical personnel necessary to provide emergency medical services, and

¹ NOTICE OF AWARD AUTHORIZATION (Legislation/Regulation) Public Health Service Act, Title III, Section 330A
Section 330A(f) of the Public Health Service Act, 42 U.S.C. 254c(f), as amended.

whether it is more advisable to engage that personnel directly as employees, or by contract.

6. The JWG may review the budgets and finances for the provision of primary care, specialty care, urgent care and emergency medical care to residents of the Service Area by RCMS, CLSD, or SMRH, including such things as revenues, operating and capital expenses, reserves, and staff position salary ranges. The JWG shall nominate one of its members to serve as a member of the RCMS, CLSD and SRMH Audit Committees during annual independent audits , if such service is legally permissible and approved by the relevant Board.
7. Each party shall bear its own costs of participation in the JWG. No part of this MOU requires, or shall be construed as requiring, one party to contribute any funds to any expenses of, or pay any compensation to or on behalf of any other party. The parties further acknowledge and agree that the JWG shall not have the authority to incur debt on behalf of RCMS, CLSD or SRMH.
8. When requested as deemed necessary by the JWG, but no more frequently than bi-annually on a calendar basis, RCMS, CLSD and SRMH shall provide the JWG with reports regarding the numbers and types of patient visits, expenses, revenues, budget status and other information relating directly to the delivery of services to residents of the Service Area. The JWG also shall be provided on a quarterly calendar basis, any surveys of patient satisfaction carried out by RCMS, CLSD or SRMH regarding services provided to residents of the Service Area.
9. The JWG shall consist of two members of each of the Boards or their respective designees and three community representatives selected by the members/designees of the Boards. The selection of the community members shall occur at a public meeting.
10. The Boards shall each appoint an alternate JWG member who may vote on any matter when a regular member is absent from a meeting.
11. The RCMS CEO, the CLSD District Administrator and the CEO, St. Joseph Health, Northern California shall serve as ex-officio members of the JWG. Ex-officio members shall be responsible for supporting the JWG by producing the reports required by this MOU, and needed staff work, upon reasonable request.

12. In addition to the ex-officio members, the JWG may request that other CLSD, RCMS and/or SRMH staff attend the JWG meetings as needed.
13. A majority of the JWG members shall constitute a quorum for meetings, provided that at least one representative of CLSD, RCMS and SRMH attends.
14. The JWG may establish committees consisting of a smaller number of members, community representatives and/or knowledgeable professionals to investigate or analyze issues as appropriate.
15. The JWG shall select a Chair from among its members, who shall be the presiding officer of all meetings, and a Vice Chair, who shall serve in the absence of the Chair. The term of office of the Chair and Vice Chair shall continue for one year, but there shall be no limit on the number of terms held by either the Chair or Vice Chair. The office of either the Chair or Vice Chair shall be declared vacant and a new selection shall be made if: (a) the person serving dies or resigns, or (b) the party that the person represents removes the person as its representative on the JWG.
16. The JWG shall appoint a Secretary, who need not be a member of the JWG, but in that event shall be a CLSD, RCMS or SRMH staff person, and shall be responsible for keeping the minutes of all meetings of the JWG and all other official records of the JWG.
17. The members of the JWG shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties pursuant to this MOU. No current or former member of the JWG will be responsible for any act or omission by another member.
18. The JWG shall meet at least once monthly unless the majority of the JWG members determine that at times it is unnecessary.
19. Regular meetings may be adjourned to another meeting time and special meetings may be called when necessary.
20. JWG members may participate in meetings telephonically with full voting rights.
21. Meetings shall be conducted in accordance with the intent of the Ralph M. Brown Act (Government Code Section 54950) and documents shall be available to the public in accordance

with the intent of the California Public Records Act (California government Code Sections 6250 – 6270).

22. No party shall have an obligation to provide information or reports to the JWG that it determines to be unrelated to the purposes of this MOU, that contain its trade secrets or would place it at a competitive disadvantage or that it otherwise determines is unreasonable, which unreasonableness shall be articulated to the JWG.
23. JWG members and CLSD, RCMS and SRMH personnel who provide staffing or other services to the JWG, shall respect each party's and each patient's privacy rights and all HIPPA Requirements. This includes but is not limited to medical, business and personnel information. All JWG members, staff and those who sit on JWG committees, or any person who attends a JWG meeting shall sign initially, and on no less than an annual basis, a confidentiality statement that meets HIPAA requirements.
24. This MOU may be terminated by any party on 60 days written notice to the other parties, or at any time upon the mutual agreement of all of the parties, as expressed in a written agreement.
25. This MOU may be amended only by an affirmative vote of the majority of the CLSD, RCMS and SRMH/St. Joseph's Health Executive Management Boards.

SIGNED BY:

DIANE AGEE RCMS MEDICAL DIRECTOR, who affirms the RCMS
Board of Directors approved this MOU on
_____, 2016

DAVID CALEY, CLSD DISTRICT ADMINISTRATOR, who affirms the
CLSD Board of Directors approved this MOU on
_____, 2016

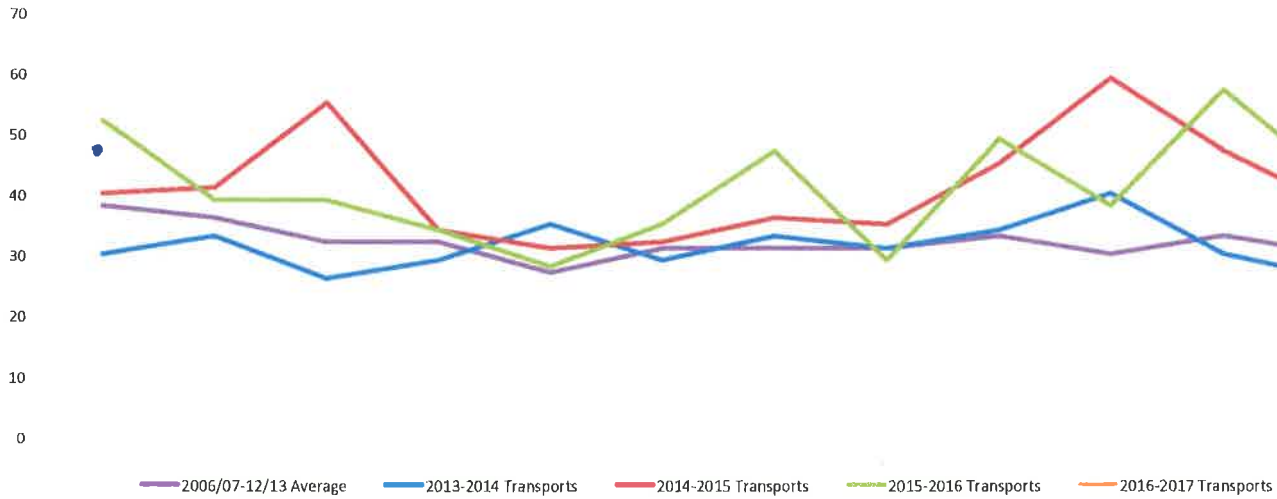
Kevin Klockenga, CEO, St. Joseph Health, Northern California who affirms
that St. Joseph's Health Executive Management/Board of Directors
approved this MOU for SRMH on _____, 2016

DRAFT

CLSD AMBULANCE RUN DATA (Month/Cumulative)

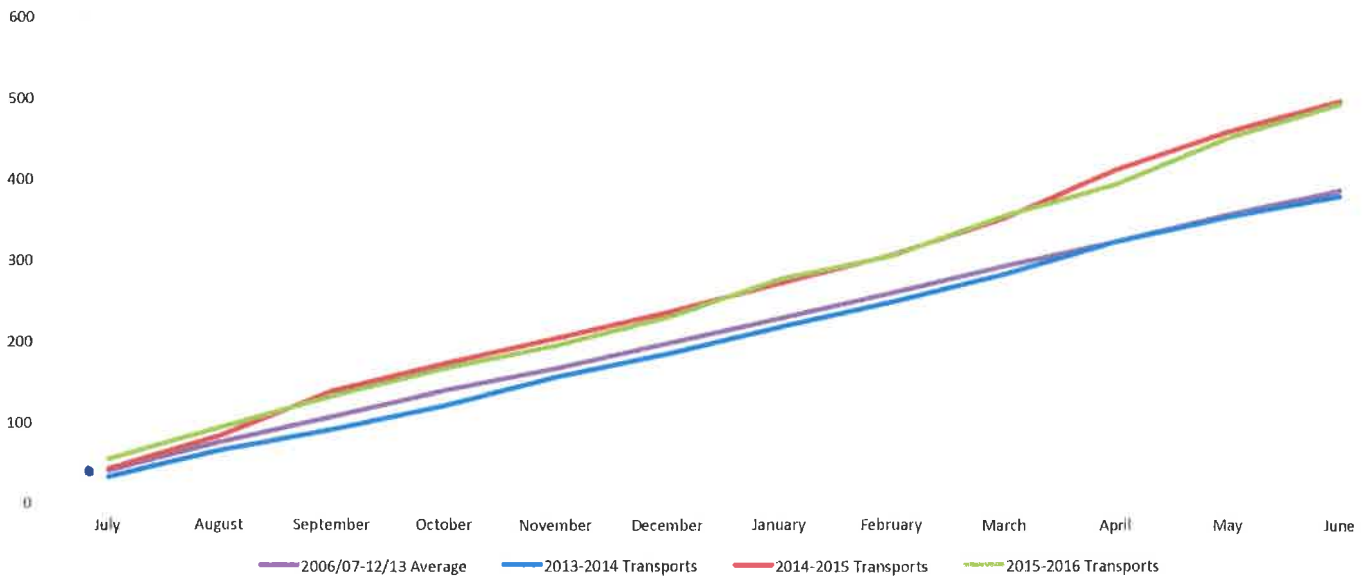
Monthly Transports	July	August	September	October	November	December	January	February	March	April	May	June
2006/07-12/13 Average	38	36	32	32	27	31	31	31	33	30	33	30
2013-2014 Transports	30	33	26	29	35	29	33	31	34	40	30	26
2014-2015 Transports	40	41	55	34	31	32	36	35	45	59	47	38
2015-2016 Transports	52	39	39	34	28	35	47	29	49	38	57	42
2016-2017 Transports	47											

Monthly Transport Volume by Fiscal Years



Cumulative Transports	July	August	September	October	November	December	January	February	March	April	May	June
2006/07-12/13 Average	38	73	105	137	164	195	226	257	290	320	353	383
2013-2014 Transports	30	63	89	118	153	182	215	246	280	320	350	376
2014-2015 Transports	40	81	136	170	201	233	269	304	349	408	455	493
2015-2016 Transports	52	91	130	164	192	227	274	303	352	390	447	489
2016-2017 Transports	47											

Cumulative Transport Volume by Fiscal Years



CLSD RUN DATA for the PRECEDING 12 MONTHS

MONTH MOST CURRENT ON TOP	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LANDING		DRY RUN		T&R		TO RCMS		FROM RCMS					
	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Cancelled On Route	Year Prior	Current	Year Prior	Current	Year Prior	ALS	BLS	ALS	BLS			
16-Jul	106	96	71	82	30	36	7	7	17	16	1	1	47	52	9	10	31	14	17	16	5	1	6	7	6	2		
16-Jun	90	80	63	57	26	32	6	6	16	6	2	2	42	38	8	23	18	23	23	12	1	3	3	8	4			
16-May	101	92	77	73	32	39	10	10	25	8	0	0	57	47	5	28	24	28	10	16	3	4	6	7	10	1		
16-Apr	67	93	57	80	23	45	6	6	15	14	0	0	38	59	5	32	13	32	13	18	1	4	5	7	6	1		
16-Mar	91	69	70	62	31	31	6	6	18	14	0	0	49	45	5	12	20	12	13	11	2	5	7	3	7	3		
16-Feb	59	66	47	48	18	22	8	8	11	13	0	0	29	35	4	21	12	21	10	9	1	2	2	0	0	1		
16-Jan	83	79	68	62	34	26	4	4	12	10	1	1	46	36	6	24	15	24	16	19	5	5	4	10	5	1		
15-Dec	67	58	57	52	29	28	3	3	6	4	2	2	35	32	5	20	10	20	14	16	2	1	4	3	0	1		
15-Nov	66	59	42	45	19	26	2	2	9	5	0	0	28	31	4	21	24	21	12	11	4	3	2	2	4	2		
15-Oct	72	78	50	53	28	25	2	2	6	9	1	1	34	34	7	29	22	29	16	12	4	2	5	3	2	1		
15-Sep	82	93	50	71	30	44	2	2	9	11	2	2	39	55	5	17	20	17	8	8	4	4	7	10	2	2		
15-Aug	78	75	61	61	30	31	3	3	9	10	3	3	39	41	10	15	14	15	16	14	5	5	8	4	2	2		
	962	938	713	746	330	385	59	7	153	120	7	1	483	505	73	10	223	256	168	162	37	30	11	10	59	66	46	11
	A/O		PCR	ALS	ALS>BLS	BLS	BLS>ALS	TOTAL	LZ	DRY RUN	T&R	TO RCMS	FROM RCMS															

ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA