COAST LIFE SUPPORT DISTRICT Post Office Box 1056 • Gualala, California 95445 www.clsd.ca.gov

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Finance Committee

AGENDA
Wednesday Feb 22, 2017 – 9:00 AM – CLSD Headquarters
38901 Ocean Drive, Gualala, CA

- 1. Call to Order
- 2. Agenda Approval
- 3. Minutes Approval
- 4. Wittman January (YTD) month-end report
- 5. Expenses YTD
- 6. Cash Flow
- 7. Ambulance dispatch and transport data YTD
- Other Issues:
 - a. Intergovernmental Transports (IGT) FY15/16 & FY16/17 dual filing
 - b. Audit FY16 Draft
 - c. Purchase vs. Capital Expenditure equipment
- 9. Next FC Meetings Third Wednesdays of the month, 9 AM, all at the CLSD Bill Platt Training Room Mar 15th Consider moving to Mar 22nd: challenge of obtaining financials by the 10th to properly notice the meeting Apr 19th May 17th
- 10. Adjournment

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Finance Committee

Minutes of the Meeting January 18, 2017 - Bill Platt Training Center

- Call to Order: The meeting was called to order at 9:00 AM by Director Richard Hughes in the absence
 of Finance Committee Treasurer Geoffrey Beaty. Directors present: Naomi Schwartz. Also in attendance
 is Ex officio: District Administrator David Caley, District Operations Manager Evan Dilks, Executive
 Assistant Robin Bean, and Don Kemp, RCMS Treasurer.
- Agenda Approval: Director Schwartz moved to adopt the agenda and seconded by Don Kemp. All ayes.
- 3. Meeting Minutes Approval: Don Kemp moved to approve the Dec. FC meeting minutes, with said amendments, and was seconded by Director Schwartz. All ayes.
- 4. Wittman December (YTD) month-end report:
 - a. December gross charges \$191,565.00. Net receipts received for Nov. \$43,459.35.
 - b. On December 27th, 2016, CLSD migrated to an updated version of Coastal Valley's EMS e-Patient Care Record software (Image Trend) mandated by the Feds in order to meet national standards of data collection. Wittman had multiple EMS customers making this migration simultaneously. New software and mapping requirements ultimately delayed their timely capacity to export billing information and process claims. Approximately \$60,000 in claims (Dec 27-Dec 31st) will be processed in Jan 2017.
- 5. Expenses: YTD reporting Expenses continue to be within budget.
- 6. Cash flow:
 - a. The FY 17 Cash projection: reviewed.
 - The Intergovernmental Transport (IGT) for FY 14/15 has been received (See: "Other issues"). CLSD received ~7K more than anticipated.
 - ii. CLSD has received the anticipated Mendocino and Sonoma EMS & UC property tax funds. DA Caley explained that Mendocino funds (received in Jan.) were about 55K higher than expected (presumed to be the result of a higher number of property owners paying their taxes on time or in advance). CLSD does not anticipate an increase in parcel tax funds over what is budgeted, simply we were paid a larger first installment than previous years.
 - b. P&L Report Ambulance Transport Billing: income will show an increase (~60K) in January 2017 once the updates to Wittman take effect. Looking at the call log and transport volume, this was the highest December ever for CLSD.
 - c. 180+ Day Aging: Priority Goal continue to reduce the 180+ day aging claims.
 - i. In December, the approved batch (originally approved for 40K) was sent to collections in the amount of ~29k (a couple of claims were delayed in the process). The previous final batch identified in the amount of ~\$13k has been sent to Wittman for a final "once over" (any last ditch efforts will be made) before collections

7. December Ambulance Run and Transport Data YTD:

- a. There were 48 transports in Dec. and is the highest "December" volume ever. Cumulative transport volume (261) is tracking as the highest ever for CLSD.
- b. Projected ambulance revenue vs. actual: DA Caley presented a six month projected volume vs. actual report. Based on analysis, the projected gross charges for Q1 and Q2 are approximately \$66,700 higher than expected and helps support the accuracy of the projection.

8. Other Issues:

- a. Intergovernmental Transports (IGT) update: IGT funds were received at the beginning of January. At this time, especially in lieu of a new Administration, it is unknown if IGT will be available in the future (will update when informed). Currently IGT and GEMT funds comprise about \$100K of the annual budget.
- b. Audit FY16 Draft: CLSD received the initial Draft of the Auditor's Report. CLSD is receiving a clean audit. The FC is in agreement to the Auditor's recommendations and will move forward to finalize. Any suggested corrections, changes, or additions to the accounting will be handled by Jane Kelly Bookkeeping and EA Bean.
- Annual State Controller's Office Transaction Report is due by end of January and in progress.
- d. River Coverage: OM Dilks brought to the attention of the FC the increased need for river coverage. The FC agreed that funds should be added to the yearly budget to staff EMT Personnel.
- e. **Urgent Care volume:** DA Caley presented to the FC the "Urgent Care Patients Per Month Data" Report. Urgent Care volume continues to increase (projected at over 5,000 visits annually). UC Financials will be reported by Don Kemp later in the FY.
- 9. Next FC Meeting: Third Wednesdays of the month, 9 am, all at the CLSD Bill Platt Training Room. Feb 22nd - moved from 15th due to obtaining financials to properly notice meeting Mar 15th Apr 19th
- **10. Adjournment:** Director Schwartz moved for adjournment, Don Kemp seconded, all ayes. The meeting was adjourned at 10:25 am.

Approved:		
Gooff Booty Tro	acuror	
Geoff Beaty, Tre	asurer	

Coast Life Support District Year to Date Report

	CHARGES	MCARE WRITE DOWNS	MCAL WRITE DOWNS	OTHER CONTRACTUAL WRITE DOWNS	NET CHARGES	PAYMENTS	REFUNDS	NET PAYMENTS	BAD DEBT WRITE OFFS	OTHER WRITE OFFS	ADJUSTMENTS	NEW A/R BALANCE
FEBRUARY '16	\$ 145,692.60	\$ 66,384.49	\$ 35,490.56	\$ 48.87	\$ 43,768.68	\$ 46,827.68	\$ -	\$ 46,827.68	5 -	\$ -	\$ 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	5 -	\$ -	\$ -	\$ 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	5 -	\$ -	\$ 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	5 -	\$ 601,927.15
AUGUST '16	\$ 210,141.00	\$ 100,470.04	\$ 42,856.02	\$ 2,020.79	\$ 64,794.15	\$ 62,639.13	\$ -	\$ 62,639.13	\$ 109,593.70	\$ 118.87	5 -	\$ 494,369.60
SEPTEMBER '16	\$ 196,638.88	\$ 107,297.19	\$ 49,069,31	\$ 11,544.16	\$ 28,728.22	\$ 51,800.66	\$ -	\$ 51,800.66	\$ -	\$ 488.00	\$ 96.59	\$ 470,905.75
OCTOBER '16	\$ 196,349.32	\$ 102,512.05	\$ 24,756.58	\$ (47.90)	\$ 69,128.59	\$ 78,359.30	\$ -	\$ 78,359.30	\$ -	\$ -	\$	\$ 461,675.04
NOVEMBER '16	\$ 232,993.80	\$ 90,082.43	\$ 32,507.29	\$ 638.60	\$ 109,765.48	\$ 65,480.62	\$ -	\$ 65,480.62	\$ -	\$ 0.01	\$ -	\$ 505,959.89
DECEMBER '16	\$ 191,565.00	\$ 85,425.39	\$ 35,904.12	\$ 76.96	\$ 70,158.53	\$ 44,376.73	\$ 917.38	\$ 43,459.35	\$ 29,016.67	\$ 3,902.68	\$ -	\$ 499,739.72
JANUARY '17	\$ 295,900.10	\$ 135,364.56	\$ 31,435.52	\$ 10,840.81	\$ 118,259.21	\$ 76,233.22	\$ -	\$ 76,233.22	\$ -	\$ -	\$ -	\$ 541,765.71
YEAR TO DATE TOTALS	\$ 2,595,028.00	\$ 1,226,988.69	\$ 464,801.34	\$ 50,878.44	\$ 852,359.53	\$ 679,981.54	\$ 2,395.69	\$ 677,585.85	\$ 169,608.27	\$ 5,849.56	\$ 137.15	
YTD PERCENTAGE OF REVENUE		47.28%	17.91%	1.96%	32.85%	26.20%	0.35%	26.11%	6.54%	0.23%	0.01%	
YTD PERCENTAGE OF NET REVENUE								79.50%		4		

COAST LIFE SUPPORT DISTRICT

Summary P&L FY17

July 2016 - January 2017

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
INCOME				
4000 CLSD Special Taxes	1,021,502.57	917,748.00	103,754.57	111.31 %
4100 Interest Income	16.41		16.41	
4200 Ambulance Income	514,278.27	312,418.00	201,860.27	164.61 %
4400 Miscellaneous Income Donations, CF	PR, etc. 2,375.00	1,255.00	1,120.00	189.24 %
4410 Intergovernmental Transport (IGT)		47,543.00	-47,543.00	
4420 Ground Emerg Med Transport		5,834.00	-5,834.00	
Total Income	\$1,538,172.25	\$1,284,798.00	\$253,374.25	119.72 %
GROSS PROFIT	\$1,538,172.25	\$1,284,798.00	\$253,374.25	119.72 %
EXPENSES				
5000 Wages and Benefits	628,155.89	623,918.00	4,237.89	100.68 %
6000 Ambulance Operations	82,632.16	105,922.00	-23,289.84	78.01 %
6700 Overhead/Administration	94,928.06	108,301.00	-13,372.94	87.65 %
7000 Urgent Care	372,527.00	377,660.00	-5,133.00	98.64 %
8000 Interest Expense	2,452.25	2,383.00	69.25	102.91 %
9500 Depreciation Expense	41,659.52	47,129.00	-5,469.48	88.39 %
Total Expenses	\$1,222,354.88	\$1,265,313.00	\$ -42,958.12	96.60 %
NET OPERATING INCOME	\$315,817.37	\$19,485.00	\$296,332.37	
OTHER EXPENSES				
Other Miscellaneous Expense	0.00		0.00	
Total Other Expenses	\$0.00	\$0.00	\$0.00	
NET OTHER INCOME	\$0.00	\$0.00	\$0.00	
NET INCOME	\$315,817.37	\$19,485.00	\$296,332.37	

COAST LIFE SUPPORT DISTRICT

DETAILED P&L FY17

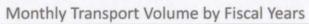
July 2016 - January 2017

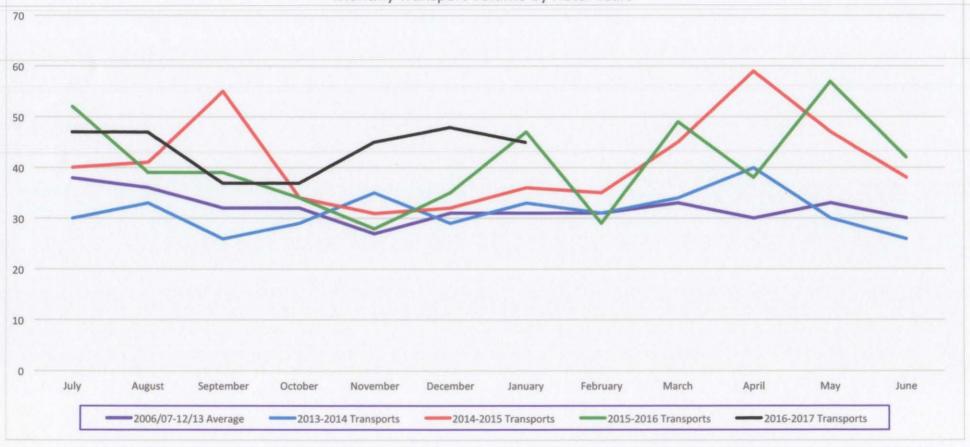
			TOTAL				
		ACTUAL	BUDGET	OVER BUDGET	% OF BUDGE		
NCOME							
4000 CLSD Special Taxes							
4001 Mendocino County Taxe	es						
4004 Mendocino Ambulance	Tax	300,159.20	276,507.00	23,652.20	108.55 %		
4009 Mendocino Urgent Care	e Tax	212,683.25	195,516.00	17,167.25	108.78 %		
4010 Mendocino Special Tax	(61,629.63	54,059.00	7,570.63	114.00 %		
Total 4001 Mendocino County	y Taxes	574,472.08	526,082.00	48,390.08	109.20 9		
4002 Sonoma County Taxes							
4024 Sonoma Ambulance Ta	ax	245,133.88	215,036.00	30,097.88	114.00 9		
4029 Sonoma Urgent Care T	ax	201,896.61	176,630.00	25,266.61	114.30 9		
Total 4002 Sonoma County Taxes		447,030.49	391,666.00	55,364.49	114.14 9		
Total 4000 CLSD Special Taxe	98	1,021,502.57	917,748.00	103,754.57	111.31 9		
4100 Interest Income		16.41		16.41			
4200 Ambulance Income							
4201 Ambulance Transport B	illings	1,537,791.50	335,752.00	1,202,039.50	458.01		
4220 Writedowns - Misc.		-44,833.58		-44,833.58			
4225 Writedowns - MediCare	e/Cal	-978,679.65		-978,679.65			
4228 Writedowns - District R Discount	esident		-23,334.00	23,334.00	00		
Total 4201 Ambulance Transp	port Billings	514,278.27	312,418.00	201,860.27	164.61		
Total 4200 Ambulance Income			312,418.00	201,860.27	164.61 9		
4400 Miscellaneous Income	Donations, CPR, et	c. 2,375.00	1,255.00	1,120.00	189.24		
4410 Intergovernmental Trans	sport (IGT)		47,543.00	-47,543.00			
4420 Ground Emerg Med Tran	nsport		5,834.00	-5,834.00			
Total Income		\$1,538,172.25	\$1,284,798.00	\$253,374.25	119.72		
GROSS PROFIT		\$1,538,172.25	\$1,284,798.00	\$253,374.25	119.72		
EXPENSES							
5000 Wages and Benefits							
5200 Health Insurance	HSA Catch-up	67,806.38	56,000.00	11,806.38	121.08		
5300 Payroll Taxes Employer	Costs	18,723.78	18,117.00	606.78	103.35		
5350 PERS Employer Costs		56,370.90	68,598.00	-12,227.10	82.18		
5405 Administration Salaries		113,328.95	110,122.00	3,206.95	102.91		
5405.1 Admin Salaries-Alloc	ate to UC	-8,086.00	-13,230.00	5,144.00	61.12		
Total 5405 Administration Sal	laries	105,242.95	96,892.00	8,350.95	108.62		
5410 Ambulance Operations	Wages	323,741.26	349,698.00	-25,956.74	92.58		
5430 Merit Pay		16,404.00	19,138.00	-2,734.00	85.71		
5500 Work Comp Insurance	Annual Payme	39,866.62	15,475.00	24,391.62	257.62		
Total 5000 Wages and Benefit	ts	628,155.89	623,918.00	4,237.89	100.68		
6000 Ambulance Operations							
6030 Medical Director Fee-no	on AHUC	22,050.00	22,050.00	0.00	100.00		
6040 Dispatch Services Son			23,265.00	-10,359.00	55.47 9		

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6100 Station/Crew Expenses				
5100 Uniforms & Med Tests New Hires	5,055.49	2,916.00	2,139.49	173.37 %
6110 Supplies, Rental, Cleaning etc	5,507.25	12,716.00	-7,208.75	43.31 %
6210 Vehicle Repair & Maintenance Unexpected Re	pairs 10,288.93	8,750.00	1,538.93	117.59 %
6240 Vehicle Fuel	5,821.70	8,750.00	-2,928.30	66.53 %
6410 Radios & Comm Equip	2,551.49	4,725.00	-2,173.51	54.00 %
6510 Medical Supplies & Equipment	16,953.73	16,859.00	94.73	100.56 %
Total 6100 Station/Crew Expenses	46,178.59	54,716.00	-8,537.41	84.40 %
6980 Misc. Employee Training Expense	1,497.57	5,891.00	-4,393.43	25.42 %
Total 6000 Ambulance Operations	82,632.16	105,922.00	-23,289.84	78.01 9
6700 Overhead/Administration				
6180 Utilities	6,047.32	7,000.00	-952.68	86.39 %
6188 Telephone	4,321.38	7,000.00	-2,678.62	61.73 %
6300 Insurance	12,197.00	12,263.00	-66.00	99.46 %
6713 Ambulance Billing Commission Based on Reve		19,268.00	6,256.45	132.47 %
6718 Office Supp/Equip/Software	1,433.18	3,091.00	-1,657.82	46.37 %
6720 Board Expenses	-72.00	2,916.00	-2,988.00	-2.47 %
6730 Consultants				
6734 IT	585.00	3,938.00	-3,353.00	14.86 %
6737 Financial/Bookkeeping Audit related exp's	10,224.50	8,166.00	2,058.50	125.21 9
6738 Legal Consulting	5,905.50	5,834.00	71.50	101.23 %
6740 Audit		0.00	0.00	
6741 Tax Administration	7,710.42	7,759.00	-48.58	99.37 %
Total 6730 Consultants	24,425.42	25,697.00	-1,271.58	95.05 %
6742 Bank/Merchant Fees Loc Fees	1,945.89	584.00	1,361.89	333.20 %
6755 Property Tax Administration	8,908.23	15,982.00	-7,073.77	55.74 %
6760 Education/Professional Dev		1,459.00	-1,459.00	
6765 Election Costs/Reserve		5,000.00	-5,000.00	
6770 Dues, Subscriptions, Membership LAFCO An	nual 7,854.74	3,375.00	4,479.74	232.73 %
6788 Printing & Reproduction	566.83	1,166.00	-599.17	48.61 %
6795 Travel/Transportation CAA Conference	1,080.65	875.00	205.65	123.50 %
6970 Community Dev/Training	694.97	2,625.00	-1,930.03	26.48 %
Total 6700 Overhead/Administration	94,928.06	108,301.00	-13,372.94	87.65 9
7000 Urgent Care				
7011 Admin Salaries-Alloc to UC	8,086.00	13,230.00	-5,144.00	61.12 9
7050 UC Contract	364,441.00	364,430.00	11.00	100.00 %
Total 7000 Urgent Care	372,527.00	377,660.00	-5,133.00	98.64 9
8000 Interest Expense	2,452.25	2,383.00	69.25	102.91 9
9500 Depreciation Expense	41,659.52	47,129.00	-5,469.48	88.39 9
Total Expenses	\$1,222,354.88	\$1,265,313.00	\$ -42,958.12	96.60 9
NET OPERATING INCOME	\$315,817.37	\$19,485.00	\$296,332.37	
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OTHER EXPENSES	0.00			
Other Miscellaneous Expense	0.00	***	0.00	
Total Other Expenses	\$0.00	\$0.00	\$0.00	
NET OTHER INCOME	\$0.00	\$0.00	\$0.00	
NET INCOME	\$315,817.37	\$19,485.00	\$296,332.37	

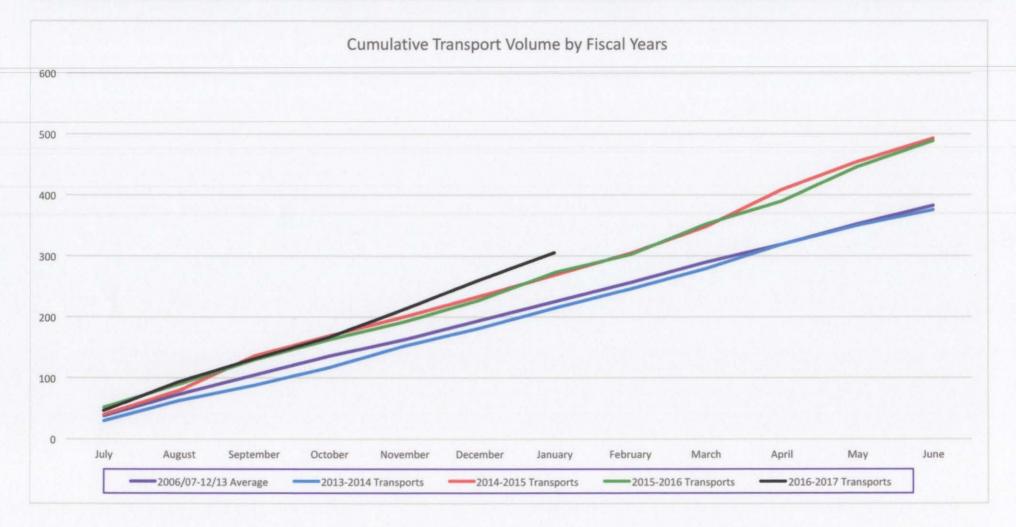
CLSD AMBULANCE RUN DATA (Month/Cumulative)

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	47	37	37	45	48	45				PER BURNE	





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	94	131	168	213	261	306					



CLSD RUN DATA for the PRECEEDING 12 MONTHS A/O LANDING MONTH PCR ALS ALS>BLS BLS **BLS>ALS** TOTAL **DRY RUN** T&R TO RCMS FROM RCMS AUTHORIZED PATIENT ADVANCED BASIC CANCELLED MOST T ALS BLS ALS BLS CURRENT ORDER CARE LIFE TRANSPORTS ON TOP DISPATCHED RECORD SUPPORT SUPPORT ROUTE Year Year Year Year Year Current Prior Prior Prior Prior Prior 17-Jan 16-Dec 16-Nov 16-Oct 16-Sep 16-Aug 16-Jul 16-Jun

LZ

DRY RUN

T&R

TO RCMS

FROM RCMS

ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA

ALS

PCR

ALS>BLS

BLS

BLS>ALS

16-May

16-Apr

16-Mar

16-Feb

A/O

TOTAL