

CLOVERDALE HEALTH CARE DISTRICT

Regular Meeting Agenda

JUNE 10, 2019, 7:00 P.M.

Chamber of Commerce
126 N. Cloverdale Blvd.

ROLL CALL: PRESIDENT: MARTIN VICE PRESIDENT: WINTER TREASURER: DeMARTINI SECRETARY: DELSID
MEMBER HANCHETT

AGENDA APPROVAL:

PUBLIC COMMENT PERIOD: PUBLIC COMMENT PERIOD PROVIDES TIME FOR MEMBERS OF THE AUDIENCE TO ADDRESS THE BOARD ON MATTERS WHICH DO NOT APPEAR ON TONIGHT'S AGENDA. TIME LIMIT FOR COMMENTS TO THE BOARD ON NON-AGENDIZED ITEMS IS LIMITED TO FIVE MINUTES (GOVERNMENT CODE SECTION 54954.3(b))

ITEMS:

1. Minutes MAY 2019
2. Financial Statement MAY 2019
3. Managers Report-
4. FY 17-18 IGT- IGT FY 18-19- Informational
5. GEMTQAF- Informational
6. DRAFT FY 19-20 Budget: Review Approve
7. Discuss- Approve addition of FTE EMT Position- Upon approval the District will solicit applications from in house personnel for a promotional position.
8. From Members-

Adjourn to Executive Meeting: none

Adjourn to Regular Meeting

Adjourn till JULY 8, 2019

All agenda items, reports, minutes, are available for review at the offices of the Cloverdale Health Care District located at 209 N. Main St. Cloverdale Ca 95425 and are available upon request. Posted per Government Code section 54954.2 June 6, 2019 Any disabled, handicapped or other meeting attendees needing special assistance or other accommodations for participation, please contact the business office 24 hrs prior to the meeting. 707-894-5862.

**Minutes of the
Cloverdale Healthcare District
Board of Directors Meeting
May 13, 2019**

There were present, Mary Jo Winter, Neena Hanchett, Harry Martin, and Jim DeMartini. Manager Tom Hinrichs was also present.

The agenda was approved.

1. **February and April Minutes**: The February and April, 2019 minutes were approved upon motion by Winter, second by Hanchett.

2. **Financial Statement** –Hinrichs reported that an increase in employee expenses reflected the 63 runs that the District ambulance made. The report was approved upon motion by DeMartini, seconded by Martin.

3. **District Manager's Report**: Hinrichs agreed to try to break out opiate related responses. Steve Busher is leaving the District after decades of service.

4. **IGT Report**: The District received \$268,887.64 from IGT. That included \$166,419.64 in new money. Hinrichs wants to consider hiring another full-time EMT to back up our current full-timers. Hinrichs was instructed to provide the Board with his proposal for making the new hire.

5. **GEMTQAF**: Under this “quality control plan” The District is now obligated to pay \$24 per call, for each call, and will be reimbursed \$220 for medical billing.

6. **From Members**: The Board was reminded that Brian Elliot's ceremony will be held on May 24th at 11 am at the Santa Rosa Fairgrounds.

Dated: May 13, 2019

Jim DeMartini,
Secretary Pro Tem

CLOVERDALE AMBULANCE
Balance Sheet
May 31, 2019

ASSETS

Current Assets		
Exchange Bank Bus. Checking	\$	131,823.65
RESERVE/CAPITAL ACCT		295,164.34
Ambulance Replacment Savings		160,795.31
Accounts Receivable Ambulance		118,171.44
Reserve for Doubtful Accts.		(3,279.45)
Prepaid insurance		(6,096.15)
IGT Refundable deposits		438.00
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Total Current Assets		697,017.14
Property and Equipment		
Land		17,789.00
Ambulance and Equipment		462,048.41
Furniture and fixtures		16,563.64
Building and Improvements		323,365.96
A/D - Other Fixed Assets		(373,922.00)
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Total Property and Equipment		445,845.01
Other Assets		
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Total Other Assets		0.00
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Total Assets	\$	<u>1,142,862.15</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts payable	\$	4,496.15
Accrued retirement benefits		(842.54)
Accrued Interest		57.20
Accrued AFLAC		235.04
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Total Current Liabilities		3,945.85
Long-Term Liabilities		
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Total Long-Term Liabilities		0.00
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Total Liabilities		3,945.85
Capital		
Fund Balance		731,591.05
Prior Year Profit (Loss)		198,549.65
Net Income		208,775.60
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Total Capital		1,138,916.30
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Total Liabilities & Capital	\$	<u>1,142,862.15</u>

Unaudited - For Management Purposes Only

CLOVERDALE AMBULANCE

Income Statement

Compared with Budget

For the Eleven Months Ending May 31, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues					
Ambulance Service	\$ 69,303.70	\$ 65,000.00	\$ 677,159.07	\$ 715,000.00	(37,840.93)
Less - Contract Allowances	(34,264.94)	(34,166.00)	(295,872.53)	(375,826.00)	79,953.47
Donations	0.00	0.00	450.00	0.00	450.00
Property Tax (13)	1,556.31	0.00	39,483.21	34,051.49	5,431.72
Special Assessment	0.00	0.00	163,323.00	156,634.52	6,688.48
Interest Income	0.00	47.32	381.11	253.38	127.73
IGT Supplemental Payment	166,887.64	0.00	166,887.64	167,000.00	(112.36)
Membership paid	0.00	0.00	(544.00)	0.00	(544.00)
Other (Income) and Expenses	0.00	0.00	16,929.14	4,200.00	12,729.14
Total Revenues	203,482.71	30,881.32	768,196.64	701,313.39	66,883.25
Cost of Sales					
Total Cost of Sales	0.00	0.00	0.00	0.00	0.00
Gross Profit	203,482.71	30,881.32	768,196.64	701,313.39	66,883.25
Expenses					
Salaries & Wages	27,838.00	27,450.00	315,709.56	301,950.00	13,759.56
Health benefits employer	4,638.37	4,473.00	50,290.67	49,203.00	1,087.67
Fuel Expense	2,299.16	1,250.00	14,977.71	13,750.00	1,227.71
Work Comp ACHD	0.00	1,551.00	15,899.00	17,061.00	(1,162.00)
Payroll Exp UTI/ETT	114.32	258.00	7,928.92	2,838.00	5,090.92
Amb Repair Maintenance	1,394.70	816.00	10,096.86	8,976.00	1,120.86
Supplies Patient	1,138.73	2,000.00	20,032.54	22,000.00	(1,967.46)
Employee Benefits Volunteers	0.00	0.00	7,231.43	1,000.00	6,231.43
Outside Services	266.75	1,104.00	8,541.69	12,144.00	(3,602.31)
Bad Debt Writeoff	0.00	0.00	12,480.00	12,500.00	(20.00)
Patient Refunds	0.00	0.00	1,322.96	0.00	1,322.96
employer soc. sec.	1,723.65	1,666.00	22,036.17	18,326.00	3,710.17
Employer Medicare	403.12	402.49	6,150.49	4,129.61	2,020.88

CLOVERDALE AMBULANCE

Income Statement

Compared with Budget

For the Eleven Months Ending May 31, 2019

	Current Month	Current Month	Year to Date	Year to Date	Year to Date
	Actual	Budget	Actual	Budget	Variance
Bank service charges	0.00	0.00	139.45	0.00	139.45
Dues & Subscriptions	0.00	0.00	2,649.00	2,574.00	75.00
Capital Equipment	0.00	0.00	(3,500.00)	(3,500.00)	0.00
Utilities	437.29	500.00	5,566.92	5,500.00	66.92
Insurance - General	2,894.00	1,580.00	16,324.00	17,380.00	(1,056.00)
Legal	0.00	0.00	420.00	500.00	(80.00)
Accounting	0.00	0.00	6,795.00	6,795.00	0.00
Office expense	1,396.08	1,333.00	14,804.05	14,663.00	141.05
Office Building Repair	0.00	0.00	716.43	1,000.00	(283.57)
Payroll Tax FUTA	32.66	53.75	380.70	2,828.70	(2,448.00)
Telephone	196.03	333.00	2,372.09	3,663.00	(1,290.91)
Volunteer Appr. Mng.	0.00	0.00	713.50	0.00	713.50
Conference and Travel	0.00	0.00	1,214.01	1,300.00	(85.99)
GEMT QAF Quarterly assessment	6,130.89	0.00	6,130.89	0.00	6,130.89
Total Expenses	50,903.75	44,770.24	547,424.04	516,581.31	30,842.73
Net Income	\$ 152,578.96 (\$	13,888.92) \$	220,772.60 \$	184,732.08	36,040.52

**STAFF REPORT
JUNE 2019**

Manager Report-- No operational issues. Equipment issues, No work comp issues. Call volume back to normal levels with 60 calls for service.

IGT- The FY 17-18 payment of \$268,887.64 was received. The net new money after refundable deposit and DHCS fee is \$166,887. The fund where placed in the Ambulance Replacement/Reserve Account. The FY 18-19 IGT contract was signed and the refundable deposit and fees are similar to FY 17-18 and the reimbursement is expected to be about the same.

GEMTQAF- The GEMT QAF program is in place. We are paying our quarterly fee as determined by the DHCS calculations. The retro payments originating from 07/01/2018 to the current quarter will be paid by June 15. We will have paid about \$10,000 in fees to the program. The retro payment will result in a one time "make up" reimbursement for each Medi-Cal transport/response from 07/01/2018 to @ 05/01/2019. That dollar amount is expected to be @\$23,000. The budget line items were amended to show this now quarterly expense. I did not factor in the "make up" reimbursement into the draft budget at this time. I did factor into the budget the benefit of the QAF program will increase our ambulance transport/response reimbursements by \$223 per Medi-Cal patient and reduce our "Less contract allowance" debit line of the budget. This results in a positive cash flow of @ \$13,000 over the course of the FY.

DRAFT FY 19-20 Budget figures and changes. With the increased IGT funding expected to continue into at least the next FY an opportunity exists to expend a portion of those monies on expanded FTE positions. The FY 19-20 budget reflects the addition of one (1) FTE EMT position. The total cost for that position is calculated to be about \$62,000 (Salary \$50,000, \$10,800 benefits and the balance tax expenditures.) The wages and benefits line has been changed for several sub items. The three existing wages bases have a 2% requested increase. The part time EMT wages have been reduced by the expected hours now worked by the FTE which results in an expected savings of \$25,000 to that sub category.

The DRAFT budget reflects increases that we are aware of including Cloverdale Dispatch fees, payroll tax increases, expected COLA to outside services and products.

The income section has several adjustments accounted for. The ambulance replacement fund shows a deposit of \$25,000, a reserve deposit of \$141,887. The impact fee and refunded Workers Compensation dividend remain consistent as there are several construction projects in the approval process and the expected dividend is expected to remain the same.

The DRAFT budget will need to be reworked for several items and structure prior to the final approval meeting.

Management is confident with the increased QAF reimbursement, transfer of funds from the part time EMT line item to the FTE position along with the increased IGT funding the proposed EMT FTE position can be funded for several years. The District will remain in a good fiscal condition with funds still being dedicated to ambulance replacement and reserve accounts.

CLOVERDALE HEALTH CARE DISTRICT---DRAFT

DRAFT DRAFT	FINAL ACTUAL ITEMS 18-19	DRAFT BUDGET 19-20
EXPENSES		
WAGES AND BENEFITS	(\$335,000.00)	(\$360,000.00)
PAYROLL TAXES	(\$36,494.00)	(\$39,700.00)
HEALTH BENEFITS	(\$54,290.00)	(\$64,000.00)
WORK COMP EXPENSE	(\$16,500.00)	(\$17,448.00)
FUEL EXPENSE	(\$15,800.00)	(\$15,800.00)
VEHICLE REPAIRS	(\$11,000.00)	(\$9,800.00)
PATIENT SUPPLIES	(\$20,800.00)	(\$24,000.00)
OUTSIDE SERVICES	(\$9,100.00)	(\$11,000.00)
UTILITIES	(\$5,800.00)	(\$6,000.00)
TELEPHONE	(\$2,600.00)	(\$4,000.00)
OFFICE EXPENSE	(\$15,000.00)	(\$16,500.00)
DUES	(\$2,649.00)	(\$2,650.00)
INSURANCE-GENERAL	(\$16,324.00)	(\$18,959.00)
LEGAL	(\$420.00)	(\$3,000.00)
ACCOUNTING	(\$6,795.00)	(\$7,000.00)
BUILDING MAINT.	(\$716.00)	(\$1,000.00)
APPR. DINNER	(\$713.00)	(\$800.00)
VOLUNTEER BENFITS	(\$7,231.00)	(\$5,000.00)
MEMBERSHIP EXPENSES	(\$2,649.00)	\$0.00
BANK SERVICE CHARGE	(\$60.00)	(\$60.00)
GEMT QAF ASSESS	(\$10,000.00)	(\$10,000.00)
FOUNDATION	\$0.00	\$0.00
SUM TOTAL	(\$569,941.00)	(\$616,717.00)
DHCS IGT FEE	(\$17,073.00)	(\$17,100.00)
AMB REPLACMENT	\$0.00	(\$25,000.00)
RESERVES	(\$166,887.00)	(\$141,887.00)
CAPITAL FUNDS	\$3,500.00	(\$5,000.00)
BASIC EXPENSES	(\$750,401.00)	(\$805,704.00)
	FY 18-19	FY 17-18
INCOME		
AMBULANCE FEES	\$737,000.00	\$738,000.00
LESS CONTRACT ALLOW	(\$320,000.00)	(\$300,000.00)
AND BAD DEBT	(\$12,480.00)	(\$3,000.00)
DONATION	\$450.00	\$100.00
PROP 13 TAXES	\$39,483.00	\$40,000.00
SPECIAL ASSESSMENT	\$163,323.00	\$163,000.00
INTEREST INCOME	\$381.00	\$400.00
GEMT FUNDING	\$0.00	\$0.00
IGT FUNDING	\$166,887.64	\$141,887.00
IGT DHCS FEE RETURN	\$17,073.00	\$17,100.00
OTHER INCOME	\$16,929.00	\$10,000.00
BASIC INCOME	\$809,046.64	\$807,487.00

Agency Name (dAgency.03)	Number of Runs	Percent of Total Runs
Cloverdale Health Care District Ambulance	60	100.00%
Total: 60		Total: 100.00%

Runs by Day of Week

Incident Day Name	Number of Runs	Percent of Total Runs
Sunday	10	16.67%
Monday	7	11.67%
Tuesday	7	11.67%
Wednesday	10	16.67%
Thursday	8	13.33%
Friday	10	16.67%
Saturday	8	13.33%
Total: 60		Total: 100.00%

Destination by Hospital Designation

Disposition Hospital Designation (eDisposition.23)	Disposition Destination Name Delivered Transferred To (eDisposition.01)	Number of Runs	Percent of Total Runs
Hospital (General)	Healdsburg District Hospital	12	20.00%
	Kaiser Permanente - Santa Rosa	17	28.33%
	Santa Rosa Memorial Hospital	11	18.33%
	Sutter Santa Rosa Regional Hospital	6	10.00%
Stroke Center	Healdsburg District Hospital	11	18.33%
Trauma Center Level 2	Healdsburg District Hospital	1	1.67%
	Santa Rosa Memorial Hospital	2	3.33%

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Runs by Provider Impression Report

Number of Runs	Percent of Total Runs	Disposition Patient Final Disposition Suspected Opioid Overdose (itDisposition.086)	Situation Possible Opioid Related Incident (ItSituation.019)
66	97.06%		
2	2.94%		No
Total: 68	Total: 100.00%		

Runs by Provider Impression

Situation Provider Primary Impression (eSituation.11)	Number of Runs	Percent of Total Runs
Weakness (General) (R53.1)	8	13.33%
Traumatic Injury (T14.90)	6	10.00%
Altered Level of Consciousness (R41.82)	5	8.33%
Respiratory Distress - Unspecified (J80)	5	8.33%
Behavioral / Psychiatric - Disorder/Issue (F99)	3	5.00%
No Apparent Illness/Injury (Adult) (Z00.00)	3	5.00%
Respiratory Distress - Bronchospasm (J98.01)	3	5.00%
Seizure - Post (G40.909)	3	5.00%
Chest Pain - Suspected Cardiac (I20.9)	2	3.33%
Genitourinary System Issue (Urinary) (N39.9)	2	3.33%
Headache (R51)	2	3.33%
Seizure - Active (G40.901)	2	3.33%
Alcohol Intoxication (F10.92)	1	1.67%
Anxiety / Emotional Upset (F41.9)	1	1.67%
Behavioral / Psychiatric - Legal Hold (5150) (Z04.6)	1	1.67%
Cardiac Arrest (I46.9)	1	1.67%
Cardiac Dysrhythmia - Tachycardia (R00.0)	1	1.67%
Chest Pain - Non-cardiac (R07.89)	1	1.67%
Diabetic - Hyperglycemia (E13.65)	1	1.67%
Dizziness / Vertigo (R42)	1	1.67%
G.I. Bleed (K92.2)	1	1.67%
Sepsis (A41.9)	1	1.67%
Stroke/CVA (I63.9)	1	1.67%
Syncopal/Near Syncope (R55)	1	1.67%
TIA (G45.9)	1	1.67%