

COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445

Tel: (707) 884-1829 Fax: 884-9119

AGENDA

REGULAR MEETING OF THE BOARD OF DIRECTORS

>>> 4:30 pm Tuesday, February 17, 2015 <<<

Elaine Jacob Center

Gualala, CA

1. Call to Order Hughes
2. Adoption of the Agenda
3. Minutes Approval – 19 Jan 2015
4. Privilege of the Floor – Public Comment
5. Old Business – Information or Action
 - JOG Update Perry
 - Communications Strategy Bower
 - Treasurer Report Beaty
 - District Administrator Search Committee Update Hughes
6. New Business Hughes
 - Establishing Board Goals/Strategic Planning
7. Reports
 - Committee Reports
 - District Administrator
 - District Fiscal Officer
8. Other
 - General Announcements
9. Adjournment

Scheduled Board of Director meetings (4:30 at Bill Platt Training Center unless otherwise noted):

- None scheduled at this time



MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS
January 19th, 2015

Call to Order. Board President Hughes called the meeting to order at 3:30p.m. Present: Directors André, Beaty, Bower, Dodds (at 3:35pm), Hughes, Perry (by telephone) and Schwartz.

Adoption of the Agenda. The proposed agenda was adopted by unanimous vote.

Approval of December 8, 2014 Board Minutes. Director Beaty moved to adopt the Minutes with changes as discussed to the Committee Assignments, Director Schwartz seconded, all ayes.

Privilege of the Floor- Public Comment: None at this time.

Old Business-Information or Action:

- District Administrator Presentation - Information
District Administrator Foster presented "State of the District 2015: The Price of Readiness (Understanding the Financial Requirements of Rural Ambulance Service)", and responded to Board Member questions. A copy of the presentation is posted on the CLSD website.

- Community Paramedic Update - Information
District Administrator Foster updated the Board on the recent announcement from the state Emergency Medical Services Agency on the three-year pilot programs for the Community Paramedic initiative.

- Committee Assignments - Action

The following committee assignments were proposed:

- Joint Operating Group – Directors Dodds and Perry; Director Beaty as alternate.
- Finance – Directors Beaty, Hughes and Schwartz, District Administrator Foster; community member Don Kemp.
- Communications – Directors André and Bower.
- Governance – Directors Bower and Hughes
- Quality Assurance – Director Dodds

- District Administrator Search – Directors Dodds, Hughes and Schwartz; community member Tom Toedter and CLSD employee Chris Ottolini

Director Schwartz moved to adopt the Joint Operating Group assignments, Director André seconded, all ayes.

New Business:

- Medi-Cal Reimbursement Program – Inter-Governmental Transfers (IGT)
District Administrator Foster reviewed the new ambulance cost-based reimbursement program run by Partnership HealthPlan, the Medi-Cal managed care organization for six northern California counties.

Reports:

No reports, except:

- District Administrator Search – President Hughes reported that advertisements had been placed and over 500 prospects had been contacted by mail. Resumé deadline is Friday February 6.

General Announcements: (none)

Next Board of Directors Meeting

Tuesday, February 17, 2015, 4:30 p.m. at the Elaine Jacob Center, 38550 S Hwy 1, Gualala.

Adjournment:

Director Dodds moved for adjournment, Director Beaty seconded, all ayes. Meeting adjourned at 5:02 pm.

Minutes approved:

Date

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EVAN CILKS, OPERATIONS MANAGER

Jan 15, 2015

**MEMORANDUM FOR THE CHAIR, QUALITY ASSURANCE/QUALITY IMPROVEMENT COMMITTEE,
COAST LIFE SUPPORT BOARD OF DIRECTORS**

From: CLSD EMS Medical Director

Via: CLSD District Administrator

Subj: CERTIFICATION OF QA/QI PROGRAM COMPLIANCE

For the quarter ending December 31, 2014, I have reviewed 100% of ALS patient charts and noted any reportable conditions and conditions requiring corrective action. I have met with all CLSD paramedics and conducted training where necessary to ensure continued quality improvement in patient care. The District remains in full compliance with all QA/QI internal and external policies and regulatory requirements.

For this quarter, there are no adverse actions or potential litigation requiring board attention.

Tuck Bierbaum, MD
EMS Medical Director

**Coast Life Support District
District Administrator's Report
Feb 17, 2015**

1. Personnel. I am pleased to report our senior leadership monthly meetings have been remarkably educational and productive. We are on the leading edge of developing positive changes in our organization to address the shortcomings raised last summer and build a strong team. We will be holding a company-wide meeting in March to present these changes to the entire crew. After implementation, I will present a summary of the changes to the board.
2. Finance.
 - a. A/R Backlog. Our accounts receivable backlog remains problematic and is consuming the majority of the DFO's productive time that could be put to better use in supporting the organization with financial analysis and reporting. I am investigating contracting out our billing services, first as a means of eliminating the backlog, and second as a potential good use of resources to prepare the District for moving forward in a healthcare partnership.
 - b. Audit. Collins Accountancy remains a challenge to completing the FY13-14 audit. Without final audit numbers, we can only estimate our financial position (which is in good shape, but it would be nice to have actual figures). I plan to release an RFP soon to find a different audit service; the lower price of Collins just isn't worth the headaches and delay.
 - c. Line of Credit. You may have seen the article in the Press-Democrat couple of days ago about the local Exchange Bank. They are leaning forward on securing us as a client, and have assured us that they would like to provide us a line of credit. As with many financial events, however, transferring our business to them and securing a credit line awaits our final audit report.
 - d. Ambulance. I have signed a \$140K contract for an ambulance, with an expected delivery in ninety days. Full payment will be due on delivery; we will work with the Treasurer to determine the best option of cash payment or a five-year loan through Exchange Bank (again, pending the audit report).
3. Logistics.
 - a. Facilities. ALS EMT Joe Peters has taken the lead on care of the building, and we are working on some recent problems with the heating/cooling systems, but nothing significant. I am pleased with our new office space, storage shed, and external placement of the air compressor. The workmanship is excellent.

Respectfully submitted,

Scott Foster
District Administrator