

COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445

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

AGENDA

REGULAR MEETING OF BOARD OF DIRECTORS

>>> Monday, 4:30 pm – September 20th, 2010 <<<

Bill Platt Training Center
Coast Life Support District Station, Gualala, CA

1. Call to Order Kaplan
 2. Adoption of the Agenda
 3. Minutes Approval
 4. Privilege of the Floor – Public Comment
 5. Old Business – Information and/or Action
 - Rates Working Group – Information Haverty
 - Interim AHUC Option with RCMS - Information Dodds
 - Final Budget Resolution – Action Rice
 - Community Healthcare Working Group – Update Kaplan
 6. New Business
 - Secretary Election Kaplan
 - Board Appointment Process Kaplan
 - Nominating Committee Report Schwartz
 - Board Member Training Foster
 7. Reports
 - Treasurer Rice
 - QA/QI Committee Dodds
 - Board Members
 - District Administrator Foster
 - i. Website
 - ii. Conflict of Interest Code Review
 - Staff
 8. Other
 - General announcements
 - Future agenda items & meeting dates
 9. Adjournment
- Scheduled Board of Director meetings:
 - Tuesday, November 2, 2010
 - Tuesday, December 7, 2010
- (All meetings held at the Bill Platt Training Center at 4:40 unless otherwise indicated)

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



MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS
July 5th, 2010

Call to Order. President Kaplan called the meeting to order at 4:30 pm. Present: Kaplan, Schwartz, Haverty, Rice, and Dodds. Absent: Moe, Scanlon-Hill.

Adoption of the Agenda. Director Schwartz moved; Director Dodds second, all ayes.

Approval of May 2010 Board Minutes.
Correction to May Minutes. July 5th Meeting Day should be Monday. Director Dodds moved, Director Rice second, all ayes.

Old Business.

- Resolution 197 Ordering an election to be held and requesting consolidation with the Nov. 2, 2010, General District Election. Director Schwartz moved, Director Rice second, all ayes.
- Auditor for FY ending 2010: Director Schwartz moved, Director Dodds second, to designate Jim Sligh as the District's auditor for this year. The audit is planned for September.

Privilege of the Floor. Pt. Arena Mayor, Lauren Sinnott, requested CLSD Board support for a grant she is pursuing through the State of California, "Safe Routes to Schools" program. The District Administrator will send a letter of support.

New Business:

- The District Administrator announced that Paul Moe would be vacating his board seat as of September 1st, 2010. The board has 60 days from that date to appoint a new board member. Directors Dodds and Schwartz volunteered to begin searching for a replacement.
- Interim AHUC Options. Director Rice raised the issue of developing interim after-hours urgent care solutions while the CAH study is underway. Directors Dodds and Schwartz

agreed to approach RCMS to explore options.

Reports:

- District Administrator. DA Foster's report as included in the packet was received. Director Schwarz asked after the status of disposing of the excess Ford van ambulance in the parking lot. By direction by the board, the DA agreed to expedite disposal upon advice of county counsel.
- Operations Manager. Ops Manager Dilks's report as included in the packet was received.
- Business Manager. Business Mgr. Bold's Accounts Receivable/Write-off report for the month of May 2010 was received. Director Schwartz moved, Director Dodds second to approve the report. All ayes.

Executive Session (closed). Discussion of the District Administrator's annual performance review.

Other:

Outstanding Reports:

- Committee Report on communication of ambulance rates—Haverty
- AHUC Interim Options Committee—Dodds
- Nominations Committee—Schwartz
- Treasurer's 4th Quarter Report—Rice

Board Meeting Dates (all meetings at the Bill Platt Training Center, CLSD Station, at 4:30 unless otherwise noted):

- Tuesday, October 5th, 2010
- Tuesday, November 2nd, 2010
- Tuesday, December 7th, 2010

Adjournment. Director Schwartz moved for adjournment, Director Dodds second, all ayes.

President Kaplan adjourned the meeting a 6:15 pm.

Minutes approved by:

Signature

Date

COAST LIFE SUPPORT DISTRICT

RESOLUTION No: 198

ADOPTION OF FINAL BUDGET FOR FISCAL YEAR 2011

WHEREAS, Coast Life Support District Board of Directors, Finance Committee and Staff have reviewed the current financial position for the past year, and

WHEREAS, the District has a need to maximize its revenues, including maintaining the benefit assessment special tax rates as approved by the voters for Emergency Medical Services, and

WHEREAS, the District has reviewed the Ambulance billing charges, in order to maximize revenue while maintaining rates consistent with medical cost inflation,

WHEREAS, the District will require the full assessment as authorized for After Hours Urgent Care services in order to fully fund the current program and provide adequate funds for development of any potential future after hours program, and

WHEREAS, Reserve funding must remain at prudent levels to support contingencies and capital replacement requirements, and

WHEREAS, Coast Life Support District anticipates Revenues of the following:

Sonoma County	\$351,991
Mendocino County	\$511,744
Ambulance Billings	\$544,276
Training Class Fees	\$10,800
Miscellaneous	<u>\$1,500</u>
Total Budgeted Revenue	\$1,423,011

WHEREAS, the following Expenditures will provide the resources necessary to meet the established objectives for the next Fiscal Year:

Ambulance Operations	\$1,054,253
District Administration & Overhead	\$51,200
Training Programs	\$16,550
After-Hours Urgent Care Program	\$198,000
Interest & Depreciation	\$72,547
Reserve Fund Expense	<u>\$30,461</u>
Total Budgeted Expenditures	\$1,423,011

BE IT RESOLVED that the Board of Directors authorize its Officers, Administrator and Staff to make expenditures necessary to operate the Ambulance service and all Authorized programs,

BE IT FURTHER RESOLVED that the Board of Directors authorized the above amounts for the Coast Life Support District's Budget for Fiscal Year 2011.

The above resolution was introduced by Director Nick Scanlon-Hill, who moved its adoption, seconded by Director Paul Moe, and passed and adopted on this 25th day of May 2010 by the following roll call vote:

Directors: Kaplan
 Rice
 Schwartz
 Haverty
 Dodds
 Scanlon-Hill

Ayes: Noes: Abstain: Absent:

WHEREUPON, the President declared the foregoing RESOLUTION adopted and SO ORDERED.

GRANTS.GOV



Rural Health Network Development Program

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of **8/26/2010**. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.

Description of Modification

Attach application package and guidance.

Document Type:	Modification to Previous Grants Notice
Funding Opportunity Number:	HRSA-11-089
Opportunity Category:	Discretionary
Posted Date:	Aug 26, 2010
Creation Date:	Aug 26, 2010
Original Closing Date for Applications:	Nov 12, 2010
Current Closing Date for Applications:	Nov 12, 2010
Archive Date:	Jan 11, 2011
Funding Instrument Type:	Grant
Category of Funding Activity:	Health
Category Explanation:	
Expected Number of Awards:	25
Estimated Total Program Funding:	\$4,500,000
Award Ceiling:	
Award Floor:	
CFDA Number(s):	93.912 -- Rural Health Care Services Outreach, Rural Health Network Development and Small Health Care Provider Quality Improvement
Cost Sharing or Matching Requirement:	No

Eligible Applicants

Others (see text field entitled "Additional Information on Eligibility" for clarification)

Additional Information on Eligibility:

To be eligible for an RHND Grant, the applicant organization must meet the following requirements: (1) The applicant organization must be a public or private non-profit entity located in a rural area; (2) The network is composed of at least three separate, existing organizations; (3) The Network organizational relationship is formal; and (4) All network members demonstrate a strong and measurable commitment to the network and share a history of collaboration and accomplishment commensurate with the network's developmental stage. For additional eligibility criteria, please refer to the funding opportunity announcement.

Agency Name

Description

The purpose of the Rural Health Network Development Grant Program is to expand access to, coordinate and improve the quality of essential health care services, and enhance the delivery of health care in rural areas. These grants support rural providers who work in formal networks, alliances, coalitions or partnerships to integrate administrative, clinical, technological, and financial functions. Funds provided through this program are not used for direct delivery of services. The ultimate goal is to strengthen the rural health care delivery system by 1) improving the viability of the individual providers in the network, and/or 2) improving the delivery of care to people served by the network. Networks must consist of at least three separately owned entities, and each must sign a memorandum of agreement or similar document. Upon completion of the grant program, a network should have completed a thorough strategic planning process, business planning process, be able to clearly articulate the benefits of the network to its network partners/members and to the community it serves, and have a sound strategy in place for sustaining its operations. Some anticipated outcomes of supporting the development of rural health networks include: Achieving economies of scale and cost efficiencies of certain administrative functions Increasing the financial viability of the network; enhancing workforce recruitment and retention Sharing staff and expertise across network members; enhancing the continuum of care Providing services to the underinsured and uninsured; improving access to capital and technologies Ensuring continuous quality improvement of the care provided by network members Enhancing the ability of network members to respond positively to rapid and fundamental changes in the health care environment The Network Development Grant Program was started in 1997 with 34 grantees and \$6.1 million. To-date, the program has awarded almost \$89 million to support 210 Network Development grants. The Network Development program supports HRSA goals of improving access and quality of health care, improving health outcomes, and improving public health and health care systems. The Program also supports HHS goals to improve the safety, quality, affordability and accessibility of health care; and to promote the economic and social well-being of individuals, families, and communities.

Link to Full Announcement

<https://grants.hrsa.gov/webExternal/SFO.asp?ID=D439F18E-7F03-466A-B464-SF6000404FEA>

If you have difficulty accessing the full announcement electronically, please contact:

CallCenter@HRSA.GOV
 CallCenter@HRSA.GOV
 Contact HRSA Call Center at 877-Go4-HRSA/877-464-4772; 301-998-7373 or email

Synopsis Modification History

The following files represent the modifications to this synopsis with the changes noted within the documents. The list of files is arranged from newest to oldest with the newest file representing the current synopsis. Changed sections from the previous document are shown in a light grey background.

File Name	Date
Original Synopsis	Aug 26, 2010

Brent Klopfer
pob 620 Gualala, CA
ph 884-3850 fax 884-9127

Born: 6-7-49 Dayton Ohio

1971 graduated with honors, UC Santa Cruz, BS, Information and Computer Science

1976 issued a California Contractor's License B322994

1976 - 1979 contractor in Santa Cruz, CA

1979 moved to Gualala

1979 - 1983 contractor specializing in the construction of log homes

1983 - 1994 teacher, Pt Arena High School (shop, computers, math)

mid 1990's RCMS BOD

1994 - 1997 teacher SRJC and USF (computer science)

1997 - 2004 founded instructional designWare - an educational software company

2000 - 2002 Redwood Coast Education Fund BOD

2004 on contracting locally

2008 - 2009 Four Eyed Frog Bookstore Advisory Board

Board of Directors
Community Life Support District
Gualala, Ca

Dear Board Members,

This letter serves to express my interest and willingness in serving as a CLSD Board member. Over the years I have served locally on three different boards: Redwood Coast Medical Services, Redwood Coast Educational Fund, and on the Four Eyed Frog Bookstore Advisory Board.

The strengths that I bring with me are primarily as a problem solver. I often see the world differently from many others, and I look outside the proverbial box for answers. I seek to understand how and why things are done the way they are, a trait which seems to carry over into every facet of my life. Except for my years teaching, I have always been self-employed, and am comfortable with creating and understanding budgets and financial statements. I also have had years of experience running a small business and jumping through the requisite hoops. Through it all, I attempt to bring wisdom and compassion mixed with pragmatism to the table with me. I have also raised and home-schooled a family of three children. All three have gone on to attend quality private colleges. My family and I have been a part of this community for over 30 years and our roots run deep. I have seen RCMS grow from a humble start in Stewarts Point to its present stature. I have been impacted by the recent loss of after hours urgent care, and both my son and I have benefitted from, and are grateful for, the presence of a local ambulance. I believe that we can and must do better than the current solution to the after-hours care situation. Gualala, we have a problem. Those of us who wish to spend our "golden years" here need something substantially better than what is currently offered.

In the interest of full disclosure, lest it be considered a conflict of interest, my wife, Trish Miller, is an employee of RCMS. (Diabetes & Hypertension Case Manager)

If it is your opinion that my skills and personality would be a good fit with the Board, I would be pleased and honored to serve with you. Serving on a BOD can, at times, be a thankless job. As a community member, allow me to take this opportunity to offer each of you my heartfelt thanks in appreciation for all that you have done over the years. You continue to do the community a great service by keeping CLSD alive and well. Thank you for your service and for considering me for a place on your BOD.

Regards,
Brent Klopfer

Jody Sparks
PO Box 1070
Gualala, CA 95445-1070
707 785 2728

Education

Bachelor of Science, UC Davis

Coursework focused on Community/Environmental Health and Epidemiology

Participated in a National Institutes of Health sponsored study of causes of Sudden Infant Death Syndrome

Participated in analysis of causes of suicides in Sacramento County

Professional Background

After graduating from UC Davis, I joined a small corporation called the Toxics Assessment Group (TAG) because I was impressed by the firm's dedication to environmental causes and concern for disadvantaged communities affected by toxics issues. I worked my way up and bought out the partners in 1988, then ran the firm until 2009 when I retired and dissolved the company.

TAG specialized in Toxics Policy and Regulatory Compliance and worked extensively with communities impacted by toxics issues of all kinds, including proximity to hazardous waste landfills, hazardous waste handling facilities, heavy metal contamination from industrial pumping and cooling facilities, hazardous waste and medical waste incinerators, and so forth.

I worked extensively with Federal, State and Local agencies involved with community health and toxics issues which has given me a broad understanding of government structure and responsibilities in these areas. In addition, I worked as a lobbyist in Sacramento for a number of years and am well acquainted with the workings of the Legislature and the development of statutes, regulations, and policies.

Coast Life Support District
District Administrator's Report
September 20, 2010

1. Fair Political Practices Commission – Conflict of Interest Code. I have initiated a review of our Conflict of Interest Code in accordance with the requirements of the FPPC, as the positions designated in the current code are outdated—the code itself is fine, however. Although this is a minor and straightforward exercise, I would like the board to appoint a liaison to work with me for preliminary approval of the update, with a target board approval no later than the December 7 board meeting. We have ninety days to complete this task and it requires publishing a public notice for a 45-day public comment period.
2. Finance
 - a. Accounts Receivable. I have reviewed the Accounts Receivable report and find it within normally expected parameters.
 - b. Our audit is underway. Mr. Sligh expects to have it ready for the board by the end of October.

/s/
Scott Foster
District Administrator

COAST LIFE SUPPORT DISTRICT

Operations Manager's Report For September 20, 2010

Deployment / Staffing (July and August)

ALS (M-120) was staffed 100% and second out BLS (B121) was staffed 100%. There were no third out responses. One transport by MCDH Fort Bragg crew. Both our new BLS EMT's passed the probationary period.

Community

We coordinated with RCVFD to cover the July 4th events at the pier. Participated in the TSR FD "Are You Safe? Day" (Jim DeWilder volunteered). We are covering the PA football games (Jim DeWilder is donating his time).

Facilities

No major repairs pending.

Vehicles/Equipment

All vehicles and equipment are in service and in good working order. All preventive maintenance is current. We are starting to see some increase on moderate repairs to Big Red (first out ALS). Our replacement plan is scheduled for FY12.

Communications

We have made arrangements to get on the ATT site off Zettler road in Point Arena. This is very good news and will progress the overall communication plans faster and at a lower cost. We are now waiting on Mendocino County and Fisher Wireless for the equipment move. (They say "soon.")

Nurse advice line

Month	Calls	Triaged	ED now
June	25	15	5
July	34	22	7
August	26	17	2

Business Manager's Report

By Terry Bold

Email: billing@clsd.ca.gov

September 20th, 2010

Replenishment: Replenishment vouchers for deposit to the Redwood Credit Union checking account from the Sonoma County FAMIS account for the periods:

1. July 1-15, 2010 in the amount of \$62,025.71
2. July 16-Aug.12, 2010 in the amount of \$82,912.91
3. Aug.13-Sept.9, 2010 in the amount of \$89,041.04

were authorized by Evan Dilks and Scott Foster.

Accounts Receivable Report: I have reviewed the June, July & August 2010, Accounts Receivable reports and find it to be within normally expected parameters.

Coast Life Support District

Monthly - Call, Write-Off, Aging, & Account Balance Report

JUNE

2010

ALS Transports	19
BLS Transports	4
Dry Runs	20
ALS/BLS Treat & Release	4
Total	47

Gross Accounts Receivable Balance: \$186,179.60

AMBULANCE REVENUE **\$80,187.00**

Payments Posted: **\$26,357.61**

WRITE-OFFS:

MediCare-Required	\$36,893.87
Medi-Cal Required	\$26,149.77
Collections Agency	\$478.00
Board Approved Write-Offs/No Estate	\$304.00
Insurance Write-Off	\$5,847.12
Credit Adjustment	\$1.00
Reverse Prior Month Adjustment	

Total Write-Offs for This Month **\$69,673.76**

New Gross Accounts Receivable Balance: \$170,335.23

Aging Report to

CURRENT	\$73,884.41
30-60 Days	\$29,708.75
60-90 Days	\$18,957.00
90+ Days	\$47,785.07

New Gross Accounts Receivable Balance: \$170,335.23

FAMIS ACCOUNT: \$140,344.28

Redwood Credit Union Checking: \$99,462.25

Board Approval: _____ (Date)

Secretary: _____ (Signature)

Coast Life Support District

Monthly - Call, Write-Off, Aging, & Account Balance Report

JULY

2010

ALS Transports	28
BLS Transports	9
Dry Runs	25
ALS/BLS Treat & Release	7
Total	69

Gross Accounts Receivable Balance: \$170,335.23

AMBULANCE REVENUE **\$138,992.00**

Payments Posted: **\$61,439.00**

WRITE-OFFS:

MediCare-Required	\$28,109.64
Medi-Cal Required	\$26,956.79
Collections Agency	\$3,043.00
Board Approved Write-Offs/No Estate	
Insurance Write-Off	\$8,531.60
Credit Adjustment	
Reverse Prior Month Adjustment	

Total Write-Offs for This Month **\$66,641.03**

New Gross Accounts Receivable Balance: \$181,247.20

Aging Report to

CURRENT	\$105,170.47
30-60 Days	\$24,497.96
60-90 Days	\$7,601.50
90+ Days	\$43,977.27

New Gross Accounts Receivable Balance: \$181,247.20

FAMIS ACCOUNT: \$46,627.78
 Redwood Credit Union Checking: \$53,801.84

Board Approval: _____ (Date)

Secretary: _____ (Signature)

Coast Life Support District

Monthly - Call, Write-Off, Aging, & Account Balance Report

AUGUST

2010

ALS Transports	42
BLS Transports	9
Dry Runs	28
ALS/BLS Treat & Release	7
Total	86

Gross Accounts Receivable Balance: \$181,247.20

AMBULANCE REVENUE **\$158,466.79**

Payments Posted: \$53,899.40

WRITE-OFFS:

MediCare-Required	\$35,304.90
Medi-Cal Required	\$20,252.45
Collections Agency	\$19,071.00
Board Approved Write-Offs/No Estate	\$340.00
Insurance Write-Off	\$9,909.32
Sliding Scale Adjustment	\$7,944.00

Total Write-Offs for This Month **\$92,821.67**

New Gross Accounts Receivable Balance:

Aging Report to

CURRENT	\$118,270.40
30-60 Days	\$30,730.97
60-90 Days	\$13,233.24
90+ Days	\$30,758.31

New Gross Accounts Receivable Balance: \$192,992.92

FAMIS ACCOUNT: \$147,197.62
 Redwood Credit Union Checking: \$51,992.04

Board Approval: _____ (Date)

Secretary: _____ (Signature)