



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

Call to Order. Board President Hughes called the meeting to order at 4:30p.m. Present: Directors André (at 4:35 pm), Beaty, Bower, Dodds, Hughes, Perry and Schwartz. Also present: District Administrator Foster and District Fiscal Officer Rice.

Adoption of the Agenda. Director Perry moved to adopt the agenda, Director Schwartz seconded, all ayes (6-0).

Approval of April 20, 2015 Board Minutes. Director Perry moved to approve the Minutes as corrected, Director Schwartz seconded, all ayes (6-0).

Privilege of the Floor- Public Comment: (none)

Old Business-Information or Action:

- FY2016 Financial Resolutions – Action. Director/Treasurer Beaty requested that consideration of the three proposed financial resolutions (234, 235 and 236) be postponed until the June meeting, to permit the Finance Committee to consider potential changes to the resolutions.

- Joint Operating Group (JOG) Update and Information.

Director Perry reported: (a) that RCMS is evaluating new equipment to support Urgent Care, (b) that RCMS was evaluating options for pharmacy support, and (c) a meeting with St. Joseph's to discuss short- and long-term planning was being scheduled. He confirmed that the Urgent Care contract amount for FY2016 will be unchanged from FY2015.

- Board Planning & Goals – Information. Board members discussed options for content and format for an upcoming planning session.

New Business:

- Communications Plan
Director Bower reported on Communications Committee's initial information gathering with local

constituencies and partner organizations, and plans for outreach.

- Community Leadership Institute
President Hughes discussed investigation of a potential local program for developing future community leaders.

Reports:

- Committee Reports. Director Dodds requested that the QA/QI Committee be updated periodically on Team Health activity.
- District Administrator. DA Foster reviewed his monthly report with the Board, as included in the agenda package. One additional item he brought to the Board's attention was the recent decision by Mendocino County Office of Education to discontinue support of the local EMT training program. The Board discussed options for resolving this matter.
- District Fiscal Officer. DFO Rice reported on the status of billing outsource activities and financial reporting.

Other – General Announcements:

Annual CLSD Picnic is scheduled for Sunday July 19.

Next Board of Directors Meetings

- Wednesday June 24, 2015, 4:30 pm, at the Coast Community Library in Point Arena
- Monday July 20, 2015, 4:30 pm, at CLSD HQ.
- Monday August 17, 2015, 4:30 pm, at CLSD HQ.

Adjournment:

Director Perry moved for adjournment at 6:05 pm, Director Beaty seconded, all ayes.

Minutes approved:

Date

**Coast Life Support District
District Administrator's Report
June 24, 2015**

1. Personnel.
 - a. Team Organization. We have just completed the first employee evaluation cycle, involving all team leaders, the Ops Manager and me. Each team leader presented a draft evaluation of their team members. We had an extremely productive discussion about every member of this organization, planned for addressing areas that need work, and ensured the scoring was fairly applied across the board. This action will cement the relationship between the team leaders and their crews, and be the foundation of a strong building cycle over the next year.
 - b. ALS EMT Hire. We are pleased to welcome back to the MED-120 team Bronwyn Golly, hired as an EMT/ Dual Paramedic – Step 1. This is a transitional position, where she will serve on her shift with a senior paramedic and care for patients under direct paramedic supervision. For a very slight increase over the EMT – Step 10 salary, the community gets a highly qualified EMT and paramedic-in-training, increasing the quality of care and growing medical assets for the future.
2. Finance. District Fiscal Officer/EMT Rice has been working around the clock, literally.
 - a. Billing backlog. Wittman Associates has processed all of our back-dated billings, with a net value (after Medicare and Medi-Cal discounts) of ~\$625K. Also, they have completed the Medicare authorization process so they may bill on our behalf. With a couple of tweaks in the billing details remaining, we will now start seeing funds appear.
 - b. Banking Transition. Our Exchange Bank account is now up and running, and funds are being deposited. Transfer of remaining funds from Redwood Coast Credit Union and the Sonoma County Treasury will occur soon. The last step will be re-creating the online bill-pay services at Exchange Bank, transitioning from Redwood Credit Union.
 - c. Budget. The Budget is complete and reflects our best estimate at FY16 costs and income. At some point before October, the board will be asked to pass a Final Budget. I do not anticipate any elements of the existing budget will require changing, but you will have the opportunity to do so if new information appears.
 - d. FY15 Audit. Release of an RFP for FY14-15 audit services is being held pending final resolution of our billing backlog and our financial reports are caught up. I anticipate our billing gap and consequential delayed income will result in a material finding, although it will be resolved and non-recurring.
 - e. Internal Controls. The DFO continues to work on re-organizing our transaction cycle (payables, receivables, bank account reconciliation, etc.) to be more efficient and consistent, and less time consuming for the Operations Manager, without sacrificing necessary separation of duties. We are investigating transitioning some bookkeeping data-entry functions to a less expensive source.
 - f. Financial Reporting. Between the backlog of billings and transaction recording, updating financial status for quarterly reports remains an elusive goal. The Finance Committee will assist in developing a board-appropriate set of periodic financial reports for both the committee and the board of directors.

3. Logistics.

a. Turnover.

- i. Documentation. I have provided David Caley a turnover document (currently 20 pages) outlining history, background and status of current issues, critical contacts and relationships, and professional secrets.
- ii. Meetings. David has been sitting in on meetings where an opportunity exists to learn issue history and development, and we have initiated introductions to key players. He will fledge Monday, July 20.

- b. Ambulance. The new ambulance is in the construction phase and will cost \$143K, including radios, stretcher, and other equipment. Financing will be determined based on the state of cash reserves and the loan market. I will keep the Finance Committee apprised.

Respectfully submitted,

Scott Foster
District Administrator