



Finance Committee

AGENDA

Wednesday July 19, 2017 – 9:00 AM – CLSD Headquarters
38901 Ocean Drive, Gualala, CA

1. Call to Order
2. Agenda Approval
3. Minutes Approval
4. Wittman May (YTD) month-end report
5. Expenses YTD
6. Cash Flow
7. Ambulance dispatch and transport data YTD
8. Other Issues:
 - a. Correction in FY18 budget
9. Next FC Meetings – Third Wednesdays of the month, 9 AM, all at the CLSD Bill Platt Training Room
 - Aug 23rd (moved to the 4th Wed as the 3rd was too early to get financial data)
 - Sep 18th : DATE CHANGED to MONDAY Sept 18th at 9 AM (approved by FC due to DA attending the CA Ambulance Association conference Sept 19-22nd)
 - Oct 18th
10. Adjournment



Finance Committee

Minutes of the Meeting June 21, 2017 – Bill Platt Training Center

1. **Call to Order:** The meeting was called to order at 9:00 AM by Director Richard Hughes. Also present was Director Naomi Schwartz. Also in attendance is Ex officio: District Administrator David Caley, District Operations Manager Evan Dilks, and Executive Assistant Robin Bean. Excused Absence: Director Beaty and Don Kemp.
2. **Agenda Approval:** Director Schwartz moved to adopt the agenda and seconded by Director Hughes. All ayes.
3. **Minutes Approval:** Director Schwartz moved to approve the May 17, 2017 FC meeting minutes and was seconded by Director Hughes. All ayes.
4. **Wittman May (YTD) month-end report:**
 - a. May gross charges \$142,371.40. Net receipts received for May \$65,512.94
5. **Expenses: YTD reporting** - Expenses continue to be within budget.
6. **Cash Flow**
 - a. **P&L Report: Reviewed and discussed.**
 - May monthly transport volume was down. But, at months' end, net payments were up. CLSD is still on target and transports are still showing to be over 500+ this year.
 - b. **180+ Day Aging: Priority Goal** – continue to reduce the 180+ day aging claims.
 - In May, a new batch was populated in the amount of ~\$35K. This batch is in the beginning process of review. EA Bean anticipates to begin adding claims to the collections list to be reviewed by FC in July. Isolating the Medicare transports to RCMS in limbo, true A/R Balance is around ~410K.
7. **Ambulance Run and Transport Data YTD:**
 - a. There were (28) transports in May and Cumulative volume (459).
8. **Other Issues:**
 - a. **Resolution 250: Proposition 4 Appropriation Limit for FY17/18:** Director Hughes shared with the FC that every 4 years CLSD must go to the voters to continue with the Appropriation Limit (By June 2018 Preliminary General Election).
 - b. **Resolution 247: Adoption of the Preliminary Budget for FY17/18 – revised:** The new budgeted revenue has been updated to Res. 247 and ready to be presented to the Board of Directors (will be an Action Item in Jun BOD meeting).
 - c. **Ground Emergency Medical Transportation update:** DA Caley discussed with the FC the GEMT Supplemental Reimbursement Program State Plan Amendment (SPA) 09-024. This report for FY15/16 (Adjusted Schedule 9) gave the breakdown of the proposed Medi-Cal (ACA) transports to be reimbursed at the 100% vs Non-ACA at 50% that should result in ~\$13K more than expected. However, during audit adjustments from the first several years of this program,

\$12,558 has been refunded as overpayment with another \$11,000 expected in July.

- d. **CLSD Preliminary Budget:** DA Caley reviewed the updated draft CLSD Preliminary Budget to the FC. It was agreed (with only minor changes to the format) that The Preliminary Budget will be provided at the BOD meeting later this month for final approval.
- e. **Reserves "Other Issues" (Urgent Care):** Director Hughes shared with the FC committee that Redwood Coast Medical Center requested annual increase of \$130K will be covered by Coast Life Support District's Urgent Care reserves.
- f. **Equipment Replacement Fund:** Director Hughes suggested that a reserve fund be created for future equipment replacement. A discussion took place about the top major cap-x expenses (using the Depreciation Schedule as a tool) for budgetary needs. This "Capital Replacement Fund" will be used to minimize financing equipment in the future. Director Hughes moved to create the reserve fund and was seconded by Director Schwartz. All Ayes.
- g. **Instructor Stipend/Consulting Fee for the EMT Course:** DA Caley brought to the attention of the FC, a possible sustainability solution to insure the future of the program. The EMT Course, which is held every year at CLSD Bill Platt Training Center is a very successful program helping to train First Responder EMTs for our local Fire Departments and CLSD. A suggestion, to supplement the instructor a Consulting Fee. This would not only help to off-set any out-of-pocket expenses but show appreciation for all the dedication and hard work that goes into this program and reimburse for extensive hours of prep work. It was agreed by all that a new yearly subsidy would be appropriate.

9. Next FC Meetings - Third Wednesdays of the month, 9 AM, all at the CLSD Bill Platt Training Room

Jul 19th

Aug 23rd (moved to the 4th Wed as the 3rd was too early to get financial data)

Sept 18th (moved from the 20th due to DA attending the CA Ambulance Association conference Sept 19-22nd).

10. Adjournment: Director Schwartz moved for adjournment, Director Hughes seconded, all ayes. The meeting was adjourned at 10:02 am.

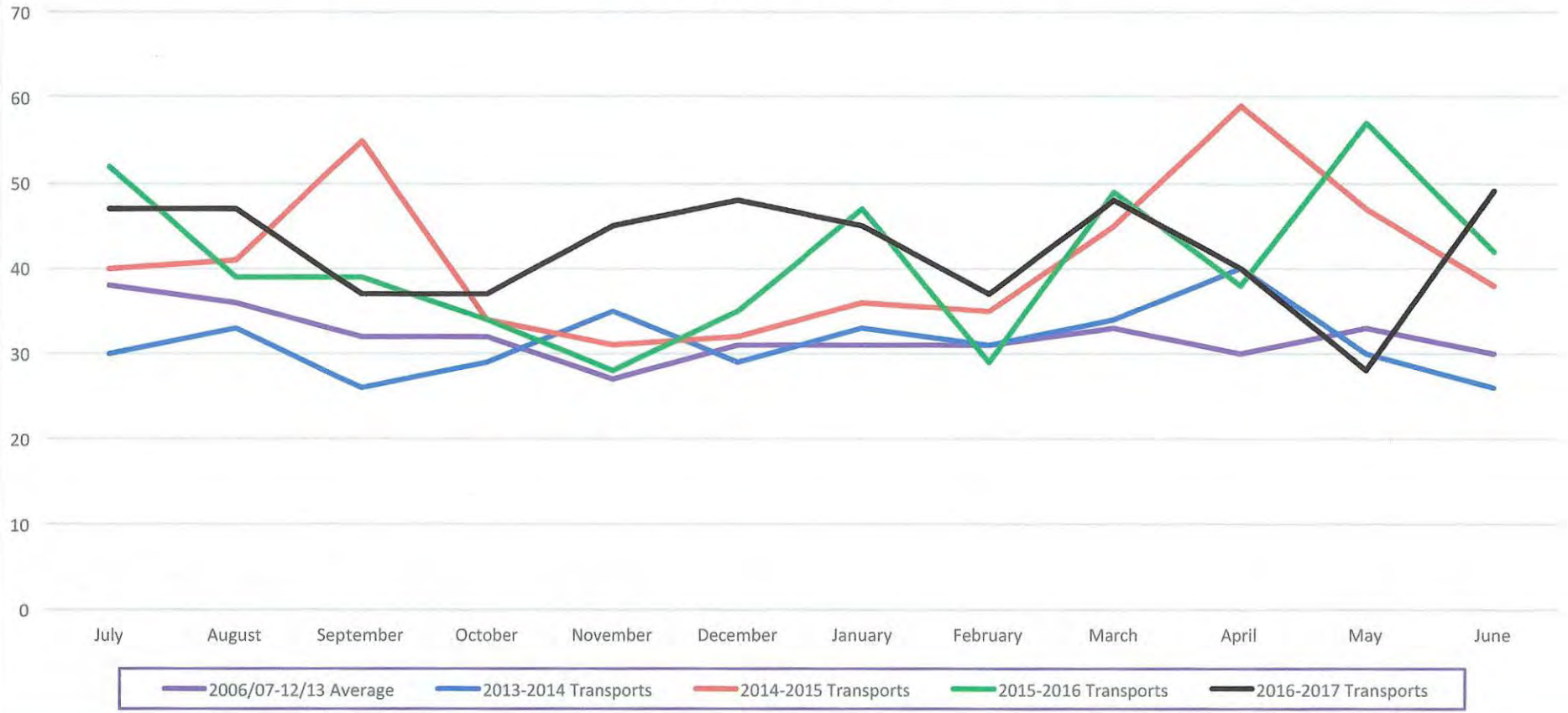
Approved:

Geoff Beaty, Treasurer

CLSD AMBULANCE RUN DATA (Month/Cumulative)

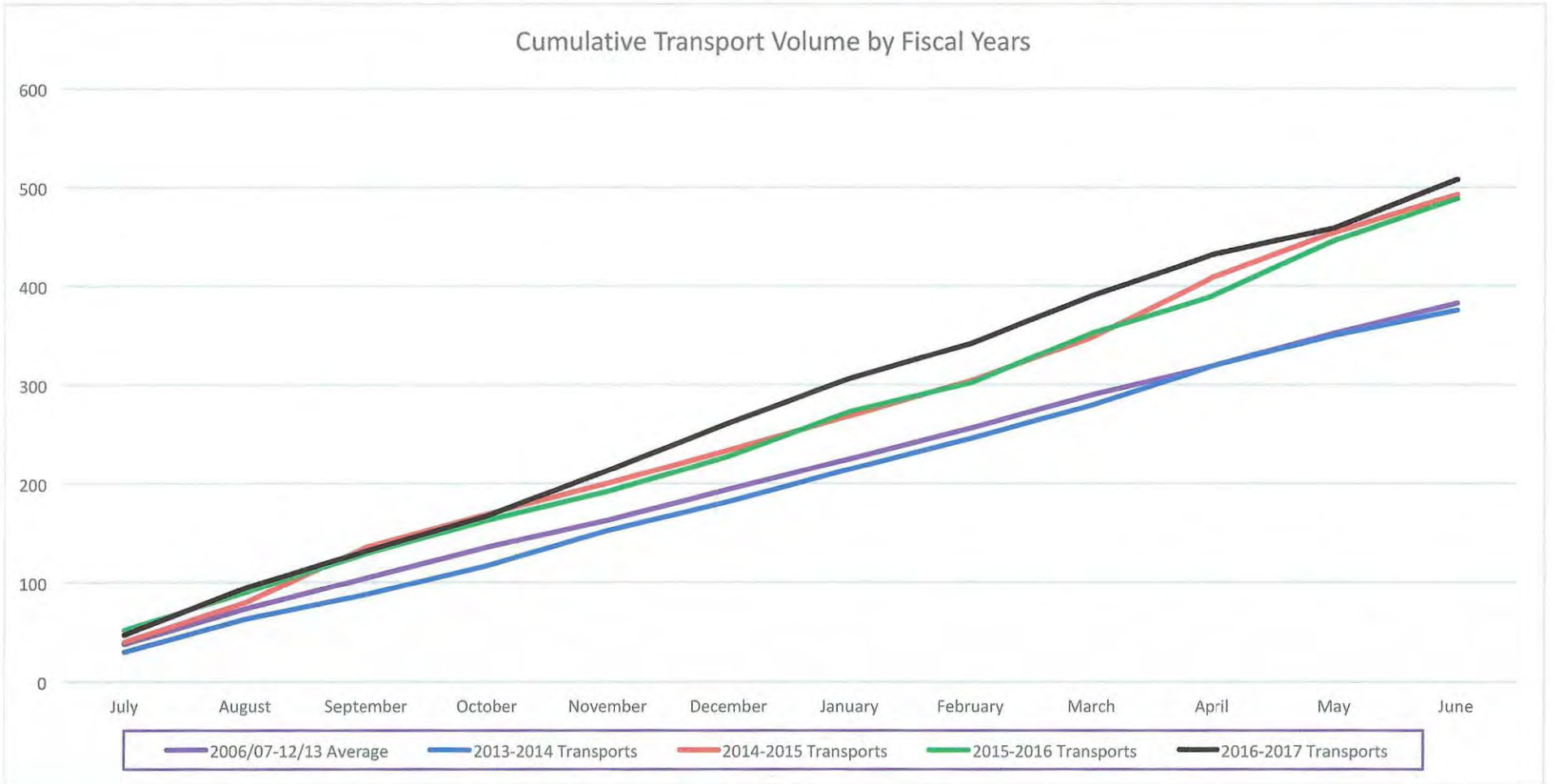
Monthly Transports	July	August	September	October	November	December	January	February	March	April	May	June
2006/07-12/13 Average	38	36	32	32	27	31	31	31	33	30	33	30
2013-2014 Transports	30	33	26	29	35	29	33	31	34	40	30	26
2014-2015 Transports	40	41	55	34	31	32	36	35	45	59	47	38
2015-2016 Transports	52	39	39	34	28	35	47	29	49	38	57	42
2016-2017 Transports	47	47	37	37	45	48	45	37	48	40	28	49

Monthly Transport Volume by Fiscal Years







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	343	391	431	459	508

Cumulative Transport Volume by Fiscal Years



CLSD RUN DATA for the PRECEEDING 12 MONTHS

MONTH MOST CURRENT ON TOP	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LANDING 		DRY RUN CANCELLED ON ROUTE		T&R 		TO RCMS				FROM RCMS				
	AUTHORIZED ORDER DISPATCHED		PATIENT CARE RECORD		ADVANCED LIFE SUPPORT				BASIC LIFE SUPPORT				TRANSPORTS								ALS		BLS		ALS		BLS		
	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current	Year Prior	Current
17-Jun	99	90	61	63	33	26	4	6	16	16	2	2	49	42	7	8	28	18	15	23	2	1	1	0	6	3	10	4	
17-May	67	101	42	77	20	32	2	10	5	25	0	0	28	57	7	5	21	24	21	10	0	3	0	0	5	3	1	4	
17-Apr	84	91	58	60	27	34	2	4	13	14	1	4	40	48	4	8	23	23	18	12	2	1	0	0	10	6	6	6	
17-Mar	91	91	60	70	34	31	4	6	14	18	4	0	48	49	8	5	23	20	12	13	1	2	0	1	6	7	6	7	
17-Feb	72	59	53	47	28	18	3	8	9	11	1	0	37	29	3	4	13	12	16	10	4	1	0	0	4	2	3	0	
17-Jan	87	83	60	68	34	34	2	4	11	12	1	1	45	46	7	6	25	15	15	16	5	5	0	0	7	4	4	5	
16-Dec	95	67	92	57	32	29	6	3	18	6	3	2	48	35	7	5	25	10	10	14	4	2	1	1	3	4	4	0	
16-Nov	89	66	58	42	33	19	2	2	12	9	1	0	45	28	5	4	27	24	15	12	5	4	1	2	5	2	6	2	
16-Oct	83	72	57	50	24	28	4	2	13	6	1	1	37	34	6	7	22	22	20	16	3	4	0	0	2	5	5	2	
16-Sep	74	82	56	50	25	30	1	2	12	9	0	0	37	39	4	5	15	20	19	8	1	4	0	0	8	7	8	2	
16-Aug	90	78	61	61	35	31	3		12	10	2		47	41	8	10	23	14	10	16	6	5	1	3	6	8	5	2	
16-Jul	106	96	71	82	30	36	7	7	17	16	1	1	47	52	9	10	31	14	17	16	5	1	1	2	6	7	6	2	
	1037	976	729	727	355	348	40	54	152	152	17	11	508	500	75	77	276	216	188	166	38	33	5	9	68	58	64	36	
	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LZ		DRY RUN		T&R		TO RCMS				FROM RCMS				

ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA