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## Finance Committee Minutes of the Meeting Nov 13, 2015 – Bill Platt Training Center

1. **Call to Order.** The meeting was called to order at 9:00 AM by Treasurer Geoff Beaty. Directors present: Geoff Beaty, Rich Hughes, and Naomi Schwartz. Also in attendance Ex officio: District Administrator David Caley, District Operations Manager Evan Dilks, and RCMS Treasurer Don Kemp.
2. **Agenda Approval.** Director Schwartz moved to adopt the agenda as distributed, Director Hughes seconded, all ayes.
3. **Meeting Minutes Approval.** Oct 15, 2015 FC meeting minutes moved to approve by Director Beaty and seconded by Director Schwartz. All ayes.
4. **Brief update on Preliminary FY 15 Financial Statement reviewed last FC meeting.** The Intergovernmental Transport (IGT) received; adjustment to billing (MediCare/CMS); Depreciation; and Billing Fees calculated for external billing resource (Wittman Enterprises).
5. **Expenses for Q1 FY 16 reviewed.** Q1 ended \$22K under budget. Revenue reporting delayed until FY 15 backlog cleared.
6. **Other**
  - a. Intergovernmental Transport check received. No Admin fee (\$20K+) charged so net amount \$84,508.48.
  - b. New ambulance delivery date set for Dec 3<sup>rd</sup>. Financing arranged.
  - c. October ambulance transport data reviewed (per handout)
  - d. Ground Emergency Medical Transports (GEMT) for FY 15 is due by Nov 30<sup>th</sup>. Discussion regard bad debt / write offs, and final ambulance revenue.
  - e. Contract signed for Collins Accountancy for FY 15 audit.
  - f. Collection Agency services: Discussion regarding the need for collection services to turn over claims Wittman unsuccessful in closing. After researching three different companies referred by Wittman, DA recommends contracting with American Capital. Discussion. FC will echo the recommendation at the next BOD meeting.
  - g. Aging Detail – MediSoft. Discussion regarding aging claims Q1 FY15. Work in progress to close aging claims.
  - h. DA requesting a FC subcommittee to revise CLSD Billing Policy. Due to areas of interpretation, subcommittee will clearly define organizational polices for billing. DA and Ops Mgr will distribute documents for review to establish baseline.
  - i. Wittman YTD and Management Summary: reviewed Summary report from Wittman. Due to backlogged invoices, data is not representational of consistent month-to-month reporting and not yet helpful for explicit trend analysis. Informational only.
7. **Next FC meeting set for Thursday Dec 10<sup>th</sup> 3:30 p.m. – CLSD Headquarters.**
8. **Adjournment.** Director Schwartz moved for adjournment, Director Beaty seconded, all ayes. The meeting was adjourned at 10:53 a.m.

Approved:

Geoff Beaty, Treasurer