

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



DAVID CALEY, DISTRICT ADMINISTRATOR
TEL: (707) 884-1829 EXT. 16
FAX: (707) 884-9119
david.caley@clsd.ca.gov

EVAN DILKS, OPERATIONS MANAGER
TEL: (707) 884-1829 EXT. 2
FAX: (707) 884-9119
evan.dilks@clsd.ca.gov

Finance Committee

AGENDA

Wednesday Jan 18, 2017 – 9:00 AM – CLSD Headquarters
38901 Ocean Drive, Gualala, CA

1. Call to Order
2. Agenda Approval
3. Minutes Approval
4. Wittman December (YTD) month-end report
5. Expenses YTD
6. Cash Flow
7. Ambulance dispatch and transport data YTD
 - a. Projected volume vs. actual
8. Other Issues:
 - a. Intergovernmental Transports (IGT) received
 - b. Audit FY16 Draft (if available)
 - c. Urgent Care volume
9. Next FC Meetings – Third Wednesdays of the month, 9 AM, all at the CLSD Bill Platt Training Room
 - Feb 15th
 - Mar 15th
 - Apr 19th
10. Adjournment



Finance Committee

Minutes of the Meeting December 21, 2016 – Bill Platt Training Center

1. **Call to Order:** The meeting was called to order at 9:05 AM by Director Geoffrey Beaty. Directors present: Richard Hughes, Naomi Schwartz. Also in attendance Ex officio: District Administrator David Caley, District Operations Manager Evan Dilks, and Executive Assistant Robin Bean.
2. **Agenda Approval:** Director Hughes moved to add a brief discussion on the developing CLSD Board Orientation manual. Director Schwartz moved to adopt the agenda and seconded by Director Hughes. All ayes.
3. **Meeting Minutes Approval:** Director Schwartz moved to approve the Nov. FC meeting minutes as written and seconded by Director Hughes. All ayes.
4. **Wittman November (YTD) month-end report:**
 - a. November gross charges \$232,993.80. Net receipts received for Nov. \$64,480.62.
 - b. DA Caley presented to the FC an Annual Projection's (FY16/17 Wittman Month-end figures) thus far is averageing ~\$59K a month. CLSD's YTD new A/R Balance is looking to be in the low \$400k based on the determination of previous bad debt written off in FY16 vs. FY17. As continued efforts to clear the books of uncollectable revenue, a targeted goal for A/R Balance will be in the ~\$350k range.
5. **Expenses:** YTD reporting - Expenses continue to be within budget.
6. **Cash flow:**
 - a. **The FY 17 Cash projection** was reviewed. The Intergovernmental Transport (IGT) is still expected to fund by end of December.
 - b. **180+ Day Aging:** Priority Goal – continue to reduce the 180+ day aging claims.
 - i. In November, a new batch was approved by the Finance Sub-Committee in the amount of ~\$40K to be sent to (write-off's as bad debt) collections.
 - ii. EA Bean was able to identify a final batch in the amount of ~\$13k needing to be sent to collections.
 - iii. Now that the back log of claims is clearing from the A/R balance from FY15/16 and for clarity during our annual audit, it was determined that a reasonable maximum age of a claim would be no more than 12 months-old at the start of a new FY. So on July 1 of any given FY, the current A/R claims will not be older than 12 months. These claims would then be processed to their fullest and removed from A/R either through payment or write off to bad debt within the current FY.
 - c. **Audit:** on site completed week of Nov. 14th. CLSD receiving a clean audit. The Auditor gave a presentation during the exit conference providing clarity and insight pertaining to future CalPERS pension impacts.
7. **August ambulance run and transport data YTD:** There were 45 transports in Nov. This is the highest November in all past nine years. . Cumulative volume (213) is also tracking to be the highest volume ever.

8. Other Issues:

- a. **Final determination of FY15/16 Bad Debt:** It was determined to retain both the ~\$40k and ~\$13K bad debt write-off's in the current FY16/17 (the time frame in which the write-off occurred)
- b. **Intergovernmental Transports (IGT) update:** IGT is still expected to fund by end of December.
- c. **Orientation Manual (Financial Committee):** Director Hughes presented to the FC a packet of documents and reports to be included in the BOD Orientation Manual. Director Hughes asked that each member review this packet (for any additions, deletions or missing material) by the next FC meeting.

9. Next FC Meeting: Third Wednesdays of the month, 9 am, all at the CLSD Bill Platt Training Room.
Jan 18th
Feb 15th
Mar 15th

10. Adjournment: Director Schwartz moved for adjournment, Director Hughes seconded, all ayes. The meeting was adjourned at 10:13 am.

Approved:

Geoff Beaty, Treasurer

**Coast Life Support District
Year to Date Report**

	CHARGES	MCARE WRITE DOWNS	MCAL WRITE DOWNS	OTHER CONTRACTUAL WRITE DOWNS	NET REVENUE	PAYMENTS	REFUNDS	NET RECEIPTS	BAD DEBT WRITE OFFS	OTHER WRITE OFFS	ADJUSTMENTS	NEW A/R BALANCE
JANUARY '16	\$ 238,072.40	\$ 97,509.44	\$ 60,109.94	\$ 4,155.57	\$ 76,297.45	\$ 53,232.82	\$ -	\$ 53,232.82	\$ -	\$ 730.00	\$ 7.14	\$ 542,312.71
FEBRUARY '16	\$ 145,692.60	\$ 66,384.49	\$ 35,490.56	\$ 48.87	\$ 43,768.68	\$ 46,827.68	\$ -	\$ 46,827.68	\$ -	\$ -	\$ 7.78	\$ 539,261.49
MARCH '16	\$ 236,652.90	\$ 131,049.86	\$ 42,004.94	\$ 927.62	\$ 62,670.48	\$ 52,777.57	\$ 297.79	\$ 52,479.78	\$ -	\$ -	\$ -	\$ 549,452.19
APRIL '16	\$ 184,394.20	\$ 76,165.20	\$ 29,277.89	\$ 5,881.90	\$ 73,069.21	\$ 38,715.61	\$ -	\$ 38,715.61	\$ -	\$ -	\$ -	\$ 583,805.79
MAY '16	\$ 294,423.40	\$ 110,351.07	\$ 55,530.92	\$ 50.00	\$ 128,491.41	\$ 49,411.32	\$ 1,180.52	\$ 48,230.80	\$ 30,997.90	\$ -	\$ -	\$ 633,068.50
JUNE '16	\$ 196,073.40	\$ 121,644.68	\$ 45,210.77	\$ 5,589.80	\$ 23,628.15	\$ 74,812.87	\$ -	\$ 74,812.87	\$ -	\$ -	\$ 32.78	\$ 581,916.56
JULY '16	\$ 214,203.40	\$ 100,241.73	\$ 40,757.42	\$ 13,306.83	\$ 59,897.42	\$ 38,546.83	\$ -	\$ 38,546.83	\$ -	\$ 1,340.00	\$ -	\$ 601,927.15
AUGUST '16	\$ 210,141.00	\$ 100,470.04	\$ 42,856.02	\$ 2,020.79	\$ 64,794.15	\$ 62,639.13	\$ -	\$ 62,639.13	\$ 100,593.70	\$ 118.87	\$ -	\$ 494,369.60
SEPTEMBER '16	\$ 196,638.88	\$ 107,297.19	\$ 49,069.31	\$ 11,544.16	\$ 28,728.22	\$ 51,800.66	\$ -	\$ 51,800.66	\$ -	\$ 488.00	\$ 96.59	\$ 470,905.75
OCTOBER '16	\$ 196,349.32	\$ 102,512.05	\$ 34,756.58	\$ (47.90)	\$ 69,128.59	\$ 78,359.30	\$ -	\$ 78,359.30	\$ -	\$ -	\$ -	\$ 461,675.04
NOVEMBER '16	\$ 232,993.80	\$ 90,082.43	\$ 32,507.29	\$ 638.60	\$ 109,765.48	\$ 65,480.62	\$ -	\$ 65,480.62	\$ -	\$ 0.01	\$ -	\$ 505,959.89
DECEMBER '16	\$ 191,565.00	\$ 85,425.39	\$ 35,904.12	\$ 76.96	\$ 70,158.53	\$ 44,376.73	\$ 917.38	\$ 43,459.35	\$ 29,016.67	\$ 3,902.68	\$ -	\$ 499,739.72
YEAR TO DATE TOTALS	\$ 2,537,200.30	\$ 1,189,133.57	\$ 493,475.76	\$ 44,193.20	\$ 810,397.77	\$ 656,981.14	\$ 2,395.69	\$ 654,385.45	\$ 169,608.27	\$ 6,579.56	\$ 144.29	
YTD PERCENTAGE OF REVENUE		46.87%	19.45%	1.74%	31.94%	25.89%	0.36%	25.80%	6.68%	0.26%	0.01%	
YTD PERCENTAGE OF NET REVENUE								80.77%				

CLSD AMBULANCE RUN DATA (Month/Cumulative)

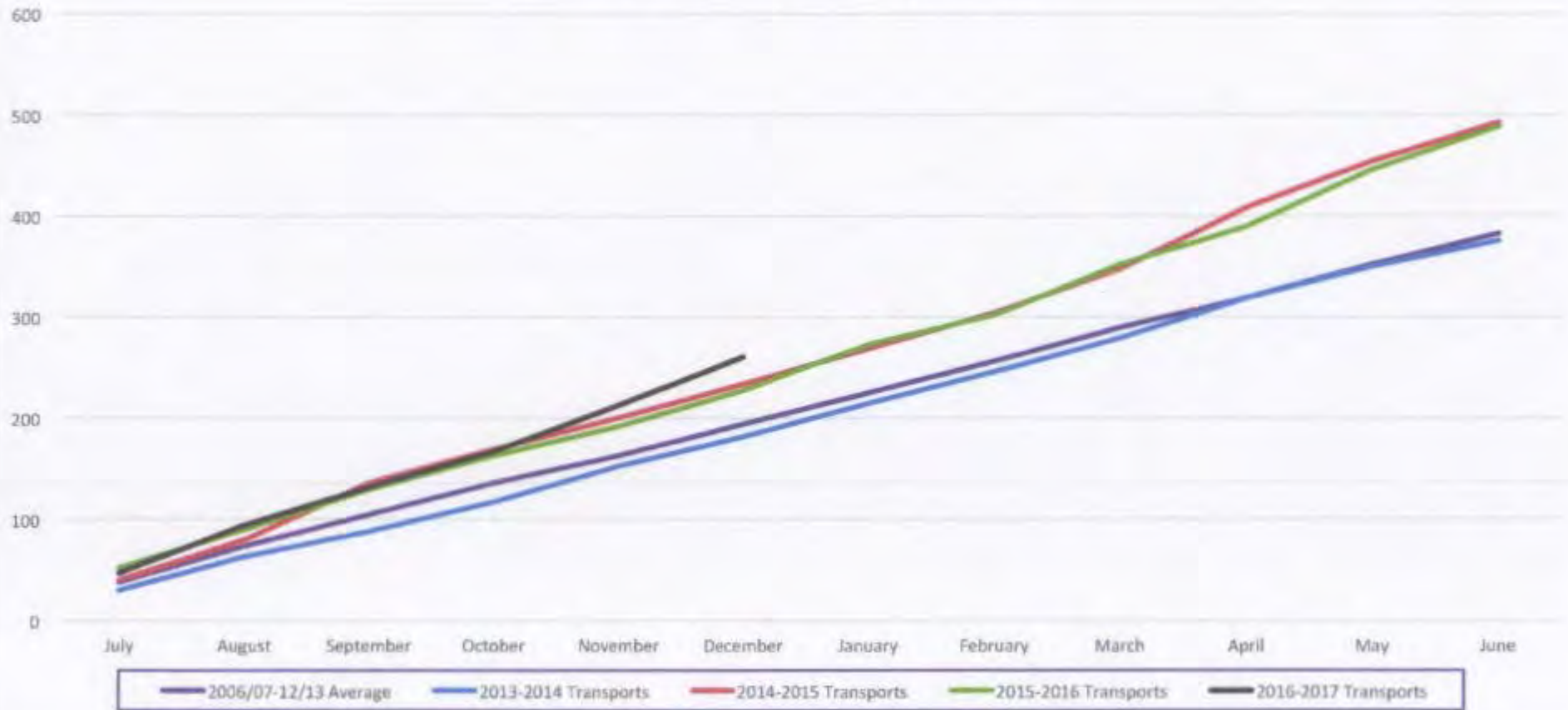
Monthly Transports	July	August	September	October	November	December	January	February	March	April	May	June
2006/07-12/13 Average	38	36	32	32	27	31	31	31	33	30	33	30
2013-2014 Transports	30	33	26	29	35	29	33	31	34	40	30	26
2014-2015 Transports	40	41	55	34	31	32	36	35	45	59	47	38
2015-2016 Transports	52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

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						

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		T&R		TO RCMS				FROM RCMS			
	AUTHORIZED		PATIENT		ADVANCED				BASIC				TRANSPORTS				CANCELLED				ALS		BLS		ALS		BLS	
	ORDER		CARE		LIFE				LIFE						ON		ROUTE											
	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
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	3	6	7	6	2
16-Jun	90	80	63	57	26	32	6		16	6	2		42	38	8		18	23	23	12	1	3			3	8	4	
16-May	101	92	77	73	32	39	10		25	8	0		57	47	5		24	28	10	16	3	4	2	1	6	7	10	1
16-Apr	67	93	57	80	23	45	6		15	14	0		38	59	5		13	32	13	18	1	4	1	0	5	7	6	1
16-Mar	91	89	70	62	31	31	6		18	14	0		49	45	5		20	12	13	11	2	5	1	3	7	3	7	3
16-Feb	59	66	47	48	18	22	8		11	13	0		29	35	4		12	21	10	9	1	2	0	1	2	0	0	1
16-Jan	83	79	68	62	34	26	4		12	10	1		46	36	6		15	24	16	19	5	5		1	4	10	5	1
	1028	940	777	724	343	368	63	16	181	121	11	4	522	489	72	41	245	244	176	167	37	43	8	14	57	68	66	17
	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

Last update Jan14, 2017