

COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445

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

AGENDA

REGULAR MEETING OF THE BOARD OF DIRECTORS

38901 Ocean Drive, Gualala, CA 95445 – Bill Platt Training Room

>>> **4 PM, August 26th, 2019** <<<

1. Call to Order Beaty
2. Adoption of the agenda Beaty
3. Minutes Approval: Beaty
 - July 22nd, 2019 meeting
 - Aug 22nd, 2019 – Special Meeting:
 - Board Goals FY20
 - District Administrator – Succession Planning
4. Privilege of the floor Beaty
 - a. Community Feedback Caley
5. New Business Caley
6. Old Business Beaty/Caley
 - a. Memorandum of Understanding
 - i. HRSA Rural Communities Opioid Planning Grant – ACTION
 - ii. Board Goals Update
7. Reports:
 - a. Finance: YTD Paterson/Beaty
 - i. Ambulance revenue – Wittman YTD
 - ii. Expenses
 - iii. Investment account
 - b. Communication Committee Bower/André
 - c. MHA update Tittle
8. DA / Ops report Caley
 - a. Ambulance run data, with new 2nd-Out program data
 - b. DA / Ops Summary Report – read in advance and will have Q & A
 - c. Update efforts on increasing EMS revenues
9. **NEXT MEETINGS:** Scheduled Board of Director meetings are held routinely on the 4th Monday of the month at 4:00 PM at the CLSD Bill Platt Training Center unless otherwise noted. Upcoming meetings are:

Sep 23rd, 2019
Oct 28th, 2019
Nov 24th, 2019 – consider alternative date as this is Thanksgiving week
10. Adjourn



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
July 22th, 2019 Meeting

Call to Order: President Beaty called the meeting to order at 4:01 p.m. at the Bill Platt Training Room. Present were Directors: Paterson, Schwartz, André, and Bower. Absent: Director Tittle and Operations Manager Evan Dilks, and recently resigned Director Villagomez. Also present: District Administrator (DA) David Caley, Bookkeeper Clara Frost.

Adoption of the Agenda: Director Schwartz moved to adopt the agenda and seconded by Director Paterson. All ayes.

Approval of Minutes: Board of Directors meeting minutes June 24th, 2019: Director Schwartz moved to approve the minutes seconded by Director Bower. All ayes.

Privilege of the Floor – Public Comment: None

New Business:

- a. Resignation of Board Director: Crystal Villagomez has resigned. Sonoma and Mendocino Counties will be notified and process initiated to seek interested candidates to apply for the position with the goal to appoint the new board director during the September meeting.
- b. Memorandum of Understanding – HRSA Rural Communities Opioid Planning Grant: There was discussion and clarification on the DA's role in this grant process.

Old Business:

- a. Board Goals Update: In the agenda packet is a status of the FY19 goals to date. It is being asked that all Board members review and prioritize these and identify new goals by 08/05 in preparation for the special meeting being held 08/22.
- b. Succession planning exercise: The goal of this exercise is to start the process of defining important desired traits and characteristics in a potential replacement for the retiring DA planned in one year.
- c. Special Meeting – Aug 22, 4 PM, Bill Platt Training Room: A special meeting will be held to work on the FY20 Board Goals and discuss DA succession planning.

Reports:

a. Finance: YTD

- i. Ambulance Revenue – Wittman YTD reviewed. Bookkeeping is creating a checklist to streamline the process toward lowering A/R.
- ii. Expenses – as expected and within budget.
- iii. Investment Account reviewed. First Treasury renewal will be Aug 29th, 2019 and discussed at the next Finance Committee meeting.

b. Communications Committee: None

c. MHA update: Deferred

DA / Ops report:

- a. CLSD is hosting Coastal Seniors dinner on July 26th – confirm crew
- b. Ambulance Run Data with new 2nd out program data– June 2019: 69 billable incidents; 760 cumulative. There were 52 Transports; 554 cumulative. This is a record high number of transports that has trended steadily upwards for the last five years.
- c. DA Summary Report – Reviewed ahead and Q and A provided as necessary.
- d. Sonoma County Exclusive Operating Area Extension Quarterly Update
- e. Letter of Support – proposed wireless cell tower in Gualala

Next Board of Directors Meeting: the 4th Monday of the month at 4 PM

- Monday, August 26th at 4 pm

- Monday, September 23rd at 4 pm
- Monday, October 28th at 4 pm

Adjournment: at 5:49 Director Schwartz motioned to adjourn and seconded by Director Paterson, all ayes.

Minutes Approved:

(Date)



MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS
August 22th, 2019 Meeting

Call to Order: President Beaty called the meeting to order at 4:00 p.m. at the Bill Platt Training Room. Present were Directors: Paterson, Schwartz, André, Tittle and Bower. Also present: District Administrator (DA) David Caley.

Adoption of the Agenda: Director Schwartz moved to adopt the agenda and seconded by Director Bower. All ayes.

Privilege of the Floor – Public Comment: None

New Business:

- a. New FY 20 Board Goal Setting. Facilitator Richard Hughes took the Board and DA through an exercise reviewing previous goals, revising, prioritizing, rating, and determining who would champion each goal. Still to be completed are action plans to determine specific steps and timelines to achieve stated goals. These will be developed in the coming months.
- b. Succession Planning for the District Administrator who is targeting August 2020 to retire. Richard Hughes continued as facilitator. The Board was assigned a tool on which to rate desired traits and characteristics for the DA. Results were distributed and discussed. The last job announcement / bulletin will be revised and a search committee will determine milestones and timelines for the recruitment process, still TBD.

Old Business:

- a. None

Reports:

- a. None

DA / Ops report:

- a. None

Next Board of Directors Meeting: the 4th Monday of the month at 4 PM

- Monday, August 26th at 4 pm
- Monday, September 23rd at 4 pm
- Monday, October 28th at 4 pm

Adjournment: at 5:45 Director Schwartz motioned to adjourn and seconded by Director Tittle, all ayes.

Minutes Approved:

(Date)

Memorandum of Understanding (MOU)
Between
Mendonoma Health Alliance
and
**Coast Life Support District, Bright Heart Health, and Mendocino County AIDS/HIV
Viral Hepatitis Network**
for participation in the
Mendonoma Opioid Response Planning Grant Consortium

PURPOSE AND SCOPE

The purpose of the Health Resources and Services Administration (HRSA) RCORP-Planning project is to support prevention of and treatment for substance use disorders, including opioid use disorder (OUD). The overall goal of the program is to reduce the morbidity and mortality associated with opioid overdoses in high-risk, rural communities by strengthening the capacity of multi-sector consortia to address one or more of three focus areas at community, county, state, and/or regional levels:

- (1) prevention—reducing the occurrence of opioid addiction among new and at-risk individuals, as well as fatal, opioid-related overdoses, through community and provider education and harm reduction measures, including the strategic placement of overdose-reversing devices, such as naloxone;
- (2) treatment—implementing or expanding access to evidence-based practices for OUD treatment, such as medication-assisted treatment (MAT); and
- (3) recovery—expanding peer recovery and treatment options that help people start and stay in recovery.

Mendonoma Health Alliance (MHA) has been awarded an RCORP-Planning grant that will benefit the northern coastal region of Sonoma County (Timber Cove through Sea Ranch) and the southern coastal region of Mendocino County (Gualala through Elk). More specifically, communities that lie within the following zip codes: 95459, 95468, 95445, 95497, 95480 and portions of 95450. MHA and all consortium partners will work together in completion of all activities/projects of the grant. Consortium members include: MHA, Mendocino County Public Health (Safe Rx), Coast Life Support District, Mendocino County AIDS/HIV Viral Hepatitis Network, and Bright Heart Health.

DURATION

This MOU shall become effective upon signature by the duly authorized representatives of Coast Life Support District (CLSD), Bright Heart Health (BHH), and Mendocino County AIDS/HIV Viral Hepatitis Network (MCAVHN), hereinafter referred to as “Collaborators,” and MHA and will remain in effect for the duration of the funding period for the Mendonoma Opioid Response Grant, through May 31, 2020, unless modified by mutual consent and executed in writing by the authorized representatives of all parties. The MOU is at-will and may be terminated by any party at any time upon written notice to the other party.

ROLES AND RESPONSIBILITIES OF MENDONOMA HEALTH ALLIANCE

Mendonoma Health Alliance will contribute the following expertise toward completion of the Mendonoma Opioid Response Grant:

- Financial management of federal dollars
- Serve as the convening organization for all consortium partners in an effort to facilitate collaboration
- Provide leadership in reducing morbidity and mortality associated with opioid overdoses in the stated service area by strengthening the capacity of collaboration
- Will coordinate and facilitate all leadership meetings
- Engage all partners for collection of data, information and feedback needed to develop all required deliverables
- Complete and submit all deliverables
- Manage work plan timelines
- Engage partner organizations for development of performance measures
- Provide guidance for best-practices and evidence-based approaches

As the RCORP-funding recipient, MHA will undertake the following activities:

- Administer HRSA funds on behalf of the Mendonoma Opioid Response Grant in a manner consistent with federal grant guidelines
- Facilitate collaboration toward the completion of the goals, objectives, activities, management, and evaluation of the Mendonoma Opioid Response Grant, as submitted for HRSA funding

ROLES AND RESPONSIBILITIES OF COLLABORATORS

CLSD, will contribute the following expertise toward completion of the Mendonoma Opioid Response Grant:

- Provide medical oversight and Quality Assurance and Quality Improvement to help define a shared vision throughout the planning process, including help in assessing community needs and the development of a strategic plan
- Create partnerships and linkages to contribute to the overall success of the project
- Bring to the table a willingness to be creative and to focus on solutions rather than barriers
- Participate in planning and training activities targeted at reducing morbidity and mortality associated with opioid overdoses in the northern coastal region of Sonoma County and southern coastal region of Mendocino County.
- Fully endorse and implement the strategic, workforce, and sustainability plans developed by Mendonoma Opioid Response Grant

CLSD commits to undertaking the following activities:

- Participation in the development of a Sustainability Plan for consortium and proposed activities
- Assess volume of Narcan needed for community readiness

- Identify number of patients who present with altered level of consciousness during emergency response
- Provide training & oversight for Expanded Scope protocols for Emergency Responders to administer Narcan
- Participation in the development of a Community Education Plan to address Opioid Use Disorder & infectious diseases
- Develop Strategic Plan to address gaps in Opioid Use Disorder
- Dedicate staff time for meetings and consultations regarding the Mendonoma Opioid Response Grant
- Treat shared information as confidential and agree not to disclose shared information to unauthorized entities
- Disclose any conflict of interest that may arise in the course of the Mendonoma Opioid Response Grant activities
- Protect patients and comply with all Health Insurance Portability and Accountability Act and federal requirements

BHH will contribute the following expertise toward completion of the Mendonoma Opioid Response Grant:

- Share expertise and experience in reducing morbidity and mortality associated with opioid overdoses in the stated service area by strengthening the capacity of collaboration
- Create partnerships and linkages to contribute to the overall success of the project
- Bring to the table a willingness to be creative and to focus on solutions rather than barriers
- Participate in planning activities targeted at reducing morbidity and mortality associated with opioid overdoses in the northern coastal region of Sonoma County and southern coastal region of Mendocino County.
- Fully endorse and implement the strategic, workforce, and sustainability plans developed by Mendonoma Opioid Response Grant

BHH commits to participating in the following activities:

- Develop Sustainability Plan for consortium and proposed activities
- Analysis to identify gaps in OUD prevention/ treatment and recovery
- Analysis to identify gaps in OUD workforce
- Assess cost of treatment for low-income patients
- Develop Strategic Plan to address gaps in OUD
- Develop Comprehensive Workforce Plan that addresses gaps in OUD
- Develop implementation plan for listed focus areas
- Dedicate staff time for meetings and consultations regarding the Mendonoma Opioid Response Grant
- Treat shared Information as confidential and agree not to disclose shared information to unauthorized entities
- Disclose any conflict of interest that may arise in the course of the Mendonoma Opioid Response Grant activities

- Protect patients and comply with all Health Insurance Portability and Accountability Act and federal requirements

MCAVHN will contribute the following expertise toward completion of the Mendonoma Opioid Response Grant:

- Share expertise and experience in reducing morbidity and mortality associated with opioid overdoses in the stated service area by strengthening the capacity of collaboration
- Create partnerships and linkages to contribute to the overall success of the project
- Bring to the table a willingness to be creative and to focus on solutions rather than barriers
- Provide various training and educational material that will enrich the knowledge of MHA's Community Health Workers. Trainings will address proper engagement of, and care coordination for, active users.
- Plan for and coordination of infectious disease health screenings in the MHA service area.
- Participate in planning and training activities targeted at reducing morbidity and mortality associated with opioid overdoses in the northern coastal region of Sonoma County and southern coastal region of Mendocino County.
- Fully endorse and implement the strategic, workforce, and sustainability plans developed by Mendonoma Opioid Response Grant

MCAVHN commits to participating in the following activities:

- Develop Sustainability Plan for consortium and proposed activities
- Attend one harm reduction or opioid response conference or workshop
- Research existing educational resources for OUD & infectious diseases
- Assess volume of Narcan needed for community readiness
- Assess cost of treatment for low-income patients
- Assess need for, and location of, secondary syringe site
- Complete Infectious Disease Trainings with CHWs
- Complete training with the CA State Public Health Office of AIDS
- Develop Community Education Plan to address OUD & infectious diseases
- Develop Strategic Plan to address gaps in OUD
- Develop Comprehensive Workforce Plan that addresses gaps in OUD
- Develop implementation plan for listed focus areas
- Dedicate staff time for meetings and consultations regarding the Mendonoma Opioid Response Grant
- Treat shared information as confidential and agree not to disclose shared information to unauthorized entities
- Disclose any conflict of interest that may arise in the course of the Mendonoma Opioid Response Grant activities
- Protect patients and comply with all Health Insurance Portability and Accountability Act and federal requirements

GOVERNING STRUCTURE

The Board of Director of MHA will provide the governing structure for oversight of the Mendonoma Opioid Response Grant (refer to appendix for MHA bylaws for further information on organizational governance). Leaders from each Collaborator will act in an advisory role and report to the MHA BOD for specific direction of the project.

USE OF THE MENDONOMA OPIOID RESPONSE GRANT NAME

No party will use the name or logo of the Mendonoma Opioid Response Grant in any advertisement, press release, or other publicity without written prior approval of MHA. MHA has the right to acknowledge Collaborator's support of the work performed under this MOU in public communications.

TERMINATION

It is mutually understood and agreed by and among the parties that Collaborators will provide at least 60 days' notice of the intention to withdraw from Mendonoma Opioid Response Grant. If a Collaborator chooses to withdraw, said Collaborator commits to making arrangements to complete assigned or pending activities before termination.

EFFECTIVE DATE AND SIGNATURE

This MOU will be effective upon the signature of each authorized representative listed in this agreement and will remain in effect for at least the duration of the funding period for the Mendonoma Opioid Response Grant. Parties indicate agreement with this MOU by their signatures on the appended Letter of Commitment.

Mendocino Health Alliance

Micheline White
Executive Director
38958 Cypress Way
Gualala, CA 95445
(707) 412-3176 X 104
micheline@mendonomahealth.org

Date: _____

Coast Life Support District

David Caley, July 3, 2019
District Administrator
38901 Ocean Drive
Gualala, CA 95445
(707) 884-1829 X 3
david.caley@clsd.ca.gov

Date: _____

Bright Heart Health

Jon Ciampi
2603 Camino Ramon, Suite 200
San Ramon, CA 94583
(844) 884-4474
jciampi@brighthearthealth.com

Date: _____

Mendocino County AIDS/HIV Viral Hepatitis Network

Libby Guthrie
Executive Director
148 Clara Avenue
Ukiah, CA 95482
(707) 462-1932
libbyguthrie@yahoo.com

Date: _____

CLSD AMBULANCE REVENUE

	A	B	C	D	E	F	G	H	I	J	K	L	M	
	BILLABLE INCIDENTS	CHARGES	MCARE WRITE DOWNS	MCAL WRITE DOWNS	OTHER CONTRACTUAL WRITE DOWNS	NET CHARGES	PAYMENTS	REFUNDS	NET PAYMENTS	BAD DEBT WRITE OFFS	OTHER WRITE OFFS	ADJ	NEW A/R BALANCE	
FY19														
AUG '18	80	\$ 314,797	\$ 126,949	\$ 92,536	\$ 3,430	\$ 91,883	\$ 51,142	\$ -	\$ 51,142	\$ -	\$ -	\$ -	\$ 449,415	
SEPT'18	52	\$ 194,431	\$ 86,754	\$ 53,314	\$ 9,730	\$ 44,632	\$ 52,021	\$ -	\$ 52,021	\$ -	\$ -	\$ -	\$ 442,027	
OCT '18	67	\$ 248,217	\$ 116,334	\$ 55,281	\$ 11,288	\$ 65,314	\$ 70,941	\$ -	\$ 70,941	\$ -	\$ -	\$ -	\$ 436,400	
NOV '18	58	\$ 208,046	\$ 95,675	\$ 68,631	\$ 6,318	\$ 37,423	\$ 48,605	\$ -	\$ 48,605	\$ -	\$ 3	\$ 0	\$ 425,215	
DEC '18	68	\$ 223,719	\$ 67,435	\$ 61,071	\$ -	\$ 95,212	\$ 48,587	\$ -	\$ 48,587	\$ -	\$ -	\$ 2,638	\$ 474,478	
JAN '19	50	\$ 199,104	\$ 110,645	\$ 48,835	\$ 2,685	\$ 36,940	\$ 48,119	\$ 7,077	\$ 41,042	\$ -	\$ -	\$ 7	\$ 470,383	
FEB'19	61	\$ 233,790	\$ 94,248	\$ 63,149	\$ 9,264	\$ 67,129	\$ 47,592		\$ 47,592	\$ 34,163	\$ 233	\$ -	\$ 455,524	
MARCH '19	75	\$ 297,252	\$ 172,524	\$ 32,088	\$ 964	\$ 91,676	\$ 39,210		\$ 39,210	\$ 38,101	\$ 5,024	\$ -	\$ 464,867	
APRIL '19	54	\$ 196,917	\$ 143,715	\$ 18,395	\$ 3,144	\$ 31,662	\$ 71,037	\$ 1,091	\$ 69,947	\$ -	\$ 250	\$ 65	\$ 426,397	
MAY '19	56	\$ 215,716	\$ 74,460	\$ 50,320	\$ 967	\$ 89,969	\$ 67,379	\$ -	\$ 67,379	\$ 26,680	\$ 1,948	\$ 500	\$ 420,858	
JUNE '19	69	\$ 245,187	\$ 127,965	\$ 28,276	\$ 5,326	\$ 83,620	\$ 49,795	\$ -	\$ 49,795	\$ 16,416	\$ 800	\$ 62	\$ 437,528	
FY20														
JULY '19	61	\$ 225,748	\$ 62,734	\$ 2,853	\$ 7,631	\$ 152,530	\$ 71,407	\$ -	\$ 71,407	\$ -	\$ -	\$ 3,911	\$ 522,562	
JULY '18	70	\$ 281,184	\$ 174,532	\$ 49,415	\$ 5,255	\$ 51,982	\$ 37,431	\$ -	\$ 37,431	\$ 31,334	\$ 3,317	\$ -	\$ 408,669	
FY To Date	61	\$ 225,748	\$ 62,734	\$ 2,853	\$ 7,631	\$ 152,530	\$ 71,407	\$ -	\$ 71,407	\$ -	\$ -	\$ 3,911		
Last 12 Months	751	\$ 2,802,924	\$ 1,279,438	\$ 574,749	\$ 60,748	\$ 887,990	\$ 665,835	\$ 8,167	\$ 657,668	\$ 115,360	\$ 8,258	\$ 7,183		
CLSD BOD Agenda Average FY To Date Average Last 12 Months	Monthly	61	\$ 225,748	\$ 62,734	\$ 2,853	\$ 7,631	\$ 152,530	\$ 71,407	\$ -	\$ 71,407	\$ -	\$ -	\$ 3,911	
	Monthly	63	\$ 233,577	\$ 106,620	\$ 47,896	\$ 5,062	\$ 73,999	\$ 55,486	\$ 681	\$ 54,806	\$ 9,613	\$ 688	\$ 599	
AGING														
Month	Current	31-60	61-90	91-120	121-180	180+	Balance							
JULY	\$ 144,523	\$ 87,678	\$ 51,459	\$ 24,987	\$ 62,203	\$ 151,711	\$ 522,562							
EMS TRANSPORTS ON - HOLD		H45												
TOTAL	\$ 27,398													
		as of JULY' 19												

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H45

Coast Life Support District
Profit & Loss Budget Overview FY20
July 2019

	Jul 19	Budget	\$ Over Bu...	% of Bud...
Ordinary Revenue/Expense				
Revenue				
4000 · CLSD Special Taxes	148,779.89	151,121.52	-2,341.63	98.5%
4100 · Interest Revenue	0.00	916.63	-916.63	0.0%
4200 · Ambulance Revenue	148,618.73	54,166.63	94,452.10	274.4% ¹
4400 · Miscellaneous Revenue	3,260.00	4,166.63	-906.63	78.2%
4410 · Intergovernmental Transport(IGT)	0.00	14,627.50	-14,627.50	0.0%
4420 · Ground Emerg Med Transport	-184.60	1,500.00	-1,684.60	-12.3%
4421 · GEMT QAF Income	0.00	3,842.00	-3,842.00	0.0%
Total Revenue	300,474.02	230,340.91	70,133.11	130.4%
Expense				
5000 · Wages and Benefits	109,732.97	121,827.01	-12,094.04	90.1% ²
6000 · Ambulance Operations	16,007.34	13,639.25	2,368.09	117.4%
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6700 · Overhead/Administration	12,275.65	17,116.85	-4,841.20	71.7%
6971 · IGT	0.00	0.00	0.00	0.0%
7000 · Urgent Care	68,775.62	68,776.25	-0.63	100.0%
8000 · Interest Expense	132.46	166.63	-34.17	79.5%
9000 · Other Expenses	0.00	0.00	0.00	0.0%
9500 · Depreciation Expense	0.00	7,805.37	-7,805.37	0.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
Net Ordinary Operating Surplus	206,924.04	229,331.36	-22,407.32	90.2%
	93,549.98	1,009.55	92,540.43	9,266.5%
Net Revenue	93,549.98	1,009.55 ³	92,540.43	9,266.5%

1. NET BILLING: *Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L)

2. Ambulance Op Wages show an decrease at this time due to when payperiods hit the P&L. Budgeted number split evenly over 12 months.

3. \$14,603.00 x 12 months = \$175,236 for Urgent Care increase and covered by UC reserves.

Coast Life Support District

Profit & Loss Budget Overview FY20

July 2019

	Jul 19	Budget	\$ Over Budget	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 · CLSD Special Taxes				
4001 · Mendocino County Taxes				
4004 · Mendocino Ambulance Tax	39,805.26	39,805.26	0.00	100.0%
4009 · Mendocino Urgent Care Tax	36,229.13	36,229.13	0.00	100.0%
4010 · Mendocino Ad Valorem Tax	8,812.50	8,812.50	0.00	100.0%
Total 4001 · Mendocino County Taxes	84,846.89	84,846.89	0.00	100.0%
4002 · Sonoma County Taxes				
4024 · Sonoma Ambulance Tax	31,262.00	31,262.00	0.00	100.0%
4029 · Sonoma Urgent Care Tax	32,671.00	32,671.00	0.00	100.0%
4030 · Sonoma County Special Tax	0.00	2,341.63	-2,341.63	0.0%
Total 4002 · Sonoma County Taxes	63,933.00	66,274.63	-2,341.63	96.5%
Total 4000 · CLSD Special Taxes	148,779.89	151,121.52	-2,341.63	98.5%
4100 · Interest Revenue	0.00	916.63	-916.63	0.0%
4200 · Ambulance Revenue				
4201 · Amb Transport Billings	148,618.73	54,166.63	94,452.10	274.4%
Total 4200 · Ambulance Revenue	148,618.73	54,166.63	94,452.10	274.4%
4400 · Miscellaneous Revenue	3,260.00	4,166.63	-906.63	78.2%
4410 · Intergovernmental Transport(IGT)	0.00	14,627.50	-14,627.50	0.0%
4420 · Ground Emerg Med Transport	-184.60	1,500.00	-1,684.60	-12.3%
4421 · GEMT QAF Income	0.00	3,842.00	-3,842.00	0.0%
Total Revenue	300,474.02	230,340.91	70,133.11	130.4%
5000 · Wages and Benefits				
5200 · Health Insurance	11,375.65	11,000.00	375.65	103.4%
5300 · Payroll Taxes Emplr Costs	2,211.19	3,298.87	-1,087.68	67.0%
5350 · PERS Employer Costs	12,333.31	13,186.63	-853.32	93.5%
5405 · Administration Salaries				
5405.1 · Admin Salaries-Alloc/UC	-2,109.62	-2,109.62	0.00	100.0%
5405 · Administration Salaries - Other	22,064.79	21,419.25	645.54	103.0%
Total 5405 · Administration Salaries	19,955.17	19,309.63	645.54	103.3%
5410 · Ambulance Operations Wages	57,254.26	66,767.63	-9,513.37	85.8%
5430 · Extra Duty/Stipend Pay/DA	2,055.53	3,716.37	-1,660.84	55.3%
5500 · Work Comp Insurance	4,547.86	4,547.88	-0.02	100.0%
Total 5000 · Wages and Benefits	109,732.97	121,827.01	-12,094.04	90.1%
6000 · Ambulance Operations				
6030 · Med. Director Fee-non AHUC	3,150.00	3,150.00	0.00	100.0%
6040 · Dispatch Services	2,595.54	1,822.62	772.92	142.4%
6050 · Misc Reimbursements	0.00	0.00	0.00	0.0%
6100 · Station/Crew Expenses				
5100 · Uniforms & Med Tests	106.00	291.63	-185.63	36.3%
6101 · Facility Repair & Maintenance	1,227.36	625.00	602.36	196.4%
6102 · Facility Furniture	0.00	0.00	0.00	0.0%
6110 · Supps, Rental, Clean. etc	1,519.53	625.00	894.53	243.1%
6210 · Veh. Repair & Maintenance	3,861.49	1,875.00	1,986.49	205.9%
6240 · Vehicle Fuel	2,891.71	2,083.37	808.34	138.8%
6410 · Radios & Comm Equip				
6410.1 · ATT Tower Lease	62.50	0.00	62.50	100.0%
6410 · Radios & Comm Equip - Other	0.00	250.00	-250.00	0.0%
Total 6410 · Radios & Comm Equip	62.50	250.00	-187.50	25.0%
6510 · Medical Supplies & Equip	593.21	2,500.00	-1,906.79	23.7%
Total 6100 · Station/Crew Expenses	10,261.80	8,250.00	2,011.80	124.4%

Coast Life Support District

Profit & Loss Budget Overview FY20

July 2019

	Jul 19	Budget	\$ Over Budget	% of Budget
6980 · Misc. Employee Train. Exps	0.00	416.63	-416.63	0.0%
Total 6000 · Ambulance Operations	16,007.34	13,639.25	2,368.09	117.4%
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6700 · Overhead/Administration				
6180 · Utilities	1,132.74	1,083.37	49.37	104.6%
6188 · Telephone	537.98	541.63	-3.65	99.3%
6300 · Insurance	1,444.92	1,441.63	3.29	100.2%
6713 · Ambulance Billing	2,987.73	3,250.00	-262.27	91.9%
6714 · GEMT QAF Expense	228.31	0.00	228.31	100.0%
6718 · Office Supp/Equip/Software				
6718.1 · Office Supplies	287.10	208.37	78.73	137.8%
6718.2 · Computer Equipment	0.00	166.63	-166.63	0.0%
6718.3 · Software	325.86	250.00	75.86	130.3%
6718 · Office Supp/Equip/Software - Other	0.00	0.00	0.00	0.0%
Total 6718 · Office Supp/Equip/Software	612.96	625.00	-12.04	98.1%
6720 · Board Expenses	719.68	208.37	511.31	345.4%
6730 · Consultants				
6734 · IT	513.90	583.37	-69.47	88.1%
6735 · EMS Survey	107.25	250.00	-142.75	42.9%
6737 · Financial/Bookkeeping	0.00	250.00	-250.00	0.0%
6738 · Legal	0.00	416.63	-416.63	0.0%
6739 · Policy Development	0.00	400.00	-400.00	0.0%
6740 · Audit	0.00	758.37	-758.37	0.0%
6741 · Tax Administration - NBS	921.45	916.63	4.82	100.5%
Total 6730 · Consultants	1,542.60	3,575.00	-2,032.40	43.1%
6742 · Bank/Merchant Fees	102.20	100.00	2.20	102.2%
6755 · Property Tax Admin	0.00	1,458.37	-1,458.37	0.0%
6760 · Education/Professional Dev	0.00	83.37	-83.37	0.0%
6765 · Election Costs/Reserve	0.00	2,083.37	-2,083.37	0.0%
6770 · Dues, Subscrip, Membership	952.94	1,000.00	-47.06	95.3%
6788 · Printing & Reproduction	0.00	500.00	-500.00	0.0%
6795 · Travel/Transportation	0.00	333.37	-333.37	0.0%
6970 · Community Dev/Training	2,013.59	833.37	1,180.22	241.6%
Total 6700 · Overhead/Administration	12,275.65	17,116.85	-4,841.20	71.7%
6971 · IGT	0.00	0.00	0.00	0.0%
7000 · Urgent Care				
7011 · Admin Salaries-Alloc to UC	2,109.62	2,109.62	0.00	100.0%
7050 · UC Contract	66,666.00	66,666.63	-0.63	100.0%
Total 7000 · Urgent Care	68,775.62	68,776.25	-0.63	100.0%
8000 · Interest Expense				
8005 · EMS Interest Expense	0.00	0.00	0.00	0.0%
8000 · Interest Expense - Other	132.46	166.63	-34.17	79.5%
Total 8000 · Interest Expense	132.46	166.63	-34.17	79.5%
9000 · Other Expenses	0.00	0.00	0.00	0.0%
9500 · Depreciation Expense	0.00	7,805.37	-7,805.37	0.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
Total Expense	206,924.04	229,331.36	-22,407.32	90.2%
Net Ordinary Operating Surplus	93,549.98	1,009.55	92,540.43	9,266.5%
Net Revenue	93,549.98	1,009.55	92,540.43	9,266.5%



1. NET BILLING: *Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L)

2. Ambulance Op Wages show an decrease at this time due to when payperiods hit the P&L. Budgeted number split evenly over 12 months.

3. \$14,603.00 x 12 months = \$175,236 for Urgent Care increase and covered by UC reserves.

CLSD RUN DATA for the PRECEEDING 12 MONTHS

ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA

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 ORDER DISPATCHED		PATIENT CARE RECORD		ADVANCED LIFE SUPPORT				BASIC LIFE SUPPORT				TRANSPORTS		 CANCELLED ON ROUTE						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
19-Jul	84	105	61	70	45	47	0	3	0	8	0	1	45	55	9	5	11	26	16	15	2	4	0	0	11	7	0	5
19-Jun	87	87	67	58	47	41	0	1	4	1	0	0	52	37	6	5	20	19	16	14	2	4	0	0	9	10	3	0
19-May	87	76	58	54	41	32	1	1	1	3	0	0	42	35	5	5	19	20	14	19	4	3	0	0	10	8	0	1
19-Apr	78	108	53	79	31	49	1	1	7	13	1	3	38	51	5	8	20	27	15	17	1	7	2	0	8	10	3	8
19-Mar	108	97	79	70	49	37	1	1	13	13	3	1	60	50	8	10	27	25	17	20	7	0	0	2	10	10	8	3
19-Feb	82	63	63	53	35	31	0	2	14	7	2	2	49	38	6	6	20	7	13	14	4	2	1	1	10	4	6	4
19-Jan	71	80	47	59	27	36	4	2	11	10	0	2	38	46	4	2	17	16	9	13	2	7	1	0	5	8	7	7
CLSD BOB Agenda Packet Aug 26 2018; pg 15 of 18	100	67	62	53	29	28	2	1	15	8	2	0	44	36	4	5	29	17	18	11	2	5	1	2	10	5	6	3
8-Dec	89	90	54	61	31	31	3	0	7	18	1	1	39	39	4	5	20	29	16	12	1	3	1	1	5	9	1	12
8-Nov	99	81	64	54	38	23	4	2	11	16	2	0	49	39	10	4	19	21	15	15	1	2	1	1	15	2	6	9
8-Oct	74	60	54	48	30	28	2	1	3	6	1	1	33	36	6	5	18	12	17	14	1	2	0	0	8	8	1	4
8-Sep	110	121	73	77	46	42	1	3	9	15	1	2	55	57	6	3	26	38	18	22	3	7	0	2	14	7	4	6
8-Aug	1069	1035	735	736	449	425	19	18	95	118	13	13	544	519	73	63	246	257	184	186	30	46	7	9	115	88	45	62
	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LZ		DRY RUN		T&R		TO RCMS				FROM RCMS			

M-120: 1st Out - PM + EMT = ALS
M-122: 2nd Out - PM + EMT = ALS
B-121: Back up - EMT + EMT = BLS

2nd-Out Paramedic Tracking

2019	# of Shifts M-122 Staffed	Shift	Total M122 Incidents	Dispatched	Cancelled	AMA / RAS	Transports	Billed as ALS	Billed as BLS	Total billable	Notes
MAY	29	9:00 A - 9:00 P	15	13	6	3	4	4	2	7	(2) shifts no M-122 but B-121 not dispatched
	19	9:00 P - 9:00 A		2	1	0	1	1	0		
JUN	25	9:00 A - 9:00 P	11	10	0	0	10	10	0	11	(5) shifts no M-122 due to vacations. Once Hans independent - not an issue.
	12	9:00 P - 9:00 A		1	0	0	1	1	0		
JUL	28	9:00 A - 9:00 P	18	16	3	3	9	8	2	11	(3) days 2nd Out staffed by BLS (1 AMA)
	1	9:00 P - 9:00 A		2	0	0	1	1	0		
AUG		9:00 A - 9:00 P									
		9:00 P - 9:00 A									
SEP		9:00 A - 9:00 P									
		9:00 P - 9:00 A									
OCT		9:00 A - 9:00 P									
		9:00 P - 9:00 A									
NOV		9:00 A - 9:00 P									
		9:00 P - 9:00 A									
DEC		9:00 A - 9:00 P									
		9:00 P - 9:00 A									
2020											
JAN		9:00 A - 9:00 P									
		9:00 P - 9:00 A									
FEB		9:00 A - 9:00 P									
		9:00 P - 9:00 A									
MAR		9:00 A - 9:00 P									
		9:00 P - 9:00 A									
APR		9:00 A - 9:00 P									
		9:00 P - 9:00 A									

District Administrator and Operations Manager Report Aug 2019

District Administrator:

- Attended the Townhall with CA Senator Mike McGuire on July 25th along with several the CLSD BOD's. Following up from the ICO article indicating the subsidies to help ambulances would be cut and risk availability of such evacuations by air to rural areas. Prior to the meeting, DA learned of new pending legislation (AB651) that would replace the expiring legislation. Senator McGuire was of the opinion this new bill will pass both the Assembly and Senate. The Governor will have until Sep 30th to approve or veto. If passed, there should be no risk of reduced air ambulance services. REACH Administration also assured me they have no plans of reducing services even if the legislation does not pass.
- Sonoma County Ambulance Ordinance Process continues: The current County Counsel assigned to help in this process is leaving the County. At the conclusion of the last meeting, nearly all issues have been addressed. He has drafted a letter to the Board Ad hoc committee summarizing the status of the unresolved issues. New Counsel has been assigned.
- I have submitted a letter to the Sonoma Co Fire Services Workgroup outlining the justification/rationale for a carve out of potential revenue if the upcoming Fire Service Ballot Measure in March 2020 to increase Sonoma County Sales Tax by ½ cent is passed. I have requested (2) FT Paramedic positions as well as (2) EMTs. This would assure the District 100% two paramedic/EMT staffed ambulances (Advanced Life Support) 24/7 with sufficient coverage for vacations, sick time, PTO, etc. I have been told it is a reasonable ask and representation is happy to hear we are already fully engaged with North Sonoma Coast Fire Protection District working to achieve the most efficient ambulance coverage and service to our community. Initial conversation of our proposal is on Mon Aug 26th. Cloverdale Ambulance service (also a public provider) is likewise submitting a similar request.
- Health Information Exchange: We finally have synergy with RCMS, CLSD, Coastal Valleys EMS Agency, Memorial Hospital and Sutter Hospital to share patient information for the sole purpose of improving Continuity of Care. I am working with the various agencies IT contacts to execute. We'll also leverage MHA funds for legal counsel to assure all appropriate authorizations are in place to protect patient privacy.
- CLSD President, Chair, and DA continue attending the RCMS Finance Committee meetings.
- We received our first payments for the GEMT – QAF (Quality Assurance Fee). This initial payment was for 2018 for ~ \$22,200. New data submission requirements for gross revenues by payor and diagnosis codes have been timely submitted.
- Robin, Clara, and CPA Lloyd Cross have met with the DA to initialize the formal closing of the books for FY19 and ready for the Audit site visit in Nov.
- Schwab Investment account has earned ~\$2,500 since late May when the account was started. The first treasury is up for renewal Aug 29th.
- BIG THANK YOU to all who participated in the execution of the Coastal Seniors Spaghetti Dinner on July 26th. We ran out of seats and had a packed house. We received numerous complements on our execution of this event to raise funds for

Coastal Seniors and provide exposure for CLSD. Two ambulances were parked outside and crews on duty were also present.

- The Community Fall Prevention Program regrouped. The Matter of Balance Program will move over to MHA to utilize staffing resources. There are two MOB classes forming now for the Fall. One will be held in Gualala, the second in Manchester. Home Inspections will also become a new priority with combined efforts of MHS Community Health Workers and Coastal Seniors staff.
- Our Canon copier lease has concluded are we are investigating the best options for renewal.

Operations Manager:

Deployment / Staffing

- ALS (M-120) staffed 100%
- Second out paramedic (0900-2100) staffed all but 3 shifts. With the staffing of the second out paramedic. BLS ran one call. Second out paramedic is in full swing.
- Performance reviews were completed.
- We are reviewing two new applications for part time EMT. Both are graduates of our last EMT class.

Facilities

- Small finish work being done on downstairs remodel and landscape. The outside landscape project will reduce maintenance time in half.
- Facilities should be in maintenance mode for FY 2020.
- We'll be looking at remodeling the upstairs sleeping quarters to accommodate more staff if the 2nd Out Program amps up 24/7.

Vehicles/Equipment

- Three of our rigs have reached 150k in mileage and 2 are over 10 years old. Replacement rig should be a definite for FY 21. We'll form a committee to research best fit for the CLSD and budget a new ambulance in FY2021.
- We had a few moderate repairs in July. Alternator on Sprinter, Brake booster and electrical on Ford.

Community events / Training

- All the employees of the Sea Ranch were certified in first aid and CPR. Our CPR staff stepped up and got it done. Goldie Pounds was praised for the great organization of the classes.
- Goldie is instructing first aid and CPR to the posh squash group. She is doing it on her own time as a volunteer.
- RCMS staff scheduled for CPR this month.
- Our American Heart Association BLS Training center certificate was renewed for one year.