

# COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445

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

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## AGENDA

### REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS

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

>>> **Monday January 25<sup>th</sup>, 2021 – 4 PM**<<<

NOTICE: Due to COVID-19 pandemic; the Ex. Order of Gov. Newsom; and mandatory Sheltering in Place orders of both Sonoma and Mendocino County Health Officers, Brown Act guidelines are temporarily suspended. Board meetings may be held via teleconference.

*To join by phone, dial +1-510-338-9438 Access code: 126 983 5341*

*PW: 1234*

1. Call to Order Beaty
2. Adoption of the agenda Beaty
3. Minutes Approval:
  - December 28<sup>th</sup>, 2020 Board meeting Beaty
4. Privilege of the floor Beaty
5. New Business Beaty
  - a. Board retreat and strategic planning
6. Old Business Beaty
7. Reports:
  - a. RCMS updates Tilles
  - b. Finance: YTD Tilles/Crowl/Caley
    - i. Ambulance revenue – Wittman YTD
    - ii. Expenses
  - c. Communication Committee Bower/André
    - i. Branding
  - d. MHA (Mendonoma Health Alliance) update Tittle
  - e. Ad Hoc HR/Personnel Committee Paterson
8. DA / Ops report Crowl/Caley
  - a. Ambulance run data
  - b. EMT Program update
  - c. Rural EMS Training Grant update
  - d. IGT, GEMT, and GEMT-QAF update
  - e. DA / Ops Summary Report – read in advance and will have Q & A
9. **NEXT MEETINGS:** Scheduled Board of Director meetings are held routinely on the 4<sup>th</sup> Monday of the month at 4:00 PM at the CLSD Bill Platt Training Center unless otherwise noted. Upcoming meetings are:  
**Feb 22<sup>th</sup>, 2021**  
**Mar 22<sup>nd</sup>, 2021**  
**Apr 26<sup>nd</sup>, 2021**
10. Adjourn



## MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

4:00 PM, December 28<sup>th</sup>, 2020 Meeting

Due to the COVID 19 threat and Shelter in Place order, this meeting was held by teleconference.

**Call to Order:** President Beaty called the meeting to order at 4:00 PM at the Bill Platt Training Room.

Present were Directors: André, Bower, Paterson, Schwartz, Tilles, Tittle. Also present: DA Dave Crawl, Former DA David Caley, Ops Manager Evan Dilks, and Bookkeeper Clara Frost.

**Adoption of the Agenda:** Director Paterson moved to adopt the agenda as written, seconded by Director Tilles. All ayes.

**Approval of Minutes:** Director Paterson moved to approve the minutes as written for the October 26<sup>th</sup>, 2020 and was seconded by Director Tittle. All ayes.

**Privilege of the Floor:** Bower informed the board that Ross from Trinks has volunteered to make next year's holiday meal for the CLSD staff. She suggested the board choose a different holiday for the board to prepare a meal. EMS week was an option for the new dinner. Discussion tabled.

### New Business:

- a. FY20 Audit review. We received a clean audit for FY20. There were two minor findings not deemed material weaknesses due to the limited number of personnel to complete the various financial duties without incurring additional costs. The auditor is scheduled to attend Finance Committee meeting in January for an education session.
- b. Resolution 273 – Establish new bank signing authority for Dave Crawl. Roll call vote: André-aye, Beaty-aye, Bower-aye, Paterson-aye, Schwartz-aye, Tilles-aye, Tittle-aye. Approved.

### Old Business:

- a. Revised Billing, Payment Plan, Hardship/Write-off policy review – ACTION  
Director Paterson made a motion to approve the revised billing policy, seconded by Director Tilles. All ayes.

### Reports:

- a. RCMS updates: RCMS has initiated a request with Coastal Valleys EMS Agency to recertify their designation as an alternative ambulance receiving facility. This important designation (renews every 5 years) is what allows CLSD ambulance crews to transport patients via ambulance to the Urgent Care. Otherwise they are on budget, the YTD is stronger than expected and patient visits are strong as well.
- b. Finance: YTD
  - i. Ambulance Revenue – Wittman YTD: Net payments for November 2020 totaled \$54,496.13 with A/R of \$486,630.
  - ii. Expenses – Remain within budget.
- c. Communication Committee:
  - i. Branding: This project is in the research and development stage.
  - ii. Ambulance service videos: Shorter versions for elementary school age children are in development.
- d. MHA update: deferred to next month.
- e. Ad Hoc HR/Personnel Committee: In the process of revising the Employee Handbook. Also looking at the On-Boarding documents, Scope of Work for the DA and DA Evaluation. Two interviews have been conducted with HR Consultants with a third scheduled in January to provide us with proposals.

### DA / Ops report:

- a. Ambulance Run data – November had 48 billable incidents with 37 transports. Cumulative are 282 billable incidents with 227 transports.
- b. EMT Program update: We are advertising for the spring 2021 EMT class.
- c. Rural EMS Training Grant update. We recently discovered that we will have to apply each year to continue

receiving this grant. We are looking into the possibility of continuing the training program even without grant renewal.

- d. IGT and GEMT-QAF update: IGT remains on hold. QAF 1<sup>st</sup> payment of 4 made.
- e. CalPERS pension calculation: letter to be drafted for release of liability.
- f. DA/Ops Summary Report- Included in packet, no questions.

**Next Meeting:** the 4<sup>th</sup> Monday of the month at 4 PM

- January 25<sup>th</sup>
- February 22<sup>nd</sup>
- March 22<sup>nd</sup>

**Adjournment:** Director Paterson motioned to adjourn at 5:52 PM seconded by Director Tittle. All ayes.

Minutes Approved:

\_\_\_\_\_ (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
<b>FY20</b>													
JANUARY '20	43	\$ 199,161	\$ 92,162	\$ 46,979	\$ 1,937	\$ 58,084	\$ 85,951	\$ 146	\$ 85,805	\$ (750)	\$ 750	\$ -	\$ 397,308
FEBRUARY '20	50	\$ 190,789	\$ 134,677	\$ 31,850	\$ 600	\$ 23,663	\$ 54,253	\$ -	\$ 54,253	\$ -	\$ 499	\$ 3,907	\$ 370,126
MARCH '20	59	\$ 261,643	\$ 110,627	\$ 48,243	\$ 3,907	\$ 98,866	\$ 52,109	\$ 1,137	\$ 50,972	\$ -	\$ 1,000	\$ 30	\$ 417,051
APR '20	46	\$ 179,336	\$ 61,654	\$ 36,685	\$ 9,182	\$ 71,815	\$ 42,942	\$ 848	\$ 42,094	\$ -	\$ -	\$ -	\$ 446,772
MAY '20	44	\$ 178,031	\$ 89,447	\$ 30,422	\$ 778	\$ 57,384	\$ 71,715	\$ 196	\$ 71,519	\$ -	\$ -	\$ 306	\$ 432,943
JUNE '20	41	\$ 143,060	\$ 61,140	\$ 25,637	\$ 11,898	\$ 44,385	\$ 80,126	\$ -	\$ 80,126	\$ -	\$ 8,269	\$ -	\$ 388,932
<b>FY21</b>													
JULY '20	60	\$ 234,039	\$ 100,164	\$ 39,824	\$ 11,326	\$ 82,725	\$ 53,954	\$ 250	\$ 53,704	\$ 9,460	\$ 3,477	\$ 243	\$ 405,260
AUG '20	55	\$ 250,373	\$ 110,193	\$ 38,146	\$ 4,986	\$ 97,048	\$ 71,580	\$ 1,154	\$ 70,426	\$ -	\$ (0.19)	\$ -	\$ 431,882
SEPT '20	61	\$ 252,324	\$ 96,311	\$ 43,517	\$ 7,999	\$ 104,497	\$ 68,602	\$ -	\$ 68,602	\$ -	\$ 4,929	\$ -	\$ 462,848
OCT '20	58	\$ 253,498	\$ 99,962	\$ 39,992	\$ 2,269	\$ 111,276	\$ 70,665	\$ -	\$ 70,665	\$ -	\$ -	\$ -	\$ 503,459
NOV '20	48	\$ 204,221	\$ 75,028	\$ 47,860	\$ 2,579	\$ 78,754	\$ 95,678	\$ -	\$ 95,678	\$ -	\$ -	\$ 96	\$ 486,631
DEC '20	39	\$ 156,802	\$ 94,882	\$ 10,651	\$ 21,820	\$ 29,449	\$ 54,496	\$ -	\$ 54,496	\$ -	\$ -	\$ -	\$ 461,583
<b>DECEMBER '19</b>													
	50	\$ 199,255	\$ 132,913	\$ 26,184	\$ 10,389	\$ 29,770	\$ 109,483	\$ -	\$ 109,483	\$ 15,870	\$ 6,211	\$ -	\$ 425,030
<b>FY To Date</b>													
	321	\$ 1,351,256	\$ 576,538	\$ 219,989	\$ 50,979	\$ 503,749	\$ 414,975	\$ 1,404	\$ 413,571	\$ 9,460	\$ 8,405	\$ 339	
<b>Last 12 Months</b>													
	604	\$ 2,503,277	\$ 1,126,245	\$ 439,805	\$ 79,281	\$ 857,947	\$ 802,071	\$ 3,730	\$ 798,341	\$ 8,710	\$ 18,924	\$ 4,582	

Monthly Average FY To Date	54	\$ 225,209	\$ 96,090	\$ 36,665	\$ 8,497	\$ 83,958	\$ 69,163	\$ 234	\$ 68,929	\$ 1,577	\$ 1,401	\$ 56
Monthly Average Last 12 Months	50	\$ 208,606	\$ 93,854	\$ 36,650	\$ 6,607	\$ 71,496	\$ 66,839	\$ 311	\$ 66,528	\$ 726	\$ 1,577	\$ 382

AGING							
Month	Current	31-60	61-90	91-120	121-180	180+	Balance
DEC	\$ 65,626	\$ 46,614	\$ 77,481	\$ 35,412	\$ 65,546	\$ 170,905	\$ 461,583

# Coast Life Support District

## Profit & Loss Budget Overview FY21

### July through December 2020

	Jul - Dec 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Revenue/Expense</b>				
<b>Revenue</b>				
4000 · CLSD Special Taxes	1,209,178.35	1,075,520.46	133,657.89	112.4%
4100 · Interest Revenue	8.95	0.00	8.95	100.0%
4200 · Ambulance Revenue	493,601.17	324,999.98	168,601.19	151.9% <sup>1</sup>
4400 · Miscellaneous Revenue	1,681.49	0.00	1,681.49	100.0%
4410 · Intergovernmental Transport(IGT)	0.00	125,000.00	-125,000.00	0.0%
4420 · Ground Emerg Med Transport	0.00	10,000.00	-10,000.00	0.0%
4421 · GEMT QAF Income	0.00	0.00	0.00	0.0%
4500G · Training Grant Revenue	70,281.10	62,498.00	7,783.10	112.5% <sup>2</sup>
<b>Total Revenue</b>	<b>1,774,751.06</b>	<b>1,598,018.44</b>	<b>176,732.62</b>	<b>111.1%</b>
<b>Expense</b>				
5000 · Wages and Benefits	909,446.02	843,868.56	65,577.46	107.8% <sup>3</sup>
5000G · Wages & Benefits-Training Grant	51,831.42	64,768.50	-12,937.08	80.0%
6000 · Ambulance Operations	101,306.27	91,148.51	10,157.76	111.1%
6000G · Training Grant Operations	23,782.11	8,403.46	15,378.65	283.0%
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6700 · Overhead/Administration	93,170.03	114,337.50	-21,167.47	81.5%
6700G · Overhead/Administration -Training Grant	2,500.00	6,200.50	-3,700.50	40.3%
6971 · IGT	0.00	0.00	0.00	0.0%
7000 · Urgent Care	415,423.94	415,423.98	-0.04	100.0%
8000 · Interest Expense	893.51	0.00	893.51	100.0%
9000 · Other Expenses	0.00	0.00	0.00	0.0%
9500 · Depreciation Expense	52,707.73	52,707.73	0.00	100.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>1,651,061.03</b>	<b>1,596,858.74</b>	<b>54,202.29</b>	<b>103.4%</b>
<b>Net Ordinary Operating Surplus</b>	<b>123,690.03</b>	<b>1,159.70</b>	<b>122,530.33</b>	<b>10,665.7%</b>
<b>Net Revenue</b>	<b>123,690.03</b>	<b>1,159.70</b>	<b>122,530.33</b>	<b>10,665.7%</b>

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

2. Training Grant - reimbursement of Services, payroll, employer taxes, training equipment.

3. 5000-wages & benefits

5405-Admin Salary: Higher than normal due to the New DA Step increase and retention salary. The Opt's Manager's Ambulance Wage not split out from his Admin Salary (Budgeted to 5410), as well as, three pay periods in July & Dec FY21

5430-Some expense not just realized.

5500-Work Comp Insurance: billing based on the Annual SDRMA-WC PAYROLL RECONCILIATION REPORT. Billing adjustments (charges/credits) are made based on those finding. Received a rebate/refund of 5,489.04 in Oct. (based on Annual PR Reconciliation). An increase to wages in FY21 (Operations and REMSTC Grant) are expected. Part of the Work Comp is being coded to the Training Grant.

# Coast Life Support District

## Profit & Loss Budget Overview FY21

### July through December 2020

	Jul - Dec 20	Budget	\$ Over Bud...	% of Budget
<b>Ordinary Revenue/Expense</b>				
<b>Revenue</b>				
4000 · CLSD Special Taxes				
4001 · Mendocino County Taxes				
4004 · Mendocino Ambulance Tax	364,229.25	332,419.50	31,809.75	109.6%
4009 · Mendocino Urgent Care Tax	239,390.00	218,670.00	20,720.00	109.5%
4010 · Mendocino Ad Valorem Tax	61,893.36	52,875.00	9,018.36	117.1%
<b>Total 4001 · Mendocino County Taxes</b>	<b>665,512.61</b>	<b>603,964.50</b>	<b>61,548.11</b>	<b>110.2%</b>
4002 · Sonoma County Taxes				
4024 · Sonoma Ambulance Tax	310,323.21	260,561.48	49,761.73	119.1%
4029 · Sonoma Urgent Care Tax	233,342.53	196,950.98	36,391.55	118.5%
4030 · Sonoma County Special Tax	0.00	14,043.50	-14,043.50	0.0%
<b>Total 4002 · Sonoma County Taxes</b>	<b>543,665.74</b>	<b>471,555.96</b>	<b>72,109.78</b>	<b>115.3%</b>
<b>Total 4000 · CLSD Special Taxes</b>	<b>1,209,178.35</b>	<b>1,075,520.46</b>	<b>133,657.89</b>	<b>112.4%</b>
4100 · Interest Revenue	8.95	0.00	8.95	100.0%
4200 · Ambulance Revenue				
4201 · Amb Transport Billings	493,601.17	324,999.98	168,601.19	151.9%
<b>Total 4200 · Ambulance Revenue</b>	<b>493,601.17</b>	<b>324,999.98</b>	<b>168,601.19</b>	<b>151.9%</b> <sup>1</sup>
4400 · Miscellaneous Revenue	1,681.49	0.00	1,681.49	100.0%
4410 · Intergovernmental Transport(IGT)	0.00	125,000.00	-125,000.00	0.0%
4420 · Ground Emerg Med Transport	0.00	10,000.00	-10,000.00	0.0%
4421 · GEMT QAF Revenue	0.00	0.00	0.00	0.0%
4500G · Training Grant Revenue	70,281.10	62,498.00	7,783.10	112.5%
<b>Total Revenue</b>	<b>1,774,751.06</b>	<b>1,598,018.44</b>	<b>176,732.62</b>	<b>111.1%</b>
<b>Expense</b>				
5000 · Wages and Benefits				
5200 · Health Insurance	62,128.48	71,148.00	-9,019.52	87.3%
5300 · Payroll Taxes Emplr Costs	22,971.29	16,814.48	6,156.81	136.6%
5350 · PERS Employer Costs	96,348.34	89,927.48	6,420.86	107.1%
5405 · Administration Salaries				
5405.1 · Admin Salaries-Alloc/UC	-15,423.98	-15,423.98	0.00	100.0%
5405 · Administration Salaries - Other	282,979.15	172,902.52	110,076.63	163.7%
<b>Total 5405 · Administration Salaries</b>	<b>267,555.17</b>	<b>157,478.54</b>	<b>110,076.63</b>	<b>169.9%</b>
5410 · Ambulance Operations Wages	428,454.95	451,011.52	-22,556.57	95.0%
5430 · Extra Duty/Stipend Pay/DA	19,835.41	28,223.02	-8,387.61	70.3%
5500 · Work Comp Insurance	12,152.38	29,265.52	-17,113.14	41.5%
<b>Total 5000 · Wages and Benefits</b>	<b>909,446.02</b>	<b>843,868.56</b>	<b>65,577.46</b>	<b>107.8%</b>
5000G · Wages & Benefits-Training Grant				
5200G · Health Insurance	3,631.84	5,676.00	-2,044.16	64.0%
5300G · Payroll Taxes Emplr Costs	1,539.79	4,218.52	-2,678.73	36.5%
5350G · PERS Employer Costs	3,498.79	4,392.00	-893.21	79.7%
5405G · Administration Salaries	28,387.68	34,350.98	-5,963.30	82.6%
5410G · Ambulance Operations Wages	13,997.50	15,396.52	-1,399.02	90.9%
5500G · Work Comp Insurance	775.82	734.48	41.34	105.6%
<b>Total 5000G · Wages &amp; Benefits-Training Grant</b>	<b>51,831.42</b>	<b>64,768.50</b>	<b>-12,937.08</b>	<b>80.0%</b>
6000 · Ambulance Operations				
6030 · Med. Director Fee-non AHUC	18,900.00	18,900.00	0.00	100.0%
6040 · Dispatch Services	13,904.33	11,561.01	2,343.32	120.3%
6050 · Misc Reimbursements	0.00	0.00	0.00	0.0%
6100 · Station/Crew Expenses				
5100 · Uniforms & Med Tests	1,311.28	3,750.00	-2,438.72	35.0%

# Coast Life Support District

## Profit & Loss Budget Overview FY21

### July through December 2020

	Jul - Dec 20	Budget	\$ Over Bud...	% of Budget
6101 · Facility Repair & Maintenance	2,655.45	3,750.00	-1,094.55	70.8%
6102 · Facility Furniture	169.99	0.00	169.99	100.0%
6110 · Supps, Rental, Clean. etc	3,904.84	3,750.00	154.84	104.1%
6210 · Veh. Repair & Maintenance	22,024.02	11,250.00	10,774.02	195.8% <sup>9</sup>
6240 · Vehicle Fuel	9,536.82	12,500.00	-2,963.18	76.3%
6410 · Radios & Comm Equip				
6410.1 · ATT Tower Lease	375.00	437.50	-62.50	85.7%
6410 · Radios & Comm Equip - Other	3,145.14	1,500.00	1,645.14	209.7%
<b>Total 6410 · Radios &amp; Comm Equip</b>	<b>3,520.14</b>	<b>1,937.50</b>	<b>1,582.64</b>	<b>181.7%</b>
6510 · Medical Supplies & Equip	25,423.61	20,000.00	5,423.61	127.1% <sup>10</sup>
<b>Total 6100 · Station/Crew Expenses</b>	<b>68,546.15</b>	<b>56,937.50</b>	<b>11,608.65</b>	<b>120.4%</b>
6980 · Misc. Employee Train. Exps	-44.21	3,750.00	-3,794.21	-1.2%
<b>Total 6000 · Ambulance Operations</b>	<b>101,306.27</b>	<b>91,148.51</b>	<b>10,157.76</b>	<b>111.1%</b>
6000G · Training Grant Operations				
6100G · Training Grant Station/Equipment/Train				
6101G · A/V System Equipment	1,562.11	1,625.02	-62.91	96.1%
6102G · Training Room Equipment	0.00	2,049.98	-2,049.98	0.0%
6103G · Training Equipment	22,220.00	1,125.00	21,095.00	1,975.1% <sup>11</sup>
6110G · CPR Training Equipment	0.00	399.98	-399.98	0.0%
6210G · Responder Training Bag Equip	0.00	1,200.00	-1,200.00	0.0%
6240G · EMR & EMT Textbooks	0.00	2,003.48	-2,003.48	0.0%
<b>Total 6100G · Training Grant Station/Equipment/Tr...</b>	<b>23,782.11</b>	<b>8,403.46</b>	<b>15,378.65</b>	<b>283.0%</b>
<b>Total 6000G · Training Grant Operations</b>	<b>23,782.11</b>	<b>8,403.46</b>	<b>15,378.65</b>	<b>283.0%</b>
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6700 · Overhead/Administration				
6180 · Utilities	7,391.66	7,000.00	391.66	105.6%
6188 · Telephone	3,419.09	3,250.00	169.09	105.2%
6300 · Insurance	8,977.00	8,975.00	2.00	100.0%
6713 · Ambulance Billing	21,544.52	19,500.00	2,044.52	110.5%
6714 · GEMT QAF Expense	3,811.40	7,012.50	-3,201.10	54.4%
6718 · Office Supp/Equip/Software				
6718.1 · Office Supplies	774.10	1,500.00	-725.90	51.6%
6718.2 · Computer Equipment	26.95	2,500.00	-2,473.05	1.1%
6718.3 · Software	4,641.21	2,000.00	2,641.21	232.1%
6718 · Office Supp/Equip/Software - Other	0.00	0.00	0.00	0.0%
<b>Total 6718 · Office Supp/Equip/Software</b>	<b>5,442.26</b>	<b>6,000.00</b>	<b>-557.74</b>	<b>90.7%</b>
6720 · Board Expenses	6,455.71	12,500.00	-6,044.29	51.6% <sup>12</sup>
6730 · Consultants				
6731 · Administration	4,069.77	0.00	4,069.77	100.0%
6734 · IT	0.00	3,250.00	-3,250.00	0.0%
6735 · EMS Survey	553.80	1,750.00	-1,196.20	31.6%
6737 · Financial/Bookkeeping	0.00	4,500.00	-4,500.00	0.0%
6738 · Legal	3,036.00	2,500.00	536.00	121.4%
6739 · Policy Development	0.00	0.00	0.00	0.0%
6740 · Audit	0.00	4,750.00	-4,750.00	0.0%
6741 · Tax Administration - NBS	5,804.12	6,000.00	-195.88	96.7%
<b>Total 6730 · Consultants</b>	<b>13,463.69</b>	<b>22,750.00</b>	<b>-9,286.31</b>	<b>59.2%</b>
6742 · Bank/Merchant Fees	840.83	850.00	-9.17	98.9%
6755 · Property Tax Admin	13,341.50	8,750.00	4,591.50	152.5%
6760 · Education/Professional Dev	23.00	2,500.00	-2,477.00	0.9%
6765 · Election Costs/Reserve	0.00	0.00	0.00	0.0%
6770 · Dues, Subscrip, Membership	6,142.62	7,500.00	-1,357.38	81.9%
6788 · Printing & Reproduction	904.96	1,500.00	-595.04	60.3%
6795 · Travel/Transportation	0.00	2,500.00	-2,500.00	0.0%
6970 · Community Dev/Training	1,411.79	3,750.00	-2,338.21	37.6%

# Coast Life Support District

## Profit & Loss Budget Overview FY21

### July through December 2020

	Jul - Dec 20	Budget	\$ Over Bud...	% of Budget
<b>Total 6700 · Overhead/Administration</b>	93,170.03	114,337.50	-21,167.47	81.5%
<b>6700G · Overhead/Administration -Training Grant</b>				
6730G · Consultants				
6732G · EAP - Employee Assist Prog	2,500.00	2,500.00	0.00	100.0%
<b>Total 6730G · Consultants</b>	2,500.00	2,500.00	0.00	100.0%
6795G · Travel & Conferences	0.00	3,475.50	-3,475.50	0.0%
6970G · Meals (annual conference)	0.00	225.00	-225.00	0.0%
<b>Total 6700G · Overhead/Administration -Training Grant</b>	2,500.00	6,200.50	-3,700.50	40.3%
6971 · IGT	0.00	0.00	0.00	0.0%
<b>7000 · Urgent Care</b>				
7011 · Admin Salaries-Alloc to UC	15,423.98	15,423.98	0.00	100.0%
7050 · UC Contract	399,999.96	400,000.00	-0.04	100.0%
7000 · Urgent Care - Other	0.00	0.00	0.00	0.0%
<b>Total 7000 · Urgent Care</b>	415,423.94	415,423.98	-0.04	100.0%
<b>8000 · Interest Expense</b>	893.51	0.00	893.51	100.0%
9000 · Other Expenses	0.00	0.00	0.00	0.0%
9500 · Depreciation Expense	52,707.73	52,707.73	0.00	100.0%
9999 · Prior Period Adjustment	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	1,651,061.03	1,596,858.74	54,202.29	103.4%
<b>Net Ordinary Operating Surplus</b>	123,690.03	1,159.70	122,530.33	10,665.7%
<b>Net Revenue</b>	<b>123,690.03</b>	<b>1,159.70</b>	<b>122,530.33</b>	<b>10,665.7%</b>

1. NET BILLING: \*Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L)
2. IGT Receivable: the amount receivable for IGT/transporters historically will not reflect until later in FY21
3. GEMT Receivable: the amount receivable for IGT/transporters historically will not reflect until later in FY21
4. Training Grant - reimbursement of Services, payroll, employer taxes, training equipment.
5. Payroll Taxes - Higher than normal due to transition of District Administrators, DA step increase, retention salary. Also, there were three pay periods in July and Dec FY21
6. Admin Salary: Higher than normal due to the New DA Step increase and retention salary. The Opt's Manager's Ambulance Wage not split out from his Admin Salary (Budgeted to 5410), as well as, three pay periods in July & Dec FY21
7. Some expense not just realized.
8. 5500 Work Comp Insurance: billing based on the Annual SDRMA-WC PAYROLL RECONCILIATION REPORT. Billing adjustments (charges/credits) are made based on those finding. Received a rebate/refund of 5,489.04 in Oct. (based on Annual PR Reconciliation). An increase to wages in FY21 (Operations and REMSTC Grant) are expected. Part of the Work Comp is being coded to the Training Grant.
9. Veh Repair & Maintenance: two large unexpected ambulance repairs in Dec
10. 6510-Medical Supplies: more supplies ordered during COVID pandemic
11. Purchase of Training Grant equipment hit in Dec. Budgeted expense are split over 12 months FY21
12. DA Recruitment

MHA Quarterly Report  
January 2021

- Programs
  - Care Transition
    - # of clients in 2020 Calendar Year: 26
    - Client volume impacted by COVID – #s halted in April through July but picked up in August
  - Chronic Care Management
    - Living a Healthy Life with Chronic Conditions
      - 2 classes held in 2020 Calendar Year
      - 15 participants graduate (100%) – 13% participants were 50-59 years old; 87% over 65.
      - 30-day check-in survey revealed:
        - 100% of participants were still using skills learned in the class
        - 100% of participants had not been admitted to the hospital
        - 100% of participants reported a better understanding of how to manage chronic conditions at home
        - 87% of participants reported health improvement
      - Quotes from participants:

*“I feel like I'm better at is being able to break things down so they're not overwhelming. I am also communicating more clearly with my physician.”*

*“I feel my mental health is more positive, and I certainly have more tools that I have incorporated strictly because of this specific class. If my body feels sluggish - more from what I may have eaten rather than a symptom of my MS, I quickly think back or look at the list I now keep when eating anything that isn't raw or natural. Since the class I have been made aware of how awesome it was to have this class due to our rural community. Running into former classmates has been very uplifting and an excellent reminder to continue what we've learned and gained. I can't begin to tell you how grateful I am that I was able to do something from my home, but with my local community.”*
  - Health Screenings
    - Blood Pressure Screening: 216
    - Cholesterol Screening: 45
  - Matter of Balance
    - On hold due to COVID, no classes so far in FY 20/21
    - 2 classes in FY 19/20 – Gualala & Manchester, 23 graduates
  - Community Education
    - Community workshops
      - 10 one-hour education sessions offered through MHA in the 2020 Calendar Year.
      - All 10 classes delivered on Zoom
      - Topics focused on managing stress, diabetes, nutrition education and hypertension
      - 145 total participants in 2020 Calendar Year.
      - All sessions recorded and available on YouTube (don't forget to subscribe to MHA's YouTube page!)
      - Upcoming events:
        - Wednesday, March 3 @ 5:30 p.m. – 7 p.m. Cooking Demonstration and Nutrition Education taught by Jill Nussinow, Registered Dietitian and Chef
        - Focus: Diabetes Education, held on Zoom

- Wednesday, April 7 @ 5:30 p.m. – 7 p.m. Cooking Demonstration and Nutrition Education taught by Jill Nussinow, Registered Dietitian and Chef  
Focus: Hypertension Education, held on Zoom
- Community Outreach
  - Opioid Education School Program– Annual prevention education delivered in all area schools. Challenges due to COVID but CHWs were able to schedule with teachers through distance learning.
  - High school freshman and sophomore classes are complete
  - 6<sup>th</sup>-8<sup>th</sup> grade scheduled for February
  - Narcan Education & Distribution Program
    - Anticipated start date: 07/2021
    - Educator: Emily Peterson, Pharmacist
    - To include education on: how to administer Narcan/Naloxone (nasal spray vs. injection), anti-stigma education for addiction, physiological effects of drug use
- Care Coordination
  - COVID Financial Assistance
    - April – December 2020 – \$31,702 received to provide financial assistance to community members
    - # of community members who have received assistance
      - 79 gas cards (\$25 each)
      - 68 grocery gift certificates (\$75 each)
      - 70 household bills (PG&E, internet, phone, water, etc.)
      - 102 grocery deliveries
      - 29 families supported through food pantries in partnership w/ local schools
    - Partner with Further Reach who is providing a \$20,000 match to cover cost of hookup and monthly fee
- RCMS Support
  - Purchased a new hand-held Butterfly Ultrasound for use in UC – October 2020
  - Funded the development and implementation of data sharing platform between CLSD & RCMS – July 2020
  - Purchase and installation of generator – Project being proposed. Potential cost of \$22K+
  - Home Monitoring program
    - Remote Hypertension Pilot program concluded – final report being completed
    - Reached out to Mendocino Community Foundation and Sonoma County Community Foundation for additional funding for B/P cuffs – received \$6,600 total
    - 59 patients referred for monitoring program – all received free cuffs and education for use of cuff and how to properly log readings
  - Telemedicine
    - MHA to fund Telehealth Coordinator position through June 2023 – RCMS to provide timeline for hiring
    - RCMS is currently providing Telepsych
- Income – Grants, Donations
  - Rural Health Network Development Grant (RHND)
    - RHND 2017/2020 – 3-year grant – closed November 2020
      - Award \$255,943
      - Spent \$254,986
    - RHND 2020/2023 – 3-year grant - active
      - 20/21 (Year 1) – July to June

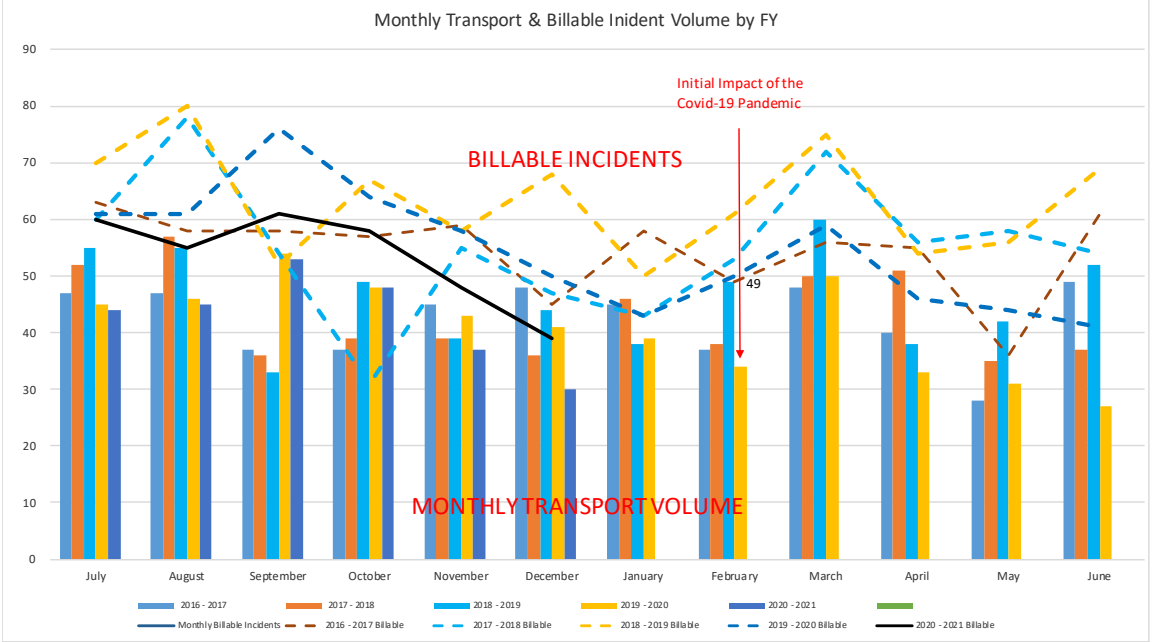
- Awarded - \$298,645
  - Spent to date (July – Dec) - \$112,198
  - Available - \$186,446
- Rural Communities Opioid Response Program Grant (RCORP)
  - Planning grant FY 2018/2019 – 1-year grant – closed November 2020
    - Award - \$200,000
    - Spent - \$200,000
  - Implementation grant 2020/2023 – 3-year grant – active
    - 20/21 (Year 1) – September to August
      - Total award \$304,733
      - Spent \$43,716
      - Available \$261,016
- Arlene & Michael Rosen Foundation (AMRF)
  - Total Award \$100,00
  - Spent \$46,041
  - \$53,958
  - End date – June 30, 2021
- Catalyst
  - Professional & Program development training program
  - \$12,500 over 1 year
  - January – June 2021
- SRMH
  - Total Award \$50,000
  - Spent \$27,205
  - Available \$22,795
  - Split 50/50 between Care Transitions & Administrative cost
- Mendocino Community Foundation
  - 25,000 (\$5,000 for blood pressure cuffs, \$20,000 for COVID Relief)
- Sonoma Community Foundation
  - \$1,600 for blood pressure cuffs
- Donations Jan – December 2020
  - Total \$53,763
- Finances
  - Monthly review by Finance Committee
  - Annual budget for FY 20/21 reflects need for \$ to cover administrative costs not covered by grants – donations received YTD to cover these expenses
  - Non-grant funding
    - No community-wide fund raising
    - Donor directed asks
- Staff/Operations
  - extendedReach – electronic case management program implemented
  - Current staff
    - Executive Director – full time+
    - Community Health Worker – 3, full time (one out on maternity leave)
    - Network Coordination (admin assistant) – 1, full time
    - Data Analyst – 1, part time
    - Spanish translator – 1, part time
    - Bookkeeper – 1, part time
  - Policies, Procedure & staff programs
    - Recently completed
      - COVID

- Semi Annual Review Process
  - PTO/Sick time (under review by legal counsel)
- In process
  - 401K options
- Additional information
  - HRSA has asked to use MHA's Strategic Planning template as a tool for other grant recipients
  - MHA was invited by RCORP to participate as a presenter for a peer learning opportunities
  - MHA was interviewed by RCORP to present information on our network and successful projects
  - MHA is working with RCMS to design and implement a formal Chronic Care Management program that is billable through RCMS with the use of MHA Community Health Workers
  - MHA is working with RCMS to develop a community-wide health needs assessment. CLSD and SRMH will be asked to weigh in and provide data to strengthen the survey and process.
  - MHA began the first steps of its annual board retreat, which helps with annual strategic planning and partnership alignment.

# MONTHLY AMBULANCE DATA

Monthly Transports	July	August	September	October	November	December	January	February	March	April	May	June
2015 - 2016	52	39	39	34	28	35	47	29	49	38	57	42
2016 - 2017	47	47	37	37	45	48	45	37	48	40	28	49
2017 - 2018	52	57	36	39	39	36	46	38	50	51	35	37
2018 - 2019	55	55	33	49	39	44	38	49	60	38	42	52
2019 - 2020	45	46	54	48	43	41	39	34	50	33	31	27
2020 - 2021	44	45	53	48	37	30						

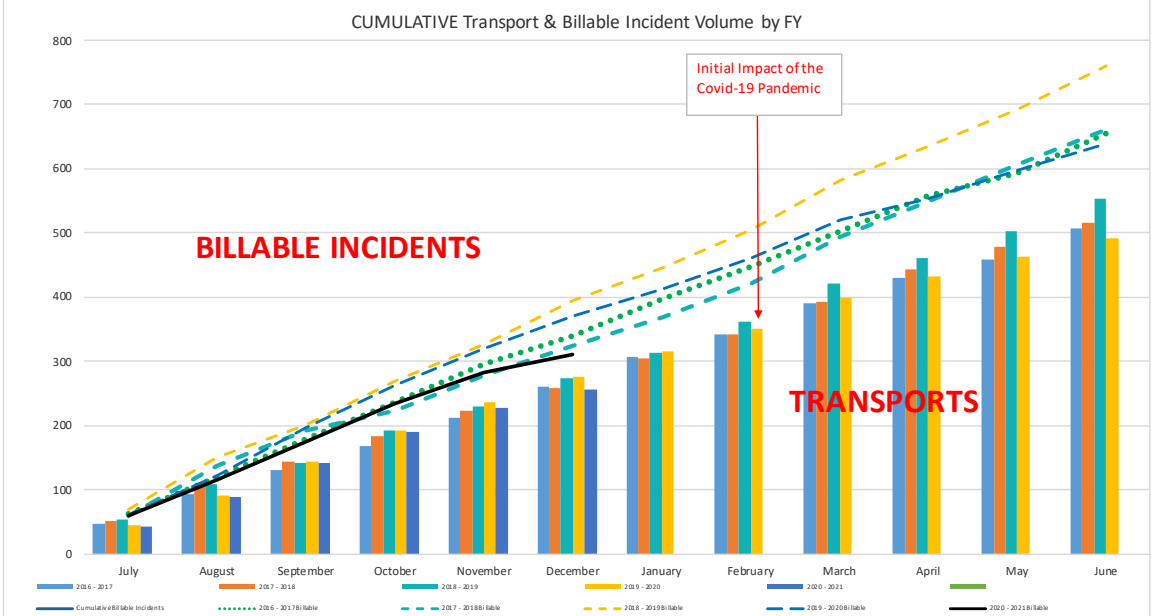
Monthly Billable Incidents	July	August	September	October	November	December	January	February	March	April	May	June
2016 - 2017 Billable	63	58	58	57	59	45	58	49	56	55	36	61
2017 - 2018 Billable	60	78	54	31	55	47	43	53	72	56	58	54
2018 - 2019 Billable	70	80	52	67	58	68	50	61	75	54	56	69
2019 - 2020 Billable	61	61	76	64	58	50	43	50	59	46	44	41
2020 - 2021 Billable	60	55	61	58	48	39						





# CUMULATIVE AMBULANCE DATA

Cumulative Transports	July	August	September	October	November	December	January	February	March	April	May	June
2015 - 2016	52	91	130	164	192	227	274	303	352	390	447	489
2016 - 2017	47	94	131	168	213	261	306	343	391	431	459	508
2017 - 2018	52	109	145	184	223	259	304	343	393	444	479	516
2018 - 2019	55	110	143	192	231	275	313	362	422	460	502	554
2019 - 2020	45	91	145	193	236	277	316	350	400	433	464	491
2020 - 2021	44	89	142	190	227	257						

Cumulative Billable Incidents	July	August	September	October	November	December	January	February	March	April	May	June
2016 - 2017 Billable	63	121	179	236	295	340	398	447	503	558	594	655
2017 - 2018 Billable	60	138	192	223	278	325	368	421	493	549	607	661
2018 - 2019 Billable	70	150	202	269	327	395	445	506	581	635	691	760
2019 - 2020 Billable	61	122	198	262	320	370	413	462	521	554	598	639
2020 - 2021 Billable	60	115	176	234	282	311						



MONTH MOST CURRENT ON TOP	INCIDENTS		PCR		RESIDENT		ALS		DAYTIME		NIGHT		TOTAL		LANDING		DRY RUN		T&R		TO RCMS		FROM RCMS			
	PATIENT CONTACT IN-FIELD		PATIENT CARE RECORD		RESI- DENT	NON RES	ADVANCED LIFE SUPPORT		9:00 AM TO 9:00 PM	9:00 PM TO 9:00 AM	TRANSPORTS				CANCELLED ON ROUTE				ALS		ALS		BLS			
	Current	Year Prior	Current	Year Prior	Current Year		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
20-Dec	60	67	43	51	37	2	30	36	43		17		30	40	5	4	18	7	13	11	0	1	5	10	0	0
20-Nov	64	84	49	63	41	7	37	47	51		13		37	48	8	9	14	22	12	11	1	0	6	13	0	0
20-Oct	84	84	63	58	54	16	47	47	68		16		48	48	9	7	22	17	11	16	0	2	13	11	0	0
20-Sep	84	94	63	66	43	18	53	51	64		16		53	54	15	12	17	20	10	23	1	0	9	13	0	1
20-Aug	79	85	56	61	57	9	45	41	63		16		45	45	5	11	22	22	11	13	3	1	14	13	0	3
20-Jul	79	84	57	61	53	14	44	45	63		16		44	45	7	9	18	11	13	16	2	2	19	11	0	0
20-Jun	47	67	42	38	31	10	27	29					27	30	5	7	5	15	15	8	0	0	7	7	0	7
20-May	67	87	38	58	39	10	29	41					30	42	7	5	15	19	8	14	0	4	7	10	1	0
20-Apr	65	78	44	53	43	5	31	31					33	38	4	5	10	20	11	15	1	1	6	8	2	3
20-Mar	73	108	61	79	55	13	47	49					49	60	6	8	10	27	10	17	3	7	14	10	0	8
20-Feb	69	82	47	63	47	10	30	35					34	49	1	6	16	20	16	13	1	4	11	10	0	6
20-Jan	64	71	49	47	40	6	38	27					39	38	6	4	14	17	11	9	1	2	8	5	0	7
	835	991	612	698	540	120	458	479	352	0	94	0	469	537	78	87	181	217	141	166	13	24	119	121	3	35
	Patient Contacts		PCR		RES / NON RES		ALS		Daytime		Night		T:Transports		LZ		DRY RUN		T&R		TO RCMS		FROM RCMS			

**District Administrator and Operations Manager Report  
December/January 2021**

**District Administrator:**

- CLSD front line staff were given their final Covid vaccine dose in January. 95% of the staff have completed the vaccination doses.
- CLSD and RCMS have partnered to provide vaccination clinics for the community. The county has mandated an ambulance on stand-by at all vaccination clinics not in the vicinity of a hospital. We held the first two days of vaccinations on January 16 and 17 at the Gualala Community Center. As always, our EMTs and Paramedics were outstanding in their care of the community. 680 doses of vaccine were administered over the two days. More clinics are planned when vaccines become available. We are working the logistics of how to cover these clinics without impacting 911 response. Financial implications of staffing these events was reported to the Financial Committee.
- We have received a total of ~\$20,000 through the CARES (Coronavirus Aid, Relief, and Economic Security Act) but the funding has run out. We are hopeful that the new administration will fund this important act.
- Rural EMS Training Collaborative (REMSTC): We continue to work on the new grant proposal. The submission is due February 16, 2021. We continue to draw down funds to cover expenses as we go.
- All required documents for the next year of the Intergovernmental Transfer (IGT) have been filed. One more step in the next couple of months will finalize the process.
- GEMT – Quality Assurance Fee (QAF): we will have paid the 2<sup>nd</sup> of 4 payments with monthly payments to continue.
- We have implemented the revised CLSD Billing Policy. The process seems to be running smoothly and anticipate to be caught up on backlog by next month and expect the targeted A/R goal of ~\$400K to be met.
- The CA State Controller's Office Annual Transaction Report due by Jan 31, 2021 has been filed. This is based on FY20 audit and largely completed by the auditor. And we have now received the final signed audit. It has been posted to the CLSD website.
- We have written a new CalOSHA Covid Prevention Program (CPP). It is circulating amongst Admin, management and supervisors for edits. This was mandated by the State. Much of what we do is already compliant but it involves more overarching detail for monitoring and management for workspace safety.
- The first Public Safety class – Title XXII was held over two weekends in January. It was a success. We had students from all four District Fire Depts. More classes are being scheduled.
- The recruitment for the next EMT class is unprecedented. We have had 32 applications and have had to cap the class at 24. Due to covid we can only allow 12 in the classroom at a time. We are planning to implement a hybrid on-line class with rotating students per didactic class.
- Status of the new ambulance: Mercedes has informed us the chassis should be built in late Dec. These dates have been floating but we are hoping this holds. Unfortunately, it is being built in Germany so it could be 6 to 8 weeks after that to get to us. Leader (manufacturer) has already set up for the body build to begin as soon as the unit arrives at their plant.
- Orientation of our new DA Dave Crawl is going well. Mr. Caley is looking forward to retirement.
- Admin and Ops continues to participate in the Ad Hoc Human Resources committee.

## **Operations Manager:**

### **Deployment / Staffing**

- Recruitment for one full-time and one-part time paramedic has begun
- Second round COVID 19 Vaccine has rolled out for staff
- Performance reviews on staff are being completed.
- Deployed crews to mass Vaccine clinic at Gualala Community center. Did deploy 3<sup>rd</sup> ALS standby - paramedic. Great to see many CLSD staff and BOD helping. Very professional.

### **Facility**

- Finishing small projects and general maintenance nothing big on the horizon.

### **Vehicles/Equipment / Supplies**

- General maintenance this month.
- Working on finalizing third paramedic equipment. .... Cost estimate \$3K
- Bronwyn is working on scheduling the “FERNO Track” system install for our ambulances. Not confirmed yet but the plan is to schedule them to come to Gualala in February.