

CLOVERDALE HEALTH CARE DISTRICT

Regular Meeting Agenda

JANUARY 14 2019, 7:00 P.M.

209 NORTH MAIN ST

ROLL CALL: PRESIDENT: Hanchett VICE PRESIDENT: Martin TREASURER: Winters SECRETARY: DeMartini
MEMBER Delsid

AGENDA APPROVAL:

PUBLIC COMMENT PERIOD: PUBLIC COMMENT PERIOD PROVIDES TIME FOR MEMBERS OF THE AUDIENCE TO ADDRESS THE BOARD ON MATTERS WHICH DO NOT APPEAR ON TONIGHT'S AGENDA. TIME LIMIT FOR COMMENTS TO THE BOARD ON NON-AGENDIZED ITEMS IS LIMITED TO FIVE MINUTES (GOVERNMENT CODE SECTION 54954.3(b))

ITEMS:

1. Board election
2. Minutes December 2018
3. Financial Statement december 2018
4. Managers Report-
5. Final Audit FY 17-18- Review/Approve
6. Review ambulance statistics
7. From Members-

Adjourn to Executive Meeting: none

Adjourn to Regular Meeting

Adjourn till February 11, 2019

All agenda items, reports, minutes, are available for review at the offices of the Cloverdale Health Care District located at 209 N. Main St. Cloverdale Ca 95425 and are available upon request. Posted per Government Code section 54954.2 January 11, 2019, Any disabled, handicapped or other meeting attendees needing special assistance or other accommodations for participation, please contact the business office 24 hrs prior to the meeting. 707-894-5862.

**Minutes of the
Cloverdale Healthcare District
Board of Directors Meeting
December 10, 2018**

There were present, Al Delsid, Mary Jo Winter, Neena Hanchett, Harry Martin, and Jim DeMartini. Manager Tom Hinrichs was also present.

The agenda was approved.

Jim DeMartini took his oath of office upon his reelection to the board.

1. **November Minutes**: The November, 2018 minutes were approved upon motion by Hanchett, second by Winter.

2. **Financial Statement** –Hinrichs reported that the District had a fairly slow month with a less than stellar patient profile. After a discussion directed to accounting issues, the report was approved upon a motion made by DeMartini and seconded by Delsid.

3. **District Manager's Report**: The District remains in a very stable position. The annual audit is in progress. Martin submitted his suggested District report for publication in the Cloverdale Reveille.

4. **Contract With the City of Cloverdale**: After discussion of provisions in the new dispatch agreement with Cloverdale affecting equipment ownership and attorneys fees, the Board authorized Hinrichs to complete negotiations with the City and enter into a new dispatch services agreement. Motion by Winter, second by Delsid.

5. **From Members**: Delsid reminded the board about the upcoming Wreaths Across America program.

Dated: December 11, 2018

Jim DeMartini, Sec.

CLOVERDALE AMBULANCE
Balance Sheet
December 31, 2018

ASSETS

Current Assets		
Exchange Bank Bus. Checking	\$	147,595.02
Capital Holding MMS		119,528.76
Ambulance Replacment Savings		160,722.06
Accounts Receivable Ambulance		80,986.76
Reserve for Doubtful Accts.		(3,279.45)
Prepaid insurance		(787.58)
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Total Current Assets		504,765.57
Property and Equipment		
Land		17,789.00
Ambulance and Equipment		462,048.41
Furniture and fixtures		16,563.64
Building and Improvements		323,365.96
A/D - Other Fixed Assets		(373,922.00)
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Total Property and Equipment		445,845.01
Other Assets		
		<hr/>
Total Other Assets		0.00
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Total Assets	\$	<u><u>950,610.58</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts payable	\$	4,496.15
Accrued retirement benefits		(842.54)
Accrued Interest		57.20
Accrued AFLAC		235.03
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Total Current Liabilities		3,945.84
Long-Term Liabilities		
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Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		3,945.84
Capital		
Fund Balance		731,591.05
Prior Year Profit (Loss)		198,549.65
Net Income		16,524.04
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Total Capital		946,664.74
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Total Liabilities & Capital	\$	<u><u>950,610.58</u></u>

Unaudited - For Management Purposes Only

CLOVERDALE AMBULANCE

Income Statement

Compared with Budget

For the Six Months Ending December 31, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues					
Ambulance Service	\$ 47,607.90	\$ 65,000.00	\$ 376,130.05	\$ 390,000.00	(13,869.95)
Less - Contract Allowances	(31,081.87)	(34,166.00)	(175,908.72)	(204,996.00)	29,087.28
Donations	400.00	0.00	400.00	0.00	400.00
Property Tax (13)	20,206.38	18,330.09	22,475.33	20,489.84	1,985.49
Special Assessment	87,805.44	86,650.00	94,635.90	92,020.87	2,615.03
Interest Income	0.00	28.89	175.92	79.43	96.49
Membership paid	0.00	0.00	(1,144.00)	0.00	(1,144.00)
Other (Income) and Expenses	0.00	0.00	8,051.04	4,200.00	3,851.04
Total Revenues	124,937.85	135,842.98	324,815.52	301,794.14	23,021.38

Cost of Sales

Total Cost of Sales	0.00	0.00	0.00	0.00	0.00
Gross Profit	124,937.85	135,842.98	324,815.52	301,794.14	23,021.38

Expenses

Salaries & Wages	29,135.00	27,450.00	178,916.68	164,700.00	14,216.68
Health benefits employer	4,630.12	4,473.00	27,143.22	26,838.00	305.22
Fuel Expense	2,387.51	1,250.00	7,823.72	7,500.00	323.72
Work Comp ACHD	1,551.00	1,551.00	9,695.00	9,306.00	389.00
Payroll Exp UTI/ETT	52.52	258.00	461.97	1,548.00	(1,086.03)
Amb Repair Maintenance	855.73	816.00	8,237.13	4,896.00	3,341.13
Supplies Patient	1,756.85	2,000.00	11,709.23	12,000.00	(290.77)
Employee Benefits Volunteers	0.00	0.00	2,560.54	1,000.00	1,560.54
Outside Services	280.33	1,104.00	6,100.33	6,624.00	(523.67)
Bad Debit Writeoff	0.00	0.00	12,480.00	0.00	12,480.00
Patient Refunds	0.00	0.00	470.27	0.00	470.27
employer soc. sec.	1,804.06	1,666.00	10,928.31	9,996.00	932.31
Employer Medicare	421.91	360.20	2,555.84	2,389.29	166.55
Bank service charges	0.00	0.00	109.45	0.00	109.45

CLOVERDALE AMBULANCE

Income Statement

Compared with Budget

For the Six Months Ending December 31, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance
Dues & Subscriptions	0.00	0.00	2,575.00	2,500.00	75.00
Utilities	463.00	500.00	3,192.26	3,000.00	192.26
Insurance - General	1,343.00	1,580.00	8,058.00	9,480.00	(1,422.00)
Legal	0.00	0.00	105.00	0.00	105.00
Accounting	0.00	0.00	6,500.00	6,500.00	0.00
Office expense	882.30	1,333.00	7,868.68	7,998.00	(129.32)
Office Building Repair	0.00	0.00	716.43	1,000.00	(283.57)
Payroll Tax FUTA	15.01	2.40	131.97	175.50	(43.53)
Telephone	194.29	333.00	1,524.94	1,998.00	(473.06)
Volunteer Appr. Mng.	0.00	0.00	713.50	0.00	713.50
Conference and Travel	0.00	0.00	1,214.01	0.00	1,214.01
Total Expenses	45,772.63	44,676.60	311,791.48	279,448.79	32,342.69
Net Income	\$ 79,165.22	\$ 91,166.38	\$ 13,024.04	\$ 22,345.35	(9,321.31)

Runs by Provider Impression

Situation Provider Primary Impression (eSituation.11)	Number of Runs	Percent of Total Runs
Abdominal Pain / Problems (R10.84)	6	13.04%
Pain (G89.1)	6	13.04%
Respiratory Distress - Bronchospasm (J98.01)	5	10.87%
Traumatic Injury (T14.90)	5	10.87%
Altered Level of Consciousness (R41.82)	3	6.52%
Chest Pain - Non-cardiac (R07.89)	3	6.52%
Nausea / Vomiting (R11.2)	3	6.52%
Airway Obstruction (T17.9)	1	2.17%
Alcohol Intoxication (F10.92)	1	2.17%
Allergic Reaction (T78.40)	1	2.17%
Anxiety / Emotional Upset (F41.9)	1	2.17%
Behavioral / Psychiatric – Legal Hold (5150) (Z04.6)	1	2.17%
Cardiac Arrest (I46.9)	1	2.17%
Genitourinary System Issue (Urinary) (N39.9)	1	2.17%
Hypertension (I10)	1	2.17%
Medication Related Issue (Non- Overdose) (T50.905)	1	2.17%
No Apparent Illness/Injury (Adult) (Z00.00)	1	2.17%
Respiratory Distress - Unspecified (J80)	1	2.17%
Sepsis (A41.9)	1	2.17%
Stroke/CVA (I63.9)	1	2.17%
Weakness (General) (R53.1)	1	2.17%
	Total: 46	Total: 100.00%

Runs by Day of Week

Incident Day Name	Number of Runs	Percent of Total Runs
Sunday	5	10.87%
Monday	6	13.04%
Tuesday	6	13.04%
Wednesday	4	8.70%
Thursday	9	19.57%
Friday	6	13.04%
Saturday	10	21.74%
Total: 46		Total: 100.00%

Runs by Response Disposition

Disposition Incident Patient Disposition (eDisposition.12)	Number of Runs	Percent of Total Runs
Treated, Transported by this EMS Unit	37	80.43%
Against Medical Advice (AMA)	5	10.87%
Transported to Landing Zone, Care Transferred	2	4.35%
Canceled Enroute - No Patient Contact	1	2.17%
Released at Scene (RAS)	1	2.17%
	Total: 46	Total: 100.00%