

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

>>> 4:30 pm Monday, Oct 19, 2015 <<<
CLSD Headquarters – Bill Platt Training Room

1. Call to Order Schwartz
2. Adoption of the Agenda Schwartz
3. Minutes Approval – Action Schwartz
 - Sept 21, 2015 regular Board of Directors Meeting
 - Oct 7, 2015 Special Meeting
4. Privilege of the Floor – Public Comment
5. Old Business – Information or Action Perry
 - JOG Update – Information
6. New Business Beaty
 - Auditor selection process
7. Reports Bower/André
Beaty
Caley
 - Committee Reports
 - Communication
 - Finance
 - a. Preliminary Financials FY 15
 - District Administrator Caley
 - Intergovernmental Transfer Update
 - Ambulance update
 - CPR for CLSD Board and local Boards Nov 16th
 - Smooth transitions (Bookkeeping, Image Trend)
 - Initiating internal review to reconcile every transport from July 1, 2014 through September 30, 2015 through the entire PCR, billing, deposit workflow
8. Adjournment

Scheduled Board of Director meetings (4:30 at Bill Platt Training Center unless otherwise noted):

- Oct 19, 2015, 4:30 pm CLSD Headquarters
- Nov 16, 2015, 4:30 pm CLSD Headquarters
 - NOTE: Hands-only CPR starts at 4:00 p.m.



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS September 21st, 2015

Call to Order. Board President Hughes called the meeting to order promptly at 4:30 p.m. at the Fort Ross Elementary School Cazadero. Present: Directors Beaty, Hughes, Perry, Dodds, André and Schwartz. Also present: District Administrator Caley.

Adoption of the Agenda. Director Schwartz moved to adopt the agenda, Director André seconded, all ayes.

Approval of Minutes:

- **Aug 17th, 2015 Board Minutes:** Director Hughes moved to approve the Minutes as submitted, Director Schwartz seconded, all ayes.
- **Aug 20th 2015 Special Board Meeting:** Director Schwartz moved to approve the Minutes as submitted, Director André seconded, all ayes.

Privilege of the Floor- Public Comment (none)

Old Business-Information or Action:

- **Joint Operating Group (JOG) Update and Information.**

Director Perry reported on updates with JOG:

- Strategic Planning Subcommittee with representation of RCMS, CLSD, and SJMH would be meeting on Sept 29th to begin the conversation with a shared understanding of "where we are now" to provide context for "what we should do next."
- Agreement Subcommittee has been tasked to research how best to serve the community while each agency must conform to different regulations (e.g., Federally Qualified Health Center v. State Agency v. Public Non-Profit)
- Announced the new Community Representative to JOG replacing Alice Diefenbach. Welcome Kathy White from Manchester
- Handouts were reviewed and discussed that communicate patient experiences of Urgent Care v. Emergency Room visits. A suggestion was made to do some Focus Group testing and Director André volunteered to pursue.

- **CPR Training for the Board**

The Family and Friends CPR (Hands-Only CPR) is delayed to the Nov 16th Board of Directors Meeting starting at 4:00 p.m. at the CLSD Headquarters – Bill Platt Training Center. The BOD and CLSD crew invite Directors of local agencies' Boards to join this training and in turn, later encourage widespread institutional learning in their organizations.

New Business:

- **Short-term cash flow financing**

In years past, the Sonoma County Treasury provided CLSD a revolving line-of-credit to cover the period of time prior to the first installment of parcel tax revenues in December. A motion was made to the Board by Director André to allow the DA to arrange for a short-term zero-interest line-of-credit to bridge this time period. Director Perry seconded, all ayes.

Reports:

- **Communication Committee:**
Director Bower reported Fall plans working with teachers in Point Arena to pilot teaching students how to properly access emergency services and bring this information home for dissemination in households. Also reported is research to glean community perceptions of CLSD
- **Finance Committee:**
Director Hughes reported:
 - FC met 9/15
 - Focus of meeting was on zeroing in on ambulance revenue and assumptions delayed b/c of the outsourcing of ambulance billing to Wittman Enterprises
 - A subsequent meeting is planned for 9/23/15 – prior to out-going District Financial Officer David Rice’s retirement
 - In July – the FY15 was determined to have ~\$40K overrun. This is largely due to increased staffing costs (multi-year average transports trend at 385. This past FY had 494 transports and one ambulance needed \$15K in engine repair)
 - CLSD continues to stay current on submitting claims to Wittman for timely billing of transports
- **District Administrator**
DA Caley reported the following:
 - Wittman now has full capacity to bill MediCare and MediCaid (CMS) on behalf of CLSD and is processing the majority of ambulance transports that have been in limbo awaiting this authority.
 - The Wittman reporting system allows CLSD to determine immediate contractual write-downs when invoiced which leads to a better understanding of current net charges, payments, balances, and average net per run. For the period of Oct1, 2014 – Aug 31, 2015, reports indicate an average of \$1427/transport across the payer mix.
 - PCRs are on track being submitted to Wittman within 48 hours of patient care. Shift Supervisors conduct the initial review the PCR, Ops Manager does a second review, and then submits to Wittman inclusive of all attachments required for proper billing. Starting Sep 24th, we are switching over to Image Trend (new PCR software mandated by Sonoma County, Coastal Valley EMS). They have a “ready to bill” field that will allow CLSD to check when ready and Wittman to easily auto import those PCRs.
 - Both the Ops Manager and DA are now tracking PCRs through the billing process to build organizational redundancy.
 - Two new EMTs hired: Welcome Goldie Pounds and Danna Aguado
 - Transport Run Data – see handout. July had 52 transports. August had 39
 - Transition to Image Trend starting 9/24: As mentioned above – meets National EMS standards, better data and reporting capacity to make better clinical decisions, receiving facilities are tied in and can see incoming patient info (where wireless transmission available) automated import/export of live data through a Health Information Hub, and improved QA where medics can learn of patient outcomes they transported – primarily related to Cardiac events, stroke and trauma patients.
 - DFO David Rice submitted his resignation – last day Sept 27th.
 - Jane Kelley now in place as the CLSD Bookkeeper
 - Reported a one month delay in obtaining ambulance financing related to obtaining more comprehensive financials

Other:

Next Board of Directors Meetings:

- Monday Oct 19, 2015, 4:30 pm, at CLSD HQ.
- Monday Nov 16, 2015, 4:30 p.m. at CLSD HQ. *Hands-only CPR starts at 4:00 p.m.*

- Adjournment:

Director Perry moved for adjournment at 5:50 pm, Director Hughes seconded, all ayes.

Minutes approved:

_____ (Date) _____

DRAFT



MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS
October 7th, 2015

Call to Order. Board President Hughes called the meeting to order at 4:30p.m. at the Bill Platt Training Center - CLSD Headquarters. Present: Directors Beaty, Bower, Hughes, Schwartz, André, Perry, Dodds, and DA Caley.

Adoption of the Agenda. Director Perry moved to adopt the agenda as amended, Director Schwartz seconded, all ayes.

Privilege of the Floor- Public Comment. (None)

Closed Session: Anticipated Legal Issue:

- Director Beaty updated the BOD on the background of the potential billing issues and opinion(s) of retained counsel.
- Director Perry made a motion to discuss the issue seconded by Director Schwartz. All ayes.
- After discussion, Director Perry made a motion to:
 - Authorize the District Administrator to reimburse CMS \$23,750 or an amount recommended by rgw CLSD attorney for transports to RCMS as well as handoffs in previous fiscal years.
 - Request a ruling by CMS authorizing RCMS as a bonafied receiving facility for CLSD transports.
 - Ask for reimbursement to CLSD of \$20,219 or an amount recommended by our attorney once CMS makes the appropriate ruling on RCMS transports.

Director Bower seconded. Motion passed all ayes.

Open Session:

- In Open Session, Director Beaty moved to open the session, seconded by Bower, all ayes.

Other:

- DA Caley informed the BOD the CLSD Headquarters radiant heating system was inoperable and not worth putting an estimated \$5K. Estimates obtained for a new, easily serviced forced air furnace would be installed with three climate zones (Quarters daytime space, Quarters sleeping areas, Bill Platt Training Center (on timer). The new system estimate is \$12K. A motion to approve was made by Director Hughes and seconded by Director Beaty. Motion to approve – all ayes.

Next Board of Directors Meetings:

- Monday October 19th, 2015, 4:30 pm, at CLSD Headquarters – Bill Platt Training Room.

Adjournment:

Director Perry moved for adjournment at 5:15 pm, Director Schwartz seconded, all ayes.

Minutes approved:

Date

