

# CLOVERDALE HEALTH CARE DISTRICT

## Regular Meeting Agenda

June 19 2023, 7:00 P.M.

126 N. Cloverdale Blvd

IN-PERSON AND VIRTUAL

ROLL CALL: PRESIDENT: Martin VICE PRESIDENT: Winter\_ TREASURER: DeMartini SECRETARY: Hanchett  
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))

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### ITEMS:

1. Minutes April meeting-No May meeting
2. Financial Statement MAY 2023
3. Staff Report-
4. Draft Budget 23-24
5. CY IGT, PP-GEMT informational item
6. Transition to Wittman Enterprises, outside billing agency, update
7. QRV project-informational item
8. From Members-

Adjourn to Executive Meeting:

Adjourn to Regular Meeting

Adjourn till May 8, 2023

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 06/16/2023, Any disabled, handicapped, or other meeting attendees needing special assistance or other accommodations for participation, please contact the business office 24 hrs before the meeting. 707-894-5862.

**Cloverdale Health Care District  
Meeting Minutes-April 10, 2023**

Roll Call: Director Tom Hinrichs, Eric Polan (Operations), board members Secretary Hanchett, President Delsid, Vice President Winter (via call-in) present. President Martin and Treasurer DeMartini were not present. Quorum met.

Meeting called to order at 7:05 p.m. by Vice President Winter There were no public comments.

**Minutes from February meeting-There was no meeting in March** The minutes were reviewed and approved unanimously after a motion by Delsid and a second by Winter.

**Financial Statement March 2023**-After a comment about collections being a bit lower (forecasting has not been realistic in the past), payroll, benefits, etc. are where they should be, financials were approved unanimously after a motion by Hanchett and a second by Delsid. Tom also advised that tax revenues will be coming to the district this month. Hinrichs also clarified that IGT Refundable deposits are still an asset on the Balance Sheet because they are refundable. After a motion by Delsid and a second by Winter, the financial statement was unanimously approved.

**Staff Report:** There were no interruptions, injuries or mechanical issues. Transport volumes were average with mixed payor profiles. The district is still waiting for the delivery of the Tempus cardiac monitors due to a chip shortage. The long-time loaner is being used currently. The board learned that an additional \$35,000 is needed to fully fund the new monitors. PP-GEMT and IGT programs continue to move forward. See information below. Hinrichs commented that Kaiser is the only entity paying at the revised \$1065 base rate for MediCal patients. But that there should be a retroactive reimbursement. A brief discussion about outsourcing district billing which many other agencies do currently.

**CY IGT, PP-GEMT-** The payment programs are moving forward. The District received the Letter of Intent to participate in the new Public Provider GEMT program. To date a payment request has not been received. Partnership Health Plan has indicated they will be processing the lump sum payment this week.

**Transition to Wittman Enterprises- (outside billing agency)-** The board heard a discussion and participated in a recommendation to outsource district billing in preparation for Tom's departure and staff restructuring. Details were included with the agenda package and the board authorized moving this forward with a possible final contract approval in the future. Anticipated time frame July 1, 2023.

**Appreciation Dinner**-Wednesday, May 24, 2023 at El Milagro Mexican Restaurant 6-9 p.m. RSVP needed by May 3.

**From Members-** Nothing was brought forward by members.

**Meeting adjourned at 7:32 p.m.** until the May 8, 2023 meeting.

Respectfully submitted,

Neena Hanchett, Secretary

## CLOVERDALE AMBULANCE

## Balance Sheet

May 31, 2023

## ASSETS

Current Assets		
Exchange Bank Bus. Checking	\$	278,281.28
RESERVE/CAPITAL ACCT		366,635.64
Ambulance Replacment Savings		111,127.00
Accounts Receivable Ambulance		398,583.59
Reserve for Doubtful Accts.		1,396.60
Prepaid insurance		6,285.27
		<hr/>
Total Current Assets		1,162,309.38
Property and Equipment		
Land		17,789.00
Ambulance and Equipment		139,565.58
Accum depreciation - Equipment		292,311.51
Furniture and fixtures		16,563.64
Building and Improvements		323,365.96
A/D - Other Fixed Assets		(504,007.69)
		<hr/>
Total Property and Equipment		285,588.00
Other Assets		
		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u>1,447,897.38</u>

## LIABILITIES AND CAPITAL

Current Liabilities		
Notes Payable - Short Term	\$	(131,475.34)
Accrued retirement benefits		5,189.00
Accrued AFLAC		1,604.81
		<hr/>
Total Current Liabilities		(124,681.53)
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		(124,681.53)
Capital		
Fund Balance		496,206.72
Prior Year(s) Profit (Loss)		891,770.62
Net Income		184,601.57
		<hr/>
Total Capital		1,572,578.91
		<hr/>
Total Liabilities & Capital	\$	<u>1,447,897.38</u>

Unaudited - For Management Purposes Only

CLOVERDALE AMBULANCE

Income Statement

Compared with Budget

For the Eleven Months Ending May 31, 2023

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues					
Ambulance Service	\$ 40,068.42	\$ 58,800.00	\$ 502,338.99	\$ 646,800.00	(144,461.01)
Less - Contract Allowances	(116,420.01)	(100,833.33)	(1,349,374.00)	(1,350,000.00)	626.00
Property Tax (13)	0.00	0.00	49,419.52	48,000.00	1,419.52
Special Assessment	0.00	0.00	154,424.05	150,000.00	4,424.05
Interest Income	0.00	0.00	1,435.13	1,500.00	(64.87)
IGT Supplemental Payment	0.00	0.00	94,592.26	94,592.26	0.00
Other (Income) and Expenses	0.00	0.00	30,919.56	30,919.56	0.00
<b>Total Revenues</b>	<b>(76,351.59)</b>	<b>(42,033.33)</b>	<b>(516,244.49)</b>	<b>(378,188.18)</b>	<b>(138,056.31)</b>
Cost of Sales	0.00	0.00	0.00	0.00	0.00
<b>Total Cost of Sales</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Gross Profit</b>	<b>(76,351.59)</b>	<b>(42,033.33)</b>	<b>(516,244.49)</b>	<b>(378,188.18)</b>	<b>(138,056.31)</b>
Expenses					
Salaries & Wages	40,071.93	45,576.67	471,898.03	501,343.37	(29,445.34)
Health benefits employer	6,608.41	7,583.33	77,655.84	83,416.63	(5,760.79)
Fuel Expense	2,085.24	2,375.00	25,479.21	26,125.00	(645.79)
Work Comp ACHD	1,812.50	1,812.50	22,379.50	19,937.50	2,442.00
Payroll Exp UTI/ETT	94.63	173.33	1,336.58	1,906.63	(570.05)
Amb Repair Maintenance	374.24	1,666.67	10,959.61	18,333.37	(7,373.76)
Supplies Patient	3,342.99	3,000.00	33,245.62	33,000.00	245.62
Employee Benefits Volunteers	0.00	708.33	6,487.08	7,791.63	(1,304.55)
Outside Services	605.00	1,333.33	19,055.13	17,633.30	1,421.83
Medical Director	500.00	500.00	5,500.00	5,500.00	0.00
Patient Refunds	0.00	0.00	1,985.57	3,000.00	(1,014.43)
employer soc. sec.	2,430.20	2,416.67	28,731.62	26,583.37	2,148.25
Employer Medicare	568.37	566.67	6,690.54	6,233.37	457.17
Bank service charges	0.00	0.00	30.00	30.00	0.00
Dues & Subscriptions	0.00	0.00	2,804.00	2,800.00	4.00

CLOVERDALE AMBULANCE

Income Statement  
Compared with Budget

For the Eleven Months Ending May 31, 2023

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date Variance
Capital Equipment	0.00	0.00	34,828.09	35,000.00	(171.91)
Utilities	2,892.74	541.67	6,889.19	5,958.37	930.82
Insurance - General	1,583.30	1,583.00	15,991.57	16,000.00	(8.43)
Accounting	0.00	0.00	8,125.00	8,125.00	0.00
Miscellaneous expense	0.00	266.67	2,380.00	2,933.37	(553.37)
Office expense	291.86	2,666.67	24,740.44	29,333.37	(4,592.93)
Office Building Repair	0.00	0.00	100.00	1,500.00	(1,400.00)
Payroll Tax FUTA	35.49	66.67	501.26	733.37	(232.11)
Telephone	275.00	275.00	1,367.50	3,025.00	(1,657.50)
Volunteer Appr. Mtng.	0.00	0.00	750.00	500.00	250.00
GEMT QAF Quarterly assessment	0.00	0.00	22,759.38	22,759.00	0.38
<b>Total Expenses</b>	<b>63,571.90</b>	<b>73,112.18</b>	<b>832,670.76</b>	<b>879,501.65</b>	<b>(46,830.89)</b>
<b>Net Income</b>	<b>(\$ 139,923.49)</b>	<b>(\$ 115,145.51)</b>	<b>(\$ 1,348,915.25)</b>	<b>(\$ 1,257,689.83)</b>	<b>(\$ 91,225.42)</b>

Account ID	Account Description	2021 - 2022	2022 - 2023	2023 - 2024	Difference
5000	Salaries & Wages	\$473,699.03	\$546,920.00	\$562,462.61	\$15,542.61
	457		\$30,000.00	\$30,000.00	\$0.00
5010	Health benefits employer	\$71,355.29	\$80,000.00	\$112,097.28	\$32,097.28
5020	Fuel Expense	\$26,547.84	\$28,500.00	\$28,000.00	\$500.00
5030	Work Comp ACHD	\$21,179.50	\$21,750.00	\$25,347.00	\$3,597.00
5040	Payroll Exp UTI/ETT	\$2,080.18	\$2,080.00	\$2,100.00	\$20.00
5050	Amb Repair Maintenance	\$24,282.66	\$20,000.00	\$20,000.00	\$0.00
5070	Supplies Patient	\$34,336.02	\$36,000.00	\$36,000.00	\$0.00
5100	Employee Benefits Volunteers	\$8,543.37	\$8,500.00	\$10,000.00	\$1,500.00
5110	Outside Services	\$16,088.96	\$16,000.00	\$60,000.00	\$44,000.00
5112	Medical Director	\$0.00	\$6,000.00	\$6,000.00	\$0.00
5115	Bad Debit Writeoff	\$0.00	\$0.00		\$0.00
5120	Patient Refunds	\$3,521.29	\$2,500.00	\$4,500.00	\$2,000.00
6010	employer soc. sec.	\$29,038.90	\$29,000.00	\$32,500.00	\$3,500.00
6015	Employer Medicare	\$6,791.61	\$6,800.00	\$7,400.00	\$600.00
6120	Bank service charges	\$164.56	\$150.00	\$150.00	\$0.00
6160	Depreciation expense	\$0.00	\$0.00		\$0.00
6180	Dues & Subscriptions	\$0.00	\$0.00	\$2,804.00	\$2,804.00
6215	Capital Equipment	\$0.00	\$75,000.00	\$75,000.00	\$0.00
6220	Utilities	\$8,574.75	\$6,500.00	\$8,500.00	\$2,000.00
6240	Insurance - General	\$18,999.60	\$21,000.00	\$23,000.00	\$2,000.00
6275	Accounting	\$6,995.00	\$6,995.00	\$8,125.00	\$1,130.00
6280	Miscellaneous expense	\$3,205.00	\$3,200.00	\$3,500.00	\$300.00
6300	Office expense	\$32,773.36	\$32,000.00	\$32,000.00	\$0.00
6380	Office Building Repair	\$741.61	\$1,500.00	\$15,000.00	\$13,500.00
6490	Payroll Tax FUTA	\$759.58	\$800.00	\$800.00	\$0.00
6520	Telephone	\$3,309.57	\$3,300.00	\$3,400.00	\$100.00
6550	Volunteer Appr. Mtng.	\$0.00	\$500.00	\$2,500.00	\$2,000.00
		\$792,987.68	\$984,995.00	\$1,111,185.89	\$126,190.89
					\$0.00
Revenue		\$773,880.27		\$824,000.00	\$824,000.00
				\$197,762.00	\$197,762.00
Rate Increase	Gross Estimate	\$212,325.00			\$0.00
	Net	\$127,395.00		\$1,021,762.00	
	Estimated Gross Revenue		\$901,275.27		\$901,275.27
	Estimated Profit / Loss		\$83,719.73	\$89,423.89	\$5,704.16



## Cloverdale Ambulance Run Data Report

## Runs by City

Scene Incident City Name (eScene.17)	Number of Runs	Percent of Total Runs
City of Cloverdale	65	98.48%
Hopland	1	1.52%
<b>Total: 66</b>		<b>Total: 100.00%</b>

## Runs by County

Scene Incident County Name (eScene.21)	Number of Runs	Percent of Total Runs
Sonoma	65	98.48%
Mendocino	1	1.52%
<b>Total: 66</b>		<b>Total: 100.00%</b>

## Runs by Day of Week

Incident Day Name	Number of Runs	Percent of Total Runs
Sunday	9	13.64%
Monday	13	19.70%
Tuesday	10	15.15%
Wednesday	13	19.70%
Thursday	7	10.61%
Friday	4	6.06%
Saturday	10	15.15%
<b>Total: 66</b>		<b>Total: 100.00%</b>

## Runs by Dispatch Reason

Incident Complaint Reported By Dispatch (eDispatch.01)	Number of Runs	Percent of Total Runs
Breathing Problem	8	12.12%
Sick Person	8	12.12%
Falls	7	10.61%
Traumatic Injury	7	10.61%
Unknown Problem/Person Down	6	9.09%
Abdominal Pain/Problems	3	4.55%
Cardiac Arrest/Death	3	4.55%
Convulsions/Seizure	3	4.55%
Heart Problems/AICD	3	4.55%
Stroke/CVA	3	4.55%
Back Pain (Non-Traumatic)	2	3.03%
Chest Pain (Non-Traumatic)	2	3.03%
Medical Alarm	2	3.03%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	2	3.03%
Unconscious/Fainting/Near-Fainting	2	3.03%
Well Person Check	2	3.03%
Interfacility Transfer	1	1.52%
Overdose/Poisoning/Ingestion	1	1.52%
Pregnancy/Childbirth/Miscarriage	1	1.52%
<b>Total: 66</b>		<b>Total: 100.00%</b>

## Runs by Provider Impression

Situation Provider Primary Impression (eSituation.11)	Number of Runs	Percent of Total Runs
Pain (G89.1)	11	16.67%
Traumatic Injury (T14.90)	6	9.09%
Weakness (General) (R53.1)	6	9.09%
Abdominal Pain / Problems (R10.84)	3	4.55%
Altered Level of Consciousness (R41.82)	3	4.55%
Behavioral / Psychiatric - Disorder/Issue (F99)	3	4.55%
Cardiac Arrest (I46.9)	3	4.55%
Overdose / Poisoning / Ingestion (F19)	3	4.55%

Situation Provider Primary Impression (eSituation.11)	Number of Runs	Percent of Total Runs
Respiratory Distress - Unspecified (J80)	3	4.55%
Seizure - Post (G40.909)	3	4.55%
Chest Pain - Non-cardiac (R07.89)	2	3.03%
Hypertension (I10)	2	3.03%
Hypotension (I95.9)	2	3.03%
No Apparent Illness/Injury (Adult) (Z00.00)	2	3.03%
Anxiety / Emotional Upset (F41.9)	1	1.52%
Cardiac Dysrhythmia - Tachycardia (R00.0)	1	1.52%
Chest Pain - Suspected Cardiac (I20.9)	1	1.52%
Dizziness / Vertigo (R42)	1	1.52%
Gastrointestinal System Issue (G.I.) (K92.9)	1	1.52%
Medical Device Related Issue (T82.1)	1	1.52%
Nausea / Vomiting (R11.2)	1	1.52%
OB / Pregnancy Related Complication (O99)	1	1.52%
Palpitations (R00.2)	1	1.52%
Respiratory Distress - Bronchospasm (J98.01)	1	1.52%
Respiratory Failure (J96.9)	1	1.52%
TIA (G45.9)	1	1.52%
	<b>Total: 66</b>	<b>Total: 100.00%</b>

#### Procedures Administered

Procedure Performed Description And Code (eProcedures.03)	Number of Times Procedure Administered	Percent of Total Procedures Administered
Cardiac Monitor - 12 Lead ECG Obtained (268400002)	29	20.14%
Blood Glucose Measurement (302789003)	26	18.06%
Electrocardiographic monitoring (46825001)	20	13.89%
Venous Access - IV (392230005)	20	13.89%
Venous Access - Saline Lock (425074000)	16	11.11%
Splinting (79321009)	15	10.42%
Spinal Motion Restriction - Cervical Collar Applied (49689007)	5	3.47%
Cardiac Monitor - ECG Monitoring (428803005)	3	2.08%
Oxygen Administration - Nasal Cannula (371907003)	2	1.39%
Wound Care - General (225358003)	2	1.39%
Airway - ETCO2 Capnography (425543005)	2	1.39%
Oxygen Administration - BVM via Mask (425447009)	1	0.69%
Oxygen Administration - CPAP (47545007)	1	0.69%
Oxygen Administration - Nonrebreather Mask (371908008)	1	0.69%
	<b>Total: 144</b>	<b>Total: 100.00%</b>

#### Medications Administered

Medication Given Description And RXCUI Code (eMedications.03)	Number of Times Medication Administered	Percent of Total
Normal saline (125464)	37	37.00%
Oxygen (7806)	18	18.00%
Ondansetron (26225)	13	13.00%
Fentanyl (4337)	12	12.00%
Naloxone (7242)	11	11.00%
Midazolam (6960)	4	4.00%
Ketamine (6130)	2	2.00%
Ketorolac (35827)	1	1.00%
Nitroglycerin (4917)	1	1.00%
	<b>Total: 100</b>	<b>Total: 100.00%</b>

#### Average Run Mileage Summary Report

Average	Minimum	Maximum	Average Run	Minimum Run	Maximum Run	Average	Minimum	Maximum	Number
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Run Mileage to Scene	Run Mileage to Scene	Run Mileage To Scene	Mileage Scene to Destination	Mileage Scene to Destination	Mileage Scene to Destination	Run Total Distance	Run Total Distance	Run Total Distance	of Runs
0.00	0	0	24.66	15	35	0.00	0	0	66

**Run Times - Unit Arrived on Scene to Unit Left Scene in Minutes**

Incident Unit Arrived On Scene To Unit Left Scene Range In Minutes	Number of Runs	Percent of Total Runs
	12	18.18%
0 to <5	2	3.03%
5 to <10	10	15.15%
10 to <15	19	28.79%
15 to <20	17	25.76%
20 to <25	2	3.03%
25 to <30	3	4.55%
35 to <40	1	1.52%
<b>Total: 66</b>		<b>Total: 100.00%</b>

**Run Times - Unit Enroute to Unit Arrived on Scene in Minutes**

Incident Unit En Route To Unit Arrived On Scene Range In Minutes	Number of Runs	Percent of Total Runs
	2	3.03%
0 to <5	48	72.73%
5 to <10	14	21.21%
10 to 15	1	1.52%
> 15	1	1.52%
<b>Total: 66</b>		<b>Total: 100.00%</b>

**Run Times - Unit Left Scene to Patient Arrived at Destination in Minutes**

Incident Unit Left Scene To Patient Arrived At Destination Range In Minutes	Number of Runs	Percent of Total Runs
	13	19.70%
> 15	53	80.30%
<b>Total: 66</b>		<b>Total: 100.00%</b>

**Transport Mode from Scene**

Disposition Transport Mode From Scene (eDisposition.17)	Number of Runs	Percent of Total Runs
Code 2	48	72.73%
Code 3	12	18.18%
Code 2 Upgraded to Code 3	4	6.06%
Code 3 Downgraded to Code 2	1	1.52%
	1	1.52%
<b>Total: 66</b>		<b>Total: 100.00%</b>

**Runs by Patient Race**

Patient Race List (ePatient.14)	Number of Runs	Percent of Total Runs
White	48	72.73%
Hispanic or Latino	10	15.15%
Other Race	3	4.55%
Black or African American	2	3.03%
Asian	2	3.03%
	1	1.52%
<b>Total: 66</b>		<b>Total: 100.00%</b>

**Runs by Patient Age Range in Years**

Patient Age Range In Years	Number of Runs	Percent of Total Runs
	2	3.03%
1 - 9	2	3.03%
10 - 19	1	1.52%
20 - 29	6	9.09%
40 - 49	6	9.09%
50 - 59	6	9.09%

Patient Age Range In Years	Number of Runs	Percent of Total Runs
60 - 69	13	19.70%
70 - 79	17	25.76%
80 - 89	11	16.67%
90 - 99	2	3.03%
<b>Total: 66</b>		<b>Total: 100.00%</b>

**Runs by Destination Name**

Disposition Destination Name Delivered To (eDisposition.01)	Disposition Destination Code Delivered To (eDisposition.02)	Number of Runs	Percent of Total Runs
Adventist Health Ukiah Valley	20506	12	18.18%
Healdsburg District Hospital	20157	1	1.52%
Kaiser Permanente - Santa Rosa	20203	21	31.82%
Santa Rosa Memorial Hospital	20402	14	21.21%
Sutter Santa Rosa Regional Hospital	20478	7	10.61%
		11	16.67%
		<b>Total: 66</b>	<b>Total: 100.00%</b>