



CAMBRIA COMMUNITY HEALTHCARE DISTRICT

May 23, 2023

BOARD MEETING

The regular meeting of the Cambria Community Healthcare District will be held
May 23rd, 2023, at 9:00 A.M.
Old Cambria Grammar School, 1350 Main Street Cambria, California.

Topic: Regular Board Meeting

Time: May 23, 2023 09:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81746596826>

Meeting ID: 817 4659 6826

One tap mobile

+16694449171,,81746596826# US

+16699006833,,81746596826# US (San Jose)

The Cambria Community Healthcare District monthly agenda and minutes are available at the following website: www.cambria-healthcare.org. Packets are also available at the District Office located at 2515 Main Street, Suite A, in Cambria during regular business hours. Any changes or additions to the agenda will be posted at the district office and on the district website.

Note that while board members will not engage in dialog with the public during the board meeting, individual members may choose to incorporate an answer to a question posted by the public during their discussion of an agenda item.

AGENDA

A. OPENING

1. Call to order
2. Pledge of Allegiance
3. Motion to allow the board to conduct the board meeting within the AB2449 guidelines.
4. Establishment of a quorum

B. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

1. Members of the public wishing to address the Board on matters other than scheduled items may do so when recognized by the President of the Board of Directors Cecilia Montalvo. Presentations are limited to a maximum of three minutes per person.

C. CONSENT AGENDA

1. Approve Minutes from April 25th, 2023 Regular Board Meeting.

D. SWEARING IN OF NEW BOARD MEMBER

1. Swearing in of Igor (Iggy) Fedoroff

E. CLOSED SESSION

1. Adjournment to Closed Session with Full Board, Director of Operations, Director of Finance.
 - a. Pursuant to Government Code section 54957.6—Conference with Labor Negotiator.
 - b. All members of the public attending in person will be asked to leave the room, and all members of the public on participating via Zoom will be placed in the “waiting room”
2. Adjournment from Closed Session

F. REPORT ANY REPORTABLE ACTIONS FROM THE CLOSED SESSION

G. REPORTS

1. Administrators/ Operations Report: Tim Benes
2. Financial Review: Linda Hendy
3. Committee Reports
 - a. President’s Report: Cecilia Montalvo
 - b. Property & Facilities / Facility Project Ad-Hoc: Laurie Mileur
 - c. Healthcare Advocacy & Outreach: Dawn Kulesa
 - d. Finance: Linda Hendy
 - e. Development Committee: Laurie Mileur

H. REGULAR BUSINESS

1. 2023-2024 Preliminary Budget
2. Facility Update
3. Update to Policy 2160 Internal Controls

I. CLOSED SESSION

1. Adjournment to Closed Session with Full Board, Director of Operations, Director of Finance.
 - a. Pursuant to Government Health & Safety Code Section 32155 (1): Board discussion regarding two proposed property locations for new temporary health facility.
 - b. Pursuant to Government Code section 54957: Employee Review.
 - c. All members of the public attending in person will be asked to leave the room, and all members of the public on participating via Zoom will be placed in the “waiting room”
2. Adjournment from Closed Session

J. REPORT ANY REPORTABLE ACTIONS FROM THE CLOSED SESSION

K. DECLARATION OF FUTURE AGENDA ITEMS

L. ADJOURNMENT

The next regular meeting of the Board of Directors of the Cambria Community Healthcare District will be held on June 20th, 2023, at 9:00 A.M. at the Old Cambria Grammar School, 1350 Main Street Cambria, California



CAMBRIA COMMUNITY HEALTHCARE DISTRICT

April 25, 2023

REGULAR BOARD MEETING MINUTES

A) OPENING:

- 1) The meeting was called to order at 9:00 am.
- 2) The pledge of allegiance was led by President Montalvo.
- 3) Board of Directors members Cecilia Montalvo, Laurie Mileur, Bruce Mumper and John Nilon were present. Director Dawn Kulesa was present via Zoom. Also present were Director of Operations/Administrator Tim Benes, Director of Finance Linda Hendy and Office Manager Simone Rathbun.
- 4) Motion to adopt a Resolution to allow the board to conduct the board meeting within the AB2449 guidelines was presented. Director Nilon made a motion to approve, Director Mileur seconded, Board approved 5/0.

B) PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Two members of the public were present.

C) CONSENT AGENDA

The Minutes from the March 28, 2023 Regular Board Meeting were submitted for review and approval. Director Nilon motioned to approve, Director Mileur seconded, Board approved 5/0. An amendment was requested to discussion of April 25, 2023 Agenda Item B. Remove "recognized by John Nilon who has been appointed by the President of Board of Directors Cecilia Montalvo." Replace with "recognized by President of Board of Directors, Cecilia Montalvo."

D) REPORTS

- 1) Administrator/Operations Report: Three of the four portable suction units in the ambulance were replaced at a discounted rate, and old units were resold. Tim Benes will be meeting the EMSA regarding plans for the upcoming IronMan Triathlon. The District has been requested to cover EMS services from Harmony to San Simeon. A contract is pending for standby EMS services. We have also been asked to provide standby by the American Legion for 4th of July events. One delayed response time was discussed, which was due to covering for San Luis Ambulance.
- 2) Financial Review: Financial reports and budget variances were discussed. The required CA Government Compensation and HRSA Grant report have been submitted. A Community Project Funding Grant request has been submitted to Congressman Panetta's office. Simone attended education webinars and tutorials on SDRMA and CalPERS.
- 3) Committee Reports
 - a) President's Report: As Linda mentioned in the financial review, a Grant request was submitted through Congressman Panetta for a grant of \$5.7 million, which has been selected for presentation to the Appropriations Committee. Facilities and housing needs were discussed.
 - b) Property & Facilities/Facility Project Ad-hoc: Director Mileur reported that there has been a continued search for a site for a modular building, to temporarily house CCHD operations. The current site was re-evaluated and would not be feasible for a modular.

Regarding urgent facility repairs, an electrical contractor has recommended an exterior shut-off for electricity. Additionally, the windows and doors replacements are being priced. President Montalvo asked Tim to prepare an update on the things we have corrected, and Director Nilon recommended that this be an ongoing agenda item.

- c) Healthcare Advocacy & Outreach: The Health Survey was reviewed and it will be distributed at Farmers Market.
- d) Finance: John Nilon, Linda Hendy: Nothing to report.
- e) Development Committee: The committee did not meet however is continuing to locate a spot for a modular; and then will do community outreach campaign to help with funding.

E) REGULAR BUSINESS

- 1. Monterey County AMR Ambulance Contract – An increase of response fee from \$1,500 to \$2,000 per response is recommended. Cost analysis per response was provided. Motion to approve increase by Director Nilon, seconded by Director Mumper, Board approved 5/0.
- 2. Proposed Auditor contract with Moss, Levy & Hartzheim LLP – Linda Hendy
- 3. presented a proposal that the District contract with a new contractor for Audit purposes, as current Auditor has failed to complete audit in a timely manner. Linda added that this new recommended Auditor comes with current referrals and that audit financials are critical for any future funding. Since we are two audits behind, we will need to budget for two audits in 2023/2024 budget. Director Nilon motioned to approve new Auditor contract, seconded by Director Mumper, Board approved 5/0.
- 4. Healthcare Survey Review – the survey was reviewed. Director Mumper motioned to approve, seconded by Director Mileur, Board approved 5/0.
- 5. Review of night calls for the past 10 years – information and statistics were presented. Tim added that it should be noted that for every Code 8 we sometimes did not even leave the station, and while it looks like we cover for them often, it's really not that many times.

F) CLOSED SESSION

- 1. Adjournment to Closed Session at 9:57 am, with full Board, Director of Operations, and Director of Finance.
- 2. Adjournment from Closed Session at 10:50 am.

G) REPORTABLE ACTIONS FROM CLOSED SESSION

- 1. Board approved contract with Liebert Cassidy Whitmore, Che I. Johnson, for Labor Negotiations.
- 2. Board has approved to discontinue contracting with William Avery and Associates for Labor Negotiations.

H) DECLARATION OF FUTURE AGENDA ITEMS

- 1. 2023/2024 Preliminary Budget.
- 2. CCHD station repair update.
- 3. Minutes Matter campaign.
- 4. Health Survey results.

I) ADJOURNMENT

The Meeting was adjourned at 10:56 am.

The next regular meeting of the Board of Directors of the Cambria Community Healthcare District will be held on May 23, 2023, at 9:00 am at the Old Cambria Grammar School, 1350 Main Street, Cambria, California.



Cambria Community Healthcare District

Administrator's Report

Board of Directors Meeting

May 23rd, 2023

COVID-19 Update – For the latest number please refer to the following website.

<https://www.recover slo.org/en/covid-19-vaccines-in-slo-county.aspx>

Ambulance Unit Performance/Maintenance – Units 18, 20, and 21 are in service, and there were no repairs required this month. Unit 22 (the unit on order since July 2021 is scheduled for delivery at the end of June 2023.

Transport Activity Report - There has been an increase in total incidents and calls requiring transport compared to the same time last year. There were 22 more incidents and 4 more calls requiring transport in April 2023 compared with April 2022.

Response Times and Delays – In April, 98.1% of calls were responded to within 10 minutes. There was one call in which the response time was longer.

04/24/2023 There was a 2-minute delay over the 10-minute requirement. A crew member was indisposed at the time of the call. The crew canceled on the scene with no patient contact.

Equipment In the month of April, one of the District's Gatec laptop computers suffered damage to the screen and rear plate. The CCHD purchased an extended warranty and the computer was sent in for repairs. At the time of this report, no estimate or return time has been received.

San Luis Ambulance Transports/Coverage - This month San Luis Ambulance responded to 1 code 3 call in the CCHD service area. San Luis Ambulance was requested to move to cover Cambria 7 times. CCHD responded to 7 Code 3 calls and 1 Code 2 call inside the San Luis Ambulance area. Not all the calls responded to by CCHD staff were transports or billable dry runs.

- Code 3 Call
 - Emergency call that requires the use of lights and sirens to respond
- Code 2 Call
 - Emergency call that does not require the use of lights and sirens to respond

CCHD crews were also asked to “move up and cover” the San Luis Ambulance service area 73 times in April. This was an increase of 17 times from the month of March. The CCHD covered San Luis Ambulance for a total of 41 hrs. 37 mins while they covered for us 11 hrs. 40 min.

Monterey County Calls - CCHD crews responded to 1 call in Monterey County during the month of April. Highway 1 is now open up to Gorda County Store and the Caltrans yard. Because the road is still closed to the north, CCHD is currently the only ALS agency that can reach the southern area of coastal Monterey County.

Station Repairs – Report provided in Regular Agenda

Employees and Staffing

- a. COVID-19 - At the time of this report, we have no employees out.
- b. Staffing –
 - We had one new reserve EMT start and 3 reserve Paramedics leave the CCHD.

Community Outreach – Announcements have been made for free classes offered to the public. We are also considering some Farmer's Market events for hands-only CPR. There have been several one-on-one AED training. On May 6th the on-duty crews were part of the Fire Safety Counsel Fire event at the Vets Halls. On May 10th the CCHD did a first Aid class for the Head Start program for Spanish parents. On May 11th the District made a short presentation to the School Board regarding facility needs. On May 20th the CCHD will upstaff an extra unit for the Iron Man bike part. They are estimating over 2000 riders from Morro Bay to San Simeon and back to Morro Bay. San Luis Ambulance will have 4 additional units on duty that day.

DISTRICT ACTIVITY REPORT PAGE 1

04/01/2023 through 04/30/2023

Incident Totals				Transport Totals			
	2023	2022	Change		2023	2022	Change
Dry Runs - w/Treatment	11	23	-12	Local Patients	40	33	7
Dry Runs - CX Enroute	17	19	-2	Non-Local Patients	10	13	-3
Total Dry Runs	28	42	-14	Total Patients	50	46	4
Stand-bys	74	43	31	Medical Transports	49	39	10
Public Assists/Relations	2	0	2	Trauma Transports	1	7	-6
Walk-in Public Relations	0	0	0	Traffic Accidents	0	2	-2
Total Incidents	154	132	22	Total Transports	50	46	4

Hospital Destinations

	2023	2022	Change
French	17	11	6
Sierra Vista	28	33	-5
Twin Cities	4	1	3
Rendezvous w/Heli	0	1	-1
Facility Not-Listed	0	0	0
Trauma Center (Sierra Vista)	4	3	1
STEMI Center (French)	2	0	2

Monterey County Responses

	2023	2022	Change
Medical Transports	0	2	-2
Trauma Transports	0	0	0
Dry Runs	1	5	-4
Stand-bys	0	0	0
Total Incidents	1	7	-6

**Year-to-Date Comparison
Ambulance Response Statistics
From January 2023 to April 30 2023**

	2023	2022	Change
Total Responses	662	530	132
Patients Transported	190	203	-13
Total Dry Runs	140	137	3
Dry Runs - w/Treatment	60	63	-3
Dry Runs - CX Enroute	80	73	7
Stand-bys	323	184	139
Total Monterey County Incidents	2	17	-15

DISTRICT ACTIVITY REPORT PAGE 2
04/01/2023 through 04/30/2023

San Luis Ambulance Activity

Code 8	=	7	
Code 11	=	0	
Code 2 calls	=	0	} (calls into CCHD response area)
Code 3 calls	=	1	
Total time SLAS covered CCHD area = 11 hrs 40 mins			

Cambria Community Healthcare District Activity

Total time CCHD committed to other incidents (Month) = 132 hrs 32 mins			
Code 8	=	73	
Code 11	=	1	
Code 2 calls	=	1	} (calls into SLAS response area)
Code 3 calls	=	7	
Total time CCHD covered SLAS area = 41 hrs 37 mins			

Definitions:

Code 8 : Cover two areas

Example: -Code 8 Villa Creek means covering Morro Bay response area and Cambria response area

 -Code 8 Hwy 46 Summit means covering Cambria response area and covering North County response area (i.e. Paso Robles, Templeton, Atascadero and outlying areas)

Code 11 : Covering one area

Example: -Code 11 Morro Bay means we are now only covering the Morro Bay response area (i.e. Cayucos, Morro Bay, Los Osos)

Code 2 : Non-Emergency Call

Code 3 : Emergency Call

Time-On-Task : TOT Refers to the amount of time committed to a call or task, more specifically, this is the amount of time a unit is unavailable to respond to a call in the District's response area only. Units may still be available for calls outside the District's response area during TOT periods depending on SLO County needs for mutual aid.



Financial Report Board of Directors Meeting May 23, 2023

Staff Report: Linda Hendy, Director of Finance

Reporting financial performance updated for the month and fiscal year to date as of April 30, 2023.

Income Statement:

April 2023 Monthly/Year-To-Date vs Budget

○ Income:

- April ambulance billing was favorable to budget in the amount of \$7,964. Year-to-date ambulance income is unfavorable to budget by \$21,934.
 - Ambulance Transport activity **50** vs **49** budgeted.
- General and Special Assessment tax revenue in the amount of \$94,295.96 was received in April 7, 2023. April tax accrual of \$267,737.77 was received on May 8, 2023 bringing the total April tax revenue to \$362,033.73. Total year-to-date the District has received \$1,245,85.00 in tax revenues, bringing the total amount received favorable to 2022-23 budget in the amount of \$13,841.69.
- Other Income: In the month of April, one transport was provided to Monterey County. The District will invoice in May when transport report is complete.

○ Expense:

Total expenses in April were \$22,171 unfavorable to budget. Total expenses for the fiscal year-to-date period are unfavorable to budget by \$91,354.

- Payroll Expenses: In the month of April payroll expenses are unfavorable to budget in the amount of \$14,943. Increase in Administration payroll is due to added position of Finance Director, which has eliminated the accounting contractor service expense. The District is currently staffed with full-time employees who have been enrolled in benefit programs, increasing the overall variance to payroll expense actual vs budget.
- Operating Expenses: The District received the final audit invoice for the 2020-21 audit in the amount of \$3,560 bringing the year-to-date totals unfavorable to budget in the amount of \$14,114. Year-to-date License/Permit is unfavorable to budget in the amount of \$10,621, this line item includes employee DMV licensing, medical exams and two renewals; LAFCO annual payment \$4,720 and California Special District Association (CSDA) membership \$7,162.
- Fleet Expenses: April Fleet expense is in line with budget, no fleet repairs required.
- Other Expenses: Bond expense line item is unfavorable to budget in the amount of \$14,842, this expense is attributed to a payable received from San Luis Obispo County for the November 2022 Bond Measure election cost.

○ **Net Income:**

April financials reflect a favorable net income for the month in the amount of \$246,452, mainly attributed to budgeted tax revenues. On a year-to-date basis, there is a total favorable variance of \$157,585.

Audit Update:

The final 2020-2021 audited financial has been received and the 2021-2022 audit will begin on May 15, 2023.

CCHD Trust Account:

In the month of April, the Trust received \$101.48 from Community donations bringing the account balance to \$35,994.61.

Department Update:

Simone attended the following webinar training:

Essentials of I-9 Compliance – Vector Training

Health & Wellness – Vector Training

CalPERS PEPRAs update – CalPERS webinar

Linda attended CSDA Live webinar – The Ever-Evolving Landscape of Cybersecurity

Cambria Community Healthcare District
Summary of Revenues and Expenses
April 2023 and Year to Date July-April 2023

	April			July-April		
	April Actual	April Budget	Variance	YTD Actual	YTD Budget	Variance
<u>Ambulance Revenue</u>						
Ambulance Billings	289,625	258,696	30,930	2,904,581	2,724,222	180,359
Prior Year Income	-	-	-	-	-	-
Total Ambulance Income	289,625	258,696	30,930	2,904,581	2,724,222	180,359
Insurance Adjustments/Contra	(215,047)	(192,081)	(22,965)	(2,179,991)	(2,022,735)	(157,257)
Sent to Collections	-	-	-	(43,867)	(12,000)	(31,867)
Bad Debt	-	-	-	(22,170)	(9,000)	(13,170)
Ambulance Income	74,578	66,614	7,964	658,553	680,487	(21,934)
<u>Tax Income</u>						
General Tax	196,782	76,938	119,844	629,335	521,295	108,040
Special Assessment Tax	165,252	69,358	95,894	616,515	565,756	50,759
Total Tax Income	362,034	146,296	215,738	1,245,850	1,087,051	158,799
<u>Other Income</u>						
Monterey Contract	-	3,000	(3,000)	33,000	30,000	3,000
Rental Income	-	-	-	900	900	-
Misc. Income	15	100	(85)	5,613	1,000	4,613
GEMT Reimbursement	-	-	-	46,886	-	46,886
Bad Debt Recovery	973	900	73	4,142	9,000	(4,858)
Grant Income	-	-	-	76,190	-	76,190
Interest Income	386	-	386	1,046	632	414
Donations	-	-	-	100	30,000	(29,900)
Donations -Amb. Procurement	-	-	-	-	-	-
Total Other Income	1,374	4,000	(2,626)	167,877	71,532	96,345
Total Income	437,986	216,910	221,076	2,072,279	1,839,070	233,210
<u>Payroll Expenses</u>						
Administration	22,874	20,875	(1,999)	217,435	198,250	(19,185)
Full Time Employees	59,464	54,002	(5,462)	481,662	540,015	58,353
Part Time Employees	18,962	22,908	3,947	247,379	229,084	(18,295)
Payroll Tax Expense	4,131	2,907	(1,224)	43,367	29,070	(14,297)
Employee Medical/Dental	17,747	13,350	(4,397)	146,165	133,500	(12,665)
PERS Pension Expense	14,651	10,898	(3,753)	103,735	108,984	5,249
PERS - Unfunded Liability	13,793	12,360	(1,433)	136,553	123,600	(12,953)
Uniforms	819	500	(319)	7,251	5,000	(2,251)
Workers Comp. Insurance	-	-	-	35,961	37,797	1,836
Retiree Health	7,618	7,315	(303)	75,478	73,150	(2,328)
Total Payroll Expense	160,058	145,115	(14,943)	1,494,986	1,478,449	(16,536)
<u>Operating Expenses</u>						
Contacted Services	-	-	-	197	-	(197)
Accounting	-	2,500	2,500	13,240	25,000	11,760
Audit Fees	3,560	3,000	(560)	26,114	12,000	(14,114)
Billing Services	599	600	1	7,188	6,000	(1,188)
Other	-	850	850	10,898	11,950	1,052
Payroll Services	494	500	6	5,554	5,000	(554)
Total Contracted Services	4,652	7,450	2,798	63,191	59,950	(3,241)

Cambria Community Healthcare District
 Summary of Revenues and Expenses
 April 2023 and Year to Date July-April 2023

	April			July-April			
	April	Actual	Budget	Variance	YTD Actual	YTD Budget	Variance
Dues and Subscriptions	-	-	-	-	402	-	(402)
Education/Travel/Mileage	63	500	437	2,949	5,000	2,051	
Facility Maintenance	301	1,500	1,199	9,736	15,000	5,264	
Legal	2,500	1,500	(1,000)	8,976	15,000	6,024	
Liability Insurance	-	-	-	42,152	42,420	268	
License/Permits	486	500	14	15,621	5,000	(10,621)	
Office and Computer Supplies	1,338	1,200	(138)	20,298	12,000	(8,298)	
Storage	240	240	-	960	960	-	
Training	251	50	(201)	1,783	500	(1,283)	
Utilities	2,078	1,600	(478)	24,250	16,000	(8,250)	
Total Operating Expenses	11,910	14,540	2,630	190,318	171,830	(18,488)	
Fleet Expenses							
Communication Equipment	-	-	-	841	-	(841)	
Fuel	2,164	3,000	836	29,828	30,000	172	
Unit - 18	61	500	439	10,482	5,000	(5,482)	
Unit - 20	-	200	200	5,161	2,000	(3,161)	
Unit - 21	43	500	457	2,656	5,000	2,344	
Interest Expense	-	-	-	1,064	1,543	480	
Medical Supplies/Equipment	1,768	5,000	3,232	46,383	50,000	3,617	
Total Fleet Expenses	4,036	9,200	5,164	96,415	93,543	(2,871)	
Total Operating Expenses	15,946	23,740	7,794	286,733	265,373	(21,359)	
Other Expenses							
Bank and Credit Card Charges	437	200	(237)	2,766	2,000	(766)	
Bond Expense	14,842	-	(14,842)	31,058	-	(31,058)	
Contingency/Outreach/Public Ed.	200	100	(100)	13,653	1,000	(12,653)	
Equipment	-	-	-	-	-	-	
Miscellaneous	50	100	50	650	1,000	350	
QAF Fee	-	-	-	21,331	12,000	(9,331)	
Sales Tax	-	107	107	1,072	1,072	-	
Total Other Expenses	15,530	507	(15,022)	70,530	17,072	(53,458)	
Total Expenses	191,534	169,362	(22,171)	1,852,248	1,760,894	(91,354)	
Net Operating Income	246,452	47,547	198,905	220,032	78,176	141,856	
Other Income/Expense							
Grant /Equipment Procurement	-	-	-	(76,190)	-	(76,190)	
Covid Relief	-	-	-	91,920	-	91,920	
Total Other Income	-	-	-	15,730	-	15,730	
Net Income	246,452	47,547	198,905	235,761	78,176	157,585	

Cambria Community Healthcare District Monthly Banking Financial Report

APRIL 2023

Pacific Premier Bank Operating Account

Beginning Balance	\$	403,889.69	
Income		147,052.84	
Tax Income		-	
Less Checking Expenses		(170,061.68)	
Bank Fee(s)		(6.35)	
Ending Balance			<u>\$ 380,874.50</u>

Pacific Premier Bank Money Market Account

Reserve Account

Beginning Balance	\$	-	
Transfer from Operating Account		40,002.58	
Interest		1.64	
Ending Balance			<u>\$ 40,004.22</u>

Local Agency Investment Fund Account

Operating Reserves

Beginning Balance	\$	56,860.52	
Transfer from Operating Account		-	
Interest		383.23	
Ending Balance			<u>\$ 57,243.75</u>

ALL ACCOUNTS TOTAL

\$ 478,122.47

PPB Trust Account

Beginning Balance	\$	35,897.50	
Deposit		101.48	
Bank fee (paper statement)		(2.00)	
Withdrawal payables(Qgiv)		(2.37)	
Ending Balance			<u><u>\$ 35,994.61</u></u>

Accounts Prior Year Total Comparison (Not including Trust Account)

APRIL	2023	\$	478,122.47
APRIL	2022	\$	621,137.34
Difference		<u>\$</u>	<u>(143,014.87)</u>

Cambria Community Healthcare District

Transaction Detail by Account

April 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
11200 PP (5645) Operating					
04/03/2023	Bill Payment (Check)	2523	BoundTree Medical	Inv# 84904395	-3,411.67
04/03/2023	Bill Payment (Check)	2522	Borjon Auto Center	Invoice# 33934	-2,190.21
04/03/2023	Bill Payment (Check)	2520	Adamski Moroski Madden Cumberland & Green	Invoice# 60661	-1,300.00
04/03/2023	Bill Payment (Check)	2525	PG&E - #A ending 348-9	Acct# 9976402348-9	-1,029.83
04/03/2023	Bill Payment (Check)	2524	Coast Unified School District	Coastin' Studios Inv# 000440	-894.38
04/03/2023	Bill Payment (Check)	2529	Streamline	Invoice# 8A432981-0008	-200.00
04/03/2023	Bill Payment (Check)	2521	Antonio Mercado	March yard work	-150.00
04/03/2023	Bill Payment (Check)	2528	Pitney Bowes	Lease invoice# 3106036882	-119.58
04/03/2023	Bill Payment (Check)	2530	BoundTree Medical	Inv# 84899947	-99.73
04/03/2023	Bill Payment (Check)	2527	PG&E - ending 810-8	Acct# 5179258810-8	-36.43
04/03/2023	Bill Payment (Check)	2531	BoundTree Medical	Inv# 84904394	-13.58
04/03/2023	Bill Payment (Check)	2526	PG&E - ending 135-3	Acct# 4378486135-3	-10.55
04/04/2023	Expense		Payroll People		-45,103.32
04/06/2023	Expense		CalPERS Fiscal Services Division		-100.00
04/06/2023	Expense		CalPERS Fiscal Services Division	Payroll Processing 4/5/2023	-943.22
04/06/2023	Expense		CalPERS Fiscal Services Division	Payroll Processing 4/5/2023	-2,391.91
04/06/2023	Expense		CalPERS Fiscal Services Division	Payroll Processing 4/5/2023	-3,803.03
04/06/2023	Expense		CalPERS Fiscal Services Division		-17,396.93
04/11/2023	Expense		WORLDPAY CC		-430.72
04/12/2023	Bill Payment (Check)	2540	Madison Harris	DOT PE reimbursement	-135.00
04/12/2023	Bill Payment (Check)	2535	Cambria Hardware Center	Acct# 205	-474.80
04/12/2023	Bill Payment (Check)	2539	Life Assist	Invoice# 1307584	-449.29
04/12/2023	Bill Payment (Check)	2546	Zoll Medical Corp.	Invoice# 3704281	-288.50
04/12/2023	Bill Payment (Check)	2541	Mission Country Disposal	Acct# 4130-8101951	-226.84
04/12/2023	Bill Payment (Check)	2537	Graybar Financial Services	Contract# 100-5910031-001	-163.24
04/12/2023	Bill Payment (Check)	2538	Kitzman Water (Culligan)	Acct# 190231	-65.00
04/12/2023	Bill Payment (Check)	2544	Templeton Uniforms, LLC	Rcpt# 152877	-20.00
04/12/2023	Bill Payment (Check)	2543	Porteous Management Group	Space #5	-240.00
04/12/2023	Bill Payment (Check)	2532	Airgas West	Invoice# 9996284934	-824.31
04/12/2023	Bill Payment (Check)	2533	Ameritas Life Insurance Corp.	Policy# 58022	-944.32
04/12/2023	Bill Payment (Check)	2545	Zoll Medical Corp.	Invoice# 90073678	-2,091.08
04/12/2023	Bill Payment (Check)	2536	Department of Health Care Services	Inv# GEM0523Y2BV	-5,307.12
04/12/2023	Bill Payment (Check)	2542	MP Cloud Technologies	Invoice# 6279	-599.00
04/12/2023	Bill Payment (Check)	2534	BoundTree Medical	Inv# 84912459	-591.66
04/18/2023	Bill Payment (Check)	2554	Mutual of Omaha	Group ID# G000BZ6W	-180.00
04/18/2023	Bill Payment (Check)	2548	Coast Unified School District	Inv# 230027	-50.40
04/18/2023	Bill Payment (Check)	2550	Danny Takaoka	May 2023 Health premium	-2,110.78
04/18/2023	Bill Payment (Check)	2558	WEX Bank -	Invoice #88589791	-2,096.73
04/18/2023	Bill Payment (Check)	2549	Daniel Cariaga	May 2023 Health premium	-1,147.86
04/18/2023	Bill Payment (Check)	2552	Donald Melendy	May 2023 Health premium	-1,147.86
04/18/2023	Bill Payment (Check)	2553	Heidi Holmes-Nagy	May 2023 Health premium	-1,113.49
04/18/2023	Bill Payment (Check)	2551	Denise Codding	May 2023 health premium	-556.74
04/18/2023	Bill Payment (Check)	2556	SEIU Local 620	Union dues, Check date 04/05/2023	-303.52
04/18/2023	Bill Payment (Check)	2559	SEIU Local 620	Union dues, Check date 04/20/2023	-303.52
04/18/2023	Bill Payment (Check)	2557	Teleflex Funding LLC	Invoice# 9506822204	-116.75
04/18/2023	Bill Payment (Check)	2555	Orkin	Acct# 2388 Inv# 402757	-92.00
04/19/2023	Expense		Payroll People		-41,899.84
04/19/2023	Expense		CalPERS Fiscal Services Division		-11,467.50
04/19/2023	Expense		CalPERS Fiscal Services Division		-1,376.58
04/19/2023	Expense		CalPERS Fiscal Services Division		-490.00
04/19/2023	Expense		CalPERS Fiscal Services Division		-320.42
04/19/2023	Expense		CalPERS Fiscal Services Division		-138.42
04/20/2023	Bill Payment (Check)	2561	Joseph Guthrie	Education reimbursement	-148.00
04/20/2023	Bill Payment (Check)	2560	J. Curtis Reid	ACLS Cert. reimbursement	-157.50

Cambria Community Healthcare District

Transaction Detail by Account

April 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
04/20/2023	Bill Payment (Check)	2565	Joseph Guthrie	Boot purchase reimbursement	-193.05
04/20/2023	Bill Payment (Check)	2563	Verizon Wireless	Acct# 271000184-00002	-360.99
04/20/2023	Expense		CalPERS Fiscal Services Division	Payroll Processing 4/5/2023	-4,153.03
04/20/2023	Expense		CalPERS Fiscal Services Division	Payroll Processing 4/5/2023	-890.53
04/20/2023	Expense		CalPERS Fiscal Services Division	Payroll Processing 4/5/2023	-2,469.71
04/20/2023	Bill Payment (Check)	2564	Joseph Guthrie	Medical reimbursement	-600.00
04/20/2023	Bill Payment (Check)	2562	Templeton Uniforms, LLC	Rcpt# 153079	-115.85
04/20/2023	Expense		CalPERS Fiscal Services Division	Payroll Processing April 20, 2023	-100.00
04/25/2023	Bill Payment (Check)	2568	Dana Brancati	Mileage reimbursement	-29.11
04/25/2023	Bill Payment (Check)	2569	Dana Brancati	EMT renewal reimbursement	-76.50
04/25/2023	Bill Payment (Check)	2570	Dana Brancati	Cert. renewal reimbursement	-102.00
04/25/2023	Bill Payment (Check)	2567	Charter Communications	Acct# 824510113 0094588	-439.93
04/25/2023	Bill Payment (Check)	2566	Aflac	Acct# XG624	-33.80
04/25/2023	Bill Payment (Check)	2572	Dana Brancati	Boot purchase reimbursement	-160.82
04/25/2023	Bill Payment (Check)	2571	Dana Brancati	Scan reimbursement	-15.00
04/27/2023	Bill Payment (Check)	2575	Simone A. Rathbun	Mileage reimbursement	-15.33
04/27/2023	Bill Payment (Check)	2574	Dana Brancati	Medical reimbursement	-350.00
04/27/2023	Bill Payment (Check)	2573	Adamski Moroski Madden Cumberland & Green	Invoice# 60860	-2,500.00
04/28/2023	Expense		Pacific Premier Bank		-3.75
04/28/2023	Expense		Pacific Premier Bank		-2.60
Total for 11200 PP (5645) Operating					\$ -169,875.16



CAMBRIA COMMUNITY HEALTHCARE DISTRICT

STAFF REPORT

TO: Board of Directors No 1

FROM: Linda Hendy, Director of Finance

DATE: May 23, 2023

SUBJECT: Fiscal Year 2023/24 Preliminary Budget

AGENDA DESCRIPTION: The 2023/24 Preliminary Budget for Cambria Community Healthcare District is presented for your consideration, possible amendment, and eventual adoption.

RECOMMENDATION:

1. Recommendation: Review and approve the Fiscal year 2023/24 Preliminary Budget.

FISCAL IMPACT: The District's annual budget is the main fiscal planning tool used throughout the year. This is a draft of the 2023/24 budget which consists of cash generated from operations, property/special assessment tax and grant funding, offset by funds used for operating expenses, capital asset purchases, improvements and major maintenance.

DISCUSSION: The 2023/24 Preliminary Budget is a result of detailed analysis and forecasting techniques which involve active participation of the Finance Committee, Administrator, Director of Finance and the Board President. On May 11, 2023, the Finance Committee participated in a meeting to review and discuss the proposed draft preliminary budget including projected revenues, major maintenance, asset purchases and operating expenses. The Finance committee provided their input and feedback regarding proposed projects and expenditures. Based upon the direction given, staff has prepared a comprehensive Preliminary Budget.

The budget documents include a budget summary, three-year budget comparison and a monthly budget with cash flow projections.

ATTACHMENT:

1. 2023/24 Draft Preliminary Budget

BOARD ACTION: May 23, 2023

Date of Vote:

UNANIMOUS: ___

MONTALVO ___ MILEUR ___ FEDOROFF ___ MUMPER ___ KULESA ___

CAMBRIA COMMUNITY HEALTHCARE DISTRICT

OPERATING BUDGET

2023-2024



Mission Statement

Our mission is to improve the health of district residents by providing emergency services, enhancing access to care, and promoting wellness.

About Us

The Cambria Community Healthcare District is a public, tax and fee-supported Special District located in San Luis Obispo County, California. The District operates an Advanced Life Support ambulance (ALS) service and provides community health education.

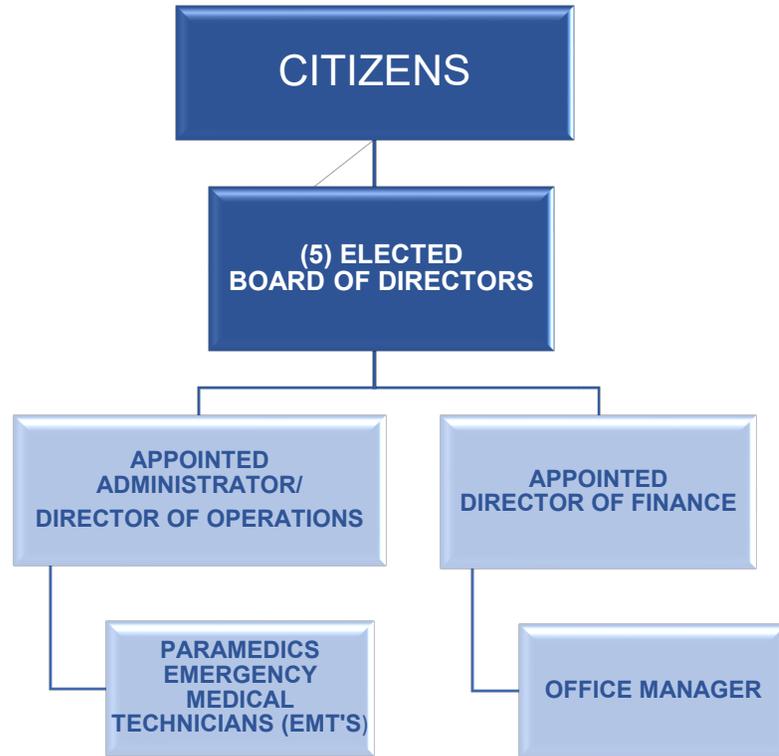
We are a highly trained team of Paramedics/EMTs and Staff dedicated to providing the highest level of pre-hospital care with sensitivity, compassion, integrity, and quality.

The Cambria Community Healthcare District (CCHD) provides emergency 911 ambulance transportation for the community of Cambria, San Simeon, and the surrounding area of the North Coast of San Luis Obispo County.





Organizational Chart



Board Members:

Our district is governed by a 5-member board of directors who are elected to serve by the people. Board members serve a 4-year term.

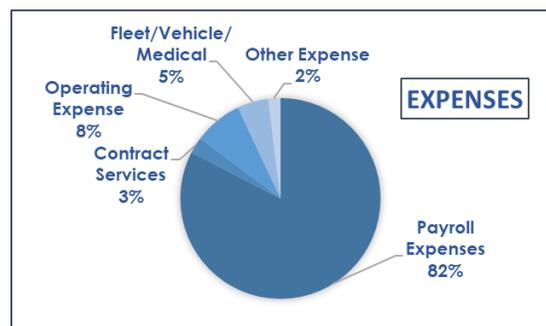
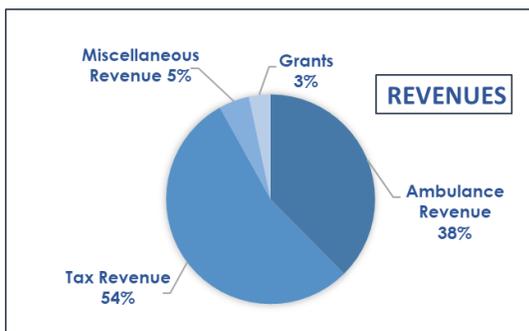
Staff Members:

Our district employs an Administrator/Director of Operations, Director of Finance, Office Manager, (6) full time Paramedics (6) EMT's and has (12) part-time Reserves.

BUDGET SUMMARY

Budget Summary 2023/24		Comparison to 2022/23 Projections			
Ambulance Revenue	\$894,796	X	Increase	Decrease	10%
Tax Revenue	\$1,293,469	X	Increase	Decrease	3%
Miscellaneous Revenue	\$112,550	X	Increase	Decrease	7%
Payroll Expenses	(\$1,921,289)	X	Increase	Decrease	6%
Contract Services	(\$60,800)		Increase	X Decrease	-28%
Operating Expenses	(\$182,299)	X	Increase	Decrease	20%
Fleet/Vehicle/Medical Expense	(\$116,614)		Increase	X Decrease	-5%
Other Expense	(\$46,000)		Increase	X Decrease	-128%
Other/Grant Income	\$55,800		Increase	X Decrease	-201%

- Ambulance revenue is budgeted to increase by 10% compared to 2022/23 projections. Revenue sources contributing to the increase are a reimbursement rate increase through Medicare and CCHD 10.34% fee increase implemented in January 2023. Tax revenue is budgeted to increase, San Luis Obispo County is projecting a 3-4% increase in tax revenue in 2023/24.
- Miscellaneous revenues are projected to increase by 7%, revenues included in this category are AMR Monterey subcontractor fees, the District has proposed a fee increase to \$2,000 per dispatch to AMR. Additionally, the District is expecting to receive two prior year reimbursements from the GEMT program.
- Payroll expense is proposed to increase by 6%, the percentage increase includes an estimated workers compensation insurance premium increase of 33%, wages, benefits, pension and healthcare expense increases. In order to provide 24-hour services, 365 days a year the District employs six Paramedics and six EMT's. In 2022/23 part-time reserve staff were utilized to fill open shifts until a full roster of full-time employees was in place the later part of the year.
- Contract services have decreased by 28%. The District has allocated accounting duties to Director of Finance. Expense for legal services were moved from other category expense to legal expense.
- Operating expense is proposed to increase by 20%. In order to streamline expenses items such as membership dues (LAFCO, SDRMA, Streamline) have been reallocated to dues and subscriptions, additionally ongoing required training will reallocate from education/travel/mileage to training/education.
- Fleet/Vehicle/Medical expense is proposed to decrease by -5%. The District is projecting the new ambulance to be in service this fiscal year and in turn will reduce the need for maintenance expense.
- Other expense reflects a 128% decrease, this is due to reallocating expense items out of Miscellaneous to appropriate budget expense accounts.
- The District has secured grant funding for the 2023/24 Ambulance purchase and Community donations for ambulance and facility repairs.





**CAMBRIA COMMUNITY HEALTHCARE DISTRICT
PRELIMINARY BUDGET 2023-2024**

	Last Year 2021/2022		Current Year 2022/2023		2023/2024		% Change From 2022/2023
	Actual	Revised Budget	Projected	Revised Budget	Preliminary Budget	Final Budget	
REVENUES							
Ambulance Revenue							
Ambulance Income	3,194,935	2,333,333	3,515,662	3,357,762	3,884,181		9%
Adjustment to Ambulance - CONTRA	(2,294,805)	(1,633,333)	(2,637,956)	(2,493,138)	(2,909,386)		9%
Adjustments - Sent to Collections	(64,755)	-	(50,867)	(16,000)	(56,000)		9%
Adjustments - to Bad Debt	(50,137)	-	(22,170)	(12,000)	(24,000)		8%
Ambulance Revenue Totals:	785,237	700,000	804,669	836,624	894,796		10%
Tax Revenue							
SLO County - General Tax	592,222	602,820	626,024	600,453	643,309		3%
SLO County - Special Tax	582,854	573,723	629,100	631,555	650,160		3%
Tax Revenue Totals:	1,175,076	1,176,543	1,255,124	1,232,008	1,293,469		3%
Miscellaneous Revenue							
Monterey Contract	33,000	30,000	43,500	36,000	46,000		5%
Rental Income	30,144	34,968	1,200	1,200	1,200		0%
Misc. Income/Standby Event	2,021	4,800	5,871	1,200	6,000		2%
GEMT Reimbursement	-	-	46,886	-	50,000		6%
Bad Debt Recovery	10,803	6,000	6,126	10,800	8,000		23%
Interest Income	1,566	780	1,289	632	1,350		5%
Donations/Grant Income	64,888	-	100	30,000	-		-
Misc. Revenue Totals:	142,422	76,548	104,972	79,832	112,550		7%
REVENUE TOTALS	2,102,735	1,953,091	2,164,765	2,148,464	2,300,815		6%
EXPENSES							
Payroll Expenses							
Administration	210,094	204,155	259,185	240,000	286,582		10%
Full Time Paramedic/EMT	591,170	580,682	596,036	648,018	781,624		24%
Part Time Paramedic/EMT	220,117	157,603	304,003	274,901	136,715		-122%
Payroll Tax Expense	28,415	-	51,181	34,884	69,460		26%
Employee Medical/Dental	159,980	146,490	172,515	160,200	204,000		15%
CalPERS Pension Expense	93,538	266,400	127,102	130,780	130,000		2%
Unfunded Accrued Liability	148,326	-	165,515	148,320	155,076		-7%
Uniform	9,711	12,000	7,761	6,000	9,000		14%
Workers Comp Insurance	51,150	51,804	35,961	37,797	53,432		33%
Retiree Health	85,198	64,396	94,516	87,780	95,400		1%
Payroll Expense Total:	1,597,697	1,483,529	1,813,775	1,768,680	1,921,289		6%
Contract Services							
Accounting	35,595	31,873	13,240	30,000	-		-100%
Audit Fees	9,038	10,000	31,480	18,000	30,500		-3%
Billing Services	10,797	10,000	8,400	7,200	8,400		0%
Other	19,780	20,000	17,848	13,650	14,500		-23%
Payroll Services	5,226	6,000	7,000	6,000	7,400		5%
Contract Services Total:	80,434	77,873	77,968	74,850	60,800		-28%



**CAMBRIA COMMUNITY HEALTHCARE DISTRICT
PRELIMINARY BUDGET 2023-2024**

	Last Year 2021/2022		Current Year 2022/2023		2023/2024		% Change From 2022/2023
	Actual	Revised Budget	Projected	Revised Budget	Preliminary Budget	Final Budget	
Operating Expense							
Dues and Subscriptions	-	529	402	-	19,500		98%
Education/Travel/Mileage	5,783	2,100	5,958	6,000	4,000		-49%
Facility Repair Maintenance	23,587	103,000	14,834	18,000	50,000		70%
Legal Expense	20,473	24,000	12,626	18,000	12,000		-5%
Liability/Auto/D&O Insurance	39,221	43,777	42,420	42,420	46,839		9%
License/Permit	8,162	13,320	17,071	6,000	6,000		-185%
Office/Computer Supply & Parts	15,554	12,000	23,283	14,400	15,000		-55%
Storage Expense	1,200	-	960	960	960		0%
Training/Education	296	1,200	762	600	3,000		75%
Utilities	18,343	19,200	28,197	19,200	25,000		-13%
Operating Expense Total:	132,618	219,126	146,513	125,580	182,299		20%
Fleet/Vehicle/Medical Expenses							
Ambulance New Unit #22	-	-	-	-	40,550		100%
Communication Equipment	122		841	-	1,000		16%
Fleet Fuel	35,221	20,000	39,592	36,000	42,000		6%
Fleet Maintenance	-	17,400	-	-	-		
Unit #16	8,348	-	-	-	-		
Unit #18	6,568	-	10,730	6,000	6,000		-79%
Unit #20	1,839	-	5,161	2,400	4,000		-29%
Unit #21	7,636	-	6,721	6,000	2,000		-236%
Fleet Interest Expense	4,257	4,715	1,064	1,543	1,064		0%
Medical Equipment & Supplies	59,761	28,500	58,219	60,000	60,000		3%
<i>Less: Prior reserve use</i>					(40,000)		100%
Fleet/Vehicle Expense Total:	123,752	70,615	122,328	111,943	116,614		-5%
Other Expense							
Bank Charges & Credit Card Fees	3,714	-	3,160	2,400	3,500		10%
Bond Expense	60,172	-	47,216	-	17,500		-170%
Contingency/Outreach/Public Ed	11,366	12,000	13,853	1,200	5,000		-177%
Miscellaneous	32,649	1,200	17,995	13,200	3,600		-400%
QAF Fee	17,713	11,111	21,331	-	15,000		-42%
Sales Tax Paid	1,286	-	1,393	1,286	1,400		1%
Other Expense Total:	126,899	24,311	104,947	18,086	46,000		-128%
EXPENSE TOTALS	2,061,401	1,875,455	2,265,532	2,099,139	2,327,002		3%
NET OPERATING INCOME	41,334	77,636	(100,767)	49,325	(26,187)		-285%
Other Income							
Covid Relief	204,620	-	91,920	-	-		
Grant Income	16,415	-	76,190	-	55,800		-37%
Other Income Total	221,036	-	168,110	-	55,800		-201%
NET INCOME	262,370	77,636	67,343	49,325	29,613		

Cambria Community Healthcare District
Preliminary Budget 2023-2024
Proposed Project/Purchase

	Project Title: Unit #22 Ambulance		
	Description: Purchase of 2022 Ford E350 CCL 150 Type III Ambulance		
	Amount: \$250,000		
	Funding Source:	<input checked="" type="checkbox"/> Reserve Use \$40,000	<input checked="" type="checkbox"/> Grant Revenue \$20,800 Cambria Community Council and Community Donations.
<p>Cost Considerations: The District placed an order for a CCL 150 Ambulance in July of 2021, which will include a Stryker Power Load System with gurney. Due to supply chain issues the unit has experienced multiple delays and was not received in the 2022/23 fiscal year as anticipated and therefore is included in the 2023/2024 budget. Grant funds have been awarded by Cambria Community Council and will be received upon delivery of unit. Community donations have been received and placed in reserve account until delivery of unit.</p>			
Timeline for Project or Purchase: Estimated delivery July to September 2023			
Expense Category: Fleet/Vehicle Expense			

	Project Title: Vector Scheduling		
	Description: Vector employee shift scheduling for web and mobile use		
	Amount: \$3,508		
	Funding Source:	<input checked="" type="checkbox"/> Operating Revenue - \$3,508	<input type="checkbox"/> Grant Revenue
<p>Cost Considerations: For shift scheduling the District currently utilizes a custom excel version with limited access to program problem-solving, no access by employees and manual entry by Director of Operations to set schedule and make ongoing updates. Vector Scheduling capabilities include simplified scheduling, employee notification for shift openings, employee self-entry for request for time off and to fill shifts. Customer Support available for training and ongoing system support. Vector scheduling would eliminate the Director of Operations time allocated to send emails, text or call to fill open shifts and will keep accurate track of used accrued time for individual employees.</p>			
Timeline for Project or Purchase: July 2023			
Expense Category: Operating Dues and Subscriptions			

Cambria Community Healthcare District
Preliminary Budget 2023-2024
Proposed Project/Purchase

	Project Title: Facility Repairs		
	Description: Ductless Heating and Cooling System, Crew Shower, Window Replacement.		
	Amount: \$50,000		
	Funding Source:	<input checked="" type="checkbox"/> Operating Revenue - \$15,000	<input checked="" type="checkbox"/> Grant Revenue \$35,000
<p>Cost Considerations: In January 2023 the District received a facility fire inspection report with notable code violations and is in the process of repairing, removing or replacing noted items.</p> <p>The District received a proposal from a local vendor with price estimates of \$31,000 for a ductless system. Both the heating and cooling system can be removed and reused at a different site. Cost estimates were also received for required window replacement and crew shower installation.</p>			
Timeline for Project or Purchase: Install can begin by early fall of 2023.			
Expense Category: Operating Facility Repair Maintenance			

	Project Title: IT Computer Support		
	Description: Comprehensive IT Support Services		
	Amount: \$7,500		
	Funding Source:	<input checked="" type="checkbox"/> Operating Revenue - \$7,500 Amount paid in monthly payments	<input type="checkbox"/> Grant Revenue
<p>Cost Considerations: The District computer system consists of administrative laptops, desktop, printers and tablets for EMS crews. Staff is recommending outsourcing IT support services to improve overall productivity, by managing, monitoring and repairing systems, providing data storage for working files and granting access to cloud based working files/records. The proposed Vendor will provide a 3-year technology plan, updated yearly, offsite server backup, manage computer and software patching, manage antivirus and security of network and workstations, provide a dedicated system technician for quick repairs and problem solving. Available Mon-Fri onsite and remote. Emergency after hours available support.</p>			
Timeline for Project or Purchase: Propose August 2023 start date			
Expense Category: Operating Office/Computer Supply & Parts			

Cambria Community Healthcare District
Preliminary Budget 2023-2024
Proposed Project/Purchase



Project Title: Facility Bond Measure

Description: Facility Replacement Project – Bond Funding

Amount: \$17,500

Funding Source:	<input checked="" type="checkbox"/> Operating Revenue - \$17,500	<input type="checkbox"/> Grant Revenue	<input type="checkbox"/> Reserves Use
------------------------	--	--	---------------------------------------

Cost Considerations: In 2023 the District placed an \$8.5 million general obligation bond before the voters of Cambria, unfortunately the bond was narrowly defeated, the District needed 66.6% voter approval and received 61.4%. The current facility is still in need of major repairs and replacement. In order to place a new ballot measure in the November 2024 election, the District would begin by creating marketing pieces for public education, create an updated survey to go out to the community and contract with Isom Advisors for preplanning.

Timeline for Project or Purchase: July 2023 – November 2024

Expense Category: Other Expense - Bond

Relation to District Objectives: Objective #1 –Deliver the highest possible quality of service as measured by (1) achieving response time of 10 minutes or less; (2) having robust capabilities (personnel and equipment); (3) delivering high quality care onsite and in-transit.

COMMUNITY GRANT & DONATION FUNDING

	Grant/Donations	Prior Year Reserve (Donations)
New Ambulance Unit 22	\$20,800	\$40,000
Facilities – Ductless Heating and Cooling System and building repairs.	\$35,000	
Total Grant & Donations	\$55,800	\$40,000

64400 Facility Repair Maintenance	5,000.00	1,000.00	1,000.00	35,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	50,000.00
64600 Legal Expense	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
64800 Liability/Auto/D&O Insurance	7,806.50	7,806.50	7,806.50	7,806.50	7,806.50	7,806.50	7,806.50	0.00	0.00	0.00	0.00	0.00	0.00	46,839.00
65000 License/Permit	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
65200 Office/Computer Supply & Parts	1,260.00	1,260.00	1,260.00	1,260.00	1,260.00	1,260.00	1,260.00	1,260.00	1,260.00	1,235.00	1,235.00	1,225.00	1,225.00	15,000.00
65350 Storage Expense	240.00	0.00	240.00	0.00	0.00	0.00	240.00	0.00	0.00	0.00	240.00	0.00	0.00	960.00
65400 Training	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
65600 Utilities	2,000.00	2,000.00	2,000.00	2,000.00	2,100.00	2,100.00	2,200.00	2,200.00	2,100.00	2,100.00	2,100.00	2,100.00	2,100.00	25,000.00
Total 63000 OPERATING EXPENSES	\$ 22,906.50	\$ 14,366.50	\$ 19,606.50	\$ 48,366.50	\$ 14,466.50	\$ 22,066.50	\$ 7,000.00	\$ 6,760.00	\$ 6,635.00	\$ 6,875.00	\$ 6,625.00	\$ 6,625.00	\$ 6,625.00	\$ 182,299.00
66000 FLEET/VEHICLE EXPENSES														0.00
66100 Ambulance New Unit #22	40,550.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,550.00
66200 Communication Equipment	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
66400 Fleet Fuel	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	42,000.00
66600 Fleet Maintenance														0.00
66600-C Unit #18	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
66600-D Unit #20	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	250.00	250.00	4,000.00
66600-E Unit #21	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
Total 66600 Fleet Maintenance	\$ 850.00	\$ 2,850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 750.00	\$ 750.00	\$ 12,000.00
66800 Interest Expense	0.00	430.40	0.00	0.00	338.29	0.00	0.00	294.92	0.00	0.00	0.00	0.00	0.00	1,063.61
67000 Medical Equip/Supply	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	60,000.00
Total 66000 FLEET/VEHICLE EXPENSES	\$ 49,900.00	\$ 11,780.40	\$ 9,350.00	\$ 9,350.00	\$ 9,688.29	\$ 9,350.00	\$ 10,350.00	\$ 9,644.92	\$ 9,350.00	\$ 9,350.00	\$ 9,250.00	\$ 9,250.00	\$ 9,250.00	\$ 156,613.61
68000 OTHER EXPENSES														0.00
68200 Bank Charges & Credit Card Fee	300.00	300.00	300.00	300.00	300.00	250.00	250.00	300.00	300.00	300.00	300.00	300.00	300.00	3,500.00
68300 Bond Expense	5,000.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	2,500.00	2,500.00	17,500.00
68400 Contingency/Outreach/Pub Edu	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	600.00	400.00	5,000.00
68600 Miscellaneous	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,600.00
68800 QAF FEE	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0.00	0.00	4,000.00	0.00	0.00	3,000.00	3,000.00	15,000.00
68900 Sales Tax Paid	115.00	115.00	115.00	115.00	115.00	115.00	115.00	115.00	115.00	120.00	120.00	120.00	120.00	1,400.00
Total 68000 OTHER EXPENSES	\$ 6,115.00	\$ 10,115.00	\$ 1,115.00	\$ 1,115.00	\$ 1,115.00	\$ 5,065.00	\$ 1,065.00	\$ 1,115.00	\$ 5,120.00	\$ 1,120.00	\$ 6,320.00	\$ 6,620.00	\$ 6,620.00	\$ 46,000.00
Total Expenses	\$ 258,931.62	\$ 210,772.03	\$ 195,031.63	\$ 223,791.63	\$ 190,229.92	\$ 216,441.63	\$ 177,369.78	\$ 176,274.70	\$ 179,859.78	\$ 176,099.78	\$ 180,949.78	\$ 181,249.78	\$ 181,249.78	\$ 2,367,002.06
Net Operating Income	-\$ 125,258.22	-\$ 108,318.02	-\$ 98,022.76	-\$ 133,023.07	\$ 4,197.84	\$ 155,103.51	\$ 339,756.91	-\$ 97,317.03	-\$ 41,591.26	\$ 3,757.93	\$ 58,186.27	-\$ 23,659.78	-\$ 23,659.78	-\$ 66,187.68
Other Income														
74000 Grant Income	20,800.00	0.00	0.00	35,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55,800.00
Total Other Income	\$ 20,800.00	\$ 0.00	\$ 0.00	\$ 35,000.00	\$ 0.00	\$ 55,800.00								
Net Other Income	\$ 20,800.00	\$ 0.00	\$ 0.00	\$ 35,000.00	\$ 0.00	\$ 55,800.00								
Net Income	-\$ 104,458.22	-\$ 108,318.02	-\$ 98,022.76	-\$ 98,023.07	\$ 4,197.84	\$ 155,103.51	\$ 339,756.91	-\$ 97,317.03	-\$ 41,591.26	\$ 3,757.93	\$ 58,186.27	-\$ 23,659.78	-\$ 23,659.78	-\$ 10,387.68

Cash Flow

Debt Payments and Other Cash Needs

Zoll Monitors	(2,091.00)	(2,091.00)	(2,091.00)	(2,091.00)	(2,091.00)	(2,091.00)	(2,091.00)	(2,091.00)	(2,091.00)	(2,091.00)	(2,091.00)	(2,091.00)	(2,091.00)	(25,092.00)
Unit 20	-	(5,035.00)	-	-	(5,035.00)	-	-	(5,035.00)	-	-	-	(5,035.00)	(5,035.00)	(20,140.00)
Unit 22	-	-	-	(6,750.00)	-	-	(6,750.00)	-	-	(6,750.00)	-	-	-	(20,250.00)
Reserve Funding - Ambulance	20,000.00	-	-	6,600.00	-	-	6,750.00	-	-	6,650.00	-	-	-	40,000.00
	17,909.00	(7,126.00)	(2,091.00)	(2,241.00)	(7,126.00)	(2,091.00)	(2,091.00)	(7,126.00)	(2,091.00)	(2,191.00)	(2,091.00)	(7,126.00)	(7,126.00)	(25,482.00)

483,659.25 397,110.03 263,757.01 170,769.25 72,596.18 71,909.02 232,047.53 571,804.44 469,452.41 432,896.15 436,554.08 494,840.35 466,145.57



CAMBRIA COMMUNITY HEALTHCARE DISTRICT

STAFF REPORT

TO: Board of Directors Agenda No. 02

FROM: Timothy Benes Director Operations/ Administrator

DATE: May 23, 2023

SUBJECT: Station Repairs

AGENDA DESCRIPTION: Update on the status urgent station repairs

RECOMMENDATION: No recommendations at this time.

FISCAL IMPACT: \$3,906.05

DISCUSSION:

Windows:

The District has placed an order with Poly Pro Windows and Doors to have 2 windows and 3 exterior doors installed in the station at 2511 Main Street. These items are listed as Life Safety violations in the Fire inspection report. The doors and windows will be installed prior to our July 11 deadline

Electrical:

The District has identified an electrical contractor with regard to electrical findings in the Fire Chief's report. The contractor has recommended that three of the building's electrical boxes be replaced with one larger box with a shut-off control. A quote for this work has not yet been received.

BOARD ACTION:

Date of Vote: May 23, 2023

UNANIMOUS: __

MONTALVO__MILEUR__FEDOROFF__MUMPER__KULESA__



CAMBRIA COMMUNITY HEALTHCARE DISTRICT

STAFF REPORT

TO: Board of Directors No 3

FROM: Linda Hendy, Director of Finance

DATE: May 23, 2023

SUBJECT: Update Policy 2160 Internal Controls

AGENDA DESCRIPTION: Cambria Community Healthcare District (CCHD) provides ambulance services to the northern area of San Luis Obispo County as authorized by statute and by the San Luis Obispo County Public Health Department through Emergency Medical Services Agency. To accomplish this business the District, issues checks from its general operating account. In addition to the operating account with Pacific Premier Bank the District has a money market account within the same banking institution.

RECOMMENDATION: Staff is recommending an addition to Policy Manual Section 2100, Policy Number 2160. 2160.12 Approve procedure to transfer funds from District operating account to money market account within the same banking institution upon approval from President of the Board of Directors.

FISCAL IMPACT: None at this time.

DISCUSSION: In January 2023, the Board approved the opening of a second account with Pacific Premier Bank, the account is a money market savings account with a current balance of \$40,004. The savings account balance is procurement funds for the new ambulance that is expected to be delivered in July, 2023.

Staff is recommending an additional use of the savings account by adding a new procedure to transfer funds received from tax revenue out of the operating account to the savings account. Currently when funds are received from the County, they are deposited into the operating account and used for operating expenses over a time frame of one to twelve months, throughout the year these tax deposits increase our bank balance over the recommended FDIC insured limit of \$250,000. In order to protect our account balance from risk of potential bank fraud, staff is recommending keeping the operating account balance under \$250,000 and implementing a transfer procedure to the savings account until funds are needed for operating expenses.

ATTACHMENT: NONE

BOARD ACTION: May 23, 2023

Date of Vote:

UNANIMOUS: ___

MONTALVO ___ MILEUR ___ FEDOROFF ___ MUMPER ___ KULESA ___

Aging By DOS Detail with Summary

APRIL 2023

	Sum(Age 0_30)	Sum(Age 31_60)	Sum(Age 61_90)	Sum(Age 91_120)	Sum(AgeOver120)	Sum(Net Balance)
Cambria Community Healthcare District						
AARP Supplemental Totals	\$383.15	\$0.00	\$0.00	\$0.00	0.00	\$383.15
Aetna Totals	\$7,050.00	\$0.00	\$0.00	\$0.00	0.00	\$7,050.00
Anthem Blue Cross (California) Totals	\$757.78	\$6,907.50	\$0.00	\$0.00	0.00	\$7,665.28
BLUE SHIELD BLUE CARD PROGRAM Totals	\$0.00	\$0.00	\$6,240.00	\$367.96	0.00	\$6,607.96
Blue Shield of California Totals	\$5,690.00	\$0.00	\$0.00	\$0.00	0.00	\$5,690.00
California Medicaid - Medi-Cal Totals	\$0.00	\$0.00	\$0.00	\$1,375.31	0.00	\$1,375.31
CA Medicare Part B South (J1 - PGBA) Totals	\$114,602.50	\$0.00	\$0.00	\$0.00	0.00	\$114,602.50
CENCAL HEALTH Totals	\$11,642.50	\$564.65	\$0.00	\$0.00	0.00	\$12,207.15
Coastal Communities Physician Network Totals	\$22,850.00	\$0.00	\$0.00	\$0.00	0.00	\$22,850.00
EASY CHOICE HEALTH PLAN - ATTN: CLAIMS DEPT. Totals	\$0.00	\$0.00	\$0.00	\$0.00	5,607.50	\$5,607.50
GOLD COAST HEALTH PLAN Totals	\$6,412.50	\$0.00	\$6,240.00	\$0.00	0.00	\$12,652.50
Humana Inc. Totals	\$195.08	\$0.00	\$0.00	\$0.00	0.00	\$195.08
INLAND EMPIRE HEALTH Totals	\$0.00	\$0.00	\$700.00	\$0.00	0.00	\$700.00
PHYSICIAN CHOICE MED GRP/BLUE SHIELD Totals	\$0.00	\$0.00	\$5,945.00	\$0.00	0.00	\$5,945.00
SELF PAY Totals	\$13,060.00	\$8,798.24	\$2,086.39	\$4,290.57	10,360.28	\$38,595.48
SUNFLOWER HEALTH PLAN Totals	\$0.00	\$7,852.50	\$0.00	\$0.00	0.00	\$7,852.50
Tricare for Life Totals	\$184.87	\$0.00	\$0.00	\$0.00	0.00	\$184.87
UNITED AMERICAN INS Totals	\$189.10	\$0.00	\$0.00	\$0.00	0.00	\$189.10
UnitedHealthcare Totals	\$700.00	\$0.00	\$700.00	\$0.00	0.00	\$1,400.00
UnitedHealthcare Medicare Solutions / UnitedHealthcare MedicareDirect Totals	\$5,652.50	\$0.00	\$0.00	\$0.00	0.00	\$5,652.50
UNITED HEALTHCARE SELECT PLUS Totals	\$6,502.50	\$0.00	\$0.00	\$0.00	0.00	\$6,502.50
Cambria Community Healthcare District Totals	\$195,872.48	\$24,122.89	\$21,911.39	\$6,033.84	15,967.78	\$263,908.38
Totals	\$195,872.48	\$24,122.89	\$21,911.39	\$6,033.84	15,967.78	\$263,908.38

Activity Summary

AgencyName	PrimaryPayerClasses	PrimaryPayerName	TripCount	Gross Charges	Contract Allow	Net Charges	Payments	Write Off's	Refunds	Balance
Cambria Community Healthcare District	MEDI-CAL/CENCAL	CENCAL HEALTH	3	\$17,325.00	(\$26,497.50)	(\$9,172.50)	(\$1,695.00)	\$0.00	\$0.00	(\$10,867.50)
		California Medicaid - Medi-Cal	0	\$0.00	(\$5,569.00)	(\$5,569.00)	\$0.00	\$0.00	\$0.00	(\$5,569.00)
		Totals	3	\$17,325.00	(\$32,066.50)	(\$14,741.50)	(\$1,695.00)	\$0.00	\$0.00	(\$16,436.50)
	MEDICARE	CA Medicare Part B South (J1 - PGBA)	33	\$164,857.50	(\$94,758.64)	\$70,098.86	(\$16,038.21)	(\$810.00)	\$0.00	\$53,250.65
		Totals	33	\$164,857.50	(\$94,758.64)	\$70,098.86	(\$16,038.21)	(\$810.00)	\$0.00	\$53,250.65
	OTHER	AETNA MEDICARE	0	\$0.00	(\$4,830.96)	(\$4,830.96)	(\$1,003.80)	(\$30.00)	\$0.00	(\$5,864.76)
		Aetna	1	\$7,050.00	\$0.00	\$7,050.00	\$0.00	\$0.00	\$0.00	\$7,050.00
		Anthem Blue Cross (California)	1	\$5,772.50	(\$4,858.00)	\$914.50	(\$1,014.50)	\$0.00	\$0.00	(\$100.00)
		Blue Shield of California	2	\$11,432.50	\$0.00	\$11,432.50	(\$16,487.50)	(\$90.00)	\$0.00	(\$5,145.00)
		CA PHYSICIAN'S SERVICE/BLUE SHIELD	0	\$0.00	(\$3,378.21)	(\$3,378.21)	(\$1,076.79)	\$0.00	\$0.00	(\$4,455.00)
		Coastal Communities Physician Network	5	\$28,510.00	(\$8,223.17)	\$20,286.83	(\$1,569.33)	\$0.00	\$0.00	\$18,717.50
		GOLD COAST HEALTH PLAN	1	\$6,412.50	\$0.00	\$6,412.50	\$0.00	\$0.00	\$0.00	\$6,412.50
		Humana Inc.	0	\$0.00	(\$700.00)	(\$700.00)	\$0.00	(\$30.00)	\$0.00	(\$730.00)
		Kaiser Foundation Health Plan of Northern CA Region	0	\$0.00	(\$700.00)	(\$700.00)	\$0.00	\$0.00	\$0.00	(\$700.00)
		Kaiser Foundation Health Plan of Southern CA Region	0	\$0.00	(\$10,682.82)	(\$10,682.82)	(\$1,489.68)	\$0.00	\$0.00	(\$12,172.50)
		STATE COMPENSATION INSURANCE FUND	0	\$0.00	(\$76.80)	(\$76.80)	(\$623.20)	\$0.00	\$0.00	(\$700.00)
		SUNFLOWER HEALTH PLAN	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		UHC/BIND BENEFITS	0	\$0.00	(\$3,552.34)	(\$3,552.34)	(\$2,594.66)	\$0.00	\$0.00	(\$6,147.00)
		UNITED HEALTHCARE SELECT PLUS	1	\$6,502.50	\$0.00	\$6,502.50	\$0.00	\$0.00	\$0.00	\$6,502.50
		UnitedHealthcare	1	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00
UnitedHealthcare Medicare Solutions / UnitedHealthcare MedicareDirect		1	\$5,652.50	(\$10,357.24)	(\$4,704.74)	(\$1,720.26)	\$0.00	\$0.00	(\$6,425.00)	
VETERANS ADM - COMMUNITY CARE		0	\$0.00	\$0.00	\$0.00	(\$5,667.50)	\$0.00	\$0.00	(\$5,667.50)	
Totals		13	\$72,032.50	(\$47,359.54)	\$24,672.96	(\$33,247.22)	(\$150.00)	\$0.00	(\$8,724.26)	
SELF PAY	SELF PAY	5	\$13,510.00	(\$700.00)	\$12,810.00	\$0.00	\$0.00	\$0.00	\$12,810.00	
	Totals	5	\$13,510.00	(\$700.00)	\$12,810.00	\$0.00	\$0.00	\$0.00	\$12,810.00	
Totals	Totals	54	\$267,725.00	(\$174,884.68)	\$92,840.32	(\$50,980.43)	(\$960.00)	\$0.00	\$40,899.89	
Totals	Totals	Totals	54	\$267,725.00	(\$174,884.68)	\$92,840.32	(\$50,980.43)	(\$960.00)	\$0.00	\$40,899.89