



# CAMBRIA COMMUNITY HEALTHCARE DISTRICT REGULAR BOARD MEETING FEBRUARY 27, 2024 – 9:00 AM

The regular meeting of the Cambria Community Healthcare District will be held at Old Cambria Grammar School, 1350 Main Street Cambria, California.

## Join Zoom Meeting

<https://us02web.zoom.us/j/81440923211>  
Meeting ID: 814 4092 3211 Passcode: 323293  
+16694449171,,83472787498# US  
+16699006833,,83472787498# US (San Jose)

## 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. CLOSED SESSION**

1. Adjournment to Closed Session with Full Board, Administrator, and Legal Counsel.
  - a. Conference with Legal Counsel – Anticipated Litigation (Paragraph (2) or (3) of Subdivision (d) of Gov. Code Section 54956.9) Significant exposure to litigation: (One case).
  - b. All members of the public attending in person will be asked to leave the room, and all members of the public participating via Zoom will be placed in the “waiting room”.
2. Adjournment from Closed Session

### **D. CONSENT AGENDA**

1. Approve Minutes from January 23, 2024, Regular Board Meeting.

## **E. REPORTS**

1. Operations Report: Interim Supervisors Paul Hoover, Michael, Bryant and Tim Nurge
2. Administrative/Financial Review: Linda Hendy
3. Committee Reports:
  - a. President's Report: Cecilia Montalvo
  - b. Property & Facilities / Facility Project Ad-Hoc: Bruce Mumper
  - c. Healthcare Advocacy & Outreach: Dawn Kulesa
  - d. Finance: Iggy Fedoroff
  - e. Development Committee: Laurie Mileur

## **F. REGULAR BUSINESS**

1. Assistance to Firefighters (AFG) Grand Funding Request
2. Mid-Year Budget Review
3. State of California CalOES Designation of Agent

## **G. DECLARATION OF FUTURE AGENDA ITEMS**

## **H. ADJOURNMENT**

The next regular meeting of the Board of Directors of the Cambria Community Healthcare District will be held on March 26, 2024, at 9:00 A.M. at the Old Cambria Grammar School, 1350 Main Street Cambria, California.

---

Copies of the monthly agenda, staff reports and written materials provided to the Board of Directors for Open Session agenda items may be obtained online at [www.cambria-healthcare.org](http://www.cambria-healthcare.org), and are also available at the District office located at 2511 Main Street, Cambria, during regular business hours. Closed-session items are not available for public review. Any changes or additions to the agenda will be posted at the District office and on the District website.

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



## CAMBRIA COMMUNITY HEALTHCARE DISTRICT

JANUARY 23, 2024

### REGULAR BOARD MEETING MINUTES

#### A) OPENING:

- 1) The meeting was called to order at 9:00 AM.
- 2) President Montalvo led the Pledge of Allegiance.
- 3) Motion to allow the Board to conduct meetings within the AB2449 guidelines. Director Mumper motioned to approve, Director Mileur seconded, Board approved 4/0.
- 4) Board of Directors members Cecilia Montalvo, Laurie Mileur, Bruce Mumper, and Iggy Fedoroff were present. Director Dawn Kulesa was absent. Also, present were Administrator Linda Hendy, Interim Supervisor Michael Bryant, and Office Manager Simone Rathbun.

#### B) PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

No members of the public were present.

#### C) CONSENT AGENDA

The Minutes from the December 19, 2023 Regular Board Meeting were submitted for review and approval. Director Mumper motioned to approve the Minutes as presented, Director Mileur seconded, and the Board approved 4/0.

#### D) REPORTS

1. Operations Report: Interim Supervisor Bryant presented the monthly report. Ambulance transport statistics were discussed. Inventory of expired medications has been properly disposed of and all ambulance units are stocked with required medications. There were two Monterey County transports in December. Caltrans has reported that Highway 1 should be re-opened by Spring. Crews provided standby coverage for the Cuesta College "Castle to Coast" Fun Run. Unit 18 had an inverter fail which has since been replaced. Minor electrical repairs for the crew quarters are being addressed. Thoma Electric is waiting for PG&E to schedule the replacement of the electrical panel. Supervisor Hoover will purchase space heaters for the ambulance units to keep medications at controlled temperature during the winter months.
2. Administrative/Financial Review: The monthly financials for December were reported. Monthly income and expenses were discussed, along with identified variances of actual vs budget. The District Trust has received over \$55,000 in donations. Thank you letters are prepared and mailed to each donor. The Public Provider Ground Emergency Medical Transport (PP-GEMT) program was discussed, including an analysis of payments received and program fees paid. To date, the net income for the PP-GEMT program is \$10,445. In addition, the Department of Healthcare Service (DHCS) has proposed an additional increase to the reimbursement rate, if approved by the State of California the rate increase would be retroactive to January 2024. Administrator Hendy reminded Board members they will receive weekly reminders from SLO County to file the required 700 forms.
3. Committee Reports:
  - a. President's Report – President Montalvo noted that it has been three months with the new supervisors in place and it is working well. President Montalvo noted that we are asking the crew about potential Project Heartbeat Capital needs. Supervisor Bryant contacted an EMSA

representative and confirmed there are no plans to include Fire and EMS agencies for radio encryption at this time, therefore there is no need for this request. President Montalvo stated that funds are available in the CCHD Trust account and can be used for property updates, such as flooring, new paint, and lighting.

- b. Property & Facilities/Facility Project Ad-Hoc: Director Mumper met with Don Sather and Supervisor Hoover to review facility needs and the addition of a new crew shower. Director Mumper is recommending updating the website regarding facility needs within the bond information pages. Director Mumper added that there are currently approximately 774 square feet of carpeting that should be replaced due to age and condition. The Board was updated on the crew shower installation project.
- c. Healthcare Advocacy & Outreach: Director Mileur reported on behalf of Director Kulesa. The Resource Guide has been very well received by the community. The Board has been invited to the Chamber of Commerce mixer to be held on February 15, 2024. Director Mileur and Diane Kubat will be attending this, and Director Mileur added that it would be nice to have one paramedic and EMT team there to offer community information for Heart Health Month.
- d. Finance: Director Fedoroff stated the Committee met and reviewed the December financials including the cash flow report and property tax receipts.
- e. Development Committee: Director Mileur, Administrator Hendy, and Supervisor Hoover met to discuss an upcoming grant submission to FEMA for a new ambulance, proposing to replace Unit 20. Grant update: U.S. Senate Committee on Appropriations Funding is awaiting Congress. Assemblymember Addis confirmed there are no additional grant funds available for our project in this year's budget. President Montalvo was asked to reach out to Senator Laird's office for additional grant funds.

#### **E) REGULAR BUSINESS**

1. 2023 Key Performance Indicator (KPI) report: The Board of Directors reviewed the KPI reports presented by Supervisor Bryant, and metrics and benchmarks were discussed. Supervisor Bryant stated that compliance requirements have changed for Patient Care Reports (PCRs), EMS crews must submit required reports to SLO County within two hours after patient transport. Basic Life Support (BLS) vs. Advanced Life Support (ALS) airway replacement was discussed. Supervisor Bryant confirmed that all PCR reports are reviewed for quality assurance (QA) daily by the Supervisor on duty. President Montalvo suggested including additional metrics in this report to add additional value to future reporting.
2. Long-term sustainability planning: President Montalvo presented a 10-year financial forecast, adding that forecasting is all about metrics and projections. The draft forecast projected expenses increasing over the 10 years, indicating a need for revenues to increase. The District should consider other ways to earn revenue, such as lab draws, etc. This draft requires further review and discussion. During discussions, Director Fedoroff stated he would like to suggest financial forecasting go to the Finance Committee. The Committee will further research the history of District revenues and expenses and assist in projecting future earnings for future Board discussion.

#### **F) DECLARATION OF FUTURE AGENDA ITEMS**

1. Project Heartbeat grant recommendations.
2. Mid-Year Budget Review.
3. Potential Federal and State grant funding.
4. Crew shower and other facility updates.

#### **G) ADJOURNMENT**

The meeting was adjourned at 10:19 AM.



**OPERATIONS REPORT**  
**Board of Directors Meeting**  
**February 27, 2024**

**Staff Report: Interim Operation Supervisors Michael Bryant, Tim Nurge and Paul Hoover**  
Operations report for January 2024.

**Supervisor Bryant:**

**Transport Activity Report** – Compared to January of 2023, there was a decrease of 103 incidents and a decrease of 16 transports. We continue to have a decrease in incidents due to San Luis Ambulance adding Medic-94, which has significantly decreased the number of “move up and cover” requests in San Luis Ambulance’s service area.

**Response Times and Delays** – In January 2024, 93.6% of calls were responded to within 10 minutes. There were 3 calls in which the response time was longer than the required 10 minutes.

- There was one call delayed by 4 minutes due to weather. (Ice on windshield)
- One call was delayed by 4 minutes due to personnel delay. (Crew member was occupied.)
- One call was delayed by 5 minutes due to required staging for crew safety.

**Equipment/ Medications** – Expiring supplies and medications have been replaced. The supply room and ambulances are fully stocked and ready for response.

**San Luis Ambulance (SLA) Transports/Coverage** – In January 2024 San Luis Ambulance had (0) Code 3 and (0) Code 2 calls in the CCHD service area. San Luis Ambulance was dispatched to “move up and cover” Cambria (5) times Code 8 and (0) times Code 11 for a total time covering the CCHD response area of 4 hours and 50 minutes.

CCHD responded to (5) Code 3 and (0) Code 2 calls in the San Luis Ambulance service area. CCHD crews were dispatched to “move up and cover” the San Luis Ambulance service area (30) times Code 8 and (1) time Code 11 for a total time covering the San Luis Ambulance service area of 10 hours and 26 minutes.

- 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
- Code 8-11 Call - A term used when an ambulance is staged (parked) between 2 response areas

**Monterey County Calls** - CCHD crews responded to (1) call in Monterey County during January 2024. This is an increase of (1) call compared to January 2023. Currently, CCHD is the only ALS Agency to cover the southern area of coastal Monterey County. District staff continue to monitor updates from Caltrans regarding the Highway 1 road closure.

**Transport Reporting** – Supervisor Bryant and Reserve Paramedic David Goss collaborated to export additional transport data from Image Trend. This was to assist in the preparation of the FEMA Assistance to Firefighters grant application and to provide transport numbers to LAFCO for the MSR report. The included graph includes a summary of the data collected and clearly visualizes call volume, locations, transport types, and medic response data.

<b>Description</b>	<b>2023</b>
<b>Number of Transports (Total)</b>	613
<b>Emergency Transports (Code 3)</b>	80
<b>Non-Emergency Transports (Code 2)</b>	533
<b>Total Responses Outside Jurisdictional Boundaries</b>	105
<b>Average Response Time (In &amp; Out of Jurisdiction)</b>	0:09:04
<b>Cities</b>	<b>Occurrences</b>
Morro Bay	35
Cambria	739
San Luis Obispo	13
San Simeon Census Designated Place	1
San Simeon	90
Atascadero	3
Templeton	2
Los Osos	9
Paso Robles	8
Cayucos	19
Gorda	9
Harmony	10
Big Sur	6
Shandon	1
CMB CO	1
<b>Transport Call Types</b>	<b>Occurrences</b>
Code 2	531
Code 3	77
Emergent Downgraded to Non-Emergent	2
Non-Emergent Upgraded to Emergent	3
<b>Response by Medic Number (Complete Count)</b>	<b>Occurrences</b>
Medic 11	432
Medic 12	507
Medic 13	7

## Supervisor Nurge:

- **Employees and Staffing**

1. **Staffing** – The District’s Full-Time and Reserve employees continue to provide coverage for shift vacancies due to employee illness and leave of absence.
2. **Recruitment-** In February, Supervisor Nurge held a testing day for potential Reserve Paramedics and EMTs to be added to the reserve list to assist with any potential need to provide coverage for future shift vacancies.
3. **Training-** Partnering with Cambria Fire Department, Supervisor Nurge is coordinating an employee continued education training date this March for Advanced Cardiovascular Life Support (ACLS) and Pediatric Advanced Life Support (PALS). In addition, Supervisor Nurge provided the final required training for one Reserve EMT who will be assigned to future shift vacancies for the District.

## Supervisor Hoover:

- **Ambulance Unit Performance/Maintenance** – All four units are in service and ready to respond.
  - **Equipment/ Medications** – All units are stocked with current SLO County EMSA-required medications. The District has sufficient re-stock available in the required locked safe.
  - **Facility/Station Repairs** – In February the second crew shower was installed. The electrical panel installation was rescheduled for February 23, 2024.
- 

- **Community Outreach – February American Heart Association – Heart Awareness Month.**

- Supervisor Nurge submitted an article to the CambriaCA publication. In addition, the article was placed on the District website and posted on Cambria's social media sites. Article attached.
- District crew members were invited to attend the Cambria Chamber of Commerce mixer, along with the Directors Mileur and Kulesa.

**DISTRICT ACTIVITY REPORT PAGE 1**

01/01/2024 through 01/31/2024

<b>Incident Totals</b>				<b>Transport Totals</b>			
	<b>2024</b>	<b>2023</b>	<b>Change</b>		<b>2024</b>	<b>2023</b>	<b>Change</b>
Dry Runs - w/Treatment	8	21	<b>-13</b>	Local Patients	34	44	<b>-10</b>
Dry Runs - CX Enroute	13	25	<b>-12</b>	Non-Local Patients	8	14	<b>-6</b>
Total Dry Runs	21	46	<b>-25</b>	Total Patients	42	58	<b>-16</b>
Stand-bys	31	94	<b>-63</b>	Medical Transports	38	53	<b>-15</b>
Public Assists/Relations	1	1	<b>0</b>	Trauma Transports	4	5	<b>-1</b>
Walk-in Public Relations	2	1	<b>1</b>	Traffic Accidents	0	1	<b>-1</b>
Total Incidents	97	200	<b>-103</b>	Total Transports	42	58	<b>-16</b>

**Hospital Destinations**

	<b>2024</b>	<b>2023</b>	<b>Change</b>
French	18	21	<b>-3</b>
Sierra Vista	20	29	<b>-9</b>
Twin Cities	3	8	<b>-5</b>
Rendezvous w/Heli	0	0	<b>0</b>
Facility Not-Listed	0	0	<b>0</b>
Trauma Center (Sierra Vista)	5	2	<b>3</b>
STEMI Center (French)	0	1	<b>-1</b>

**Monterey County Responses**

	<b>2024</b>	<b>2023</b>	<b>Change</b>
Medical Transports	0	0	<b>0</b>
Trauma Transports	0	0	<b>0</b>
Dry Runs	1	0	<b>1</b>
Stand-bys	0	0	<b>0</b>
Total Incidents	1	0	<b>1</b>

**Year-to-Date Comparison  
Ambulance Response Statistics  
From January 2024 to January 31 2024**

	<b>2024</b>	<b>2023</b>	<b>Change</b>
Total Responses	97	200	<b>-103</b>
Patients Transported	42	58	<b>-16</b>
Total Dry Runs	21	46	<b>-25</b>
Dry Runs - w/Treatment	8	21	<b>-13</b>
Dry Runs - CX Enroute	13	25	<b>-12</b>
Stand-bys	31	94	<b>-63</b>
Total Monterey County Incidents	1	0	<b>1</b>



**DISTRICT ACTIVITY REPORT PAGE 2**  
**01/01/2024 through 01/31/2024**

**San Luis Ambulance Activity**

Code 8	=	5	
Code 11	=	0	
Code 2 calls	=	0	} (calls into CCHD response area)
Code 3 calls	=	0	
<b>Total time SLAS covered CCHD area =</b>			4 hrs 50 mins

**Cambria Community Healthcare District Activity**

<b>Total time CCHD committed to other incidents (Month) =</b>			73 hrs 53 mins
Code 8	=	30	
Code 11	=	1	
Code 2 calls	=	0	} (calls into SLAS response area)
Code 3 calls	=	5	
<b>Total time CCHD covered SLAS area =</b>			10 hrs 26 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.



## Four Things You May Not Know About Heart Health

By Tim Nurge, CCHD Paramedic and Dawn Kulesa, CCHD Director

OK we get it. Diet, exercise, and healthy lifestyle choices are the best ways to take care of your heart. So instead of reading another article on eating your veggies, limiting sugar and alcohol, and exercising daily, here are four things you may not know about heart health.

### 1. Electrolytes and the Heart

The heart is an incredible muscle that sends its own organized electrical signals which tell the heart to contract in an efficient way. Without getting too in-depth on this, the electrolytes in your bloodstream and in your cells such as Sodium, Potassium, Calcium, Magnesium, and Chloride play a big role in this and therefore, electrolyte imbalances can impact both your heart and nerve function. Your kidneys play a big role in balancing these electrolyte levels, but kidney problems, certain medications, electrolyte intake, illness, and water intake can have an impact on these levels. Weakness and fatigue are common symptoms of electrolyte imbalances.

### 2. Salt and the Heart

Most people have been told to limit salt intake to decrease cardiac risk, but why? The answer lies in simple osmosis. Water likes to follow salt, wherever it goes. So, if you're eating more salt that's getting digested into the bloodstream, you increase the amount of fluid in your bloodstream. This can increase your blood pressure and put stress on the heart. Too much pressure can cause fluid to build up in the lungs and extremities causing shortness of breath and chest pain/pressure.

### 3. Coenzyme Q10 and Cholesterol

Cholesterol is important and is necessary for making vitamins, hormones, and supporting other bodily functions. Too much cholesterol can cause plaque to build up on the walls of the arteries, which is why cholesterol-level testing is commonly used to assess the risk of heart disease. Coenzyme Q10 is an enzyme that is naturally produced by your body, but levels decrease as you age. There are many dietary sources for CoQ10, but most foods do not contain enough of this enzyme to raise CoQ10 levels. According to a 2022 study titled "Effects of Coenzyme Q10 Supplementation on Lipid Profiles in Adults: A Meta-analysis of Randomized Controlled Trials" (Published by the Oxford University Press on behalf of the Endocrine Society) CoQ10 was found to be helpful in lowering LDL and Total Cholesterol levels. CoQ10 may have interactions with other drugs including blood thinners, so consult with your doctor before taking any supplements.

### 4. Apolipoprotein B-100 Blood Tests

There are many blood tests that are used to evaluate for the risk of heart disease. Lipid panels and Triglyceride counts are common lab tests that are ordered by doctors for their patients to assess risk for heart disease and coronary artery disease. Apolipoprotein B-100 testing is another test that evaluates risk for heart disease. According to the Cleveland Clinic, Apo-B is a lipoprotein that "carries substances in your blood that help make plaque." It never hurts to consult with your doctor about adding this test into your lab work.

As always, consult with your doctor before taking any new medications or making lifestyle changes that may come with adverse risks. Call 9-1-1 if you are experiencing symptoms that include but are not limited to: chest pain, shortness of breath or dizziness.



**Administrator/Finance Report  
Board of Directors Meeting  
February 27, 2024**

**Staff Report: Linda Hendy, Administrator/Finance**

**Finance:**

Reporting financial performance for January and the year-to-date fiscal year 2023/2024.

**Income Statement:**

**January 2024 Monthly/Year-To-Date vs Budget**

○ **Income:**

- January net ambulance billing of \$62,508 was unfavorable to budget in the amount of \$30,754.
  - Ambulance transport activity was 42 vs 62 budgeted.

The District received general and special taxes in the amount of \$391,040. Year-to-date tax receipts are unfavorable to the budget in the amount of \$120,943. The District anticipates tax revenues will be received through June to meet budgeted amounts.

- Other Income: One transport was provided to Monterey County in January. Revenue line-item Misc. Income; The District crew provided standby coverage for the Cuesta College fundraiser "Castle to Coast Fun Run" event income received in the amount of \$840.00.

○ **Expense:**

Total expenses in January were \$30,965 unfavorable to budget.

- Payroll Expenses: In January payroll expenses were unfavorable to budget in the amount of \$14,306. The District utilized part-time Reserve employees during January to cover vacant shifts, resulting in a decrease in full-time payroll expenses and an increase in part-time expenses. The District paid the final balance for the SDRMA 2023-2024 Workers' Compensation insurance policy.
- Operating Expenses: January operating expenses were unfavorable to budget in the amount of \$11,824. Actuarial Retirement Counseling completed the 2023 GASB 75 Reporting at the annual cost of \$3,300. The District paid the final balance for the SDRMA 2023-2024 General Liability insurance policy.
- Fleet Expenses: January expenses were favorable to budget in the amount of \$3,524. Medical Supplies year-to-date are in line with budget.
- Other Expenses: January expenses were unfavorable to budget in the amount of \$8,359, the District participates in the PP-GEMT program with a current cost-shared expense year-to-date in the amount of \$24,010.

- **Net Income:** The January financials reflect an unfavorable net income vs budget for the month in the amount of \$91,032 and a favorable year-to-date net income versus budget in the amount of \$17,198. Agenda item: Mid-Year Review will provide detailed projections for this fiscal year ending June 30, 2024.

- **Annual Audit:** Administrator Hendy completed the required closing financial reports for 2022-2023. Adam Guise, C.P.A. with Moss, Levy & Hartzheim LLP began the annual audit process. The District staff hosted Mr. Guise and two accounting associates for the onsite portion of the audit, Office Manager Rathbun was instrumental in providing the requested documents throughout the process. In the first week of February Administrator Hendy received the draft audit report and will begin completing the Management Discussion and Analysis (MD&A), a narrative overview and analysis of the financial activities of the District for the fiscal year ended June 30, 2024.
- **Special Districts Financial Transactions Report:** Administrator Hendy completed the required annual Financial Transactions Report and submitted it to the California State Controller.
- **Human Resource:** The required 2023 employee W-2s were prepared and distributed to each employee. The required 2023 1099s for District vendors were prepared and distributed.
- **Grants:** District staff began working on the FEMA Assistance to Firefighter Grant application (vehicle acquisition) for a new Ambulance. Additional information is provided in agenda item one.

**Cambria Community Healthcare District**  
**Summary of Revenues and Expenses**  
**JANUARY 2023, and Year-To-Date JULY-JAN 2023/2024**

	January Actual	January Budget	Variance	July - January YTD Actual	July - January YTD Budget	Variance
<b>Ambulance Revenue</b>						
Ambulance Billings	242,748	373,047	(130,299)	2,162,845	2,340,758	(177,912)
Prior Year Income	-	-	-	-	-	-
Total Ambulance Income	242,748	373,047	(130,299)	2,162,845	2,340,758	(177,912)
Insurance Adjustments/Contra	(180,240)	(279,785)	99,545	(1,605,912)	(1,755,568)	149,656
Sent to Collections	-	-	-	(5,683)	(36,000)	30,318
Bad Debt	-	-	-	(5,950)	(14,000)	8,050
Ambulance Income	62,508	93,262	(30,754)	545,301	535,189	10,111
<b>Tax Income</b>						
General Tax	213,122	220,000	(6,878)	388,243	423,000	(34,757)
Special Assessment Tax	177,918	200,000	(22,082)	388,973	475,160	(86,187)
Total Tax Income	391,040	420,000	(28,960)	777,217	898,160	(120,943)
<b>Other Income</b>						
Monterey Contract	2,000	3,000	(1,000)	32,000	27,000	5,000
Rental Income	-	-	-	600	600	-
Misc. Income	865	100	765	15,012	700	14,312
GEMT Reimbursement	-	-	-	2,802	40,000	(37,198)
Bad Debt Recovery	288	650	(362)	1,892	4,550	(2,658)
Grant Income	-	-	-	-	-	-
Interest Income	359	115	244	1,573	805	768
Donations	-	-	-	-	-	-
Donations -Amb. Procurement	-	-	-	-	-	-
Total Other Income	3,512	3,865	(353)	53,879	73,655	(19,776)
<b>Total Income</b>	<b>457,060</b>	<b>517,127</b>	<b>(60,067)</b>	<b>1,376,396</b>	<b>1,507,004</b>	<b>(130,608)</b>
<b>Payroll Expenses</b>						
Administration	15,209	23,882	8,673	140,292	167,173	26,880
Full Time Employees	61,476	65,135	3,659	370,901	455,947	85,046
Part Time Employees	19,198	11,393	(7,805)	140,406	79,750	(60,656)
Payroll Tax Expense	4,897	5,788	891	18,537	40,518	21,981
Employee Medical/Dental	22,936	18,000	(4,936)	109,958	114,000	4,042
PERS Pension Expense	12,830	10,833	(1,997)	70,901	75,833	4,933
PERS - Unfunded Liability	12,756	12,923	167	89,309	90,461	1,152
Uniforms	-	750	750	2,724	5,250	2,526
Workers Comp. Insurance	12,307	-	(12,307)	50,350	53,432	3,082
Retiree Health	9,701	8,300	(1,401)	55,625	53,900	(1,725)
Total Payroll Expense	171,311	157,005	(14,306)	1,049,003	1,136,266	87,262
<b>Operating Expenses</b>						
Contacted Services	-	-	-	-	-	-
Audit Fees	-	-	-	-	30,500	30,500
Billing Services	-	700	700	3,634	4,900	1,266
Other	3,300	450	(2,850)	3,300	12,250	8,950
Payroll Services	854	800	(54)	3,460	4,400	941
Total Contracted Services	4,154	1,950	(2,204)	10,394	52,050	41,657
Dues and Subscriptions	200	200	-	10,398	18,500	8,102
Education/Travel/Mileage	181	350	169	1,371	2,250	879
Facility Maintenance	792	1,000	208	19,934	45,000	25,066
Legal	200	1,000	800	12,361	7,000	(5,361)
Liability Insurance	11,804	-	(11,804)	47,830	46,839	(991)
License/Permits	-	500	500	9,238	3,500	(5,738)
Office and Computer Supplies	1,444	1,260	(184)	10,282	8,820	(1,462)
Storage	240	240	-	720	720	-
Training	-	250	250	370	1,750	1,380
Utilities	1,760	2,200	440	16,232	14,400	(1,832)
Total Operating Expenses	20,774	8,950	(11,824)	139,130	200,829	61,699

**Cambria Community Healthcare District**  
**Summary of Revenues and Expenses**  
**JANUARY 2023, and Year-To-Date JULY-JAN 2023/2024**

	January Actual	January Budget	Variance	July - January YTD Actual	July - January YTD Budget	Variance
<b>Fleet Expenses:</b>						
Communication Equipment	-	1,000	1,000	1,089	1,000	(89)
Fuel	2,285	3,500	1,215	17,883	24,500	6,617
Unit - 18	966	500	(466)	5,065	3,500	(1,565)
Unit - 20	-	350	350	218	2,450	2,232
Unit - 21	-	-	-	2,909	2,000	(909)
Unit - 22	3,686	3,686	0	6,749	22,118	15,369
Interest Expense	-	-	-	376	769	392
Medical Supplies/Equipment	3,575	5,000	1,425	34,546	35,000	454
<b>Total Fleet Expenses</b>	<b>10,512</b>	<b>14,036</b>	<b>3,524</b>	<b>68,837</b>	<b>91,337</b>	<b>22,500</b>
<b>Total Operating Expenses</b>	<b>31,287</b>	<b>22,986</b>	<b>(8,300)</b>	<b>207,967</b>	<b>292,166</b>	<b>84,199</b>
<b>Other Expenses</b>						
Bank and Credit Card Charges	165	250	85	1,920	2,000	80
Bond Expense	-	-	-	19,583	31,600	12,017
Contingency/Outreach/Public Ed. Equipment	-	400	400	17,355	14,500	(2,855)
Miscellaneous	309	300	(9)	921	2,100	1,179
QAF Fee	8,949	-	(8,949)	32,010	8,000	(24,010)
Sales Tax	-	115	115	643	805	162
<b>Total Other Expenses</b>	<b>9,424</b>	<b>1,065</b>	<b>(8,359)</b>	<b>72,432</b>	<b>59,005</b>	<b>(13,427)</b>
<b>Total Expenses</b>	<b>212,021</b>	<b>181,056</b>	<b>(30,965)</b>	<b>1,329,402</b>	<b>1,487,436</b>	<b>158,034</b>
<b>Net Operating Income</b>	<b>245,038</b>	<b>336,071</b>	<b>(91,032)</b>	<b>46,994</b>	<b>19,568</b>	<b>27,426</b>
<b>Other Income/Expense</b>						
Grant /Equipment Procurement	-	-	-	45,572	55,800	(10,228)
Covid Relief	-	-	-	-	-	-
<b>Total Other Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>45,572</b>	<b>55,800</b>	<b>(10,228)</b>
<b>Net Income</b>	<b>245,038</b>	<b>336,071</b>	<b>(91,032)</b>	<b>92,566</b>	<b>75,368</b>	<b>17,198</b>

<b>Cambria Community Healthcare District</b> <b>Monthly Banking Financial Report</b>
-----------------------------------------------------------------------------------------

JANUARY 2024

**Pacific Premier Bank Operating Account**

Beginning Balance	\$	181,312.18
Income		464,537.74
Tax Income		
Less Checking Expenses		(419,760.62)
Bank Fee(s)		(4.00)
Ending Balance		<u>\$ 226,085.30</u>

**Pacific Premier Bank Money Market Account Reserve Account**

Beginning Balance	\$	20,015.53
Transfer from Operating Account		200,000.00
Interest		20.08
Ending Balance		<u>\$ 220,035.61</u>

**Local Agency Investment Fund Account Operating Reserves**

Beginning Balance	\$	58,213.44
Transfer from Operating Account		-
Interest		338.84
Ending Balance		<u>\$ 58,552.28</u>

**ALL ACCOUNTS TOTAL**

**\$ 504,673.19**

**PPB Trust Account**

Beginning Balance	\$	60,667.63
Deposit		8,128.16
Less Checking Expense		(3,308.90)
Bank fee (paper statement)		(2.00)
Withdrawal payables(Qgiv)		(6.82)
Ending Balance		<u>\$ 65,478.07</u>

**Accounts Prior Year Total Comparison (Not including Trust Account)**

JANUARY	2024	\$	504,673.19
JANUARY	2023	\$	606,530.00
Difference		\$	<u>(101,856.81)</u>

# Cambria Community Healthcare District

## Transaction Detail by Account

January 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
11200 PP (5645) Operating					
01/03/2024	Expense		CalPERS Fiscal Services Division		-75.00
01/03/2024	Expense		CalPERS Fiscal Services Division		-75.00
01/03/2024	Bill Payment (Check)	3064	PG&E - ending 135-3	Acct# 4378486135-3	-10.79
01/03/2024	Bill Payment (Check)	3060	Matthew Hallmark	TB test reading reimbursement	-20.00
01/03/2024	Bill Payment (Check)	3065	PG&E - ending 810-8	Acct# 5179258810-8	-42.80
01/03/2024	Bill Payment (Check)	3069	Templeton Uniforms, LLC	Invoice# 4233	-46.11
01/03/2024	Bill Payment (Check)	3062	Paul Hoover	Purchase reimbursement - material for kitchen shelf/table	-76.37
01/03/2024	Bill Payment (Check)	3068	Streamline	Invoice# 8A432981-0017	-200.00
01/03/2024	Bill Payment (Check)	3061	Mission Country Disposal	Acct# 4130-8101951	-210.83
01/03/2024	Bill Payment (Check)	3066	Robert W Sayers	January 2024 invoices	-1,027.92
01/03/2024	Bill Payment (Check)	3063	PG&E - #A ending 348-9	Acct# 9976402348-9	-1,050.47
01/03/2024	Bill Payment (Check)	3070	US Bank Card	Account ending in 3652	-1,233.36
01/03/2024	Bill Payment (Check)	3071	Wells Fargo Vendor Financial Services	Cust# 1051980762	-191.98
01/03/2024	Bill Payment (Check)	3058	Coastal Copy	Acct# CC45 Inv# 1091549	-179.86
01/03/2024	Bill Payment (Check)	3059	Graybar Financial Services	Contract# 100-5910031-001	-163.24
01/03/2024	Bill Payment (Check)	3067	SEIU Local 620	Union dues, Check date 01/05/2024	-153.06
01/05/2024	Check	ACH	CalPERS Fiscal Services Division		-1,175.36
01/05/2024	Check	ACH	CalPERS Fiscal Services Division		-3,232.82
01/05/2024	Bill Payment (Check)	ACH	WEX Bank -	Invoice # 92521792	-2,533.41
01/05/2024	Expense		Payroll People		-45,621.15
01/05/2024	Check	ACH	CalPERS Fiscal Services Division		-50.00
01/05/2024	Check	ACH	CalPERS Fiscal Services Division		-1,114.62
01/08/2024	Bill Payment (Check)	3072	Cambria Hardware Center	Acct# 205	-57.29
01/08/2024	Bill Payment (Check)	3074	JB Dewar, Inc.	Invoice# 285878	-96.07
01/08/2024	Bill Payment (Check)	3077	Paul Hoover	Purchase reimbursement - fleet maintenance	-123.61
01/08/2024	Bill Payment (Check)	3081	Dana Brancati	Uniform & Mileage reimbursement	-152.23
01/08/2024	Bill Payment (Check)	3073	Heidi Holmes-Nagy	Paul's Medicare premium	-174.70
01/08/2024	Bill Payment (Check)	3076	MP Cloud Technologies	Invoice# 7050	-599.00
01/08/2024	Bill Payment (Check)	3079	SDRMA P/L	Member# 7576 P/L invoice	-11,803.92
01/08/2024	Bill Payment (Check)	3080	SDRMA WC	Member# 7576 W/C invoice	-12,306.90
01/08/2024	Bill Payment (Check)	3078	Porteous Management Group	Space #5	-240.00
01/08/2024	Bill Payment (Check)	3075	Life Assist	Invoice# 1392859	-1,726.69
01/08/2024	Expense		CalPERS Fiscal Services Division		-50.00
01/09/2024	Expense		WORLDPAY CC		-121.22
01/09/2024	Expense		EDIS	EDIS - FSA -DCSA	-647.50
01/09/2024	Expense		CalPERS Fiscal Services Division		-21,813.39
01/11/2024	Bill Payment (Check)	Wire Transfer	DHCS	ACCT# 01482-80005 GEMT SUPP. PYMT PROG.	-8,949.28
01/11/2024	Expense		Pacific Premier Bank	Outgoing Wire Bank Fee	-40.00
01/17/2024	Bill Payment (Check)	3083	Ameritas Life Insurance Corp.	Policy# 58022	-1,308.32
01/17/2024	Bill Payment (Check)	3085	Coast Electronics	Account# 10002631 Invs# 10408025, 10402920 & 10405720	-1,380.48
01/17/2024	Bill Payment (Check)	3082	Airgas West	Invoice# 5505032906	-876.43
01/17/2024	Bill Payment (Check)	3087	Pitney Bowes	Invoice# 3106480975	-119.58
01/17/2024	Bill Payment (Check)	3088	SEIU Local 620	Union dues, Check date 01/20/2024	-143.93
01/17/2024	Bill Payment (Check)	3084	BoundTree Medical	Inv# 85199190 and 85203922	-2,136.08
01/17/2024	Bill Payment (Check)	3086	Kitzman Water (Culligan)	Acct# 190231	-65.00
01/19/2024	Expense		Payroll People		-45,353.30
01/22/2024	Check	ACH	CalPERS Fiscal Services Division		-4,741.96
01/22/2024	Check	ACH	CalPERS Fiscal Services Division		-1,175.36
01/22/2024	Check	ACH	CalPERS Fiscal Services Division		-1,089.87
01/22/2024	Bill Payment (Check)	ACH	WEX Bank -	Invoice # 92521792	-2,022.92
01/23/2024	Bill Payment (Check)	3093	Verizon Wireless	Acct# 271000184-00002	-401.55
01/23/2024	Bill Payment (Check)	3095	Zoll Medical Corp.	Invoice# 90096013	-2,091.08
01/23/2024	Bill Payment (Check)	3090	Ameritas Life Insurance Corp.	Policy# 58022	-445.44
01/23/2024	Expense		EDIS	EDIS - FSA DCSA	-233.42
01/23/2024	Bill Payment (Check)	3092	SpectrumVoIP	Acct# 8059278304 Bill# 257336	-56.49
01/23/2024	Bill Payment (Check)	3094	Wex Bank	Invoice# 94487743	-262.30



# Cambria Community Healthcare District

## Transaction Detail by Account

January 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
01/23/2024	Bill Payment (Check)	3089	Airgas West	Invoice# 9145800827	-268.99
01/23/2024	Bill Payment (Check)	3091	Mutual of Omaha	Group ID# G000BZ6W	-180.00
01/23/2024	Check	ACH	CalPERS Fiscal Services Division		-50.00
01/25/2024	Bill Payment (Check)	3096	Airgas West	Invoice# 9146005847	-284.08
01/25/2024	Bill Payment (Check)	3098	Michael Bryant	Mileage reimbursement	-152.23
01/25/2024	Bill Payment (Check)	3097	Charter Communications	Acct# 824510113 0094588	-459.93
01/26/2024	Bill Payment (Check)	ACH	KS StateBank		-3,621.48
01/29/2024	Bill Payment (Check)	ACH	EDIS		-21.00
01/29/2024	Bill Payment (Check)	ACH	Actuarial Retirement Counseling	Invoice# 1237	-3,300.00
01/29/2024	Bill Payment (Check)	3106	Paul Hoover	Purchase reimbursement - fleet maintenance	-42.88
01/29/2024	Bill Payment (Check)	3107	Wells Fargo Vendor Financial Services	Cust# 1051980762	-191.98
01/29/2024	Bill Payment (Check)	3099	Adamski Moroski Madden Cumberland & Green	Invoice# 63685	-200.00
01/29/2024	Bill Payment (Check)	3100	CCSD	Acct# 450-0245-001	-523.96
01/29/2024	Bill Payment (Check)	3103	Denise Codding	February 2024 health premium	-679.53
01/29/2024	Bill Payment (Check)	3104	Donald Melendy	February 2024 Health premium	-1,279.72
01/29/2024	Bill Payment (Check)	3101	Daniel Cariaga	February 2024 Health premium	-1,279.72
01/29/2024	Bill Payment (Check)	3102	Danny Takaoka	February 2024 Health premium	-2,395.12
01/29/2024	Bill Payment (Check)	3105	Heidi Holmes-Nagy	February 2024 health premium	-1,025.14
01/30/2024	Bill Payment (Check)	3108	Simone A. Rathbun	Mileage reimbursement	-28.81
01/30/2024	Expense		CalPERS Fiscal Services Division		-11,231.33
01/30/2024	Expense		CalPERS Fiscal Services Division		-1,247.83
01/30/2024	Expense		CalPERS Fiscal Services Division		-143.33
01/30/2024	Expense		CalPERS Fiscal Services Division		-133.83
01/30/2024	Expense		EDIS	Admin Fee	-15.00
01/30/2024	Bill Payment (Check)	3109	US Bank Card	Account ending in 3652	-2,211.99
01/31/2024	Expense		Pacific Premier Bank		-4.00
<b>Total for 11200 PP (5645) Operating</b>					<b>\$ - 212,261.34</b>



## CAMBRIA COMMUNITY HEALTHCARE DISTRICT

### BOARD AGENDA STAFF REPORT – 01

**TO:** Board of Directors

**FROM:** Laurie Mileur, PhD, Director  
Linda Hendy, Administrator

**DATE:** February 27, 2024

**AGENDA DESCRIPTION:** FEMA Fiscal Year 2023 Assistance to Firefighters (AFG) Grant Funding Request

**RECOMMENDATION:** Approve AFG grant application submission (4)

**FISCAL IMPACT:** If funded, the District would be obligated to provide 5% matching funds: \$13,151 for one Type III ambulance, plus \$19,069 sales tax for a total District obligation of \$32,220. If successful, grant funds would be available in late 2024.

**DISCUSSION:** AFG Notice of Funding Opportunity opened on January 29, 2024, with a submission deadline of March 8, 2024. The Development Committee has opted to submit a total of one independent grant application for the following:

1. Vehicle funding request for a new Crestline Type III Ambulance, Model CCL150, Ford E350 to replace Unit 20.

The Unit to be replaced is a 2016 Type III (210,119 mi.) that requires frequent repairs and is unreliable. The District's 2019 Type-II ambulance (96,712 mi.) is currently used as a reserve unit. Due to functional limitations, a Type II ambulance (van style) has limited interior space in comparison to a Type III and is not conducive to long transport times.

**CCHD AMBULANCE FLEET:**

Year Purchased	Unit Assignment	Description	Vehicle Year	Odometer of 12.31.23
8/12/2019	Unit 20	2019 Demers Ford Ambulance	2019	96,712
10/31/2016	Unit 18	Chevrolet Ambulance	2016	210,119
1/11/2021	Unit 21	2005 Ford F350 Ambulance Type I	2005	43,293
7/1/2023	Unit 22	2023 Ford E350 Ambulance CCL 150 Type III	2023	13,944

Acquisition of a new Type III ambulance is the most cost-effective solution to upgrade our aging fleet. The unit’s body construction and features such as exterior and interior powder-coated surfaces and aluminum cabinets enhance durability and lower maintenance, repair, and fuel costs over the unit’s service life.

**CONCLUSION:** The Development Committee seeks Board approval to submit an AFG grant application for the identified Crestline Type III Ambulance.

**ATTACHMENTS:** Purchase Agreement with Redsky Emergency Vehicles.

**BOARD ACTION:**

Date of Vote: February 27, 2024

UNANIMOUS: \_\_

MONTALVO \_\_ MUMPER \_\_ FEDOROFF \_\_ KULESA \_\_ MILEUR \_\_



**Purchase Agreement  
Crestline CCL150 Type III Ambulance  
Ford E350 Gas Chassis**

**February 23, 2023**

Purchaser:  
Cambria Community Healthcare District  
2535 Main Street  
Cambria, CA 93428

Seller:  
RedSky Emergency Vehicles  
1240 E. Locust Street, Suite 203  
Ontario, CA 91761

Seller agrees to sell to Purchaser **one (1) Crestline Type III Ambulance, Model CCL150, on a Ford E350 4x2 van cutaway**, per the attached spec summary, along with equipment and extended warranty plans listed below.

**DELIVERY:** Estimated delivery is in the first quarter of 2025 for order placed by March 30, 2023. **Delivery terms are FOB Cambria, California.** The Seller shall not be liable for failure to deliver or for any delay in delivering the motor vehicles covered by this agreement where such failure or delay is due, in whole or in part, to any cause beyond the control or without the fault or negligence of the Seller. Delays from the chassis manufacturer may result in extended delivery time, as will changes to this contract once the order has been placed with Demers Ambulance. Additions or deletions may be made if the vehicle has not passed that point in production at the time of change.

**PURCHASE PRICE:** The Purchaser hereby purchases and agrees to pay for said emergency vehicle, equipment, and taxes the total sum of **two hundred eighty-two thousand one hundred six US Dollars and 72 US Cents (\$282,106.72)** as detailed below. This purchase price is subject to adjustment downward should there be any pricing reductions announced by the manufacturer prior to delivery. The purchase price is not subject to upward adjustment except as outlined elsewhere in this agreement in relation to the chassis and Stryker equipment.

**Pricing**

Description	Unit Price
<b>One (1) CCL150 Type III Ambulance, Ford E350, per the attached summary specifications</b>	<b>\$228,815.00*</b>
Stryker PowerPRO XT Cot, Model 6506, mid-configuration	\$29,250.00**
Ford PremiumCARE Extended Warranty (5 years / 100,000 miles / 4,000 engine hours)	\$4,960.00
Sub-Total	\$263,025.00
Sales Tax, 7.25%, Cambria, San Luis Obispo County	\$19,069.32
California Tire Fee, \$1.75 / Tire	<u>\$12.25</u>
<b>Total</b>	<b>\$282,106.72</b>

*\*Pricing does not include a Ford FIN code discount, as they have not been released for 2024 model year chassis. Please note that if the chassis price from Ford changes, the change will be passed on dollar-for-dollar in the final invoice. \*\*Please note that the price quoted is current Stryker retail price. If the price increases prior to delivery, the Stryker current retail price at time of delivery will apply.*

**DESIGN CHANGES BY THE MANUFACTURER:** The Manufacturer has reserved the right to change the design of any new motor vehicle, chassis, accessories, or parts of new vehicles at any time without notice and without obligation to make the same or any similar changes upon any motor vehicle, chassis, accessories, or parts of vehicles previously purchased by or shipped to seller or being manufactured or sold in accordance with Seller's orders. In the event of any such change by the manufacturer, Seller shall have no obligation to Purchaser to make this same or any similar

change in any motor vehicle, chassis, accessories, or parts of the vehicle covered by this agreement either before or after delivery to Purchaser.

**FUTURE CHANGES:** Various state or federal regulatory agencies (e.g. KKK, DOT, EPA) may require changes to the Specifications and or the Product and in any such event any resulting cost increases incurred to comply therewith will be added to the Purchase Price to be paid by the Customer. To the extent practical, RedSky EV will document and itemize any such price increases for the Customer.

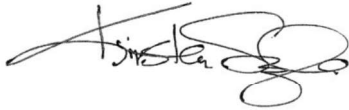
**EXECUTION OF OTHER DOCUMENTS:** The Purchaser, before or at the time of delivery of the motor vehicle covered by this agreement will execute such other forms of agreement or documents as may be required by the terms and conditions of payment indicated on the front of this order or as required by law.

**STANDARD WARRANTIES:** Purchaser accepts vehicle "AS IS". No representation has been made by Seller except as herein stated and no warranties, expressed or implied, may arise except from this writing. All warranties are issued by the chassis manufacturer, the ambulance builder, and component parts suppliers. The Seller shall have no liability with respect to warranties issued by the chassis manufacturer, the ambulance builder, and component parts suppliers. That being said, the Seller is happy to provide warranty service and general service and repairs to the Purchaser as needed.

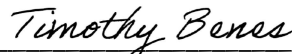
**PAYMENT TERMS:** Payment shall be made directly to RedSky Emergency Vehicles. Due at time of delivery. Proof of insurance and approved financing or payment will be required to execute this agreement.

**SALES & USE TAXES:** The price for the motor vehicle specified in this agreement does not include Use Taxes (Federal, State, or Local) unless expressly stated. Purchaser assumes and agrees to pay, unless prohibited by law, and such Use, or Occupational Taxes imposed on or applicable to the transaction covered by this agreement, regardless of which party may have primary tax liability.

Signed:



Kirsten Skyba  
VP – Operations & Customer Service  
RedSky Emergency Vehicles



\_\_\_\_\_  
Timothy Benes  
Director of Operations  
Cambrian Community Healthcare District

Date: 3/13/2023



## CAMBRIA COMMUNITY HEALTHCARE DISTRICT

### BOARD AGENDA STAFF REPORT – 02

**TO:** Board of Directors

**FROM:** Iggy Fedoroff, Board Director, Finance Chairman  
Linda Hendy, Administrator

**DATE:** February 27, 2024

**AGENDA DESCRIPTION:** Fiscal Year 2023-24 Mid-Year Budget Review

**RECOMMENDATION:** Receive and file revenue and expenditure projections for Fiscal Year 2023-2024 as compared to the 2023-2024 Budget and 2023-2024 Actual.

**FISCAL IMPACT:** The 2023-2024 approved budgeted amount reflects operating and grant income of (\$2,356,614) and operating expenditures of (\$2,367,002) projecting the net income unfavorable by \$10,388. The 2023-2024 projections show operating revenue and grant income of (\$2,367,722) exceeding operating expenditures (\$2,260,965) by \$106,756.

**DISCUSSION:** The 2023-24 projections are calculated by adding the first seven months of the fiscal year (July-January) actual revenues and expenditures to the projected revenues and expenditures for the second five months. These projections are based on current and prior-year trends and are adjusted by expected seasonal timing differences. This discussion item will compare the total year projections with the approved budget.

Following is an analysis of the total projected revenue, and projected expenditures, compared to the budget for Fiscal Year 2023-24 and 2023-24 Actuals. This analysis is done at a summary level (by budget category).

#### REVENUE ANALYSIS

- **Ambulance Revenue:** \$50,111 favorable to budget
  - Ambulance revenues reflect a favorable increase of 5.4% compared to budget and 8.8% of prior year actuals. By participating in the PP-GEMT State program, insurance reimbursements for Medi-Cal beneficiaries have increased revenue for ambulance transports.
- **General and Special Assessment Tax:** Projected to meet budgeted amounts
  - In February the District received an updated countywide revenue estimate from SLO County Tax Collectors office. The County estimates an additional \$22,438 for 2023-2024 and forecasts secured growth at 4% in 2024-2025.

- **Other Income:** \$39,776 unfavorable to budget
  - The District anticipates a decrease in revenue line-item GEMT Reimbursement, while the program no longer distributes funds quarterly to participating EMS providers, funding is currently included in ambulance revenues through insurance reimbursement rates.
  - Misc. Income is projected to be \$9,312 above budget. In September 2023 the District retired their backup Unit 16 and sold the unit through 777 Auction receiving \$13,500 for the surplus sale.
  - Grant income is budgeted at \$55,800 for fiscal year 2023-24. Donations are received from the community each year through the CCHD 501c3 trust account and then transferred to the District's operating account to cover Board-approved equipment purchases and/or unexpected facility expenses. Grant funds of \$40,000 provided the downpayment for the new ambulance Unit 22 and the remaining funds were used for required facility repairs.

### **OPERATING EXPENDITURE ANALYSIS**

Total operating expenditures (\$2,260,965) are projected favorable to the budget in the amount of \$6,037.

- **Payroll Expenses:** \$122,112 favorable to budget
  - In October the District reorganized management positions resulting in a vacancy of one administrative position. The District is currently utilizing three Interim Supervisors to cover operational duties. Administrative wages are estimated to decrease by \$68,790 in addition to slight decreases in budgeted employee benefit expense. The Board of Directors will evaluate the management structure at a future Board meeting.
  - In January CalPERS healthcare premiums increased for employees and retirees.
- **Operating Expenses:** \$55,727 favorable to budget
  - The District will have a decrease in the amount of \$8,950 for contractor fees as we have concluded our contract with the contractor and have included labor negotiations expense into line-item Legal expense.
  - Audit fees are projected under budget by \$14,500. The projected expense includes the completion of our 2023-24 audit.
  - Facility maintenance expense is currently in line with budget and includes the replacement of the main electrical panel and the addition of a second crew shower.
  - Office and Computer supplies are projected to be above budget in the amount of \$1,462 expenditures include a combination of computer annual subscription renewals for Adobe, GoDaddy, QuickBooks, and office supplies.
  - Utilities have continued to increase and are projected over budget in the amount of \$1,832.

- **Fleet Expenses:** \$22,502 favorable to budget
  - Projections indicate expenses favorable to budget in the amount of \$22,502. Fuel costs have decreased due to a decline in ambulance transports. Line-item Unit-22 is projected to be favorable to budget, payments for the new ambulance began at the end of the first quarter and not the budgeted start date of July 1, 2023.
  
- **Other Expenses:** \$106,037 favorable to budget
  - Bond expenditures as of January totaled \$19,583, the expense included the cost of an updated cost analysis for the Ambulance station rebuild/replacement. The remaining budgeted amount of \$7,500 is included in the projection.
  
  - Projected expenditures for the PP-GEMT program are unfavorable to budget in the amount of \$33,010. This program is governed by a voluntary cost-share program for EMS providers. Future budgets will include an increased amount to better reflect the cost of the program for the District.

**CONCLUSION:** Net Income and Proposed Contingency Funding; Projected revenues and expenses reflect a positive net income of \$106,756. The Finance Committee has included line-item Reserve Funding in the amount of \$100,000 to be placed in the Local Agency Investment Fund (LAIF) as reserve funding for the future facility or asset purchase needs of the District.

Proposed reserve funding will be discussed at a future Board meeting following the closing financial reports for the current fiscal year 2023-2024.

**ATTACHMENTS:** 1. Mid-Year Financial Report

**BOARD ACTION:** None

Date of Vote: February 27, 2024

UNANIMOUS: \_\_

MONTALVO\_\_ MUMPER\_\_ FEDOROFF\_\_ KULESA\_\_ MILEUR\_\_



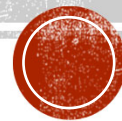
<b>Cambria Community Healthcare District Summary of Revenues and Expenses Mid-Year Update 2023-2024</b>					
	July-January	January - June	Mid-Year	2023-2024	Variance
	YTD Actual	Projected	Total Projected	YTD Budget	
<b><u>Ambulance Revenue</u></b>					
Ambulance Billings	2,162,845	1,568,424	3,731,269	3,884,181	(152,913)
Prior Year Income		-	-	-	-
<b>Total Ambulance Income</b>	<b>2,162,845</b>	<b>1,568,424</b>	<b>3,731,269</b>	<b>3,884,181</b>	<b>(152,913)</b>
Insurance Adjustments/Contra	(1,605,912)	(1,153,818)	(2,759,730)	(2,909,386)	149,656
Sent to Collections	(5,683)	(10,000)	(15,683)	(56,000)	40,318
Bad Debt	(5,950)	(5,000)	(10,950)	(24,000)	13,050
<b>Ambulance Income</b>	<b>545,301</b>	<b>399,606</b>	<b>944,906</b>	<b>894,795</b>	<b>50,111</b>
<b><u>Tax Income</u></b>					
General Tax	388,243	255,066	643,309	643,309	0
Special Assessment Tax	388,973	261,187	650,160	650,160	0
<b>Total Tax Income</b>	<b>777,217</b>	<b>516,253</b>	<b>1,293,470</b>	<b>1,293,469</b>	<b>-</b>
<b><u>Other Income</u></b>					
Monterey Contract	32,000	14,000	46,000	46,000	-
Rental Income	600	600	1,200	1,200	-
Misc. Income	15,012	300	15,312	6,000	9,312
GEMT Reimbursement	2,802	-	2,802	50,000	(47,198)
Bad Debt Recovery	1,892	3,450	5,342	8,000	(2,658)
Grant Income	-	-	-	-	-
Interest Income	1,573	545	2,118	1,350	768
Donations	-	-	-	-	-
Donations -Amb. Procurement	-	-	-	-	-
<b>Total Other Income</b>	<b>53,879</b>	<b>18,895</b>	<b>72,774</b>	<b>112,550</b>	<b>(39,776)</b>
<b>Total Income</b>	<b>1,376,396</b>	<b>934,754</b>	<b>2,311,150</b>	<b>2,300,814</b>	<b>10,335</b>
<b><u>Payroll Expenses</u></b>					
Administration	140,292	77,500	217,792	286,582	(68,790)
Full Time Employees	370,901	325,677	696,578	781,624	(85,046)
Part Time Employees	140,406	56,965	197,371	136,715	60,656
Payroll Tax Expense	18,537	27,500	46,037	69,460	(23,423)
Employee Medical/Dental	109,958	90,000	199,958	204,000	(4,042)
PERS Pension Expense	70,901	54,167	125,068	130,000	(4,932)
PERS - Unfunded Liability	89,309	64,615	153,924	155,076	(1,152)
Uniforms	2,724	5,000	7,724	9,000	(1,276)
Workers Comp. Insurance	50,350	-	50,350	53,432	(3,082)
Retiree Health	55,625	48,750	104,375	95,400	8,975
<b>Total Payroll Expense</b>	<b>1,049,004</b>	<b>750,173</b>	<b>1,799,177</b>	<b>1,921,289</b>	<b>(122,112)</b>
<b><u>Operating Expenses</u></b>					
Contacted Services	-	-	-	-	-
Audit Fees	-	16,000	16,000	30,500	(14,500)
Billing Services	3,634	3,500	7,134	8,400	(1,266)
Other	3,300	2,250	5,550	14,500	(8,950)
Payroll Services	3,460	3,000	6,460	7,400	(941)
<b>Total Contracted Services</b>	<b>10,394</b>	<b>24,750</b>	<b>35,144</b>	<b>60,800</b>	<b>(25,657)</b>
Dues and Subscriptions	10,398	4,300	14,698	19,500	(4,802)
Education/Travel/Mileage	1,371	1,750	3,121	4,000	(879)
Facility Maintenance	19,934	29,500	49,434	50,000	(566)
Legal	12,361	5,000	17,361	12,000	5,361
Liability Insurance	47,830	-	47,830	46,839	991
License/Permits	9,238	2,500	11,738	6,000	5,738
Office and Computer Supplies	10,282	6,180	16,462	15,000	1,462
Storage	720	240	960	960	-

Training	370	2,000	2,370	3,000	(630)
Utilities	16,232	10,600	26,832	25,000	1,832
<b>Total Operating Expenses</b>	<b>139,130</b>	<b>86,820</b>	<b>225,950</b>	<b>243,099</b>	<b>(17,149)</b>
<b>Fleet Expenses</b>					
Communication Equipment	1,089	-	1,089	1,000	89
Fuel	17,883	17,500	35,383	42,000	(6,617)
Unit - 18	5,065	2,500	7,565	6,000	1,565
Unit - 20	218	1,550	1,768	4,000	(2,232)
Unit - 21	2,909	-	2,909	2,000	909
Unit - 22	6,749	18,430	25,179	40,550	(15,371)
Interest Expense	376	295	671	1,064	(392)
Medical Supplies/Equipment	34,546	25,000	59,546	60,000	(454)
<b>Total Fleet Expenses</b>	<b>68,837</b>	<b>65,275</b>	<b>134,111</b>	<b>156,614</b>	<b>(22,502)</b>
<b>Total Operating Expenses</b>	<b>207,966</b>	<b>152,095</b>	<b>360,061</b>	<b>399,713</b>	<b>(39,651)</b>
<b>Other Expenses</b>					
Bank and Credit Card Charges	1,920	1,500	3,420	3,500	(80)
Bond Expense	19,583	7,500	27,083	17,500	9,583
Contingency/Outreach/Public Ed. Equipment	17,355	2,200	19,555	5,000	14,555
Miscellaneous	-	-	-	-	-
QAF Fee	921	1,500	2,421	3,600	(1,179)
Sales Tax	32,010	16,000	48,010	15,000	33,010
Total Other Expenses	643	595	1,238	1,400	(162)
	72,432	29,295	101,727	46,000	55,727
<b>Total Expenses</b>	<b>1,329,402</b>	<b>931,563</b>	<b>2,260,965</b>	<b>2,367,002</b>	<b>(106,037)</b>
<b>Net Operating Income</b>	<b>46,994</b>	<b>3,191</b>	<b>50,185</b>	<b>(66,188)</b>	<b>116,372</b>
<b>Other Income/Expense</b>					
Grant /Equipment Procurement	45,572	11,000	56,572	55,800	772
Total Other Income	-	-	-	-	-
	45,572	11,000	56,572	55,800	772
<b>Net Income</b>	<b>92,565</b>	<b>14,191</b>	<b>106,756</b>	<b>(10,388)</b>	<b>117,144</b>
Reserve Funding - LAIF		(100,000)	(100,000)	-	(100,000)
<b>Net of Reserve Funding</b>	<b>92,565</b>	<b>(85,809)</b>	<b>6,756</b>	<b>(10,388)</b>	<b>17,144</b>



# MID-YEAR BUDGET REVIEW

Cambria Community Healthcare District  
February 27, 2024



The 2023-2024 Projections are calculated by adding the first seven months of the fiscal year (July-January) actual revenue and expenditures to the projected revenues and expenditures for the second five months.

Projections are based on current and prior-year trends and are adjusted by expected seasonal timing differences.

Today's review will compare the total year projections with the approved budget and provide explanations on variances (Increases/Decreases).



Add a footer



## 2023/24 MID-YEAR BUDGET PROJECTIONS

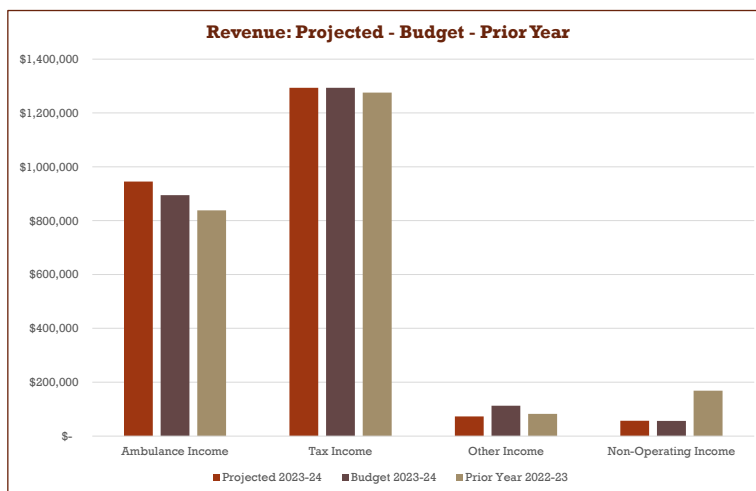
Attachment 1

BUDGET CATEGORY	2023/24 PROJECTED	2023/24 BUDGET	BUDGET VARIANCE
Operating Revenue	\$2,311,150	\$2,300,814	\$10,335
Other-Operating Revenue	\$56,572	\$55,800	\$772
Operating Expense	(\$2,260,965)	(\$2,367,002)	(\$6,037)
<b>Net Income</b>	<b>\$106,756</b>	<b>(\$10,388)</b>	<b>\$117,144</b>
Proposed Reserve Funding LAIF	(\$100,000)	(\$0)	(\$100,000)
<b>Net of Reserve Funding</b>	<b>\$6,756</b>	<b>(\$10,388)</b>	<b>\$17,144</b>

3

### Cambria Community Healthcare District

Continues to see steady growth in revenues to support emergency services provided to the Community



4

## REVENUE ANALYSIS

### **Ambulance Revenue:** \$50,111 favorable to budget

- Ambulance revenues reflect a favorable increase of 5.4% compared to budget and 8.8% of prior year actuals. By participating in the PP-GEMT State program, insurance reimbursements for Medi-Cal beneficiaries have increased revenue for ambulance transports.

### **General and Special Assessment Tax:** Projected to meet budgeted amounts

- In February the District received an updated countywide revenue estimate from SLO County Tax Collectors office. The County estimates an additional \$22,438 for 2023-2024 and forecasts secured growth at 4% in 2024-2025.

5

## REVENUE ANALYSIS CONTINUED

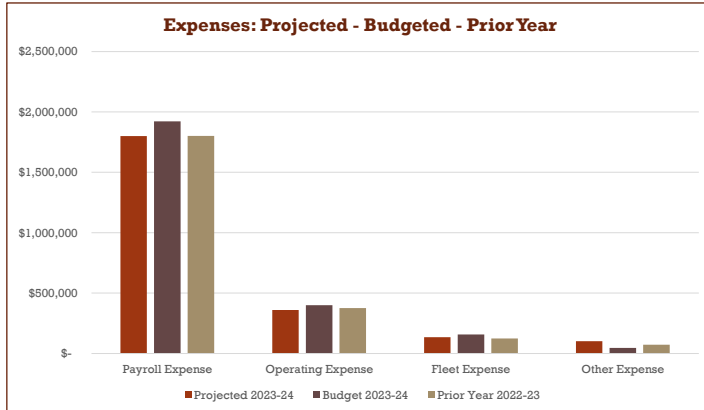
### **Other Income:** \$39,776 unfavorable to budget

- The District anticipates a decrease in revenue line-item GEMT Reimbursement, while the program no longer distributes funds quarterly to participating EMS providers, funding is currently included in ambulance revenues through insurance reimbursement rates.
- Misc. Income is projected to be \$9,312 above budget. In September 2023 the District retired their backup Unit 16 and sold the unit through 777 Auction receiving \$13,500 for the surplus sale.
- Grant income is budgeted at \$55,800 for fiscal year 2023-24. Donations are received from the community each year through the CCHD 501c3 trust account and then transferred to the District's operating account to cover Board-approved equipment purchases and/or unexpected facility expenses. Grant funds of \$40,000 provided the downpayment for the new ambulance Unit 22 and the remaining funds were used for required facility repairs.

6

### Cambria Community Healthcare District - Expenditures

Projected costs are in line with budgeted amounts and consistent with prior year expenditures.



### OPERATING EXPENDITURE ANALYSIS



*The District successfully partnered with SEIU Union employees to secure a 2023-2026 memorandum of understanding (MOU)*

#### **Payroll Expenses: \$122,112 favorable to budget**

- In October the District reorganized management positions resulting in a vacancy of one administrative position. The District is currently utilizing three Interim Supervisors to cover operational duties. Administrative wages are estimated to decrease by \$68,790 in addition to slight decreases in budgeted employee benefit expense. The Board of Directors will evaluate the management structure at a future Board meeting.
- In January CalPERS healthcare premiums increased for employees and retirees.

## OPERATING EXPENDITURE ANALYSIS CONTINUED

**Operating Expenses:** \$17,149 favorable to budget

- The District will have a decrease in the amount of \$8,950 for contractor fees as we have concluded our contract with the contractor and have included labor negotiations expense into line item Legal expense.
- Audit fees are projected under budget by \$14,500. The projected expense includes the completion of our 2023-24 audit.
- Facility maintenance expense is currently in line with budget and includes the replacement of the main electrical panel and the addition of a second crew shower.
- Office and Computer supplies are projected to be above budget in the amount of \$1,462 expenditures include a combination of computer annual subscription renewals for Adobe, GoDaddy, QuickBooks, and office supplies.
- Utilities have continued to increase and are projected over budget in the amount of \$1,832.

9

## OPERATING EXPENDITURE ANALYSIS CONTINUED

**Fleet Expenses:**

- Projections indicate expenses favorable to budget in the amount of \$22,502. Fuel costs have decreased due to a decline in ambulance transports. Line item Unit-22 is projected to be favorable to budget, payments for the new ambulance began at the end of the first quarter and not the budgeted start date of July 1, 2023.

**Other Expenses:**

- Bond expenditures as of January totaled \$19,583, the expense included the cost of an updated cost analysis for the Ambulance station rebuild/replacement. The remaining budgeted amount of \$7,500 is included in the projection.
- Projected expenditures for the PP-GEMT program are unfavorable to budget in the amount of \$33,010. This program is governed by a voluntary cost-share program for EMS providers. Future budgets will include an increased amount to better reflect the cost of the program for the District.

10



### **Net Income and Proposed Reserve Funding:**

Projected revenues and expenses reflect a positive net income of \$106,756. The Finance Committee has included line-item Reserve Funding in the amount of \$100,000, funds to be placed in the Local Agency Investment Fund (LAIF) as reserve funding for the future facility or asset purchase needs of the District.

Proposed reserve funding will be discussed at a future Board meeting following the closing financial reports for the current fiscal year 2023-2024.







**CAMBRIA COMMUNITY HEALTHCARE DISTRICT**  
**BOARD AGENDA STAFF REPORT – 03**

**TO:** Board of Directors

**FROM:** Linda Hendy, Administrator

**DATE:** February 27, 2024

**AGENDA DESCRIPTION:** CalOES Designated Agent Resolution

**RECOMMENDATION:** Review, for possible Board approval, a resolution designating the Cambria Community Healthcare District, Administrator as the District agent for the California Office of Emergency Services (CalOES).

**FISCAL IMPACT:** None at this time.

**DISCUSSION:** Board review and consideration for possible approval of a Resolution with CalOES to designate the CCHD Administrator as the Agent for agreements with CalOES. This is related to a grant award received by CCHD for COVID-19 EMS and subsequent closing documents that need to be signed. The current Administrator must be approved by this Board Resolution for this to occur. This agent designation will also enable the Administrator to act for the Board on any future grant applications and/or awards with CalOES.

**CONCLUSION:** The Administrator recommends approval of the Resolution.

**ATTACHMENTS:**

1. CalOES Designated Agent Resolution Form 130
2. List of Authorized Agents

**BOARD ACTION:**

Date of Vote: February 27, 2024

UNANIMOUS: \_\_

MONTALVO \_\_ MUMPER \_\_ FEDOROFF \_\_ KULESA \_\_ MILEUR \_\_



Cal OES ID No: \_\_\_\_\_

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE \_\_\_\_\_ OF THE \_\_\_\_\_  
 (Governing Body) (Name of Applicant)

THAT \_\_\_\_\_, OR  
 (Title of Authorized Agent)

\_\_\_\_\_, OR  
 (Title of Authorized Agent)

\_\_\_\_\_  
 (Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the \_\_\_\_\_,  
 (Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM)**, under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA)**, under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the \_\_\_\_\_, a public entity established under the  
 (Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.



**Please check the appropriate box below**

- This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): \_\_\_\_\_

Passed and approved this \_\_\_ day of \_\_\_\_\_, 20\_\_\_

\_\_\_\_\_  
 (Name and Title of Governing Body Representative)

\_\_\_\_\_  
 (Name and Title of Governing Body Representative)

\_\_\_\_\_  
 (Name and Title of Governing Body Representative)

**CERTIFICATION**

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
 (Name) (Title)

\_\_\_\_\_, do hereby certify that the above is a true and  
 (Name of Applicant)

correct copy of a resolution passed and approved by the \_\_\_\_\_  
 (Governing Body)

of the \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_.  
 (Name of Applicant)

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Title)



### Cal OES Form 130 Instructions

**A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted resolution is older than three (3) years from the last date of approval, is invalid, or has not been submitted.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on pages 1 and 2. The blanks are to be filled in as follows:

#### Resolution Section:

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California.

Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding grants for which they have applied. There are two ways of completing this section:

1. **Titles Only:** The titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by either a cover letter naming the Authorized Agents by name and title, or the Cal OES AA Names document. The supporting document can be completed by any authorized person within the Agency (e.g., administrative assistant, the Authorized Agent, secretary to the Director). It does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document, or their title changes.



**Checking Universal or Disaster-Specific Box:** A Universal resolution is effective for all past disasters and for those declared up to three (3) years following the date of approval. Upon expiration it is no longer effective for new disasters, but it remains in effect for disasters declared prior to expiration. It remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

**Governing Body Representative:** These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents. A minimum of three (3) approving board members must be listed. If less than three are present, meeting minutes must be attached in order to verify a quorum was met.

**Certification Section:**

**Name and Title:** This is the individual in attendance who recorded the creation and approval of this resolution.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member. If a person holds two positions (such as City Manager and Secretary to the Board) and the City Manager is to be listed as an Authorized Agent, then that person could sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification."



**LIST OF AUTHORIZED AGENTS**

OES-FPD-012 (Rev. 09-2022)

## List of Authorized Agents

Entity Name:

Cal OES ID:

• Enter each Authorized Agent (AA) as listed on the Designation of Applicant's Agent Resolution (Cal OES 130) for Non-State Agencies **or** as it appears on the Signature Authority (Cal OES 130SA) for California State Agencies.

• Check box to receive electronic copies of Cal OES Notification of Obligation and/or Payment packages. (Minimum 1 AA.)

• Email addresses must use an email that shares the official entity URL.

Authorized Agent Name	Authorized Agent Title	Email Address	Email Pkg?
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

• An Approved Contact may be designated by an AA to request or receive information on grant payment status. Add them by inputting their information below. (Ex. Accounting/Admin offices) Must use an official email URL.

Approved Contact Name	Approved Contact Title	Email Address	Email Pkg?
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Please use a second page if more space is needed.