

**BOARD OF DIRECTORS**

Steve Pittson, DC, President
Becky Campo, Vice-President
Luis Avila, Secretary
Anne Stokman, RN, Treasurer
Gallo Mac Master, Board Member

PO Box 187, Patterson, CA 95363
 Phone (209) 892-8781 Fax (209) 892-3755

BOARD OF DIRECTORS SPECIAL MEETING

May 24, 2021 @ 6:30 pm

Our Board meeting will be held remotely via Zoom. You can join on your computer and/or call in.

Screen share at <https://us02web.zoom.us/j/4792915693?pwd=VGVuSUVtbGVrdzErdTZlQnhsWVZtUT09>

If you are unable to join via computer, or do not have speakers or a microphone on your computer, you can dial in for audio.

Call (669) 900-6833 and enter ID 479 291 5693. The meeting password is DelPuerto

Note that everyone will be muted by default.

If you would like to speak during the public comment portion of the meeting, you have the following options:

Online – raise your hand, or use the Chat options.

Phone – press *9 to raise your hand, *6 to send a request to be unmuted to submit comments

The Del Puerto Health Care District welcomes you to this meeting, which is regularly held the last Monday of each month, and your interest is encouraged and appreciated.

PUBLIC COMMENT PERIOD: Matters under the jurisdiction of the Board, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda. If you wish to speak on an item on the agenda, you are welcome to do so during consideration of the agenda item itself. If you wish to speak on a matter that does not appear on the agenda, you may do so during the Public Comment period, however California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an emergency by the Board of Directors. Persons speaking during the Public Comment will be limited to five minutes or, depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. Public comments must be addressed to the board as a whole through the President. Comments to individuals or staff are not permitted.

CONSENT CALENDAR: These matters include routine financial and administrative actions and are identified with an asterisk (*). All items on the consent calendar will be voted on as a single action at the beginning of the meeting under the section titled "Consent Calendar" without discussion. If you wish to discuss an item on the Consent Calendar, please notify the Clerk of the Board prior to the beginning of the meeting or you may speak about the item during Public Comment Period.

REGULAR CALENDAR: These items will be individually discussed and include all items not on the consent calendar, all public hearings and correspondence.

CLOSED SESSION: Is the portion of the meeting conducted in private without the attendance of the public or press to discuss certain confidential matters specifically permitted by the Brown Act. The public will be provided an opportunity to comment on any matter to be considered in closed session prior to the Board adjourning into closed session.

ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE BOARD ON A MATTER ON THE AGENDA: Please raise your hand or step to the podium at the time the item is announced by the Board President. In order that interested parties have an opportunity to speak, any person addressing the Board will be limited to a maximum of 5 minutes unless the President of the Board grants a longer period of time.

BOARD AGENDAS AND MINUTES: Board agendas and minutes are typically posted on the Internet on Friday afternoons preceding a Monday meeting at the following website: <https://dphealth.specialdistrict.org/board-meeting-agendas>.

Del Puerto Health Care District Board of Directors

May 26, 2021

Special Board Meeting Agenda

Page 2 of 2

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Board of Directors Roll Call**
4. **Reading of the Mission Statement**
"The District's primary mission is to provide the highest quality health care services through Patterson District Ambulance and Del Puerto Health Center, while continuing to expand healthcare availability to the citizens of the Del Puerto Health Care District."
5. **Public Comment Period** [Members of the public may address the Board on any issues on the Consent Calendar and items not listed on the agenda that are within the purview of the District. Comments on matters that are listed on the agenda may be made at the time the Board is considering each item. Each speaker is allowed a maximum of five minutes. Board members may not comment or acting on items not on the agenda.]
6. **Declarations of Conflict** [Board members disclose any conflicts of interest with agenda items]
7. **Approval of Agenda** **Action**
 [*Directors may request any consent calendar item be moved to regular calendar or change the order of the agenda items.]
8. **Consent Calendar*** [Routine committee reports, minutes, and non-controversial items] **Action**
 - A. *Approve April 26, 2021 Board Meeting Minutes
 - B. *Accept April 2021 Financial Reports and Warrants
 - C. *Approve April 2021 Finance Committee Minutes
9. **Regular Calendar**
 - A. *Any Consent calendar items moved to regular calendar **Action**
 - B. Adopt Debt Management Policy Resolution **Action**
 - C. Appointment of two Directors to the Del Puerto Hospital Foundation Board **Appointment**
 - D. CEO Annual Performance Evaluation – Directors Mac Master and Stokman **Information**
 - E. Capital Expense – purchase of multi-function copier for Health Center **Action**
10. **Reports**

	<u>May</u>	<u>Years</u>
A. <u>Employee Anniversaries & New Hires</u>		
Health Center:	Suzie Benitez	11
Administration	Karin Hennings	5
B. District Wide Community Assessment – Director Stokman		
C. West Side Health Care Task Force – Director Mac Master		
D. Legislative Advocacy Committee -Directors Avila and Campo		
E. Ambulance – Director, Paul Willette		
F. Health Center – Manager, Suzie Benitez		
G. Administration – Administrative Director/CEO, Karin Hennings		
11. **Board Governance Education Session:**
 - A. *Community Engagement * Discussion (15 minutes)*
 - B. *Governance and Management * Video (15 minutes)*
12. **Director Comments, Future Agenda Items** **Information**
13. **Upcoming Regular Board and Standing Committee Meeting Dates**

Finance – Wednesday, June 23, 2021 @ 3:00 pm.	Board – Monday, June 28, 2021 @ 6:30 pm.
Finance – Wednesday, July 21, 2021 @ 3:00 pm.	Board – Monday, July 26, 2021 @ 6:30 pm.
Finance – Wednesday, August 25, 2021 @ 3:00 pm.	Board – Monday, August 30, 2021 @ 6:30 pm.
14. **Adjourn**



BOARD OF DIRECTORS MEETING

April 26, 2021 @ 6:30 pm

Via Zoom

Board of Directors Minutes

1. **Call to order** @6:31 pm by President Pittson
2. **Pledge of Allegiance**
3. **Board of Directors Roll Call.**

Directors Present: Director, Steve Pittson
 Director, Becky Campo
 Director, Anne Stokman
 Director, Luis Avila
 Director, George Galloway Mac Master

Directors Absent: None

Staff Present: Administrative Director/CEO, Karin Hennings
 Ambulance Director, Paul Willette
 Health Center Manager, Suzie Benitez
 Accounting Finance Manager, Maria Reyes-Palad
 Clerk of the Board, Cheryle Pickle

District Legal Council: Dave Ritchie, Cole Huber, LLP

We have a Quorum

4. **Reading of the Mission Statement**

"The District's primary mission is to provide the highest quality health care services through Patterson District Ambulance and Del Puerto Health Center, while continuing to expand healthcare availability to the citizens of the Del Puerto Health Care District."

5. **Public Comment Period**

Present: None

6. **Declarations of Conflict:** There were no conflicts of interest.

7. **Approval of Agenda:**

M/S/C To accept the agenda. Director Stokman / Director Campo

Ayes: Directors Pittson, Campo, Stokman, Avilla, Mac Master
Nays: None

Abstain: None

Passed

8. **Consent Calendar** * [Routine committee reports, minutes, and non-controversial items]

- A. *Approve March 29, 2021 Board Meeting Minutes
- B. *Approve Finance Committee Meeting Minutes for March 24, 2021
- C. *Accept Month End Financials & Warrants March 2021



BOARD OF DIRECTORS MEETING

April 26, 2021 @ 6:30 pm

Via Zoom

Board of Directors Minutes

M/S/C That the Board of Directors accept the Consent Calendar as presented. /Campo / Director Mac Master
Ayes: Directors Pittson, Campo, Stokman, Avilla, Mac Master
Nays: None
Abstains: None
Passed

9. Regular Calendar

- A. * Any Consent calendar items moved to regular calendar. There was none.
- B. Appointment of CEO Annual Evaluation Ad Hoc Committee (2 members)
 Director Pittson appointed Director Mac Master and Director Stokman to the CEO Annual Evaluation Ad Hoc Committee.
- C. District Wide Community Health Needs Assessment
 Director Stokman stated that they were still sorting the data. But they wanted to present some of the information. In 2006 they asked 18 questions. This time there were 50 questions. There were 248 write ins when asked if there were other concerns in the District. She presented a slide presentation which demonstrated the demographics of the survey results including age, ethnicity, insurance coverage, size of households and languages spoken.
 They will cross reference with the county statistics and the census numbers when they become available. They are going to present the information to the committee. They will present it to the community and get feedback. The dates of the community meetings will be published. Then it will present it to the board with entire summary. It can then be used for strategic planning.
- D. COVID Expense, Contributions and Possible Reimbursements
 Ms. Hennings reported that ACHD is trying to organize and ask at the State level to get funds from the State for Health Districts to help with Covid expenses. The CSDA is asking the State for assistance for all Special Districts.
 The County Board of Supervisors had an agenda item to support all Special Districts to get financial assistance from the State.

The Ambulance had \$400K of lost income and \$100K of direct expenses for things like additional PPE. The Health Center has had \$700k in lost income.

10. Reports

A. <u>Employee Anniversaries & New Hires</u>	<u>April</u>	<u>Years</u>
Ambulance:	Paul Willette	6
Health Center:	Rosa Arevalo	4
	Mary Anne Barajas	6
	Isabel Vasquez	New



BOARD OF DIRECTORS MEETING

April 26, 2021 @ 6:30 pm

Via Zoom

Board of Directors Minutes

B. None

C. West Side Health Care Task Force - George Galloway Mac Master

Director Mac Master reported that the West Side Health Care Task Force is having an in-person meeting on May 6th. They will be discussing how to bring 24-hour Urgent Care to Patterson.

D. Ambulance – Paul Willette, Director of Ambulance Operations

Mr. Willette reviewed his report. Call volume was down (just a small amount) in March. The numbers in April already indicate it is back up. There was a reporting change. The numbers now reflect when they are called out of the district even if it does not result in a transport.

E. Health Center - Suzie Benitez, Health Center Manager

Ms. Benitez reviewed her report. The report has the wrong year reported but the data is correct. The year should be 2020-2021. They have given 1200 vaccines. They have made them available to all the warehouses and others in the community.

F. Administration – Karin Hennings, Administrative Director / CEO

Ms. Hennings presented her written report. She stated that Lennard Hey, PA did not accept the offer they had made him. He will be leaving at the end of the month.

She also introduced the board members to the Power DMS software. This is a policy management software. She included instructions on how they can access the software so they can review policies for the board as well as the staff. We will be rolling it out to staff so they can have access to all the policies.

11. Director Correspondence, Comments, Future Agenda Items

Director Avila requested that when the departments did their reports that perhaps they could include information on Community engagement, Patient Satisfaction, or Quality. Perhaps, we could set some goals so that we could measure progress.

Ms. Hennings indicated that there is already some of the information available on the Ambulance side. She will present next meeting.

12. Upcoming Regular Board and Standing Committee Meeting Dates

Finance – Wednesday, May 26, 2021, 3:00 pm Board – Monday, May 24, 2021, 6:30
 Agreed upon Special Meeting

Finance – Wednesday, June 23, 2021, 3:00 pm Board – Monday, June 28, 2021, 6:30 pm

Finance – Wednesday, July 21, 2021, 3:00 pm Board – Monday, July 26, 2021, 6:30 pm

13. Adjourn @ 7:28 PM

Del Puerto Health Care District
Balance Sheet
As of April 30, 2021

	Apr 30, 21	Mar 31, 21	% Change	Apr 30, 20	% Change	NOTES
ASSETS						
Current Assets						
Total Checking/Savings	2,488,856	2,483,014	0%	2,524,595	(1%)	
Total Accounts Receivable	647,306	658,314	(2%)	528,849	22%	
Total Other Current Assets	487,765	333,726	46%	393,817	24%	
Total Current Assets	3,623,927	3,475,054	4%	3,447,261	5%	
Fixed Assets						
Total 151.000 · Capital assets	5,194,131	5,211,077	(0%)	5,445,024	(5%)	
Total Fixed Assets	5,194,131	5,211,077	(0%)	5,445,024	(5%)	
TOTAL ASSETS	8,818,058	8,686,131	2%	8,892,285	(1%)	
LIABILITIES & EQUITY						
Liabilities						
Total Current Liabilities	409,073	404,522	1%	445,976	(8%)	
Total Long Term Liabilities	2,187,770	2,198,168	(0%)	2,578,244	(15%)	
Total Liabilities	2,596,843	2,602,690	(0%)	3,024,220	(14%)	
Equity						
350.000 · Unrestricted Assets	1,099,955	1,076,284	2%	1,064,994	3%	
Total 360.000 · Assigned Fund Balance	2,268,685	2,292,357	(1%)	1,882,357	21%	
Total 370.000 · Restricted Fund Balance	240,524	240,524		226,440	6%	
390.000 · Net Fixed Assets (Capital)	2,492,762	2,492,762		2,492,762		
Net Income	119,289	(18,485)	745%	201,513	(41%)	YTD April Result
Total Equity	6,221,215	6,083,442	2%	5,868,066	6%	
TOTAL LIABILITIES & EQUITY	8,818,058	8,686,132	2%	8,892,286	(1%)	

Operating Acct

Month End Cash Balance	2,488,856
101.015 - TCB - Keystone C 8641	(100,683)
103.100 - TCB USDA Debt Reserve 7237	(122,883)
280.000 - Deferred Grant Revenue	-
370.010 - Mitigation Fees	(119,804)
360.030 - Asset Replacement Fund	(852,685)
AP & Payroll Liability	(310,167)
UNENCUMBERED CASH	982,634
Percent of Operating Cash Reserve Goal	69%
360.070 - Operating Cash Reserve	1,416,000

Del Puerto Health Care District
YTD by Class
July 2020 through April 2021

	Total 01 DPHCD			Total 02 Patterson District Ambulanc			Total 03 Del Puerto Health Center			Total 06 Keystone Bldg C			TOTAL		
	Jul '20 - Apr 21	Budget	% of Budget	Jul '20 - Apr 21	Budget	% of Budget	Jul '20 - Apr 21	Budget	% of Budget	Jul '20 - Apr 21	Budget	% of Budget	Jul '20 - Apr 21	Budget	% of Budget
Ordinary Income/Expense															
Income															
401.000 · Gross Patient Service Revenue				7,383,394	7,029,167	105%	1,837,320	1,840,496	100%				9,220,714	8,869,663	104%
401.021 · Del Puerto Health Center															
403.000 · Adjustments				(5,017,986)	(4,703,653)	107%	(550,355)	(132,192)	416%				(5,568,341)	(4,835,845)	115%
405.000 · Bad Debt				(666,341)	(510,219)	131%	(25,586)		100%				(691,927)	(510,219)	136%
407.000 · Other Income	1,988	1,667	119%	84,439	31,483	268%	347,912	154,267	226%				434,339	187,417	232%
Total Income	1,988	1,667	119%	1,783,506	1,846,778	97%	1,609,291	1,862,571	86%				3,394,785	3,711,016	91%
Gross Profit	1,988	1,667	119%	1,783,506	1,846,778	97%	1,609,291	1,862,571	86%				3,394,785	3,711,016	91%
Expense															
601.000 · Salaries & Wages	357,725	355,575	101%	990,316	918,198	108%	733,846	918,720	80%				2,081,887	2,192,493	95%
602.000 · Employee Benefits	100,009	105,888	94%	235,844	262,144	90%	231,157	294,308	79%				567,010	662,340	86%
603.000 · Professional Fees	43,153	86,233	50%	6,714	8,800	76%	553,869	599,426	92%				603,736	694,459	87%
604.000 · Purchased Services	9,565	9,154	104%	175,650	169,075	104%	211,917	245,043	86%				397,132	423,272	94%
605.000 · Supplies	5,573	7,867	71%	89,894	77,167	116%	66,998	76,958	87%				162,465	161,992	100%
606.000 · Utilities	6,262	6,417	98%	14,690	16,083	91%	34,542	35,933	96%				55,494	58,433	95%
607.000 · Rental and Lease	3,682	4,125	89%	316	333	95%	4,774	4,920	97%				8,772	9,378	94%
608.000 · Insurance Coverages	28,507	27,806	103%	145,566	148,117	98%	99,663	96,653	103%				273,736	272,576	100%
609.000 · Maintenance & Repairs	2,410	2,583	93%	51,716	71,917	72%	17,956	23,000	78%				72,082	97,500	74%
610.000 · Depreciation and Amortization	8,323	7,996	104%	131,692	131,280	100%	61,203	60,330	101%	39,643	40,000	99%	240,861	239,606	101%
611.000 · Other operating expenses	47,734	77,785	61%	135,436	145,087	93%	65,624	66,373	99%				248,794	289,245	86%
Total Expense	612,943	691,429	89%	1,977,834	1,948,201	102%	2,081,549	2,421,664	86%	39,643	40,000	99%	4,711,969	5,101,294	92%
Net Ordinary Income	(610,955)	(689,762)	89%	(194,328)	(101,423)	192%	(472,258)	(559,093)	84%	(39,643)	(40,000)	99%	(1,317,184)	(1,390,278)	95%
Other Income/Expense															
Other Income															
701.000 · District Tax Revenues	1,183,330	1,183,333	100%	202,500	202,500	100%							1,385,830	1,385,833	100%
702.000 · Impact Mitigation Fees															
703.000 · Investment Income	6,420	12,100	53%	0			0	0%				6,420	12,100	53%	
704.000 · Interest Expense							(50,140)	(50,000)	100%	(29,862)	(35,833)	83%	(80,002)	(85,833)	93%
705.000 · Tenant Revenue							6,000	6,000	100%	113,951	108,776	105%	119,951	114,776	105%
710.000 · Misc Other Income				6,800		100%	5,608	6,500	86%				12,408	6,500	191%
Total Other Income	1,189,750	1,195,433	100%	209,300	202,500	103%	(38,532)	(37,500)	103%	84,089	72,943	115%	1,444,607	1,433,376	101%
Other Expense															
802.000 · Keystone District Expense										8,137	6,848	119%	8,137	6,848	119%
810.000 · Misc Other Expense															
Total Other Expense										8,137	6,848	119%	8,137	6,848	119%
Net Other Income	1,189,750	1,195,433	100%	209,300	202,500	103%	(38,532)	(37,500)	103%	75,952	66,095	115%	1,436,470	1,426,528	101%
Net Income	578,795	505,671	114%	14,972	101,077	15%	(510,790)	(596,593)	86%	36,309	26,095	139%	119,286	36,250	329%

Del Puerto Health Care District
Warrants by Bank Account
April 2021

Type	Date	Num	Name	Credit
101.000 - Cash and cash equivalents				
101.010 - Tri Counties Bank				
101.011 - TCB-Operating Checking 1739				
Check	04/30/2021			50.00
Check	04/15/2021	eft	USDA Rural Development Loan-EFT	10,060.00
Bill Pmt -Check	04/01/2021	EFT	Athena Health, Inc.	6,843.00
Bill Pmt -Check	04/01/2021	EFT	U.S. Bank Equipment Finance - EFT	126.27
Bill Pmt -Check	04/09/2021	EFT	City Of Patterson-H2O, sewer, garbag	305.50
Bill Pmt -Check	04/09/2021	EFT	TSI Transworld Systems Inc	54.94
Bill Pmt -Check	04/09/2021	EFT	U.S. Bank Equipment Finance - EFT	149.95
Bill Pmt -Check	04/09/2021	EFT	U.S. Bank Equipment Finance - EFT	140.24
Check	04/15/2021	EFT	Umpqua Bank	1,156.25
Bill Pmt -Check	04/22/2021	EFT	Athena Health, Inc.	6,843.00
Bill Pmt -Check	04/05/2021	EFT	FP Mailing Solutions	300.00
Check	04/01/2021	29985	U.S. Bank Corporate Payment Center	2,160.25
Bill Pmt -Check	04/01/2021	29986	Amazon	58.74
Bill Pmt -Check	04/01/2021	29987	Bound Tree Medical LLC	335.44
Bill Pmt -Check	04/01/2021	29988	DHCS GEMT-QAF	1,171.66
Bill Pmt -Check	04/01/2021	29989	GreenWorks Janitorial Services	4,145.00
Bill Pmt -Check	04/01/2021	29990	Life-Assist	1,103.70
Bill Pmt -Check	04/01/2021	29991	Life Line	179.53
Bill Pmt -Check	04/01/2021	29992	McKesson Medical Surgical Inc.	1,610.78
Bill Pmt -Check	04/01/2021	29993	MD - Rodriguez, Jose	35,333.33
Bill Pmt -Check	04/01/2021	29994	Mission Linen Supply	585.72
Bill Pmt -Check	04/01/2021	29995	Patterson Irrigator	30.00
Bill Pmt -Check	04/01/2021	29996	PG&E	445.56
Bill Pmt -Check	04/01/2021	29997	Sanofi Pasteur, Inc	2,979.37
Bill Pmt -Check	04/01/2021	29998	Stanford Healthcare	2,784.26
Bill Pmt -Check	04/01/2021	29999	Staples Advantage	90.50
Bill Pmt -Check	04/01/2021	30000	Symbol Arts	289.69
Bill Pmt -Check	04/01/2021	30001	Verizon Wireless	241.92
Check	04/09/2021	30002	REFUND - Ambulance:REFUND - Sal	250.00
Check	04/09/2021	30003	REFUND - Ambulance:REFUND - Lop	1,600.00
Check	04/09/2021	30004	REFUND - Ambulance:REFUND - Her	1,850.00
Check	04/09/2021	30005	REFUND - Ambulance:REFUND - Bol	171.90
Check	04/09/2021	30006	REFUND - Ambulance:REFUND - Uni	881.35
Check	04/09/2021	30007	REFUND - Ambulance:REFUND - Sut	166.88
Bill Pmt -Check	04/09/2021	30008	Airgas USA, LLC	184.90
Bill Pmt -Check	04/09/2021	30009	AMR-American Medical Response	5,889.56
Bill Pmt -Check	04/09/2021	30010	AMS Software Inc.	181.00
Bill Pmt -Check	04/09/2021	30011	BICSEC Security, Inc	25.00
Bill Pmt -Check	04/09/2021	30012	Bound Tree Medical LLC	477.00
Bill Pmt -Check	04/09/2021	30013	CA Occupational Physicians	185.00
Bill Pmt -Check	04/09/2021	30014	City Of Patterson-H2O, sewer, garbag	382.30
Bill Pmt -Check	04/09/2021	30015	Cole Huber (Cota Cole)	2,021.00
Bill Pmt -Check	04/09/2021	30016	Comcast - Other	100.37
Bill Pmt -Check	04/09/2021	30017	Crescent Work & Outdoor #1	215.69
Bill Pmt -Check	04/09/2021	30018	Frontier-3755	207.72
Bill Pmt -Check	04/09/2021	30019	Frontier - HC 8639	198.13

Del Puerto Health Care District
Warrants by Bank Account
April 2021

Type	Date	Num	Name	Credit
Bill Pmt -Check	04/09/2021	30020	Hospitalists of Modesto Medical Group	181.78
Bill Pmt -Check	04/09/2021	30021	McAuley Ford	1,733.60
Bill Pmt -Check	04/09/2021	30022	McKesson Medical Surgical Inc.	1,328.72
Bill Pmt -Check	04/09/2021	30023	MedTech Billing Services, Inc	7,014.80
Bill Pmt -Check	04/09/2021	30024	Paul Oil Co., Inc.	2,314.67
Bill Pmt -Check	04/09/2021	30025	Physicians Service Bureau	297.74
Bill Pmt -Check	04/09/2021	30026	ReadyRefresh by Nestle	98.58
Bill Pmt -Check	04/09/2021	30027	Staples Advantage	37.41
Bill Pmt -Check	04/09/2021	30028	Terminix	60.00
Bill Pmt -Check	04/09/2021	30029	TID Turlock Irrigation District +06	863.69
Bill Pmt -Check	04/09/2021	30030	Vinyl Doctor	450.00
Bill Pmt -Check	04/09/2021	30031	Westside Landscape & Concrete	682.50
Bill Pmt -Check	04/09/2021	30032	Workbench True Value Hdwe.	45.28
Check	04/21/2021	30033	REFUNDS - Health Center:HC - Health	52.80
Bill Pmt -Check	04/21/2021	30034	A West Side Self Storage	228.60
Bill Pmt -Check	04/21/2021	30035	Airgas USA, LLC	104.78
Bill Pmt -Check	04/21/2021	30036	Beta Healthcare - Workers Comp	5,119.00
Bill Pmt -Check	04/21/2021	30037	Beta Healthcare Group	17,279.67
Bill Pmt -Check	04/21/2021	30038	City of Patterson-Business Licenses	78.00
Bill Pmt -Check	04/21/2021	30039	Comcast - Other	181.33
Bill Pmt -Check	04/21/2021	30040	Comcast Business Voice Edge	2,040.93
Bill Pmt -Check	04/21/2021	30041	Data Path, Inc	6,663.50
Bill Pmt -Check	04/21/2021	30042	Greenway Health	91.35
Bill Pmt -Check	04/21/2021	30043	Language Line	146.52
Bill Pmt -Check	04/21/2021	30044	Life-Assist	163.32
Bill Pmt -Check	04/21/2021	30045	McKesson Medical Surgical Inc.	1,441.94
Bill Pmt -Check	04/21/2021	30046	Mid Valley IT	360.00
Bill Pmt -Check	04/21/2021	30047	Mission Linen Supply	573.48
Bill Pmt -Check	04/21/2021	30048	NextGen Healthcare, Inc	546.00
Bill Pmt -Check	04/21/2021	30049	Pacific Records Management	202.15
Bill Pmt -Check	04/21/2021	30050	Paul Oil Co., Inc.	2,156.78
Bill Pmt -Check	04/21/2021	30051	Shred-it US JV LLC	461.16
Bill Pmt -Check	04/21/2021	30052	Staples Advantage	60.25
Bill Pmt -Check	04/21/2021	30053	Streamline/Digital Deployment	200.00
Bill Pmt -Check	04/21/2021	30054	West Side Storage Baldwin	187.20
Bill Pmt -Check	04/21/2021	30055	Zoll	1,058.70
Bill Pmt -Check	04/29/2021	30056	Mountain-Valley EMS Agency	200.00
Total 101.011 - TCB-Operating Checking 1739				149,268.63
101.012 - TCB-Payroll Account 2999				
Liability Check	04/14/2021		Payroll Direct Deposit	51,061.48
Liability Check	04/28/2021		Payroll Direct Deposit	30,840.76
Liability Check	04/29/2021		Payroll Direct Deposit	15,937.96
Liability Check	04/01/2021	EFT	AIG (VALIC)	10,158.20
Liability Check	04/15/2021	EFT	AIG (VALIC)	10,262.79
Liability Check	04/29/2021	EFT	Metlife - Group Benefits	455.50
Liability Check	04/29/2021	EFT	AIG (VALIC)	10,912.15
Liability Check	04/01/2021	E-pay	EDD State of California	3,665.08
Liability Check	04/01/2021	E-pay	Internal Revenue Service	20,148.74
Liability Check	04/15/2021	E-pay	EDD State of California	3,886.96

Del Puerto Health Care District
Warrants by Bank Account
April 2021

Type	Date	Num	Name	Credit
Liability Check	04/15/2021	E-pay	Internal Revenue Service	21,294.08
Liability Check	04/29/2021	E-pay	EDD State of California	4,006.22
Liability Check	04/29/2021	E-pay	Internal Revenue Service	22,073.18
Liability Check	04/30/2021	E-pay	EDD State of California	1,378.69
Liability Check	04/30/2021	E-pay	Internal Revenue Service	5,312.62
Paycheck	04/01/2021	24872	Employee Payroll	3,114.88
Paycheck	04/01/2021	24873	Employee Payroll	980.19
Paycheck	04/01/2021	24874	Employee Payroll	3,089.14
Liability Check	04/01/2021	24875	United Steelworkers	464.28
Paycheck	04/15/2021	24876	Employee Payroll	2,214.44
Paycheck	04/15/2021	24877	Employee Payroll	1,056.75
Paycheck	04/15/2021	24878	Employee Payroll	1,285.71
Paycheck	04/15/2021	24879	Employee Payroll	3,105.60
Liability Check	04/15/2021	24880	United Steelworkers	435.28
Paycheck	04/29/2021	24881	Employee Payroll	718.40
Paycheck	04/29/2021	24882	Employee Payroll	1,746.16
Paycheck	04/29/2021	24883	Employee Payroll	837.43
Paycheck	04/29/2021	24884	Employee Payroll	1,205.59
Paycheck	04/29/2021	24885	Employee Payroll	1,237.89
Paycheck	04/29/2021	24886	Employee Payroll	561.49
Paycheck	04/29/2021	24887	Employee Payroll	1,182.00
Paycheck	04/29/2021	24888	Employee Payroll	1,261.11
Paycheck	04/29/2021	24889	Employee Payroll	1,498.73
Paycheck	04/29/2021	24890	Employee Payroll	1,892.61
Paycheck	04/29/2021	24891	Employee Payroll	3,241.76
Liability Check	04/29/2021	24892	CA Choice	33,269.77
Liability Check	04/29/2021	24893	Delta Dental	2,915.50
Liability Check	04/29/2021	24894	LegalShield	297.10
Liability Check	04/29/2021	24895	MES Vision	480.31
Liability Check	04/29/2021	24896	United Steelworkers	451.66
Paycheck	04/30/2021	24897	Employee Payroll	8,786.80
Total 101.012 · TCB-Payroll Account 2999				<u>288,724.99</u>
101.015 · TCB - Keystone C 8641				
Bill Pmt -Check	04/09/2021	EFT	Tri Counties Bank-EFT	7,442.07
Bill Pmt -Check	04/09/2021	10232	City Of Patterson-H2O, sewer, garbag	224.50
Bill Pmt -Check	04/09/2021	10233	Gilberto Arroyo-06	355.00
Bill Pmt -Check	04/09/2021	10236	TID Turlock Irrigation District +06	282.69
Total 101.015 · TCB - Keystone C 8641				<u>8,304.26</u>
Total 101.010 · Tri Counties Bank				<u>446,297.88</u>
Total 101.000 · Cash and cash equivalents				<u>446,297.88</u>
103.000 · Restricted Funds				
103.100 · TCB-USDA Debt Reserve 7237				
Check	04/15/2021	eft	USDA Rural Development Loan-EFT	10,060.00
Total 103.100 · TCB-USDA Debt Reserve 7237				<u>10,060.00</u>
Total 103.000 · Restricted Funds				<u>10,060.00</u>
TOTAL				<u>456,357.88</u>

DEL PUERTO HEALTH CARE DISTRICT
875 E Street - Patterson, California 95363
FINANCE MEETING via Zoom Video Conference
MINUTES April 21, 2021

I. Call to order/Attendance

The meeting was called to order by Anne Stokman, Committee Chair, 8:17AM

Other Board Members Present: Becky Campo, Committee Member

Staff Members Present: Karin Hennings, Administrative Director/CEO; Maria Reyes-Palad, Financial Accounting Manager; Paul Willette, Ambulance Director; Suzie Benitez, Health Center Manager; and Danae Skinner, Administrative Staff Accountant

District Legal Counsel Present: Dave Ritchie, Cole Huber, LLP

II. Public Participation – No comments

III. Acceptance of Agenda

M/S/C Anne Stokman/Becky Campo to accept the agenda as presented.

IV. Finance Report Review

A. Review for Approval: March 24, 2021 Finance Meeting Minutes

M/S/C Becky Campo/Anne Stokman to accept the minutes for February 17, 2021 as presented.

B. Review Financial Reports for March 2021

Maria Reyes-Palad reviewed the reports and answered all questions regarding the Financial Reports.

The committee raised a question regarding the book value of the land for the E Street expansion. Maria Reyes was to research the issue and inform the committee of her findings.

M/S/C Anne Stokman/Becky Campo to recommend to the Board to accept the Financial Reports with the caveat that Ms. Reyes was going to research the book value of the land for the E Street expansion issue.

C. Review for Recommendation March 2021 Warrants

Maria Reyes-Palad reviewed the report and answered all questions regarding the Warrants.

M/S/C Becky Campo/Anne Stokman to recommend to the Board to accept the Financial Reports and Warrants as presented.

V. Old Business - NONE

VI. New Business

A. Debt Management Policy

Dave Ritchie, District Legal Counsel, reviewed the Debt Management Policy in depth. Mr. Ritchie explained that the policy was needed to comply with California law 8855(i) passed in 2017. He explained that the policy was written not only to follow the law but also to cover prospective lender requirements. The committee discussed the policy at length and decided that the District was not ready for it.

Tabled until next meeting – No action taken.

**DEL PUERTO HEALTH CARE DISTRICT
875 E Street - Patterson, California 95363
FINANCE MEETING via Zoom Video Conference
MINUTES March 24, 2021**

VII. Accounting and Finance Manager Report

- A.** Update on Grant and Stimulus Monies Received
- COVID-19 Summary and Details
 - Telehealth Grant Balance as of January 2021
 - COVID-Vaccine POD Details
Information Only – No Action
- B.** Set Schedule for Committee Review of Account Reconciliations
Anne Stokman stated that she would come to the District Office and review the reconciliations.

VIII. Meeting adjourned – 9:53AM

Respectfully submitted,

Anne Stokman, Treasurer

DRAFT

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**Board Meeting – May 24, 2021****9B Debt Management Policy DPHCD9B Debt Management Policy DPHCD Page 1 of 2**

DEPT: DISTRICT GENERAL COUNSEL	BOARD AGENDA:	9B
CONSENT CALENDAR: NO	AGENDA DATE:	May 24, 201
CEO CONCURRENCE: YES	4/5 VOTE REQUIRED:	NO

SUBJECT: **Consideration to Adopt Resolution No. 2021-01 approving the District’s Debt Management Policy and Disclosure Procedures consistent and compliant with Section 8855(i) of the California Government Code.**

STAFF RECOMMENDATION: The Board adopt the proposed resolution.

CONSIDERATIONS:

California Government Code Section 8855(i) requires the District, as of 2017, to adopt local debt management policies prior to any issuance or incurrence of any debt. Periodically, the District incurs indebtedness primarily for the purposes of capital improvement and for other reasons allowable by law and generally for the financing of acquisition, construction, improvement, and rehabilitation of land and/or capital facilities and/or equipment owned, to be owned or operated by the District. Some issuance of debt may occur on behalf of other entities such as other governmental agencies or third parties to further the public purposes of the District (in those instances of third-party issuances the District does not incur the liability or assume responsibilities for payment of debt service.

This Debt Management Policy outlines the key priorities achieved through the adoption of the policies, including: Maintaining the Sound Financial Position of the District; Ensuring flexibility to respond to changing service needs, and fluctuations in revenues and expenditures; protection of the District’s credit-worthiness; ensuring all District debt is structured to best protect current and future constituents; ensuring that all debt is consistent and coordinated with the District’s Capital Improvement Plan and planning goals and objectives.

These priorities are achieved through implementation of guidelines for the issuance of debt that outline when long-term and short-term or third-party issuances are appropriate. It also outlines the types of debt that are generally acceptable and makes certain types of debt unacceptable, such as derivatives, and outlines favoring fixed-rate debt over variable rate debt (which is discouraged as a matter of policy).

Certain types of debt are incurred for capital projects and this policy outlines the coordination of the issuance of debt to the District’s Capital Improvement Program and Budgets. It provides that the term of financing not generally exceed the life of the asset, and that debt issue be timely so as not to create a circumstance where unplanned expenditures for capital improvements or equipment cause impacts to the general fund.

The policy creates new internal controls and procedures and requires appropriate District officials to review and remain compliant with continue disclosure undertakings and assigns specific disclosure functions with oversight conducted by the District’s Administrative Director/CEO or designee.

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**Board Meeting – May 24, 2021****9B Debt Management Policy DPHCD9B Debt Management Policy DPHCD Page 2 of 2**

Proceeds of issued debt is to include the involvement of third-party trustees who distribute funds through written requisitions to ensure the proceeds are used for the intended purposes.

For all initial and continuing disclosure procedures, a “Disclosure Working Group” is created with specifically assigned and divided functions for the Administrative Director/CEO, and the District’s General Counsel, as well as any other individual recommended and appointed by the Administrative Director/CEO, such as those from private entities contracted for the purposes of tracking and managing the District’s timely and complete responses to and compliance with any disclosure requirements it has. This working group is required to provide annual reports to the Board of Directors and provide advance copies of disclosure reports to them prior to submission of the reports with the Municipal Securities Rulemaking Board (MSRB) or other entities requiring the reports.

Finally, the policy provides for members of the Disclosure Working Group to be properly trained in order that they understand and perform their responsibilities with respect to initial and continuing disclosure obligation.

POLICY ISSUE: Board approval required.

FISCAL IMPACT: Adoption of this policy does not, in and of itself cause the District to incur costs, however the policy provides for training for staff, which may separately result in training costs. It also contemplates the potential for the District to use an outside vendor to meet and manage its initial and continuing disclosure obligations. Any training costs or outside vendors retained for these purposes would be the subject of a separate Board of Directors action or as part of the annual budget process.

DISTRICT PRIORITY: Fiscal Transparency

STAFFING IMPACT: None

CONTACT PERSON: David Ritchie

ATTACHMENT(S): Resolution 2021-01

RECOMMENDED BOARD ACTION:

ROLL CALL REQUIRED: NO

RECOMMENDED MOTION: *I move the Board of Directors adopt Resolution number 2021-01 approving the District’s Debt Management Policy and Disclosure Procedures.*

Del Puerto Health Care District

RESOLUTION NO. 2021-01

RESOLUTION OF THE DEL PUERTO HEALTH CARE DISTRICT APPROVING A DEBT MANAGEMENT POLICY AND DISCLOSURE PROCEDURES FOR PUBLIC DEBT ISSUANCES AND RELATED DISCLOSURE OBLIGATIONS

RESOLVED, the Del Puerto Health Care District ("District") is a health care district organized under California's Health Care District Act (Government Code § 32000, et seq.) which provides health care services in the north western portion of Stanislaus County, California, as follows:

WHEREAS, pursuant to the provisions of section 8855(i) of the California Government Code, prior to the issuance or incurrence of any debt, the District is required to adopt local debt policies concerning the use of debt and that any proposed debt issuance is consistent with those local debt policies;

WHEREAS, a debt management policy has been developed for the District and the Board of Directors desires to adopt such policy in connection with any proposed debt of the District;

WHEREAS, from time to time the District incurs indebtedness (including but not limited to bonds, notes and certificates of participation) and, in connection therewith, prepare disclosure documents (a) describing the indebtedness for use in the offering and sale of the indebtedness or interests therein generally known as "official statements" or "placement memoranda" (the "Initial Disclosure Documents"); and (b) as required by continuing disclosure obligations entered into in connection with such indebtedness (the "Continuing Disclosure Documents") which typically are required to be filed with the Municipal Securities Rule Making Board of Electronic Municipal Market Access System (generally known as "EMMA"), and

WHEREAS, to (a) ensure that Initial Disclosure Documents do not contain any material misstatements or omit to state information material to prospective investors in connection with their decision to purchase obligations of the District, (b) ensure that Continuing Disclosure Documents filed with EMMA are timely filed, are accurate and are otherwise in accordance with continuing disclosure obligations of the District, (c) ensure that material event notices and any other filings with EMMA in connection with debt obligations of the District are accurate and comply with all applicable federal and state securities laws, and (d) promote best practices regarding the preparation of Initial Disclosure Documents and Continuing Disclosure Documents, disclosure procedures for public debt issuances and related disclosure obligations has been developed for the District and the Board of Directors desires to adopt such procedures in connection with any proposed debt of the District;

NOW, THEREFORE, it is hereby **ORDERED** and **DETERMINED**, as follows:

Section 1. The debt management policy, in the form attached hereto as Exhibit A (the "Debt Management Policy"), is hereby adopted by the Board of Directors for the District. The Debt Management Policy has been developed to provide guidance in the issuance and management of debt by the District or its related entities and is intended to comply with section 8855(i) of the California Government Code effective on January 1, 2017. The main objectives are to establish conditions for the use of debt, to ensure that debt capacity and affordability are adequately considered, to minimize the District's interest and issuance costs, to maintain the highest possible credit rating, to provide complete financial disclosure and reporting and to maintain financial flexibility for the District.

Del Puerto Health Care District

Section 2. To (a) ensure that Initial Disclosure Documents do not contain any material misstatements or omit to state information material to prospective investors in connection with their decision to purchase obligations of the Public Agencies, (b) ensure that Continuing Disclosure Documents filed with EMMA by the Public Agencies are timely filed, are accurate and are otherwise in accordance with continuing disclosure obligations of the Public Agencies, (c) ensure that material event notices and any other filings with EMMA in connection with debt obligations of the Public Agencies are accurate and comply with all applicable federal and state securities laws, and (d) promote best practices regarding the preparation of Initial Disclosure Documents and Continuing Disclosure Documents, the District Board of Directors hereby adopts disclosure procedures for public debt issuances in the form attached hereto as Exhibit B.

Section 3. The Executive Director/CEO, and other appropriate officials of the District are hereby authorized and directed to take any actions and execute and deliver any and all documents as are necessary to accomplish the provisions and directives of this Resolution.

Section 4. This Resolution shall be effective upon adoption by the Board of Directors.

* * * * *

The foregoing Resolution was duly and regularly passed and adopted by the Board of Directors of the Del Puerto Health Care District at a meeting of said Board duly noticed and held on the 25th day of January, 2021, as follows:

AYES:

NOES:

ABSTAIN:

ABSENT:

, President
of the Board of Directors of the Del Puerto Health Care District

ATTEST

, Secretary
of the Board of Directors of the Del Puerto Health Care District

Del Puerto Health Care District

EXHIBIT A

DEBT MANAGEMENT POLICY

This Debt Management Policy (the “Debt Policy”) of the DEL PUERTO HEALTH CARE DISTRICT (the “District”) was approved by the District Board of Directors (the “Board of Directors”) on January 25, 2021. The Debt Policy may be amended by Board of Directors as it deems appropriate from time to time in the prudent management of the debt of the District.

The Debt Management Policy has been developed to provide guidance in the issuance and management of debt by the District or its related entities and is intended to comply with section 8855(i) of the California Government Code effective on January 1, 2017. The main objectives are to establish conditions for the use of debt; to ensure that debt capacity and affordability are adequately considered; to minimize the District’s interest and issuance costs; to maintain the highest possible credit rating; to provide complete financial disclosure and reporting; and to maintain financial flexibility for the District.

Debt, properly issued and managed, is a critical element in any financial management program. It assists in the District’s effort to allocate limited resources to provide the highest quality of service to the public. The District understands that poor debt management can have ripple effects that hurt other areas of the District. On the other hand, a properly managed debt program promotes economic growth and enhances the vitality of the District for its residents and businesses.

1. Findings

This Debt Management Policy shall govern all debt undertaken by the District. The District hereby recognizes that a fiscally prudent debt policy is required in order to:

- Maintain the District’s sound financial position.
- Ensure the District has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.
- Protect the District’s credit-worthiness.
- Ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the District.
- Ensure that the District’s debt is consistent with the District’s planning goals and objectives and capital improvement program or budget, as applicable.

2. Policies

A. Purposes For Which Debt May Be Issued

The District will consider the use of debt financing primarily for capital improvement projects (CIP) when the project’s useful life will equal or exceed the term of the financing and when resources are identified sufficient to fund the debt service requirements. An exception to this CIP driven focus is the issuance of short-term instruments such as tax and revenue anticipation notes, which are to be used for prudent cash management purposes and conduit financing, as described below. Bonded debt should not be

Del Puerto Health Care District

issued for projects with minimal public benefit or support, or to finance normal operating expenses.

District's Administrative Director or designee will produce reasonable cost estimates, including identifying specific revenue accounts that will provide payment for the debt service. This will allow an analysis of the project's potential impact on the District's debt capacity and limitations. The department director shall also provide an estimate of any incremental operating and/or additional maintenance costs associated with the project and identify sources of revenue, if any, to pay for such incremental costs.

(i) Long-Term Debt. Long-term debt may be issued to finance or refinance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and/or operated by the District.

(a) Long-term debt financings are appropriate when the following conditions exist:

- When the project to be financed is necessary to provide basic services.
- When the project to be financed will provide benefit to constituents over multiple years.
- When total debt does not constitute an unreasonable burden to the District and its taxpayers and ratepayers.
- When the debt is used to refinance outstanding debt or other obligations in order to produce debt service savings or to realize the benefits of a debt restructuring.

(b) Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses.

(c) The District may use long-term debt financings subject to the following conditions:

- The project to be financed has been or will be approved by the Board of Directors.
- The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed unless specific conditions exist that would mitigate the extension of time to repay the debt and it would not cause the District to violate any covenants to maintain the tax-exempt status of such debt, if applicable.
- The District estimates that sufficient income or revenues will be available to service the debt through its maturity.
- The District determines that the issuance of the debt will comply with the applicable requirements of state and federal law.
- The District considers the improvement/facility to be of vital, time-sensitive need of the community and there are no plausible alternative financing sources

(d) Periodic reviews of outstanding long-term debt will be undertaken to identify refunding opportunities. Refunding will be considered (within federal tax law constraints, if applicable) if and when there is a net economic benefit of the refunding. Refundings which are non-economic may be undertaken to achieve District objectives relating to changes in covenants, call provisions,

Del Puerto Health Care District

operational flexibility, tax status of the issuer, or the debt service profile.

In general, refundings which produce a net present value savings of at least three (3) percent of the refunded debt will be considered economically viable. Refundings which produce a net present value savings of less than three (3) percent or negative savings will be considered on a case-by-case basis, and are subject to Board of Directors approval.

(ii) Short-term debt. Short-term borrowing may be issued to generate funding for cash flow needs in the form of Tax and Revenue Anticipation Notes (TRAN).

Short-term borrowing, such as commercial paper, and lines of credit, will be considered as an interim source of funding in anticipation of long-term borrowing. Short-term debt may be issued for any purpose for which long-term debt may be issued, including capitalized interest and other financing-related costs. Prior to issuance of the short-term debt, a reliable revenue source shall be identified to secure repayment of the debt. The final maturity of the debt issued to finance the project shall be consistent with the economic or useful life of the project and, unless the Board of Directors determines that extraordinary circumstances exist, must not exceed seven (7) years.

Short-term debt may also be used to finance short-lived capital projects; for example, the District may undertake lease-purchase financing for equipment, and such equipment leases may be longer than seven (7) years.

(iii) Financings on Behalf of Other Entities. The District may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties in order to further the public purposes of District. In such cases, the District shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein. In no event will the District incur any liability or assume responsibility for payment of debt service on such debt.

B. Types of Debt

In order to maximize the financial options available to benefit the public, it is the policy of the District to allow for the consideration of issuing all generally accepted types of debt, including, but not exclusive to the following:

- General Obligation (GO) Bonds: General Obligation Bonds are suitable for use in the construction or acquisition of improvements to real property that benefit the public at large. Examples of projects include libraries, parks, and public safety facilities. All GO bonds shall be authorized by the requisite number of voters in order to pass.
- Revenue Bonds: Revenue Bonds are limited-liability obligations tied to a specific enterprise or special fund revenue stream where the projects financed clearly benefit or relate to the enterprise or are otherwise permissible uses of the special revenue.
- Lease-Backed Debt/Certificates of Participation (COP/Lease Revenue Bonds): Issuance of Lease-backed debt is a commonly used form of debt that allows a District to finance projects where the debt service is secured via a lease agreement and where the payments are budgeted in the annual budget appropriation by the District from the general fund. Lease-Backed debt does not require voter approval.

The District may from time to time find that other forms of debt would be beneficial to further its

Del Puerto Health Care District

public purposes and may approve such debt without an amendment of this Debt Policy.

To maintain a predictable debt service burden, the District will give preference to debt that carries a fixed interest rate. An alternative to the use of fixed rate debt is variable rate debt. The District may choose to issue securities that pay a rate of interest that varies according to a pre-determined formula or results from a periodic remarketing of securities. When making the determination to issue bonds in a variable rate mode, consideration will be given in regard to the useful life of the project or facility being financed or the term of the project requiring the funding, market conditions, credit risk and third party risk analysis, and the overall debt portfolio structure when issuing variable rate debt for any purpose. The maximum amount of variable-rate debt should be limited to no more than 20 percent of the total debt portfolio.

The District will not employ derivatives, such as interest rate swaps, in its debt program. A derivative product is a financial instrument which derives its own value from the value of another instrument, usually an underlying asset such as a stock, bond, or an underlying reference such as an interest rate. Derivatives are commonly used as hedging devices in managing interest rate risk and thereby reducing borrowing costs. However, these products bear certain risks not associated with standard debt instruments.

C. Relationship of Debt to Capital Improvement Program and Budget

The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's capital budget and the capital improvement plan.

The District shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear, unless a specific revenue source has been identified for this purpose.

The District shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the District's public purposes.

The District shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

D. Policy Goals Related to Planning Goals and Objectives

The District is committed to financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's annual operating budget.

It is a policy goal of the District to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The District will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

Del Puerto Health Care District

Except as described in Section 2.A., when refinancing debt, it shall be the policy goal of the District to realize, whenever possible, and subject to any overriding non-financial policy considerations minimum net present value debt service savings equal to or greater than 3% of the refunded principal amount.

E. Internal Control Procedures

When issuing debt, in addition to complying with the terms of this Debt Policy, the District shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds.

The District will periodically review the requirements of and will remain in compliance with the following:

- any continuing disclosure undertakings under SEC Rule 15c2-12,
- any federal tax compliance requirements, including without limitation arbitrage and rebate compliance, related to any prior bond issues, and
- the District's investment policies as they relate to the investment of bond proceeds.

Whenever reasonably possible, proceeds of debt will be held by a third-party trustee and the District will submit written requisitions for such proceeds. The District will submit a requisition only after obtaining the signature of the District Administrative Director or the Administrative Director/CEO.

F. Method of Sale

For the sale of any District-issued debt, the District Administrative Director/CEO or designee shall recommend the method of sale with the potential to achieve the lowest financing cost and/or to generate other benefits to the District. Potential methods of sale include:

- A competitive bidding process through which the award is based on, among other factors, the lowest offered true interest cost
- Negotiated sale, subject to approval by the District to ensure that interest costs are in accordance with comparable market interest rates
- Private placement sale, when the financing can or must be structured for a single or limited number of purchasers or where the terms of the private placement are more beneficial to the District than either a negotiated or competitive sale

G. Waivers of Debt Policy

There may be circumstances from time to time when strict adherence to a provision of this Debt Policy is not possible or in the best interests of the District and the failure of a debt financing to comply with one or more provisions of this Debt Policy shall in no way affect the validity of any debt issued by the District in accordance with applicable laws.

EXHIBIT B

DISCLOSURE PROCEDURES FOR PUBLIC DEBT ISSUANCES

These Disclosure Procedures for Public Debt Issuances and Related Disclosure Obligations (the “Procedures”) of the DEL PUERTO HEALTH CARE DISTRICT (the “District”) were approved by the District Board of Directors (the “Board of Directors”) on _____, 2020. The Policies may be amended by Board of Directors as it deems appropriate from time to time in the prudent management of the debt of the District.

The Policies will also apply to any debt issued by any public agency for which the Board of Directors acts as its legislative body.

I. INTRODUCTION

A. Purpose

The procedures are intended to (1) ensure that the District’s Initial Disclosure Documents and Continuing Disclosure Documents (as such terms are defined in Section II A.2 below) are accurate and comply with all applicable federal and state securities laws, and (2) promote best practices regarding the preparation of the District’s Initial Disclosure Documents and Continuing Disclosure Documents.

II. KEY PARTICIPANTS

A. Disclosure Practices Working Group

1. *Composition.* A Disclosure Practices Working Group (the “Disclosure Working Group”) will have general oversight over the entire initial and continuing disclosure process. Members of the Disclosure Working Group shall be appointed from time to time by the District Manager (in consultation with the Administrative Director/CEO) and shall consist of persons relevant to the disclosure process. The initial Disclosure Working Group shall include the following persons:

- (a) the Administrative Director/CEO;
- (b) the Disclosure Coordinator (as described below);
- (c) the District’s General Counsel; ~~and~~
- (d) ~~and~~ any other individuals appointed by the Administrative Director/CEO; and
- (e) a member of the DPHCD Finance Committee.

The Disclosure Working Group shall consult with finance team members for each applicable District debt obligation, or other interested parties as the Administrative Director/CEO or any other member of the Disclosure Working Group determines is advisable, related to disclosure issues and practices. Meetings of the Disclosure Working Group may be held telephonically.

The Disclosure Working Group is an internal working group of District staff and not a decision-making or advisory body subject to the provisions of the Ralph M. Brown Act (Government Code Section 54950 et seq.).

2. *Responsibilities.* The Disclosure Working Group is responsible for:

- (a) reviewing all Initial Disclosure Documents, and making recommendations to the District Board of Directors or appropriate governing Board of Directors for their approval of Initial Disclosure Documents;
- (b) reviewing all continuing disclosure obligations as contained in Initial Disclosure Documents before such documents are released to the prospective investors, and making recommendations to the District Board of Directors or appropriate governing Board of Directors for their approval of such continuing disclosure obligations;
- (c) reviewing annually the District's status and compliance with continuing disclosure obligations, including filings of Continuing Disclosure Documents, compliance with these Procedures and the annual report prepared by the Disclosure Consultant as described in Section II (C) below;
- (d) reviewing any items referred to the Disclosure Working Group; and
- (e) evaluating the effectiveness of these Procedures and approving changes to these Procedures.

For purposes of these Procedures, "Initial Disclosure Documents" means disclosure documents describing District indebtedness for use in connection with the offering and sale of the indebtedness or interests therein, including Official Statements (as defined in the next sentence); and "Continuing Disclosure Documents" means (i) annual continuing disclosure reports filed with the Municipal Securities Rulemaking Board ("MSRB"), and (ii) event notices and any other filings with the MSRB. As used in these Procedures, the term "Official Statements" means preliminary and final official statements, private placement memoranda and remarketing memoranda relating to the District's debt obligations, together with any supplements, for debt obligations for which a continuing disclosure obligation is required.

B. Disclosure Coordinator

1. *Appointment.* The Administrative Director/CEO, in consultation with the other members of the Disclosure Working Group, shall select and appoint a Disclosure Coordinator. The Administrative Director/CEO may serve as the Disclosure Coordinator.

2. *Responsibilities.* The Disclosure Coordinator is responsible for:

- (a) serving as a "point person" for personnel to communicate issues or information that should be or may need to be included in any Initial Disclosure Document or Continuing Disclosure Document;
- (b) in preparing Initial Disclosure Documents and in anticipation of preparing Continuing Disclosure Documents, soliciting "material" information (as defined in Securities and Exchange Rule 10b-5) from District departments and other relevant District Staff;

(c) following up with others, including management of outside consultants assisting the District, in the preparation and dissemination of Initial Disclosure Documents and Continuing Disclosure Documents to make sure that assigned tasks have been completed on a timely basis and making sure that the Continuing Disclosure Documents are filed on a timely basis and are accurate;

(d) In cooperation with the attorney or attorneys, or financial advisor, preparing any Initial Disclosure Document, and with other District or public agency Staff members with knowledge of the subject matter of the respective debt obligation, (i) reviewing each Initial Disclosure Document with the Disclosure Working Group and (ii) presenting the Initial Disclosure Document to the District Board of Directors on or before the second regularly scheduled District Board of Directors meeting in February each year and before any other appropriate governing Board of Directors for approval, before it is disseminated to the public or prospective purchasers of the related debt obligation, all in order to ensure that all disclosure contained therein and not otherwise attributable to sources other than the District is accurate and does not omit to state information required to be stated therein in order to make the statements therein not misleading in any material respect;

(e) preparing and filing the required Continuing Disclosure Documents, to the extent such filings are not prepared and filed by the Disclosure Consultant;

(f) monitoring compliance by the District with these Procedures, including timely dissemination of annual report and event filings as described in Sections III (B) and (C) below;

(g) recommending changes to these Procedures to the Disclosure Working Group as necessary or appropriate;

(h) together with the Administrative Director/CEO (if other than the Disclosure Coordinator), coordinating the timely provision of information to the Disclosure Consultant as needed to fulfill its responsibilities to the District;

(i) maintaining records documenting the District's compliance with these Procedures;

(j) reviewing compliance with and providing appropriate certifications in connection with the various covenants in documents for debt obligations; and the Disclosure Coordinator shall review the documents for debt obligations to determine which covenants require an annual or regular certification and maintain a list of those with the Disclosure Coordinator (the Disclosure Coordinator may delegate such compliance requirements to the Disclosure Consultant); and

(k) ensuring that members of the Disclosure Working Group and the District Board of Directors or other applicable governing Board of Directors approving Initial Disclosure Documents or Continuing Disclosure Documents receive periodic training regarding disclosure responsibilities and practices.

3. *Consultation.* The Disclosure Coordinator shall consult with the disclosure counsel for a respective debt obligation to the extent the Disclosure Coordinator considers appropriate to perform the Disclosure Consultant's responsibilities.

C. Disclosure Consultant

1. *Appointment.* The Administrative Director/CEO shall designate or hire, as applicable, a Disclosure Consultant (who may be a District Staff member, an attorney retained as disclosure counsel, a

financial advisor or other appropriate consultant) in consultation with the Disclosure Working Group. The Disclosure Consultant shall have significant expertise and experience related to on-going disclosure requirements for municipal securities.

2. *Responsibilities.* The Disclosure Consultant is responsible for:

(a) communicating to the Disclosure Working Group its information needs, reviewing Initial Disclosure Documents, Continuing Disclosure Documents and other relevant information, consulting with appropriate District staff or interested parties needed to confirm that the District is meeting its disclosure obligations; and

(b) from time to time, making recommendations to the Disclosure Working Group regarding ways the District may improve these Procedures and methods of meeting District continuing disclosure obligations.

D. Others With Responsibility for Initial Disclosure Documents.

1. *Responsibilities of District's General Counsel.* The District's General Counsel (or a designee) shall review Initial Disclosure Documents and shall draft for Initial Disclosure Documents descriptions of (a) any material current, pending or threatened litigation, (b) any material settlements or court orders and (c) any other legal issues that are material information for purposes of any respective Initial Disclosure Document.

2. *Responsibilities of Administrative Director/CEO.* The Administrative Director/CEO shall review each Initial Disclosure Document, identify any material difference in presentation of financial information from the District's most recent financial statements and ensure there are no misstatements or omissions of material information in any sections that contain descriptions of information prepared by the Administrative Director/CEO (or the Administrative Director/CEO's staff) or of relevance to the finances of the District. In addition, the Administrative Director/CEO shall determine whether the District's then-available financial statements are appropriate to be included in the respective Initial Disclosure Document and whether to seek the consent of the District's auditor to including financing statements in the respective Initial Disclosure Document.

III. CONTINUING DISCLOSURE FILINGS

A. Overview of Continuing Disclosure Filings

Under the continuing disclosure undertakings it has entered into in connection with its debt offerings, the District is required to file annual reports with the Municipal Securities Rulemaking Board's ("MSRB's") Electronic Municipal Market Access ("EMMA") system in accordance with such undertakings in each year. Such annual reports are required to include certain updated financial and operating information (or may refer to a publicly-available document), which varies among the different obligations issued by the District, the District's audited financial statements and other information material to investors.

The District is also required under the continuing disclosure undertakings to file notices of certain events with EMMA.

B. Annual Reports

The Disclosure Coordinator shall ensure that the preparation of the District's annual reports commences as required to satisfy the filing requirements under each specific continuing disclosure obligation. Before

any annual report is submitted to EMMA, the Disclosure Coordinator shall confer with the Disclosure Working Group as needed regarding the content and accuracy of any annual report. Prior to each filing, the Disclosure Coordinator will review each report with the Disclosure Consultant, and the Disclosure Consultant will confirm in writing (which may be by email) that such report appears to comply with the requirements of the applicable continuing disclosure undertaking.

C. Event Filings

Each member of the Disclosure Working Group shall notify the other members of the Disclosure Working Group if he or she becomes aware of any of the material events listed in any of the District's continuing disclosure undertakings. The Disclosure Working Group may meet to discuss the event and to determine, in consultation with the Disclosure Consultant, whether a filing is required or is otherwise desirable.

D. Uncertainty

The Administrative Director/CEO may direct questions regarding the disclosure to the Disclosure Consultant, disclosure counsel, bond counsel or the District's General Counsel or such other counsel or consultant he/she deems appropriate.

IV. CONTINUING DISCLOSURE DOCUMENTS TO BE RETAINED

The Disclosure Coordinator shall be responsible for retaining records demonstrating compliance with the Continuing Disclosure Document requirements of these Procedures. The Disclosure Coordinator shall retain an electronic or paper file ("Disclosure File") for each continuing disclosure annual report that the District completes. Each Disclosure File shall include the final version of the applicable Initial Disclosure Document and all related Continuing Disclosure Documents; written confirmations, certifications, letters and legal opinions described herein; copies of these Disclosure Procedures and a list of individuals to whom they have been distributed and the dates of such distributions; and a written record of the dates of meetings of the Disclosure Working Group. The Disclosure File shall be maintained in a central depository for a period of five years from the later of the date of delivery of the securities referenced in the Continuing Disclosure Document, or the date the Continuing Disclosure Document is published, posted, or otherwise made publicly available, as applicable.

V. EDUCATION

The Administrative Director/CEO shall ensure that the Disclosure Coordinator and the members of the Disclosure Working Group are properly trained to understand and perform their responsibilities. Such training may include training sessions conducted by consultants with expertise in municipal securities disclosure or by the Disclosure Consultant, attendance at conferences, or other appropriate methods identified by the Administrative Director/CEO.

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**Board Meeting – May 24, 2021****Appointment of Directors to DPHF Board of Trustees^{9C} Appointment of Directors to
DPHF Board of Trustees Page 1 of 1**

Department: Chief Executive Office

CEO Concurrence: Yes

Consent Calendar: No

4/5 Vote Required: No

SUBJECT: **Appointment of Directors to DPHF Board of Trustees****STAFF REPORT:** The *Del Puerto Hospital Foundation* was established for the benefit of the Del Puerto Health Care District and is led by a Board of Trustees.

The newly adopted bylaws of the Foundation state that two Foundation Trustees shall be appointed from the Del Puerto Health Care District Board of Directors as follows:

Section 1.01 Selection and Term of Office*Two Foundation Trustees shall be appointed from the Del Puerto Health Care District Board of Directors. The Health Care District Board shall select replacements for these positions when an appointed Director term expires, they die, resign, or are removed as a Foundation Trustee as permitted in these bylaws.**The Foundation Board of Trustees will elect its Trustees at the annual meeting. If no election is held at the annual meeting, the Trustees will continue to serve until the next election. Each Trustee will serve until his or her successor has been elected or until his or her death, resignation, or removal as provided in these bylaws.***CONSIDERATIONS:** Two Directors have expressed interest in the work of the Foundation: Anne Stokman and George Mac Master.**DISTRICT PRIORITY:** Collaborative relationships with community stakeholders**FISCAL IMPACT:** None**STAFFING IMPACT:** None**CONTACT PERSON:** Karin Hennings**ATTACHMENT(S):** None**RECOMMENDED PRESIDENT'S ACTION:***The DPHCD Board President appoint Anne Stokman and Gallo Mac Master to serve as District representatives on the Foundation Board of Trustees until the appointed Director DPHCD term expires, they die, resign, or are removed as a Foundation Trustee as permitted in the Del Puerto Hospital Foundation bylaws.*

BOARD OF DIRECTORS OF DEL PUERTO HEALTH CARE DISTRICT**Board Meeting – May 24, 2021****Agenda Item XX – Capital Expense – HC Copier Replacement**

DEPT: CHIEF EXECUTIVE OFFICE	BOARD AGENDA:	XX
CONSENT CALENDAR: NO	AGENDA DATE:	05/24/2021
CEO CONCURRENCE: YES	4/5 VOTE REQUIRED:	NO

SUBJECT: Request for Capital Expenditure – Health Center Copier

STAFF RECOMMENDATION: The Board consider approving the following capital expense request.

CONSIDERATIONS: HC Copier/Printer ended lease contract with MoCal Solutions/US Bank Equipment Finance on April 22, 2021. A replacement is required. Analysis is presented with options to buy or lease including necessary maintenance service contract and supplies.

Purchasing a new one requires Board approval for a capital expense of \$6,650. This expense will be depreciated over five (5) years.

POLICY ISSUE: Board approval required for capital expenditures.

FISCAL IMPACT: Depreciation cost will be credited to the asset replacement fund.

DISTRICT PRIORITY: Provide HC staff with an equipment necessary for the clinic’s daily operation.

STAFFING IMPACT: Removal and installation of the copier/printer.

CONTACT PERSON: Danae Skinner

ATTACHMENT(S): Equipment Lease vs Purchase Analysis

RECOMMENDED BOARD ACTION:

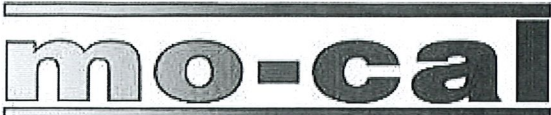
ROLL CALL REQUIRED: YES

RECOMMENDED MOTION: *The Board of Directors approve the capital expenditure expense for the purchase of HC Copier in the amount of \$6,650..*

Equipment Lease or Purchase Analysis

Replace Health Center Copier - Lease End 700k + copies

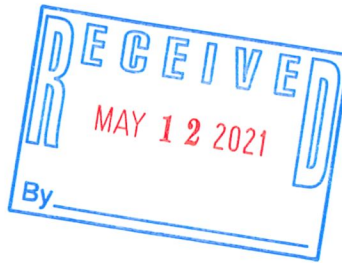
Option	Buy-out	LEASE w/Service contract	BUY w/o Service Contract	BUY w/service contract
	OLD	New	New	New
Age	4 Years	New	New	New
Copy Count #	743,686	0	0	0
SN	#997			
Purchase			\$ 6,634.31	\$ 6,634.31
Lease/Mo	\$ 140.24	\$ 116.51		
Total Lease				
Payments	\$ 8,414.40	\$ 7,340.13		
Buy Out At End of Lease Est.		\$ 1,500.00	\$ -	\$ -
Total Purchase	\$ 8,414.40	\$ 8,840.13	\$ 6,634.31	\$ 6,634.31
M&R				
Service Contract	\$ 110.00	\$ 35.00		\$ 35.00
NO Contract			\$ 114.00	
Month M&R				
Cost x63	\$ 6,600.00	\$ 2,205.00	\$ 7,182.00	\$ 2,205.00
TOTAL over Life of Lease	\$ 15,014.00	\$ 11,045.00	\$ 13,816.00	\$ 8,839.00
Option 4	\$ (6,175.00)	Savings from Purch vs lease of Old Machine		
Option 4	\$ (2,206.00)	Savings from Purch New vs Lease New		



OFFICE SOLUTIONS, INC.

Gaining Trust Through Service Since 1965

1311 Woodland Ave. Suite 2 Modesto, Ca 95351
 P: (209) 529-8121 F: (209) 529-8162



INVOICE

Invoice No: AR350923

Date: 5/12/2021

Account No: DPUERT

Bill To: DEL PUERTO HEALTH
 P.O. BOX 187
 PATTERSON, CA 95363

Ship To: DEL PUERTO HEALTH CARE
 DISTRICT
 Attn: DANA SKINNER
 1700 KEYSTONE PACIFIC
 PARKWAY, UNIT B
 PATTERSON, CA 95363

Sales Order No	P. O. Number	Ship Method	Payment Terms	Payment Due
SO63586	DANAE	GRN		5/22/2021

Remarks	Sales Person
THE LOCATION WILL BE UNIT B AND THE CONTACT WILL BE DANAE SKINNER @ 892-8781	HEATH ADRIAN

Item No	Description	Serial No	Order	Ship	BkO	UM	Price	Disc	Amount
MP4055SP-RS	RICOH MP4055SP MFP	C321R350084	1.0	1.0	0.0	EA	\$6,150.00		\$6,150.00
408116	PB3260 2K PFU RICOH MPC4504-6004	Y81Z310064	1.0	1.0	0.0	EA	\$0.00		\$0.00
417585	BN3110 ONE-BIN TRAY		1.0	1.0	0.0	EA	\$0.00		\$0.00
418601	FAX OPTION TYPE M29		1.0	1.0	0.0	EA	\$0.00		\$0.00
006428MIU	ESP SURGE DEVICE 15A		1.0	1.0	0.0	EA	\$0.00		\$0.00

Effective 11-1-15 there will be a minimum shipping/delivery fee of \$ 7.00 on toner orders
 No statement will be sent. Please pay from this invoice,

CUSTOMER ACCEPTANCE _____

Subtotal	\$6,150.00
Discount	\$0.00
Freight	\$0.00
Sales Tax	\$484.31
Invoice Total	\$6,634.31
Balance Due	\$6,634.31



P.O. Box 187
Patterson, CA. 95363

Phone 209-892-8781
Fax 209-892-3755

May 17, 2021

TO: Senator Anna Caballero, 12th Senate District
Assemblymember Adam Gray, 21st Assembly District

FROM: Karin Hennings, Chief Executive Officer, and Paul Willette, Director of Ambulance Operations

RE: AB 7 (Rodriguez) Emergency ambulance employees: subsidized protective gear - **Oppose**

On behalf of the Board of Directors of the Del Puerto Health Care District (a local government agency) dba Patterson District Ambulance, we are writing to register our opposition to AB 7 (Rodriguez). This legislation would require every private ambulance company to make body armor available to wear during each employee's work shift. We believe once private companies are compelled to provide body armor public agency mandate will soon follow. Therefore, we do not support this legislation.

Patterson District Ambulance provides excellent emergency ambulance transportation services in northwestern Stanislaus County. We are committed to promoting patient care, providing the highest level of ambulance services, and are constantly seeking to improve standards for personnel and equipment. We strive to meet the highest standards of ethics and conduct. To that end, we must oppose AB 7 as it is not necessary.

We believe implementation of this bill will actually have the opposite intended effect and EMS workers at greater risk. Ambulance providers do not want EMS workers placed in harm's way. As such, policies are in place to assure that emergency scenes are secured prior to ambulance crews being sent in. EMTs and paramedics are trained specifically not to enter "hot zones" unless they are part of a tactical team where they are already provided ballistic protection equipment.

Forcing EMS workers to wear ballistic equipment confuses the public as to their role and gives the appearance that they are part of law enforcement, which is not how we wish to be seen. EMS workers are trusted members of the healthcare delivery system and wearing ballistic equipment will erode that public trust.

Further, AB 7 is proposing a very costly and unproven solution to potentially dangerous situations. More than ninety percent of the injuries occurring in ground ambulance operations are muscle strains and sprains caused by moving patients. Body armor will not prevent an injury due to muscle strains and sprains, exposure to toxic substances and currently, exposure to the pandemic. Yet, this bill proposes to greatly increase operational costs and create an additional burden to EMS workers as a "false sense of security" when entering potentially dangerous situations,

Although we appreciate the sentiment in proposing legislation to protect ground ambulance employees from harm, AB 7 is not the solution and could in fact, do more harm to our workforce.

Should you have any questions about this matter, please contact: Amy Brown at (916) 341-0808 or abrown@lawpolicy.com.

You have limited access to Smartsheet. [Upgrade to use premium features](#)

Executive Summary Snapshot



Revenue Cycle Performance

04/30/21 03/31/21 12 Month Avg

04/30/21 03/31/21 12 Month Avg

Gross Charges

\$824,282.00 \$608,537.00 \$740,968.17

Month Ending

04/30/21

Charges by Class

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	\$288,612.00	\$232,792.00	\$300,114.58
Medicaid	\$292,800.00	\$193,410.00	\$227,008.75
Insurance	\$150,990.00	\$125,795.00	\$127,444.00
Self Pay	\$91,880.00	\$56,540.00	\$86,400.83
Facility			

Transports & Billable Dry Runs

199 156 182

04/30/21 03/31/21 12 Month Avg

Collections by Class

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	\$26,921.00	\$33,132.00	\$38,787.58
Medicaid	\$28,898.00	\$28,880.00	\$24,820.08
Insurance	\$89,848.00	\$132,147.00	\$96,241.92
Self Pay	\$13,119.00	\$9,890.00	\$11,181.92
Facility			

Collections

\$158,786.00 \$204,049.00 \$171,031.50

Collection % Gross

19.3% 33.5% 23.1%

Contractual Adjustments

\$536,483.00 \$411,202.00 \$537,616.92

Accounted for Funds

84.3% 121.7% 95.5%

Write Offs

\$49,210.00 \$83,252.00 \$63,747.67

Aging by Range

Payor Class	Current Month	Previous Month	12 Month Avg
0 - 30	\$201,118.00	\$186,642.00	\$218,812.58
31 - 60	\$176,273.00	\$183,010.00	\$174,646.75
61 - 90	\$90,714.00	\$76,847.00	\$86,063.00
91 - 120	\$65,130.00	\$65,693.00	\$39,160.75
120+	\$125,071.00	\$105,815.00	\$106,286.92

Transports by Class

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	64	50	68
Medicaid	74	56	56
Insurance	35	30	30
Self Pay	26	20	28
Facility			

Average Daily Revenue

\$27,476.07 \$19,630.23 \$24,698.94

Revenue Per Transport

\$4,142.12 \$3,900.88 \$4,073.12

Aging Payor Class

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	\$51,633.00	\$49,329.00	\$46,783.17
Medicaid	\$47,857.00	\$46,327.00	\$49,123.25
Insurance	\$252,879.00	\$255,644.00	\$247,942.33
Self Pay	\$296,448.00	\$257,487.00	\$276,760.67
Facility	\$9,490.00	\$9,490.00	\$4,508.44

Pay Mix Transports

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	32.2%	32.1%	37.6%
Medicaid	37.2%	35.9%	31.0%
Insurance	17.6%	19.2%	16.3%
Self Pay	13.1%	12.8%	15.2%
Facility	0.0%	0.0%	0.0%

Collections Per Transport

\$797.92 \$1,308.01 \$940.16

Contractual Allowance Per Transport

\$2,695.89 \$2,635.91 \$2,955.29

Days Sales Outstanding

24 22 23

Pay Mix Aging

Payor Class	Current Month	Previous Month	12 Month Avg
Medicare	7.8%	8.0%	7.5%
Medicaid	7.3%	7.5%	7.9%
Insurance	38.4%	41.3%	39.7%
Self Pay	45.0%	41.6%	44.3%
Facility	1.4%	1.5%	0.7%



How Detractors and Promoters Affect a Loyalty Index

Comparison of NPS[®] to Doctor Satisfaction Rating and Doctor Recommend

Abstract

Analysis of current MedStatix survey data reveals that Net Promoter Score[®] is a better predictor of reputation. The data reveals that comparing detractors to promoters shows a larger difference in recommendability.

- MedStatix Loyalty Score
- Provider Rating
- Provider Recommendability

If your loyalty index is higher than those of your competitors, you will likely outperform other practices and providers.

NPS® vs Doctor Satisfaction Rating and Doctor Recommend

Our analysis and comparison of NPS® to satisfaction rating and recommendability shows a widening gap for providers that received an average rating below 9 for satisfaction or recommendability. According to a recent study, the provider may be at an increased risk of malpractice litigation¹. The study found, as the category of the physicians' lowest satisfaction declined, the risk of their being in a lawsuit rose from 0% for the doctors with "very good" as their lowest score all the way to 19% for those with a "very poor" rating. In other words, if a physician even receives one rating of "very poor" from a single patient on just one of the five physician questions, there was almost a 20% chance that the physician was named in a lawsuit. Most physicians did not get sued, and having a single patient give a less-than-perfect evaluation does not perfectly predict a physician's risk.

Aside from litigation, reputation management is a key driver of practice growth. Referrals are one of the largest areas for practice growth.

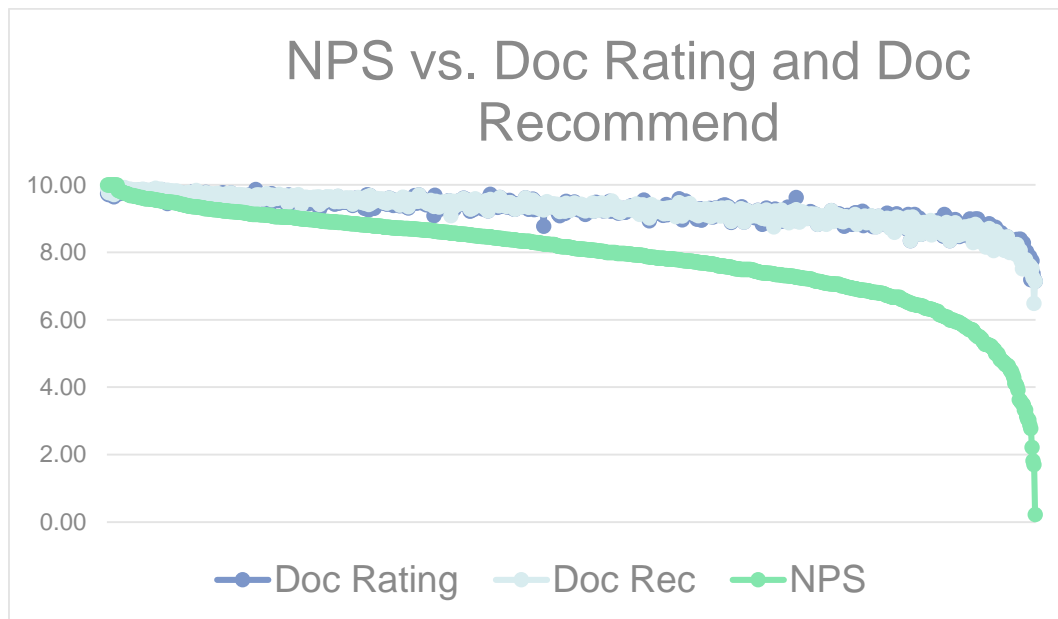
Net Promoter Scores(NPS®) are calculated using the Net Promoter Score® methodology. The answer to a single question, using a 0-10 scale: Using a scale from 0 to 10, how likely would you be to recommend Dr. Jones to others? Respondents are grouped as follows:

Promoters (score 9-10) are loyal enthusiasts who will return to your practice and tell others, fueling growth.

Passives (score 7-8) are satisfied but unenthusiastic patients who are vulnerable to other offerings.

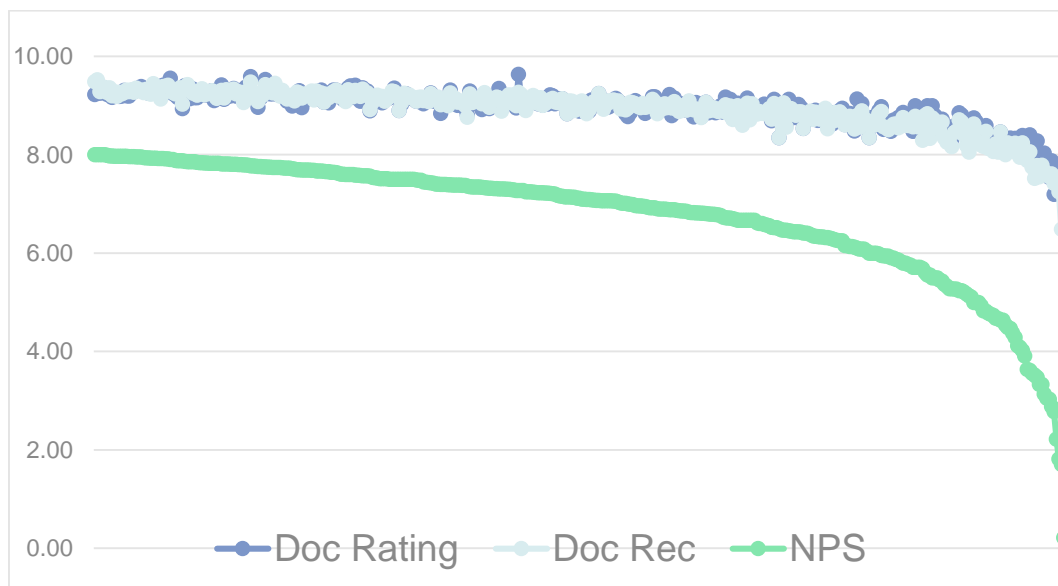
Detractors (score 0-6) are unhappy patients who can damage your reputation and impede growth through negative word-of-mouth.

Subtracting the percentage of Detractors from the percentage of Promoters yields the Net Promoter Score, which can range from a low of -1.00 (if every customer is a Detractor) to a high of 1.00 (if every customer is a Promoter).



The Widening Gap

When we review the results for the bottom 500 providers, the gap widens, which means the amount of detractors for the provider has increased. If you look at the subset of bottom 500 to bottom 250, the difference is 16%-24%. The difference is even greater for the bottom 250, the range is 24-50%, discounting the bottom 25. Based upon the study, these providers would be at the greatest risk for malpractice litigation and patient abandonment. If the practice was only looking average satisfaction or recommend score, a provider with an average score 9.04 and 7.22



Conclusion

When using the NPS methodology practice administrators can identify providers that may be at more risk for litigation and lower patient retention. It can be used as an early detector and know which providers will need more attention and training.

References

¹ "The Use of Patient Satisfaction Surveys and Alternative Coding Procedures to Predict Malpractice Risk in Medical Care." *Medical Care* May 2009



About MedStatix, LLC.

MedStatix patient experience platform is a quantitative and qualitative analysis platform that delivers health care providers actionable insights from the voice of their patients.

Corporate Headquarters

100 N Queen St, Suite 300
Lancaster, PA 17603