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# PUBLIC NOTICE

Bloss Memorial Healthcare District, A Public Entity • 3605 Hospital Road, • Atwater, California 95301 •  
(209) 381-2000 x 7002 • fax: (209) 722-9020

**Date:** January 20, 2017

**Phone:** (209) 724-4102

**Fax:** (209) 722-9020

The next Bloss Memorial Healthcare District Finance Committee meeting will be held on Thursday, January 26, 2017 at 1:30 pm in the Board Room at 3605 Hospital Road, Atwater, CA 95301.

The next Bloss Memorial Healthcare District **Board of Directors** meeting will be held on Thursday, January 26, 2017 at 2:00 pm in the Board Room at 3605 Hospital Road, Atwater, Ca 95301.

I, Fily Cale, posted a copy of the agenda of the Board of Directors of Bloss Memorial Healthcare District, said time being at least 72 hours in advance of the meeting of the Board of Directors.

**BLOSS MEMORIAL HEALTHCARE DISTRICT, A Public Entity (BMHD)  
 BOARD OF DIRECTORS MEETING  
 BOARD ROOM  
 Thursday, January 26, 2017  
 2:00 pm**

**AGENDA FOR PUBLIC SESSION**

**I. CALL TO ORDER**

**II. ROLL CALL**

**ACTION**

**EXHIBIT**

**III. APPROVAL OF AGENDA**

\*

**IV. PUBLIC COMMENTS**

**Comments can be made concerning any matter within the Board's jurisdiction; but if the matter is not on the agenda, there will be no Board discussion of the issue.**

**V. APPROVAL OF MINUTES**

- A. December 20, 2016 CCDSC Advisory Committee Meeting – **Informational**
- B. December 20, 2016 CDSC Advisory Committee Meeting – **Informational**
- C. December 13, 2016 Special Board of Directors Meeting \* 1
- D. January 5, 2017 (December 2016) Board of Directors Meeting \* 1a

**VI. FINANCIAL REPORT**

- A. January 5, 2017 (December 2016) Finance Committee Minutes\* 2
- B. Chief Financial Officer Report 3
- C. December Payroll, Electronic Payments & Check Register \* 4

**VII. CHIEF EXECUTIVE OFFICER REPORT**

**VIII. OLD BUSINESS / REPORTS**

- A. Castle Family Health Centers, Inc Report 5
- B. Bloss Board Member Report

**IX. NEW BUSINESS**

- A. Provider Credentialing / Privileging \*
- B. Approval of CCDSC / CDSC Policies & Procedures \* 6
- C. Ung Goodwin Trust Disclosures \* 7
- D. Wells Fargo Payment Schedule \* 8

**X. AGENDA FOR CLOSED SESSION**

Closed Session Items Pursuant the Brown Act will be:  
 Section 54954.5(h) Report Involving Trade Secrets – Regarding New Services.  
 Estimated date of public disclosure will be in 2017.  
 Section 54954.5 (c); 54956.9 Conference with Legal Counsel for Initiation of Litigation.  
 Section 1461 of the Health and Safety Code – Quality Management.

**XI. NEXT MEETING DATE**

**XII. ADJOURNMENT**

Assistance for those with disabilities: If you have a disability and need accommodation to participate in the meeting, please call Fily Cale at (209) 724-4102 or (209) 381-2000 extension 7000 for assistance so that any necessary arrangements may be made.

Any written materials relating to an agenda item to be discussed in open session of a regular meeting that is distributed within the 72 hours prior to the meeting is available for public inspection at the time the record is distributed to all, or a majority of all, members of the Board. These documents are available from the Executive Assistant in administration at 3605 Hospital Road, Suite F, Atwater, California 95301.

**BLOSS MEMORIAL HEALTHCARE DISTRICT, A Public Entity (BMHD)  
CENTRAL CALIFORNIA DENTAL SURGERY CENTER (CCDSC)**

**Advisory Committee Meeting**

**Executive Conference Room**

**Tuesday, December 20, 2016**

**10:00 am**

**CALL TO ORDER**

Edward Lujano called the meeting to order at 10:02 a.m.

**ROLL CALL**

Present: Edward Lujano, Bloss CEO; Fily Cale, Executive Assistant; Kory Billings, Committee Member; Lloyd Weaver, Committee Member

Others Present: David Thompson, CCDSC Administrator and Dawnita Castle, Senior Accountant

Absent: Bill Able, Bloss CFO

**APPROVAL OF AGENDA**

**A motion was made / seconded, (Kory Billings / Lloyd Weaver) to approve the December 20, 2016 agenda as presented. Motion carried.**

**APPROVAL OF MINUTES**

A. November 29, 2016 Meeting Minutes, Exhibit 1

**A motion was made /seconded, (Lloyd Weaver / Kory Billings) to approve the November 29, 2016 meeting minutes as presented, Exhibit 1. Motion carried.**

**FINANCIAL REPORT**

A. November 2016 Financials, Exhibit 2

Dawnita Castle reported that for the month of November 2016, CCDSC treated 181 patients and recorded a net profit in the amount of \$27,218 before overhead and \$22,230 after overhead. YTD profit for the five months ending in November 2016 was \$140,076.

**A motion was made /seconded, (Lloyd Weaver / Kory Billings) to approve and accept the November 2016 Financials report, Exhibit 2. Motion carried.**

## **ADMINISTRATOR REPORT**

David Thompson reported that November 2016 was a short month due to the holiday.

Anthem Blue Cross is changing their authorization process and will no longer accept Denti-Cal's treatment authorization only their IPA's authorization. We don't use IPA's as we don't use MD's. This does not have a huge impact upon CCDSC as we have about 10 patients per month with Anthem Blue Cross.

The provider pool has stabilized and we have two new providers starting in January 2017.

CCDSC has an upcoming AAAHC survey between January 2017 and April 2017. The application has been completed and sent to AAAHC for scheduling. CCDSC has been licensed and certified as a surgical center by the State, it does not mean that AAAHC won't find their own interpretation of things.

## **REPORTS**

This item will be removed from the agenda.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### **A. Policies & Procedures Recommendation, Exhibit 4**

None.

### **B. Credentialing Privileging Recommendation**

None.

## **AGENDA FOR CLOSED SESSION**

Edward Lujano, stated that there will be discussion under Section 1461 Quality Management.

## **NEXT MEETING DATE**

The next Governance meeting will be held Tuesday, January 24, 2017 at 10:00 am.

## **ADJOURNMENT**

As there was no further business, the meeting adjourned into closed session at 10:07 am.

The meeting reconvened into public session at 10:21 am. No action taken.

Respectfully Submitted,

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Fily Cale  
Executive Assistant

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Kory Billings  
Committee Member

**BLOSS MEMORIAL HEALTHCARE DISTRICT, A Public Entity (BMHD)  
U.S. DENTAL SURGERY  
d/b/a CHILDREN'S DENTAL SURGERY CENTER (CDSC)  
Advisory Committee Meeting  
Executive Conference Room  
Tuesday, December 20, 2016  
11:00 a.m.**

**PUBLIC COMMENTS**

None.

**CALL TO ORDER**

Edward Lujano, Bloss CEO, called the meeting to order.

**ROLL CALL**

Present: Edward Lujano, Bloss CEO; Rosalie Heppner, Committee Member; Alfonse Peterson, Committee Member

Others Present: David Thompson, CDSC Administrator and Dawnita Castle, Senior Accountant

Absent: Bill Able, CFO

**APPROVAL OF AGENDA**

**A motion was made / seconded, (Rosalie Heppner / Alfonse Peterson) to approve the December 20, 2016 agenda as presented. Motion carried.**

**APPROVAL OF MINUTES**

A. November 29, 2016 Meeting Minutes, Exhibit 1

**A motion was made / seconded, (Alfonse Peterson / Rosalie Heppner) to approve and accept the November 29, 2016 Meeting minutes as presented. Exhibit 1. Motion carried.**

**FINANCIAL REPORT**

A. October 2016 Financials, Exhibit 2

Dawnita Castle reported that for November 2016, CDSC had treated 264 patients and recorded a net profit in the amount of \$2,099. The YTD eleven month recorded a small loss of \$29,736.

Dawnita Castle has submitted RFP's for the upcoming audit season.

**A motion was made / seconded, (Rosalie Heppner / Alfonse Peterson) to approve and accept the November 2016 Financial Report, Exhibit 2. Motion carried.**

### **ADMINISTRATOR REPORT, EXHIBIT 3**

David Thompson reported that they are still dealing with some of the homeless and security concerns at CDSC. A quote for exterior cameras came in at \$16,000, which is only for "looking" no other purpose. They did not have any more incidents during the month of November related to security issues.

It has been two years since their last AAAHC Accreditation survey and the re-application has been submitted. The survey will be between January 2017 and April 2017.

There has been an increase in visits by adding Friday's to the schedule and although November was a short month, we still showed better numbers than the prior months by adding Friday's.

December will also be a short month and they are still searching for a provider mix.

### **REPORTS**

This item will be removed from the agenda.

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

A. Policies & Procedures Recommendation, Exhibit 4

None.

B. Credentialing / Privileging Recommendation

None.

### **AGENDA FOR CLOSED SESSION**

Edward Lujano stated that there will be discussion under Section 1461 Quality Management.

### **NEXT MEETING DATE**

The next Governance Meeting will be held Tuesday, January 24, 2017 at 11:00 a.m.



**ADJOURNMENT**

As there was no further business, the meeting adjourned into closed session at 11:13 am.

The meeting reconvened into public session at 11:15 am. No action taken.

Respectfully Submitted,

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Alfonse Peterson  
Committee Member

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Edward Lujano  
Chief Executive Officer

**BLOSS MEMORIAL HEALTHCARE DISTRICT (BMHD)  
SPECIAL BOARD OF DIRECTORS MEETING  
Executive Conference Room  
Tuesday, December 13, 2016  
11:00 am**

**CALL TO ORDER**

Rosalie Heppner, Chair, called the meeting to order at 10:03 am.

**ROLL CALL**

Board Members Present: Rosalie Heppner, Chair; Kory Billings, Vice Chair; Al Peterson, Secretary / Treasurer; Glenn Arnold, Board Member and Lloyd Weaver, Board Member

Others Present: Edward Lujano, Chief Executive Officer and Fily Cale, Executive Assistant

Absent: None

**APPROVAL OF AGENDA**

**A motion was made / seconded, (Kory Billings / Lloyd Weaver) to approve the December 13, 2016 Board Agenda as presented. Motion carried.**

Rosalie Heppner announced that the nominating committee for the selection of the 2017 Slate of Officers has been appointed and is Alfonse Peterson and Lloyd Weaver.

**PUBLIC COMMENTS**

None

**AGENDA FOR CLOSED SESSION**

Rosalie Heppner, Board Chair stated that there will be discussion held under Section 54957 Personnel Actions

The meeting adjourned into Closed Session at 11:08 am.

**NEXT MEETING DATE**

The next Board of Directors Meeting will be held Thursday, January 5, 2017 at 2:00 p.m. in the Board Room.

**ADJOURNMENT**

The meeting adjourned into Open Session at 11:36 am. No action taken.

Respectfully Submitted,

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Fily Cale  
Executive Assistant

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Alfonse Peterson  
Secretary

**BLOSS MEMORIAL HEALTHCARE DISTRICT (BMHD)  
BOARD OF DIRECTORS MEETING  
BOARD ROOM  
Thursday, January 5, 2017 (December 2016)  
2:00 pm**

**CALL TO ORDER**

Kory Billings, Vice Chair, called the meeting to order at 2:00 pm.

**ROLL CALL**

Board Members Present: Kory Billings, Vice Chair; Al Peterson, Secretary / Treasurer and Glenn Arnold, Board Member

Others Present: Edward Lujano, CEO; Fily Cale, Executive Assistant; Dawnita Castle, Senior Accountant; Ralph Temple, Jr., Legal Counsel; Dorothy Bizzini, CFHC Board Chair; David Thompson, CCDSC/CDSC Administrator; Justi Smith, Notary Public and Peter Mojarras CFHC COO @ 2:06 pm

Absent: Rosalie Heppner, Chair

*Justi Smith, Notary Public, administered the Oath of Office to Kory Billings, representing Zone 2 and Alfonse Peterson, representing Zone 4. Mr. Billings and Mr. Peterson were both Appointed in Lieu of Election in the November 8, 2016 General Election.*

**APPROVAL OF AGENDA**

**A motion was made/seconded, (Lloyd Weaver / Glenn Arnold) to approve the January 5, 2017 (December 2016) agenda as presented. Motion carried.**

**PUBLIC COMMENTS**

None.

**APPROVAL OF MINUTES**

- A. November 29, 2016 CDSC Advisory Committee Meeting – Informational
- B. November 29, 2016 CCDSC Advisory Committee Meeting – Informational
- C. November 30, 2016 Board of Directors Meeting, Exhibit 1

A correction was made to reflect that Lloyd Weaver was in attendance at the November 30, 2016 Board of Directors meeting, not absent as was listed.

**A motion was made / seconded, (Lloyd Weaver / Glenn Arnold) to approve and accept the November 30, 2016 Board of Directors Meeting with correction, Exhibit 1. Motion carried.**

## FINANCIAL REPORT

### A. November 30, 2016 Finance Committee Meeting Minutes, Exhibit 2

**A motion was made / seconded, (Alfonse Peterson / Glenn Arnold) to accept the November 30, 2016 Finance Committee Meeting Minutes as presented. Exhibit 2. Motion carried.**

### B. Chief Financial Officer Report, Exhibit 3

Dawnita Castle reported that BMHD had a net gain before depreciation in the amount of \$40,823 compared to a net loss this time last year in the amount of \$50,632. The net gain includes CCDSC's net profit of \$27,218 and BMHD'S share of CDSC's profit of \$6,564.

The Bloss Trust revenue was \$13,177 for the month of November 2016.

Edward Lujano stated that notice had been received that \$258,000 from the Bloss Trust will be funded and the Ung Goodwin Trust funds were received.

Dawnita Castle reported that CDSC has a repayable of \$3.1M due to BMHD. BMHD has also funded payroll and services from May 16, 2016 to November 2016 for a total of \$1.5M and there is also \$2M due from the initial startup.

### C. November 2016 Payroll, Electronic Payments and Check Register, Exhibit 4

**A motion was made / seconded, (Alfonse Peterson / Glenn Arnold) to accept the November 2016 Payroll in the amount \$150,641.82 and Accounts Payable in the amount of \$402,837.65 for a total Disbursement of \$553,479.14, Exhibit 4. Motion carried.**

## CHIEF EXECUTIVE OFFICER'S REPORT

Edward Lujano reported that we are removing Bill Able, CFO, from all bank accounts at Westamerica Bank. We are updating new signature cards for accounts numbers 0160415840 (CCDSC General Checking, New), 0160783320 (LAIF account), 0160205936 (Bloss General Checking), 0160182549 (CCDS General Checking Old) and 0160206074 (Bloss Payroll) to include Edward Lujano, CEO; Glenn Arnold, Board Member; Lloyd Weaver, Board Member; Alfonse Peterson, Board Secretary / Treasurer and Kory Billings, Board Vice Chair.

There was an increase in the 2017 health insurance premiums and this will be under New Business.

Edward Lujano received a request to lease (month-to-month) space at the Castle site for a skin care business. The area she is requesting is a room past the Snack Shack, which will need to be renovated and they are willing to complete the work themselves. We currently have the heating/cooling off in that section of the facility and by leasing out this room we will need to heat the entire wing. Kory Billings asked what their hours of operation would be. Edward Lujano stated that it would have to be 8am to 5pm as there is no access to that part of the facility in the evenings or weekends. Edward Lujano will continue a dialogue with the individual requesting lease space.

Edward Lujano thanked the board for attending the Dental Surgery Christmas Party in Modesto.

For November 2016, CDSC had scheduled 414 patients, completed 264 compared to 249 in 2015. They received 381 referrals and Sonny Vasquez visited 125 offices in the area.

For November 2016, CCDSC had schedule 234 patients and completed 181 cases compared to 99 in 2015. They received 275 referrals for the month and Sonny Vasquez visited 125 offices and participated in a dental health education session at Charles Mitchell Elementary School. He also participated in a health fair in Merced.

## **OLD BUSINESS / REPORTS**

### **A. Castle Family Health Centers, Inc Report, Exhibit 5**

Peter Mojarras reported that each patient who receives services funded by the Ung Goodwin Trust will also receive a card acknowledging BMHD and the Ung Goodwin Trust.

A series of strategic planning sessions are being held with managers. CFHC is also expanding services in Winton. Several pediatricians have expressed an interest in joining CFHC, one is located in the bay area and a husband/wife (pediatricians) from Michigan are also interested.

Mercy Hospital is expanding and building a pediatric clinic in conjunction with Children's Hospital in Madera. Kory Billings stated that funding for this project has been funded for three separate centers in Bakersfield, Merced and Turlock/Modesto area. There has also been discussion of opening a pediatric lab within the center.

CFHC will also be working to improve their Call Center.

### **B. Bloss Board Member Report**

Kory Billings reported that a meeting was held with Wells Fargo Bank regarding when funds would be arriving and what to expect in the future and how we can expect our questions to be answered in a more timely manner and provide us the information we want appropriately and timely.

## **NEW BUSINESS**

### **A. Provider Credentialing / Privileging**

None

### **B. Approval of CCDSC / CDSC Policies & Procedure**

None.

### **C. Approval of Third Supplement to CEO Employment Agreement**

Ralph Temple commented that he had prepared at the Board's direction a supplement to the primary contract for Mr. Lujano that was enacted some years ago. The terms and conditions have not changed, he updated the salary for Mr. Lujano's services to \$89,000. This is a 3-year contract

commencing January 1, 2017 with \$5,000 increments in each calendar year through the 3-year contract.

**A motion was made / seconded, (Glenn Arnold / Alfonse Peterson) to approve the third supplement to the CEO employment contract. Motion carried.**

D. Renewal of 2017 Health, Dental, Vision and Life Insurance, Exhibit 6

Edward Lujano reported that there is a 9.7% premium increase. BMHD has 10 employees participating in the health plan, which rides the policy of CFHC.

CFHC was able to obtain a health plan through NonStop Wellness, which is another administrator that handles health plans. They are able to take the Anthem Blue Cross PPO, they max it out at the deductible or the out of pocket maximum to \$6,550. The premium will be \$740 per month, no deductible, no co-pay and no out of pocket expense, with the exception of \$100 for an ER visit.

CFHC Board of Directors met last month and approved the Anthem Blue Cross PPO + NonStop Wellness.

Mr. Lujano is recommending Anthem Blue Cross PPO + NonStop Wellness for 2017. And to reduce the employee contribution from \$140 to \$100 and also to pick up a small fraction of the spouse and or dependent cost.

**A motion was made / seconded, (Lloyd Weaver / Glenn Arnold) to accept and approve the recommendation of the CEO for Anthem Blue Cross PPO + NonStop Wellness for 2017 health insurance, to be effective February 1, 2017, Exhibit 4. Motion carried.**

Mr. Lujano also recommended staying with Leap Carpenter Kemp for dental, vision and life insurance for 2017.

**A motion was made / seconded, (Glenn Arnold / Lloyd Weaver) to accept and approve the recommendation of the CEO to keep dental, vision and life insurance for 2017 with Leap Carpenter Kemp, effective February 1, 2017, Exhibit 4. Motion carried.**

E. Nomination of 2017 Slate of Board of Directors

Alfonse Peterson reported that the Nomination Committee had met in December 2016 and made the following recommendation for the 2017 Slate of Officers. Rosalie Heppner, Board Chair, Kory Billings, Board Vice Chair and Alfonse Peterson, Board Secretary / Treasurer. There were no other nominations from the Board.

**A motion was made / seconded, (Lloyd Weaver / Glenn Arnold) to approve the recommendation of the Nomination Committee for the 2017 Slate of Officers. Rosalie Heppner, Board Chair, Kory Billings, Board Vice Chair and Alfonse Peterson, Board Secretary / Treasurer. They will assume the new positions at the next Board of Directors meeting. Motion carried.**

**AGENDA FOR CLOSED SESSION**

Kory Billings stated that there will be discussion under 54954 Involving Trade Secrets.

There will be a Performance Improvement report under Section 1461 of the Health and Safety Code – Quality Management.

Ralph Temple, Legal Counsel, reported that he will discuss with respect to Children’s Dental Surgery Center and negotiations with our Carol Freeman, partner.

**NEXT MEETING DATE**

The next Board of Directors Meeting will be held on Thursday, January 26, 2017 at 2:00 p.m. in the Board Room.

The Finance Committee will also meet on Thursday, January 26, 2017 at 1:30 p.m. in the Board Room.

**ADJOURNMENT**

As there was no further business, the meeting adjourned into closed session at 3:01 pm.

The meeting reconvened into public session at 4:00 pm and adjourned in memory of Bill Able, CFO. No action taken.

Respectfully Submitted,

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Fily Cale  
Executive Assistant

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Alfonse Peterson  
Board Secretary



**BLOSS MEMORIAL HEALTHCARE DISTRICT, A Public Entity (BMHD)  
FINANCE COMMITTEE MEETING  
BOARD ROOM  
Thursday, January 5, 2017 (December 2016)  
1:30 p.m.**

Committee: Edward Lujano, CEO; Fily Cale, Executive Assistant; Alfonse Peterson, Committee Chair and Glenn Arnold, Committee Member

Others Present: Dawnita Castle, Senior Accountant; Dorothy Bizzini, Castle Board Chair and Kory Billings, Board Member

Absent: None

**CALL TO ORDER**

Al Peterson, Committee Chair, called the meeting to order at 1:30 p.m. in the Board Room.

**APPROVAL OF AGENDA**

**A motion was made/seconded, (Glenn Arnold / Edward Lujano) to approve the January 5, 2017 (December 2016) agenda as presented. Motion carried.**

**PUBLIC COMMENTS**

None.

**APPROVAL OF FINANCE COMMITTEE MINUTES**

A. November 30, 2016 Finance Committee Minutes, Exhibit 1

**A motion was made / seconded, (Glenn Arnold / Edward Lujano) to approve and accept the November 30, 2016 Finance Committee Minutes as presented, Exhibit 1. Motion carried.**

**REVIEW OF DISTRICT FINANCIAL STATEMENTS, EXHIBIT 2**

Dawnita Castle reported that for the month of November 2016, BMHD had a net gain before depreciation in the amount of \$40,823 compared to this time last year, which was a net loss of \$50,632. The net gain includes CCDSC's net profit of \$27, 218 and BMHDs share of CDSC's profit in the amount of \$6,564.

We also received \$13,177 for November 2016 from the Bloss Trust. Edward Lujano stated that he had received an email from Wells Fargo Bank informing him that we will be receiving \$258,000, which is through June 2016.

**A motion was made / seconded, (Edward Lujano / Glenn Arnold) to approve and accept the Review of District Financial Statements, Exhibit 2, as presented. Motion carried.**

### **CCDSC FINANCIAL REPORT, EXHIBIT 3**

Dawnita Castle reported that CCDSC had treated 181 patients and recorded a net profit in the amount of \$27,218 before overhead and \$22,230 net profit, which included overhead. YTD net income was \$140,000 for the 5-month ending in November 2016.

### **SKDSC FINANCIAL REPORT, EXHIBIT 4**

Dawnita Castel reported that SKDSC total expenses for November 2016 were \$21,231.

### **CDSC FINANCIAL REPORT, EXHIBIT 5**

Dawnita Castle reported that for the month of November 2016, CDSC treated 264 patients and recorded a net profit in the amount of \$10,099. The YTD net revenue was a loss of \$29,736 and she is not expecting any audit adjustments at year.

Dawnita Castle stated that CDSC has a BMHD payable in the amount of \$3,157,497. BMHD has also fronted \$1,500,000 for payroll from May 20, 2016 to November 2016 and BMHD services. The remainder \$2M is the initial startup and advances.

Edward Lujano commented that he does not see CDSC finances changing much in the near future, which indicates that BMHD will be asked to continue assisting with payroll. A discussion will be held to discuss this ongoing payroll situation. Dawnita Castle stated that CDSC is able to cover their AP, but not both AP and payroll.

### **DENTAL CENTERS' COMPARISON, EXHIBIT 6**

Dawnita Castle reported that the expenses were up \$240 per case, but \$156 is the rent, utilities and insurance, which CCDSC does not have.

**A motion was made / seconded, (Edward Lujano / Glenn Arnold) to approve and accept the Review of District Financial Statements, Exhibit 2; CCDSC Financial Report, Exhibit 3; SKDSC Financial Report, Exhibit 4; CDSC Financial Report, Exhibit 5 and Dental Centers' Comparison, Exhibit 6 as presented. Motion carried.**

**WARRANTS AND PAYROLL**

A. November Payroll, Electronic Payments & Check Register, Exhibit 7

**A motion was made/seconded, (Glenn Arnold / Edward Lujano) to approve and accept the November 2016 Total Payroll in the amount \$150,641.49 and Total Accounts Payable in the amount of \$402,837.65 for a total Grand Total Disbursement of \$553,479.14, Exhibit 7. Motion carried.**

**DISCUSSION**

None

**AGENDA FOR CLOSED SESSION**

There was no Closed Session item(s) for discussion.

**NEXT MEETING DATE/ADJOURNMENT**

The next Finance Committee meeting will be held on Thursday, January 26, 2017 at 1:30 pm.

As there was no further business, the meeting adjourned at 1:46 p.m.

Respectfully Submitted,

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Fily Cale  
Executive Assistant

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Alfonse Peterson  
Committee Chair

**CHIEF FINANCIAL OFFICER REPORT**

BMHD had a total net loss before depreciation of \$45,220 for the month compared to a net loss of \$70,740 last year. Expenses include \$21,237 of SKDSC costs.

The December 31, Operating Cash Balance was \$1,226,604 and Days Cash On Hand was 121 Days\*. In November the DCH was 99 Days.

\* Days Cash on Hand (DCH) = Operating Cash / Average Daily Expense (excluding depreciation). DCH indicates Bloss's ability to cover operating expenses. The Benchmark for Health Centers is a minimum of 90 Days.

Dental Surgery Center Summary :

	CCDSC	SKDSC	CDSC	COMBINED
Net Operating Revenue and Non-Operating	\$178,447	\$0	\$226,288	\$404,735
Operating Expenses	178,295	21,237	293,018	492,550
Net Income (Loss)	152	(21,237)	(66,731)	(87,816)
BMHCD % Share	100.00%	100.00%	65.00%	N/A
Bloss Share of Net Income (Loss)	\$152	(\$21,237)	(\$43,375)	(\$64,460)

A summary comparison of operations for the month and the prior year is as follows :

	Dec-16	Dec-15	VARIANCE *	%	Y-T-D Dec-16	Y-T-D Dec-15	Y-T-D VARIANCE *	Y-T-D %
Net Patient Revenue	177,613	132,325	45,288	34.22%	1,404,712	1,426,853	(22,141)	-1.55%
Other Operating Revenue	602	(9)	611	-6788.89%	9,557	25,592	(16,035)	-62.86%
Total Net Operating Revenue	178,215	132,316	45,899	34.69%	1,414,269	1,452,445	(38,176)	-2.63%
Operating Expenses Excluding Depreciation	313,818	274,283	(39,535)	-14.41%	2,143,854	2,239,610	95,756	4.28%
Net Operating Income (Loss) Before Depreciation	(135,603)	(141,967)	6,364	4.48%	(729,585)	(787,165)	57,580	7.31%
Net Non Operating-Gains/Losses	2,712	1	2,711	N/A	8,282	(2,414)	10,696	-443.08%
Gain/Loss on Investments	(43,375)	(54,118)	(10,743)	19.85%	(85,021)	44,357	(129,378)	291.67%
CDSC Gain/Losses	131,046	125,344	(5,702)	-4.55%	852,331	825,328	27,003	3.27%
All Other Non-Operating Gains/Losses	90,383	71,227	(19,156)	-26.89%	775,592	887,271	(91,679)	-10.57%
Total Net Non-Operating Income: Losses/Gains	(45,220)	(70,740)	25,520	-36.08%	46,007	80,106	(34,099)	-42.57%
Total Net Income (Loss) Before Depreciation	59,283	60,348	(1,065)	-1.76%	364,768	355,509	9,259	2.60%
Depreciation Expense	(104,503)	(131,088)	26,585	-20.28%	(318,761)	(275,403)	(43,358)	-15.74%
Net Income (Loss) After Depreciation								

\*Note: unfavorable variances are indicated by parenthesis ( ).

**Bloss Memorial HealthCare District  
Operations Summary Report  
Six Months Ending December 31, 2016**

Total CFHC Inc. encounters for the month are 9,743 compared to 9,701 last year, a 0.43% increase. CCDSC cases for the month are 36.36% more than last year. CDSC cases for the month are 3.59% less than last year.

Department	Dec-16	Dec-15	VARIANCE	%	Dec-16	Dec-15	VARIANCE *	%	Y-T-D	Y-T-D	VARIANCE *	%
Castle Clinic	3,192	3,481	(289)	-8.30%	20,337	17,635	2,702	15.32%				
Specialty Clinic	800	896	(96)	-10.71%	5,365	5,622	(257)	-4.57%				
Bloss Clinic	1,158	1,103	55	4.99%	6,312	6,699	(387)	-5.78%				
Winton Clinic	768	518	250	48.26%	4,389	3,406	983	28.86%				
Urgent Care	352	367	(15)	-4.09%	3,060	2,624	436	16.62%				
Lab	1,586	1,650	(64)	-3.88%	9,943	10,074	(131)	-1.30%				
Radiology	539	480	59	12.29%	3,250	2,818	432	15.33%				
Behavioral Health	166	243	(77)	-31.69%	1,273	1,396	(123)	-8.81%				
Adult Day Health Care	523	457	66	14.44%	3,062	2,909	153	5.26%				
Optometry	423	247	176	71.26%	3,086	2,066	1,020	49.37%				
Ophthalmology	236	259	(23)	-8.88%	1,811	1,676	135	8.05%				
<b>TOTAL ENCOUNTERS</b>	<b>9,743</b>	<b>9,701</b>	<b>42</b>	<b>0.43%</b>	<b>61,888</b>	<b>56,925</b>	<b>4,963</b>	<b>8.72%</b>				

Bloss Memorial Health Care District

	Dec-16	Dec-15	VARIANCE	%	Dec-16	Dec-15	VARIANCE *	%
Central California Dental Surgery Center	135	99	36	36.36%	1,085	1,107	(22)	-1.99%
Childrens Surgery Center	161	167	(6)	-3.59%	1,307	1,603	(296)	-18.47%
<b>Total Surgery Center Visits</b>	<b>296</b>	<b>266</b>	<b>30</b>	<b>11.28%</b>	<b>2,392</b>	<b>2,710</b>	<b>(318)</b>	<b>-11.73%</b>

December-16 Working Days 21 and 1 holiday  
December-15 Working Days 22 and 1 holiday

**Bloss Memorial HealthCare District  
Operations Summary Report  
Six Months Ending December 31, 2016**

**BMHD FULL TIME EQUIVALENTS SUMMARY :**

(See FTE report included in Financial Reports for detail)

	Dec-16	Dec-15	VARIANCE	%	Y-T-D Dec-16	Y-T-D Dec-15	Y-T-D VARIANCE *	Y-T-D %
<b>EMPLOYEE FTE'S</b>	12.98	9.55	(3.43)	-35.92%	12.77	11.92	(0.85)	-7.13%
<b>CONTRACT FTE'S</b>	4.85	5.91	1.06	17.94%	5.33	5.61	0.28	4.99%
<b>TOTAL FTE'S</b>	17.83	15.46	(2.37)	-15.33%	18.10	17.53	(0.57)	-3.25%

\* Note: unfavorable variances above are indicated by parenthesis ( ).

**Full Time Equivalent - Employees for the month are 35.92% more than the prior year with 3.43 more FTE'S**

The major (>1 fte) Total Employee FTE increases for the month are comprised primarily of the following :

Department	Cur. Mo. Increase (DECREASE)	YTD Increase (DECREASE)	Reason
CCDSC	3.93	0.80	Addtl Clerical, RDA & RN
All other departments < 1 fte var	(0.50)	0.04	Various departments less than 1 fte variance.
	3.43	0.84	Brackets ( ) indicate a decrease (favorable) variance

**DECEMBER PAYROLL, ELECTRONIC PAYMENTS  
& CHECK REGISTER**



Bloss Memorial Healthcare District  
 Payroll, Accounts Payable and Funds Disbursements - Summary  
 Month of December-16

Payroll			\$147,580.20
<b>Total Payroll</b>			<u><u>\$147,580.20</u></u>

Accounts Payable:

A/P Checks	Bloss	<u>\$93,575.25</u>	<u>\$93,575.25</u>
------------	-------	--------------------	--------------------

Auto Debits		\$178.38	
Electronic Payments to Castle on Payable		<u>\$112,958.28</u>	
Total Auto Debits and Electronic Transfers		<u>\$113,136.66</u>	<u>\$113,136.66</u>

Profeses paid through Payroll system			
Total ACH Pro Fees 1099'S		<u>\$20,000.00</u>	<u>\$20,000.00</u>

Electronic Payments - ACH		<u>\$225,091.05</u>	<u>\$225,091.05</u>
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<b>Total Accounts Payable</b>			<u><u>\$451,802.96</u></u>
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<b>Grand Total Disbursements</b>			<u><u>\$599,383.16</u></u>
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<b>BLOSS</b>	<b>Payroll Disbursements for</b>		<b>December-16</b>
	<b>Payroll dated</b>		
<b>Earnings</b>	12/05/16	12/20/16	Total
Regular			-
Overtime			-
Vacation			-
Sick			-
Holiday			-
Salary	3,500.00	3,500.00	7,000.00
Double Time			-
Call In			-
On Call			-
Other			-
			-
CCDSC Surgery Center	24,003.00	31,936.26	55,939.26
CDSC Surgery Center	35,443.50	36,829.35	72,272.85
			-
<b>Total</b>	<b>62,946.50</b>	<b>72,265.61</b>	<b>135,212.11</b>
			-
<b>Deductions</b>			-
FICA (+)	4,745.04	5,457.88	10,202.92
Insurance (-)	(1,553.57)	(1,546.07)	(3,099.64)
Emp Deduction(-)/Reimb(+)	2,975.59	1,596.69	4,572.28
Christmas Fund (-)	-		-
Process Fee (+)	435.40	257.13	692.53
			-
<b>Total</b>	<b>6,602.46</b>	<b>5,765.63</b>	<b>12,368.09</b>
			-
			-
<b>Net Payroll</b>	<b>\$ 69,548.96</b>	<b>\$ 78,031.24</b>	<b>147,580.20</b>

RUN DATE: 01/03/17  
 RUN TIME: 0931  
 RUN USER: COOKS

Castle Family Health Centers AP \*\*LIVE\*\*  
 CHECK REGISTER BY DATE

C  
 FROM 12/01/16 TO END

DATE	CHECK NUM	VENDOR NUM	VENDOR NAME	STATUS	STATUS DATE	AMOUNT	
						ISSUED/ CLEARED	VOIDED/ UNCLAIMED
12/07/16	036832	B0114	ALRENA JANACEK	ISSUED	12/07/16	377.42	
12/07/16	036833	B0060	GLENN ARNOLD	ISSUED	12/07/16	200.00	
			REMITTED TO: ARNOLD, GLENN				
12/07/16	036834	B0022	ATWATER PRO GLASS	ISSUED	12/07/16	315.25	
12/07/16	036835	B0072	BETA HEALTHCARE GROUP	ISSUED	12/07/16	2655.21	
12/07/16	036836	B0109	KORY BILLINGS	ISSUED	12/07/16	300.00	
12/07/16	036837	K0035	CITY OF PARLIER	ISSUED	12/07/16	179.22	
12/07/16	036838	B0116	DOROTHY BIZZINI	ISSUED	12/07/16	1320.97	
12/07/16	036839	B0120	ED ROSSI	ISSUED	12/07/16	188.71	
12/07/16	036840	B0112	GREGORY FLOYD	ISSUED	12/07/16	377.42	
12/07/16	036841	B0016	GUARDCO SECURITY SERVICES	ISSUED	12/07/16	1680.00	
12/07/16	036842	K0034	JOE S RODRIGUEZ	ISSUED	12/07/16	375.00	
12/07/16	036843	B0115	KAREN BIZZINI	ISSUED	12/07/16	377.42	
12/07/16	036844	B0059	LLOYD WEAVER	ISSUED	12/07/16	200.00	
12/07/16	036845	K0003	M-D VENTURES	ISSUED	12/07/16	18912.55	
12/07/16	036846	B0017	MERCED COUNTY - CASTLE AIRPORT	ISSUED	12/07/16	7453.06	
12/07/16	036847	B0133	MERCED/MODESTO COMMERCIAL SWEEPERS	ISSUED	12/07/16	240.00	
12/07/16	036848	B0064	PETERSON, ALFONSE	ISSUED	12/07/16	400.00	
12/07/16	036849	B0014	PG&E (4705482162-5)	ISSUED	12/07/16	3520.20	
12/07/16	036850	B0042	RALPH TEMPLE	ISSUED	12/07/16	1642.50	
12/07/16	036851	B0061	ROSALIE HEPPNER	ISSUED	12/07/16	200.00	
12/07/16	036852	B0003	SIMPLEXGRINNELL	ISSUED	12/07/16	2409.75	
12/07/16	036853	K0057	THE GAS COMPANY	ISSUED	12/07/16	15.78	
12/07/16	036854	B0044	TRIPP SECURITY SYSTEMS	ISSUED	12/07/16	20.00	
12/07/16	036855	B0113	UNITED METHODIST CHURCH OF ATWATER	ISSUED	12/07/16	188.71	
12/07/16	036856	B0200	UPS	ISSUED	12/07/16	32.50	
12/07/16	036857	B0013	WEST COAST GAS CO, INC.	ISSUED	12/07/16	3748.01	
12/07/16	036858	B0015	WINTON, WATER & SANITARY DISTRICT	ISSUED	12/07/16	72.80	
12/14/16	036859	B0107	BAKER MANOCK & JENSEN	ISSUED	12/14/16	161.60	
12/14/16	036860	B0189	BERLINER COHEN	ISSUED	12/14/16	5798.00	
12/14/16	036861	B0037	CARDMEMBER SERVICE (1793)	ISSUED	12/14/16	3986.92	
12/14/16	036862	B0132	CLARK PEST CONTROL	ISSUED	12/14/16	824.00	
12/14/16	036863	B0043	INSIGHT EMPLOYEE ASSISTANCE PRGRM	ISSUED	12/14/16	65.40	
12/14/16	036864	B0025	MERCED IRRIGATION DISTRICT	ISSUED	12/14/16	217.78	
12/14/16	036865	B0026	MERCED IRRIGATION DISTRICT	ISSUED	12/14/16	17108.71	
12/14/16	036866	B0218	JOHN P. NIEMOTKA	ISSUED	12/14/16	800.00	
			REMITTED TO: OCTANE ADVERTISING & DESIGN				
12/14/16	036867	B0091	OFFICE DEPOT	ISSUED	12/14/16	34.54	
12/14/16	036868	B0102	THE HARTFORD	ISSUED	12/14/16	277.90	
12/14/16	036869	B0150	TREMCO INCORPORATED	ISSUED	12/14/16	1842.81	
12/14/16	036870	B0039	VALERO MARKETING AND SUPPLY CO.	ISSUED	12/14/16	580.64	
12/21/16	036871	B0131	AAA NORTHERN CALIFORNIA, NEVADA	ISSUED	12/21/16	119.00	
12/21/16	036872	B0060	GLENN ARNOLD	ISSUED	12/21/16	100.00	
			REMITTED TO: ARNOLD, GLENN				
12/21/16	036873	B0109	KORY BILLINGS	ISSUED	12/21/16	300.00	
12/21/16	036874	B0054	CASTLE FAMILY HEALTH CENTERS, INC.	ISSUED	12/21/16	7000.00	
12/21/16	036875	B0027	CITY OF ATWATER (010448-000)	ISSUED	12/21/16	637.13	

RUN DATE: 01/03/17  
RUN TIME: 0931  
RUN USER: COOKS

Castle Family Health Centers AP \*\*LIVE\*\*  
CHECK REGISTER BY DATE

PAGE 2

C  
FROM 12/01/16 TO END

DATE	CHECK NUM	VENDOR NUM	VENDOR NAME	STATUS	STATUS DATE	AMOUNT	
						ISSUED/ CLEARED	VOIDED/ UNCLAIMED
12/21/16	036876	B0134	CITY OF ATWATER (020161-000)	ISSUED	12/21/16	617.30	
12/21/16	036877	B0153	GEIL ENTERPRISES INC.	ISSUED	12/21/16	2808.00	
12/21/16	036878	B0016	GUARDCO SECURITY SERVICES	ISSUED	12/21/16	1848.00	
12/21/16	036879	B0059	LLOYD WEAVER	ISSUED	12/21/16	200.00	
12/21/16	036880	B0091	OFFICE DEPOT	ISSUED	12/21/16	27.00	
12/21/16	036881	B0061	ROSALIE HEPPNER	ISSUED	12/21/16	200.00	
12/28/16	036882	B0064	PETERSON, ALFONSE	ISSUED	12/28/16	300.00	
12/28/16	036883	B0018	PG&E (0665563335-9)	ISSUED	12/28/16	135.11	
12/28/16	036884	B0019	PG&E (1832229927-4)	ISSUED	12/28/16	19.44	
12/28/16	036885	K0044	PG&E (8300477674-2)	ISSUED	12/28/16	163.49	
<b>TOTAL \$</b>						93575.25	

Bloss Memorial Healthcare District  
**Bloss Electronic Transfers**

**Bloss Auto Debits**

Bank Fees	178.38
<b>Total</b>	<u><u><b>178.38</b></u></u>

Electronic Payments to Castle on Payabl	112,958.28
<b>Total</b>	<u><u><b>112,958.28</b></u></u>

<b>Grand Total</b>	<u><u><b>113,136.66</b></u></u>
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ACH DENTAL PRO FEES 1099'S

Dec-16

DESCRIPTION	ACCOUNT		AMOUNT
PRO FEES :	SERVICE	PYMT METHOD	AMOUNT
SOLOMON, PERRY	Director Fees	Check	\$ 5,000.00
HCBINTEL-DAVID THOMPSON	Administrator	Check	\$ 15,000.00
ADMINISTRATOR			\$ 15,000.00
DIRECTOR FEES		6022	\$ 5,000.00
	TOTAL		<u>\$ 20,000.00</u>

RUN DATE: 01/03/17  
RUN TIME: 0929  
RUN USER: COOKS

Castle Family Health Centers AP \*\*LIVE\*\*  
ELECTRONIC PAYMENT NUMBER LIST

PAGE 1

C  
FROM D105631 TO D106341

PMT NUM	DATE	VENDOR NUM	VENDOR NAME	STATUS	STATUS DATE	AMOUNT	
						ISSUED	VOIDED
D105700	12/02/16	B0079	ALEJANDRO R. MARQUEZ, DDS INC.	DIRECTD	12/02/16	10290.00	
D105701	12/02/16	B0149	SUNG Y. CHO DDS, INC.	DIRECTD	12/02/16	20451.50	
D105702	12/02/16	B0152	SO YOUNG PARK, DDS INC.	DIRECTD	12/02/16	12843.25	
D105703	12/02/16	B0178	CHRISTOPHER CHIU, D.D.S., INC.	DIRECTD	12/02/16	9800.00	
D105704	12/02/16	B0213	WONIL EDWARD JUNG DDS, INC.	DIRECTD	12/02/16	12700.00	
D105705	12/02/16	B0215	JANICE JAI-YING HUANG, DDS, INC.	DIRECTD	12/02/16	6100.00	
D105706	12/02/16	B0219	KAREN ANN DROSDIK	DIRECTD	12/02/16	1135.40	
D105707	12/02/16	B0220	JOSEPH S. KIM, D.D.S. INC.	DIRECTD	12/02/16	14427.50	
D106074	12/19/16	B0079	ALEJANDRO R. MARQUEZ, DDS INC.	DIRECTD	12/19/16	15540.00	
D106075	12/19/16	B0149	SUNG Y. CHO DDS, INC.	DIRECTD	12/19/16	18182.50	
D106076	12/19/16	B0152	SO YOUNG PARK, DDS INC.	DIRECTD	12/19/16	15077.75	
D106077	12/19/16	B0178	CHRISTOPHER CHIU, D.D.S., INC.	DIRECTD	12/19/16	13900.00	
D106078	12/19/16	B0213	WONIL EDWARD JUNG DDS, INC.	DIRECTD	12/19/16	16000.00	
D106079	12/19/16	B0215	JANICE JAI-YING HUANG, DDS, INC.	DIRECTD	12/19/16	6200.00	
D106080	12/19/16	B0219	KAREN ANN DROSDIK	DIRECTD	12/19/16	10633.00	
D106081	12/19/16	B0220	JOSEPH S. KIM, D.D.S. INC.	DIRECTD	12/19/16	7739.25	
D106341	12/29/16	C0001	OMNI MEDICAL PROPERTIES	DIRECTD	12/29/16	34070.90	
TOTAL \$						225091.05	

**CASTLE FAMILY HEALTH CENTERS, INC REPORT**



Castle Family Health Centers Inc  
 Operations Summary Report  
 Six Months Ending December 31, 2016

Total encounters for the month are 9,743 compared to 9,701 last year, a 0.43% increase.

Department	Dec-16	Dec-15	VARIANCE	%	Y-T-D Dec-16	Y-T-D Dec-15	Y-T-D VARIANCE *	Y-T-D %
Castle Clinic	3,192	3,481	(289)	-8.30%	20,337	17,635	2,702	15.32%
Specialty Clinic	800	896	(96)	-10.71%	5,365	5,622	(257)	-4.57%
Bloss Clinic	1,158	1,103	55	4.99%	6,312	6,699	(387)	-5.78%
Winton Clinic	768	518	250	48.26%	4,389	3,406	983	28.86%
Urgent Care	352	367	(15)	-4.09%	3,060	2,624	436	16.62%
Lab	1,586	1,650	(64)	-3.88%	9,943	10,074	(131)	-1.30%
Radiology	539	480	59	12.29%	3,250	2,818	432	15.33%
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<b>TOTAL ENCOUNTERS</b>	<b>9,743</b>	<b>9,701</b>	<b>42</b>	<b>0.43%</b>	<b>61,888</b>	<b>56,925</b>	<b>4,963</b>	<b>8.72%</b>

December-16 Working Days 21 and 1 holiday  
 December-15 Working Days 22 and 1 holiday

**APPROVAL OF CCDSC / CDSC  
POLICIES & PROCEDURES**



Number: 3.3.04  
Original Date: 01-17-2017

**Policy:**

To establish procedures and controls for maintaining, requisitioning and disbursing petty cash.

**Procedure:**

Petty Cash funds shall be maintained by the surgery centers designated custodian.

These funds shall be used for legitimate, properly approved, purchases of services and supplies as needed for CCDSC business purposes only.

Under no circumstances may any portion of this fund be used for the following purposes:

- Personal loans, or other personal use of any person
- Cashing of checks
- Making change (except for emergency basis only, i.e., not routinely)
- Payment or reimbursement to any employee or other person unless prior approval from the surgery center Administrator. Reimbursement to employees must be made through the proper reimbursement request form (e.g.: mileage, meals) and submitted to Accounts Payable in the normal manner.

Petty cash may be used only when circumstances prevent procurement through normal means (requisition, purchase order, contracts, ect.). Acceptable circumstances include time constraints, limited product sources, ect. All disbursements of petty cash must be pre-approved via signed "Petty Cash Requests" form bearing signature of the requesting surgery center manager.

Custodian will disburse the petty cash funds, the following procedures must be followed:

1. Patient cash receipts must never be combined with petty cash to ensure separation of funds.
2. All expenditures must have original receipts. Copies of receipts are not allowed.
3. Receipts must have completed the Petty Cash Request form. Proper dates, approvals, amount provided, amount expended, and change if any returned.
4. All unused funds (change) and receipts documenting the transactions must be returned to the petty cash custodian immediately upon return to work.
5. In the event that the original cash provided is insufficient to cover the entire cost, a new Petty Cash Request form must be completed-including appropriate approvals, and resubmitted for the additional disbursement.

The designated petty cash custodian staff member shall be responsible for the security of the cash and the proper documentation of all un-disbursed cash are stored in a locked safe, drawer, file cabinet or other secure area at all time other than when in use for disbursing funds or receiving change. The net total of all disbursement documents (completed issues less "change in transit" plus the total of remaining cash), are equal to the total amount of the cash amount assigned to the fund.

The custodian of the petty cash fund shall make available all cash and related documents to the Administrator (or designee), or independent auditor immediately upon request.

The custodian must verify and document at least weekly, that all funds are accounted for. This documentation shall remain in the cash box – to be available for inspection during unannounced review until year-end- at which time it shall be forwarded to accounting for filing in the year-end audit file.

The custodian of the funds must notify the Administrator immediately upon discovery of any discrepancy noticed in the fund regardless of materiality.



Number: 3.3.03  
Date: 01-17-2017

**Policy:**

To establish procedures and controls for maintaining, requisitioning and disbursing petty cash.

**Procedure:**

Petty Cash funds shall be maintained by the surgery centers designated custodian.

These funds shall be used for legitimate, properly approved, purchases of services and supplies as needed for CCDSC business purposes only.

Under no circumstances may any portion of this fund be used for the following purposes:

- Personal loans, or other personal use of any person
- Cashing of checks
- Making change (except for emergency basis only, i.e., not routinely)
- Payment or reimbursement to any employee or other person unless prior approval from the surgery center Administrator. Reimbursement to employees must be made through the proper reimbursement request form (e.g.: mileage, meals) and submitted to Accounts Payable in the normal manner.

Petty cash may be used only when circumstances prevent procurement through normal means (requisition, purchase order, contracts, ect.). Acceptable circumstances include time constraints, limited product sources, ect. All disbursements of petty cash must be pre-approved via signed "Petty Cash Requests" form bearing signature of the requesting surgery center manager.

Custodian will disburse the petty cash funds, the following procedures must be followed:

1. Patient cash receipts must never be combined with petty cash to ensure separation of funds.
2. All expenditures must have original receipts. Copies of receipts are not allowed.
3. Receipts must have completed the Petty Cash Request form. Proper dates, approvals, amount provided, amount expended, and change if any returned.
4. All unused funds (change) and receipts documenting the transactions must be returned to the petty cash custodian immediately upon return to work.
5. In the event that the original cash provided is insufficient to cover the entire cost, a new Petty Cash Request form must be completed-including appropriate approvals, and resubmitted for the additional disbursement.

The designated petty cash custodian staff member shall be responsible for the security of the cash and the proper documentation of all un-disbursed cash are stored in a locked safe, drawer, file cabinet or other secure area at all time other than when in use for disbursing funds or receiving change. The net total of all disbursement documents (completed issues less "change in

transit" plus the total of remaining cash), are equal to the total amount of the cash amount assigned to the fund.

The custodian of the petty cash fund shall make available all cash and related documents to the Administrator (or designee), or independent auditor immediately upon request.

The custodian must verify and document at least weekly, that all funds are accounted for. This documentation shall remain in the cash box – to be available for inspection during unannounced review until year-end- at which time it shall be forwarded to accounting for filing in the year-end audit file.

The custodian of the funds must notify the Administrator immediately upon discovery of any discrepancy noticed in the fund regardless of materiality.

UNG GOODWIN TRUST DISCLOSURES



Wealth Management  
One West Fourth Street  
D4000-062  
Winston Salem, NC 27101

December 29, 2016

Bloss Memorial Healthcare District  
3605 Hospital Road, Suite F  
Atwater, CA 95301

RE: Ung D. Goodwin Trust

Dear Sir or Madam:

On behalf of the Ung D. Goodwin Trust, I am pleased to enclose a grant check in the amount of \$6,738.00 for the benefit of the Bloss Memorial Healthcare District.

This grant is to be used for flu shots, vision exams and other medical services for seniors who reside in Merced County, CA, as described in your request dated 11/8/2016, and is subject to your organization's agreement to the following terms:

- A. EXEMPT STATUS:** Because the Foundation is classified as a private foundation, we must ensure that each grantee organization is exempt from income tax under Internal Revenue Code Section 501(c)(3) and is classified as a public charity under Section 509(a)(1), (2) or (3). Based on the information available to us from the IRS Business Master File, your organization currently satisfies this condition. An authorized representative of your organization must **immediately** notify us of any change in your organization's tax-exempt status or organizational/operational changes that could lead to an alteration in its status.
- B. RESTRICTED PURPOSES:** These funds must be used entirely for the purposes described above and may not be applied toward any activity inconsistent with the charitable purposes described in Internal Revenue Code Sections 501(c)(3) and 170(c)(2)(B). Under no circumstances may any portion of the funds be used to carry on propaganda or otherwise attempt to influence legislation or the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive. We retain the right to monitor and conduct an evaluation of the use of these funds (by site visit or otherwise), discuss the grant with your personnel, and review financial records and other documentation relating to the activities financed by this grant.
- C. REPAYMENT OBLIGATION:** Any funds not expended or committed for the authorized purposes of the grant must be returned to the Foundation.
- D. NO PRIVATE INUREMENT:** This grant is a charitable contribution from the Foundation to be applied toward the purposes specified herein. No goods, services, or other private benefit may be provided by your organization (or accepted by any person) in exchange for this grant. The grant is made on behalf of the Foundation and not by or on behalf of any other entity or person. The grant is not being made in satisfaction of any pledge made by any person or entity other than the Foundation itself, if applicable.



Letter to Bloss Memorial Healthcare District  
December 29, 2016  
Page 2

- E. **PROGRESS REPORT:** Your organization is required to furnish a written progress report to the Foundation by July 1, 2017. Please mark this due date on your calendar. Enclosed is a progress report form. Please use this format when preparing your report or request a copy of the form by e-mail at [grantadministration@wellsfargo.com](mailto:grantadministration@wellsfargo.com).

Your organization's deposit, negotiation or endorsement of the enclosed check will constitute its agreement to the terms and conditions set forth above. However, for our files, please have the enclosed copy of this letter reviewed and signed where indicated by an authorized representative of your organization and then returned to me in the enclosed self-addressed stamped envelope. Please do not hesitate to contact me with any questions or concerns toll free at 1-888-234-1999.

Sincerely,

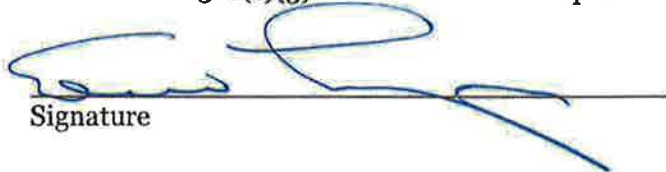


Deanna C. Williams  
Grant Administrator  
Philanthropic Services

Enclosures

**ACKNOWLEDGEMENT OF RECEIPT & CONSENT TO TERMS:**

On behalf of Bloss Memorial Healthcare District, I understand and agree to the foregoing terms and conditions of the above-referenced grant from the Ung D. Goodwin Trust, and hereby certify my authority to execute this agreement on behalf of said organization. I further certify that Bloss Memorial Healthcare District is exempt from income tax under Internal Revenue Code Section 501(c)(3) and is classified as a public charity under Section 509(a)(1), (2) or (3).

  
\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Name (please type or print)

\_\_\_\_\_  
Title

## Grantee Progress Report for Ung D. Goodwin Trust

- 1.) What was the planned use of the grant, as presented in your original proposal?
  
- 2.) Please provide a brief overview of the progress of the project. If it is not completed, what is the anticipated date of the completion?
  
- 3.) How many individuals and /or families have benefited from this investment? What have been the most significant results?
  
- 4.) For the year in which this grant was applied, attach a financial summary which includes the following:
  - a. Total funds received for the project and the source(s);
  
  - b. An itemized listing of the project's actual expenses as compared to planned expenses.
  
- 5.) Date and year you received funding.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Name (please type or print)

\_\_\_\_\_  
Title

**WELLS FARGO PAYMENT SCHEDULE**

CHRISTINE T. BLOSS TRUST UNDER WILL						
808875						
	Distribution History					
Beneficiary	FY 7/1/2016 to date	FY 7/1/2015 to 6/30/2016	FY 7/1/2014 to 6/30/2015	FY 7/1/2013 to 6/30/2014	FY 7/1/2012 to 6/30/2013	FY 7/1/2011 to 6/30/2012
Bloss Mem Health	\$ 417,213.22	\$ 344,797.58	\$ 604,559.77	\$ 526,459.67	\$ 528,906.84	\$ 756,802.11
Le Grand Union	\$ 22,238.27	\$ 17,888.43	\$ 31,944.56	\$ 28,744.64	\$ 28,878.27	\$ 41,322.46
Merced Union	\$ 352,681.70	\$ 306,721.49	\$ 511,094.80	\$ 477,130.45	\$ 447,137.82	\$ 639,817.37
Nonnewaug	\$ 41,721.33	\$ 34,480.83	\$ 60,455.97	\$ 52,645.92	\$ 52,890.70	\$ 75,682.21
Total Distributions	\$ 833,854.52	\$ 703,888.33	\$ 1,208,055.10	\$ 1,084,980.68	\$ 1,057,813.63	\$ 1,513,624.15
<b>RMD from 990PF</b>	<b>\$ 1,086,545.00</b>	<b>\$ 588,410.00</b>	<b>\$ 617,778.00</b>	<b>\$ 499,800.00</b>	<b>\$ 440,325.00</b>	<b>\$ 856,546.00</b>
To complete FYE 6/2017						
allocable expenses	\$ 13,753.00					
<b>amt left to distribute</b>	<b>\$ 250,000.00</b>					
Total FYE 6/2017 distributions	\$ 1,097,607.52					
	Share remaining					
Bloss Mem Health	\$ 125,000.00	50%				
Le Grand Union	\$ 6,825.00	2.73%				
Merced Union	\$ 105,675.00	42.27%				
Nonnewaug	\$ 12,500.00	5%				
	\$ 250,000.00	100.00%				

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Trust" and shall be held, administered and distributed as follows:

(a) The net income from said trust shall be distributed annually, one half to the BLOSS DISTRICT HOSPITAL, Atwater, California, and 9/20ths to the Board of Trustees of the MERCED UNION HIGH SCHOOL DISTRICT and the Board of Trustees of the LE GRAND UNION HIGH SCHOOL DISTRICT, or their successors, in such proportions as my Trustee, in its absolute discretion may determine, for the establishment of a scholarship or scholarships to be awarded deserving students for their future education in an accredited college or university in the State of California, provided, however, if 9/20 of the net income in any one year shall not exceed Two Thousand Dollars (\$2,000.00) the Trustee is authorized to pay out of the principal sufficient monies which, together with the net income, will equal Two Thousand Dollars (\$2,000.00), and the remaining 1/20 of the net income shall be distributed to the Board or Boards of Trustees of the high schools in Litchfield County, Connecticut, in such proportions as my Trustee, in its absolute discretion may determine, for the establishment of a scholarship to be awarded deserving students for their future education in an accredited college or university.

(b) In the event that said institutional beneficiaries cease to exist or discontinue their charitable operations, or no longer qualify as a charitable organization for tax deductions under the Internal Revenue Code, then the beneficiary shall no longer be entitled to payment of income hereunder and the income there- tofore payable to the beneficiaries shall instead be payable to such beneficiary, or beneficiaries, then qualifying as a charitable organization or organizations under the said Code as in the judgment of my said trustee shall best serve the purposes and beneficiaries of the said institutional beneficiaries no longer qualifying for payments hereunder.

(c) The term of this trust shall be perpetual.

(d) The Trustee is authorized to retain

SILVEIRA, GARRETT, GOUL & CURRY  
ATTORNEYS AT LAW  
880 WEST 21ST STREET  
P. O. BOX 2287  
MERCED, CALIFORNIA 95340  
AREA CODE 208  
TELEPHONE 722-3618

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