
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: March 23, 2017

Phone: (209) 724-4102

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Bloss Memorial Healthcare District will hold their Finance Committee meeting on Monday, March 27, 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 Monday, March 27, 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
 Monday, March 27, 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. Anyone wishing to address the Board on any issue, please stand and approach the microphone.

V. APPROVAL OF MINUTES

A. February 21, 2017 CCDSC Advisory Committee Meeting – **Informational**

B. February 21, 2017 CDSC Advisory Committee Meeting – **Informational**

C. February 23, 2017 Board of Directors Meeting * 1

D. March 9, 2017, Special Board of Directors Meeting * 1a

VI. FINANCIAL REPORT

A. February 23, 2017 Finance Committee Minutes * 2

B. Chief Financial Officer Report 3

C. February 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

C. Approval of BMHD Investment Guidelines Policy * 6

IX. NEW BUSINESS

A. Provider Credentialing / Privileging *

B. Approval of CCDSC / CDSC Policies & Procedures

C. Selection and Approval of RFP for CCDSC Firewall * 7

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.
Section 54957 Personnel Actions.

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, February 21, 2017
10:00 am**

CALL TO ORDER

Edward Lujano called the meeting to order at 10:01 a.m.

ROLL CALL

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

Others Present: David Thompson, CCDSC Administrator and Dawnita Castle,
Interim CFO

Absent: None

APPROVAL OF AGENDA

**A motion was made / seconded, (Kory Billings / Lloyd Weaver) to approve the
February 21, 2017 agenda as presented. Motion carried.**

APPROVAL OF MINUTES

A. January 24, 2017 Meeting Minutes, Exhibit 1

**A motion was made /seconded, (Lloyd Weaver / Alfonse Peterson) to approve the
January 24, 2017 meeting minutes as presented, Exhibit 1. Motion carried.**

FINANCIAL REPORT

A. January 2017 Financials, Exhibit 2

Dawnita Castle reported that for the month of January 2017, CCDSC treated 222 patients and recorded a net profit in the amount of \$50,946 before overhead and a net profit of \$45,628 after allocation of overhead.

The Accreditation invoice was received at over \$10,000 and additional accrual was done under Other Operating Expense in January.

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

ADMINISTRATOR REPORT

David Thompson reported that January was a good month for operations. They spent quite a bit of time on the survey prep, which was great since the State Surveyors came in last week and stayed for two days. The survey went very well and we will have very few corrections to make in terms of the operations and documentation. We should receive a final report this Friday.

Life Safety survey also went well. Rick Ramirez has phenomenal documentation on the maintenance. We are going to need to extend the firewall on the back wall (between materials management and CCDSC) as there is no firewall extending from the top of the ceiling point to the roof deck.

Staff did very well, and there were many comments on how well the staff performed in the OR. Administrative staff, including Kylene Powell, RN, DON, also did a great job.

Sabrina Cooksey's Human Resources files were also in order.

We met in Sacramento last week and there is a bill out that is trying to increase the rates for Denti-Cal for the top 15 procedures that are done. When they met with the Legislators office, they said that the CDA is not currently supporting this bill. An email was sent to the CDA and a very political response in regarding was received. A meeting with the CDA has been requested.

It was recommended that BMHD consult with an architect prior to building the required firewall.

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, March 21, 2017 at 10:00 am.

ADJOURNMENT

As there was no further business, the meeting adjourned into closed session at 10:15 am.

The meeting reconvened into public session at 10:20 am. No action taken.

Respectfully Submitted,

Fily Cale
Executive Assistant

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, February 21, 2017
11:00 a.m.**

PUBLIC COMMENTS

None.

CALL TO ORDER

Edward Lujano, Bloss CEO, called the meeting to order at 11:00 am.

ROLL CALL

Present: Edward Lujano, Bloss CEO; Fily Cale, Executive Assistant;
Rosalie Heppner, Committee Member Glenn Arnold, Board
Member

Others Present: Dawnita Castle, Interim CFO and David Thompson, CDSC
Administrator

Absent: Alfonse Peterson, Committee Member

APPROVAL OF AGENDA

A motion was made / seconded, (Rosalie Heppner / Glenn Arnold) to approve the February 21, 2017 agenda as presented. Motion carried.

APPROVAL OF MINUTES

A. January 24, 2017 Meeting Minutes, Exhibit 1

A typo was corrected.

A motion was made / seconded, (Rosalie Heppner / Glenn Arnold) to approve and accept the January 24, 2017 Meeting minutes with correction. Exhibit 1. Motion carried.

FINANCIAL REPORT

A. January 2017 Financials, Exhibit 2

Dawnita Castle reported that for January 2017, CDSC had treated 228 patients, which was a 41% increase from January 2017. They had a recorded net loss of \$4,731. Revenue only increased 34% from January 2017.

Some of the expenses were for RN payroll and corresponding anesthesia and revenue.

Dawnita Castle also stated that commencing in January 2017, the Income Statement will reflect the prior year and the current year comparisons.

A motion was made / seconded, (Glenn Arnold / Rosalie Heppner) to approve and accept the January 2017 Financial Report, Exhibit 2. Motion carried.

ADMINISTRATOR REPORT, EXHIBIT 3

David Thompson reported that in January 2017 staff spent extra time preparing for the survey, which is coming up in March 2017.

CDSC continues to have ongoing challenges with the homeless people. A homeless individual entered our facility and started a fight with one of the parents waiting for their child. The following day another one entered the facility waving a hanger. The police were called.

Another lock will be added to the front door and staff will be able to buzz patients in. It will stay locked at all times.

Legislation has a pending bill that requires an anesthesiologist and a dentist to be separate, which is what we do. This may push more cases into the surgery centers, because the offices would be unwilling to out and get another anesthesiologist. The oral surgeons are opposing this bill as they do their own anesthesia.

There is also a bill pending to increase the top 15 procedures to commercial rates, which we do all 15 in our centers. The CDA is not supporting this bill and a meeting will be scheduled to meet with them.

Glenn Arnold asked if this bill requiring anesthesiologist is just for children or adults also, such as for wisdom teeth. David Thompson replied that it is for children under the age of 7 years.

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, March 21, 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 11:20 am. No action taken.

Respectfully Submitted,

Rosalie Heppner
Committee Member

Edward Lujano
Chief Executive Officer

**BLOSS MEMORIAL HEALTHCARE DISTRICT (BMHD)
BOARD OF DIRECTORS MEETING
BOARD ROOM
Thursday, February 23, 2017
2:00 pm**

CALL TO ORDER

Rosalie Heppner, Board Chair, called the meeting to order at 2:00 pm.

ROLL CALL

Board Members Present: Kory Billings, Vice Chair; Al Peterson, Secretary / Treasurer;
Glenn Arnold, Board Member and Lloyd Weaver, Board Member
@ 2:14 pm

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 @
2:03 pm; and Peter Mojarras CFHC COO @ 2:05 pm

Absent: Rosalie Heppner, Chair

APPROVAL OF AGENDA

A motion was made/seconded, (Alfonse Peterson / Glenn Arnold) to approve the February 23, 2017 agenda as presented. Motion carried.

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

- A. January 24, 2017 CDSC Advisory Committee Meeting – Informational
- B. January 24, 2017 CCDSC Advisory Committee Meeting – Informational
- C. January 26, 2017 Board of Directors Meeting, Exhibit 1

A motion was made / seconded, (Glenn Arnold / Alfonse Peterson) to approve and accept the January 26, 2017 Board of Directors Meeting as presented, Exhibit 1. Motion carried.

- D. February 8, 2017 Annual CDSC Partnership Meeting, Exhibit 1a

A motion was made / seconded, (Glenn Arnold / Alfonse Peterson) to approve and accept the February 8, 2017 Annual CCDSC Partnership Meeting, as presented, Exhibit 1a. Motion carried.

FINANCIAL REPORT

A. January 26, 2017 Finance Committee Meeting Minutes, Exhibit 2

A motion was made / seconded, (Alfonse Peterson / Glenn Arnold) to accept the January 26, 2017 Finance Committee Meeting Minutes as presented. Exhibit 2. Motion carried.

B. Chief Financial Officer Report, Exhibit 3

Dawnita Castle reported that BMHD had a good month in January 2017. The Bloss Trust came in and we received two separate amount, one for \$47,000 and the other for \$258,000.

BMHD had a net gain before depreciation in the amount of \$349,066 compared to a net gain of \$39,060 of last year.

The operating cash balance for January 2017 was \$1,902,886 in cash and Days of Cash on Hand was at 56 days.

Ralph Temple, Legal Counsel, commented that the money from the Bloss Trust represents the disbursement from 2015-2016. There is an additional \$125,000 due for 2015-2016.

Kory Billings recommended that BMHD review the possibility of reinvestments and asked that this item be placed on the agenda for the March Board meeting.

Edward Lujano stated that the payment for the security cameras will come out of the \$125,000 once it is received.

C. January 2017 Payroll, Electronic Payments and Check Register, Exhibit 4

A motion was made / seconded, (Alfonse Peterson / Glenn Arnold) to accept the January 2017 Payroll in the amount \$126,555.98 and Accounts Payable in the amount of \$341,666.16 for a total Disbursement of \$468,222.14, Exhibit 4. Motion carried.

CHIEF EXECUTIVE OFFICER'S REPORT

Edward Lujano reported that the AAAHC Accreditation survey was held last week. David Thompson and the CCDSC staff did an excellent job. We are going to need to extend the firewall on the back wall (between materials management and CCDSC) as there is no firewall extending from the top of the ceiling point to the roof deck. David Thompson stated that there will be time constraints involved in this project and we will need to bring in an architect prior to building the required firewall.

With all of the rain we have had, there have been some leaks on the east side of the building. It appears that there were patches done over time and we are getting quotes to fix the leaks.

There is a bill out that is trying to increase the rates for Denti-Cal for the top 15 procedures that are done. The CDA is not currently supporting this bill. An email was sent to the CDA and they replied that it is because of the Affordable Care Act.

In January, CCDSC had scheduled 308 patients and completed 222 cases. Last January we saw 127 patients and as of yesterday we had 172 cases completed and we have three more days left. We received 276 referrals and Sonny Vasquez visited 100 offices within the area.

In January CDSC had scheduled 371 and completed 228 cases. Last January they completed 196 and as of yesterday they were at 184 and with three more days left it will be close. They received 420 referrals and Sonny Vasquez visited 135 offices and re-connected with the 7 Western Dentals in the area.

Ralph Temple, Legal Counsel, reported that the Board of Directors at its Partnership meeting for CDSC authorized Edward Lujano to speak directly with Mrs. Freeman. He visited her personally in Louisiana on Friday, February 17, 2017. This will be discussed in Closed Session.

OLD BUSINESS / REPORTS

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

Peter Mojarras provided an update on the Ung Goodwin Trust. The eye center saw 113 patients, 72 patients had assistance with their account balances, 31 flu shots, which was much lower than anticipated. Ralph Temple, Legal Counsel, recommended that CFHC get their request in to BMHD by September 2017.

CFHC saw 11,000 or 18% patients in January 2017 compared to January 2016 in which they saw 9,512 patients. CFHC also continues with ongoing provider recruitment. Some of the local hospitals and providers have been going as far as Puerto Rico to recruit.

The annual Day of Service will be held at the Bloss Clinic from 10am to 2pm on Saturday, April 1, 2017.

Behavioral Health will also be installing safety glass with a sliding window at the reception area along with a panic button.

Lloyd Weaver commented that he greatly appreciated Michelle Barnett, Optometry Coordinator, in getting him in quickly.

B. Bloss Board Member Report

Alfonse Peterson commented that the Investment Guideline policy had been reviewed and some of the language had also been updated for investment objectives.

The two reports from LPL Financial were received and we may want to put some money in there and instructions may be provided.

NEW BUSINESS

A. Provider Credentialing / Privileging

None.

B. Approval of CCDSC / CDSC Policies & Procedures

None.

C. Approval of BMHD Investment Guidelines Policy, Exhibit 6

Kory Billings presented the Investment Guidelines policy, which was reviewed, discussed and edited. It was recommended that corrections and edits be made and have this policy tabled to added to the March Board Meeting for final review and approval. No action taken.

AGENDA FOR CLOSED SESSION

David Thompson CCDSC / CDSC Administrator will attend Closed Session.

Attorney Eric Tetrault of Berliner Cohen, LLP, will also participate in Closed Session via Teleconference.

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.

NEXT MEETING DATE

The next Board of Directors Meeting will be held on Monday, March 27, 2017 at 2:00 p.m. in the Board Room.

The Finance Committee will also meet on Monday, March 27, 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 4:25 pm and adjourned. A phone conversation with Attorney Eric Tetrault occurred but no action was taken.

Respectfully Submitted,

Fily Cale
Executive Assistant

Alfonse Peterson
Board Secretary

**BLOSS MEMORIAL HEALTHCARE DISTRICT (BMHD)
SPECIAL BOARD OF DIRECTORS MEETING
Executive Conference Room
Thursday, March 9, 2017
1:31 pm**

CALL TO ORDER

Rosalie Heppner, Chair, called the meeting to order at 1:31 pm.

ROLL CALL

Board Members Present: Rosalie Heppner, 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; Ralph Temple, Legal Counsel and David Thompson, CCDSC / CDSC Administrator

Absent: Kory Billings, Vice Chair

APPROVAL OF AGENDA

A motion was made / seconded, (Glenn / Lloyd Weaver) to approve the March 9, 2017 Board Agenda as presented. Motion carried.

PUBLIC COMMENTS

None

AGENDA FOR CLOSED SESSION

Rosalie Heppner, Board Chair stated that there will be discussion held under Section 54954.5(h) Report Involving Trade Secrets – Regarding New Services. Estimate date of public disclosure will be in 2017.

Ralph Temple, Legal Counsel, reported that David Thompson CCDSC / CDSC Administrator will be in executive session along with Edward Lujano, CEO.

The meeting adjourned into Closed Session at 1:32 pm.

NEXT MEETING DATE

The next Board of Directors Meeting will be held Monday, March 27, 2017 at 2:00 p.m. in the Board Room.

ADJOURNMENT

The meeting adjourned into Open Session at 3:07 pm. No action taken.

Respectfully Submitted,

Fily Cale
Executive Assistant

Alfonse Peterson
Secretary

CHIEF FINANCIAL OFFICER REPORT

BMHD had a total net gain before depreciation of \$211,501 for the month compared to a net gain of \$7,894 last year. Expenses include \$21,210 of SKDSC costs.

The February 28, Operating Cash Balance was \$1,924,345 and Days Cash On Hand was 152 Days*. In January the DCH was 156 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	\$283,216	\$0	\$313,055	\$596,271
Operating Expenses	225,301	21,210	315,198	561,709
Net Income (Loss)	57,915	(21,210)	(2,143)	34,562
BMHCD % Share	100.00%	100.00%	65.00%	N/A
Bloss Share of Net Income (Loss)	\$57,915	(\$21,210)	(\$1,393)	\$35,312

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

	Feb-17	Feb-16	VARIANCE *	%	Y-T-D Feb-17	Y-T-D Feb-16	Y-T-D VARIANCE *	Y-T-D %
Net Patient Revenue	281,549	198,007	83,542	42.19%	1,971,979	1,782,516	189,463	10.63%
Other Operating Revenue	5,003	4,788	215	4.49%	17,286	32,845	(15,559)	-47.37%
Total Net Operating Revenue	286,552	202,795	83,757	41.30%	1,989,265	1,815,361	173,904	9.58%
Operating Expenses Excluding Depreciation	353,927	355,506	1,579	0.44%	2,874,744	2,885,289	10,545	0.37%
Net Operating Income (Loss) Before Depreciation	(67,375)	(152,711)	85,336	55.88%	(885,479)	(1,069,928)	184,449	17.24%
Net Non Operating-Gains/Losses								
Gain/Loss on Investments	4,343	506	3,837	N/A	15,718	(6,710)	22,428	-334.25%
CDSC Gain/Losses	(1,393)	13,179	14,572	110.57%	(89,490)	52,675	(142,165)	269.89%
All Other Non-Operating Gains/Losses	275,926	146,920	(129,006)	-87.81%	1,565,824	1,151,023	414,801	36.04%
Total Net Non-Operating Income: Losses/Gains	278,876	160,605	(118,271)	-73.64%	1,492,052	1,196,988	295,064	24.65%
Total Net Income (Loss) Before Depreciation	211,501	7,894	203,607	2579.26%	606,573	127,060	479,513	377.39%
Depreciation Expense	58,643	60,184	(1,541)	-2.56%	482,054	476,042	6,012	1.26%
Net Income (Loss) After Depreciation	152,858	(52,290)	205,148	-392.33%	124,519	(348,962)	473,501	-135.68%

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

Bloss Memorial HealthCare District
 Operations Summary Report
 Eight Months Ending February 28, 2017

Total CFHC Inc. encounters for the month are 10,726 compared to 10,065 last year, a 6.57% increase.
 CCDSC cases for the month are 44.00% more than last year.
 CDSC cases for the month are 21.28% less than last year.

Department	Feb-17	Feb-16	VARIANCE	%	Feb-17	Feb-16	VARIANCE *	%
Castle Clinic	3,709	3,712	(3)	-0.08%	27,824	24,873	2,951	11.86%
Specialty Clinic	743	841	(98)	-11.65%	6,982	7,276	(294)	-4.04%
Bloss Clinic	1,206	965	241	24.97%	8,748	8,587	161	1.87%
Winton Clinic	782	538	244	45.35%	6,007	4,528	1,479	32.66%
Urgent Care	439	479	(40)	-8.35%	3,982	3,519	463	13.16%
Lab	1,691	1,650	41	2.48%	13,495	13,269	226	1.70%
Radiology	572	594	(22)	-3.70%	4,402	3,912	490	12.53%
Behavioral Health	196	233	(37)	-15.88%	1,726	1,855	(129)	-6.95%
Adult Day Health Care	506	453	53	11.70%	4,077	3,773	304	8.06%
Optometry	513	284	229	80.63%	4,134	2,682	1,452	54.14%
Ophthalmology	369	316	53	16.77%	2,499	2,277	222	9.75%
TOTAL ENCOUNTERS	10,726	10,065	661	6.57%	83,876	76,551	7,325	9.57%

Bloss Memorial Health Care District

	Feb-17	Feb-16	VARIANCE	%	Feb-17	Feb-16	VARIANCE *	%
Central California Dental Surgery Center	216	150	66	44.00%	1,523	1,384	139	10.04%
Childrens Surgery Center	222	282	(60)	-21.28%	1,757	2,081	(324)	-15.57%
Total Surgery Center Visits	438	432	6	1.39%	3,280	3,465	(185)	-5.34%

February-17 Working Days 19 and 1 holiday
 February-16 Working Days 20 and 1 holiday

Bloss Memorial HealthCare District
 Operations Summary Report
 Eight Months Ending February 28, 2017

BMHD FULL TIME EQUIVALENTS SUMMARY :

(See FTE report included in Financial Reports for detail)

	Feb-17	Feb-16	VARIANCE	%	Y-T-D Feb-17	Y-T-D Feb-16	Y-T-D VARIANCE *	Y-T-D %
EMPLOYEE FTE'S	13.76	11.45	(2.31)	-20.17%	13.03	11.77	(1.26)	-10.71%
CONTRACT FTE'S	4.62	5.34	0.72	13.48%	5.14	5.53	0.39	7.05%
TOTAL FTE'S	18.38	16.79	(1.59)	-9.47%	18.17	17.30	(0.87)	-5.03%

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

Full Time Equivalent - Employees for the month are 20.17% more than the prior year with 2.31 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	2.33	1.23	Addtl RDA & Clerical
All other departments < 1 fte var	(0.01)	0.03	Various departments less than 1 fte variance.
	2.32	1.26	Brackets () indicate a decrease (favorable) variance

**BLOSS MEMORIAL HEALTHCARE DISTRICT, A Public Entity (BMHD)
FINANCE COMMITTEE MEETING
BOARD ROOM
Thursday, February 23, 2017
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, Interim Chief Financial Officer; Dorothy Bizzini, Castle Board Chair and Kory Billings, Board Vice Chair

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, (Edward Lujano / Glenn Arnold) to approve the February 23, 2017 agenda as presented. Motion carried.

PUBLIC COMMENTS

None.

APPROVAL OF FINANCE COMMITTEE MINUTES

A. February 23, 2017 Finance Committee Minutes, Exhibit 1

A motion was made / seconded, (Glenn Arnold / Edward Lujano) to approve and accept the February 23, 2017 Finance Committee Minutes as presented, Exhibit 1. Motion carried.

REVIEW OF DISTRICT FINANCIAL STATEMENTS, EXHIBIT 2

Dawnita Castle reported that January was good month. There were two trust payments received in the amount of \$37,000 and the other in the amount of \$258,000 for a total \$306,212. BMHD had a net gain before depreciation in the amount of \$349,066 compared to a net gain of \$39,060 this time last year.

Edward Lujano stated that we are still waiting for an additional payment to make us whole for 2016.

CCDSC FINANCIAL REPORT, EXHIBIT 3

Dawnita Castle reported that CCDSC had treated 222 patients for January 2017 and recorded a net profit in the amount of \$50,946 before overhead and a net profit of \$45,628 after allocation of overhead. This brings CCDSC's YTD income profit of \$191,000.

SKDSC FINANCIAL REPORT, EXHIBIT 4

Dawnita Castel reported that SKDSC total expenses for January 2017 were \$21,191.

CDSC FINANCIAL REPORT, EXHIBIT 5

Dawnita Castle reported that for the month of January 2017, CDSC treated 228 patients and recorded a net loss in the amount of \$4,731 compared to a loss of \$7,476 last year. There is a \$5,000 increase in Registered Nursing as they are getting ready for the AAAHC Accreditation.

Edward Lujano stated that CDSC only had 12 Nusmiles compared to 40 plus at CCDSC.

DENTAL CENTERS' COMPARISON, EXHIBIT 6

The Dental Center's Comparison report was reviewed and discussed.

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. January 2017 Payroll, Electronic Payments & Check Register, Exhibit 7

A motion was made/seconded, (Glenn Arnold / Edward Lujano) to approve and accept the January 2017 Total Payroll in the amount \$126,555.98 and Total Accounts Payable in the amount of \$341,666.16 for a total Grand Total Disbursement of \$468,222.14, 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 Monday, March 27, 2017 at 1:30 pm.

As there was no further business, the meeting adjourned at 1:43 p.m.

Respectfully Submitted,

Fily Cale
Executive Assistant

Alfonse Peterson
Committee Chair

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

Bloss Memorial Healthcare District
 Payroll, Accounts Payable and Funds Disbursements - Summary
 Month of February-17

Payroll			<u>\$144,253.10</u>
Total Payroll			<u>\$144,253.10</u>
Accounts Payable:			
A/P Checks	Bloss	<u>\$108,844.71</u>	<u>\$108,844.71</u>
Auto Debits		\$179.56	
Electronic Payments to Castle on Payable		<u>\$38,473.59</u>	
Total Auto Debits and Electronic Transfers		<u>\$38,653.15</u>	<u>\$38,653.15</u>
Profeses paid through Payroll system			
Total ACH Pro Fees 1099'S		<u>\$0.00</u>	<u>\$0.00</u>
Electronic Payments - ACH		<u>\$267,515.70</u>	<u>\$267,515.70</u>
Total Accounts Payable			<u>\$415,013.56</u>
Grand Total Disbursements			<u>\$559,266.66</u>

BLOSS	Payroll Disbursements for		February-17
	Payroll dated		
Earnings	02/05/17	02/20/17	Total
Regular			-
Overtime			-
Vacation			-
Sick			-
Holiday			-
Salary	4,125.00	4,125.00	8,250.00
Double Time			-
Call In			-
On Call			-
Other	625.00		625.00
			-
CCDSC Surgery Center	30,130.39	26,988.53	57,118.92
CDSC Surgery Center	34,011.56	34,200.81	68,212.37
			-
Total	68,891.95	65,314.34	134,206.29
			-
Deductions			-
FICA (+)	5,225.54	4,964.43	10,189.97
Insurance (-)	(1,129.94)	(1,111.89)	(2,241.83)
Emp Deduction(-)/Reimb(+)	2,802.55	724.24	3,526.79
Christmas Fund (-)	(945.00)	(945.00)	(1,890.00)
Process Fee (+)	289.69	172.19	461.88
			-
Total	6,242.84	3,803.97	10,046.81
			-
			-
Net Payroll	\$ 75,134.79	\$ 69,118.31	144,253.10

RUN DATE: 03/01/17
 RUN TIME: 1059
 RUN USER: COOKS

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

C
 FROM 02/01/17 TO 02/28/17

DATE	CHECK NUM	VENDOR NUM	VENDOR NAME	STATUS	STATUS DATE	AMOUNT	
						ISSUED/ CLEARED	VOIDED/ UNCLAIMED
02/03/17	036953	B0223	BEVERLY YI ZHANG HONG	ISSUED	02/03/17	1758.80	
02/03/17	036954	B0222	FUTURE HEALTH SERVICES, LLC	ISSUED	02/03/17	7500.00	
			COMMENT: REPLACES PMT NO: D107070				
02/09/17	036955	B0114	ALRENA JANACEK	ISSUED	02/09/17	377.42	
02/09/17	036956	B0084	AMERICHEK	ISSUED	02/09/17	293.00	
02/09/17	036957	B0199	ANTHEM BLUE CROSS	ISSUED	02/09/17	1676.41	
			REMITTED TO: ANTHEM BLUE CROSS LIFE AND HEALTH				
02/09/17	036958	B0189	BERLINER COHEN	ISSUED	02/09/17	1321.36	
02/09/17	036959	B0072	BETA HEALTHCARE GROUP	ISSUED	02/09/17	2655.21	
02/09/17	036960	K0035	CITY OF PARLIER	ISSUED	02/09/17	159.24	
02/09/17	036961	B0116	DOROTHY BIZZINI	ISSUED	02/09/17	1320.97	
02/09/17	036962	B0120	ED ROSSI	ISSUED	02/09/17	188.71	
02/09/17	036963	B0058	ENERGY SYSTEMS	ISSUED	02/09/17	3394.56	
02/09/17	036964	B0153	GEIL ENTERPRISES INC.	ISSUED	02/09/17	2948.40	
02/09/17	036965	B0112	GREGORY FLOYD	ISSUED	02/09/17	377.42	
02/09/17	036966	B0016	GUARDCO SECURITY SERVICES	ISSUED	02/09/17	3375.00	
02/09/17	036967	K0034	JOE S RODRIGUEZ	ISSUED	02/09/17	375.00	
02/09/17	036968	B0115	KAREN BIZZINI	ISSUED	02/09/17	377.42	
02/09/17	036969	K0003	M-D VENTURES	ISSUED	02/09/17	18912.55	
02/09/17	036970	B0017	MERCED COUNTY - CASTLE AIRPORT	ISSUED	02/09/17	5937.32	
02/09/17	036971	B0133	MERCED/MODESTO COMMERCIAL SWEEPERS	ISSUED	02/09/17	240.00	
02/09/17	036972	B0014	PG&E (4705482162-5)	ISSUED	02/09/17	5899.92	
02/09/17	036973	B0042	RALPH TEMPLE	ISSUED	02/09/17	2610.00	
02/09/17	036974	B0044	TRIPP SECURITY SYSTEMS	ISSUED	02/09/17	20.00	
02/09/17	036975	B0113	UNITED METHODIST CHURCH OF ATWATER	ISSUED	02/09/17	188.71	
02/09/17	036976	B0013	WEST COAST GAS CO, INC.	ISSUED	02/09/17	8811.29	
02/17/17	036977	B0107	BAKER MANOCK & JENSEN	ISSUED	02/21/17	347.44	
02/17/17	036978	B0223	BEVERLY YI ZHANG HONG	ISSUED	02/21/17	2113.40	
02/17/17	036979	B0132	CLARK PEST CONTROL	ISSUED	02/21/17	480.00	
02/17/17	036980	B0043	INSIGHT EMPLOYEE ASSISTANCE PRGRM	ISSUED	02/21/17	65.40	
02/17/17	036981	B0218	JOHN P. NIEMOTKA	ISSUED	02/21/17	400.00	
			REMITTED TO: OCTANE ADVERTISING & DESIGN				
02/17/17	036982	B0039	VALERO MARKETING AND SUPPLY CO.	ISSUED	02/21/17	301.56	
02/22/17	036983	B0005	A-1-A/PRESTON'S LOCK SHOP	ISSUED	02/22/17	353.31	
			REMITTED TO: A-1-A PRESTON'S LOCK SHOP				
02/22/17	036984	B0199	ANTHEM BLUE CROSS	ISSUED	02/22/17	3352.82	
02/22/17	036985	B0052	BLUE SHIELD OF CALIFORNIA	ISSUED	02/22/17	288.79	
02/22/17	036986	B0037	CARDMEMBER SERVICE-4798510044371793	ISSUED	02/22/17	2270.52	
02/22/17	036987	B0027	CITY OF ATWATER (010448-000)	ISSUED	02/22/17	584.23	
02/22/17	036988	B0134	CITY OF ATWATER (020161-000)	ISSUED	02/22/17	617.30	
02/22/17	036989	B0099	EMPLOYMENT DEVELOPMENT DEPT	ISSUED	02/22/17	745.00	
02/22/17	036990	B0032	GRAINGER INDUSTRIAL SUPPLY	ISSUED	02/22/17	415.30	
02/22/17	036991	B0016	GUARDCO SECURITY SERVICES	ISSUED	02/22/17	2970.00	
02/22/17	036992	B0030	HD SUPPLY FACILITIES MAINTENANCE	ISSUED	02/22/17	71.12	
02/22/17	036993	B0177	MERCED COUNTY REGISTRAR OF VOTERS	ISSUED	02/22/17	900.00	
02/22/17	036994	B0025	MERCED IRRIGATION DISTRICT	ISSUED	02/22/17	312.47	
02/22/17	036995	B0026	MERCED IRRIGATION DISTRICT	ISSUED	02/22/17	16101.14	

RUN DATE: 03/01/17
 RUN TIME: 1059
 RUN USER: COOKS

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

C
 FROM 02/01/17 TO 02/28/17

DATE	CHECK NUM	VENDOR NUM	VENDOR NAME	STATUS	STATUS DATE	AMOUNT	
						ISSUED/ CLEARED	VOIDED/ UNCLAIMED
02/22/17	036996	B0182	TESEI PETROLEUM, INC.	VOIDED	02/22/17		644.52
			COMMENT: DUPLICATE INVOICE ENTRY. MC.				
02/28/17	036997	B0060	GLENN ARNOLD	ISSUED	02/28/17	400.00	
			REMITTED TO: ARNOLD, GLENN				
02/28/17	036998	B0109	KORY BILLINGS	ISSUED	02/28/17	300.00	
02/28/17	036999	B0032	GRAINGER INDUSTRIAL SUPPLY	ISSUED	02/28/17	40.16	
02/28/17	037000	B0038	KINGS VIEW WEC	ISSUED	02/28/17	2522.50	
02/28/17	037001	B0059	LLOYD WEAVER	ISSUED	02/28/17	300.00	
02/28/17	037002	B0142	MURPHY AUSTIN ADAM SCHOENFELD LLP	ISSUED	02/28/17	42.00	
			REMITTED TO: MURPHY AUSTIN ADAMS SCHOENFELD LLP				
02/28/17	037003	B0212	JAVIER MENDOZA	ISSUED	02/28/17	105.00	
			REMITTED TO: NATURAL GARDENS				
02/28/17	037004	B0064	PETERSON, ALFONSE	ISSUED	02/28/17	300.00	
02/28/17	037005	B0018	PG&E (0665563335-9)	ISSUED	02/28/17	174.30	
02/28/17	037006	B0021	PG&E (1384254881-3)	ISSUED	02/28/17	261.20	
02/28/17	037007	B0019	PG&E (1832229927-4)	ISSUED	02/28/17	16.15	
02/28/17	037008	B0020	PG&E (1873896591-4)	ISSUED	02/28/17	280.57	
02/28/17	037009	K0044	PG&E (8300477674-2)	ISSUED	02/28/17	172.06	
02/28/17	037010	B0061	ROSALIE HEPPNER	ISSUED	02/28/17	200.00	
02/28/17	037011	B0182	TESEI PETROLEUM, INC.	ISSUED	02/28/17	322.26	
TOTAL \$						108844.71	644.52

Bloss Memorial Healthcare District
February-17

Bloss Electronic Transfers

Bloss Auto Debits

Bank Fees	179.56
Total	<u>179.56</u>

Electronic Payments to Castle on Payabl	<u>38,473.59</u>
Total	<u>38,473.59</u>

Grand Total	<u>38,653.15</u>
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RUN DATE: 03/01/17
 RUN TIME: 1056
 RUN USER: COOKS

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

C
 FROM D106961 TO D107511

PMT NUM	DATE	VENDOR NUM	VENDOR NAME	STATUS	STATUS DATE	AMOUNT		
						ISSUED	VOIDED	
D107061	02/03/17	B0079	ALEJANDRO R. MARQUEZ, DDS INC.	DIRECTD	02/03/17	14320.00		
D107062	02/03/17	B0149	SUNG Y. CHO DDS, INC.	DIRECTD	02/03/17	20059.75		
D107063	02/03/17	B0152	SO YOUNG PARK, DDS INC.	DIRECTD	02/03/17	16502.25		
D107064	02/03/17	B0178	CHRISTOPHER CHIU, D.D.S., INC.	DIRECTD	02/03/17	12219.80		
D107065	02/03/17	B0213	WONIL EDWARD JUNG DDS, INC.	DIRECTD	02/03/17	15500.00		
D107066	02/03/17	B0215	JANICE JAI-YING HUANG, DDS, INC.	DIRECTD	02/03/17	8300.00		
D107067	02/03/17	B0219	KAREN ANN DROSDIK	DIRECTD	02/03/17	5444.60		
D107068	02/03/17	B0220	JOSEPH S. KIM, D.D.S. INC.	DIRECTD	02/03/17	11241.75		
D107069	02/03/17	B0221	CHRISTINA BAEK, DDS, PC	DIRECTD	02/03/17	12000.00		
D107070	02/03/17	B0222	FUTURE HEALTH SERVICES, LLC	VOIDED	02/03/17		7500.00	
			COMMENT: REPLACED BY CHECK NO: 036954					
D107072	02/03/17	B0224	PERRY SOLOMON	DIRECTD	02/03/17	5000.00		
D107262	02/17/17	B0079	ALEJANDRO R. MARQUEZ, DDS INC.	DIRECTD	02/17/17	11320.00		
D107265	02/17/17	B0149	SUNG Y. CHO DDS, INC.	DIRECTD	02/17/17	17946.75		
D107266	02/17/17	B0152	SO YOUNG PARK, DDS INC.	DIRECTD	02/17/17	11690.75		
D107267	02/17/17	B0178	CHRISTOPHER CHIU, D.D.S., INC.	DIRECTD	02/17/17	12379.20		
D107268	02/17/17	B0213	WONIL EDWARD JUNG DDS, INC.	DIRECTD	02/17/17	17300.00		
D107269	02/17/17	B0215	JANICE JAI-YING HUANG, DDS, INC.	DIRECTD	02/17/17	8000.00		
D107271	02/17/17	B0219	KAREN ANN DROSDIK	DIRECTD	02/17/17	4646.20		
D107272	02/17/17	B0220	JOSEPH S. KIM, D.D.S. INC.	DIRECTD	02/17/17	10673.75		
D107273	02/17/17	B0221	CHRISTINA BAEK, DDS, PC	DIRECTD	02/17/17	11400.00		
D107274	02/17/17	B0222	FUTURE HEALTH SERVICES, LLC	DIRECTD	02/17/17	7500.00		
D107511	02/28/17	C0001	OMNI MEDICAL PROPERTIES	DIRECTD	02/28/17	34070.90		
TOTAL \$						267515.70	7500.00	

CASTLE FAMILY HEALTH CENTERS, INC REPORT

Castle Family Health Centers Inc
 Operations Summary Report
 Eight Months Ending February 28, 2017

Total encounters for the month are 10,726 compared to 10,065 last year, a 6.57% increase.

Department	Feb-17	Feb-16	VARIANCE	%	Y-T-D Feb-17	Y-T-D Feb-16	Y-T-D VARIANCE *	Y-T-D %
Castle Clinic	3,709	3,712	(3)	-0.08%	27,824	24,873	2,951	11.86%
Specialty Clinic	743	841	(98)	-11.65%	6,982	7,276	(294)	-4.04%
Bloss Clinic	1,206	965	241	24.97%	8,748	8,587	161	1.87%
Winton Clinic	782	538	244	45.35%	6,007	4,528	1,479	32.66%
Urgent Care	439	479	(40)	-8.35%	3,982	3,519	463	13.16%
Lab	1,691	1,650	41	2.48%	13,495	13,269	226	1.70%
Radiology	572	594	(22)	-3.70%	4,402	3,912	490	12.53%
Behavioral Health	196	233	(37)	-15.88%	1,726	1,855	(129)	-6.95%
Adult Day Health Care	506	453	53	11.70%	4,077	3,773	304	8.06%
Optometry	513	284	229	80.63%	4,134	2,682	1,452	54.14%
Ophthalmology	369	316	53	16.77%	2,499	2,277	222	9.75%
TOTAL ENCOUNTERS	10,726	10,065	661	6.57%	83,876	76,551	7,325	9.57%

February-17 Working Days 19 and 1 holiday
 February-16 Working Days 20 and 1 holiday

**APPROVAL OF BMHD
INVESTMENT GUIDELINES POLICY**

Bloss Memorial Healthcare District, a Public Entity

Policy No.: 200 Subject: <u>Investment Guidelines (Exclusive of Bloss Trust and Goodwin Trust)</u>	Effective Date: June 30, 2005 Reviewed Date: 2/17 Revised Date: 2/17 Approved Date: 23, 2017
Manual: <u>Finance</u>	Page: <u>1 of 4</u>
Department Approval: Date: February 23, 2017	Administrative Approval: Date: February 23, 2017
Medical Approval: N/A Date:	Committee / Board Approval: Date: February 23, 2017

POLICY

To establish investment guidelines related to asset allocation and risk associated with the District's investments.

PROCEDURE

The District has identified the following primary investment objectives:

- ~~Preservation of Capital appreciation is considered a primary objective.~~
- ~~Equally as important is appreciation of Capital preservation as it is necessary to help offset the effects of inflation and build capital for future uses over the long term.~~
- Income

The above objectives dictate that the District's unrestricted investments must be invested to achieve a long-term nominal total return of two to three percent over the Consumer Price Index (CPI).

Asset Allocation

The asset allocation that is dictated by these return objectives would approximate fifty percent fixed income and fifty percent equities, assuming that averages over time are similar to the historical returns achieved by these asset classes as in the past (three to six percent average annual return for fixed income and six to ten percent for common

Subject: <u>Investment Guidelines</u>	Effective Date: June 30, 2005
Manual: <u>Finance</u>	Page <u>2</u> of <u>4</u>

stocks). Restricted investment portfolios shall be invested consistent with their particular or unique investment objectives, return requirements, and risk parameters.

Responsibilities of the District’s Investment Committee

The Investment Committee will have the responsibility for the operation and revisions to the Investment Policy that governs the District’s investment portfolios and submitting any and all recommendations to the Board of Directors. The Investment Committee will appoint an “Investment Manager(s)” and will communicate the investment objectives of the District portfolios to the Investment Manager(s). The Investment Manager(s) will be responsible for:

- 1) Investing the District’s portfolios in a manner consistent with the investment objectives of the District’s Investment Policy Statement and Risk-Control Guidelines.
- 2) Periodically reporting to the Investment Committee that the District’s portfolios are in compliance with the Investment Policy Statement Objectives and Risk-Control Guidelines.
- 3) Periodically reporting investment results of the District’s portfolios against appropriate indices.
- 4) Periodically providing the Investment Committee with anticipated investment Plans and strategies within the context of the adopted Investment Policy Statement and indicating reasons for significant deviations from the normal or equilibrium asset allocation targets contained in the policy if such deviations exist.

Investment Risk Control Guidelines

1. Allowable Securities – Fixed Income

- A) Taxable Money Market Instruments including Financial Institution Certificates of deposit with ratings as follows by two of the three rating services: A-1/SP-1 or better by Standard & Poor’s, P1-MIG1 or better by Moody’s F-1 or better by Fitch.
- B) Money market mutual funds redeemable daily upon demand at PAR.

Subject: <u>Investment Guidelines</u>	Effective Date: June 30, 2005
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C) U.S. Government Securities, including:

- i. Treasury Bills, Notes, or Bonds
- ii. Direct or Guaranteed Obligations of the U.S. Government.

D) Corporate Debt Securities, including:

- i. Bonds, Debentures, or Medium-Term Notes with ratings that must be at least BBB or equivalent by two of the four following rating agencies: Standard & Poor's or equivalent, Moody's, Fitch, or Duff & Phelps.

E) International Debt Securities, including:

- i. Bonds, Debentures, or Medium-Term Notes with ratings that must be at least BBB or equivalent by two of the four following rating agencies: Standard & Poor's or equivalent, Moody's, Fitch, or Duff & Phelps. U.S. dollar Denominated Securities only unless they are part of a managed portfolio such as a Mutual Fund.

F) Mortgage-Backed securities, including:

- i. GNMA, FNMA, and FHLMC Agency product and adjustable rate mortgage product, and agency-backed Collateralized Mortgage Obligations (CMO's). These securities must be A rated or better by two of the four following rating agencies: Standard & Poor's, Moody's, Fitch, or Duff & Phelps.

G) Auction Rate Preferred securities rated AA or better Standard & Poor's and/or Moody's.

H) Convertible Debt or convertible Equity Securities including Convertible Debentures and Convertible Preferred Stock. These securities must be rated at least BBB or better by two of the four following rating agencies: Standard & Poor's, Moody's, Fitch, or Duff & Phelps.

Ratings on at least seventy percent of the total fixed income portfolio (measured by market value) must carry a rating of BBB or better or by a measured by a Third party Asset Allocation I.e. Morningstar or Thomson Reuters.

Subject: <u>Investment Guidelines</u>	Effective Date: June 30, 2005
Manual: <u>Finance</u>	Page <u>4</u> of 4

2. Risk Control Parameter “Fixed Income”

<u>Risk Control Parameter</u>	<u>Low or Minimum</u>	<u>Normal Target or Equilibrium</u>	<u>Higher or Maximum</u>
Maturity-Individual Security	2.0 Years	-----	30.0 Years
Portfolio Modified Duration	30.0 Years	5.0-8.0 Years	30.0 Years
Credit Quality-Individual Security	BB	A-AA	-----
Percent Portfolio Market Value- BBB Rating	0%	15%	30%
Average Portfolio Credit Quality	BBB	A+/AA-	AAA

3. Risk Control Parameter “Equities”

The equity portion of the portfolio shall be invested in common stocks or stock funds and Exchange Traded Funds ~~Electronic Traded Funds~~ (ETF's) across the full spectrum of capitalization so as to provide prudent diversification. The portfolio shall not be invested in the securities of foreign issuers in excess of twenty-five percent of the equity portion of the portfolio at market and no more than twenty-five percent of the equity market portfolio may be in any one industry segment. The investment manager(s) shall maintain adequate diversification such that no single common stock or issuer will exceed fifteen percent of the portfolio's equity market value.

4. Risk Control Parameter “Asset Allocation”

Within the context of the target: Fifty percent fixed income and fifty percent equity asset allocation mandated by the long-term total return objectives for the unrestricted District portfolios, the investment manager(s) shall have the discretion to vary the actual asset allocation of such portfolios adjusted ~~to 25 or 30 percent~~ by up to 30% (65%-35% overall).

SELECTION AND APPROVAL
OF RFP FOR CCDSC FIREWALL

Commercial Construction Co	\$52,780.00
Bret Briggs Construction	\$59,300.00



Commercial Construction Co.

1425 Motel Dr.
Merced, CA. 95341
Ph 209-384-3943
Fax 209-384-8002

License # 443282

Budget Proposal

Proposal Date: 03/23/17
Page # 1

To: Bloss Memorial Healthcare Dist.
3605 Hospital Rd. Ste. F
Atwater CA 95301

Project: Central Calif. Dental Surg. Center
3605 Hospital Rd
Atwater CA 95301

ATT: David Thompson

Item/Cost Code	Description	Amount
773 Central Calif. Dental Surg. Ce		
1 Base Budget		
	Budget Costs to complete one hour fire separation for Dental Surgery area per walk through on 3-16-17 with David Thompson. Work consists of extending approx. 170 LF of existing walls from ceiling to roof deck above and creating fire door separation in one corridor. All work estimated at standard wage scale (non-prevailing wage rate). All work estimated to be completed during normal work hours (no premium time or over time rate included).	
	One Hour Fire Separation	52,780.00
	Includes: Frame and finish one hour separation wall across corridor; Install one Double egress rated door in hallway separation wall; Paint to match existing; Remove and re-install suspended ceiling for access for wall extension; Metal stud framing, sheet rock fire taped to extend walls to roof deck; Fire caulk and seal wire and conduit penetrations of new extended walls; Install 4 smoke fire dampers in existing ductwork penetrating new wall extensions; Excludes: Plans and specs; Permits and fees; Hazardous material testing or removal; Payment & Performance Bonds; Builders Risk Insurance;	
	Phase Total:	52,780.00

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practice. Any alterations or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above this proposal. Owner to carry Course of Construction Insurance. Our workers are fully covered by Workers Compensation Insurance.

Authorized Signature

William George

Note: This proposal may be withdrawn by us if not accepted within 20 days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified.

ACCEPTED: _____
Signature

Date: _____

Bret Briggs Construction

3144 N. G Street
 Suite 125 PMB 225
 Merced, CA 95340

Proposal

Date	Proposal #
3/10/2017	21502

Name / Address
Mr. David Thompson Bloss Memorial Healthcare District 3605 Hospital Rd. Atwater, CA 95301

Description	Total
Supply and install 2x4 metal framing above existing 2x4x10 walls (198LF). New pony walls to roof deck height. Frame in for new 7070 door opening. Supply and install 5/8" type X 1 hour rated drywall on new pony walls. Supply and install firetape new drywall. Supply and install firecaulk drywall to roof deck, and needed penetrations. Supply and install pair of 7036 paint grade 1 hr. opposing firedoors with all hardware, including panic hardware, magnetic hold opens. Paint fire door opening, frames and doors to match existing. Connect magnetic hold opens to existing fire alarm system. Clean jobsite daily. Keep 4ft walkway clear at all times.	59,300.00
Total	\$59,300.00

The above prices, specifications and conditions are satisfactory and are hereby accepted. Bret Briggs Construction is authorized to do the work as specified and payment will be made as outlined above.

Contractors are required by law to be licensed and regulated by the Contractor's State License Board. Any questions concerning a contractor may be referred to the registrar of the board whose address is:

Contractor's State License Board
 3132 Bradshaw, Sacramento, CA 95814

***Note: This proposal may be withdrawn by Bret Briggs Construction if not accepted within 30 days.*

Client's Signature _____

Phone #
(209) 383-6939

**CONSTRUCTION CONTRACT
BRET BRIGGS CONSTRUCTION**

1710 MILES COURT
MERCED, CALIFORNIA 95340
CSLB License # 821795

PROPOSAL SUBMITTED TO FOLLOWING, DESIGNATED AS "OWNER"		PHONE	DATE
David Thompson Bloss Memorial Healthcare District		559-593-5291	3/10/17
STREET	CITY	STATE	ZIP CODE
3605 Hospital Rd.	Atwater	CA	95301

You are entitled to a completely filled in copy of this agreement, signed by both you and the contractor, before any work may be started.

CONTRACT PRICE: In consideration for materials, labor, and services, owner agrees to pay contractor the sum of \$59,300.00 according to the progress payment schedule below.

DOWNPAYMENT: A deposit of \$1,000.00 will be paid before work is commenced. **THE DOWNPAYMENT MAY NOT EXCEED \$1,000.00 OR 10 PERCENT OF THE CONTRACT PRICE, WHICHEVER IS LESS.**

SCHEDULE OF PROGRESS PAYMENTS: Progress payments will be according to the following schedule:

1. Phase 1: Everything except doors and alarm tie in 75% - \$43,725.00
2. Phase 2: Doors/Alarms 25% - \$14,575.00

All payments will be made within three (3) days after billing. If any payment is not made when due, contractor may keep the job idle until such time as all payments due have been made. Such delay shall not be attributable to contractor. The contractor shall, upon payment for any portion of the work, furnish a full and unconditional release from any claim or mechanic's lien for that portion of the work.

The schedule of progress payments must specifically describe each phase of work, including the type and amount of work or services scheduled to be supplied in each phase, along with the amount of each proposed progress payment. IT IS AGAINST THE LAW FOR A CONTRACTOR TO COLLECT PAYMENT FOR WORK NOT YET COMPLETED, OR FOR MATERIALS NOT YET DELIVERED. HOWEVER, A CONTRACTOR MAY REQUIRE A DOWNPAYMENT.

FINANCE CHARGE: Overdue payments will bear interest at 1 ½% per month.

ATTORNEY'S FEES: If either party becomes involved in arbitration or litigation arising out of this contract or the performance of it, the court or tribunal in such arbitration or litigation, shall award attorney's fees, to the prevailing party, which shall include expert witness fees and costs. The parties agree that the party who recovers arbitration or litigation expenses shall recover the full amount of all such expenses and fees involved.

START AND COMPLETION OF WORK: Contractor agrees to commence work on Phase 1 within thirty (30) days following the signing of this agreement by all parties or within thirty (30) days following the date the owner/owners obtain approved financing, whichever occurs last, or such specific date as agreed to in writing. Contractor shall diligently pursue the work to substantial completion within 0 working days, subject to permissible delays, including delays due to failure to make payments when due. Failure of the contractor without lawful excuse to substantially

commence work within twenty (20) days from the approximate date set forth above is a violation of the Contractor's License Law.

Phase 1:

Approximate Start Date:

Approximate Completion Date:

NOTE ABOUT EXTRA WORK AND CHANGE ORDERS: Extra Work and Change Orders become part of the contract once the order is prepared in writing and signed by the parties prior to the commencement of work covered by the new change order. The order must describe the scope of the extra work or change, the cost to be added or subtracted from the contract, and the effect the order will have on the schedule of progress payments. The buyer/owner may not require Bret Briggs Construction to perform extra or change order work without providing written authorization prior to the commencement of work covered by the new change order. The contractor's failure to comply with the requirements of this paragraph does not preclude the recovery of compensation for work performed based upon legal or equitable remedies designed to prevent unjust enrichment. Owner may, without affecting the validity of this contract, order changes, modifications, deletions, and extra work by issuance of written change orders from time to time during the progress of the job. Contractor shall make no change in the work without the issuance of a written change order. In the event that owner orders work deleted, the contract price shall be reduced by a fair and reasonable valuation, but if the parties are unable to agree on the amount of credit to be allowed owner for work deleted from the contract, contractor will nevertheless continue with the project, and the amount to be credited shall be determined by arbitration or litigation. Payments for extra work will be made with the progress payment due immediately following completion of the additional work or as agreed upon in writing between the parties.

_____ (Initials) **The law requires that the contractor give you a notice explaining your right to cancel. Initial the checkbox if the contractor has given you a "Notice of the Three-Day Right to Cancel," or a "Notice of the Seven-Day Right to Cancel," whichever is applicable.**

DESCRIPTION OF THE PROJECT AND DESCRIPTION OF THE SIGNIFICANT MATERIALS TO BE USED AND EQUIPMENT TO BE INSTALLED: Attached to the contract and incorporated by this reference is a description of the project, materials and equipment to be used in the construction of the project. Owner is to provide electrical power for the project unless otherwise specified.

CANCELLATION BY OWNER: In the event owner does not allow contractor to perform work on Phase 1 and/or Phase 2 of this contract for any reason, contractor shall be entitled to receive from owner twenty percent (20%) of the remaining contract price for the project.

EXCLUDED ITEMS: Plans, permits, changes from markup comments at plancheck, any changes to existing living space not listed in cost breakdown, low voltage wiring, plumbing finish items: (sinks, faucets, trim kits), electrical finish items including: (light fixtures, fans, timers), tile materials: (tile, grout, sealers, mortar). If contractor does purchase any excluded items, they will be billed as a change order, with a markup of 9% on materials.

LIST OF DOCUMENTS TO BE INCORPORATED INTO THIS CONTRACT:

1. Notice of Owner (Business & Professions Code 7018.5)
2. Notice of Cancellation (Three-Day Right to Cancel)
3. Notice of Cancellation (Seven-Day Right to Cancel)
4. Change Order Form

PROPOSAL: This proposal shall be effective for seven days, after which it is withdrawn.

DATED: _____

BRET BRIGGS CONSTRUCTION

By: _____

NOTICE: Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within ten years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, CA 95826.

ACCEPTANCE: The above prices and attached specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. We represent that we are the legal owners of the property being improved. **YOU HAVE THE RIGHT TO REQUIRE CONTRACTOR TO HAVE A PERFORMANCE AND PAYMENT BOND.**

Date _____ Date _____
 Print name & Sign Print name & sign

ACKNOWLEDGEMENT

Owners acknowledge receipt, prior to signing this contract, of a copy of the "NOTICE TO OWNER" relating to Business and Professions Code 7018.5 and 7030(b), and agree such notices become a part of this contract.

Date _____ Date _____
 Print & Signature Print & Signature

BRET BRIGGS CONSTRUCTION
CSLB License # 821795
NOTICE TO OWNER
(Business & Professions Code 7018.5)

"Under the California Mechanics' Lien Law, any contractor, subcontractor, laborer, supplier, or other person or entity who helps to improve your property, but is not paid for his or her work or supplies, has a right to place a lien on your home, land or property where the work was performed and to sue you in court to obtain payment.

This means that after a court hearing; your home, land, and property could be sold by a court officer and the proceeds to the sale used to satisfy what you owe. This can happen even if you have paid your contractor in full if the contractor's subcontractors, laborers, or suppliers remain unpaid.

To preserve their rights to file a claim or lien against your property, certain claimants such as subcontractors or material suppliers are each required to provide you with a document called a "Preliminary Notice." Contractors and laborers who contract with owners directly do not have to provide such notice since you are aware of their existence as an owner. A preliminary notice is not a lien against your property. Its purpose is to notify you of persons or entities that may have a right to file a lien against your property if they are not paid. In order to perfect their lien rights, a contractor, subcontractor, supplier, or laborer must file a mechanics' lien with the county recorder, which then becomes a recorded lien against your property. Generally, the maximum time allowed for filing a mechanics' lien against your property is 90 days after substantial completion of your project.

TO INSURE EXTRA PROTECTION FOR YOURSELF AND YOUR PROPERTY, YOU MAY WISH TO TAKE ONE OR MORE OF THE FOLLOWING STEPS:

(1) Require that your contractor supply you with a payment and performance bond (not a license bond), which provides that the bonding company will either complete the project or pay damages up to the amount of the bond. This payment and performance bond as well as a copy of the construction contract should be filed with the county recorder for your further protection. The payment and performance bond will usually cost from 1 to 5 percent of the contract amount depending on the contractor's bonding ability. If a contractor cannot obtain such bonding, it may indicate his or her financial incapacity.

(2) Require that payments be made directly to subcontractors and material suppliers through a joint control. Funding services may be available, for a fee, in your area which will establish voucher or other means of payment to your contractor. These services may also provide you with lien waivers and other forms of protection. Any joint control agreement should include the addendum approved by the registrar.

(3) Issue joint checks for payment, made out to both your contractor and subcontractors or material suppliers involved in the project. The joint checks should be made payable to the persons or entities which send preliminary notices to you. Those persons or entities have indicated that they may have lien rights on your property; therefore you need to protect yourself. This will help to insure that all persons due payment are actually paid.

(4) Upon making payment on any completed phase of the project, and before making any further payments, require your contractor to provide you with unconditional "Waiver and Release" forms signed by each material supplier, subcontractor, and laborer involved in that portion of the work for which payment was made. The statutory lien releases are set forth in exact language in Section 3262 of the Civil Code. Most stationery stores will sell the "Waiver and Release" forms if your contractor does not have them. The material suppliers, subcontractors, and laborers that you obtain releases from are those persons or entities who have filed preliminary notices with you. If you are not certain of the material suppliers, subcontractors, and laborers working on your project, you may obtain a list from your contractor. On projects involving improvements to a single-family residence or a duplex owned by individuals, the persons signing these releases lose the right to file a mechanics' lien claim against your property. In other types of construction, this protection may still be important, but may not be as complete.

To protect yourself under this option, you must be certain that all materials suppliers, subcontractors, and laborers have signed the "Waiver and Release" form. If a mechanics' lien has been filed against your property, it can only be voluntarily released by a recorded "Release of Mechanics' Lien" signed by the person or entity that filed the mechanics' lien against your property unless the lawsuit to enforce the lien was not timely filed. You should not make any final payments until any and all such liens are removed. You should consult an attorney if a lien is filed against your property."

A notice concerning commercial general liability insurance is attached to this contract.

COMMERCIAL GENERAL LIABILITY INSURANCE (CGL): This contractor carries commercial general liability insurance written by Western Valley Insurance. You may call Donna Christiansen at Western Valley Insurance to check the contractor's insurance coverage.

A notice concerning workers' compensation insurance is attached to this contract.

WORKERS' COMPENSATION INSURANCE: This contractor carries workers' compensation insurance for all employees.

BUSINESS AND PROFESSIONS CODE 7030 (b)

"STATE LAW REQUIRES ANYONE WHO CONTRACTS TO DO CONSTRUCTION WORK TO BE LICENSED BY THE CONTRACTORS' STATE LICENSE BOARD IN THE LICENSE CATEGORY IN WHICH THE CONTRACTOR IS GOING TO BE WORKING IF THE TOTAL PRICE OF THE JOB IS \$500.00 OR MORE (INCLUDING LABOR AND MATERIALS). LICENSED CONTRACTORS ARE REGULATED BY LAWS DESIGNED TO PROTECT THE PUBLIC. IF YOU CONTRACT WITH SOMEONE WHO DOES NOT HAVE A LICENSE, THE CONTRACTORS' STATE LICENSE BOARD MAY BE UNABLE TO ASSIST YOU WITH A COMPLAINT. YOUR ONLY REMEDY AGAINST AN UNLICENSED CONTRACTOR MAY BE IN CIVIL COURT, AND YOU MAY BE LIABLE FOR DAMAGES ARISING OUT OF ANY INJURIES TO THE CONTRACTOR OR HIS OR HER EMPLOYEES. YOU MAY CONTACT THE CONTRACTORS' STATE LICENSE BOARD TO FIND OUT IF THIS CONTRACTOR HAS A VALID LICENSE. THE BOARD HAS COMPLETE INFORMATION ON THE HISTORY OF LICENSED CONTRACTORS, INCLUDING ANY POSSIBLE SUSPENSIONS, REVOCATIONS, JUDGMENTS, AND CITATIONS. THE BOARD HAS OFFICES THROUGHOUT CALIFORNIA. PLEASE CHECK THE GOVERNMENT-PAGES OF THE WHITE PAGES FOR THE OFFICE NEAREST YOU OR CALL 1-800-321-CSLB FOR MORE INFORMATION."

Their website is CSLB.CA.GOV.

I hereby acknowledge receipt of this document.

Date _____
Owner

Date _____
Owner