
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: November 25, 2020

Phone: (209) 724-4102

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Bloss Memorial Healthcare District will hold their next Finance Committee meeting on Thursday, December 3, 2020 at 1:30 pm in the Board Room at 3605 Hospital Road, Atwater, CA 95301.

Bloss Memorial Healthcare District will hold their next **Board of Directors** meeting on Thursday, December 3, 2020 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 24 hours in advance of the meeting of the Board of Directors.

BLOSS MEMORIAL HEALTHCARE DISTRICT, A Public Entity (BMHD)
3605 Hospital Road, Atwater, CA 95301
BOARD OF DIRECTORS MEETING
BOARD ROOM
Thursday, December 3, 2020
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. Approval of October 29, 2020 Board of Directors Meeting

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1

VI. FINANCIAL REPORT

A. Approval of October 29, 2020 Finance Committee Minutes

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2

B. Chief Financial Officer Report

3

C. October Payroll, Electronic Payments & Check Register

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VII. CHIEF EXECUTIVE OFFICER REPORT

A. Dental Surgery Center Fire & Floor Restoration Update

B. Fire Panel Replacement Update

VIII. OLD BUSINESS

A. Castle Family Health Centers, Inc Report

5

B. Bloss Board Member Report

IX. NEW BUSINESS

A. Nomination of 2021 Slate of Officers

B. Contract with Day Break Adult Day Health Care Center

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6

C. BMHD Grant Policies and Procedures

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7

D. BMHD Facility Square Footage Review

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8

X. APPOINTMENTS / CEREMONIAL MATTERS

*

XI. AGENDA FOR CLOSED SESSION

A. Conference with Legal Counsel – Existing Litigation Code §54956.9(d) (1)

1. *Jannett Lemus v. Childrens's Dental Surgery Center, San Joaquin County Superior*

XII. NEXT MEETING DATE

XIII. 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 24 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.

Important Notice Regarding COVID-19 Based on guidelines from the California Department of Public Health and the California Governor's Office, in order to minimize the spread of the COVID-19, the Bloss Memorial Healthcare District Board of Directors meeting will be held via video conference. For the Board of Directors who wish to participate in person, social distancing will be observed. Members of the public may listen to the meeting and offer public comment telephonically by calling into (515) 604-9359 and entering Access Code 328959. Please turn your cell phone or other electronic device to non-audible mode or mute.

**BLOSS MEMORIAL HEALTHCARE DISTRICT (BMHD)
BOARD OF DIRECTORS MEETING
BOARD ROOM
Thursday, October 29, 2020
2:00 pm**

THIS MEETING WILL NOT BE PHYSICALLY OPEN TO THE PUBLIC

In order to minimize the spread of the COVID-19 virus, this meeting will be conducted pursuant to the provisions of the Governor's Executive Orders N-29-20, which suspended certain requirements of the Brown Act and will not physically be open to the public.

CALL TO ORDER

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

ROLL CALL

Board Members Present: Vivian Passwaters, Board Member, Zone 1; Kory Billings, Chair, Zone 2; Zone 3 Vacant; Al Peterson, Secretary / Treasurer, Zone 4 and Bob Boesch, Board Member, Zone 5

Others Present: Edward Lujano, CEO; Fily Cale, Executive Assistant; Dawnita Castle, CFO; Jenna Anderson, County Legal Counsel; David Thompson, DSCA @ 2:02 pm; Michael Chai, ADHC @ 2:02 pm; Nancy Agosto, ADHC @ 2:02pm; Sabrina Cooksey, CFHC HR @ 2:08 pm and Peter Mojarras, CFHC, COO @ 2:08 pm

Absent: and Jenna Anderson, County Legal Counsel

APPROVAL OF AGENDA

A motion was made / seconded, (Alfonse Peterson / Bob Boesch) to accept and approve the October 29, 2020 agenda as presented. Motion carried.

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

A. October 1, 2020 Board of Directors Meeting, Exhibit 1

A motion was made / seconded, (Bob Boesch / Vivian Passwaters) to accept and approve the October 1, 2020 Board of Directors Meeting minutes as presented, Exhibit 1. Motion carried.

FINANCIAL REPORT

A. October 1, 2020 Finance Committee Meeting Minutes, Exhibit 2

A motion was made / seconded, (Alfonse Peterson / Bob Boesch) to accept and approve the October 1, 2020 Finance Committee Meeting minutes as presented, Exhibit 2. Motion carried.

B. Chief Financial Officer Report, Exhibit 3

Dawnita Castle, CFO, reported that for September 2020, BMHD had a net gain before depreciation of \$44,675 compared to last year, they had a net gain of \$86,519. Net income after depreciation was a loss of \$14,939. The loss is due to a change in value in the investments, which has to be recorded as an expense. Investments decreased in value of \$22,369. There was also a donation expense to CFHC in the amount of \$7,094. The expenses include SKDSC cost of \$10,546.

Operating Cash for September was \$2,923,956 and Days Cash on Hand did increase to 924 days. The reason for the increase was due to a deposit into the account of \$250,000 for the Zurich fire. This is accrued under a payable and will be recorded as expense incurred.

She also mentioned that the Ung Goodwin Fund had an increase in the quarter of \$9,563.91.

C. September 2020 Payroll, Electronic Payments and Check Register, Exhibit 4

Kory Billings reported that clarification was given on an Office Depot purchase of LED lights. MD Ventures appeared to be paid twice for September and October and they were paid simultaneously.

A motion was made / seconded, (Alfonse Peterson / Vivian Passwaters) to approve and accept the August 2020 Payroll in the amount of \$9,158.48, Accounts Payable in the amount of \$155,005.81 for a Grant Total Disbursement of \$164,164.29, Exhibit 4. Motion carried.

CHIEF EXECUTIVE OFFICER REPORT

Edward Lujano thanked the Board of Directors for the beautiful plant that was sent for his mom's services.

Update on the surgery center, it appears that they will be finished by the end of November. Between the insurance companies and Belfor for clearances and approvals it is taking longer than expected. Some of the wall designs are complete and they are waiting on the sheet rockers, which will eliminate some of the dust.

Edward Lujano was able to locate a website which lists all of prevailing wages for Merced County. There was a painter section, which he gave to Fily Cale to forward to the painters who provided bids.

A bid was received from Johnson Air for the internal fire panel control switch at the Castle site for \$29,000 and the Bloss site was \$15,000. Another quote was obtained from Yosemite Fire and Security and they felt that BMHD could still use the existing panel with some small modifications. Their proposal was for \$4,800 a year for maintenance, not replacement. They

monitor and report, currently if there is a fire it goes to SimplexGrinnell and they report it to the Atwater fire department. He will keep the board informed once he confirms with the newest bid he just got.

The Bloss Site continue to have problems with the homeless in the evening and weekends. Staff has asked him to bring up this concern, and asked why a chain link fence cannot be put up around the building. In speaking with the police and authorities, it makes it more enticing to the homeless as it makes it more secure for them. This is a city problem that needs to be address rather than an individual problem. He did inform staff that he would bring this to the board's attention.

Edward Lujano has also reached out to Desert Healthcare District, Palm Springs, to continue further discuss how they manage their endowments and grants. He should have more information in the upcoming meeting.

Discussion was held between Edward Lujano, Kory Billings and Jenna Anderson about getting more definition about square footage within the facilities. He reached out to Tony Dezinga, professional draftsman who teaches at Merced College. His quote was \$0.75 to \$1.00 square foot or roughly \$130,000 for Castle building and \$6,000 for Bloss building to produce a square footage floor plan. Edward Lujano is reaching out to someone else referred by QK.

He has another deposition in November for the Lemus case.

Kory Billings suggested reaching out to ACHD for some direction on policy. Edward Lujano had also contacted them.

OLD BUSINESS / REPORTS

A. Castle Family Health Centers, Inc (CFHC) Report, Exhibit 5

Peter Mojarras reported that CFHC continues to be very busy with 65% telephonic visits and 35% onsite visits. CFHC continues to create a very safe environment and have done a very effective job with screening for the patients. Moving toward the fall / winter season, they have created an outdoor portable area with 3 exam room for those patients who may need more than a swab for COVID testing and may need an exam.

Materials Management is currently in the process of locating an electric static sprayer that would allow to disinfect exam tables and rooms for bacterias and viruses including COVID 19.

They are also working on obtaining a rapid test for COVID, the Sofia will provide results in 5 minutes for positive and 13 minutes for negative. It is an antigen test, not PCR which is done in a laboratory. Accuracy is 90% for negative and positive is 97.6%. The expected time is 2 weeks away before offering this test to the community.

A strong campaign for flu shots has begun. CFHC has provided flu shots for workers at local farms, such as D&S Farms and Atwater Packing. They will also offer this to the seniors, and the Goodwin funding will allow CFHC to purchase flu shots in addition to eye exams. This is BMHDS contribution through the Goodwin and all the past grants have gone to good use. Historically only 45% of the population in Merced County get the flu shot.

CFHC urgent care has tested 8,132, with negatives of 6,207, 93 pending and 1,814 are positive. Atwater continues to be number one in the county for positive patients.

CFHC is hoping to do a toy and coat drive, the community has been hit hard and many people are struggling or unemployed.

Ongoing recruitment of providers is important and CFHC is working with Dignity Health and a couple of new specialist have come in along with a couple of new surgeons into the county. Weekend services are also expanding with primary care services and well child exams in pediatrics.

Alfonse Peterson asked what happens when someone receives a positive COVID test. Pete Mojarras replied that the patient will receive a call from the provider and the clinician will call the patient. A phone assessment will be done to determine symptoms and see if they need further care up to hospitalization. The majority will have flu like symptoms and be instructed to quarantine at home. For CFHC staff contact tracing is done.

Kory Billings commented that the City of Atwater and the Cal Fire, the Fire Department currently have a toy and coat drive going on. CFHC may wish to speak with them and see if maybe there is something CFHC can do to join forces and make it a larger event. He is recommending that Peter Mojarras speak to Police Chief Salvador in Atwater.

Peter Mojarras shared a sample of a card that is given to a patient when it comes to the Goodwin, one is for eye exam or flu shots that the service is available and free to them.

B. Bloss Board Member Report

Kory Billings reported that the board condolences along with a plant had been sent to Mr. Lujano.

He has met the new owners of Day Break Adult Day Health Care Center. As new tenants of BMHD, it has been an opportunity to find out what their thought and processes and how they want to run the program. COVID has hit them hard and they have been invited today to introduce themselves.

Michael Chai and Nancy Agosto are the new owners of Day Break and they have been here for the past 3 months. Michael Chai reported that the ADHC industry has transitioned into a telehealth model with wellness checks via telephone. Meal deliveries are still occurring every day in Atwater, Winton, Livingston and Delhi. Staff has increased with a highly qualified registered nurse. Michael Chai thanked Edward Lujano who presented this opportunity for them to put their expertise and passion into serving the most underserved and needy part of the population.

Nancy Agosto stated that they have already moved into the community and are actual residents of Atwater. She thanked Edward Lujano and Peter Mojarras for presenting this opportunity to her and Michael, this is their passion and have more than 30 years of collective experience in Adult Day Health Care. It's their passion to serve this population and when the Department of Ageing contacted them and mentioned that this community would be without a center, they knew they had to come here. She also acknowledged Kory Billings and Fily Cale for their assistance. She has delivered meals Monday thru Friday and met participants herself, some are in great need of food, and they are trying to find solutions for food on the weekends. She has also been able to receive donations from

various churches. They also need medical services and Day Break will start to provide curbside services with the nurse for glucose and blood pressure testing. They are creating partnerships with the community, local vendors and business owners. Pictures of local participants were shared with the board. They thanked the board for any support that can be given to Day Break.

Kory Billings encouraged the board of directors to stop by Day Break and see what type of services they are providing during the COVID times. It is much different than the old method was and very important for BMHD to continue to support.

C. CFHC Sublease with DSCA (Nov 2018 – Sept 2020)

Edward Lujano presented the sublease with DSCA based on discussions and recommendations. CFHC subleased 112 square feet with DSCA from the period of November 2018 to September 2020.

D. CFHC Lease Extension

Edward Lujano reported that this past June, CFHC continued with an additional 5-year lease extension through June 2025.

NEW BUSINESS

A. Ung Goodwin Trust Grant Funds

Kory Billings mentioned that through further clarification the ability of BMHD to make a donation to a For Profit is limited or not available.

Jenna Anderson reported that in looking in the Health & Safety Code, we as a District are qualified as a public entity, which means that we are bound by the rules governing public entities as a Healthcare District. And there is a Health & Safety Code that she had provided to both Edward Lujano and Kory Billings via email stating that the Board has the power to grant grants to Non Profit entities. There is no discussion for profit entities, which would exclude profit entities. Discussion has been held as to whether or not the fact that BMHD is funded by a Bloss Trust would change the way that we can give grant donations to for profit entities and her advice is no. As a public entity all of the funds are public funds and we must spend the funds under the guidance of the Health & Safety Code.

1. Request from Day Break Adult Day Health Care for Financial Assistance for Meals, Exhibit 6

Based on the Health & Safety Code this would remove the request for assistance from Day Break Adult Day Health Care for the Ung Goodwin Trust.

A request for Rent Relief will be agendized for the next board meeting.

2. CFHC Request for Flu Vaccine Assistance & Senior Care, Exhibit 7

Kory Billings stated that \$3,500 had been previously granted to CFHC on October 1, 2020. There is approximately another \$3,500 left in the Ung Goodwin Trust.

A motion was made/seconded, (Alfonse Peterson / Vivian Passwaters) to distribute the remainder of the \$3,500 from the Ung Goodwin Trust to CFHC for the continual flu vaccine and senior care, Exhibit 7. Motion carried.

B. Approval to Purchase 2 Motorized Vehicles through Grant from San Joaquin Valley Air Pollution Control District, Exhibit 8

Edward Lujano presented a request to purchase 2 motorized vehicles through available through a grant from San Joaquin Valley Air Pollution Control District. The vehicles would not be for patient transportation and would be partly for use by security and would be covered by BMHD's liability insurance. The vehicles are \$40,000 each and would be covered by the grant.

Kory Billings stated that he has concerns putting somebody that is not employed by BMHD in a vehicle that is owned by BMHD along with the real true need for a motorized vehicle for security personnel. It is better to keep them on the ground and moving rather than riding around and not inspecting areas. There is no way to get in and out of the nooks at the Bloss Site in a motorized vehicle, at the Castle Site it is a square building and easier to get around. It is easier to walk.

Edward Lujano commented that the expectation would be to get around the facility, from one side of the facility to the other and the parking lot in the evenings much quicker.

A motion was made / seconded, (Alfonse Peterson / Bob Boesch) to approve the purchase of 2 motorized vehicles through a grant from the San Joaquin Valley Air Pollution Control District, Exhibit 8. Vivian Passwaters No, Bob Boesch Yes, Alfonse Peterson Yes, Kory Billings No. Motion fails.

E. Amendment 1 to DSCA Lease, Exhibit 9

Edward Lujano presented the amendment to the lease. The situation that happened with the water and the fire, BMHD did some cosmetic changes to the structure of the facility. David Thompson has taken the space at the corner of the facility and the current registration area in the hallway has been vacated and moved into the center. The new registration area is where recovery was and recovery has been moved into the former billing area. The patient flow is better and more functional. This changes the square footage to 8,148 square feet.

The commencement date will be "at the time David Thompson occupies the building" once it is ready.

David Thompson commented that the new workflow will be great from a compliance perspective and they are very happy with the change. The flow allows for a secondary waiting area as after the patients go into the OR, the parents will go into the secondary waiting area and they'll be able to have refreshments and TV. They have the same type of space carved out at two other centers and they are receiving a positive response.

A motion was made / seconded, (Bob Boesch / Vivian Passwaters) to approve the Amendment 1 to the DSCA lease, effective on move in date, Exhibit 9. Motion carried.

F. Request for Proposal (RFP) for Painting Bloss Building, Exhibit 10

Edward Lujano presented 2 RFPs for painting the Bloss Building. Prevailing wage information was forward to both proposers and we have not heard back from either one to confirm that prevailing wage was built into the RFP.

Bids were \$117,200 from Professional Home Painting and \$69,460 from Gary Koehn & Sons. The other option is not to accept these two bids and have CFHC maintenance department do a touch up on the exterior and wait until next spring to address this again.

Jenna Anderson stated that there cannot be a vote on the bids as submitted because whatever contract we're going to enter into will need to have the prevailing wage in there.

A motion was made / second (Kory Billings / Vivian Passwaters) to decline both bids and cancel the RFP for painting of the Bloss Building, Exhibit 10. Motion carried.

APPOINTMENTS / CEREMONIAL MATTERS

None.

AGENDA FOR CLOSED SESSION

- A. Conference with Legal Counsel – Existing Litigation Code §54956.9(d) (1)
 - 1. *Jannett Lemus v. Childrens 's Dental Surgery Center, San Joaquin County Superior Court (Case No. STK-CV-UMM-2018-8854).*
 - 2. *Daleyza Avila-Hernandez v. Bloss U.S. Dental dba Children's Dental Surgery Center, San Joaquin County Superior Court (Case No. STK-CV-UMM-2018-0004959).*
- B. Performance Evaluation (Code §54957)

NEXT MEETING DATE

Kory Billings reminded the Board of Directors that they are required to participate in the Ethics in Public Service class. The County has made 2 dates available and they are online classes, if anyone has questions, please ask Fily Cale. Arrangements can also be made on site to utilize one of the computers.

The next Board of Directors Meeting will be held on Thursday, December 3, 2020 at 2:00 p.m. in the Board Room.

The next Finance Committee will also meet on Thursday, December 3, 2020 at 1:30 p.m. in the Board Room.

ADJOURNMENT

As there was no further business, the meeting adjourned into Closed Session at 2:57 pm.

The meeting reconvened into public session and adjourned at 3:14 pm. No action taken.

Respectfully Submitted,

Fily Cale
Executive Assistant

Alfonse Peterson
Board Secretary

**BLOSS MEMORIAL HEALTHCARE DISTRICT, A Public Entity (BMHD)
FINANCE COMMITTEE MEETING
BOARD ROOM
Thursday, October 29, 2020
1:30 p.m.**

THIS MEETING WILL NOT BE PHYSICALLY OPEN TO THE PUBLIC

In order to minimize the spread of the COVID-19 virus, this meeting will be conducted pursuant to the provisions of the Governor's Executive Orders N-29-20, which suspended certain requirements of the Brown Act and will not be physically open to the public.

Committee: Edward Lujano, CEO; Dawnita Castle, Chief Financial Officer; Fily Cale, Executive Assistant; Alfonse Peterson, Committee Chair and Kory Billings, Committee Member

Others Present: None

Absent: None

CALL TO ORDER

Alfonse 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, (Kory Billings / Edward Lujano) to approve the October 29, 2020 agenda as presented. Motion carried.

PUBLIC COMMENTS

None.

APPROVAL OF FINANCE COMMITTEE MINUTES

A. October 1, 2020 Finance Committee Minutes, Exhibit 1

A motion was made / seconded, (Kory Billings / Edward Lujano) to approve and accept the October 1, 2020 Finance Committee Minutes as presented, Exhibit 1. Motion carried.

REVIEW OF DISTRICT FINANCIAL STATEMENTS, EXHIBIT 2

Dawnita Castle, CFO, reported that for September 2020, BMHD had a net gain before depreciation of \$44,675 compared to last year this time, the net income before depreciation was \$86,519. After depreciation BMHD did have a net loss of \$14,939, which is mostly due to the change in value of the two investments. Both investments had a decrease in value of \$22,396. A grant donation expense was recorded in the amount of \$7,094 for CFHC.

Total expenses include \$10,546 of SKDSC; Operating Cash Balance was \$2,923,956; Days Cash on Hand did increase to 924 days, the increase is due to BMHD receiving a \$250,000 insurance check for the fire. Rental income loss is currently being reviewed. Belfor has not submitted their invoices.

A motion was made / seconded, (Kory Billings / Edward Lujano) to approve and accept the Review of District Financial Statements with correction, Exhibit 2. Motion carried.

The Goodwin Fund statement was received and it did increase from the prior from the quarter of \$9,563.

WARRANTS AND PAYROLL

A. September 2020 Payroll, Electronic Payments & Check Register, Exhibit 3

Kory Billings asked for clarification of check number 38890 to Office Depot for \$7,360.56. He was told that BMHD had purchased some LED lights from Office Depot.

There are also 2 checks simultaneously to MD Ventures for the same amount of money each, is this normal. Dawnita Castle will follow up, this is for rent.

A motion was made/seconded, (Kory Billings / Edward Lujano) to approve and accept the September 2020 Total Payroll in the amount \$9,158.48 and Total Accounts Payable in the amount of \$155,005.81 for a total Grand Total Disbursement of \$164,164.29, Exhibit 4. Motion carried.

DISCUSSION

None.

AGENDA FOR CLOSED SESSION

Clarification will be obtained from legal counsel on Closed Session on this body.

NEXT MEETING DATE/ADJOURNMENT

The next Finance Committee meeting will be held on Thursday, December 3, 2020 at 1:30 pm.

As there was no further business, the meeting adjourned at 1:42 p.m.

Respectfully Submitted,

Fily Cale
Executive Assistant

Alfonse Peterson
Committee Chair

CHIEF FINANCIAL OFFICER REPORT

BMHD had a total net gain before depreciation of \$52,249 for the month compared to a net gain of \$94,732 last year. Net income after depreciation was a loss of \$7,365. Included in Non-Operating Expense is \$10,164 change in value of investments and \$7,000 of grant donation expense.

Recorded in Other Operating Revenue is the Grant Revenue for the PPP Forgiveness.

Expenses include \$10,564 of SKDSC costs.

The October 31, Operating Cash Balance was \$2,927,003 and Days Cash On Hand increased to 788 Days*. In September the DCH was 924 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.

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

	Oct-20	Oct-19	VARIANCE *	%	Y-T-D Oct-20	Y-T-D Oct-19	Y-T-D VARIANCE *	Y-T-D %
Net Patient Revenue	0	0	0	NA	0	0	0	N/A
Other Operating Revenue	15,585	28,206	(12,621)	-44.75%	17,279	109,401	(92,122)	-84.21%
Total Net Operating Revenue	15,585	28,206	(12,621)	-44.75%	17,279	109,401	(92,122)	-84.21%
Operating Expenses Excluding Depreciation	115,184	113,765	(1,419)	-1.25%	434,939	460,087	25,148	5.47%
Net Operating Income (Loss) Before Depreciation	(99,599)	(85,559)	(14,040)	-16.41%	(417,660)	(350,686)	(66,974)	-19.10%
Net Non Operating-Gains/Losses								
Gain/Loss on Investments	(10,164)	12,736	(22,900)	-179.81%	38,562	(766)	39,328	-5134.20%
Grant Donation Expense	7,000	0			43,628	45,000	(593,634)	-1.00%
All Other Non-Operating Gains/Losses	155,012	167,555	12,543	7.49%	587,686	637,868	32,008	5.02%
Total Net Non-Operating Income: Losses/Gains	151,848	180,291	28,443	15.78%	669,876	287,182	(34,966)	-12.18%
Total Net Income (Loss) Before Depreciation	52,249	94,732	(42,483)	-44.85%	252,216	230,612	6,395	2.77%
Depreciation Expense	59,614	56,815	2,799	4.93%	237,007	56,570	(41,361)	-73.11%
Net Income (Loss) After Depreciation	(7,365)	37,917	(45,282)	-119.42%	15,209	56,570	(41,361)	-73.11%

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

Bloss Memorial HealthCare District
 Operations Summary Report
 Four Months Ending October 31, 2020

BMHD FULL TIME EQUIVALENTS SUMMARY :
 (See FTE report included in Financial Reports for detail)

	Oct-20	Oct-19	VARIANCE	%	Y-T-D Oct-20	Y-T-D Oct-19	Y-T-D VARIANCE *	Y-T-D %
EMPLOYEE FTE'S	1.00	1.00	0.00	0.00%	1.00	0.85	(0.15)	-17.65%
CONTRACT FTE'S	3.23	4.72	1.49	31.57%	3.68	4.51	0.83	18.40%
TOTAL FTE'S	4.23	5.72	1.49	26.05%	4.68	5.36	0.68	12.69%

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

Full Time Equivalent - Employees for the month are 0.00% the same as the prior year with 0.00 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
Administration	0.00	(0.15)	
All other departments < 1 fte var	0.00	0.00	Various departments less than 1 fte variance.

0.00 (0.15) Brackets () indicate a decrease (favorable) variance

BLOSS MEMORIAL HEALTHCARE DISTRICT, A PUBLIC ENTITY,
 DETAIL BALANCE SHEET
 PRIOR MONTH COMPARISON
 OCT 2020

	CURRENT MO. OCT 2020	PRIOR MONTH SEP 2020	\$ CHANGE	% CHANGE	PRIOR YEAR OCT 2019
ASSETS					
CURRENT ASSETS					
CASH AND EQUIVALENTS					
CASH - GENERAL CHECKING	1,523,468	1,510,330	13,138	0.87%	1,299,887
CDSC CASH - NEW GENERAL CHK	1,363	1,385	(22)	(1.59)%	12,425
CDSC CASH - GENERAL CHECKING	1,044	9,052	(8,008)	(88.46)%	322,571
CCDS-GENERAL CHECKING	3,470	3,472	(2)	(0.06)%	2,756
CCDSC-GENERAL CHECKING	21,454	22,299	(845)	(3.79)%	271,895
CASH - PAYROLL ACCOUNT	8,699	8,699	0	0.00%	1,000
CASH - LAIF SAVINGS ACCOUNT	1,075,994	1,081,137	(5,143)	(0.48)%	281,551
LAIF - FUNDED DEPRECIATION	325,306	320,081	5,225	1.63%	219,037
CASH-BBVA MONEY MARKET ACCOUNT	510,066	510,024	42	0.01%	504,538
MARKETABLE SECURITIES CAP IMP	616,845	623,094	(6,249)	(1.00)%	578,472
MARKETABLE SECURITIES GRANTS	340,619	344,534	(3,915)	(1.14)%	319,024
TOTAL CASH AND EQUIVALENTS	4,428,327	4,434,107	(5,779)	(0.13)%	3,813,156
PATIENT ACCOUNTS RECEIVABLE					
ALLOWANCES					
TOTAL ALLOWANCES	0	0	0	0.00%	0
OTHER RECEIVABLES					
DSCA RECEIVABLE	10,750	10,750	0	0.00%	0
RENT RECEIVABLE	51,142	40,032	11,110	27.75%	0
PROPERTY TAX RECEIVABLE	128,180	96,135	32,045	33.33%	128,180
CFHC INC RECEIVABLE	559	1,412	(853)	(60.39)%	0
DSCA CAPTIAL NOTE RECEIVABLE	200,000	200,000	0	0.00%	200,000
DSCA ATWATER NOTE RECEIVABLE	1,750,000	1,750,000	0	0.00%	1,750,000
DSCA STOCKTON NOTE RECEIVABLE	200,000	200,000	0	0.00%	200,000
OTHER ACCOUNTS RECEIVABLE	0	1,404	(1,404)	(100.00)%	0
ALLOWANCES FOR OTHER RECEIVABLES					
NET OTHER ACCOUNTS RECEIVABLE	2,340,632	2,299,734	40,898	1.78%	2,278,180
INVENTORY					
PREPAID EXPENSES AND DEPOSITS					

BLOSS MEMORIAL HEALTHCARE DISTRICT, A PUBLIC ENTITY,
 DETAIL BALANCE SHEET
 PRIOR MONTH COMPARISON
 OCT 2020

	CURRENT MO OCT 2020	PRIOR MONTH SEP 2020	\$ CHANGE	% CHANGE	PRIOR YEAR OCT 2019
PREPAID INSURANCE	24,378	27,426	(3,047)	(11.11)%	21,195
PREPAID EXPENSE - SYSTEM	417	0	417		1,897
PREPAID EXPENSE - MANUAL	5,895	2,574	3,321	129.05%	5,470
TOTAL PREPAID EXPENSES AND DEPOSITS	30,690	29,999	691	2.30%	28,563
TOTAL CURRENT ASSETS	6,799,649	6,763,839	35,809	0.53%	6,119,898
NON-CURRENT ASSETS					
PROPERTY, PLANT, AND EQUIPMENT					
LAND	2,205,996	2,205,996	0	0.00%	2,205,996
LAND IMPROVEMENTS	51,615	51,615	0	0.00%	51,615
BUILDING AND IMPROVEMENTS	21,825,268	21,823,951	1,317	0.01%	21,770,098
CASTLE BUILDING AND IMPROVEMEN	1,353,689	1,353,689	0	0.00%	1,353,689
SKDSC BUILDING AND IMPROVEMENT	20,705	20,705	0	0.00%	20,705
BLOSS REMODLE	832,986	832,986	0	0.00%	832,986
CASTLE REMODEL-EAST WING FY 03	126,551	126,551	0	0.00%	126,551
PRKNG LOT & IMPROVEMENTS	138,713	138,713	0	0.00%	48,034
EQUIPMENT - FIXED	1,268,247	1,268,247	0	0.00%	1,236,869
COMMUNICATION LINES FY 03	452,829	452,829	0	0.00%	452,829
SKDSC EQUIPMENT-FIXED	66,746	66,746	0	0.00%	66,746
LEASEHOLD IMPROVEMENTS	17,063	17,063	0	0.00%	17,063
SKDSC LEASEHOLD IMPROVEMENTS	90,895	90,895	0	0.00%	81,980
EQUIPMENT - MAJOR MOVABLE	4,638,963	4,638,963	0	0.00%	4,574,975
MEDITECH HARDWARE	223,353	223,353	0	0.00%	223,353
MEDITECH IMPLEMENTATION COSTS	222,216	222,216	0	0.00%	222,216
EQUIPMENT - MINOR	463,214	463,214	0	0.00%	456,194
MEDITECH SOFTWARE	277,372	277,372	0	0.00%	277,372
TOTAL PROPERTY PLANT AND EQUIPMENT	34,276,421	34,275,104	1,317	0.00%	34,019,272
ACCUMULATED DEPRECIATION					
ACCUM DEPREC - LAND IMPROVMNTS	(132,889)	(131,762)	(1,127)	0.86%	(120,124)
ACCUM DEPREC - BLDGS & IMPROV	(10,134,440)	(10,082,961)	(51,479)	0.51%	(9,518,008)
SKDSC DEPREC-BLDGS & IMPROV	(8,052)	(7,477)	(575)	7.69%	(1,150)
ACCUM DEPREC - FIXED EQUIP	(2,030,185)	(2,028,457)	(1,728)	0.09%	(2,007,260)
SKDSC ACCUM DEPREC-FIXED EQUIP	(2,336)	(2,235)	(101)	4.50%	(1,130)
ACCUM DEPREC - LEASEHOLD IMPRV	(63,638)	(62,250)	(1,389)	2.23%	(48,912)
SKDSCACCUM DEPREC-LEASH IMPROV	(37,129)	(36,887)	(242)	0.66%	(33,112)
ACCUM DEPREC - MAJOR MOVE EQPT	(4,492,861)	(4,489,887)	(2,974)	0.07%	(4,469,100)
ACCUM DEPREC - MINOR EQUIPMENT	(575,455)	(575,455)	0	0.00%	(575,455)
TOTAL ACCUMULATED DEPRECIATION	(17,476,984)	(17,417,370)	(59,614)	0.34%	(16,774,250)

BLOSS MEMORIAL HEALTHCARE DISTRICT, A PUBLIC ENTITY.
 DETAIL BALANCE SHEET
 PRIOR MONTH COMPARISON
 OCT 2020

	CURRENT MO. OCT 2020	PRIOR MONTH SEP 2020	\$ CHANGE	% CHANGE	PRIOR YEAR OCT 2019
NET PROPERTY, PLANT, AND EQUIPMENT	16,799,437	16,857,734	(58,297)	(0.35)%	17,245,021
ASSETS LIMITED AS TO USE					
CASH - UNG GOODWIN TRUST	173,570	173,570	0	0.00%	173,680
TOTAL RESTRICTED ASSETS	173,570	173,570	0	0.00%	173,680
OTHER ASSETS					
TOTAL ASSETS LIMITED AS TO USE	16,973,008	17,031,304	(58,297)	(0.34)%	17,418,701
TOTAL ASSETS	23,772,656	23,795,143	(22,487)	(0.09)%	23,538,600
LIABILITIES AND FUND BALANCES					
CURRENT LIABILITIES					
ACCOUNTS PAYABLE					
ACCOUNTS PAYABLE - VENDORS	22,005	12,375	(9,630)	77.82%	23,910
ACCOUNTS PAYABLE - ACCRUALS	19,651	21,686	2,036	(9.39)%	20,646
ACCOUNTS PAYABLE - OTHER	260,227	269,523	9,296	(3.45)%	33,902
CASTLE INC PAYABLE	13,858	14,438	580	(4.02)%	27,534
DSCA PAYABLE	33,794	32,499	(1,295)	3.98%	524,804
TOTAL ACCOUNTS PAYABLE	349,534	350,521	987	(0.28)%	630,796
ACCRUED PAYROLL					
ACCRUED SALARY AND WAGES	4,167	4,167	0	0.00%	4,167
ACCRUED VACATION	17,668	16,867	(801)	4.75%	35,115
FICA PAYABLE	319	319	0	0.02%	319
PENSION PLAN ACCRUAL	1,600	1,200	(400)	33.33%	1,600
OTHER PAYROLL PAYABLES	142	94	(48)	51.18%	107
TOTAL ACCRUED PAYROLL	23,896	22,647	(1,249)	5.52%	41,307
OTHER CURRENT LIABILITIES					
INTERCORPORATE TRANSFERS					

BLOSS MEMORIAL HEALTHCARE DISTRICT, A PUBLIC ENTITY.
 DETAIL BALANCE SHEET
 PRIOR MONTH COMPARISON
 OCT 2020

	CURRENT MO. OCT 2020	PRIOR MONTH SEP 2020	\$ CHANGE	% CHANGE	PRIOR YEAR OCT 2019
TOTAL CURRENT LIABILITIES	373,430	373,167	(263)	0.07%	672,103
LONG TERM LIABILITIES					
SBA PPE FUND	973	16,358	15,385	(94.05)%	0
TOTAL LONG TERM LIABILITIES	973	16,358	15,385	(94.05)%	0
TOTAL LIABILITIES	374,403	389,525	15,123	(3.88)%	672,103
FUND BALANCES					
UNG GOODWIN TRUST	173,570	173,570	0	0.00%	173,680
TOTAL RESTRICTED FUND BALANCE	173,570	173,570	0	0.00%	173,680
UNRESTRICTED FUND BALANCE					
CAPITAL - BMHCD	2,890,630	2,890,630	0	0.00%	2,317,403
DONATED CAPITAL	20,318,844	20,318,844	0	0.00%	20,318,844
CURRENT YR NET INCOME (LOSS)	15,209	22,574	7,365	(32.63)%	56,570
TOTAL FUND BALANCE	23,398,254	23,405,618	7,365	(0.03)%	22,866,497
TOTAL LIABILITIES AND FUND BALANCES	23,772,656	23,795,143	22,487	(0.09)%	23,538,600

BLOSS MEMORIAL HEALTHCARE DISTRICT
SUMMARY INCOME STATEMENT
PRIOR YEAR COMPARISON
OCT 2020

	OCT 2020 ACTUAL	OCT 2019 ACTUAL	\$ VARIANCE	% VARIANCE	OCT 2020 YTD ACTUAL	OCT 2019 YTD ACTUAL	\$ VARIANCE	% VARIANCE
PATIENT SERVICES REVENUE								
DEDUCTIONS FROM REVENUE								
TOTAL DEDUCTIONS FROM REVENUE	0	0	0.00	0%	0	0	0	0.00%
NET PATIENT REVENUE	0	0	0.00	0%	0	0	0	0.00%
OTHER REVENUE	15,585	28,206	(12,621.06)	(45)%	17,279	109,401	(92,122)	(84.21)%
TOTAL NET OPERATING REVENUE	15,585	28,206	(12,621.06)	(45)%	17,279	109,401	(92,122)	(84.21)%
OPERATING EXPENSES								
SALARIES AND WAGES	9,134	6,113	(3,021.63)	(49)%	36,153	29,011	(7,142)	(24.62)%
EMPLOYEE BENEFITS	1,543	9,651	8,107.44	84%	6,497	12,847	6,350	49.43%
PROFESSIONAL FEES	4,169	2,743	(1,425.97)	(52)%	15,797	12,061	(3,736)	(30.98)%
SUPPLIES	60	1,472	1,411.30	96%	4,453	1,873	(2,580)	(137.76)%
PURCHASED SERVICES	54,266	47,832	(6,433.57)	(14)%	191,237	201,171	9,934	4.94%
DEPRECIATION	59,614	56,815	(2,799.01)	(5)%	237,007	230,612	(6,395)	(2.77)%
RENTS AND LEASES	9,647	9,599	(47.99)	(1)%	38,587	38,347	(240)	(0.62)%
UTILITIES	32,598	30,019	(2,578.90)	(9)%	125,345	142,563	17,219	12.08%
INSURANCE	2,942	4,453	1,511.25	34%	13,542	23,061	9,519	41.28%
OTHER EXPENSES	826	1,884	1,058.86	56%	3,329	(848)	(4,177)	492.59%
TOTAL OPERATING EXPENSE	174,798	170,580	(4,218.22)	(3)%	671,946	690,699	18,753	2.72%
NET INCOME FROM OPERATIONS	(159,213)	(142,374)	(16,839.28)	12%	(654,667)	(581,298)	(73,369)	12.62%
NON-OPERATING REVENUE	169,012	180,291	(11,279.32)	(6)%	746,036	640,467	105,570	16.48%
NON-OPERATING EXPENSE	17,164	0	(17,163.56)		76,160	2,599	(73,561)	(2,830.38)%
NET NON-OPERATING INCOME	151,848	180,291	(28,442.88)	(16)%	669,876	637,868	32,009	5.02%
NET INCOME	(7,365)	37,917	(45,282.16)	(119)%	15,209	56,570	(41,361)	(73.11)%

NOTE: UNFAVORABLE VARIANCES ARE SHOWN IN PARENTHESES

OCTOBER PAYROLL, ELECTRONIC PAYMENTS
& CHECK REGISTER

Bloss Memorial Healthcare District
 Payroll, Accounts Payable and Funds Disbursements - Summary
 Month of October-20

Payroll			\$9,160.50
Total Payroll			<u><u>\$9,160.50</u></u>

Accounts Payable:

A/P Checks	Bloss	<u>\$126,622.84</u>	<u>\$126,622.84</u>
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BLOSS

Auto Debits		\$76.45	
Electronic Payments to CALPERS		\$0.00	
Electronic Payments to DSCA		<u>\$0.00</u>	
Total Auto Debits and Electronic Transfers		<u>\$76.45</u>	<u>\$76.45</u>

Electronic Payments - ACH		<u>\$0.00</u>	<u>\$0.00</u>
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Total Accounts Payable			<u><u>\$126,699.29</u></u>
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Grand Total Disbursements			<u><u>\$135,859.79</u></u>
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BLOSS	Payroll Disbursements for		October-20
	Payroll dated		
Earnings	10/05/20	10/20/20	Total
Regular			-
Overtime			-
Vacation			-
Sick			-
Holiday			-
Salary	4,166.67	4,166.67	8,333.34
Double Time			-
Call In			-
On Call			-
Other			-
			-
Total	4,166.67	4,166.67	8,333.34
			-
Deductions			-
FICA (+)	318.69	318.75	637.44
Insurance (-)			-
Emp Deduction(-)/Reimb(+)			-
Christmas Fund (-)			-
Process Fee (+)	93.79	95.93	189.72
			-
Total	412.48	414.68	827.16
			-
			-
Net Payroll	\$ 4,579.15	\$ 4,581.35	9,160.50

Bloss Memorial Healthcare District
October-20

Bloss Electronic Transfers

Bloss Auto Debits

Bank Fees - Bloss	76.45
Total	<u>76.45</u>

Electronic Payments to CALPERS	0.00
Electronic Payment to DSCA	0.00
Total	<u>0.00</u>

Grand Total	<u>76.45</u>
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RUN DATE: 10/30/20
 RUN TIME: 1513
 RUN USER: COOKS

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

C
 FROM 10/01/20 TO 10/30/20

DATE	CHECK_NUM	VENDOR_NUM	VENDOR_NAME	STATUS	STATUS_DATE	AMOUNT	
						ISSUED/ CLEARED	VOIDED/ UNCLAIMED
10/01/20	038900	B0030	HD SUPPLY FACILITIES MAINTENANCE	ISSUED	10/01/20	305.88	
10/01/20	038901	B0225	HOFFMAN SECURITY	ISSUED	10/01/20	652.90	
10/01/20	038902	K0003	M-D VENTURES	ISSUED	10/01/20	19293.64	
10/01/20	038903	B0017	MERCED COUNTY - CASTLE AIRPORT	ISSUED	10/01/20	3358.12	
10/01/20	038904	B0212	JAVIER L MENDOZA	ISSUED	10/01/20	2775.00	
			REMITTED TO: NATURAL GARDENS				
10/01/20	038905	B0056	CARDMEMBER SERVICE-XXXXXXXXXX9140	ISSUED	10/01/20	1022.96	
10/06/20	038906	B0287	B&D EQUIPMENT	VOIDED	10/22/20		6921.45
			COMMENT: VENDOR HAS NOT RECEIVED PAYMENT, EV				
10/08/20	038907	B0186	ASSOCIATION OF CALIFORNIA	ISSUED	10/08/20	4058.00	
10/08/20	038908	B0109	KORY BILLINGS	ISSUED	10/08/20	300.00	
10/08/20	038909	B0159	CAHHS	ISSUED	10/08/20	352.00	
10/08/20	038910	B0048	CENTRAL VALLEY DISPOSAL	ISSUED	10/08/20	399.86	
10/08/20	038911	B0016	GUARDCO SECURITY SERVICES	ISSUED	10/08/20	12726.67	
10/08/20	038912	B0288	JOSH TEMPLE	ISSUED	10/08/20	1721.25	
10/08/20	038913	B0125	JWT & ASSOCIATES, LLP	ISSUED	10/08/20	7725.00	
10/08/20	038914	B0130	NEXUS ADMINISTRATORS, INC.	ISSUED	10/08/20	1800.00	
10/08/20	038915	B0218	JOHN P. NIEMOTKA	ISSUED	10/08/20	400.00	
			REMITTED TO: OCTANE ADVERTISING & DESIGN				
10/08/20	038916	B0064	PETERSON, ALFONSE	ISSUED	10/08/20	300.00	
10/08/20	038917	B0014	PG&E (4705482162-5)	ISSUED	10/08/20	5747.31	
10/08/20	038918	B0260	ROBERT F. BOESCH	ISSUED	10/08/20	100.00	
10/08/20	038919	B0282	VIVIAN M PASSWATERS	ISSUED	10/08/20	100.00	
10/08/20	038920	B0013	WEST COAST GAS CO, INC.	ISSUED	10/08/20	559.43	
10/16/20	038921	B0054	CASTLE FAMILY HEALTH CENTERS, INC.	ISSUED	10/16/20	21879.46	
10/16/20	038922	B0054	CASTLE FAMILY HEALTH CENTERS, INC.	ISSUED	10/16/20	3500.00	
10/16/20	038923	B0289	CHEMSEARCHFE	ISSUED	10/16/20	1353.11	
10/16/20	038924	B0132	CLARK PEST CONTROL	ISSUED	10/16/20	299.00	
10/22/20	038925	B0287	B&D EQUIPMENT	ISSUED	10/22/20	6921.45	
10/22/20	038926	B0072	BETA HEALTHCARE GROUP	ISSUED	10/22/20	416.67	
10/22/20	038927	B0027	CITY OF ATWATER PAYMENT CENTER	ISSUED	10/22/20	1323.93	
10/22/20	038928	B0134	CITY OF ATWATER PAYMENT CENTER	ISSUED	10/22/20	654.34	
10/22/20	038929	B0132	CLARK PEST CONTROL	ISSUED	10/22/20	480.00	
10/22/20	038930	B0241	HIGGS, FLETCHER & MACK LLP	ISSUED	10/22/20	485.00	
10/22/20	038931	B0133	MERCED COMMERCIAL SWEEPING	ISSUED	10/22/20	240.00	
10/22/20	038932	B0290	VANGUARD CLEANING SYSTEMS OF THE	ISSUED	10/22/20	2314.00	
10/29/20	038933	B0030	HD SUPPLY FACILITIES MAINTENANCE	ISSUED	10/29/20	1421.57	
10/29/20	038934	B0225	HOFFMAN SECURITY	ISSUED	10/29/20	652.90	
10/29/20	038935	B0025	MERCED IRRIGATION DISTRICT	ISSUED	10/29/20	333.51	
10/29/20	038936	B0026	MERCED IRRIGATION DISTRICT	ISSUED	10/29/20	17854.88	
10/29/20	038937	B0291	MID-VALLEY PUBLICATIONS	ISSUED	10/29/20	20.00	
10/29/20	038938	B0212	JAVIER L MENDOZA	ISSUED	10/29/20	2775.00	
			REMITTED TO: NATURAL GARDENS				
TOTAL \$						126622.84	6921.45

CASTLE FAMILY HEALTH CENTERS, INC REPORT

Castle Family Health Centers Inc
 Operations Summary Report
 Four Months Ending October 31, 2020

Total encounters for the month are 13,861 compared to 12,741 last year 8.79% increase.

Department	Oct-20	Oct-19	VARIANCE	%	Y-T-D Oct-20	Y-T-D Oct-19	Y-T-D VARIANCE *	Y-T-D %
Castle Clinic	5,256	4,659	597	12.81%	21,757	18,749	3,008	16.04%
Specialty Clinic	1,214	1,361	(147)	-10.80%	4,684	4,661	23	0.49%
Bloss Clinic	895	802	93	11.60%	3,428	3,283	145	4.42%
Winton Clinic	1,263	1,176	87	7.40%	4,136	3,873	263	6.79%
Urgent Care	1,021	311	710	228.30%	4,484	1,197	3,287	274.60%
Lab	2,124	2,066	58	2.81%	12,101	8,392	3,709	44.20%
Radiology	687	731	(44)	-6.02%	2,340	2,841	(501)	-17.63%
Behavioral Health	343	176	167	94.89%	1,385	681	704	103.38%
Adult Day Health Care	0	662	(662)	-100.00%	0	2,226	(2,226)	-100.00%
Optometry	531	393	138	35.11%	2,088	1,409	679	48.19%
Winton Dental	527	404	123	30.45%	1,703	1,511	192	12.71%
TOTAL ENCOUNTERS	13,861	12,741	1,120	8.79%	58,106	48,823	9,283	19.01%

Oct-20 Working Days 22
 Oct-19 Working Days 23

NEW PATIENTS	Oct-20	Oct-19	VARIANCE *	%	Y-T-D Oct-20	Y-T-D Oct-19	Y-T-D VARIANCE *	Y-T-D %
	893	503	390	77.53%	4,669	1,962	2,707	137.97%

CONTRACT WITH DAY BREAK ADULT DAY HEALTH
CARE CENTER

Exhibit to Follow

BMHD GRANT POLICIES & PROCEDURES

Bloss Memorial Healthcare District, a Public Entity

Policy No.: 600 Subject: <u>Grant and Mini-Grant</u>	Effective Date: December 3, 2020 Reviewed Date: Revised Date: Approved Date: December, 2020
Manual: <u>Administration</u>	Page: <u>1 of 5</u>
Department Approval: N/A Date:	Administrative Approval: Date: December 3, 2020
Medical Approval: N/A Date:	Committee / Board Approval: Date: December 3, 2020

POLICY

In accordance with Bloss Memorial Healthcare District’s mission and strategic plan it is the policy of Bloss Memorial Healthcare District to provide guidelines for Grants and Mini-Grants to provide health and wellness programs/projects for the benefit of the District residents and in alignment with the California Health and Safety Code requirements. Each year the Board of Directors will allocate a budget for both grants and mini grants.

The District Board may amend this policy as needed to be consistent with any state legislation regarding healthcare district grant programs.

GUIDELINES

- I. The District will administer the grant funds to assure responsibility distribution of monies and to maximize the benefit to community members and fairness to grant recipients.
 1. All grants must align with the Bloss Memorial Healthcare District’s Strategic plan. The strategic plan is available on our website, www.blossmemorialhealthcaredistrict.org.
 2. The Board of Directors will adopt a grant budget allocation each fiscal year during the annual budget process (July-June).

Subject: <u>Grant and Mini-Grant</u>	Effective Date: <u>December 3, 2020</u>
Manual: <u>Administration</u>	Page <u>2 of 5</u>

3. Grant recipients should not assume there exists an entitlement to continued funding nor that similar funding will be available in future years.
4. Grant recipients must accept the District's standard grant/contract terms and conditions as a stipulation of any grant award. Grantee who is not in compliance as identified in the Grant Contract may become ineligible to apply for future grants for a period of up to two (2) years.
5. The District will place a priority on collaboration with community agencies applying for grants, to maximize use of funds and impact while avoiding the fostering of competing programs that may make each such competing programs to become less effective.

Applicants who choose not to collaborate must demonstrate a distinction between their proposed services and those that may already be in place.

II. Per AB 2019 and revised California Health and Safety Code Section 3219(c) (5), individual meetings regarding grants between an applicant and a District Board Member, officer or staff outside of the establishment grant process is prohibited. Staff may provide technical assistance, upon request, from potential and current Grantees.

III Mini Grants

1. Mini grants allow the Bloss Memorial Healthcare District community to access support for small initiatives that possibly do not have the capacity for a large program or project. The mini grant application is processed by the administration of Bloss Memorial Healthcare District. Consideration is contingent upon the availability of funds, community health priorities, and the ability of the applicant to effectively administer the project programmatically and financially. The mini grant provides up to \$5,000 per one request in a fiscal year. The request must align with the Bloss Memorial Healthcare District strategic goals and objectives.

IV. Board of Directors

1. The Board of Directors shall be responsible for oversight, where appropriate, on District matters related to grant-making and related programs.

Subject: <u>Grant and Mini-Grant</u>	Effective Date: <u>December 3, 2020</u>
Manual: <u>Administration</u>	Page <u>3</u> of <u>5</u>

V. Eligible Criteria

1. The District awards grants only to organizations exempt from federal taxation under Section 501 (c) (3) of the Internal Revenue Code or equivalent exemption: such as a public/governmental agency, program or institution. Except for mini grant recipients, all organizations must have current audited financial statements.
2. Some small organizations (annual revenue of \$500,000 or less) may be financially unable to provide audited financial statements. Under certain circumstances defined by the ability of the organization and if the organization is able to provide a service to meet the mission of the District, the District may consider providing grant funds to complete a financial audit. The District may also consider providing grant funds to develop capacity building.
3. Organizations must directly serve residents of the Bloss Memorial Healthcare District. Agencies physically located outside District boundaries be eligible for funds upon demonstration that the residents of the District will be proportionately served.
4. Grants are available to organizations whose activities improve residents' health within one or more focus areas of the District's strategic plan. Through investment of its grant dollars, the District supports programs, organizations and community collaborations with potential for achieving measurable results. Through the use of a grant scoring structure, consideration is given to projects or organizations that:
 - a. Have proven records of success and capacity
 - b. Have potential to impact the greatest numbers of District residents in alignment with strategic goals
 - c. Can demonstrate the greatest potential to positively change health-related behaviors
 - d. Are based on research and/or best practices that demonstrate effectiveness
 - e. Have data available to measure progress, outcomes and relevance
 - f. Have strong fiscal and operational governance

Subject: <u>Grant and Mini-Grant</u>	Effective Date: <u>December 3, 2020</u>
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VI. Funding Restrictions

1. The District's grants will not support the following:
 - a. Individuals
 - b. Endowment campaigns
 - c. Retirement of debt
 - d. Annual campaigns, fundraising events, or expenses related to fundraising
 - e. Programs that proselytize or promote any religion or sect, or deny services to potential beneficiaries based upon religious beliefs
 - f. Expenses related to lobbying public officials
 - g. Political campaigns or other partisan political activities
 - h. Unfunded government mandates
 - i. Replacement funds to allow funding to be shifted to other programs or budget areas
 - j. Any organization who discriminates against others based on, including, but not limited to race, color, creed, gender, gender identity sexual orientation or national origin
2. Only one open grant per grant recipient is allowed.

VII. Online Application Process

1. Staff receives online Stage 1 Letter of Interest (LOI) and supporting documents from applicant.
2. Staff review and preliminary due diligence is performed on all LOIs and if applicable, conduct a site visit. Grantees, via email, receive authorization to move to State 2 – the grant application.
3. Staff reviews full grant application, performs full due diligence and brings forward to the Board of Directors for consideration.
4. Grant requests may be declined at any stage of the application process.

Staff may consider various options for grant making during the application process that include refining a grant application's plans, reframing the goals of the project; proposing a new scope; funding a project, along with capacity-building support; identifying partners to help solving complex problems that

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may require the involvement of multiple parties working on solutions from a variety of angles. Other options may be explored.

VIII. No-Cost Grant Extension

1. Under a No-Cost Extension, grantees may extend a grant's project period one time for up to 12 months. A No-Cost Extension may be requested when the following conditions are met:
 - a. No term of award specifically prohibits the extension
 - b. Project's originally approved scope will not change
 - c. The end of the project/grant period is approaching
 - d. There is a programmatic need to continue
 - e. There are sufficient funds remaining to cover the extended effort
2. Bloss Memorial Healthcare District always retains the right to decline the request. Examples of reasons to decline might include:
 - a. An extension may not be granted solely because there is money left over. Programmatic benefit must be justified.
 - b. Deliverables as outlined in Exhibit B (Payment Schedule, Requirements & Deliverables) have been met.
3. Process

Grantee must submit a written request to the Bloss Memorial Healthcare District at least 30 days before the end of the current project period. The request should be sent to the Grant Department and include the following information:

 - a. The amount of funds remaining, and an explanation for why they have not been spent
 - b. Rationale for continuing the project
 - c. An explanation of why the project has not been completed
 - d. Inclusion of a detailed work plan and how all unfinished activities will be completed by the proposed end date
4. Reporting

Bloss Memorial Healthcare District

Mini-Grant Application Guidelines

Information gathered in these following sections will be added to the previous information gathered in the Letter of Interest.

Section 1: Program/Project Information

In this section specific details on the proposed program/project will be requested for the following areas:

- Title of Mini-Grant
- Geographical Area
- Description of District residents who will benefit from the program/project (100 word limit)
- Age Group (Select the age group(s) served by the proposed program/project)
- Identify person responsible for submitting outcomes
- Total number (unduplicated) of anticipated District Residents to be served

Section 2: Proposed Budget

- Though an excel spreadsheet identify by line item proposed expense associated with mini-grant expectations for deliverable outcome

Section 3: Time Line

- Identify measurable outcomes and he time expectations to meet the goals identified

Section 4: Partnerships (if applicable)

- Key Partners/Collaboration: Please provide a detailed list of community partners and their roles directly supporting the program/project. (300 word limit)

Bloss Memorial Healthcare District

Instructions for Completing the Line Item Budget and Budget Narrative

The Line Item Budget must be submitted using the Excel Spreadsheet. Program/project budgets must include each line item for which support is being requested, along with any other sources of funding for that same line item.

A detailed narrative of project expenses must be included. For each line item in the budget, please provide a detailed description of how the requested funds will be used.

SECTION 1 – Operational Costs

- Total staffing Costs:* All employees' salaries and professional services/consultants allocated to the program/project.
- Equipment:* Include all equipment purchases. Itemize each item purchased and its cost.
- Supplies:* Include cost of all supplies, including office supplies, related to the program/project.
- Printing/Duplication:* Include such items as: printing, copying, and publication services.
- Mailing/Postage:* Any mailing and postage expenses, related to the program/project.
- Travel/Mileage:* Include any travel expenses associated with the grant. Mileage rate is based on the current IRS mileage rate.
- Education/Training:* Specific to the program/project and workforce development to increase the capacity of the organization.
- Office/Rent/Mortgage:* Include line items for facility costs incurred by the program/project.
- Telephone/Facsimile/Internet:* Include phone, fax and electronic communications, incurred by the program.
- Utilities:* Include line items for the cost of utilities incurred by the facility(ies) used by the program/project.
- Insurance:* List any insurance needs for the implementation of the program/project.
- Other Facility Costs:* Account for any other facility costs not already listed.
- Other Program Costs:* Account for any other program costs not already listed.

DETAILED LABOR COSTS (Please include if applicable)

- *Employee Position/Title:* Identify each employee position/title, annual salary, percentage of time allocated to the program/project (i.e., 1.0 FTE, 0.5 FTE), and actual salary. (Please describe in detail the scope of work and duties for each employee in the budget narrative)
- *Employee Benefits:* Include a total percentage and amount of all related benefits and for ALL Previously listed employees. (Please describe in detail the employee benefits including the percentage and salary used for calculation in the budget narrative)
- *Professional Services/Consultants:* Provide the company and staff title, along with the hourly, hours/week worked, and/or monthly fees for any professional service or consultants related to the grant. (Please describe in detail the scope of work for each professional service/consultant on this grant in the budget narrative)

Other Program Funds

- *Other Funding Received:* Include actual or projected funding from fees, donations, grants, and/or any fundraising activities.
- *Other Income:* Include any bequests, membership dues, in-kind services, investment income, Fees from other agencies, etc...

Please describe in detail all fees, donations, grants and other income for the program/project in the budget narrative

Bloss Memorial Healthcare District (BMHD) Grants Program

The Bloss Memorial Healthcare District's grant program supports collaborative processes and invests in the services and programs of local nonprofits, health service providers, and public agencies that align with and advance the District's mission and vision. By addressing and building on community health issues, Bloss Memorial Healthcare District hopes to connect and foster deeper collaboration between local agencies to better understand and mitigate the impact of social determinants of health in our community.

Please review the following four items before proceeding to the BMHD grant making process

Grants Policy: Policy Number 600

In accordance with Bloss Memorial Healthcare District's mission and strategic plan, it is the policy of the Bloss Memorial Healthcare District to provide guidelines for grants and mini-grants to support health and wellness programs/projects for the benefit of the District residents and in alignment with the California Health and Safety Code requirements. Each year the Board of Directors will allocate a budget for both grants and mini-grants. [Click here](#) to read the complete policy.

Prevailing Wage Law

Under California law (Labor Code Sections 1720 et seq. and 1770 et seq.), any work paid for in whole or in part with public funds, including funds from the Bloss Memorial Healthcare District, may require that workers be paid at the prevailing wage rates. Prevailing wage is essentially a minimum wage for various classifications of construction workers. **The rule applies to construction, alteration, demolition, installation, repair, or maintenance of property if the total value of the work is \$1,000 or more.** These rates are often higher than standard wages, and the additional cost should be factored into the project budget. Grant recipients may be liable for back wages and other costs if they fail to inform their contractors of this requirement, and therefore any contracts for such work must state that the prevailing wage rates apply. More information is available from the Department of Industrial Relations.

<https://www.dir.ca.gov/dlse/FAQPrevailingWage.html>

California Assembly Bill 2019 (AB2019)

California Assembly Bill 2019 (AB2019) became law as of January 1, 2019. This law in particular, [Section 3-Section 32139 of the Health and Safety Code 9.5](#) states: *A prohibition against individual meetings regarding grant applications between a grant applicant and a District Board Member, officer, or staff outside of the District's established grant awards process. A District's established grant awards process may include the provision of technical assistance to grant applicants, upon request, by District grant program staff.*

Bloss Memorial Healthcare District Grant Making

The Bloss Memorial Healthcare District's mission can be achieved in part by providing grant resources projects and programs which align with our grant guidelines. We respond to grant requests initiated by eligible organizations through our online application process. We occasionally use a Request for Proposal (RFP) to target grants for programs and projects that best support the District's goals.

The Bloss Memorial Healthcare District's Board-approved and established grant awards process is a two-stage process that begins with a Letter of Interest (LOI). **Once the LOI has been submitted**, staff under law (AB-2019), can provide technical assistance to the grantee.

What types of grants are available?

Mini Grants: A mini-grant provides up to \$5,000 per one request in a fiscal year. A mini-grant is an opportunity to build the capacity of smaller health initiatives for organizations that may not have the capacity for larger programs or projects.

Grants: A grant provides an organization more than \$5,000 of support per request. Grants are intended for larger programs and initiatives, whose focus is to address one of the BMHD's strategic areas and improve District residents' health and wellness.

Who is Eligible?

501(c)(3) nonprofit and tax-exempt organizations, a governmental, tribal, or public entity, including, healthcare service providers such as federally qualified health centers, and local clinics.

Who is not Eligible?

Individuals

Endowment Campaigns

Retirement of Debt

Annual campaigns, fundraising events or expenses related to fundraising

Programs that proselytize or promote any religion or sect, or deny service to potential beneficiaries based upon religious beliefs

Political campaigns or other partisan political activities, including lobbying public officials

Unfunded government mandates

Replacement funds to allow funding to be shifted to other programs or budget areas prior to grant approval

Capital Projects (on hold until further notice)

Organizations that discriminate against certain groups or individuals in the delivery of programs and services based on race, religion, national origin, gender, age, sexual orientation, or disability

Requirements

Organizations must directly serve residents of the Bloss Memorial Healthcare District. Organizations must address one of the Bloss Memorial Healthcare District strategic areas. Except for mini grant recipients, organizations must have current audited financial statements.

BMHD FACILITY SQUARE FOOTAGE REVIEW

Exhibit to Follow