



REDWOOD COAST MEDICAL SERVICES, INC
BOARD OF DIRECTORS - MEETING AGENDA (Zoom Online Meeting)
January 25, 2023 5:00 PM – 7:00 PM

Order of Business	Business Item	Person	Vote(s) Required	Page #
5:00 pm	AGENDA <ul style="list-style-type: none"> Review and vote on acceptance of Meeting Agenda 	Leslie Bates	Vote	Page 1
5:01 pm	MINUTES <ul style="list-style-type: none"> Vote on acceptance of the Minutes of December 21, 2022 	Leslie Bates	Vote	Page 2-4
5:05 pm	BOARD NOMINATION <ul style="list-style-type: none"> Welcome Susan Hamlin Vote on appointment of Susan Hamlin to the RCMS Board of Directors 	Leslie Bates	Vote	
5:15 pm	FINANCE COMMITTEE REPORT <ul style="list-style-type: none"> Welcome Christie MacVitie, CFO Report on December Financials Vote on acceptance of the December Financials 	Drew McCalley	Vote	Page 5-15
5:30 pm	CEO REPORT <ul style="list-style-type: none"> Operations/Staffing Update 	Ara Chakrabarti		
5:45 pm	MEDICAL TEAM REPORT <ul style="list-style-type: none"> Update on clinic operations 	Afsoon Foorahar		
6:00 pm	DEVELOPMENT, GRANTS, OUTREACH & RISK/COMPLIANCE REPORT <ul style="list-style-type: none"> Update Board Training: HRSA Compliance Manual Ch. 6 – Accessible Locations and Hours of Operations 	Dawn McQuarrie		Page 16-18
6:20 pm	HUMAN RESOURCES COMMITTEE <ul style="list-style-type: none"> Report on updated policies and Employee Handbook Vote on acceptance of updated Employee Handbook and policies: <ul style="list-style-type: none"> HR – 14 RCMS Sponsored 403(b) Plan HR – 16 Grievance and Resolution HR – 18 Make-Up and Flex Time HR – 26 Designated Eating Areas 	Renee Kaucnik Laurie Voss	Votes	Page 19-26 Employee Handbook Separate Attachment
6:35 pm	INFORMATION TECHNOLOGY COMMITTEE REPORT <ul style="list-style-type: none"> Update 	Drew McCalley		
6:45 pm	EXECUTIVE COMMITTEE REPORT <ul style="list-style-type: none"> Update Public comments/shout-outs 	Leslie Bates		

The mission of the Redwood Coast Medical Services is to provide high quality, family-oriented, community based primary care, including a broad range of preventive health services, to residents and visitors within the coastal areas of Southern Mendocino and Northern Sonoma Counties. Services are designed to meet identified needs of the communities served, are integrated with other existing health care services and systems and are evaluated on a regular basis to assure that community health needs are being met. As a non-profit corporation receiving public funds, RCMS provides services to qualifying individuals on a sliding fee scale as well as to patients with MediCal and MediCare coverage, private insurance or self pay status. RCMS plays a special role as the sole provider of medical care in the community and in responding to public health emergencies.



Redwood Coast Medical Services, Inc.
Board of Directors Meeting – Zoom Online Meeting
Meeting Minutes of December 21, 2022

BOARD MEMBER	P	A/E	BOARD MEMBER	P	A/E
Leslie Bates	X		Drew McCalley	X	
Barbara Canida	X		Brian Murphy	X	
Janis Dolphin	X		Jim Nybakken	X	
Barbara Fast	X		Gabriel Ramirez	X	
Hall Kelley	X		Laurie Voss	X	
Patricia Lynch	X				

STAFF PRESENT	
Ara Chakrabarti	
Amy Fawcett	
Jennifer Black	
Dawn McQuarrie	
Renee Kaucnik	
Karen Wilder	

Public Attendees: 9

CALL TO ORDER: Leslie Bates called the meeting to order at 5:00 pm.

APPROVAL OF AGENDA: After review, Drew McCalley moved to accept the agenda, Gabriel Ramirez seconded.
Vote: all ayes.

APPROVAL OF MINUTES: After review and correction, Leslie Bates moved to accept the minutes of November 30, 2022. Jim Nybakken seconded. **Vote:** all ayes.

FINANCE COMMITTEE REPORT: Drew McCalley, Board Treasurer

- Reviewed the Executive Financial Summary for the month of November 2022
- Statement of Financial Position remains strong
- Positive bottom line for the month of November of \$125k
- Running under in expenses which helps offset the shortfall in patient revenue
- Days in Net Accounts Receivable Outstanding are temporarily inflated due to the NextGen billing issue identified in the prior month and carrying over into November
- Although patient service revenue is not as high as we would like it to be, other areas are offsetting the loss in revenue, leaving the organization still in a strong financial position
- Patient Visits:
 - Primary Care down in November due to some providers being out and being understaffed
 - Urgent Care visits had a surge in November due to flu and other respiratory related issues
 - Dental and Behavioral Health visits are trending up, and dental is below budget as anticipated
- Reviewed the detailed financials
- The deficit of patient service revenue is being offset by expenses, fundraising and grant income, etc.
- Funds are starting to flow in from the annual ask and will continue through December and January
- Grants and Other Revenue continues to go up through the work of Dawn and other staff who are helping to acquire more grants
- Unrealized gains in the investment portfolio also contributed to the positive bottom line in November
- Finance Committee did a financial review of the rest of the year – anticipated to remain strong through the end of the fiscal year

On behalf of the Finance Committee, Drew McCalley made the recommendation for the Board to accept the November 2022 financials as presented. Seconded: Dolphin. Vote: All ayes.



CEO REPORT: Ara Chakrabarti, CEO

Communications:

- Annual Ask has been released and donations are very much appreciated

Operations:

- Internal discussions to address Primary Care visit shortfall, creatively thinking through changes to increase patient access to primary care and reduce wait times
- While there are no financial difficulties anticipated through the end of this fiscal year, continual shortfalls in visits will catch up with us – keeping a close eye on this situation
- Currently in discussions with a potential primary care provider and dentist
- Getting additional providers is the biggest challenge for RCMS and the rest of the nation
- Making changes in Quality Improvement (QI) processes and team to improve the QI activities and matrices
- Following through with planned increase for 403b matching retirement program and planning employee meetings to participate and take advantage of this program
- Important reorganization of the lab is happening with the help of a consultant
- Continuing to initiate activities to increase access to specialists, working with specialists in Santa Rosa and Ukiah to see how we can make something happen
- Request For Proposal is due to Coast Life Support District before the end of this month for Urgent Care Services 5-year contract

COVID-19 Updates:

- COVID-19, along with flu vaccines, are available to the community on a walk-in basis Mon-Fri 9am-6pm

Facilities Updates:

- Phase 2 – final environmental report and design options are being reviewed
- North and South building expansions are possible
- Meeting planned with the County to go over any lingering environmental considerations that may come up before pursuing next steps

DEVELOPMENT, GRANTS, OUTREACH & RISK/COMPLIANCE REPORT: Dawn McQuarrie, Programs Director

- New grant was awarded for community outreach and education
- Car seat grant was awarded – certified car seat technician on staff that can provide seats and education
- Looking at several other potential grants
- Continuing to leverage all media to reach out (web, social media, lobby TVs, flyers, etc.)
- Finalized communications plan for 2023 – coordinated effort with staff to engage the community
- Community education and outreach staff are continuing to assist the community with enrollment
- Risk Management activities – presented risk assessment activities for quarter 4 2022 and the Risk Management Plan for 2023
- Reviewed the Hours of Operation policy

On behalf of the Executive Committee, Leslie Bates made the recommendation for the Board to accept the Quarter 4 2022 Risk Assessment Activities Report and 2023 Risk Management Plan as presented. Seconded: Canida. Vote: All ayes.

On behalf of the Executive Committee, Leslie Bates made the recommendation for the Board to accept the updated Hours of Operation policy as presented. Seconded: Canida. Vote: All ayes.

- Monthly Board Training on the HRSA Compliance Manual – Chapter 10 Quality Improvement Program
 - Board approved policies to guide the Quality Improvement (QI) Program
 - Qualified and designated staff to administer the program



- Policies and procedures to adhere to evidence based clinical guidelines and standards of care/practice
- Assessing patient satisfaction and hearing/resolving grievances
- Must have retrievable Electronic Health Record
- Systems in place to assure that patient information is confidential and protected

PERFORMANCE IMPROVEMENT COMMITTEE REPORT: Barbara Fast, Committee Chair

- Presented the annual Performance Improvement (PI)/Quality Improvement (QI) Work Plan for 2023
- Every year the staff reassess the PI/QI plan and sets goals for the year
- Staff has a goal to exceed quality metrics in several areas
- Reviewed how the quality metrics and goals are set by Partnership Health Plan, HRSA, etc.

On behalf of the Performance Improvement Committee, Barbara Fast made the recommendation for the Board to accept the Performance Improvement/Quality Assurance Work Plan 2023 as presented. Seconded: Nybakken.

Vote: All ayes.

- PIC reviewed and approved the credentialing of the new provider, Shane Kelley, PA-C

On behalf of the Performance Improvement Committee, Barbara Fast made the recommendation for the Board to accept credentialing for Shane Kelley, PA-C as presented. Seconded: Bates. Vote: All ayes.

EXECUTIVE COMMITTEE REPROT: Leslie Bate, Board Chair

- Discussed continuing search for new Board members – Laurie Voss will be spearheading efforts

PUBLIC COMMENT/SHOUT OUTS:

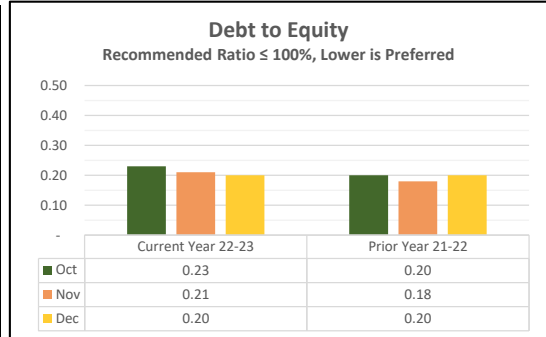
- Leslie Bates: Thank you Jim Nybakken, Patricia Lynch, Hall Kelley for the help at the staff Christmas Party and bringing spouses as well. It takes a village!
- Patricia Lynch: Thank you Leslie for organizing the marvelous ornaments and decorations for the Christmas party, and great food!
- Ara Chakrabarti: Thank you MaryAnn Watts for her ongoing support of organizing the COVID-19 efforts. In addition to what you see, there is a lot she does that is not visible including working with clinical staff. Thank you!
- Barbara Fast: Thank you Dawn McQuarrie. Within 2-3 days we received an acknowledgement for a donation we made and it's tremendous to have such a fast turnaround.

Meeting adjourned at 6:14 PM.

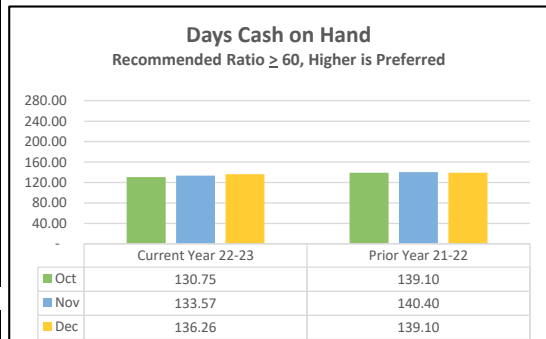
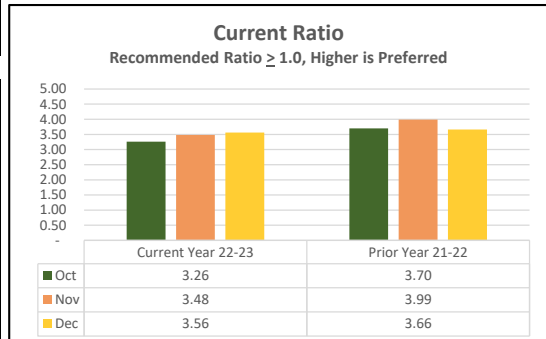
Karen Wilder, for Janis Dolphin, Board Secretary for the RCMS Board of Directors

REDWOOD COAST MEDICAL SERVICES, INC.
EXECUTIVE FINANCIAL SUMMARY - PRELIMINARY
FOR SIX MONTHS ENDED DECEMBER 31, 2022

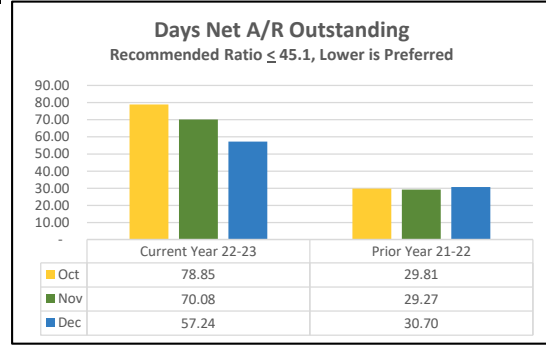
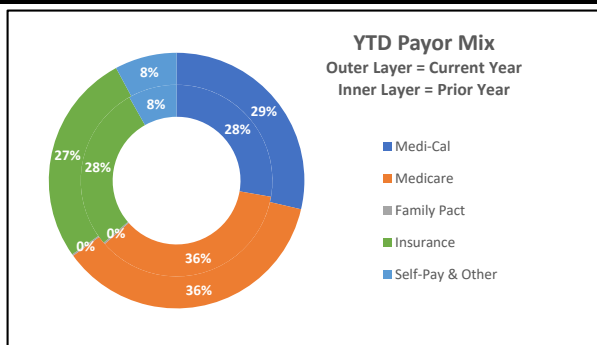
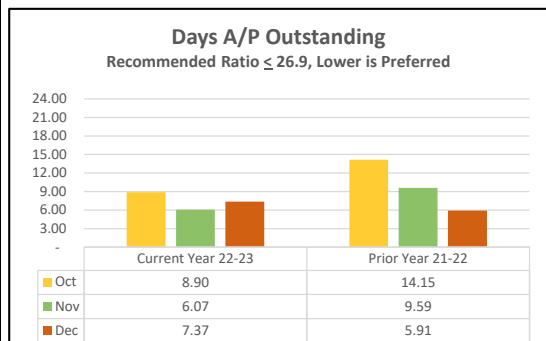
STATEMENT OF FINANCIAL POSITION			
ASSETS	FY 2022	FY 2021	Change
Current Asset	\$ 3,867,078	\$ 3,748,708	3.2%
Long Term Asset	-	-	
Property & Equipment, net	2,527,483	2,283,471	10.7%
Total Assets	6,394,561	6,032,179	6.0%
LIABILITIES AND NET ASSETS			
Current Liabilities	581,416	665,194	-12.6%
Estimated 3rd-Party Payor Settlements	493,267	357,835	37.8%
Long-Term Debt	-	-	
Total Liabilities	1,074,683	1,023,029	5.0%
Net Assets	5,319,878	5,009,150	6.2%
Total Liabilities and Net Assets	\$ 6,394,561	\$ 6,032,179	6.0%



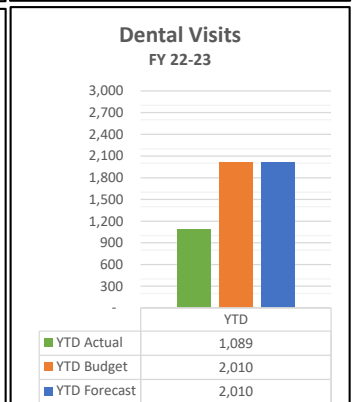
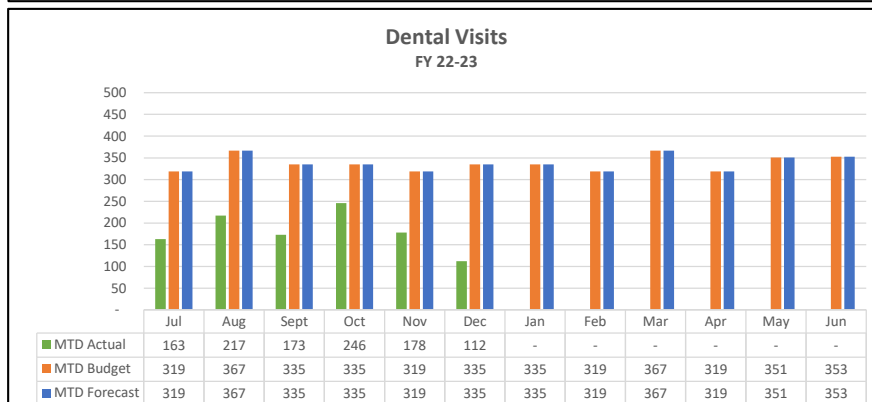
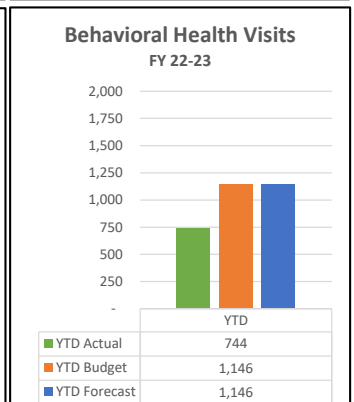
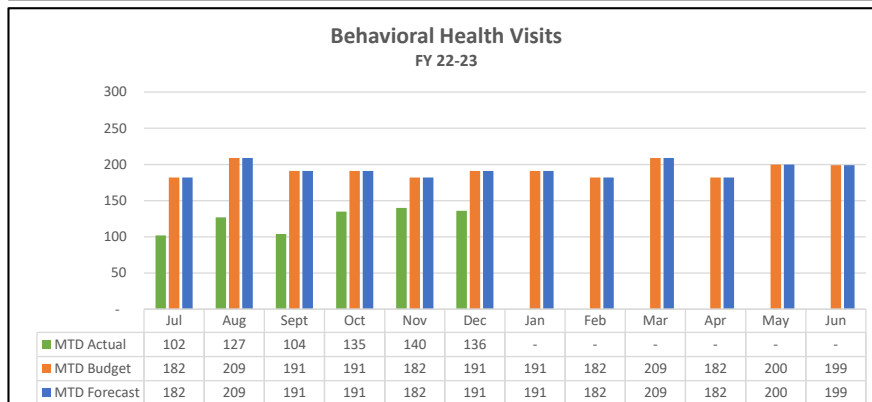
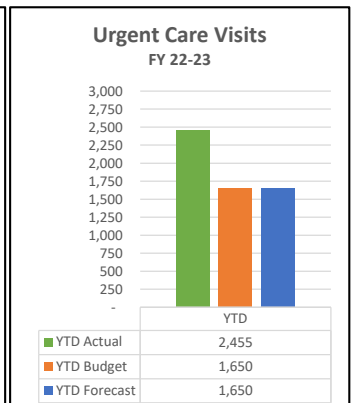
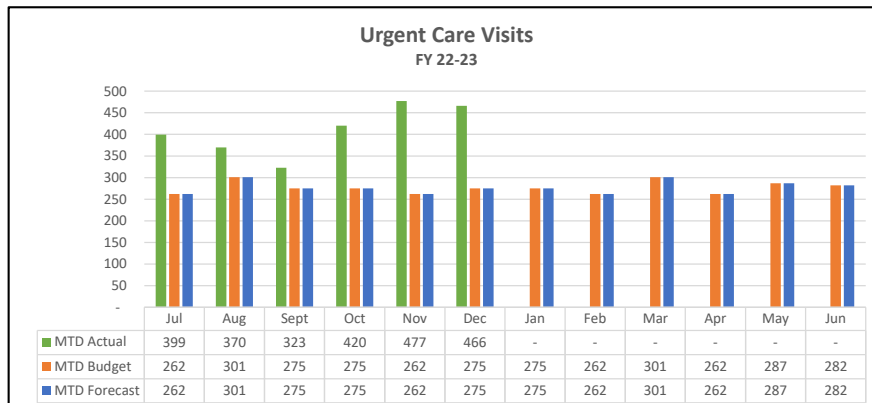
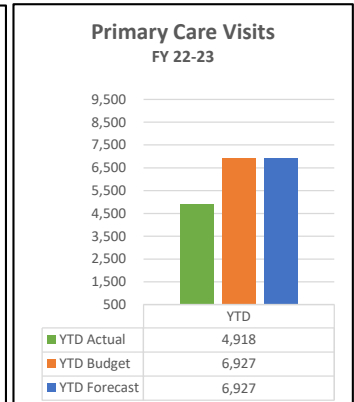
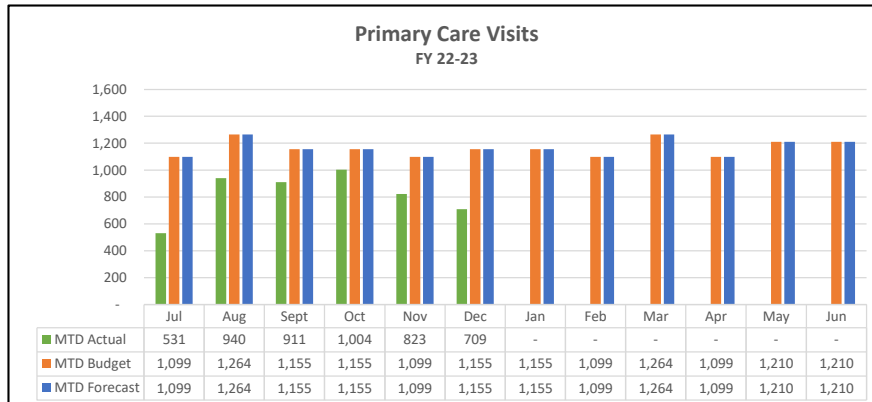
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS - YTD			
REVENUES	Actual	Budget	Variance
Patient Service Revenue	\$ 1,647,089	\$ 2,343,619	-29.7%
Grant Revenue	1,321,028	1,440,701	-8.3%
Other Revenue	812,556	608,578	33.5%
Fundraising Net, Donations, and Gain(Losses)	430,498	236,250	82.2%
NET REVENUE	4,211,171	4,629,148	-9.0%
EXPENSES			
Salaries and Benefits	2,682,407	3,035,687	-11.6%
Contractual and Consulting Services	298,278	443,058	-32.7%
Rent, Maintenance, and Facility Costs	126,631	173,850	-27.2%
Health Information and Technology	240,101	197,502	21.6%
Supplies	263,507	271,815	-3.1%
Depreciation	37,913	31,122	21.8%
Interest Expense	17	3,750	-99.5%
Other Expenses	434,179	462,383	-6.1%
TOTAL EXPENSES	\$ 4,083,034	\$ 4,619,167	-11.6%
EXCESS/DEFICIENCY OF REVENUE	\$ 128,137	\$ 9,981	



STATEMENT OF CASH FLOWS		
	FY 2023	FY 2022
CASH FLOW FROM Operating Activities		
Change in Net Assets	\$ 128,368	\$ 243,433
Add back: Depreciation and Amortization	25,073	59,281
Changes in Operations Assets and Liabilities	27,584	(42,822)
Net Cash Provided by Operating Activities	181,025	259,893
Investing Activities	(307,433)	(15,116)
Financing Activities - LTD	(76,041)	(84,304)
Net Increase in Cash and Cash Equivalents	(202,449)	160,473
Cash at Beginning of Period	3,270,918	2,871,719
Cash at End of Year	3,068,469	3,032,192



REDWOOD COAST MEDICAL SERVICES, INC.
EXECUTIVE FINANCIAL SUMMARY - PRELIMINARY
FOR SIX MONTHS ENDED DECEMBER 31, 2022



REDWOOD COAST MEDICAL SERVICES. INC.

DECEMBER 2022 FINANCIAL NARRATIVE

Below is a summarization of key trends, ratios, and analyses based on the December 2022 finance data detailed in the Statement of Financial Position, Statement of Activities, and information from the summary site reports.

Financial overview

Cash position - The cash and investments position as of December was \$3,068,468 and the prior month's ending balance was \$3,000,158.

Patient Service Revenue

The patient service revenue for December was \$212,218 compared to the prior month of \$272,090. Refer to the summary graph for visits for the month.

Grants & Other Revenue

Grant and other revenue for December was \$358,221 compared to prior month of \$312,417.

Fundraising

The Fundraising and Capital net activity for December was \$127,197 compared to prior month of \$73,653.

Employment Expenses

Total compensation for December decreased by \$15,570 when compared to the prior month.

Facility Expenses

Total Facility Expenses for December increased by \$10,430 when compared to the prior month.

Other Expenses

Total other expenses for December increased by \$39,375 when compared to prior month.

The current month income was \$2,355

Summary of Key Ratios

Refer to the board report for current and benchmarks

Visit Summary

Refer to board report for visits

Payor Mix:

	Current	Budgeted
Medi-Cal	29.0%	28.0%
Medicare	36.0%	36.0%
Family Pact	0.0%	0.0%
Private Ins.	27.0%	28.0%
Self-Pay/Other	8.0%	8.0%

Other HRSA Ratios:

Costs per visit for December	\$488.60 – last month was \$408.37
Net Revenue per visit for December	\$400.87 – last month was \$361.25, based on total revenue.
Patient service revenue per visit:	\$149.13 – last month was \$168.16
% of HRSA grants to total grants	79.0% – last month this ratio was 80.0%
% of salary & fringe to total expenses	63.2% – last month this was 68.8%, a decrease compared to the prior month.

Functional Expense Analysis – Based on Year-to-Date December:

Medical	30.7%
Urgent Care	24.8%
Behavioral Health	4.2%
Dental	5.5%
Hospice	3.5%
Admin	31.3%

Billing Data:

The aging of billing claims as of December 2022 is as follows:

0-30 days	\$301,151
31-60 days	\$ 75,807
61-90 days	\$149,331
91-120 days	\$138,630
Over 121 days	<u>\$137,694</u>
Total	\$802,613

Total AR balance decreased by \$77,305 from the prior month balance. The activity over 120 days represents 17.2% of the total outstanding AR.

Prepared by:
Contracted CFO for RCMS
Amy Fawcett
Senior Manager at Wipfli, LLP

REDWOOD COAST MEDICAL SERVICES, INC.

Statement of Financial Position - Preliminary

As of 12/31/2022

	Current Year	Prior Year	Variance
Current Assets			
Cash & Investments			
Cash on Hand	1,894,847.90	1,939,617.27	(44,769.37)
Investments	1,173,621.07	1,092,574.35	81,046.72
Total Cash & Investments	3,068,468.97	3,032,191.62	36,277.35
Patient Accounts Receivable			
Accounts Receivable	760,531.22	477,034.90	283,496.32
Allowance for Doubtful Accounts	(245,352.00)	(185,459.00)	(59,893.00)
Total Patient Accounts Receivable	515,179.22	291,575.90	223,603.32
Other Current Assets			
Grants Receivable	31,134.00	255,879.29	(224,745.29)
Partnership QIP Receivable	49,998.00	73,469.09	(23,471.09)
340B Receivable	32,389.25	0.00	32,389.25
Other Accounts Receivable	66,666.66	0.00	66,666.66
Prepaid Expenses	96,425.98	89,592.00	6,833.98
Other Assets	6,815.49	6,000.00	815.49
Total Other Current Assets	283,429.38	424,940.38	(141,511.00)
Total Current Assets	3,867,077.57	3,748,707.90	118,369.67
Property & Equipment			
Property & Equipment	4,914,950.60	4,600,521.03	314,429.57
Accumulated Depreciation	(2,387,467.54)	(2,317,050.03)	(70,417.51)
Total Property & Equipment	2,527,483.06	2,283,471.00	244,012.06
Total Assets	6,394,560.63	6,032,178.90	362,381.73
Current Liabilities			
Accounts Payable	76,230.86	52,235.66	23,995.20
Accrued Compensation and Related Liabilities	409,258.44	456,608.90	(47,350.46)
Medi-Cal Payable - Current Year	90,388.00	119,987.28	(29,599.28)
Medi-Cal Payable - Prior Year	402,878.93	237,847.68	165,031.25
Other Liabilities	2,800.00	2,800.00	0.00
Other Accounts Payable	33,804.13	42,733.76	(8,929.63)
Current Portion of Long Term Debt	23,200.50	106,661.66	(83,461.16)
Deferred Revenue	36,122.00	4,154.00	31,968.00
Total Current Liabilities	1,074,682.86	1,023,028.94	51,653.92
Total Liabilities	1,074,682.86	1,023,028.94	51,653.92
Net Assets			
Unrestricted Net Assets	5,191,740.69	4,765,716.71	426,023.98
Current Year Net Excess/Deficit	128,137.08	243,433.25	(115,296.17)
Total Net Assets	5,319,877.77	5,009,149.96	310,727.81
Total Liabilities & Net Assets	6,394,560.63	6,032,178.90	362,381.73

REDWOOD COAST MEDICAL SERVICES, INC.

Statement of Activities From 12/1/2022 Through 12/31/2022

	MTD Actual	MTD Budget	Variance	YTD Actual	YTD Budget	Variance
Patient Revenue						
Medi-Cal	104,842.19	126,958.00	(22,115.81)	617,873.23	761,750.00	(143,876.77)
Medicare	92,188.81	161,438.00	(69,249.19)	691,768.76	968,631.00	(276,862.24)
Family Pact	1,657.00	1,498.00	159.00	5,632.00	8,988.00	(3,356.00)
Insurance	41,235.28	71,805.00	(30,569.72)	292,252.22	430,831.00	(138,578.78)
Self Pay & Other	30,494.54	46,578.00	(16,083.46)	241,468.47	279,468.00	(37,999.53)
Sliding Scale & Other Write-Offs	(12,204.41)	(17,467.00)	5,262.59	(73,947.22)	(104,801.00)	30,853.78
Provision for Doubtful Accounts	(45,703.59)	(7,035.00)	(38,668.59)	(125,603.43)	(42,208.00)	(83,395.43)
Patient Refunds	(291.55)	(208.00)	(83.55)	(2,354.90)	(1,248.00)	(1,106.90)
Total Patient Revenue	<u>212,218.27</u>	<u>383,567.00</u>	<u>(171,348.73)</u>	<u>1,647,089.13</u>	<u>2,301,411.00</u>	<u>(654,321.87)</u>
Operating Expenses						
Operating Expenses	<u>695,280.77</u>	<u>755,805.00</u>	<u>60,524.23</u>	<u>4,083,034.27</u>	<u>4,550,733.00</u>	<u>467,698.73</u>
Total Operating Expenses	<u>695,280.77</u>	<u>755,805.00</u>	<u>60,524.23</u>	<u>4,083,034.27</u>	<u>4,550,733.00</u>	<u>467,698.73</u>
Net Before Other Revenue	<u>(483,062.50)</u>	<u>(372,238.00)</u>	<u>(110,824.50)</u>	<u>(2,435,945.14)</u>	<u>(2,249,322.00)</u>	<u>(186,623.14)</u>
Grants & Other Revenue						
Grant Revenue-Federal 330	154,644.00	154,628.00	16.00	927,864.00	927,768.00	96.00
Grant Revenue-Federal ARPA	0.00	26,667.00	(26,667.00)	74,387.00	159,995.00	(85,608.00)
Grant Revenue-CADRE	0.00	917.00	(917.00)	1,233.00	5,502.00	(4,269.00)
Grant Revenue-Fed Hypertension	23,976.00	9,990.00	13,986.00	30,070.00	59,940.00	(29,870.00)
Grant Revenue-Federal UDS	16,421.00	0.00	16,421.00	34,484.00	0.00	34,484.00
Grant Revenue-Other	52,832.00	22,916.00	29,916.00	252,989.95	137,496.00	115,493.95
340B Revenue	30,725.37	20,833.00	9,892.37	326,035.48	124,998.00	201,037.48
Contract Revenue-CLSD	66,666.66	66,667.00	(0.34)	399,999.96	400,002.00	(2.04)
Partnership QIP Revenue	8,333.00	8,334.00	(1.00)	56,552.00	50,004.00	6,548.00
Rental Income	1,147.00	3,000.00	(1,853.00)	8,862.00	18,000.00	(9,138.00)
Other Income	0.00	13.00	(13.00)	30.00	72.00	(42.00)
Interest & Dividends Earned	<u>3,475.54</u>	<u>2,583.00</u>	<u>892.54</u>	<u>21,076.94</u>	<u>15,502.00</u>	<u>5,574.94</u>
Total Grants & Other Revenue	<u>358,220.57</u>	<u>316,548.00</u>	<u>41,672.57</u>	<u>2,133,584.33</u>	<u>1,899,279.00</u>	<u>234,305.33</u>
Net Operating Income/(Loss)	<u>(124,841.93)</u>	<u>(55,690.00)</u>	<u>(69,151.93)</u>	<u>(302,360.81)</u>	<u>(350,043.00)</u>	<u>47,682.19</u>
Fundraising & Capital Activity						
Capital Grant Revenue	2,049.41	25,000.00	(22,950.59)	188,650.74	150,000.00	38,650.74
Fundraising Income	168,646.15	29,167.00	139,479.15	238,110.58	175,002.00	63,108.58
Fundraising Expense	(10,706.02)	(4,371.00)	(6,335.02)	(15,229.37)	(26,226.00)	10,996.63
Donations	100.00	9,583.00	(9,483.00)	13,489.14	57,498.00	(44,008.86)
Realized/Unrealized Gains/(Losses)	<u>(32,892.89)</u>	<u>625.00</u>	<u>(33,517.89)</u>	<u>5,476.80</u>	<u>3,750.00</u>	<u>1,726.80</u>
Total Fundraising & Capital Activity	<u>127,196.65</u>	<u>60,004.00</u>	<u>67,192.65</u>	<u>430,497.89</u>	<u>360,024.00</u>	<u>70,473.89</u>
Net Excess of Revenue over Expenses	<u>2,354.72</u>	<u>4,314.00</u>	<u>(1,959.28)</u>	<u>128,137.08</u>	<u>9,981.00</u>	<u>118,156.08</u>

REDWOOD COAST MEDICAL SERVICES, INC.

Schedule of Expenses From 12/1/2022 Through 12/31/2022

	Actual	Budget	Variance	YTD Actual	YTD Budget	Variance
Salaries & Wages						
Salaries & Wages	364,411.97	418,509.00	54,097.03	2,249,492.83	2,530,725.00	281,232.17
Total Salaries & Wages	364,411.97	418,509.00	54,097.03	2,249,492.83	2,530,725.00	281,232.17
Benefits						
Payroll Taxes	23,972.06	30,968.00	6,995.94	154,919.89	184,399.00	29,479.11
Health Insurance	43,764.54	46,847.00	3,082.46	246,797.23	279,026.00	32,228.77
Workmans Compensation	5,861.99	4,801.00	(1,060.99)	29,420.97	28,598.00	(822.97)
Other Benefits	0.00	2,171.00	2,171.00	1,776.43	12,939.00	11,162.57
Total Benefits	73,598.59	84,787.00	11,188.41	432,914.52	504,962.00	72,047.48
Contracted Services						
Contracted Physician	0.00	28,167.00	28,167.00	0.00	169,002.00	169,002.00
Contracted Physicians Assistant	0.00	15,000.00	15,000.00	71,888.29	90,000.00	18,111.71
Contracted Dentist Svcs	0.00	800.00	800.00	6,875.00	4,800.00	(2,075.00)
Contracted Pharmacist	1,604.13	0.00	(1,604.13)	3,165.78	0.00	(3,165.78)
Total Contracted Services	1,604.13	43,967.00	42,362.87	81,929.07	263,802.00	181,872.93
Total Compensation	439,614.69	547,263.00	107,648.31	2,764,336.42	3,299,489.00	535,152.58
Facility Expenses						
Depreciation-Facility	4,302.00	3,409.00	(893.00)	25,811.00	20,454.00	(5,357.00)
Janitorial	5,655.00	5,084.00	(571.00)	34,008.50	30,504.00	(3,504.50)
Rent	11,833.00	7,412.00	(4,421.00)	46,078.00	44,472.00	(1,606.00)
Repairs & Maint-Facility	1,584.93	7,084.00	5,499.07	8,138.53	42,504.00	34,365.47
Utilities	7,300.15	6,833.00	(467.15)	38,405.57	40,998.00	2,592.43
Real Estate Taxes	5,358.36	2,562.00	(2,796.36)	11,156.27	15,372.00	4,215.73
Total Facility Expenses	36,033.44	32,384.00	(3,649.44)	163,597.87	194,304.00	30,706.13
Other Expenses						
Advice Line	1,820.00	2,083.00	263.00	9,100.00	12,498.00	3,398.00
Bad Debt	0.00	1,000.00	1,000.00	0.00	6,000.00	6,000.00
Bank Charges	616.75	833.00	216.25	3,687.58	4,998.00	1,310.42
Board Expense	1,260.00	1,250.00	(10.00)	6,840.00	7,500.00	660.00
Billing Services	3,899.44	583.00	(3,316.44)	8,145.99	3,498.00	(4,647.99)
Computer Supplies & Support	42,476.56	32,917.00	(9,559.56)	240,101.26	197,502.00	(42,599.26)
Consulting Fees	5,938.59	5,251.00	(687.59)	29,546.05	31,506.00	1,959.95
Consulting Fees - Accounting	31,129.25	13,750.00	(17,379.25)	117,045.25	82,500.00	(34,545.25)
Consulting Fees - Government Compliance	3,820.00	3,750.00	(70.00)	32,650.00	22,500.00	(10,150.00)
Consulting Fees - CFO	2,505.00	5,417.00	2,912.00	17,750.00	32,502.00	14,752.00
Continuing Education	6,505.84	2,334.00	(4,171.84)	14,825.78	14,004.00	(821.78)
Depreciation Expense	2,017.00	1,778.00	(239.00)	12,102.00	10,668.00	(1,434.00)
Donations/Contributions	3.15	342.00	338.85	1,313.28	2,052.00	738.72
Dues & Subscriptions	3,029.58	1,625.00	(1,404.58)	9,538.56	9,750.00	211.44
Employment Advertising	0.00	208.00	208.00	135.00	1,248.00	1,113.00
Equipment Lease	1,590.96	1,708.00	117.04	10,154.00	10,255.00	101.00
Fundraising Allocation	(916.47)	(1,107.00)	(190.53)	(5,439.82)	(6,642.00)	(1,202.18)
Infectious Waste Disposal	1,739.17	3,083.00	1,343.83	11,094.37	18,498.00	7,403.63
Insurance-General	7,494.47	4,583.00	(2,911.47)	23,480.10	27,498.00	4,017.90
Insurance-D&O	0.00	2,833.00	2,833.00	9,804.06	16,998.00	7,193.94
Insurance-Malpractice	879.00	834.00	(45.00)	5,274.00	5,004.00	(270.00)
Interest Expense	0.00	625.00	625.00	17.30	3,750.00	3,732.70
Lab Services	4,298.80	4,626.00	327.20	32,832.07	27,756.00	(5,076.07)
Legal Fees	0.00	83.00	83.00	0.00	498.00	498.00
Loan Fees	0.00	2.00	2.00	0.00	12.00	12.00
Memberships & Publications	235.00	625.00	390.00	1,377.90	3,750.00	2,372.10
Minor Equipment	5,056.13	3,500.00	(1,556.13)	17,525.43	21,000.00	3,474.57

REDWOOD COAST MEDICAL SERVICES, INC.**Schedule of Expenses****From 12/1/2022 Through 12/31/2022**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>
Outreach & Hlth Ed Matls Exp	1,079.00	0.00	(1,079.00)	13,283.72	0.00	(13,283.72)
Payroll Service Fees	0.00	1,042.00	1,042.00	11,211.95	6,252.00	(4,959.95)
Penalties & Late Fees	15.73	542.00	526.27	27.59	3,252.00	3,224.41
Postage & Shipping	1,000.00	1,167.00	167.00	5,308.35	7,002.00	1,693.65
Publicity/Advertising	1,646.84	2,083.00	436.16	10,119.06	12,498.00	2,378.94
Recruiting Expense	11,140.00	4,167.00	(6,973.00)	48,713.32	25,002.00	(23,711.32)
Provider Housing	4,157.61	7,500.00	3,342.39	13,538.01	45,000.00	31,461.99
Repairs & Maint-Equipment	3,871.84	2,500.00	(1,371.84)	15,846.51	15,000.00	(846.51)
Supplies-Office	4,380.31	6,767.00	2,386.69	24,090.39	40,602.00	16,511.61
Supplies-Clinical	30,425.86	30,297.00	(128.86)	146,006.98	181,767.00	35,760.02
Supplies-Vaccines	2,483.21	3,334.00	850.79	29,521.05	20,004.00	(9,517.05)
Supplies-Pharmaceutical	3,234.85	2,879.00	(355.85)	24,793.71	17,274.00	(7,519.71)
Supplies-340B Pharmaceutical	2,089.18	2,028.00	(61.18)	39,094.84	12,168.00	(26,926.84)
Taxes & Licenses	250.00	1,501.00	1,251.00	7,750.00	9,006.00	1,256.00
Telephone/Communication	10,757.04	9,167.00	(1,590.04)	60,360.09	55,002.00	(5,358.09)
Transcription Services	7,943.94	0.00	(7,943.94)	42,120.81	0.00	(42,120.81)
Travel & Conferences	5,865.01	2,084.00	(3,781.01)	26,890.44	12,504.00	(14,386.44)
X-Ray Expenses	<u>3,894.00</u>	<u>4,584.00</u>	<u>690.00</u>	<u>27,523.00</u>	<u>27,504.00</u>	<u>(19.00)</u>
Total Other Expenses	<u>219,632.64</u>	<u>176,158.00</u>	<u>(43,474.64)</u>	<u>1,155,099.98</u>	<u>1,056,940.00</u>	<u>(98,159.98)</u>
Total Operating Expenses	<u>695,280.77</u>	<u>755,805.00</u>	<u>60,524.23</u>	<u>4,083,034.27</u>	<u>4,550,733.00</u>	<u>467,698.73</u>
Total Operating Expenses After Allocation	<u>695,280.77</u>	<u>755,805.00</u>	<u>60,524.23</u>	<u>4,083,034.27</u>	<u>4,550,733.00</u>	<u>467,698.73</u>

Redwood Coast Medical Services, Inc.
Statement of Cash Flows
As of 12/31/2022

	<u>Current Period</u>	<u>Current Year</u>
Operating Activities		
Change in Net Assets	2,354.72	128,137.08
Adjustments to Reconcile Change in Net Assets to Cash		
Depreciation and Amortization	6,319.00	37,913.00
(Increase)/Decrease in Accounts Receivable	137,834.69	(130,183.88)
(Increase)/Decrease in Grants Receivable	(32,642.41)	40,231.00
(Increase)/Decrease Medi-Cal Receivable - Current Year	0.00	0.00
(Increase)/Decrease in Prepaid Expenses	170.56	(38,667.85)
(Increase)/Decrease Other Assets	(815.49)	(5,487.27)
Increase/(Decrease) in Accounts Payable	13,902.37	4,892.30
Increase/(Decrease) in Accrued Expenses	(10,880.00)	(89,963.97)
Increase/(Decrease) in Deferred Revenue	(57,744.00)	36,122.00
Increase/(Decrease) in Medi-Cal Payable - Current Year	13,678.00	(132,961.00)
Increase/(Decrease) in Medi-Cal Payable - Prior Year	0.00	208,257.00
Total Adjustments to Reconcile Change in Net Assets to Cash	69,822.72	(69,848.67)
Total Operating Activities	<u>72,177.44</u>	<u>58,288.41</u>
Cash Flows from Investing Activities		
Building Improvements	0.00	(177,055.63)
Purchase of Equipment	0.00	(5,631.16)
Total Cash Flows from Investing Activities	<u>0.00</u>	<u>(182,686.79)</u>
Cash Flows from Financing Activities		
Increase/(Decrease) in Notes Payable	(3,866.75)	(23,200.50)
Total Cash Flows from Financing Activities	<u>(3,866.75)</u>	<u>(23,200.50)</u>
Net Increase(Decrease) in Cash	68,310.69	(147,598.88)
Cash at Beginning of Period	<u>3,000,158.28</u>	<u>3,216,067.85</u>
Cash at End of Period	<u><u>3,068,468.97</u></u>	<u><u>3,068,468.97</u></u>

Redwood Coast Medical Services, Inc.
Allowance for Doubtful Accounts
G.L. Account #1201
12/31/22

Account Reconciliation:

Beginning Balance	209,899.00
Record Provision	45,703.59
Actual Write-Offs Assigned to Provision	(10,250.59)
Returned Check	
Total Provision	<u>245,352.00</u>

Provision Percentage 31%

Description	0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Totals
MEDI-CAL/CHDP	107,076.73	8,241.66	65,712.69	55,701.94	17,725.25	254,458.27
MEDICARE	73,415.10	16,440.37	44,079.57	63,318.94	45,466.60	242,720.58
FAMILY PACT	724.00	324.00	-	-	-	1,048.00
INSURANCE	76,131.68	23,436.06	16,490.51	6,168.38	9,899.95	132,126.58
SELF PAY & OTHER	43,803.73	27,364.43	23,048.49	13,440.72	64,602.56	172,259.93
	<u>301,151.24</u>	<u>75,806.52</u>	<u>149,331.26</u>	<u>138,629.98</u>	<u>137,694.36</u>	<u>802,613.36</u>
Aged %	37.52%	9.44%	18.61%	17.27%	17.16%	100.00%

RCMS Investment Portfolio

Quarterly Report

as of December 31, 2022

for January 23, 2023 Finance Committee meeting

		12/31/22 Total Invest Accts at Schwab		Target Allocation	Gain/(Loss) unrealized (since purch)	9/30/22 Balances	Gain/(Loss) unrealized (since 9/30/22)
	symbol	market value	% of total	% of total			
Cash (Schwab Bank)		\$20,039.18	1.7%				
Schwab Govt Money Market Fund	SNVXX	\$18.10	0.0%				
Treasury Bills (\$240K, 6 month, maturing 2/9/23)		\$239,041.68	20.4%		est YTM 3.13%		
Total Cash & Treasuries		\$259,098.96	22.1%	20%			
<u>Fixed Income Funds:</u>							
Angel Oak Multi-Strategy	ANGLX	\$33,240.60	2.8%	3%	(\$5,494.57)	34186.76	(\$946.16)
Pimco Income	PONAX	\$47,811.49	4.1%	4%	(\$4,279.77)	46281.17	\$1,530.32
Pimco Mortgage Opportunities	PMZAX	\$59,232.58	5.0%	5%	(\$6,694.39)	58639.73	\$592.85
River Canyon Total Return	RCTIX	\$48,292.34	4.1%	4%	(\$4,311.41)	47690.07	\$602.27
Thornburg Strategic Income	TSIAX	\$48,006.37	4.1%	4%	(\$2,963.25)	47121.86	\$884.51
Total Fixed Income Funds		\$236,583.38	20.2%	20%	(\$23,743.39)	\$233,919.59	\$2,663.79
<u>Equity Funds:</u>							
Vanguard Dividend Appreciation ETF	VIG	\$153,966.20	13.1%	13%	(\$1,853.96)	136266.69	\$17,699.51
Vanguard International Dividend Appreciation ETF	VIGI	\$111,443.51	9.5%	10%	(\$23,752.27)	98588.17	\$12,855.34
Vanguard Total Stock Market ETF	VTI	\$150,782.01	12.8%	14%	(\$20,542.53)	140854.16	\$9,927.85
T. Rowe Price Dividend Growth	PRDGX	\$152,650.69	13.0%	13%	(\$11,735.18)	137830.47	\$14,820.22
Parnassus Core Equity Investor	PRBLX	\$109,096.32	9.3%	10%	(\$22,662.43)	99554.53	\$9,541.79
Total Equity Funds		\$677,938.73	57.8%	60%	(\$80,546.37)	\$613,094.02	\$64,844.71
Total Schwab Accounts		\$1,173,621.07	100.0%	100%	(\$104,289.76)	\$1,105,391.81	\$68,229.26

Grants, Development, Outreach, and Risk/Compliance Report

January 2023 Activities

Grants/Funding

- Expanding COVID-19 Vaccination – budget submitted and accepted
- California Department of Health Care Services Clinic Workplace Stabilization Retention Payment – employee application submitted and accepted
- ARP-UDS quarterly progress report submitted
- KidsVax final report submitted
- Working on UDS report – due February 15
- Attended meetings for Partnership and Kaiser grants

Marketing

- We are leveraging print media, social media, flyers, radio, and The Pulse
- We respond to all messages received via Facebook and website

Outreach and Enrollment

- Harm Wilkinson and Javier Chavez continue to assist our community members
- Community education is an ongoing activity

Surveys

Urgent Care surveys are sent weekly and compiled quarterly

Q1 CY23:	130 have been sent
Q4 CY22:	1,361 were sent
Q3 CY22:	1,088 were sent – 170 surveys returned – 15.63% return rate
Q2 CY22:	1,049 were sent – 120 surveys returned – 11.44% return rate
Q1 CY22:	1,014 were sent – 151 surveys returned – 14.89% return rate

Primary Care surveys are sent quarterly and compiled quarterly

Q4 CY22:	
Gualala:	1,268 were sent
Point Arena:	307 were sent
Q3 CY22:	
Gualala:	1,168 were sent – 137 surveys returned – 11.73% return rate
Point Arena:	312 were sent – 49 surveys returned – 15.71% return rate
Q2 CY22:	
Gualala:	1,187 were sent – 133 surveys returned – 11.20% return rate
Point Arena:	360 were sent – 54 surveys returned – 15.00% return rate
Q1 CY22:	
Gualala:	1,166 were sent – 171 surveys returned – 14.67% return rate
Point Arena:	380 were sent – 55 surveys returned – 14.47% return rate

Risk/Compliance

- Continuing to update PnPs as needed
- Working on UDS 2022

Board Training

Accessible Locations and Hours of Operation – HRSA Compliance Manual Chapter 6

Chapter 6: Accessible Locations and Hours of Operation

Authority

Section 330(k)(3)(A) of the PHS Act; and 42 CFR 51c.303(a) and 42 CFR 56.303(a)

Requirements

- The [required primary health services](#) of the health center must be available and accessible in the [catchment \[service\] area](#) of the center promptly, as appropriate, and in a manner which ensures continuity of service to the residents of the center's catchment area.

Demonstrating Compliance

A health center would demonstrate compliance with these requirements by fulfilling all of the following:

- a. The health center's [service site\(s\)](#) are accessible to the patient population relative to where this population lives or works (for example, in areas immediately accessible to public housing for health centers targeting [public housing residents](#), or in shelters for health centers targeting [individuals experiencing homelessness, or](#) at migrant camps for health centers targeting [agricultural workers](#)). Specifically, the health center considers the following factors to ensure the accessibility of its sites:
 - Access barriers (for example, barriers resulting from the area's physical characteristics, residential patterns, or economic and social groupings); and
 - Distance and time taken for patients to travel to or between service sites in order to access the health center's full range of in-scope services.
- b. The health center's total number and scheduled hours of operation across its service sites are responsive to patient needs by facilitating the ability to schedule appointments and access the health center's full range of services within the HRSA-approved [scope of project](#)¹ (for example, a health center service site might offer extended evening hours 3 days a week based on input or feedback from patients who cannot miss work for appointments during normal business hours).

¹ Services provided by a health center are defined at the [awardee](#)/designee level, not by individual site. Thus, not all services must be available at every health center service site; rather, health center patients must have reasonable access to the full complement of services offered by the center as a whole, either directly or through formal written established arrangements. See <http://www.bphc.hrsa.gov/programrequirements/scope.html> for further details on scope of project, including services and column descriptors listed on [Form 5A: Services Provided](#).

- c. The health center accurately records the sites in its HRSA-approved scope of project² on its [Form 5B: Service Sites](#) in HRSA's [Electronic Handbooks \(EHB\)](#).


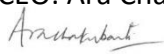

Related Considerations

The following points describe areas where health centers have discretion with respect to decision-making or that may be useful for health centers to consider when implementing these requirements:

- The health center determines which methods to use for obtaining patient input on the accessibility of its service sites and hours of operation (for example, annual survey, focus groups, input from patient board members).
- The health center determines how to measure and consider distance and travel time to or between the health center's sites when assessing its impact on patient access to the health center's services.
- The health center determines how to support patient access to the various service sites included within its HRSA-approved scope of project (for example, whether to provide patient transportation between service sites or use mobile service sites). The health center also determines which service(s) to provide at each site within its HRSA-approved scope of project.

² In accordance with 45 CFR 75.308(c)(1)(i), health centers must request prior approval from HRSA for a "Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval)." This prior approval requirement applies to the addition, deletion, or replacement of a service site. These changes require prior approval from HRSA and must be submitted by the health center as a formal change in scope request. See <http://www.bphc.hrsa.gov/programrequirements/scope.html> for further details on scope of project.



Redwood Coast Medical Services, Inc. (RCMS) <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROCEDURE	Page: 1 of 1
	Date Approved: 11/18/2020
	Revised Date: Reviewed Date: 12/28/2022
	HR Manager: Renee Kaucnik 
DEPARTMENT: Human Resources	CEO: Ara Chakrabarti 
POLICY NUMBER: 14	HR Chair: Laurie Voss 
SUBJECT: RCMS Sponsored 403(b) PLAN	

Purpose/Objective

RCMS provides a 403(b) Retirement Savings Plan to help employees accumulate financial resources for retirement. As an employee of a nonprofit corporation, RCMS employees are permitted under Federal law to voluntarily direct a portion of their salary into an Internal Revenue Code section 403(b) Plan.

Eligibility: Regular employees (excludes non-resident aliens) who are scheduled a minimum of 20 hours per week are eligible to join the Plan on the first day of employment. Once eligible for the RCMS Employer Sponsored 403(b) Plan, always eligible.

Employee Contributions: Subject to statutory limits on tax deductibility, the Plan allows employees to elect how much of their salary they want to contribute to the Plan. An employee is fully vested in his or her own contributions on the first day of becoming eligible for the company match and is entitled to those contributions upon termination.

Employer Contributions: After six months of service from date of hire, all Plan participants who make contributions within the plan year are eligible to receive an employer discretionary match. The company may, but is not required under the Plan, to make a matching contribution to employees' contributions throughout the year.

Procedure




If an employee would like to enroll in this plan, it is the responsibility of the employee to do so using the online participant platform.

The employee may choose to roll over an old plan into the new company sponsored 403(b)



plan from a qualified existing account(s). Additional information can be obtained from Human Resources.



Redwood Coast Medical Services, Inc. (RCMS) <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROCEDURE	Page: 1 of 3
	Date Approved: 8/7/2018 Date Adopted by BoD:
	Revised Date: Reviewed Date: 12/28/2022
	HR Manager: Renee Kaucnik 
DEPARTMENT: Human Resources	CEO: Ara Chakrabarti 
Policy number: 16	HR Chair: Laurie Voss 
SUBJECT: Grievance and Resolution	

Purpose/Objective

Redwood Coast Medical Services, Inc., (RCMS) recognizes that employees may have questions or problems regarding their work, working conditions, policies, procedures or other work-related issues. To actively encourage both past and present employees to express their concerns and to seek resolution for their questions, RCMS has established a problem resolution procedure for all employees.

RCMS is committed to resolving employee issues as quickly as possible and in a professional manner, free from any retaliation, for using the procedure.

Procedure

Informal discussion with supervisor

Employee concerns should be discussed with the employee's immediate supervisor. RCMS believes many concerns can be resolved informally when an employee and supervisor take time to review the concern and discuss option to address the issue. If the employee's concerns involve the immediate supervisor, the employee should discuss directly with the Practice Manager or CEO.



Written complaint to supervisor

If the employee is not satisfied with the results of the informal discussion, the employee may submit a written complaint to their immediate supervisor within five (5) working days of the event or incident. If the employee's grievance is against their direct supervisor, the written complaint should be submitted to the Practice Manager or CEO.

The written complaint should include the following:

- The nature of the grievance
- Detailed information including evidence of the issue, witnesses, related policies, etc.
- The remedy or outcome desired

The immediate supervisor will have five (5) working days to respond to the employee in writing. If the employee complaint is regarding illegal harassment, discrimination, or retaliation, the employee should submit the written complaint directly to Human Resources (HR).

Written complaint to senior management

If the employee is not satisfied with the response from the immediate supervisor, the employee may submit a written complaint to senior management for review. A copy should also be sent to HR.

The request for review should include the following:

- An explanation of the grievance and details of all previous efforts to resolve the issue
- A copy of the written complaint submitted to the immediate supervisor
- A copy of the immediate supervisor's written response to the employee's complaint
- Detailed information regarding the employee's dissatisfaction with the immediate supervisor's response




Senior management will consult with the employee's immediate supervisor, HR, and any other relevant parties to evaluate the grievance and provide a written response to the employee within five (5) working days. The outcome of the review by senior management will be final unless new evidence or other circumstances warrant additional review of the complaint.

Any grievances involving the conduct of the CEO should be directed, in writing, to the RCMS Board of Directors Executive Committee, which will attempt to work out a satisfactory



resolution. If a satisfactory resolution cannot be worked out, the Executive Committee will decide the results of the grievance. The Chair of the Executive Committee will notify both the employee and the CEO of the decision within thirty (30) days after the filing of the grievance. In such a case, the decision of the Executive Committee will be final and binding.



<p style="text-align: center;">Redwood Coast Medical Services, Inc. (RCMS)</p> <p><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROCEDURE</p>	Page: 1 of 2
	Date Approved: 10/26/2018 Date Adopted by BoD:
	Revised Date: Reviewed Date: 12/28/2022
	HR Manager: Renee Kaucnik 
DEPARTMENT: Human Resources	CEO: Ara Chakrabarti 
Policy number: 18	HR Chair: Laurie Voss 
SUBJECT: Make-Up Time and Flex Time	

Purpose/Objective

Redwood Coast Medical Services, Inc. (RCMS) have the opportunity to make up work time that is missed due to personal obligations or to flex their schedule due to RCMS business. Employees who need to be absent from work as a result of personal obligations may submit a written request to make up missed work time, provided they satisfy the eligibility requirements and follow the procedures outlined below. An employee may also be allowed to flex their work schedule within the same pay period, provided that their job requires them to conduct a work function outside of their normal work hours.

Definitions:

Make-Up Time: to work at different times from usual because you have not worked enough at the normal times within the same pay period.




Flex Time: a system of working a set number of hours with the starting and finishing times chosen within agreed limits by the employee.

Eligibility: All employees are eligible for make-up time if they obtain prior approval from their supervisors of a written request for make-up time. Prior approval must also be obtained from their supervisor to flex the schedule within the same pay period. RCMS reserves the right, in its sole discretion, to deny a request for make-up time or flex time based on the business needs of the organization.



Employees' use of make-up time or flex time under this policy is completely voluntary. RCMS does not encourage, solicit or require employees to request or use make-up time or flex time.



Redwood Coast Medical Services, Inc. (RCMS) <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROCEDURE	Page: 1 of 1
	Date Approved: 07/01/2001 Date Adopted by BoD:
	Revised Date: Reviewed Date: 12/28/2022
	HR Manger: Renee Kaucnik 
Department: Human Resources	CEO: Ara Chakrabarti 
Policy number: 26	HR Chair: Laurie Voss 
Subject: Designated Eating Areas	

Purpose/Objective

To maintain a clean, safe, clinical environment for Redwood Coast Medical Services, Inc., patients and staff, and as a part of infection control, eating food of any kind in any area where there is patient contact is prohibited. Staff may eat in breakrooms or other specified areas where patient contact is not possible.