

***The Board of Directors  
Meeting Minutes  
April 18, 2024***

**I. Call to Order**

Denise LeFevre called to order the regular meeting of the Board of Directors at 14:16 on April 18, 2024.

**II. Roll Call**

John Helvey conducted a roll call.

Board Members present:

- Robert Folden, Secretary, VP COO: Dignity Health Systems, Mercy Medical Center Redding
- Danielle Oryn, CMIO: Redwood Community Health Coalition
- T Abraham, Regional Vice President: Hospital Council
- Scott Hill, Senior Application and Interoperability Architect
- Dr. Kevin Dorsey-Tyler, MD, Medical Director Clinical Analysis: Enloe Medical
- Clifford Stark, CIO: Proxy for Carlos Peralta, COO: Ampla Health
- Denise LeFevre, Vice Chair, Chief Information Officer: Oroville Hospital
- Melinda Miers, Proxy for Jennifer Stemler, CIO, Adventist Health
- Charles Kitzman, Treasurer, Chief Information Officer: Shasta Community Health Center
- Dr. Robert Moore, MD CMO: Partnership HealthPlan of California
- Garrett Olin, CIO Shasta Community Health

Board Member/Proxy not present:

- Elizabeth Steffen, Chair, Chief Information Officer: Plumas District Hospital
- Ara Chakrabarti, CEO: Redwood Coast Medical Services
- Jennifer Stemler, CIO, Adventist Health
- Teri Schmitt, Health Information Specialist: Mountain Valleys Health Centers
- Jeff T. Ribordy, M.D., M.P.H., F.A.A.P., Partnership Health Plan

Staff Members Present:

- John Helvey, Executive Director
- Cheryl Risner, Executive Assistant and Bookkeeper
- Jennifer Inden, QHIO Program and Project Director
- James Forte, Director of Business Development

**III. Approval of Minutes from Last Meeting**

John Helvey presented the Meeting Minutes from the 4/18/2024. Motion to approve was made and seconded. By Melinda Miess. Upon confirmation with Aye by the Board Members, the motion carries.

#### IV. Financial Review

### SacValley MedShare

#### Balance Sheet

As of March 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000-10 Five Star Bank	161,400.78
1000-20 Five Star Operational Sweep Account	395,274.71
1000-30 Five Star Board Restricted MM Account	25,069.11
1000-40 Five Star Board Restricted MM Sweep Account	234,399.07
1000-50 Five Star Targeted Funds MM Account	25,069.12
1000-60 Five Star Targeted Funds MM Sweep Account	182,450.08
1000-70 Plumas Bank +EMS	0.00
1000-80 Plumas Bank Cal-HOP	0.00
1000-90 UMPQUA BANK _ MARKETPLACE MONEY MARKET 2429	0.00
<b>Total Bank Accounts</b>	<b>\$1,023,662.87</b>
Accounts Receivable	
1200-10 Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
1200-05 Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$1,023,662.87</b>
<b>TOTAL ASSETS</b>	<b>\$1,023,662.87</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2050-00 Accrued Wages	2,896.65
2055-00 Accrued Vacation	7,093.00
2060-00 Direct Deposit Payable	0.00
2200-00 Payroll Liabilities	695.86
2210-10 Federal Taxes (941/944)	5,080.70
2210-20 CA PIT / SDI	1,306.85
2210-30 CA SUI / ETT	588.00
2210.50 Wage Garnishment	0.00
2300-10 EdwardJonesSimple	3,775.95
2300-15 Anthem BC HI	0.00
2300-16 Blue Shield	0.00
<b>Total 2200-00 Payroll Liabilities</b>	<b>11,447.36</b>
2320-00 Refundable Advances	0.00
<b>Total Other Current Liabilities</b>	<b>\$21,437.01</b>
<b>Total Current Liabilities</b>	<b>\$21,437.01</b>
Long-Term Liabilities	
2327-00 PPP Loan	0.00
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>

# SacValley MedShare

## Balance Sheet

As of March 31, 2024

	TOTAL
Total Liabilities	\$21,437.01
Equity	
3100-00 Opening Balance Equity	0.00
3150-00 Unrestricted Net Assets	718,516.49
Net Income	283,709.37
Total Equity	\$1,002,225.86
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,023,662.87</b>

# SacValley MedShare

## Profit and Loss

March 2024

	TOTAL
<b>Income</b>	
4000-00 Income - Operational	
4210-00 Annual/Quarterly Participation Fees	67,690.00
4223-00 Dashboards	3,472.00
4231-00 Sales - Support and Maintenance	10,000.00
<b>Total 4000-00 Income - Operational</b>	<b>81,162.00</b>
<b>4400-00 Bank Interest</b>	
4400-10 5 Star Operating Acct Interest	138.86
4400-11 5 Star Operation Sweep Account Interest	163.99
4400-15 Board Restricted Funds MM Account	69.11
4400-16 5 Star Board Restricted Sweep Acct	646.06
4400-20 5 Star Targeted Funds MM Account	69.12
4400-21 5 Star Targeted Funds Sweep Acct	502.87
<b>Total 4400-00 Bank Interest</b>	<b>1,590.01</b>
<b>Total Income</b>	<b>\$82,752.01</b>
<b>GROSS PROFIT</b>	<b>\$82,752.01</b>
<b>Expenses</b>	
5100-10 Advertising/Marketing	1,759.00
5150-00 Dues and Subscriptions	
5150-33 CHIME	435.00
<b>Total 5150-00 Dues and Subscriptions</b>	<b>435.00</b>
5190-00 Meals and Entertainment 100% Deductible	183.14
5191-11 Meals and Entertainment 50% Deductible	30.90
5230-00 Payroll Expenses and WAGES	
5230-10 Wages	58,262.31
5230-20 ER Tax Expense	4,205.09
5240-00 Company Contributions	
5240-10 Employee Benefits	617.88
5240-25 Health Insurance	1,898.00
<b>Total 5240-00 Company Contributions</b>	<b>2,515.88</b>
5250-00 Payroll Preparation Fees	
5250-20 Payroll Services	-131.00
<b>Total 5250-00 Payroll Preparation Fees</b>	<b>-131.00</b>
<b>Total 5230-00 Payroll Expenses and WAGES</b>	<b>64,852.28</b>
5255-00 Product Expenses	
5255-05 SaaS-SSI	48,100.54
5255-10 SaaS-CMT	11,540.66
5255-15 SaaS-Diameter Health	13,916.00
5255-25 SaaS-Konza	53,724.17
<b>Total 5255-00 Product Expenses</b>	<b>127,281.37</b>
5258-00 Other Product/Services	
5258-05 Health Catalyst	30,000.00
<b>Total 5258-00 Other Product/Services</b>	<b>30,000.00</b>

	TOTAL
5300-00 Taxes & Licenses	
5300-80 Taxes & Licenses-Other	265.80
<b>Total 5300-00 Taxes &amp; Licenses</b>	<b>265.80</b>
5400-00 Technology	
5400-15 Adobe	339.87
5400-26 Computer Accessories	227.75
5400-46 Office 365 & Teams	228.00
5400-48 Online Document Storage	175.00
<b>Total 5400-00 Technology</b>	<b>970.62</b>
5420-00 Telephone/Internet Expense	
5420-10 Cellular Service Stipend	520.00
5420-22 MyFax Internet Faxing	12.00
<b>Total 5420-00 Telephone/Internet Expense</b>	<b>532.00</b>
5500-00 Travel Expense	
5500-20 Accomodations	1,216.70
5500-30 Auto-Parking-Taxi-Fuel	418.44
5500-34 Meals and Entertainment	250.65
5500-40 Mileage-Executive Director	599.38
5500-48 Mileage-Business/Mktg Director	238.52
5500-50 Mileage-QHIO Program Director	222.44
5500-60 Mileage-Executive Assistant	53.47
<b>Total 5500-00 Travel Expense</b>	<b>2,999.60</b>
<b>Total Expenses</b>	<b>\$229,309.71</b>
<b>NET OPERATING INCOME</b>	<b>\$ -146,557.70</b>
<b>NET INCOME</b>	<b>\$ -146,557.70</b>

# SacValley MedShare

## Profit and Loss

January - March, 2024

	TOTAL
<b>Income</b>	
4000-00 Income - Operational	
4210-00 Annual/Quarterly Participation Fees	429,085.00
4214-00 Acute Alerts	2,650.00
4223-00 Dashboards	9,823.94
4231-00 Sales - Support and Maintenance	15,500.00
4232-00 Dxf DSA Grant	375,000.00
4280-00 Uncategorized Income	13,113.00
4300-00 Onboarding One Time Fees	
4310-00 HIE Onboarding One-Time Setup Fee	10,000.00
4320-00 XDS Interface Fees	5,000.00
<b>Total 4300-00 Onboarding One Time Fees</b>	<b>15,000.00</b>
<b>Total 4000-00 Income - Operational</b>	<b>860,171.94</b>
4400-00 Bank Interest	
4400-10 5 Star Operating Acct Interest	332.26
4400-11 5 Star Operation Sweep Account Interest	325.71
4400-15 Board Restricted Funds MM Account	202.86
4400-16 5 Star Board Restricted Sweep Acct	1,890.92
4400-20 5 Star Targeted Funds MM Account	202.87
4400-21 5 Star Targeted Funds Sweep Acct	1,471.70
<b>Total 4400-00 Bank Interest</b>	<b>4,426.32</b>
<b>Total Income</b>	<b>\$864,598.26</b>
<b>GROSS PROFIT</b>	<b>\$864,598.26</b>
<b>Expenses</b>	
5100-10 Advertising/Marketing	3,318.70
5150-00 Dues and Subscriptions	
5150-32 CAHF	1,400.00
5150-33 CHIME	435.00
5150-80 Other-Dues & subscriptions	299.99
<b>Total 5150-00 Dues and Subscriptions</b>	<b>2,134.99</b>
5190-00 Meals and Entertainment 100% Deductable	183.14
5191-11 Meals and Entertainment 50% Deductible	30.90
5200-00 Insurance Expense	
5200-50 Work Comp	425.35
<b>Total 5200-00 Insurance Expense</b>	<b>425.35</b>
5210-00 Office Supplies	974.00
5215-00 Meeting Room Expense	270.63
5230-00 Payroll Expenses and WAGES	
5230-10 Wages	135,945.45
5230-20 ER Tax Expense	10,987.85
5240-00 Company Contributions	
5240-10 Employee Benefits	617.88
5240-25 Health Insurance	5,694.00

	TOTAL
5240-30 Retirement ER Contribution	823.84
<b>Total 5240-00 Company Contributions</b>	<b>7,135.72</b>
5250-00 Payroll Preparation Fees	
5250-20 Payroll Services	407.00
<b>Total 5250-00 Payroll Preparation Fees</b>	<b>407.00</b>
<b>Total 5230-00 Payroll Expenses and WAGES</b>	<b>154,476.02</b>
5255-00 Product Expenses	
5255-05 SaaS-SSI	164,801.62
5255-10 SaaS-CMT	23,213.79
5255-15 SaaS-Diameter Health	28,783.00
5255-20 SaaS-eCW Hub	2,500.00
5255-25 SaaS-Konza	53,724.17
<b>Total 5255-00 Product Expenses</b>	<b>273,022.58</b>
5255-30 Products - KONZA	
5255-35 Contractor Wages	7,715.00
5255-36 KONZA Alerts Anthem	9,375.00
5255-37 KONZA Alerts Centene	12,500.00
5255-38 KONZA -File for Centene	12,500.00
5255-40 KONZA JSON/Analytic Dashboards	45,993.54
5255-41 KONZA - File for ANTHEM	14,500.00
5255-42 KONZA - Florence	5,000.00
<b>Total 5255-30 Products - KONZA</b>	<b>107,583.54</b>
5258-00 Other Product/Services	
5258-05 Health Catalyst	30,000.00
<b>Total 5258-00 Other Product/Services</b>	<b>30,000.00</b>
5300-00 Taxes & Licenses	
5300-80 Taxes & Licenses-Other	265.80
<b>Total 5300-00 Taxes &amp; Licenses</b>	<b>265.80</b>
5400-00 Technology	
5400-15 Adobe	339.87
5400-26 Computer Accessories	227.75
5400-41 Microsoft	-119.67
5400-46 Office 365 & Teams	684.00
5400-48 Online Document Storage	574.98
5400-52 Survey Monkey	468.00
5400-55 Virtual Meetings	167.90
<b>Total 5400-00 Technology</b>	<b>2,342.83</b>
5420-00 Telephone/Internet Expense	
5420-10 Cellular Service Stipend	640.00
5420-22 MyFax Internet Faxing	36.00
<b>Total 5420-00 Telephone/Internet Expense</b>	<b>676.00</b>
5500-00 Travel Expense	
5500-10 Airfare	1,758.04
5500-20 Accomodations	1,216.70
5500-30 Auto-Parking-Taxi-Fuel	418.44
5500-34 Meals and Entertainment	342.98
5500-40 Mileage-Executive Director	599.38
5500-48 Mileage-Business/Mktg Director	357.78
5500-50 Mileage-QHIO Program Director	386.79
5500-60 Mileage-Executive Assistant	104.30
<b>Total 5500-00 Travel Expense</b>	<b>5,184.41</b>
<b>Total Expenses</b>	<b>\$580,888.89</b>
<b>NET OPERATING INCOME</b>	<b>\$283,709.37</b>
<b>NET INCOME</b>	<b>\$283,709.37</b>

John Helvey opened the floor for discussion and there being none moved to hear a motion to approve the Profit and Loss statements as presented. Denis LeFevre motioned to approve, and Robert Folden seconded. Upon confirmation with Aye by the remaining Board Members, the motion carries.

## SacValley MedShare

### A/R Aging Summary

As of April 10, 2024

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Adventist Health	27,600.00			27,600.00		\$55,200.00
Aledade				7,500.00		\$7,500.00
Ampla Health	3,750.00					\$3,750.00
Anderson Walk-In Clinic					5,040.00	\$5,040.00
Banner Lassen Medical Center	2,500.00			2,500.00		\$5,000.00
Centene/HealthNet	25,000.00					\$25,000.00
Colusa Medical Center	4,800.00					\$4,800.00
County of Modoc				5,000.00		\$5,000.00
County of Napa	35,000.00					\$35,000.00
County of Sonoma	2,500.00			2,500.00		\$5,000.00
Dignity Health	37,288.00					\$37,288.00
Dignity Health Woodland	9,912.00					\$9,912.00
Dr. Ronald E. Reece MD	210.00					\$210.00
Eastern Plumas Health Center	900.00					\$900.00
Elevance Health	43,750.00					\$43,750.00
Enloe Medical Center	29,800.00					\$29,800.00
Fairchild Medical Center	5,000.00					\$5,000.00
Feather River Tribal Health	1,890.00					\$1,890.00
Florence Inc.	4,500.00			4,500.00	4,500.00	\$13,500.00
Glenn Medical Center	2,500.00			2,500.00		\$5,000.00
GOJJI				1,400.00		\$1,400.00
Hill Country Health and Wellness Center	630.00			630.00		\$1,260.00
Lake County					7,500.00	\$7,500.00
Mayers Memorial Hospital District	2,537.50					\$2,537.50
Modoc Medical Center- Last Frontier	1,600.00					\$1,600.00
Mountain Valleys Community Health Centers	2,712.75					\$2,712.75
NorthBay HealthCare	18,200.00					\$18,200.00
Northeastern Rural Health Clinics	2,112.50					\$2,112.50
Orchard Hospital	1,900.00			1,900.00		\$3,800.00
Oroville Hospital	13,300.00					\$13,300.00
Partnership HealthPlan of California	75,000.00					\$75,000.00
Plumas District Hospital	1,600.00					\$1,600.00
Redding Rancheria	2,310.00					\$2,310.00
Redwood Coast Medical Services	1,362.50					\$1,362.50
Seneca Healthcare District	2,347.00					\$2,347.00
Shasta Cascade Health Centers	1,067.50			1,067.50		\$2,135.00
Shasta Community Health Centers	7,500.00					\$7,500.00
Shasta County HHSA Business & Support Svc	2,500.00	2,500.00				\$5,000.00
Shasta Regional Medical Center	22,600.00					\$22,600.00
Shingletown Medical Center	558.25					\$558.25
Siskiyou County HHSA	1,250.00			1,250.00		\$2,500.00
Sonoma Valley Hospital	2,400.00					\$2,400.00
Spectrum Orthotics & Prosthetics	1,400.00					\$1,400.00
St. Joseph Health	43,750.00					\$43,750.00
Stallant Health and Wellness	35,840.00					\$35,840.00



Surprise Valley Hospital	595.94					\$595.94
Sutter-Yuba Behavioral Health	2,500.00					\$2,500.00
Trinity Hospital	2,500.00					\$2,500.00
Vibra Hospital	420.00			420.00		\$840.00
WOMBA, LLC				165.00		\$165.00
Yolo Hospice	712.50					\$712.50
<b>TOTAL</b>	<b>\$488,106.44</b>	<b>\$2,500.00</b>	<b>\$0.00</b>	<b>\$58,347.50</b>	<b>\$17,625.00</b>	<b>\$566,578.94</b>

John explained the increase in AR as a result of the 2<sup>nd</sup> Quarter Billing that went out on April 2<sup>nd</sup>.



## Days of Cash on Hand 03/31/2024

365 Days of Expense	\$2,363,832.12	<u>        </u>
		/365
 Daily Expense Rate	 \$ 6,476.25	
 Cash Assets	 \$ 1,023,662.87	<u>        </u>

**Days of Cash on hand                      158**

John Helvey opened the floor for discussion regarding the AR Report and Days of Cash on Hand. There being none, John turned the floor over to Jennifer Inden, QHIO Program and Project Director, for any updates on the Stack Change QHIO Program/Dxf.

#### **IV. Stack Change/Ninja Cat Migration.**

John and Jennifer discussed the progress of the stack change project. John Helvey and Jennifer Inden met with SSI to review and discuss scope and milestones. They have made decisions on the connectivity between SSI and Health Catalyst. The dev environment for SVMS at Health Catalyst, is in process. They anticipate the dev build to be completed within the next month, and will need additional technical information from members to complete the testing specs. Jennifer and John discussed the progress of the project and the next steps for staffing.

## **V. QHIO Program/DxF Update**

Jennifer and John gave an update on SacValley MedShare's presentation at the Sacramento County Path CPI collaborative meeting, which focused on DXF overview and its importance to CBOs, social service entities, and community support providers. They agreed that time is precious and most people aren't going to sit there and wait a minute to two for all the sites to return. Jennifer and John discussed the progress of their projects and contracts with grantees and non-grantees. Jennifer and John discussed the the progress of the projects and contracts with grantees and non-grantees. They also talked about the common spirit agreement and the need to finalize it before the end of June.

There was much discussion amongst the Board Members regarding;

- The challenges of integrating social service organizations into the existing HIPAA infrastructure. They explored the possibility of leveraging referral information exchange platforms to connect social service agencies and discussed the need for partnerships and governance policies to support the sharing of social service data.
- DXF and SVMS efforts to connect with social service organizations. DXF needs to be more inclusive to make the participation of social service organizations easier.
- The challenges of integrating non-HIPAA covered entities into the trusted network. About the need to leverage existing conversations and subject matter expertise to avoid reinventing the wheel.
- Explored how to implement a closed-loop referral system in the healthcare industry. Expanding and leveraging the SVMS platform as a health information platform model and creating strategic partnerships with key stakeholders in the Social Services arena.
- Discussed the role of their organization in partnering with other entities to create a referral information exchange platform for communities that are spinning up whole person care initiatives.

## **VI. Other Business.**

None

## **VII. Next Board Meeting is virtual on May 16, 2024.**

## **XI. Adjourn Board of Directors Meeting.**

Denise LeFevre adjourned the meeting at 15:24.

Minutes Prepared by Cheryl Risner

Documents available on BOX

