



**SACVALLEY  
MEDSHARE**



The Qualified Health Information Exchange  
for Northern California

SacValley MedShare: *Taking data from moveable to useable*

***The Board of Directors  
Meeting Minutes  
May 16, 2024***

**I. Call to Order**

Elizabeth Steffen called to order the regular meeting of the Board of Directors at 14:05 on May 16, 2024.

**II. Roll Call**

John Helvey conducted a roll call.

Board Members present:

- Elizabeth Steffen, Chair, Chief Information Officer: Plumas District Hospital
- Robert Folden, Secretary, VP COO: Dignity Health Systems, Mercy Medical Center Redding
- 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
- Garrett Olin, CIO Shasta Community Health
- Colleen Petersen, Department Director, Health Informatics, Aliados Health Proxy for Danielle Oryn
- Ara Chakrabarti, CEO: Redwood Coast Medical Services
- Teri Schmitt, Health Information Specialist: Mountain Valleys Health Centers

Board Member/Proxy not present:

- Danielle Oryn, CMIO: Redwood Community Health Coalition
- Denise LeFevre, Vice Chair, Chief Information Officer: Oroville Hospital
- Jennifer Stemler, CIO, Adventist Health
- Jeff T. Ribordy, M.D., M.P.H., F.A.A.P., Partnership Health Plan
- 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

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 Board Meeting. There being no questions or discussion, the minutes will be moved into record.

## IV. Financial Review

### SacValley MedShare

#### Balance Sheet

As of April 30, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000-10 Five Star Bank	201,389.06
1000-20 Five Star Operational Sweep Account	145,922.44
1000-30 Five Star Board Restricted MM Account	25,066.88
1000-40 Five Star Board Restricted MM Sweep Account	235,095.30
1000-50 Five Star Targeted Funds MM Account	25,066.87
1000-60 Five Star Targeted Funds MM Sweep Account	183,007.36
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>\$815,547.91</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
1200-15 Grants Receivable	460,272.00
<b>Total Other Current Assets</b>	<b>\$460,272.00</b>
<b>Total Current Assets</b>	<b>\$1,275,819.91</b>
<b>TOTAL ASSETS</b>	<b>\$1,275,819.91</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-00 Accounts Payable	90,000.00
<b>Total Accounts Payable</b>	<b>\$90,000.00</b>
Other Current Liabilities	
2050-00 Accrued Wages	6,538.46
2055-00 Accrued Vacation	7,093.00
2060-00 Direct Deposit Payable	0.00
2200-00 Payroll Liabilities	695.86
2210-00 Payroll Taxes Payable	650.58
2210-10 Federal Taxes (941/944)	5,080.62
2210-20 CA PIT / SDI	1,306.85
2210-30 CA SUI / ETT	0.00
2210.50 Wage Garnishment	0.00
2300-10 EdwardJonesSimple	1,706.53
2300-15 Anthem BC HI	0.00
2300-16 Blue Shield	0.00
<b>Total 2200-00 Payroll Liabilities</b>	<b>9,440.44</b>
2320-00 Refundable Advances	0.00
2322-00 Deferred-Revenue	225,000.00
<b>Total Other Current Liabilities</b>	<b>\$248,071.90</b>
<b>Total Current Liabilities</b>	<b>\$338,071.90</b>
Long-Term Liabilities	
2327-10 PPP Loan	0.00
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$338,071.90</b>
Equity	
3100-00 Opening Balance Equity	0.00
3150-00 Unrestricted Net Assets	859,299.95
Net Income	78,448.06
<b>Total Equity</b>	<b>\$937,748.01</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,275,819.91</b>

Our bank accounts are sitting at a total of \$815,547.91. The Balance Sheet shows balances in Grants Receivable, Accounts Payable and Deferred Revenue. The balances shown are shown temporarily in preparation of our Audit and will be reversed as the preparation continues. The Financial Reports will be approved as a whole, so we will move on to the April 30, 2024, Profit and Loss.

## SacValley MedShare

### Profit and Loss

April 2024

	TOTAL
<b>Income</b>	
4000-00 Income - Operational	
4210-00 Annual/Quarterly Participation Fees	15,220.00
4214-00 Acute Alerts	2,500.00
4223-00 Dashboards	1,992.75
4231-00 Sales - Support and Maintenance	34,500.00
<b>Total 4000-00 Income - Operational</b>	<b>54,212.75</b>
4400-00 Bank Interest	
4400-10 5 Star Operating Acct Interest	82.21
4400-11 5 Star Operation Sweep Account Interest	128.24
4400-15 Board Restricted Funds MM Account	66.88
4400-16 5 Star Board Restricted Sweep Acct	627.12
4400-20 5 Star Targeted Funds MM Account	66.87
4400-21 5 Star Targeted Funds Sweep Acct	488.16
<b>Total 4400-00 Bank Interest</b>	<b>1,459.48</b>
<b>Total Income</b>	<b>\$55,672.23</b>
<b>GROSS PROFIT</b>	
	<b>\$55,672.23</b>
<b>Expenses</b>	
5100-10 Advertising/Marketing	2,466.55
5100-20 Conferences/Education Fees	5,175.00
5190-00 Meals and Entertainment 100% Deductable	104.20
5200-00 Insurance Expense	
5200-50 Work Comp	461.25
<b>Total 5200-00 Insurance Expense</b>	<b>461.25</b>
5210-00 Office Supplies	48.68
5230-00 Payroll Expenses and WAGES	
5230-10 Wages	38,841.54
5230-20 ER Tax Expense	2,971.36
5240-00 Company Contributions	
5240-10 Employee Benefits	411.92
5240-25 Health Insurance	1,898.00
<b>Total 5240-00 Company Contributions</b>	<b>2,309.92</b>
5250-00 Payroll Preparation Fees	
5250-20 Payroll Services	669.00
<b>Total 5250-00 Payroll Preparation Fees</b>	<b>669.00</b>
<b>Total 5230-00 Payroll Expenses and WAGES</b>	<b>44,791.82</b>
5255-00 Product Expenses	
5255-05 SaaS-SSI	49,600.54
5255-10 SaaS-CMT	23,081.32
5255-15 SaaS-Diameter Health	27,833.00
5255-20 SaaS-eCW Hub	6,000.00
5255-25 SaaS-Konza	70,364.17
<b>Total 5255-00 Product Expenses</b>	<b>176,879.03</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>
5400-00 Technology	
5400-25 Computer Hardware	328.49
5400-46 Office 365 & Teams	228.00
5400-48 Online Document Storage	175.00
<b>Total 5400-00 Technology</b>	<b>731.49</b>
5420-00 Telephone/Internet Expense	
5420-10 Cellular Service Stipend	120.00
<b>Total 5420-00 Telephone/Internet Expense</b>	<b>120.00</b>
5500-00 Travel Expense	
5500-30 Auto-Parking-Taxi-Fuel	19.50
5500-34 Meals and Entertainment	21.85
5500-40 Mileage-Executive Director	114.17
<b>Total 5500-00 Travel Expense</b>	<b>155.52</b>
<b>Total Expenses</b>	<b>\$260,933.54</b>
<b>NET OPERATING INCOME</b>	<b>\$ -205,261.31</b>
<b>NET INCOME</b>	<b>\$ -205,261.31</b>

Our income totaled \$55,672.33. Invoices were sent out for the 2<sup>nd</sup> quarter on April 1, 2024. There were few payments received, which is typical for the first month of the quarter. Our total expenses were \$260,933.54, which includes our third installment of our down payment to Health Catalyst. Our net income was a loss of \$205,261.31. The floor was open for questions or discussion regarding the April 30, 2024, Profit and Loss, and there being none, John moved on to the Jan-Apr 2024, Year to Date Profit and Loss.

# SacValley MedShare

## Profit and Loss

January - April, 2024

	TOTAL
<b>Income</b>	
4000-00 Income - Operational	
4210-00 Annual/Quarterly Participation Fees	444,305.00
4214-00 Acute Alerts	5,150.00
4223-00 Dashboards	11,816.69
4231-00 Sales - Support and Maintenance	50,000.00
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>914,384.69</b>
4400-00 Bank Interest	
4400-10 5 Star Operating Acct Interest	414.47
4400-11 5 Star Operation Sweep Account Interest	453.95
4400-15 Board Restricted Funds MM Account	269.74
4400-16 5 Star Board Restricted Sweep Acct	2,518.04
4400-20 5 Star Targeted Funds MM Account	269.74
4400-21 5 Star Targeted Funds Sweep Acct	1,959.86
<b>Total 4400-00 Bank Interest</b>	<b>5,885.80</b>
<b>Total Income</b>	<b>\$920,270.49</b>
<b>GROSS PROFIT</b>	<b>\$920,270.49</b>
<b>Expenses</b>	
5100-10 Advertising/Marketing	5,785.25
5100-20 Conferences/Education Fees	5,175.00
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	287.34
5191-11 Meals and Entertainment 50% Deductible	30.90
5200-00 Insurance Expense	
5200-50 Work Comp	886.60
<b>Total 5200-00 Insurance Expense</b>	<b>886.60</b>
5210-00 Office Supplies	1,022.68
5215-00 Meeting Room Expense	270.63
5230-00 Payroll Expenses and WAGES	
5230-10 Wages	174,786.99
5230-20 ER Tax Expense	13,959.21
5240-00 Company Contributions	
5240-10 Employee Benefits	1,029.80

# SacValley MedShare

## Profit and Loss

January - April, 2024

	TOTAL
5240-25 Health Insurance	7,592.00
5240-30 Retirement ER Contribution	823.84
<b>Total 5240-00 Company Contributions</b>	<b>9,445.64</b>
5250-00 Payroll Preparation Fees	
5250-20 Payroll Services	1,076.00
<b>Total 5250-00 Payroll Preparation Fees</b>	<b>1,076.00</b>
<b>Total 5230-00 Payroll Expenses and WAGES</b>	<b>199,267.84</b>
5255-00 Product Expenses	
5255-05 SaaS-SSI	214,402.16
5255-10 SaaS-CMT	46,295.11
5255-15 SaaS-Diameter Health	56,616.00
5255-20 SaaS-eCW Hub	8,500.00
5255-25 SaaS-Konza	124,088.34
<b>Total 5255-00 Product Expenses</b>	<b>449,901.61</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	60,000.00
<b>Total 5258-00 Other Product/Services</b>	<b>60,000.00</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
5400-25 Computer Hardware	328.49
5400-26 Computer Accessories	227.75
5400-41 Microsoft	-119.67
5400-46 Office 365 & Teams	912.00
5400-48 Online Document Storage	749.98
5400-52 Survey Monkey	468.00
5400-55 Virtual Meetings	167.90
<b>Total 5400-00 Technology</b>	<b>3,074.32</b>
5420-00 Telephone/Internet Expense	
5420-10 Cellular Service Stipend	760.00
5420-22 MyFax Internet Faxing	36.00
<b>Total 5420-00 Telephone/Internet Expense</b>	<b>796.00</b>

5500-00 Travel Expense	
5500-10 Airfare	1,758.04
5500-20 Accomodations	1,216.70
5500-30 Auto-Parking-Taxi-Fuel	437.94
5500-34 Meals and Entertainment	364.83
5500-40 Mileage-Executive Director	713.55
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>5,339.93</b>
<b>Total Expenses</b>	<b>\$841,822.43</b>
<b>NET OPERATING INCOME</b>	<b>\$78,448.06</b>
<b>NET INCOME</b>	<b>\$78,448.06</b>

Our year-to-date income is \$914,384.69 which includes an initial Grant payment of \$375,000.00. Expenses totaled \$841,822.43, resulting in a net income of \$78,448.06. The floor was opened to questions and there being none, a motion to approve was made by Robert Folden and Garrett Olin seconded that motion. Upon confirmation with Aye by the remaining Board members, the motion carries.

## SacValley MedShare

### A/R Aging Summary

As of May 14, 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
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
Elevance Health		43,750.00				\$43,750.00
Florence Inc.		4,500.00			9,000.00	\$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
Lake County					7,500.00	\$7,500.00
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
Oroville Hospital		13,300.00				\$13,300.00
Redding Rancheria		2,310.00				\$2,310.00
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
Siskiyou County HHSA		1,250.00			1,250.00	\$2,500.00
Sonoma Valley Hospital		2,400.00				\$2,400.00
St. Joseph Health		43,750.00				\$43,750.00
Surprise Valley Hospital		595.94				\$595.94
Vibra Hospital		420.00			420.00	\$840.00
WOMBA, LLC					165.00	\$165.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$249,782.94</b>	<b>\$2,500.00</b>	<b>\$0.00</b>	<b>\$73,442.50</b>	<b>\$325,725.44</b>



**Days of Cash on Hand  
04/30/2024**

365 Days of Expense	<b>\$ 2,395,846.91</b>
	/365
Daily Expense Rate	\$ 6,563.96
Cash Assets	<b><u>\$ 815,547.91</u></b>

**Days of Cash on hand                      124**

**V.        Stack Change/QHIO Program and Project Update**

John Helvey gave the floor to Jennifer Inden to give an update on the Stack Change and QHIO Programs.

Jennifer stated that there has been a lot of progress in areas around on-boarding, solidifying internal processes around that as well as communication including the Stack Change project, and the pace will be picking up shortly, and quickly hitting the milestones, one after the other.

We continue to meet with CDII and the other QHIO’s weekly and the QHIO to QHIO BAA is currently in the second review for Show Stoppers after the first round of red-lines. Uncertain when the full agreement will come and be executed, but progress is being made. We are also working with other QHIO’s on documenting and an agreement for query response matching criteria.

We are currently in validation, testing and troubleshooting with Health Gorilla and Cozeva and hoping to have it wrapped up in a week or so. We also continue to talk about ADT roster sharing and an agreement on that as well as talking with CDII on reporting what that potentially looks like for us. Elizabeth Steffen asked if the ADT roster sharing is something that will come to the Board for approval. John Helvey stated that yes, it will.



We submitted two milestone attestations in April for QHIO on-boarding grantees and expect payment of those totaling (\$92,500), to arrive at the end of May. We anticipate five milestone submissions in May, which we expect to be (\$1,617,500.) and paid by the end of June. These numbers do not include any new on-boarding members who will be receiving or have already received, the TA grants. Those members will be billed directly by us since they have the funds for the onboarding costs. Recently signed contracts include Del Norte County, Sierra View Homes, and Beachtel Creek Medical Clinics. John mentioned having an initial conversation with Marin County, Plumas County sent notice that this is going to their Board of Supervisors and Nevada County has reached out and are moving their agreement forward. Humboldt County should be done by the end of May. We are anticipating that by the end of the year we will have 18-22 of our counties, most of them being Behavioral Health.

Sarah Warnock has done a tremendous job on project management work with the Behavioral Health EMRs. We are going live with Netsmart and we are live with Credible. We are preparing to on-board the remaining Credible sites. John is planning to meet with the Under Secretary in Sacramento to talk about the strategy of a pilot project up here that includes an enhanced care management, CIE RIE platform integrated into SacValley MedShare with a master patient index. I have announced to some key people, one being David Ford, that we are no longer staying within our geographical footprint. We are going statewide and we would love to meet with he and his team and do a webinar to all of the Drs. Also we are the only QHIO HIE in California that is actively integrating practice fusion. The Finance Committee approved our Platinum Sponsorship in the CHEAT Conference, where the executive leadership of all counties in California come together. Jennifer, James and I will be in attendance and will be giving a presentation. Jennifer mentioned that we have six technical projects active and in process and that includes a couple that go live this week. We are anticipating an additional eight at the end of May-early June. We are entering a pilot phase very quickly, that can analyze the transmitted data, checking boxes and then making adjustments. Our largest focus has been on documenting and aligning our procedures and workflows with our partners, for efficiency. Our KPI Ninja Migration is picking up speed. Our soft live is scheduled for October 21<sup>st</sup>. We can do some data validation. Rhapsody and EMPI vendor can analyze some of the information and start customizing/tweaking of their algorithm for patient matching. We are going to have our hard cut over date December 2<sup>nd</sup>. It looks like we should be able to hit that date, but will adjust as needed.

## **VI. Dxf DSA Update**

John Helvey mentioned that we continue to meet and we are also talking to KHIE. Where either KHIE goes away or it becomes a support to the state, meaning centralized functions that governing non-profits could have in the QHIO world to support integration and utilization by the state for digital identity, consent management, individual access services, etc.

## **VII. Board Members Executive Session-Executive Director Review and Discussion**

Elizabeth Steffen convened the Executive Session at 14:48.

## **VIII. Adjourn Executive Session**

Elizabeth Steffen adjourned the Executive Session at 15:05

## **IX. Resume Board Meeting**

Elizabeth Steffen called the regular meeting of the Board of Directors back into session at 15:05

## **X. Board Chair Report Out from Executive Session**

The report out on the closed session is that a decision was made to accept the Chief Executive Officer job description with one change. The first paragraph, last sentence will read, the CEO will collaborate with Stakeholders, including healthcare providers, government agencies and technology partners, further advancing the mission of SacValley MedShare. That was motioned by Robert Folden, seconded by Scott Hill and agreed by all. The second thing decided is that I will email John Helvey's performance evaluation to the entirety of the Board for comments, be mailed back to me by Memorial Day and finalized after that, probably by virtual vote.

## **XII. Five Star Resolution Money Market Operational Account**

This resolution is to establish a Five Star Bank, Operational Money Market Account. The intent of this resolution is to be able to manage the monies coming in via the Grants and properly manage the operational monies by putting funds into money market accounts to accrue the maximum interest available. To do this on a regular basis, and move monies from the money market, as necessary, to the ICS rollover account to support our operating account. The monies received will not be spent for a period of time and my evaluation of this new method , over a two year period , puts the interest earned in excess of \$100,000.00. Persons authorized to specifically transfer monies from one account to the other will be Elizabeth Steffen, Charles Kitzman and John Helvey. There being no discussion, John Helvey conducted a roll call vote.

Elizabeth Steffen- Aye  
Clifford Stark- Aye  
Garrett Olin- Aye

Colleen Petersen- Aye  
Robert Folden- Aye  
Scott Hill- Aye

T. Abraham- Aye

With 100% Aye by the Board Members, the Resolution is approved.

## **XIII. Other Business**

John Helvey discussed a recent event regarding Cyber Security. One of our employees was compromised, not on technology or related in any way to SacValley MedShare, it was personal. After discussion with Elizabeth Steffen, we agreed that it was in the best interest of our organization, to go to the use of company issued cell phones.. The phones are to be used solely for business purposes and no personal use is permitted except for an urgent or emergency situation. I created a Mobile Device Policy regarding cell phone usage and knowledge of that policy must be acknowledged by the employee being issued a cell phone.. I believe that this is a justified budget expense, as the security associated with this change exceeds the cost. With no further discussion, John will move forward with this.

There was discussion amongst the Board members of incidents regarding cyber security. Monitoring usage to alert to anomalies in the quantity of queries that could potentially be unauthorized access to patient data. There was also discussion regarding data sharing.

## **VII. Next Board Meeting is virtual on June 20, 2024.**

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

John Helvey adjourned the meeting at 15:26

Minutes Prepared by Cheryl Risner

Documents available on BOX