

LAKE COUNTY FIRE PROTECTION DISTRICT

14815 OLYMPIC DRIVE, CLEARLAKE, CALIFORNIA 95422
707-994-2170 PHONE 707-994-4861 FAX

NOTICE OF A BOARD OF DIRECTORS SPECIAL MEETING

NOTICE IS HEREBY GIVEN, pursuant to California Government Code Section 54956, that the Chairperson of the Lake County Fire Protection District Board of Directors, State of California, has called a special meeting of said Board of Directors to be held on

Wednesday, July 3, 2019 at 09:00
Located at 14815 Olympic Drive, Clearlake CA 95422

This regular meeting is for the purpose of discussing and considering the following items:

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **A MOMENT OF SILENCE FOR OUR BROTHER AND SISTER FALLEN FIREFIGHTERS**
4. **ROLL CALL** (✓-present, A-absent)
 - ___ Director Dean
 - ___ Director Meisenbach
 - ___ Director Moore
 - ___ Director Raleigh
 - ___ Director Snyder
 - ___ Director Spriet
 - ___ Chairperson Watson
5. **SPECIAL AGENDA ITEMS: CITIZEN'S INPUT – A fundamental element of democracy is the right of citizens to address their elected representatives, therefore any citizen may speak on items of interest to the public that are within the subject matter jurisdiction, provided that no action shall be taken on any item not on the agenda. Comments shall be limited to three minutes per person.**
6. **SPECIAL MEETING AGENDA ITEMS:**
 - (a) Consider and create the position of Finance Assistant.
 - (b) Consider and approve the amendment to the Health-Plan Provider Agreement between Partnership HealthPlan of California and Lake County Fire Protection District regarding participation with intergovernmental transfers.
7. **GOOD OF THE ORDER:**
8. **ADJOURNMENT:**

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Finance Assistant

JOB DESCRIPTION

Under general supervision, to perform a variety of more complex, specialized account, statistical, document processing, and technical record keeping and support work; to review fiscal and medical records, applications, or specialized documents and information, processing of basic human resources and payroll documents, assisting the public and/or other District staff with the accuracy and completeness of the information; to assist others with the understanding of District services and functions; to perform a variety of advanced technical and office support work; and to do related work as assigned.

DISTINGUISHING FEATURES

This is a confidential, single position classification reporting to the Financial Analyst and Fire Chief. It is a more specialized working level classification for performing a variety of the more complex, specialized financial, statistical, and document processing work for the District. The Finance Assistant is distinguished from the Financial Analyst class in that the Financial Analyst is a management position responsible for all top level accounting, administrative and human resource duties.

REPORTS TO

This position is under direct supervision of the Financial Analyst for day to day operations.

POSITIONS SUPERVISED

This is not a supervisory position.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Performs a variety of the more complex fiscal and administrative support and record keeping work, developing and maintaining financial, administrative, human resource and ambulance transport records; updates and maintains both public and confidential records and information in computerized systems and databases; audits, reconciles, balances, or adjusts accounting records; prepares fiscal records and reports; revises and maintains statistical bookkeeping and accounting control records such as ledgers and registers; maintains a variety of statistical or other specialized records, posting and updating information to keep records current and accurate; verifies purchase orders and purchasing information; assists with maintaining work and time records; balances cash received, verify receipts and prepare deposits; may assist with the development and control of budget information; assists in the preparation of accounting data, financial records and reports; may read and interpret government codes; assists with payroll functions as necessary; reconciles and trouble shoots information problems and ensures the accuracy of a variety of records; may have responsibility for subsidiary

ledgers; provides requisite data to other government agencies, as delegated; updates and maintains computerized records and generates reports; uses spreadsheets and other special computer software; performs duties as the assistant to the Clerk of the Board, performs special assignments related to the District where assigned; operates office equipment.

TYPICAL PHYSICAL REQUIREMENTS

Sit for prolonged periods of time; frequently stand, walk, push, pull, bend, and stoop; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, typewriter and fax.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment with continuous contact with other District staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Comprehensive knowledge of financial, statistical and administrative record keeping, document acceptance and processing requirements, and/or information system maintenance related to the District.
- In-depth understanding of the policies, laws, rules and regulations impacting the operations, transaction and functions of the District.
- Good public relation techniques; written and verbal.
- Maintenance of files and information retrieval systems.
- Computers and software used in office, fiscal, and administrative support work.
- Modern office methods, procedures and equipment.
- Correct English usage, spelling, grammar and punctuation.
- Mathematics.
- Principles and procedures of record keeping.
- Principles of business letter writing and report preparation.
- Basic medical terminology.
- General government processes.

Ability to:

- Perform a variety of the more complex fiscal, human resource and administrative support and record keeping work.
- Develop and maintain financial, human resource, administrative and medical records.
- Accurately maintain a variety of records and information systems.
- Oversee all day-to-day ambulance billing functions.
- Perform data entry with accuracy and speed.
- Communicate clearly, concisely, tactfully, and courteously, both orally and written, with the public and other staff when explaining the functions, requirements, and policies of the District.
- Proficiently use a variety of computerized spreadsheet, word processing, and database software.
- Read, interpret, and apply a variety of rules, regulations and policies related to functions and services of the District.

- Gather, organize, and summarize data and information.
- Make mathematical calculations quickly and accurately.
- Type or word processing software at a speed necessary for successful job performance.
- Operate a computer and use department software in the performance of assigned work.
- Operate and use office equipment.
- Use a 10-key calculator with proficiency and speed.
- Perform multiple tasks simultaneously.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and the public.

Training and Experience:

Any combination of training and/or experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from a two year junior college or greater with a focus or major in accounting or business administration AND two (2) years of work experience in performing administrative and fiscal support.

OR

Four (4) years of work experience in performing administrative and fiscal support.

HEALTH PLAN-PROVIDER AGREEMENT

Partnership HealthPlan of California and Lakeshore Fire Protection District
dba Lake County Fire Protection District

This Amendment is made this ___ day of ___, by and between Partnership HealthPlan of California, a County Organized Health System hereinafter referred to as "PLAN", and **Lake County Fire Protection District**, hereinafter referred to as "PROVIDER".

RECITALS:

WHEREAS, PLAN and PROVIDER have previously entered into an Agreement effective June 1, 2014

WHEREAS, Section 9.2 of such Agreement provides for amending such Agreement;

WHEREAS, PLAN has been created by its Boards of Supervisors to negotiate exclusive contracts with the California Department of Health Care Services and to arrange for the provision of PLAN covered health care services to PLAN beneficiaries in Lake County and PLAN is a public entity, created pursuant to Welfare and Institutions Code 14087.54 and County Code Chapters 7.2, County Code Chapters 34, County Code Chapters 2.40, County Code Chapters 2.0, 8.69, and County Code Chapters 2.0.

WHEREAS, PROVIDER, is a fire protection district that provides first responder medical services and emergency ambulance transportation for PLAN beneficiaries.

WHEREAS, PLAN and PROVIDER desire to amend the Agreement to provide for Medi-Cal managed care capitation rate increases to PLAN as a result of intergovernmental transfers ("IGTs") from Lake County Fire Protection District to the California Department of Health Care Services ("State DHCS") to maintain the availability of PLAN covered health care services to PLAN beneficiaries.

NOW, THEREFORE, PLAN and PROVIDER hereby agree as follows:

Attachment D to the Agreement is hereby deleted in its entirety and replaced with a new Attachment D as set forth herein and is incorporated into the Agreement.

IGT MEDI-CAL MANAGED CARE CAPITATION INCREASES

1. IGT Capitation Increases to PLAN

A. Payment

Should PLAN receive any Medi-Cal managed care capitation rate increases from State DHCS where the nonfederal share is funded by the **GOVERNMENTAL FUNDING ENTITY** Lake County Fire Protection District effective July 1, 2019 for Intergovernmental Transfer Medi-Cal Managed Care Increases (“IGT MMCIs”), PLAN shall pay to PROVIDER the amount of the IGT MMCIs received from State DHCS, in accordance with paragraph 1.E below regarding the form and timing of Local Medi-Cal Managed Care (“LMMC”) IGT Payments. LMMC IGT Payments paid to PROVIDER shall not replace or supplant any other amounts paid or payable to PROVIDER by PLAN.

B. Health Plan Retention

(1) Medi-Cal Managed Care Seller’s Tax

The PLAN shall be responsible to pay the applicable State Agency pursuant to the Revenue and Taxation Code Section 6175 relating to any IGT MMCIs.

(2) The PLAN shall retain up to ten percent (10%) administrative fee based on the total amount of the IGT MMCIs received from DHCS for PLAN’S administrative costs. Each provider’s share of the 10% fee shall be calculated based on that provider’s proportionate share of the LMMC IGT payments made by Plan in the PROVIDER’S County.

C. Form and Timing of Payments

PLAN agrees to pay LMMC IGT Payments to PROVIDER in the following form and according to the following schedule:

(1) PLAN agrees to pay the LMMC IGT Payments to PROVIDER using the same mechanism through which compensation and payments are normally paid to PROVIDER (e.g., electronic transfer).

(2) PLAN will pay the LMMC IGT Payments to PROVIDER no later than thirty (30) calendar days after receipt of the IGT MMCIs from State DHCS.

D. Consideration

(1) As consideration for the LMMC IGT Payments, PROVIDER shall use the LMMC IGT Payments for the following purposes and shall treat the LMMC IGT Payments in the following manner:

(a) The LMMC IGT Payments shall represent compensation for Medi-Cal PLAN services rendered to Medi-Cal PLAN members by PROVIDER during the State fiscal year to which the LMMC IGT Payments apply.

(2) If the retained LMMC IGT Payments, if any, are not used by PROVIDER in the State fiscal year received, retention of funds by PROVIDER will be established by demonstrating that the retained earnings account of PROVIDER at the end of any State fiscal year in which it received payments based on LMMC IGT Payments funded pursuant to the Intergovernmental Agreement, has increased over the unspent portion of the prior State fiscal year's balance by the amount of LMMC IGT Payments received, but not used.

(3) Both parties agree that none of these funds, either from the **GOVERNMENTAL FUNDING ENTITY** Lake County Fire Protection District or federal matching funds will be recycled back to the **GOVERNMENTAL FUNDING ENTITY** Lake County Fire Protection District general fund, the State, or any other intermediary organization. Payments made by the health plan to providers under the terms of this Amendment constitute patient care revenues.

E. Cooperation Among Parties

Should disputes or disagreements arise regarding the ultimate computation or appropriateness of any aspect of the LMMC IGT Payments, PROVIDER and PLAN agree to work together in all respects to support and preserve the LMMC IGT Payments to the full extent possible on behalf of the safety net in Lake County.

F. Reconciliation

Within one hundred twenty (120) calendar days after the end of each of PLAN's fiscal years in which LMMC IGT Payments were made to PROVIDER, PLAN shall perform a reconciliation of the LMMC IGT Payments transmitted to the PROVIDER during the preceding fiscal year to ensure that the supporting amount of IGT MMCI were received by PLAN from State DHCS. PROVIDER agrees to return to PLAN any overpayment of LMMC IGT Payments made in error to PROVIDER within thirty (30) calendar days after receipt from PLAN of a written notice of the overpayment error, unless PROVIDER submits a written objection to PLAN. Any such objection shall be resolved in accordance with the dispute resolution processes set forth in Section 10.3 of the Agreement. The reconciliation processes established under this paragraph are distinct from the indemnification provisions set forth in Section J below. PLAN agrees to transmit to the PROVIDER any underpayment of LMMC IGT Payments within thirty (30) calendar days of PLAN's identification of such underpayment.

G. Indemnification

PROVIDER shall indemnify PLAN in the event DHCS or any other federal or state agency recoups, offsets, or otherwise withholds any monies from or fails to provide any monies to PLAN, or PLAN is denied any monies to which it otherwise would have been entitled, as a direct result of the LMMC IGT arising from the Intergovernmental Agreement. Recovery by PLAN pursuant to this section shall include, but not be limited to, reduction in future LMMC IGTs paid to PROVIDER in an amount equal to the amount of MMCI payments withheld or recovered from PLAN, or by an offset of any other amounts owed by PLAN to PROVIDER, including but not limited to payments for direct service rendered.

Remittance Information

The IGT-funded payments made by the PLAN pursuant to this Amendment only, shall be mailed to the PROVIDER at the address set forth below:

Willie Sapeta, Fire Chief
Lake County Fire Protection District
14815 Olympic Drive
Clearlake CA 95422

2. Term

The term of this Amendment shall commence on July 1, 2019 through June 30, 2024. PHC reserves the right to immediately terminate this IGT Amendment prior to June 30, 2024, if DHCS suspends or discontinues the IGT funding described in this Amendment. PHC will promptly provide formal notice to the provider upon said suspension or discontinuation.

All other terms and provisions of said Agreement shall remain in full force and effect so that all rights, duties and obligations, and liabilities of the parties hereto otherwise remain unchanged; provided, however, if there is any conflict between the terms of this Amendment and the Agreement, then the terms of this Amendment shall govern.

SIGNATURES

HEALTH PLAN: _____ Date: _____

By: Elizabeth Gibboney, CEO, Partnership HealthPlan of California

PROVIDER: _____ Date: _____

By: Willie Sapeta, Fire Chief, Lake County Fire Protection District