

**MAYERS
MEMORIAL
HOSPITAL
DISTRICT**

Finance Committee Meeting

Wednesday, November 29, 2017 – 11:00 a.m.

Board Room, Fall River Mills

Meeting called by:	Allen Albaugh, Chair	Type of meeting:	BOD Committee
Attendees:	Allen Albaugh, Committee Chair, Board Member Abe Hathaway, Board Member Louis Ward, CEO Travis Lakey, CFO	Board Clerk:	Valerie Lakey

----- Agenda Topics -----			
1) Meeting Called To Order		Attach- ments	Albaugh
2) Requests from audience to speak to issues/agenda items			Albaugh
3) Approval of FC Minutes (October 25, 2017)		A	Albaugh Action
4) Department Reports (per schedule – one revenue and one non-revenue per month) <ul style="list-style-type: none"> • Respiratory • Marketing 			Reports
5) Financial Reviews – <i>(will be sent by T. Lakey, CFO)</i> <ul style="list-style-type: none"> a) October Financials b) Accounts Payables (AP)/ Accounts Receivable (AR) c) BOD Quarterly Finance Review 			Lakey Action Action Action
6) Cost Report Update			Lakey Information
7) Building Update			Ward Information
8) Administrative Report			Ward Information
9) Other			
Adjournment			

Posted 11/22/17 by Jessica Stadem

MAYERS MEMORIAL HOSPITAL DISTRICT
BOARD FINANCE COMMITTEE MEETING
MINUTES – OCTOBER 25, 2017 3:00 P.M.

BFC Attendance:
 Allen Albaugh
 Abe Hathaway
 Louis Ward, CEO
 Travis Lakey, CFO

DRAFT Attachment A

Other:
 Ryan Harris
 Sherry Wilson
 Libby Mee
 Valerie Lakey
 John Grimmert, Tri Counties Bank
 Susan Knoch, MVHC

(These minutes are not intended to be a verbatim transcription of the proceedings and discussions associated with the business of the board's agenda; rather, what follows is a summary of the order of business and general nature of testimony, deliberations and action taken.)

SUBJECT	DISCUSSION	
CALL TO ORDER	The meeting was called to order by Albaugh at 3:00 PM in Burney	
Requests from Audience to Speak	None	
Minutes	The minutes from the BFC meeting held 09.25.17 were approved. <i>(Hathaway/Albaugh) - Approved all</i>	Approved
401K Annual Report	<i>John Grimmert, Tri Counties Bank</i> – (See attached report – <i>Exhibit A - PDF</i>) presented the plan service review from Mass Mutual. There was a good push in the 3 rd quarter. The presented report is as on July 31, 2017. Part of it is sitting in a fixed account at 3%. Blended cost of about .62% - reasoning is from the 3% fixed account. Another plan could be built, but in doing so we would leave behind the 3% fixed account. Employees can see John on Tuesdays at the Fall River branch to get advice on where to allocate funds. Participation has increased. There are 125 participants (increase of 12%). The fixed account is the default option. Mass Mutual selection of funds is based on performance, risk, and acceptable rate of return. Linda Eastman is the MMHD contact. We will schedule a lunchtime your:life opportunity to meet with John.	
Department Presentation	<i>Personnel, Libby Mee</i> – (see written report – <i>Exhibit B</i>) Focusing on nursing at job fairs. Working with Shasta College for CNA's – we are up to 11 for the class. Currently, we could use about 6 Full Time CNA's. We are working on job levels in dietary – adding value to the positions and allow for advancement. Albaugh asked about stipends for education. There were a few questions about Workers Comp. There are only 2 WC classifications for rates. Employees will be receiving an additional cost for health insurance. <i>Surgery – no report (reschedule)</i> Ward reported that surgeries are every other week. We will save about \$130,000/year. (From restructuring of contracts) Staff will be utilized in positions that are	

MAYERS MEMORIAL HOSPITAL DISTRICT

BOARD FINANCE COMMITTEE MEETING
MINUTES – OCTOBER 25, 2017 3:00 P.M.

	currently being filled by registry. There is a new CRNA. Dr. Syverson signed a 3-year contract.	
Financials	<p><i>(Hathaway, Albaugh – Approved All)</i></p> <ul style="list-style-type: none"> • A/P down to \$214,000. OSHPD has been paid. • Been working on a rent analysis. Spending \$7500-\$8500 monthly in FRM(not counting Burney). • Looking at the possibility of housing. • Expenses are up and revenue is down • Outpatient is up • Registry is a big expense • Expenses are up on repairs. 	Approved
Building Update	<ul style="list-style-type: none"> • Will report at the full board 	Discussion
Administrative Report	<ul style="list-style-type: none"> • Will report at the full board 	
Adjournment	Meeting was adjourned at 4:10 pm	

By: Valerie Lakey

“Shop” insurance carriers



Plan Service Review

Offered By:

MassMutual Retirement Services

Presented To:

MAYERS MEMORIAL HOSPITAL DISTRICT

Information As Of: **07/31/2017**

The Plan Service Review is a presentation of plan account activity for illustrative purposes only. This report should not be relied upon for financial reconciliation. Please refer to your Plan Summary Report for detailed plan financial activity.

The information provided is for plan sponsor use in meeting its fiduciary obligations. Not intended for distribution to participants or for use as advertising or sales literature.

RS-31682-02

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Asset & Contribution Allocation by Investment Option

Data as of: 07/31/2017

Investment Options	Investment Categories	Plan Assets	Asset Allocation	Total YTD Contributions	Contribution Allocation	Participants w/Balance
Stable Value/ Money Market						
FIXED ACCOUNT	Other	\$1,473,215.79	26.02% 26.02%	\$139,367.10	50.05% 50.05%	93
Bond						
Goldman Sachs Government Income A	Intermediate Government	\$58,811.77	1.04%	\$4,893.78	1.76%	10
PIMCO Total Return A	Intermediate-Term Bond	\$443,981.77	7.84% 8.88%	\$18,187.50	6.53% 8.29%	36
Asset Allocation/ Balanced						
American Funds American Balanced R3	Allocation--50% to 70% Equity	\$208,954.64	3.69%	\$6,833.70	2.45%	12
American Funds Income Fund of Amer R3	Allocation--70% to 85% Equity	\$174,187.20	3.08% 6.77%	\$6,983.36	2.51% 4.96%	21
Large Cap						
American Funds Invmt Co of Amer R3	Large Blend	\$188,580.14	3.33%	\$4,492.93	1.61%	16
Davis NY Venture A	Large Blend	\$18,941.83	0.33%	\$1,105.23	0.40%	4
Hartford Capital Appreciation HLS IB	Large Blend	\$313,568.41	5.54%	\$8,118.90	2.92%	24
HIMCO VIT INDEX IB	Large Blend	\$31,825.05	0.56%	\$1,198.39	0.43%	6
American Funds Growth Fund of Amer R3	Large Growth	\$309,381.81	5.46%	\$10,765.28	3.87%	24
Calvert Equity A	Large Growth	\$34,614.64	0.61%	\$1,774.80	0.64%	6
American Funds Washington Mutual R3	Large Value	\$133,113.77	2.35%	\$4,084.88	1.47%	16
Eaton Vance Large-Cap Value A	Large Value	\$37,967.67	0.67%	\$172.80	0.06%	4
Fidelity Advisor Equity Income M	Large Value	\$29,269.58	0.52% 19.37%	\$1,760.69	0.63% 12.03%	7
Mid Cap						
Lord Abbett Mid Cap Stock P	Mid-Cap Blend	\$259,369.88	4.58%	\$7,348.43	2.64%	20
Fidelity Advisor Stock Selec Mid Cp M	Mid-Cap Growth	\$252,849.83	4.47%	\$11,710.21	4.21%	17
AllianzGI NFI Mid-Cap Value A	Mid-Cap Value	\$452,844.85	8.00%	\$6,448.80	2.32%	33
Franklin Balance Sheet Investment A	Mid-Cap Value	\$338,415.65	5.98% 23.03%	\$10,035.72	3.60% 12.77%	29
Small Cap						

Invesco Small Cap Growth A	Small Growth	\$168,807.35	2.98%	\$6,507.46	2.34%	16
			2.98%		2.34%	
International/ Global						
American Funds Europacific Growth R3	Foreign Large Growth	\$80,759.24	1.43%	\$5,595.17	2.01%	15
Templeton Foreign A	Foreign Large Value	\$36,680.67	0.65%	\$4,027.79	1.45%	11
			2.08%		3.46%	
Specialty						
Davis Financial A	Financial	\$223,053.54	3.94%	\$5,028.97	1.81%	14
Eaton Vance Worldwide Health Sci A	Health	\$214,618.75	3.79%	\$8,805.23	3.16%	22
Invesco Real Estate A	Real Estate	\$178,853.31	3.16%	\$3,208.07	1.15%	9
			10.89%		6.12%	
Investment Option Totals:		\$5,662,667.14	100%	\$278,455.19	100%	

*PSCA Average # of Funds: 19.0

*Profit Sharing/401k Council of America's 59th Annual Survey of Profit Sharing and 401(k) Plans, reflecting 2015 Plan Year Experience. Does not apply to Cash Balance plans.

Totals do not include forfeiture account(s) or outstanding loan balances.

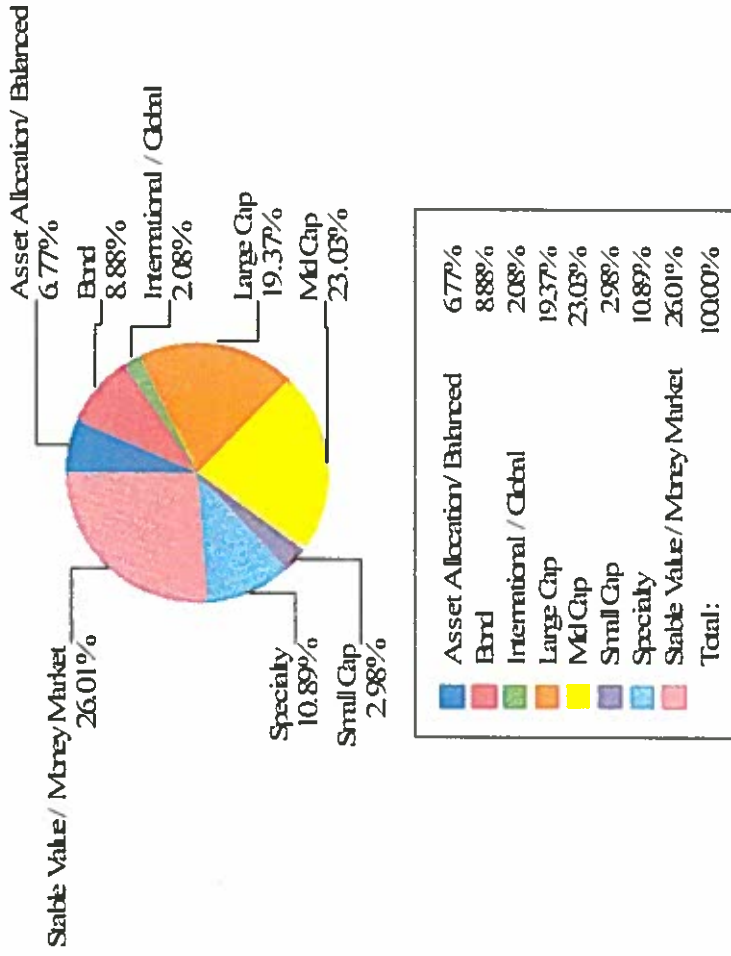
Due to rounding Total Asset Allocation may not equal 100%.

Due to rounding Total Contribution Allocation may not equal 100%.

Please note that these investment option values may not include the most recent dividend/earnings postings. Review your Plan Summary Report for additional details.

Assets by Investment Category

Data as of: 07/31/2017



Valerie Lakey

From: Amber King, ACHD <amber.king@achd.org>
Sent: Tuesday, November 7, 2017 10:52 AM
To: Valerie Lakey
Subject: Healthcare District Law Subcommittee Meeting Follow-Up



Thank you to everyone who attended our Subcommittee meeting last week.

Attached is a list of materials for review:

- [Meeting minutes](#)
- [Final transparency language \(with two minor changes\)](#)
- [Final intent language](#)
- [Full H&S Code 32000 with tracked changes](#)

*Please note the bond language change as requested by Elly Garner, Palomar Health, has been included. Here is the further explanation of the need for amendments: "The suggested additions and deletions in the existing language in The Local Health Care District Law are intended to make clear that general obligation bonds approved by local health care district voters are payable solely from ad valorem taxes approved by the voters. This is an important factor which credit rating agencies consider when determining the rating to be assigned to general obligation bonds. Ratings assigned are an important factor considered by investors in determining whether to purchase a general obligation bond and thus impact the impact the interest rate on a district's general obligation bonds."

As discussed during the last meeting, all language will be sent to the ACHD Advocacy Committee for review and approval. The Advocacy Committee's actions will then be forwarded to the ACHD Board of Directors for their final review and approval.

Please let me know by **Wednesday, November 15th** if you approve of the full H&S Code 32000 changes as outlined.



CA299 Health Collaborative

Personnel and Recruitment/ Marketing Committee Meeting Minutes

Monday, October 30, 2017

11:00 AM-11:30 AM

Conference Call: (888) 325-3989; ID 786813#

1. **Update:** Jennifer informed the members about the updated link to the draft website. Additionally, she mentioned posts she has been sharing on the Facebook page. She let the team know that if there were additional items they would like for her to put on the page, to please let her know.
2. **Brochures:** The team was informed that the brochures had been sent out that morning and should arrive within the next few days. Each member organization is receiving two boxes. Each box has a count of 300. The remainder brochures are at a separate location and further discussion will be made on marketing those.
3. **Items to purchase:** The group each has \$1,000 to spend on recruitment items for a booth when they are out at health fairs. The items could include tablecloths, pens, banners, etc.
4. **Put together an expanded campaign:** Jennifer asked the group to think about future marketing ideas they could foresee or would like to see happen in regards to regional recruitment.
5. **Career Fairs**
 - a. **Shasta College Healthcare Career Fair –Oct. 23 (update)** Jennifer shared the resumes are uploaded to Dropbox. She had about 14 resumes total. 13 were for Medical Assistants and one for a Pharmacy Tech.
 - b. **OIT Nursing Career Fair –Nov. 7th** Jennifer shared that due to work commitments with Mountain Valleys Health Centers she was unable to attend. However, Libby from Mayers would be going.
 - c. **Career MD-Palo Alto, CA Dec. 6th** Jennifer shares she will be attending.



CA299 Health Collaborative

Personnel and Recruitment/ Marketing Committee Meeting

Monday, November 13, 2017

11:00 AM-11:30 AM

Conference Call: (888) 325-3989; ID 786813#

1. Update
 - a. Website: additional changes?
2. Brochures
3. Items to purchase: Tablecloths, Pens, Backdrop/Banners
4. End of year items:
 - a. Marketing
 - b. CareerMD: Unable to attend in Palo Alto as registration was full.
 - c. Thanksgiving Marketing
 - d. Christmas Marketing
5. Call with UC Davis
 - a. Interest in FNP/PA student rotations

Asset Allocation by Money Type

Data as of: 07/31/2017

Money Types	Total Assets	Asset Allocation	YTD Contributions	Participants w/Balance
DEEMED LOAN REPAYMENTS	\$0.00	0.00%	\$0.00	0
ELECTIVE DEFERRAL	\$3,864,264.62	68.24%	\$191,490.49	124
MATCH	\$1,797,917.53	31.75%	\$86,964.70	124
PROFIT SHARING	\$0.00	0.00%	\$0.00	0
ROLLOVER INTO PLAN	\$484.99	0.01%	\$0.00	1
ROTH ELECTIVE DEFERRAL	\$0.00	0.00%	\$0.00	0
ROTH ROLLOVER INTO PLAN	\$0.00	0.00%	\$0.00	0
Money Type Totals:	\$5,662,667.14	100%	\$278,455.19	

*PSCA Average of Retirement Plans Allowing Roth: 63%

*PSCA Average of Plans Allowing for Catch up Contributions for Participants age 50 and over: 95.2%

*PSCA Percentage of Plans with no Company Contribution: 3.8%

*PSCA Average Company Contribution in 401K plans (when a DB is not also offered): 4.7% of pay

*PSCA Average for plans with a fixed match: 38.9% of plans match \$0.50 per \$1.00, most commonly up to the first 6% of pay

*Profit Sharing/401k Council of America's 59th Annual Survey of Profit Sharing and 401(k) Plans, reflecting 2015 Plan Year Experience.

Totals do not include forfeiture account(s) or outstanding loan balances.

Due to rounding Total Asset Allocation may not equal 100%.

For rollover contribution data, please refer to the Cash Flow Summary Report.

Cash Flow Summary

	<u>Quarter To Date:</u> 6/30/2017 - 7/31/2017	<u>Year To Date:</u> 12/30/2016 - 7/31/2017
Beginning Balance:	\$5,546,494.39	\$5,121,364.12
Purchases:		
Contributions:	\$51,692.22	\$278,455.19
Rollovers In:	\$0.00	\$0.00
Loan Repayments:	\$8,158.79	\$39,545.20
Exchange In:	\$265.33	\$158,087.70
Total Purchases:	<u>\$60,116.34</u>	<u>\$476,088.09</u>
Redemptions:		
Distributions:	\$0.00	(\$105,459.96)
Corrective Distributions:	\$0.00	\$0.00
In-Service Withdrawals:	\$0.00	\$0.00
Loan Withdrawals:	(\$8,000.00)	(\$46,000.00)
Fees:	(\$70.00)	(\$210.00)
Exchange Out:	(\$265.33)	(\$158,087.70)
Total Redemptions:	<u>(\$8,335.33)</u>	<u>(\$309,757.66)</u>
Other Plan Activity:		
Dividends/Other:	\$0.00	\$0.00
Forfeitures:	\$0.00	(\$1,796.89)
Change in Value:	\$64,391.74	\$376,769.48
Total Other Plan Activity:	<u>\$64,391.74</u>	<u>\$374,972.59</u>
Ending Balance:	<u>\$5,662,667.14</u>	<u>\$5,662,667.14</u>
Additional Plan Assets as of: 7/31/2017		
Forfeiture Accounts:		\$60,916.46
Total Trust Value:		<u>\$5,723,583.60</u>

Footnotes For Cash Flow Summary:

Contributions include Mistakes of Fact.

Distributions include State and Federal Withholdings.

Dividends/Other includes share adjustments and capital gains.

Change in Value includes Gains & Losses and Market Action.

Ending Balance does not include outstanding loan balances.

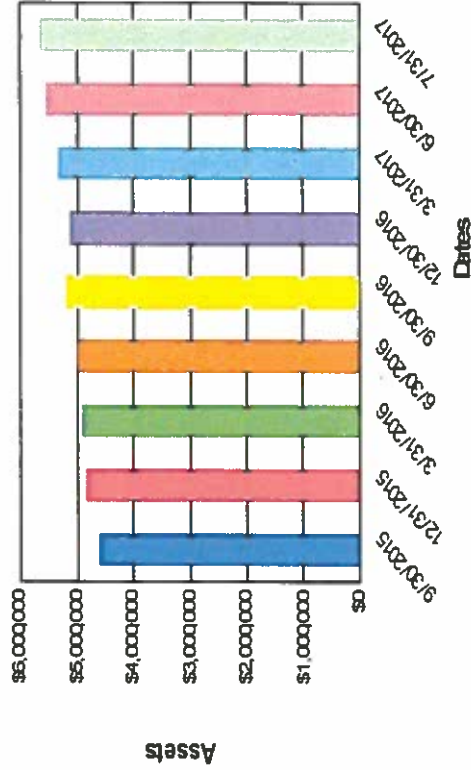
Plan Level Expense Account is the plan account where amounts paid by MassMutual to the plan pursuant to a plan reimbursement agreement between MassMutual and the plan sponsor are credited. The plan level expense amounts are paid by MassMutual to be used by the plan to pay direct and necessary expenses of the plan and/or in such other manner as is permitted under the terms of the plan and applicable law.

Please note that these investment option values may not include the most recent dividend/earnings postings. Review your Plan Summary Report for additional details.

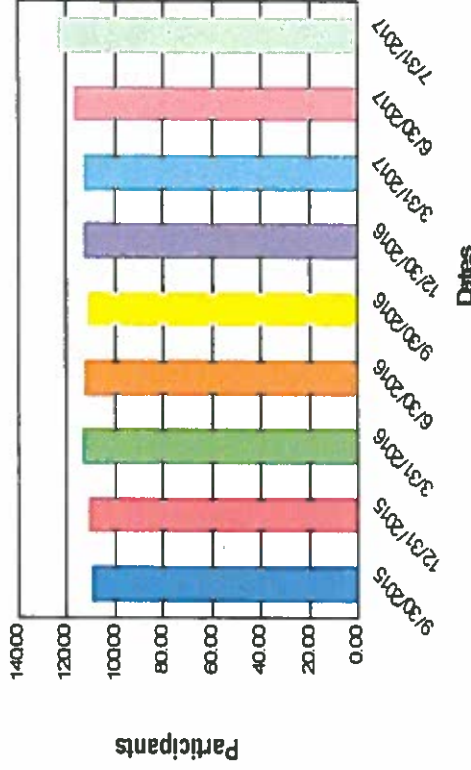
Plan Assets and Participants

Date	Average Participant		Participants w/Balance	YTD Contributions
	Total Assets	Balance		
07/31/2017	\$5,662,667.14	\$45,666.67	124	\$278,455.19
06/30/2017	\$5,546,494.39	\$47,405.93	117	\$226,762.97
03/31/2017	\$5,332,017.49	\$47,186.00	113	\$121,277.93
12/30/2016	\$5,121,364.12	\$45,321.81	113	\$457,142.96
09/30/2016	\$5,181,921.42	\$46,683.98	111	\$358,280.21
06/30/2016	\$4,994,486.29	\$44,198.99	113	\$231,192.38
03/31/2016	\$4,920,741.90	\$43,164.40	114	\$114,957.99
12/31/2015	\$4,836,514.19	\$43,572.20	111	\$502,151.62
09/30/2015	\$4,580,020.14	\$41,636.55	110	\$376,299.72

Assets



Participants



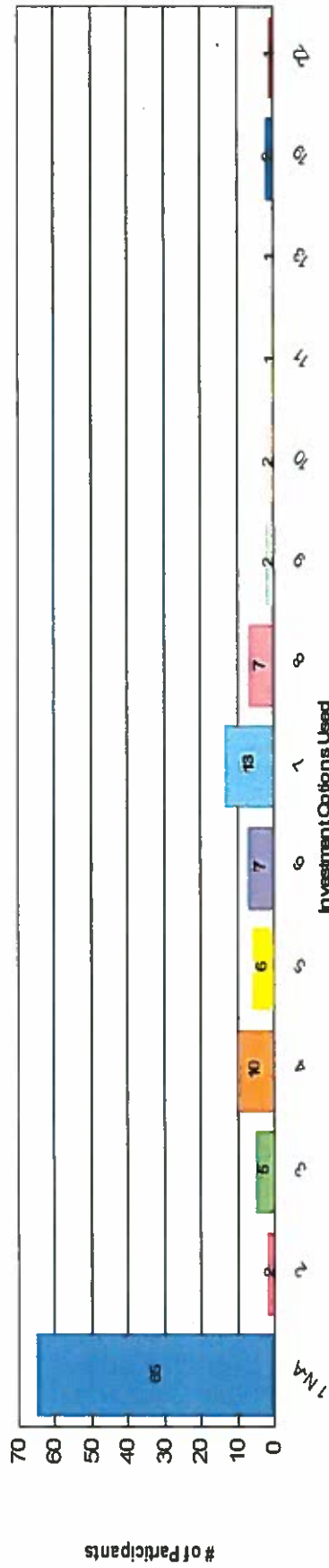
Totals do not include forfeiture account(s) or outstanding loan balances.
 A Participant is anyone in the Plan with an account balance.

Participant Investment Diversification

Data as of: 07/31/2017

Investment	Number of Participants on 7/31/2017	% of Total Participants	Number of Participants on 6/30/2017	Number of Participants on 3/31/2017	Number of Participants on 12/30/2016	Number of Participants on 9/30/2016
Options Used	65	52.42%	59	55	56	54
1 Non-Asset Allocation Option	2	1.61%	2	2	2	2
2 Options	5	4.03%	5	5	5	5
3 Options	10	8.06%	10	10	10	10
4 Options	6	4.84%	6	6	5	4
5 Options	7	5.65%	7	7	7	8
6 Options	13	10.48%	13	13	14	14
7 Options	7	5.65%	7	7	7	8
8 Options	2	1.61%	1	1	1	0
9 Options	2	1.61%	2	2	2	2
10 Options	1	0.81%	1	1	0	0
11 Options	1	0.81%	1	1	1	1
13 Options	2	1.61%	2	2	2	2
19 Options	1	0.81%	1	1	1	1
22 Options	1	0.81%	1	1	1	1

Investment Options Used by Participants



The average MassMutual Retirement Services Client* offers 32.85 investment options.

The average MassMutual Retirement Services Client* Participant uses 6.09 investment options.

The average number of investment options used by this plan is 3.75.

* The average MassMutual Retirement Services Client is calculated by taking an average across all MassMutual plans with similar service arrangements.

Participants Invested in One Investment Option

Data as of: 07/31/2017

Stable Value/ Money Market	Age Range					Totals
	18 to 35	36 to 50	51 to 65	66+		
FIXED ACCOUNT	\$142,953.68 17	\$190,565.49 18	\$549,278.04 23	\$190,494.35 5	\$1,073,291.56 63	
Mid Cap	\$0.00 0	\$8,171.60 1	\$0.00 0	\$0.00 0	\$8,171.60 1	
Franklin Balance Sheet Investment A	\$0.00 0	\$0.00 0	\$482.18 1	\$0.00 0	\$482.18 1	
Grand Totals:	18 to 35	36 to 50	51 to 65	66+	Totals	
Total Assets with 1 Investment Option:	\$142,953.68	\$198,737.09	\$549,760.22	\$190,494.35	\$1,081,945.34	
Total Participants with 1 Investment Option:	17	19	24	5	65	
Total Participants w/Balance:	24	36	56	8		
Percent of Participants with 1 Investment Option:	70.83	52.78	42.86	62.50		

If the age range category called "Other" is displayed above this includes participants with invalid birth dates or participants under the age of 18.

Asset Allocation by Age Diversity

Data as of: 07/31/2017

	18 to 35	36 to 50	51 to 65	66+
Stable Value/ Money Market	\$148,399.44 20 24.69%	\$270,552.94 27 18.24%	\$841,490.83 39 18.22%	\$212,772.58 7 31.82%
Investment Category Totals:	\$148,399.44 20 24.69%	\$270,552.94 27 18.24%	\$841,490.83 39 18.22%	\$212,772.58 7 31.82%
Bond	\$2,426.41 2 2.47%	\$15,457.52 3 2.03%	\$40,927.84 5 2.34%	\$0.00 0 0.00%
	\$5,734.85 3 3.70%	\$71,442.65 9 6.08%	\$344,406.85 22 10.28%	\$22,397.42 2 9.09%
Investment Category Totals:	\$8,161.26 5 6.17%	\$86,900.17 12 8.11%	\$385,334.69 27 12.62%	\$22,397.42 2 9.09%
Asset Allocation/ Balanced	\$2,063.55 2 2.47%	\$31,074.92 1 0.68%	\$174,908.65 8 3.74%	\$907.52 1 4.55%
	\$5,040.58 2 2.47%	\$29,804.72 4 2.70%	\$138,479.40 14 6.54%	\$862.50 1 4.55%
Investment Category Totals:	\$7,104.13 4 4.94%	\$60,879.64 5 3.38%	\$313,388.05 22 10.28%	\$1,770.02 2 9.09%
Large Cap	\$6,471.99 4 4.94%	\$206,005.62 12 8.11%	\$96,904.20 8 3.74%	\$0.00 0 0.00%

	18 to 35	36 to 50	51 to 65	66+
Large Cap				
American Funds Invt Co of Amer R3	\$1,201.62 3 3.70%	\$37,073.98 4 2.70%	\$116,436.07 8 3.74%	\$33,868.47 1 4.55%
American Funds Washington Mutual R3	\$1,707.96 2 2.47%	\$57,256.14 7 4.73%	\$74,149.67 7 3.27%	\$0.00 0 0.00%
Calvert Equity A	\$480.18 1 1.23%	\$7,396.17 3 2.03%	\$26,738.29 2 0.93%	\$0.00 0 0.00%
Davis NY Venture A	\$495.84 1 1.23%	\$5,503.68 2 1.35%	\$12,942.31 1 0.47%	\$0.00 0 0.00%
Eaton Vance Large-Cap Value A	\$469.75 1 1.23%	\$624.58 1 0.68%	\$36,873.34 2 0.93%	\$0.00 0 0.00%
Fidelity Advisor Equity Income M	\$1,665.97 2 2.47%	\$13,585.39 4 2.70%	\$14,018.22 1 0.47%	\$0.00 0 0.00%
Hartford Capital Appreciation HLS IB	\$7,731.15 3 3.70%	\$121,357.02 5 3.38%	\$134,741.27 14 6.54%	\$49,738.97 2 9.09%
HIMCO VIT INDEX IB	\$487.35 1 1.23%	\$5,547.24 2 1.35%	\$25,790.46 3 1.40%	\$0.00 0 0.00%
Investment Category Totals:	\$20,711.81 18 22.22%	\$454,349.82 40 27.03%	\$538,593.83 46 21.50%	\$83,607.44 3 13.64%
AllianzGI NFJ Mid-Cap Value A	\$3,200.85 2 2.47%	\$196,084.83 13 8.78%	\$217,853.07 16 7.48%	\$35,706.10 2 9.09%
Mid Cap				

MAYERS MEMORIAL HOSPITAL DISTRICT

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	18 to 35	36 to 50	51 to 65	66+
Mid Cap				
Fidelity Advisor Stock Selec Mid Cap M	\$7,409.27 3 3.70%	\$141,996.29 9 6.08%	\$72,687.59 4 1.87%	\$30,756.68 1 4.55%
Franklin Balance Sheet Investment A	\$2,792.47 2 2.47%	\$40,525.55 7 4.73%	\$273,209.65 18 8.41%	\$21,887.98 2 9.09%
Lord Abbett Mid Cap Stock P	\$10,253.50 4 4.94%	\$109,879.15 5 3.38%	\$103,893.60 10 4.67%	\$35,343.63 1 4.55%
Investment Category Totals:	\$23,656.09 11 13.58%	\$488,485.82 34 22.97%	\$667,643.91 48 22.43%	\$123,694.39 6 27.27%
Small Cap				
Invesco Small Cap Growth A	\$8,889.43 5 6.17%	\$57,671.31 6 4.05%	\$102,246.61 5 2.34%	\$0.00 0 0.00%
Investment Category Totals:	\$8,889.43 5 6.17%	\$57,671.31 6 4.05%	\$102,246.61 5 2.34%	\$0.00 0 0.00%
International / Global				
American Funds Europacific Growth R3	\$4,533.20 4 4.94%	\$35,623.95 6 4.05%	\$40,602.09 5 2.34%	\$0.00 0 0.00%
Templeton Foreign A	\$7,034.68 4 4.94%	\$9,911.02 3 2.03%	\$19,734.97 4 1.87%	\$0.00 0 0.00%
Investment Category Totals:	\$11,567.88 8 9.88%	\$45,534.97 9 6.08%	\$60,337.06 9 4.21%	\$0.00 0 0.00%
Specialty				
Davis Financial A	\$11,279.30 4 4.94%	\$41,710.52 5 3.38%	\$137,035.38 4 1.87%	\$33,028.34 1 4.55%

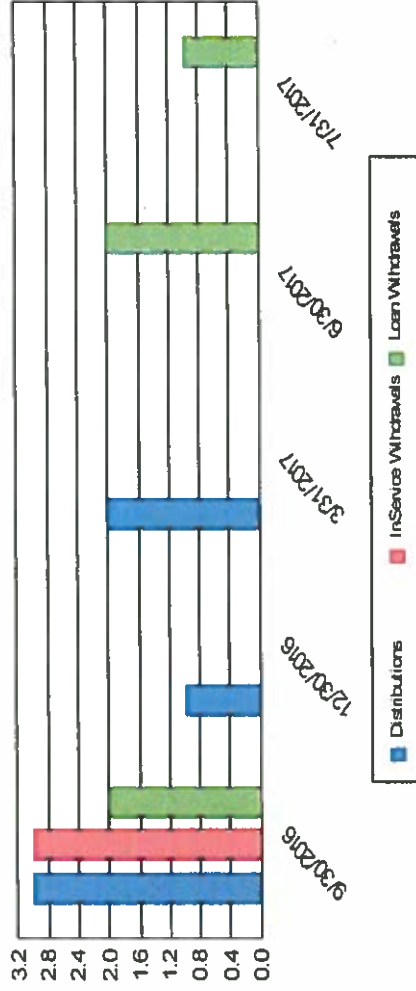
Specialty	18 to 35	36 to 50	51 to 65	66+
Eaton Vance Worldwide Health Sci A	\$32,064.35 5 6.17%	\$42,385.08 7 4.73%	\$139,098.81 9 4.21%	\$1,070.51 1 4.55%
Invesco Real Estate A	\$879.95 1 1.23%	\$81,327.10 3 2.03%	\$96,646.26 5 2.34%	\$0.00 0 0.00%
Investment Category Totals:	\$44,223.60 10 12.35%	\$165,422.70 15 10.14%	\$372,780.45 18 8.41%	\$34,098.85 2 9.89%
Grand Totals:	18 to 35	36 to 50	51 to 65	66+
Total Assets:	\$272,713.64	\$1,629,797.37	\$3,281,815.43	\$478,340.70
Total Participant Investment Options:	81	148	214	22
Total Participants w/Balance:	24	36	56	8
Average Investment Options per Participant:	3.38	4.11	3.82	2.75

If the age range category called "Other" is displayed above this includes participants with invalid birth dates or participants under the age of 18.

Distribution Activity

Quarter To Date	Transaction Type	Amount	Volume
07/31/2017	Loan Withdrawals	\$8,000.00	1
06/30/2017	Loan Withdrawals	\$38,000.00	2
03/31/2017	Distributions	\$105,459.96	2
12/30/2016	Distributions	\$266,357.35	1
09/30/2016	Distributions	\$61,565.34	3
	In-Service Withdrawals	\$37,674.00	3
	Loan Withdrawals	\$13,500.00	2

Volume



Loan Summary

Date	Number of Outstanding Loans	Total Outstanding		Avg. Outstanding Loan Balance
		Loan Amount	Loan Balance	
07/31/2017	32	\$209,012.79	\$6,531.65	
06/30/2017	32	\$208,246.56	\$6,507.71	
03/31/2017	30	\$181,432.45	\$6,047.75	
12/30/2016	32	\$197,984.32	\$6,187.01	
09/30/2016	32	\$209,824.20	\$6,557.01	

*PSCA Average Loan Amount: \$9,390.00

*PSCA Average Percentage of Participants who have Loans: 25%

*Profit Sharing/401k Council of America's 59th Annual Survey of Profit Sharing and 401(k) Plans, reflecting 2015 Plan Year Experience.

Net Exchange Activity

3 Months Ending: 07/31/2017

Investment Options	Investment Categories	Net Exchange Amount	# Of Exch. In	# Of Exch. Out
Stable Value/ Money Market				
FIXED ACCOUNT	Other	(\$179.87)	1	1
Bond				
PIMCO Total Return A	Intermediate-Term Bond	\$60.92	1	0
Asset Allocation/ Balanced				
American Funds American Balanced R3	Allocation--50% to 70% Equi	\$6.20	1	0
Large Cap				
American Funds Invmt Co of Amer R3	Large Blend	\$58.26	2	0
American Funds Growth Fund of Amer R3	Large Growth	\$20.64	1	0
Mid Cap				
Lord Abbett Mid Cap Stock P	Mid-Cap Blend	\$15.48	1	0
Fidelity Advisor Stock Selec Mid Cp M	Mid-Cap Growth	\$24.56	1	0
Small Cap				
Invesco Small Cap Growth A	Small Growth	\$1.30	1	1
International/ Global				
American Funds Europacific Growth R3	Foreign Large Growth	(\$4.95)	1	1
Templeton Foreign A	Foreign Large Value	\$19.62	1	0
Specialty				
Davis Financial A	Financial	(\$12.04)	0	1
Eaton Vance Worldwide Health Sci A	Health	(\$10.12)	0	1

Total number of participants making exchanges: 2

Morningstar Style Box Review

Data as of: 07/31/2017

Large	Value	Blended	Growth
	American Funds Washington Mutual R3 Eaton Vance Large-Cap Value A Fidelity Advisor Equity Income M	American Funds Invmt Co of Amer R3 Davis NY Venture A Hartford Capital Appreciation HLS IB HIMCO VIT INDEX IB	American Funds Growth Fund of Amer R3 Calvert Equity A
Medium	AllianzGI NFJ Mid-Cap Value A Franklin Balance Sheet Investment A	Lord Abbett Mid Cap Stock P	Fidelity Advisor Stock Selec Mid Cp M
Small			Invesco Small Cap Growth A
	Cash	Fixed Income	Asset Allocation
	FIXED ACCOUNT	Goldman Sachs Government Income A PIMCO Total Return A	American Funds American Balanced R3 American Funds Income Fund of Amer R3
	International	Equity	Market Date
	American Funds Europacific Growth R3 Templeton Foreign A	Davis Financial A Eaton Vance Worldwide Health Sc A Invesco Real Estate A	
	Other		

Morningstar Style Box Review

MassMutual has not considered any financial and investment objectives, risk tolerance or the suitability of an investment option when screening available funds for any client. This summary should not be construed as a recommendation. Please note that MassMutual and its affiliates do not offer investment advice to retirement plans and do not act as fiduciaries. The selection and monitoring of investments for the plan remains the responsibility of the plan fiduciary, which shall in no instance be MassMutual.

All shares of the funds are offered to plan participants at net asset value and do not include a sales charge.

Before investing, carefully consider the fund's investment objectives, risks, charges, and expenses. For a prospectus containing this and other information, contact your investment professional or visit the fund company's website. Read it carefully.

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Morningstar assigns categories to all types of portfolios, such as mutual funds, variable annuities, and separate accounts. Portfolios are placed in a given category based on their average holdings statistics over the past three years. Morningstar's editorial team also reviews and approves of all category assignments. If the portfolio is new and has no history, Morningstar estimates where it will fall before giving it a more permanent category assignment. When necessary, Morningstar may change a category assignment based on recent changes to the portfolio.

Visit the company's website for more current performance results.

Source: Morningstar

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Investment Option Performance

Data as of: 7/31/2017

TOTAL RETURN SHOWN REPRESENTS PAST PERFORMANCE AND IS NO GUARANTEE OF FUTURE RESULTS. Total return includes capital appreciation, if any, plus reinvested dividends and interest income. The investment return and principal value of an investment will fluctuate so that when units are redeemed they may be worth more or less than their original cost. Current performance may be higher or lower than the performance data quoted. For more current performance information to the most recent month end please call 800-837-6444.

Contracts issued by Hanford Life Insurance Company. Contracts are administered by Massachusetts Mutual Life Insurance Company.

Investment option performance shows returns based upon a single investment in the separate account at the beginning of the period being reported and retained throughout the period. Performance is stated after deduction for underlying fund expenses and applicable program and administrative charges. Refer to the fee schedule in this Report for charges applicable to your plan. With respect to all performance displayed, where inception of the underlying fund predates inclusion in the separate account, performance is given since the inception of the underlying fund. In such cases, performance given for periods prior to inclusion in the separate account is hypothetical and is based on the actual performance of the underlying fund less the fees that would have been charged had it been included in the separate account during the period.

There are specific risks associated with certain investment options. For additional details, please refer to the Fact Sheets available on Plan Access or through your team at MassMutual.

The methodology used in the hypothetical performance calculations for the Janus investment options may differ from the methodology used by Janus. Therefore, the performance returns shown may differ from those provided directly by Janus for the same underlying funds for the same time periods, and may differ significantly at a particular point in time. Janus approves of the use of an alternative method that is accepted in the industry to calculate hypothetical performance.

Morningstar Category & Investment Option	Plan Assets	Participants with Balance	Fund Inception Date	Cumulative Total Return %			Average Annual Total Return %									
				3 Mth	YTD	1 Yr	3 Yr	5 Yr	10 Yr/LOF							
Stable Value/ Money Market																
Other																
FIXED ACCOUNT	\$1,473,215.79	93		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Bond																
Intermediate Government																
Goldman Sachs Government Income A	\$58,811.77	10	02/10/1993	0.35	1.10	-2.35	0.59	0.02	0.02	2.39						
BBgBarc US Government TR USD				0.66	2.03	-2.40	2.10	1.14	1.14	3.80						
Intermediate-Term Bond																
PIMCO Total Return A	\$443,981.77	36	05/11/1987	1.23	3.32	0.42	1.70	1.27	1.27	4.55						
BBgBarc US Agg Bond TR USD				1.10	2.71	-0.51	2.71	2.02	2.02	4.44						
Asset Allocation/ Balanced																
Allocation~50% to 70% Equity																
American Funds American Balanced R3	\$208,954.64	12	07/26/1975	2.97	7.92	9.29	6.88	9.39	9.39	5.71						
Morningstar Mod Tgt Risk TR USD				3.27	8.72	9.77	5.24	7.83	7.83	5.60						

Morningstar Category & Investment Option	Plan Assets	Participants with Balance	Fund Inception Date	Cumulative Total Return %								
				3 Mth	YTD	1 Yr	3 Yr	5 Yr	10 Yr/LOF			
Allocation--70% to 85% Equity												
American Funds Income Fund of Amer R3	\$174,187.20	21	12/01/1973	2.76	6.34	7.32	4.94	7.97	4.59			
Morningstar Mod Agg Tgt Risk TR USD				4.15	11.01	13.46	6.25	9.91	5.87			
Large Cap												
Large Blend												
American Funds Invmt Co of Amer R3	\$188,580.14	16	01/01/1934	3.06	9.28	12.58	7.97	12.75	5.54			
Davis NY Venture A	\$18,941.83	4	02/17/1969	4.36	10.45	19.09	8.94	13.11	5.06			
Hartford Capital Appreciation H.L.S. IB	\$313,568.41	24	04/02/1984	5.67	14.01	16.33	7.24	13.81	5.31			
HIMCO VIT INDEX IB	\$31,825.05	6	05/01/1987	3.75	10.67	14.40	9.31	13.16	6.26			
Russell 1000 TR USD				4.00	11.44	15.95	10.58	14.85	7.84			
Large Growth												
American Funds Growth Fund of Amer R3	\$309,381.81	24	12/01/1973	4.96	15.26	18.85	10.35	14.80	6.53			
Calvert Equity A	\$34,614.64	6	08/24/1987	3.50	14.17	11.88	8.98	12.44	6.98			
Russell 1000 Growth TR USD				5.05	17.02	18.05	12.66	15.60	9.36			
Large Value												
American Funds Washington Mutual R3	\$133,113.77	16	07/31/1952	3.76	8.71	13.61	8.44	12.05	5.71			
Eaton Vance Large-Cap Value A	\$37,967.67	4	09/23/1931	1.95	4.31	9.33	5.07	10.55	3.96			
Fidelity Advisor Equity Income M	\$29,269.58	7	04/25/1983	2.12	5.16	12.73	5.70	10.49	3.83			
Russell 1000 Value TR USD				2.88	6.05	13.76	8.45	14.00	6.21			
Mid Cap												
Mid-Cap Blend												
Lord Abbett Mid Cap Stock P	\$259,369.88	20	06/28/1983	0.99	4.22	10.81	7.22	12.42	4.61			
Russell Mid Cap TR USD				3.42	9.58	13.04	9.31	15.00	8.24			
Mid-Cap Growth												
Fidelity Advisor Stock Selec Mid Cp M	\$252,849.83	17	02/20/1996	2.59	10.24	16.15	6.99	11.86	4.10			
Russell Mid Cap Growth TR USD				4.41	13.26	13.39	9.53	14.60	8.30			
Mid-Cap Value												
AltranzGI NFJ Mid-Cap Value A	\$452,844.85	33	04/18/1988	9.04	16.24	26.05	9.89	14.26	6.94			
Franklin Balance Sheet Investment A	\$338,415.65	29	04/02/1990	1.78	3.27	17.54	3.67	10.87	3.42			
Russell Mid Cap Value TR USD				2.52	6.57	12.69	9.00	15.32	7.99			
Small Cap												
Small Growth												
Invesco Small Cap Growth A	\$168,807.35	16	10/18/1995	2.75	10.90	16.01	8.88	13.90	7.62			
Russell 2000 Growth TR USD				3.37	10.91	17.76	10.22	14.58	8.49			

Morningstar Category & Investment Option	Plan Assets	Participants with Balance	Fund Inception Date	Cumulative Total Return %			Average Annual Total Return %					
				3 Mth	YTD	1 Yr	3 Yr	5 Yr	10 Yr/LOF			
International/ Global												
Foreign Large Growth												
American Funds Europacific Growth R3	\$80,759.24	15	04/16/1984	8.45	21.76	18.91	4.34	8.50	2.45			
MSCI ACWI Ex USA Growth NR USD												
Foreign Large Value												
Templeton Foreign A	\$36,680.67	11	10/06/1982	5.32	13.74	19.95	0.18	8.71	1.83			
MSCI ACWI Ex USA Value NR USD												
Specialty												
Financial												
Davis Financial A	\$223,053.54	14	05/01/1991	6.09	10.45	25.27	11.34	14.73	4.87			
S&P 1500 Financials TR												
Health												
Eaton Vance Worldwide Health Sci A	\$214,618.75	22	07/26/1985	3.40	15.34	0.82	5.95	13.90	9.95			
S&P 1500 Health Care TR												
Real Estate												
Invesco Real Estate A	\$178,853.31	9	12/31/1996	2.71	4.98	-3.89	6.87	7.50	5.23			
S&P United States REIT TR USD												
				2.61	3.21	-5.36	8.33	9.05	6.78			

Fee Schedule

Data as of: 7/31/2017

You should carefully consider the investment objectives, risks, charges and expenses of group variable contracts and their underlying funds before investing. This and other information can be found in the prospectus or disclosure documents, where applicable. To obtain the applicable disclosure documents or the underlying fund prospectuses call 1-800-255-2464. Please read them carefully before you invest or send money.

This table shows only the asset-based fees, charges and expenses deducted daily and associated with the investment choices of the group variable contract. Please refer to the product prospectus or disclosure documents, as applicable, for information on other fees and charges that may apply to your plan's contract such as a contingent deferred sales charge, annual maintenance fee, and other fees or charges, if applicable.

Contracts issued by Hartford Life Insurance Company. Contracts are administered by Massachusetts Mutual Life Insurance Company.

**These are the Total Annual Fund Operating Expenses for each underlying fund as of its year-end. Total Annual Fund Operating Expenses are the expenses that are deducted from fund assets, including management fees, Rule 12b-1 distribution and/or service fees, and other expenses. Actual fees and expenses for the underlying funds vary daily. As a result, the fees and expenses for any given day may be greater or less than the Total Annual Fund Operating Expenses listed above in the table. More detail concerning each underlying fund's fees and expenses is contained in the prospectus for each fund.

**This reflects the Program and Administrative Charge deducted from the assets of the Separate Account. For some Contracts, the Program and Administrative Charge is deducted from Separate Account assets on a daily basis at the annual rate shown above. For other Contracts, the Program and Administrative Charge is deducted on a quarterly basis at the annual rate shown above. If the Program and Administrative Charge under a Contract is insufficient to cover actual costs incurred by us, we will bear the loss. If the Program and Administrative Charge exceeds these costs, we will keep the excess as profit. We may use these profits, as well as fees and payments received from the fund families, for any proper corporate purpose, including, among other things, payment of sales expenses, including our expenses of paying compensation to broker-dealers, financial institutions and other persons for selling the Contracts. We expect to make a profit from the program and administrative charge.

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Underlying Fund Level Fees

Investment Option	Investment Management Fee %	Underlying Fund Level Fees			Total Fund Operating Expenses %**	Program & Administration Charge %*	Total Fees & Charges %	Plan Assets	Estimated Annual Expenses
		12b-1 Fee %	Other Expenses %	Expenses %					
Stable Value/ Money Market									
FIXED ACCOUNT									
Bond									
Goldman Sachs Government Income A	0.53	0.25	0.14	0.92	0.85	1.77	\$58,811.77	\$1,040.97	
PIMCO Total Return A	0.25	0.25	0.35	0.85	0.85	1.70	\$443,981.77	\$7,547.69	
Asset Allocation/ Balanced									
American Funds American Balanced R3	0.42	0.50	0.01	0.93	0.85	1.78	\$208,954.64	\$3,719.39	
American Funds Income Fund of Amer R3	0.25	0.50	0.17	0.92	0.85	1.77	\$174,187.20	\$3,083.11	

Underlying Fund Level Fees

Investment Management Fee %	12b-1 Fee %	Other Expenses %	Total Fund Operating Expenses %**	Program & Administration Charge %*	Total Fees & Charges %	Plan Assets	Estimated Annual Expenses	
Large Cap								
American Funds Invt Co of Amer R3	0.39	0.50	0.06	0.95	1.80	\$188,580.14	\$3,394.44	
Davis NY Venture A	0.55	0.23	0.11	0.89	1.74	\$18,941.83	\$329.59	
Hartford Capital Appreciation ILS IB	0.78	0.25	-0.10	0.93	1.78	\$313,568.41	\$5,581.52	
IIMCO VIT INDEX IB	0.30	0.25	0.03	0.58	1.43	\$31,825.05	\$455.10	
American Funds Growth Fund of Amer R3	0.50	0.50	-0.02	0.98	1.83	\$309,381.81	\$5,661.69	
Calvert Equity A	0.50	0.25	0.34	1.09	1.94	\$34,614.64	\$671.52	
American Funds Washington Mutual R3	0.34	0.50	0.11	0.95	1.80	\$133,113.77	\$2,396.05	
Eaton Vance Large-Cap Value A	0.63	0.25	0.19	1.07	1.92	\$37,967.67	\$728.98	
Fidelity Advisor Equity Income M	0.20	0.50	0.53	1.23	2.08	\$29,269.58	\$608.81	
Mid Cap								
Lord Abbett Mid Cap Stock P	0.75	0.45	-0.03	1.17	2.02	\$259,369.88	\$5,239.27	
Fidelity Advisor Stock Selec Mid Cp M	0.30	0.50	0.32	1.12	1.97	\$252,849.83	\$4,981.14	
AllianzGI NFJ Mid-Cap Value A	0.55	0.25	0.50	1.30	2.15	\$452,844.85	\$9,736.16	
Franklin Balance Sheet Investment A	0.63	0.25	0.06	0.94	1.79	\$338,415.65	\$6,057.64	
Small Cap								
Invesco Small Cap Growth A	0.88	0.25	0.10	1.23	2.08	\$168,807.35	\$3,511.19	
International/ Global								
American Funds Europacific Growth R3	0.69	0.50	-0.05	1.14	1.99	\$80,759.24	\$1,607.11	
Templeton Foreign A	0.71	0.25	0.27	1.23	2.08	\$36,680.67	\$762.96	
Specialty								
Davis Financial A	0.55	0.19	0.18	0.92	1.77	\$223,053.54	\$3,948.05	
Eaton Vance Worldwide Health Sci A	0.78	0.25	0.37	1.40	2.25	\$214,618.75	\$4,828.92	
Invesco Real Estate A	0.75	0.25	0.24	1.24	2.09	\$178,853.31	\$3,738.03	
Investment Option Totals:							\$5,662,667.14	\$79,629.34

Weighted Average Investment Cost Ratio:

1.41

Estimated Annual Expenses reflects the approximate amount the participants in the plan would have paid in fund expenses, assuming the plan's assets were held for the entire year. It is based on a recent estimate of the annual fund operating expenses attributable to the plan's share class. It does not take into account any sales charges.

Plan Assets is the actual value of the plan's account.

Weighted Average Investment Cost Ratio is the sum of the Total Fees & Charges % for each plan investment option weighted for the assumed percentage of plan assets invested in each option. The Fixed Account investment option does not have an expense ratio to populate the Total Fees & Charges % and as a result, the assets assumed to be invested in the Fixed Account will be included in the calculation but no fees or charges will be attributed to those assets. As a result, the Weighted Average Investment Cost Ratio is lower than if the assets invested in the Fixed Account were excluded from the calculation of the Weighted Average Investment Cost Ratio. Assets for plan investment options other than the Fixed Account that display "N/A" in the Total Fees & Charges % are investments that have fees or charges but that information has not been provided to MassMutual. As a result, the plan assets assumed to be invested in these plan investment options are not included in the Weighted Average Investment Cost Ratio.

Board Finance Committee
Wednesday October 24, 2017

Presented by: Libby Mee – Director of Human Resources

Staffing/Registry

Eliminate SNF registry

- Active Full Time job postings RN, LVN and CNAs
- Actively recruiting at job fairs
- Currently communicating with 3 RNS and 1 LVN
- Currently have nine students on the roster for January Shasta College CNA class. MMHD is paying students and providing transportation to Redding
- Reviewing current use of staff, and how to reengage past or casual employees

Currently using Registry in Lab

- Current Full Time position posted
- Actively recruiting at job fairs

Will be using Registry in Radiology during the winter

- Current Full Time position posted
- Actively recruiting at job fairs

Recruitment

- Attending local college Career Fairs
- Utilizing pamphlet and videos from 299 Collaborative
- Working with Val in Marketing to advertise and inform the positives of working and living in our community.
- Local colleges utilizing MMHD for Clinical rotations
 - Shasta college currently
 - Talking with IOT
- Putting together a visitation day with local College for students to come tour, meet staff and have lunch
- Refer a Friend program

Retention

- Implementation of Trakstar Evaluation system. Encourage communication and engagement between employee and manager
- Working with Staff Development to build and implement master calendar to provide employees opportunity for growth and additional education.
Topics Include: Customer Services, Safety, Sexual Harassment, Computer/Excel, Management, Payroll Compliance, HIPAA
Multi Media: Web based, outside and internal presenters
- Marketing education assistance and scholarship programs
- Reworking Orientation and Re-Orientation materials as well as develop Manager Orientation