



Mark Twain Health Care District

MINUTES Regular Meeting of the Board of Directors

Mark Twain HealthCare District

Wednesday August 22, 2012
7:30 a.m. Boardroom
768 Mountain Ranch Road
San Andreas, California

1. Call to Order and Roll Call

Per Roll Call the following Mark Twain HealthCare District Members were present:

Lin Reed
Robert Campana
Ken McInturf
Peter Oliver, MD
Colleen Smart

No public comment

2. Approval of Agenda

The Agenda of the August 22, 2012 meeting of the Mark Twain HealthCare District Board was approved with changes to the Agenda as presented, with the consent of the Mark Twain HealthCare District, per motion below.

Item #14 should reflect; *Approval and Review of Monthly Report of Finance Committee.*
Item #16 should reflect; *MTSJH Management Report*

It was moved, seconded, and carried; Mr. McInturf, Mr. Campana

3. Public Comment on matters not listed on the Agenda

None

Consent Calendar

4. Approval of Minutes of June 27, 2012

Per motion below, the Minutes of the July 25, 2012 meeting of the Mark Twain HealthCare District were approved, as corrected.

Item #25 should reflect \$50,000 rather than \$500,000

It was moved, seconded, and carried; Mr. Campana, Mr. McInturf

Unfinished Business

5. District Board Check Signing Authorization Policy Approval

Mrs. Reed requested that Mr. Doss present and review the policy, as attached. Mr. Doss stated that he met with Mr. Dean, MTHCD Legal Counsel, on August 21, 2012 regarding several items including this policy. He recommended that all checks should be signed by two of the following Board Members, the District Board CEO, Board Chairman or Treasurer. This being the common practice in public agencies, he believes it would be a step toward changing the infrastructure.

Board members discussed the practicality of 2 signatures of Board Members and recommended that all checks should require 2 signatures, one being the CFO and one being the District Board CEO, Chairman or Treasure. The practice will be that checks issued to any signer will be signed by the 2 other parties.

After discussion, upon motion by Dr. Oliver and seconded by Mr. McInturf, the Check Signing Authorization Policy requiring 2 signatures was approved as recommended.

The Board requested they receive monthly Accounts Payable and Voucher reports from the District Accountant. Mr. Doss will speak with Mr. Malcoun, and include the report in the September Board Agenda materials.

Public Comment

Mr. Fry stated that he supports Mr. Doss' recommendation.

Mrs. Crane inquired about how / why checks were written. Mr. Doss stated that invoices or statements are sent for expenses and the accountant pays accordingly.

6. Consideration for Approval Authority Limits Policy Approval

Mrs. Reed requested that Mr. Doss present and review the Authority Limits Policy, as attached. Mr. Doss recommended that where *Board President* appears on the policy in section A., B., C. & RESPONSIBILITY, to be changed to *Board CEO*, with the

exception of *Board President* under Responsibility in the first sentence will remain *Board President*.

Upon motion by Dr. Oliver and seconded by Mrs. Smart, the Authority Limits Policy was approved with changes as recommended.

No Public Comment

7. Schedule of Renters and Lease

Mrs. Reed reviewed the Schedule of Renters and Leases, as attached. This report will also be reviewed by the Mark Twain HealthCare District Finance Committee on a monthly bases.

It was noted that the Stockton Cardiology's Lease has not been renewed pending review by the lessee; however, Accounts Payable is invoicing them for monthly rent at the current contract renewal rate until the lease is renewed.

No Public Comment

8. Angels Camp Clinic Site Funding & Foundation Report

With the consent of the Board this item was tabled.

No Public Comment

9. Consideration for Approval of New Lease for Dr. Renner's Former Space

Mr. Doss discussed the change of name of lease for Dr. Renner's current space rental. Mark Twain Hospital will be the new lease for the space.

Mrs. Reed noted that the Board recognizes there is value in occupancy being a turnkey building that is much needed by the community.

Mr. Marks stated the office space would be vacant for 2-3 months; however the Hospital would be paying rent beginning October 1, 2012.

After discussion, upon motion by Dr. Oliver the lease contract located at 700 Mountain Ranch. was approved. It was seconded by Ms. Smart

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Public Comment

Mrs. Crane requested the full title of the acronyms CRE & MOB. Mr. Doss agreed to get the exact definition and provide it to her.

10. Presidents Report

Dan Riordan reviewed the report submitted to Mrs. Reed. The report was not included in the Board Agenda Materials, but will be provided to Board Members following the meeting. Mr. Riordan reported:

- \$3,000 was utilized by 6 patients and their families.
- Acceptance criteria has been developed for recipients.
- The Hospice Board meets daily to assess the needs in Calaveras County.
- If MTHCD agrees to provide additional funds, Hospice will relax the criteria to allow more families to be served.

- MTHCD grant has been recognized in the quarterly Hospice newsletter.
- Calaveras County accepts 65% of the serves offered through Hospice of Amador County, and Amador accepts 35% of the serves. This is a 100% switch of the figures from 2011.

Mrs. Reed offered Mr. Riordan support to help Hospice identify needs in other counties.

Public Comment

Dr. Smart believe a press release or Focus should be done to inform the public of the grant.

Ms. Crane thanked the Board for the positive steps it is taking to address the needs of the community.

11. Mark Twain St. Joseph's Hospital Volunteer Report

Mrs. Reed stated Barbara Galli will provide a report to the District in September.

No Public Comment

12. MTHCD CEO Report

Mr. Doss reported:

- He thanked Ms. Hill, Mr. Marks and the hospital staff for their assistance in getting his office set up.
- The T1 will be installed in the District office on Thursday, August 23, 2012. In addition, there will be a dedicated MTHCD phone line.
- Fire prevention plans are underway with Frog Hollow for the Angels Camp property. It is anticipated that an agreement will be reached today to get the work completed. Building relationships with the local Press continues.
- Mr. Doss met with Ed Larkin, Community Access television host, to discuss a possible program titled "Health Works". Programs and events, offered by the

- District, will also be discussed. It is anticipated that the program will be scheduled for every 2 months.
- Mr. Dean and Mr. Doss met to discuss various topics including the FY13 Strategic Plan and the 5 goals and 23 objectives of the District. A document will be prepared for the September packet that will include these objectives and goals. The District and Hospital Lease were also discussed.
- Work continues on the MTHCD website with Level 1. Included on the site will be a group photo, audited financials, Agendas, Minutes and programs. September will be targeted for completion. (www.marktwainhealthdistrict.com)
- Mr. Cornish is currently working on signage to identify the location of the District Office to the public.

Public Comment

Ms. Crane inquired about the placement of the signage. Mr. Doss stated the sign would be placed at the rear entrance of the hospital on the street.

13. Presidents Report

Mrs. Reed reported she is meeting on a weekly basis with Mr. Doss.

No Public Comment

14. Approval and Review of the Monthly Report of Finance Committee

Mr. McInturf reviewed the Monthly Financial Report as include in the Board Agenda materials. All investments remain in CD's at Umpqua Bank at an interest rate of .09%. All funds are federally insured.

Benefits, salaries and payment for Administrative services was briefly discussed.

15. Mark Twain St. Joseph's Corporate Board Report

Mr. Campana reported at the Mark Twain Corporate Board meeting held on August 2, 2012 the Board Members approved the TeleStroke Policy, as distributed.

Dr. Smart discussed the various uses of the TeleStroke robot and the benefits that it will have for Mark Twain Hospital stroke patients.

16. Mark Twain St. Joseph's Management Report

After a discussion with Dignity Health regarding the items the MTHCD requested Mr. Marks to report on, a sample / format of a report he believes the District would benefit from and Dignity Health would support, was distributed. He believes a Dashboard type of report would be a comprehensive format that would provide the information that would be most useful to the District.

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Public Comment

Dr. Smart discussed representation of the MTHCD to the public. He supports the public bringing comments and complaints to the Board to be discussed.

17. Board Comments

Mrs. Cuevas distributed a 2010 report from hospitalcompare.org. This report shows great improvement in the scores of the Hospital over the past several years.

No public comment

There being no further business, the Chairman entertained a motion to adjourn. The meeting was adjourned at 10:08 a.m.

Lin Reed, Chairman

Robert Campana, Secretary