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**Meeting of the Board of Directors
Wednesday March 27, 2019
7:30 am
Mark Twain Medical Center Classroom 2
768 Mountain Ranch Rd,
San Andreas, CA**

Approved Minutes

Mark Twain Health Care District Mission Statement

“Through community collaboration, we serve as the stewards of a community health system that ensures our residents have the dignity of access to care that provides high quality, professional and compassionate health care”.

1. Call to order:

The meeting was called to order President Lin Reed at 7:34am.

2. Roll Call:

Present for roll call was Lin Reed, MBA OTR/L; Ann Radford, FNP; Susan Atkinson, MSW; Debbie Sellick CMP and Talibah Al-Rafiq.

3. Approval of Agenda: Action

Ms. Atkinson moved to approve the agenda as amended to accommodate the schedules of speakers. Ms. Radford provided her second and the motion passed. 5-0

4. Public Comment on matters not listed on the Agenda:

Stay Vertical Calaveras instructors thanked the Board for the Stay Vertical Program and expressed the good it is doing in the Community.

Public member would like to Calaveras Government, School Districts, hospital and other large organizations in the County adopt the same service animal policy to avoid unpleasant circumstances. The District will amend policy, as needed, to conform with regulations/law.

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5. Consent Agenda: Action

A. Un-Approved Minutes:

- The Finance Committee Was Unable to Meet in February:
- Un-Approved Special Board Meeting Minutes for February 6, 2019:
- Un-Approved Board Meeting Minutes for February 27, 2019:

Ms. Radford moved to approve the Consent Agenda. Ms. Sellick provided her second and the motion passed 5-0.

6. MTHCD Reports:

A. President’s Report:

- **Association of California Health Care Districts (ACHD):**

Ms. Reed: The ACHD Board met and decided on financial changes to stay solvent after the ALPHA BETA support ends i.e.: this is the last year for Legislative Days however they will send a representative to support specific bills.

- **Board Self-Assessment:**

After discussion of the Self-Assessment it was suggested to discuss items of importance at the next Strategic Planning meeting.

B. Chief Executive Officer’s Report:Dr. Smart

- **VS H&W Center - Draft Policies: Action**

1. DRAFT Universal Precautions

Amend: (pkt. pg. 41) General Guidelines Item 1 first line: change practices to “practical”

2. DRAFT STERILE SUPPLIES AND INSTRUMENTS
3. DRAFT Sterile Shelf Life
4. DRAFT STERILE FIELD
5. DRAFT Infection Control – Overview

Amend: (pkt. pg.52) Implementation: Item 2.d.it is acceptable “to” use alcohol....

6. DRAFT INFECTION CONTROL
7. DRAFT HAZARDOUS WASTE
8. DRAFT Handwashing 112018

Amend: (pkt. pg.57) Handwashing (hand hygiene) with “waterless” antiseptic.....

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9. DRAFT Fit Testing 112018
10. DRAFT Exposure Control Plan

Amend: (pkt. pg. 63) Item iii. Protective clothing shall be provided to employee and.....

Amend: (pkt. pg. 64) Item iii.shall not be picked up directly with “their” hands.

Amend: (pkt. pg. 64) Change all references of “Mantoux” to read “QuantiFERON Gold” Test.

11. DRAFT Exam Table and Exam Room Cleaning and Disinfecting 112018
12. DRAFT Contagious Patient 112018
13. DRAFT CLEANING DUTIES
14. DRAFT Blood Borne Pathogen Exposure 112018

Amend: (pkt. pg. 75) General (2nd bullet) change clean-p to “cleanup”.....

Amend: (pkt. pg. 76) Waste (3rd bullet).....; container lids must be fit tightly and properly....

Amend: (pkt. pg. 76) Environment (4th bullet).....by a mechanical means, not “by” hand.

15. DRAFT Biohazard Material Management 112018
16. DRAFT Aseptic Procedures 112018
17. DRAFT Medical Assistant Scope of Practice 111918
18. DRAFT Information Technology Rules of Use 111918
19. DRAFT ePHI Policy 111918
20. DRAFT Demonstrated Competency 111918

Amend: (pkt. pg. 96) Item 7. The Radiology “Clinic” Supervisor will.....

21. DRAFT Marketing Policy 111218
22. DRAFT Compliance Policy 111218
23. DRAFT Volunteer Deployment 111918
24. DRAFT Unscheduled Downtime of Electronic Medical Record 111918
25. DRAFT Transfer Of Patient To A Hospital 111918
26. DRAFT Threatening or Hostile Patient 111918

- **Strategic Plan Matrix (Last Updated 3-19-2019):**

Dr. Smart: Complimented the Board on having accomplished 15 of the 17 items.

- **MTMC Amended Parcel Map:**

Dr. Smart: Has been in the process of reviewing the escrow documents presented with the new lease package and discovered the District owns parcel one (pkt. pg. 110-111) which gives the District future possibilities for more opportunities to provide health care in the community.

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C. Corp. Board Report:

Ms. Reed: Introduced Doug Archer as the new Pres/CEO of MTMC.

Mr. Archer: Expressed he has received a great welcome from staff and he's glad to be back in the foothills, the Joint Commission is on site so will get a fresh start in that process; he wants to partner as there is an increasing demand for services.

Ms. Reed: Thanked Mr. Philipp for his most-recent 8-month interim CEO visit; the Joint Commission team was at the Corp. Board meeting and it was positive; the hospital had a good month financially; surgery numbers have increased; staff is still needed in the clinics, but Copper will soon be welcoming a provider.

Ms. Atkinson: The Corp. Board approved the 3rd set of by laws for the lease; the Angels Camp clinic expects has a new completion date for early Sept; Cerner EHR is on target for this July; the new CFO, John Chivers will start in mid-April.

D. Stay Vertical Calaveras:

Mr. Shetzline: With the help of instructors led the group in a Tai Chi exercise and expressed the success of the program; there will be Spring and Summer classes; newly opened Better Together will start a class on April 8th.

Dr. Smart: The District has been receiving lots of good feedback about the program which is an in-house program.

E. Ad Hoc Real Estate:

- **Update on the Valley Springs Health & Wellness Center:**

General Comments: To address the local query advertise what services the VS H&W Center will provide.

- **Construction:**

Dr. Smart: Mr. Van Lieshout was on vacation and called in for the site meeting; the project is on budget; Mr. Van Lieshout helps with budget items; purchases have begun for furniture and IT which is part of the \$600k budget.

Ms. Al-Rafiq: Windows were installed, and the contractors are good about answering questions regardless of simplicity.

- **Project Manager:**

Mr. Van Lieshout: The construction contract was for 300 days and to end in early July; the rain has cause for some delay in the site work and could push the completion date into Sept; the contractor hopes to make up lost time come dryer weather.

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- **Operations and Development:**

Dr. Smart: Took Cheryl Duncan, Consultant to see the project giving her an inside perspective of the flow that's planned for the clinic; he has been training with Athena and likes the EHR very much.

- **VS H&W Center Manager:**

Dr. Smart: There is a Personnel Ad Hoc meeting today; he expects to advertise for a manager that will report to the CEO in May/June and hire in July.

- **Employee Benefit and Wages:**

Dr. Smart: Has been meeting with the consultant and employee benefit plan vendors to develop an employee benefit package.

- **Update on Valley Springs Property – Phase II:**

Ms. Al-Rafiq and Ms. Reed visited a PACE project in Stockton and found it to be an amazing program; the open concept allows for community gathering and provides PT, exercise, clinic options etc.; the program is for the 55+ year-old person that lives at home; it's a day facility for Lodi, Stockton and part of Stanislaus County residents; upon joining the program each person receives an individual case management program designed for their care; there is a doctor on site and the focus is to keep those that belong to the program out of the emergency rooms; the Stockton facility is newly built where as the other 5 locations are in a remodeled space.

Ms. Al-Rafiq: Is also working with a Sacramento developer that is interested in what the District is considering for the VS property; she is also having conversations with USDA for what might be possible at the VS Property.

General Comments: Would like to see a PACE or similar program in Calaveras; there is a real need for elderly care; need to encourage respite care for the caregivers.

7. **Committee Reports:**

A. **Finance Committee:**

- **Financial Update:**

Mr. Wood: Reviewed his Feb. Financial narrative saying eight months into the budget-year the District looks good; clinic equipment will be capitalized and be on the balance sheet.

Dr. Smart: Along with Kelly Hohenbrink, Consultant, are working on the VS H&W Center budget.

- **Financial Statements (Feb. 2019) Recommendation-Approval: Action**

Ms. Atkinson moved to approve the financial statements. Ms. Radford provided her second and the motion passed 5-0

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- **Investment Activities:**

Mr. Wood: A Cal Trust account was opened in March and \$250k was deposited at 2.56% which is better than the industry standard Local Agency Investment Fund (LAIF) at 2.4%; he will be updating the balance sheet; per Government Code 53646 and 53607 he will be preparing a spread sheet to show investments; he suggested the District add to their April Agenda (and do annually) to delegate who will be making the investment transactions; he recommends it be the CEO.

- **Community Member: Action:**

Ms. Atkinson: Introduced Lori Hack stating her 25 years' experience in the field and with her own firm, Object Health LLC, (pkt. pg.116-118) and how she wanted to serve on the Finance Committee.

Dr. Smart: Initially met Ms. Hack six or seven years ago when she was a consultant to his private practice. That experience was a positive one.

Ms. Hack: Recently moved to the Arnold area, saw the District's ad, was surprised to hear Dr. Smart was the CEO. She wants to be supportive of her community and join the Finance Committee.

MS. Radford moved to approve Ms. Hack to join the Finance Committee. Ms. Sellick provided her second and the motion passed 5-0.

F. Ad Hoc Lease Review Committee:

- **Bylaws – Oversight Committee: Action**

Ms. Reed: After four years of negotiating the new lease it is scheduled to close on April 30th and starting the new lease on May 1st, 2019.

Dr. Smart: The Bylaws before the Board is the ninth document in the lease package. The lease process has taken the District to the California State Attorney General's office as well as to the Vatican. The Amended and Restated Bylaws of the Designated Procedures Oversight Committee (pkt. pg. 119-127) has to do with the election to have sterilization procedures. It has no bearing on the District but states the difference in the Catholic and non-Catholic hospitals. There are 12 Catholic hospitals. MTMC is the 12th of 12 non-Catholic hospitals and does have providers that perform sterilization procedures. The bylaws have no consequence to the District which is the landlord however it is part of the lease documents and needs the Board's approval.

Ms. Atkinson moved to approve the bylaws. Ms. Al-Rafiq provided her second and the motion passed 5-0.

G. Ad Hoc Policy Committee:

Ms. Atkinson: The Committee didn't meet this month, but members have three policies to review before the next meeting.

H. Ad Hoc Community Grant:

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- **Recommendation for Awarding Grants:**

Ms. Radford: The Community Grants Committee met and reviewed 28 applications; the Committee budget is \$135k; Board members have until April 20th to review an office copy and make a recommendation to the Committee; a May reception will be planned for the recipients.

8. Board Comment and Request for Future Agenda Items:

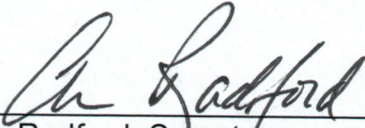
A. Announcements of Interest to the Board or the Public:

9. Next Meeting:

A. Wed. April 24, 2019

11. Adjournment: Action:

Ms. Radford moved to adjourn the meeting at 9:58am. Ms. Atkinson provided her second and the motion passed. 5-0.



Ann Radford, Secretary

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