



P. O. Box 95
San Andreas, CA 95249
(209) 754-4468 Phone
(209) 754-2537 Fax

**Meeting of the Board of Directors
Wed. February 24, 2021
9:00 am
Mark Twain Medical Center Classroom 5
768 Mountain Ranch Rd,
San Andreas, CA**

**Participation: Zoom - Invite information is at the End of the Agenda
Or In Person**

Agenda

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 with Flag Salute:

2. Roll Call:

3. Approval of Agenda: Public Comment - **Action**

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

The purpose of this section of the agenda is to allow comments and input from the public on matters within the jurisdiction of the Mark Twain Health Care District not listed on the Agenda. (The public may also comment on any item listed on the Agenda prior to Board action on such item.) **Limit of 3 minutes per speaker.** The Board appreciates your comments however it will not discuss and cannot act on items not on the agenda.

This Institution is an Equal Opportunity Provider and Employer
Agenda – Feb. 24, 2021 MTHCD Board Meeting

5. Consent Agenda: Public Comment - **Action**

All Consent items are considered routine and may be approved by the District Board without any discussion by a single roll-call vote. Any Board Member or member of the public may remove any item from the Consent list. If an item is removed, it will be discussed separately following approval of the remainder of the Consent items.

A. Un-Approved Minutes:

- Un-Approved Finance Committee Meeting Minutes for Jan. 19, 2021.
- Un-Approved Board Meeting Minutes for Jan. 27, 2021.

B. Correspondence:

- Laura Keller, FNP Psychiatric Nurse Training – Thank you (1-19-2021).

6. MTHCD Reports:

A. President’s Report:.....Ms. Reed

- Association of California Health Care Districts (ACHD):
 - ACHD Feb. 2021 Advocate:
 - California Advancing & Innovating Medi-Cal Program (CalAIM) Funding:.....Ms. Hack

B. Meetings with MTHCD CEO:Ms. Reed

C. Evaluation of the CEO:Ms. Reed

D. MTMC Community Board Report:.....Ms. Al-Rafiq

E. MTMC Board of Directors:.....Ms. Reed

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

- District Projects Matrix – Monthly Report:
- Robo-Doc Update:
- Community Benefits Report (Proof) – 2020:

G. Stay Vertical Calaveras:.....Mr. Shetzline

- H. **Valley Springs Health & Wellness Center:**.....Dr. Smart
 - COVID Transmission Restrictions and Guidelines:
 - VSHWC “Quality” Report: (MedStatix)

7. Committee Reports:

- A. **Finance Committee:**.....Ms. Toepel / Ms. Hack
 - Audit:.....Mr. Wood
 - Financial Statements – Jan. 2021: Public Comment – **Action**.....Mr. Wood
- B. **Ad Hoc Policy Committee:**.....Ms. Sellick / Ms. Hack
- C. **Ad Hoc Personnel Committee:**Ms. Reed / Ms. Toepel
- D. **Ad Hoc Grants Committee:**.....Ms. Al-Rafiq / Ms. Sellick

8. Board Comment and Request for Future Agenda Items:

- A. Announcements of Interest to the Board or the Public:
- B. Community Connection:

9. Next Meeting:

- A. The next meeting will be Wednesday March 24, 2021

10. Adjournment: Public Comment – **Action**

Peggy Stout is inviting you to a scheduled Zoom meeting.

Topic: MTHCD Feb. 24, 2021 Board Meeting

Time: Feb 24, 2021 09:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87850667935?pwd=MmM3RGdUVIBtWIF5dE1TSnVDZzNBdz09>

Meeting ID: 878 5066 7935

Passcode: 015189

One tap mobile

+16699006833,,87850667935#,,,,*015189# US (San Jose)

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+1 312 626 6799 US (Chicago)

Meeting ID: 878 5066 7935

Passcode: 015189

Find your local number: <https://us02web.zoom.us/u/kdFJdNyweq>

- Effective - Mar 17, 2020.

California Gov. Gavin Newsom issued [Executive Order \(N-29-20\)](#), which, in part, supersedes Paragraph 11 of Executive Order (N-25-20) issued on Thursday. The new Executive Order excuses a legislative body, under the Ralph M. Brown Act, from providing a physical location for the public to observe and comment if certain conditions are met. A physical location does not need to be provided if the legislative body:

1. Holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically;
2. Implements a procedure for receiving and “swiftly resolving” requests for reasonable modification or accommodations from individuals with disabilities, consistent with the Americans with Disabilities Act, and resolving any doubt in favor of accessibility.
3. Gives advance notice of the public meeting and posts agendas according to the timeframes and procedures already prescribed by the Brown Act (i.e. 72 hours for regular meetings and 24 hours for special meetings) and
4. Gives notice of the means by which members of the public may observe the meeting and offer public comment, in each instance where notice or agendas are posted.



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Finance Committee Meeting
 Mark Twain Medical Center Education Center – Classroom 5
 768 Mountain Ranch Road
 San Andreas, CA 95249
 9:00 am
 Tuesday January 19, 2021

Participation: Zoom - Invite information is at the End of the Agenda

Un- 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 with Flag Salute:

The meeting was called to order by Ms. Hack at 9:01 a.m.

2. Roll Call:

Committee Member	<u>Via Zoom</u>	<u>Via Phone</u>
Ms. Hack		X
Ms. Toepel	X	
Mr. Randolph	X	

3. Approval of Agenda: Public Comment **Action:**

Public Comment: Hearing None

Motion: Ms. Toepel

Second: Mr. Randolph

Vote: 3-0

This Institution is an Equal Opportunity Provider and Employer

Minutes – January 19, 2021 MTHCD Finance Committee Meeting

4. Public Comment On Matters Not Listed On The Agenda:

Hearing None.

5. Consent Agenda: Public Comment **Action**

A. Un-Approved Minutes:

- Finance Committee Meeting Minutes for December 9, 2020
- There was no November Meeting.

Public Comment: Hearing None

Motion: Mr. Randolph

Second: Ms. Toepel

Vote: 3-0

6. Chief Executive Officer's Report:

- **Real Estate Review:**

Mr. Randolph: Volunteered to review the commercial leases and updating the Real Estate Report and report back to the Committee in a month/two.

- **Community Benefits Report:**

Dr. Smart: Wants to create a Community Benefits report to show how the District is serving the County. He will present a draft to the Board for approval and electronic distribution. Cost for printing hand-outs (approx. \$1,000).

- **VSHWC Operations:**

Dr. Smart: The VSHWC is currently running in a restricted environment. Patients have a phone visit first to keep infection out of the Clinic. On Dec. 30, 2020 the first group of staff at the Clinic was vaccinated. The second vaccine for that group of staff will be tomorrow. Once staff has finished receiving vaccines, it will be back to face-to-face appointments. VSHWC would like to be a HUB for the vaccine. It will give us an opportunity to serve the County and grow partnerships with other local agencies. Dr. Smart will observe the Medical Center's vaccination process this week.

7. Accountant's Report: Public Comment – **Action**

- Nov. & Dec. 2020 Financials Will Be Presented to The Committee: Public Comment **Action**

This Institution is an Equal Opportunity Provider and Employer

Minutes – January 19, 2021 MTHCD Finance Committee Meeting

Motion: Mr. Randolph for Nov. financials
Second: Ms. Toepel
Vote: 3-0

Motion: Mr. Randolph for Dec. financials including the Investment and Reserve (INR) report
Second: Ms. Toepel
Vote: 3-0

Mr. Wood: The balance sheet shows a strong cash position.

- **Closing 2019-2020 Update:**

Mr. Wood: Please note that the June 30, 2020 financial reports will remain in DRAFT form until the 2019-2020 audit has been completed. Mr. Hohenbrink has provided clinic revenue numbers, and this has been passed along to our Auditor. Mr. Hohenbrink has also provided monthly clinic revenue numbers, and we are booking these as they are provided.

8. Treasurer's Report:

- Change Date/time of future meetings.

No change

9. Comments and Future Agenda Items:

Ms. Toepel: suggests that the District register with Grants.gov. Ms. Toepel and Ms. Hack have shown an interest in applying for grants on the District's behalf.

Mr. Hohenbrink: Feels that Rick Jackson may be able to present 2019-2020 audit information at the March 2021 meeting.

10. Next Meeting:

- Tuesday February 16, 2021 at 9 am.

11. Adjournment: Action

Motion: Ms. Toepel
Second: Mr. Randolph
Vote: 3-0
Time: 10:21 a.m.

Peggy Stout is inviting you to a scheduled Zoom meeting.

Topic: Finance Committee Jan. 19, 2021

Time: Jan 19, 2021 09:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86386350690?pwd=QWozWTJLb1FwRkxvbkE9UcmJKUzVYUT09>

Meeting ID: 863 8635 0690

Passcode: 452831

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Minutes – January 19, 2021 MTHCD Finance Committee Meeting



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 Wed. January 27, 2021
 9:00 am
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Un-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 with Flag Salute:

The meeting was called to order by President, Linda Reed at 9:05am.

Due to stormy weather, meeting was plagued by electronic issues.

2. Roll Call:

Board Member	Present by Zoom	Absent	Late Arrival- Time
Ms. Reed	X		
Ms. Sellick			X - 9:12am
Ms. Al-Rafiq	X		
Ms. Toepel	X		
Ms. Hack	X		

3. Approval of Agenda: Public Comment - Action

Public Comment: Hearing None

Motion: Ms. Toepel

Second: Ms. Hack

Vote: 3-0 Ms. Sellick was not available for the vote and Ms. Al-Rafiq had not been sworn in yet.

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

CJ, MTMC Foundation- Copper Clinic grand opening event “Fall In Love With Copper” on Feb 13th from 11:00am-4:00pm. In collaboration with the MTHCD, Flyers, mugs, brochures, etc. with MTHCD logo will be passed out at the event.

5. Consent Agenda: Public Comment - Action

A. Un-Approved Minutes:

- There were no November Finance or Board Meetings.
- Un-Approved Finance Committee Meeting Minutes for Dec. 9, 2020.
- Un-Approved Board Meeting Minutes for Dec. 9, 2020.

B. Correspondence:

- Exemplary Provider Award RHC – The Compliance Team
- Sierra Hope Thank You Nov. 2020
- Calaveras Mentoring Foundation – Thank You – (Jan. 9, 2021)

Public Comment: Hearing None

Motion: Ms. Toepel

Second: Ms. Hack

Vote: 3-0 Ms. Sellick was not available for the vote and Ms. Al-Rafiq had not been sworn in yet.

6. MTHCD Reports:

A. President's Report:

- Oath of Office – Ms. Al-Rafiq: Public Comment: **Action**

Ms. Al-Rafiq took the Oath.

- Association of California Health Care Districts (ACHD):
 - ACHD Dec. 2020 Advocate: (Refer to Pkt Pgs 24-28)

- Meetings with MTHCD CEO:

2 meetings were held this week regarding MTHCD to support MTMC in the delivery of Vaccines. Discussed Behavior Health Scholarships possible in the future.

- Election of Officers: Public Comment: **Action**

Linda Reed nominated to remain as Board President for 2021:

Ms. Al-Rafiq: would like to see a Board succession to follow for more cross training of offices.

Public Comment: Hearing None

Motion: Ms. Sellick

Second: Ms. Hack

Vote: 4-1

Debbra Sellick nominated to remain as Board Secretary for 2021:

Public Comment: Hearing None

Motion: Ms. Toepel

Second: Ms. Al-Rafiq

Vote: 5-0

Lori Hack nominated to remain as Board Treasurer for 2021:

Public Comment: Hearing None

Motion: Ms. Toepel

Second: Ms. Sellick

Vote: 5-0

B. MTMC Community Board Report:

Credentialing was approved. MTMC is working with Stockton Cardiology to find programs to bring to MTMC. Future plans consist of Cardio Stress Testing and Palliative Care. The month ended at <\$1.59 Mill> loss. Budget was >\$5.22 mill> loss. Winter Wellness program is slated for Feb 18, 2021.

C. MTMC Board of Directors: Meeting is on Friday 1/29/2021

D. Chief Executive Officer's Report:

- **Resolution 2021-01:** Accept the Canvass of the General Election on Nov. 3, 2020 – Action

Public Comment: Hearing None

Motion: Ms. Toepel

Second: Ms. Hack

Vote: 5-0

- District Projects Matrix – Monthly Report:

Sunrise Pharmacy is open 5 days a week.

Room 400 is complete and in use. Future Board meeting in Conference room 400.

Behavior Health has 2 therapists in the Clinic. Interviewing Social Workers in Feb 2021.

Dental Dept. is closed until a new Dentist is hired. Dr. Motiu no longer with the VSHWC.

Looking to hire 3 P/T Dentists in the future.

Gynecology is up and running by volunteer 1 day a week (Dr. Nussbaum)

Medical Office Buildings Leases are being review by Richard Randolph and he will report on the status in March 2021.

- Robo-Doc Update:

Robo-Doc is live and functional at Bret Harte HS. The second cart was delivered to Mark Twain Elementary. The 2 remaining carts will be taken to Valley Springs Elementary and Michelson Elementary in Feb. 2021. The Robo-Doc program is creating a 10 min. video to tell the story and to walk through the process.

Stay Vertical Calaveras: Nothing new to report.

E. Valley Springs Health & Wellness Center:

- COVID Transmission Restrictions and Guidelines:

Face to Face visits to resume in Feb 2021 after all providers have received the second vaccine.

- Construction Finance: Nothing new to report.
- VSHWC “Quality” Report: (MedStatix)
Survey still shows a 98% satisfaction rate.
- Pharmacy – Room 400: See Monthly Matrix Report
- VS H&W Center – Draft Policies and Forms: Public Comment – **Action**
 - Policies - Valley Springs Health & Wellness Center:

Punctuation & Grammar Changes – Please Submit to District Office Staff.

BI-ANNUAL REVIEW:

1. Bloodborne Pathogen Exposure 27
2. Correction of Information in the Medical Record 45
3. Crash Cart 46
4. Electronic Protected Health Information (ePHI) 67
5. Eye Irrigation 74
6. Fit Testing 77
7. Hazardous Waste 85
8. Information Technology Rules of Use 94
9. Look Alike Sound Alike Medications 101
10. LVN Scope of Practice 102
11. Medical Assistant Scope of practice 107
12. Medical Records Release 111
13. Medical Records Transfer 112
14. Medication Reconciliation 117
15. Medication Waste Stream 118
16. Monitoring Inspection of Medication Inventory 121
17. Preventive Services: Adults 141
18. Quality Assurance & Continued Quality Improvement Plan 148
19. Radiology Department Safety Guidelines 150
20. Retention of Records 155
21. Service Animal 160
22. Splints/Ace Wraps 175
23. Sterile Shelf Life 179
24. Sterile Supplies and Instruments 180

25. Supply Outdates 184

REVISED:

1. Contagious Patient 44
2. Handwashing 84

Public Comment: Hearing None

Motion: Ms. Hack

Second: Ms. Toepel

Vote: 5-0

F. Ad Hoc Real Estate:

No activity. Board member requested to move this topic to the Monthly Matrix Report.

7. Committee Reports:

A. Finance Committee:

- Audit:
The audit is moving but we will not be making the Jan 31 deadline due to Mr. Hohenbrink needing revenue items. It is expected to be ready for approval March 2021. Will not be penalized for being late.
- Financial Statements – Nov & Dec. 2020: Public Comment – **Action**

Mr. Hohenbrink has sent recommendations to help keep information updated. The County paid MTHCD its first installment of the Property Taxes (\$665,000.00) Net loss for the District/Clinic has become smaller.

Nov. 2020 Financial **Action**:

Public Comment: Hearing None

Motion: Ms. Hack

Second: Ms. Sellick

Vote: 4-0 Ms. Al-Rafiq had to leave the meeting.

Dec. 2020 Financial **Action**:

Public Comment: Hearing None

Motion to Approve Dec. Financial & Interest & Reserves report: Ms. Hack

Second: Ms. Toepel

Vote: 4-0 Ms. Al-Rafiq had to leave the meeting.

B. Ad Hoc Policy Committee: Staff will schedule meeting.

C. Ad Hoc Personnel Committee: Will meet in Feb. 2021

D. Ad Hoc Grants Committee:

- Behavioral Health Education Scholarship:

The District has sponsored Dr. Deborah Salom & Laura Keller, NP for a 1 year fellowship to learn about Behavior Health and to train others once they complete the course. With the increase in Behavior Health concerns right now, this will benefit the community greatly.

8. Board Comment and Request for Future Agenda Items:

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

Lewis Steele served on the MTMC Corporate Board (now dissolved) passed away. District will send condolence card to family.

B. Community Connection: Hearing None

9. Next Meeting:

A. The next meeting will be Wednesday February 24, 2021

10. Adjournment: Public Comment – Action

Public Comment: Hearing None

Motion: Ms. Toepel

Second: Ms. Hack

Vote: 5-0

Time: 10:52am.

Peggy Stout is inviting you to a scheduled Zoom meeting.

Topic: 2021-01-27 MTHCD Board Meeting

Time: Jan 27, 2021 09:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84489395956?pwd=Y0IBVEVXRytER0IHNTU3VG9vM0Z4UT09>

Meeting ID: 844 8939 5956

Passcode: 373386

One tap mobile

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- Effective - Mar 17, 2020.

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Minutes – Jan. 27, 2021 MTHCD Board Meeting

To Dr Smart & the MTMC ¹⁻¹⁹⁻²¹
District Board ~

I want to thank you for presenting to me an amazing opportunity & then also for covering the associated tuition for this excellent program (The psychiatric nurse practitioner training

program) TNT - I already have some ideas on how to use my training & knowledge in contributing back to MTMC & our community ~

I feel extremely proud to represent our hospital in this endeavor & will keep all of you informed of my progress 😊
LAURA KELLER FNP



ACHD Advocate

February 2021

In This Edition:

- A Message from Cathy Martin, CEO
- Legislative Update
- Upcoming Events
- Submit an Education Proposal

A Message from Cathy Martin, CEO

I am pleased to announce ACHD added a new member to our team, Julie Wallner, as Administrative Assistant. Julie has extensive experience supporting multiple team members with administrative support, meeting planning, and project assistance. We are excited to have Julie on board! Contact Julie at julie.wallner@achd.org.



Also in January, ACHD released a new **ACHD Governance Toolkit** as a free member resource! The toolkit is comprised of six recorded mini-webinars and robust discussion guides to encourage and support healthcare districts to enhance their governance models and practices. Find more details and access to the toolkit, [here](#). For questions contact [Marina Servantez](#).

Some of the best news as of late has been the arrival of the COVID-19 vaccine. ACHD is pleased to announce the **February educational webinar** will focus on vaccine related strategies. Presented by ACHD Gold Corporate Sponsor, Huron, the webinar will feature information on building trust in the vaccine in your health system and community, the federal and state vaccine landscape, as well as best practices to organize and optimize cold chain transportation and storage solutions. [Register here](#).

The California Health Facilities Financing Authority (CHFFA) is seeking feedback on new programs to enable stakeholders to weather impacts of the COVID-19 pandemic. CHFFA eligible entities include public hospitals that have revenue sufficient to cover debt service on the proposed financing. Please see [the CHFFA survey](#) to provide important feedback by Tuesday, February 16.

In closing, the ACHD Board of Directors and team would like to congratulate ACHD Board Member, Gerald "Jerry" Starr, on his upcoming retirement. Jerry has served on the Board since 2017 and is currently Advocacy Committee Chair. On behalf of the Board and ACHD team, we express our gratitude to Jerry for his

accomplishments as a healthcare district leader and commitment to advancing positive polices for healthcare districts in California.

Legislative Update

The ACHD Advocacy Team began meeting with newly elected legislators to discuss the essential work of healthcare districts and highlight upcoming legislative priorities. It is important that you meet with state and local elected officials regularly as well. If you would like assistance identifying your representatives or help coordinating a meeting, [contact us](#). ACHD will resume in-district tours with legislators once it is safe to do so.

The Advocacy Team is in the process of reviewing [budget trailer bill language](#) and newly introduced legislation. February 19, 2021 marks the final day for the legislature to introduce bills, so we expect several hundred more bills to be introduced in the coming weeks. We will provide more substantive legislative and budget updates next month.

Both the ACHD Seismic and Telehealth Working Groups have convened. These groups are essential to guiding ACHD's advocacy on two of this year's top priorities: the 2030 Seismic Mandate and preservation/expansion of telehealth. If you are interested in participating in or learning more about these working groups, contact [Sarah Bridge](#).

The Assembly and Senate continue to hold budget hearings in February and March on specific budget proposals. ACHD will be monitoring and participating in these hearings as necessary and will report on items of high importance. Note that the Assembly Health Committee will be holding an informational hearing on Telehealth on February 16, 2021. You can view a list of all upcoming Assembly hearings [here](#), and Senate hearings [here](#).

Upcoming Events

[Webinar: Disaster Preparedness 101: Essential Elements of Disaster Planning](#)

Disaster Preparedness 101: Essential Elements of Disaster Planning

March 4th | 10:00 am - 11:00 am PST

Presented by:

Mary Massey

Vice President, Emergency Management
California Hospital Association



ACHD Webinar Education Series

[Register Here](#)

Webinar: COVID-19 Vaccination Planning and Readiness

COVID-19 Vaccination Planning and Readiness

February 17th | 11:00 am - 12:00 pm PST

Presented by:



Vickie Monteith
Managing Director

Amanda Bonser
Managing Director

David Devine
Managing Director

Gregory Whitten
Senior Director



ACHD WEBINAR EDUCATION SERIES

[Register Here](#)

Regional Education Events: Harassment Prevention Training

Presented by: **Burke, Williams & Sorensen, LLP**



ACHD REGIONAL EDUCATION EVENTS

Not Your Average Harassment Prevention Training

AB 1825/2053/1661 and SB 1343 Compliant

Virtual Training Followed by a Networking Opportunity

February 23, 2021

9:00 am - 12:00 pm

March 9, 2021

1:00 pm - 4:00 pm

Sponsored by:

WIPFLI

February 23, 2021

Training: 9:00 am - 11:00 am PT
Networking: 11:00 am - 12:00 pm PT

[Register Here](#)

March 9, 2021

Training: 1:00 pm - 3:00 pm PT
Networking: 3:00 pm - 4:00 pm PT

[Register Here](#)

Submit an Education Proposal



Got content to present in 2021?
Submit a proposal today!

Present to Healthcare Districts in 2021

Want to present at an ACHD event in 2021? Be sure to click here to view more information on submitting a proposal to present at one of our educational offerings in 2021. Both healthcare districts and organizations are welcome to submit! If you have any questions, please reach out to [Marina Servantez](#).

The Association of California Healthcare Districts (ACHD) represents Healthcare Districts throughout the state's urban, suburban and rural areas. California is home to 79 Healthcare Districts that play a profound role in responding to the specialized health needs of local communities by providing access to essential health services to tens of millions of Californians while also having direct accountability to the communities that Districts serve. In many areas, Healthcare Districts are the sole source of health, medical and well-being services in their communities.

Learn more at www.achd.org.

Association of California Healthcare Districts
www.achd.org



MARK TWAIN HEALTH CARE DISTRICT COMMUNITY

BENEFITS REPORT

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— *Your Health, Our Mission* —

FROM CEO, RANDY SMART, MD

This year heralds the 75th anniversary of the Mark Twain Health Care District. Under the leadership of the District, we all have access to hospital and clinic services no longer available in many rural areas.

This report is provided to inform the public of the projects and partnerships the District provided in 2020. Sadly, 2020 will probably be noted as the most tragic and devastating health event in modern history. Nevertheless, the District has not, and will not, slow down; we will seize every opportunity to improve the health of our fellow citizens. Enjoy the report and thank you for your support.



ADMIN TEAM — Traci Tapps, Accounting; Dr Smart, CEO; Peggy Stout, Executive Assistant; Cristi Canepa, Robo-Doc



VALLEY SPRINGS HEALTH & WELLNESS CENTER



NEW MEDICAL FACILITY

A federally designated Rural Health Clinic, serving all Medi-Cal, Medicare, many private insurances and cash pay patients.

- ◇ Primary Care Doctors
- ◇ Women's Health-Gynecology
- ◇ Pediatric Care
- ◇ Behavioral Health Services
- ◇ Diabetic Education
- ◇ Laboratory & X-Ray



Dental Services — Denti-Cal patients

- ◇ 3-Chair Suite
- ◇ State-of-the-Art Facility
- ◇ Restorative
- ◇ X-Ray



SUNRISE PHARMACY

Located inside the VS Health & Wellness Center, Pharmacist Kim Pham opened Sunrise Pharmacy to the public.

They offer vaccinations and medication consultation.

In addition, Sunrise Pharmacy Inc. is also a training center for anyone interested in a career as a pharmacy technician.





ROBO-DOC TELEHEALTH

Robo-Doc is a program that offers virtual medical care to students in selected Calaveras County schools. Funded by the Mark Twain Health Care District, there is no cost involved for either parents or school districts. The goal of Robo-Doc is to supplement nursing care and allow access to physicians for minor ailments and injuries, keeping children in school and greatly reducing time off work for parents.



GRANTS

Copper Valley Clinic—\$300,000 grant to assist Mark Twain Medical Center build a new clinic.

Golden Health Awards—The District's awards, totaling \$39,362.97, span the entire County reaching into many areas boosting the healthy projects of non-profit organizations such as:

- ◇ **Murphys Senior Center** - food pantry
- ◇ **Hospice of Amador & Calaveras** - portable generators for patients' use during planned power outages
- ◇ **Habitat for Humanity** - technology upgrades
- ◇ **CalaverasGROWN** - market bucks
- ◇ **Calaveras Baseball** - repairs to the childrens' ball field
- ◇ **San Andreas Fire Protection District** - remodel of the sleeping quarters for firefighters
- ◇ **Sierra Hope** - emergency housing assistance



SPONSORSHIPS

- ◇ Laptops for high school students pursuing medical careers
- ◇ Behavioral Health Fellowship
- ◇ StayVertical, Calaveras—Free Tai Chi and Strength Training classes providing low impact exercise to help with balance and stability.



COVID-19 RESPONSE

- ◇ Distributed 8,500 cloth masks
- ◇ Distributed 9,000 hand sanitizer bottles
- ◇ Covid-safe car appointments
- ◇ COVID-19 testing

PROFESSIONAL AFFILIATIONS

- Mark Twain Medical Center
- Anthem Blue Cross
- California Health & Wellness

ACCREDITATION

Three mandatory accreditation surveys for Valley Springs Health & Wellness Center with NO DEFICIENCIES.

MEMBER OF



“The board is working hard for you. We are health care providers, community leaders and your neighbors. We are committed to accessible and quality care for the county.”



MARK TWAIN
HEALTH CARE DISTRICT

PO BOX 95 | SAN ANDREAS, CA 95249

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**MARK TWAIN
HEALTH CARE DISTRICT**

P. O. Box 95
San Andreas, CA 95249
(209) 754-4468 Phone
(209) 754-2537 Fax

Agenda Item: Financial Reports (as of January, 2021)
Item Type: Action
Submitted By: Rick Wood, Accountant
Presented By: Rick Wood, Accountant

BACKGROUND:

The January, 2021 financial statements are attached for your review and approval.

- Please note that the June 30, 2020 financial reports will remain in DRAFT form until the 2019 – 2020 Audit has been completed. Mr. Hohenbrink has provided clinic revenue numbers, and this has been passed along to our Auditor.
- As Dr. Smart mentioned at our last meeting, January was down a little on the revenue side for the clinic.
- Traci has spent many hours working on our fixed asset schedule and this has now been passed along to Auditor. To our knowledge we have provided everything he has requested.
- Property tax revenue is being recorded on an accrual basis based on the current budget. This number will be “trued-up” as we receive actual information from the County. In January we received our first installment from the County of \$665,413.76 😊
- The Balance Sheet shows a strong cash position.
- The Investment & Reserves Report shows the reserve allocations, along with the interest income allocations.

Mark Twain Health Care District						
Annual Budget Recap						
	01/31/21	2020 - 2021 Annual Budget				
	Actual	Total				
	Y-T-D	District	Clinic	Rental	Projects	Admin
Revenues	2,416,457	6,171,389	3,618,701	1,352,688	0	1,200,000
Total Revenue	2,416,457	6,171,389	3,618,701	1,352,688	0	1,200,000
Expenses	(2,740,023)	(5,860,663)	(3,880,119)	(1,181,428)	(31,000)	(768,116)
Total Expenses	(2,740,023)	(5,860,663)	(3,880,119)	(1,181,428)	(31,000)	(768,116)
Surplus(Deficit)	(323,567)	310,726	(261,418)	171,260	31,000	431,884

Mark Twain Health Care District							
Direct Clinic Financial Projections							
VSHWC							
1/31/2021							
	DRAFT	2020/2021	Month	Actual	Actual	Actual	
	2019/2020	Budget	to-Date	Month	Y-T-D	vs Budget	
4083.49	Urgent care Gross Revenues	437,285	4,674,075	2,726,544	142,449	994,765	21.28%
4083.60	Contractual Adjustments	(51,948)	(1,087,124)	(634,156)		(2,469)	
	Net Patient revenue	385,337	3,586,951	2,092,388	142,449	992,296	27.66%
4083.90	Flu shot, Lab income, physicals		1,000	583			0.00%
4083.91	Medical Records copy fees		750	438			0.00%
4083.92	Other - Plan Incentives		30,000	17,500			0.00%
			31,750	18,521	0	0	0.00%
	Total Other Revenue	385,337	3,618,701	2,110,909	142,449	992,296	27.42%
7083.09	Other salaries and wages	(823,638)	(1,008,540)	(588,315)	(85,359)	(607,734)	60.26%
7083.10	Payroll taxes	(52,045)	(78,666)	(45,889)	(9,878)	(43,105)	54.79%
7083.12	Vacation, Holiday and Sick Leave		(9,077)	(5,295)			0.00%
7083.13	Group Health & Welfare Insurance	(31,164)	(49,982)	(29,156)	(16,871)	(67,303)	134.65%
7083.14	Group Life Insurance		(1,614)	(942)			0.00%
7083.15	Pension and Retirement		(25,214)	(14,708)		(632)	2.51%
7083.16	Workers Compensation insurance	(13,597)	(10,085)	(5,883)		(16,697)	165.56%
7083.18	Other payroll related benefits		(1,513)	(883)			0.00%
	Total taxes and benefits	(96,806)	(176,151)	(102,755)	(26,749)	(127,737)	72.52%
	Labor related costs	(920,444)	(1,184,691)	(691,070)	(112,108)	(735,470)	62.08%
7083.05	Marketing	(7,096)				(1,186)	
7083.20	Medical - Physicians	(422,491)	(905,244)	(528,059)	(50,068)	(371,388)	41.03%
7083.22	Consulting and Management fees	(261,571)	(75,000)	(43,750)	(1,489)	(56,589)	75.45%
7083.23	Legal - Clinic	(27,900)	0			1,258	0.00%
7083.25	Registry Nursing personnel		(3,000)	(1,750)			0.00%
7083.26	Other contracted services	(65,565)	(126,907)	(74,029)	(23,907)	(93,520)	73.69%
7083.29	Other Professional fees	(11,199)	(80,932)	(47,210)		(5,761)	7.12%
7083.36	Oxygen and Other Medical Gases	(533)	(3,703)	(2,160)	(710)	(815)	22.02%
7083.38	Pharmaceuticals		(139,504)	(81,377)			0.00%
7083.41	Other Medical Care Materials and Supplies	(135,157)	(25,714)	(15,000)	(46,479)	(128,038)	497.93%
7083.44	Linens		(1,200)	(700)			0.00%
7083.48	Instruments and Minor Medical Equipment		(24,248)	(14,145)			0.00%
7083.74	Depreciation - Equipment		(150,476)	(87,778)			0.00%
7083.45	Cleaning supplies		(47,578)	(27,754)			0.00%
7083.62	Repairs and Maintenance Grounds	(1,122)	(8,104)	(4,727)			0.00%
7083.72	Depreciation - Bldgs & Improvements		(311,017)	(181,427)			0.00%
7083.80	Utilities - Electrical, Gas, Water, other	(52,509)	(95,083)	(55,465)	(9,403)	(51,958)	54.64%
8870.00	Interest on Debt Service	(60,469)	(257,355)	(150,124)		(187,961)	73.04%
7083.43	Food	(935)	(2,000)	(1,167)		(893)	44.64%
7083.46	Office and Administrative supplies	(27,450)	(15,428)	(9,000)	(2,213)	(38,615)	250.29%
7083.69	Other purchased services	(52,143)	(232,076)	(135,378)	(11,810)	(53,515)	23.06%
7083.81	Insurance - Malpractice	(8,814)	(16,854)	(9,832)			0.00%
7083.82	Other Insurance - Clinic	(23,332)	(31,102)	(18,143)	(2,089)	(35,384)	0.00%
7083.83	Licenses & Taxes		(1,500)	(875)			
7083.85	Telephone and Communications	(5,253)	(20,903)	(12,193)	(1,653)	(10,626)	50.83%
7083.86	Dues, Subscriptions & Fees	(19,274)	(1,500)	(875)	(479)	(2,947)	196.50%
7083.87	Outside Training	(199)	(15,000)	(8,750)			0.00%
7083.88	Travel costs	(3,704)	(4,000)	(2,333)	(389)	(389)	9.73%
7083.89	Recruiting	(25,209)	(40,000)	(23,333)	(17,733)	(34,778)	86.94%
8895.00	RoboDoc		(60,000)	(35,000)	(1,474)	(18,677)	
	Non labor expenses	(1,211,926)	(2,695,428)	(1,572,333)	(169,895)	(1,091,782)	40.50%
	Total Expenses	(2,132,370)	(3,880,119)	(2,263,403)	(282,004)	(1,827,253)	47.09%
	Net Expenses over Revenues	(1,747,033)	(261,418)	(152,494)	(139,555)	(834,956)	319.40%

Mark Twain Health Care District							
Rental Financial Projections			Rental				
							1/31/2021
			Budget				
		DRAFT	2020/2021	Month	Actual	Actual	Actual
		2019/2020	Budget	to-Date	Month	Y-T-D	vs Budget
9260.01	Rent Hospital Asset amortized	1,094,553	1,092,672	637,392	90,769	636,141	58.22%
			0				
	Rent Revenues	1,094,553	1,092,672	637,392	90,769	636,141	58.22%
9520.62	Repairs and Maintenance Grounds	(6,079)	0				
9520.80	Utilities - Electrical, Gas, Water, other, Phone	(619,840)	(758,483)	(442,448)	(68,786)	(414,752)	54.68%
9520.72	Depreciation	(121,437)	(148,679)	(86,729)	(9,676)	(68,580)	46.13%
9520.82	Insurance						
	Total Costs	(747,356)	(907,162)	(529,178)	(78,462)	(483,331)	53.28%
	Net	347,197	185,510	108,214	12,307	152,809	111.50%
9260.02	MOB Rents Revenue	223,552	251,016	146,426	17,053	108,399	43.18%
9521.75	MOB rent expenses	(240,514)	(261,016)	(152,259)	(19,333)	(159,810)	61.23%
	Net	(16,962)	(10,000)	(5,833)	(2,280)	(51,411)	514.11%
9260.03	Child Advocacy Rent revenue	7,500	9,000	5,250	750	4,500	50.00%
9522.75	Child Advocacy Expenses	(297)	(11,000)	(6,417)		(949)	8.63%
	Net	7,203	(2,000)	(1,167)	750	3,551	-177.54%
9260.04	Sunrise Pharmacy Revenue					5400	
7084.41	Sunrise Pharmacy Expenses	(2,174)	(2,250)	(1,313)		(3,785)	
		1,325,605	1,352,688	789,068	108,571	754,440	55.77%
		(990,341)	(1,181,428)	(689,166)	(97,795)	(647,876)	54.84%
	Summary Net	335,264	171,260	99,902	10,777	106,564	62.22%

Mark Twain Health Care District									
Projects, Grants and Support									
		1/31/2021							
			Budget						
			DRAFT	2020/2021	Month	Actual	Actual	Actual	
			2019/2020	Budget	to-Date	Month	Y-T-D	vs Budget	
	Project grants and support			(31,000)	(18,083)		(7,000)	22.58%	
8890.00	Foundation		(465,163)						
8890.00	Veterans Support			(5,000)	(2,917)		0		
8890.00	Mens Health			(5,000)	(2,917)		0		
8890.00	Steps to Kick Cancer - October			(5,000)	(2,917)		0		
8890.00	Doris Barger Golf			(2,000)	(1,167)		0		
8890.00	Stay Vertical			(14,000)	(8,167)		(7,000)	50.00%	
8890.00	Golden Health Grant Awards								
	Project grants and support		(465,163)	(31,000)	(18,083)	0	(7,000)	22.58%	

Mark Twain Health Care District									
General Administration Financial Projections									
Admin									
1/31/2021									
Budget									
	2016/2017	2017/2018	DRAFT 2019/2020	2020/2021 Budget	Month to-Date	Actual Month	Actual Y-T-D	Actual vs Budget	
9060.00	Income, Gains and losses from investments	4,423	5,045	390,802	100,000	58,333	1,670	35,899	35.90%
9160.00	Property Tax Revenues	935,421	999,443	1,126,504	1,100,000	641,667	91,667	641,667	58.33%
9010.00	Gain on Sale of Asset								
9205.03	Miscellaneous Income (1% Minority Interest)	0	0	(43,680)		0	2,755	(10,314)	
Summary Revenues		939,844	1,004,488	1,473,626	1,200,000	700,000	96,091	667,252	55.60%
8610.09	Other salaries and wages	(33,587)	(235,531)	(210,028)	(352,591)	(205,678)	(17,504)	(124,579)	35.33%
8610.10	Payroll taxes			(14,875)	(23,244)	(13,559)	(792)	(5,764)	24.80%
8610.12	Vacation, Holiday and Sick Leave				(3,173)	(1,851)			0.00%
8610.13	Group Health & Welfare Insurance		(663)	(12,383)	(17,474)	(10,193)			0.00%
8610.14	Group Life Insurance				(564)	(329)			0.00%
8610.15	Pension and Retirement			(1,905)	(8,815)	(5,142)		(2,208)	25.04%
8610.16	Workers Compensation insurance			(1,226)	(3,526)	(2,057)			0.00%
8610.18	Other payroll related benefits				(529)	(309)		(300)	56.71%
	Benefits and taxes	0	(663)	(30,390)	(57,325)	(33,440)	(792)	(8,271)	14.43%
Labor Costs		(33,587)	(236,194)	(240,418)	(409,916)	(239,118)	(18,297)	(132,850)	32.41%
8610.22	Consulting and Management Fees	(392,908)	(332,287)	(14,109)	(61,500)	(35,875)	(276)	(1,394)	2.27%
8610.23	Legal	(15,195)	(20,179)	(15,069)	(30,000)	(17,500)			0.00%
8610.24	Accounting /Audit Fees	(13,945)	(18,090)	(59,232)	(125,000)	(72,917)	(2,187)	(36,852)	29.48%
8610.43	Food			(868)	(2,000)	(1,167)			0.00%
8610.46	Office and Administrative Supplies	(4,310)	(19,685)	(19,992)	(18,000)	(10,500)	(663)	(9,815)	54.53%
8610.62	Repairs and Maintenance Grounds				0	0	(1,500)	(4,296)	
8610.69	Other			(12,877)		0	(826)	(7,350)	
8610.74	Depreciation - Equipment	(35,556)	(26,582)		(2,500)	(1,458)			0.00%
8610.75	Rental/lease equipment	(11,198)	(57,593)		(9,200)	(5,367)			0.00%
8610.80	Utilities			(420)	(1,000)	(583)			
8610.82	Insurance	(16,578)	(17,043)	(17,747)	(25,000)	(14,583)		(16,653)	66.61%
8610.83	Licenses and Taxes				0				
8610.85	Telephone and communications				0				
8610.86	Dues, Subscriptions & Fees	(12,554)	(14,731)	(12,529)	(20,000)	(11,667)	(36)	(8,729)	43.64%
8610.87	Outside Trainings	(1,920)	(3,030)	380	(15,000)	(8,750)		40	-0.27%
8610.88	Travel	(6,758)	(17,363)	(4,447)	(15,000)	(8,750)			0.00%
8610.89	Recruiting			(2,368)	(2,000)	(1,167)		(1,714)	85.70%
8610.90	Other Direct Expenses	(10,895)	(5,488)	(67,249)	(32,000)	(18,667)	(4,240)	(35,814)	111.92%
	Non-Labor costs	(521,817)	(532,071)	(226,527)	(358,200)	(208,950)	(9,728)	(122,576)	34.22%
	Total Costs	(555,404)	(768,265)	(466,945)	(768,116)	(448,068)	(28,025)	(255,426)	33.25%
Net		384,440	236,223	1,006,681	431,884	251,932	68,066	411,825	95.36%

Mark Twain Health Care District
Balance Sheet

As of January 31, 2021

	Total
ASSETS	
Current Assets	
Bank Accounts	
1001.10 Umpqua Bank - Checking	96,107
1001.20 Umpqua Bank - Money Market	6,442
1001.30 Bank of Stockton	102,814
1001.40 Five Star Bank - MTHCD Checking	140,215
1001.50 Five Star Bank - Money Market	998,682
1001.60 Five Star Bank - VSHWC Checking	64,003
1001.65 Five Star Bank - VSHWC Payroll	46,274
1001.90 US Bank - VSHWC	6,717
1820 VSHWC - Petty Cash	400
Total Bank Accounts	1,461,654
Accounts Receivable	
1200 Accounts Receivable	-1,047
Total Accounts Receivable	-1,047
Other Current Assets	
1001.70 Umpqua Investments	1,514
1003.30 CalTRUST	10,552,731
1069 Due from Calaveras County	434,586
115.20 Accrued Lease Revenue	
1205 Due from insurance proceeds	914,876
1301.40 Prepaid VSHWC	84,451
Total Other Current Assets	11,988,158
Total Current Assets	13,448,764
Fixed Assets	
1200.00 District Owned Land	286,144
1205.00 VSHWC Land	903,112
1210.00 District Land Improvements	150,308
1220.00 District - Building	2,123,678
1220.20 District - Building Improvements	2,276,956
1220.30 District - Building Service Equipment	168,095
1221.00 Clinic - Buildngs	7,181,787
1221.50 Pharmacy Construction	48,536
1225.00 Clinic - Equipment	834,704
1226.00 District - Equipment	698,156
160.00 Accumulated Depreciation	-5,342,090
Total Fixed Assets	9,329,386
Other Assets	
1710.10 Minority Interest in MTMC - NEW	233,699

180.60 Capitalized Lease Negotiations	356,574
Total Intangible Assets	356,574
2219 Capital Lease	6,428,398
Total Other Assets	7,018,672
TOTAL ASSETS	29,796,822
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	35,885
Total 200.00 Accts Payable & Accrued Expenes	35,885
200.10 Other Accounts Payable	25,127
Total 200.00 Accts Payable & Accrued Expenes	25,127
2021 Accrued Payroll - Clinic	33,961
2022.00 Accrued Leave Liability	16,909
210.00 Deide Security Deposit	2,275
211.00 Valley Springs Security Deposit	1,000
2110.00 Payroll Liabilities - New Account for 2019	11,926
226 Deferred Revenue	191,108
Total Other Current Liabilities	282,306
Total Current Liabilities	318,191
Long-Term Liabilities	
2128.01 Deferred Capital Lease	1,420,264
2128.02 Deferred Utilities Reimbursement	2,579,736
2129 Other Third Party Reimbursement - Calaveras County	458,333
2210 USDA Loan - VS Clinic	6,764,507
Total Long-Term Liabilities	11,222,840
Total Liabilities	11,541,032
Equity	
290.00 Fund Balance	648,149
291.00 PY - Historical Minority Interest MTMC	19,720,638
3000 Opening Bal Equity	-1,789,430
Net Income	-323,567
Total Equity	18,255,791
TOTAL LIABILITIES AND EQUITY	29,796,823

Investment & Reserves Report						
31-Dec-20						
						Annual
	Minimum	6/30/2020	2020	2020	12/31/2020	Funding
Reserve Funds	Target	Balance	Allocated	Interest	Balance	Goal
Valley Springs HWC - Operational Reserve Fund	2,200,000	2,200,000	0	5,389	2,205,389	
Capital Improvement Fund	12,000,000	2,926,923	0	7,190	2,934,113	
Technology Reserve Fund	1,000,000	1,000,000	0	2,450	1,002,450	
Lease & Contract Reserve Fund	2,400,000	2,400,000	0	5,879	2,405,879	
Loan Reserve Fund	2,000,000	2,000,000	0	4,899	2,004,899	
Reserves & Contingencies	19,600,000	10,526,923	0	25,808	10,552,731	0
		2020 - 2021		Annualized		
CalTRUST	12/31/2020	Interest Earned		Rates	Duration	
Valley Springs HWC - Operational Reserve Fund	2,205,389	5,389				
Capital Improvement Fund	2,934,113	7,190				
Technology Reserve Fund	1,002,450	2,450				
Lease & Contract Reserve Fund	2,405,879	5,879				
Loan Reserve Fund	2,004,899	4,899				
Total CalTRUST	10,552,731	25,808			1 Year or Less	
Five Star						
General Operating Fund	140,215	289.28				
Money Market Account	998,682	7,146.55				
Valley Springs - Checking	64,003	71.21				
Valley Springs - Payroll	46,274	73.12				
Total Five Star	1,249,173	7,580.16			1 Year or Less	
Umpqua Bank						
Checking	96,107	0.00				
Money Market Account	6,442	1.90				
Investments	1,514					
Total Savings & CD's	104,063	1.90				
Bank of Stockton	102,814	51.21			1 Year or Less	
Total in interest earning accounts	12,008,782	33,441				
Beta Dividend		1,200				
Total Without Unrealized Loss		34,641				
<p>Mark Twain Health Care District's (District) Investment Policy No. 22 describes the District's commitment to managing risk by selecting investment products based on safety, liquidity and yield. Per California Government Code Section 53600 et. seq., specifically section 53646 and section 53607, this investment report details all investment-related activity in the current period. District investable funds are currently invested in Umpqua Bank, Five Star Bank, and the CalTRUST investment pool, all of which meet those standards; the individual investment transactions of the CalTRUST Pool are not reportable under the government code. That being said, the District's Investment Policy remains a prudent investment course, and is in compliance with the "Prudent Investor's Policy" designed to protect public funds.</p>						