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**Meeting of the Board of Directors
Wednesday April 24, 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 by President Lin Reed at 7:33am

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

Dr. Smart requested the VS H&W Center Policies be moved to the end of the agenda.

Ms. Radford moved to approve the Agenda as amended. Ms. Atkinson provided her second and the motion passed 5-0.

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

Hearing none.

5. Consent Agenda: Action

A. Un-Approved Minutes:

- Un-Approved Finance Committee Meeting Minutes for March 19, 2019
- Un-Approved Board Meeting Minutes for March 27, 2019:

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B. Correspondence:

- Dakota Butzler iPad - Thank you 4-15-2019:

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

6. MTHCD Reports:

A. President's Report:

- **Special Presentation to Dave Woodhams, DDS:**

Ms. Reed: Thanked Dr. Woodhams for his many years of service representing the MTHCD as their Community Member sitting on the MTMC Corp. Board.

Dr. Smart: Recalled back to 2002 thanking Dr. Woodhams for his service to the District and for being the District's historian.

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

Ms. Reed: Announced the upcoming Seismic Webinar on Thurs.

- **ACHD Annual Meeting – Oct 9-11 – District Initiatives:**

Ms. Reed. Cannot attend this year but would like to see a fellow Board Member go and represent the District.

Dr. Smart: Suggested a Board member attend and talk about Stay Vertical Calaveras.

B. Chief Executive Officer's Report:

- **Community Out-Reach:**

Dr. Smart: Will be speaking to two Rotary organizations in the coming weeks and the District will be sponsoring a Mentoring event.

Dr. Smart: Announced Ms. Sellick and he would be attending the Calaveras Chamber "On the Right Track" event at CHS on Friday. The seniors are given a life scenario and they visit different community, law enforcement and health stations to find information and a remedy. He and Ms. Radford attended the BH High School version and found it very worthwhile as the seniors were engaging, respectful and attentive.

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

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

1. Draft Use of Gloves
2. Draft EMERGENCY RELEASE OF PATIENT RECORDS

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3. Draft Medication Reconciliation

**Amend: (pkt. pg. 23) Definitions: Fourth bullet to read Diagnostic and “Contrast” agents
Tenth bullet: to read Intravenous solutions either “plane” or with additives**

4. Draft Radiology Department Safety Guidelines

5. Draft RADIOLOGY SAFETY

**Amend: (pkt. pg. 23) Radiological Controls 2. c. Spell out CCR 17 (is it CA Code of Reg)?
(pkt. pg. 29) Quality Assurance Programs 1. a. (last line) office “for” later review.
(pkt. pg. 30) Item 3. Remove West Side and insert Mark Twain Health Care District.**

6. Draft Monitoring Inspection of Medication Inventory

7. Draft MEDICATION WASTE STREAM

8. Draft Medication Management – Storage of Multi-Use Containers

9. Draft Look-Alike Sound-Alike Medications

10. Draft FORMULARY

11. Draft Drug Samples

Amend: (pkt. pg. 38) Remove Entire Policy

12. Draft TRANSFER OF PATIENT – CHART INFORMATION

13. Draft RETENTION OF RECORDS

14. Draft MEDICAL RECORD TRANSFER

15. Draft SECURITY AND RETENTION OF MEDICAL RECORDS

16. Draft MEDICAL RECORDS RELEASE

17. Draft MEDICAL RECORDS FORMS AND FEES

18. Draft Correction of Information in Medical Record 112118

Ms. Radford moved to approve the amended VS H&W Center policies. Ms. Atkinson provided her second and the motion passed 5-0.

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

Dr. Smart: There has been no change to the Strategic Plan.

- **Personnel Manual - 2000 Hiring Process (Last updated 4-6-2019) Action:**

Ms. Atkinson moved to approve the updated Personnel Manual – 2000 Hiring Process (pkt. pg.48)
Ms. Al-Rafiq provided her second and the motion passed 5-0.

- **County Health Report:**

Dr. Smart: Reviewed the 2019 County Health Rankings Report by Robert Wood Johnson Foundation and the U. of Wisconsin Population Health Institute (pkt. pg.49-70) calling attention to Calaveras being 24th of 58 counties in health ranking; the County is older and poorer and doesn't feel it has access to exercising options or health care; average patient ratio to each doctor is 1,200 for Calaveras it is 2,000/per doctor; we have more alcohol and driving deaths; likewise score poorly for mental health care and fire arm deaths along with a high suicide rate.

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C. Corp. Board Report:

Ms. Reed: The Corp. Board will meet on Friday Apr. 26th.

Doug Archer, MTMC CEO: Things are busy today as the census is 14; he finds the County report staggering; feels mental health issues are understated and sees the impact it has on ER; he's been meeting with Dr. Smart and wants to partner regarding such needs in the County; he is also excited to have his team complete with the addition of John Chivers as the new CFO.

Mr. Chivers: Was working in Sonora in the 1980's, lives in Jamestown and the MTMC will be his first experience working with a Corporation.

D. Stay Vertical Calaveras:

Mr. Shetzline: The program will be changed to match the fiscal year budget; he is considering the use of membership cards for purchase; he will put the SVC stats together for the Oct ACHD meeting; he introduced a VS instructor and the two of them told of the program's success.

Dr. Woodhams: Invited Mr. Shetzline to seek support from the Arnold Rotary.

Dr. Smart: Suggested the District wanted to continue supporting the program and to see expansion.

Ms. Atkinson: Would like to see the program extend up the Hwy 26 corridor into West Point, Wilseyville and Glencoe which was echoed by a public member suggesting they would like SVC to improve on what they have.

E. Ad Hoc Real Estate:

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

- **Construction:**

Dr. Smart: The project is on budget; there has been 8 (+/-) change orders all approved by USDA of which some have saved the District money; he's heard nothing but positive; due to the wet winter occupancy will likely be Sept. 1st with opening the door Sept. 15th.

- **Project Manager:**

Mr. Van Lieshout: The project is about 50% completed at this time; upcoming events include adding sheet rock, and the exterior scratch coat; next week more of the outside work will be visible; the site is fully staffed each day.

- **Operations and Development:**

- **USDA Form 271:**

Dr. Smart: Staff is working with consultants to apply for managed Medi-Cal programs; Cejka is active in the recruiting process for providers; there are on-going meetings to transition the VS RHC to the VS H&W Center RHC.

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

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Ms. Al-Rafiq: Nothing new to report.

7. Committee Reports:

A. Finance Committee:

Mr. Wood: With the Finance Committee Chair absent, due to illness, the Committee had a quorum with the recent addition of Ms. Hack who is already doing a good job; since it is admin/professional day he mentioned his appreciation for the Executive Assistant;

- **Budget Update- Reimbursements:**
- **Financial Update:**

Mr. Wood: Nine months into the budget it is as it should be minus the signing of the new lease which Dignity expects will be at the end of May; mentioned the Investment & Reserve Report for Mar. 31, 2019 (footer on pkt. pg. 74) as being important. Policy No. 22 describes the District's commitment to manage risk by selecting investment products based on safety, liquidity and yield. He recommends the Board approve the Investment & Reserves Report each month along with the other financial reports which will satisfy CA Govt. Code Section 53600 specific to section 53646 and 53607.

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

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

- **Fixed Asset - Capitalization Policy No. 30: Action**

Mr. Wood: District Consultant Kelly Hohenbrink suggested the following when doing capitalization (1) the District should use \$2,500 for each item (2) the item should have a minimum of one-year life (3) an amount under that threshold will be expensed (4) the \$2,500 could also be a group of items that equal \$2,500 and have a one-year life.

Ms. Atkinson moved to approve; Policy No. 30. Ms. Radford provided her second and the motion passed 5-0.

- **Investment Activities:**

Mr. Wood: Dr. Smart is moving District funds to maximize interest earned;

- **Review Investment Authority - CA Govt. Code 53607 Policy No. 22: Action**

Ms. Atkinson moved to approve Policy No. 22. Ms. Al-Rafiq provided her second and the motion passed 5-0.

C. Ad Hoc Lease Review Committee:

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Dr. Smart: The Dignity attorneys anticipated closing the lease on May 1st however it looks like it will be the end of May due to the MTMC pharmacy license needing to be changed to reflect the merger.

D. Ad Hoc Policy Committee:

Ms. Atkinson: The Policy Committee met on April 16th and will meet again on May 7th; the Committee is in the process of reviewing all the District policies bringing them up-to-date and putting them on the same format.

E. Personnel Committee:

- **CEO Contract: Action:**

Ms. Reed: The District's legal team prepared the Chief Executive Officer (CEO) full-time employment agreement (pkt. pg. 91-95) for the Board's review.

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

Dr. Woodhams: Expressed his pleasure that Dr. Smart is the District CEO as he's local, is committed to and lives in the County unlike his predecessors.

Ms. Reed: Echoed by the full Board thanked Dr. Smart for accepting the agreement.

F. Ad Hoc Community Grant:

The Board moved to approve a change in the agenda to accommodate a prior grant recipient.

Ms. Peggy Chambers: Wanted to thank the Board for their support and to express the benefit it has been on the small community of West Point; they have a community garden that supports two free meals a week; some upcoming events are May 4th Art in the Garden; May 12th Mother's Day Plant Sale and Sept. 7 Bocca Ball; they are also working with Health & Human Services to house homeless in their community; another big need is restrooms and showers for the Rail Road Flat area.

- **Recommendation for Awarding Grants: Action**

Dr. Smart: Read off the list of grants totaling \$100,394.00. The recipients will receive an invitation to a May 31st reception.

<u>Name of Group or Individual</u>	<u>Description/Purpose</u>	<u>Amount Awarded</u>
Sierra Hope	Emergency Housing Assist-Homelessness	\$12,500
SA Fire Protection District	Update Medical equipment	\$16,750
Calaveras Cty Chamber of Commerce	On the Right Track Training for youth	\$ 5,000
DRAIL-Independent Living	ADA Ramps	\$ 2,500
Gardens to Grow In	Garden-Based Nutrition Ed Program	\$ 5,000

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Murphys Senior Center	Stay Vertical Calaveras	\$ 8,000
Calaveras Senior Provider's Network	Caregiver's Conference	\$ 3,000
WP Community Covenant Church	Free lunch program - nutritious meals	\$ 2,600
Blue Mt Coalition -Youth & Families	Lunch & Activities for Seniors	\$ 6,000
Central Calaveras Fire Fighter Assoc.	Purchase Automatic CPR device & 2 AED's	\$ 6,544
Common Ground Senior Services	Silver Streak Transport-non-emergency	\$15,000
CalaverasGROWN	Educate healthy Eating Habits	\$ 5,000
Volunteer Center of Calaveras	ADA Ramp	\$ 2,500
Office of Dr. Motiu DDS & Staff	Dental treatment for Veterans	\$10,000

Ms. Atkinson moved to approve awarding the grants as listed. Ms. Al-Rafiq provided her second and the motion passed 5-0.

8. Board Comment and Request for Future Agenda Items:

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

Consideration to add a community member to the Grants Committee.

Dr. Woodhams: Thanked the Board for recognizing his time on the Corp. Board and for his gift of appreciation.

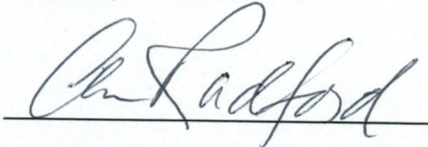
Mr. Wood: Sept 25-28 will be the CSDA conf next to Disney and there are scholarships available if you wish to attend; in Aug. he will be teaching an investment class in El Dorado Hills.

9. Next Meeting:

A. Will not be on the usual Wed. and has been rescheduled to Friday May 31, 2019. Refreshments will be served at 10am to the Grants Committee recipients: The June meeting will be held on Wed. June 19th.

10. Adjournment: Action

Ms. Al-Rafiq moved to adjourn the meeting at 9:48am. Ms. Sellick provided her second and the motion passed 5-0.



Ann Radford, Secretary

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