



P. O. Box 95
 San Andreas, CA 95249
 (209) 754-4468 Phone
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**Meeting of the Board of Directors
 Wed. March 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**

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:

Meeting called to order by Ms. Reed at 9am.

2. Roll Call:

<u>Board Member</u>	<u>Present in Person</u>	<u>Present by Zoom</u>	<u>Absent/Unexcused</u>	<u>Time of Arrival</u>
Ms. Reed	X			
Ms. Sellick	X			
Ms. Hack		X		
Ms. Toepel	X			
Ms. Al-Rafiq		X		

3. Approval of Agenda: Public Comment - Action

Public Comment: Hearing none.

Motion: Ms. Sellick

Second: Ms. Toepel

Vote: 5-0

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

Hearing none.

5. Consent Agenda: Public Comment - Action

A. Un-Approved Minutes:

- Un-Approved Finance Committee Meeting Minutes for Feb. 16, 2021.
- Un-Approved Board Meeting Minutes for Feb. 24, 2021.

B. Correspondence:

- Talibah Al-Rafiq Resignation Letter Effective 4-1-2021:

Public Comment: Hearing none

Motion: Ms. Toepel

Second: Ms. Sellick

Vote: 5-0

6. MTHCD Reports:

A. President's Report:

- Association of California Health Care Districts (ACHD):

- ACHD March 2021 Advocate:

See packet pages 18-21

- California Advancing & Innovating Medi-Cal Program (CalAIM) Funding:

Nothing to report. The Program is on hold.

- Meetings with MTHCD CEO:

Discussed the open Board seat needs to be filled to stay in compliance. Discussed the opportunity to support the ROP Program.

B. MTMC Community Board Report:

Ms. Al-Rafiq: Finances are moving ahead of budget. Working on patient satisfaction with providers. Medical Director starting 1 day a week. Chiropractor has joined. Diabetes Clinic is successful and graduating 3 to 5 patients per day. Board meets every 3rd Friday at noon. MTMC Board Chair agreed to MTHCD Board sending a non-voting current Board member to attend the meetings in place of Ms. Al-Rafiq. Next meeting 4/16/21. MTHCD Board President to appoint substitute.

C. MTMC Board of Directors:

See packet page 22

D. Chief Executive Officer's Report:

Will advertise for vacant Board seat 4/1/21. Interview and Appoint at April Board meeting.

- District Projects Matrix – Monthly Report:

Aggressively recruiting Dentists. Advertising through multiple Dental agencies. Going over 6 applications this week. Confident there will be a Dentist onsite in April. The National Health Services Corp (NHSC) specializes in medical student loan forgiveness. VSHWC to apply to become a NHSC site during the April/May cycle. With the right scoring, we could be approved. The designation would make the clinic more competitive.

Child Advocacy Center:

The lease has been renewed for 5 years. See packet page 82

- Robo-Doc Update:

Ms. Minkler is managing the program. Technical difficulties at the Valley Springs school. Michelson elementary service is on hold pending replacement nurse due to current nurse retiring.

- Construction: Form 271 Mar. 8, 2021:

Finances on packet page 23

- Vaccination Hub (COVID - 19):

VSHWC has been deemed a “1C” Distributor. 1C is the 18-64 year old group for vaccination. 100 Vaccines have been ordered. The vaccine is good for up to 30 days. VSHWC is slotted to do 3 or 4 half days every week. Mostly staffed by volunteer medical personnel. Patients to register on **MyTurn.ca.gov** to sign up for vaccine. CEO to send MTHCD Board members weekly email updates about the progress of the vaccinations.

- VSHWC “Quality” Report: (MedStatix)

VSHWC has a 93% satisfaction rating. Discussion will be held with providers due to lower rating than last month.

- VS H&W Center – Draft Policies and Forms: Public Comment – **Action**

- Policies - Valley Springs Health & Wellness Center:

Reports are discussed at weekly operations meetings. Documents to be added to following Board meeting packet.

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

Policies for March 2021 Board Meeting

REVISED:

Cardiopulmonary Resuscitation/Basic Life Support 33

Disruption of Electrical Services 54

Transfer of Patient – Chart Information 188

BI-ANNUAL REVIEW:

Annual Review of Contracts 13

Billing Personnel – Organization 23

Billing Practices 24

Bomb Scare 31

Child Abuse Reporting 36

Disaster Fire 51

Disaster-Water Contamination 52

Domestic Violence Reporting Suspicious Injury Reporting 56

Drug Samples (Needs Number)

Elder Or Dependent Adult Abuse Reporting 60

Employee Health 66
External Hazmat Incident (needs Number)
Extreme Temperatures 73
Fire Safety 76
Instrument Cleaning for Sterilization 93
Lapses of Consciousness – DMV Reporting 96
Mass Casualty Response 105
Mission Statement 120
Motor Vehicle Accident Reporting 122
Operation During Internal Disaster 127
Patient Medical Record Content 132
Sensitive Services 159
Telephone Request for Medical Information 185
Temperature All Modalities 186

Public Comment: Hearing none

Motion: Ms. Hack

Second: Ms. Toepel

Vote: 5-0

E. Stay Vertical Calaveras:

Mr. Shetzline: Classes being scheduled in May-June. Will have schedule by next MTHCD Board meeting. Will make it known to all attending that not all in attendance are vaccinated. All classes will implement social distancing guidelines.
Dr. Smart had concerns about exposing our most vulnerable residents to potential Covid infection.

F. Valley Springs Health & Wellness Center:

- Services Update:

The VSHWC provides primary care (Pediatrician, Family medicine and Internal medicine) Dr. Drakes joined the team from Oregon. Gynecologist is volunteer/1 day per week. Behavior Health has Therapists and Licensed Clinical Social Workers. Looking to expand with Psychology/ Psychiatry in the future. The clinic is collaborating with the county to meet the needs. Dentist to start in April 2-3 days per week. Case Manager, Tonia Cook, is an extension of the practice and handles discharges from Hospital and ER.

7. Committee Reports:

A. Finance Committee:

Ms. Hack: The Real Estate Report was discussed in length. Dr. Smart assigned budget duties.

Mr. Randolph: Refer to packet pages 78-81. Looking for a clean title for Parcel 1 for potential future growth.

- 2020 Annual Audit:

Mr. Wood: All requested material is now in the hands of the auditor. March financials will have an accurate number for the VSHWC gross revenue.

Mr. Hohenbrink: The clinic is still working on catching up with all the past billing. The right resources are in place and going in the right direction for proper claim processing. Cost capture process is for setting rate per visit. We must live with the interim rate for 2-3 years before the cost capture rate goes into effect. Cost reports will define that rate.

- Financial Statements – Feb. 2021: Public Comment – **Action**

Mr. Wood: The Balance Sheet shows a strong cash position. Property tax revenue is \$1.1 million.

Public Comment: Hearing none

Motion: Ms. Al-Rafiq to approve Feb 2021 Financials including Interest & Reserve Report (I&R)

Second: Ms. Toepel

Vote: 5-0

B. Ad Hoc Policy Committee: – **Action**

- District Policy 3 - Term of Office:

See packet page 92

- District Policy 4 - Officers of the District:

See packet pages 93-96

Public Comment: Community Board verbiage and change from 3 to 5 at Large members. (Total of 9 Members).

Motion: Ms. Toepel to approve Policy #3 & #4 as modified.

Second: Ms. Hack

Vote: 5-0

C. Ad Hoc Personnel Committee:

- Employee Vacation Accrual Schedule: – Action

See packet page 96. Neutral impact on budget. Employee Handbook revision at July 2021 meeting for approval. The employee handbook to be revised and brought to the July 2021 Board meeting for approval.

Public Comment: Hearing None.

Motion: Ms. Toepel

Second: Ms. Sellick

Vote: 5-0

- CEO Annual Evaluation (See 10-1):

D. Ad Hoc Grants Committee:

Ms. Sellick: Laptop scholarship applications were reviewed.

8. Board Comment and Request for Future Agenda Items:

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

Hearing none.

B. Community Connection:

Hearing none.

9. Next Meeting:

A. The next meeting will be Wednesday April 28, 2021

B. Note: The June meeting has been changed from June 23 to June 16th.

Finance Committee meeting has been changed to June 8th at 9am.

Ms. Al-Rafiq had to leave the meeting at 11:04am.

10. Closed Session: Started at 11:04am.

A. Public Employee Performance Evaluation, CEO, Pursuant to Gov. Code Section 54957:

11. Return to Open Session to Report: Resumed at 11:54 am.

Ms. Reed: The Professional Review of the CEO was completed.

A motion to approve 5% a salary increase to \$240,786.00 for CEO by Ms. Sellick

Second: Ms. Toepel

Vote: 4-0

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

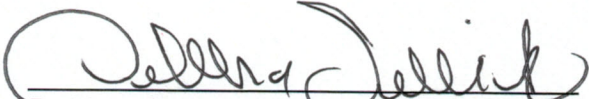
Public Comment: Hearing none

Motion: Ms. Toepel

Second: Ms. Hack

Vote: 4-0

Time: 11:56am



Debra Sellick, Secretary

Peggy Stout is inviting you to a scheduled Zoom meeting.

Topic: MTHCD March 24, 2021 Board Meeting

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

Join Zoom Meeting

<https://us02web.zoom.us/j/85376594040?pwd=UzZJcldLcjZsMWFOYnQ4Z2phb2xLQT09>

Meeting ID: 853 7659 4040

Passcode: 413748

One tap mobile

+16699006833,,85376594040#,,,,*413748# US (San Jose)

+12532158782,,85376594040#,,,,*413748# US (Tacoma)

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+1 669 900 6833 US (San Jose)

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Meeting ID: 853 7659 4040

Passcode: 413748

Find your local number: <https://us02web.zoom.us/j/kcZhoW2pZm>

- 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.