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Meeting of the Board of Directors

Wed. August 26, 2020

9 am

Mark Twain Medical Center Classroom 5

768 Mountain Ranch Rd,

San Andreas, CA

Three Participation Options:

**1. Tele-Conference Meeting:
Conference Call Information
(605) 475-2875 Code 4864697**

2. In Attendance With The Following Guidelines:

Social Distancing (6 ft)

Face Covering is Required

3. WebEx

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 Lin Reed, President at 9:00am

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2. Roll Call:

Board Member	Present In Person	Present by Phone	Absent / Excused	Time of Arrival
Ms. Reed	X			
Ms. Sellick		X		
Ms. Al-Rafiq			Excused	
Ms. Toepel	X			

Ms. Hack was present to be sworn in as a new Board Member.

3. Approval of Agenda: Public Comment - Action

Ms. Reed: Requested item 6 A. Oath of Office be addressed after item 4. Public Comment:

Public Comment: Hearing None

Motion: Ms. Toepel

Second: Ms. Sellick

Vote: 3-0

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

Hearing None

Board Vacancy – Lori Hack:

- **Oath of Office**

Ms. Reed led the Oath of Office to Ms. Hack then the Board welcomed Ms. Hack as a member.

5. Consent Agenda: Public Comment - Action

A. Un-Approved Minutes:

- Un-Approved Finance Committee Meeting Minutes for July 22, 2020.
- Un-Approved Board Meeting Minutes for July 22, 2020.

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B. Correspondence:

- Habitat for Humanity – Thank You (7-24-2020)
- Pres. Trump - Executive Order on Improving Rural Health and Telehealth Access

C. MTMC MOU: Section 340B Program - Public Health Services Act:

Public Comment: Hearing None

Motion: Ms. Hack moved to pull item D., CSDA Letter, to be discussed during the CEO 's report.

Second: Ms. Toepel

Vote: 4-0

D. CSDA Letter Approval: Moved to CEO's Report item 6 D.

6. MTHCD Reports:

A. President's Report:

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

Ms. Reed: Was re-appointed to the ACHD Board and serves on three committees. Additional Committee members are needed.

- **Meetings with MTHCD CEO:**

Ms. Reed: Items were discussed as addressed in this agenda or future agendas.

B. MTMC Community Board Report:

C. MTMC Board of Directors

Mr. Archer: The hospital's censuses are up from the average 8 (17 today) they are caring for COVID patients. Needed medications and supplies are coming in timely; the Emergency Room averages 35-40/day; MTMC like many other hospitals are faced with additional behavioral health patients; the MTMC Health Fair was cancelled due to COVID but they are doing the blood draws by appointment; plans are in the making to offer flu shots via a drive-thru.

D. Chief Executive Officer's Report:

Dr. Smart: Welcomed Ms. Hack as a new Board Member and introduced Traci Tapps as the new bookkeeper working at the DO in Finance; since COVID there has been an alarming decline in childhood vaccinations causing concern that preventable and eradicated diseases will return; the Clinic's Dental suite is scheduled to open next week; a Behavioral Health Director has been hired with a mid-Sept. opening planned;

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- **Grant/Project Criteria:**

Dr. Smart: (pkt. pg. 31) will be brought to the Board for consideration at the Sept. meeting.

- **Conflict of Interest & Resolution:**

- **Resolution 2020 – 06:** Public Comment – **Action**

Dr. Smart: The Board of Supervisors monitors the District's Conflict of Interest Per Govt. Code §81000.01 et seq) and requires the Resolution on how the District adopts the Code and Appendix.

Public Comment: Hearing None

Motion: Ms. Toepel

Second: Ms. Hack

Absent: Ms. Al-Rafiq

Vote: 4-0

- **2020 Election: Nov 3, 2020**

Ms. Stout: Ms. Al-Rafiq, Ms. Toepel and Ms. Hack were up for re-election. Since they were unopposed their names will not be on the ballot. Congratulations to all three as the successful winners. A new Board Member picture will be taken (COVID) soon.

- **CSDA Letter Approval:** Public Comment - **Action**

Dr. Smart: When the CARES Act was written it neglected to include special districts to receive reimbursement for employee salaries being paid for COVID illnesses. He will format the CSDA sample letter (pkt. pg. 24-25 so Board members can send it to their law makers.

Public Comment: Hearing None

Motion: Ms. Toepel

Second: Ms. Hack

Vote: 4-0

E. Stay Vertical Calaveras:

Mr. Shetzline: Because of COVID the (8) classes are running on Facebook Live: work is being done to tape classes and he will be included in the Area 12 Agency on Aging to promote SVC throughout the 5 counties in the Agency's region.

F. Valley Springs Health & Wellness Center:

- **Construction Finance:**

Dr. Smart: The next loan payment will be paid in Sept.

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- **VSHWC “Quality” Report: (MedStatix)**

Dr. Smart: The Clinic phones are busy; had 848 visits in July of which 245 were new patients; has 2,000 impaneled patients; there are no peer review issues; and no wait time for patients to see a provider.

- **Pharmacy & Room 400:**

Dr. Smart: Construction began last week on the Pharmacy and Room 400 with a possible completion date in Oct.

- 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.

1. Bi-Annual Review: Age Restriction
2. Bi-Annual Review: Auxiliary Aids and Services for Persons with Disabilities
3. Bi-Annual Review: Cash on Hand Management
4. Bi-Annual Review: Dissemination of Non-Discrimination Policy
5. Bi-Annual Review: Emergency Release of Patient Records
6. Revised: Flat Rate Fee Program
7. Bi-Annual Review: Litigation - Potential
8. Bi-Annual Review: Marketing
9. Bi-Annual Review: Medi-Cal Eligibility Verification
10. Bi-Annual Review: Medication, Supply, and Equipment Recall
11. Bi-Annual Review: Narcotics Policy
12. Bi-Annual Review: Non-Discrimination
13. Bi-Annual Review: Par Levels
14. Bi-Annual Review: Patient Left Without Being Seen or Treated

15. Bi-Annual Review: Patient Portal – Pulled for additional review and update

16. Bi-Annual Review: Patient Rights and Responsibilities Statement
17. Bi-Annual Review: Preventative Maintenance Inspections
18. Bi-Annual Review: Scope of Services
19. Bi-Annual Review: Section 504 Grievance
20. Bi-Annual Review: Section 504 Notice of Program Accessibility
21. Bi-Annual Review: Standardized Procedure for Administration of Flu Shots
22. Bi-Annual Review: Waste, Fraud, and Abuse
23. Revised: Business Hours

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Public Comment: Hearing None

Motion: Ms. Hack moved to approve all policies (above) except #15. Patient Portal (pkt. pg. 62) so staff can review/update.

Second: Ms. Toepel

Vote: 4-0

G. Ad Hoc Real Estate:

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

Ms. Stout: Has been in contact with a local developer that is interested in a partnership with the District to fill a health care need in the County. Staff will bring more information to the Sept. meeting.

7. Committee Reports:

A. Finance Committee:

- **Audit:**

Mr. Wood: The Finance Committee met and approved the July financials with the understanding that the figures will change as follows: Clinic revenue and revenue from Calaveras County need to be tried-up; the June expenses paid in July need to be put in the June figures, depreciation and fixed assets of the Clinic all of which affect the preparation of the audit. Mr. Hohenbrink will be invited to call into the next meeting.

Dr. Smart: Other factors affecting the preparation of the audit are; after 6 months the Clinic got their Medi-Cal number so can charge back to Apr. 3, 2020; the Clinic's Electronic Health Records (EHR) is Athena Health and they need 30-40 days to input the rules associated with the billing.

- **Financial Statements (July 2020):** Public Comment – Action

Public Comment: Hearing None

Motion: Ms. Toepel

Second: Ms. Sellick

Vote: 4-0

- **Reserve Allocations - Policy No. 30:** Public Comment - Action

Mr. Wood: Annually the Board needs to approve the Reserve Allocations. Interest earned in each account will be reallocated annually per the Board

Public Comment: Hearing None

Motion: Ms. Toepel

Second: Ms. Hack

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Vote: 4-0

B. Ad Hoc Policy Committee:

Ms. Sellick: The policies are current, and the meetings will resume when a new member joins the committee.

C. Ad Hoc Personnel Committee:

Ms. Reed: No need for the Committee to meet.

8. Board Comment and Request for Future Agenda Items:

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

B. Community Connection:

- Chamber of Commerce: Virtual Mixer August 20th Dr. Athwal & Gary Arvin of MTMC

9. Next Meeting:

- A. The next meeting will be Wednesday September 23, 2020 starting at 9 am.

Ms. Reed: The meeting will conflict with a portion of the ACHD General Meeting.

10. Adjournment: Public Comment – Action

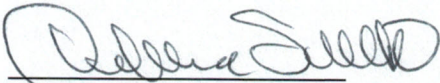
Public Comment: Hearing None

Motion: Ms. Toepel

Second: Ms. Hack

Vote: 4-0

Time: 10:59am



Debra Sellick

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- 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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