



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

**Special Meeting of the Board of Directors  
Friday September 20, 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 at 7:34 am by President Lin Reed.

#### **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. Radford moved to approve the agenda. Ms. Sellick provided her second. The motion passed 5-0.

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

Hearing None.

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

##### **A. Un-Approved Minutes:**

- Special Finance Committee Meeting Minutes for August 16, 2019
- Special Finance Committee Meeting Minutes for August 28, 2019
- Un-Approved Board Meeting Minutes for August 28, 2019

Public Comment: Hearing None.

This Institution is an Equal Opportunity Provider and Employer

Minutes –September 20, 2019 MTHCD Board Meeting Board Approved Oct. 23, 2019

Ms. Al-Rafiq moved to approve the Consent Agenda. Ms. Radford 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: Will be attending the ACHD Board meeting and Ms. Sellick will be doing a Stay Vertical Calaveras presentation at the annual meeting.

### **B. Community Board Report:**

Ms. Al-Rafiq: Community Board will meet later today.

### **C. MTMC Board of Directors:**

Ms. Reed: Board of Directors will meet on Tues.

### **D. Chief Executive Officer's Report:**

Dr. Smart: Three years ago (+/-) wrote a \$100k Sierra Nevada Memorial Hospital Foundation telehealth grant which was shared 50/50 with MTMC. He just received \$13k (+/-) for telehealth equipment. He doesn't know how MTMC will use their funds.

- **MTMC Foundation Grants:**

The 30-year Lease with Dignity Health closed May 31<sup>st</sup> allowing for a \$1m grant to the MTMC Foundation. That donation will be matched by Dignity Health. Due to the timing of the lease being signed there will only be 30 budget-days to decide the outcome of \$500k. The Ad Hoc Committee is most prepared to review the donation options is the Finance Committee.

- **Tour – VSHWC:**

Dr. Smart: Will need an early Oct. Special Board meeting to recommend the credentialing of the VS H&W Center staff. Oct. 7<sup>th</sup> seems likely. The Clinic furniture and equipment has or will arrive soon; temporary occupancy is expected Sept 30<sup>th</sup> and he and Pat Van Lieshout are preparing a punch list. the Board is invited to tour the Clinic immediately after the meeting.

Dr. Smart: In Nov. there will be a VSH&W center disaster preparedness program and the Dist. will collaborate with MTMC.

### **E. Ad Hoc Real Estate:**

This Institution is an Equal Opportunity Provider and Employer

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

- **USDA Form 271 August 2019:**

Dr. Smart: Payment request (line 25) is in progress at \$956,564.65. With the Clinic project drawing to a close the next decisions will be made regarding the contingency fund (\$634,895k (+/-)). A generator has been considered and taking a higher priority with PG&E scheduling extensive power outages.

- **Operations and Development:**

Dr. Smart: Staff will start training Sept 23<sup>rd</sup> compliments of Kristin Stranger offering the HHS lab for VS H&W Clinic training. The Clinic is planning a soft opening the week of Oct. 14<sup>th</sup> and will move forward on how best to utilize the shelled space.

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

Ms. Al-Rafiq: Nothing new to report.

**F. Stay Vertical Calaveras:**

Mr. Shetzline: Prepared a PowerPoint for Ms. Sellick to take and present at the ACHD meeting; he's trying to figure out why some start the class but don't finish; Sept 23<sup>rd</sup> is Fall Prevention Day. There will be a tai chi class and potluck in Murphys park to spark awareness.

**7. Committee Reports:**

**A. Finance Committee:**

- **Financial Statements (Aug 2019): Public Comment – Action**

Mr. Wood: Has consolidated the financial statements; due to the 30-year lease of the hospital to Dignity the District will pay \$53k (+/-) month for hospital utilities; likewise, due to the lease the District gets one percent of the Minority Interest Account (pkt. pg. 26); Aug. Investment and Reserves Report (pkt. pg. 27) shows a solid return of investment income.

Public Comment: Hearing None

Ms. Radford moved to approve the Aug. Financials. Ms. Al-Rafiq provided her second and the motion passed 5-0.

**B. Ad Hoc Policy Committee:**

Ms. Atkinson: All District polices are current. The Committee will meet after the Clinic is open and staff is available.

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

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

This Institution is an Equal Opportunity Provider and Employer

Minutes –September 20, 2019 MTHCD Board Meeting Board Approved Oct. 23, 2019

1. Draft - Credit Card on File 081519
2. Draft - Emergency Codes
3. Draft - Alternate Communications in Emergency Situations
4. Draft - Bioterrorism Threat 111918
5. Draft - Active Shooter 083019
6. Draft - Bomb Scare 083019
7. Draft - Earthquake or Weather Emergency 083019
8. Draft - Mass Casualty Response 083019
9. Draft - Medication Management Storage of Multi-Use Containers 090719
10. Draft - Shelter in Place for Patients and Staff 083019
11. Draft - Fire Safety 083019
12. Draft - Employee Dress Code
13. Draft - X-Ray Orders 090819
14. Draft - Eye Irrigation 091119
15. Draft - Emergency Situation Unresponsive Patient 091119
16. Draft - Flu Shots 091119
17. Draft - Drug Samples 112118
18. Draft - Eye Medication - Dispensing 091119
19. Draft - Emergency Ambulance Transfer 111218
20. Draft - Medical Staff Credentialing and Governance 113018
21. Draft - Disruption of Electrical Service 111918-
22. Draft - External Hazmat Incident 083019
23. Draft - Emergency Medications and Supplies 091119
24. Draft - Extreme Temperatures 083019
25. Draft - Universal Precautions 112018
26. Draft - Medication Management Response to Power Failure (08-30-2019) (9-7-2019)
27. Draft - Mark Twain Policy Manual Signature Page 091019
28. Draft - Standardized Procedure for Mid-Level Practitioner 090819
29. Draft - Temperature - All Modalities 072419
30. Draft - Medical Staff Credentialing and Governance 113018

1. Form - Outpatient Medicine

Public Comment: Hearing None.

Ms. Al-Rafiq moved to approve the policies as presented. Ms. Radford provided her second and the motion passed 5-0

**9. Board Comment and Request for Future Agenda Items:**

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

This Institution is an Equal Opportunity Provider and Employer

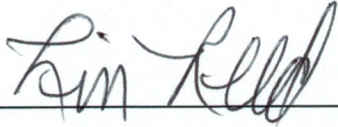
**10. Next Meeting:**

- A. The next meeting will be Wednesday October 23, 2019:
- B. Due to the November Holidays the Meeting will be Wednesday November 20, 2019
- C. Due to the December Holidays the Meeting will be Wednesday December 18, 2019

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

Public Comment: Hearing none.

Ms. Radford moved to adjourn the meeting at 8:27am. Ms. Atkinson provided her second and the motion passed 5-0.



Lin Reed, President

This Institution is an Equal Opportunity Provider and Employer

Minutes –September 20, 2019 MTHCD Board Meeting Board Approved Oct. 23, 2019