



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

Finance Committee Meeting
Mark Twain Medical Center Education Center – Classroom 5
768 Mountain Ranch Road
San Andreas, CA 95249
9:00 am
Tues. September 15, 2020

Two 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)
No Screening but Face Covering is Required

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:**
- 2. Roll Call:**
- 3. Approval of Agenda: Public Comment **Action:****

This Institution is an Equal Opportunity Provider and Employer

Agenda – September 15, 2020 MTHCD Finance Committee Meeting

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 Committee action on such item.) **Limit of 3 minutes per speaker.** The Committee appreciates your comments however it will not discuss and cannot act on items not on the agenda.

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

All Consent items are considered routine and may be approved by the Committee 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:

- Finance Committee Meeting Minutes for August 18, 2020

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

- VSHWC – Construction Finance:

7. Accountant’s Report: Public Comment – **Action:.....Mr. Wood**

- August 2020 Financials Will Be Presented to The Committee: Public Comment **Action**
- Closing 2019-2020 Update:

8. Treasurer’s Report:.....Ms. Toepel

- Finance Committee Community Member – Policy # 28: Public Comment - **Action**
 - Firman Brown
 - Richard Randolph

9. Comments and Future Agenda Items:

10. Next Meeting:

- The next meeting will be on Tues. Oct. 20, 2020.

11. Adjournment: **Action**

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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Agenda – September 15, 2020 MTHCD Finance Committee Meeting



**MARK TWAIN
HEALTH CARE DISTRICT**

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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:

The Meeting was called to order by Ms. Hack at 9:03 am.

2. Roll Call:

Member	Present in Person	Present by Phone
Ms. Toepel		X
Ms. Hack	X	

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Minutes – August 18, 2020 MTHCD Finance Committee Meeting

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

Public comment: Hearing None

Motion: Ms. Toepel

Second: Ms. Hack

Vote 2-0

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

Hearing None.

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

Un-Approved Minutes:

- Finance Committee Meeting Minutes for July 22, 2020

Public comment: Hearing None

Motion: Ms. Toepel

Second: Ms. Hack

Vote 2-0

6. Chief Executive Officer's Report:

- VSHWC – Construction Finance:

Dr. Smart: The final payment (retainage for (+/-) \$500k) will be paid upon Diede Construction obtaining releases from all the subcontractors; The change order construction for the Pharmacy and Room 400 was started last week.

- **VSHWC – Medical:**

Dr. Smart: Clinic Visits are above 800/month with a goal of 1,200. The Clinic received a Medi-Cal number so can start billing retro to April 3rd. Services rendered prior to April 3rd will be considered community benefited services.

- **Committee Vacancy:**

Dr. Smart: With Ms. Hack moving from Finance Committee Community Member to Board Member the District will recruit (Policy # 28) a Community Member.

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

- **July 2020 Financials Will Be Presented to The Committee:** Public Comment **Action**

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Minutes – August 18, 2020 MTHCD Finance Committee Meeting

Mr. Wood: In order to complete the 2019-2020 closing the Committee can expect changes to be made to the financials, with notification as they occur, for the following reasons; change in staff, the Clinic receiving Medi-Cal number to start retro-billing, year-end property tax revenue will be trued-up, etc.

Public comment: Hearing None

Motion: To approve the July Financials with the understanding there is a need for future changes to be made. Ms. Hack

Second: Ms. Toepel

Vote 2-0

8. Treasurer's Report:

- **Reserve Account Allocations:** Public Comment **Action**
 - **Categorize Reserve Funds:**

Mr. Wood: Would like the Committee to review (pkt. pg. 14) Investment & Reserve Report and suggest needed changes then make a recommendation to the Board. Moving forward this report will be part of the financials and won't need separate approval.

Public comment: Hearing None

Motion: To approve the Investment & Reserve Report as follows: Ms. Toepel

<u>Reserve Funds</u>	<u>Minimum Target</u>	<u>6/30/2020 Balance</u>
Valley Springs HWC - Operational Reserve Fund	2,200,000	2,200,000
Capital Improvement Fund	12,000,000	2,934,975
Technology Reserve Fund	1,000,000	1,000,000
Lease & Contract Reserve Fund	2,400,000	2,400,000
Loan Reserve Fund	2,000,000	2,000,000
Reserves & Contingencies	<u>19,600,000</u>	<u>10,534,975</u>

Second: Ms. Hack

Vote 2-0

9. Comments and Future Agenda Items:

Hearing None:

10. **Next Meeting:**

- The next meeting will be on Tues. Sept. 15, 2020.

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Minutes – August 18, 2020 MTHCD Finance Committee Meeting

11. Adjournment: Action

Motion: Ms. Toepel

Second: Ms. Hack

Vote 2-0

Time: 10:19 am

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:

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**MARK TWAIN
HEALTH CARE DISTRICT**

P. O. Box 95
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Agenda Item: Financial Reports (as of August, 2020)
Item Type: Action
Submitted By: Rick Wood, Accountant
Presented By: Rick Wood, Accountant

BACKGROUND:

The August 31, 2020 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. While the revenue shouldn't change dramatically, our depreciation expense and the Balance Sheet will go through a couple more adjustments.
- As of 08/31/20 the Clinic has collected \$53,529 through the regular checking accounts.
- District revenue (property tax) has been reconciled as of June 30, 2020. The District's final property tax revenue for this past fiscal year was \$1,126,504.
- The Balance Sheet shows a strong cash position.
- The Investment & Reserves Report will now show the reserve allocations, along with the interest income allocations. This report is now complete, and will be updated and provided to the Board on a monthly basis.

**Mark Twain Health Care District
Annual Budget Recap**

	08/31/20 Actual Y-T-D	2020 - 2021 Annual Budget				
		Total District	Clinic	Rental	Projects	Admin
Revenues	464,559	6,171,389	3,618,701	1,352,688	0	1,200,000
Total Revenue	464,559	6,171,389	3,618,701	1,352,688	0	1,200,000
Expenses	(659,153)	(5,860,663)	(3,820,119)	(1,181,428)	(91,000)	(768,116)
Total Expenses	(659,153)	(5,860,663)	(3,820,119)	(1,181,428)	(91,000)	(768,116)
Surplus(Deficit)	(194,594)	310,726	(201,418)	171,260	91,000	431,884

Mark Twain Health Care District							
Direct Clinic Financial Projections							
							8/31/2020
							VSHWC
	DRAFT	2020/2021	Month	Actual	Actual	Actual	
	2019/2020	Budget	to-Date	Month	Y-T-D	vs Budget	
4083.39	Sunrise Pharmacy Gross Revenues						
4083.49	Urgent care Gross Revenues	437285	4,674,075	779,013	33,566	53,529	1.15%
4083.60	Contractual Adjustments	(51,948)	(1,087,124)	(181,187)	0	0	
	Net Patient revenue	385,337	3,586,951	597,825	33,566	53,529	1.49%
4083.90	Flu shot, Lab income, physicals		1,000	167			0.00%
4083.91	Medical Records copy fees		750	125			0.00%
4083.92	Other - Plan Incentives		30,000	5,000			0.00%
			31,750	5,292	0	0	0.00%
	Total Other Revenue	385,337	3,618,701	603,117	33,566	53,529	1.48%
7083.09	Other salaries and wages	(780,679)	(1,008,540)	(168,090)	(83,489)	(196,250)	19.46%
7083.10	Payroll taxes	(48,673)	(78,666)	(13,111)	(4,750)	(12,672)	16.11%
7083.12	Vacation, Holiday and Sick Leave		(9,077)	(1,513)			0.00%
7083.13	Group Health & Welfare Insurance	(31,164)	(49,982)	(8,330)	(3,240)	(10,545)	21.10%
7083.14	Group Life Insurance		(1,614)	(269)			0.00%
7083.15	Pension and Retirement		(25,214)	(4,202)		(632)	2.51%
7083.16	Workers Compensation insurance	(13,597)	(10,085)	(1,681)		(16,697)	165.56%
7083.18	Other payroll related benefits		(1,513)	(252)			0.00%
	Total taxes and benefits	(93,434)	(176,151)	(29,359)	(7,990)	(40,546)	23.02%
	Labor related costs	(874,113)	(1,184,691)	(197,449)	(91,479)	(236,797)	19.99%
7083.05	Marketing	(7,096)				(250)	
7083.20	Medical - Physicians	(422,491)	(905,244)	(150,874)	(53,267)	(104,425)	11.54%
7083.22	Consulting and Management fees	(260,822)	(75,000)	(12,500)	(774)	(18,263)	24.35%
7083.23	Legal - Clinic	(27,900)	0				0.00%
7083.25	Registry Nursing personnel		(3,000)	(500)			0.00%
7083.26	Other contracted services	(65,565)	(126,907)	(21,151)	(7,165)	(14,591)	11.50%
7083.29	Other Professional fees	(11,199)	(80,932)	(13,489)			0.00%
7083.36	Oxygen and Other Medical Gases	(533)	(3,703)	(617)		(35)	0.95%
7083.38	Pharmaceuticals		(139,504)	(23,251)			0.00%
7083.41	Other Medical Care Materials and Supplies	(131,217)	(25,714)	(4,286)	(8,675)	(11,794)	45.86%
7083.44	Linens		(1,200)	(200)			0.00%
7083.48	Instruments and Minor Medical Equipment		(24,248)	(4,041)			0.00%
7083.74	Depreciation - Equipment		(150,476)	(25,079)			0.00%
7083.45	Cleaning supplies		(47,578)	(7,930)			0.00%
7083.62	Repairs and Maintenance Grounds	(1,122)	(8,104)	(1,351)			0.00%
7083.72	Depreciation - Bldgs & Improvements		(311,017)	(51,836)			0.00%
7083.80	Utilities - Electrical, Gas, Water, other	(53,630)	(95,083)	(15,847)	(2,611)	(5,938)	6.25%
8870.00	Interest on Debt Service	(60,469)	(257,355)	(42,893)			0.00%
7083.43	Food	(935)	(2,000)	(333)			0.00%
7083.46	Office and Administrative supplies	(27,475)	(15,428)	(2,571)	(3,678)	(4,930)	31.95%
7083.69	Other purchased services	(50,362)	(232,076)	(38,679)	(3,328)	(12,485)	5.38%
7083.81	Insurance - Malpractice	(8,814)	(16,854)	(2,809)			0.00%
7083.82	Other Insurance - Clinic	(23,332)	(31,102)	(5,184)	(2,089)	(26,102)	0.00%
7083.83	Licenses & Taxes		(1,500)	(250)			
7083.85	Telephone and Communications	(5,253)	(20,903)	(3,484)	(836)	(2,383)	11.40%
7083.86	Dues and Subscriptions	(20,524)	(1,500)	(250)	(1,950)	(2,115)	141.00%
7083.87	Outside Training	(199)	(15,000)	(2,500)			0.00%
7083.88	Travel costs	(3,926)	(4,000)	(667)			0.00%
7083.89	Recruiting	(25,209)	(40,000)	(6,667)		(1,635)	4.09%
	Non labor expenses	(1,208,073)	(2,635,428)	(439,238)	(84,373)	(204,947)	7.78%
	Total Expenses	(2,082,186)	(3,820,119)	(636,687)	(175,851)	(441,743)	11.56%
	Net Expenses over Revenues	(1,696,849)	(201,418)	(33,570)	(142,285)	(388,215)	192.74%

Mark Twain Health Care District							
Rental Financial Projections			Rental				
							8/31/2020
			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	182,112	90,949	181,934	16.65%
			0				
	Rent Revenues	1,094,553	1,092,672	182,112	90,949	181,934	16.65%
9520.62	Repairs and Maintenance Grounds	(6,079)	0				
9520.80	Utilities - Electrical, Gas, Water, other, Phone	(617,382)	(758,483)	(126,414)	(32,683)	(81,041)	10.68%
9520.72	Depreciation	(121,437)	(148,679)	(24,780)	(9,856)	(19,748)	13.28%
9520.82	Insurance						
	Total Costs	(744,898)	(907,162)	(151,194)	(42,539)	(100,789)	11.11%
	Net	349,655	185,510	30,918	48,410	81,145	27.76%
9260.02	MOB Rents Revenue	223,552	251,016	41,836	14,416	28,831	11.49%
9521.75	MOB rent expenses	(240,514)	(261,016)	(43,503)	(20,768)	(41,537)	15.91%
	Net	(16,962)	(10,000)	(1,667)	(6,353)	(12,706)	127.06%
9260.03	Child Advocacy Rent revenue	7,500	9,000	1,500	750	3,000	33.33%
9522.75	Child Advocacy Expenses	(297)	(11,000)	(1,833)			0.00%
	Net	7,203	(2,000)	(333)	750	3,000	-150.00%
9260.04	Sunrise Pharmacy Revenue						
7084.41	Sunrise Pharmacy Expenses	(2,174)	(2,250)	(375)	(3,364)	(3,364)	
		1,325,605	1,352,688	225,448	106,115	213,766	15.80%
		(987,883)	(1,181,428)	(196,905)	(63,308)	(142,326)	12.05%
	Summary Net	337,722	171,260	28,543	42,807	71,439	41.71%

Mark Twain Health Care District								
Projects, Grants and Support								
		8/31/2020						
			Budget					
		DRAFT	2020/2021	Month	Actual	Actual	Actual	
		2019/2020	Budget	to-Date	Month	Y-T-D	vs Budget	
	Project grants and support		(91,000)	(15,167)		0	0.00%	
8890.00	Foundation	(465,163)						
8890.00	Veterans Support		(5,000)	(833)		0		
8890.00	Mens Health		(5,000)	(833)		0		
8890.00	Steps to Kick Cancer - October		(5,000)	(833)		0		
8890.00	Doris Barger Golf		(2,000)	(333)		0		
8890.00	Stay Vertical		(14,000)	(2,333)		0	0.00%	
8890.00	Golden Health Grant Awards							
8890.00	RoboDoc		(60,000)	(10,000)				
	Project grants and support	(465,163)	(91,000)	(15,167)	0	0	0.00%	

**Investment & Reserves Report
31-Aug-20**

Reserve Funds	Minimum Target	6/30/2020 Balance	2020 Allocated	2020 Interest	8/31/2020 Balance	Annual Funding Goal
Valley Springs HWC - Operational Reserve Fund	2,200,000	2,200,000	0	3,092	2,203,092	
Capital Improvement Fund	12,000,000	2,934,975	0	4,125	2,939,101	
Technology Reserve Fund	1,000,000	1,000,000	0	1,406	1,001,406	
Lease & Contract Reserve Fund	2,400,000	2,400,000	0	3,374	2,403,374	
Loan Reserve Fund	2,000,000	2,000,000	0	2,811	2,002,811	
Reserves & Contingencies	19,600,000	10,534,975	0	14,808	10,549,783	0

CalTRUST	2019 - 2020		Annualized Rates	Duration
	8/31/2020	Interest Earned		
Valley Springs HWC - Operational Reserve Fund	2,203,092	3,092		
Capital Improvement Fund	2,939,101	4,125		
Technology Reserve Fund	1,001,406	1,406		
Lease & Contract Reserve Fund	2,403,374	3,374		
Loan Reserve Fund	2,002,811	2,811		
Total CalTRUST	10,534,975	14,808		1 Year or Less
Five Star				
General Operating Fund	105,979	82.41		
Money Market Account	1,993,945	3,844.55		
Valley Springs - Checking	129,300	40.53		
Valley Springs - Payroll	42,936	34.74		
Total Five Star	2,272,160	4,002.23		1 Year or Less
Umpqua Bank				
Checking	212,910	0.00		
Money Market Account	4,927	0.55		
Investments	1,514			
Total Savings & CD's	219,351	0.55		
Bank of Stockton	363,779	23.86		1 Year or Less
Total in interest earning accounts	13,390,265	18,835		
Beta Dividend		1,200		
Total Without Unrealized Loss		20,035		

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. The report for this period does reflect any deviation from the District's Investment Policy.

Mark Twain Health Care District Balance Sheet

As of August 31, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
1001.10 Umpqua Bank - Checking	101,155.43
1001.20 Umpqua Bank - Money Market	6,441.40
1001.30 Bank of Stockton	363,803.16
1001.40 Five Star Bank - MTHCD Checking	127,283.44
1001.50 Five Star Bank - Money Market	1,745,379.92
1001.60 Five Star Bank - VSHWC Checking	78,185.50
1001.65 Five Star Bank - VSHWC Payroll	102,137.84
1001.90 US Bank - VSHWC	131,777.01
1820 VSHWC - Petty Cash	400.00
Total Bank Accounts	\$ 2,656,563.70
Accounts Receivable	
1200 Accounts Receivable	1,675.58
Total Accounts Receivable	\$ 1,675.58
Other Current Assets	
1001.70 Umpqua Investments	1,513.65
1003.30 CalTRUST	10,541,731.58
1069 Due from Calaveras County	62,459.49
115.20 Accrued Lease Revenue	15,232.17
1205 Due from insurance proceeds	337,860.00
1301.40 Prepaid VSHWC	735,489.76
Total Other Current Assets	\$ 11,694,286.65
Total Current Assets	\$ 14,352,525.93
Fixed Assets	
150.00 Land and Land Improvements	0.00
150.10 Land	1,189,256.50
150.20 Land Improvements	150,307.79
Total 150.00 Land and Land Improvements	\$ 1,339,564.29
151.00 Buildings and Improvements	0.00
151.10 Building	2,123,677.81
151.20 Building Improvements	2,276,955.79
151.30 Building Service Equipment	168,095.20
Total 151.00 Buildings and Improvements	\$ 4,568,728.80
152 VSHWC	5,367,411.06
152.1 VSHWC Consulting Services	4,646.25
152.10 Fixed Equipment	700,625.02
152.15 Furniture & Furnishings	7,813.00
152.92 VSHWC Clinic Land Costs	1,262,242.27
1221.5 Pharmacy Construction	12,671.33

1521.30 CIP Equipment	45,300.14
160.00 Accumulated Depreciation	-5,342,089.82
Total Fixed Assets	\$ 7,966,912.34
Other Assets	
1710.10 Minority Interest in MTMC - NEW	237,910.31
180.60 Capitalized Lease Negotiations	356,574.25
Total 180.30 Intangible Assets	\$ 594,484.56
2219 Capital Lease	6,523,023.01
Total Other Assets	\$ 7,117,507.57
TOTAL ASSETS	\$ 29,436,945.84
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	21,167.29
Total Accounts Payable	\$ 21,167.29
Other Current Liabilities	
200.00 Accts Payable & Accrued Expenes	
200.10 Other Accounts Payable	25,127.39
Total 200.00 Accts Payable & Accrued Expenes	\$ 25,127.39
2021 Accrued Payroll - Clinic	33,961.05
210.00 Deide Security Deposit	2,275.00
211.00 Valley Springs Security Deposit	1,000.00
2110.00 Payroll Liabilities - New Account for 2019	694.76
226 Deferred Revenue	141,646.58
Total Other Current Liabilities	\$ 204,704.78
Total Current Liabilities	\$ 225,872.07
Long-Term Liabilities	
2128.01 Deferred Capital Lease	1,597,797.15
2128.02 Deferred Utilities Reimbursement	2,902,202.85
2129 Other Third Party Reimbursement - Calaveras County	-120,873.85
2210 USDA Loan - VS Clinic	6,273,330.32
Total Long-Term Liabilities	\$ 10,652,456.47
Total Liabilities	\$ 10,878,328.54
Equity	
290.00 Fund Balance	18,753,211.08
Net Income	-194,593.78
Total Equity	\$ 18,558,617.30
TOTAL LIABILITIES AND EQUITY	\$ 29,436,945.84

Mark Twain Health Care District

BILL PAYMENT LIST

August 2020

DATE	NUM	VENDOR	AMOUNT
1001.40 Five Star Bank - MTHCD Checking - NEW			
08/04/2020	1525	Calaveras County Building Department	-1,054.20
08/04/2020	1526	Dr. Deborah Salom	-8,658.00
08/07/2020	1527	AT&T	-514.60
08/07/2020	1528	Calaveras County Water District	0.00
08/07/2020	1529	Radiologica	-1,585.00
08/07/2020	1530	Cheryl Duncan Consulting	-799.72
08/07/2020	1531	AT&T 209-772-2791 VSHWC	-150.82
08/07/2020	1532	AT&T OneNet	-1,431.46
08/07/2020	1533	Calaveras County Environmental Health	-175.00
08/07/2020	1534	Calaveras Public Utility District	-2,650.36
08/07/2020	1535	Calaveras Telephone	-482.17
08/07/2020	1536	California Special Districts Association - Financial	-5,341.00
08/07/2020	1537	Clark Pest Control of Stockton, Inc.	-75.00
08/07/2020	1538	Nuance Communications, Inc.	-79.00
08/07/2020	1539	PG&E 07532672789-5 James Dalton(Angels Camp)	-4,176.12
08/07/2020	1540	PG&E 2148202072-0	-63.98
08/07/2020	1541	PG&E 39918320076 Cancer	-278.97
08/07/2020	1542	PG&E 74021406306 SAFMC	-753.44
08/07/2020	1543	PG&E 89195984003 Cancer/Infusion	-1,541.46
08/07/2020	1544	Pro Screening, LLC	-110.00
08/07/2020	1545	San Andreas Sanitary District	-6,888.62
08/11/2020	1546	AT&T 457-7	-4.61
08/11/2020	1547	AT&T 754-9362	-1,339.18
08/11/2020	1548	Calaveras Power Agency	-26,405.70
08/11/2020	1549	California Waste Recovery Systems	-619.86
08/11/2020	1550	Mary Carley	-42.99
08/11/2020	1551	The Union Democrat	-169.20
08/11/2020	1553	AT&T 248 134-7000	-9.28
08/11/2020	1554	AT&T 248 134-7000	-65.66
08/11/2020	1555	San Andreas Sanitary District	-415.03
08/14/2020	1556	Anthem Blue Cross	-1,609.37
08/18/2020	1557	Best Best & Krieger, LLP	-4,273.59
08/18/2020	1558	Calaveras Enterprise & Sierra Lodestar	-1,542.40
08/18/2020	1559	Signal Service, Inc.	-1,390.77
08/18/2020	1560	Cheryl Duncan Consulting	-15,828.75
08/18/2020	1561	The Valley Springs News	-122.50
08/18/2020	1562	Ledger Dispatch	-250.00
08/18/2020	1563	Nuance Communications, Inc.	-79.00
08/18/2020	1564	Campora Propane	-30.50
08/18/2020	1565	RJ Pro Innovative I.T. Services	-1,606.00
08/18/2020	1566	Dr. Joana Motiu	-1,275.00
08/18/2020	1567	Anthem Blue Cross	-7,050.42
08/26/2020	1569	Anthem Blue Cross	-821.24

Mark Twain Health Care District

BILL PAYMENT LIST

August 2020

DATE	NUM	VENDOR	AMOUNT
08/26/2020	1570	Kirk Stout	-336.00
08/26/2020	1571	Streamline	-200.00
08/26/2020	1572	Joel Eidelson, MD	-22,500.33
08/26/2020	1573	Mark Twain Medical Staff Fund	-1,950.00
08/27/2020	1574	MedPro Waste Disposal LLC	-108.00
08/27/2020	1575	Ray Morgan Company	-1,043.44
08/27/2020	1576	Novarad Corporation	-1,091.27
08/27/2020	1577	AT&T - 831-000-9337 371	-1,302.40
08/27/2020	1578	AT&T	-460.76
08/27/2020	1579	AT&T 209-772-2791 VSHWC	-666.31
08/27/2020	1580	Newmark Knight Frank	0.00
08/27/2020	1581	Clark Pest Control of Stockton, Inc.	-75.00
08/27/2020	1582	ACHD	-360.00
08/27/2020	1583	Crawford's Lock & Key	-422.79
08/27/2020	1584	RJ Pro Innovative I.T. Services	-586.39
08/27/2020	1585	Debbra Sellick	-200.00
08/27/2020	1586	Kathy Toepel	-200.00
08/27/2020	1587	Linda Reed	-200.00
08/27/2020	1588	Lori Hack	-100.00
08/27/2020	1589	Talibah Al-Rafiq	-100.00
08/27/2020	1590	Your Type Graphic Design	-271.89
08/28/2020	1591	Delta Building Maintenance	-5,402.18
08/28/2020	1592	La Contenta Plaza	0.00
08/28/2020	1593	The Union Democrat	-625.50
08/28/2020	1594	Newmark Knight Frank	-2,173.50
08/05/2020	ACH 8/5/20	James Mosson	-12,990.00
08/28/2020	ACH 8/28/20	Harvard M. Robbins, M.D.	-20,833.33
Total for 1001.40 Five Star Bank - MTHCD Checking - NEW			\$ -175,959.06
Not Specified			
08/11/2020		MedPro Billing, LLC	0.00
08/18/2020		Mark Twain Medical Ctr	0.00
Total for Not Specified			\$0.00

Mark Twain Health Care District

JOURNAL
August 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	DEBIT	CREDIT
08/11/2020	Journal Entry	19091		August deposits	1001.40	1001.40 Five Star Bank - MTHCD Checking - NEW	\$64,140.91	
				2019-2020 Property Tax Revenue	2129	2129 Other Third Party Reimbursement - Calaveras County		\$62,459.49
				2020/2021 BETA Health Group Dividend	9400.00	9400.00 Miscellaneous Income		\$1,200.00
				August MOB rent	9260.02	9260.02 MOB Rents Revenue		\$481.42
							\$64,140.91	\$64,140.91
08/14/2020	Journal Entry	19077		Pay Period 7/26-8/8/2020	8610.09	8610.09 Other salaries and wages - Admin.	\$7,469.20	
				Pay Period 7/26-8/8/2020	7083.09	7083.09 Other salaries and wages - Clinic	\$37,591.16	
				Pay Period 7/26-8/8/2020	8610.10	8610.10 Payroll taxes - Admin.	\$108.30	
				Pay Period 7/26-8/8/2020	7083.10	7083.10 Payroll taxes - Clinic	\$538.17	
				Pay Period 7/26-8/8/2020	8610.10	8610.10 Payroll taxes - Admin.	\$189.67	
				Pay Period 7/26-8/8/2020	7083.10	7083.10 Payroll taxes - Clinic	\$1,706.11	
				Pay Period 7/26-8/8/2020	7083.10	7083.10 Payroll taxes - Clinic	\$184.56	
				Pay Period 7/26-8/8/2020	2110.00	2110.00 Payroll Liabilities - New Account for 2019		\$1,292.94
				Pay Period 7/26-8/8/2020	2110.00	2110.00 Payroll Liabilities - New Account for 2019		\$4,113.12
				Pay Period 7/26-8/8/2020	2110.00	2110.00 Payroll Liabilities - New Account for 2019		\$5,817.33
				Pay Period 7/26-8/8/2020	2110.00	2110.00 Payroll Liabilities - New Account for 2019		\$2,559.55
				Pay Period 7/26-8/8/2020	2110.00	2110.00 Payroll Liabilities - New Account for 2019		\$184.56
				Pay Period 7/26-8/8/2020	2110.00	2110.00 Payroll Liabilities - New Account for 2019		\$476.87
				Pay Period 7/26-8/8/2020	1001.65	1001.65 Five Star Bank - VSHWC Payroll		\$1,629.81
				Pay Period 7/26-8/8/2020	1001.65	1001.65 Five Star Bank - VSHWC Payroll		\$886.20
				Pay Period 7/26-8/8/2020	8610.22	8610.22 Consulting and Management Fees - District	\$177.24	
				Pay Period 7/26-8/8/2020	7083.22	7083.22 Consulting and Management fees - Clinic	\$708.96	
				Pay Period 7/26-8/8/2020	2110.00	2110.00 Payroll Liabilities - New Account for 2019	\$13,967.50	
				Pay Period 7/26-8/8/2020	1001.65	1001.65 Five Star Bank - VSHWC Payroll		\$13,967.50
				Pay Period 7/26-8/8/2020	1001.65	1001.65 Five Star Bank - VSHWC Payroll		\$31,712.99
							\$62,640.87	\$62,640.87
08/17/2020	Journal Entry	19090		Pay July Credit Card Bill	2001	2001 Credit Card Payable	\$6,104.54	
				Pay July Credit Card Bill	1001.40	1001.40 Five Star Bank - MTHCD Checking - NEW		\$6,104.54
							\$6,104.54	\$6,104.54
08/31/2020	Journal Entry	19079		Cash Flow Transfer	1001.50	1001.50 Five Star Bank - Money Market - NEW	\$250,000.00	
				Cash Flow Transfer	1001.65	1001.65 Five Star Bank - VSHWC Payroll	\$100,000.00	
				Cash Flow Transfer	1001.40	1001.40 Five Star Bank - MTHCD Checking - NEW	\$150,000.00	
							\$250,000.00	\$250,000.00
08/31/2020	Journal Entry	19080		Cash Flow Transfer	1001.60	1001.60 Five Star Bank - VSHWC Checking - NEW-1	\$50,000.00	
				Cash Flow Transfer	1001.65	1001.65 Five Star Bank - VSHWC Payroll	\$50,000.00	

Mark Twain Health Care District

JOURNAL
August 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	DEBIT	CREDIT
				Pay period 8/9-8/22/20 - Pay Date 8/28/20	8610.22	8610.22 Consulting and Management Fees - District	\$16.20	
				Pay period 8/9-8/22/20 - Pay Date 8/28/20	7083.22	7083.22 Consulting and Management fees - Clinic	\$64.80	
				Pay period 8/9-8/22/20 - Pay Date 8/28/20	2110.00	2110.00 Payroll Liabilities - New Account for 2019	\$11,969.85	
				Pay period 8/9-8/22/20 - Pay Date 8/28/20	1001.65	1001.65 Five Star Bank - VSHWC Payroll		\$11,969.85
				Pay period 8/9-8/22/20 - Pay Date 8/28/20	2110.00	2110.00 Payroll Liabilities - New Account for 2019		\$137.22
				Pay period 8/9-8/22/20 - Pay Date 8/28/20	1001.65	1001.65 Five Star Bank - VSHWC Payroll		\$28,826.56
				Pay period 8/9-8/22/20 - Pay Date 8/28/20	2110.00	2110.00 Payroll Liabilities - New Account for 2019		\$137.22
				Pay period 8/9-8/22/20 - Pay Date 8/28/20	1001.65	1001.65 Five Star Bank - VSHWC Payroll		\$55,003.41
08/31/2020	Journal Entry	19089		Aug 2020 Insurance Proceeds	1001.90	1001.90 U.S. Bank - VSHWC	\$30,648.42	
				Aug 2020 Insurance Proceeds	4083.49	4083.49 VSHWC Gross Revenues	\$30,648.42	
08/31/2020	Journal Entry	19092		Deferred Third Party Reimbursement	2129	2129 Other Third Party Reimbursement - Calaveras County	\$91,666.67	
				Property Tax Revenue Aug 2020 Accrual	9160.00	9160.00 Property Tax Revenues - District	\$91,666.67	
08/31/2020	Journal Entry	19093		Depreciation Expense	9520.72	9520.72 Depreciation	\$9,856.33	
				Capital Lease	2219	2219 Capital Lease	\$9,856.33	
08/31/2020	Journal Entry	19094		Defer Capital Lease	2128.01	2128.01 Deferred Capital Lease	\$35,506.59	
				Interest Income	9260.01	9260.01 Deferred Lease Income	\$26,455.92	
				Capital Lease	2219	2219 Capital Lease	\$9,050.67	
				Deferred Utility Reimbursement	2128.02	2128.02 Deferred Utilities Reimbursement	\$64,493.41	
				Other Income	9260.01	9260.01 Deferred Lease Income	\$100,000.00	\$100,000.00
08/31/2020	Journal Entry	19095		Amazon- Medical Supplies	7083.41	7083.41 Other Medical Care Materials and Supplies - Clinic	\$73.94	
				Mesa Labs- Medical Supplies	7083.41	7083.41 Other Medical Care Materials and Supplies - Clinic	\$572.98	
				Benco Dental- Autoclave	7083.41	7083.41 Other Medical Care Materials and Supplies - Clinic	\$6,936.33	
				Amazon- Air Purifiers/Filters	7083.46	7083.46 Office and Administrative supplies - Clinic	\$1,412.07	
				Amazon- Monitor Mounts	7083.46	7083.46 Office and Administrative supplies - Clinic	\$107.22	
				Victoria's Framing- Picture Frames	7083.46	7083.46 Office and Administrative supplies - Clinic	\$64.65	
				Shred It- 8/11-8/19/20	7083.46	7083.46 Office and Administrative supplies - Clinic	\$245.39	
				Sender's Market- Misc. hardware	7083.46	7083.46 Office and Administrative supplies - Clinic	\$15.44	
				Dosimetry Badge- Radiology Monitoring Badges	7083.46	7083.46 Office and Administrative supplies - Clinic	\$90.00	
				Ledger Dispatch- Yearly Subscription	7083.46	7083.46 Office and Administrative supplies - Clinic	\$100.00	

Mark Twain Health Care District

JOURNAL
August 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	DEBIT	CREDIT
				Amazon- Containers	7083.46	7083.46 Office and Administrative supplies - Clinic	\$10.00	
				Microsoft Office 365- 9/1/20-9/1/2021	7083.46	7083.46 Office and Administrative supplies - Clinic	\$99.99	
				Henry Schein- Dental Training	7083.46	7083.46 Office and Administrative supplies - Clinic	\$524.00	
				Calaveras Mini-Storage	7083.69	7083.69 Other purchased services - Clinic	\$145.00	
				Medstatix	7083.69	7083.69 Other purchased services - Clinic	\$150.00	
				Health Partners Institute	7083.69	7083.69 Other purchased services - Clinic	\$39.00	
				Sphinx Medical- CallMy Doc	7083.85	7083.85 Telephone and Communications - Clinic	\$375.30	
				Staples- Toner	8610.46	8610.46 Office and Administrative Supplies - District	\$507.61	
				Shred-It	8610.46	8610.46 Office and Administrative Supplies - District	\$61.10	
				Quickbooks Online- monthly Subscription	8610.69	8610.69 Other - IT Services- District	\$150.00	
				Overstock.com- Clinic Desk	7083.46	7083.46 Office and Administrative supplies - Clinic	\$480.68	
				Cal.Net- Monthly Subscription	8610.86	8610.86 Dues & Subscriptions - District	\$9.95	
					1001.40	1001.40 Five Star Bank - MTHCD Checking - NEW	\$12,170.65	\$12,170.65
TOTAL							\$751,886.68	\$751,886.68

Aug-20					
	7083.13	Anthem Blue Cross	Health Benefits		
				\$ -	7083.13 Group Health benefits
\$ 73.94	7083.41	AMAZON	Medical Supplies		7083.41 - OTHER MEDICAL CARE MATERIALS & SUPPLIES
\$ 572.98		MesaLabs	Medical Supplies		
\$ 6,936.33	7083.41	Benco Dental	Autoclave	\$ 7,583.25	
	7083.43	Starbucks	Gift Cards		7083.43 - FOOD - CLINIC
	7083.43				
	7083.43			\$ -	
	7083.46	LANGUAGE LINE, INC.	Translation line		7083.46 - OFFICE & ADMINISTRATIVE SUPPLIES - CLINIC
\$ 1,412.07	7083.46	AMAZON	Air Purifiers/ Filters Covid-19		
\$ 107.22	7083.46	AMAZON	Monitor mounts		
\$ 64.65	7084.46	Victoria's Framing	Picture frames		
\$ 245.39	7083.46	Shred-It	8/11-8/19/20		
\$ 15.44	7083.46	SENDERS MARKET	Misc. Hardware		
\$ 90.00	7083.46	Dosimetry Badge	Radiology Monitoring Badges		
\$ 100.00	7083.46	Ledger Dispatch	Yearly Subscription		
\$ 10.00	7083.46	AMAZON	Containers		
\$ 99.99	7083.46	Microsoft	Microsoft office 365		
\$ 480.68	7083.46	Overstock.com	Clinic Desk		
\$ 524.00	7083.46	Henry Schein		\$ 3,149.44	
\$ 145.00	7083.69	CALAVERAS MINI STORAGE	NO RECEIPT		7083.69 - OTHER PURCHASED SERVICES - CLINIC
\$ 150.00	7083.69	MEDSTATIX	INV#27510		
\$ 39.00	7083.69	HealthPartners Institute	Inv #137996		
	7083.69	ADA Website		\$ 334.00	
	7083.80				7083.80 - UTILITIES - CLINIC
	7083.80			\$ -	
	7083.85	MOTHERLODE ANSWERING SERVICE	INV#14530		7083.85 - TELEPHONE & COMMUNICATIONS - CLINIC
\$ 375.30	7083.85	Sphinx Medical	CallMyDoc	\$ 375.30	
	7083.86	PROSCREENING	BACKGROUND/CREDENTIAL SEARCHES FOR CLINIC		7083.86 - DUES & SUBSCRIPTIONS - CLINIC
	7083.86				
	7083.86			\$ -	
	7083.89				7083.89 - Clinic Recruiting
	7083.89			\$ -	
\$ 507.61	8610.46	Staples	Office Supplies		8610.46 - OFFICE & ADMINISTRATIVE SUPPLIES - DISTRICT
\$ 61.10	8610.46	Shred-It		\$ 568.71	
\$ 150.00	8610.69	QUICKBOOKS	MONTHLY SUB		8610.69 - OTHER - IT SERVICES - DISTRICT
	8610.69			\$ 150.00	
	8610.80				8610.80 - UTILITIES - DISTRICT
	8610.80			\$ -	
	8610.85				8610.85 - TELEPHONE & COMMUNICATIONS - DISTRICT
	8610.85			\$ -	
\$ 9.95	8610.86	CAL.NET	MONTHLY SUB		8610.86 - DUES & SUBSCRIPTIONS - DISTRICT
	8610.86	USPS	PO Box	\$ 9.95	
	8610.87				8610.87 - OUTSIDE TRAINING - DISTRICT
	8610.87			\$ -	
	8610.88				8610.88 - TRAVEL - DISTRICT
	8610.88			\$ -	
\$ 12,170.65				\$ 12,170.65	

Finance Committee Community Member:

PURPOSE:

The Board of Directors shall define the role and qualifications of a volunteer community member (delegate) to be appointed to participate as a voting member of the Finance Committee for the Mark Twain Health Care District.

POLICY:

Role: As a voting member of the Finance Committee the community member shall collaborate and assist the MTHCD Finance Committee and staff with financial evaluations and decisions. The community member will require approval by the Board of Directors.

Qualifications: The Finance Committee community member must be a Calaveras County resident or willing to relocate to Calaveras County before assuming appointment. He/she must have a minimum of a BA degree, Masters preferred, in business, finance or an accounting related field; no current or potential conflicts of interest; be available to attend regular monthly meetings, relevant closed session meetings and special Finance Committee meetings; be able to work cohesively with a team; be computer literate and have extensive experience with accounting programs such as excel spreadsheets, QuickBooks, etc.; have smartphone capability and good written and verbal communication skills. The applicant will be required to sign a non-disclosure agreement regarding all discussions held in closed sessions.

Recruitment: The District shall advertise for this position through social media, newspaper ads, MTHCD website and through hiring internet and media connections. Resumes and references will be required and checked by District staff. The top candidates will be interviewed in-person by the Finance Committee. The Finance Committee will then nominate an applicant and submit the nomination to the full District Board for approval and appointment.

Benefits: This is not a paid position. No benefits will be offered. Reimbursement for District work related expenses will follow the Board reimbursement policy.

Term Limit: The community member will serve at the discretion of the Finance Committee after appointment by a majority vote of the Board of Directors. This position will have a 3-year term with option for re-appointed to a second term.

Evaluation: The community member will be evaluated annually by the MTHCD Finance Committee Chair and Executive Director.

Removal of Appointee: The appointed community member will serve at the pleasure of the District Board and may be removed at any time with or without cause by majority vote of the District Board.

APPLICATION FOR MEMBER OF THE FINANCE COMMITTEE

TO: Mark Twain Health Care District pstout@mthcd.org

FROM : Firman Brown
firmanbrown@gmail.com

QUALIFICATIONS:

- * Resident of Calaveras County for 20 years
- * BS degree in Industrial Management, San Jose State University
- * Available to attend monthly meetings
- * Have experience in accounting practices and programs
- * Have smartphone capability and verbal and written communication skills

EXPERIENCE:

1960 -1990 Favorite Brands, Inc. Importer and Wholesale Distributor Owner & CEO

1991-2020 Owner, Manager and Developer of Commercial and Residential Properties.

2003-2006 Angels Camp Business Association, Treasure 2015-2020

Utica Hotel Development, Project Manager

ASSOCIATIONS AND ACTIVITIES:

Lions Club, past president and member for 52 years Santa Cruz

Convention and Visitor Bureau, Past President Monterey Chamber of
Commerce, Past Vice President

California Beer and Wine Wholesalers Assn. Past Regional Director

Friends of the Calaveras County Fair, Founding member and Past President, Current board
member

Ironstone Concours DE Elegance, Current board member Calaveras

County Civil Grand Jury, Now serving 3 ½ years

RICHARD L. RANDOLPH



Copperopolis, CA 95228

Qualifications

- ❖ Competent in all aspects of Facilities Management including Operations, Maintenance, Planning, Budgeting, Tenant Improvements, Energy Management, Security and Safety.
- ❖ Skilled in all aspects of P&L responsibilities / business planning and development.
- ❖ Experienced in supervising and managing a large number of various personnel, including third party vendors, assuring the timely and accurate completion of projects.
- ❖ Twenty years of practical application, extensive training and formal education at the University level.

Work History

Vice President – Account Manager / Angus Systems Group

2006 – Current

- ❖ Secured and worked with clients on the deployment of a web-based Work Order & Preventive Maintenance System. Directly involved in implementing in over 1.3 Billion Sq. Ft. of commercial Real Estate
- ❖ Worked with clients in the development of “Best Practices” .associated with work order & preventive maintenance workflow.
- ❖ Responsible for the communicating clients’ needs in terms of future system enhancements & workflow back to our internal development group.

Managing Director – Technical Services / CB Richard Ellis – Building Technology Engineers

1997- 2006

- ❖ Develop contracts, specifications and procedures covering preventative maintenance, general maintenance, building operations and safety.
- ❖ Design and implement a variety of programs involving energy reduction/de-regulation and bulk purchasing. Programs to date have resulted in annual operating cost reductions in excess of \$20 million.
- ❖ Responsible for the development of a joint venture between CB Richard Ellis and the EMCOR Group, forming Building Technology Engineers of North America.
- ❖ Oversaw the daily operations of 900 Building Engineers (across the Country) with 15 different regional managers

Senior Facilities Manager, The Koll Company (Acquired by CBRE in 1997)

1992-1995

- ❖ Provided a full range of facilities management services to Hughes Aircrafts 3.2 million square foot portfolio in Southern California.
- ❖ Managed operation/maintenance budgets in excess of \$12million and has profit/loss responsibilities as an “Out-Sourced” facilities management company.

Director of Administrative Services, The Koll Company

1988-1992

- ❖ Orchestrated the purchase/lease of all office equipment/supplies and office space for all company locations throughout the Western United States.
- ❖ Oversaw the development and implementation of telecommunication services for all locations throughout the Western United States.

Supervisor, Administrative Services, State Farm Ins.

1979-1988

- ❖ Supervised 50 maintenance employees at 30 locations throughout Southern California
- ❖ Purchased supplies, equipment, food services and printing.
- ❖ Managed the microfilming and storage of thousands of records/files

Education

BA degree in Business Administration/Accounting, California State University, Fullerton, 1979

Affiliations

Building Owners and Managers Association (BOMA)

International Facilities Managers Association (IFMA)

Real Estate Round Table (Washington DC based Real Estate trade association)