



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

**Finance Committee Meeting  
Wednesday October 10, 2018  
9:00 am  
Mark Twain Medical Center Education Center - Classroom 5  
San Andreas, CA**

## **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:** Action
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.

**This Institution is an Equal Opportunity Provider and Employer**

Agenda – October 10, 2018 MTHCD Special Finance Committee Meeting

**5. Consent Agenda: 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:**

- Un-Approved Special Finance Committee Meeting Minutes for September 19, 2018:

**B. Bank and Investment Statements:**

- Bank of Stockton Statement:
- Umpqua Bank Statement:

**C. County Auditor / Controller’s June Report:**

**6. Controller’s Report: Action.....Mr. Krieg**

- Financial Status, Trends, Long-Term Views and Cashflow:
- September Financials Will Be Presented to The Committee:
- Annual Audit – Update:

**7. Executive Director’s Report:**

- USDA Loan Draws:.....Dr. Smart
- Credit Card – Update:.....Ms. Stout

**8. Treasurer’s Report:.....Ms. Atkinson**

- Investments Policy No. 22: Action
- AB 2329 Directors Compensation (signed into law 8-20-2018):

**9. Comment and Future Agenda Items:**

**10. Next Meeting:**

- The next meeting will be November 13, 2018

**11. Adjournment: Action**

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Agenda – October 10, 2018 MTHCD Special Finance Committee Meeting



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San Andreas, CA 95249  
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**Special Finance Committee Meeting  
Thursday September 19, 2018  
9:00 am  
Mark Twain Medical Center Education Center - Classroom 5  
San Andreas, CA**

## **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:**

Ms. Atkinson, Treasurer, called the meeting to order at 9:01am

#### **2. Roll Call:**

Present for roll call was Ms. Atkinson, MSW and Ms. Radford, FNP. Mr. Smith was absent for roll call but did arrive after the Public Comment (item 4).

#### **3. Approval of Agenda: Action**

Ms. Radford moved to approve the Agenda. Ms. Atkinson provided her second and the motion passed 2-0.

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

Hearing none.

#### **5. Consent Agenda: Action**

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

- Un-Approved Special Finance Committee Meeting Minutes for August 8, 2018:

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## **B. Bank and Investment Statements:**

- **Bank of Stockton Statement:**

Dr. Smart: Referenced the Bank of Stockton Statement showing the first draw of \$384,591.92 for the VS Health and Wellness Center project.

- Umpqua Statement:

## **C. County Auditor / Controller's June Report:**

Ms. Radford moved to approve the Consent Agenda. Mr. Smith provided his second and the motion passed 3-0.

## **6. New Business:**

### **A. Financial Services Agreement With CSDA: Action**

Ms. Atkinson: Referenced the agreement for Accounting & Financial Services by CSDA to engage Rick Wood to oversee the District's finances. MTHCD would be one of three districts in the CSDA pilot program.

Dr. Smart: Has engaged legal and CSDA to make minor changes to the agreement. His estimate will be \$20-30k yearly. He suggested the Committee recommend a pay cap to the Board.

Mr. Krieg: Hiring Rick along with a part time bookkeeper at \$12-14/hr. will still be lower than the current cost of his dept.

Ms. Atkinson: Suggested a \$3k/month cap requiring Board approval if exceeds.

Dr. Smart: It's a good temporary measure to get to May/June of 2019 then to consider hiring a CFO.

Ms. Radford moved to recommend a \$3k/month cap without prior written approval by the District. Mr. Smith provided his second and the motion passed 3-0.

Mr. Smith moved to refer the agreement to the full Board. Ms. Radford provided her second and the motion passed 3-0.

Dr. Smart: This item will be taken to the Board tomorrow and Rick Wood will be in attendance. If the Board approves there will be an overlap of Mr. Wood's services in parallel with the MTMC Accounting Dept. in Oct. Then the bookkeeper will be added in Nov.

Mr. Krieg: Offered to review the financials in Dec.

### **B. Termination Notice Administrative Services Agreement – MTMC: Action**

Dr. Smart: Given the prior item (A. Financial Services with CSDA) the District will no longer need the services of the MTMC Accounting Dept. so with Board approval give a 90-day notice effective 9-21-2018.

Ms. Radford moved to approve the 90/day notice. Mr. Smith provided his second and the motion passed 3-0.

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## **7. Controller's Report: Action**

- Financial Status, Trends, Long-Term Views and Cashflow:
- August Financials Will Be Presented to The Committee:
- **Financial Dashboard:**

Mr. Krieg: The Financial Dashboard reflected the budget that included the lease agreement. Since the lease hasn't begun yet it isn't helpful and will not be included in the Board pkt. Likewise the July 1, 2018 adopted budget is not pertinent to the District's current transactions.

Dr. Smart: Learned at the last training most districts pay their board members a stipend for attending meetings. AB 2329 allows for a \$100 stipend for each meeting with a max of 6 meetings per month. His research will be presented at the Sept. Board meeting.

Mr. Krieg: The operating income for August is \$68,027. The VS Health & Wellness Center Project incurred \$132,892 predominately for permit and fee expenses. The Minority Interest reflected MTMC having a good August so ended higher at \$151,400.

Dr. Smart: Brian Quint was the bond attorney for the USDA loan. When the District had to apply for the second loan to cover the additional building costs he did not increase his \$30k fee.

Mr. Malcoun: Will make the necessary adjustments to reflect the budget accounts as follows: The Travel, Meals & Lodging will include Board and Staff's day to day travel & lodging expenses. The Outside Training/Conferences account will reflect all cost associated with training and conferences ie; registration fees, mileage, lodging and meals associated with that training.

Mr. Smith moved to approve the Aug. Financials. Ms. Radford provided her second and the motion passed 3-0.

## **8. Executive Director's Report:**

- USDA Loan Draws:

Dr. Smart: As mentioned in review of the Bank of Stockton Statement the District has received the first draw from the project.

## **9. Treasurer's Report:**

- **Investments Policy No. 22:**

Dr. Smart: Is reviewing the investment policy, has incorporated suggestions from Rick Wood and has been able to shrink it to 6 pages. The Committee will see the investment policy at the Oct. meeting.

Ms. Atkinson: The District is looking at a CCWD hook-up permit cost of \$242k.

## **10. Comment and Future Agenda Items:**

Dr. Smart: The OPC isn't valid so will work with Mr. Krieg to develop a better format showing amounts spent.

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**11. Next Meeting:**

- The next meeting will be October 10, 2018

**12. Adjournment: Action**

Ms. Radford moved to adjourn the meeting at 10:23am. Mr. Smith provided his second and the motion passed 3-0.



**BANK OF STOCKTON**

MARK TWAIN HEALTH CARE DISTRICT  
PO BOX 95  
SAN ANDREAS CA 95249

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9-30-18

QUESTIONS? PLEASE CALL 209-929-1600 OR 800-941-1494

**BUSINESS STANDARD CHECKING**

SUMMARY *****			
Previous Balance	8-31-18		115.00
+ Deposits/Credit	2	384,591.92	
- Checks/Debits			.00
- Service Charge			.00
Current Balance		384,706.92	
Days in Current Period	30		

EFT ACTIVITY *****				
Date	Tracer	Description		Amount
9-05	2248	RD TREAS 310 MISC PAY		350591.92
		MARK TWAIN HEALTH C		
9-05	2248	RD TREAS 310 MISC PAY		34000.00
		MARK TWAIN HEALTH C		

DAILY BALANCE SUMMARY *****					
Date	Balance	Date	Balance	Date	Balance
8-31	115.00	9-05	384706.92		

OVERDRAFT CHARGES/REFUNDS SUMMARY *****		
	This Cycle	YTD
Total Net Returned Item Fees	.00	.00
Total Net Overdraft Fees	.00	.00
Total Net Fees Charged	.00	.00



Rebecca Callen  
Auditor-Controller  
(209) 754-6343

891 Mountain Ranch Rd.  
San Andreas, CA 95249  
FAX (209) 754-6888

MEMORANDUM

TO: Special Districts  
FROM: Kylie Todeschini, Accountant-Auditor II  
DATE: Thursday, September 13, 2018  
SUBJ: July 2018 is closed

July is now closed.

- If you have not done so, please be sure to send in your signature authorization form if you are relying on our office to pay your bills, process budget transfers, etc. All districts must have a current fiscal year signature authorization form.
- We will need imprest cash statements (or memo that states that you have none) to ensure that our county records are in line with your outside bank accounts or petty cash storage.
- **Friday, September 28, 2018 is the final day to submit the 18-19 Final Budget Packet.**

Should you have any questions, feel free to contact us directly.



**County of Calaveras  
General Ledger Summary  
Balance Sheet Accounts  
As of 7/31/2018**

**Fund 2720 Mark Twain Hospital**

<u>Object Code</u>	<u>Object Description</u>	<u>Balance</u>
<u>Assets</u>		
1006	Cash in Treasury	835.05
Total Assets		<u>\$835.05</u>
<u>Liabilities</u>		
Total Liabilities		<u>\$0.00</u>
<u>Fund Balance</u>		
3002	Fund Bal Unreserv/Undesign	61,388.79
Total Fund Balance		<u>\$61,388.79</u>
Year-to-Date Revenues		\$0.00
Year-to-Date Expenditures		\$60,553.74
Year-to-Date Transfers In		\$0.00
Year-to-Date Transfers Out		\$0.00
Year-to-Date Clearing Accounts		<u>\$0.00</u>
Total Fund Equity		<u>\$835.05</u>
Total Liabilities and Fund Equity		<u>\$835.05</u>

**County of Calaveras  
Budget and Actuals by Budget Class**

As of 7/31/2018

Fiscal Year: 2018

		Budget	Encumbrance	Y-T-D Actuals	Balance	% Remaining
<b>Org Key:</b>	27200010					
	Mark Twain Hospital					
<b><u>Services and Supplies</u></b>						
5411	Special Department Expense	0.00	0.00	60,553.74	(60,553.74)	0.00 %
<b>Total Services and Supplies</b>		<b>0.00</b>	<b>0.00</b>	<b>60,553.74</b>	<b>(60,553.74)</b>	<b>0.00</b>
Total Expenses		0.00	0.00	60,553.74	(60,553.74)	
Total Revenue		0.00	0.00	0.00	0.00	
Total Expenses		0.00	0.00	60,553.74	(60,553.74)	
Key Total for	27200010	0.00	0.00	(60,553.74)	60,553.74	

**County of Calaveras  
Detail Activity Report  
As of 7/31/2018**

Fiscal Year: 2018 - 2019

Dept. Head: 19 - District

Org Key: 27200000 - Mark Twain Hosp Admin

					Status	Budget	Encumbrance	Y-T-D Actuals	Balance	Percent Remaining
27200000	Mark Twain Hosp Admin	Budget Balance (includes activity below)								
3002	Fund Bal Unreserv/Undesign					0.00	0.00	61,388.79	(61,388.79)	0.00 %
07/01/2018	BALANCE FORWARD	JE	JEYE17006	JBF2018E	/		N/A..N/A	-61,388.79		
						<b>Total of Transactions For: 3002</b>		<b>-61,388.79</b>		
<b>Net - Mark Twain Hosp Admin</b>						<b>\$0.00</b>	<b>\$0.00</b>	<b>61,388.79</b>	<b>\$0.00</b>	<b>0.00 %</b>
27200010	Mark Twain Hospital	Budget Balance (includes activity below)								
5411	Special Department Expense					0.00	0.00	60,553.74	(60,553.74)	0.00 %
07/25/2018	MARK TWAIN HEAL 17/18 PF	OH	2720063018	OH151368	/		W006413	60,553.74		
						<b>Total of Transactions For: 5411</b>		<b>60,553.74</b>		
<b>Net - Mark Twain Hospital</b>						<b>\$0.00</b>	<b>\$0.00</b>	<b>-60,553.74</b>	<b>\$60,553.74</b>	<b>0.00 %</b>

**AB 2329, Signed Aug 20, 2018**

(3) Existing law authorizes the board of directors of a hospital district to approve a resolution to compensate its members no more than \$100 to attend a board meeting for no more than 5 meetings per month.

This bill would authorize a hospital district board of directors to compensate its members for no more than 6 meetings in a calendar month and to increase that compensation by no more than 5% annually. The bill would require the board of directors, commencing January 1, 2019, if the district compensates its members for more than 5 meetings in a calendar month, to annually adopt a written policy describing, based on a finding supported by substantial evidence, why more than 5 meetings per calendar month are necessary for the effective operation of the district.