



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

**Meeting of the Board of Directors  
Wednesday August 28, 2019  
7:30 am  
Mark Twain Medical Center Classroom 2  
768 Mountain Ranch Rd,  
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 Board action on such item.) **Limit of 3 minutes per speaker.** The Board 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 District Board 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 July 10, 2019
- Un-Approved Special Board Meeting Minutes for July 17, 2019
- Un-Approved Special Board Meeting Minutes for July 31, 2019

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Agenda – August 28, 2019 MTHCD Board Meeting

**B. Correspondence:**

- Doris Barger Golf Tournament – Thank You:

**6. MTHCD Reports:**

**A. President’s Report:**.....Ms. Reed

- Association of California Health Care Districts (ACHD):

**B. Community Board Report:**.....Ms. Al-Rafiq

**C. MTMC Board of Directors:**.....Ms. Reed

**D. Chief Executive Officer’s Report:** .....Dr. Smart

**E. Ad Hoc Real Estate:** .....Ms. Reed / Ms. Al-Rafiq

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

- Construction:.....Dr. Smart

- Project Manager:.....Pat Van Lieshout

- USDA Form 271 Aug 2019:.....Dr. Smart

- Operations and Development:.....Dr. Smart

- **Update on Valley Springs Property - Phase II:**.....Ms. Reed / Ms. Al-Rafiq

**F. Stay Vertical Calaveras:**.....Steve Shetzline

- Budget for 2019-2020
- Budget for 2019-2020 by Community

**7. Committee Reports:**

**A. Finance Committee:**.....Ms. Atkinson / Ms. Radford

- Financial Statements (July 2019): Public Comment - **Action**.....Ms. Atkinson

**B. Ad Hoc Policy Committee:** .....Ms. Atkinson / Ms. Al-Rafiq

**C. Personnel Committee:**.....Ms. Reed / Ms. Al-Rafiq

- CEO annual Evaluation:

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**D. Golden Health Community Grants Committee:**.....Ms. Sellick / Ms. Radford

- MTMC Cancer Support Group: Public Comment - **Action**

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

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

1. Draft Late Arriving Patients
2. Draft Accounts Payable
3. Draft Emergency Medications and Supplies
4. Draft Conflict Of Interest
5. Draft Employee Health

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

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

**10. Next Meeting:**

**A.** The next meeting will be Wednesday September 25, 2019:

**11. Closed Session:**

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

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

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**Finance Committee Meeting**  
**Wed. July 10, 2019**  
**9:00am**  
**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:**

The meeting was called to order by Treasurer, Susan Atkinson at 9:02am.

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

Present for roll call was Ms. Atkinson, Ms. Radford and Ms. Hack.

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

Ms. Hack moved to approve the Agenda. Ms. Radford provided her second and the motion passed 3-0

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

Hearing none.

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

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

- Finance Committee Meeting Minutes for June 12, 2019 – added “no operations budget”, after to reflect.
- Special Finance Committee Meeting Minutes for June 19, 2019

Ms. Hack: Requested a change in the June 12, 2019 minutes; (pkt. pg. 4, bullet, Second Draft 2019-20 Budget) replace the word “expenses” with the word “revenues”.

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Minutes July 10, 2019 MTHCD Finance Committee Meeting

Ms. Radford moved to approve the Consent Agenda as amended. Ms. Hack provided her second and the motion passed 3-0.

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

- **USDA (SF 271) Outlay Report July:**

Dr. Smart: Explained summary tracking on the Construction and Financing; currently on cycle 11 request from USDA of \$373,348; on track with no financial issues; \$68K in change orders will come out of contingency funding and \$59K is due to the cost of digging trenches for water lines; proposal from Pioneer for generator is pending; there are two parties interested in the shelled space, one has other local pharmacies, terms are being discussed and both parties will submit drawings with hopes of opening (approx. 72 days) simultaneously with the Valley Springs Health & Wellness Center.

- **Escrow Settlement Statement/ Final Accounting – TrueUP:**

Dr. Smart: The new 30-year lease with Dignity Health closed on May 31<sup>st</sup> and was based on April depreciation figures so a TrueUp was necessary for May (reconciliation of \$142,803.00 (+/-); a lease financial review will be completed by the end of today to issue a check by Friday.

- **Present Final 2019-20 Budget:**

Dr. Smart: Explained the budget narrative provided by Kelly Hohenbrink i.e. item 8610.90 Other Direct Expenses of \$31K was broken down to show detail information such as Community Ed, Board Stipends and Misc.

## **7. Accountant's Report:**

- **Financial Status, Trends, Long-Term Views and Cashflow:**

Dr. Smart: Various highly qualified applications (31) were received for the Valley Springs H&W Center Clinic office manager and Nurse Practitioner. A special Board meeting will be held July 17, 2019 to approve a recommendation to hire the Clinic Office Manager effective July 18<sup>th</sup>.

Mr. Wood: Explained how he will be working to book Journal Entries and Balance Sheet Transactions for June to present at the July Board meeting; Profit & Loss will change and will need a TrueUP on the District's taxes.

- **June Financials Will Be Presented to The Committee:**

Mr. Wood: Explained that the Expenses looked good based on the budget, with a few expenses to change; there's \$28K Interest Income from investment accounts. Mentioned the financials will be a Draft format for a few months until the audit is completed; goal is to have audit completed by October; The District has 3-year contract with auditors, and he will contact the auditors.

- **Update on Progress - Quick Books Conversion to OSHPD Formatting:**

Mr. Wood: Received permission to upgrade QuickBooks to the Unlimited version in order to enter additional accounts; new account numbers have been reviewed and staff will start conversion per Kelly

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Hohenbrink's budget changing some account numbers to match OSHPD chart of accounts.

- **Authorizing Investment of Monies in The Local Agency Investment Fund:**

Mr. Wood: Recommends investing in three different locations to have diversity i.e.: Five Star Bank, Cal Trust, and LAIF (Local Agency Investment Fund). LAIF is very safe, liquid and protected from the State borrowing against it. An Umpqua Investment CD matured (\$135K plus interest totaling \$142k) and was transferred to the Umpqua Money Market account. The Investments & Reserves Report will be handed out at the Board Meeting on July 31, 2019.

- **Resolution 2019 – 06 LAIF: Action**

Public Comment: Hearing None.

Ms. Radford moved to approve **Resolution 2019 – 06** (the Authorizing Investment of Monies in The Local Agency Fund). Ms. Hack provided her second and the motion passed 3-0

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

Ms. Atkinson: June Financials will be in draft form due to the end-of-the-year closing and Mr. Wood will contact Rick Jackson regarding the audit.

Ms. Radford: Requested staff obtain a Stay Vertical Calaveras accounting and consider a possible modification of the program.

**10. Next Meeting:**

- The next meeting will not be the usual date instead a Special Finance Committee Meeting will be held on Friday, August 16, 2019.

**11. Adjournment: Action**

Ms. Radford moved to adjourn the meeting. Ms. Hack provided her second and the meeting was adjourned at 10:03am



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**Special Meeting of the Board of Directors  
Wednesday July 17, 2019  
5:00pm  
Mark Twain Medical Center Classroom 5  
768 Mountain Ranch Rd,  
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:**

The meeting was called to order by President, Lin Reed at 5.09pm

**2. Roll Call:**

Present for roll call was Lin Reed, MBA OTR/L: Ann Radford, FNP: Debbie Sellick, CMP. Absent but excused was Susan Atkinson, MSW and Talibah Al-Rafiq. A quorum was noted.

**3. Approval of Agenda: Action**

Ms. Radford moved to approve the agenda. Ms. Sellick provided her second and the motion passed 3-0.

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

Hearing None.

**5. Recommendation for VS H&W Center Manager: Action**

Dr. Smart: Outlined the hiring process for the Clinic Manager position as the CEO would bring a recommendation to the Board for approval; after listing the position on Indeed and receiving 32 applications the group was narrowed to a selection of five of which four responded as interested. The four interviewed were strong candidates and then reduced to two. Tina Terradista, RN is being brought to the Board for approval because of her strong clinical background.

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Board Members: Spent time getting to know Ms. Terradista asking her about her background in dialysis, clinic management, nursing supervisor and hobbies.

Public Comment: Hearing None.

Ms. Radford moved to approve the recommendation to hire Ms. Terradista, RN as the VS H&W Manager. Ms. Sellick provided her second and the motion passed 3-0.

**6. Next Meeting:**

A. The next meeting will be Wed. July 31, 2019:

**7. Adjournment: Action**

Ms. Radford moved to adjourn the meeting at 5:39pm. Ms. Sellick provided her second and the motion passed 3-0.





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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 President Lin Reed at 7:34am.

#### **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. Atkinson moved to approve the agenda.

#### **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 June 12, 2019
- Un-Approved Special Finance Committee Meeting Minutes for June 19, 2019
- Un-Approved Special Board Meeting Minutes for June 19, 2019
- 

This Institution is an Equal Opportunity Provider and Employer

Minutes - July 31, 2019 MTHCD Special Board Meeting

## **B. Correspondence:**

- MTMC Foundation-Barger Golf Outing & 3-D Mammography Equip. Thanks (6-25-2019):

Public Comment: Hearing None.

Ms. Radford move to approve the Consent Agenda. Ms. Sellick 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: Suggested the Board refer to the ACHD items in the Board pkt. for upcoming events.

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

Ms. Al-Rafiq: The new Board had met and consists of two doctors and a husband and wife team. Officers were elected; the clinics are in the process of converting to CERNER (Electronic Medical Records); policies are being reviewed.

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

Ms. Reed: The hospital's performance is better than the prior year treading up.

Mr. Archer: The 2019 financial year hasn't closed yet; the hospital received top performance in Central CA for quality; recruiting has started to replace the lab manager; the Angels Camp Clinic license is in progress and expected in Nov. with a Sept. occupancy; plans are being made for a new location for the Copper Clinic; AC units need to be replaced so going out to bid for that; Dr. Brennen (Urology) is leaving; The CERNER "go live" has gone smoother than he's ever seen with a patient portal to follow.

Dr. Smart: Suggested a neutral third-party agency be used to do exit interviews.

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

- Strategic Plan Matrix (Last Updated 4-24-2019):

Dr. Smart: There is a lot going on; staff is being hired; with the lease completed more emphasis will be put on public image using Facebook, the District Webpage and public outreach.

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

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

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## A. Finance Committee:

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

Mr. Wood: Was able to book the transaction representing the lease between Dignity Health and the District (Closed 5-31-2019) however additional work will be done on the Balance Sheet upon closing of the June 30, 2019 books which won't happen until the one percent Minority Interest is refigure from MTMC is recorded; the District expenses are well within Budget, Quick Books was upgraded to accommodate the OSHPD accounts; the District has a strong cash position. He'll combine and update the 5-year lease information on the List of Renters & Leases (pkt pg. 37) which is a "pass through" to help the MTMC.

Public Comment: Hearing none.

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

- **Local Agency Investment Fund (LAIF):**

- **Resolution 2019 – 06** - Public Comment – Action

Mr. Wood: Teaches courses stressing the need for diversity in investments. This District is the most prudent of all his clients. The District has Cal Trust and Five Star but he would prefer a third option so funds could be distributed per the CEO's discretion but (approx.) one third amounts. LAIF is very safe, does quarterly reporting and payments.

Public comment: Hearing None

Ms. Al-Rafiq moved to approve **Resolution 2019-06**. Ms. Atkinson provided her second and the motion passed 5-0.

## B. Ad Hoc Lease Review Committee:

- Escrow Settlement Statement / Final Accounting – TrueUp

Dr. Smart: The 30-year Lease with Dignity closed 5-31-2019 using April figures so needed to be updated to the May figures thus an additional TrueUp Amount of \$142,803.00 was received and booked. He will be monitoring the lease as it has action items to address.

Ms. Reed: Is happy to announce the Ad Hoc Lease Review Committee has completed its task (approx. 4 yrs.) and can be "retired".

## C. Ad Hoc Policy Committee:

Ms. Atkinson:

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Minutes - July 31, 2019 MTHCD Special Board Meeting

#### D. Personnel Committee:

Dr. Smart: His annual review will be on the August Board meeting agenda.

#### 8. VS H&W Center – Draft Policies: Public Comment - Action

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

Dr. Smart: Extracted the following Draft Policies for further review; Policies 4, 23, 27, 28, 29, 32 & 36

1. DRAFT Policy Development and Review (Revised) 071719
2. DRAFT Fluoride Varnish for Pediatric Patients 070819
3. DRAFT Well Child Examinations
4. **Extracted** - DRAFT Emergency Medications and Supplies 072419
5. DRAFT Annual Clinic Evaluation 072419
6. DRAFT Temperature - All Modalities 072419
7. DRAFT Disaster - Fire 072419
8. DRAFT Emergency Situation Unresponsive Patient 111918
9. DRAFT Instrument Cleaning for Sterilization 072419
10. DRAFT Annual Review of Contracts 072419
11. DRAFT Animal Bite Reporting 113018
12. DRAFT Billing Practices
13. DRAFT Cardiopulmonary Resuscitation-Code Blue 111918
14. DRAFT Child Abuse Reporting 113018
15. DRAFT Co-Signature of Mid-Level Practitioner Medical Records 113018
16. DRAFT Communicable Disease Reporting 113018
17. DRAFT Domestic Violence and Suspicious Injury 113018
18. DRAFT Lapses of Consciousness - DMV Reporting 112018
19. DRAFT LVN Scope of Practice
20. DRAFT Medical Director Direction of Practitioners in the Clinic 113018
21. DRAFT Medical Staff Credentialing and Governance 113018
22. DRAFT Billing Personnel - Organization
23. **Extracted** - DRAFT Board Conflict of Interest 111218
24. DRAFT Cash Collection Policy
25. DRAFT Codes
26. DRAFT Disaster - Water Contamination 111918
27. **Extracted** - DRAFT Employee Health
28. **Extracted** - DRAFT Late Arriving Patients 042819
29. **Extracted** - DRAFT Mass Casualty Response 111918
30. DRAFT Medical Records Security and Retention 112118
31. DRAFT Mission Statement 110918
32. **Extracted** - DRAFT Narcotic Policy 113018
33. DRAFT Organization of Nursing Personnel
34. DRAFT Patient with Urgent Complaint or Distress 111918
35. DRAFT Sensitive Services 111218

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Minutes - July 31, 2019 MTHCD Special Board Meeting

36. **Extracted** - DRAFT Standardized Procedure for Visual Acuity Testing 111118
37. DRAFT Motor Vehicle Accident Reporting 113018
38. DRAFT Operation During Internal Disaster 111918
39. DRAFT Patient Medical Record Content 113018
40. DRAFT Peer Review 113018
41. DRAFT Standardized Procedure for Urinalysis 111118
42. DRAFT Storage Handling and Delivery of Medications 113018

Public Comment: Hearing None.

Ms. Atkinson moved to approve the Draft policies except for numbers 4, 23, 27, 28, 29, 32 and 36.  
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:**

Ms. Radford: She anticipates leaving the Board to move to San Diego. "It has been a cool 5 years" being on the Board. Rebecca Callen, Calaveras Controller is resigning her position.

**10. Next Meeting:**

**A.** The next meeting will be Wed. Aug 28, 2019:

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

Ms. Radford moved to adjourn the meeting at 8:47am. Ms. Sellick provided her second and the motion passed 5-0.

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Minutes - July 31, 2019 MTHCD Special Board Meeting

We had such  
a great time in  
the Bergen Tournament  
Thanks so much!  
Liz Ritchie

We so appreciated  
the opportunity to  
represent you at  
the Bergen. We had  
a super time and  
thanks for including  
us.  
Dan Fippin

Thank you so  
very much. We  
had a wonderful  
time and was a great  
event.  
Joan Anderson

Debbie & Board -  
I can't thank you enough  
for letting us represent you at the  
Bergen Tournament. It is such  
a wonderful function and  
we really enjoy it.  
Thank you  
again,  
Dan  
WV





**ACHD**  
ASSOCIATION OF CALIFORNIA  
HEALTHCARE DISTRICTS

## ACHD Advocate August 2019

### In This Edition:

- From the Desk of Ken Cohen, Chief Executive Officer
- California Coalition on Workers' Compensation Conference
- Do You Want to Serve on an ACHD Committee?
- Upcoming Events



### From the Desk of Ken Cohen, Chief Executive Officer

August in Sacramento means the end of the legislative session is near. Legislators return to Sacramento on August 12, 2019 for the final five weeks of the legislative session, facing a deadline to move bills to Governor Newsom's desk by midnight on September 13, 2019.

ACHD's Advocacy Team will be working with a large coalition on a newly amended bill, Assembly Bill 315 by Assemblymember Cristina Garcia. The bill, recently "gutted and amended," would prohibit an association of local agencies or districts from expending local agency dues money for any purpose other than advocacy and education. Although this is a two year bill and won't see any activity until January, we will be participating with a coalition of other stakeholders to address our concerns with the legislation.

As fall draws near, it also means our [67th Annual Meeting](#) is just around the corner! Each year, I look forward to this important event as it brings Healthcare Districts from across the state together to form meaningful connections, inspire innovation and provide valuable education. This year's event, taking place in La Jolla, California from October 9-11, 2019, will focus on the future landscape of health care in our state and the opportunities Healthcare Districts have in shaping healthy futures for all Californians. Are you ready to join me and learn how to lead and adapt in this changing environment to create healthy opportunities for Californians? [Be sure to register for our Annual Meeting today!](#)

Lastly, **today is the last day to submit nominations for CEO, District and Trustee of the Year!** ACHD's Education Committee wants to recognize the hard



work of Healthcare Districts, CEOs and Trustees on behalf of their communities at our 67<sup>th</sup> Annual Meeting. **With just hours left until the deadline, make sure to nominate a District, CEO and Trustee today!**

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## California Coalition on Workers' Compensation Conference

In July, I had the opportunity to attend the 17<sup>th</sup> Annual California Coalition on Workers' Compensation Conference, Legislative & Educational Forum. This year's event was attended by over 800 workers' compensation professionals from all over the country. The event is always a great learning and networking opportunity and this year did not disappoint. I was able to brush up on recent case law on workers' compensation and learn about upcoming regulatory changes at the Division of Workers' Compensation (DWC) from the Chief Judge. Most importantly, I was able to network with advocates from many ACHD Coalition partners, including the California Special Districts Association, CCWC, California Manufacturers and Technology Association and BETA Healthcare Group.

*\*Amber King, ACHD, Vice President, Advocacy & Membership*

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## Do You Want to Serve on an ACHD Committee?

Do you want to help provide strategic direction on initiatives that benefit California's Healthcare Districts? ACHD is looking for participants to serve on ACHD's standing committees.

- **Advocacy Committee:** Committee members are responsible for the oversight of legislative, regulatory, collaborative and grassroots activities of ACHD.
- **Education Committee:** Committee members are responsible for ACHD's educational programs and content.
- **Finance Committee:** Committee members oversee the financial activities of ACHD.
- **Governance Committee:** Committee members are responsible for the Board and Committee Member succession and orientation, annual assessment of ACHD's bylaws and Policies and Procedures.

Complete this **interest form** to indicate your committee preferences. **The deadline to apply is Wednesday, September 4, 2019.** Please contact **Marina Servantez** with any questions.

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## Upcoming Events

## August Webinar: Legislative Advocacy and Communications 101

On August 28, 2019 at 10:00AM, join ACHD's Advocacy and Communications Teams to find out how you can be an effective advocate for your Healthcare District in Sacramento and in your community. Learn tips for communicating with legislators and how to build relationships year-round so you can be an effective advocate for change in your District.

[Register Here](#)



## ACHD's 67th Annual Meeting: Shaping Health Futures

Have you registered for [ACHD's 67th Annual Meeting: Shaping Health Futures?](#) The early bird deadline and hotel reservation cut-off date of **September 8th** is quickly approaching! Make sure to join us in La Jolla from October 9-11, 2019 so you can learn from subject matter experts, network with colleagues and share best practices that will help prepare your District for the future landscape of health care.

[Register Here](#)

The Association of California Healthcare Districts (ACHD) represents Healthcare Districts throughout the state's urban, suburban and rural areas. California is home to 79 Healthcare Districts that play a profound role in responding to the specialized health needs of local communities by providing access to essential health services to tens of millions of Californians while also having direct accountability to the communities that Districts serve. In many areas, Healthcare Districts are the sole source of health, medical and well-being services in their communities.

Learn more at [www.achd.org](http://www.achd.org).

**OUT LAY REPORT AND REQUEST FOR REIMBURSEMENT**



Draw Request Number:	Mark Twain Health Care District			Construction of New Health Clinic		USDA Rural Development	Balance Remaining	%
	768 Mountain Ranch Road, San Andreas, CA 95249			Payment Requested				
#12	Initial Budget	Current Budget	Previous Paid to Date	#12	Paid to Date			
<b>Misc. Soft Costs</b>								
Administrative/Legal	530,075.00	530,075.00	538,621.32		538,621.32		(8,546.32)	-1.61%
Financing/Cost of issuance	325,000.00	275,000.00	233,124.25		233,124.25		41,875.75	15.23%
Land Acquisition	890,000.00	890,000.00	890,000.00		890,000.00		-	0.00%
Furniture Fixtures/Equipment	350,000.00	350,000.00	-		-		350,000.00	100.00%
Structured cabling/IT	250,000.00	250,000.00	-		-		250,000.00	100.00%
			-		-			
			-		-			
			-		-			
Architectural design/other architectural			-		-			
Architect/Engineer fees	433,600.00	480,665.00	472,184.81	9,917.98	482,102.79		(1,437.79)	-0.30%
Other architectural and engineering fees			-		-			
			-		-			
3rd party project management	157,725.00	269,820.00	252,421.56	383.84	252,805.40		17,014.60	6.31%
Monument sign		30,000.00	12,748.69		12,748.69		17,251.31	57.50%
<b>Construction w/ sales tax</b>								
			-		-			
			-		-			
			-		-			
			-		-			
Construction Contract	3,587,575.00	5,555,000.00	1,621,574.11	532,455.80	2,154,029.91		3,400,970.09	61.22%
			-		-			
sidewalks	25,000.00				-			
			-		-			
Contingency	713,837.00	634,895.00	9,898.00		9,898.00		624,997.00	98.44%
Contingency as a Percent of Total	20.00%	11.00%						
<b>Total</b>	<b>7,262,812.00</b>	<b>9,265,455.00</b>	<b>4,030,572.74</b>	<b>542,757.62</b>	<b>4,573,330.36</b>		<b>4,692,124.64</b>	<b>50.64%</b>
<b>PROJECT FUNDING BREAKDOWN</b>								
Mark Twain Health Care District (applicant)	1,062,812.00	1,205,455.00	1,205,455.00		1,205,455.00		-	0.00%
Mark Twain Health Care District (applicant)	600,000.00	600,000.00	335,227.90	4,402.59	339,630.49		260,369.51	43.39%
USDA Loan, Series A	5,600,000.00	6,782,000.00	4,200,081.40	542,757.62	4,742,839.02		2,039,160.98	30.07%
USDA Subsequent Loan, Series B		678,000.00	34,000.00		34,000.00		644,000.00	94.99%
<b>Total</b>	<b>7,262,812.00</b>	<b>9,265,455.00</b>	<b>5,774,764.30</b>	<b>547,160.21</b>	<b>6,321,924.51</b>		<b>2,943,530.49</b>	<b>31.77%</b>
<b>FUNDS - DIFFERENCE</b>								
<b>Date of Outlay Report</b>	<b>8/5/2019</b>							
<b>APPROVAL AND SIGNATURE SECTION</b>								
OWNER'S APPROVAL:								
<b>Executive Director or Board President</b>	<b>DATE</b>	OWNER CERTIFICATION: I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with the terms of the project and that the reimbursement represents the Federal share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the award.						
ENGINEER/ARCHITECT APPROVAL:								
		Invoices will be approved by the borrower and their engineer, as appropriate, and submitted to the processing office for concurrence. The review and acceptance of project costs, including construction pay estimates, by USDA Rural Development does not attest to the correctness of the amounts, the quantities shown or that the work has been performed under the terms of the agreements or contracts.						
<b>Architect</b>	<b>DATE</b>	<b>Notes:</b>						
USDA RURAL DEVELOPMENT CONCURRENCE:								
<b>Tonja Galentine</b>	<b>DATE</b>							

**2019 Stay Vertical, Calaveras  
Program Budget By Community  
July 1, 2019-June 30, 2020  
(each unit\* will be completed 4 times)**

Town	Site	Instructor	Unit	Rental	Stipend	Total Cost
Angels Camp	Body Shop	Sellar	Tai Chi	\$15/class	\$400/unit	640
Arnold	Indy Hall	Carniglia	Tai Chi	\$20/class	\$400/unit	700
Copperopolis	Saddle Creek	Sellar	Tai Chi	-0-	\$400/unit	400
Murphys	MSC	Moline	Parkinson's	\$15/class	\$400/unit	640
Murphys	Diggins	Courtright	Tai Chi	-0-	\$400/unit	400
Murphys	MSC	Moline	Tai Chi	\$15/class	\$400/unit	640
Murphys	MSC	Hungerford	Strength Training	\$15/class	\$160/unit	400
San Andreas	Town Hall	Nordby	Tai Chi	\$25/class	\$400/unit	775
Valley Springs	Methodist Church	Manuse	Strength Training	\$15/class	\$400/unit	640
Valley Springs	Methodist Church	Manuse	Tai Chi	\$15/class	\$400/unit	640
Valley Springs	Power Up	Larsh	Tai Chi	\$15/class	\$400/unit	640
Valley Springs	Power Up	Scheidt	Strength Training	\$15/class	\$400/unit	640
West Point	BMCYF	open	Tai Chi	\$15/class	\$400/unit	640
				<b>TOTAL for one season</b>		<b>\$7,795</b>
				<b>Multiplied by 4 seasons</b>		<b>X4</b>
				<b>Yearly Total</b>		<b>\$31,180</b>
*A unit equals 16 exercise classes						

2019 Stay Vertical, Calaveras Annual Program Budget July 1, 2019-June 30, 2020				
Category	Description	MTHCD Amount	Other Amount (In-Kind, etc.)	Total Amount
Instructors	13 instructors completing 52 units	\$16,000	\$1,600	\$17,600
Prog. Director	Responsible for all program reporting, grant writing, training, budgeting, etc.	\$20,000	-0-	\$20,000
Site Rental	For 52 exercise units	\$12,160	\$1,420	\$13,580
Administrative Costs	Overhead, phones, internet, payroll, etc.	-0-	\$5,200	\$5,200
Mileage	.50 cents per mile	-0-	\$296	\$296
Insurance	\$1,000 (MSC), \$500 (instructors)	-0-	\$1,500	\$1,500
Prep Time	80 hours per year @ \$25/hr.	-0-	\$2,000	\$2,000
Training	West Point and Arnold Tai Chi Instructor	\$1,340	\$500	\$1,840
Publicity	Local paper ads for classes and instructors	\$500	-0-	\$500
Fundraising	Local or county wide fundraisers	\$2,000	-0-	\$2,000
Supplies	Paper, envelopes, stamps, ink, etc.	-0-	\$150	\$150
<b>TOTAL</b>		<b>\$52,000</b>	<b>\$12,666</b>	<b>\$64,666</b>

**Budget Narrative:** This budget reflects the direct and indirect costs of Stay Vertical, Calaveras 2019-2020. This includes an In-Kind budget for goods and services not paid for by MTHCD. In-Kind may or may not include donations, fundraising or other grant resources. A unit is defined by a 16 exercise classes.

**Administrative Costs:** Basic administrative costs donated by The Murphys Senior Center and The Project Director.

**Mileage:** For the Proj. Dir. Visiting sites, including 3 trips to west point, 5 trips to valley springs, 2 trips to Arnold.

**Insurance:** Provided by The Murphys Senior Center (total annual insurance \$5,000), and Exercise Instructors who each average \$100/year.

**Prep Time:** Instructor prep and practice time for Tai Chi and Strength Training (whom avg. 2 hours per unit).

**Instructors:** 11 Instructors providing over 600 classes in 12 months.

**Site Rental:** 11 Exercise facilities spread across the county including churches and fitness center. Rental average \$15 per class, except Independence Hall (\$20) and San Andreas Town Hall (\$25).

**Project Director:** Responsible for all program management including, fundraising, training, reporting, grant writing and budgeting.

**Training:** Tai Chi Training for Instructors in Arnold and West Point.

**Publicity:** Advertising for all classes and Instructors in West Point and Arnold.

**Fundraising:** Fun event/s to raise awareness and funding to develop program sustainability.

**Supplies:** Including general office supplies, postage, copying, etc.



**MARK TWAIN  
HEALTH CARE DISTRICT**

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

**Agenda Item:** Financial Reports (as of July, 2019)  
**Item Type:** Action  
**Submitted By:** Rick Wood, Accountant  
**Presented By:** Rick Wood, Accountant

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**BACKGROUND:**

The July 31, 2019 financial statements are attached. This is the first presentation using the new 2019 – 2020 budget, and a new reporting format.

- The transaction between Dignity Health and the District has been booked, but we still have some work to do on the Balance Sheet to get prepared to close the June 30, 2019 books. We have been in contact with the Auditor, Rick Jackson, and will be working with him to update some numbers.
- The “Minority Interest” for July 2019 has been booked at the new 1%.
- We have used Calaveras County’s projected property tax number to accrue the District’s revenue for the coming fiscal year, \$1,105,029 which is slightly higher than the budget number.
- On expenses, Consultant & Management Fees is high on a % basis due to a legal expenses to Best, Best & Krieger along with a payment to Healthcare Financial Consultants. Insurance expense has exceeded the budget and includes property insurance and D&O insurance. Dues & Subscriptions is high on a percentage basis as a result of your annual dues payment to ACHD.
- The Balance Sheet shows a strong cash position (adding \$13 million didn’t hurt 😊), and also shows the expected growing debt related to the new clinic.
- The Investment & Reserves Report will be brought to the meetings on the 28<sup>th</sup>.

**Mark Twain Health Care District  
Projects, Grants and Support  
7/31/2019**

	<b>2019/2020 Budget</b>	<b>Actual Month</b>	<b>Actual Y-T-D</b>	<b>Actual vs Budget</b>
Project grants and support	652,000			0.00%
8890.00 Foundation	500,000			0.00%
8890.00 Stay Vertical	52,000			0.00%
8890.00 Golden Health Grant Awards	100,000			0.00%
Project grants and support	<u>652,000</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>

## Mark Twain Healthcare District

### JOURNAL

July 2019

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	DEBIT	CREDIT
07/17/2019	Journal Entry	11488	Wages		8610.09	8610.09 Other salaries and wages - Admin.	\$12,074.13	
			Employer Tax Expense (Medicare)		8610.10	8610.10 Payroll taxes - Admin.	\$175.07	
			Employer Tax Expense (SocSec)		8610.10	8610.10 Payroll taxes - Admin.	\$748.59	
			Medicare - ER & EE		2110.00	2110.00 Payroll Liabilities - New Account for 2019		\$350.14
			Social Security - ER & EE		2110.00	2110.00 Payroll Liabilities - New Account for 2019		\$1,497.18
			Federal W/H		2110.00	2110.00 Payroll Liabilities - New Account for 2019		\$2,236.00
			State W/H		2110.00	2110.00 Payroll Liabilities - New Account for 2019		\$894.74
			Bank - Valley Springs Account		100.80	100.80 Five Star Bank - Valley Springs Health & WC Checking		\$4,943.60
			Payroll Processing Expense - Payroll People		8610.22	8610.22 Consulting and Management Fees - District	\$4,943.60	
			Payroll Liabilities		2110.00	2110.00 Payroll Liabilities - New Account for 2019	\$4,978.06	
			Bank - Valley Springs Account		100.80	100.80 Five Star Bank - Valley Springs Health & WC Checking		\$4,978.06
			Checks issued		2110.00	2110.00 Payroll Liabilities - New Account for 2019		\$8,019.73
			Payroll checks cleared		2110.00	2110.00 Payroll Liabilities - New Account for 2019	\$2,403.33	
			Bank - Valley Springs Account for Payroll checks cleared		100.80	100.80 Five Star Bank - Valley Springs Health & WC Checking		\$2,403.33
							<b>\$25,322.78</b>	<b>\$25,322.78</b>
07/24/2019	Journal Entry	11479	Loan Draw #11		100.50	100.50 Stockton Bank of	\$387,297.66	
			Loan Draw #11		250.10	250.10 Notes Payable - Long Term:USDA Loan - VS Clinic		\$387,297.66
							<b>\$387,297.66</b>	<b>\$387,297.66</b>
07/31/2019	Journal Entry	11484	Rental pymt from DH/MTMC		100.30	100.30 Umpqua Bank Checking	\$2,773.13	
			Rental pymt from DH/MTMC		9260.02	9260.02 MOB Rents Revenue		\$2,773.13
							<b>\$2,773.13</b>	<b>\$2,773.13</b>
07/31/2019	Journal Entry	11485	Accrued Payroll for June 2019		200.10	200.10 Accts Payable & Accrued Expenses:Other Accounts Payable	\$7,759.32	
			Accrued Payroll for June 2019		100.60	100.60 Five Star Bank		\$7,759.32
			Accrued Payroll EDD payment for June 2019		200.10	200.10 Accts Payable & Accrued Expenses:Other Accounts Payable	\$853.93	
			Accrued Payroll EDD payment for June 2019		100.60	100.60 Five Star Bank		\$853.93
			Accrued Payroll IRS payment for June 2019		200.10	200.10 Accts Payable & Accrued Expenses:Other Accounts Payable	\$3,686.38	
			Accrued Payroll IRS payment for June 2019		100.60	100.60 Five Star Bank		\$3,686.38
							<b>\$12,299.63</b>	<b>\$12,299.63</b>
07/31/2019	Journal Entry	11486	July 2019 Rent - Resource Connection		9260.03	9260.03 Child Advocacy Rent Revenue		\$750.00
			July 2019 Rent - Resource Connection		100.30	100.30 Umpqua Bank Checking	\$750.00	
							<b>\$750.00</b>	<b>\$750.00</b>
07/31/2019	Journal Entry	11487	July 2019 Rental pymt from DH/MTMC		100.30	100.30 Umpqua Bank Checking	\$9,854.17	
			July 2019 Rental pymt from DH/MTMC		9260.02	9260.02 MOB Rents Revenue		\$9,854.17
							<b>\$9,854.17</b>	<b>\$9,854.17</b>



DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	DEBIT	CREDIT
07/31/2019	Journal Entry	11489		Deffer Capital Lease	2128.01	2128.01 Deferred Capital Lease	\$35,506.59	
				Interest Income	9260.01	9260.01 Deferred Lease Income		\$26,909.00
				Capital Lease	2219	2219 Capital Lease		\$8,597.59
				Deferred Utility Reimbursement	2128.02	2128.02 Deferred Utilitles Reimbursement	\$64,493.41	
				Other Income	9260.01	9260.01 Deferred Lease Income		\$64,493.41
							\$100,000.00	\$100,000.00
07/31/2019	Journal Entry	11490		July 2019 1% Minority Interest MTMC OPS	750.03	750.03 Minority Interest MTSJ Ops	\$3,146.22	
				July 2019 1% Minority Interest MTMC Invest	750.04	750.04 Minority Interest MTSJ Invest		\$567.90
				July 2019 1% Minority Interest IN MTMC	170.00	170.00 Minority Interest in MTMC		\$2,578.32
							\$3,146.22	\$3,146.22
07/31/2019	Journal Entry	11491		Calaveras County Property Taxes	1069	1069 Due from Calaveras County - New GL#	\$1,105,029.00	
				Deferred Third Party Reimb. Calaveras County Property Taxes	2129	2129 Other Third Party Reimbursement - Calaveras County		\$1,105,029.00
							\$1,105,029.00	\$1,105,029.00
07/31/2019	Journal Entry	11492		July 2019 Accrual Deferred Reimbursement Calaveras County	2129	2129 Other Third Party Reimbursement - Calaveras County	\$92,085.75	
				July 2019 Accrual Deferred Reimbursement Calaveras County	9160.00	9160.00 Property Tax Revenues - District		\$92,085.75
							\$92,085.75	\$92,085.75
<b>TOTAL</b>							<b>\$1,738,558.34</b>	<b>\$1,738,558.34</b>

# Mark Twain Healthcare District

## BALANCE SHEET

As of July 31, 2019

	TOTAL	
	AS OF JUL 31, 2019	AS OF JUL 31, 2018 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
100.30 Umpqua Bank Checking	111,323.05	356,277.01
100.40 Money Market - Umpqua	4,896.41	771,486.28
100.50 Stockton Bank of	434,974.56	100.00
100.60 Five Star Bank	108,477.69	
100.70 Five Star Bank - MMA	4,636,313.69	
100.80 Five Star Bank - Valley Springs Health & WC Checking	34,023.65	
<b>Total Bank Accounts</b>	<b>\$5,330,009.05</b>	<b>\$1,127,863.29</b>
Accounts Receivable		
1200 Accounts Receivable	86,877.48	90,283.08
<b>Total Accounts Receivable</b>	<b>\$86,877.48</b>	<b>\$90,283.08</b>
Other Current Assets		
101.00 Umpqua Investments	496,389.19	711,176.66
103.00 CalTRUST	10,274,989.77	
1069 Due from Calaveras County - New GL#	1,105,029.00	
115.05 Due From Calaveras County	-55,651.96	82,667.00
115.20 Accrued Lease Revenue	11,994.27	0.00
130.00 Prepaid Expenses		
130.20 Prepaid Malpractice	0.00	14,144.61
130.40 Prepaid Valley Springs Clinic	381,666.04	
<b>Total 130.00 Prepaid Expenses</b>	<b>381,666.04</b>	<b>14,144.61</b>
<b>Total Other Current Assets</b>	<b>\$12,214,416.31</b>	<b>\$807,988.27</b>
<b>Total Current Assets</b>	<b>\$17,631,302.84</b>	<b>\$2,026,134.64</b>
Fixed Assets		
150.00 Land and Land Improvements	0.00	0.00
150.10 Land	1,189,256.50	1,189,256.50
150.20 Land Improvements	150,307.79	150,307.79
<b>Total 150.00 Land and Land Improvements</b>	<b>1,339,564.29</b>	<b>1,339,564.29</b>
151.00 Buildings and Improvements	0.00	0.00
151.10 Building	2,123,677.81	2,123,677.81
151.20 Building Improvements	2,276,955.79	2,276,955.79
151.30 Building Service Equipment	168,095.20	168,095.20
<b>Total 151.00 Buildings and Improvements</b>	<b>4,568,728.80</b>	<b>4,568,728.80</b>
152 CIP	3,180,011.07	
152.1 CIP Consulting Services	4,646.25	
152.10 Fixed Equipment	698,156.25	698,156.25
152.92 CIP - VS Clinic Land Costs	1,193,261.41	601,421.64
160.00 Accumulated Depreciation	-5,342,143.00	-5,320,831.00
<b>Total Fixed Assets</b>	<b>\$5,642,225.07</b>	<b>\$1,887,039.98</b>

	TOTAL	
	AS OF JUL 31, 2019	AS OF JUL 31, 2018 (PY)
Other Assets		
170.00 Minority Interest in MTMC	258,762.34	14,441,170.00
180.00 Bond Issue Costs		
180.10 Bond Issue Costs	141,088.00	141,088.00
180.20 Accumulated Amortization	-141,088.00	-141,088.00
<b>Total 180.00 Bond Issue Costs</b>	<b>0.00</b>	<b>0.00</b>
180.30 Intangible Assets	0.00	0.00
180.50 Land Lease Legal Fees	28,081.11	28,081.11
180.55 Accumulated Amortization-LLLLF	-28,081.11	-26,124.11
180.60 Capitalized Lease Negotiations	428,637.67	341,143.21
<b>Total 180.30 Intangible Assets</b>	<b>428,637.67</b>	<b>343,100.21</b>
2219 Capital Lease	6,789,466.72	
<b>Total Other Assets</b>	<b>\$7,476,866.73</b>	<b>\$14,784,270.21</b>
<b>TOTAL ASSETS</b>	<b>\$30,750,394.64</b>	<b>\$18,697,444.83</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	64,394.33	0.00
<b>Total Accounts Payable</b>	<b>\$64,394.33</b>	<b>\$0.00</b>
Other Current Liabilities		
200.00 Accts Payable & Accrued Expenses		
200.10 Other Accounts Payable	5,692.34	41,055.16
200.40 Accrued Utilities	38,218.30	35,022.07
<b>Total 200.00 Accts Payable &amp; Accrued Expenses</b>	<b>43,910.64</b>	<b>76,077.23</b>
210.00 Deide Security Deposit	2,275.00	2,275.00
211.00 Valley Springs Security Deposit	1,000.00	1,000.00
2110.00 Payroll Liabilities - New Account for 2019	5,616.40	
220.10 Due to MTMC - Rental Clearing	0.00	44,821.57
226 Deferred Rental Revenue	38,393.35	38,464.65
24000 Payroll Liabilities	5,892.81	11,667.29
<b>Total Other Current Liabilities</b>	<b>\$97,088.20</b>	<b>\$174,305.74</b>
<b>Total Current Liabilities</b>	<b>\$161,482.53</b>	<b>\$174,305.74</b>
Long-Term Liabilities		
2128.01 Deferred Capital Lease	2,059,382.82	
2128.02 Deferred Utilities Reimbursement	3,740,617.18	
2129 Other Third Party Reimbursement - Calaveras County	1,012,943.25	
250.00 Notes Payable - Long Term		
250.10 USDA Loan - VS Clinic	4,234,081.40	0.00
<b>Total 250.00 Notes Payable - Long Term</b>	<b>4,234,081.40</b>	<b>0.00</b>
<b>Total Long-Term Liabilities</b>	<b>\$11,047,024.65</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$11,208,507.18</b>	<b>\$174,305.74</b>
Equity		
290.00 Fund Balance	648,149.41	648,149.41
291.00 PY - Minority Interest MTMC	19,720,638.00	19,720,638.00
3000 Opening Bal Equity	0.03	0.03
3900 Retained Earnings	-882,740.32	-1,479,669.97

	TOTAL	
	AS OF JUL 31, 2019	AS OF JUL 31, 2018 (PY)
Net Income	55,840.34	-365,978.38
<b>Total Equity</b>	<b>\$19,541,887.46</b>	<b>\$18,523,139.09</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$30,750,394.64</b>	<b>\$18,697,444.83</b>

**Mark Twain Health Care District  
General Administration Financial Projections**

**Admin**

**7/31/2019**

	<b>2016/2017</b>	<b>2017/2018</b>	<b>2019/2020 Budget</b>	<b>Actual Month</b>	<b>Actual Y-T-D</b>	<b>Actual vs Budget</b>
9060.00 Income, Gains and losses from investments	(4,423)	(5,045)	(250,000)	(10,140)	(10,140)	4.06%
9160.00 Property Tax Revenues	(935,421)	(999,443)	(1,098,672)	(92,086)	(92,086)	8.38%
9010.00 Gain on Sale of Asset						
9400.00 Miscellaneous Income	0	0	(15,000)	(9,785)	(9,785)	65.23%
Summary Revenues	(939,844)	(1,004,488)	(1,363,672)	(112,011)	(112,011)	8.21%
<hr/>						
8610.09 Other salaries and wages	33,587	235,531	362,024	12,074	12,074	3.34%
<hr/>						
8610.10 Payroll taxes			22,225	924	924	4.16%
8610.12 Vacation, Holiday and Sick Leave			5,430			0.00%
8610.13 Group Health & Welfare Insurance		663	59,734	3,575	3,575	5.98%
8610.14 Group Life Insurance			579			0.00%
8610.15 Pension and Retirement			9,051	1,000	1,000	11.05%
8610.16 Workers Compensation insurance			7,240	1,153	1,153	15.93%
8610.18 Other payroll related benefits			543			0.00%
Benefits and taxes	0	663	104,802	6,652	6,652	6.35%
Labor Costs	33,587	236,194	466,826	18,726	18,726	4.01%
<hr/>						
8610.22 Consulting and Management Fees	392,908	332,287	61,500	15,797	15,797	25.69%
8610.23 Legal	15,195	20,179	30,000			0.00%
8610.24 Accounting /Audit Fees	15,249	19,231	123,000	2,482	2,482	2.02%
8610.43 Food			1,538	124	124	8.07%
8610.46 Office and Administrative Supplies	4,310	19,685	20,000	915	915	4.58%
8610.62 Repairs and Maintenance Grounds			0			
8610.69 Other				460	460	
8610.74 Depreciation - Equipment	35,556	26,582	2,500			0.00%
8610.75 Rental/lease equipment	11,198	57,593	9,200			0.00%
8610.80 Utilities			0			
8610.82 Insurance	16,578	17,043	35,000	41,348	41,348	118.14%
8610.83 Licenses and Taxes			0			
8610.85 Telephone and communications			0			
8610.86 Dues and Subscriptions	12,554	14,731	19,475	8,157	8,157	41.88%
8610.87 Outside Trainings	1,920	3,030	15,375			0.00%
8610.88 Travel	6,758	17,363	15,375	566	566	3.68%
8610.89 Recruiting			10,250			0.00%
8610.90 Other Direct Expenses	76,490	34,233	31,775	1,017	1,017	3.20%
Non-Labor costs	588,716	561,957	374,988	70,865	70,866	18.90%
Total Costs	622,303	798,151	841,814	89,591	89,592	10.64%
Net	(317,541)	(206,337)	(521,859)	(22,420)	(22,419)	4.30%

Mark Twain Health Care District  
Direct Clinic Financial Projections

15 Rooms  
VSHWC

		2019/2020 Budget	Actual Month	Actual Y-T-D	Actual vs Budget
	Medical	9,639			
	Dental	743			
	Visits	10,382			
Visits	Medi/Medi	578			
Visits	MediCal	7,008			
Visits	MediCare	1,542			
Visits	Commercial	675			
Visits	Self Pay	578			
Gross Charge	Medi/Medi	130,123			
Gross Charge	MediCal	(1,401,570)			
Gross Charge	MediCare	(347,001)			
Gross Charge	Commercial	(118,073)			
Gross Charge	Self Pay	(101,207)			
	4083.49 Urgent care Gross Revenues	2,097,973		0	0.00%
	4083.60 Contractual Adjustments	34,637			
Net/Visit	Medi/Medi	(137,110)			
Net/Visit	MediCal	(1,661,430)			
Net/Visit	MediCare	(128,699)			
Net/Visit	Commercial	(78,265)			
Net/Visit	Self Pay	(57,833)			
	Net Patient revenue	(2,063,337)	0	0	0.00%
	4083.90 Flu shot, Lab income, physicals	(765)			0.00%
	4083.91 Medical Records copy fees	(383)			0.00%
	4083.92 Other - Plan Incentives	(15,750)			0.00%
	Total Other Revenue	(16,898)	0	0	0.00%
		(2,080,235)	0	0	0.00%
	7083.09 Other salaries and wages	650,053			0.00%
	7083.10 Payroll taxes	42,278			0.00%
	7083.12 Vacation, Holiday and Sick Leave	9,751			0.00%
	7083.13 Group Health & Welfare Insurance	107,259			0.00%
	7083.14 Group Life Insurance	1,040			0.00%
	7083.15 Pension and Retirement	16,251			0.00%
	7083.16 Workers Compensation insurance	13,001			0.00%
	7083.18 Other payroll related benefits	975			0.00%
	Total taxes and benefits	190,555	0	0	0.00%
	Labor related costs	840,608	0	0	0.00%
	7083.20 Medical - Physicians	549,564			0.00%
	7083.22 Consulting and Management fees	101,250			0.00%
	7083.25 Registry Nursing personnel	1,875			0.00%
	7083.26 Other contracted services	84,563			0.00%
	7083.29 Other Professional fees	5,625			0.00%
	7083.36 Oxygen and Other Medical Gases	1,599			0.00%
	7083.38 Pharmaceuticals	68,513			0.00%
	7083.41 Other Medical Care Materials and Supplies	10,240			0.00%
	7083.44 Linens	2,048			0.00%
	7083.48 Instruments and Minor Medical Equipment	11,878			0.00%
	7083.74 Depreciation - Equipment	112,857			0.00%
	7083.45 Cleaning supplies	9,896			0.00%
	7083.62 Repairs and Maintenance Grounds	5,900			0.00%
	7083.72 Depreciation - Bldgs & Improvements	233,263			0.00%
	7083.80 Utilities - Electrical, Gas, Water, other	93,253			0.00%
	8870.00 Interest on Debt Service	269,494			0.00%
	7083.43 Food	819			0.00%
	7083.46 Office and Administrative supplies	8,601	495	495	5.76%
	7083.69 Other purchased services	134,280	204	204	0.15%
	7083.81 Insurance - Malpractice	30,265			0.00%
	7083.85 Telephone and Communications	10,240			0.00%
	7083.86 Dues and Subscriptions	1,903			0.00%
	7083.87 Outside Training	4,915	199	199	4.05%
	7083.88 Travel costs	4,096			0.00%
	7083.89 Recruiting	20,177	3,316	3,316	16.44%
	Non labor expenses	1,777,114	4,214	4,214	0.24%
	Total Expenses	2,617,722	4,214	4,214	0.16%
	Net Expenses over Revenues	537,487	4,214	4,214	0.78%

**Mark Twain Health Care District  
Rental Financial Projections**

**7/31/2019  
Rental**

		<b>2019/2020 Budget</b>	<b>Actual Month</b>	<b>Actual Y-T-D</b>	<b>Actual vs Budget</b>
9260.01	Rent Hospital Asset amortized	(1,200,000)	(91,402)	(91,402)	7.62%
		0			
	Rent Revenues	(1,200,000)	(91,402)	(91,402)	7.62%
9520.62	Repairs and Maintenance Grounds	0			
9520.80	Utilities - Electrical, Gas, Water, other, Phone	684,000	51,196	51,196	7.48%
9520.72	Depreciation	36,045			0.00%
9520.82	Insurance	2,000			0.00%
	Total Costs	722,045	51,196	51,196	7.09%
	Net	(477,955)	(40,207)	(40,207)	14.71%
9260.02	MOB Rents Revenue	(227,181)	(16,501)	(16,501)	7.26%
9521.75	MOB rent expenses	233,024	19,825	19,825	8.51%
	Net	5,843	3,325	3,325	56.90%
9260.03	Child Advocacy Rent revenue	(5,777)	(750.00)	(750.00)	12.98%
9522.75	Child Advocacy Expenses	5,000			0.00%
	Net	(777)	(750)	(750)	96.53%
		(1,432,958)	(108,653)	(108,653)	7.58%
		960,069	71,021	71,021	7.40%
	Summary Net	(472,889)	(37,632)	(37,632)	7.96%

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

	<b>Total</b>	<b>07/31/19</b>					
	<b>District</b>	<b>Actual</b>	<b>Y-T-D</b>	<b>Clinic</b>	<b>Rental</b>	<b>Projects</b>	<b>Admin</b>
Non-Cash rent revenue	(1,200,000)	(91,402)		0	(1,200,000)	0	0
Revenues	(3,676,864)	(129,262)		(2,080,234)	(232,958)	0	(1,363,672)
<b>Total Revenue</b>	<b>(4,876,864)</b>	<b>(220,664)</b>		<b>(2,080,234)</b>	<b>(1,432,958)</b>	<b>0</b>	<b>(1,363,672)</b>
Non-Cash depr expense	384,665			346,120	36,045	0	2,500
Expenses	4,686,939	164,827		2,271,601	924,024	652,000	839,314
<b>Total Expenses</b>	<b>5,071,604</b>	<b>164,827</b>		<b>2,617,721</b>	<b>960,069</b>	<b>652,000</b>	<b>841,814</b>
<b>Surplus(Deficit)</b>	<b>194,740</b>	<b>(55,837)</b>		<b>537,487</b>	<b>(472,889)</b>	<b>(652,000)</b>	<b>(521,858)</b>





**Golden Health Community Grants and Sponsorship  
Application**

Name of Group or Individual: Mark Twain Medical Center

Address: 768 Mountain Ranch Rd, SA / Cancer support group

Provide your 501 (c) (3) Number: \_\_\_\_\_

Contact Person: Micki Stevens / Debbie Sellick

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Description of Project, Including Purpose, Date and Target Population:

see Attachment

"Steps to Kick Cancer"

Amount Requested: \$ 5000 Total Cost of Project: \$ 25,000

Other Sources of Funding: See Attachment.

Please describe how this grant will impact the health of the community within the scope of the MTHCD health priorities.

The project will promote breast cancer awareness, and increase the number of patients who undergo screening. This fatal disease is 95% preventable.

Please send your completed application to: MTHCD Golden Health Community Grants, P O Box 95, San Andreas, CA 95249 or email to [pstout@marktwainhealthcaredistrict.org](mailto:pstout@marktwainhealthcaredistrict.org)

Below is for District Use:

Received by: [Signature] Date: 8/13/19

Reviewed Date: [Signature] 8/13/19

Denied Date: \_\_\_\_\_

Date Board Approved: \_\_\_\_\_

6/2/19

MEMO TO: Nicki, Debbie and Bob  
FROM: Sandie  
RE: Summarizing *Steps to Kick Cancer* event planning to date

### ***Steps to Kick Cancer***

A FREE event presented by Mark Twain Medical Center  
Luncheon and educational program  
Thursday, October 24, 2019  
11:30 a.m. to 1 p.m.  
On the hospital grounds/tented for the occasion  
Catered by MTMC Department of Nutrition and Food Services  
Reservations required.

#### **A. PURPOSE**

Raise community awareness during the month of October/Breast Cancer Awareness Month.  
Reduce fear and create hope for those facing this health challenge.  
Educate women (and men) about the threat of breast cancer and the importance of regular check-ups.  
Share the many MTMC resources available guiding the path to breast health.  
Reinforce the role of Dignity Health/MTMC in raising community consciousness on vital health issues.

#### **B. PROGRAM**

Featured speaker is Tina Machua, a well-know television personality in the Sacramento/foothill region, who will share her personal journey as a ten-year breast cancer survivor. Tina is an original cast member on Good Day Sacramento, which went on the air in 1995. She has covered just about any topic you can imagine on this fast-paced, fun show that brightens every morning on CW-13.

MTMC Care Team members will be introduced to give brief insight into how their department interfaces with and relates to breast cancer patients. These include – Radiology, Physical Therapy, MTMC Cancer Center, Lab, Nutrition and Food Service, Patient Access Representatives.

Also to be mentioned –

Cancer Support Group

MTMC Foundation, currently raising funds for the hospital's expanded Breast Health Program.

#### **C. THEME**

*Steps to Kick Cancer* is luncheon educational theme.

Tina and MTMC Care Team members will stress critical elements --

##### **Steps to Kick Cancer**

1. Self exam, routinely
2. Mammogram, annually
3. Diagnosis, frightfully
4. Treatment, optimistically
5. Surviving, confidently

#### **D. Promotion**

The event vibe will play off the *Steps to Kick Cancer* theme. The words *steps* and *kick* will inspire graphics, giveaways and fun on several levels.

Attendees will be encouraged to wear fun, pink footwear to the luncheon, tying in with the widely recognized color associated with Breast Cancer Awareness Month in October.

MTMC is collaborating with multiple community partners to create excitement for the event. Luncheon is open to the public, and a concerted effort will be made to draw attendees from local

Bob and Sandie working on graphics for the event.

Sandie will develop a one-page promo sheet for the event to be used in soliciting community

partners, securing door prizes, etc.

Bob will design ads to be placed in local newspapers during the month of October.

Bob and Sandie will craft the event program, which will include *Ways to Give* section featuring Cancer

Support Group and MTMC Foundation.

#### **E. Novelty ideas to build excitement**

1. Pink footwear-based table decorations to be coordinated by MTMC Hospital Volunteers.

2. Possible pink shoe/footwear art contest to be judged onsite. Encourage community

partners, hospital departments and others to participate

3. Prizes for best footwear among the attendees...each table picks its favorite, those people

walk around showing off their pink footwear as the program is winding down.

Each

table winner gets to take that table's decoration as their prize.

4. Arts Council invited to consider having its member artists create pink footwear in multiple

expressive ways to be displayed at group's gallery during October and on-site

Oct. 24.

Also possibly reprising Scars photo exhibit at gallery during October.

4. Many door prizes ....possibly packaged in shoe boxes.

5. Fun giveaway provided for all by MTMC will be bright pink, spiral shoelaces.

*“Good Day Sacramento” anchor marks 10<sup>th</sup> anniversary as breast cancer survivor*

## **Tina Macuha headlines Steps to Kick Cancer Luncheon on Oct. 24**

Breast cancer survivor Tina Macuha, one of the Sacramento region’s most popular television personalities, will headline the Oct. 24 **Steps to Kick Cancer** Luncheon presented by Mark Twain Medical Center. It will be held from 11:30 a.m. to 1 p.m. in a tented pavilion on the hospital grounds.

Tina has appeared on CW-31’s “Good Day Sacramento” morning show since its inception in 1995, covering just about any topic you can imagine on this fast-paced, fun show. In April 2009, she shared her breast cancer story on the show. Recently marking her tenth anniversary as a survivor, Tina continues to share her journey at many breast cancer events.

MTMC president and CEO Doug Archer notes, “We are so excited that Tina will be here to help us mark Breast Cancer Awareness Month at Mark Twain Medical Center. Our **Steps to Kick Cancer** Luncheon will focus on our resources to diagnose, treat and triumph over breast cancer. Tina will provide a special focus on the final step --“surviving confidently.”

Tina adds, “It’s important we hear from fellow survivors not only to gain support but to learn about the journeys we’ve taken. Often times we feel alone and don’t have people to talk to, but this event is a plus for the community.”

The luncheon program will include the MTMC Care Team, explaining the **Steps to Kick Cancer** – 1. Self exam, routinely; 2. Mammogram, annually; 3. Diagnosis, frightfully; 4. Treatment, optimistically. Tina will share Step 5. – Surviving, confidently.

In keeping with Breast Cancer Awareness Month’s traditional pink theme – luncheon organizers will use pink shoes as fun elements for promotions and decor. Attendees are urged to wear pink shoes to qualify for special prizes. Community groups are supporting the event with entries for a PINK SHOE ART SHOW – watch for details soon.

Seating is limited and reservations are required. Reserve now; contact Nicki Stevens, MTMC Manager of Marketing & Business Development, at 754-5919.

# Early Detection = Kick Cancer

## Cheer for the Future!



**Dignity Health**<sup>™</sup>  
Mark Twain Medical Center

12" x 16"  
PRINTABLE

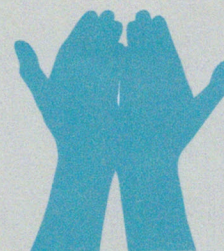
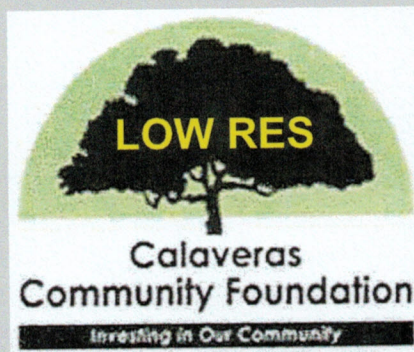
# Steps to Kick Cancer

## Breast Cancer Awareness

### October 24, 2019



**SIERRA  
PACIFIC**  
FOUNDATION  
GROWING HEALTHY  
COMMUNITIES...



*Calaveras*  
Cancer Support Group



**Dignity Health™**  
Mark Twain Medical Center

12" x 16"  
PRINTABLE

# Steps to Kick Cancer

Awareness Luncheon hosted by Mark Twain Medical Center  
Oct. 24 • 11:30 to 1 p.m. • Special tent pavilion at the hospital

The event will outline five key steps to kick cancer – with a special perspective on surviving confidently provided by 10-year cancer survivor **Tina Macuha**, popular host of Sacramento's top morning show Good Day Sacramento.



**MEN and WOMEN are both at risk for breast cancer.** The American Cancer Society notes that breast cancer cases in men are just as deadly unless diagnosed early. **Men are especially urged to attend!**

**PINK SHOES** will kick up awareness - get in on the fun!

## PINK SHOE ART SHOW

Show off your artistic talents. Create an art piece derived from or related to pink shoes for exhibit at the luncheon. Individuals, coworkers, local agencies and community groups are all urged to show their ingenuity in this special exhibit featuring a People's Choice Award. Deadline Oct. 20.



Cheer for the Future!

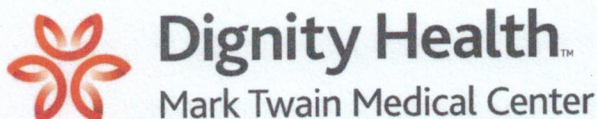
## BEST OF SHOE

Prizes will be awarded for the fanciest pink footwear spotted at the event. Think pink when it comes to fashion for the day.

Thank you to our additional sponsors:



Call 754.5919 for Reservations and Pink Shoe Art Show Entry  
Deadline October 20 • Limited Seating



Hello humankindness™

FREE Workshop October 24th at 11:30 a.m.

# Steps to Kick Cancer

Face the future with confidence!

Mark Twain Medical Center presents a FREE workshop and luncheon to mark Breast Cancer Awareness Month in October. This event outlines five key steps – with special perspective on **surviving confidently** provided by 10-year survivor **Tina Machua**, the popular host of Sacramento's preeminent morning TV show Good Day Sacramento.



Cheer for the Future!

## Tina Machua

Will explain how her decision to share her breast cancer journey with viewers resulted in the most important news reporting of her career. Tina is an original cast member on **Good Day Sacramento**, which went on the air in 1995. She has covered just about any topic you can imagine on this fast-paced, fun show that brightens every morning on CW-13.



The **MTMC Care Team** will share local resources to diagnose, treat and triumph over breast cancer.

They will lead you through **MTMC's Steps to Kick Cancer:**

1. Self exam, routinely
2. Mammogram, annually
3. Diagnosis, frightfully
4. Treatment, optimistically
5. Surviving, confidently

**PINK SHOES** will kick up excitement for the event.

Get in on the fun – wear **PINK SHOES** for special prizes.

**Free Workshop and Lunch on Thursday, October 24th**

**11:30 a.m. to 1:00 p.m. • Special Outdoor Tent at the Hospital**

**Call 754.5919 for Reservations • Deadline October 20th • Limited Seating**



**Dignity Health™**  
Mark Twain Medical Center

**Hello humankindness™**



**MARK TWAIN HEALTH CARE DISTRICT  
RURAL HEALTH CLINICS  
POLICY AND PROCEDURES**

POLICY: Late Arriving Unscheduled Patients	REVIEWED: 4/28/19
SECTION: Operations	REVISED: 3/27/17; 7/10/18
EFFECTIVE:	MEDICAL DIRECTOR:

**Subject:** Late Arriving Patients

**Objective:** To ensure effective operation of the Clinic and to reduce unnecessary overtime costs, the Clinic will not schedule patient appointments after 4:30pm and will not register patients for care after 4:30pm unless the patient has a medical emergency. Patients will be expected to arrive at the Clinic promptly relative to their appointment time.

**Response Rating:** Mandatory

**Required Equipment:** None

**Procedure:**

1. The Clinic electronic scheduling module will support the scheduling of physical examinations, appointments for acute illness, follow-up, and health maintenance visits.
2. Patients will be expected to arrive promptly for their appointments.
  - a. If a patient arrives more than 10 minutes late for their appointment, they will be treated as a walk-in patient and worked in to the schedule.
  - b. Patients will be advised that tardiness will be tracked and, if habitual, will affect the patient's ability to schedule appointments in the future.
2. Adult and Child comprehensive physical examinations will not be scheduled after 4:00pm. Sports physicals may be performed after 4:00pm with confirmation from the practitioner.
3. Patients arriving at the Clinic without an appointment after 4:30pm will be assessed by the registered nurse on duty who will:
  - a. Document of chief complaint
  - b. Take and document vitals signs

In absence of a registered nurse, the licensed vocational nurse or medical assistant will document chief complaint and vital signs.

4. The registered nurse, licensed vocational nurse, or medical assistant will consult with the practitioner and present chief complaint and vital signs information.
5. Patients with urgent medical complaints will be seen by the practitioner
  - a. Acute chest pain
  - b. Acute abdominal pain
  - c. Active labor
  - d. Disabling headache
  - e. Fever
    - i. Temp >100 in an infant younger than 2 months
    - ii. Temp >101 for any patient
    - iii. Temperatures in infants younger than 4 months should be obtained rectally.
  - f. Uncontrollable vomiting
  - g. Uncontrollable bleeding
  - h. Possible fracture
  - i. Head trauma
  - j. Shortness of breath
  - k. Altered mental status
6. Patients whose complaints are not deemed medically urgent will be scheduled for an appointment on the following day.
7. Patients requesting medication refills will be scheduled for an appointment on the following day.
8. Patients requesting physician "school notes" will have their medical record researched to determine whether they were seen by a Clinic practitioner during the timeframe in question. If the patient was seen, the previously provided note will be re-printed. If the patient was not seen, the Clinic will decline to provide a "school note".

**MARK TWAIN HEALTH CARE DISTRICT  
RURAL HEALTH CLINICS  
POLICY AND PROCEDURES**

POLICY: Accounts Payable	REVIEWED: 11/12/18
SECTION: Operations	REVISED:
EFFECTIVE: 1/30/19	MEDICAL DIRECTOR:

**Subject:** Accounts Payable

**Objective:** To monitor the Accounts Payable system to insure accuracy, avoid duplication, and maintain an efficient record keeping system.

**Response Rating:**

**Required Equipment:**

**Procedure:**

General Information:

1. Invoices for supplies, equipment, utilities, and all Clinic expenses are paid by the Mark Twain Health Care District.
2. Invoices will be reviewed by the District’s bookkeeper for accuracy and duplicate charges/payments, attached to a purchase order, and entered into the accounting system.
3. Packets will be submitted to the Clinic Manager for review and comment.
3. After review by the Clinic Manager, each invoice packet will be submitted to the Chief Executive Officer for review and approval.
4. As required, the bookkeeper will print checks for approved invoices.
5. Checks, with the purchase order and invoice attached, will be presented to the Chief Executive Officer or designated signer(s).
6. Expenses in excess of \$50,000 will be reported to the Finance Committee and the MTHCD Board if not budgeted.
7. Checks will be released as funds permit, at the discretion of the Chief Executive Officer

**MARK TWAIN HEALTH CARE DISTRICT  
RURAL HEALTH CLINICS  
POLICY AND PROCEDURES**

POLICY: Emergency Medications and Supplies	REVIEWED: 7/24/19
SECTION: Patient Care	REVISED:
EFFECTIVE:	MEDICAL DIRECTOR:

**Subject:** Emergency Medications and Supplies

**Objective:** To ensure appropriate and rapid response to medical emergencies in the Clinic that require medications.

**Response Rating:** Mandatory

**Required Equipment:**

**Procedure:**

1. Under the supervision and approval of the Medical Director, the Clinic will maintain emergency medications, which will be stored in the crash cart.
  
2. At a minimum, these medications will include:
  - a. Benadryl Injectable 50mg/1ml (prepared syringe)
  - b. Epinephrine 1:1000 Injectable 1ml
  
3. The drawer will be clearly labeled "Emergency Medications".
  
4. Easily accessible and clearly legible in the drawer will be a dosage chart that takes into account the Clinic's patient population.
  
5. The kit will be checked to ensure the contents are in-date. This inspection will take place on a monthly basis and will be documented on the Crash Cart log. The inspector will document their findings and sign the log upon completion of the inspection.

6. Medications which are used or removed due to outdate will be replaced immediately. Replacement of medications will be documented on the log.
  
7. Emergency supplies will include, but not be limited to:
  - a. Oxygen tank with regulator, tubing, and nasal cannula/mask
  - b. Airways in sizes consistent with the patient population served.
  - c. Ambu bags in sizes consistent with the patient population served.
  - d. Blood pressure cuff(s) and stethoscope
  - e. EKG machine
  - f. AED
  - g. Pediatric backboard

**MARK TWAIN HEALTH CARE DISTRICT  
RURAL HEALTH CLINICS  
POLICY AND PROCEDURES**

POLICY: Conflict Of Interest	REVIEWED: 8/12/19
SECTION: District	REVISED:
EFFECTIVE:	EXECUTIVE DIRECTOR:

**Subject:** Conflict of Interest

**Objective:** The purpose of this policy is to protect Mark Twain Health Care District’s interest when it contemplates entering into a transaction or arrangement that might benefit the private interest of an employee.

This policy is intended to supplement, but not replace, any applicable state or federal laws governing conflicts of interest applicable to nonprofit organizations.

**Response Rating:** Mandatory

**1. Definitions:**

- a. *Conflict of Interest* - occurs when a covered person solicit or accepts gifts, do business with the District and/or engage in prohibited employment or business relationships, accept unauthorized compensation, misuse their position, or disclose or use certain information.
- b. *Covered Person* - Any employee.
- c. *Contract* - means and includes any written agreement.
- d. *District* - the Mark Twain Health Care District and its affiliated entities including, but not limited to Valley Springs Health and Wellness Center.
- e. *Exempt Employee* - an employed executive, administrative, professional, computer, or outside sales position and is not subject to the minimum wage and overtime provisions
- f. *Gift* - something which is paid or given by a person or entity to a Covered Person, directly or indirectly. This may include, but not limited to; real property, a preferential rate or terms on a loan, debt, goods or services, food or beverages, membership dues, entrance fees, admission fees, tickets to events, performances, facilities, parking or lodging.

**2. Procedure:**

- a. **Duty to Disclose-** In connection with any actual or possible conflict of Interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the CEO.

- b. Recusal of Self - Any employee may recuse himself or herself at any time for involvement in any decision or discussion in which the employee believes he or she or may have a conflict of interest, without going through the process of determining whether a conflict of interest exists.
- c. Determining Whether a Conflict of Interest Exists - After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the meeting with the CEO while consideration of a conflict of interest is discussed and determined.
- d. Procedure for addressing the Conflict of Interest - An interested person may make a presentation to the CEO, but after the presentations, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest. The CEO shall, if appropriate, appoint a disinterested person to investigate alternatives to the proposed transaction or arrangement.

### 3. **Violations of the Conflict of Interest Policy:**

- a. Violations include, but are not limited to: bribery, payments for appointments to offices, willful or corrupt misconduct in office, embezzlement, misuse of public funds, prohibited political activities, conviction of a crime.
- b. If the CEO has reasonable cause to believe an employee has failed to disclose actual or possible conflicts of interest, it shall inform the employee of the basis for such belief and afford the employee an opportunity to explain the alleged failure to disclose.
- c. If after hearing the employee's response, the CEO still determines the employee has failed to disclose an actual or possible conflict of interest, they shall take appropriate disciplinary and corrective action.

#### Resources:

<http://www.fppc.ca.gov/Form700.html>

FPPC Form 700 Reference Pamphlet (2015/2016)

Special District Board Member/Trustee Handbook

**MARK TWAIN HEALTH CARE DISTRICT  
RURAL HEALTH CLINICS  
POLICY AND PROCEDURES**

POLICY: EMPLOYEE HEALTH	REVIEWED: 8/8/19
SECTION: Workforce	REVISED:
EFFECTIVE:	MEDICAL DIRECTOR:

**Subject:** Employee Health

**Objective:** Prior to starting work and annually thereafter, employees and contractors will ensure completion of minimum Employee Health processes to ensure a well workforce.

**Response Rating:**

**Required Equipment:**

**Procedure:**

1. The following minimum procedures will be completed and documented in the confidential health file prior to the employee and/or contractor's first day of work.
  - a. Two-step PPD skin test or chest x-ray if prior PPD was positive.
  - b. Proof of Hepatitis B vaccinations or laboratory results (titers) to demonstrate immunity.
    - i. If patient is not immune, Clinic will provide Hepatitis B vaccinations at cost to the Clinic or, if the employee wishes to decline the vaccination, sign a declination statement.
  - c. Urine drug screen
2. The following minimum procedures will be completed and documented in the confidential health file annually for employees and contractors:
  - a. PPD skin test or chest x-ray if prior PPD was positive.
3. Clinic provided flu shots for employees and contractors are encouraged but optional.
4. PPD skin test will be repeated annually and documented in the confidential health file.