



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

**Special Meeting of the Board of Directors  
Wednesday December 18, 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:** Public Comment - **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.

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Agenda – Dec. 18, 2019 Special MTHCD Board Meeting

**A. Un-Approved Minutes:**

- Finance Committee Meeting Minutes for Nov. 13, 2019
- Un-Approved Special Board Meeting Minutes for Nov. 20, 2019

**B. Correspondence:**

- Sal LoFranco - Thank You (Dec. 5, 2019)

**6. Presentations:**

**A. MTMC - Kick Cancer Event:**.....Ms. Stevens

**B. Community Grants – CalaverasGROWN:**.....Ms. Morrison

**7. MTHCD Reports:**

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

- Association of California Health Care Districts (ACHD):
- Meetings with MTHCD CEO:
- Re-Assignments District Committees:

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

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

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

- CMS Policy Revisions:
- Annual Finance Audit:
- Strategic Planning Workshop:
- Donation - MTHCD to MTMC Foundation:

**E. Valley Springs Health & Wellness Center:**.....Dr. Smart

- USDA Form 271 Oct.. 2019:
- VSHWC “Quality” Report:
- VSHWC Website:

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Agenda – Dec. 18, 2019 Special MTHCD Board Meeting

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

- Update on Valley Springs Property - Phase II:.....Ms. Reed / Ms. Al-Rafiq
- Children’s Advocacy Center:.....Dr. Smart

**G. Stay Vertical Calaveras:**.....Mr. Shetzline

**8. Committee Reports:**

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

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

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

- Policies 19, 20, 21, & 24 Presented for 30-day Review:.....Ms. Atkinson
- Board Vacancy Policy:.....Ms. Atkinson

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

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

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

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

**B.** Community Connection:

- Rural Domestic Preparedness Consortium:.....Dr. Smart
  - MGT 403 Access & Functional Needs Preparedness Planning for Rural Communities – Feb 18, 2020:
- Public Works – Road Safety
- Tree Lighting Ceremony:
- Patient Advisory Committee Presentation:

**10. Next Meeting:**

**A.** The next meeting will be Wednesday January 22, 2019. Please note new meeting time of 9am.

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

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Agenda – Dec. 18, 2019 Special MTHCD Board Meeting



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Finance Committee Meeting  
Mark Twain Medical Center Education Center – Classroom 5  
768 Mountain Ranch Road  
San Andreas, CA 95249  
Wed. November 13, 2019 at 9:00am

## Approved Minutes

### Mark Twain Health Care District Mission Statement

“Through community collaboration, we serve as the stewards of a community health system that ensures our residents have the dignity of access to care that provides high quality, professional and compassionate health care”.

#### 1. Call to order:

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

#### 2. Roll Call:

Present for Roll Call was Ms. Atkinson and Ms. Hack.

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

Public Comment: Hearing None.

Ms. Hack moved to accept 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: Public Comment **Action**

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

- Finance Committee Meeting Minutes for October 22, 2019:

Public Comment: Hearing none.

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

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

- **USDA (SF 271) Outlay Report for September:**

Dr. Smart: Draw # 15 will take the project close to \$5million. It is customary to retain a portion of the funds to cover the "punch list" and that amount is \$500k; he has been in contact with USDA regarding the change order to improve the shelled space and expects it to be \$350k which will come from the contingency funds of (+/-) \$605,777; to move from the "cold" shelled space to "warm or vanilla" shelled space includes adding a cement slab with plumbing, sheetrock, dropped ceiling, flooring to match the clinic, new HVAC, division wall to separate (+/-) 500 sq. ft. that the District wishes to retain for future use at an expected cost of (+/-) \$2.50 sq. ft.

- **Foundation Grant Request - \$300,000 Copperopolis Clinic:**

Dr. Smart: MTHCD signed a master lease with Dignity Health on May 31, 2019; that lease afforded a \$1million donation from MTHCD plus an additional \$1million match from Dignity Health to be gifted within the year to the MTMC Foundation. To date \$372k has been gifted for new 3-D Mammography equipment; the Foundation is now requesting an additional \$300k be gifted to relocating the Copperopolis Clinic to a larger venue at the Copperopolis Town Square.

Ms. Cantrell: Explained the wonderful gift the District had provided to upgrade mammography services at the hospital and passed out a flyer explaining the features being considered in the Copperopolis Clinic move.

Dr. Smart: The million-dollar grant combined with a match of an additional million dollars by Dignity Health was envisioned by the District to donate more medical dollars into the community. Action will be considered at the Dec. Finance Committee meeting because the District CFO needs time to consider the budget implication; time is needed to review the proposed MTMC lease with the Copperopolis lessor. Ms. Cantrell will provide; a draft gift agreement; plan for providing recognition for the MTHCD donation; a floor plan; proposal on how the Foundation will fundraise and earn their portion of \$25k; provide language contingent upon Dignity providing their match and the Finance Committee would like to make recommendations on how the funds might be used.

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

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

Mr. Wood: He expects Rick Jackson, JWT Audit firm to arrive today to start gathering materials for the audit. The balance sheet has a strong cash position, the Revenue side will start to come together; arrangements are being made to move the clinic dollars from Athena to USBank. He will add footnotes as changes are made. Clinic Budget (pkt. pg. 7) shows a lot of expenses a lot of which are "start-up" and not on-going i.e.: consulting and management.

Dr. Smart: Is still working on Dignity leases to determine what is owed for the rent of Suites 102, 103, 104 and 105 and the Common Area Maintenance (CAM).

Mr. Wood: Code requires the District to approve Investment language (pkt. pg. 11) each month which happens automatically if the Finance Committee and the Board approves the monthly financials.

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Public Comment: Hearing none.

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

- **Investment & Reserve Accounts:**

Mr. Wood: Investment returns are strong.

**8. Treasurer's Report:**

- **Reserve Account Allocations:**

This item will be discussed at the Dec. 11, 2019 meeting.

Ms. Atkinson: There has been discussion starting in Jan. 2020 to have the Finance Committee meet on the same day as the Board with the following advantages; the CFO would only have to come to the District one day a month instead of two partial dates; he could stay the whole day providing more assistance; MTMC would have already closed their books allowing for more accurate and up-to-date information for the financials; there would only need to be one set of documents created that would serve both the Finance Committee and the Board. The Finance Committee would meet at 7:30 – 8:30 followed by the Board meeting at 9am.

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

A Special Board Meeting will be held on Dec. 4, 2019 to interview and appoint a new Board member.

**10. Next Meeting:**

- The next meeting will be December 11, 2019.

**11. Adjournment: Action**

Ms. Hack moved to adjourn the meeting at 10:02am. Ms. Atkinson provided her second and the motion passed 2-0.



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**Special Meeting of the Board of Directors  
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7:30 am  
Mark Twain Medical Center Classroom 2  
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 7:32am.

**2. Roll Call:**

Present for roll call was Lin Reed, MBA OTR/L; Susan Atkinson, MSW; Debbie Sellick, CMP and Talibah Al-Rafiq. Effective Oct 31, 2019 - One Vacancy.

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

Public Comment. Hearing none.

Ms. Atkinson moved to approve the agenda. Ms. Al-Rafiq provided her second and the motion passed. 4-0.

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

Hearing none.

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Minutes – Nov. 20, 2019 Special MTHCD Board Meeting

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

**A. Un-Approved Minutes:**

- Special Finance Committee Meeting Minutes for October 22, 2019
- Un-Approved Special Board Meeting Minutes for Oct. 7, 2019
- Un-Approved Board Meeting Minutes for Oct. 23. 2019

**B. Correspondence:**

- Ann Radford, Board Secretary – Letter of Resignation (10-31-2019):
- Care Giver Conference – Thank you (10-10-2019):

Public Comment. Hearing none.

Ms. Al-Rafiq moved to approve the Consent Agenda. Ms. Sellick provided her second and the motion passed. 4-0.

**6. Community Grant Presentation – SA Fire Protection District:.....Dr. Smart**

Pres. Ken Snyder, Chief Don Young and Dana Nichols presented a picture of one of their fire engines and read the caption of appreciation for the grant they received from the District. The grant funds have allowed the SA Fire Protection District to purchase needed supplies for their vehicles which respond to 3-7 calls per day.

**7. MTHCD Reports:**

**A. President’s Report:**

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

Miss Reed: The District’s Grand Opening of the Valley Springs Health & Wellness Center was featured in the Nov. Advocate (pkt. pg. 20-21)

- **Meetings with MTHCD CEO:**

Ms. Reed: Meets weekly with the CEO regarding current events; process to fill the vacant Board seat; process to fill the vacant seat on the Finance Committee; process to fill the vacant seat on the Grant Committed; plans to have the Finance Committee meet on the same day as the Board; consideration of a partnership with MTMC, HHS and Pub Health through a mobile van to provide education to outlying areas in the County; the Financial Assist resigned during the audit process; host a Calaveras Chamber Mixer in 2020.

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Minutes – Nov. 20, 2019 Special MTHCD Board Meeting



- **Vacant Seat Board of Directors:**

Ms. Reed: Ms. Radford resigned effective Oct. 31, 2019 to move to Southern CA leaving a Board Seat vacant. The Board vacancy notice was posted and closes at the end of the business on Nov. 29<sup>th</sup>. Staff is receiving resumes from interested parties. There will be a special Board meeting on Dec. 4<sup>th</sup> at 4pm to interview candidates and appointment a new Board member.

Dr. Smart: The newly appointed Board member will serve until the Nov. 2020 election at which time can run for the remainder of Ms. Radford's elected office.

- **Vacant Seat Finance Committee:**

Ms. Reed: Once the Board vacancy is decided then the Finance Committee member will be appointed.

- **Restructuring of Board and Finance Committee Meetings:**

Ms. Reed: Based on a straw vote of the Board -an effort to be more efficient and to accommodate the CFO the Finance Committee will start meeting on the same day (7:30 am) as the Board meeting (4<sup>th</sup> Wed. of each month) which will push the Board meeting to a 9am start.

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

Ms. Al-Rafiq: Due to the PG&E outage (PSPS) the hospital saw a \$1million loss for the month because certain services can't be provided during a power outage giving cause to purchase a \$60k generator; the Angels Camp Clinic hopes to have their license and open in late Jan. 2020; the Copper Clinic will be moving to a much larger space with a much better visibility; they are recruiting for doctors and a Chief Nurse; the pink shoes to kick cancer event was very successful; the MTMC Community Board has a vacancy;

Dr. Smart: The Community Board oversees policy, quality and medical staff credentials. Ms. Al-Rafiq sits on that board as a representative of the District. Ms. Reed sits on the MTMC Board of Directors which is a fiduciary board overseeing finance and legal.

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

Ms. Reed: Since PG&E planned and announced the outage the hospital has no cause for a claim for the \$1million loss; in addition to lost revenue from cancelled elective services there are also costs i.e.: maintenance has to be available 24/7, MRI magnet must be kept cool even when not in use; essential services required generators but rental generators weren't available so a \$60k generator was purchased; PG&E states outages are likely for the next 10 years which will affect all CA hospitals; Common Spirit and Dignity Health will address the issue with their executive leadership. Mr. Archer has obtained seismic information with an expected cost in 2030 of \$11.5 million; legislation is at work to determine who must do the upgrades. Mr. Archer will address the seismic concern at the Dec. 18<sup>th</sup> meeting. The hospital and the District are working together to recruit doctors. There will be no MTMC Board of Directors meeting in December.

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

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- **VSHWC Finance Team:**

Dr. Smart: Is working with Kelly Hohenbrink on who does what with billable claims then the Finance Committee will review the plan; an ad is circulating to fill the Assist. Finance position.

- **Annual Finance Audit:**

Dr. Smart: Is working on an audit check list for Rick Jackson who was on-site a day working on the audit:

Mr. Wood: While lots of things are new for this audit he anticipates a presentation at the Dec. Board meeting and expects the audit to be completed by Jan 31<sup>st</sup>.

- **New Room in District Office:**

Dr. Smart: Applied for the use of the back office in the District Building. The extra space has already been put to use with the auditor being here.

- **30-yr. Dignity Health Lease with MTHCD:**

- **Donation - MTHCD to MTMC Foundation:**

Dr. Smart: Part of the 30-yr lease that closed on May 31, 2019 with Dignity included a provision that the District would donate to the MTMC Foundation \$1million for the benefit of the hospital with the understanding that Dignity would bring in an additional \$1million to match the grant within a year. To date the District has granted \$372 for the benefit of mammography equipment.

Ms. Cantrall: The District's \$372k grant provided for an MRI coil which must be installed and OSHPD approved costing an additional \$210k to be funded by The MTMC Foundation. In addition, the Foundation wants to assist in the relocation of the Copper Clinic to a larger venue budgeted at \$325k. She's asking the District for \$300k and committing the Foundation to fundraise the remaining \$25k.

Dr. Smart: During the Measure-A Town Hall Meetings in Copper the District heard the residents asking for better health care. This project is within the District's mission statement, has received the ok to review the property lease and the Foundation would note the District's contribution in the lobby so all that is needed now is for Dignity to provide their matching funds.

Ms. Reed: Copper has longed for a better clinic; the new location is inviting to recruit new doctors. A hotel is scheduled to open nearby in Feb.

## **E. Valley Springs Health & Wellness Center:**

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Minutes – Nov. 20, 2019 Special MTHCD Board Meeting

Dr. Smart: The Clinic has been open a month and the focus has been on customer service and workflow; there are four happy doctors glad to attend the medical staff meetings, the EHR is the work force. The blinds are being installed; VSHWC Staff are purchasing fleece jackets with the VSHWC logo on them. Let District staff know if you want to purchase one (\$32.00 +/-).

- **USDA Form 271 Sept. 2019:**

Dr. Smart: Cost overrun is \$20k (+/-); Nov 26<sup>th</sup> is the last contractor meeting. The District still has \$605k (+/-) in the contingency fund which is earmarked for the shelled space, a generator and a mobile van. Due to the PG&E outages the generator (\$52k +/-) is on back order for 12-14 weeks. The pharmacy agreement is long-term (10 year with renewals) but expected to be a slow process with permitting and construction documents pending.

- **VSHWC “Quality” Report:**

Dr. Smart: Is working with District consultants on a draft quality report to bring to the Board. This month the clinic saw 383 patients of which 35% were commercial payors. Future reports will include satisfaction which Athena EHR can produce, incident reports, monthly days of service and peer review etc. An X-Ray Tech is still needed.

- **VSHWC Website:**

Dr. Smart: New to the webpage is a patient portal.

- **VSHWC Payor Contracting:**

Dr. Smart: The Rural Health Care application is at the State for review after very minor changes.

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

- Policies - Valley Springs Health & Wellness Center:

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

1. Draft Temperature - All Modalities 102419
2. Draft Waived Testing Quality Assurance 100119
3. Draft Waived Testing Lead care II 082919
4. Draft Waived Testing Urine Pregnancy 082919
5. Draft Waived Testing Urinalysis Using Siemens Analyzer 082919
6. Draft Waived Testing Strep A Direct Rapid Testing 082919
7. Draft Waived Testing RSV Rapid Test 082919
8. Draft Waived Testing Hemoglobin 082819
9. Draft Appointment Rescheduling 102819
10. Draft Liquid Nitrogen 102819
11. Draft Autoclave Spore Testing 102819
12. Draft Autoclave Use and Maintenance 100919
13. Draft Waived Testing Blood Glucose 082819

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Public Comment. Hearing none.

Ms. Atkinson moved to approve the Policies as presented. Ms. Al-Rafiq provided her second and the motion passed 4-0.

**F. Ad Hoc Real Estate:**

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

Ms. Al-Rafiq: Will have more information at the next meeting after a conf. call with Dr. Patterson.

**G. Stay Vertical Calaveras:**

Mr. Shetzline: Gave an overview of the Program and how he is working on getting the participants to stay for the full 6-week course; some instructors are committed to teaching without compensation and Valley Springs is funding their own instructor. He will attend strength training and research a new thinking of “mind fullness” which includes yoga, Tai Chi and meditation etc.

Ms. Reed: Working in occupational therapy she observes lifestyle having an impact on falls; she also sees lots of falls from patients taking certain medications.

Ms. Toepel: There was a well-received SVC breakout session at the Care Giver Conference.

**8. Committee Reports:**

**A. Finance Committee:**

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

Ms. Atkinson: To accommodate Mr. Wood, CFO’s availability, save travel and costs reminded the Board starting in Jan. the Finance Committee will meet at 7:30am on the same day as the Board meeting.

Mr. Wood: He and Rick Jackson, JWT & Associates were at the District Offices working on the audit on Nov 13<sup>th</sup>. As expected, he is seeing a lot of Clinic start-up expenses. There is a strong cash position on the Balance Sheet and investments are very good at 50% of budget.

Public Comment. Hearing none.

Dr. Smart: Staff had a very positive meeting with Bank of Stockton Sr. VP’s who indicated the owner of the bank was involved in the bank’s interaction with the District and while they cannot address some public agency laws will be supportive of our needs and send banking options for employees.

Ms. Al-Rafiq moved to approve the Oct. Financial Statements as presented. Ms. Sellick provided her second and the motion passed 4-0.

**B. Ad Hoc Policy Committee:**

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Minutes – Nov. 20, 2019 Special MTHCD Board Meeting

Ms. Atkinson: The Policy Committee will meet latter this morning.

**C. Personnel Committee:**

Ms. Al-Rafiq: Nothing to report.

**D. Golden Health Community Grants Committee:**

Ms. Sellick: Will welcome the new Board / Grants Committee member.

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

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

Dr. Smart: In an effort to assimilate the District's information into the public it has been recommended the District keep its name but select another name for a DBA (doing business as).

Mr. Wood: The District will always be known by the State as the Mark Twain Hospital District even though mandated to be Mark Twain Health Care District in 1976. This will be an agenda item for strategic planning (+/-) March 2020.

**B. Community Connection:**

Ms. Atkinson: Has been telling the residents of West Point about the VSHWC.

**10. Next Meeting:**

**A. Due to the December Holidays the Meeting will be Wednesday December 18, 2019**

Special Board Meeting on Dec. 4, 2019 at 4pm to interview and appoint a Board member.

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

Ms. Atkinson moved to adjourn the meeting at 9:19am. Ms. Sellick provided her second and the motion passed 4-0.

December 6, 2019

Dr. Smart and the MTHCD Board

I want to thank you for allowing me to participate in the vacant district board seat. I believe the board picked the right candidate because she has been involved with the MTHCD for several years and it seems that she has a good understanding of the future direction of the District. I think you have a very dedicated and professional board and they know what direction MTHCD wants to go. I have been on several interview boards but this is the first time I have seen the interview board and all the candidates in the same room throughout the process. I want you all to know that I was very impressed with the professionalism, honesty and ability to face all the candidates as they discussed each of us. If, in the future, there are any committees needing a volunteer please feel free to contact me.

Sincerely,

Sal LoFranco

## Valley Springs Health Wellness Center Quality Report

	A	B	C	D	E	F	G
1	<b>Quality Metric'</b>	<b>Oct-19</b>		<b>30-Nov</b>		<b>Dec-19</b>	<b>Jan-20</b>
2							
3	Patient Visits Total	383	100%	385	100%		
4	Medi-Cal	75	20%	76	19.70%		
5	Medicare	161	42%	147	38%		
6	Cash Pay	12	3%	18	4.60%		
7	Other	135	35%	144	37%		
8							
9	Total Empanelled Patients	383		414			
10							
11	Total New Patients	383					
12							
13	Incident Reports	0		0			
14							
15	Patient Satisfaction	Pending		Pending			
16							
17	Peer Review/Fallouts	Pending		0			
18							
19	Employee turnover	1/8	12.50%	12.50%			
20							
21	Wait time for appointments	0		0			
22							
23	Patient No-shows	7	1.80%	26	6.70%		
24							
25	Employee Satisfaction	No data		Pending			
26							
27							
28	1=All Financial data in Finance Report						

## Public Record Requests:

Proposed changes in Yellow

Requests for public records will be responded to in accordance with the California Public Records Act (Government Code Section 6250, *et seq.*). The ~~Executive Officer~~ **Chief Executive Officer** is responsible for handling public records requests and may consult with legal counsel, as needed.

### **PUBLIC RECORDS REQUESTS:**

The District may charge a reasonable fee for copying records provided by to the requesting party. The charge shall be \$0.15 per page for normal size pages and shall be adjusted for odd-sized pages or copies that require special handling. The ~~Executive Director~~ **Chief Executive Officer** or designee may waive the charge for incidental copies not exceeding 10 pages, that require minimal handling. **Labor costs may be associated with digital or electronic copies.** There shall be no charge for copies of documents provided as part of a public meeting.

If the request is expected to involve a significant amount of copies and effort, District staff may make an estimate of the cost, District staff may ask the requesting party to confirm that the proposed charge and delivery time are acceptable and to signify acceptance in a reasonable manner (written approval, email, etc.). District staff may require a deposit of the estimated cost before making copies. Once the requesting party has agreed to the estimated cost and delivery date, District staff will have the copies made and will deliver the copies when full payment is received.

If a person requests to inspect certain documents District staff will provide such an opportunity within a reasonable period ~~of time~~ after the request. The document inspection may, at District staff's discretion, be conducted under the supervision of a District employee. No documents may be tampered with in any way. **Document(s) shall not be removed or copied without District staff permission.**



## Records Retention

All New

### SCOPE:

This Records Retention Policy applies to offices and facilities maintaining records and information of the Mark Twain Health Care District (the "District").

This Document does not constitute the District's policy with regard to public access to its records. The District's policy entitled Records Retention Policy provides procedures and principles governing the public's right to access public records.

### PURPOSE:

The purpose of this policy is to provide requirements and guidelines for managing the life cycle of all District records and information. The policy establishes a records retention program to apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation and disposal of all records used in the operations of District business.

All District records and information shall be retained and disposed of only in accordance with the retention periods specified in the District's Records Retention Schedule. The Records Retention Schedule is the District's official policy for information retention and disposal, and it is developed in accordance with all applicable state and federal laws and regulations, as well as good business practices.

### EXCLUSIONS:

The District recognizes certain documents have an historical significance and should be retained indefinitely. The District Chief Executive Officer is authorized to retain those documents.

### DEFINITIONS:

**Non-Records** – Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents.

**Original Record** – The Original Record is a document on file in the District's office. Every reproduction of an electronically stored document maintained by the District shall be deemed to be an Original Record pursuant to Government Code Section 34090.5.

**Public Records** – Any information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

**Records** – Any handwriting, typewriting, printing, photo stating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

## **RESPONSIBILITIES:**

The Chief Executive Officer Shall

- Appoint a person or persons to serve in the capacity of Records Retention Coordinator, with overall responsibility for implementing the Records Retention Policy for the District.

## **ADDITIONAL RETENTION POLICY GUIDELINES:**

### **A. Copies of Original Records**

Copies of Original Records may be maintained by the District's employees and Board Members in their own offices or elsewhere for convenient reference or other purposes. Such additional copies may be in the same format (paper, photographic, or electronic) or in a different format as the Original Record. In either case, they are considered duplicate records for retention purposes.

Employees and Board Members are cautioned, however, that on some occasions a duplicate record can become a "new" record and would, therefore, be subject to the records retention program. For example, when annotations of substantive value are made to a duplicate record, that record may attain value as a separate record, which may be considered a new "official" record for purposes of retention.

### **B. Long-Term Document Retention**

It is the District's policy to minimize the storage of documents in paper format for long-term retention periods. A long-term retention period is generally defined as a period of ten (10) years or more. For these retention periods, electronic media should be utilized as the primary means for storage. For those records with an established long-term retention period, the records should be electronically imaged immediately, or at the earliest time practical, and the paper copy should be destroyed. Under some circumstances, the Board of Directors may make the determination that the paper copy of a record should be kept for a period up to, but not exceeding, the retention period. In addition, where electronic storage is impractical for a particular record, long-term retention will be in the appropriate format.

### **C. Non-Records**

Non-records are not kept in the normal course of business, therefore, they may be disposed of at any time. However, if a non-record is retained as an integral part of a file or in conjunction with Original Records, then it shall be retained in accordance with the appropriate retention schedule.

### **D. E-mail Communications**

Electronic communications, including e-mail, are generally considered transitory in nature, and are not customarily kept or retained by the District as the primary means for preserving information for future reference. Personal e-mail messages and announcements are not related to District business,

copies or extracts of documents e-mailed for convenience or reference, internal e-mails created by employees on work-related topics which do not facilitate action (i.e., cover notes, etc.), and e-mails containing drafts, notes or inter-office memoranda that are not retained by the District in the ordinary course of business are examples of such transitory communications.

However, e-mails created or received by District employees and Board Members in connection with District business, or e-mails that facilitate action, such as initiation, authorizing or completing a transaction in connection with District business may constitute a public record and should be retained.

E-mails which do not constitute a public record may be periodically or routinely purged from the system without any necessary action of the sender or the recipient of the communications. If the content of an e-mail message constitutes a public record, employees and Board Members are required to migrate the document from the e-mail system to another platform or in another format for storage and retention, to be kept in accordance with the Records Retention Schedule.

#### **E. Electronic Data Retention**

All retained information must be stored in a manner designed to ensure its accessibility, integrity, confidentiality, authenticity, and legibility sufficient to ensure the integrity of the records for the specified retention period. Conversion from one storage medium to another will include adequate controls to support these requirements.

#### **F. Destruction/Disposal of Records**

Action by the Board of Directors of the District is not required for the destruction of documents in accordance with the Board-approved Records Retention Schedule. However, no records may be destroyed or otherwise disposed of except as provided in this policy and in compliance with the Records Retention schedule.

Pursuant to the provisions of Government Code §§60200 through 60203, and the guidelines prepared by the State Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the District.

**Documents must be shredded in a manner which ensures confidentiality.**

#### **G. Records Retention Schedule**

The "Records Retention Schedule" is attached to this policy as Attachment. "A" and is incorporated herein by reference. This policy and the records Retention Schedule comply with the records retention guidelines provided by the California Secretary of State and may be updated from time to time.

## RECORDS RETENTION SCHEDULE

Title and Description of Records	Retention Period	Comments
<b>CORRESPONDENCE</b>		
General Public	3 years	
Reports	Active +3 yrs.	
<b>FINANCIAL</b>		
Non-Discharged Debt of the District and Related Documents	Permanent	Cal. Gov't Code 60201
Non-Personnel Expense Reports	4 years	Or until audited, which ever is first
Budgets	Permanent	
Billing/Accounting Reports	4 years	Or until audited, which ever is first
Budget Change Reports	4 years	Or until audited, which ever is first
Audits	4 years	Or until audited, which ever is first
Invoices (non fixed assets)	4 years	Or until audited, which ever is first
Fees/Receipts	4 years	Or until audited, which ever is first
Check Registers	4 years	Or until audited, which ever is first
General Ledgers	Permanent	
Grants	Active +2 yrs.	Active until end of grant year
<b>EQUIPMENT/SUPPLIES/ SPACE/CONSTRUCTION</b>		
Pending construction that the district has not accepted or as to which a stop notice claim legally may be presented	Permanent	Cal. Gov't Code 60201
Unaccepted bid or proposal for the construction or installation of any building, structure, or other public work	2 years	Cal. Gov't Code 60201
Construction Stop Notice	Active +2 yrs.	Cal. Gov't Code 60201
Purchase Request/Order	Active +4 yrs.	Active until items received (4 years if subject to audit)
Service Orders/Authorizations	Active +2 yrs.	Active until services performed
Vendor Information	Active +2 yrs.	Active until revised
Building Maintenance/Leases	Active +2 yrs.	Active until lease terminates
Inspection Reports/Moves/Space	Active +2 yrs.	Active until revised/rescinded/superseded
Equipment Maintenance	Active +2 yrs.	Active until maintenance completed
Hardware/Software Documentation	Active +2 yrs.	Active until revised/rescinded/superseded
Invoices for Fixed Assets (non real property)	Active +2 yrs.	Active until disposed of

## RECORDS RETENTION SCHEDULE

<b>PERSONNEL</b>		
Employee Records/Attendance Records/Applications	Active +7 yrs.	Active until employee leaves/terminates**
Compensation paid to District Employees, Officers or Independent Contractors	Active +7 yrs.	Active until employee leaves/terminates** Cal. Gov't Code 60201
Expense Reports of District Employees and Officers	Active +7 yrs.	Active until employee leaves/terminates** Cal. Gov't Code 60201
Employee/Officer Credit Card/Travel Expenses	Active +7 yrs.	Active until employee leaves/terminates** Cal. Gov't Code 60201
<b>POLICY/PROCEDURE/ ORGANIZATION</b>		
Documents Relating to: Formation/ Change of Organization/ Reorganization of the District	Permanent	Gov't Code 60201 requires that these records be permanently retained.
Ordinance adopted by the District	Permanent (5 Years for repeal ordinances)	Gov't Code 60201 requires that these records be permanently retained. However, an ordinance that has been repealed or is otherwise invalid or unenforceable may be destroyed 5 years after it was repealed or became invalid or unenforceable
Policies (All)	Active	Active until revised
Procedures (All)	Active	Active until revised
Mission Statements	Active	Active until revised
Meeting Minutes/Agendas/Resolutions	Permanent	See Gov't Code 60201
Audio Tapes of Meetings		Minimum 30 days/optional beyond that
Request for Proposals	3 yrs.	
Contracts	Active +4 yrs.	Active until contract is discharged (+4 if subject to audit). Cal. Gov't Code 60201
Plans and Goals	Active	Active until revised/rescinded/superseded/Complete
Records subject to any pending request under PRA, regardless of whether the District maintains that the record is exempt from disclosure	Unless governed under another category, records should be retained until the request has been granted, or 2 years have elapsed since the District provided written notice to the requester that the request has been denied.	See Gov't Code 60201

## RECORDS RETENTION SCHEDULE

<b>RECORDS MANAGEMENT</b>		
Records Retention Schedule	Active	Active until revised
Records Destruction Authorization	4 yrs.	
<b>LEGISLATION/ REGULATIONS/ LEGAL</b>		
Legal Opinions	Permanent	
Law Suits/Small Claims	Active +2 yrs.	Active until litigation complete
Legal Opinions	Permanent	
FPPC Opinions	Permanent	
Conflict of Interest Forms	7 Years	
<b>MISCELLANEOUS</b>		
Title/Documents relating to Real Property Owned by the District	Permanent	Cal Gov't Code 60201

**Amendments To Policies, Procedures & Waiver of Policies:**

Additions in Yellow

**AMENDMENTS TO POLICIES AND PROCEDURES** Policies and Procedures may be amended by resolution of the Board of Directors following the noticing of the proposed amendment, **which will be attached,** ~~including language to be changed, at one~~ a regular or special meeting of the Board of Directors, and a vote by the majority of the District Board on the proposed amendments. ~~at a regular meeting occurring not less than thirty (30) days following the first meeting.~~

**WAIVER OF POLICIES.** Any provision of these policies may be waived by the unanimous vote of the full District Board for any given action item.

Last approved May 27, 2015

Website Content and Social Media:

Additions in Yellow

**24.1 WEBSITE CONTENT.** In order to increase public awareness of the District’s role and promote transparency, the District’s website must include the following information: District’s contact information; the District’s governance including biographies and contact information for the Board of Directors; a map of the District’s boundaries; agendas and notices of upcoming District Board meetings; staff reports or other backup material for upcoming Board of Directors meetings; the District’s annual report, audit, and operating budget; the lease **between** ~~of the hospital to~~ the Mark Twain Medical Center and **The Mark Twain Health Care District** as well as other information deemed appropriate by the District Board.

**24.2 SOCIAL MEDIA.** Any and all social media accounts maintained on behalf of the District by the District’s staff, and/or Directors shall promote the District’s Mission Statement, Vision, and Strategic Plan.



**Appointments to the District Board:**

Any vacancy on the Board of Directors may be filled by appointment by the remaining members of the Board of Directors or by special election, for such term and under such conditions as may be specified by law.





# MGT 403 Access and Functional Needs Preparedness Planning for Rural Communities

Tuition Free!

San Andreas, CA / Tuesday, February 18, 2020



This is an eight-hour planning and management-level course that helps ensure the safety of individuals with access and functional needs during a crisis event by increasing knowledge among community emergency planners in the area of preparedness. It encourages outreach to the whole community so that everyone considers what these individuals may require in terms of personalized care, transportation, shelter, and medical assistance before the crisis occurs. This course focuses on the preparedness phase of emergency management.

Topics include, but are not limited to:

- Partnerships
- Individual considerations
- Community considerations
- Care provider considerations
- Tabletop activity

### Who Should Attend

- Emergency planners
- Healthcare professionals
- First responders
- Government officials
- Local business representatives
- Community group leaders

## Training Details

Address: **Health & Human Services Agency  
Sequoia Room**

509 East St. Charles Street  
San Andreas, CA 95249

Date: **Tuesday, February 18, 2020**

Time: **8:00 a.m. to 5 p.m.**

Local Contact: Diana Haley  
[dhaley@co.calaveras.ca.us](mailto:dhaley@co.calaveras.ca.us)  
(209) 754-6034

Prerequisites: U.S. Citizenship<sup>††</sup>

Sponsored by:  
**Calaveras County Public Health  
Emergency Preparedness & Response**

## Registration

To register [Click Here](#) or visit:

**[www.RuralTraining.org](http://www.RuralTraining.org)**

**Registration Deadline: February 4, 2020\***

*\*A minimum of 20 registrations must be received by this date in order to confirm the class will be held.*

## FEMA SID

### FEMA SID Required to register

Apply for your FEMA Student Identification number at  
<https://cdp.dhs.gov/femasid>

*Please bring your SID number to class.*



**RDPC**  
Rural Domestic Preparedness Consortium

<sup>††</sup>All foreign nationals need to complete a Department of Homeland Security Foreign National Visitor Request form in order to attend these courses. To obtain the form, contact the RDPC at: [helpdesk@ruraltraining.org](mailto:helpdesk@ruraltraining.org) or 877-855-RDPC (7372).

