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**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**

## **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 7:30am.

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

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

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

Mr. Shetzline requested Stay Vertical Calaveras be heard after Item 6. Section D.

Ms. Radford moved to approve the Agenda. Ms. Atkinson provided her second and the motion passed 4-0.

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

Kathi Toepel of Common Ground wanted to promote the District's support in the Caring for the Caregivers Conference 10-3pm at the SA Town Hall on September 27<sup>th</sup> and passed out flyers.

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

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## **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

## **B. Correspondence:**

- Doris Barger Golf Tournament – Thank You:

Public Comment: Hearing none.

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

## **6. MTHCD Reports:**

### **A. President's Report:**

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

Ms. Reed: Referenced legislation that ACHD and CSDA are trying to weaken that affects excess property; the ACHD annual conference will be in La Jolla this year, Oct. 9-11.

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

Ms. Al-Rafiq: The MTMC is in the process of recruiting doctors, reappointing medical and support staff; nine policies were approved; the clinics' go-live with CERNER was very successful; they are also working on a central call center.

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

Ms. Reed: Clinic finances were reviewed; Mr. Archer has an action plan for the clinic that is very solid; staff likes CERNER.

Mr. Archer: Recruiting providers is still a challenge so Dignity colleagues are assisting by doing the first screening then making recommendations to him for consideration; he's researching a loan forgiveness program that underserved areas might qualify for; cash on hand is (+/-) 29 days and being affected by the building of the Angels Camp Clinic; the goal is for 50 days cash on hand.

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

Dr. Smart: Supports Mr. Archer in the difficult quest to recruit providers.

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

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

Dr. Smart: Thanked the Finance Committee for meeting at 7am this morning; introduced Tina Terradista, RN as the new Clinic Manager and thanked staff for assisting in the design, ordering and raising of the new pop-up in the room which depicts the Clinic and District information; the employee manual is being reviewed to accommodate hiring the additional staff for the Clinic; the Clinic Grand Opening Ceremony will be Friday October 18 at 10am.

- **Construction:**

Dr. Smart: It looks like the District will get access to the Clinic September 16<sup>th</sup> (+/-) with staff training to start September 23<sup>rd</sup>; AT&T still needs to install the fiber; the budget is on track.

- **Project Manager:**

Mr. Van Lieshout: The Clinic flooring is almost done; PG&E set the meter and the paving will start next week so there is lots of energy on site.

- **USDA Form 271 Aug 2019:**

Dr. Smart: Referred to the Form 271 (pkt. pg.19) and stated the District is in the process of spending the \$600k for IT and furniture as outlined.

- **Operations and Development:**

Dr. Smart: Starting September 23<sup>rd</sup> the staff will be receiving training (8/hr. days) until the Clinic opens.

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

Dr. Smart: Was just contacted by a group interested in an assisted living project at the VS H&W Center.

#### **F. Stay Vertical Calaveras:**

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

Mr. Shetzline: Referenced his budget information (pkt. pg20-21); the summer has been slow with an average of 10 in a class; he wants to see why some aren't completing the course (6/wks.); he's working on the power point for Ms. Sellick to take to the ACHD annual meeting in Oct; Mr. Archer has invited him to speak at a provider meeting to promote referrals to keep patients out of the ER; he will also work with Ms. Reed on how to help with the home health program.

Dr. Smart: Sept. 23 is National fall prevention Day.

#### **7. Committee Reports:**

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

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

Mr. Wood: Referenced the financials (pkt. pgs. 22-32) as it has only been a month so not a lot to see: he requested Mr. Hohenbrink revise the budget to reflect standard accounting practices i.e.: black is positive and red is a loss then handed out the revised copy to the Board; there isn't much on the Clinic page but that will change as the Clinic progresses; the payroll will be split between District and Clinic employees.

Mr. Archer: Along with Dr. Smart will be in contact with Dignity to resolve the Community Area Maintenance (CAM) charges that were consistent and unchallenged until recently.

Ms. Al-Rafiq: Would like to see Clinic figures separate to determine cost and progress.

Public Comment: Hearing none.

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

**B. Ad Hoc Policy Committee:**

Ms. Atkinson: After Labor Day staff will set a meeting for the Committee to meet.

**C. Personnel Committee:**

- **CEO annual Evaluation:**

Ms. Reed: Would like to see this item pushed to the September Board meeting so the Board members can get an ACHD email with a link to complete the CEO evaluation; this tool is free and geared for a hospital so will have some items that do not apply to the District CEO.

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

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

Ms. Radford: Described an out of cycle event planned for October 24<sup>th</sup> put on by MTMC to bring awareness to October being Breast Cancer Awareness Month (pkt. pgs. 33-40); the Grants Committee met and would like to recommend the District support the event in the way of a \$5k grant;

Public Comment: Ms. Cantrall of the MTMC Foundation mentioned the Foundation and others that are included in the event as; the MTMC Volunteers, the Soroptimist and the Wine Grape Alliance; Dr. Atwal will be speaking on 3D mammography as well as Ms. Sellick, breast cancer survivor and Board

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member. There will likely be a spot on the Good Day Sacramento broadcast as host Tina Macuha is a Breast Cancer survivor.

Dr. Smart: Breast Cancer, for men and women, is a fatal disease but is preventable 95% of the time with early detection....so get your checkups.

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

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

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

Dr. Smart requested item 1. be corrected.

1. Draft Late Arriving Patients

**Revised: (pkt. pg. 42 item 5. to add the word “critical”.**

2. Draft Accounts Payable

3. Draft Emergency Medications and Supplies

4. Draft Conflict Of Interest

5. Draft Employee Health

Public Comment: Hearing none.

Ms. Radford moved to approve the policies as amended. Ms. Atkinson provide her second and the motion passed 4-0.

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

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

Ms. Al-Rafiq: Would like to see staff start planning another strategic planning session for late Spring in 2020.

**10. Next Meeting:**

A. The next meeting will not be Wednesday September 25, 2019 but instead will be a Special Board Meeting on Friday September 20th:

**11. Closed Session:**

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


Ms. Reed: The Closed Session will be tabled until the September meeting.

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

Ms. Radford moved to adjourn the meeting at 8:41am. Ms. Atkinson provided her second and the motion passed 4-0.

A handwritten signature in cursive script, appearing to read "Ann Radford", is written above a horizontal line.

Ann Radford, Secretary

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