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**Special Meeting of the Board of Directors
Wednesday July 31, 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 7:34am.

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
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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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- **Construction:**

Dr. Smart: Thanked Ms. Al-Rafiq for attending the meetings while he was on vacation. The Clinic interior is being painted; a decision was made on the main lobby wall which will be wood paneling sporting a silver sign naming the Clinic.

- **Project Manager:**

Pat Van Lieshout: Lights are in, about 20% of the cabinets are in then the flooring will be installed.

Ms. Atkinson: Thanked Mr. Van Lieshout for leading a group tour of the Clinic. All were really pleased with the progress.

- **USDA Form 271 July 2019**

Dr. Smart: The opening is down to 51 days; the USDA relationship is very healthy, and payments are being made to the contractor in person when due.

- **Operations and Development:**

Dr. Smart: Tina Terradista, RN was hired July 18th and is in training with the District's consultant. Ms. Terradista was interviewed from a pool of 32 applications was trained by Katherine McCoy, MTMC, CNO, has nursing experience in San Jose and locally with Adventist and MACT clinics; The Clinic opening will include the services of 10 providers i.e.: 2 fulltime doctors, one NP, 3 part-time internal medicine to cover one panel, 2 per diem providers and 2 dentists with supporting staff to be hired; of those mentioned only one came from the recruiter.

- **Medicare Contract: Public Comment:**

- ✓ **Resolution 2019 – 07 - Public Comment – Action**

Dr. Smart: The District has contracts with Anthem Blue Cross, CA Health & Wellness and CMS. Resolution 2019-07 is to authorize the CEO to open a rural health clinic which is to satisfy a CMS requirement.

Public Comment: Hearing none

Ms. Radford moved to approve **Resolution 2019-07**. Ms. Al-Rafiq provided her second and the motion passed 5-0.

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

Dr. Smart: Has an interested party wanting to lease the shelled space at the Clinic for a pharmacy.

F. Stay Vertical Calaveras:

Mr. Shetzline is on vacation. Staff passed out business cards that have SVC information on one side and District information on the other. The Board will disperse them throughout the community.

7. Committee Reports:

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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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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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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:

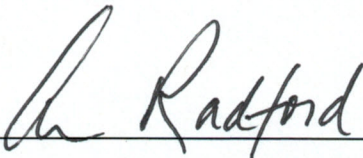
Ms. Radford: She anticipates leaving the Board to move to San Diego. "It has been a cool 5 years" being on the Board. Rebecca Callen, Calaveras Controller is resigning her position.

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.



Ann Radford, Secretary

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