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**Meeting of the Board of Directors
 Wed. Feb 26, 2020
 9am
 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:

Time: 9:05am
By: Ms. Reed

2. Roll Call:

Board Member	Present	Absent - Excused
Ms. Reed	X	
Ms. Atkinson	x	
Ms. Sellick	x	
Ms. Al-Rafiq		Excused
Ms. Toepel	x	

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

Public Comment: Hearing None
Motion to approve by: Ms. Sellick
Seconded by: Ms. Atkinson
Vote: 4-0

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 January 16, 2020
- Un-Approved Special Board Meeting Minutes for January 21, 2020

B. **Correspondence:**

- News Clip: Common Spirit Health co-CEO Kevin Lofton Retiring June 2020

Public Comment: Hearing None
Motion to approve by: Ms. Sellick
Seconded by: Ms. Atkinson
Vote: 4-0

6. **MTHCD Reports:**

A. **President's Report**

Ms. Reed:

- Association of California Health Care Districts (ACHD):
 - ACHD Leadership Feb. 20-21 in Sacramento: Ms. Al-Rafiq, Ms. Toepel, and Ms. Reed attended. There was a mix of mandatory trainings, board orientation, and self-care. The legislative session was very informative with upcoming bills and elections. There's currently no ACHD CEO.
- Meetings with MTHCD CEO: Weekly meetings have been occurring since the last board meeting. The topics of discussion were Valley Springs Health & Wellness Center new generator is running, Dental Service start up, New grants Committee, and Ambulance Services.

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B. Ambulance Service Update:

Mr. Archer:

MTMC has been working on improving relationships with the EMS in such areas as “wall time” (ambulance to admission); are reaching out to affiliations/companies, put in a snack cabinet as EMS workers work long and hard hours often times missing meals; March sets the deadline for new ambulance proposals to be submitted for Board of Supervisor review and decision; American Legion (current ambulance provider) is trying to get certifications for “critical care” transportation as Calaveras County doesn’t have this service.

C. MTMC Community Board Report:

Mr. Archer:

James Dalton Clinic is now open and seeing patients. Dr. McCoy is leaving around May. Dr. Parsa is working on training for the “Burch procedure” and he would be the second in California to be doing this type of procedure. The “Burch Procedure” is surgical procedure in which the neck of the bladder is suspended from nearby ligaments with sutures. It is performed to treat urinary incontinence, used when the bladder/urethra has fallen out of its normal position.

D. MTMC Board of Directors:

Ms. Reed:

Board of Directors will meet next week.

E. Chief Executive Officer’s Report:

Dr. Smart:

State has finally approved the Rural Health Clinic (RHC) application.

Coronavirus Update – Healthcare organizations all over the country are prepping supplies and procedures for the possible outbreak.

- Strategic Planning Workshop: Upcoming meeting to be determined.
- Donation - MTHCD to MTMC Foundation: Copper Clinic; we are just waiting on the lease and construction budgets.

F. MTMC Community Needs Assessment:

Ms. Stevens wasn’t available.

- https://www.dignityhealth.org/central-california/-/media/Service%20Areas/central-california/Documents/mark_twain_medical_center_2019-CHNA-FINAL%2010-2-19.ashx?la=en&hash=5F2DE31A5D204B9406718E029E063FA97029E123

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G. Stay Vertical Calaveras:

Dr. Smart for Mr. Shetzline:

The program is well, there are no concerns. Want to continue with the same budget for next year. Wants to start a fundraiser for the program on National Fall Prevention Day (Sept 22).

H. Valley Springs Health & Wellness Center:

Dr. Smart:

X-Ray machine is up and running. Diabetes program has been started. Meeting this week with Mind Matters about the ADHD/Autism program.

- Construction Finance: Not active yet, Pharmacy plans are still with the Architect.
- Finance Strategy: Developing a strategy to manage RHC and still have money left over.
- VSHWC "Quality" Report: 1st QTR report was good. New patients went up 50%, Medi-Cal patients went up 112%, total empaneled patients went up 134%. A patient satisfaction survey will be added.
- Pharmacy: No update, still in architectural planning stage.
- 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 List of Services 021220
2. Draft Initial Patient Contact and Medical Emergencies 021420
3. Draft Answering a Phone Call 021220
4. Draft Appointment Notification 021220
5. Draft Appointment Scheduling 021220
6. Draft Cleaning Duties 021420
7. Draft Communication with Persons w/ Limited English Proficiency 021220
8. Draft Expedited Partner Therapy for STDs 020120
9. Draft Follow Up Calls 021420
10. Draft Follow-up of Patients 021420
11. Draft Holter Monitor Testing
12. Draft List of Services 021220
13. Draft Medication Management Storage of Multi-Use Containers 020820
14. Draft Flat Rate Fee Program 021320
15. Draft New Employee Onboarding Policy 020820
16. Draft No Show 012820

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17. Draft Patient with Urgent Complaint or Distress 021420
18. Draft Peer Review 021220
19. Draft Reference Resources 013020
20. Draft Registering Patient Complaints 021420
21. Draft Registration of Established Patient 021420
22. Draft Registration of New Patient 021420
23. Draft Statement of Ownership and Governance 021220
24. Draft Threatening or Hostile Patient 021420

PKT Pg. 29 change "Board of trustees" to "Board of Directors";
 PKT Pg. Policy 15 needs to be cleaned up with minimum requirements needed.

Public Comment:	Hearing None
Motion to approve as amended by	Ms. Atkinson
Seconded by	Ms. Toepel
Vote:	4-0

I. Ad Hoc Real Estate:

Ms. Reed:

- Update on Valley Springs Property - Phase II: Ms. Reed will talk with Cheryl from Eskaton to set up a visit with the Peninsula Health Care District's Assisted Living Facility. Dates are to follow.

7. Committee Reports:

A. Finance Committee:

- Financial Statements (Jan. 2020): Public Comment – **Action**

Mr. Wood:

Added Dr. Smart's footnote regarding clinic revenue. January 2020 financials are closed. State of California property tax will be a little higher than budgeted. Investment accounts doing well.

Motion to approve by:	Ms. Toepel
Seconded by	Ms. Atkinson
Vote:	4-0

B. Ad Hoc Policy Committee:

Ms. Sellick:

Once a month meeting has been scheduled to go over policies starting in April.

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C. Ad Hoc Personnel Committee:

Ms. Reed:
Did not meet and will meet when needed.

D. Ad Hoc Golden Health Community Grants Committee:

Ms. Sellick:
Applications are out and due by **March 9**. Received 3 applications so far.

8. Board Comment and Request for Future Agenda Items:

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

- Board Stipends; to use W-2 or 1099? **ACTION**

B. Community Connection:

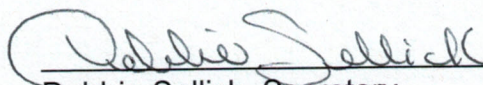
Dr. Smart will speak at the Community Town Hall in Mountain Ranch on March 6th at 6pm.

9. Next Meeting:

A. The next meeting will be Wednesday March 25, 2020 starting at 9am.

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

Public Comment:	Hearing None
Motion to adjourn by:	Ms. Atkinson
Seconded by	Ms. Reed
Vote:	4-0
Time Meeting Adjourned:	10:55am


Debbie Sellick, Secretary

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