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**Special Meeting of the Board of Directors  
Wednesday June 19, 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 7:32am.

#### **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. Sellick moved to approve the agenda. Ms. Radford provided her second and the motion passed 5-0

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

Hearing None.

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

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

- Un-Approved Finance Committee Meeting Minutes for May 8, 2019
- Un-Approved Board Meeting Minutes for May 31, 2019.

##### **B. Correspondence:**

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- Karla Garcia-Aldaco -Thank You for MTHCD Ken McInturf Scholarship Award.
- Attorney General – Health & Safety Code 999.40 & 32121- Lease Transfer.

Dr. Smart: Mentioned it was a requirement (Health & Safety Code) to notify the Attorney General of the new 30-year lease.

Public Comment: Hearing None.

Ms. Al-Rafiq moved to approve the Consent Agenda. Ms. Atkinson 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: ACHD has made adjustment to their budget putting them in a better financial position; Ken Cohen will be retiring effective Feb. 2020; the annual conference will be in La Jolla in Oct.

### B. Corp. Board Report:

Ms. Reed: The Corp. Board has been officially retired after 30 years of service to the Community. The District will now receive reports from the MTMC Community Board by member, Ms. Al-Rafiq and the MTMC Board of Directors by member, Ms. Reed. The MTMC Board of Directors will keep the same schedule as the Corp. Board with a new start time.

Ms. Al-Rafiq: Wasn't present for the first Community Board meeting on June 7<sup>th</sup>. The next meeting will be Friday and officers will be selected.

### C. Chief Executive Officer's Report:

Dr. Smart: Cheryl Duncan, Consultant will be on site two weeks in July to continue in the VS H&W operations and planning; effective July 1<sup>st</sup> the current employee's payment method will be switched to Payroll People which has a robust HR component.

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

Ms. Atkinson: Will provide staff with a VA contact in hopes of adding services for the veterans.

- **Community Outreach:**

Dr. Smart: Spoke to the SA Rotary and the VS Rotary and had an interview with Tori James of mymotherlode.com; contact staff if you'd like tickets for the June 22 Mentoring Boots & Bling fund raiser; Ms. Reed, Ms. Sellick and himself attended the MTMC Foundation golf event/dinner where the District presented a check to the Foundation for \$372k for their Breast Health Program.

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

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

Mr. Van Lieshout: The water line and PG&E lines are in; taping the sheetrock then texturing will be next; at this point in the project you'll start to see considerations as decisions being made based on budget; the daily reports are showing construction hours at 13k man hours.

Dr. Smart: The project is 90 days to opening; an interested party contacted the District wanting to consider putting a pharmacy in the shelled space;

- **USDA Form 271: May 31, 2019:**

Dr. Smart: Noted activity has started (row 37) with the \$600k District contribution to purchase furniture and IT and expenditures will escalate as the project nears completion; the Ad Hoc Real Estate Committee is working on ideas to use the Contingency funds (row 29); Row 15 Architect/Engineer fees contract has expired so will pay them at time-and-materials.

Mr. Van Lieshout: Prefers the time-and-materials approach because it allows an approval process.

- **Operations and Development:**

Dr. Smart: It's been a challenge even with a recruiter to secure providers for the clinic; such issues are pay, location, and wanting to be employees which the District cannot do; excited about two doctors, one with a lot of experience in pediatrics and one general practice; contact staff for information to attend a meet-n-great on July 6 and 13 respectfully; as an RHC no license is required however a site review will be conducted on Sept. 18<sup>th</sup> by Anthem Blue Cross; contact staff to participate in the Grand Opening Committee set for Sept. 20<sup>th</sup>; the Clinic opening is set for Sept. 23.

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

Ms. Al-Rafiq: Will provide PACE contact information for invitation to VS H&W Grand Opening Event.

#### **E. Stay Vertical Calaveras:**

Mr. Shetzline: Stay Vertical Calaveras is in its second year and still growing; District website is current with upcoming classes and contact information; he'll provide data to the Board along with seeking grants to help fund the program instructor and venue costs; he'll contact MTMC clinics, PT and ER to encourage participation from those unaware of the outcome of falling; he'll prepare data for Ms. Sellick to take to ACHD conference in early Oct.

Staff: Will provide SVC/District business cards to distribute to those asking about SVC, Silver Streak drivers and to those discharged at MTMC.

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## 7. Committee Reports:

### A. Finance Committee:

Ms. Atkinson: The Finance Committee met for their regular June session and again this morning regarding changes to the 2019-20 draft budget.

- **Financial Update:**

Mr. Wood: The District is 11 months into the budget year and all is on track minus the new lease; a true-up will take place as part of the 6-3-2019 closing; he is working with Rick Jackson, Auditor and Sue Cosgrove, consultant, on how to book the new lease amounts which will change the balance sheet.

- **Financial Statements (May. 2019) Recommendation-Approval: Action**

Public Comment: Hearing none.

Ms. Al-Rafiq moved to approve the May Financials including the Investment Reserve Report. Ms. Radford provided her second and the motion passed 5-0.

- **Investment Activities:**

Mr. Wood. Upon receiving the proceeds from the New Lease, the District earned \$5.4k interest the first six hours invested.

- **New Budget (2019 - 2020): Action**

Dr. Smart: Reminded the Board a budget is a fluid document; he along with Mr. Wood, CPA, prepared the District portion of the budget; the VS H&W Center clinic portion of the budget was prepared by Kelly Hohenbrink, consultant, and himself with no prior history except Mr. Hohenbrink's institutional knowledge; some budget changes are as follows; (1) the clinic won't open until Sept. so the budget was changed from a 12-month to a 9-month budget (2) increasing the insurance line-item to cover additional policies including USDA from \$20,500 to \$30-35k (3) Mr. Shetzline requested additional funding for Stay Vertical Calaveras from \$46,500 to \$52k.

Ms. Atkinson and Ms. Radford: Concerns from the Finance Committee included; Mr. Shetzline was asking for additional funding at the end of the 3-month budget process in addition to receiving a Community Health Grant in May

Ms. Al-Rafiq moved to approve the SVC increase to \$52k. Ms. Sellick provided her second because she'd like to see a class started in West Point. The motion passed 3-2 without support from the Finance Committee.

Public Comment: Hearing None.

Ms. Atkinson moved to approve the 2019-20 budget with the following changes;

Increase District insurance 8610.82 to \$35,000.

Increase SVC 8890.00 to \$52,000.

Add Descriptive detail to 8610.69 and 8610.90. Add a separate line item for IT in the Clinic.

Provide a budget narrative that includes the assumptions.

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Ms. Radford provided her second and the motion passed 5-0.

**B. Ad Hoc Lease Review Committee:**

- **Escrow Statement:**

Dr. Smart: Referenced (pkt. pg. 40) as the First American Title Insurance Company Escrow Statement summarizing the May 31, 2019 closing of the 30-year MTMC Lease.

- **Final Accounting:**

Dr. Smart: The May 31<sup>st</sup> closing was based on the April closing. Mr. Krieg is working on the true-up.

**C. Ad Hoc Policy Committee:**

Ms. Atkinson: The Policy Committee didn't meet this month however all, but two District policies have been reviewed this year and will be done annually.

**D. Personnel Committee:**

- **Pensions & Health Benefits:**

Dr. Smart: The Board is being asked to review and approve the 401(k) plan for District employees. Reference is made in Resolution 2019-05 to Exhibits A, B, C, and D which would fill a binder and is not included in the Board pkt. The full document is available for review at the District office. The District plans to match a portion of the employee contribution. The match will be determined and awarded after one full budget cycle.

- **Resolution 2019-05 – Retirement: Action**

Public Comment: Hearing None.

Ms. Radford moved to approve **Resolution 2019-05** with the first sentence changed to read “the Mark Twain Health Care District 401(k) Plan (the Plan)”. Ms. Atkinson provided her second and the motion passed 5-0.

**8. VS H&W Center – Draft Policies: Action** .....;.....Dr. Smart

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

- 1. Draft Medication Administration
- **2. Draft Withdrawal of Care 111218**

**Amended: (pkt. pg. 46) item 11. Last line: Strike “at the” to read .....from care utilizing this policy.**

- **3. Draft Vaccine Administration 111218**

**Amended: (pkt. pg. 48) item 8. Replace “Patient” with “Parent/Guardian”**

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- 4. Draft Venipuncture 111218
- 5. Draft Visual Acuity 111218
- 6. Draft Urinary Catherization 111218
- 7. Draft Urine Collection Clean Catch Female 111218
- 8. Draft Urine Collection Clean Catch Male 111218
- 9. Draft Telephone Request for Medical Advice 111218
- 10. Draft Splints Ace Wraps 111218
- 11. Draft Standardized Procedure for Administration of Flu Shots 111118
- 12. Draft Standardized Procedure for Childhood Health Screenings 111118
- 13. Draft Standardized Procedure for Glucose Testing of Diabetic Patients 111118
- 14. Draft Standardized Procedure for Hemoglobin Assessment 111118
- 15. Draft Standardized Procedure for Physical Examinations 111118
- 16. Draft Standardized Procedure for Pregnancy Testing of Patients on Contraception 111118
- 17. Draft Standardized Procedure for Pulse Oximeter 111118
- 18. Draft Standardized Procedure for Strep A 111118
- 19. Draft Standardized Procedure Urinalysis for Pregnant Patients 111118

Public Comment: Hearing None.

Ms. Al-Rafiq moved to approve the VS H&W Clinic policies as amended. 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:**

Dr. Smart: Has noticed a positive change in the new MTMC leadership and has been meeting often with Doug Archer, CEO.

Ms. Reed: MTMC is in the process of reorganizing after Dr. Smith, CMO left.

**10. Next Meeting:**

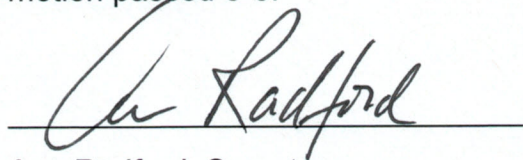
**A. The next meeting will not be Wed. July 24, 2019:**

Ms. Reed: With planned vacations in July it was decided to change the meeting to July 31, 2019.

**11. Adjournment: Action**

Public Comment: Hearing None.

Ms. Radford moved to adjourn the meeting at 9:44am. Ms. Sellick provided her second and the motion passed 5-0.



Ann Radford, Secretary

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