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**Special Meeting of the Board of Directors  
Tues. Jan 21, 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:**

The meeting was called to order by Secretary, Debbie Sellick at 9:02am.

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

Present for roll call was Susan Atkinson, MSW; Debbie Sellick CMP and Talibah Al-Rafiq. Kathy Toepel were absent and excused. Lin Reed, MBA OTR/L was absent.

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

Dr. Smart: There will not be a report on Stay Vertical Calaveras. (Item 6.G.)

Public Comment: Hearing None.

Ms. Atkinson moved to approve the agenda as amended. Ms. Al-Rafiq provided her second and the motion passed 3-0.

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

Hearing None:

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

**A. Un-Approved Minutes:**

- Finance Committee Meeting Minutes for Dec. 11, 2019
- Un-Approved Special Board Meeting Minutes for Dec. 4, 2019
- Un-Approved Special Board Meeting Minutes for Dec. 18, 2019

**B. Correspondence:**

- Common Ground - Grant Report (12-31-2019)

Public Comment: Hearing None.

Ms. Al-Rafiq moved to approve the Consent Agenda. Ms. Atkinson provided her second and the motion passed 3-0.

**6. MTHCD Reports:**

**A. President's Report:**

Ms. Reed: Wasn't available to give a report.

**B. MTMC Community Board Report:**

Ms. Al-Rafiq: Dr. John Krpan will be joining the MTMC staff as the Medical Director overseeing the clinics as well as seeing patients; grand opening for the James Dalton Medical Center in Angels Camp will be Feb. 19<sup>th</sup> at 8:30am; due to excessive costs to upgrade the facility the Dignity Clinic in Valley Springs will close effective April 15<sup>th</sup>.

**C. MTMC Board of Directors.**

Ms. Reed: Wasn't available to give a report.

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

Dr. Smart: Suggested the Board take advantage of the CSDA Education Opportunities; forward suggestions to him to include in the planning of the spring strategic planning workshop.

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

Dr. Smart: Items still needed to move forward with a donation to relocate the Copper Clinic to the Copper Square are tenant lease and the construction budget. A non-binding letter of intent will be prepared.

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

Dr. Smart: Explained the latest USDA Form 271 and the VSHWC Quality Report (12-31- 2019):

Ms. A-Rafiq: Would like to see the Quality Report include days worked per month.

- 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 Medical Staff Composition 12-26-2019
2. Draft Infection Control Overview 12-26-19
3. Draft Registering Patient Complaints 12-26-19
4. Draft Sterile Supplies and Instruments 12-26-19
5. Draft Policy Development and Review 12-26-19
6. Draft Waived Testing Influenza A and B 12-27-19
7. Draft Waived Testing CoaguChek XS PT
8. Draft Waived Testing Hemoglobin A1C 12-27-2019

Changes to policies as follows:

Policy 1. (pkt. pkg. 26) Medical Staff Composition - Procedure 3 section A - strike OB/GYN

Policy 2. (pkt. pkg. 32) Sterile Supplies and Instruments - Procedure 1 - change "store" to "stored"

Policy 3. (pkt. pkg. 34) Policy Development and Review - Procedure 5 - change "quarterly" to "monthly".

Dr. Smart: The new ruling from Medicare (CMS) - policies only need to be reviewed every two years instead of the prior requirement of annually.

Public Comment: Hearing None.

Ms. Atkinson moved to approve the policies as amended. Ms. Al-Rafiq provided her second and the motion passed 3-0.

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

Dr. Smart: The Community Health Needs Assessment will determine moving forward with the remaining Valley Springs Property i.e.: Phase II: Ms. Stevens will be invited to attend the Feb. Board meeting to discuss the Community Health Needs Assessment adopted by the MTMC Community Board in Sept 2019. In addition, the topic will be discussed at the District's spring strategic plan meeting.

## **G. Stay Vertical Calaveras:**

Mr. Shetzline was not available to give a report.

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## 7. Committee Reports:

### A. Finance Committee:

- **Annual Audit:** Public Comment – Action

Mr. Jackson: Outlined the June 30, 2019 Audit report (pkt. pg. 42-60) drawing attention to (pkt. pg. 49) indicating a clean opinion.

Mr. Jackson: Offered assistance with the rate setting for VSHWC Clinic. A meeting will be set to include the treasurer, staff, himself and Kelly Hohenbrink.

Public Comment: Hearing None.

Ms. Al-Rafiq moved to approve the June 30, 2019 Audit Report prepared by JWT & Associates, LLP. Ms. Atkinson provided her second and the motion passed 3-0.

- **Financial Statements (Nov. & Dec. 2019):** Public Comment – Action

Mr. Wood: Once the Clinic receives a Medi-Cal number it will be able to bill for services. He will add a line-item reflecting the investments at Bank of Stockton and is glad to see the District bank locally. He's satisfied that the District's investments are well diversified.

Public Comment: Hearing None.

Ms. Al-Rafiq moved to approve the Nov. 2019 Financials including the investment report (pkt. pg. 66). Ms. Atkinson provided her second and the motion passed 3-0.

Ms. Al-Rafiq moved to approve the Dec. 2019 Financials including the investment report (pkt. pg. 89). Ms. Atkinson provided her second and the motion passed 3-0.

### C. Ad Hoc Policy Committee:

- **Resolution 2020-01 Change in Board Policies:** Public Comment - Action

- Policies 19, 20, 21, & 24 Were Presented for 30-day review on 12-18-2019

Action:

- Policy 19 – Public Record Request: Public Comment:
- Policy 20 – Records Retention: Public Comment:
- Policy 21 – Amendments to Policies, Procedures & Waiver of Policies: Public Comment: Action
- Policy 24 – Website Content & Social Media: Public Comment:

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Public Comment: Hearing None.

Ms. Atkinson moved to approve **Resolution 2020-01**. Ms. Al-Rafiq provided her second and the motion passed 3-0.

**D. Personnel Committee:**

Nothing new to report.

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

Ms. Al-Rafiq: The Committee will meet on Feb. 4<sup>th</sup>. Information and ads will be forthcoming.

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

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

The Board wished Dr. Smart a happy birthday (today) in addition to announcing he will be honored at the Calaveras Chamber of Commerce's Annual Award Dinner Jan. 31, 2020 at Ironstone for his achievement and efforts in progressing business, supporting the overall economy of Calaveras County as well as succeeding in setting a great example of community involvement through service and dedication. Congratulations Dr. Smart!

**B. Community Connection:**

Dr. Smart: Reported the benefits of attending the On the Right Track at Bret Harte High School – April 20 and Calaveras High School – April 24<sup>th</sup>.

Staff: Ms. Reed, Ms. Al-Rafiq and Ms. Toepel plan to attend the ACHD Leadership Feb. 20-21 in Sacramento:

**9. Next Meeting:**

**A.** The next meeting will be Wednesday Feb. 26, 2020. Please note new meeting time of 9am.

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

Public Comment: Hearing None.

Ms. Atkinson moved to adjourn the meeting at 10:36am. Ms. Al-Rafiq provided her second and the motion passed 3-0.

  
Debbie Sellick, Secretary

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