



P. O. Box 95
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**Special Meeting of the Board of
 Directors
 Mark Twain Medical Center
 Classroom 5
 768 Mountain Ranch Rd,
 San Andreas, CA**

**Wednesday November 15, 2023
 9:00am**

Approved Minutes

Zoom – Public Invitation information is at the End of the Agenda

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 with Flag Salute:

Meeting called to order by Ms. Reed at 9:01am

2. Roll Call:

Member	In Person	Via Zoom/Phone	Absent	Time of Arrival
Linda Reed	X			
Debbra Sellick	X			
Lori Hack	X			
Richard Randolph	X			
Johanna Vermeltfoort	X			

Quorum: YES

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

Motion to approve agenda by Mr. Randolph
Second: Ms. Vermeltfoort
Ayes: 5
Nays: 0

4. **Public Comment On Matters Not Listed On The Agenda:**

Hearing None

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

A. Un-Approved Minutes:

- Un-Approved Special Board Meeting for September 5, 2023:
- Un-Approved Finance Committee Meeting for September 20, 2023:
- Un-Approved Board Meeting for September 27, 2023:
- Un-Approved Finance Committee Meeting for October 18, 2023:
- There was no October 25, 2023 BOD meeting:

Motion to approve Consent agenda and minutes by Ms. Vermeltfoort
Second: Mr. Randolph
Ayes: 5
Nays: 0

6. **MTHCD Reports:**

A. President's Report:

ACHD annual audit report shows a strong financial position

- **Association of California Health Care Districts (ACHD) October 2023 Advocate:**
- **Meetings With MTHCD CEO:**

Weekly meetings. Discussed Seismic project

- **California Advancing & Innovating Medi-Cal Program (Cal Aim):**

No Report

B. MTMC Community Board Report:

The clinics have been down 2 providers causing a financial loss over the last few months. The Cancer Center is still up and running. 325 Lab draws and 250 Flu shots were given at the Health Fair

C. MTMC Board of Directors:

The Tree Lighting Ceremony is Dec. 5, 2023

D. Chief Executive Officer's Report

- **General Comments:**

Free A1C testing was provided at the MTMC & MACT Health Fairs. Dr. Smart participated in the "Dinner With A Scientist" event.

- **MTMC Capital Improvement – Plan / Process: Property Condition Assessment (PCA)**

- **PCA Contract:** Public Comment – **Action**

The contract is for \$39,760 + elevator \$3,000 + \$5,000-\$6,000 travel and kitchen TBD.

Motion to sign PCA Contract with total not to exceed \$50,000 by Ms. Hack
Second: Ms. Vermeltoort
Ayes: 5
Nays: 0

- **Mi-wok Monument Proposal – Information:**

Email request for more information has been sent.

- **Strategic Planning & Projects Matrix:**

Hired new LCSW. Child Advocacy Center to present today

- **LED MTMC Project:** Public Comment – **Action**

Project valued at about \$250,000. MTMC to send copies of all permits to MTHCD.

Motion to approve LED Project by Mr. Randolph
Second: Ms. Vermeltoort
Ayes: 5
Nays: 0

- **Personnel Manual Section 2008 Change:** Public Comment – Action

Minor change to Overtime policy

Motion to approve Personnel Manual change by Ms. Hack

Second: Ms. Sellick

Ayes: 5

Nays: 0

- **Grant Report:**

Received \$4,000 from the Calaveras Community Foundation & The San Joaquin Community Health & Wellness Foundation Grant towards the AED for Life Program

- **Presentation –Children’s Advocacy Program:**

Karen West, CAC Manager explained the need for the Children Trama Therapy treatments available at the facility

- **Programs Coordinator:**

- Robo-Doc

7th participating school set up and running. Looking to add Copperopolis elementary soon.

- Stay Vertical Calaveras

The program offers 26 classes per week with 8 instructors. Coming to Angels Camp Soon. Limited classes during the Holidays.

- AED For Life

Phase 1 complete. Delivering AEDs to approved sites currently

- Sports Physicals- May 22, 2024

MTMC clinic and MTHCD will provide Sports Physicals on the same day throughout the county

- **VSH&W Center – Policies and Forms:** Public Comment – Action

- Policies for Sept 2023 Valley Springs Health & Wellness Center:

New Policies

Standardized Procedure for Depo Provera Injection

Revised Policies

Autoclave Use and Maintenance
Autoclave Spore Testing
Emerging Infectious Disease
New Employee Onboarding and Annual Training
Waste, Fraud, and Abuse

Bi-Annual Review Policies (no changes to policy content)

Billing for Services Provided Off-Site
Business Hours
Cash Collections
Cleaning Duties
Fit Testing
Medication Management – Storage of Multi-Use Containers
On-Call Program
Provider on Site
Quality Assurance Guidelines
Quality Assurance & Continued Quality Improvement Plan
Shelter in Place for Patients and Staff
Standardized Procedure for Employee Influenza Vaccine Administration
Standardized Procedure for Patients Presenting with URI Symptoms
Sterile Shelf Life
Universal Precautions
Unscheduled Downtime of Electronic Medical Record
PMHNP Standardized Procedures

Motion to approve Policies by Ms. Hack
Second: Mr. Randolph
Ayes: 5
Nays: 0

E. BHCIP – Round 5 Update:

Construction drawings In process. Registered with the Financial Portal. Hoping to break ground March 2024

F. VSHWC Quality Report:

- Quality – September/October 2023:

Accreditation Survey 11/7/23 went well. A correction action plan will be submitted within the 60-day deadline.

- MedStatix – September/October 2023:

No-show rate was down in Oct to 8%. Still running about 95% patient Satisfaction rating.

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7. Committee Reports:

A. Finance Committee:

- **Financial Statements** – September 2023: Public Comment – Action

Sept. looks pretty good financially. Interest rates are strong.

Motion to approve September Financials with I & R Report by Mr. Randolph

Second: Ms. Vermeltoort

Ayes: 5

Nays: 0

- **Financial Statements** – October 2023: Public Comment – Action

Very solid month for the Clinic. Interest rates remain very high, helping to add to the District's overall net income. Utilities for MTMC were not available but were estimated to be \$105,000

Motion to approve October Financials with I & R Report by Mr. Randolph

Second: Ms. Vermeltoort

Ayes: 5

Nays: 0

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

Updated version of Audit handed out.

Motion to approve Audit Report with updated Pg 2 info by Ms. Vermeltoort

Second: Mr. Randolph

Ayes: 5

Nays: 0

B. Ad Hoc Policy Committee:

- Policies Were Presented for 30-Day Review on Sept. 27, 2023:

- ◆ **Resolution 2023 - 09 to Approve:** Public Comment – Action

- Policy # 4: Officers of the District:
- Policy # 5: Committees of The Board: Public Information Officer: Auditors:
- Policy # 12: Conflict of Interest Code and Ethics:
- Policy # 27: Credit Card:

Motion to approve Resolution 2023-09 by Mr. Randolph

Second: Ms. Sellick

Ayes: 5

Nays: 0

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- Policies Presented for 30-Day Review:
 - Policy # 13: Appointments to the District Board:
 - Policy # 14: Conduct Related to Elections:

C. Ad Hoc Community Grants:

- Calaveras County Senior Center: Public Comment – Action

Request funds to help purchase a new freezer

Motion to approve request for \$3,200 towards purchase of new freezer by Ms. Vermeltfoort

Second: Ms. Hack

Ayes: 5

Nays: 0

- Calaveras Mentoring Foundation: Public Comment – Action

Request for donation to Barn Dance

Motion to donate \$2,500 to sponsor Barn Dance by Ms. Vermeltfoort

Second: Ms. Hack

Ayes: 5

Nays: 0

- Hospice of Amador & Calaveras: Public Comment – Action

Recent donation made

Motion to decline donation at this time by Ms. Vermeltfoort

Second: Ms. Hack

Ayes: 5

Nays: 0

D. Ad Hoc Community Engagement:

No Report

E. Ad Hoc Real Estate:

No Report

F. Ad Hoc Personnel Committee:

No Report

8. Board Comment and Request for Future Agenda Items:

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

- Thanksgiving Holiday November 23 and 24, 2023:

9. Next Meeting:

- Holiday Schedule for Board Meetings: Dark for December, 2023.
- The next MTHCD Board Meeting will be Wed. **January 24, 2024** at 9am.

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

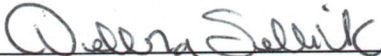
Motion to adjourn by Ms. Hack

Second: Ms. Vermeltfoort

Ayes: 5

Nays: 0

Time: 11:03am



Debra Sellick, Secretary

Traci Whittington is inviting you to a scheduled Zoom meeting.

Topic: MTHCD Special Board of Directors Meeting

Time: Nov 15, 2023 08:30 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88201017931?pwd=NzI3dnZ3aUJ3ckpnWVVmb25lUUx6QT09>

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