



**MARK TWAIN  
HEALTH CARE DISTRICT**

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**Finance Committee Meeting  
Wed. July 10, 2019  
9:00am  
Mark Twain Medical Center Education Center - Classroom 5  
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 Treasurer, Susan Atkinson at 9:02am.

**2. Roll Call:**

Present for roll call was Ms. Atkinson, Ms. Radford and Ms. Hack.

**3. Approval of Agenda: Action**

Ms. Hack moved to approve the Agenda. Ms. Radford provided her second and the motion passed 3-0

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

Hearing none.

**5. Consent Agenda: Action**

**A. Un-Approved Minutes:**

- Finance Committee Meeting Minutes for June 12, 2019 – added “no operations budget”, after to reflect.
- Special Finance Committee Meeting Minutes for June 19, 2019

Ms. Hack: Requested a change in the June 12, 2019 minutes; (pkt. pg. 4, bullet, Second Draft 2019-20 Budget) replace the word “expenses” with the word “revenues”.

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Ms. Radford moved to approve the Consent Agenda as amended. Ms. Hack provided her second and the motion passed 3-0.

## **6. Chief Executive Officer's Report:**

- **USDA (SF 271) Outlay Report July:**

Dr. Smart: Explained summary tracking on the Construction and Financing; currently on cycle 11 request from USDA of \$373,348; on track with no financial issues; \$68K in change orders will come out of contingency funding and \$59K is due to the cost of digging trenches for water lines; proposal from Pioneer for generator is pending; there are two parties interested in the shelled space, one has other local pharmacies, terms are being discussed and both parties will submit drawings with hopes of opening (approx. 72 days) simultaneously with the Valley Springs Health & Wellness Center.

- **Escrow Settlement Statement/ Final Accounting – TrueUP:**

Dr. Smart: The new 30-year lease with Dignity Health closed on May 31<sup>st</sup> and was based on April depreciation figures so a TrueUp was necessary for May (reconciliation of \$142,803.00 (+/-); a lease financial review will be completed by the end of today to issue a check by Friday.

- **Present Final 2019-20 Budget:**

Dr. Smart: Explained the budget narrative provided by Kelly Hohenbrink i.e. item 8610.90 Other Direct Expenses of \$31K was broken down to show detail information such as Community Ed, Board Stipends and Misc.

## **7. Accountant's Report:**

- **Financial Status, Trends, Long-Term Views and Cashflow:**

Dr. Smart: Various highly qualified applications (31) were received for the Valley Springs H&W Center Clinic office manager and Nurse Practitioner. A special Board meeting will be held July 17, 2019 to approve a recommendation to hire the Clinic Office Manager effective July 18<sup>th</sup>.

Mr. Wood: Explained how he will be working to book Journal Entries and Balance Sheet Transactions for June to present at the July Board meeting; Profit & Loss will change and will need a TrueUP on the District's taxes.

- **June Financials Will Be Presented to The Committee:**

Mr. Wood: Explained that the Expenses looked good based on the budget, with a few expenses to change; there's \$28K Interest Income from investment accounts. Mentioned the financials will be a Draft format for a few months until the audit is completed; goal is to have audit completed by October; The District has 3-year contract with auditors, and he will contact the auditors.

- **Update on Progress - Quick Books Conversion to OSHPD Formatting:**

Mr. Wood: Received permission to upgrade QuickBooks to the Unlimited version in order to enter additional accounts; new account numbers have been reviewed and staff will start conversion per Kelly

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Hohenbrink's budget changing some account numbers to match OSHPD chart of accounts.

- **Authorizing Investment of Monies in The Local Agency Investment Fund:**

Mr. Wood: Recommends investing in three different locations to have diversity i.e.: Five Star Bank, Cal Trust, and LAIF (Local Agency Investment Fund). LAIF is very safe, liquid and protected from the State borrowing against it. An Umpqua Investment CD matured (\$135K plus interest totaling \$142k) and was transferred to the Umpqua Money Market account. The Investments & Reserves Report will be handed out at the Board Meeting on July 31, 2019.

- **Resolution 2019 – 06 LAIF: Action**

Public Comment: Hearing None.

Ms. Radford moved to approve **Resolution 2019 – 06** (the Authorizing Investment of Monies in The Local Agency Fund). Ms. Hack provided her second and the motion passed 3-0

**9. Comments and Future Agenda Items:**

Ms. Atkinson: June Financials will be in draft form due to the end-of-the-year closing and Mr. Wood will contact Rick Jackson regarding the audit.

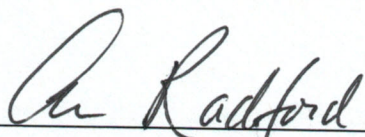
Ms. Radford: Requested staff obtain a Stay Vertical Calaveras accounting and consider a possible modification of the program.

**10. Next Meeting:**

- The next meeting will not be the usual date instead a Special Finance Committee Meeting will be held on Friday, August 16, 2019.

**11. Adjournment: Action**

Ms. Radford moved to adjourn the meeting. Ms. Hack provided her second and the meeting was adjourned at 10:03am.



Ann Radford, Secretary

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