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Finance Committee Meeting  
Mark Twain Medical Center Education Center – Classroom 5  
768 Mountain Ranch Road  
San Andreas, CA 95249  
9:00 am  
Wed. December 11, 2019

## 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:**
2. **Roll Call:**
3. **Approval of Agenda:** Public Comment **Action:**
4. **Public Comment On Matters Not Listed On The Agenda:**

The purpose of this section of the agenda is to allow comments and input from the public on matters within the jurisdiction of the Mark Twain Health Care District not listed on the Agenda. (The public may also comment on any item listed on the Agenda prior to Committee action on such item.) **Limit of 3 minutes per speaker.** The Committee appreciates your comments however it will not discuss and cannot act on items not on the agenda.

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

All Consent items are considered routine and may be approved by the Committee without any discussion by a single roll-call vote. Any Board Member or member of the public may remove any item from the Consent list. If an item is removed, it will be discussed separately following approval of the remainder of the Consent items.

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

- Finance Committee Meeting Minutes for November 13, 2019:

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Agenda Dec. 11, 2019 MTHCD Finance Committee Meeting

- 6. **Chief Executive Officer's Report:**.....Dr. Smart
  - Foundation Grant Request - \$300,000 Copperopolis Clinic:
  
- 7. **Accountant's Report:** Public Comment **Action** .....Mr. Wood
  - November Financials Will Be Presented to The Committee:
  - Investment & Reserve Accounts:
  
- 8. **Treasurer's Report:**.....Ms. Atkinson
  - Reserve Account Allocations:
  - Consideration to fill seat on Finance Committee:
  
- 9. **Comments and Future Agenda Items:**
  - A. Community Connection:
  
- 10. **Next Meeting:**
  - Starting in Jan. and on-going the next Finance Committee meeting will be held on the same day as the Board meeting starting at 7:30 am on January 22, 2019.
  
- 11. **Adjournment:** **Action**



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Wed. November 13, 2019 at 9:00am

## **Un- 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 at 9:02am by Tres. Susan Atkinson.

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

Present for Roll Call was Ms. Atkinson and Ms. Hack.

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

Public Comment: Hearing None.

Ms. Hack moved to accept the Agenda. Ms. Atkinson provided her second and the motion passed 2-0.

#### **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 October 22, 2019:

Public Comment: Hearing none.

Ms. Hack moved to accept the Agenda. Ms. Atkinson provided her second and the motion passed 2-0.

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

**• USDA (SF 271) Outlay Report for September:**

Dr. Smart: Draw # 15 will take the project close to \$5million. It is customary to retain a portion of the funds to cover the "punch list" and that amount is \$500k; he has been in contact with USDA regarding the change order to improve the shelled space and expects it to be \$350k which will come from the contingency funds of (+/-) \$605,777; to move from the "cold" shelled space to "warm or vanilla" shelled space includes adding a cement slab with plumbing, sheetrock, dropped ceiling, flooring to match the clinic, new HVAC, division wall to separate (+/-) 500 sq. ft. that the District wishes to retain for future.

**• Foundation Grant Request - \$300,000 Copperopolis Clinic:**

Dr. Smart: MTHCD signed a master lease with Dignity Health on May 31, 2019; that lease afforded a \$1million donation from MTHCD plus an additional \$1million match from Dignity Health to be gifted within the year to the MTMC Foundation. To date \$372k has been gifted for new 3-D Mammography equipment; the Foundation is now requesting an additional \$300k be gifted to relocating the Copperopolis Clinic to a larger venue at the Copperopolis Town Square.

Ms. Cantrell: Explained the wonderful gift the District had provided to upgrade mammography services at the hospital and passed out a flyer explaining the features being considered in the Copperopolis Clinic move.

Dr. Smart: The million-dollar grant combined with a match of an additional million dollars by Dignity Health was envisioned by the District to donate more medical dollars into the community. Action will be considered at the Dec. Finance Committee meeting because the District CFO needs time to consider the budget implication; time is needed to review the proposed MTMC lease with the Copperopolis lessor. Ms. Cantrell will provide; a draft gift agreement; plan for providing recognition for the MTHCD donation; a floor plan; proposal on how the Foundation will fundraise and earn their portion of \$25k; provide language contingent upon Dignity providing their match and the Finance Committee would like to make recommendations on how the funds might be used.

**7. Accountant's Report: Public Comment **Action** .....Mr. Wood**

**• October Financials Will Be Presented to The Committee:**

Mr. Wood: He expects Rick Jackson, JWT Audit firm to arrive today to start gathering materials for the audit. The balance sheet has a strong cash position, the Revenue side will start to come together; arrangements are being made to move the clinic dollars from Athena to USBank. He will add footnotes as changes are made. Clinic Budget (pkt. pg. 7) shows a lot of expenses a lot of which are "start-up" and not on-going i.e.: consulting and management.

Dr. Smart: Is still working on Dignity leases to determine what is owed for the rent of Suites 102, 103, 104 and 105 and the Common Area Maintenance (CAM).

Mr. Wood: Code requires the District to approve Investment language (pkt. pg. 11) each month which happens automatically if the Finance Committee and the Board approves the monthly financials.

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Public Comment: Hearing none.

Ms. Hack moved to accept the Agenda. Ms. Atkinson provided her second and the motion passed 2-0.

- **Investment & Reserve Accounts:**

Mr. Wood: Investment returns are strong.

**8. Treasurer's Report:.....Ms. Atkinson**

- **Reserve Account Allocations:**

This item will be discussed at the Dec. 11, 2019 meeting.

Ms. Atkinson: There has been discussion starting in Jan. 2020 to have the Finance Committee meet on the same day as the Board with the following advantages; the CFO would only have to come to the District one day a month instead of two partial dates; he could stay the whole day providing more assistance; MTMC would have already closed their books allowing for more accurate and up-to-date information for the financials; there would only need to be one set of documents created that would serve both the Finance Committee and the Board. The Finance Committee would meet at 7:30 – 8:30 followed by the Board meeting at 9am.

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

A Special Board Meeting will be held on Dec. 4, 2019 to interview and appoint a new Board member.

**10. Next Meeting:**

- The next meeting will be December 11, 2019.

**11. Adjournment: Action**

Ms. Hack moved to adjourn the meeting at 10:02am. Ms. Atkinson provided her second and the motion passed 2-0.