



P. O. Box 95
San Andreas, CA 95249
(209) 754-4468 Phone
(209) 754-2537 Fax

**Meeting of the Board of Directors
Wed. September 23, 2020
9:00 am
Mark Twain Medical Center Classroom 5
768 Mountain Ranch Rd,
San Andreas, CA**

Three Participation Options:

- 1. Tele-Conference Meeting:
Conference Call Information
(605) 475-2875 Code 4864697**
- 2. In Attendance With The Following Guidelines:
Social Distancing (6 ft)
Face Covering is Required**
- 3. WebEx**

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****

This Institution is an Equal Opportunity Provider and Employer
Agenda – September 23, 2020 MTHCD Board Meeting

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 Board action on such item.) **Limit of 3 minutes per speaker.** The Board 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 District Board 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:

- Un-Approved Finance Committee Meeting Minutes for August 18, 2020.
- Un-Approved Board Meeting Minutes for August 26, 2020.

B. Correspondence:

- Olivia Lilly (BH) Scholarship Thank you (9-17-2020)

6. MTHCD Reports:

A. President’s Report:.....Ms. Reed

- Association of California Health Care Districts (ACHD):
 - ACHD September Advocate:
- Meetings with MTHCD CEO:
- LAFCO Election: Public Comment - **Action**

B. MTMC Community Board Report:.....Ms. Al-Rafiq

C. MTMC Board of Directors:.....Ms. Reed

D. Chief Executive Officer’s Report:.....Dr. Smart

- Grant / Project Criteria: Public Comment - **Action**

- CPPA Election: Public Comment - Action
- District Project Matrix-Monthly Report

E. Stay Vertical Calaveras:.....Mr. Shetzline

F. Valley Springs Health & Wellness Center:.....Dr. Smart

- Construction Finance:
- VSHWC “Quality” Report: (MedStatix)
- Pharmacy – Room 400:
- 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. New Policy - Return to Work – Clinic Personnel
 - 2. Revised Policy - Autoclave Spore Testing
 - 3. Revised Policy - Autoclave Use and Maintenance

G. Ad Hoc Real Estate:Dr. Smart

- Update on Valley Springs Property - Phase II:
 - Proposal from OHC – Assisted Living – Contract Proposals:

7. Committee Reports:

A. Finance Committee:.....Ms. Toepel / Ms. Hack

- Audit:.....Mr. Wood
- Financial Statements (Aug. 2020): Public Comment – Action.....Mr. Wood
- Volunteer on Finance Committee: Public Comment – Action:.....Ms. Toepel / Ms. Hack
 - Richard (Rick) Randolph:

B. Ad Hoc Policy Committee:Ms. Sellick

C. Ad Hoc Personnel Committee:Ms. Reed / Ms. Toepel

8. Board Comment and Request for Future Agenda Items:

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

B. Community Connection:

9. Next Meeting:

A. The next meeting will be Wednesday October 28, 2020 starting at 9 am.

10. Adjournment: Public Comment – Action

- Effective - Mar 17, 2020.

California Gov. Gavin Newsom issued [Executive Order \(N-29-20\)](#), which, in part, supersedes Paragraph 11 of Executive Order (N-25-20) issued on Thursday. The new Executive Order excuses a legislative body, under the Ralph M. Brown Act, from providing a physical location for the public to observe and comment if certain conditions are met. A physical location does not need to be provided if the legislative body:

1. Holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically;”
2. Implements a procedure for receiving and “swiftly resolving” requests for reasonable modification or accommodations from individuals with disabilities, consistent with the Americans with Disabilities Act, and resolving any doubt in favor of accessibility.
3. Gives advance notice of the public meeting and posts agendas according to the timeframes and procedures already prescribed by the Brown Act (i.e. 72 hours for regular meetings and 24 hours for special meetings) and
4. Gives notice of the means by which members of the public may observe the meeting and offer public comment, in each instance where notice or agendas are posted.



**MARK TWAIN
HEALTH CARE DISTRICT**

P. O. Box 95
San Andreas, CA 95249
(209) 754-4468 Phone
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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
Tues. August 18, 2020**

Two Participation Options:

**1. Tele-Conference Meeting
Conference Call Information
(605) 475-2875 Code 4864697**

**2. In Attendance With The Following Guidelines:
Social Distancing (6 ft)
No Screening but Face Covering is Required**

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 by Ms. Hack at 9:03 am.

2. Roll Call:

Member	Present in Person	Present by Phone
Ms. Toepel		X
Ms. Hack	X	

This Institution is an Equal Opportunity Provider and Employer

Minutes – August 18, 2020 MTHCD Finance Committee Meeting

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

Public comment: Hearing None
Motion: Ms. Toepel
Second: Ms. Hack
Vote 2-0

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

Hearing None.

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

Un-Approved Minutes:

- Finance Committee Meeting Minutes for July 22, 2020

Public comment: Hearing None
Motion: Ms. Toepel
Second: Ms. Hack
Vote 2-0

6. Chief Executive Officer's Report:

- VSHWC – Construction Finance:

Dr. Smart: The final payment (retainage for (+/-) \$500k) will be paid upon Diede Construction obtaining releases from all the subcontractors; The change order construction for the Pharmacy and Room 400 was started last week.

- **VSHWC – Medical:**

Dr. Smart: Clinic Visits are above 800/month with a goal of 1,200. The Clinic received a Medi-Cal number so can start billing retro to April 3rd. Services rendered prior to April 3rd will be considered community benefited services.

- **Committee Vacancy:**

Dr. Smart: With Ms. Hack moving from Finance Committee Community Member to Board Member the District will recruit (Policy # 28) a Community Member.

7. Accountant's Report: Public Comment – **Action:**

- **July 2020 Financials Will Be Presented to The Committee:** Public Comment **Action**

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Minutes – August 18, 2020 MTHCD Finance Committee Meeting

Mr. Wood: In order to complete the 2019-2020 closing the Committee can expect changes to be made to the financials, with notification as they occur, for the following reasons; change in staff, the Clinic receiving Medi-Cal number to start retro-billing, year-end property tax revenue will be trued-up, etc.

Public comment: Hearing None

Motion: To approve the July Financials with the understanding there is a need for future changes to be made. Ms. Hack

Second: Ms. Toepel

Vote 2-0

8. Treasurer’s Report:

- **Reserve Account Allocations:** Public Comment **Action**
 - **Categorize Reserve Funds:**

Mr. Wood: Would like the Committee to review (pkt. pg. 14) Investment & Reserve Report and suggest needed changes then make a recommendation to the Board. Moving forward this report will be part of the financials and won’t need separate approval.

Public comment: Hearing None

Motion: To approve the Investment & Reserve Report as follows: Ms. Toepel

Reserve Funds	Minimum Target	6/30/2020 Balance
Valley Springs HWC - Operational Reserve Fund	2,200,000	2,200,000
Capital Improvement Fund	12,000,000	2,934,975
Technology Reserve Fund	1,000,000	1,000,000
Lease & Contract Reserve Fund	2,400,000	2,400,000
Loan Reserve Fund	2,000,000	2,000,000
Reserves & Contingencies	<u>19,600,000</u>	<u>10,534,975</u>

Second: Ms. Hack

Vote 2-0

9. Comments and Future Agenda Items:

Hearing None:

10. Next Meeting:

- The next meeting will be on Tues. Sept. 15, 2020.

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Minutes – August 18, 2020 MTHCD Finance Committee Meeting

11. Adjournment: Action

Motion: Ms. Toepel

Second: Ms. Hack

Vote 2-0

Time: 10:19 am

Effective - Mar 17, 2020.

California Gov. Gavin Newsom issued [Executive Order \(N-29-20\)](#), which, in part, supersedes Paragraph 11 of Executive Order (N-25-20) issued on Thursday. The new Executive Order excuses a legislative body, under the Ralph M. Brown Act, from providing a physical location for the public to observe and comment if certain conditions are met. A physical location does not need to be provided if the legislative body:

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Minutes – August 18, 2020 MTHCD Finance Committee Meeting



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**Meeting of the Board of Directors
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9 am
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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 by Lin Reed, President at 9:00am

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Minutes – August 26, 2020 MTHCD Board Meeting

2. Roll Call:

Board Member	Present In Person	Present by Phone	Absent / Excused	Time of Arrival
Ms. Reed	X			
Ms. Sellick		X		
Ms. Al-Rafiq			Excused	
Ms. Toepel	X			

Ms. Hack was present to be sworn in as a new Board Member.

3. Approval of Agenda: Public Comment - Action

Ms. Reed: Requested item 6 A. Oath of Office be addressed after item 4. Public Comment:

Public Comment: Hearing None

Motion: Ms. Toepel

Second: Ms. Sellick

Vote: 3-0

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

Hearing None

Board Vacancy – Lori Hack:

- **Oath of Office**

Ms. Reed led the Oath of Office to Ms. Hack then the Board welcomed Ms. Hack as a member.

5. Consent Agenda: Public Comment - Action

A. Un-Approved Minutes:

- Un-Approved Finance Committee Meeting Minutes for July 22, 2020.
- Un-Approved Board Meeting Minutes for July 22, 2020.

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Minutes – August 26, 2020 MTHCD Board Meeting

B. Correspondence:

- Habitat for Humanity – Thank You (7-24-2020)
- Pres. Trump - Executive Order on Improving Rural Health and Telehealth Access

C. MTMC MOU: Section 340B Program - Public Health Services Act:

Public Comment: Hearing None

Motion: Ms. Hack moved to pull item D., CSDA Letter, to be discussed during the CEO 's report.

Second: Ms. Toepel

Vote: 4-0

D. CSDA Letter Approval: Moved to CEO's Report item 6 D.

6. MTHCD Reports:

A. President's Report:

- **Association of California Health Care Districts (ACHD):**

Ms. Reed: Was re-appointed to the ACHD Board and serves on three committees. Additional Committee members are needed.

- **Meetings with MTHCD CEO:**

Ms. Reed: Items were discussed as addressed in this agenda or future agendas.

B. MTMC Community Board Report:

C. MTMC Board of Directors

Mr. Archer: The hospital's censuses are up from the average 8 (17 today) they are caring for COVID patients. Needed medications and supplies are coming in timely; the Emergency Room averages 35-40/day; MTMC like many other hospitals are faced with additional behavioral health patients; the MTMC Health Fair was cancelled due to COVID but they are doing the blood draws by appointment; plans are in the making to offer flu shots via a drive-thru.

D. Chief Executive Officer's Report:

Dr. Smart: Welcomed Ms. Hack as a new Board Member and introduced Traci Tapps as the new bookkeeper working at the DO in Finance; since COVID there has been an alarming decline in childhood vaccinations causing concern that preventable and eradicated diseases will return; the Clinic's Dental suite is scheduled to open next week; a Behavioral Health Director has been hired with a mid-Sept. opening planned;

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Minutes – August 26, 2020 MTHCD Board Meeting

- **Grant/Project Criteria:**

Dr. Smart: (pkt. pg. 31) will be brought to the Board for consideration at the Sept. meeting.

- **Conflict of Interest & Resolution:**

- **Resolution 2020 – 06:** Public Comment – **Action**

Dr. Smart: The Board of Supervisors monitors the District's Conflict of Interest Per Govt. Code §81000.0 et seq) and requires the Resolution on how the District adopts the Code and Appendix.

Public Comment: Hearing None

Motion: Ms. Toepel

Second: Ms. Hack

Absent: Ms. Al-Rafiq

Vote: 4-0

- **2020 Election: Nov 3, 2020**

Ms. Stout: Ms. Al-Rafiq, Ms. Toepel and Ms. Hack were up for re-election. Since they were unopposed their names will not be on the ballot. Congratulations to all three as the successful winners. A new Board Member picture will be taken (COVID) soon.

- **CSDA Letter Approval:** Public Comment - **Action**

Dr. Smart: When the CARES Act was written it neglected to include special districts to receive reimbursement for employee salaries being paid for COVID illnesses. He will format the CSDA sample letter (pkt. pg. 24-25 so Board members can send it to their law makers.

Public Comment: Hearing None

Motion: Ms. Toepel

Second: Ms. Hack

Vote: 4-0

E. Stay Vertical Calaveras:

Mr. Shetzline: Because of COVID the (8) classes are running on Facebook Live: work is being done to tape classes and he will be included in the Area 12 Agency on Aging to promote SVC throughout the 5 counties in the Agency's region.

F. Valley Springs Health & Wellness Center:

- **Construction Finance:**

Dr. Smart: The next loan payment will be paid in Sept.

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Minutes – August 26, 2020 MTHCD Board Meeting

- **VSHWC “Quality” Report: (MedStatix)**

Dr. Smart: The Clinic phones are busy; had 848 visits in July of which 245 were new patients; has 2,000 impaneled patients; there are no peer review issues; and no wait time for patients to see a provider.

- **Pharmacy & Room 400:**

Dr. Smart: Construction began last week on the Pharmacy and Room 400 with a possible completion date in Oct.

- 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. Bi-Annual Review: Age Restriction
2. Bi-Annual Review: Auxiliary Aids and Services for Persons with Disabilities
3. Bi-Annual Review: Cash on Hand Management
4. Bi-Annual Review: Dissemination of Non-Discrimination Policy
5. Bi-Annual Review: Emergency Release of Patient Records
6. Revised: Flat Rate Fee Program
7. Bi-Annual Review: Litigation - Potential
8. Bi-Annual Review: Marketing
9. Bi-Annual Review: Medi-Cal Eligibility Verification
10. Bi-Annual Review: Medication, Supply, and Equipment Recall
11. Bi-Annual Review: Narcotics Policy
12. Bi-Annual Review: Non-Discrimination
13. Bi-Annual Review: Par Levels
14. Bi-Annual Review: Patient Left Without Being Seen or Treated

15. Bi-Annual Review: Patient Portal – Pulled for additional review and update

16. Bi-Annual Review: Patient Rights and Responsibilities Statement
17. Bi-Annual Review: Preventative Maintenance Inspections
18. Bi-Annual Review: Scope of Services
19. Bi-Annual Review: Section 504 Grievance
20. Bi-Annual Review: Section 504 Notice of Program Accessibility
21. Bi-Annual Review: Standardized Procedure for Administration of Flu Shots
22. Bi-Annual Review: Waste, Fraud, and Abuse
23. Revised: Business Hours

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Public Comment: Hearing None

Motion: Ms. Hack moved to approve all policies (above) except #15. Patient Portal (pkt. pg. 62) so staff can review/update.

Second: Ms. Toepel

Vote: 4-0

G. Ad Hoc Real Estate:

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

Ms. Stout: Has been in contact with a local developer that is interested in a partnership with the District to fill a health care need in the County. Staff will bring more information to the Sept. meeting.

7. Committee Reports:

A. Finance Committee:

- **Audit:**

Mr. Wood: The Finance Committee met and approved the July financials with the understanding that the figures will change as follows: Clinic revenue and revenue from Calaveras County need to be trued-up; the June expenses paid in July need to be put in the June figures, depreciation and fixed assets of the Clinic all of which affect the preparation of the audit. Mr. Hohenbrink will be invited to call into the next meeting.

Dr. Smart: Other factors affecting the preparation of the audit are; after 6 months the Clinic got their Medi-Cal number so can charge back to Apr. 3, 2020; the Clinic's Electronic Health Records (EHR) is Athena Health and they need 30-40 days to input the rules associated with the billing.

- **Financial Statements (July 2020):** Public Comment – Action

Public Comment: Hearing None

Motion: Ms. Toepel

Second: Ms. Sellick

Vote: 4-0

- **Reserve Allocations** - Policy No. 30: Public Comment - Action

Mr. Wood: Annually the Board needs to approve the Reserve Allocations. Interest earned in each account will be reallocated annually per the Board

Public Comment: Hearing None

Motion: Ms. Toepel

Second: Ms. Hack

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Minutes – August 26, 2020 MTHCD Board Meeting

Vote: 4-0

B. Ad Hoc Policy Committee:

Ms. Sellick: The policies are current, and the meetings will resume when a new member joins the committee.

C. Ad Hoc Personnel Committee:

Ms. Reed: No need for the Committee to meet.

8. Board Comment and Request for Future Agenda Items:

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

B. Community Connection:

- Chamber of Commerce: Virtual Mixer August 20th Dr. Athwal & Gary Arvin of MTMC

9. Next Meeting:

A. The next meeting will be Wednesday September 23, 2020 starting at 9 am.

Ms. Reed: The meeting will conflict with a portion of the ACHD General Meeting.

10. Adjournment: Public Comment – Action

Public Comment: Hearing None

Motion: Ms. Toepel

Second: Ms. Hack

Vote: 4-0

Time: 10:59am

This Institution is an Equal Opportunity Provider and Employer

Minutes – August 26, 2020 MTHCD Board Meeting

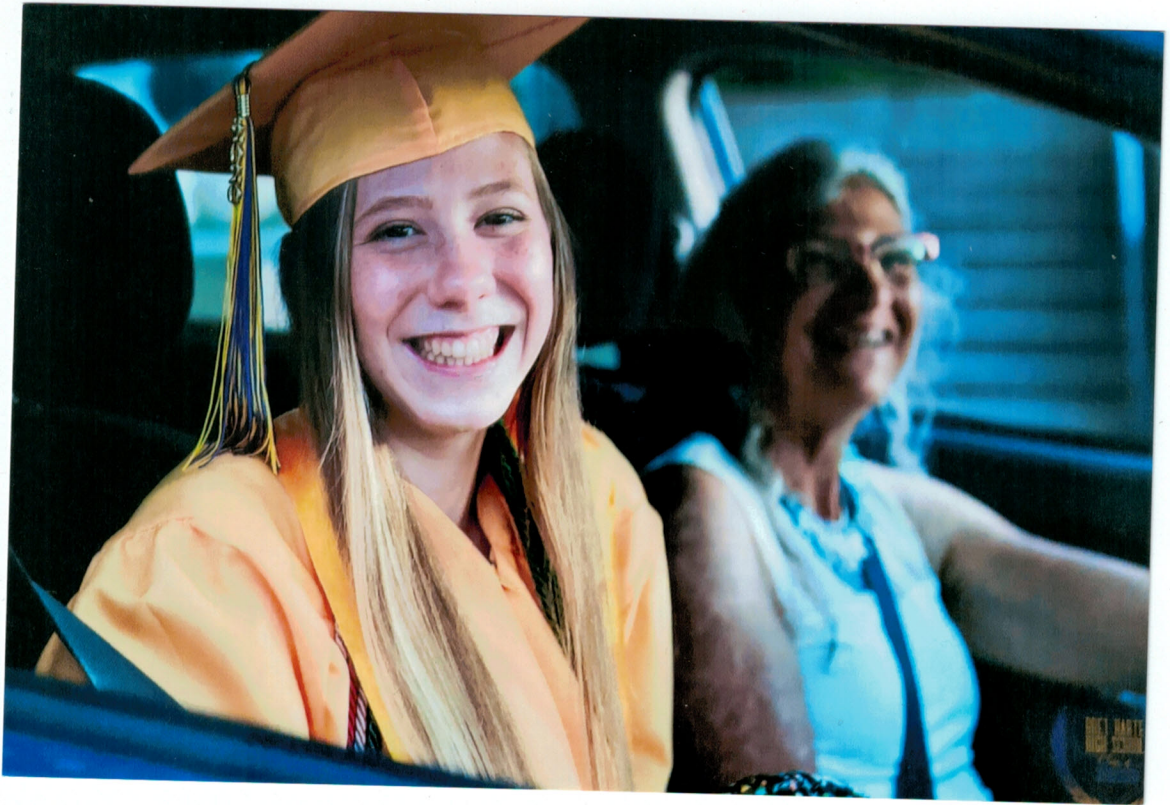
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Minutes – August 26, 2020 MTHCD Board Meeting



Dear Mark Twain Health District,

I have been thinking about scholarship night each day since, and it gives me this feeling that is beyond describable. When I look for words to express my gratitude, I feel stuck. There are not enough words in the dictionary nor room on this page to truly express how immensely thankful I am for what you are giving me, but I will start by saying thank you. Thank you for recognizing my hard work. Thank you for hearing my story. Thank you for believing in me, my future, and my goals. Thank you for supporting me. Thank you for helping me pursue my dreams. Thank you for giving your contribution to my education means so much to me! With a good laptop, I will be able to efficiently dive into my studies from home and get involved in the school's online world of clubs and activities. I will grow so much in the next few years, and you play a huge role in making that happen. I am so excited for college at UCSB because I am eager to learn and experience so many new things. Although I am bummed the college life experience is delayed due to COVID-19, I am excited to learn new things in online classes with a computer thanks to you! I am also happy because I will get to stay home and spend more time with my mom, brother, sister, and pets. We have a full house yet again! We all shared the excitement of scholarship night from home which was wonderful; though, I wish you could have seen the shock in my eyes, felt the gratitude in my hand, and witnessed the biggest smile you have ever seen. I will always remember your kindness, and I am forever grateful!

Thank you,

Olivia Lilly



ACHD Advocate

September 2020

In This Edition:

- A Message from Cathy Martin, CEO
- Legislative Update
- Upcoming Events
- Important Articles

A Message from Cathy Martin, CEO

It's hard to believe it is already September! Two months have passed since I joined the ACHD team and we have been incredibly busy with the end of the 2020 legislative session and preparing for [ACHD's 68th Annual Meeting, Meeting the Moment](#). It is not too late to register, so please join us **September 23-25** for our first ever virtual event featuring some very inspirational and dynamic speakers, as well as plenty of time for networking with colleagues.



This month, ACHD would like to congratulate both Marin Health Care District and Sierra Kings Health Care District on successful virtual ribbon cutting ceremonies! MarinHealth Medical Center celebrated their new \$535 million facility, with 260,000 square feet of new, improved facilities. To [watch MarinHealth's ceremony and learn more, click here](#). Also, we would like to congratulate the Sierra Kings Health Care District who successfully launched their new community-based grant-making agency. To [view their ribbon cutting ceremony, click here](#). Congratulations to both districts!

As wildfire season continues, please know that the ACHD Board and staff are thinking of healthcare districts as they navigate not only the impacts of COVID-19, but the threats of wildfires, evacuations, and poor air quality in their communities. The challenges communities face when confronted by a natural disaster alone are harrowing, but when combined with a public health emergency, these challenges can seem insurmountable. Please reach out to ACHD staff if we can assist or be supportive in any way. We are here to help!

Legislative Update

Midnight on August 31, 2020 marked the official end to the 2019-2020 legislative session, though both the Assembly and Senate continued with other items and deliberations until 2 am. ACHD's Advocacy Team monitored both houses and

reported the final actions on high-priority legislation. In case you missed our legislative alert on floor actions, [view a copy here](#). It is important to note there were significant tensions in the Senate, as they tried to move through items with Republicans participating remotely due to a COVID-19 exposure among their caucus.

We are happy to highlight that [AB 890 \(Wood\): Nurse practitioners: scope of practice](#), ACHD's high-priority support bill, passed and now awaits the Governor's signature. In addition, [SB 977 \(Monning\) Health care system consolidation](#), ACHD's high-priority oppose bill, failed to be taken up on the Assembly floor.

We would like to give a special thank you to [Valerie Lakey with Mayers Memorial Hospital](#) who worked along side ACHD to ensure AB 890 made it to the Governors desk, and [Conrado Bázquez, CEO, of Dessert Healthcare District](#) who worked closely with ACHD to stop SB 977. We are extremely grateful for all our members who worked with us throughout the year and appreciate the dedication to those who went above and beyond.

The Governor now has until September 30, 2020 to sign or veto bills. Among the few bills already signed is [SB 793 \(Hill\): Flavored Tobacco Products](#), which prevents the retail sale of flavored tobacco. Notably the Governor signed this legislation within hours of its passage. ACHD supported SB 793 as it moved through the process and is pleased to see it become law.

ACHD will be reporting as items are acted on and will provide a full update on all bill outcomes following the September 30 deadline.

Upcoming Events

**Meeting the Moment:
ACHD's 68th Annual
Meeting**

ACHD September 23-25, 2020
Virtual Event

ASSOCIATION OF CALIFORNIA
HEALTHCARE DISTRICTS

[Meeting the Moment: ACHD's 68th Annual Meeting](#)

This event will provide opportunities for networking with colleagues, sessions to hear from subject matter experts and dedicated time to sharing and collaborating on solutions and challenges of the COVID-19 pandemic. Reminder: register 5 or more attendees from your district to receive \$10 off each registration!

[Register Here](#)

Important Articles from ACHD's Corporate Sponsors

Personalized Medicine, the Health Care of the Future



In the latest episode of Foley & Lardner's *Health Care Law Today* Podcast, Foley Partners Judy Waltz and Antoinette Konski talk with Edward Abrahams, the President of the Personalized Medicine Coalition, to discuss the issues facing personalized medicine and how the concepts underpinning the field may be

applied to diagnose and treat COVID-19. [Click here to listen to the podcast](#), or to read a transcript.

Actionable Strategies for Managing Prescription Medications as Opioid Overdoses Rise

Healthcare practitioners often see the devastating effects the opioid crisis is having on patients, families and communities and the COVID-19 pandemic has seen a spike in opioid-related fatalities. BETA Healthcare Group has developed information and resources that helps healthcare organizations learn what they can do to help prevent the misuse, abuse, and diversion of prescription drugs that can contribute to overdose deaths. Awareness of opioid abuse risk factors and conducting appropriate screening, following suggested polypharmacy treatment strategies, effectively utilizing the CURES prescription drug monitoring system, educating patients, and employing nonpharmacologic interventions such as mindfulness, yoga and relaxation training all play a role in safely and appropriately prescribing opioids. See our ["Polypharmacy & The Opioid Crisis: Risk Mitigation Strategies to Assist Healthcare Practitioners"](#) whitepaper for more information. For printed copies of the whitepaper, please send a request email to [Karla Di Grazia](#).



The Association of California Healthcare Districts (ACHD) represents Healthcare Districts throughout the state's urban, suburban and rural areas. California is home to 79 Healthcare Districts that play a profound role in responding to the specialized health needs of local communities by providing access to essential health services to tens of millions of Californians while also having direct accountability to the communities that Districts serve. In many areas, Healthcare Districts are the sole source of health, medical and well-being services in their communities.

Learn more at www.achd.org.

Association of California Healthcare Districts
www.achd.org



CALAVERAS LOCAL AGENCY FORMATION COMMISSION

DATE: August 25, 2020
TO: Members of the Special District Board of Directors
FROM: John Benoit, LAFCO Executive Officer
SUBJECT: Nomination Ballot for Independent Special District Members and Alternate to fill Independent Special District seats on LAFCO

Calaveras LAFCO is in the process of seeking two sitting Independent Special District Board of Director Members to serve on LAFCO (two regular LAFCO members and one Alternate LAFCO member) to represent Independent Special Districts as members of the Calaveras Local Agency Formation Commission. These members will serve four-year terms ending in May 2024.

The Calaveras Local Agency Formation Commission is calling for nominations to seat two Regular Independent Special District Commissioners and one Alternate Independent Special District Commissioner to serve on the Local Agency Formation Commission.

LAFCO is requesting all nominations be received by LAFCO prior to 5:00 PM, Friday, October 30, 2020.

Not all Independent Special District Boards of Directors will desire or are in any way required to file nominations with LAFCO. Nominations may be made by the presiding officer (chair) of your district or a board member so designated by your board of directors.

Independent Special District representatives on LAFCO may not be an employee of a special district, the City of Angels Camp or the County. This nomination is for sitting Special District Board of Director Members only. The Independent Special District representatives and alternate representative must be able and available to regularly attend Commission meetings and (or) hearings. An Independent Special District member, as are all other Commissioners, is required to file an annual Statement of Economic Interest (700 form).

The LAFCO Commission normally meets the third Monday at 6:00 PM of every other month. There is a meeting stipend of \$50.00 per meeting for both regular and alternate members. The alternate member is encouraged to participate in all LAFCO processes, but may only vote when a regular member is not present or otherwise is unable to participate in a given action before LAFCO.

Upon conclusion of this nomination process, a ballot to elect the LAFCO representatives will be mailed to each Independent Special District. The presiding officer of each Independent Special District Board will have one vote. If LAFCo does not receive more than three nominations, the election will be waived and the nominees receiving the highest number of votes will be seated as an Independent Special District's regular member representatives for this term, and the nominee receiving the third highest number of votes will be appointed the Independent Special District alternate.

The nomination period will close on Friday, October 30, 2020. Nomination Ballots must be received by 5:00 PM that day. If your presiding officer desires to nominate one of your sitting Board of Director members to serve on LAFCO, please submit the attached nomination ballot to John Benoit, Executive Officer, P.O. Box 2694, Granite Bay, CA 95746, or by email j.benoit4@icloud.com by September 25, 2020. If you have any questions please call (209) 754-6511 or 707.592.7528.

Calaveras Local Agency Formation Commission

**NOMINATION BALLOT FOR CALAVERAS LAFCO
SPECIAL DISTRICT MEMBER - 2020**

NOTE: Nominations on behalf of the district can only be made by the presiding officer or alternate as designated by the district board of directors.

Ballot for the Nomination of an Independent Special District Member to become an Independent Special District Representative on the Local Agency Formation Commission (LAFCO).

The Mark Twain Health Care District

nominates _____ to become a candidate for an Independent Special District representative and (or) alternate to serve on the Calaveras LAFCO Commission for a term ending May 2024.

The nominee's contact information is as follows:

Email: pstout@mthc.org

Phone: (209) 754-4468

Address: P O Box 95 San Andreas, CA 95249 - 0095

Signature: Linda Reed,
President of the District Board of Directors

Date

Chair's Phone # (209) 754-4468

Please return this nomination ballot to LAFCO prior to 5:00 P.M., Friday, October 30, 2020, to:

Calaveras LAFCO
John Benoit, Executive Officer
P.O. Box 2694
Granite Bay, CA 95746
Or: Email: j.benoit4@icloud.com

Decision Tree For Requests for District Participation			
		Reviewer	
1. Is the project within the District Jurisdiction (County Borders)?	Yes, Go to Question 2	CEO	No, reject.
2. Is the project health care?	Yes, Go to Question 3	CEO	No, reject.
3. Is the project legal?	Yes, Go to Question 4	CEO	No, reject.
4. Does the District have capacity, infrastructure, funding to do the project?	Yes, Go to Question 5	CEO	No, refer to Grants committee
5. Is there liability to the District	No, Go to Question 6	CEO	Yes. Check with District carrier
6. REFER TO GRANTS COMMITTEE	Yes. Refer to Board	Chair	No, inform Board
Other Considerations: Is there history?			
Is it political?			
Is it a fundraiser? For what?			
Are there legal contracts, MOU's			
Is it within budget?			

Mailing Address:
Government Center
891 Mountain Ranch Road
San Andreas, CA 95249-9709

Phone: (209) 293-7211
Cell Phone (209) 768-4200
Email: dda@volcano.net

September 1, 2020

TO: Voting CPPA Member Representatives
FROM: Dennis Dickman
SUBJECT: At-Large Board of Director Position

The Mokelumne Hill Fire Protection District will complete its term on the CPPA Board of Directors at the end of December, 2020. At this time, we are soliciting nominations for the four-year term on the CPPA Board of Directors.

Nominees must be selected from the following list of eligible Member Agencies (the Agency's current CPPA representative is also listed). If you desire to make a nomination, please fill-out the second page of this memo and return it to CPPA. CPPA needs to receive the nomination by September 30, 2020.

Altaville-Melones Fire Protection District (Donald Peirano)
Calaveras County Office of Education (Claudia Davis)
Calaveras Consolidated Fire Protection District (Rich Dickinson)
Calaveras Resource Conservation District (Robert Dean)
Central Calaveras Fire & Rescue Protection District (Jeff Stone)
Copperopolis Fire Protection District (John Maness)
Ebbetts Pass Fire Protection District (Mike Johnson)
Ebbetts Pass Veterans Memorial District (Jim Carlon)
Jenny Lind Veterans Memorial District (Karyn Larson)
Judicial Council of California (Yassen Roussev)
Mark Twain Elementary School District (Roy Bair)
Mark Twain Hospital District (Randall Smart)
Mokelumne Hill Sanitary District (Phil McCartney)
Mokelumne Hill Fire Protection District (Suzanne Coe)
Mokelumne Hill Veterans Memorial District (Patricia Yocum)
Murphys Fire Protection District (Robert Loeffler)
Murphys Sanitary District (Travis Owens)
San Andreas Fire Protection District (Ken Snyder)
San Andreas Recreation and Parks District (Paul Steck)
San Andreas Sanitary District (Hugh Logan)
Union Public Utility District (Ralph Chick)
Vallecito Union School District (Gretchen McReynolds)
Valley Springs Public Utility District (Dee Myshrall)
West Point Fire Protection District (Bill Fullerton)
39th District Agricultural Association (Laurie Giannini)

In October, a list of nominees that have accepted the nomination will be sent to you together with an election ballot.

**CPPA Nomination Form
At-Large Board of Director Position
September 2020**

I NOMINATE (Name of Agency) _____

SIGNATURE _____ DATE _____

I REPRESENT CPPA MEMBER AGENCY _____

Return the completed form by September 30, 2020, to the Calaveras Public Power Agency by either:

U.S. Mail 891 Mountain Ranch Road
 Government Center
 San Andreas, CA 95249

Fax 209 293-7211

Email dda@volcano.net

**MARK TWAIN HEALTH CARE DISTRICT
RURAL HEALTH CLINICS
POLICY AND PROCEDURES**

POLICY: Return to Work – Clinic Personnel	REVIEWED: 9/2/20
SECTION: Workforce	REVISED:
EFFECTIVE: September Board Meeting	MEDICAL DIRECTOR:

Subject: Return to Work by Clinic Personnel

Objective: Outline return to work requirements for Clinic Personnel

Response Rating: Mandatory

Required Equipment:

Procedure:

~~1.~~ 1. Any employee or independent contractor who is diagnosed with a contagious infection will require a screening assessment (interview) by the VSHWC Medical Director prior to returning to work. The purpose of the assessment will be to ensure a reasonable safe working environment for other employees and to assess the index employee's capacity to return to work. The Medical Director, at their sole discretion, may delay the employee or independent contractor's return to work until such time as he/she has discussed concerns with consultants, experts, or the patient's primary care provider and formulated a disposition. Upon return to work with Medical Director clearance, in the event of COVID, a release note from Public Health Department will be provided to the Manager prior to the return to work.

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~~2.~~ 2. Any employee or independent contractor who has been placed on temporary disability by their treating provider will require a written release to return to their usual and customary work. Should the treating provider recommend modified duty, the Clinic will assess their ability to support the required accommodations. Safety of the employee/independent contractor and patients will be the first priority.

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- a. Included: pregnancy, non-contagious medical conditions, surgical intervention(s), accident(s)
- b. Included: workplace injuries and/or illnesses

**MARK TWAIN HEALTH CARE DISTRICT
RURAL HEALTH CLINICS
POLICY AND PROCEDURES**

POLICY: Autoclave Spore Testing	REVIEWED: 12/1/19; 3/25/20; 9/09/20
SECTION: Infection Control	REVISED: 09/09/20
EFFECTIVE: April 22, 2020 September Board Meeting	MEDICAL DIRECTOR:

Objective: To prevent the spread of nosocomial infections, and assure sterility of all sterile products autoclaved, spore testing will be performed daily.

Response Rating: Mandatory

Required Equipment: Autoclave, EZTest biological indicators

Procedure:

1. EZTest biological indicators will be utilized to monitor every sterilizer load.
2. Utilize two EZTest units in each sterilizer load.
 - A. In a horizontal position with the items being sterilized.
 - B. In least lethal locations in the load
3. Document the load on the autoclave log. [Medical and Dental Departments will maintain separate load logs.](#)
4. Select the required cycle and process the load.
5. Remove the load and EZTest biological indicators from the sterilizer and allow to cool for at least 10 minutes.
6. Retrieve the cooled EZTest biological indicators for incubation.
 - A. Activate the media by placing the indicator in an upright position in a plastic crusher.
 - B. Gently squeeze the crusher to break the glass ampoule.
 - C. Place the activated sterilized indicator in the incubator rack and incubate immediately for a minimum of 24 hours at 55-60 degrees Celsius.

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Autoclave Spore Testing
Policy 20

7. Review the EZTest chemical and biological indicators.
 - A. Confirm the chemical indicator on the label has changed from blue to black.
 - i. Indicator should turn from blue to black when exposed to steam.
 - ii. Black color of the label does not indicate acceptable sterilization.
 - B. Examine the biological media indicator at periodic intervals for color change.
 - i. The incubation time is 24 hours minimum per US FDA/RIT protocol.
 - j. The appearance of a yellow color indicates bacterial growth. No color change indicates adequate sterilization.
 - k. Record incubation results at minimum 24 hours after incubation time on the autoclave load log.
8. Act on a positive test (a color change of yellow) as soon as the color change is noted. Notify Clinic [Director Manager](#) and do not release the load.
 - A. Retest the sterilizer with several EZTest biological indicators if a positive test is noted.
 - B. Dispose of positive media indicators in biohazard, to be incinerated.
9. Abnormal results are to be reported to the Clinic [Director-Manager](#) immediately. The unit will be tagged and removed from service until device is determined to be functioning correctly and/or needs servicing by a Licensed Service Technician.
10. If service is required, complete a maintenance request form and present it to the Clinic [Director/Manager](#).
11. Clinic [Director-Manager](#) will schedule servicing for the equipment or will delegate that responsibility to a staff member.
12. Daily Media Controls.
 - A. Place an activated, un-sterilized EZTest biological indicator in the incubator daily as a positive growth control.
 - B. Examine the biological media indicator at regular periods for color change.
 - C. The incubation time is minimum 24 hours per US FDA/RIT protocol.
 - D. The yellow color is evidence of bacterial growth.
 - E. Record incubation results at minimum 24 hours after incubation time on the autoclave spore testing daily log.

- F. Remove all positive indicators as the yellow color is noticed, and dispose of in biohazard waste.
 - G. If the positive control does not grow, stop use of units from open box and notify Clinic [Director-Manager](#)
 - H. Clinic [Director-Manager](#) or designee will contact MesaLabs to confirm that remaining EZTest biological indicator of current box should be discarding or retained for use.
 - I. EZTest products are stored at room temperature.
 - J. Do not store indicators near sterilants or other chemicals.
 - K. EZTest products have a shelf-life designated on each box.
 - L. After sterilization, the contents of the EZTest biological indicator are hot and under pressure. Always allow to cool for at least 10 minutes. Failure to cool at least 10 minutes may cause the glass ampule to burst and may result in injury from hot liquid.
13. Should the user observe yellow media in the biological indicator upon removal from the product box, this unit should be discarded in the biohazard waste container.

**MARK TWAIN HEALTH CARE DISTRICT
RURAL HEALTH CLINICS
POLICY AND PROCEDURES**

POLICY: Autoclave Use And Maintenance	REVIEWED: 10/1/19; 9/09/20
SECTION: Infection Control	REVISED: 9/09/20
EFFECTIVE: September Board Meeting	MEDICAL DIRECTOR:

Subject: Autoclave Use and Maintenance

Objective: To safely sterilize, by steam, instruments and other utensils, and to ensure integrity of the sterilization procedure. No cold sterilization will be utilized at this facility.

Response Rating: Mandatory

Required Equipment: Autoclave, sterilization pouches (assorted sizes)

Procedure:

1. All instruments, equipment and medicine cups for laceration trays or I&D trays should be scrubbed with approved enzymatic cleaner only.
 - a. Hinged implements will be cleaned in the open position.
2. After cleaning the instruments, they are placed in approved disinfectant for 20 minutes and then one minute in lubricant.
 - a. Hinged implements will be disinfected in the open position.
 - b. Dental instruments will be placed in the Midmark Ultrasonic per manufacturer instructions
3. Allow instruments to air dry.
 - a. Hinged implements will dry in the open position.
4. Instruments will be placed into sterilization pouches.
 - a. Hinged implements will be placed into sterilization pouches in the open position.
5. Packets will be labeled with name of instrument and date of sterilization.
5. Place packets on shelf in autoclave. DO NOT STACK ITEMS.
6. Select and press appropriate preprogrammed button.

7. Press the start button.
8. Record autoclave load on the autoclave log. **Medical and Dental Departments will maintain separate load logs.**

Autoclave Maintenance

Weekly:

1. Clean external surfaces with a soft dry cloth and occasionally with a damp cloth and mild detergent.
2. Wipe internal surfaces with damp cloth.
3. Drain water from reservoir using drain tube on front of unit. Drain into large basin.
4. Using Speed-Clean Autoclave Cleaner and distilled water, wash inside of chamber, trays, door, door gasket, and door gasket mating surface. Examine door gasket for possible damage that could prevent a good sealing surface.
5. Refill reservoir with clean distilled water.

Record cleaning on Autoclave Log. **Medical and Dental Departments will maintain separate maintenance and cleaning logs.**

6.

Monthly:

1. Flush system-drain reservoir and fill with clean distilled water. Add 1 oz. of Speed-Clean Sterilizer to a cool chamber.
2. Run one pouch cycle. Instrument **WILL NOT** be done with this cycle.
3. Drain cleaning solution from reservoir. Refill reservoir with clean distilled water and run one unwrapped cycle.
4. Drain reservoir and allow unit to cool.
5. Remove door and dam gaskets from gasket housing channel. Clean channel and gaskets using a mild soap or Speed-Clean Sterilizer Cleaner and clean distilled water. A small stiff brush will aid procedure. After cleaning gaskets, inspect for damage, shrinkage, or swelling and replace if necessary. Press gasket into the channel and reinstall dam gasket.
6. Remove trays, tray rack, and tray plate. Pressing downward on top band of tray rack pull upward on end of tray plate and slide assembly of the chamber.

7. Locate chamber filters on bottom and back of chamber. Grasp filter and pull outward while twisting slightly. If necessary a pair of pliers may be used. Filter may be cleaned with mild soap or Speed-Clean Sterilizer Cleaner and clean distilled water. If cleansing methods do not effectively clean the filter, replacement may be necessary. Reinstall filters by pressing inward and twisting slightly.
8. DO NOT OPERATE UNIT WITHOUT FILTERS.
9. Wipe off all trays, tray rack, and tray plate. Reinstall assembly by placing back edge of tray plate in chamber. Pushing downward on top of tray rack, slowly push assembly into chamber.
10. Angles on end of plate must be toward back of chamber to prevent interference with temperature probe in back of chamber.
11. Fill the reservoir with clean distilled water.
12. Sterilizer is now ready for use.
13. Record cleaning on Autoclave Log. **Medical and Dental Departments will maintain separate cleaning logs.**



Phased Market & Feasibility Study for IL/AL Care in Valley Springs, CA

DATE OF AGREEMENT: March 19, 2020

PARTIES TO AGREEMENT:

Client:

Client Name Randy Smart
Client Company Mark Twain Health Care District
Address 768 Mountain Ranch Road
City/State San Andreas, CA 95249
Phone (209)-728-7711
E-mail Rwsmart@pacbell.net

Consultant:

Consultant Name Michael Baldwin, MAI, ASA
Consultant Company OHC Advisors
Address 12060 SW 129th Ct, Suite 200
City/State Miami, Florida 33186
Phone (305) 916-6223 office / (305) 587-7587 cell
E-mail Mike@OHCadv.com

Client hereby engages OHC Advisors to complete a market study and feasibility assignment as follows.

PROPERTY IDENTIFICATION

The subject property is a proposed independent and assisted living community to be located in Valley Springs, CA 95252. An exact site address or more specific location will be provided upon engagement.

INTENDED USERS AND USE

The intended use and user of this market study is for internal planning by the client. The client is looking for a market study to understand demand for IL/AL including a financial proforma to determine risk the risk of such a project. The scope of our work will consider only this intended use and user. There are no other intended users that can rely on the results of our analysis, and our analysis is not intended to be used for any other purposes.

ANTICIPATED SCOPE OF WORK

Phase 1: The purpose of the market study will be to determine whether or not there is unmet demand for a proposed independent and assisted living residence at the project's location. We will perform the following scope of work during the first phase:

- Determine the proposed property's primary market area (PMA)
- In-depth research into the PMA's proposed, underway, or abandoned competitive developments
- Visit the subject property, PMA, neighborhood, and general market area
- In-person interview of the on-site marketing/admissions director or administrator at each of the primary competitors to determine the rental structure, occupancy rates, and amenities offered
- **Depending on when the project is engaged, a site visit and in-person interviews with competitors may not be feasible with the current health facility restrictions as a result of the Coronavirus epidemic. We note that this may impact the results of our analysis.**
- Quantitative supply/demand analysis of the PMA using our proprietary top-down net demand methodology which considers the local elderly and adult children population, acuity rates, income levels, and the presence of competing properties, home health agencies, and informal caregivers
- Qualitative analysis of the competitive landscape and the factors affecting the proposed property's

fit within the PMA

- Competitive market pricing analysis to determine pricing structure and rental rates that should be charged at the property (IL, AL)
- Conclusion of whether or not there is market support for a new independent and assisted living development at the market's current price levels
- Narrative report deliverable incorporating all data, analysis, and conclusions.

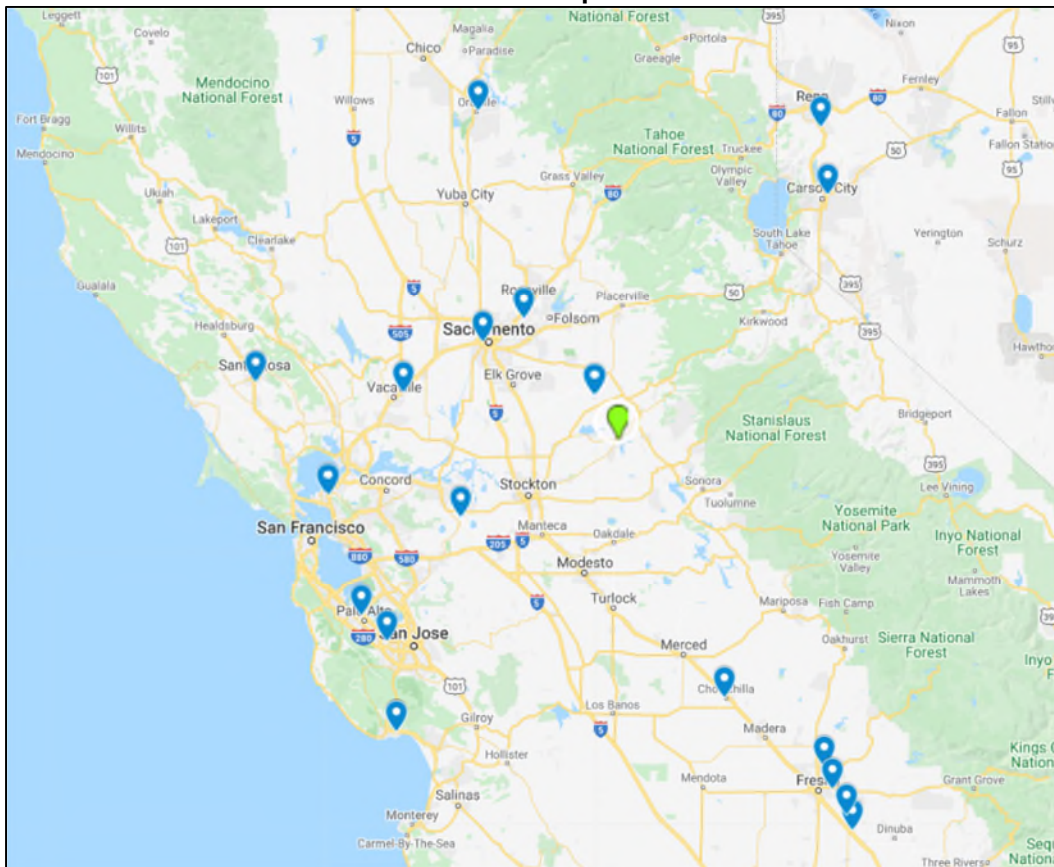
Phase 2: Upon your written authorization to proceed with the second phase of the analysis, the scope of the second phase will include the following:

- Create the project's proforma revenues and expenses
- This will incorporate the client's decision regarding the sizing of the project based on our Phase 1 work (i.e. some general indication on the total number of units by care type (IL vs AL)
- Proforma timeframe will be from construction completion / beginning of lease-up through stabilization
- Narrative report deliverable incorporating all data, analysis, and conclusions.

EXPERIENCE

OHC's team is comprised of experienced valuation professionals having an average of 13 years' experience providing appraisal and market study services to the seniors housing and healthcare real estate industry. Our team has completed thousands of valuation and consulting assignments across all 50 states. Our professionals are well known as highly competent experts who fully understand the nuances of going concern valuations and market analysis and provide reliable reports in a timely manner. We have local market expertise based on our roles in the following projects within the subject property's area:

Local Market Experience





DELIVERY DATE AND REPORT

We will complete the first phase of this assignment within **four weeks** from the date of engagement and receipt of the requested retainer. We will report the Phase 1 assignment results in a narrative report. Upon your written authorization to proceed with Phase 2, we will complete the second phase within an additional **two weeks** and will provide a narrative report. We will provide an electronic copy of the report.

PAYMENT

Our professional fees are based on the amount of time required to complete the assignment in a quality manner and produce credible results that you can rely upon. Our total fee for Phase 1 of this assignment will be **\$9,000** total. If you authorize us to proceed with Phase 2 within six months of completion of Phase 1, the total fee for Phase 2 will be an additional **\$5,000**. We require payment prior to commencement of each phase of work.

To prevent delays in the commencement of our work, please submit payment upon engagement and notify Michael Baldwin once payment has been sent (you will receive an electronic invoice that allows you to securely submit payment online). If paying by check, please make checks payable to OHC Advisors and send to the following address:

OHC Advisors
12060 SW 129th Ct, Suite 200
Miami, FL 33186

INFORMATION REQUEST LIST

Upon engagement, please send us any available building plans, site plans, and market research conducted to date.

ACKNOWLEDGEMENT

We appreciate this opportunity to provide our services and look forward to working with you. We are uniquely qualified to perform this assignment by virtue of our independence and expertise, and we are committed to completing the work in an efficient and timely manner.

If the content of this document correctly reflects your understanding of our agreement, please sign below and return the executed document with the required retainer. This agreement shall remain open and valid for signature for 90 days from the Date of Agreement specified; however, any significant delay in executing this agreement could adversely impact our ability to meet the delivery commitments described herein. Please note we will be unable to start this engagement until we are in receipt of this signed acknowledgment. Also, please note the additional engagement terms provided below in the attached Appendix A, which is an integral part of this Agreement.

Please email this signed proposal to Michael Baldwin at Mike@OHCadv.com. If you have any questions or comments, please call Michael Baldwin at (305) 916-6223. We appreciate the opportunity to provide this proposal and look forward to working with you on this important engagement.

By Appraiser/Consultant:

By Client:

Michael Baldwin
Signature

Signature

Michael Baldwin, MAI, ASA
Name

Name

March 19, 2020
Date

Date

Appendix A: Additional Engagement Terms

WHEN APPRAISER/CONSULTANT'S OBLIGATIONS ARE COMPLETE: Appraiser/Consultant's obligations pursuant to this Agreement are complete when the Consultant Report in the form specified in this Agreement is delivered to Client pursuant to this Agreement. Appraiser/Consultant agrees to be responsive to Client's legitimate inquiries regarding the contents of the report after delivery.

CONFIDENTIALITY: Appraiser/Consultant shall not provide a copy of the written Appraisal Report to, or disclose the results of the appraisal prepared in accordance with this Agreement to, any party other than Client, unless Client authorizes, except as stipulated in the Confidentiality Section of the Ethics Rule of the Uniform Standards of Professional Appraisal Practice (USPAP).

USE OF EMPLOYEES OR INDEPENDENT CONTRACTORS: Appraiser/Consultant may use employees or independent contractors at Appraiser/Consultant's discretion to complete the assignment, unless otherwise agreed by the parties. Notwithstanding, Appraiser/Consultant and/or other in-house staff shall sign the written Appraisal Report and take full responsibility for the services provided as a result of this Agreement.

APPRAISAL STATEMENTS AND CONDITIONS: The appraisal and/or other services provided under this Agreement will be subject to all statements, assumptions, limiting conditions (collectively, "Appraisal Conditions") set forth in the appraisal report. Client agrees that Client will review the Appraisal Conditions upon receipt of the report and that Client's use of the appraisal/analysis will constitute acceptance of the Appraisal Conditions. The Appraisal Conditions shall be considered as being incorporated into and forming part of this Agreement with respect to the appraisal/analysis in which they are contained and to the services relating to that appraisal/analysis.

SERVICES NOT PROVIDED: The fees set forth in this Agreement apply to the appraisal services rendered by Appraiser/Consultant as set forth in this Agreement. Any additional services performed by Appraiser/Consultant not set forth in this Agreement will be performed on terms and conditions set forth in an amendment to this Agreement, or in a separate agreement.

CHANGES TO AGREEMENT: Any changes to the assignment as outlined in this Agreement shall necessitate a new Agreement. The identity of the Client, intended users, or intended use; the date of value; type of value; or property appraised cannot be changed without a new Agreement.

CANCELLATION: Client may cancel this Agreement at any time prior to Appraiser/Consultant's delivery of the Appraisal Report upon written notification to Appraiser/Consultant. Client shall pay Appraiser/Consultant for work completed on assignment prior to Appraiser/Consultant's receipt of written cancellation notice, unless otherwise agreed upon by Appraiser/Consultant and Client in writing.

GOVERNING LAW AND JURISDICTION: This Agreement shall be governed by the law of the state in which Appraiser/Consultant's office as specified in this Agreement is located, exclusive of that state's choice of law rules. The parties agree that any legal proceeding brought by either party to interpret or enforce this Agreement, or to enforce an arbitration award entered pursuant to this Agreement, shall be brought in a state or federal court having jurisdiction over the location of Appraiser/Consultant's office as specified in this Agreement, and the parties hereby waive any objections to the personal jurisdiction of said court.

APPRAISER/CONSULTANT INDEPENDENCE: Appraiser/Consultant cannot agree to provide a value opinion that is contingent on a predetermined amount. Appraiser/Consultant cannot guarantee the outcome of the assignment in advance. Appraiser/Consultant cannot ensure that the opinion of value developed as a result of this Assignment will serve to facilitate any specific objective of Client or others or advance any particular cause. Appraiser/Consultant's opinion of value will be developed competently and with independence, impartiality and objectivity.

NOTICES: Any notice or request required or permitted to be given to any party shall be given in writing and shall be delivered to the receiving party by: a) registered or certified mail, postage prepaid; b) overnight courier, such as Federal Express, United Parcel Service or equivalent; or c) hand delivery. The address for delivery of any notice shall be the address for the party as specified in this Agreement, or at such other address as party may designate by written notice to the other party in conformance with this paragraph. Unless otherwise specified herein, notice shall be effective the date it is postmarked or given to a third party for delivery to the receiving party, whether or not the receiving party signs for or accepts delivery of such notice.

NO THIRD-PARTY BENEFICIARIES: Nothing in this Agreement shall create a contractual relationship between Appraiser/Consultant or Client and any third party, or any cause of action in favor of any third party. This Agreement shall not be construed to render any person or entity a third party beneficiary of this Agreement, including, but not limited to, any third parties identified herein.

MEDIATION & ARBITRATION: In the event of a dispute concerning the subject matter of this Agreement, the parties shall in good faith attempt to resolve such dispute by negotiation between the parties' principals, or, if such negotiation is unsuccessful, by mediation conducted by a third-party mediator. If such mediation results in an impasse, the parties shall submit their dispute to binding arbitration. Such mediation or, if necessary, binding arbitration shall be conducted pursuant

to the mediation procedures or the commercial arbitration rules of the American Arbitration Association. Any arbitration shall be conducted in the city in which Appraiser/Consultant's office as specified herein is located. The parties shall share equally the costs of any mediation. In the event of binding arbitration, the arbitrators shall, in addition to any relief appropriate to be awarded to the prevailing party, enter an award in favor of the prevailing party for that party's costs of the arbitration, including the party's reasonable attorneys' fees and arbitration expenses incurred in prosecuting or defending the arbitration proceeding. Subject to the right of the prevailing party to recover its share of the costs of the arbitration services pursuant to the arbitrator's award, the costs of the arbitration services shall be borne equally by the parties. If the prevailing party seeks judicial confirmation of any arbitration award entered pursuant to this Agreement, the court shall, in addition to any other appropriate relief, enter an award to the prevailing party in such confirmation proceeding for its reasonable attorneys' fees and litigation expenses incurred in confirming or successfully opposing the confirmation of such an award.

MAXIMUM TIME FRAME FOR LEGAL ACTIONS: Unless the time frame is shorter under applicable law, any legal action or claim relating to the appraisal or Appraiser's/Consultant's services shall be filed in court or in the applicable arbitration tribunal within two (2) years from the date of delivery to Client of the appraisal report to which the claims or causes of action relate, or in the case of acts or conduct after delivery of the report, two (2) years from the date of the alleged acts or conduct. The time frame stated in this section shall not be extended by any delay in the discovery or accrual of the underlying claims, causes of action, or damages. The time frame stated in this section shall apply to all non-criminal claims or causes of action of any type.

NO ASSIGNMENT OF CLAIMS: Legal claims or causes of action relating to the appraisal are not transferable or assignable to a third party, except: (i) as the result of a merger, consolidation, sale or purchase of a legal entity, (ii) with regard to the collection of a bona fide existing debt for services but then only to the extent of the total compensation for the appraisal plus reasonable interest, or (iii) in the case of an appraisal performed in connection with the origination of a mortgage loan, as part of the transfer or sale of the mortgage before an event of default on the mortgage or note or its legal equivalent.

SPECIAL OR CONSEQUENTIAL DAMAGES: Neither party shall under any circumstances be liable to the other party for special, exemplary, punitive or consequential damages, including, without limitation, loss of profits or damages proximately caused by loss of use of any property, whether arising from either party's negligence, breach of the Agreement or otherwise, whether or not a party was advised, or knew, of the possibility of such damages, or such possibility was foreseeable by that party. In no event shall Appraiser/Consultant be liable to Client for any amounts that exceed the fees and costs paid by Client to Appraiser/Consultant pursuant to this Agreement.

ASSIGNMENT: Neither party may assign this Agreement to a third party without the express written consent of the other party, which the non-assigning party may withhold in its sole discretion. In the event this Agreement is assigned by mutual consent of the parties, it shall become binding on the assigning party's permitted assigns.

SEVERABILITY: In the event any provision of this Agreement shall be determined to be void or unenforceable by any court of competent jurisdiction, then such determination shall not affect any other provision of this Agreement and all such other provisions shall remain in full force and effect.

CLIENT'S DUTY TO INDEMNIFY APPRAISER/CONSULTANT: Client agrees to defend, indemnify and hold harmless Appraiser/Consultant from any damages, losses or expenses, including attorneys' fees and litigation expenses at trial or on appeal, arising from allegations asserted against Appraiser/Consultant by any third party that if proven to be true would constitute a breach by Client of any of Client's obligations, representations or warranties made in this Agreement, or any violation by Client of any federal, state or local law, ordinance or regulation, or common law (a "Claim"). In the event of a Claim, Appraiser/Consultant shall promptly notify Client of such Claim, and shall cooperate with Client in the defense or settlement of any Claim. Client shall have the right to select legal counsel to defend any Claim, provided that Appraiser/Consultant shall have the right to engage independent counsel at Appraiser/Consultant's expense to monitor the defense or settlement of any Claim. Client shall have the right to settle any Claim, provided that Appraiser/Consultant shall have the right to approve any settlement that results in any modification of Appraiser/Consultant's rights under this Agreement, which approval will not be unreasonably withheld, delayed or conditioned.

CLIENT'S REPRESENTATIONS AND WARRANTIES: Client represents and warrants to Appraiser/Consultant that (1) Client has all right, power and authority to enter into this Agreement; (2) Client's duties and obligations under this Agreement do not conflict with any other duties or obligations assumed by Client under any agreement between Client and any other party; and (3) Client has not engaged Appraiser/Consultant, nor will Client use Appraiser/Consultant's Appraisal Report, for any purposes that violate any federal, state or local law, regulation or ordinance or common law.

EXTENT OF AGREEMENT: This Agreement represents the entire and integrated agreement between the Client and Appraiser/Consultant and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by both Client and Appraiser/Consultant.



**MARK TWAIN
HEALTH CARE DISTRICT**

P. O. Box 95
San Andreas, CA 95249
(209) 754-4468 Phone
(209) 754-2537 Fax

Agenda Item: Financial Reports (as of August, 2020)
Item Type: Action
Submitted By: Rick Wood, Accountant
Presented By: Rick Wood, Accountant

BACKGROUND:

The August 31, 2020 financial statements are attached for your review and approval.

- Please note that the June 30, 2020 financial reports will remain in DRAFT form until the 2019 – 2020 Audit has been completed. While the revenue shouldn't change dramatically, our depreciation expense and the Balance Sheet will go through a couple more adjustments.
- As of 08/31/20 the Clinic has collected \$53,529 through the regular checking accounts.
- District revenue (property tax) has been reconciled as of June 30, 2020. The District's final property tax revenue for this past fiscal year was \$1,126,504.
- The Balance Sheet shows a strong cash position.
- The Investment & Reserves Report will now show the reserve allocations, along with the interest income allocations. This report is now complete, and will be updated and provided to the Board on a monthly basis.

**Mark Twain Health Care District
Annual Budget Recap**

	08/31/20 Actual Y-T-D	2020 - 2021 Annual Budget				
		Total District	Clinic	Rental	Projects	Admin
Revenues	464,559	6,171,389	3,618,701	1,352,688	0	1,200,000
Total Revenue	464,559	6,171,389	3,618,701	1,352,688	0	1,200,000
Expenses	(659,153)	(5,860,663)	(3,820,119)	(1,181,428)	(91,000)	(768,116)
Total Expenses	(659,153)	(5,860,663)	(3,820,119)	(1,181,428)	(91,000)	(768,116)
Surplus(Deficit)	(194,594)	310,726	(201,418)	171,260	91,000	431,884

Mark Twain Health Care District							
Direct Clinic Financial Projections							
							8/31/2020
							VSHWC
	DRAFT	2020/2021	Month	Actual	Actual	Actual	
	2019/2020	Budget	to-Date	Month	Y-T-D	vs Budget	
4083.39	Sunrise Pharmacy Gross Revenues						
4083.49	Urgent care Gross Revenues	437285	4,674,075	779,013	33,566	53,529	1.15%
4083.60	Contractual Adjustments	(51,948)	(1,087,124)	(181,187)	0	0	
	Net Patient revenue	385,337	3,586,951	597,825	33,566	53,529	1.49%
4083.90	Flu shot, Lab income, physicals		1,000	167			0.00%
4083.91	Medical Records copy fees		750	125			0.00%
4083.92	Other - Plan Incentives		30,000	5,000			0.00%
			31,750	5,292	0	0	0.00%
	Total Other Revenue	385,337	3,618,701	603,117	33,566	53,529	1.48%
7083.09	Other salaries and wages	(780,679)	(1,008,540)	(168,090)	(83,489)	(196,250)	19.46%
7083.10	Payroll taxes	(48,673)	(78,666)	(13,111)	(4,750)	(12,672)	16.11%
7083.12	Vacation, Holiday and Sick Leave		(9,077)	(1,513)			0.00%
7083.13	Group Health & Welfare Insurance	(31,164)	(49,982)	(8,330)	(3,240)	(10,545)	21.10%
7083.14	Group Life Insurance		(1,614)	(269)			0.00%
7083.15	Pension and Retirement		(25,214)	(4,202)		(632)	2.51%
7083.16	Workers Compensation insurance	(13,597)	(10,085)	(1,681)		(16,697)	165.56%
7083.18	Other payroll related benefits		(1,513)	(252)			0.00%
	Total taxes and benefits	(93,434)	(176,151)	(29,359)	(7,990)	(40,546)	23.02%
	Labor related costs	(874,113)	(1,184,691)	(197,449)	(91,479)	(236,797)	19.99%
7083.05	Marketing	(7,096)				(250)	
7083.20	Medical - Physicians	(422,491)	(905,244)	(150,874)	(53,267)	(104,425)	11.54%
7083.22	Consulting and Management fees	(260,822)	(75,000)	(12,500)	(774)	(18,263)	24.35%
7083.23	Legal - Clinic	(27,900)	0				0.00%
7083.25	Registry Nursing personnel		(3,000)	(500)			0.00%
7083.26	Other contracted services	(65,565)	(126,907)	(21,151)	(7,165)	(14,591)	11.50%
7083.29	Other Professional fees	(11,199)	(80,932)	(13,489)			0.00%
7083.36	Oxygen and Other Medical Gases	(533)	(3,703)	(617)		(35)	0.95%
7083.38	Pharmaceuticals		(139,504)	(23,251)			0.00%
7083.41	Other Medical Care Materials and Supplies	(131,217)	(25,714)	(4,286)	(8,675)	(11,794)	45.86%
7083.44	Linens		(1,200)	(200)			0.00%
7083.48	Instruments and Minor Medical Equipment		(24,248)	(4,041)			0.00%
7083.74	Depreciation - Equipment		(150,476)	(25,079)			0.00%
7083.45	Cleaning supplies		(47,578)	(7,930)			0.00%
7083.62	Repairs and Maintenance Grounds	(1,122)	(8,104)	(1,351)			0.00%
7083.72	Depreciation - Bldgs & Improvements		(311,017)	(51,836)			0.00%
7083.80	Utilities - Electrical, Gas, Water, other	(53,630)	(95,083)	(15,847)	(2,611)	(5,938)	6.25%
8870.00	Interest on Debt Service	(60,469)	(257,355)	(42,893)			0.00%
7083.43	Food	(935)	(2,000)	(333)			0.00%
7083.46	Office and Administrative supplies	(27,475)	(15,428)	(2,571)	(3,678)	(4,930)	31.95%
7083.69	Other purchased services	(50,362)	(232,076)	(38,679)	(3,328)	(12,485)	5.38%
7083.81	Insurance - Malpractice	(8,814)	(16,854)	(2,809)			0.00%
7083.82	Other Insurance - Clinic	(23,332)	(31,102)	(5,184)	(2,089)	(26,102)	0.00%
7083.83	Licenses & Taxes		(1,500)	(250)			
7083.85	Telephone and Communications	(5,253)	(20,903)	(3,484)	(836)	(2,383)	11.40%
7083.86	Dues and Subscriptions	(20,524)	(1,500)	(250)	(1,950)	(2,115)	141.00%
7083.87	Outside Training	(199)	(15,000)	(2,500)			0.00%
7083.88	Travel costs	(3,926)	(4,000)	(667)			0.00%
7083.89	Recruiting	(25,209)	(40,000)	(6,667)		(1,635)	4.09%
	Non labor expenses	(1,208,073)	(2,635,428)	(439,238)	(84,373)	(204,947)	7.78%
	Total Expenses	(2,082,186)	(3,820,119)	(636,687)	(175,851)	(441,743)	11.56%
	Net Expenses over Revenues	(1,696,849)	(201,418)	(33,570)	(142,285)	(388,215)	192.74%

Mark Twain Health Care District							
Rental Financial Projections			Rental				
							8/31/2020
			Budget				
		DRAFT	2020/2021	Month	Actual	Actual	Actual
		2019/2020	Budget	to-Date	Month	Y-T-D	vs Budget
9260.01	Rent Hospital Asset amortized	1,094,553	1,092,672	182,112	90,949	181,934	16.65%
			0				
	Rent Revenues	1,094,553	1,092,672	182,112	90,949	181,934	16.65%
9520.62	Repairs and Maintenance Grounds	(6,079)	0				
9520.80	Utilities - Electrical, Gas, Water, other, Phone	(617,382)	(758,483)	(126,414)	(32,683)	(81,041)	10.68%
9520.72	Depreciation	(121,437)	(148,679)	(24,780)	(9,856)	(19,748)	13.28%
9520.82	Insurance						
	Total Costs	(744,898)	(907,162)	(151,194)	(42,539)	(100,789)	11.11%
	Net	349,655	185,510	30,918	48,410	81,145	27.76%
9260.02	MOB Rents Revenue	223,552	251,016	41,836	14,416	28,831	11.49%
9521.75	MOB rent expenses	(240,514)	(261,016)	(43,503)	(20,768)	(41,537)	15.91%
	Net	(16,962)	(10,000)	(1,667)	(6,353)	(12,706)	127.06%
9260.03	Child Advocacy Rent revenue	7,500	9,000	1,500	750	3,000	33.33%
9522.75	Child Advocacy Expenses	(297)	(11,000)	(1,833)			0.00%
	Net	7,203	(2,000)	(333)	750	3,000	-150.00%
9260.04	Sunrise Pharmacy Revenue						
7084.41	Sunrise Pharmacy Expenses	(2,174)	(2,250)	(375)	(3,364)	(3,364)	
		1,325,605	1,352,688	225,448	106,115	213,766	15.80%
		(987,883)	(1,181,428)	(196,905)	(63,308)	(142,326)	12.05%
	Summary Net	337,722	171,260	28,543	42,807	71,439	41.71%

Mark Twain Health Care District								
Projects, Grants and Support								
		8/31/2020						
			Budget					
		DRAFT	2020/2021	Month	Actual	Actual	Actual	
		2019/2020	Budget	to-Date	Month	Y-T-D	vs Budget	
	Project grants and support		(91,000)	(15,167)		0	0.00%	
8890.00	Foundation	(465,163)						
8890.00	Veterans Support		(5,000)	(833)		0		
8890.00	Mens Health		(5,000)	(833)		0		
8890.00	Steps to Kick Cancer - October		(5,000)	(833)		0		
8890.00	Doris Barger Golf		(2,000)	(333)		0		
8890.00	Stay Vertical		(14,000)	(2,333)		0	0.00%	
8890.00	Golden Health Grant Awards							
8890.00	RoboDoc		(60,000)	(10,000)				
	Project grants and support	(465,163)	(91,000)	(15,167)	0	0	0.00%	

Mark Twain Health Care District									
General Administration Financial Projections									
Admin									
8/31/2020									
Budget									
			DRAFT	2020/2021	Month	Actual	Actual	Actual	
	2016/2017	2017/2018	2019/2020	Budget	to-Date	Month	Y-T-D	vs Budget	
9060.00	Income, Gains and losses from investments	4,423	5,045	390,802	100,000	16,667	9,466	20,035	20.03%
9160.00	Property Tax Revenues	935,421	999,443	1,126,504	1,100,000	183,333	91,667	183,333	16.67%
9010.00	Gain on Sale of Asset								
9400.00	Miscellaneous Income (1% Minority Interest)	0	0	(43,680)		0		(6,103)	
Summary Revenues		939,844	1,004,488	1,473,626	1,200,000	200,000	101,133	197,265	16.44%
8610.09	Other salaries and wages	(33,587)	(235,531)	(200,318)	(352,591)	(58,765)	(14,938)	(37,346)	10.59%
8610.10	Payroll taxes			(14,132)	(23,244)	(3,874)	(596)	(2,098)	9.03%
8610.12	Vacation, Holiday and Sick Leave				(3,173)	(529)			0.00%
8610.13	Group Health & Welfare Insurance		(663)	(12,383)	(17,474)	(2,912)			0.00%
8610.14	Group Life Insurance				(564)	(94)			0.00%
8610.15	Pension and Retirement			(1,905)	(8,815)	(1,469)			0.00%
8610.16	Workers Compensation insurance			(1,226)	(3,526)	(588)			0.00%
8610.18	Other payroll related benefits				(529)	(88)			0.00%
	Benefits and taxes	0	(663)	(29,647)	(57,325)	(9,554)	(596)	(2,098)	3.66%
Labor Costs		(33,587)	(236,194)	(229,965)	(409,916)	(68,319)	(15,534)	(39,444)	9.62%
8610.22	Consulting and Management Fees	(392,908)	(332,287)	(13,922)	(61,500)	(10,250)	(193)	(409)	0.66%
8610.23	Legal	(15,195)	(20,179)	(15,069)	(30,000)	(5,000)			0.00%
8610.24	Accounting /Audit Fees	(13,945)	(18,090)	(59,232)	(125,000)	(20,833)	(53)	(5,452)	4.36%
8610.43	Food			(868)	(2,000)	(333)			0.00%
8610.46	Office and Administrative Supplies	(4,310)	(19,685)	(19,992)	(18,000)	(3,000)	(634)	(412)	2.29%
8610.62	Repairs and Maintenance Grounds				0	0			
8610.69	Other			(12,877)		0	(432)	(782)	
8610.74	Depreciation - Equipment	(35,556)	(26,582)		(2,500)	(417)			0.00%
8610.75	Rental/lease equipment	(11,198)	(57,593)		(9,200)	(1,533)			0.00%
8610.80	Utilities			(420)	(1,000)	(167)			
8610.82	Insurance	(16,578)	(17,043)	(17,747)	(25,000)	(4,167)		(16,653)	66.61%
8610.83	Licenses and Taxes				0				
8610.85	Telephone and communications				0				
8610.86	Dues and Subscriptions	(12,554)	(14,731)	(12,529)	(20,000)	(3,333)	(370)	(456)	2.28%
8610.87	Outside Trainings	(1,920)	(3,030)	380	(15,000)	(2,500)			0.00%
8610.88	Travel	(6,758)	(17,363)	(4,447)	(15,000)	(2,500)			0.00%
8610.89	Recruiting			(2,368)	(2,000)	(333)	(1,714)	(1,714)	85.70%
8610.90	Other Direct Expenses	(10,895)	(5,488)	(67,249)	(32,000)	(5,333)	(6,398)	(961)	3.00%
	Non-Labor costs	(521,817)	(532,071)	(226,340)	(358,200)	(59,700)	(9,795)	(26,838)	7.49%
	Total Costs	(555,404)	(768,265)	(456,305)	(768,116)	(128,019)	(25,329)	(66,283)	8.63%
Net		384,440	236,223	1,017,321	431,884	71,981	75,804	130,982	30.33%

**Investment & Reserves Report
31-Aug-20**

Reserve Funds	Minimum Target	6/30/2020 Balance	2020 Allocated	2020 Interest	8/31/2020 Balance	Annual Funding Goal
Valley Springs HWC - Operational Reserve Fund	2,200,000	2,200,000	0	3,092	2,203,092	
Capital Improvement Fund	12,000,000	2,934,975	0	4,125	2,939,101	
Technology Reserve Fund	1,000,000	1,000,000	0	1,406	1,001,406	
Lease & Contract Reserve Fund	2,400,000	2,400,000	0	3,374	2,403,374	
Loan Reserve Fund	2,000,000	2,000,000	0	2,811	2,002,811	
Reserves & Contingencies	19,600,000	10,534,975	0	14,808	10,549,783	0

CalTRUST	2019 - 2020		Annualized Rates	Duration
	8/31/2020	Interest Earned		
Valley Springs HWC - Operational Reserve Fund	2,203,092	3,092		
Capital Improvement Fund	2,939,101	4,125		
Technology Reserve Fund	1,001,406	1,406		
Lease & Contract Reserve Fund	2,403,374	3,374		
Loan Reserve Fund	2,002,811	2,811		
Total CalTRUST	10,534,975	14,808		1 Year or Less
Five Star				
General Operating Fund	105,979	82.41		
Money Market Account	1,993,945	3,844.55		
Valley Springs - Checking	129,300	40.53		
Valley Springs - Payroll	42,936	34.74		
Total Five Star	2,272,160	4,002.23		1 Year or Less
Umpqua Bank				
Checking	212,910	0.00		
Money Market Account	4,927	0.55		
Investments	1,514			
Total Savings & CD's	219,351	0.55		
Bank of Stockton	363,779	23.86		1 Year or Less
Total in interest earning accounts	13,390,265	18,835		
Beta Dividend		1,200		
Total Without Unrealized Loss		20,035		

Mark Twain Health Care District's (District) Investment Policy No. 22 describes the District's commitment to managing risk by selecting investment products based on safety, liquidity and yield. Per California Government Code Section 53600 et. seq., specifically section 53646 and section 53607, this investment report details all investment-related activity in the current period. District investable funds are currently invested in Umpqua Bank, Five Star Bank, and the CalTRUST investment pool, all of which meet those standards; the individual investment transactions of the CalTRUST Pool are not reportable under the government code. That being said, the District's Investment Policy remains a prudent investment course, and is in compliance with the "Prudent Investor's Policy" designed to protect public funds. The report for this period does reflect any deviation from the District's Investment Policy.

Mark Twain Health Care District Balance Sheet

As of August 31, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
1001.10 Umpqua Bank - Checking	101,155.43
1001.20 Umpqua Bank - Money Market	6,441.40
1001.30 Bank of Stockton	363,803.16
1001.40 Five Star Bank - MTHCD Checking	127,283.44
1001.50 Five Star Bank - Money Market	1,745,379.92
1001.60 Five Star Bank - VSHWC Checking	78,185.50
1001.65 Five Star Bank - VSHWC Payroll	102,137.84
1001.90 US Bank - VSHWC	131,777.01
1820 VSHWC - Petty Cash	400.00
Total Bank Accounts	\$ 2,656,563.70
Accounts Receivable	
1200 Accounts Receivable	1,675.58
Total Accounts Receivable	\$ 1,675.58
Other Current Assets	
1001.70 Umpqua Investments	1,513.65
1003.30 CalTRUST	10,541,731.58
1069 Due from Calaveras County	62,459.49
115.20 Accrued Lease Revenue	15,232.17
1205 Due from insurance proceeds	337,860.00
1301.40 Prepaid VSHWC	735,489.76
Total Other Current Assets	\$ 11,694,286.65
Total Current Assets	\$ 14,352,525.93
Fixed Assets	
150.00 Land and Land Improvements	0.00
150.10 Land	1,189,256.50
150.20 Land Improvements	150,307.79
Total 150.00 Land and Land Improvements	\$ 1,339,564.29
151.00 Buildings and Improvements	0.00
151.10 Building	2,123,677.81
151.20 Building Improvements	2,276,955.79
151.30 Building Service Equipment	168,095.20
Total 151.00 Buildings and Improvements	\$ 4,568,728.80
152 VSHWC	5,367,411.06
152.1 VSHWC Consulting Services	4,646.25
152.10 Fixed Equipment	700,625.02
152.15 Furniture & Furnishings	7,813.00
152.92 VSHWC Clinic Land Costs	1,262,242.27
1221.5 Pharmacy Construction	12,671.33

1521.30 CIP Equipment	45,300.14
160.00 Accumulated Depreciation	-5,342,089.82
Total Fixed Assets	\$ 7,966,912.34
Other Assets	
1710.10 Minority Interest in MTMC - NEW	237,910.31
180.60 Capitalized Lease Negotiations	356,574.25
Total 180.30 Intangible Assets	\$ 594,484.56
2219 Capital Lease	6,523,023.01
Total Other Assets	\$ 7,117,507.57
TOTAL ASSETS	\$ 29,436,945.84
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	21,167.29
Total Accounts Payable	\$ 21,167.29
Other Current Liabilities	
200.00 Accts Payable & Accrued Expenes	
200.10 Other Accounts Payable	25,127.39
Total 200.00 Accts Payable & Accrued Expenes	\$ 25,127.39
2021 Accrued Payroll - Clinic	33,961.05
210.00 Deide Security Deposit	2,275.00
211.00 Valley Springs Security Deposit	1,000.00
2110.00 Payroll Liabilities - New Account for 2019	694.76
226 Deferred Revenue	141,646.58
Total Other Current Liabilities	\$ 204,704.78
Total Current Liabilities	\$ 225,872.07
Long-Term Liabilities	
2128.01 Deferred Capital Lease	1,597,797.15
2128.02 Deferred Utilities Reimbursement	2,902,202.85
2129 Other Third Party Reimbursement - Calaveras County	-120,873.85
2210 USDA Loan - VS Clinic	6,273,330.32
Total Long-Term Liabilities	\$ 10,652,456.47
Total Liabilities	\$ 10,878,328.54
Equity	
290.00 Fund Balance	18,753,211.08
Net Income	-194,593.78
Total Equity	\$ 18,558,617.30
TOTAL LIABILITIES AND EQUITY	\$ 29,436,945.84

Mark Twain Health Care District

BILL PAYMENT LIST

August 2020

DATE	NUM	VENDOR	AMOUNT
1001.40 Five Star Bank - MTHCD Checking - NEW			
08/04/2020	1525	Calaveras County Building Department	-1,054.20
08/04/2020	1526	Dr. Deborah Salom	-8,658.00
08/07/2020	1527	AT&T	-514.60
08/07/2020	1528	Calaveras County Water District	0.00
08/07/2020	1529	Radiologica	-1,585.00
08/07/2020	1530	Cheryl Duncan Consulting	-799.72
08/07/2020	1531	AT&T 209-772-2791 VSHWC	-150.82
08/07/2020	1532	AT&T OneNet	-1,431.46
08/07/2020	1533	Calaveras County Environmental Health	-175.00
08/07/2020	1534	Calaveras Public Utility District	-2,650.36
08/07/2020	1535	Calaveras Telephone	-482.17
08/07/2020	1536	California Special Districts Association - Financial	-5,341.00
08/07/2020	1537	Clark Pest Control of Stockton, Inc.	-75.00
08/07/2020	1538	Nuance Communications, Inc.	-79.00
08/07/2020	1539	PG&E 07532672789-5 James Dalton(Angels Camp)	-4,176.12
08/07/2020	1540	PG&E 2148202072-0	-63.98
08/07/2020	1541	PG&E 39918320076 Cancer	-278.97
08/07/2020	1542	PG&E 74021406306 SAFMC	-753.44
08/07/2020	1543	PG&E 89195984003 Cancer/Infusion	-1,541.46
08/07/2020	1544	Pro Screening, LLC	-110.00
08/07/2020	1545	San Andreas Sanitary District	-6,888.62
08/11/2020	1546	AT&T 457-7	-4.61
08/11/2020	1547	AT&T 754-9362	-1,339.18
08/11/2020	1548	Calaveras Power Agency	-26,405.70
08/11/2020	1549	California Waste Recovery Systems	-619.86
08/11/2020	1550	Mary Carley	-42.99
08/11/2020	1551	The Union Democrat	-169.20
08/11/2020	1553	AT&T 248 134-7000	-9.28
08/11/2020	1554	AT&T 248 134-7000	-65.66
08/11/2020	1555	San Andreas Sanitary District	-415.03
08/14/2020	1556	Anthem Blue Cross	-1,609.37
08/18/2020	1557	Best Best & Krieger, LLP	-4,273.59
08/18/2020	1558	Calaveras Enterprise & Sierra Lodestar	-1,542.40
08/18/2020	1559	Signal Service, Inc.	-1,390.77
08/18/2020	1560	Cheryl Duncan Consulting	-15,828.75
08/18/2020	1561	The Valley Springs News	-122.50
08/18/2020	1562	Ledger Dispatch	-250.00
08/18/2020	1563	Nuance Communications, Inc.	-79.00
08/18/2020	1564	Campora Propane	-30.50
08/18/2020	1565	RJ Pro Innovative I.T. Services	-1,606.00
08/18/2020	1566	Dr. Joana Motiu	-1,275.00
08/18/2020	1567	Anthem Blue Cross	-7,050.42
08/26/2020	1569	Anthem Blue Cross	-821.24

Mark Twain Health Care District

BILL PAYMENT LIST

August 2020

DATE	NUM	VENDOR	AMOUNT
08/26/2020	1570	Kirk Stout	-336.00
08/26/2020	1571	Streamline	-200.00
08/26/2020	1572	Joel Eidelson, MD	-22,500.33
08/26/2020	1573	Mark Twain Medical Staff Fund	-1,950.00
08/27/2020	1574	MedPro Waste Disposal LLC	-108.00
08/27/2020	1575	Ray Morgan Company	-1,043.44
08/27/2020	1576	Novarad Corporation	-1,091.27
08/27/2020	1577	AT&T - 831-000-9337 371	-1,302.40
08/27/2020	1578	AT&T	-460.76
08/27/2020	1579	AT&T 209-772-2791 VSHWC	-666.31
08/27/2020	1580	Newmark Knight Frank	0.00
08/27/2020	1581	Clark Pest Control of Stockton, Inc.	-75.00
08/27/2020	1582	ACHD	-360.00
08/27/2020	1583	Crawford's Lock & Key	-422.79
08/27/2020	1584	RJ Pro Innovative I.T. Services	-586.39
08/27/2020	1585	Debbra Sellick	-200.00
08/27/2020	1586	Kathy Toepel	-200.00
08/27/2020	1587	Linda Reed	-200.00
08/27/2020	1588	Lori Hack	-100.00
08/27/2020	1589	Talibah Al-Rafiq	-100.00
08/27/2020	1590	Your Type Graphic Design	-271.89
08/28/2020	1591	Delta Building Maintenance	-5,402.18
08/28/2020	1592	La Contenta Plaza	0.00
08/28/2020	1593	The Union Democrat	-625.50
08/28/2020	1594	Newmark Knight Frank	-2,173.50
08/05/2020	ACH 8/5/20	James Mosson	-12,990.00
08/28/2020	ACH 8/28/20	Harvard M. Robbins, M.D.	-20,833.33
Total for 1001.40 Five Star Bank - MTHCD Checking - NEW			\$ -175,959.06
Not Specified			
08/11/2020		MedPro Billing, LLC	0.00
08/18/2020		Mark Twain Medical Ctr	0.00
Total for Not Specified			\$0.00

Mark Twain Health Care District

JOURNAL
August 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	DEBIT	CREDIT
08/11/2020	Journal Entry	19091		August deposits	1001.40	1001.40 Five Star Bank - MTHCD Checking - NEW	\$64,140.91	
				2019-2020 Property Tax Revenue	2129	2129 Other Third Party Reimbursement - Calaveras County		\$62,459.49
				2020/2021 BETA Health Group Dividend	9400.00	9400.00 Miscellaneous Income		\$1,200.00
				August MOB rent	9260.02	9260.02 MOB Rents Revenue		\$481.42
							\$64,140.91	\$64,140.91
08/14/2020	Journal Entry	19077		Pay Period 7/26-8/8/2020	8610.09	8610.09 Other salaries and wages - Admin.	\$7,469.20	
				Pay Period 7/26-8/8/2020	7083.09	7083.09 Other salaries and wages - Clinic	\$37,591.16	
				Pay Period 7/26-8/8/2020	8610.10	8610.10 Payroll taxes - Admin.	\$108.30	
				Pay Period 7/26-8/8/2020	7083.10	7083.10 Payroll taxes - Clinic	\$538.17	
				Pay Period 7/26-8/8/2020	8610.10	8610.10 Payroll taxes - Admin.	\$189.67	
				Pay Period 7/26-8/8/2020	7083.10	7083.10 Payroll taxes - Clinic	\$1,706.11	
				Pay Period 7/26-8/8/2020	7083.10	7083.10 Payroll taxes - Clinic	\$184.56	
				Pay Period 7/26-8/8/2020	2110.00	2110.00 Payroll Liabilities - New Account for 2019		\$1,292.94
				Pay Period 7/26-8/8/2020	2110.00	2110.00 Payroll Liabilities - New Account for 2019		\$4,113.12
				Pay Period 7/26-8/8/2020	2110.00	2110.00 Payroll Liabilities - New Account for 2019		\$5,817.33
				Pay Period 7/26-8/8/2020	2110.00	2110.00 Payroll Liabilities - New Account for 2019		\$2,559.55
				Pay Period 7/26-8/8/2020	2110.00	2110.00 Payroll Liabilities - New Account for 2019		\$184.56
				Pay Period 7/26-8/8/2020	2110.00	2110.00 Payroll Liabilities - New Account for 2019		\$476.87
				Pay Period 7/26-8/8/2020	1001.65	1001.65 Five Star Bank - VSHWC Payroll		\$1,629.81
				Pay Period 7/26-8/8/2020	1001.65	1001.65 Five Star Bank - VSHWC Payroll		\$886.20
				Pay Period 7/26-8/8/2020	8610.22	8610.22 Consulting and Management Fees - District	\$177.24	
				Pay Period 7/26-8/8/2020	7083.22	7083.22 Consulting and Management fees - Clinic	\$708.96	
				Pay Period 7/26-8/8/2020	2110.00	2110.00 Payroll Liabilities - New Account for 2019	\$13,967.50	
				Pay Period 7/26-8/8/2020	1001.65	1001.65 Five Star Bank - VSHWC Payroll		\$13,967.50
				Pay Period 7/26-8/8/2020	1001.65	1001.65 Five Star Bank - VSHWC Payroll		\$31,712.99
							\$62,640.87	\$62,640.87
08/17/2020	Journal Entry	19090		Pay July Credit Card Bill	2001	2001 Credit Card Payable	\$6,104.54	
				Pay July Credit Card Bill	1001.40	1001.40 Five Star Bank - MTHCD Checking - NEW		\$6,104.54
							\$6,104.54	\$6,104.54
08/31/2020	Journal Entry	19079		Cash Flow Transfer	1001.50	1001.50 Five Star Bank - Money Market - NEW	\$250,000.00	
				Cash Flow Transfer	1001.65	1001.65 Five Star Bank - VSHWC Payroll	\$100,000.00	
				Cash Flow Transfer	1001.40	1001.40 Five Star Bank - MTHCD Checking - NEW	\$150,000.00	
							\$250,000.00	\$250,000.00
08/31/2020	Journal Entry	19080		Cash Flow Transfer	1001.60	1001.60 Five Star Bank - VSHWC Checking - NEW-1	\$50,000.00	
				Cash Flow Transfer	1001.65	1001.65 Five Star Bank - VSHWC Payroll	\$50,000.00	

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Mark Twain Health Care District

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August 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	DEBIT	CREDIT
08/31/2020	Journal Entry	19081	Athena Health Charges Athena Health Charges		1001.60 7083.26	1001.60 Five Star Bank - VSHWC Checking - NEW-1 7083.26 Other contracted services - Clinic	\$1,125.52 \$1,125.52	\$50,000.00 \$50,000.00
08/31/2020	Journal Entry	19082	Clinic Cash Deposit Clinic Cash Deposit Clinic Cash Deposit Clinic Cash Deposit		1001.10 1001.10 1001.10 4083.49	1001.10 Umpqua Bank - Checking - NEW 1001.10 Umpqua Bank - Checking - NEW 1001.10 Umpqua Bank - Checking - NEW 4083.49 VSHWC Gross Revenues	\$1,436.46 \$640.00 \$841.15 \$2,917.61	\$2,917.61 \$2,917.61
08/31/2020	Journal Entry	19083	CAM 2 Charges Sept-Oct 2020 CAM 2 Charges Sept-Oct 2020		1001.10 130.30	1001.10 Umpqua Bank - Checking - NEW 130.30 Prepaid Expenses:Other Prepaid Expenses	\$1,854.98 \$1,854.98	\$1,854.98 \$1,854.98
08/31/2020	Journal Entry	19086	Aug MOB Rent Aug MOB Rent		1001.10 9260.02	1001.10 Umpqua Bank - Checking - NEW 9260.02 MOB Rents Revenue	\$13,006.77 \$13,006.77	\$13,006.77 \$13,006.77
08/31/2020	Journal Entry	19087	Child Advocacy Rent Child Advocacy Rent		1001.10 9260.03	1001.10 Umpqua Bank - Checking - NEW 9260.03 Child Advocacy Rent Revenue	\$750.00 \$750.00	\$750.00 \$750.00
08/31/2020	Journal Entry	19088	Pay period 8/9-8/22/20 - Pay Date 8/28/20 Pay period 8/9-8/22/20 - Pay Date 8/28/20		8610.09 7083.09 8610.10 7083.10 8610.10 7083.10 7083.10 2110.00 2110.00 2110.00 2110.00 2110.00 2110.00 2110.00 2110.00 1001.65 1001.65	8610.09 Other salaries and wages - Admin. 7083.09 Other salaries and wages - Clinic 8610.10 Payroll taxes - Admin. 7083.10 Payroll taxes - Clinic 8610.10 Payroll taxes - Admin. 7083.10 Payroll taxes - Clinic 7083.10 Payroll taxes - Clinic 2110.00 Payroll Liabilities - New Account for 2019 2110.00 Payroll Liabilities - New Account for 2019 2110.00 Payroll Liabilities - New Account for 2019 2110.00 Payroll Liabilities - New Account for 2019 2110.00 Payroll Liabilities - New Account for 2019 2110.00 Payroll Liabilities - New Account for 2019 1001.65 Five Star Bank - VSHWC Payroll 1001.65 Five Star Bank - VSHWC Payroll	\$7,469.20 \$32,727.44 \$108.30 \$472.06 \$189.67 \$1,664.11 \$184.56 \$1,160.73 \$3,788.50 \$4,836.78 \$2,111.25 \$184.56 \$171.43 \$1,598.31 \$81.00	

Mark Twain Health Care District

JOURNAL
August 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	DEBIT	CREDIT
				Pay period 8/9-8/22/20 - Pay Date 8/28/20	8610.22	8610.22 Consulting and Management Fees - District	\$16.20	
				Pay period 8/9-8/22/20 - Pay Date 8/28/20	7083.22	7083.22 Consulting and Management fees - Clinic	\$64.80	
				Pay period 8/9-8/22/20 - Pay Date 8/28/20	2110.00	2110.00 Payroll Liabilities - New Account for 2019	\$11,969.85	
				Pay period 8/9-8/22/20 - Pay Date 8/28/20	1001.65	1001.65 Five Star Bank - VSHWC Payroll		\$11,969.85
				Pay period 8/9-8/22/20 - Pay Date 8/28/20	2110.00	2110.00 Payroll Liabilities - New Account for 2019		\$137.22
				Pay period 8/9-8/22/20 - Pay Date 8/28/20	1001.65	1001.65 Five Star Bank - VSHWC Payroll		\$28,826.56
				Pay period 8/9-8/22/20 - Pay Date 8/28/20	2110.00	2110.00 Payroll Liabilities - New Account for 2019		\$137.22
				Pay period 8/9-8/22/20 - Pay Date 8/28/20	1001.65	1001.65 Five Star Bank - VSHWC Payroll		\$55,003.41
08/31/2020	Journal Entry	19089		Aug 2020 Insurance Proceeds	1001.90	1001.90 U.S. Bank - VSHWC	\$30,648.42	
				Aug 2020 Insurance Proceeds	4083.49	4083.49 VSHWC Gross Revenues	\$30,648.42	
08/31/2020	Journal Entry	19092		Deferred Third Party Reimbursement	2129	2129 Other Third Party Reimbursement - Calaveras County	\$91,666.67	
				Property Tax Revenue Aug 2020 Accrual	9160.00	9160.00 Property Tax Revenues - District	\$91,666.67	
08/31/2020	Journal Entry	19093		Depreciation Expense	9520.72	9520.72 Depreciation	\$9,856.33	
				Capital Lease	2219	2219 Capital Lease	\$9,856.33	
08/31/2020	Journal Entry	19094		Defer Capital Lease	2128.01	2128.01 Deferred Capital Lease	\$35,506.59	
				Interest Income	9260.01	9260.01 Deferred Lease Income	\$26,455.92	
				Capital Lease	2219	2219 Capital Lease	\$9,050.67	
				Deferred Utility Reimbursement	2128.02	2128.02 Deferred Utilities Reimbursement	\$64,493.41	
				Other Income	9260.01	9260.01 Deferred Lease Income	\$100,000.00	\$100,000.00
08/31/2020	Journal Entry	19095		Amazon- Medical Supplies	7083.41	7083.41 Other Medical Care Materials and Supplies - Clinic	\$73.94	
				Mesa Labs- Medical Supplies	7083.41	7083.41 Other Medical Care Materials and Supplies - Clinic	\$572.98	
				Benco Dental- Autoclave	7083.41	7083.41 Other Medical Care Materials and Supplies - Clinic	\$6,936.33	
				Amazon- Air Purifiers/Filters	7083.46	7083.46 Office and Administrative supplies - Clinic	\$1,412.07	
				Amazon- Monitor Mounts	7083.46	7083.46 Office and Administrative supplies - Clinic	\$107.22	
				Victoria's Framing- Picture Frames	7083.46	7083.46 Office and Administrative supplies - Clinic	\$64.65	
				Shred It- 8/11-8/19/20	7083.46	7083.46 Office and Administrative supplies - Clinic	\$245.39	
				Sender's Market- Misc. hardware	7083.46	7083.46 Office and Administrative supplies - Clinic	\$15.44	
				Dosimetry Badge- Radiology Monitoring Badges	7083.46	7083.46 Office and Administrative supplies - Clinic	\$90.00	
				Ledger Dispatch- Yearly Subscription	7083.46	7083.46 Office and Administrative supplies - Clinic	\$100.00	

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Mark Twain Health Care District

JOURNAL
August 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT #	ACCOUNT	DEBIT	CREDIT
				Amazon- Containers	7083.46	7083.46 Office and Administrative supplies - Clinic	\$10.00	
				Microsoft Office 365- 9/1/20-9/1/2021	7083.46	7083.46 Office and Administrative supplies - Clinic	\$99.99	
				Henry Schein- Dental Training	7083.46	7083.46 Office and Administrative supplies - Clinic	\$524.00	
				Calaveras Mini-Storage	7083.69	7083.69 Other purchased services - Clinic	\$145.00	
				Medstatix	7083.69	7083.69 Other purchased services - Clinic	\$150.00	
				Health Partners Institute	7083.69	7083.69 Other purchased services - Clinic	\$39.00	
				Sphinx Medical- CallMy Doc	7083.85	7083.85 Telephone and Communications - Clinic	\$375.30	
				Staples- Toner	8610.46	8610.46 Office and Administrative Supplies - District	\$507.61	
				Shred-It	8610.46	8610.46 Office and Administrative Supplies - District	\$61.10	
				Quickbooks Online- monthly Subscription	8610.69	8610.69 Other - IT Services- District	\$150.00	
				Overstock.com- Clinic Desk	7083.46	7083.46 Office and Administrative supplies - Clinic	\$480.68	
				Cal.Net- Monthly Subscription	8610.86	8610.86 Dues & Subscriptions - District	\$9.95	
					1001.40	1001.40 Five Star Bank - MTHCD Checking - NEW	\$12,170.65	\$12,170.65
TOTAL							\$751,886.68	\$751,886.68

Aug-20					
	7083.13	Anthem Blue Cross	Health Benefits		
				\$ -	7083.13 Group Health benefits
\$ 73.94	7083.41	AMAZON	Medical Supplies		7083.41 - OTHER MEDICAL CARE MATERIALS & SUPPLIES
\$ 572.98		MesaLabs	Medical Supplies		
\$ 6,936.33	7083.41	Benco Dental	Autoclave	\$ 7,583.25	
	7083.43	Starbucks	Gift Cards		7083.43 - FOOD - CLINIC
	7083.43				
	7083.43			\$ -	
	7083.46	LANGUAGE LINE, INC.	Translation line		7083.46 - OFFICE & ADMINISTRATIVE SUPPLIES - CLINIC
\$ 1,412.07	7083.46	AMAZON	Air Purifiers/ Filters Covid-19		
\$ 107.22	7083.46	AMAZON	Monitor mounts		
\$ 64.65	7084.46	Victoria's Framing	Picture frames		
\$ 245.39	7083.46	Shred-It	8/11-8/19/20		
\$ 15.44	7083.46	SENDERS MARKET	Misc. Hardware		
\$ 90.00	7083.46	Dosimetry Badge	Radiology Monitoring Badges		
\$ 100.00	7083.46	Ledger Dispatch	Yearly Subscription		
\$ 10.00	7083.46	AMAZON	Containers		
\$ 99.99	7083.46	Microsoft	Microsoft office 365		
\$ 480.68	7083.46	Overstock.com	Clinic Desk		
\$ 524.00	7083.46	Henry Schein		\$ 3,149.44	
\$ 145.00	7083.69	CALAVERAS MINI STORAGE	NO RECEIPT		7083.69 - OTHER PURCHASED SERVICES - CLINIC
\$ 150.00	7083.69	MEDSTATIX	INV#27510		
\$ 39.00	7083.69	HealthPartners Institute	Inv #137996		
	7083.69	ADA Website		\$ 334.00	
	7083.80				7083.80 - UTILITIES - CLINIC
	7083.80			\$ -	
	7083.85	MOTHERLODE ANSWERING SERVICE	INV#14530		7083.85 - TELEPHONE & COMMUNICATIONS - CLINIC
\$ 375.30	7083.85	Sphinx Medical	CallMyDoc	\$ 375.30	
	7083.86	PROSCREENING	BACKGROUND/CREDENTIAL SEARCHES FOR CLINIC		7083.86 - DUES & SUBSCRIPTIONS - CLINIC
	7083.86				
	7083.86			\$ -	
	7083.89				7083.89 - Clinic Recruiting
	7083.89			\$ -	
\$ 507.61	8610.46	Staples	Office Supplies		8610.46 - OFFICE & ADMINISTRATIVE SUPPLIES - DISTRICT
\$ 61.10	8610.46	Shred-It		\$ 568.71	
\$ 150.00	8610.69	QUICKBOOKS	MONTHLY SUB		8610.69 - OTHER - IT SERVICES - DISTRICT
	8610.69			\$ 150.00	
	8610.80				8610.80 - UTILITIES - DISTRICT
	8610.80			\$ -	
	8610.85				8610.85 - TELEPHONE & COMMUNICATIONS - DISTRICT
	8610.85			\$ -	
\$ 9.95	8610.86	CAL.NET	MONTHLY SUB		8610.86 - DUES & SUBSCRIPTIONS - DISTRICT
	8610.86	USPS	PO Box	\$ 9.95	
	8610.87				8610.87 - OUTSIDE TRAINING - DISTRICT
	8610.87			\$ -	
	8610.88				8610.88 - TRAVEL - DISTRICT
	8610.88			\$ -	
\$ 12,170.65				\$ 12,170.65	

RICHARD L. RANDOLPH



Copperopolis, CA 95228

Qualifications

- ❖ Competent in all aspects of Facilities Management including Operations, Maintenance, Planning, Budgeting, Tenant Improvements, Energy Management, Security and Safety.
- ❖ Skilled in all aspects of P&L responsibilities / business planning and development.
- ❖ Experienced in supervising and managing a large number of various personnel, including third party vendors, assuring the timely and accurate completion of projects.
- ❖ Twenty years of practical application, extensive training and formal education at the University level.

Work History

Vice President – Account Manager / Angus Systems Group

2006 – Current

- ❖ Secured and worked with clients on the deployment of a web-based Work Order & Preventive Maintenance System. Directly involved in implementing in over 1.3 Billion Sq. Ft. of commercial Real Estate
- ❖ Worked with clients in the development of “Best Practices” .associated with work order & preventive maintenance workflow.
- ❖ Responsible for the communicating clients’ needs in terms of future system enhancements & workflow back to our internal development group.

Managing Director – Technical Services / CB Richard Ellis – Building Technology Engineers

1997- 2006

- ❖ Develop contracts, specifications and procedures covering preventative maintenance, general maintenance, building operations and safety.
- ❖ Design and implement a variety of programs involving energy reduction/de-regulation and bulk purchasing. Programs to date have resulted in annual operating cost reductions in excess of \$20 million.
- ❖ Responsible for the development of a joint venture between CB Richard Ellis and the EMCOR Group, forming Building Technology Engineers of North America.
- ❖ Oversaw the daily operations of 900 Building Engineers (across the Country) with 15 different regional managers

Senior Facilities Manager, The Koll Company (Acquired by CBRE in 1997)

1992-1995

- ❖ Provided a full range of facilities management services to Hughes Aircrafts 3.2 million square foot portfolio in Southern California.
- ❖ Managed operation/maintenance budgets in excess of \$12million and has profit/loss responsibilities as an “Out-Sourced” facilities management company.

Director of Administrative Services, The Koll Company

1988-1992

- ❖ Orchestrated the purchase/lease of all office equipment/supplies and office space for all company locations throughout the Western United States.
- ❖ Oversaw the development and implementation of telecommunication services for all locations throughout the Western United States.

Supervisor, Administrative Services, State Farm Ins.

1979-1988

- ❖ Supervised 50 maintenance employees at 30 locations throughout Southern California
- ❖ Purchased supplies, equipment, food services and printing.
- ❖ Managed the microfilming and storage of thousands of records/files

Education

BA degree in Business Administration/Accounting, California State University, Fullerton, 1979

Affiliations

Building Owners and Managers Association (BOMA)

International Facilities Managers Association (IFMA)

Real Estate Round Table (Washington DC based Real Estate trade association)