



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

**Meeting of the Board of Directors
Wed. October 28, 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

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 Debra Sellick, Secretary at 9:00 am.

2. Roll Call:

Board Member	Present In Person	Present by Phone	Absent / Excused	Time of Arrival
Ms. Reed	X			9:06 am
Ms. Sellick	X			
Ms. Al-Rafiq		X		
Ms. Toepel	X			
Ms. Hack	X			

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

Public comment: Hearing none.

Motion: Ms. Hack

Second: Ms. Toepel

Vote: 4-0

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

Charanjit "CJ" Singh introduced himself as being new to the MTMC Foundation Philanthropy Manager position.

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

A. Un-Approved Minutes:

- Un-Approved Finance Committee Meeting Minutes for September 15, 2020
- Un-Approved Board Meeting Minutes for September 23, 2020.

B. Correspondence:

- Pharmacy Letter:

Public Comment: Hearing none.

Motion: Ms. Toepel

Second: Ms. Hack

Vote: 4-0

6. MTHCD Reports:

A. President's Report:

- Association of California Health Care Districts (ACHD):
 - ACHD October Advocate:

Dr. Smart: Staff will be working with Ms. Reed and an ACHD firm on strategic planning.

- Meetings with MTHCD CEO:

B. MTMC Community Board Report:

Ms. Al-Rafiq: The Committee approved medical staff; the MTMC is seeing a strong gain and their EBITDA (earnings before interest, taxes, depreciation and amortization) is up; their flu clinic (Oct 15) ran out after 400 recipients so another clinic is planned; construction on the Copper Clinic is due to start Nov. 1st with a proposed March 1st opening; there will be no Dec. meeting; the MTMC experiencing positive items is attributed to good leadership in Doug Archer, CEO/Pres.

C. MTMC Board of Directors:

Ms. Reed: Echoed Mr. Archer's good leadership and added the MTMC Oncology Unit is expanding to 3 days/wk; requested staff to compare the MTMC schedule with the lease and report back at the next meeting. The new interim Calaveras County Public Health Officer is Dr. Paul Beatty, MD with many years' experience with Sutter Health.

D. Chief Executive Officer's Report:

- Resolution to Recognize Artistic Accomplishments and Donations to the Clinic:
 - **Resolution 2020-07:** Public Comment – **Action:**

Ms. Stout: Expressed her appreciation for Ms. Dunphy and Ms. Griffin donating their highly accomplished art pieces so Clinic patients would feel at home instead of decorating the Clinic walls with pieces that were not meaningful to Calaveras County residents.

Public Comment: Hearing none.

Motion: Ms. Toepel

Second: Ms. Sellick

Vote: 5-0

- **District Projects Matrix – Monthly Report:**

Dr. Smart: District staff has met with each of the 5 Calaveras County School Districts to introduce the Clinic's new program, Robo-Doc; he was pleased to see how other districts were handling their virtual meetings and presented a plan to the Board to integrate the District's virtual options so everyone has the same ability to participate. While visiting the districts some Robo-Doc explanations included what the program can and cannot do i.e.: it is not a 911 service, it is not a COVID clinic; parents will have to sign permission slips for their child to receive care; District attorneys (BBK) have reviewed the parent release forms; the telehealth cart has been received; a staggered start (BH) is Thanksgiving (+/-). The District is bearing the costs of the services(s) so services are free to the districts. The school districts are interested in the collection of data.

- **CPPA Board of Directors Position Ballot: Public Comment - Action:**

Public comment: Hearing none.

Motion: Ms. Toepel moved to vote for MTHCD- Richard Randolph.

Second: Ms. Sellick

Vote: 5-0

E. Stay Vertical Calaveras:

Mr. Shetzline: Hopes in-person classes can begin again in January. Calaveras County Public Access taped classes to air in the evenings.

F. Valley Springs Health & Wellness Center:

- **Construction Finance:**

Dr. Smart: The Pharmacy was change order #5 and will run within budget at \$350k (+/-) leaving \$35-40k for a shade structure on the back of the Clinic to exam potential COVID patients in inclement weather.

- **VSHWC "Quality" Report: (MedStatix):**

Dr. Smart: The Clinic staff is still enjoying excellent scores in their care for patients that meet or exceed the state average.

- **Pharmacy – Room 400:**

Dr. Smart: Sunrise Pharmacy is expected to open to the public on November 9th.

- **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 & Services for Person w Disabilities
3. Bi-Annual Review - Dissemination of Non-Discrimination Policy
- 4. Withdrawn---- Bi-Annual Review - Emergency Release of Patient Records**
5. Bi-Annual Review - Medi-Cal Eligibility Verification
6. Bi-Annual Review - Medication, Supply, and Equipment Recall / Warnings
7. Revised - Autoclave Use and Maintenance
8. Revised - Business Hours
9. Revised - Cash on Hand Management
10. Revised - Litigation (Potential)
11. Revised - Marketing
12. New Policy - Standardized Procedure for Employee Influenza Vaccine Admin.
13. Revised - Patient Portal Information
14. Revised - Standardized Procedure for Administration of Flu Shots
15. Bi-Annual Review - Non-Discrimination
16. Bi-Annual Review – Par Levels
17. Bi-Annual Review – Patient Left: Not Seen or Treated (NSOT)
18. Bi-Annual Review – Patient Rights and Responsibilities Statement
19. Bi-Annual Review – Preventative Maintenance Inspections
20. Bi-Annual Review – Scope of Services
21. Bi-Annual Review – Section 504 Grievance
22. Bi-Annual Review – Section 504 Notice of Program Accessibility
23. Bi-Annual Review – Waste, Fraud, and Abuse

Public comment: Hearing none.

Motion: Ms. Hack moved to approve the policies as presented except as follows;

4. Bi-Annual Review - Emergency Release of Patient Records – (pkt. pg. 31) which needs further review.

Second: Ms. Sellick

Vote: 5-0

G. Ad Hoc Real Estate:Ms. Al-Rafiq

- Update on Valley Springs Property - Phase II: Public Comment: **Action**
- Assisted Living Development Project:

Dr. Smart: Contacted the adjourning property owners to learn they are making plans to move out of California so wanted to move forward quickly, no time-line given, as partners on a project or sell the property to the District.

Public comment: Hearing none.

Motion: Ms. Toepel: Since the market is so uncertain with COVID moved for staff to explore a first right of refusal if the owners should find a buyer for the property.

Second: Ms. Al-Rafiq

Vote: 5-0

7. Committee Reports:

A. Finance Committee:

Ms. Toepel: The committee welcomed their new volunteer, Richard "Rick" Randolph who has completed his District orientation with Dr. Smart; Kelly Hohenbrink participated in the meeting which was helpful.

- **Audit:**

Mr. Wood: The audit is progressing; the deadline is Jan. 31, 2021; draft fixed assets report will be sent to Rick Jackson, JWT and Kelly Hohenbrink today.

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

Mr. Wood: The district is financially solid; he doesn't expect investment returns to be very good in the upcoming months.

Public comment: Hearing none.

Motion: Ms. Toepel

Second: Ms. Hack

Vote: 5-0

- **Treasurer Position – Open:**

Ms. Reed: First wanted to thank Ms. Toepel for volunteering to be interim treasurer until Ms. Atkinson's replacement could be determined then appointed Ms. Hack as Treasurer at which the rest of the Board supported.

B. Ad Hoc Policy Committee:

- **Appoint Member to Committee:**

Ms. Reed: The Policy Committee lost Ms. Atkinson when she moved to Arizona so wanted to appointed Ms. Hack to that Committee.

C. Ad Hoc Personnel Committee:

Ms. Reed: The Committee has nothing to report at this time but will be meeting in the future.

D. Ad Hoc Grants Committee:

Ms. Al-Rafiq: The Committee won't be doing much until the next cycle in July 2021.

8. Board Comment and Request for Future Agenda Items:

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

B. Community Connection:

- **Stepping Up for Women's Health - Virtual Workshop Oct. 29th:**

Mr. Archer: Kathy Northington will be assisting with Stepping Up for Women's' Health on Oct 29th; in addition the following will be part of the program; Ms. Sellick with her personal story, Tina Macuha of Channel 13's Good Day Sacramento, Kelli Coane will give a virtual tour of two Resource Center locations, Dr. Athwal, MD Radiology and Dr. Parsa, MD, Obstetrics & Gynecology. It's easy to register online and there will be a surprise at the end.

- **VSHWC One-Year Anniversary:**

Ms. Reed: Along with Ms. Sellick attended the Clinic's One-Year Anniversary and was pleased to see the family-atmosphere among the staff. Ms. Reed then recognized Dr. Smart., Ms. Stout and Mr. Wood for all that they have done from the time the Clinic was a dream to the success it is now one-year later.

9. Next Meeting:

A. Considering the Nov. & Dec. holidays there will not be a Nov. Board meeting instead the next meeting will be Wednesday December 9, 2020 starting at 9 am. The Finance Committee will consolidate their Nov and Dec. meetings as well and meet at 7:30 on Dec. 9th.

10. Adjournment: Public Comment – Action

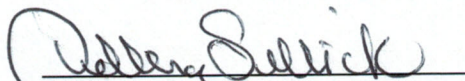
Public comment: Hearing none.

Motion: Ms. Hack

Second: Ms. Sellick

Vote: 5-0

Meeting was adjourned at 10:49 am


Debra Sellick, Secretary

- 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.