

# **POLICIES AND PROCEDURES**

## **MARK TWAIN HEALTH CARE DISTRICT**

**Board Approved May 27, 2015**

**POLICIES AND PROCEDURES  
MARK TWAIN HEALTH CARE DISTRICT**

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**Note:**

**Policies No. 1-22, 24 and 25 adopted May 27, 2015**

**Policy No. 26 Removed May 27, 2015**

**Policy No. 23 Adopted June 22, 2015**

**Policy No. 27 Adopted Mar. 22, 2017**

**RESOLUTION NO. 2015-3**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MARK TWAIN  
HEALTH CARE DISTRICT ADOPTING POLICIES AND PROCEDURES AND  
RESCINDING DISTRICT BYLAWS....Adopted May 27, 2015**

## **POLICY NO. 1 MISSION AND VISION**

**1.1 MISSION.** 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.

**1.2 VISION.** The Mark Twain Health Care District is dedicated to the health and well-being of the individuals and communities of Calaveras County.

Accountability  
Communication  
Collaboration  
Education  
Stewardship  
Service

The cumulative effect of these values is the focus on ACCESS to health care in Calaveras County.

## **POLICY NO. 2 BASIS OF AUTHORITY; ROLE OF THE BOARD OF DIRECTORS**

2.1 The Board of Directors shall have and exercise all the powers of a health care district as set forth in the Local Health Care District Act. Specifically, the Board of Directors shall be empowered as follows:

A. To control and be responsible for the management of all operations and affairs of the District, including its rights and responsibilities as lessor under the 1989 hospital lease with the Mark Twain St. Joseph's Health Care Corporation, as amended. The corporation is currently known as Mark Twain Medical Center.

B. To make and enforce all rules and regulations necessary for the administration, government, protection, and maintenance of hospitals and other facilities under District jurisdiction.

C. To retain an Executive Director and to define the powers and duties of such appointee.

D. To delegate certain powers to affiliated or subordinate organizations in accordance with their respective bylaws.

E. To approve or disapprove all constitutions, policies, bylaws, rules and regulations including amendments thereof, of all affiliated or subordinate organizations.

F. To adopt resolutions and ordinances establishing policies or rules for the operation of this District and any of its facilities. Such resolutions and ordinances shall be kept in a separate book or file, and shall be available for inspection at all times. Such resolutions and ordinances shall be considered to be a part of these Policies.

G. To designate by resolution, persons who shall sign checks drawn on the funds of the District.

H. To do any and all other acts and things necessary to provisions of these Policies or of the Local Health Care District Act.

I. To negotiate or enter into agreement with independent contractors, including physicians and paramedical personnel.

J. To appoint members of the Board of Trustees of Mark Twain Medical Center and to exercise such other powers as is prescribed in the bylaws of said corporation.

**2.2. BOARD OF DIRECTORS; NUMBERS AND QUALIFICATION.** The Board of Directors shall consist of five (5) members, each of whom shall be a registered voter residing in the District. The Board shall conduct a biennial self-assessment of its effectiveness.

**POLICY NO. 3 TERM OF OFFICE.** Each member of the Board of Directors, as elected, shall serve for a term of four (4) years, or until his or her successor is elected and has qualified. Each term shall expire when the successor takes office pursuant to Section 10554 of the California Elections Code.

## **POLICY NO. 4 OFFICERS OF THE DISTRICT**

**4.1 OFFICERS.** The officers of the Board of Directors shall be a President, Secretary, and a Treasurer. All officers who shall be chosen from among and shall hold office at the pleasure of the Board of Directors. The Board of Directors may create such other offices as the business of the District may require, and the holder of each such office shall hold office for such period, have such authority, and perform such duties as are provided by the Local Health Care District Law, these Policies, or as the Board of Directors may, from time to time, determine. Such additional offices may include, General Counsel and an Executive Director and shall be filled either by members or non-members of the Board of Directors.

**4.2 ELECTION OF OFFICERS.** The officers of the Board of Directors shall be elected every two (2) years in January, and each officer shall hold office for two (2) years, or until his or her successor shall be elected and qualified, or until he or she is otherwise disqualified. In the event all officers are disqualified or removed from office, the District Board shall elect the Executive Director as President *pro tempore* who shall conduct the first Board of Directors meeting until new officers are elected.

**4.3 PRESIDENT.** If at any time the President shall be unable to act, the Secretary shall take his or her place and perform the duties of the President. If the Secretary shall also be unable to act, the Treasurer shall take his or her place and perform the duties of the President. If the Treasurer shall also be unable to act, the District Board may appoint some other member of the Board of Directors to do so, and such person shall be vested temporarily with all the functions and duties of the office of President.

The President:

A. Shall preside over all meetings of the Board of Directors.

B. Shall sign, as President, and with the attestation of the Secretary shall execute in the name of the District, all contracts and conveyances, and all other instruments in writing which have been authorized by the Board of Directors, except as otherwise determined by the Board of Directors.

**4.4 SECRETARY.** The Secretary shall keep, or cause to be kept, accurate and complete minutes of all meetings of the Board of Directors, to be kept at the principal office of the District, showing the time and place, whether regular or special, call meetings on order of the President or any three (3) Directors, attend to all correspondence of the Board, attest the signature of the President on contracts and conveyances and all other instruments as outlined in Policy No. 11, and to perform such other duties as ordinarily pertain to the office.

If at any time the President shall be unable to act, the Secretary shall take his or her place and perform the duties of such office.

**4.5 TREASURER.** The Treasurer shall be responsible for ascertaining that all receipts are deposited and disbursements made in accordance with these Policies, the directions of the District Board, and good business practice. If, at any time, both the President and Secretary shall be unable to act, the Treasurer shall take the place of the President and perform the duties of such office.

The District Board may appoint an Assistant Treasurer, who may or may not be a member of the Board of Directors, to maintain the financial records of the District, and render a report to the Board of Directors on the financial affairs of the District at least quarterly.

#### **4.6. CORPORATE BOARD REPRESENTATION**

##### **A. Appointments to the Mark Twain Medical Center Board of Trustees.**

1. The provisions of this section shall be applicable for so long as the bylaws of the Mark Twain Medical Center permit the appointment of two (2) Mark Twain Medical Center Board Trustees by the District Board, and the appointment of a third Mark Twain Medical Center Board Trustee by the two (2) persons appointed by the District Board to the Mark Twain Medical Center Board of Trustees.

2. Subject to the provisions of subsection 3, relating to consecutive terms in office, the President of the District Board shall be elected to the Mark Twain Medical Center Board of Trustees by the District Board. A second appointee, chosen from among the members of the District Board, shall be elected by the District Board. If the President chooses not to serve as a Trustee, or has served three (3) consecutive terms as a Trustee, then both of the appointees shall be chosen from among the members of the District Board and shall be elected by the District Board. If a person ceases to be President of the District Board, but remains on the District Board, during a term as a member of the Mark Twain Medical Center Board of Trustees, that person shall continue to serve the remainder of his or her term as a Mark Twain Medical Center Trustee, unless removed by the District Board. Should either of the two (2) District Board appointees to the Mark Twain Medical Center Board of Trustees cease to be a member of the District Board, that person shall continue to serve the remainder of his or her term as a Mark Twain Medical Center Trustee, unless removed by the District Board.

3. The term of the appointment to the Mark Twain Medical Center Board shall be three (3) years, or whatever other term of office for a Mark Twain Medical Center Trustee may then be provided by the Mark Twain Medical Center's bylaws. No person, whether or not then serving as President of the District Board, shall be appointed for more than three (3) consecutive terms on the Mark Twain Medical Center Board. Provided, however, that persons who have served for three (3) consecutive terms on the Mark Twain Medical Center Board may be reappointed for three (3) further consecutive terms following a break in service as a Mark Twain Medical Center Trustee for not less than three (3) years.

4. The two (2) District Board members elected to the Mark Twain Medical Center Board as provided above shall appoint a third member of the Mark Twain Medical Center Board of Trustees meeting the criteria for such appointments as may be set forth in the Mark Twain Medical Center bylaws. Such appointment is subject to the advice and consent of the District Board, and shall not take effect unless the appointment is confirmed by the District Board. Persons appointed in this manner to the Mark Twain Medical Center Board of Trustees shall have the term of office and be subject to the term limits provided in subsection 3. The person appointed in this manner shall not be a member of the District Board.

##### **B. Duties of the Appointees to the Mark Twain Medical Center Board of Trustees.**

The two (2) persons appointed by the District Board to the Mark Twain Medical Center Board of Trustees shall serve as an official avenue of communication between the District Board and the Mark Twain Medical Center Board of Trustees. Such duty of communication shall not be delegated and is not optional. The appointees shall communicate to the Mark Twain Medical Center Board of Trustees and facilitate the District's business interests, commitment to public health and public policy as such are adopted by the District Board, and will advocate the District Board's opinion and decisions. The appointees shall relay the District Board's questions and comments to the Mark Twain Medical Center Board, as well as the responses or comments of the Mark Twain Medical Center Board to the District Board. The appointees shall provide regular written and verbal reports to the District Board with respect to the activity of the Mark Twain Medical Center Board of Trustees to the extent lawful to do so.

C. Removal of District Appointees.

1. Persons appointed to the Mark Twain Medical Center Board of Trustees by the District Board serve at the pleasure of the District Board, and may be removed at any time with or without cause by vote of the District Board.

2. Persons appointed to the Mark Twain Medical Center Board of Trustees by the District Board who cease to be members of the District Board shall continue to serve as Mark Twain Medical Center Trustees for the remainder of their term as trustees, unless and until removed by the District Board.



## **POLICY NO. 5 COMMITTEES OF THE BOARD; PUBLIC INFORMATION OFFICER; AUDITORS**

**5.1 SPECIAL COMMITTEES.** The President, with the concurrence of the District Board, may, from time to time, appoint one (1) or more members of the District Board and other persons as necessary or appropriate, to constitute special committees for the investigation, study, or review of, specific matters. No committee so appointed shall have any power or authority to commit the District Board or the District in any manner.

**5.2 STANDING COMMITTEES.** The standing committees of the Board of Directors shall consist of a Finance Committee and such other committees as a majority of the members of the Board of Directors may authorize. The President of the District Board shall appoint the members and chairs of all standing committees. Standing committees shall be included in these Policies.

**5.3 FINANCE COMMITTEE.** The Finance Committee should consist of and be chaired by the Treasurer and one (1) additional District Board member appointed by the President because of his or her background, interest and knowledge of business-related finance.

### **A. Responsibilities and Authority.**

1. The Chair of the Finance Committee shall be the Treasurer who shall report to the full District Board on a monthly basis. The Finance Committee shall meet on at least a quarterly basis to review the District's financial activities.

2. The Finance Committee shall be responsible for the management of all investments of the District and endowment and trust funds and to see that proceeds are paid into proper funds of the District and used in accordance with the terms of the trust and/or investment objectives of the District.

3. The Finance Committee shall see that a budget is prepared and submitted to the Board with specific recommendations prior to the end of the fiscal year.

4. The Finance Committee shall examine monthly financial reports and require explanations from the Executive Director or his or her delegate of variations from the budget.

5. The Finance Committee shall supervise and review the results of all external audits and make specific recommendations to the full District Board for action.

**5.4 PUBLIC INFORMATION OFFICER.** The Executive Director, or his or her designee, shall serve as the Public Information Officer for the District. The duties associated with this role include, but are not limited to, ensuring effective communication with local residents and stakeholders in accordance with the District's priorities and the District Board's direction.

**5.5. ANNUAL AUDITS.** The District Board shall contract with an outside auditor to conduct an annual audit. The District Board shall issue a request for proposals for auditing services not less than every three (3) years, and shall not contract with the same auditor more than twice without an intervening contract with a separate auditor. The annual audit shall be completed by October 31<sup>st</sup> of each year. Following the Finance Committee's review and recommendation, the District Board must approve the annual audit by December 31<sup>st</sup> of each year.

## **POLICY NO. 6 BOARD MEETINGS: LOCATION, TIME, DATE, AND QUORUM**

**6.1 PUBLIC MEETINGS.** Meetings of the Board of Directors, whether regular, special, or adjourned, shall be open to the public, except as otherwise permitted by law. All District Board meetings will be held in accordance with the Brown Act (Government Code Section 54950 *et seq.*), Health and Safety Code Section 32106, and Health and Safety Code Section 32155.

The regular meetings of the District Board shall be held on the fourth Wednesday of each calendar month at 7:30 a.m. at the District's offices, located within the Mark Twain Medical Center located at 768 Mountain Ranch Road, San Andreas, California. The Board of Directors may, from time to time, change the time or day of the month of such regular meetings as required by holiday schedules or changing circumstances.

**6.2 SPECIAL MEETINGS.** Special meetings of the Board of Directors may be called as provided by law by the President of the Board, or by three (3) members of the District Board, as the occasion demands. Notice of the holding of any special meeting shall be delivered to each member of the Board of Directors not less than twenty-four (24) hours before the meeting.

The call and notice of a special meeting shall specify the time and place of the special meeting, and the business to be transacted. No other business shall be considered at such meetings by the District Board. Written notice may be dispensed to any member who at or prior to the time the meeting convenes files a written waiver of notice, with the Secretary of the Board.

**6.3 QUORUM.** A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business.

**6.4 ADJOURNMENT.** The Board may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the Executive Director may declare the meeting adjourned to a stated time and place and he or she shall cause a written notice of the adjournment to be given in the same manner as provided in these Policies for special meetings, unless such notice, is waived as provided for special meetings. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within twenty-four (24) hours after the time of adjournment.

When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified by these Policies for regular meetings.

**POLICY NO. 7 ATTENDANCE AT MEETINGS.** The term of any member of the Board of Directors shall expire if he or she is absent without reasonable cause from three (3) consecutive regular meetings, or from three (3) of any five (5) consecutive meetings of the District Board and if, in such event, the District Board by resolution declares that a vacancy exists on the District Board.

Reasonable cause for absence, includes, but is not necessarily limited to, illness, accident, vacation or unavoidable business or family commitments.

**POLICY NO. 8 AGENDA.** At least seventy-two (72) hours before a regular meeting, and at least twenty-four (24) hours before a special meeting, the Executive Director shall cause an agenda to be posted containing a brief general description of each item of business to be transacted or discussed at the meeting in accordance with the Brown Act. The agenda shall specify the time and location of the regular meeting and shall be posted at the Mark Twain Medical Center and the Calaveras Public Library in locations that are freely accessible to members of the public. The agendas and all supporting staff reports and documentation included in the agenda package shall be posted to the District's internet website at the same times.

**POLICY NO. 9 TOPICS FOR DISCUSSION AT BOARD MEETINGS.** Pursuant to the Brown Act, no action or discussion shall be taken on any item not appearing on the posted agenda, except as provided by law.

**POLICY NO. 10 CONDUCT OF MEETINGS.** The President of the Board of Directors shall preside at all Board meetings at which he or she is present. The President shall have the same rights as other Board members in voting, introducing or seconding motions and resolutions, and participating in discussions. The Board's meetings shall be conducted in accordance with *Robert's Rules of Order*, to the extent consistent with the Brown Act and these Policies.

**POLICY NO. 11 MINUTES AND CLOSED SESSION MINUTE BOOK.** The Secretary shall cause to be kept, at the principal office of the District, a book of minutes of all meetings of the Board of Directors, showing the time and place, whether regular or special, and if special, how authorized, the notice given, the names of the Directors present, and a statement of the vote of the Directors on all motions and resolutions.

Pursuant to the Brown Act, the District Board may, by resolution, designate a clerk or other officer or employee of the District who shall attend each closed session of the District Board and keep and enter in a minute book, a record of topics discussed and decisions made at the meeting. Any minute book made pursuant to this Policy is not a public record subject to inspection and shall be kept confidential. The minute book shall be available only to members of the District Board, the Executive Director and General Counsel, or to a court of general jurisdiction wherein the District is located, if a violation of the Brown Act is alleged to have occurred at a closed session. Such a minute book may, but need not, consist of a written record of the closed session.

## **POLICY NO. 12 CONFLICT OF INTEREST CODE AND ETHICS**

### **12.1 CONFLICT OF INTEREST CODE**

The Board approved Resolution No. 2014-6 on December 10, 2104 which adopted the terms of Section 18730 of Title 2 of the California Code of Regulations and any amendments to said provision approved by the Fair Political Practices Commission, as the District's Conflict of Interest Code.

**12.2 DISCLOSURE OF ECONOMIC INTERESTS.** Individuals required to file statements of economic interests under the District's Conflict of Interest Code must submit those statements to the Executive Director, as the District's filing officer. The Executive Director shall retain the statements and make them available for public inspection and reproduction, as required by the Political Reform Act, or forward them to the County of Calaveras or the Fair Political Practices Commission as required by law.

### **12.3 AB 1234 ETHICS TRAININGS**

The Executive Director shall be responsible for scheduling ethics training for all members of the Board of Directors on a biennial basis as required by Assembly Bill 1234 ("AB 1234"). The AB 1234 trainings shall also be held within three (3) months of a newly elected member of the Board of Directors assuming office. The trainings shall conform to the content and length requirements of AB 1234.



**POLICY 13. APPOINTMENTS TO THE DISTRICT BOARD.** Any vacancy upon the Board of Directors may be filled by appointment by the remaining members of the Board of Directors or by special election, for such term and under such conditions as may be specified by law.

**POLICY NO. 14 CONDUCT RELATED TO ELECTIONS.** Public elections shall be held to fill all seats on the Board of Directors, except seats becoming vacant prior to the expiration of a Director's elected term, or as otherwise provided by law. Elections shall be conducted as provided in the Local Health Care District Law and the California Elections Code.

Elections shall be held in even-numbered years and consolidated with general elections, when feasible. The person receiving the highest number of votes for each office to be filled shall be elected. The election of the Directors shall be staggered in alternatively even-numbered years so that three (3) Directors will be elected in a given even-numbered year and the remaining Directors will be elected in the following even-numbered year.

**POLICY NO. 15 REMUNERATION AND REIMBURSEMENT.** The members of the Board of Directors shall serve without compensation, except that each shall be allowed his or her actual and necessary traveling and incidental expenses incurred in the performance of official business of the District as approved by the Board of Directors. The Executive Director shall process and distributes reimbursements as requested on not less than a quarterly basis.

Notwithstanding the foregoing, the Board of Directors, by resolution adopted by a majority vote of the members of the District Board, may authorize payment for attending meetings in the amount permitted by the Local Health Care District Law of California (Health and Safety Code § 32103).

**POLICY NO. 16 MEMBERSHIP IN ASSOCIATIONS; TRAINING AND EDUCATIONAL CONFERENCES**

**16.1 MEMBERSHIP IN ASSOCIATIONS.** The Board may authorize the payment of fees and dues to obtain membership in any local, state or national group or association organized and operated for the promotion of the public health and welfare or the advancement of the efficiency of hospital administration.

**16.2 TRAINING AND EDUCATIONAL CONFERENCES.** Members of the Board of Directors may receive reimbursement for registration fees, travel expenses including mileage reimbursement, for attendance at training and educational conferences promoting public health and welfare or the advancement of the efficiency of hospital administration.

**POLICY NO. 17 AUTHORITY AND RESPONSIBILITY OF THE EXECUTIVE DIRECTOR; CONTRACTS AND BIDDING**

**17.1 AUTHORITY AND RESPONSIBILITY OF THE EXECUTIVE DIRECTOR.** The Board of Directors shall employ or contract for the services of an Executive Director who, subject to such policies as may be adopted, and such orders as may be issued by the Board of Directors, or by any of its committees to which it has delegated power for such action, shall have the responsibility, as well as the authority, to function as the chief executive officer of the District, translating the Board of Directors' policies into actual operation. The Executive Director shall report to the Board, and serve at its pleasure.

The Executive Director shall have the authority to approve non-capital expenditures of up to \$5,000 without prior Board approval, in conformance with the District Board's approved budget allocations.

**17.2 CONTRACTS AND BIDDING.** The District's procurement of goods and services shall comply with the bidding requirements under Health and Safety Code Section 32132.

**POLICY NO. 18 COMPENSATION OF THE EXECUTIVE DIRECTOR.** The Executive Director's compensation shall be set by contract. The District Board shall review the Executive Director's performance and compensation at least biennially, or as otherwise provided in the Executive Director's employment contract.

A. The following information or data should be considered in the Board's decisions regarding the Executive Director's compensation:

1. The salaries of executive directors/chief executive officers of comparable health care districts throughout California;
2. The salaries of comparable positions at similar for-profit and non-profit organizations.

**POLICY NO. 19 PUBLIC RECORD REQUESTS.** Requests for public records will be responded to in accordance with the California Public Records Act (Government Code Section 6250, *et seq.*). The Executive Director is responsible for handling public records requests and may consult with legal counsel, as needed.

**POLICY NO. 20 RESERVED.**



## **POLICY NO. 21 AMENDMENTS TO POLICIES AND PROCEDURES**

These Policies and Procedures may amended by resolution of the Board of Directors following the noticing of the proposed amendment, including language to be changed, at one regular meeting of the Board of Directors, and a vote by the majority of the District Board on the proposed amendments at a regular meeting occurring not less than thirty (30) days following the first meeting.

**21.1 WAIVER OF POLICIES.** Any provision of these policies may be waived by the unanimous vote of the full District Board for any given action item.

## **POLICY NO. 22 AMORTIZATION OF CAPITAL ASSETS; INVESTMENTS**

**22.1 TITLE TO PROPERTY.** The title to all property of the District shall be vested in the District and the signature of the President of the Board of Directors authorized by resolution of the Board of Directors shall constitute the proper authority for the purchase or sale of property, or for the investment or other disposal of trust funds which are subject to the control of the District.

### **22.2 AMORTIZATION OF CAPITAL ASSETS.**

Capital assets of the District shall be depreciated as required by Generally Accepted Accounting Principles (“GAAP”) and the Governmental Accounting Standards Board ( “GASB”).

### **22.3 INVESTMENT POLICY.**

The District’s Investment Policy is set forth for the following purposes:

A. To establish a clear understanding for the governing board, management, employees, public, and third parties of the objectives, policies and guidelines for the investment of public funds.

B. To offer guidance to staff on the investment of District funds; and

C. To establish a basis for evaluating investment results.

D. The District establishes investment policies that meet its current investment goals.

The District shall review this policy annually, and may change its policies as its investment objectives change.

E. Objectives of the Investment Policy are, in order of priority:

1. To ensure safety of invested funds;

2. To maintain sufficient liquidity to meet cash flow needs;

3. To attain a "market average rate of return" consistent with the primary objectives of safety and liquidity.

4. To assure ongoing compliance with all Federal, State and local laws governing the investment of monies under the control of the District.

5. To invest funds for future health care purposes, (i.e., capital investment to purchase land) for community benefit.

F. Prudence. When investing public funds, the District shall act with care, skill, prudence, and due diligence, considering the circumstances then prevailing, remaining cognizant of the need to safeguard the principal and maintain the liquidity needs.

G. Ethics and Conflicts of Interest. The District Board and employees of the District shall comply with the District's Conflict of Interest Code, Political Reform Act and applicable law related to ethics, including those regulations set forth by the Fair Political Practices Commission.

#### H. Operational and Procedural matters

1. Scope. This investment policy applies to all financial assets and investment activities of the District.

2. Oversight. The Finance committee of the District shall annually review the investment policy and submit it to the Board for approval each year; and shall annually review the investments and rate of return.

#### I. Permitted Investments

1. Authorized Investments. All investments shall be made in accordance with the Government Code of California as applicable to hospital districts. Permitted investments under this policy shall include:

(a) Securities issued by the US Treasury, provided that there shall be no maximum allowable investment in US Treasury securities;

(b) Securities issued and fully guaranteed as to payment by an agency of the US Government, provided that there shall be no maximum allowable investment in such securities;

(c) Federally insured time deposits (non-negotiable certificates of deposit) in California banks.

(d) Time deposits (non-negotiable certificates of deposit) in California banks in excess of insured amounts which are fully collateralized with securities in accordance with California law.

(e) Capital Investments (i.e., land) for future health care purposes.

#### 2. Prohibited Investment Vehicles and Practices

(a) State law notwithstanding, any investments not specifically described herein are prohibited, including, but not limited to, mutual funds, unregulated and/or unrated investment pools or trusts, collateralized mortgage obligations and futures and options.

(b) Investment in inverse floaters, range notes, or mortgage derived interest-only strips is prohibited.

(c) Investment in any security that could result in a zero interest accrual if held to maturity is prohibited.

(d) Trading securities for the sole purpose of speculating on the future direction of interest rates is prohibited.

(e) Purchasing or selling securities on margin is prohibited.

(f) The use of reverse repurchase agreements, securities lending or any other form of borrowing or leverage is prohibited.

## **POLICY NO. 23 REQUESTS FOR PUBLIC FUNDS, COMMUNITY GRANTS AND SPONSORSHIPS**

A. Under the law, the District may provide assistance to health care programs, services, and activities at any location within the District for the benefit of the District and the people served by the District and to non-profit provider groups and clinics functioning in Calaveras County in order to provide for adequate health services to communities served by the District. (California Health and Safety Code Sections 32121(j) and 32126.5)

B. The community's health needs are served not only by traditional acute care hospitals, but also by a broad array of other health-related programs and initiatives. These include local health and wellness programs, community-based clinics, health provider educational programs, and other programs and organizations that promote physical, emotional, and psychological well-being.

C. As allowed by the District's financial condition, the District shall have a Golden Health Awards and Community Grants program to address identified community healthcare needs as envisioned by the Mission Statement and the Strategic Plan. In conjunction with setting the District's annual budget each year, the District shall determine whether to fund these programs for that budget year and, if so, in what amount. District staff shall administer the programs with the District Board making the final decision regarding grant recipients.

1. Requests for emergency or interim funding that fall outside the normal Community Grants application cycle may be presented to the Board after review and recommendation by the Board President and Executive Director.

2. The Mark Twain Healthcare District will not sponsor fundraising events but may sponsor health education events.

D. Process for Approving Golden Health and Community Grants and Eligibility Requirements:

1. The Board President shall appoint an ad hoc Golden Health and Community Grants Committee which shall include two Board Members, District staff, and community members who shall serve without compensation. The Committee will review grant applications and make recommendations to the Board. The committee will screen/review all Golden Health applicants Community Grant applicants and make recommendations to the Board.

a. Previous recipients of the Golden Health Award are not eligible for nomination in the year following their receipt of the award. Nominees for the Golden Health Award may be nominated three consecutive years. They are not eligible for nomination in the fourth year.

b. Information regarding the availability of the Community Grants and the application process shall be posted on the Districts website and publicized appropriately so that eligible programs may make timely applications.

**Policy No. 23 Revised and Board Approved August 26, 2015**

## **POLICY NO. 24 WEBSITE CONTENT AND SOCIAL MEDIA**

**24.1 WEBSITE CONTENT.** In order to increase public awareness of the District's role and promote transparency, the District's website must include the following information: District's contact information; the District's governance including biographies and contact information for the Board of Directors; a map of the District's boundaries; agendas and notices of upcoming District Board meetings; ; staff reports or other backup material for upcoming Board of Directors meetings; the District's annual report, audit, and operating budget; the lease of the hospital to the Mark Twain Medical Center; as well as other information deemed appropriate by the District Board.

**24.2 SOCIAL MEDIA.** Any and all social media accounts maintained on behalf of the District by the District's staff, and/or Directors shall promote the District's Mission Statement, Vision, and Strategic Plan.

## **POLICY NO. 25 RESERVES**

**25.1 RESERVES.** Should the operation of the District result in a surplus of revenue over expenses during any particular period, such surplus may be used by the District Board in accordance with the District's Mission Statement, Vision, and Strategic Plan, or for other purposes not inconsistent with the Local Health Care District Act, or these Policies.

**POLICY NO. 26 MISCELLANEOUS**

**Note: Policy No. 26 Removed and not approved on May 27, 2015**

2418001.6



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## Credit Card Policy

# Mark Twain Health Care District

**POLICY TITLE: Credit Card Usage**

**POLICY NUMBER: 27**

The purpose of this policy is to prescribe the internal controls for management of District credit cards.

This policy applies to all individuals who are authorized to use District credit cards and/or who are responsible for managing credit card accounts and/or paying credit card bills.

A credit card shall be issued to the Administrative Assistant. Credit cards shall not be issued to or used by members of the Board of Directors.

Each transaction is limited to \$5,000.00. Approval from the President or Treasurer will be necessary for any transaction exceeding this limit.

All credit card bills shall be paid in a timely manner to avoid late fees and finance charges.

All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card.

All credit-card transactions shall have third-party documents (receipts) attached and the District purpose explained by the cardholder.

The Executive Director shall review and approve credit-card transactions by the designated cardholders. The Board of Directors shall review and approve credit-card transactions through the Board Finance Committee and ultimately by the Board of Directors.

MTHCD Board Approved on March 22, 2017