



Finance Committee Meeting
Wednesday, February 8, 2017
2:00pm
Mark Twain Medical Center Education Center - Classroom 5
San Andreas, CA

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:** Action
4. **Public Comment on Matters not Listed on the Agenda:**

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

5. **Consent Agenda:** Action

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

- Un-Approved Finance Committee Meeting Minutes for Jan. 11, 2017

6. Controller's Report: Action.....Mr. Krieg

- o Financial Status, Trends, Long-Term Views and Cashflow:
 - December and January Financials Will be Presented to the Committee:
- o Discussion - Presentation of Utility Savings to the Board:
- o Discussion - Consolidation of Propane Vendors:

7. Proposed Credit Card Policy: Action.....Ms. Reed / Ms. Radford

- o Review and Consider Draft Credit Card Policy:

8. Executive Director Report:.....Mr. Blitz

9. Comment and Future Agenda Items:

10. Next Meeting:

- o March 8, 2017

11. Adjournment:



Finance Committee Meeting
Wednesday, January 11, 2017
11am

Mark Twain Medical Center Education Center - Classroom 5
San Andreas, CA

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. Radford at 11:02am.

2. Roll Call:

Present for roll call was Lin Reed, MBA OTR/L; Ms. Radford, FNP; Larry Blitz, Interim Ex. Dir; JR. Krieg, Controller and Ken Malcoun Dist. Accountant.

3. Approval of Agenda: Action

Ms. Radford moved for approval of the agenda. Ms. Reed provided the second and it was unanimous to accept the agenda.

4. Public Comment on Matters not Listed on the Agenda:

Hearing none.

5. Controller's Report:

- Financial status, trends, long-term views and cashflow:

Mr. Krieg: Reviewed the financial reports that he and Mr. Malcoun are working on for the Jan. 25th Board Meeting pkt. He mentioned the savings from not paying the utilities (except CPPA) are not included in the budget. That savings started Sept 2016 however the budget is not amended unless the Board moves to do so. The lease expires Dec. 2019 and at that time there will be no long-term debt.

Mr. Blitz requested a schedule of equipment.

There was discussion regarding the Minority Interest (MI) Trend report which is a great concern to the District as well as the cash flow of the District.

6. Executive Director Report:

Mr. Blitz: Will be meeting with Chris Roberts, CFO to obtain information to prepare a proforma of the (current) VS Clinic to evaluate the proposed VS project.

7. Comment and Future Agenda Items:

Ms. Reed: For some time, Mr. McInturf served on the District's Finance Committee. His background, for decades, was in banking and finance. With his retirement, the Board will consider inviting someone to join the committee. This person could be a Board member or a member of the community and would be tasked to assist in the financial processes of the District.

8. Next Meeting:

- February 8, 2017

The Golden Health Awards Luncheon will be held on the designated day and time of the next Finance Committee meeting. Making sure the Board members can attend the luncheon the meeting time will be pushed from 11am to 2pm and will be held in classroom #5.

9. Adjournment:

Ms. Radford moved to adjourn the meeting. Mr. Reed provided her second and the meeting was adjourned at 12:37pm.

Proposed

Mark Twain Health Care District

POLICY TITLE: Credit Card Usage

POLICY NUMBER: TBD

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 or used by members of the Board of Directors.

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.