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**Meeting of the Board of Directors
Wednesday April 24, 2019
7:30 am
Mark Twain Medical Center Classroom 2
768 Mountain Ranch Rd,
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 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: 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 March 19, 2019
- Un-Approved Board Meeting Minutes for March 27, 2019:

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B. Correspondence:

- Dakota Butzler iPad - Thank you 4-15-2019:

6. MTHCD Reports:

A. President’s Report:.....Ms. Reed

- Special Presentation:
- Association of California Health Care Districts (ACHD):
- ACHD Annual Meeting – Oct 9-11 – District Initiatives:

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

- Community Out-Reach:
- VS H&W Center - Draft Policies: **Action**

Punctuation & Grammar Changes – Please Submit to District Office Staff:

1. Draft Use of Gloves
2. Draft EMERGENCY RELEASE OF PATIENT RECORDS
3. Draft Medication Reconciliation
4. Draft Radiology Department Safety Guidelines
5. Draft RADIOLOGY SAFETY
6. Draft Monitoring Inspection of Medication Inventory
7. Draft MEDICATION WASTE STREAM
8. Draft Medication Management – Storage of Multi-Use Containers
9. Draft Look-Alike Sound-Alike Medications
10. Draft FORMULARY
11. Draft Drug Samples
12. Draft TRANSFER OF PATIENT – CHART INFORMATION
13. Draft RETENTION OF RECORDS
14. Draft MEDICAL RECORD TRANSFER
15. Draft SECURITY AND RETENTION OF MEDICAL RECORDS
16. Draft MEDICAL RECORDS RELEASE
17. Draft MEDICAL RECORDS FORMS AND FEES
18. Draft Correction of Information in Medical Record 112118

- Strategic Plan Matrix (Last Updated 3-19-2019):
- Personnel Manual - 2000 Hiring Process (Last updated 4-6-2019) **Action:**
- County Health Report:

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- C. **Corp. Board Report:**.....Ms. Reed / Ms. Atkinson
- D. **Stay Vertical Calaveras:**.....Steve Shetzline
- E. **Ad Hoc Real Estate:**Ms. Reed / Ms. Al-Rafiq

- **Update on the Valley Springs Health & Wellness Center:**.....Dr. Smart
 - Construction:.....Dr. Smart
 - Project Manager:.....Pat Van Lieshout
 - Operations and Development:.....Dr. Smart
 - USDA Form 271:
- **Update on Valley Springs Property - Phase II:**.....Ms. Reed / Ms. Al-Rafiq

7. Committee Reports:

- A. **Finance Committee:**.....Ms. Atkinson / Ms. Radford
 - Budget Update- Reimbursements.....Ms. Atkinson
 - Financial Update:..... Mr. Wood
 - Financial Statements (Mar. 2019) Recommendation-Approval: **Action**.....Ms. Atkinson
 - Fixed Asset - Capitalization Policy No. 30: **Action**.....Dr. Smart
 - Investment Activities:.....Mr. Wood
 - Review Investment Authority - CA Govt. Code 53607 Policy No. 22: **Action**

C. Ad Hoc Lease Review Committee:.....Ms. Reed / Ms Atkinson

D. Ad Hoc Policy Committee:.....Ms. Atkinson / Ms. Al-Rafiq

E. Personnel Committee:

- CEO Contract: **Action:**

F. Ad Hoc Community Grant: **Action**.....Ms. Radford / Ms. Sellick

- Recommendation for Awarding Grants:

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8. Board Comment and Request for Future Agenda Items:

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

9. Next Meeting:

A. Will not be on the usual Wed. and has been rescheduled to Friday May 31, 2019:

10. Adjournment: Action

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Agenda – April 24, 2019 MTHCD Board Meeting