



**Special Board Meeting of the Board of Directors  
Thursday July 20, 2017  
9:00-12:00p.m.  
Mark Twain Medical Center Classroom 1  
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. **Ex. Dir. Explanation of Process**
5. **Interview Candidates for Open Board Seat**
  - A. Talibah Al-Rafiq
  - B. Firman Brown
  - C. Dan Lewis
  - D. Kenneth McInturf
6. **Board Discussion and Appointment of new Board Member:** Action
7. **Next Meeting:**
  - Wednesday, July 26, 2017
8. **Adjournment:** Action

Mark Twain Health Care District  
PO Box 95  
San Andreas, CA 95249

Talibah Al-Rafiq  
PO Box 1030  
San Andreas, CA 95249

June 29, 2017

## Letter of Interest

My reasons for requesting consideration for the **Board of Directors** position with Mark Twain Health Care District

I have more than twenty-one years of Finance management, analytical problem solving, planning and communication skills. I am dependable, flexible, friendly, hard working, expressive, formal, punctual and a team player. My willingness to go the extra mile for success and my persistence will be valuable because no matter what kind of problems I encounter, I always persevere until I solve or overcome them.

I want this position because it seems tailored to my competencies. I am well versed in government and private sector accounting. Mark Twain Health Care District is a place where my qualifications can make a difference.

I believe Mark Twain Health Care District believes in giving back and community. This is a big part of my personal philosophy. I would really hope to be able to serve where I knew not only are my technical skills valuable, but my personal philosophies are as well.

From what I have learned about the District, and from what I know about MTHCD, I know that I have the right mix of experience and education to bring value to the Board of Directors position.

Sincerely,

Talibah Al-Rafiq  
209-985-6307  
tar2cal@gmail.com

**TALIBAH AL-RAFIQ**  
PO BOX 1030  
San Andreas, CA 95249  
(209) 985-6307  
tar2cal@gmail.com

**SUMMARY OF QUALIFICATIONS**

**Human Resource & Accounting Professional** - With fourteen years of experience managing a full spectrum of services and functions. Significant accomplishments in strategic planning, financial analysis, contract negotiations, project management, product development, quality assurance, marketing, business leadership, medical claim settlement, mental health counseling and customer service. Budget Analyst experience includes managing administrative & financial activities; including preparing budgets, accounts payable & receivables using Generally Accepted Accounting Practices established by FASB. Strong command of employment laws, compliance issues and benefit plans.

**Proven success introducing process improvements**, stock option plans recruitment programs and staff development initiatives driving corporate goal attainment, Expert communicator-able to resolve conflicts and negotiate win-win outcomes.

**KEY SKILLS**

- Accounting & Financial Planning
- Benefits / Payroll Administration
- Database Administration
- Program & Event Management
- Employee Relations & Counseling
- HR Policies & Procedures
- Team Building
- Contract Negotiations / Administration
- Confidential Record Keeping
- Dispute Resolution
- Staff Recruitment & Retention
- Disciplinary Procedures
- Employee Development & Training
- Legal Issues & Compliance (ADA, EEO, OSHA, FLSA)

**EXPERIENCE**

CALAVERAS FIRST INC, San Andreas, CA 2013 – PRESENT  
**General Manager** 2007 – 2013

Responsible for overall performance of the newspaper, having primary responsibility for the newspaper's relations with the community, advertisers and readers. Internally, manage and coordinate daily business operations, supervising the advertising, circulation, promotion, production and personal departments.

**Office Manager**

Manage administrative & financial activities including budgeting, payroll administration, benefits/401(k) stock option plan enrollment and administration, personnel file management, HR policy development, employee screening, hiring, orientation and staff training/development programs. .

**Outcomes:**

- Manage administrative & financial activities; including preparing budgets, accounts payable & receivables using Generally Accepted Accounting Practices established by FASB.
- Implemented financial database to accelerate data retrieval, processing time and improve organization of accounts receivables and payables.
- Prepare monthly operating statements.
- Manage projects and monitor effectiveness and efficiency of policies, procedures and workflow.
- Rectified haphazard payroll process by instituting computer based system that eradicated prior history of errors and slow processing time. Subsequently generated all payroll & payroll related filings in-house.
- Process all new hire, benefits, leave, termination and payroll paperwork, ensuring 100% compliance with various laws and regulatory mandates and serving as primary contact person for management and staff questions.

CALIFORNIA CASHMERE COMPANY, Mokelumne Hill, CA 1996 – 2007

**Business Manager**

Manage all office functions including benefits administration, processing payroll, jobsite safety and OSHA compliance.

**Outcomes:**

- Developed and implemented budgets and strategic plans.
- Conduct in-depth research of marketing opportunities increasing customer base by 48%.
- Complete financial analysis and recommendations for new and existing products and services.
- Evaluate and report monthly on financial status as specified in GAAP.
- Managed personnel; performance, recruitment, compensation and reporting.
- Create special promotions; both web base and print. Coordinated all press releases.
- Manage communication, projects, training, recruiting and administrative functions.
- Create and deliver presentations around the world.

BLUE SHIELD OF CALIFORNIA, San Francisco, CA 1990 – 1996

**Project Analyst**

1995 – 1996

- Manage projects using knowledge based tools for project management methods and procedures. Assigned projects categories including; time, cost, scope, risk, staffing requirements and scheduling available resources to various phases of each project.
- Assigned and monitored work of team members and provided leadership through each phase of project cycles.
- Projects completed within budget and on schedule.

**Sr. Underwriter (Individual Medical & Group Life)**

1990 – 1995

- Access health risk of individuals and groups.
- Analyze data including past claims experience to determining benefits and rates.
- Proficient knowledge of (PPO, HMO, and Medicare Risk insurance plans)
- In-depth understanding of medical procedure terminology (CPT, HCPC and ICD-9 coding).
- Working in-depth knowledge of managed care and AB1672 legislations.
- Coordinate with sales and management on bid specifications, implementation and service of existing business.
- Negotiated renewal contracts and policy benefits.
- Successfully retained more than 85% of renewals.
- Successfully created spreadsheets to report results and timelines

UNITED CONTRACTING & CONSULTING, San Andreas, CA

1987 – 1990

**Business Analyst**

- Managed complex projects.
- Assigned and monitored work of team members and provided leadership.
- Determined timeframes and procedures to accomplish projects; including staffing requirements and allotment of available resources to various phases of each project. Projects completed within budget and on schedule.
- Developed software testing scripts and written instructions.

BLUE SHILED OF CALIFORNIA, San Francisco, CA

1986 – 1987

**Underwriter (Group Life)**

- Collected and analyzed data to determine risk and underwrite new policies, annual renewals and amendments for small group or individual plans.
- Coordinated with other operating areas to facilitate new group implementation and continued service for existing benefits.
- Respond verbally or in writing to inquiries from applicants, sales representative or other underwriters.
- Prepared reports and participated in research projects as assigned.

FIRST BENEFIT SERVICES, INC, Pleasant Hill, CA

1984 – 1986

**Underwriter (Group Medical)**

- Evaluated risks according to accepted principles and underwriting guidelines.
- Performed necessary calculation to quantify monetary risk.
- Coordinated to facilitate new group implementation and continued service of existing business.
- Respond verbally or in writing to inquiries from applicants, sales representative or other underwriters.
- Prepared reports and participated in research projects as assigned.

EMPLOYEE BENEFIT SERVICE, Pleasant Hill, CA

1983 – 1984

**Medical Claims Adjuster**

- Determined level of reimbursement based on established criteria, provider contract, plan and employer group provisions.
- In-depth understanding of medical procedure terminology (CPT, HCPC and ICD-9 coding).
- Working knowledge of Medicare & Medicaid.
- Responded to customer inquiries; assisted with inquires from providers of service and account representatives.
- Audited claim payments in excess of \$500.

**EDUCATION**

Bachelor of Arts – Dillard University, New Orleans, LA

**PROFESSIONAL DEVELOPMENT**

- Society of Human Resource Management (SHRM) 2013
- LUTC Life Underwriting Training
- INSURANCE LICENSE; Life, Health, Disability
- HIAA Training

**COMPUTERS**

- Microsoft Office (Word, Excel, Access, PowerPoint, Projects)
- Macromedia (Web Design)
- Paychex, Compupay & Intuit Payroll Software
- Adobe Suite & Corel Draw (Graphics)
- QuickBooks Pro Enterprise Solution
- Windows NT/2000/XP/7

References available upon request

**Firman Brown  
P.O. Box 651  
Altaville, CA 95221  
209-768-2040  
firmanbrown@gmail.com**

**July 26, 2017**

**Mark Twain Health Care District  
P.O. Box 95  
San Andreas, CA 95249**

**Dear Board,**

**I am very much interested in being on the board of the Mark Twain Health Care District. My interest and qualifications will enable me to contribute to to the board.**

**Graduate of San Jose State University with a BA in Business Administration and a BS in Industrial Management. For 35 years owned and managed a wholesale and import business that covered seven states. Own and manage commercial real estate. Presently, the project manager of the Utica Hotel's expansion and remodel project, in Angels Camp.**

**Served for many years with the hospital foundation board.**

**Looking forward to being an asset on your board.**

**Sincerely,**



**Firman Brown**

Dan Lewis  
412 Corral Loop  
Angels Camp, CA 95222

Board of Directors  
Mark Twain Health Care District  
PO Box 95  
768 Mt. Ranch Rd.  
San Andreas, CA 95249

Ladies,

This response is to express my interest in filling the vacancy on the board recently vacated by Dr. Smart, understanding that this appointed position is until the election of a successor in November of 2018.

As I believe you are aware, for the past 2 years I have had a strong interest in Calaveras County healthcare and the Mark Twain hospital and clinics managed by Dignity Health and have attended most of the board meetings for the past 2 years.

My wife, Elaine, and I have been a full-time resident of Calaveras County for the past seven years, but have owned vacation property here since 1997. One of our considerations before moving here was the availability of good healthcare and I believe that there is room for improvement in what is available for our residents.

I am very much aware of the upcoming lease evaluations and related considerations on the future of our healthcare facilities and believe that I can offer valuable insight and assistance in reaching the best solution for the residents of Calaveras County.

I am a graduate of San Jose State University, with a Bachelor of Science degree in accounting and finance, receiving my degree in 1967. After obtaining my CPA license in 1970, I worked for several years with a local CPA firm before entering the private sector. From 1975 until retirement in 2010 I worked with Neo-Life Products, a private nutritional supplement company based in Fremont California, starting as an internal auditor and left the company in the position of CFO/COO, responsible for operations in approximately 40 countries. During this time, we lived approximately 20 years in Europe. Today I still serve on the Board of Directors of the company.

I believe that my financial background and expertise can be of value to the board in the review and assessment of the various options available to further the development of healthcare in our county and would welcome the opportunity to be able to give back to the community through this volunteer position.

I look forward to the opportunity to meet with you to discuss whether my assistance is of interest to you.

Sincerely,

A handwritten signature in black ink that reads "Dan Lewis". The signature is written in a cursive, flowing style.

June 30, 2017

Mark Twain Health Care District Office

P.O. Box 95

San Andreas, CA 95249

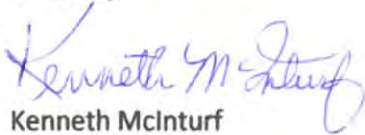
To: MTHD Board Members

I am applying for the short-term position on the Mark Twain Healthcare District Board.

I know that there are several important decisions that are facing the Board in the near future, including the new Clinic in Valley Springs and the lease renewal that will go to the voters soon. I feel that these issues are very important to our community. I believe that my previous tenure on the Board provides me with special knowledge that will help with this decision-making.

I appreciate your consideration and I am looking forward to serving. Thank you.

Sincerely,



Kenneth McInturf

**Kenneth McInturf**

1330 Calaveritas Rd. #50

San Andreas, CA 95249

[kmcinturf@yahoo.com](mailto:kmcinturf@yahoo.com)

**Objective**

To apply for the short-term position of director on the Mark Twain Health Care District Board

**Education**

Graduate of McIntosh High School, Auburn, Indiana – 1949

Attended Ball State Teachers College – 1 year – 1950-51

Many banking courses provided by employer – 1960 – 92

**Military**

Served in Indiana National Guard – 1950 – 1953

Took active duty in US Army as Sergeant – 1953

Honorably discharged in Dec., 1953 for medical reasons

**Work Experience**

Commercial Credit Corporation, Modesto, CA – 1954 – 1959

First Western Bank\*, Fresno, CA – 1960 – 1992 – Vice President & Installment  
Loan Manager

**Volunteer Experience**

Served on many local service clubs – Lions, Progressive Club, Toastmasters, SIRS,  
AARP

Served on boards for Calaveras Co. Senior Center, Community Covenant Church,