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**Meeting of the Board of Directors
Wed. January 27, 2021
9:00 am
Mark Twain Medical Center Classroom 5
768 Mountain Ranch Rd,
San Andreas, CA**

Participation: Zoom - Invite information is at the End of the Agenda

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 with Flag Salute:**
2. **Roll Call:**
3. **Approval of Agenda:** Public Comment - **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: Public Comment - 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:

- There were no November Finance or Board Meetings.
- Un-Approved Finance Committee Meeting Minutes for Dec. 9, 2020.
- Un-Approved Board Meeting Minutes for Dec. 9, 2020.

B. Correspondence:

- Exemplary Provider Award RHC – The Compliance Team:
- Sierra Hope Thank You Nov. 2020:
- Calaveras Mentoring Foundation – Thank You – (Jan. 9, 2021)

6. MTHCD Reports:

A. President’s Report:.....Ms. Reed

- Oath of Office – Ms. Al-Rafiq: Public Comment: Action
- Association of California Health Care Districts (ACHD):
 - ACHD Dec. 2020 Advocate:
- Meetings with MTHCD CEO:
- Election of Officers: Public Comment: Action

B. MTMC Community Board Report:.....Ms. Al-Rafiq

C. MTMC Board of Directors:.....Ms. Reed

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

- **Resolution 2021-01:** Accept the Canvass of the General Election on Nov. 3, 2020 - Action
- District Projects Matrix – Monthly Report:
- Robo-Doc Update:

E. **Stay Vertical Calaveras:**.....Mr. Shetzline

F. **Valley Springs Health & Wellness Center:**.....Dr. Smart

- COVID Transmission Restrictions and Guidelines:
- Construction Finance:
- VSHWC “Quality” Report: (MedStatix)
- Pharmacy – Room 400:
- 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.

BI-ANNUAL REVIEW:

1. Bloodborne Pathogen Exposure 27
2. Correction of Information in the Medical Record 45
3. Crash Cart 46
4. Electronic Protected Health Information (ePHI) 67
5. Eye Irrigation 74
6. Fit Testing 77
7. Hazardous Waste 85
8. Information Technology Rules of Use 94
9. Look Alike Sound Alike Medications 101
10. LVN Scope of Practice 102
11. Medical Assistant Scope of practice 107
12. Medical Records Release 111
13. Medical Records Transfer 112
14. Medication Reconciliation 117
15. Medication Waste Stream 118
16. Monitoring Inspection of Medication Inventory 121
17. Preventive Services: Adults 141
18. Quality Assurance & Continued Quality Improvement Plan 148
19. Radiology Department Safety Guidelines 150
20. Retention of Records 155
21. Service Animal 160
22. Splints/Ace Wraps 175
23. Sterile Shelf Life 179
24. Sterile Supplies and Instruments 180
25. Supply Outdates 184

REVISED:

1. Contagious Patient 44
2. Handwashing 84

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

7. Committee Reports:

A. Finance Committee:.....Ms. Toepel / Ms. Hack

- Audit:.....Mr. Wood
- Financial Statements – Nov & Dec. 2020: Public Comment – **Action**.....Mr. Wood

B. Ad Hoc Policy Committee:.....Ms. Sellick / Ms. Hack

C. Ad Hoc Personnel Committee:Ms. Reed / Ms. Toepel

D. Ad Hoc Grants Committee:.....Ms. Al-Rafiq / Ms. Sellick

- Behavioral Health Education Scholarship:.....Dr. Smart

8. Board Comment and Request for Future Agenda Items:

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

B. Community Connection:

9. Next Meeting:

A. The next meeting will be Wednesday February 24, 2021

10. Adjournment: Public Comment – **Action**

Peggy Stout is inviting you to a scheduled Zoom meeting.

Topic: 2021-01-27 MTHCD Board Meeting
Time: Jan 27, 2021 09:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84489395956?pwd=Y0IBVEVXRytER0IHNTU3VG9vM0Z4UT09>

Meeting ID: 844 8939 5956

Passcode: 373386

One tap mobile

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+12532158782,,84489395956#,,,,*373386# US (Tacoma)

Dial by your location

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+1 312 626 6799 US (Chicago)

Meeting ID: 844 8939 5956

Passcode: 373386

Find your local number: <https://us02web.zoom.us/j/84489395956>

- 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.