



Special Finance Committee Meeting

April 5, 2017

11:00am

**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 Feb. 8, 2017
- Un-Approved Finance Committee Meeting Minutes for Mar. 8, 2017

- 6. **Controller's Report: Action**.....Mr. Krieg
 - Financial Status, Trends, Long-Term Views and Cashflow:
 - March Financials Will be Presented to the Committee:
 - Discussion: For Consistency - How to Allocate Expenses or Capitalize:
- 7. **Discontinue Paying CPPA Electric Costs:**.....Mr. Blitz
 - 90-Day Notice Sent to Dr. Griffin on Mar. 22, 2017
- 8. **Investment Report:**.....Mr. Malcoun
- 9. **Executive Director Report:**.....Mr. Blitz
 - Update on Budget Process
 - Update on Valley Springs Project
- 10. **Comment and Future Agenda Items:**
- 11. **Next Meeting:**
 - May 10, 2017
- 12. **Adjournment:**



Finance Committee Meeting
Wednesday, February 8, 2017
2:00pm

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 1:34pm

2. Roll Call:

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

3. Approval of Agenda: Action

Ms. Reed moved to approve the agenda. Ms. Radford provided a second and the motion passed 5-0.

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

Hearing none.

5. Consent Agenda: Action

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

Ms. Reed moved to approve the consent agenda. Ms. Radford provided a second and the motion passed 5-0.

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

- o Financial Status, Trends, Long-Term Views and Cashflow:

- **December 2016 and January 2017 Financials Will be Presented to the Committee:**

Mr. Krieg: Reviewed the December 2016 and the January 2017 Financials. The District's 50% share in the Mark Twain Medical Center Minority Interest showed a decrease for both months due operational losses and investments of the Medical Center. Year to date the Minority Interest has decreased by <\$461,552>.

Mr. Blitz: Will meet with Mr. Diehl to obtain information regarding the Stockton Cardiology lease.

When the District bought property (Nov 2015) in Valley Springs it included a single-family home and tenants who pay rent way under market value. The tenants are usually late in making their rent payment. Board members are concerned about the tenant's standard of living not being consistent with a healthy environment so a termination of lease was sent (certified mail) to the tenants. The tenants didn't respond so a local legal firm will be serving a 60-day notice.

Typically, budget talks start each March and the budget is ready for review in May. The Board can adjust the budget mid-year but typically they don't. Mr. Blitz will be working with Mr. Krieg and Mr. Malcoun to prepare a budget to bring to the Committee.

- **Discussion – Presentation of Utility Savings to the Board:**

Mr. Krieg: Explained how the reimbursement for the utilities is handled. Starting in Sept. 2016 the District exercised their option for MTMC to reimburse the District for all utilities except those billed by Calaveras Public Power Agency (CPPA). The District will continue to pay the CPPA utilities because their rate is much more favorable than that of the MTMC. A quarterly statement (reflecting Jul. - Dec. 2016) will be included in financials for the Feb. 22, 2017 Board pkt.

Mr. Mills, Calaveras Board of Supervisor: Is expecting the District will soon see a CPPA rate reduction.

7. Executive Director Report:

Mr. Blitz: Met with Chris Roberts, CFO. Then he met with Mr. Krieg who will be providing the VS Clinic budget figures (by next week). Once Mr. Blitz has those figures he'll prepare a proforma.

Mr. Blitz excused himself to attend another meeting.

- **Discussion – Consolidation of Propane Vendors:**

Mr. Krieg: Consolidating may have already started since Ed Gonzales was hired. He will discuss with Mr. Roberts and report back to the Committee.

Ms. Reed moved to recommend the Board approve the financials for Dec. 2016 and Jan. 2017. Ms. Radford provided her second and the motion passed 4-0.

8. Proposed Credit Card Policy: Action

- Review and Consider Draft Credit Card Policy:

Ms. Stout: The District went through a thorough review process to obtain Certification from the Association of California Healthcare Districts (ACHD). The Certification was presented to Ms. Reed and the Board at the Oct. 26, 2016 Board Meeting. In that process the District had to show full transparency. In addition, the District's policies were also reviewed by the District's legal firm. Upon further training, attended by Ms. Reed and Ms. Atkinson, it was determined the District should have a credit card policy. ACHD provided the sample credit card policy in the Committee pkt.

Mr. Krieg: Suggested the following be added to the policy: Each transaction is limited to \$5,000.00. Approval from the President or Treasurer will be necessary for any transaction exceeding this limit.

Ms. Reed moved to accept the credit card policy with the added language (above). Ms. Radford provided her second and the motion was approved 4-0.

9. Comment and Future Agenda Items:

Hearing none.

10. Next Meeting:

- March 8, 2017

11. Adjournment:

Ms. Reed moved to adjourn the meeting. Ms. Radford provided her second and the motion passed 4-0. The meeting was adjourned at 3:11pm.



Finance Committee Meeting

Wednesday, March 8, 2017

11:00am

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1. Call to order:

The meeting was called to order by Treasurer, Ann Radford at 11:00am.

2. Roll Call:

Present for roll call was Ms. Radford, FNP, JR Krieg, Controller, Ken Malcoun, District Accountant and Interim Ex. Dir. Larry Blitz. Absent was President, Reed. There being no quorum no action will be taken at this meeting. For future meetings Ms. Atkinson, will be an alternate.

3. Approval of Agenda: Action

No action taken.

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

Hearing none.

5. Consent Agenda: Action

- Un-Approved Finance Committee Meeting Minutes for Feb. 8, 2017

No action taken.

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

- o Financial Status, Trends, Long-Term Views and Cashflow:
 - February Financials Will be Presented to the Committee:

Mr. Krieg reviewed the February Financials and expects an \$800K loss when closing is completed.

No action taken.

7. Executive Director Report:.....Mr. Blitz

- Valley Springs Project Update:

Mr. Blitz: Is preparing a Programmatic and Financial Feasibility Proforma. That information will determine feasibility for borrowing the funds. He anticipates the team will be asking for a loan extension.

8. Comments and Future Agenda Items:

- Discussion: For Consistency - How best to Allocate Expenses or Capitalize.
- Discussion: Notice MTMC Corp Board to Discontinue Paying CPPA Electric Costs.
- Mr. Malcoun to Present Investment Report.

Ms. Radford: The Arnold Clinic is getting refurbished and looks nice. She would like to see advertising reflect the clinic(s) being the Community's medical home.

9. Next Meeting:

- o April 12, 2017

10. Adjournment:

The meeting was adjourned at 12:06pm.

Ann Radford, Treasurer