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Special Meeting of the Board of Directors
Wed. December 9, 2020
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

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 with Flag Salute:

The meeting was called to order at 9:09 am by President, Lin Reed.

2. Roll Call:

Board Member	Present In Person	Present by Zoom / Phone	Absent / Not Excused	Time of Arrival
Ms. Reed		Zoom		
Ms. Sellick		Phone		
Ms. Al-Rafiq			X	
Ms. Toepel		X		
Ms. Hack		X		

3. Approval of Agenda: Public Comment - Action

Public Comment: Hearing None.

Motion: Ms. Sellick

Second: Ms. Hack

Vote: 4-0

4. Public Comment on matters not listed on the Agenda:

Hearing None:

5. Consent Agenda: Public Comment - Action

A. Un-Approved Minutes:

- Un-Approved Finance Committee Meeting Minutes for Oct. 20, 2020.
- Un-Approved Board Meeting Minutes for October 28, 2020.
- There was no November Meeting.

Public Comment: Hearing None.

Motion: Ms. Toepel

Second: Ms. Hack

Vote: 4-0

6. MTHCD Reports:

A. President's Report:..... Ms. Reed

- Oath of Office - Ms. Al-Rafiq, Ms. Toepel & Ms. Hack: Public Comment - Action

Ms. Reed administered the Oath of Office to Ms. Toepel and Ms. Hack. Ms. Al-Rafiq was absent:

- Association of California Health Care Districts (ACHD):
- **ACHD Nov. Advocate:**

Ms. Reed: Referenced (pkt pgs. 20-24) for Legislative Update on new laws. Ms. Hack plans to attend the Webinar regarding same.

- Meetings with MTHCD CEO are reflected in this agenda.

B. MTMC Community Board Report: Ms. Al-Rafiq was absent - no report given.

C. MTMC Board of Directors:

Ms. Reed: The Board of Directors have not met yet this month - no report given.

D. Chief Executive Officer's Report:

- **CPPA (Run-Off) Ballot – Member Agency Representative:** Public Comment – Action
 - Select one: Mokelumne Hill Fire Protection Dist. (Suzanne Coe) or 39th District Agricultural Assoc. (Laurie Giannini).

Public Comment: Hearing None.

Motion: Ms. Toepel moved to vote for Ms. Giannini.

Second: Ms. Hack

Vote: 4-0

- **LAFCo Ballot:** Public Comment - Action
 - Vote for Two: Tony Tyrell: John Lavaroni: Jon Dashner: Debra Sellick: Travis J. Owens: Kirk W. Smith.

Public Comment: Hearing None.

Motion: Ms. Hack moved to vote for Ms. Sellick and Mr. Lavaroni.

Second: Ms. Toepel

Vote: 4-0

- **District Projects Matrix – Monthly Report:**

Dr. Smart: Room 400 occupancy has been received. The Pharmacy is due to open 12-15-2020 (+/-).

- **Robo-Doc Update:**

Dr. Smart: Robo-Doc is a pilot program to bring Telehealth to the school district nurses starting with Bret Harte High School then adding three others. The program was featured in the Nov. 25th Calaveras Enterprise.

E. Stay Vertical Calaveras:

Mr. Shetzline: Because of COVID there can be no "in person" classes so the classes are being held through the Facebook platform.

F. Valley Springs Health & Wellness Center:

- **COVID Transmission Restrictions and Guidelines:**

Dr. Smart: With the latest spike in COVID numbers/deaths and stay-at-home orders the District has developed guidelines to protect staff and care for the community. The Clinic is Currently working at level three with all appointments by phone then the provider decides how to proceed i.e., to a car appointment or to enter the Clinic etc. Zip walls have been installed to cordon off areas for pediatrics and COVID care. To reduce contact the dental pod will be temporarily closed.

- **Construction Finance:**

Dr. Smart: The District received occupancy of Room 400 / Pharmacy, so the contractor has requested payment which came in under budget. There is approx. \$71k to proceed with the shade structure for the back of the Clinic.

- **VSHWC “Quality” Report: (MedStatix)**

Dr. Smart: The Clinic staff continues to receive excellent remarks and scores (98%) from patients. Staff is working to improve the “no show” patient(s) count: To date the Clinic has had three audits (CA State in April, Anthem’s Facility Site & Medical Record Review (FSR/MRR) and CMS-Federal Dec. 8, 2020) and all produced zero deficiencies with no corrections needed. The Clinic is fully accredited by all.

- **Pharmacy – Room 400:**

Dr. Smart. Kim Pham Owner / Pharmacist plans to open The Sunrise Pharmacy in the leased space within the Clinic. It will be open to the public starting Dec. 15th.

- **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.

New Policy

1. Dolphin Pod Disinfectant

Revised Policy

2. Emergency Medications and Supplies
3. Emergency Release of Patient Records
4. Emergency Situation/Unresponsive Patient
5. Infection Control
6. Infection Control – Overview
7. Intramuscular Injections
8. Medication Administration
9. Pulse Oximeter
10. Section 504 Grievance
11. Statement of Ownership and Governance

Bi-Annual Review

12. Audiogram-Threshold
13. Biohazard Material Management
14. Blue Shield Eligibility Verification
15. Compliance
16. Consents for Treatment – Guidance
17. Culture Transmittal

18. Eye Medications-Dispensing
19. Follow Up Calls
20. Follow-Up of Patients
21. HIV Testing
22. Manual Defibrillator
23. Medical Staff Composition
24. Medication Management Emergency Response to Power Failure
25. Nebulizer Treatments
26. Policy Development and Review
27. PPD Test Results
28. Prescription Refills
29. Primary Authority Over Clinic Operations
30. Procedure Time Out
31. Product and Device Recall
32. Quality Assurance Guidelines
33. Unscheduled Downtime of Electronic Medical Record

Public Comment: Hearing None.

Motion: Ms. Sellick

Second: Ms. Hack

Vote: 4-0

G. Ad Hoc Real Estate: No report given.

7. Committee Reports:

A. Finance Committee:

- **Audit:**

Mr. Wood: Audit items have been collected and forwarded to Rick Jackson of JWT. Fixed assets will follow. No fault of the District, staff or Mr. Hohenbrink but it is likely the District will not have received the required Explanation of Benefits (EOB) in time to make the Jan 31st Audit deadline. The State Controller's Office has many such cases due to COVID etc. He will discuss it with the State Controller's Office.

- **Financial Statements - Oct. 2020:** Public Comment – **Action**

Mr. Wood: Calaveras County Property Taxes have been accrued. A check (+/-) \$500,000 is expected in early Dec. then two additional installments to follow in (April and May 2021).

Mr. Hohenbrink: The District has experienced difficulty with the Electronic Data Interchange, Athena Net, which is a provider-favorite but lacks expertise in finance. It was determined Athena mishandled the District's application (twice).

Public Comment: Hearing None.

Motion: Ms. Toepel
Second: Ms. Hack
Vote: 4-0

B. Ad Hoc Policy Committee:

Ms. Sellick: Welcomed Ms. Hack to the Policy Committee team.

C. Ad Hoc Personnel Committee: No report given

D. Ad Hoc Grants Committee:

Ms. Sellick: Reference to 2020 Grants (pkt. pg. 103). She and Ms. Al-Rafiq will be working on the Grants together in 2021.

8. Board Comment and Request for Future Agenda Items:

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

B. Community Connection:

Ms. Hack: Participated in the Homeless call until it dropped (to be resumed Dec. 17th). There is a lack of volunteers.

9. Next Meeting:

A. The next meeting will be Wednesday January 27, 2021.

Dr. Smart: The January 27th meeting agenda will include election of officers.

10. Adjournment: Public Comment – Action


Public Comment: Hearing None.

Motion: Ms. Hack

Second: Ms. Toepel

Vote: 4-0

Time: 10:28am



Debra Sellick, Secretary

Peggy Stout is inviting you to a scheduled Zoom meeting.

Topic: Dec 9th MTHCD Dist. Board Meeting

Time: Dec 9, 2020 09:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89543957436?pwd=OFJucVloK2NFVTVXcExEK1E4cIl5dz09>

Meeting ID: 895 4395 7436

Passcode: 279687

One tap mobile

+16699006833,,89543957436#,,,,,0#,,279687# US (San Jose)

+12532158782,,89543957436#,,,,,0#,,279687# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Washington D.C.)

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Meeting ID: 895 4395 7436

Passcode: 279687

Find your local number: <https://us02web.zoom.us/u/kxskt1qFF>

- 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.