



P. O. Box 95
San Andreas, CA 95249
(209) 754-4468 Phone
(209) 754-2537 Fax

**Special Meeting of the Board of
Directors
Mark Twain Medical Center
Classroom 5
768 Mountain Ranch Rd,
San Andreas, CA**

**Wednesday November 15, 2023
9:00am**

Agenda

Zoom – Public Invitation information is at the End of the 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:

- Un-Approved Special Board Meeting for September 5, 2023:
- Un-Approved Finance Committee Meeting for September 20, 2023:
- Un-Approved Board Meeting for September 27, 2023:
- Un-Approved Finance Committee Meeting for October 18, 2023:
- There was no October 25, 2023 BOD meeting:

6. **MTHCD Reports**:

- A. President’s Report**.....Ms. Reed
- **Association of California Health Care Districts (ACHD) October 2023 Advocate:**
 - **Meetings With MTHCD CEO:**
 - **California Advancing & Innovating Medi-Cal Program (Cal Aim):**.....Ms. Hack
- B. MTMC Community Board Report:**.....Ms. Sellick
- C. MTMC Board of Directors:**.....Ms. Reed
- D. Chief Executive Officer’s Report**.....Dr. Smart
- **General Comments:**
 - **MTMC Capital Improvement – Plan / Process: Property Condition Assessment (PCA)**
 - **PCA Contract:** Public Comment – **Action**Mr. Randolph / Dr. Smart
 - **Mi-wok Monument Proposal – Information:**
 - **Strategic Planning & Projects Matrix:**
 - **LED MTMC Project:** Public Comment – **Action**
 - **Personnel Manual Section 2008 Change:** Public Comment - **Action**
 - **Grant Report:**
 - **Presentation –Children’s Advocacy Program:**.....Ms. West

- **Programs Coordinator:**.....Ms. Dickey
 - Robo-Doc
 - Stay Vertical Calaveras
 - AED For Life
 - Sports Physicals- May 22, 2024

- **VSH&W Center – Policies and Forms:** Public Comment – **Action**
 - Policies for Sept 2023 Valley Springs Health & Wellness Center:

New Policies

Standardized Procedure for Depo Provera Injection

Revised Policies

Autoclave Use and Maintenance
 Autoclave Spore Testing
 Emerging Infectious Disease
 New Employee Onboarding and Annual Training
 Waste, Fraud, and Abuse

Bi-Annual Review Policies (no changes to policy content)

Billing for Services Provided Off-Site
 Business Hours
 Cash Collections
 Cleaning Duties
 Fit Testing
 Medication Management – Storage of Multi-Use Containers
 On-Call Program
 Provider on Site
 Quality Assurance Guidelines
 Quality Assurance & Continued Quality Improvement Plan
 Shelter in Place for Patients and Staff
 Standardized Procedure for Employee Influenza Vaccine Administration
 Standardized Procedure for Patients Presenting with URI Symptoms
 Sterile Shelf Life
 Universal Precautions
 Unscheduled Downtime of Electronic Medical Record
 PMHNP Standardized Procedures

E. BHCiP – Round 5 Update:

F. VSHWC Quality Reports..... Ms. Terradista

- Quality – September 2023:
- MedStatix – September 2023:

This Institution is an Equal Opportunity Provider and Employer
 Agenda November 15, 2023 MTHCD Special Board Meeting

7. Committee Reports:

A. Finance Committee:.....Ms. Hack / Mr. Wood

- **Financial Statements** – September 2023: Public Comment – **Action**
- **Financial Statements** – October 2023: Public Comment – **Action**
- **Annual Financial Audit Update:** Public Comment – **Action**Mr. Jackson

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

- Policies Were Presented for 30-Day Review on Sept. 27, 2023:
 - ◆ **Resolution 2023 - 09 to Approve:** Public Comment – **Action**
 - Policy # 4: Officers of the District:
 - Policy # 5: Committees of The Board: Public Information Officer: Auditors:
 - Policy # 12: Conflict of Interest Code and Ethics:
 - Policy # 27: Credit Card:
- Policies Presented for 30-Day Review:
 - Policy # 13: Appointments to the District Board:
 - Policy # 14: Conduct Related to Elections:

C. Ad Hoc Community Grants:.....Ms. Sellick / Ms. Reed

- Calaveras County Senior Center: Public Comment – **Action**
- Calaveras Mentoring Foundation: Public Comment – **Action**
- Hospice of Amador & Calaveras: Public Comment – **Action**

D. Ad Hoc Community Engagement:Ms. Reed

E. Ad Hoc Real Estate: Mr. Randolph

F. Ad Hoc Personnel Committee Ms. Reed / Ms. Vermeltfoort

8. Board Comment and Request for Future Agenda Items:

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

- Thanksgiving Holiday November 23 and 24, 2023:

9. Next Meeting:

- Holiday Schedule for Board Meetings: Dark for December, 2023.

- The next MTHCD Board Meeting will be Wed. **January 24, 2024** at 9am.

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

Traci Whittington is inviting you to a scheduled Zoom meeting.

Topic: MTHCD Special Board of Directors Meeting

Time: Nov 15, 2023 08:30 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88201017931?pwd=NzI3dnZ3aUJ3ckpnWVVmb25lUUx6QT09>

Meeting ID: 882 0101 7931

Passcode: 046396

One tap mobile

+16699006833,,88201017931#,,,,*046396# US (San Jose)

+16694449171,,88201017931#,,,,*046396# US

Dial by your location

- **+1 669 900 6833 US (San Jose)**
- **+1 669 444 9171 US**
- **+1 253 215 8782 US (Tacoma)**
- **+1 346 248 7799 US (Houston)**
- **+1 719 359 4580 US**
- **+1 253 205 0468 US**
- **+1 564 217 2000 US**
- **+1 646 931 3860 US**
- **+1 689 278 1000 US**
- **+1 929 205 6099 US (New York)**
- **+1 301 715 8592 US (Washington DC)**
- **+1 305 224 1968 US**
- **+1 309 205 3325 US**
- **+1 312 626 6799 US (Chicago)**
- **+1 360 209 5623 US**
- **+1 386 347 5053 US**
- **+1 507 473 4847 US**

Meeting ID: 882 0101 7931

Passcode: 046396

Find your local number: <https://us02web.zoom.us/u/kd1Kzolzl7>