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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**

**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 by President, Linda Reed at 9:05am.

Due to stormy weather, meeting was plagued by electronic issues.

**2. Roll Call:**

<b>Board Member</b>	<b>Present by Zoom</b>	<b>Absent</b>	<b>Late Arrival- Time</b>
Ms. Reed	X		
Ms. Sellick			X - 9:12am
Ms. Al-Rafiq	X		
Ms. Toepel	X		
Ms. Hack	X		

**3. Approval of Agenda:** Public Comment - Action

Public Comment: Hearing None

Motion: Ms. Toepel

Second: Ms. Hack

Vote: 3-0 Ms. Sellick was not available for the vote and Ms. Al-Rafiq had not been sworn in yet.

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

CJ, MTMC Foundation- Copper Clinic grand opening event “Fall In Love With Copper” on Feb 13<sup>th</sup> from 11:00am-4:00pm. In collaboration with the MTHCD, Flyers, mugs, brochures, etc. with MTHCD logo will be passed out at the event.

**5. Consent Agenda:** Public Comment - Action

**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)

Public Comment: Hearing None

Motion: Ms. Toepel

Second: Ms. Hack

Vote: 3-0 Ms. Sellick was not available for the vote and Ms. Al-Rafiq had not been sworn in yet.



## 6. MTHCD Reports:

### A. President's Report:

- Oath of Office – Ms. Al-Rafiq: Public Comment: Action

Ms. Al-Rafiq took the Oath.

- Association of California Health Care Districts (ACHD):
  - ACHD Dec. 2020 Advocate: (Refer to Pkt Pgs 24-28)

- Meetings with MTHCD CEO:

2 meetings were held this week regarding MTHCD to support MTMC in the delivery of Vaccines. Discussed Behavior Health Scholarships possible in the future.

- Election of Officers: Public Comment: Action

Linda Reed nominated to remain as Board President for 2021:

Ms. Al-Rafiq: would like to see a Board succession to follow for more cross training of offices.

Public Comment: Hearing None

Motion: Ms. Sellick

Second: Ms. Hack

Vote: 4-1

Debra Sellick nominated to remain as Board Secretary for 2021:

Public Comment: Hearing None

Motion: Ms. Toepel

Second: Ms. Al-Rafiq

Vote: 5-0

Lori Hack nominated to remain as Board Treasurer for 2021:

Public Comment: Hearing None

Motion: Ms. Toepel

Second: Ms. Sellick

Vote: 5-0

## **B. MTMC Community Board Report:**

Credentialing was approved. MTMC is working with Stockton Cardiology to find programs to bring to MTMC. Future plans consist of Cardio Stress Testing and Palliative Care. The month ended at <\$1.59 Mill> loss. Budget was >\$5.22 mill> loss. Winter Wellness program is slated for Feb 18, 2021.

## **C. MTMC Board of Directors:** Meeting is on Friday 1/29/2021

## **D. Chief Executive Officer's Report:**

- **Resolution 2021-01:** Accept the Canvass of the General Election on Nov. 3, 2020 – **Action**

Public Comment: Hearing None

Motion: Ms. Toepel

Second: Ms. Hack

Vote: 5-0

- District Projects Matrix – Monthly Report:

Sunrise Pharmacy is open 5 days a week.

Room 400 is complete and in use. Future Board meeting in Conference room 400.

Behavior Health has 2 therapists in the Clinic. Interviewing Social Workers in Feb 2021.

Dental Dept. is closed until a new Dentist is hired. Dr. Motiu no longer with the VSHWC.

Looking to hire 3 P/T Dentists in the future.

Gynecology is up and running by volunteer 1 day a week (Dr. Nussbaum)

Medical Office Buildings Leases are being review by Richard Randolph and he will report on the status in March 2021.

- Robo-Doc Update:

Robo-Doc is live and functional at Bret Harte HS. The second cart was delivered to Mark Twain Elementary. The 2 remaining carts will be taken to Valley Springs Elementary and Michelson Elementary in Feb. 2021. The Robo-Doc program is creating a 10 min. video to tell the story and to walk through the process.

**Stay Vertical Calaveras:** Nothing new to report.

## **E. Valley Springs Health & Wellness Center:**



- COVID Transmission Restrictions and Guidelines:

Face to Face visits to resume in Feb 2021 after all providers have received the second vaccine.

- Construction Finance: Nothing new to report.
- VSHWC “Quality” Report: (MedStatix)  
Survey still shows a 98% satisfaction rate.
- Pharmacy – Room 400: See Monthly Matrix Report
- 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

**REVISED:**

1. Contagious Patient 44
2. Handwashing 84

Public Comment: Hearing None

Motion: Ms. Hack

Second: Ms. Toepel

Vote: 5-0

**F. Ad Hoc Real Estate:**

No activity. Board member requested to move this topic to the Monthly Matrix Report.

**7. Committee Reports:**

**A. Finance Committee:**

- Audit:

The audit is moving but we will not be making the Jan 31 deadline due to Mr. Hohenbrink needing revenue items. It is expected to be ready for approval March 2021. Will not be penalized for being late.

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

Mr. Hohenbrink has sent recommendations to help keep information updated. The County paid MTHCD its first installment of the Property Taxes (\$665,000.00) Net loss for the District/Clinic has become smaller.

Nov. 2020 Financial **Action**:

Public Comment: Hearing None

Motion: Ms. Hack

Second: Ms. Sellick

Vote: 4-0 Ms. Al-Rafiq had to leave the meeting.

Dec. 2020 Financial **Action**:

Public Comment: Hearing None

Motion to Approve Dec. Financial & Interest & Reserves report: Ms. Hack

Second: Ms. Toepel

Vote: 4-0 Ms. Al-Rafiq had to leave the meeting.



**B. Ad Hoc Policy Committee:** Staff will schedule meeting.

**C. Ad Hoc Personnel Committee:** Will meet in Feb. 2021

**D. Ad Hoc Grants Committee:**

- Behavioral Health Education Scholarship:

The District has sponsored Dr. Deborah Salom & Laura Keller, NP for a 1 year fellowship to learn about Behavior Health and to train others once they complete the course. With the increase in Behavior Health concerns right now, this will benefit the community greatly.

**8. Board Comment and Request for Future Agenda Items:**

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

Lewis Steele served on the MTMC Corporate Board (now dissolved) passed away. District will send condolence card to family.

**B. Community Connection:** Hearing None

**9. Next Meeting:**

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

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

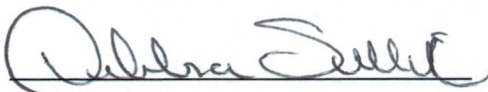
Public Comment: Hearing None

Motion: Ms. Toepel

Second: Ms. Hack

Vote: 5-0

Time: 10:52am.



Debra Sellick, Secretary

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

+16699006833,,84489395956#,,,,\*373386# US (San Jose)

+12532158782,,84489395956#,,,,\*373386# 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)

+1 929 205 6099 US (New York)

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

+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.