

**SENECA HEALTHCARE DISTRICT
BOARD OF DIRECTORS REGULAR BOARD MEETING
December 18, 2014
Lake Almanor Clinic Conference Room
199 Reynolds Rd., Chester, CA
3:00 p.m.**

The public will be allowed to speak on agenda items before or during the discussion period for an agenda item. Reference: California Government Code 54954.3(a).

Agenda will be posted as required.

Assistant Secretary/Treasurer Richard Rydell will attend the meeting telephonically from 7310 Winding Oaks Drive, Colorado Springs, CO. Phone (719) 548-9360.

CEO Linda Wagner will attend the meeting telephonically from 87640 Woodmere West, Florence, OR. Phone (530) 310-2150.

Closed Session: The Board will meet in closed session pursuant to Government Code Section 54957.6 to discuss UNION NEGOTIATIONS after Agenda Item #17.

- 1) **Call to Order** (3:00 p.m.) President Dana Seandel will call the regular Board meeting to order.
- 2) **Members present/absent.** The President will note the Board members present/absent.
- 3) **Oath of Office.** The Oath of Allegiance will be administered to the newly elected Board members: Dana Seandel, Bob Caton, and Roberta Carlson.
- 4) **Public Comment Period.** Governing rules for public comments at the Annual Organizational Meeting and at all Regular Meetings are as follows:
 - Total comment period not to exceed 15 minutes. Each speaker will be allowed a maximum of 3 minutes. Reference: California Government Code 54954.3(b).
 - If further time is needed on a particular issue, the Board may vote to allot additional time in the same meeting or allot time in the agenda for the following meeting. Reference: Seneca Healthcare District Bylaws, paragraph 5.4.1.
 - All comments must be directed to the Board and deal only with matters within the subject matter jurisdiction of the Board. Reference: California Government Code 54954.3(a).
 - Comments should be directed to (1) current agenda items, (2) policies, procedures, programs and services of the district, or (3) Board actions. California Government Code 54954.3(c).
 - Board responses, if deemed appropriate, will either be made at the end of the comment period or at a future Board meeting.
 - Speakers wishing to distribute printed materials are to indicate this during their speaking time. At the end of the comment period, the Board President will make arrangements to collect and distribute the printed materials.
- 5) **Board responses to Public Comment.**

- 6) **Approval of Minutes.** The Board will review the minutes of the regular meeting held on November 20, 2014. **Tab A**
- 7) **Medical Staff Report.** Dana Ware, M.D., Chief of Staff, will report on the following action items taken by the Medical Staff:
1. Reappointment December 2014 – December 2016:
 - Marc Montella, M.D. – Telemedicine Staff with Radiology Privileges
 2. Policies:
 - See attached list. **Tab B**
- 8) **Financial report for the month of November.** The Board will review for approval the financial report for the month of November 2014. **Tab C**
- 9) **Board Meeting Dates.** The Board will review the dates for the regular Board meetings in 2015 and vote to make any changes deemed necessary. **Tab D**
- 10) **Contracts.** Linda McCurdy will present to the Board for approval contracts with Burney Fabricare and Sierra Biomedical. **Tab E**
- 11) **Organizational Meeting.** Election of Officers, selection of Treasurer and Assistant Secretary/Treasurer.

Agenda items – information only:

- 12) **Healthcare Resources Group.** Linda Wagner and Carlene Slusher will submit HRG's summary report for the month of November 2014. **Tab F**
- 13) **EHR/IT Update.** Liz Steffen will provide an update to the Board on the IT Department/EHR.
- 14) **CEO Report.** The CEO will report on the following: **Tab G**
- Provider Update
 - MERP Survey
 - Strategic Planning
 - ACHD Trustee Leadership Academy
 - Provider Contracts
- 15) **Departmental Issues/Reports:** **Tab H**
- Human Resource Report
 - ❖ Staff Additions/Deletions
- 16) **Consent Agenda.** This is a portion of the printed agenda listing matters that are expected to be non-controversial and on which there are likely to be no questions. These items will be approved with a single vote without discussion unless a Board member or member of the public requests that the item be removed from the consent agenda. Items removed from the consent agenda will be opened for discussion immediately following the consent agenda.

- ❖ The Board will approve CHFFA HELP II Loan Program resolution identifying Linda Wagner as 'Authorized Officer' for all items relating to the Help II Loan. **Tab I**

17) **Agenda items to be added to next month's agenda.**

18) **Closed Session.** The Board will adjourn to closed session.

19) **Report on Closed Session.** The Board President will report on the closed session.

20) **Next regular meeting Date/Time/Location:**

- ❖ **Date:** January 29, 2015

- ❖ **Time:** 3:00 p.m.

- ❖ **Location:** Lake Almanor Clinic Conference Room

This agenda has been mailed to the following newspaper:

Chester Progressive

This agenda has been posted at the following public places:

Seneca Healthcare District Hospital's Bulletin Board

U.S. Post Office – Chester Branch

Chester Fire District

Hamilton Branch Fire District

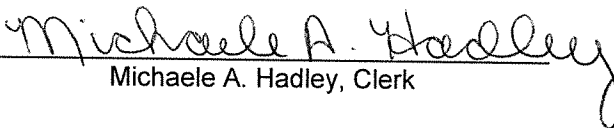
Peninsula Fire District

Lake Almanor West Fire District

This agenda has been mailed to the following radio station: KSUE/JDX

Certificate of Posting

I, Michaele A. Hadley, hereby certify that I posted the foregoing Agenda on the bulletin board located at the front door entrance of Seneca Healthcare District on Monday, December 15, 2014 at 11:00 a.m.



Michaele A. Hadley, Clerk

ADDENDUM ITEM #7(2) - POLICIES

1. **Annual sign offs**, no content adjustments to policies:
 - a. EVS: Safety (2 pages), EVS (1 Page), EVS: Housekeeping (2 pages), EVS: Maintenance (3 pages)
 - b. IT (1 Page)
 - c. Laboratory (1 page)
2. **Rescinded Policies:**
 - a. CAH 1.001 (replaced with CAH-001.002)
 - b. CAH-014.002 (included in CAH-017.002 & Title 17 section 485.645)
 - c. Infection Control: Flowchart: IC Team & Information Flow; Infection Control Team Duties, Team Composition, Functions, and Reportable Diseases; Authority of the Infection Control Core Team (all combined into IC-023.001)
 - d. Infection Control: Outbreak Investigation Form (included in IC-002.002)
 - e. Infection Control: IC Problem Communication Form (included in IC-002.002)
 - f. Dietary: Infection Control/Isolation Guidelines (nothing yet has taken its place, it is supposed to be rewritten)
3. **New Policies:**
 - a. Imaging: IMG-001.001 Radiation Safety and Shielding
 - b. Infection Control: IC-023.001 Infection Control Team (combination of "Flowchart: IC Team & Information Flow", "Infection Control Team (Duties, Team Composition, Functions, and Reportable Diseases)", "Authority of the Infection Control Core Team")
 - c. Infection Control: IC-027.001 Management of Patients with Methicillin Resistant Staphylococcus Aureus (MRSA) – was in binder, but was never formalized or put through the channels
 - d. Information Technology: IT-032.001: Social Media
4. **Formatting & grammar Only Policies and Procedures:**
 - a. Administration
 - i. ADMIN-006.002 Communication Barrier
 - b. Critical Access Hospital Policies: (Attached is a summary of the changes to the CAH policies as tracking was not turned on because of the vast amount of formatting changes.)
 - i. CAH-001.002, CAH-002.002, CAH-004.002 – CAH-006.002, CAH-008.002, CAH-010.002, CAH-012.002, CAH-015.002, CAH-016.002, CAH-019.002 – CAH-026.002
 - c. Infection Control Policies (Formatting included listing the correct author)
 - i. IC-001.002 – IC-004.002, IC-006.002 – IC-015.002, IC-017.002 – IC-019.002, IC-020.002 – IC-021.002, IC-024.002 – IC-028.002
 - d. All Dietary policies and procedures were formatting cover sheet only. No content changes.
 - i. Diet 1.000 – Diet 65.002 (Policies)
 - ii. Diet Pro 24.002, Diet Pro 26.002 - Diet Pro 29.002, Diet 29.001, Diet Pro 37.001, Diet Pro 54.001 (Procedures)
5. **Content Updated Policies:**
 - a. Administration
 - i. Admin-005.002 – Chain of Command
 - ii. Admin-023.002 – Policies Procedures Forms Specialized Document Consistency
 - b. Critical Access Hospital Policies (organizational structure and CPSI were only things updated)(Attached is a summary of the changes to the CAH policies as tracking was not turned on because of the vast amount of formatting changes.)

ADDENDUM ITEM #7(2) - POLICIES

- i. CAH-003.002 Organizational Structure
 - ii. CAH-007.002 SWING BED: Admission Procedure
 - iii. CAH-009.002 SWING BED: Comprehensive Care Plan
 - iv. CAH-011.002 SWING BED: Discharge Summary
 - v. CAH-013.002 SWING BED: Nutrition
 - vi. CAH-017.002 SWING BED: Special Requirements/Eligibility/SNF Services
 - vii. CAH-018.002 SWING BED: Specialized Services
- c. IT
- i. IT-001.003 Acceptable Use
 - ii. IT-002.005 Access Administration
 - iii. IT-011.001 Electronic Communications
 - iv. IT-018.003 Remote Access/VPN
 - v. IT-022.005 Segregation of Duties
 - vi. IT -033.002 Switch Hardening