

**SENECA HEALTHCARE DISTRICT
BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES
Thursday, February 27, 2020**

- 1) **Call to Order.** President Ken Crandall called the Regular Board meeting to order at 3:01 p.m. in the Lake Almanor Clinic Conference Room.
- 2) **Members Present/Absent. Pledge of Allegiance.** Ken Crandall noted Board Members present: Jerri Nielsen, Dr. David Walls, and Rich Rydell by telephone from 7310 Winding Oaks Drive, Colorado Springs, CO. Board Members excused: Kristen Montgomery.
- 3) **Public Comment Period.** Public comments were made.
- 4) **Board Responses to Public Comment.** Ken thanked public for comments.

Agenda items Requiring Action

- 5) **Approval of Board Meeting Minutes.** **Tab A**
Minutes of the January 30, 2020 Regular Meeting were reviewed for approval.

Dr. David Walls moved to approve the minutes as presented. Second by Jerri Nielsen. Motion approved by roll call vote. Nielsen: Aye; Walls: Aye; Rydell: Aye; Crandall: Aye.

- 6) **Policies Approved by Policy and Procedures Committee.** **Tab B**
The Board reviewed the following Policies and Procedures approved at the P & P Committee meeting held on February 18, 2020.
 - (1) ADMT-023.001 Notice of Privacy Practices
 - (2) IT-037.001 Identification Badges

Jerri Nielsen moved to accept both policies. Second by Dr. David Walls. Motion approved by roll call vote. Nielsen: Aye; Walls: Aye; Rydell: Aye; Crandall: Aye.

- 7) **Interim Administrator Agreement.**
This item to be discussed during closed session.

- 8) **CEO Search Committee Update.** **Tab C**
Jerri Nielsen gave an update on the CEO Search Committee.
 - A) Board reviewed for approval the CEO Recruitment Process – To allow for flexibility in the timeframe the Board did not formally approve process and timeframe, but feels the proposed process is reasonable.
 - B) Board reviewed for approval a CEO Job Description – The Board reviewed two job descriptions: the current job description and a second job description the committee put together which is more thorough and specific. Compensation is a separate item.

Dr. Walls moved to approve the second CEO Job Description that the Search Committee compiled. Second by Jerri Nielsen. Motion approved by roll call vote. Nielsen: Aye; Walls: Aye; Rydell: Aye; Crandall: Aye.

- C) Board reviewed for approval the CEO Job Compensation – The Board had further questions for HR Director, Jim Kooyman. Jim was asked to bring back more numbers to discuss during Closed Session.
- D) Board reviewed the CEO Recruitment Proposals and decided whether to use a recruiting firm at this time.

Tabled to next month to decide if using only a job search engine would be sufficient.

- E) Board reviewed for approval the CEO Recruitment Budgets.

Rich Rydell moved to approve the Recruitment Budget Proposal in the amount of \$13,150, without the use of a recruitment firm. Second by Dr. David Walls. Motion approved by roll call vote. Nielsen: Aye; Walls: Aye; Rydell: Aye; Crandall: Aye.

- F) Board decided not to use a recruiting firm at this time.

9) January 2020 Financial Report.

Tab D

Steve Boline submitted and discussed the January 2020 Financial Report.

- Another tough month. Both Inpatient and Outpatient numbers were down which affects all departments.
- Good news is we continue to control costs. Fairly successful with keeping registry staff down.
- Will start the budget process at the beginning of next month.
- Steve was asked about factors that are affecting our low numbers. The hospital is not being supported by the community and our service areas. This needs to be addressed. There are 2 parts: 1) our staff; and 2) the community. This week we met with the union and spoke about employee relations. They acknowledge that the communication needs to be worked on.
- We are planning 2 things: 1) bringing in a mediator to help with labor relations and provide remedies; 2) having an Employee Town Hall Meeting on Tuesday, March 10th, at the Almanor Recreation Center. We will have 2 meetings, one at 7:30 a.m. and the other at 6 p.m. so every employee has the opportunity to attend. Board President Ken Crandall, administration, and a union representative have agreed to come.
- Steve submitted a draft proposal for a Community Health Needs Survey. SHD needs to determine how we can meet these needs. We want to do this online as much as possible, but will have paper copies available. Steve asked the Board to review and email him with any comments or suggestions. He will bring a final copy for approval to the March meeting. The survey would not be a tool to educate the community about our services; this will be included in the Strategic Master Plan. If this proposal is approved at the March Board meeting, we can have the final report in 75 days; sometime in June.

Jerri Nielsen moved to accept the January 2020 Financial Report as presented. Second by Dr. David Walls. Motion approved by roll call vote. Nielsen: Aye; Walls: Aye; Rydell: Aye; Crandall: Aye.

Agenda items – information only:

10)Healthcare Resource Group.

Tab E

Steve Boline submitted HRG's January 2020 Summary Report. Next month is their contract renewal. The contract will have an addendum to provide an administrative support person at SHD.

11)Acting Administrator Report.

Tab F

- A) Community Health Needs Survey – discussed previously in the Financial Report.
- B) Provider Update – We had visit with a prospective doctor, Baha'a Alazzam. He will be available starting in August. We will continue discussions with him.
- C) Employee Town Hall Meeting – discussed previously.
- D) Collins Property Update – Steve has had to reschedule the meeting with Lance Monath, Terry Collins, and Neil Fisher, Resource Manager of Collins Almanor Forest, to March 3rd.
- E) Corona Virus – Karen Turner, CNO read a report from the CDC. Kim Pitts, Infection Control is monitoring news daily and will keep SHD informed of any changes.
- F) Steve asked for the Board's guidance regarding the struggle to keep housekeeping staff. We need to contract this service out. The cost to do this would be less than employing a full-time housekeeping staff. These contractors would be highly qualified and would be required to sign HIPAA forms. We will set clear parameters. We will discuss this with the union on March 10th and bring it back to the Board for approval at their regular meeting on March 26th.

12)Strategic Planning Committee Update.

Steve Boline gave an update on the Strategic Planning Committee. He has received updated drawings from the architects. We will be meeting again in March.

13)Bylaws Committee Update.

Attachments sent Electronically

Jerri Nielsen gave an update on the Bylaws Committee. We did not have a Med Staff meeting in February so they were unable to review. Their next meeting is March 10th. If the medical staff completes their review and have no changes to recommend, we will discuss if the board has any additional changes and vote to approve at the Regular Board meeting on March 26th.

14)Departmental Issues/Reports.

Tab G

- A) Compliance – Sadie Albonico submitted Compliance and Privacy Officer Reports.
- B) Acute/ED – Karen Turner, CNO stated that when nursing receives any complaints she has been calling the patients to resolve any issues, so they know we are listening to them.
- C) Clinic/Telemedicine – Ann Holt submitted a written report. She stated that we are having a turnover in telemedicine, but we will not have a lapse in coverage. They are working on patient wait times in the Walk-In clinic.
- D) IT/Clinical Informatics – TK Trumpf stated that IT is continuing with the projects that were approved by the Board.
- E) Human Resources – Jim Kooyman submitted a written report and stated that we have sent 1 employee and 1 potential employee to the CNA classes at Lassen Community College. We have been filling our CNA positions with travelers. Our ultrasound technician has returned.

15) Consent Agenda. None.

16) Items to be Added to Next Month's Agenda.

- Search Committee Update
- Community Health Needs Survey Update
- Housekeeping
- Bylaws update

17) Closed Session. Meeting adjourned for a 5-minute break before Closed Session at 4:21 p.m. pursuant to:

1. Government Code §54956.9(d)(1). Conference with Legal Counsel-Existing Counsel Litigation. Case No. 2:19-cv-01297-TLN-DMC.
2. Government Code §54956.9(d)(2). Conference with Legal Counsel – Anticipated Litigation (Number of Potential Cases: 1)
3. Government Code §54957.6 – Update-Conference with Labor Negotiators (Employee Organization: Teamsters Union; District negotiator: James Kooyman).
4. Government Code §54957– Public Employee Performance – Interim Administrator

18) Report on Closed Session. Closed Session adjourned at 4:49 p.m.; Open Session reconvened.

Regarding item 4 in closed session – Public Employee Performance:

The Board voted unanimously to grant Steve Boline, Acting Administrator a temporary 10% raise, retroactive to July 9, 2019.

No reportable action on other closed items.

CEO Search Committee Update. Item 8) C) – CEO Job Compensation. Jim Kooyman brought back more numbers for the Board regarding job compensation for CEOs.

Jerri Nielsen moved to approve the salary range for CEO compensation from \$190,000 – \$230,000 per year with an annual bonus of \$10,000 – \$30,000 based on performance. Total compensation range, including bonus: \$200,000 - \$260,000 plus employee benefits. Second by Dr. David Walls. Motion approved by roll call vote. Nielsen: Aye; Walls: Aye; Rydell: Aye; Crandall: Aye.

In closed session the Board agreed to have President Ken Crandall sign an Acknowledgment and Consent of Conflict Waiver from Gordon & Rees, Attorneys at Law (GRSM). By signing, the Board waives any potential conflict of interest with respect to GRSM.

19) Next Regular Meeting:

- **Date:** March 26, 2020
- **Time:** 3:00 p.m.
- **Location:** Lake Almanor Clinic Conference Room



Board President, Ken Crandall



Date