

**SENECA HEALTHCARE DISTRICT
BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES
Thursday, April 30, 2020**

- 1) **Call to Order.** Via Zoom, President Ken Crandall called the Regular Board meeting to order at 3:04 p.m.
- 2) **Members Present/Absent. Pledge of Allegiance.** Ken Crandall noted Board Members present by roll call: Dr. David Walls, Jerri Nielsen, Kristin Montgomery, Rich Rydell, and Ken Crandall.
- 3) **Public Comment Period.** No comments or questions were submitted in advance and public attendees did not comment.
- 4) **Board Responses to Public Comment.** N/A

Agenda items Requiring Action

- 5) **Approval of Board Meeting Minutes.**
Minutes of the February 27, 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. Rydell: Aye; Montgomery: Aye; Nielsen: Aye; Walls: Aye; Crandall: Aye.

- 6) **Medical Staff Report.**
Chief of Staff, Dr. Dana Ware submitted the following items approved at the March 10, 2020 Medical Staff Meeting requiring Board approval:

A) Credential Files Approved by Med Staff

(1) New Appointment Medical Staff

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| (a) Jesse Curran M.D. ED/Clinic | 03/30/2020 – 05/30/2020 |
| (b) Francis Attwill D.O. ED/Locum
Additional 60 Day Extension | 03/30/2020 – 05/30/2020 |

(2) New Appointment Allied Health Practitioner

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| (a) Nancy Lappen LCSW Telehealth Clinic | 03/30/2020 – 03/30/2022 |
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(3) Re-Appointment Allied Health Practitioner

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| (a) Rhett Wigger CRNA | 03/28/2020 – 03/28/2022 |
| (b) Randy Gray CRNA | 03/28/2020 – 03/28/2022 |

Dr. David Walls moved to approve the listed credential files for the dates noted. Second by Rich Rydell. Motion approved by roll call vote. Nielsen: Aye; Montgomery: Aye; Walls: Aye; Rydell: Aye; Crandall: Aye.

B) Policies Approved by Medical Staff

- (1) HR-002.001 Driving Records and Automobile Liability Driver Eligibility Criteria
- (2) ADMN-024.001 Vehicle Use Policy

- (3) MDSTF-002.002 Credentialing Policy
- (4) FIN-004.003 SNF Rates
- (5) RT-002.002 Allens Test
- (6) RT-003.005 Arterial Blood Gas Drawing
- (7) RT-004.002 Arterial Capillary Blood Drawing Neonatal
- (8) RT-005.002 Cardiac Stress Testing
- (9) RT-006.002 Cardiopulmonary Resuscitation
- (10) RT-008.002 Compliance Plan

Kristen Montgomery moved to accept all policies. Second by Jerri Nielsen. Motion approved by roll call vote. Walls: Aye; Rydell: Aye; Nielsen: Aye; Montgomery: Aye; Crandall: Aye.

7) Policies Approved by Policy and Procedures Committee.

The Board reviewed for approval the following Policy and Procedure approved at the P & P Committee meeting held on March 17, 2020.

- (1) HR-030.001 Employee Salary Advance

Jerri Nielsen moved to accept HR-030.001 Employee Salary Advance. Second by Dr. David Walls. Motion approved by roll call vote. Montgomery: Aye; Rydell: Aye; Nielsen: Aye; Walls: Aye; Crandall: Aye.

The Board reviewed the following Policies and Procedures, approved to be **rescinded** at the P & P Committee meeting on March 17, 2020.

- (1) HIM-001.001 Department General Policy **RESCIND**
- (2) HR-005.001 Employee Identification Badges **RESCIND**

Jerri Nielsen moved to rescind both policies. Second by Rich Rydell. Motion approved by roll call vote. Walls: Aye; Montgomery: Aye; Nielsen: Aye; Rydell: Aye; Crandall: Aye.

8) Contract Approval.

The Board reviewed the contract for the purchase of two QIAstat-Dx diagnostic analyzer units from McKesson Medical Surgical, Inc. for \$43,250.00. Dave Monday, Laboratory Manager, discussed and answered questions from the Board.

Jerri Nielsen moved to approve the Contract for the purchase of two QIAstat-Dx diagnostic analyzer units. Second by Kristen Montgomery. Motion approved by roll call vote. Walls: Aye; Rydell: Aye; Nielsen: Aye; Montgomery: Aye; Crandall: Aye.

9) February 2020 and March 2020 Financial Reports

Steve Boline submitted and discussed the February 2020 Financial Report.

- Two providers were out in February which affected clinic numbers.

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

Steve Boline submitted and discussed the March 2020 Financial Report.

- Started to see positive movement at the beginning of March until COVID-19.
- New dynamics affecting financials: Discontinued elective surgeries; restrictions on access to the clinic; infection control procedures in place.
- Clinic Manager, Ann Holt stated telehealth has expanded. Trying to reduce patients in the clinic. Providers are allowed to schedule phone call appointments which will be billable.

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

Agenda items – information only:

10) Healthcare Resource Group.

Steve Boline submitted:

- HRG's February and March 2020 Summary Reports. HRG has had a high turnover in staff. Starting to see some improvements.
- Second Addendum to Letter of Understanding for Central Business Office Solution. We were scheduled to meet in March to approve an extension of their contract. We have extended their contract into May. Will discuss the contract at the May Board meeting.

11) Committee Updates.

- A) Bylaws Committee – JoAnn Mahloch, Medical Staff Coordinator, stated that the Bylaws were discussed at the March Med Staff Meeting. Will bring to the May Board meeting for approval.
- B) Strategic Planning Committee – Meeting with Collins Pines and Lance Monath has been set aside. Will reopen discussion and contract. May have purchase agreement for May Board meeting.

12) Acting Administrator Report.

- A) COVID-19 Update – Steve Boline submitted a report and timeline of COVID-19 related events at SHD. Our primary goal is to keep the hospital open and COVID-19 free. Thanks to everyone who has pulled this off and has made us successful. SHD has been meeting with Plumas County Public Health. There is talk about more testing and reopening Plumas County. We have stressed infection control practices such as face masks in appropriate settings need to be in place. We have been approved for the Paycheck Protection Program Loan in the amount of \$1.5 M.
- B) Financial Projections – Steve presented and discussed the Financial Projections for the period 4/1/20 through 12/31/20.

13) Departmental Issues/Reports.

- A) Quality/Care Coordination – Kacie Broussard, RN – No report.
- B) Compliance – Sadie Albonico submitted Compliance and Privacy Officer Reports.
- C) Acute/ED – Karen Turner, CNO – Nursing information was submitted in the Timeline of COVID-19 related events at SHD in the previous update.

- D) Clinic/Telemedicine – Ann Holt, Clinic Manager submitted a written report. Discussed telehealth previously during the March Financial Report. Discussed and answered questions about patient protocol when being seen at the clinic or hospital.
- E) IT/Clinical Informatics – TK Trumpf submitted a written report. Answered questions regarding Telehealth for mental health appointments and referrals.
- F) Human Resources – Jim Kooyman submitted a written report.

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

- CEO Search Committee Update
- Strategic Planning – Purchase Agreement
- HRG Contract
- Bylaws update
- Resolution to the Staff for their dedication and hard work on COVID-19

15) Closed Session. Meeting adjourned for Closed Session at 4:50 p.m. pursuant to:

1. Health & Safety Code §32155 – 2019 Fourth Quarter Physician Quality Report
2. Government Code §54957.6 – Update-Conference with Labor Negotiators (Employee Organization: Teamsters Union; District negotiator: James Kooyman).

16) Report on Closed Session. Closed Session adjourned at 5:12 p.m.; Open Session reconvened.

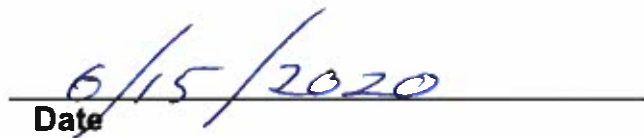
No reportable action on closed items.

17) Next Regular Meeting:

- **Date:** May 28, 2020
- **Time:** 3:00 p.m.
- **Location:** Lake Almanor Clinic Conference Room

Meeting Adjourned at 5:13 p.m.


Board President, Ken Crandall


Date