

**MINUTES OF THE REGULAR MEETING OF SENECA HEALTHCARE DISTRICT HELD ON
Thursday, January 31, 2019**

AGENDA	FINDINGS	RECOMMENDATIONS	ACTIONS
AGENDA 1 Call to Order	President David Walls called the regular meeting of the Board of Directors to order at 3:00 p.m. at the Lake Almanor Clinic Conference Room.		
AGENDA 2 Members present/absent	President Walls noted members present: Ken Crandall, Dana Seandel, Jerri Nielsen and Rich Rydell telephonically from 7310 Winding Oaks Drive, Colorado Springs, CO, (719) 548-9360. Pledge of Allegiance.		
AGENDA 3 Public Comment Period	Shirley Williams said she saw where prices needed to be posted and if we are doing that, she would like to get a copy.		
AGENDA 4 Board responses to public comment	Ms. Williams was told that she would be provided with a copy from our website.		
AGENDA 5 Approval of Minutes	Minutes of the regular meeting held on December 21, 2018 were reviewed. (Tab A to the Agenda)	Jerri Nielsen moved to approve the minutes of the regular Board meeting held on December 21, 2018. Second by Ken Crandall.	Motion approved by roll call vote. Crandall: Aye Nielsen: Aye Seandel: Aye Rydell: Aye
AGENDA 6 Medical Staff Report	Dana Ware, M.D., Chief of Staff reported on the following action items taken by the Medical Staff: 1. Reappointments – January 31, 2019 – January 31, 2021 – Consulting/Radiology (VRADS). ❖ Jason Dipose, MD ❖ Mark Giovannetti, MD ❖ Glenn Schultes, MD ❖ Julie Shaffrey, MD ❖ Joshua Sokol, MD (Tab B to the Agenda)	Dana Seandel moved to approve the listed appointments for 01-31-19 to 1-31-2021. Second by Jerri Nielsen.	Motion approved by roll call vote. Crandall: Aye Nielsen: Aye Seandel: Aye Rydell: Aye

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<p>AGENDA 7 Financial Report for the month of December 2018.</p>	<p>Steve Boline, CFO, summarized the Financial Report for the month of December, which was included in the Board packets.</p> <ul style="list-style-type: none"> • Skilled Nursing was at 16 but due to 2 discharges is down to 14 residents. • There was a mix-up in the Controllers Office resulting in our return payment of \$600,000 not being received yet. • Steve Boline answered questions from Board members regarding a Key Financial Ratio, the Lake Almanor Clinic providers/visits, etc. and the Balance Sheet. • We are still looking at a Special Board Meeting for a Financial Education Presentation from the CFO. The Board Clerk will be querying the Board to find a date and time for this meeting. <p>(Tab C to the Agenda)</p>	<p>Jerri Nielsen moved to accept the December Financial Report. Second by Ken Crandall.</p>	<p>Motion approved by roll call vote. Crandall: Aye Nielsen: Aye Seandel: Aye Rydell: Aye</p>
<p>AGENDA 8 Contracts</p>	<p>Jacobb Sullens was to present a contract to the Board for approval with CSI for server upgrade for \$52,243.46. Jacobb Sullens asked the Board if this item could be deferred to February get a comparative quote from another vendor. The Board agreed.</p> <p>(Tab D to the Agenda)</p>	<p>This Agenda Item was deferred to the February 2019 meeting.</p>	
<p>AGENDA 9 Approval of Budget for Upstairs Remodel Project.</p>	<p>Linda Wagner, CEO, gave a short presentation to the Board outlining this project including the occupational therapy services areas where HIM is currently located in the hospital.</p> <p>Lance Monath, Project Manager, presented information and a budget for the Clinic Upstairs Remodel Project for review and approval.</p> <p>(Tab E to the Agenda)</p>	<p>Rich Rydell moved to accept the proposal and budget presented by Lance Monath. Second by Dana Seandel.</p> <p>Jerri Nielsen said that she needs more time to review everything since it was just received today.</p>	<p>Motion approved by roll call vote. Crandall: Aye Nielsen: Abstain Seandel: Aye Rydell: Aye</p>

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<p>AGENDA 10 CEO Incentive</p>	<p>David Walls presented revised CEO criteria for the Board to review and bring to the February 2019 meeting for revisions and/or approval.</p> <p>David Walls asked the Board to pay particular attention to the last sentence of Bullet 7 on Page 2: “Care should be taken to spend appropriate time providing feedback and not let compensation become the principal focus of the conversation.” It is important when we do the evaluation that we outline the goals and objectives and it isn’t just about paying money.</p> <p>Also, on the financial part, Steve Boline has some numbers to get and we should have them by the next meeting. There is a blank space on Page 5 that needs a percentage, but otherwise this will be put on next month’s Agenda.</p> <p>(Tab F to the Agenda)</p>	<p>This item was deferred to the February 2019 Regular Meeting.</p>	
<p>AGENDA 11 Policies</p>	<p>The Board reviewed for final approval Information Technology Policy IT-034.001 – Storage of Live Stream Videos – New.</p> <p>(Tab G to the Agenda)</p>	<p>Ken Crandall moved to approve IT-034-001. Second by Jerri Nielsen</p>	<p>Motion approved by roll call vote. Crandall: Aye Nielsen: Aye Seandel: Aye Rydell: Aye</p>
<p>AGENDA 12 Capital Budget</p>	<p>Steve Boline, CFO, presented a projection of capital needs and also a reconciliation of things that we have added for the next Fiscal Year. We will get a true Capital Budget brought to the Board in advance <u>of the next Fiscal Year</u>. Anything outside of that will have to come to the Board for approval.</p> <p>Steve Boline pointed out the changes that have been made, including items that have been purchased and which budget they were taken from.</p>		

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AGENDA 12 Capital Budget	<p>We will start seeing some expenditures for the Facility Master Plan and the Market Study and Forecast.</p> <p>There was further discussion about the original Board Restricted Funds (Emergency Funds) and the Capital Project Board Restricted Funds to be used for the new hospital build. Anything taken from either one must be approved by the Board.</p> <p>(Tab H to the Agenda)</p>		
AGENDA 13 Governance Education ACHD Leadership Academy Report Board Self-Evaluation	<ul style="list-style-type: none"> • It was determined at this year's ACHD Leadership Academy that the SHD Staff, Physicians and Board all need to have interactive Sexual Harassment Training. James Kooyman will work on finding this training for us. • Linda Wagner, Michaele Hadley, Dana Seandel and David Walls all attended the Leadership Academy and got the required Ethics/Brown Act Training that is good for 2 years. There is online training at FPPC for anyone who does not have a certificate. • Just one more Board member needs to complete the ACHD Board Self-Evaluation. 		
AGENDA 14 Healthcare Resource Group	<p>Steve Boline summarized HRG's summary report for the month of December 2018.</p> <ul style="list-style-type: none"> • AR days are down slightly but still not where we want them to be. • There was further discussion about HRG's performance and 		

	our options regarding the upcoming contract renewal. (Tab I to the Agenda)		
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AGENDA 15 Committees			
Bylaws Committee	<ul style="list-style-type: none"> The copies provided were not tracked to show the changes made. This will be brought back to the Board showing the changes and giving the Board members time to look it over and make suggestions. Once we have a revision agreed upon by the Board it will be sent to legal to review. 	Bylaws revisions will be deferred to the February meeting.	
Strategic Planning Committee	<ul style="list-style-type: none"> The last meeting was cancelled due to the weather. We are still working with Collins Pine on the property although they are not ready to sign an agreement. We also cancelled a meeting we had with Aspen Street due to weather. There is no new date set for the next Strategic Planning Committee meeting. 		
CEO Incentive Ad Hoc Committee	<ul style="list-style-type: none"> This Committee was dissolved. is being dissolved. 		
AGENDA 16 CEO Report	<ul style="list-style-type: none"> Pat Monath updated the Board on physician recruitment efforts. We have spoken with one possible permanent candidate who wants to come and do a site visit. Drs. Scott and Mellon have signed on with Seneca for the ER and Dr. Taylor is also interested in doing so. We continue to look for a Podiatrist and an Ophthalmologist. We have a new Licensed Clinic Social Worker for telemedicine and a second psychiatrist. Still looking for a dietician. Our new 		

	PA will start on Monday for a minimum 3-month trial.		
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AGENDA 16 CONTINUED CEO Report	<ul style="list-style-type: none"> • The hospital lobby has been completed with funds from the Auxiliary donations. • The Lab survey has been completed with very minimal findings. • Steve Boline, Karen Turner and Linda Wagner will present our annual update to the LAFCo Committee at 1000 on 2/11/19 in Quincy. • The maintenance crew has been doing a wonderful job keeping up with the winter weather. • We will have a team go to Orchard Hospital to look at their CPSI new install with the new ED module on 2/13/19. • We will be setting up a meeting with Behavioral Health to go over changes. • We will be getting started with the Community Health Needs Assessment with the County on 2/13/19. • We will have another CNA class in the near future. • We will help any students from the high school get their volunteers hours in if they are interested in a health care career. • We have formed a Plumas County CEO group with the 2 new CEOs, JoDee Tuttle at PDH and Todd Plimpton at EPHC. Kevin Kramer from Modoc and Louis Meyer from Fall River will also join and we will meet quarterly at different locations. • We received an invitation to apply for the KBK Grant this year and we will apply for the Collins grant again as well. 		

	<ul style="list-style-type: none"> We will be ordering the larger van soon and it will take about 3 months to have it outfitted and delivered. 		
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AGENDA 16 CONTINUED CEO Report	<ul style="list-style-type: none"> We have asked the managers and will be asking the physicians to submit items for the 2019 Auxiliary Wish List. They have approximately \$33,000 this year. 		
AGENDA 17 Departmental Issues/Reports	<ul style="list-style-type: none"> Quality/Care Coordination: Ashli Pleau and Kacie Broussard attended a FLEX Program workshop in Sacramento. They got ideas to lessen the noise in the hospital and improve our survey scores in that area. Their team will be making daily rounds. Acute/ED: Jennifer Hall has taken the CNO Assistant position. Clinic/Telemedicine: Ann Holt said that we are seeing our first Renown telehealth patient for cardiology next week. UCSF will be looking at renegotiating their pricing for pain management later this year. We have two patients on Suboxone treatment at this time. Clinical Informatics: Takara Trumpf was absent. IT Update: Jacobb Sullens updated the board on AB 129 which deals with gender identity on the medical record. We are working with SVMS to comply with this bill. We are looking into the issues with the servers and that contract will come back to the Board next month. Linda Wagner advised that we are setting up meetings with CPSI and we will be evaluating the entire system as a whole. PR/Marketing: Lyndsay Theobald is on vacation. We have put our pricing on the website and 		

	<p>met the January 1, 2019 deadline for that requirement.</p> <ul style="list-style-type: none"> • Human Resources Report: James Kooyman presented staff additions/deletions for the past month. 		
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AGENDA 17 Departmental Issues/Reports	<p>Jerri Nielsen asked what we are doing regarding SB1152 – Homeless Patient Discharge Planning Policy and Process. Linda Wagner advised that we are aware of it and have a meeting and a conference call set up. The DP process has been put into place and we are working on a policy. Linda Wagner will update the Board monthly regarding this process.</p>		
AGENDA 18 Consent Agenda	<p>Nothing on the Consent Agenda.</p>		
AGENDA 19 Agenda items to be added to next month's agenda	<ul style="list-style-type: none"> • T-Systems ED Module. • CEO Incentive/Evaluation • Bylaws Revisions • Capital Budget 		
AGENDA 20 Closed Session	<p>The Board adjourned to Closed Session at 4:44 hours after a 4-minute break.</p>		
AGENDA 21 Report on Closed Session	<p>The Board reconvened to Open Session at 5:05 pm and the President reported on the Closed Session which was informational only with no action taken.</p>		Direction was given to staff.
AGENDA 23 Next regular meeting Date/Time/Location	<p>With nothing further to come before the Board, the President adjourned the meeting at 5:06 p.m.</p>		

	The next meeting will be held Thursday, February 28, 2019 at the Lake Almanor Clinic Conference Room at 199 Reynolds Road, Chester, CA. (Agenda had February 31, 2019)		
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Dana Seandel, Secretary Date

David Walls, President Date

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Dana Seandel 3-5-2019
 Dana Seandel, Secretary Date

David Walls 3/5/19
 David Walls, President Date