

**SENECA HEALTHCARE DISTRICT  
BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES  
Thursday, October 29, 2020**

- 1) **Call to Order.** Via Zoom, President Ken Crandall called the Regular Board meeting to order at 3:01 p.m.
- 2) **Members Present/Not Present. Pledge of Allegiance.** Ken Crandall noted Board Members present by roll call: Dr. David Walls, Jerri Nielsen, Kristen Montgomery, Rich Rydell, and Ken Crandall. Full Board present.

President Ken Crandall made an announcement that the Closed Session would begin at 4:00 p.m.

- 3) **Public Comment Period.** Members of the public shared questions and concerns regarding providers.
- 4) **Board Responses to Public Comment.** Board advised community that we have a new CEO starting and are working on obtaining more providers.

**Agenda Items Requiring Action**

- 5) **Approval of Board Meeting Minutes.**  
Minutes of the September 24, 2020 Regular meeting and the October 15, 2020 Special meeting were reviewed for approval.

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

- 6) **Medical Staff Report.**  
Dr. Dana Ware spoke on behalf of Chief of Staff, Dr. Daniel Cooper, who submitted the following items approved at the October 13, 2020 Medical Staff Meeting requiring Board approval:

**A) Credential Files Approved by Medical Staff**

**(1) Initial Appointment Medical Staff:**

|   |                         |
|---|-------------------------|
| (a) Michole Ann Deesing, MD Tele-Psychiatrist |                         |
| Initial 60 day temporary privileges           | 09/28/2020 – 11/28/2020 |
| 2-year appointment                            | 10/29/2020 – 10/29/2022 |
| (b) Nisha Warikoo, MD Tele-Psychiatrist       |                         |
| Initial 60 day temporary privileges           | 09/28/2020 – 11/28/2020 |
| 2-year appointment                            | 10/29/2020 – 10/29/2022 |
| (c) Walter Luchsinger, MD Tele-Psychiatrist   |                         |
| 60 day temporary privileges                   | 10/02/2020 – 12/02/2020 |

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

## 7) Policies and Procedures.

The Board reviewed the following Policies and Procedures approved at the October 13, 2020 Med Staff Meeting.

- (1) CENT-SVC-012.001-Spore Test Policy- New
- (2) CENT-SVC-013.001-SWEN Sonic Cleaner Dryer-New
- (3) CENT-SVC-014.001-Event Related Shelf Life-New
- (4) CENT-SVC-015.001-Acquisition of Supplies-Non Working or Unstaffed-New
- (5) CENT-SVC-016.001-Recalls & Disposal or Reprocessing of Outdated Sterile Supplies-New
- (6) MDSTF-002.003-Credentialing Policy-Revised
- (7) SNF-183.001-PYXIS MedStation Policy- New
- (8) LAC-035.001-Instrument Sterilization and Packaging-New
- (9) LAC-036.001-Patient Recalls-New
- (10) LAC-037.001-Photographic Documentation-New
- (11) LAC-038.001-Post Procedure Instrument Decontamination-New

*Jerri Nielsen moved to approve Policies and Procedures with corrections. Second by Dr. David Walls. Motion approved by roll call vote. Rydell: Aye; Montgomery: Aye; Walls: Aye; Nielsen: Aye; Crandall: Aye.*

The Board reviewed the following Procedures, approved to be rescinded at the October 13, 2020 Med Staff Meeting.

- (1) LAC-PRO-008.002-Preventative Maintenance of Bio Medical Equipment
- (2) LAC-PRO-007.004-Instrument Sterilization and Packaging
- (3) LAC-PRO-014.003-Patient Recalls
- (4) LAC-PRO-006.002-Post Procedure Instrument Decontamination

*Dr. David Walls moved to rescind listed procedures. Second by Jerri Nielsen. Motion approved by roll call vote. Rydell: Aye; Montgomery: Aye; Walls: Aye; Nielsen: Aye; Crandall: Aye.*

## 8) September 2020 Financial Report.

Steve Boline discussed the September 2020 Financial Report.

- Financial conditions remain strong.
- SHD has met guidelines for PPP loan to be converted into a grant.

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

## 9) Healthcare Resource Group Contract Renewal.

Steve Boline presented the HRG Contract renewal agreement. We have been on a month to month agreement since April 2020. Board had questions for Steve and IT Director Takara Trumpf.

Consensus of the Board to table this item until the next regular Board meeting.

**10)Collins Land Purchase.**

Steve Boline and Lance Monath presented the Collins Land Purchase Agreement in the amount of \$85,000 for approximately 10 acres adjacent to the current Seneca Healthcare District property. Collins wants this land to be used for a hospital or healthcare facility.

*Rich Rydell moved to approve the Collins Land Purchase Agreement. Second by Kristen Montgomery. Motion approved by roll call vote. Nielsen: Aye; Walls: Aye; Rydell: Aye; Montgomery: Aye; Crandall: Aye.*

**11)Cal OES Community Power Resiliency Allocation to Special Districts Program.**

Applying for the Office of Emergency Services Community Power Resiliency Allocation to Special Districts Program. Requesting Board authorization (to be signed by Ken Crandall) to designate Steve Boline as the official authorized to sign for the sub recipient (Seneca Healthcare District). The request is for generator installation costs to provide emergency power to the CT scanner and CT building in the event of a Public Safety Power Shut Off or PG&E scheduled or unscheduled power outage. The project scope of work and estimated budget is \$223,365.00. The maximum individual award is \$300,000.00.

*Dr. David Walls moved to approve designating Steve Boline as the official authorized to sign for the grant. Second by Jerri Nielsen. Motion approved by roll call vote. Rydell: Aye; Montgomery: Aye; Walls: Aye; Nielsen: Aye; Crandall: Aye.*

**12)Precision Instrument Approach at Chester Airport.**

Rich Rydell discussed the importance of supporting the proposed Instrument Flight Procedures at the Rogers Field Airport. Our designation as a Critical Access Hospital relies on the use of emergent medical air evacuation as a valuable component of our services and often aids in positive patient outcomes. These new flight procedures are vital to improving all weather access and preventing aircraft diversions conducting critical patient air evacuation operations.

*Rich Rydell moved to approve sending a letter of support to the Federal Aviation Administration for the Precision Instrument Approach at Chester Airport. Second by Jerri Nielsen. Motion approved by roll call vote. Walls: Aye; Montgomery: Aye; Rydell: Aye; Nielsen: Aye; Crandall: Aye.*

**Closed Session.** Meeting adjourned for Closed Session at 4:00 p.m. pursuant to:

1. Health & Safety Code §32155 – Quality Measures/Hospital Wide QA/PI.
2. Government Code §54956.9(d)(2) – Conference with Legal Counsel-Anticipated Litigation (Number of Potential Cases: 2)
3. Government Code §54957(b)(1); §54957.6 – Public Employee appointment/ evaluation Acting Administrator
4. Government Code §54957.6; §54957(b)(1) – Labor Negotiations – CEO
5. Government Code §54957.6 – Update-Conference with Labor Negotiators (Employee Organization: Teamsters Union; District negotiator: James Kooyman).

**Report on Closed Session.** Closed Session adjourned at 5:40 p.m.; Open Session reconvened. No reportable action taken on closed items.

**Agenda Items – Information Only:**

**13) Healthcare Resource Group – September Report.**

Steve Boline discussed. We have had another month of improvements.

**14) Committee Updates.**

A) Strategic Planning Committee – Collins Land Purchase Agreement discussed and approved previously.

**15) Acting Administrator Report.**

- A) Financial Projections for 10/1/2020 – 6/30/2021 – Report submitted. Report now includes projections through the end of the fiscal year.
- B) FY 2020 – 2021 Budget Update – Report submitted.

**16) Departmental Issues/Reports.**

- A) Quality/Care Coordination – Kacie Broussard, RN – No report.
- B) Compliance – Chelsea Major, Compliance Coordinator, submitted Compliance and Privacy Officer Reports.
- C) Acute/ED – Karen Turner, CNO – No report.
- D) Clinic/Telemedicine – Ann Holt, Clinic Manager – We have started giving out flu shots to the public; No report.
- E) IT/Clinical Informatics – TK Trump, IT Director, submitted a written report and answered questions from the Board. TK has a proposal that will help with IT business continuity and issues with staffing. She will present to the Board at the next regular meeting.
- F) Human Resources – Jim Kooyman, HR Manager, submitted a written report. He answered questions from the Board regarding staffing issues.
- G) Laboratory – Dave Monday, Lab Manager, submitted a written report.

**17) Items to be Added to Next Month's Agenda.**

- HRG Contract Renewal

**18) Closed Session.** Closed Session held previously.

**19) Report on Closed Session.** Discussed previously.

**20) CEO Contract.**

The Board reviewed the CEO contract with Shawn McKenzie. The contract is for 3 years, starting November 16, 2020, ending November 16, 2023; \$240,000 per year.

*Rich Rydell moved to approve CEO Contract with Shawn McKenzie. Second by Jerri Nielsen. Motion approved by roll call vote. Walls: Aye; Montgomery: Aye; Nielsen: Aye; Rydell: Aye; Crandall: Aye.*

**21) Next Regular Meeting:**

- **Date/Time:** December 3, 2020 at 3:00 p.m.
- **Location:** Lake Almanor Clinic Conference Room via Zoom

Meeting Adjourned at 6:00 p.m.

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Board President, Ken Crandall

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Date

1/25/21