

**SENECA HEALTHCARE DISTRICT
BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES
Thursday December 31,2020**

- 1) **Call to Order.** Via Zoom President Ken Crandall called the Regular Board meeting to order.at 3:00 p.m.
- 2) **Members Present/Absent. Pledge of Allegiance.** Ken Crandall noted Board Members present by roll call. Jerri Nielsen, Rich Rydell, Kristen Montgomery, Dr.Walls and Ken Crandall.
- 3) **Add a resolution to the agenda: Not previously agendized.**

A) The requirement for 2020 elected Board Members to take the Oath of Office prior to 2021.

A vote required to proceed to #4 on the agenda. Rich Rydell moved to approve the amendment to the agenda to include election of officers and proceed with the Oath of Office. Second by Dr. Walls. Motion approved by roll call vote, Nielsen: Aye; Montgomery: Aye; Rydell: Aye, Walls: Aye; Crandall: Aye.

4) **Oath of Office for Ken Crandall, Jerri Nielsen, and Kristen Montgomery.** The Oath of Office was given by Dr. Walls to Jerri Nielsen, Kristen Montgomery and Ken Crandall. All three repeated the Oath of Office.

Dr. Walls commented that the Board has been under public criticism and in spite of all the rancor and complaining, all positions were uncontested. If anyone is so inclined in two years, please run for election to the Board.

5) **Public Comment Period.** No comments or questions were submitted in advance and public attendees did not comment.

6) **Board Responses to Public Comment.** N/A

Agenda items Requiring Action

7) **Approval of Board Meeting Minutes.** **Tab A**
Minutes of the December 3, 2020 Regular meeting was reviewed for approval.

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

8) **Medical Staff Report.** **Tab B**
The Board reviewed the Medical Staff Report from the December 8,2020 Med Staff meeting, submitted by Dr. Daniel Cooper Chief of Staff for Board approval.

Credential Files Approved by Medical Staff

Initial Appointment Medical Staff:

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- **Walter Luchsinger M.D. Tele-Psychiatrist – Subsequent 60 days
12-2-2020 to 2-2-2021**
- **Darcey Trenkle M.D. Tele-Psychiatrist – Initial 60 days
12-7-2020 to 2-7-2021**

Allied Health Practitioner - None

Re-Appointment Medical Staff:

- **Eric Goldberg M.D. Tele-Radiologist Subsequent 60 day 12-1-2020 -2-1-2021**
- **Leon Jackson M.D. Tele-Radiologist Subsequent 60 day 12-1-2020 to 2-1-2021**

Miscellaneous:

Delineation of Privileges form signed by Chief of Staff, Credential Chair and ready for President of Seneca Board to sign for:

- | | |
|---|--------------------------------|
| • David Walls DO, Clinic | 11-10-2019 -11-10-2021 |
| • George Barakat MD, Ortho Surgery | 11-10-2019 -11-10-2021 |
| • Steve Hayden FNP, Walk- In | 1-30-2020 - 1-30-2022 |
| • Daniel Cooper DO, ED/Clinic | 3-26-2020 - 3-26-2022 |
| • Nicholas Carlevato MD, Tele- Radiology | 12-19-2019 - 12-19-2021 |
| • Sandra Althaus MD 8-1-2022 | 8-01-2020 - 8-01-2022 |
| • Susan Capella OT, SNF | 9-10-2019- 9-10-2021 |
| • Lindsey Anderson OTA, SNF | 9-10-2019--9-10-2021 |
| • Robert Leckie MD,Tele-Radiology | 12-19-2019- 12-19-2021 |
| • Nancy Lappen LCSW, Tele-LCSW | 3-26-2020--3-26-2022 |
| • Randy Gray CRNA, Surgery | 3-28-2020--3-28-2022 |
| • Megan Fenyo LCSW, Tele-LCSW | 2-28-2019- 2-28-2021 |
| • Francis Atwill MD, ED/Admitting | 5-30-2020--5-30-2022 |

The Appointments and Re-appointments need the Board's approval.

The Miscellaneous needs acceptance by the Board.

Dr. David Walls moved to approve the Medical Staff report as submitted for the credential files and accept the Delineation of Privileges. Second by Jerri Nielsen

- Motion approved by roll call vote. Nielsen: Aye; Montgomery; Aye; Rydell: Aye; Walls: Aye; Crandall: Aye.

9) Policies and Procedures.

Tab C

The Board reviewed the following Policies and Procedures approved at the December 8, 2020 Med Staff Meeting.

1. ANTH-012.004-Malignant Hyperthermia Cart-**Revised**
2. DSS-006.001-Menu Guidelines Substitutions Replacements Recipes-**Revised**
3. DSS-015.001-Isolation Trays-**Revised**
4. LAC-034.001-Injection Administration-**New**
5. LAC-PRO-037.001-Injection Administration-**RESCIND**

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6. LAC-PRO-001.002-Allergy Injection Administration-**RESCIND**
7. LAC-PRO-032.001-Allergen Immunotherapy Handling and Storage-**RESCIND**
8. MDSTF-014.001-Discrimination or Harassment-**New**
9. MDSTF-015.001-Concerning the Protection of the Confidentiality of Medical Staff Records-**New**

Policy #3. DSS-015.001 Isolation Trays is not approved and needs revision.

Jerri Nielsen moved to approve the revised ANTH-012.004 and DSS-006.001. Second by Ken Crandall. Motion approved by roll call vote. Walls Aye; Rydell: Aye; Montgomery Aye; Nielsen: Aye; Crandall: Aye.

Kristen Montgomery moved to approve LAC-034.001.MDSTF-014.001 and MDSTF-015.001.Second by Jerri Nielsen. Motion approved by roll call vote. Walls: Aye; Rydell: Aye; Montgomery: Aye Nielsen: Aye; Crandall: Aye

Jerri Nielsen moved to rescind policies: LAC-PRO-037.001, LAC-PRO 001.002 and LAC-PRO-032.001. Second by Dr. Walls. Motion approved by roll call vote. Walls: Aye; Rydell: Aye; Montgomery: Aye; Nielsen: Aye; Ken Crandall: Aye.

10) November 2020 Financial Report.

Tab D

1. The Board reviewed the financial report for the month of November 2020 submitted by Steve Boline.

Discussion that clinic visits down because of community concern about COVID 19. safety.

Information will be shared with the public that Seneca is a safe place to come for their medical needs.

Going forward, the Finance meeting will be scheduled a week earlier each month..

Dr. Walls moved to accept the November 2020 Financial report. Second by Jerri Nielsen, Motion approved by roll call vote. Rydell: Aye, Montgomery: Aye; Nielsen: Aye; Walls: Aye; Crandall Aye.

2.Ventilator Purchase Contract Approval.

Tab E

The Board reviewed the information about the purchase of the Hamilton C-3 that was approved in Medical Staff on December 8,2020 for \$30,319.24.

The R.T. Manager will arrange for advanced training on the neonate module and will schedule an In-service for the ED physicians.

Dr. Walls moved to approve the purchase. Second by Kristen Montgomery, Motion approved by role call vote. Nielsen: Aye; Rydell: Aye; Montgomery: Aye; Walls: Aye; Crandall: Aye.

3. Resolution #428.

Tab F

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The Board will review for approval Resolution #428 providing for the District Signature Cards at Plumas Bank, U.S. Bank, and the Local Agency Investment Fund (LAIF) Account for Board President, Ken Crandall.

This agenda item is moved to after the closed session.

Agenda items – information only:

- **Healthcare Resource Group.** **Tab G**
 - Steve Boline submitted HRG's November 2020 Summary Report. December 2020 will be the first month that penalties will be applied if certain targets are not met.

- **Committee Updates.** **Tab H**
 - Strategic Planning Committee
Shawn McKenzie has reviewed the Aspen master documentation and is setting up a meeting with Aspen for January. They will review funding sources, development, design, committee and project management.
Collins documents have not been signed. Shawn will follow up.

- **CEO Report.** **Tab I**
 - (1) The Facility and Clinic are free of COVID19 for residents and staff. We are in the Green zone for all area. Surveillance will continue as dictated by PDPH.
 - (2) The facility does not have a positive /negative air flow capability. Still being looked at as the building is old and there are things to consider. Room 6 is the most logical as it has an anti -room.
 - (3) There are SNF staffing issues. We are good until the middle of January 2021. Mitigation plan includes using the Nursing managers to fill open shifts. 2 new nurses coming on board soon. Travelers are difficult to find as the price and demand has increased.
 - (4) Supplies are in good shape. Transfers are difficult. Things hare settling down a l Little bit. SNF transfers are very difficult as there are no openings for lower level of care.
 - (5) Vaccine status: Pfizer phase I Tier 1 Moderna has 50 dozes both Tier 1 or Tier 2 Pfizer is 21 days between doses and Moderna is 28 days between doses. Pfizer second round is January 11,2021. We are monitoring communication and he vaccines will work on the new mutations. Vaccines will be offered on-site by appointment.
 - (6) Two new dentists plan to open an office in Chester. We hope to build a Relationship with them and offer diagnostics and some emergency surgeries at Seneca.
 - (7) We are looking into end of life care with an agreement for Hospice care or a hybrid.
 - (8) Looking into a Peninsula seasonal Urgent Care.

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- (9) Physician and PA outreach. Started "Linked In" Talking with a recruitment firm that I have used before. We are reviewing the current needs for building a clinic practice, We have hired a new P.A. She has a home here and has Cardiology background. Hoping she will be on- board by the beginning of the second quarter. We are in conversations with a second P.A. Our main focus is Physicians.
- (10) Working on Public Relations plan which will include Town Halls Survey to have an awareness of the community pulse.
- (11) Facility upgrades to include cleaning up old records and supplies that need to be discarded or put off site. Get rid of the Train car. Beautification of the facility.

- **Departmental Issues/Reports.**

Tab J

- A) **Quality/Care Coordination/Patient Safety** – Kacie Broussard, RN – No report.
- B) **Compliance** – Chelsea Major, Compliance Coordinator – Reports submitted.
- C) **Acute/ED** – Karen Turner, CNO – No report
- D) **Clinic/Telemedicine** – Ann Holt, Clinic Manager – Report submitted
- E) **IT/Clinical Informatics** – TK Trumpf, IT Director – Report submitted
Discussion about problems with Evident. Possible changes, upgrades or newer products that would be easier to use with more capabilities. Interested in looking at the Orchard model to see what is working for them. New software packages are very costly. Key points are: Financial, Expectations, ED module and specific modules that meet Seneca's need.
- F) **Human Resources** – Jim Kooyman – Reports submitted. HIM director hired and will be at Seneca in two weeks.
- G) **Shawn McKenzie** –The FAA will review the instrument landing proposal in a couple of weeks. He will provide an update at the next Board meeting.

- **Items to be added to Next Month's Agenda.**

None

- **Closed Session.** The Board adjourned to Closed session at 4:20 p.m.

1. Government Code §54956.9(d)(2) – Conference with Legal Counsel-Anticipated Litigation (Number of Potential Cases: 1)
2. Government Code §54957(b)(1) – Public Employee appointment/evaluation CEO
3. Government Code §54957.6 – Labor Negotiations – CEO

- **Report on Closed Session.** The Board President opened the session at 4:56 p.m
There was no action to report from the closed session.

- **Resolution – (Recognition of Steve Boline (Interim Administrator)**

Tab K

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Acting Administrative Officer Compensation-the Board will vote to approve a compensation adjustment.

The Board recognized Steve Boline and appreciates his Acting Administrator role from December 30,2018 to November 16,2019/ taking the vwill review for approval Resolution recognizing Steve Boline for his service as Interim Administrator Seneca Healthcare District .was read by Ken Crandall

. Motion to approve the resolution was made by Rich Rydell, Second by Jerri Nielsen, Motion approved by roll call vote. Walls: Aye; Montgomery: Aye; Rydell: Aye; Nielsen: Aye; Crandall: Aye.

Ken Crandall thanked him for his service during a difficult time.

A compensation package of \$37,000.00 to be given in two parts; the first one in January 2021 and the second in June 2021 as long as Steve Boline is still employed with Seneca Health Care District

Motion to approve the compensation package was made by Rich Rydell, Second Jerri Nielsen, Motion approved by roll call vote. Montgomery: Aye; Walls: Aye; Nielsen: Aye; Rydell: Aye; Crandall: Aye.

Elections of Officers for 2021. Motion to approve officers: President: Ken Crandall; Vice President: Jerri Nielsen; Dr. Walls, Secretary. Second by Kristen Montgomery, Motion approved by roll call vote. Rydell: Aye; Nielsen: Aye; Montgomery: Aye; Walls: Aye; Crandall: Aye.

Ken Crandall appointed Rich Rydell and Treasurer and Kristen Montgomery as Assist Secretary/Treasurer.

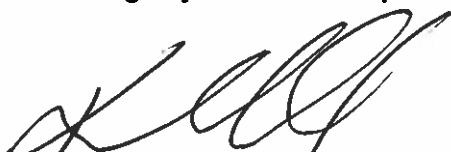
Resolution 428 to add Ken Crandall to the signature cards for Plumas Bank ,US Bank and Local Agency Investment Fund (LAIF).

Motion to approve made by Jerri Nielsen, Second Dr. Walls, Motion approved by roll call vote: Rydell: Aye; Montgomery: Aye; Nielsen: Aye; Walls: Aye Crandall: Aye.


• **Next Regular Meeting:**

- **Date:** January 28, 2021
- **Time:** 3:00 p.m.
- **Location:** Lake Almanor Clinic Conference Room via Zoom

Meeting Adjourned at 5:04 p.m.



Board President, Ken Crandall



Date