

**SENECA HEALTHCARE DISTRICT  
BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES  
Thursday, March 25, 2021**

- 1) **Call to Order.** Via Zoom, President Ken Crandall called the Regular Board meeting to order at 3:03 p.m.
- 2) **Members Present/Not Present. Pledge of Allegiance.** Ken Crandall noted Board Members present by roll call: Jerri Nielsen, Kristen Montgomery, Dr. David Walls, 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 25, 2021 Regular meeting were reviewed for approval.

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

- 6) **Medical Staff Report.**

Chief of Staff, Dr. Daniel Cooper submitted the following items approved at the March 9, 2021 Medical Staff Meeting requiring Board approval:

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

**(1) Initial Appointment Allied Health Practitioner:**

(a) Sonia Troxell, PA-C – Initial 30-day	03/22/2021 – 04/22/2021
2-year appointment	03/25/2021 – 03/25/2023

**(2) Re-Appointment Medical Staff:**

(a) Ildiko Kovacs, MD Psychiatrist	
60-day subsequent	02/28/2021 – 04/28/2021

*Dr. David Walls moved to approve the listed Initial Appointment for the dates noted. Second by Kristen Montgomery. Motion approved by roll call vote. Nielsen: Aye; Rydell: Aye; Montgomery: Aye; Walls: Aye; Crandall: Aye.*

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

- 7) **Policies and Procedures.**

The Board reviewed the following Policies and Procedures approved at the March 9, 2021 Med Staff Meeting. Submitted by Ann Holt, Clinic Manager.

- (1) LAC-001.003-Annual Evaluation-Revised

- (2) LAC-040.001-Result Notification-New
- (3) LAC-041.001-Front Office Insurance Program-New
- (4) LAC-042.001-Patient Orientation-New
- (5) TLH-001.001-Telehealth Privacy and Security-Revised
- (6) TLH-002.001-Telehealth Cart Set Up Connection and Use-Revised

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

The Board reviewed the following Procedures, approved to be rescinded at the March 9, 2021 Med Staff Meeting.

- (1) LAC-PRO-015.003-Result Notification
- (2) LAC-PRO-004.002-Front Office Insurance Program
- (3) LAC-PRO-011.004-Patient Orientation
- (4) LAC-PRO-017.001-Health Information Exchange Procedure
- (5) LAC-PRO-018.002-HIE Upload Documentation

*Jerri Nielsen moved to rescind all listed Procedures. Second by Rich Rydell. Motion approved by roll call vote. Walls: Aye; Montgomery: Aye; Rydell: Aye; Nielsen: Aye; Crandall: Aye.*

#### **8) February 2021 Financial Report.**

Steve Boline discussed the February 2021 Financial Report.

- We are working to bring utilization back up after reduction from COVID-19.

*Rich Rydell moved to accept the February 2021 Financial Report as presented. Second by Dr. David Walls. Motion approved by roll call vote. Nielsen: Aye; Montgomery: Aye; Rydell: Aye; Walls: Aye; Crandall: Aye.*

#### **9) Association of California Healthcare Districts (ACHD) Membership.**

The Board discussed renewing ACHD Membership and the benefits of having as much involvement and advocacy in the state as possible.

*Kristen Montgomery moved to renew SHD's membership with ACHD. Second by Dr. David Walls. Motion approved by roll call vote. Nielsen: Aye; Rydell: Aye; Walls: Aye; Montgomery: Aye; Crandall: Aye.*

#### **10) Board Meeting Status.**

The Board continued discussion on whether or not to hold meetings in person starting in April, continue with zoom, or a combination of the two. We are currently in the Orange tier which would allow 50% capacity in the Clinic Conference room, with social distancing and masks required. New considerations will be made if and when tier level changes.

*Dr. David Walls moved to hold the April Board meeting in person with the option of Board, staff, and public attending by Zoom. Second by Rich Rydell. Motion approved by roll call vote. Montgomery: Aye; Nielsen: Aye; Rydell: Aye; Walls: Aye; Crandall: Aye.*

## **Agenda Items – Information Only:**

### **11) Healthcare Resource Group – February Report.**

Steve Boline discussed the February 2021 Summary Report submitted by HRG. SHD is striving to provide a strong patient experience and is working with HRG to resolve issues.

### **12) Committee Updates.**

#### **A) Strategic Planning Committee –**

CEO Shawn McKenzie gave an update. The committee had its first meeting with Project Manager, Donna Huntingdale to discuss Master Plan. Meetings will be ongoing.

### **13) CEO Report.**

Chief Executive Officer, Shawn McKenzie discussed the following:

**A) COVID-19 Status Update** – We are open and are constantly diligent. Continuing with vaccination clinics. Discussed state's new My Turn Program.

**B) Physician and Mid-Level Recruitment** – Medicus submitted 4 candidates for review. Two of their candidates will be visiting our facility in April/early May.

#### **C) Existing Facility Upgrades –**

- Receiving multiple bids for both the Re-roofing and Painting Projects.
- A vendor has been selected for the installation of Security Cameras. Thank you to the Auxiliary for providing funding for this project.
- Continuing Facility Clean Up. Discussed removal of train car. Suggestion to contact Collins Pine to see if they are interested in obtaining it.

**D) Operations** – SHD held 3 staff Town Hall meetings the first week of March. Two Board members attended. Both agreed it was very positive. Seneca is moving forward to improve the work environment and patient experience. We will be the friendliest place in Plumas County.

#### **E) Marketing and Public Relations –**

- Logo change has been met positively. Working on changing letterhead, signs, etc.
- Community Forums will be in May depending on our current tier level.

### **14) Departmental Issues/Reports.**

**A) Compliance** – Chelsea Major, Compliance Coordinator – Reports submitted.

**B) Clinic/Telemedicine** – Ann Holt, Clinic Manager – Report submitted.

**C) IT/Clinical Informatics** – TK Trumpf, IT Director – Report submitted; TK answered questions from the Board regarding charting applications. Policy and Procedure MDSTF-001.003 – Abbreviations, will be sent back to Med Staff before it is brought back for Board approval.

**D) Human Resources** – Jim Kooyman, HR Director – Reports submitted.

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

- Board Meeting Status
- California Association of Rural Healthcare Clinics membership renewal.

**16) Closed Session.** Meeting adjourned for Closed Session at 4:08 p.m. pursuant to:

1. Government Code §54956.9(d)(2) – Conference with Legal Counsel-Anticipated Litigation (Number of Potential Cases: 1)
2. Health and Safety Code §32106 – Report Involving Trade Secrets. Discussion concerning proposed new facility.
3. Government Code §54957.6 – Update-Conference with Labor Negotiators (Employee Organization: Teamsters Union; District negotiator: Jim Kooyman).

**17) Report on Closed Session.** Closed Session adjourned at 4:42 p.m.; Open Session reconvened.

*The Board voted unanimously to accept the new Teamsters Employee Labor Contract as ratified by its membership, administration, and the Union.*

**18) Next Regular Meeting:**

- **Date:** April 29, 2021
- **Time:** 3:00 p.m.
- **Location:** Lake Almanor Clinic Conference Room and via Zoom.

Meeting Adjourned at 4:43 p.m.

  
\_\_\_\_\_  
**Board President, Ken Crandall**

  
\_\_\_\_\_  
**Date**