

**SENECA HEALTHCARE DISTRICT
BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES
Thursday, April 29, 2021**

- 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, Rich Rydell, Kristen Montgomery, 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 March 25, 2021 Regular meeting were reviewed for approval.

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

6) **Medical Staff Report.**

JoAnn Mahloch submitted the Med Staff report from the April 13, 2021 meeting for information only.

7) **Policies and Procedures.**

The Board reviewed the following Policies and Procedures approved at the April 13, 2021 Med Staff Meeting and the March 16, 2021 Policies & Procedures Committee Meeting.

- (1) DSS-015.001-Isolation Trays (Submitted by A. Kelley)
- (2) ED-035.001-Transcutaneous Cardiac Pacing Procedure (Submitted by R. Raker)
- (3) LAC-043.001-Urine Drug Testing-New (LAC P&Ps Submitted by A. Holt)
- (4) LAC-044.001-Imaging Requests-New
- (5) LAC-045.001-Flu Reporting-New
- (6) LAC-046.001- Collection of Pinworm Ova-New
- (7) LAC-047.001-Provision for Patient Care not Available at LAC-New
- (8) LAC-048.001-Non Discrimination Language Files-New
- (9) HR-010.001-Leaves and Kin Care Policy- Revised (Submitted by J. Kooyman)

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

The Board reviewed the following Procedures, approved to be rescinded at the April 13, 2021 Med Staff Meeting and the March 16, 2021 Policies & Procedures Committee Meeting.

- (1) LAC-PRO-016.002-Urine Drug Testing (LAC procedures submitted by A. Holt)
- (2) LAC-PRO-026.003-Provision for Patient Care not Available at LAC
- (3) LAC-PRO-027.001-NonDiscrimination Language Files
- (4) LAC-PRO-029.001-Imaging Requests
- (5) LAC-PRO-030.001-Flu Reporting
- (6) LAC-PRO-031.002-Collection of Pinworm Ova
- (7) HR-007.001-Family Medical Leave Policy (Submitted by J. Kooyman)
- (8) HR-013.001-Pregnancy and Disability Leave

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

8) March 2021 Financial Report.

Steve Boline discussed the March 2021 Financial Report.

- Treasurer's meeting held on April 26th with Rich Rydell, Jerri Nielsen, and CEO.

Jerri Nielsen moved to accept the March 2021 Financial Report as presented. Second by Kristen Montgomery. Motion approved by roll call vote. Walls: Aye; Rydell: Aye; Montgomery: Aye; Nielsen: Aye; Crandall: Aye.

9) Acceptance of Facility Re-Roofing Bid.

Linda McCurdy presented the Bid Analysis Sheet and Request for Proposal for the Facility Re-roofing project and requested acceptance of lowest bid.

Jerri Nielsen moved to accept bid from Ark Design in the amount of \$251,000.00 for the Facility Re-Roofing Project. Second by Rich Rydell. Motion approved by roll call vote. Walls: Aye; Montgomery: Aye; Rydell: Aye; Nielsen: Aye; Crandall: Aye.

10) Acceptance of Facility Painting Bid.

Linda McCurdy presented the Bid Analysis Sheet and Request for Proposal for the Facility Painting project and requested acceptance of lowest bid.

Dr. David Walls moved to accept bid from HB Restoration in the amount of \$58,900.00 for the Facility Painting Project. Second by Jerri Nielsen. Motion approved by roll call vote. Rydell: Aye; Montgomery: Aye; Nielsen: Aye; Walls: Aye; Crandall: Aye.

11) California Association of Rural Healthcare Clinics Membership Renewal.

The Board discussed renewing CARHC Membership and the benefits of their advocacy.

Consensus that the membership renewal in these organizations do not need Board approval. Membership fees are nominal and within spending limits of CEO. Seneca will continue with membership in these organizations with CEO approval.

12)Board Meeting Status.

The Board continued discussion on whether or not to hold meetings in person, continue with zoom, or a combination of the two. CEO recommendation to continue with a hybrid meeting in May and follow CDC guidelines. Guidelines change weekly so we will continue to monitor and update in June.

Agenda Items – Information Only:

11)Healthcare Resource Group – March Report.

Steve Boline discussed the March 2021 Summary Report submitted by HRG. We are working with HRG to get bills out in a timely manner.

12)Strategic Planning Committee Update.

CEO Shawn McKenzie gave an update on the New Facility Strategic Planning and the Existing Facility Planning – Project Botox.

A) New CAH Facility – Discussed Land Purchase and Due Diligence actions and costs.

Strategic Planning committee has been meeting weekly with Building Rx. Shawn has been meeting with Sherrie Thrall, Plumas County Board of Supervisors.

B) Existing Facilities Upgrades – Discussed physical changes to improve existing facilities:

- Re-Roofing Project
- Campus Painting Project
- New Flooring
- Security Camera Project
- Clinic Parking Lot and Driveway Repair Project
- Campus Cleanup/Train Car Removal
- New Flag Pole

13)CEO Report.

Chief Executive Officer, Shawn McKenzie discussed the following:

A) Physician and Mid-Level Recruitment –

- Sonia Troxell, PA-C has been here 3 weeks.
- We have an offer letter to Calvin Ruiz. If he accepts, he will start in August.
- Medicus is working out well and has given us strong prospects.

B) Operations – SHD is holding regular management meetings regarding process improvement. This will be an ongoing project.

C) Marketing and Public Relations – The Chester Chamber of Commerce will be sponsoring Community Town Hall meetings. The first will be on May 10, 2021. Shawn will be present at the June Town Hall to share information about changes and take questions from the community.

14)Departmental Issues/Reports.

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

B) Acute/ED – Karen Turner, CNO – Report submitted.

C) IT/Clinical Informatics – TK Trumpf, IT Director – Report submitted

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

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

- Fiscal 21/22 Budget
- Board Approval for new Business Associate Agreement (BAA)

16) Closed Session. Meeting adjourned for Closed Session at 3:57 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 – Public Employee Discipline/Dismissal/Release

17) Report on Closed Session. Closed Session adjourned at 4:19 p.m.; Open Session reconvened.

No reportable action in closed session.

18) Next Regular Meeting:

- **Date:** May 27, 2021
- **Time:** 3:00 p.m.
- **Location:** Lake Almanor Clinic Conference Room and via Zoom.

Meeting Adjourned at 4:20 p.m.



Board President, Ken Crandall



Date