

**SENECA HEALTHCARE DISTRICT
BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES
Thursday, May 27, 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 April 29, 2021 Regular meeting were reviewed for approval.

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

Minutes of the May 7, 2021 Special Board Meeting were reviewed for approval.

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

6) **Medical Staff Report.**

Chief of Staff, Dr. Daniel Cooper submitted the following items approved at the May 11, 2021 Medical Staff Meeting requiring Board approval:

(1) **Re-Appointment Allied Health Practitioner:**

- | | |
|------------------------------|-------------------------|
| (a) Erin Munjar R.D. 60 days | 04/26/2021 – 06/26/2021 |
| (b) Erin Munjar R.D. 2 years | 06/26/2021 – 06/26/2023 |

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

- | | |
|---|-------------------------|
| (a) Ildiko Kovacs MD Tele-Psychiatrist Clinic
Subsequent 60 days | 04/28/2021 – 06/28/2021 |
| (b) Jay Donohoo MD Tele-Radiologist 2 years | 06/27/2021 – 06/27/2023 |
| (c) Igor Zaytseu MD Tele-Radiologist 2 years | 06/27/2021 – 06/27/2023 |

Dr. David Walls moved to approve the Allied Health Practitioner re-appointments for the dates noted. Second by Jerri Nielsen. Motion approved by roll call vote. Rydell: Aye; Montgomery: Aye; Nielsen: Aye; Walls: Aye; Crandall: Aye.

Dr. David Walls moved to approve the Medical Staff re-appointments for the dates noted. Second by Jerri Nielsen. Motion approved by roll call vote. Rydell: Aye; Montgomery: Aye; Nielsen: Aye; Walls: Aye; Crandall: Aye.

7) Policies and Procedures.

The Board reviewed the following Policies and Procedures approved at the May 11, 2021 Med Staff Meeting.

- (1) NSG-029.001-Medication Administration (Submitted by K. Turner)
- (2) SNF-014.002-Resident Emergency Care Visit (Submitted by A. Pleau)
- (3) SNF-017.003-Fluid Policy for SNF/LTC Unit (Submitted by A. Pleau)
- (4) ADMIN-001.003-Contract Review Approval and Business Associates Agreement (Submitted by C. Major)

Jerri Nielsen moved to approve Policies and Procedures 1-4 with the modification to update E-form on SNF-017.003. 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 Board of Directors Policies and Procedures.

- (5) BOARD-001.001-Policy & Procedures Governing Bidding for Facility Projects
- (6) BOARD-002.001-Bidding Regulations Governing Purchases of Materials, Supplies and Equipment and Procurement of Professional Services

Consensus to Table Board Policies to the June Regular Board Meeting. Jerri Nielsen and Shawn McKenzie will work further on these policies.

8) April 2021 Financial Report.

CFO Steve Boline discussed the April 2021 Financial Report.

- A special meeting to present the FY 2021/2022 Operating Budget in detail will be held on Monday, June 14, 2021 at 3:00 pm in the Lake Almanor Clinic Conference Room.

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

9) 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. Because California will be reopening on June 15, 2021, CEO recommends resuming in person meetings with zoom available for public participation. We will revisit this issue in June to take into consideration vaccinations and mask guidelines.

Jerri Nielsen moved to resume in person meetings for the June Regular Board Meeting. Second by Dr. David Walls. Motion approved by roll call vote. Rydell: Aye; Montgomery: Aye; Walls: Aye; Nielsen: Aye; Crandall: Aye.

Agenda Items – Information Only:

10) Healthcare Resource Group – April Report.

Steve Boline discussed the April 2021 Summary Report submitted by HRG.

11) Strategic Planning Committee Update.

CEO Shawn McKenzie gave an update on the New Critical Access Hospital and the Existing Facility Upgrades.

A) New CAH Facility –

- Land Due Diligence – first phase in progress.
- Zoning and General Plan Amendment – working with Supervisor Thrall.
- Project Budget – shifting focus from design to funding. Looking at all potential funding sources.
- Public Awareness and Promotion – in the process of producing mock ups to share with the community.

B) Existing Facilities Upgrades – Public will see physical changes and improvements to existing facilities. CEO thanked the Board for funding approvals for these projects.

- Re-Roofing Project
- Campus Painting Project – Starting June 7th
- New Flooring
- Security Camera Project
- Clinic Parking Lot and Driveway Repair Project
- Campus Cleanup/Train Car Removal
- New Flag Pole
- Campus Perimeter Fence

12) CEO Report.

Chief Executive Officer, Shawn McKenzie discussed the following:

A) Physician and Mid-Level Recruitment –

- The two prospective candidates have chosen other facilities.
- PA-C Sonia Troxell is doing great. The NRC public polls are excellent.
- This is a continual process and will update regularly.

B) Information Technology –

- IT Managed Services – issued a letter of intent to terminate contract with CSI. Will transfer services to another company that will be more comprehensive.
- EHR Evaluation – Entire staff has taken Cerner training with positive feedback. CFO has done a cost analysis.
- Seneca Wide Area Network – only problem with new EHR vendor is our internet speed, which is why SHD will be investigating alternatives and funding options for improving our WAN bandwidth.

C) Operations –

- Nurse Educator – RN Stefanie White will be the Nurse Educator conducting monthly training modules.
- Sleep Center Evaluation – Having discussions with Newport Health to offer an accredited comprehensive sleep study program for the community.
- MRI Mobile Service – Met with Alliance Imaging to conduct a business review to address marketing outreach, ways to incorporate patient satisfaction, and funding for the MRI shore power source.

D) Marketing and Public Relations –

- Chester Town Hall – Shawn will be speaking at the June 14th Town Hall at 5 p.m. in the Theater.
- Rebranding – rebranding efforts continue.

- Health Fair – SHD is bringing back the Health Fair on June 23 – June 24 and June 30 – July 1.
- July 4th SHD Float – We have had our first Float Committee meeting.
- VRBO and Property Managers Brochure – Chelssa Outland is working on Seneca brochures and a mailer to outline what our services are for the community.

13) Departmental Issues/Reports.

- A) Compliance** – Chelsea Major, Compliance Coordinator – Reports submitted.
- B) Clinic/Telemedicine** – Ann Holt, Clinic Manager – Report submitted.
- C) Human Resources** – Jim Kooyman, HR Director – Reports submitted.

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

- Board Policies and Procedures: BOARD-001.001-Policy & Procedures Governing Bidding for Facility Projects; and BOARD-002.001-Bidding Regulations Governing Purchases of Materials, Supplies and Equipment and Procurement of Professional Services; Pending further review
- Approval of FY 2021/2022 Operating Budget

16) Closed Session. Meeting adjourned for Closed Session at 4:07 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. Health & Safety Code §32155 – 3rd/4th Quarter 2020 Hospital Wide QA/PI

17) Report on Closed Session. Closed Session adjourned at 4:40 p.m.; Open Session reconvened.

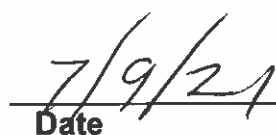
No reportable action in closed session.

18) Next Regular Meeting:

- **Date:** June 24, 2021
- **Time:** 3:00 p.m.
- **Location:** Lake Almanor Clinic Conference Room and via Zoom.

Meeting Adjourned at 4:41 p.m.


 Board President, Ken Crandall


 Date