

**SENECA HEALTHCARE DISTRICT
BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES
Thursday, June 24, 2021**

- 1) **Call to Order.** Via Zoom, Vice-President Jerri Nielsen called the Regular Board meeting to order at 3:01 p.m.
- 2) **Members Present/Not Present. Pledge of Allegiance.** Jerri Nielsen noted Board Members present by roll call: Kristen Montgomery, Rich Rydell, and Jerri Nielsen. Not present: Ken Crandall and Dr. David Walls. Quorum established with 3 members present.
- 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 May 27, 2021 Regular meeting were reviewed for approval.

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

Minutes of the June 14, 2021 Special Board Meeting were reviewed for approval.

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

6) **Medical Staff Report.**

Chief of Staff, Dr. Daniel Cooper submitted the following items approved at the June 8, 2021 Medical Staff Meeting requiring Board approval:

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

- | | |
|---|-------------------------|
| (a) Sergej Schkurovich, MD-Tele-Radiologist | |
| 2 years | 07/25/2021 – 07/25/2023 |
| (b) David Milikow, MD Tele-Radiologist | 2 years |
| | 07/25/2021 – 07/25/2023 |

Kristen Montgomery moved to approve the Medical Staff re-appointments for the dates noted. Second by Rich Rydell. Motion approved by roll call vote. Rydell: Aye; Montgomery: Aye; Nielsen: Aye.

7) **Policies and Procedures.**

The Board reviewed the following Policies and Procedures approved at the June 8, 2021 Med Staff Meeting.

- (1) ADMT-021.001-Determining the Primary Payer
- (2) ADMT-022.001-EMTALA Patient Registration
- (3) ADMT-023.002-Notice of Privacy Practices

Kristen Montgomery moved to approve all listed Policies and Procedures. Second by Rich Rydell. Motion approved by roll call vote. Rydell: Aye; Montgomery: Aye; Nielsen: Aye.

The Board reviewed and voted to rescind the following Policy and Procedure:
(4) ADMT-016.001-Admitting up front Collections-Rescind

Kristen Montgomery moved to rescind Policy and Procedure ADMT-016.001. Second by Rich Rydell. Motion approved by roll call vote. Rydell: Aye; Montgomery: Aye; Nielsen: Aye.

8) May 2021 Financial Report.

CFO Steve Boline discussed the May 2021 Financial Report.

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

9) Fiscal Year 2021/2022 Budget Approval.

Steve Boline presented the FY 2021/2022 Operating Budget in detail for review and discussion at the June 14, 2021 Special Board meeting. There were no additional comments or questions from the Board.

Kristen Montgomery moved to approve the Fiscal Year 2021/2022 Operating Budget as presented. Second by Rich Rydell. Motion approved by roll call vote. Rydell: Aye; Montgomery: Aye; Nielsen: Aye.

10) 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.

Consensus to continue with hybrid meetings. Board, staff, and public will follow safety guidelines if attending in person or may join through zoom.

Agenda Items – Information Only:

11) Healthcare Resource Group – May Report.

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

12) 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 –

- Continuing with Land Due Diligence
- Zoning and General Plan Amendment – Working to complete surveys
- Project Budget – not ready for review. Will have more information at the July Board meeting.

- Public Awareness and Promotion – Mock ups scheduled to be completed by July. Requirements for the new hospital, related to SB1953 seismic compliance, were shared at the community Town Hall on June 14th.

B) Existing Facilities Upgrades – Upgrades are not solely cosmetic but also deferred maintenance. All existing projects are still in progress.

13)CEO Report.

Chief Executive Officer, Shawn McKenzie discussed the following:

A) Physician and Mid-Level Recruitment –

- Search for Family Practice Physicians continues.
- Dr. Marc Nielsen will be joining Seneca on the Emergency Department physician schedule.
- We have a credit with Jackson Physician Search. Evaluating whether to use them along with Medicus.

B) Information Technology –

- IT Infrastructure Assessment – APEX Technology has completed assessment. Remediation plan coming soon.
- IT Managed Services – issued a termination letter to CSI. Will update in July.
- EHR Evaluation – We have received the Cerner MSA to implement their platform as a replacement for CPSI Evident. Currently under SHD and legal review.
- Seneca Wide Area Network (WAN) – Working on viability and costs associated with improving WAN bandwidth and redundancy. If we have a hosted EHR we will need a redundant service as backup.

C) Operations –

- Focus on Services and Volume – Working on programs and processes to improve our services to build back the community's trust in our facility.
- Chief Nursing Officer (CNO) – Karen Turner is retiring in October. Actively searching for CNO and have had several inquiries.
- Nurse House Supervisor – our current House Supervisor has stepped down.
- Medical Imaging Manager – our current Imaging Manager is stepping down.
- Sleep Center Evaluation – No update, but will continue discussions in the future.
- MRI Mobile Service – Alliance Imaging working on enhancements to increase patient satisfaction and marketing to show that mobile imaging is as reliable as in house.

D) Marketing and Public Relations –

- Chester Town Hall – Shawn recently spoke at the June 14th Town Hall to answer questions and share with the community why we need to build the new Hospital.
- Health Fair – SHD held the Health Fair and Community Wellness Screening on June 23rd and 24th, and is continuing on June 30th and July 1st.
- Farmers Market – Seneca's presence at the Farmers Market was a huge success. Shawn met community members and answered many questions.
- Lassen/Lake Almanor Basin Regional Trail Systems –Lake Almanor Recreation and Parks Department reached out to SHD regarding a proposal for a trail that will go around Lake Almanor. Seneca wants to be involved in this project. Trails and outdoor activities lead to physical and mental health for whole person care.

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.
- D) **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
- Critical Access Budget
- Discussion regarding Board Retreat this summer

16) Closed Session. Meeting adjourned for Closed Session at 3:44 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.

17) Report on Closed Session. Closed Session adjourned at 4:44 p.m.; Open Session reconvened.


No reportable action in closed session.

18) Next Regular Meeting:

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

Meeting Adjourned at 4:45 p.m.



Board President, Ken Crandall

Date