

**SENECA HEALTHCARE DISTRICT
BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES
Thursday, August 26, 2021**

- 1) **Call to Order.** Via Zoom, President Ken Crandall called the Regular Board meeting to order at 3:00 p.m.
- 2) **Members Present/Not Present. Pledge of Allegiance.** Ken Crandall noted Board Members present by roll call: Jerri Nielsen, Kristen Montgomery, Rich Rydell, Dr. David Walls, 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 July 29, 2021 Regular meeting were reviewed for approval.

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

6) **Policies and Procedures.**

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

These policies are pending further review. Consensus to table to the September Board meeting.

7) **New Critical Access Hospital (CAH) Funding.**

CFO Steve Boline and the Board discussed submitting applications for funding for the proposed new CAH facility, both with conventional lenders and via the pre-application to USDA.

Rich Rydell moved to authorize the CFO to begin the application process for the new CAH facility funding. Second by Dr. David Walls. Motion approved by roll call vote. Nielsen: Aye; Montgomery: Aye; Walls: Aye; Rydell: Aye; Crandall: Aye.

8) **Board Retreat.**

The Board discussed having a Board retreat in the fall. Will work on possible venues and check on availability of potential facilitators.

Agenda Items – Information Only:

9) **Healthcare Resource Group – June Report.**

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

10) 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 Purchase and Due Diligence – Temporary plot number issued. Will be requesting easement from Wildwood.
- Zoning and General Plan Amendment – Application submitted and fee paid to begin General Plan Amendment.
- New CAH Project Budget – Funding options are being discussed. Working with OSHPD.
- Public Awareness and Promotion – Second set of renderings completed. Will bring to the September meeting.

B) Existing Facilities Upgrades – Many projects delayed due to the Dixie fire and are being rescheduled.

11) CEO Report.

Chief Executive Officer, Shawn McKenzie discussed the following:

A) Dixie Fire Incident Response –

- The Hospital Incident Command Center (HICC) and Emergency Response Team (ERT) have worked countless hours dealing with this incident. Thanked and acknowledged the skilled nursing staff for being displaced and continuing to care for our residents. We were able to reopen the hospital within a week following inspections from OSHPD, CDPH, etc.

B) Physician and Mid-Level Recruitment –

- Recruitment process has been delayed due to the fire.

C) Information Technology –

- IT Infrastructure Assessment – Once the Apex contract receives legal approval we will bring back to the Board.
- IT Business Continuity – The Dixie fire revealed where our vulnerabilities are. A level of redundancy is needed to maintain business continuity.
- EHR Evaluation – Legal review of the Cerner contract is complete. Will bring a resolution to move forward to the Board in September.
- Seneca Wide Area Network (WAN) – IT Director TK Trumpf continuing research.

D) Operations –

- California COVID Vaccination Mandate for Healthcare Workers – SHD will be complying with state mandates. Staff will be notified and will be provided a declination form if requesting medical or religious exemption.
- COVID 19 Delta Variant Response – Strict requirements as defined by the Executive Order are being followed.
- Re-establishing an Operational Cadence – regaining momentum after Dixie Fire.
- Chief Nursing Officer (CNO) – An offer was made to a CNO candidate and accepted. Working on a transitional work plan.
- Nurse House Supervisor – Position still open. Accepting and reviewing applications.
- Medical Imaging Manager – Position still open. Accepting and reviewing applications.

E) Marketing and Public Relations –

- Post Dixie Fire Incident Marketing – Appreciation and recognition for employees who went above and beyond. Thank you cards will be sent to different organizations. HICC deactivated. Working with charities and non-profits in the community.
- New COVID Restrictions – Working on educating staff and the public regarding new information.
- New Building Campaign – Marketing to launch the new build campaign was on hold due to the Dixie Fire.
- Branding Updates – The work on new signage also on hold due to the fire.
- General Marketing – Continuing.
- Planned Releases – Will be announcing Dr. Marc Nielsen’s arrival as our attending ER physician.

12) Departmental Issues/Reports.

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

13) 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
- Cerner Community Works Contract – Resolution to adopt and move forward
- Fall Board Retreat

14) Closed Session. Meeting adjourned for Closed Session at 4:22 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.

15) Report on Closed Session. Closed Session adjourned at 4:50 p.m.; Open Session reconvened.

No reportable action taken in closed session.


16) Next Regular Meeting:

- **Date:** September 30, 2021
- **Time:** 3:00 p.m.
- **Location:** Lake Almanor Clinic Conference Room and via Zoom.

Meeting Adjourned at 4:51 p.m.



Board President, Ken Crandall



Date

