**SENECA HEALTHCARE DISTRICT**

**BOARD OF DIRECTORS SPECIAL BOARD MEETING MINUTES**

**Thursday, December 9th, 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: Dr. David Walls, Jerri Nielsen, Rich Rydell, Ken Crandall.
3. **Public Comment Period.** No comments or questions were submitted in advance and there were no public attendees that attended the meeting.
4. **Board Responses to Public Comment.** N/A.

***Agenda Items Requiring Action***

1. **Approval of Board Meeting Minutes.**

Minutes of the October 28, 2021 Regular meeting were reviewed for approval.

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

1. **Medical Staff Report.**

Chief of Staff, Dr. Dana Ware submitted the following items approved at the November 9, 2021 Medical Staff Meeting requiring Board approval:

* + 1. **Initial Appointment Medical Staff:**
       1. Eric Kraemer M.D. North Star Radiologist

10/18/2021 to 12/18/12021- 60 days

* + - 1. Craig Lum D.O. Vohra Wound

10/28/2021 to 12/28/2021 -60 days

Motion to approve the initial of Medical Staff was made by Dr. David Walls, second by Jerri Nielson. Approved.

*Motion approved by roll call vote. Nielsen: Aye; Walls: Aye; Rydell: Aye; Crandall: Aye.*

* + 1. **Reappointment Medical Staff:**
    2. David Walls D.O. 11-10-2021 to 11-10-2023 - 2 years
    3. Dana Ware M.D. 11-10-2021 to 11-10-2023 - 2 years
    4. Steen Jensen M.D. 11-10-2021 to 11-10-2023 - 2 years
    5. George Barakat M.D. 11-10-2021 to 11-10-2023 - 2 years
    6. Mindy Cooper -Smith M.D. 11-10-2021 to 11-10-2023 - 2 years
    7. Marc Porot M.D. 11-10-2021 to 11-10-2023 - 2 years

Motion to approve the reappointment of Medical Staff was made by Jerri Nielson, second by Rich Rydell. Approved.

*Motion approved by roll call vote. Nielsen: Aye; Walls: Aye; Rydell: Aye; Crandall: Aye.*

1. **Policies and Procedures**

The Board will review and vote to approve the following Policies and Procedures approved at the last Policies & Procedures Committee Meeting.

* + 1. CMPL-004.001-Confidentiality and Non-Disclosure-REVISED- Approved at P&P Committee

Board would like to track changes and wanted to know if anything was changed besides the Logo.

*Ken Crandall moved to approve. Second by Jerri Nielson. Motion approved by roll call vote. Nielsen: Aye; Walls: Aye; Rydell: Aye; Crandall: Aye.*

* + 1. CMPL-005.001-Sanctions for Privacy and Security-REVISED- Approved at P&P Committee

Revised Policy, no questions

*Ken Crandall moved to approve as presented. Second by Dr. David Walls. Motion approved by roll call vote. Nielsen: Aye; Walls: Aye; Rydell: Aye; Crandall: Aye.*

* + 1. CMPL-006.001-Compliance with Federal State and Local Laws and Regulations-REVISED- Approved at P&P Committee

Compliance Revised

*Ken Crandall moved to approve as presented. Second by Dr. David Walls. Motion approved by roll call vote. Nielsen: Aye; Walls: Aye; Rydell: Aye; Crandall: Aye.*

* + 1. CMPL-007.001-Code of Conduct-NEW Approved at P&P Committee

Moving forward board would like to be notified about inspections and investigations. It is currently not a policy, but agreed it could be a standalone document of annual schedules or pop-ins.

*Ken Crandall moved to approve. Second by Jerri Nielsen. Motion approved by roll call vote. Nielsen: Aye; Walls: Aye; Rydell: Aye; Crandall: Aye.*

1. **October 2021 Financial Report.**

CFO Steve Boline discussed the October 2021 Financial Report.

* + 1. **Resolution #431.**  The board will review for approval Resolution #431, providing authorization for the execution and delivery of a loan security agreement, promissory note, and certain actions in connection therewith for the California Health Facilities Non-Designated Public Hospital Bridge Loan Program in an amount not to exceed $296,000.00.

Bridge Loan: State approved QIT program & Authorized Shawn for the loan documents. Advocating for loan forgiveness. 2yrs no interest w/1% loan fee. Loan will go to operational services and care coordination. Loan will be kept separate from other financial accounts.

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

1. **Appointment of Board Member.**

There were no Board Candidates present at the meeting. The board elected Ryan C. Lee after Board communication and agreeance.

*Ken Crandall moved to accept the New Board Member Ryan C Lee. Second by Jerri Nielson. Motion approved by roll call vote. Walls: Aye; Rydell: Aye; Nielsen: Aye; Crandall: Aye.*

The newly appointed Board Member will be sworn the Oath of Office at Shawn McKinsey CEO Admiration Office. Ken Crandall will facilitate the swearing in of office. The newly appointed Board Member will hold office until the next General District Election in November 2022.

**Discussion on AB-361 Brown Act Amendment.**

The Board, CEO, and Infection Prevention Manager, Stefanie White, will discuss the Brown Act Amendment and the continuation of virtual public meetings.

The CEO and Board discussed the Brown Act Amendment and whether to hold the next meeting, virtual, in person, or a combination of the two. CEO Shawn McKenzie would like to do a hybrid while following safety measures such as masking and temperature checks. Discussed and looking into the possibility of holding the meetings in a larger facility to allow for social distancing with community attendance.

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

1. **Healthcare Resource Group**

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

1. **Strategic Planning Committee Update.**

General Plan continues. CEO Shawn McKenzie talked about ingress and egress to the new facility. Reynolds road will be the main ingress with special attention to emergency services. Will hold off the decision until we receive more information. The neighborhood meeting held at the Lassen Theater was not a good showing.

Informational meetings will continue on:

* USDA Requirements
* Professional Services
* Forestry Plan that is now in place
* Heliport talks
* Public Awareness and Promotion-New Build Campaign going up throughout the community. More promotional information will continue.

**New CAH Facility –**

* 1. **Existing Facilities Upgrades –**
* Shawn gave updates on all existing facility upgrades as shown in strategic planning report.
* Lots of Staff Involvement with Schematic planning. Dept heads were asked to go to newer facilities and assess assets.
* 14% holdback on painting project until check list is complete which will be done in spring due to weather conditions
* 13 security cameras will be installed
* Flag Pole is done and operational

1. **CEO Report.**

Chief Executive Officer, Shawn McKenzie discussed the following:

**Physician and Mid-Level Recruitment –**

**Big Push with Recruitment**

* Video now being used as a recruiting tool
* Short staffing issues all over state

**Information Technology –**

* Apex work has begun and came in under budget. Equipment is ordered but is being delayed due to supply chain shipping issues. TK is beginning planning assessments.
* Cerner Community Works Project – Anticipate official project start date in February 2022.
* Looking into a 3rd party change management assistant to help with transition.
* Seneca Wide Area Network (WAN) – Shawn had a very positive interview with high-speed broadband internet options for the entire lake basin. Will update with new details as they emerge. This would help not only the hospital, but the entire lake basin community.

**Operations –**

* Currently we have 4 prospects that we are ready to offer.
* Scheduled Vaccine clinic Monday 13th with 100 doses. 65 signed up so far.
* Satellite TV’s are ordered and internet is being installed.
* Latest Lab inspection was excellent

Billing dept confusion was addressed by Steve Boline. Keeping an eye on HRG and registration. Asking for patient experience and their involvement with HRG.

**Marketing and Public Relations –**

Chelssa Outland gave an update on all the marketing and public relations projects. Things are constantly changing. Looking into ads for 2022. Making a splash page with video’s & working on attraction. Keeping it all fresh.

1. **Departmental Issues/Reports.** 
   1. **Compliance** – Charlene Almocera, HIM Director – Reports submitted.
   2. **Acute/ED –** CNO, Judy Cline – Reports submitted
   3. **Clinic/Telemedicine** – JJ Gorbet, Interim Clinic Manager – No Report.
   4. **IT/Clinical Informatics** – TK Trumpf, IT Director – Report submitted.
   5. **Human Resources** – Jennie Mathews, HR Director – Reports submitted.
2. **Items to be Added to Next Month’s Agenda.**

* Welcome new Board member
* Consulting and contracting will be heavy now and into 2022
* Getting Board reports out earlier then previously since there are so many large reports
* Currently the Board Clerk position is open and will be carried out by the CEO and CNO Executive Assistant. Board wants hiring involvement with new Board Clerk.

1. **Closed Session.** Meeting adjourned for a 5-minute break at 4:55 p.m. before Closed Session at 4:27 p.m. pursuant to:
2. Government Code §54956.9(d)(1) – Conference with Legal Counsel-Existing Litigation
3. Government Code §54957.6 – Update-Conference with Labor Negotiators (Employee Organization: Teamsters Union; District negotiator: Jennie Mathews, HR Director).
4. Government Code §54957(b) – Public Employee Performance Evaluation (CEO)
5. Health and Safety Code §32106 – Report Involving Trade Secrets. Discussion will concern proposed new facility.
6. **Report on Closed Session.** Closed Session adjourned at 5:35 p.m.

No reportable action taken in closed session.

1. **Next Regular Meeting:**

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

Meeting Adjourned at 5:35 p.m.

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**Board President, Ken Crandall Date**