

**SENECA HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING AGENDA
Mt. Lassen Theatre - 200 Main Street, Chester, CA
April 28th, 2022, at 3:00 p.m.**

Our Mission: Seneca Healthcare District's mission is to provide our community members and visitors with outstanding health care services and quality care through dedicated and compassionate staff, providers, and innovative technology.

Seneca Healthcare District Board of Directors meeting scheduled for April 28th, 2022, will be held at the Lassen Theatre at 200 Main Street, Chester, CA. If there is a power outage on that day, the meeting will be moved to the Lake Almanor Clinic (LAC) Conference Room. The public is invited to attend the theater location, but the clinic location will be limited for seating. We will also make available a public question platform that can be accessed prior to the meeting and submitted to board@senecahospital.org. In order to ensure the health and safety of the public, and in accordance with the most recent CDC and CDPH guidelines, masks are required for unvaccinated individuals in indoor public settings. Fully vaccinated individuals are recommended to continue indoor masking when the risk may be high. The Seneca Board of Directors will continue adherence to California AB 361, and regularly assess the COVID situation to determine the need of updating guidelines for public meetings.

If you would like to watch the meeting or speak on an agenda item, you can also access the meeting remotely. Please use the web link below to join the zoom webinar:

Join Zoom Meeting

<https://us06web.zoom.us/j/86192988649?pwd=U0gwRmVreVVVoUXRLWIREZmtMaHVQdz09>

Meeting ID: 861 9298 8649

Passcode: 148822

One tap mobile

+17207072699,,86192988649#,,,,*148822# US (Denver)

+12532158782,,86192988649#,,,,*148822# US (Tacoma)

Dial by your location

+1 720 707 2699 US (Denver)

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+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

If prompted for a Participant ID, press #.

If calling in, the *6 feature will mute and unmute your line.

Public comment will also be accepted by email to info@senecahospital.org. Please list the item number you wish to comment on and submit your written comments 24-hours prior to the start of the meeting.

Closed Session Announcement. The Board will meet in closed session pursuant to:
Government Code §54956.9(d)(1) – Conference with Legal Counsel-Existing Litigation
Health and Safety Code §32106 – Report Involving Trade Secrets. Discussion will concern proposed new facility.
Compliance Reports – Submitted by: Charlene Almocera, RHIA

- 1) **Call to Order.** President Jerri Nielsen will call the Regular Board meeting to order.
- 2) **Board Members Roll Call.** The President will note Board Members present/absent.
- 3) **Pledge of Allegiance.**
- 4) **Public Comment(s) Period.** This is an opportunity for public attendees to address The Board regarding items which are not on the agenda. Please state your name for the record. Comments are limited to three (3) minutes. Written comments should be submitted to the Board Clerk 24-hours prior to the meeting to allow for distribution. Under Government Code Section 54954.2 – Brown Act, The Board cannot act on any item that is not listed on the agenda. The Board Chair may choose to acknowledge the comment. When appropriate, The Board Chair may briefly answer a question; refer the matter to staff; or move to set the item for discussion at a future meeting.
- 5) **Board Responds to Public Comment(s).**

Agenda - Items Requiring Action:

- 6) **Approval of Board Meeting Minutes.** **Tab A**
The Board will review for approval, the Minutes of the March 31st, 2022, Board Meeting.
Submitted by: Deborah Housen, Executive Assistant, to the CEO, CNO, Board Clerk.

- 7) **Medical Staff Report.**
Requesting Board approval, Chief of Staff, Dr. Dana Ware submitted the following items approved at the April 12th, 2022, Medical Staff Meeting:

a.) Initial Appointment of Medical Staff:

- Jack Lane DO - 1 year provisional 4/4/2022 to 4/4/2023 ER Locum
- Mahmood Hossain - Initial 60 days 4/12/2022 to 6/12/2022 Tele-Psychiatrist
- Craig Lum DO - 1 year provisional 2/28/2022 to 2/28/2023 Wound Care
- Timothy Jolis MD - 1 year provisional 5/8/2022 to 5/8/2023 ER Locum

b.) Reappointment Medical Staff:

- Viken Manjikian MD - 5/31/2022 to 5/31/2024 VRAD
- Steven Ciabattone MD - 5/31/2022 to 5/31/2024 VRAD
- Michael Allen MD - 5/31/2022 to 5/31/2024 VRAD
- Thomas Fiorito MD - 5/31/2022 to 5/31/2024 VRAD

c.) Initial Allied Health Practitioner(s): None

d.) Reappointment Allied Health Practitioner(s): None

8) Policies and Procedures.

Tab B

Submitted for Board approval. Discussed and approved at the Policy and Procedure Committee Meeting on 04/11/2022.

1. **FIN-015.001** – Bad Debt – **NEW**
2. **HR-001.002** – General Dress – **Tracked Changes**
3. **HR-008.001** – Nondiscrimination and Anti-Harassment – **REVISED**
4. **HR-009.003** – Performance Evaluations – **Tracked Changes**
5. **HR-012.001** – Hiring Process – **Tracked Changes**
6. **HR-023.002** – Holidays – **Tracked Changes**
7. **HR-025.003** – Time Clock and Time Reporting – **Tracked Changes**
8. **HR-027.001** – Attendance – **Tracked Changes**
9. **HR-030.001** – Employee Salary Advance – **Tracked Changes**
10. **HR-032.001** – COVID 19 Vaccine Mandate – **NEW**
11. **HR-033.001** – Employee of the Month – **NEW**

9) Building Rx.

Tab C

For Discussion and Approval - Presented by: Shawn McKenzie, CEO and Donna Huntingdale, President, Building Rx.

1) CEQA/NEPA Consultant – Sequoia Ecological Consulting Proposal

2) Project Management – Building Rx

- a. **Existing/Executed T&M/NTE agreement for reference**
- b. **Proposed Service Amendment to existing T&M/NTE agreement to cover billing through 4/30/2022**
- c. **Proposal for all remaining Project Management through completion of the project, based on scope and schedule as defined/attached. Milestones have been identified, inclusive of the November election.**

10) SHD House Purchase – First Street, Chester, CA

For Discussion and Approval - NTE dollar amount for purchase. Presented by Shawn McKenzie, CEO.

11) February 2022 & March 2022 Financial Reports.

Tab D

For Discussion and Approval - Financial Reports for the months of February and March of 2022. Submitted by Steve Boline, CFO.

Agenda items – Information only:

12) Healthcare Resource Group (HRG).

Tab E

Steve Boline, CFO, will present the HRG's March 2022 Summary Report.

- 13) Strategic Planning Committee and New Hospital Planning Update.** **Tab F**
Information Update/Discussion –Donna Huntingdale, President, Building Rx.
- 1) New CAH Board Updates plus attachment indicating cash-on-hand needs for Q4 FYE 2022 (please confirm with Shawn if this cash-on-hand info needs to be moved to “For Board Approval” Section)**
 - 2) New CAH floor plans as reviewed by end-users on 4/7 & 4/8**
- 14) CEO Report.** **Tab G**
Presented by: Shawn McKenzie, CEO
- 15) CNO Report.** **Tab H**
Presented by: Judith Cline, CNO
- 16) Clinic Report.** **Tab I**
Presented by: Johnathan Owens, Clinic Operations Director
- 17) Departmental Documents/Reports.** **Tab J**
- A) Compliance** – Charlene Almocera, HIM Director – Report submitted.
 - B) IT/Clinical Informatics** – TK Trumpf, IT Director – Report submitted.
 - C) Human Resources** – Jennie Mathews, HR Director – Report submitted.
 - D) Marketing/PR** – Chelssa Outland, PR Manager – Report submitted.
- 18) AB-361 Brown Act Amendment.**
The Board, CEO, Shawn McKenzie and the Infection Prevention Manager, Stefanie White, will discuss the Brown Act Amendment, and the continuation of virtual public meetings.
- 19) Board Members Retreat – Highlands Ranch Resort.** **Tab K**
(Continued Discussion) - Confirmation of Date and Format.
- 20) Board Members - Requested Topic for Further Discussion.**
- 1. Committee Discussion** – Requested by: Jerri Nielsen, President
- 21) Closed Session.** The Board will adjourn to Closed Session, as noted above.
- 22) Report on Closed Session.** The Board President will report on any actions taken.
- 23) Next Regular Meeting.**
- **Date:** May 26th, 2022
 - **Time:** 3:00 p.m.
 - **Location:** Lassen Theatre or via Zoom

This agenda has been mailed to the following newspaper publisher: Plumas News

This agenda has been posted at the following public places:

Seneca Healthcare District Hospital's Bulletin Board
U.S. Post Office – Chester Branch
Chester Fire District
Hamilton Branch Fire District
Peninsula Fire District
Lake Almanor West Fire District

This agenda has been mailed to the following radio station: KSUE/JDX

Certificate of Posting

I, *Deborah Housen*, hereby certify, I posted the foregoing Agenda on the bulletin board, located at the front door entrance of Seneca Healthcare District on **April 22nd, 2022.**

By: *Deborah Housen, 04/22/2022*

Deborah Housen, Board Clerk

In compliance with the Americans with Disabilities Act, if you require special accommodations to participate in a board meeting, please contact Seneca Healthcare District at (530) 258-2067 within 72 hours **prior** to the meeting.