

**SENECA HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
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=U0gwRmVreVV0UXRLWIREZmtMaHVQdz09>

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)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

+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 called to order the Regular Board Meeting at 3:04pm.
- 2) **Board Members Roll Call.** Jerri Nielsen, President, acknowledged Board Members - Dr. David Walls, Vice-President, Rich Rydell, Treasurer (via Zoom), as present. Ken Crandall, Secretary, and Ryan Lee, Assistant Secretary-Treasurer, were noted as absent.
- 3) **Pledge of Allegiance.** Conducted at 3:05pm
- 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.
Jerri Nielsen stated for the record, no members of the public were present. IT indicated there were no online Zoom attendees representing the public.

- 5) **Board Responds to Public Comment(s).** N/A

Agenda - Items Requiring Action:

- 6) **Approval of Board Meeting Minutes.** **Tab A**
The Board reviewed for approval, the Minutes of the March 31st, 2022, Board Meeting. Submitted by: Deborah Housen, Executive Assistant, to the CEO, CNO, Board Clerk.
Approved with modification to include name correction for Board Member, Ken Crandall. The Board Clerk stated the modification would be implemented. Motioned to approve by Dr. David Walls. Seconded by Rich Rydell. Motion approved by roll call vote. Dr. David Walls: Aye; Rich Rydell: Aye; Jerri Nielsen: Aye.

- 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 Ciabattoni 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

Appointments and Reappointments were all Approved "as listed" on The Board Meeting Agenda. Motioned to approve by Dr. David Walls. Seconded by Rich Rydell. Motion approved by roll call vote. Dr. David Walls: Aye; Rich Rydell: Aye; Jerri Nielsen: Aye.

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**~~

Jerri Nelsen challenged the wording regarding page 3, section H "Job Offer." This item was "tabled" by Jennie Matthews, HR, for further evaluation by the Policy and Procedure Committee.

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**

Motion to approve P & P Items 1-4 & 6-11 by Dr. David Walls. Seconded by Rich Rydell. Motion approved by roll call vote. Dr. David Walls: Aye; Rich Rydell: Aye; Jerri Nielsen: Aye.

9) Building Rx. (New CAH) *

Tab C

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

*Title changed to New CAH, as requested by Donna Huntingdale.

1) CEQA/NEPA Consultant – Sequoia Ecological Consulting Proposal

Motioned to approve by Rich Rydell. Seconded by Dr. David Walls. Motion approved by roll call vote. Dr. David Walls: Aye; Rich Rydell: Aye; Jerri Nielsen: Aye.

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.

Motioned to approve by Rich Rydell. Seconded by Dr. David Walls. Motion approved by roll call vote. Dr. David Walls: Aye; Rich Rydell: Aye; Jerri Nielsen: Aye.

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

For Discussion and Approval - NTE dollar amount for purchase. Presented by Shawn McKenzie, CEO. Motion to approve NTE \$500,000, by Dr. David Walls. Seconded by Rich Rydell. Motion approved by roll call vote. Dr. David Walls: Aye; Rich Rydell: Aye; Jerri Nielsen: Aye.

11) February 2022 Financial Reports.

Tab D

Financial Reports for the month of February 2022 were discussed, as submitted by Steve Boline, CFO. Mr. Boline stated the March 2022 Financial Reports would be presented to The Board on May 26th, 2022, at the next Board Meeting. Motioned to accept February Financial Reports by Rich Rydell. Seconded by Dr. David Walls. Accepted by roll call vote. Dr. David Walls: Aye; Rich Rydell: Aye; Jerri Nielsen: Aye.

12) Board to Appoint Standing Committee Members for Finance, Strategic Planning, and Bylaws.

Jerri Nielsen requested a motion to approve moving this topic (previously listed as item #20 under Agenda Items–Information Only), to the Agenda–Items Requiring Action, to commence appointment of the Committee Members. Motioned to move by Rich Rydell. Seconded by Dr. David Walls. Motion approved by roll call vote. Dr. David Walls: Aye; Rich Rydell: Aye; Jerri Nielsen: Aye.

Jerri Nielsen, President, appointed Board Members, to the following Committee's:

- Finance – Rich Rydell and Ryan Lee
- Strategic Planning – Jerri Nielsen and Rich Rydell
- Bylaws – Dr. David Walls and Ken Crandall

Agenda items – Information only:

- 13) Healthcare Resource Group (HRG).** **Tab E**
Steve Boline, CFO, will present the HRG's March 2022 Summary Report.
- 14) 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
2) New CAH floor plans as reviewed by end-users on 4/7 & 4/8
Jerri Nielsen requested a "place setting" be incorporated in the Board Meeting Agenda - Items Requiring Action, for the May 26th, 2022, Board Meeting. Giving The Board a chance to discuss and decide on approval of any additional CAH Budget requirements per Donna Huntingdale's future report(s).
- 15) CEO Report.** **Tab G**
Presented by: Shawn McKenzie, CEO
- 16) CNO Report.** **Tab H**
Presented by: Judith Cline, CNO
- 17) Clinic Report.** **Tab I**
Presented by: Johnathan Owens, Clinic Operations Director
- 18) 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.
- 19) AB-361 Brown Act Amendment.**
The Board, CEO, Shawn McKenzie and the Infection Prevention Manager, Stefanie White, discussed the Brown Act Amendment, and the continuation of virtual public meetings.
Since connection was not working for Stephanie White, Shawn McKenzie indicated the continuation of the hybrid format should be implemented. Jerri Nielsen stated the hybrid method would stay in place, at this time.
- 20) Board Members Retreat – Highlands Ranch Resort.** **Tab K**
(Continued Discussion)- Confirmation of Date and Format.
A confirmation of date will be sought from all Board Members present/not present. June 3rd, 2022, was suggested, but will need a unanimous vote. This matter will continue to the next Board Meeting on May 26th, 2022.

21) Closed Session. The Board adjourned to Closed Session at 4:15pm.

22) Report on Closed Session. The meeting returned to Open Session at 4:41pm. Jerri Nielsen announced there were no actions in Closed Session to report.

23) Next Regular Meeting was announced.

- **Date:** May 26th, 2022
- **Time:** 3:00 p.m.
- **Location:** Lassen Theatre or via Zoom
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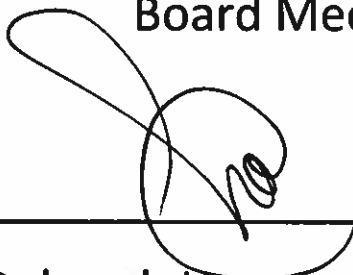
Dr. David Walls asked to add an Action Item to the May 26th, 2022, Board Meeting Agenda. He has constructed a document regarding Replacement of Board Members upon Resignation. Jerri Nielsen instructed the Board Clerk to comply.

Jerri Nielsen asked to add an Action Item to the May 26th, 2022, Board Meeting Agenda. She wants to discuss and request for approval of relocating the meeting from the current location, Mt. Lassen Theatre, to the Lake Almanor Clinic – Conference Room, SHD Campus.

Meeting adjourned at 4:43pm.



I, Deborah Housen, Clerk to the Board of Directors,
of the
Seneca Healthcare District,
do solemnly declare,
the foregoing Board Meeting Minutes for
the April 28th, 2022 Meeting,
were approved and accepted by the Board Members
at the
May 26th, 2022
Board Meeting.

X 

Deborah Housen, Board Clerk

