**SENECA HEALTHCARE DISTRICT**

**BOARD OF DIRECTORS REGULAR MEETING AGENDA**

**Lake Almanor Clinic (LAC) Conference Room, 199 Reynolds Road, Chester, CA**

**November 30th, 2023 - 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 Regular Board Meeting scheduled for November 30th, 2023, will be held at the LAC-Conference Room, 199 Reynolds Road, Chester, CA. Questions and comments may be submitted at the physical meeting location, via the virtual Zoom platform, or sent to*** [***board@senecahospital.org***](mailto:board@senecahospital.org)***.***

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:

<https://us06web.zoom.us/j/81053989657?pwd=9kbOg0xpaW2zEHeDBcRhl6XwZaZp8h.1>

Meeting ID: 810 5398 9657

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Public comments 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.

*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.*

Board packets can be found online at: **senecahospital.org/agenda**. Physical copies are also available at the Seneca Healthcare District Administration Office.

**Board of Directors:**

Jerri Nielsen, President

Sherrie Thrall, Vice-President

Kenneth Crandall, Secretary

Rich Rydell, Treasurer – **Attending (off-site) via ZOOM @ 2 Via Olas, San Clemente, CA 92676 / Ph: 530-258-6767**

Shelley Stelzner, Assistant Secretary/Treasurer

**1) Call to Order.** President Jerri Nielsen will call the Regular Board meeting to order.

**2) Board Members Roll Call.** The President will acknowledge Board Members present/absent.

**3) Pledge of Allegiance.**

**4) Modifications to, or Deletions from the Agenda.**

**5) Approval of the Agenda.**

**6) 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.

**7) The Board Responds to Public Comment(s).**

**8) Closed Session.**

The Board will meet in Closed Session pursuant to:

1. **Government Code §54956.9(d)(1))** Conference with Legal Counsel – Existing Litigation. [Paragraph (1) of subdivision (d) of Section 54956.9]

* **Robles vs SHD - Case: #CV22-00177**

1. **Government Code §54956.9(d)(2) or (3))** Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to [Paragraph (2) or (3) of subdivision (d) of Section 54956.9]
2. **Health and Safety Code §32106** – Report(s) involving Trade Secrets.
3. **Government Code §37624.3, Health & Safety Codes §1461 and §32155 -** Hearings.

Subject Matter: Report on Quality Assurance Committee.

Presented by Charlene Almocera, Director of HIM and Admissions.

**9) Report on Closed Session.** The Board President will report on any actions taken.

***Agenda - Items Requiring Action:***

**10) Approval of the Special Board Meeting Minutes. Tab A**

The Board will review for approval, the Minutes of the October 24th, 2023,

Special Board Meeting, as submitted by Deborah Housen, Board Clerk.

**11) Approval of the Regular Board Meeting Minutes. Tab B**

The Board will review for approval, the Minutes of the October 26th, 2023,

Regular Board Meeting, as submitted by Deborah Housen, Board Clerk.

**12) Reassignment of the December 2023 Regular Board Meeting Date.**

A Special Board Meeting has been scheduled for December 20th, 2023.

A calendar with numbers and days

Description automatically generated Discussion and approval. Presented by Jerri Nielsen, President.

**13) Proposed Changes to Salary and/or Fringe Benefits of the Chief Executive Officer.**

1. Oral recommendation regarding proposed changes to salary and/or fringe benefits

of the Chief Executive Officer. Presented by President Jerri Nielsen and Secretary

Ken Crandall.

1. Board discussion and possible approval of changes to salary and/or fringe benefits of the Chief Executive Officer, and execution of the new contract. **Tab C**

**14) Medical Staff Report.**

Requesting Board approval, Dr. Marc Nielsen, Chief of Staff, submitted the following

Medical Staff Appointments as approved at the Medical Staff Meeting held on November

14th, 2023.

# Reappointment Medical Staff:

* Peter Magnusson, MD - Cardiology - 60 days - 10-28-2023 to 12-28-2023
* Joseph Russo, DO - Clinic FP - 2 years - 12-05-2023 to 12-05-2025
* David Walls, DO - Administrator - 60 days - 11-10-2023 to 01-10-2024
* David Walls, DO - Administrator - 2 years - 01-10-2024 to 01-10-2026
* Dana Ware, MD - Clinic, IP, LTC - 60 days - 11-10-2023 to 01-10-2024
* Dana Ware, MD - Clinic, IP LTC - 2 years - 01-10-2024 to 01-10-2026
* Kevin Donaghy, MD - ER - 2 years - 01-01-2024 to 01-01-2026

**Initial Appointment Medical Staff:**

* Deborah Conway, MD - Radiologist-VRAD - 1 year - 11-14-2023 to 11-14-2024
* Salah Sherif, MD-ER - Locum - 60 days - 10-28-2023 to 12-28-2023
* Salah Sherif, MD ER - Locum - 1 year - 12-28-2023 to 12-28-2024
* Muhammad Adul-Wahab, MD - Radiologist-VRAD - 1 year - 11-14-2023 to 11-14-2024
* Kimberly Burkholz, MD - Radiologist-VRAD - 1 year - 11-14-23 to 11-14-2024

**Initial Allied Health Practitioner:** N/A

**Reappointment Allied Health Practitioner:**

* Clay Craig, PA - Clinic - 60 days - 11-01-2023 to 01-01-2024
* Margaret Main, LCSW - Clinic - 60 days - 12-19-2023 to 02-19-2024

**15) Policies and Procedures. Tab D** Submitted for Board Approval by Charlene Almocera, RHIA, CHC.

The following were approved at the Policy & Procedure Committee Meeting on November 14th, 2023:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Policy Number** | **Policy Name** | **Type of Change** | **Department** |  |  |
|  |  |
| DSS-013.002 | Drinks Available to Meet Resident Needs/Preferences/Sufficient Hydration | REVISED | Food and Nutrition Services |  |  |
| FIN-014.001 | Cash, Investments & Board Restricted Funds | REVISED | Finance |  |  |
| HR-###.001 | Diversity Equity and Inclusion | NEW | Human Resources |  |  |
| HR-032.002 | COVID19 Vaccine Mandate | RESCIND | Human Resources |  |  |
| IT-001.005 | Acceptable Use | REVISED | Information Technology |  |  |
| IT-014.002 | Password | REVISED | Information Technology |  |  |
| IT-017.005 | Portable Devices | REVISED | Information Technology |  |  |
| IT-023.005 | Equipment Hardening | REVISED | Information Technology |  |  |
| IT-031.003 | Workstation & Laptop Hardening | RESCIND | Information Technology |  |  |
| IT-033.003 | Switch Hardening | RESCIND | Information Technology |  |  |
| NSG-072.001 | Charting by Nursing Personnel | REVISED | Nursing- Swing |  |  |
| NSG-074.001 | Transfer and Discharge Residents | REVISED | Nursing- Swing |  |  |
| RT-003.006 | Arterial Blood Gas Drawing | REVISED | Respiratory Care |  |  |
| RT-041.001 | Cardiac Monitor Set-Up | REVISED | Respiratory Care |  |  |
| RX-005.002 | Departmental Controls | REVISED | Pharmacy |  |  |
| RX-006.002 | Equipment and Formulary | REVISED | Pharmacy |  |  |
| RX-018.001 | Dispensing Medication to Discharged Patients | REVISED | Pharmacy |  |  |
| RX-022.001 | Compounding Sterile Preparations (CPS) | REVISED | Pharmacy |  |  |
| RX-023.001 | Acute Automated Drug Dispensing System (AD) Utilization by the Skilled Nursing Facility | REVISED | Pharmacy |  |  |
| RX-030.001 | Banana Bags | NEW | Pharmacy |  |  |
| RX-033.001 | Nursing Orientation and Inservice | NEW | Pharmacy |  |  |
| RX-PRO-001.002 | Authorized Access | RESCIND | Pharmacy |  |  |
| RX-PRO-003.002 | Discrepancy Reports | RESCIND | Pharmacy |  |  |
| RX-PRO-004.002 | Entering Patient Information | RESCIND | Pharmacy |  |  |
| RX-PRO-005.002 | Inventory Count | RESCIND | Pharmacy |  |  |
| RX-PRO-006.002 | Medication Removal | RESCIND | Pharmacy |  |  |
| RX-PRO-009.002 | Poison Control Information | RESCIND | Pharmacy |  |  |
| RX-PRO-010.002 | Power Outage/Emergency Backup Procedure | RESCIND | Pharmacy |  |  |
| RX-PRO-011.002 | Problem Solving | RESCIND | Pharmacy |  |  |
| RX-PRO-012.002 | Pyxis Failure Procedure | RESCIND | Pharmacy |  |  |
| RX-PRO-013.002 | PYXIS Med Station | RESCIND | Pharmacy |  |  |
| RX-PRO-017.002 | Returning Medications | RESCIND | Pharmacy |  |  |
| RX-PRO-018.002 | Stock Replenishments | RESCIND | Pharmacy |  |  |
| RX-PRO-019.002 | Wasting Medications | RESCIND | Pharmacy |  |  |

**16) Introduction to CivAssist.**

Discussion and request for approval of new software specifically designed for streamlining

the Board Meeting Agenda’s, Minutes, and more. NTE $1,299 per year. Presented by Jon

Kennedy, Founder & CEO, CivAssist (joining the meeting via ZOOM).

**17) Establish Investment Account with California CLASS. Tab E**

The Board will review, for approval, the request to establish an account with the public

agency investment fund California CLASS and designate the SHD CEO, CFO, and Board

President as authorized signers on the account. Presented by Steve Boline, CFO.

**18) Contract for Coding Services from R1 RCM, Inc. Tab F**

For Discussion and Approval - The contract for coding services from R1 RCM, Inc. Presented

by Steve Boline, CFO. *Tab F.a (redline tracking change copy) / Tab F.b (clean copy)*

**19) September 2023 Financial Report (in Draft Form) Tab G**

Submitted for discussion and acceptance (draft form), the September 2023 Financial Report.

Presented by Steve Boline, CFO.

**20) FY 2024 Cash Flow Report. Tab H**

Presented by Steve Boline, CFO.

**21)**  **Medical Equipment Overview. Tab I**

Medical Equipment overview with***request for approval for Canon Imaging Equipment***

***Purchase Order and for Needed Early Procurement Items – only.***

Presented by Donna Huntingdale, Building, Rx.

***Agenda items – Information only:***

**22) New CAH Board Updates – Plus 2 medical equipment Reports.**  **Tab J**

Presented by Donna Huntingdale, Building Rx.

**23) R1 Revenue Cycle Report for October 2023. Tab K**

  Presented by Steve Boline, CFO.

**24) CEO Report. Tab L**

Presented by Shawn McKenzie, CEO.

**25) CNO Report. Tab M**

  Presented by Judith Cline, CNO.

**26) Departmental Documents/Reports. Tab N**

1. Compliance – Charlene Almocera, HIM Director – Report via Closed Session.
2. IT/Clinical Informatics – Brian Churchill, IT Director – **No report submitted**.
3. Human Resources Report – Jennie Matthews, HR Manager – Report submitted.
4. Marketing/PR – Chelssa Outland, PR Manager – Report submitted.

**27) The 4th Quarter Joint Committee Meeting.**

The 4th Quarter Joint Committee Meeting is on December 7th, 2023, at 11:30am, in the LAC

Conference Room. Board Members (previously) assigned to this meeting are:

Kenneth Crandall and Rich Rydell. Confirmation requested by Deborah Housen, EA, Board

Clerk.

**28) Next Special Board Meeting Announcement.**

* **Date:** December 20th, 2023
* **Time:** 3:00 p.m.
* **Location:** LAC-Conference Room

**29) Next Regular Board Meeting Announcement.**

* **Date:** TBD
* **Time:** TBD
* **Location:** LAC-Conference Room

This agenda has been electronically mailed to the following newspaper publishers:

Plumas Sun

Intermountain 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 (CPUD)

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 Hospital, and the Lake Almanor Clinic Walk-In bulletin board at front entrance on: **November 27th, 2023**.

**By: Deborah Housen, 11/27/2023**

      Deborah Housen, Board Clerk