

TAB N.1 Compliance Report

To Be Delivered at
Closed Session

TAB N.2 IT Report

No Report Submitted

TAB N.3 HR Report

Attached



Human Resources – Board Report

November 24th, 2023

- Recruitment updates:
 - Chief Operating Officer position – we are in the final rounds of our final three candidates and should have those finished up in the first week of December.
 - Nursing/Allied Health management roles: We have filled the House Supervisor/Drug Room Nurse position which is fantastic, and I am working with three recruiters to hopefully fill the Laboratory Manager position.
 - I am assisting Shawn and Chelssa with marketing efforts to find mid-level practitioners and physicians. We are working with a local videographer and digital creator to put together a recruitment video so we can specifically target certain demographics and areas. More to come on this!
- Our Employee Holiday Party is coming up on Friday, December 15th. It will be located at the Almanor Recreation Center in Chester. We will have fun games, prizes, food, drinks and more!
- We switched HR/Payroll systems from ADP to Paycom. We have officially entered into our first pay period with Paycom and are ironing out the bumps as we go along. We're excited for this new system as it will make payroll much easier for our Finance team and it offers better HR system functionality for our management and staff.
- Feedback is continuing to be positive regarding our Newsletter! November's version is attached to this board report.

Open Positions for November 2023:

- Registered Nurse (Full Time, Part Time, Per Diem) (Acute & ER experience preferred)
- LVN (Full Time, Part Time, Per Diem)
- CNA (Full Time, Part Time, Per Diem)
- Laboratory Manager (Full Time)
- Clinical Laboratory Scientist (Full Time, Part Time, Per Diem)
- Housekeeper (Full Time, Per Diem)
- Diet Aide/Kitchen Helper (Per Diem)
- Occupational Therapy Assistant (Part Time)

Sincerely,

Jennie Mathews
Director of Human Resources

List of Staff: Additions & Deletions

October 1st – 31st, 2023

Activity/Event	Status	Job Title	Start/End Date
<u>ADDITIONS</u>	PD	Radiologic Technologist	10/19/2023
	PD	Respiratory Therapist	10/17/2023
	FT	Maintenance Worker	11/1/2023
<u>CONDITIONAL ADDITIONS</u>	None		
<u>DELETIONS</u>	FT	Housekeeper	10/05/2023

Jennie Mathews, Director of HR

Seneca Healthcare District **NEWSLETTER**



Thanksgiving Word Search



L	R	Y	P	I	W	T	V	L	M	S	T	U	F	F	I	N	G	Z	K	H	F	R
D	V	A	R	C	S	T	O	G	E	T	H	E	R	N	N	P	H	R	G	T	E	O
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B	O	I	M	P	F	O	O	T	B	A	L	L	J	J	R	N	F	B	K	P	E	I
Y	R	O	L	L	S	O	W	X	I	P	V	H	E	N	O	B	H	S	I	W	J	J

WORD SEARCH CONTEST!

First person to send me all of the hidden words
in the search will receive a prize.

Email your words to jmathews@senecahospital.org



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Notes & News

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The Staff Corner

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Departmental
Updates

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New Hospital Build
Updates





NOTES & NEWS

Winners of our Halloween Costume Contest!

Jay & JD



Disney Villains



Under the Sea

*Winners of our 2023
Pumpkin Contest!*



2ND PLACE: TRACEY HUGO



1ST PLACE: BREE DENNY



3RD PLACE: MARIAN THOMPSON, RENEE
MERINO-LOWERY, OLIVIA VAN HUSEN

The Staff Corner

Employee of the Month: *Stacey McGarity*

We are so thankful and appreciative for how hard Stacey works in Housekeeping. She has stepped up weekly to fill open shifts, demonstrating that she is a team player and cares about our facility. Stacey works incredibly hard at her job and has filled in wherever needed, especially in the Skilled Nursing Facility.



NOVEMBER EMPLOYEE OF THE MONTH

Her hard work does not go unrecognized and we are very thankful for Stacey! Thank you from all of us at Seneca!

Nominated by: Jennifer Hall, Housekeeping Supervisor, and Jennie Mathews, Director of Human Resources

NOVEMBER WORK ANNIVERSARIES

1 Year

November 19th - Neal Cline (ER RN)

3 Years

November 16th - Shawn McKenzie (Administration)

November 30th - Keri Alward (Lab)

10 Years

November 18th - Andrea Kelly

11 Years

November 19th - Kacie Broussard (Care Coordination)

15 Years

November 21st - Marilyn Goodman (Lab)

24 Years

November 18th - David Monday (Lab)



Staff Update

Kandis Powell has officially transitioned from the I.T. Department into a new role! She started working as our new Clinic Data Analyst in early November. We're very thankful for her time spent in I.T. and thrilled for what the future holds for her!

NEW HIRES THIS MONTH

WELCOME TO
SENECA HEALTHCARE
DISTRICT



Julie Richter
PD Respiratory Therapist



Cory Murchison
FT Maintenance Worker



Margaret Pilgrim
FT Materials Mngmt/Plant
Operations Assistant

Welcome

Departmental Updates



SAVE THE DATE!

Our Seneca Holiday Party will be on Friday, December 15th at 6pm. It will take place at the Almanor Recreation Center in Chester. More details coming soon!



Paycom Update

We appreciate your patience as we go through this transition process. Please direct all Paycom questions to Kristin, Jennie, Corie, or Janelle.



Provider Update

Heather Smith PA-C, has been working with the Seneca Team as a Primary Care Provider for several months now. Patients and the community have been providing lots of positive feedback regarding her. **Dr. Thomas Greely** has been with the team for a little under a month. He will be available to see patients on Mondays. **Lori Koehler, FNP-C** has officially accepted an offer from Seneca to join our team as a Primary Care Provider, she is expected to start in January. We will be releasing more information regarding Lori to staff and the public as we near her start date. As of January, we will have three Primary Care Providers that will be accepting new patients. Our goal is to share this information with staff and the public so that people know we have providers that are **accepting** patients.



Meet **THOMAS GREELY, MD** **PRIMARY CARE PROVIDER**

Dr. Greely joined the Seneca team on Monday, October 23rd. He is a primary care provider with over 30 years of experience. He is an active volunteer in this community and part of The Almanor Foundation. We are excited to welcome him to the team. Please be sure to introduce yourself and say, "Hi" when you see him around campus.

Compliance or Privacy Reporting

If you have privacy or compliance concerns to report, please call:

Charlene Almocera

(833) 227-3743/Internal Ext. 1516

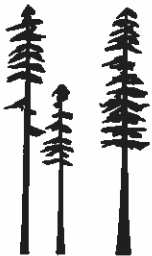
To report anonymously, please leave a message at:

Compliance Hotline

(833) 227-3743 / Internal Ext. 1525

We also have blank compliance forms for you to complete and drop into one of the Compliance Drop Boxes next to each Time Clock. Concerns or reports submitted are all investigated without fear of retaliation to the reporting employee. We prefer that you leave your name so that Compliance can respond to you timely with the status of your report as some issues may take longer to investigate and work through remediation.

NEW HOSPITAL BUILD NEWS



General Update

The Timber Harvest is well in progress. The trees designated for removal have been cut down, the timber operators have removed stumps, deck-piled logs, and started the process of backfilling holes where the stumps were removed. The New Hospital Build Team, including representatives from Seneca, Boldt and HGA are busy working behind the scenes to finalize details needed for construction from the equipment lists, wall colors, flooring finishes to furniture and more. The team is combing through every detail to make sure it is correct. The latest meetings have revolved around furniture selections and signage for the interior and exterior of the hospital. The current timeline is below.

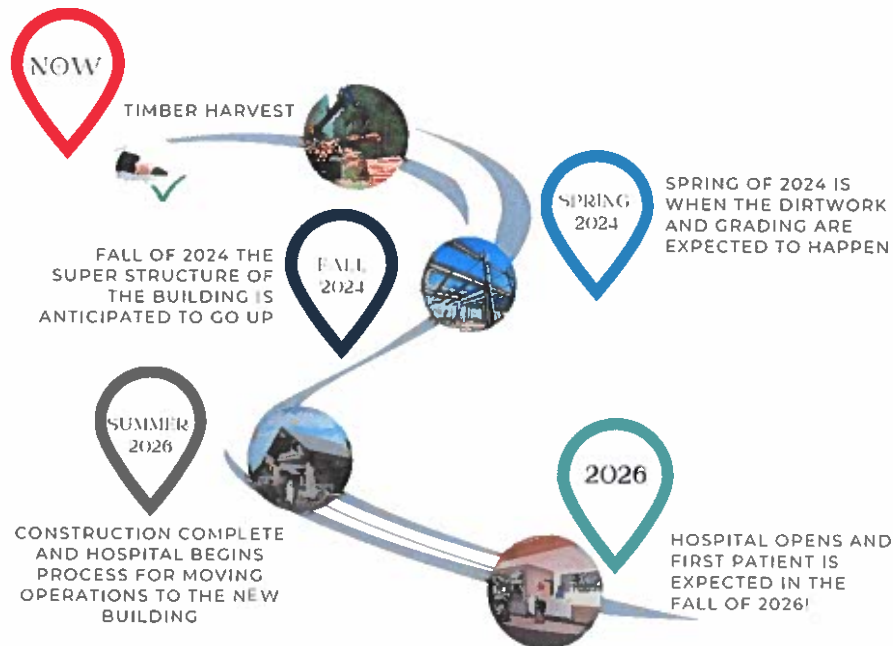
Timeline Update

Due to the delay caused by the Blue Heron's nest, the overall time line has been pushed back approximately six months. The timeline for the build is an estimate and is subject to change.

NEW HOSPITAL

TIMELINE

Note this timeline is estimated and subject to change*



TAB

N.4

Marketing/PR Report

Attached

Current Projects Update November 2023

- **New Build Campaign /Philanthropy**

- Donor Tree/Heavy Timber – this is continued from previous months and still an ongoing project.
 - Waiting on responses from Boldt to questions brought up during the meeting with Collins
- *Donor Brief arrived and is in the Admin office. A copy of this has been shared with staff to help drum up excitement*

- **General Marketing**

- Radio Ads: New radio ads are completed for December have been recorded and are schedule to start in rotation.
- **DECAD OPTION – GENERAL**
 - THE HOLIDAY SEASON CAN BE A BUSY AND EXCITING TIME FULL GIVING, YUMMY FOOD AND MORE. SENECA HEALTHCARE DISTRICT WOULD LIKE WISH YOU ALL HAPPY AND HEALTHY HOLIDAYS THIS YEAR. WE WOULD ALSO LIKE TO REMIND YOU THAT COLD AND FLU SEASON IS UPON US. STAY HEALTHY THIS SEASON, GET VACCINATED, WASH HANDS AND DON'T FORGET WE ARE HERE IF YOU NEED US. APPOINTMENTS CAN BE SCHEDULED BY CALLING THE ALMANOR CLINIC AT 1-833 227-3743 THAT'S 1 833 CARE SHD.
- **DEC 2023 – CHILDRENS WELLNESS**
 - SENECA HEALTH CARE DISTRICT IN CHESTER CONTINUES TO EXPAND THEIR FAMILY PRACTICE TEAM OF HEALTH CARE PROFESSIONALS . DID YOU KNOW THAT CHILDREN'S WELLNESS EXAMS ARE AVAILABLE AT THE LAKE ALMANOR CLINIC IN CHESTER. CHILDRENS WELLNESS EXAMS ARE RECOMMENDED EVERY YEAR. THIS HELPS TO ENSURE THE HEALTH AND WELLBEING OF YOUR LITTLE ONES. LET PROVIDERS AT SENECA HELP TAKE CARE OF YOUR FAMILY TODAY. SENECA OFFERS A FULL COMPLIMENT OF HEALTH CARE. IT'S GOOD TO KNOW THAT COMPASSONATE AND QUALITY HEALTH CARE CONTINUES TO BE A HALLMARK OF WHO SENECA IS. CALL 1-833-227-3743 FOR AN APPOINTMENT TODAY.
- **DEC 2023 – COMPASSION**
 - COMPASSIONATE AND QUALITY HEALTH CARE IS THE HALLMARK OF SENECA HEALTH CARE DISTRICT IN CHESTER. SENECA HAS RECENTLY ADDED 2 PRIMARY CARE PROVIDERS TO OUR TEAM THAT ARE ACCEPTING NEW PATIENTS AND AN ADDITIONAL PRIMARY CARE PROVIDER IS SCHEDULED TO START IN JANUARY. SENECA OFFERS A FULL ARRAY OF HEALTH CARE SERVICES. TO SCHEDULE AN APPOINTMENT CALL 1-833-227-3743 THAT'S 1-833- CARE SHD. SENECA HEALTH CARE DISTRICT ON BRENTWOOD DRIVE, CHESTER.
- LACC Newsletter - Continual updates are released and- Winter Ads in development now.
 - An ad to promote Heather and Tom as primary care providers and a teaser about Lori anticipated to start in January with more information to follow.
- Highlife magazine – continued ads.
- MVL Magazine – Ads continued – working on Ads for the spring.
- Phonebook: complete for the 2024 year. -Add are scheduled to go out in January that will remind people that the old phone numbers for Seneca will start phasing out.
- Ravenlight Productions:
 - Ravenlight is working with Marketing and HR on a provider recruitment campaign.
 - Proposed script
Scene 1: [Long, Busy Waiting Room in City Clinic]
Visual: Long queue of patients, crowded, chaotic.

Audio: Loud conversations, babies crying.

Voice over: "Is this your everyday?"

Scene 2: *[Close-up: Busy Doctor's Digital Chart]*

Visual: Close-up of a digital chart filled with back-to-back appointments.

Audio: Notification pings, phones ringing.

Voice over: "Ever feel like your constantly being pulled in every direction? Thinking about change of pace?"

Scene 3: *[Lake Almanor Walk-In Clinic]*

Visual: Warm, inviting clinic space with staff and patients smiling. (Young child smiling at doctor?)

Audio: Birds chirping, wind rustling through trees.

Voice over: "Consider joining a team where you are more than just a name badge. You and your work are valued."

Scene 4: *[Lifestyle: Lake Almanor Activities]*

Visual: Quick cuts between a golfer swinging, a man playing corn hole, and a wakeboarder on Lake Almanor.

Audio: Lake water lapping, distant laughter, birdsong.

Voice over: "Discover work-life balance at Seneca Health care in Chester."

Scene 5: *[Ending Screen]*

Visual: Seneca Healthcare District Logo appears with Lake Almanor in the background.

Audio: Birds chirping, wind rustling through trees fade out.

Voice over & text: "Learn more and apply at senecahospital.org/coreers"

➤ Website Updates

- Updating Billing pages to remove HRG bill pay options on the 28th of this month
 - Marketing to go out for this to let patients know.

- Provider pages

- Pages for H. Smith, B. Watson, S. Jensen, D. Ware added to site to help with google search and seo optimization

Working on pages for T. Greely, and L. Koehler

- Continued from last month

- Provider Recruitment Page -The recruitment page is in progress and once the PD and further information is gathered it will go live. These pages will be part of the provider campaign, I am updating documents for these pages and working with HR for positions descriptions to add to these.
 - Home Page – The home page is being updated and refreshed, we will work on updating the entire website through the first quarter of next year.

- Philanthropy

- Continuing to oversee this and work with donors on how to donate.

- Several meetings and phone conversations have taken place with donors.
 - The attached letter is going out to our list of contacts and donors.