Seneca Healthcare District
Minutes
Regular Meeting
June 27, 2024 03:00 PM
Lake Almanor Clinic (LAC) Conference Room, 199 Reynolds Road, Chester, CA 96020
https://senecahospital.org/

1. **Call to Order**
   The meeting was called to order at 3:00 pm by President Jerri Nielsen.

   A. Roll Call

   Present: President Jerri Nielsen, Vice President Sherrie Thrall, Secretary Kenneth Crandall, Treasurer Rich Rydell, Assistant Secretary/Treasurer Shelley Stelzner

   B. Pledge of Allegiance
   Led by President Jerri Nielsen

2. **Additions or Modifications to, or Deletions from the Agenda**

   Jerri Nielsen suggested the Policy & Procedure Items be moved from Item #16 to Item #6 Staff Reports, immediately following the Compliance Report by Charlene Almocera, HIM/Patient Director.

   Item #15 - Tabled at the request of the USDA. The USDA has not completed its review of the New CAH/SNF Award of Inspector of Record (IOR) contract and asked for it to be addressed at a future meeting. For public awareness, this item was previously tabled from the June 3, 2024 Special Board Meeting, for the same reason.

3. **Approval of the Agenda** Vice President Sherrie Thrall motioned to approve. A second was made by Assistant Secretary/Treasurer Shelley Stelzner.

   The roll call vote:

   Aye **President Jerri Nielsen** _Aye_ **Vice President Sherrie Thrall** _Aye_ **Secretary Kenneth Crandall** _Aye_ **Treasurer Rich Rydell** _Aye_ **Assistant Secretary/Treasurer Shelley Stelzner**

4. **Public Comments**

   A community member asked the Board a question regarding billing procedures:

   Once a patient is discharged from SHD Hospital, what is the timeframe that it takes for the bill to be sent to the patient?

   Steve Boline explained the process:

   1. The insurance provider is sent the claim

2. The patient balance due is calculated (after the insurance company processes the claim)

3. The billing statement will be released to the patient in approximately thirty (30) days

The community member was given direction to the SHD website for contact information regarding billing questions.

5. **Approval of the June 3rd, 2024 Special Board Meeting Minutes** Vice President Sherrie Thrall motioned to approve. A second was made by Assistant Secretary/Treasurer Shelley Stelzner.

   The roll call vote:

   Aye **President Jerri Nielsen** _Aye_ **Vice President Sherrie Thrall** _Aye_ **Secretary Kenneth Crandall** _Aye_ **Treasurer Rich Rydell** _Aye_ **Assistant Secretary/Treasurer Shelley Stelzner**

6. **Staff Reports**

   Item #16 - Policies & Procedures - was moved to Item #6, after the Compliance Report by Charlene Almocera, HIM/Patient Director.

   All Policies & Procedures presented to the Board for Approval were approved.

   Assistant Secretary/Treasurer Shelley Stelzner motioned to approve. A second was made by Secretary Kenneth Crandall.

   The roll call vote:

   Aye **President Jerri Nielsen** _Aye_ **Vice President Sherrie Thrall** _Aye_ **Secretary Kenneth Crandall** _Aye_ **Treasurer Rich Rydell** _Aye_ **Assistant Secretary/Treasurer Shelley Stelzner**

7. **Chief Financial Officer Report**

   The CFO Report, Cash Flow Analysis, and USDA financials for the SHD New Hospital Build were discussed. The additional loan amount requested is $6,741,471. Once paperwork is received from SHD, the USDA has stated they will approve and accept the requested dollar amount.

   Special Board Meeting(s) requested for:

   - FYE 2025 Budget

   - Inspector of Record (IOR) Contract Award

   - Interim Financing for the New CAH/SNF

   - May Financials

   - May R1 Report

8. **Butterfly POCUS - Software and Training Quote(s)** The Board approved Shawn McKenzie, CEO's request to move forward with the Butterfly POCUS - Software. Vice President Sherrie Thrall motioned to approve. A second was made by Assistant Secretary/Treasurer Shelley

Stelzner.

The roll call vote:

Aye **President Jerri Nielsen** _Aye_ **Vice President Sherrie Thrall** _Aye_ **Secretary Kenneth Crandall** _Aye_ **Treasurer Rich Rydell** _Aye_ **Assistant Secretary/Treasurer Shelley Stelzner**

9. **Early Procurement New Hospital Build - Equipment List**

   1. Request for approval of early procurement of Introba - Stretcher: Tabled at the request of Brady Haynes.

   2. Request for approval of early procurement by purchase or lease of the Stryker Surgical Tower. The old unit is out of commission. Approved by the Board.

   3. Request for approval of early procurement purchase or lease of a Canon Ultrasound unit - the current Ultrasound is beginning to fail, making it inefficient and taking more time to process. Cost vs Demand issues are being faced with old Ultrasound. There was discussion of expanding the ultrasound service offerings.

   The Board approved the purchase or lease of the Ultrasound unit.

   The Board agreed to table consideration of expanding ultrasound services to a future meeting. Once a Return on Investment (ROI) is received from staff, this matter will be readdressed.

   Board directed staff to have latitude to determine whether to purchase or lease #2 or #3 above, depending upon the funding response from the USDA.

   Assistant Secretary/Treasurer Shelley Stelzner motioned to approve. A second was made by Vice President Sherrie Thrall.

   The roll call vote:

   Aye **President Jerri Nielsen** _Aye_ **Vice President Sherrie Thrall** _Aye_ **Secretary Kenneth Crandall** _Aye_ **Treasurer Rich Rydell** _Aye_ **Assistant Secretary/Treasurer Shelley Stelzner**

10. **Ambulance MOU between Peninsula Fire District and SHD**

    President Jerri Nielsen clarified this MOU is for the lease of the ambulance generously donated to Seneca by Enloe to Peninsula Fire District for $1, to use to provide EMS services to the community until it is no longer needed by Pen Fire.

    Secretary Kenneth Crandall motioned to approve. A second was made by Assistant Secretary/Treasurer Shelley Stelzner.

    The roll call vote:

    Aye **President Jerri Nielsen** _Aye_ **Vice President Sherrie Thrall** _Aye_ **Secretary Kenneth Crandall** _Aye_ **Treasurer Rich Rydell** _Aye_ **Assistant Secretary/Treasurer Shelley Stelzner**

11. **Medical Staff Report** Treasurer Rich Rydell motioned to approve. A second was made by Assistant Secretary/Treasurer Shelley Stelzner.

The roll call vote:

Aye **President Jerri Nielsen** _Aye_ **Vice President Sherrie Thrall** _Aye_ **Secretary Kenneth Crandall** _Aye_ **Treasurer Rich Rydell** _Aye_ **Assistant Secretary/Treasurer Shelley Stelzner**

12. **Closed Session**

   A. Conference with Legal Counsel - Anticipated Litigation Pursuant to Gov. Code Section 54956.9 (d)(2) or (3) - One Case.

   No Action

   B. Health and Safety Code Section 32106 - Report(s) involving Trade Secrets.

   No Action

13. **Report on Closed Session**

   The Regular Board Meeting concluded at 4:04pm.

   Closed Session commenced at 4:04pm.

   Closed Session concluded at 4:27pm.

   The Regular Board Meeting was reinstated after Closed Session at 4:27pm.

   The Board President, Jerri Nielsen, announced there were no reportable actions taken during Closed Session.

14. **New CAH/SNF Bid Review/Award and Resolution No. 444**
   President Jerri Nielsen stated that bid protest comments were received and available to the public on the table at the meeting or from the administration office. District staff is of the opinion they are without merit.

   Contingent upon the USDA final approval and concurrence to specific instructions as directed by the USDA, the Board approved Resolution No. 444 - New CAH/SNF Bid/Award. Secretary Kenneth Crandall motioned to approve. A second was made by Assistant Secretary/Treasurer Shelley Stelzner.

   The roll call vote:

   Aye **President Jerri Nielsen** _Aye_ **Vice President Sherrie Thrall** _Aye_ **Secretary Kenneth Crandall** _Aye_ **Treasurer Rich Rydell** _Aye_ **Assistant Secretary/Treasurer Shelley Stelzner**

15. **New CAH/SNF Award of Inspector of Record (IOR)**

   Due to the USDA request, this item was tabled to a future meeting.

16. **Policy and Procedure Documents**

   This item was moved and approved under Item #6, as stated in the Modification of the Agenda.

17. **Seneca Healthcare Foundation Report**

   Discussion only. Presented to the Board by Chelssa Outland, Seneca Healthcare Foundation Executive Director.

18. **Future Board Meeting Agenda Topics**

1. New Hospital Build - Interim Financing
2. New Hospital Build - Citizens' Oversight Committee
3. Finance Investment Policy
4. Physician Contract Negotiation, Execution, Termination and Administration Authority of the CEO
5. Board Self-Assessment
6. Board Planning Session
7. Board Committees

19. **Next <u>Regular</u> Board Meeting Announcement**

DATE: Thursday - July 25th, 2024

TIME: 3:00pm

LOCATION: LAC-Conference Room - 199 Reynolds Rd., Chester, CA

The Regular Board Meeting adjourned at 4:39pm.