

**SENECA HEALTHCARE DISTRICT**  
**BOARD OF DIRECTORS MEETING MINUTES**  
Lake Almanor Clinic (LAC) Conference Room, 199 Reynolds Road, Chester, CA  
August 25th, 2022, at 3:00 p.m.

**Closed Session Announcement.**

After Open Session, the Board Members met in Closed Session pursuant to:

- a. Government Code §54956.9(d)(1) – Conference with Legal Counsel-Existing Litigation. [Paragraph (1) of subdivision (d) of Section 54956.9] - Velez vs SHD  
Case: DFEH # 202110-15186025
- b. Health and Safety Code §32106 – Report Involving Trade Secrets.
- c. 2<sup>nd</sup> Quarter Compliance Report – Presented by Charlene Almocera.

**1) Call to Order.**

President, Jerri Nielsen, called the Regular Board Meeting to order at 3:00pm.

**2) Board Members Roll Call.**

The President noted the following Board Members present: Rich Rydell, Treasurer; Dr. David Walls, Vice-President; Kenneth Crandall, Secretary. Absent: Ryan Lee, Assistant Secretary-Treasurer.

*NOTE: Ryan Lee joined the meeting via Zoom at 3:26pm.*

**3) Pledge of Allegiance.**

Conducted at 3:01pm.

**4) Public Comment(s) Period.**

There was no public presence. No Zoom participants representing the public. There were no comments or questions submitted in writing, prior to the Board Meeting.

**5) Board Responds to Public Comment(s).**

N/A

**Agenda - Items Requiring Action:**

**6) Approval of Special Board Meeting Minutes.**

**Tab A**

The Board reviewed and approved, the Minutes for the July 22<sup>nd</sup>, 2022, Special Board Meeting as submitted by, Deborah Housen, Executive Assistant, to the CEO, CNO, and Board Clerk.

*NOTE: The Board Clerk was instructed to amend item 8 - Emergency Room Physician Hourly Rate Adjustment, to reflect the following correction: Motion approved by roll call vote. Rich Rydell: Aye; Ryan Lee: Aye; ~~Dr. David Walls: Aye~~; Ken Crandall: Aye; ~~Jerri Nielsen: Aye~~. Jerri Nielsen and Dr. David Walls abstained from voting on this item due to "conflict of interest." A quorum vote was accepted, and this item was approved.* Motion to approve (with correction applied) by Dr. David Walls. Seconded by Kenneth Crandall. Motion approved and accepted by roll call vote. Rich Rydell: Aye; Dr. David Walls: Aye; Kenneth Crandall: Aye; Jerri Nielsen: Aye; Ryan Lee, Absent. *NOTE: Ryan Lee joined the meeting via Zoom at 3:26pm.*

**7) Approval of Board Meeting Minutes.**

**Tab B**

The Board reviewed and approved, the Minutes of the July 28<sup>th</sup>, 2022, Board Meeting as submitted by, Deborah Housen, Executive Assistant, to the CEO, CNO, and Board Clerk. Motion to approve by Kenneth Crandall. Seconded by Rich Rydell. Motion approved and accepted by roll call vote. Rich Rydell: Aye; Dr. David Walls: Aye; Kenneth Crandall: Aye; Jerri Nielsen: Aye; Ryan Lee, Absent. *NOTE: Ryan Lee joined the meeting via Zoom at 3:26pm.*

**8) Medical Staff Report.**

The Board accepted and approved the following submissions by, Dr. Dana Ware, Chief of Staff, as approved at the August 9<sup>th</sup>, 2022, Medical Staff Meeting:

**Initial Appointment Medical Staff.**

- Wael Alshehri, MD - Radiologist/VRAD 1year 8/9/2022 to 8/9/2023

**Reappointment Medical Staff.**

- Francis Atwill, DO - Locum ER 30 day 7/30/2022 to 8/30/2022
- Francis Atwill, DO - Locum ER 2 years 7/30/2022 to 7/30/2024
- Sandra Althaus, MD - Radiologist 8/1/2022 to 8/ 1/2024
- James H Sloves, MD - Radiology VRAD 8/30/ 2022 to 8/ 30/2024
- William Zinn, MD - Radiology VRAD 8/30/2022 to 8/30/2024
- Scott Kerns, MD - Radiology VRAD 10/28/2022 to 10/28/2024

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

Motion to approve by Dr. David Walls. Seconded by Rich Rydell. Motion approved and accepted by roll call vote. Rich Rydell: Aye; Dr. David Walls: Aye; Kenneth Crandall: Aye; Jerri Nielsen: Aye; Ryan Lee, Absent. *NOTE: Ryan Lee joined the meeting via Zoom at 3:26pm.*

**9) Policies and Procedures.**

**Tab C**

Discussed and approved at the Policy and Procedure Committee Meeting on August 2<sup>nd</sup>, 2022, and at the Medical Staff Meeting on August 9<sup>th</sup>, 2022.

- CAH-002.002 Organ, Tissue, and Eye. **APPROVED**
- CAH-003.002 Organizational Structure. **APPROVED with grammatical corrections on Pg. 2 / Procedure / vi. Remove “by” and correct “with the orders” verbiage.**
- ~~CAH-005.002 Staffing and Staff Responsibilities. Tabled to 09/29/2022 Board Meeting.~~
- CAH-021.002 Compliance with Federal, State, and Local Laws and Regulations. **APPROVED**
- CAH-022.002 Physical Plant and Environment/Life Safety from Fire. **APPROVED**
- CAH-023.002 Number of Beds and Length of Stay. **APPROVED**
- CAH-024.002 Status and Location. **APPROVED**
- CAH-025.002 Agreements. **APPROVED**
- CAH-026.002 Emergency Services. **APPROVED**
- MEMO-CC-002.002 InterQual Criteria Rescind. **APPROVED**
- CC-002.002 InterQual Criteria Policy Rescinded. **APPROVED**
- DSS-005.003 Meal Service. **APPROVED**
- DSS-013.001 Drinks Available to Meet Resident Needs/Preferences/Sufficient Hydration. **APPROVED**

- n. EDUC-001.001 BLS, ACLS, and PALS Requirement. **APPROVED**
- o. HR-032.001 COVID 19 Vaccine Mandate. **APPROVED**
- p. HR-032.001 COVID 19 Health Care Provider Medical Certification. **APPROVED**
- q. HR-032 Declination of COVID 19 Vaccination and Request – Exemption. **APPROVED**
- r. HR-032 Request for Religious Exemption. **APPROVED**
- s. OT-001.001 Evaluation/Plan of Care. **APPROVED**
- t. OT-002.001 Clinical Documentation. **APPROVED**
- u. RX-026.002 Administration of Medications. **APPROVED**
- v. SNF-183.001 PYXIS Med Station Policy. **APPROVED**

The Board accepted and approved “a”, “b” & “d – v” P&P’s. Tabling “c” to the 09/29/2022 Board Meeting, as outlined in the agenda. Motion to approve by Rich Rydell. Seconded by Dr. David Walls. Motion approved and accepted by roll call vote. Rich Rydell: Aye; Dr. David Walls: Aye; Kenneth Crandall: Aye; Jerri Nielsen: Aye; Ryan Lee, Absent. *NOTE: Ryan Lee joined the meeting via Zoom at 3:26pm.*

**10) Joint Conference Committee Meeting for 3<sup>rd</sup> and 4<sup>th</sup> Quarter Meetings in 2022.**

The Board agreed and assigned, Kenneth Crandall and Dr. David Walls, to attend the September 8<sup>th</sup>, 2022, Third Quarter Joint Conference Committee Meeting. The Board agreed and assigned, Jerri Nielsen and Rich Rydell, to attend the Fourth Quarter Joint Conference Committee Meeting on December 8<sup>th</sup>, 2022.

**11) Critical Access Hospital (CAH).**

Presented by Donna Huntingdale, Building Rx, President

- a. Discussed and approved – Sequoia Environmental Contract. **Tab D**

Request for additional service expansion to be added to contract for technical studies to include heliport flightpath over Collins Pine and at Wildwood.

Motion to approve Contract #1 by Kenneth Crandall. Seconded by Dr. David Walls. Motion approved and accepted by roll call vote. Rich Rydell: Aye; Dr. David Walls: Aye; Kenneth Crandall: Aye; Jerri Nielsen: Aye; Ryan Lee, Absent.

Motion to approve Contract #2 by Dr. David Walls. Seconded by Rich Rydell. Motion approved and accepted by roll call vote. Rich Rydell: Aye; Dr. David Walls: Aye; Kenneth Crandall: Aye; Jerri Nielsen: Aye; Ryan Lee, Absent.

- b. Discussion – Grant Easement with PCCDC for Wildwood - Primary Access. **Tab E**

Motion to approve by Kenneth Crandall. Seconded by Rich Rydell. Motion approved and accepted by roll call vote. Rich Rydell: Aye; Dr. David Walls: Aye; Kenneth Crandall: Aye; Jerri Nielsen: Aye; Ryan Lee, Absent. *NOTE: Ryan Lee joined the meeting via Zoom at 3:26pm.*

**12) July 2022 Financial Reports.**

Financial Reports for the month of July 2022 will be presented at the next regular Board Meeting on September 29<sup>th</sup>, 2022, per Steve Boline, CFO. No report for this Board Meeting.

**13) Capital Equipment Request.**

**Tab F**

Discussed and approved the purchase of a refurbished Anesthesia Machine. Presented by Kacie Broussard, OR Supervisor. Motion to approve by Dr. David Walls. Seconded by Kenneth Crandall. Motion approved and accepted by roll call vote. Rich Rydell: Aye; Dr. David Walls: Aye; Kenneth Crandall: Aye; Jerri Nielsen: Aye; Ryan Lee: Aye.

**14) Precision West Voice Over IP (VoIP) Recommendations. Tab G**  
Discussed and approved as presented by Shawn McKenzie, CEO.  
Motion by Rich Rydell, to move forward with Maverick Contract for VoIP System, with the intention of presenting the final contract for the Board to review and discuss for approval, at the next Board Meeting. Seconded by Dr. David Walls. Motion approved and accepted by roll call vote. Rich Rydell: Aye; Dr. David Walls: Aye; Kenneth Crandall: Aye; Jerri Nielsen: Aye; Ryan Lee: Aye.

**15) AB-361 Brown Act Amendment.**  
CEO, Shawn McKenzie, and Infection Prevention Manager, Stefanie White, discussed with the Board, the Brown Act Amendment, and the continuation of virtual public meetings. The Board agreed to keep the current meeting process, "as is" - until further notice.

**Agenda items – Information only:**

**16) Healthcare Resource Group (HRG). Tab H**  
Steve Boline, CFO, presented the HRG's July 2022 Summary Report.

**17) Building Rx. New CAH Board Updates. Tab I**  
Information Update and Discussion – Donna Huntingdale, President, Building Rx.  
The day of October 13<sup>th</sup>, 2022 was discussed and agreed upon, for a Special Board Meeting regarding the subject - Presentations from New CAH Design-Build Entity RFP Presentations REVIEW.

**18) (Verbal) CEO Report. Tab J**  
Presented by: Shawn McKenzie, CEO  
No written report submitted.

**19) CNO Report. Tab K**  
Presented by: Judith Cline, CNO

**20) Clinic Report. Tab L**  
Presented by: Johnathan Owens, Clinic Operations Director

**21) Departmental Documents/Reports. Tab M**  
a. Compliance – Charlene Almocera, HIM Director – Report submitted.  
b. IT/Clinical Informatics – TK Trumpf, IT Director – No Report submitted.  
c. Human Resources & Newsletter – Jennie Mathews, HR Director – Report submitted.  
d. Marketing/PR – Chelssa Outland, PR Manager – Report submitted.

**22) Board Member Candidacy Filing Deadline.**

The Board discussed the official filing period for the General Election regarding the remainder terms of three (3) Board Members, ending in 2022. The term of filing for a Board seat position was July 18<sup>th</sup>, 2022, thru August 12<sup>th</sup>, 2022. If an incumbent for office did not file their Declaration of Candidacy by August 12<sup>th</sup>, 2022, the filing period **for only that position** was extended until August 17, 2022, at 5pm. The Plumas County Registrar of Voters Office confirmed they received the appropriate Candidacy Filings (by the deadline), for two (2) of the three (3) incumbents whose terms are impending. Being the only filings for the seats they currently occupy, there will be no election for those Board Members. This is classified as an "Election in lieu of election." Those Candidates are: Rich Rydell, Treasurer, and Ryan Lee, Assistant Secretary-Treasurer. This leaves the Vice-President position Vacant, beginning December 2, 2022. On December 2, 2022, an official "Notice of Vacancy" will be publicly posted; the quest for a new Board Member will commence.

**23) Closed Session.**

The Board adjourned for Closed Session at 4:30pm.

**24) Report on Closed Session.** The Board returned to Open Session at 5:26pm.

The Board President, Jerri Nielsen, announced there were no reportable actions taken during Closed Session. Note: The Special Board Meeting, was tabled, pending legal input. Upon review, legal counsel advised against having a public Special Board Meeting due to the proprietary nature of work by the presenters. No Special Board Meeting was scheduled for October 13<sup>th</sup>, 2022.

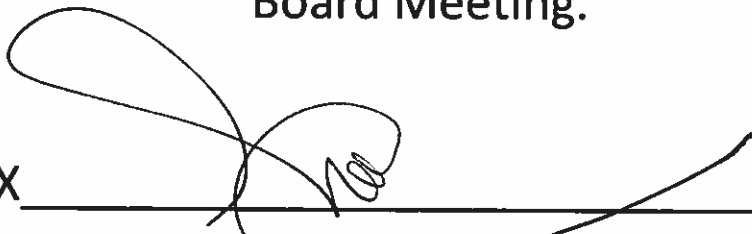
**25) Next Regular Board Meeting Announced.**

- **Date:** September 29<sup>th</sup>, 2022
- **Time:** 3:00 p.m.
- **Location:** LAC-Conference Room

The Board Meeting adjourned at 5:27pm.



I, Deborah Housen, Clerk to the Board of Directors,  
of the  
Seneca Healthcare District,  
do solemnly declare,  
the foregoing Board Meeting Minutes for  
the August 25<sup>th</sup>, 2022 Meeting,  
were approved and accepted by the Board Members  
at the  
September 29<sup>th</sup>, 2022  
Board Meeting.

X   
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Deborah Housen, Board Clerk

