

**SENECA HEALTHCARE DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES**  
Lake Almanor Clinic (LAC) Conference Room, 199 Reynolds Road, Chester, CA  
October 27th, 2022 at 3:00 p.m.

**Red indicates modifications and corrections made by the Board  
at the 12/01/2022 Regular Board Meeting**

**Closed Session Announcement @ 3:02pm.**

The Board will meet 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. Government Code §54956.9(d)(2)** Conference with Legal Counsel – Anticipated Litigation. [Paragraph (1) of subdivision (d) of Section 54956.9]
  - **Robles vs SHD - Case: #CV22-00177**
- c. Health and Safety Code §32106** – Report(s) involving Trade Secrets.

- 1) Call to Order.** President Jerri Nielsen called the Regular Board meeting to order at 3:01pm.
- 2) Board Members Roll Call.** The President noted Board Members present as: Dr. David Walls, Vice President; Ken Crandall, Secretary; Ryan Lee, Assistant Secretary-Treasury; Rich Rydell, Treasurer (via Zoom); and Jerri Nielsen, President.
- 3) Pledge of Allegiance** was conducted at 3:03pm.
- 4) Public Comment(s) Period.**  
There were no members from the community present. No questions presented to the Board via Zoom or in person.
- 5) Board Responds to Public Comment(s).** N/A

**Agenda - Items Requiring Action:**

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

**Tab A**

The Board reviewed and approved Minutes of the September 29<sup>th</sup>, 2022, Regular Board Meeting. Submitted by: Deborah Housen, Executive Assistant, to the CEO, CNO, and Board Clerk. Motion to approve by Dr. David Walls. Seconded by Ryan Lee. Roll call vote: Dr. David Walls, Aye; Ken Crandall, Aye; Ryan Lee, Aye; Rich Rydell, abstained from voting due to being absent for the September 29<sup>th</sup>, 2022, Board Meeting; and Jerri Nielsen, Aye.

**7) Medical Staff Report.**

There were no Medical Staff Provider Appointments for October 2022, per JoAnn Mahloch, Medical Staff Coordinator. The Medical Staff Meeting was held on October 11<sup>th</sup>, 2022.

**8) Policies and Procedures.**

Submitted for Board approval from Chelsea Major, P & P Officer.

- **Revised – SNF-021.003 - Administration of Influenza, Pneumococcal Immunizations, and Covid Vaccine(s).**

Approved with modification to omit the word “vaccine” utilizing “immunization” in place, throughout the document. Motion to approve by Dr. David Walls. Seconded by Ken Crandall. All in favor via roll call vote: Dr. David Walls, Aye; Ken Crandall, Aye; Ryan Lee, Aye; Rich Rydell, Aye; and Jerri Nielsen, Aye.

**9) Board Members reviewed and decided on the Regular Board Meeting dates for the remainder of 2022.**

The Board Members agreed to hold the November 24<sup>th</sup>, 2022, Regular Board Meeting on December 1<sup>st</sup>, 2022 – to avoid conflict with the Thanksgiving Holiday. The Regular December Board Meeting will be held on December 29<sup>th</sup>, 2022. At the last meeting in December, the Board will review the 2023 Regular Board Meeting schedule. There was no vote on this decision as all Board Members were in favor of the schedule as presented.

**10) Tentative request for Special Board Meeting for review/approval of upcoming Design-Build Entity contract.**

Verbal discussion and approval granted to Donna Huntingdale of Building Rx for a Special Board Meeting pertaining to the Design-Build Entity Contract. The Board assigned November 14<sup>th</sup>, 2022, at 3:00pm to hold the Special Board Meeting. Donna was advised to have the contract submitted to the SHD Administration Office by November 7<sup>th</sup>, 2022 (one week prior to the meeting), once approved by legal counsel. Special Board Meeting called to commence, per President, Jerri Nielsen. **Modification: The Board was informed by Legal Counsel and advised the Designed Build Contract could be considered and approved at a Special Board Meeting.**

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

No report requiring approval submitted by Donna Huntingdale, Building Rx.

**12) August 2022 Financial Reports.**

Submitted for discussion and accepted by the Board were the Financial Reports for the month of August 2022 as presented by Steve Boline, CFO. Motion to **approve accept** by Ken Crandall. Seconded by Rich Rydell. All in favor via roll call vote: Dr. David Walls, Aye; Ken Crandall, Aye; Ryan Lee, Aye; Rich Rydell, Aye; and Jerri Nielsen, Aye.

Kristin Courtright was introduced to the Board by Steve Boline, CFO, as the new Accounting Manager of SHD.

**13) AB-361 Brown Act Amendment.**

For discussion and agreement - CEO, Shawn McKenzie, and the Infection Prevention Manager, Stefanie White, will discuss with the Board, the Brown Act Amendment, and the continuation of virtual public meetings. The Board agreed to maintain hybrid meetings, “as is.”

**Agenda items – Information only:**

- 14) Healthcare Resource Group (HRG).** **Tab D**  
Steve Boline, CFO, presented HRG's September 2022 Summary Report.
- 15) SPT Critical Access Hospital (CAH) Report / Board Updates.** **Tab E**  
Information update and discussion presented by Donna Huntingdale, President, Building Rx.
- 16) CEO Report.** **Tab F**  
Presented by Shawn McKenzie, CEO
- 17) CNO Report.** **Tab G**  
Presented by Judith Cline, CNO
- 18) Cerner Update. Project Manager Report.** **Tab H**  
Presented by Brian Churchill, SHD Project Manager
- 19) Departmental Documents/Reports.** **Tab I**
- a. Compliance – Charlene Almocera, HIM Director – Report submitted.
  - b. IT/Clinical Informatics – TK Trumpf, IT Director – Report submitted.
  - c. Human Resources & Newsletter – Jennie Mathews, HR Director – Report submitted.
  - d. Marketing/PR – Chelssa Outland, PR Manager – Report submitted.

- 20) Closed Session** commenced at 4:27pm.  
The Board adjourned to Closed Session, as noted at start of Meeting.

The Regular Board Meeting reconvened @ 5:28pm. Items to be added to the next Regular Board Meeting Agenda:

- Informational: Preliminary Results of the November 8<sup>th</sup>, 2022, Election regarding Measure "B"
- Informational: Board Vacancy – Candidates. Shared discussion at the **December 1<sup>st</sup>, 2022 Regular Board Meeting**; and **Action Item added: December 29<sup>th</sup>, 2022, Candidates to be considered and possible selection discussion(s).**
- Closed Session: Public Employee Evaluation – CEO

- 21) Report on Closed Session.**  
The Board President, Jerri Nielsen, reported there were no actions taken during Closed Session.

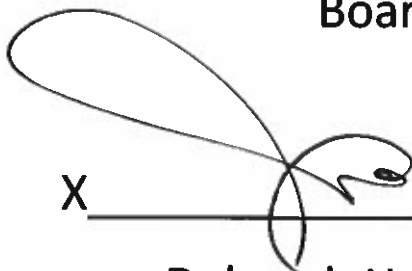
**22) Next Regular Board Meeting Announcement.**

- **Date:** December 1, 2022
- **Time:** 3:00 p.m.
- **Location:** LAC-Conference Room

The Regular Board Meeting adjourned at 6:01pm.



I, Deborah Housen, Clerk to the Board of Directors,  
of the  
Seneca Healthcare District,  
do solemnly declare,  
the foregoing Board Meeting Minutes for  
the OCTOBER 27<sup>th</sup>, 2022 Meeting,  
were approved and accepted by the Board Members  
at the  
DECEMBER 1<sup>ST</sup>, 2022  
Board Meeting.

X 

Deborah Housen, Board Clerk

