



Seneca Healthcare District

Minutes

Regular Meeting

September 25, 2025 02:00 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 2:01 pm by President Jerri Nielsen.

A. Roll Call

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

Staff Present: Shelley Stelzner joined the meeting via Zoom. She Abstained from voting on this agenda.

B. Pledge of Allegiance

Led by President Jerri Nielsen

2. Additions or Modifications to, or Deletions from the Agenda No Action

3. Approval of the Agenda Assistant Secretary/Treasurer Sherrie Thrall motioned to approve. Treasurer Rich Rydell seconded the motion.

The roll call vote:

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

4. Public Comments

No public comments or concerns were presented to the Board for review.

5. Request for Approval of the August 28th, 2025 Regular Board Meeting Minutes

The Regular Board Meeting Minutes were approved by the Board with the following correction:

Remove Shelley Stelzner's name from a Roll Call Vote, as she was Absent during the August 28th, 2025 Regular Board Meeting. Deborah Housen, Board Clerk, amended the Minutes as instructed.

Assistant Secretary/Treasurer Sherrie Thrall motioned to approve. Treasurer Rich Rydell seconded the motion.

The roll call vote:

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

6. **SHD Staff and SHF Reports**
1. Chief Executive Officer - Presented by Shawn McKenzie, CEO - Verbal Report.
 2. Chief Nursing Officer - Presented by Judith Cline, CNO - Verbal Report.
 3. Chief Operations Officer - Presented by Brady Haynes, COO - Written Report.
 4. Human Resources Manager - Presented by Shanna Roelofson - Written Report.
 5. Marketing/Public Relations Director - Presented by Chelssa Outland - Written Report.
 6. SH Foundation Executive Director - Presented by Chelssa Outland - Written Report.
 7. Compliance/Privacy/HIM Director - Presented by Charlene Almocera - No Compliance report for September 2025. The Compliance Committee meeting has been rescheduled to the end of the month.

7. **Chief Financial Officer Reports - Steve Boline, CFO**



Handouts, presented by Steve Boline, CFO, were distributed to the Board for review and public distribution (attached), and added to the meeting minutes:

1. Preliminary Financial Analysis August 2025.
2. Outpatient Revenue August 2025.

Informational Discussion Only:

1. Updated Cash Flow Report as of 9/17/25.
2. August 2025 R1 Revenue Cycle Report.
3. Interim Financing and Project Payment Update.

8. **New CAH/SNF - Requesting approval for the Medical Equipment overall list for management to a maximum budget of \$5,453,169. No contingency needed.**

Approved by the Board as submitted by Donna Huntingdale, Building Rx.

Assistant Secretary/Treasurer Sherrie Thrall motioned to approve. Secretary Kenneth Crandall seconded the motion.

The roll call vote:

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

9. **New CAH/SNF - Request approval of add to Building Rx contract to adjust duration of services to align with current construction and close-out schedule. No contingency needed.**

Approved by the Board as presented by Donna Huntingdale, Building Rx.

Secretary Kenneth Crandall motioned to approve. Treasurer Rich Rydell seconded the motion.

The roll call vote:

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

10. **New CAH/SNF - General update**

No Action.

Update presented by Donna Huntingdale, Building Rx.

11. **Policies and Procedures**

The Board Approved the Policies and Procedures as presented by Charlene Almocera,

Compliance/Privacy/HIM Director.

Assistant Secretary/Treasurer Sherrie Thrall motioned to approve. Treasurer Rich Rydell seconded the motion.

The roll call vote:

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

12. Medical Staff Report

The Board Approved the Medical Staff Appointments as approved at the September 9th, 2025, Medical Executive Staff Meeting, submitted by Dr. Dana Ware, Chief of Staff.

Secretary Kenneth Crandall motioned to approve. Assistant Secretary/Treasurer Sherrie Thrall seconded the motion.

The roll call vote:

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

13. Closed Session

A. Government Code §54956.9 – Conference with Legal Counsel.

The District has received a claim in connection with the Replacement Critical Access Hospital + Skilled Nursing Facility Project which is available for public inspection.

The Regular Board Meeting recessed at 4:23pm.

Closed Session commenced at 4:24pm.

14. Report on Closed Session

Closed Session concluded at 4:37pm.

The Regular Board Meeting returned to session at 4:38pm.

Board President, Jerri Nielsen, stated for the record, there were no reportable actions taken during Closed Session.

15. Future Board Meeting Agenda Topics

Board Planning Session

16. Next Regular Board Meeting Announcement

Date: Thursday, October 30th, 2025

Time: 2:00pm

Location: Lake Almanor Clinic (LAC) - Conference Room -199 Reynolds Rd., Chester

The September 25th, 2025 Regular Board Meeting adjourned at 4:38pm.

17. Agenda Posting Notice