



## Regular Board Meeting

Minutes

Regular Meeting

January 29, 2026 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 2:00 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: Rich Rydell, Treasurer, attended the meeting via Zoom.

#### B. Pledge of Allegiance

Led by President Jerri Nielsen

### 2. Election of Officers

The Board voted unanimously to retain the Board of Directors in their current positions, status quo, with the President subsequently appointing the Treasurer and Assistant Secretary/Treasurer positions:

Jerri Nielsen - President

Shelley Stelzner - Vice President

Kenneth Crandall - Secretary

Rich Rydell - Treasurer (appointed by Jerri Nielsen, President) Accepted by Rich Rydell.

Sherrie Thrall - Assistant Secretary-Treasurer (appointed by Jerri Nielsen, President) Accepted by Sherrie Thrall. Assistant Secretary/Treasurer Sherrie Thrall motioned to approve. Secretary Kenneth Crandall seconded the motion.

The roll call vote:

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

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

### 4. Approval of the Agenda Vice President Shelley Stelzner motioned to approve. Assistant Secretary/Treasurer Sherrie Thrall seconded the motion.

The roll call vote:

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

## 5. Public Comments

There were no public comments, concerns, or questions presented to the Board for review.

## 6. Approval of the December 16th, 2025, Special Board Meeting Minutes

The **Board Approved** the December 16th, 2025, Special Board Meeting Minutes as presented by Deborah Housen, EA/Board Clerk.

Kenneth Crandall, Secretary, abstained from voting due to being absent from the Special Board Meeting on December 16th, 2025.

Assistant Secretary/Treasurer Sherrie Thrall motioned to approve. Vice President Shelley Stelzner seconded the motion.

The roll call vote:

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

## 7. Staff 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 Report - Presented by Chelssa Outland - **Written Report.**
7. Compliance/Privacy/HIM Director - Presented by Charlene Almocera - **Written Report.**

## 8. Chief Financial Officer Reports - Steve Boline, CFO For Approval/Acceptance:

1. December 2025 Financial Report. **Accepted by the Board via Roll Call Vote.**

### For Discussion Only:

2. Updated Cash Flow Report as of 01/26/26.
3. December 2025 R1 Revenue Cycle Report.
4. Interim Financing and Project Payment Update.

Treasurer Rich Rydell motioned to approve. Vice President Shelley Stelzner seconded the motion.

The roll call vote:

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

## 9. New Critical Access Hospital & Skilled Nursing Facility - Contingency Usage Request 012

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

Contingency Usage Requests #44, Foundation Waterproofing, for an added cost of \$53,957.20; #45, Updating GC contracted scope on INC3 from bid to permit drawings, for an added cost of \$382,942.17; #46 & #47, Mock-up retest #3 costs being shifted from Owner's Contingency to be paid by GC, for a shift of costs of \$8,250.00; #48, Transition and Activation Planning contract budget supplementation, for an added cost of \$112,154.00; #49, Medical Gas Inspection/Certification, for an added cost of \$116,905.33; and #50, Lab Grant, for a reduced Contingency Usage of \$398,781.41. Once items 44-50 are approved, Owner's Contingency remains at \$1,336,733.33 and Construction Contingency remains at \$4,203,100.77.

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

The roll call vote:

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

#### 10. **New CAH/SNF Transition and Activation Planning Contract**

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

Donna Huntingdale requested Board consideration/approval of authorization, with respect to the Seneca Healthcare District Replacement Critical-Access Hospital + Skilled Nursing Facility Project, to District Chief Executive Officer or designee to execute contract approved by District legal counsel and District Chief Executive Officer or designee for services ("Contractor") for a value of \$210,154.00 to YellowBrick Consulting, all in a form approved by District legal counsel and the District Chief Executive Officer or designee, subject to United States Department of Agriculture concurrence. Presented by Donna Huntingdale, Building Rx.

Secretary Kenneth Crandall motioned to approve. Vice President Shelley Stelzner seconded the motion.

The roll call vote:

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

#### 11. **New CAH/SNF Medical Gas Inspection/Certification Contract**

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

Donna Huntingdale, Building Rx, requested Board consideration/approval of authorization, with respect to the Seneca Healthcare District Replacement Critical-Access Hospital + Skilled Nursing Facility Project, to District Chief Executive Officer or designee to execute contract approved by District legal counsel and District Chief Executive Officer or designee for services ("Contractor") for a value of \$116,905.00 to Carsten's Yearly Analysis, Inc., all in a form approved by District legal counsel and the District Chief Executive Officer or designee, subject to United States Department of Agriculture concurrence.

Assistant Secretary/Treasurer Sherrie Thrall motioned to approve. Vice President Shelley Stelzner seconded the motion.

The roll call vote:

Aye **President Jerri Nielsen** Aye **Vice President Shelley Stelzner** Aye **Secretary Kenneth**

Crandall  Aye  Treasurer Rich Rydell  Aye  Assistant Secretary/Treasurer Sherrie Thrall

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

No action taken. Updated information only.

13. **Policies and Procedures**

The Policies and Procedure documents were **Approved by the Board**, as presented by Charlene Almocera, Compliance/Privacy/HIM Director.

Vice President Shelley Stelzner motioned to approve. Assistant Secretary/Treasurer Sherrie Thrall seconded the motion.

The roll call vote:

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

14. **Medical Staff Report**

**The Board Approved** the request of Dr. Dana Ware, Chief of Staff, the submitted Medical Staff Appointments as approved at the January 13th, 2026, Medical Executive Staff Meeting.

Vice President Shelley Stelzner motioned to approve. Assistant Secretary/Treasurer Sherrie Thrall seconded the motion.

The roll call vote:

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

15. **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 4:31pm*

*Closed Session commenced at 4:31pm.*

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

No Reportable Action

C. **Conference with Legal Counsel - Existing Litigation Pursuant to Gov. Code §54956.9 (d)(1)**

*Simon Renteria v. Seneca Healthcare District, et al.*

*Claim No.: 24-001989 / Case No.: CV25-00084 (Plumas County Superior Court)* No Reportable Action

D. **Closed Session pursuant to Government Code Section 54957 – Public Employee Appointment**

Chief Executive Officer No Reportable Action

E. **Conference with Labor Negotiators**

Agency-Designated Representatives: SHD Board President & Vice-President

Unrepresented Employee: Chief Executive Officer

No Reportable Action

16. **Report on Closed Session**

*Closed Session concluded at 5:29pm.  
Rich Rydell, Treasurer, signed out after Closed Session at 5:29pm.  
The Regular Board Meeting resumed at 5:31pm.*

President, Jerri Nielsen, reported there were no reportable actions taken by the Board during Closed Session.

17. **Proposed Changes to Salary and/or Fringe Benefits of the Chief Executive Officer**

The Board discussed and **Approved**, changes to salary and/or fringe benefits of the Chief Executive Officer. Shawn McKenzie, CEO, was granted a performance bonus of \$16,000 in total.

Vice President Shelley Stelzner motioned to approve. Secretary Kenneth Crandall seconded the motion.

The roll call vote:

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

18. **Board Committee Assignments**

This item was tabled to be discussed at a future Regular Board Meeting.

19. **Board, Executive Staff, & Department Heads Required Training**

A. **Who Must Take Statutorily Required Trainings for Local Officials?**

<b>Ethics Training</b>	<b>Fiscal and Financial Training</b>
A member of a local agency legislative body or an elected officer of a local agency who receives any type of compensation, salary, or stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties	Any member of a local agency legislative body or any elected officer of a local agency
Any department head or other similar administrative officer	Any official who is appointed by the governing body who, as part of their official duties, makes decisions or recommendations regarding financial administration, budgeting, or the use of public resources
Any additional employees designated by the board	A local agency executive, as defined in subdivision (d) of Section 3511.1, or other similar administrative officer of a local agency*
	Any additional employees designated by the board

Source: <https://www.csga.net/blogs/morgan-leskody/2025/12/08/2026-new-laws-series-part-8-new-mandatory-training>

Discussion.

Deborah Housen, EA/Board Clerk, was instructed to provide the Board Members with the current SHD Policy regarding Ethics Training for SHD Managers/Staff, etc. This topic will be discussed/reviewed at a future Regular Board Meeting.

<b>Training</b>	<b>If Began Service Before January 1, 2026</b>	<b>If Began Service On/After January 1, 2026</b>	<b>Retake</b>
<b>Ethics</b>	If not previously designated, within one year of commencing service (in practice, before January 1, 2027).	Within six months of commencing service	Every two years
<b>Fiscal and Financial</b>	Before January 1, 2028 (Unless service term ends before January 9, 2028)	Within six months of commencing service	Every two years

Source:

<https://bbklaw.com/resources/la-121625-new-mandatory-trainings-for-local-government-elected-officials-appointees-and-staff>

Discussion. Information only.

### C. **AB1661 - Sexual Harassment Training for Local Agency Officials**

Required once every two years.

Source: <https://bbklaw.com/resources/sexual-harassment-avoidance-training-2-hours>

Discussion.

### 20. **Future Board Meeting Agenda Topics**

1. Board Committee Assignments
2. Board Planning Session
3. Board training - document in a Board Policy

### 21. **Next Regular Board Meeting Announcement**

Date: Thursday, February 26th, 2026

Time: 2:00pm

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

*The Regular Board Meeting adjourned at 5:42pm.*

### 22. **Agenda Posting Notice**