SENECA
HEALTHCARE DISTRICT

Seneca Healthcare District
Minutes
Regular Meeting
November 30, 2023 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 3:01 pm by President Jerri Nielsen.

   A. Roll Call
      Present: President Jerri Nielsen, Vice President Sherrie Thrall, Secretary Kenneth Crandall, Assistant Secretary/Treasurer Shelley Stelzner
      Staff Present: Rich Rydell, Treasurer, Attended the Regular Board Meeting via Zoom.

   B. Pledge of Allegiance
      Lead by President Jerri Nielsen

2. **Modification to, or Deletions from the Agenda**

   Item #21 was moved to just after Item #16. Item #18 discussion only with the approval of the FY 2024 Cash Flow Report to be tabled to the December 20th, 2023 Special Board Meeting due to adjustments being made in the report.

3. **Approval of the Agenda**

   The Board approved the Modification to the Meeting 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**

   There were no public comments submitted via email, in writing, or presented in person to the Board.

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

   N/A

6. **Closed Session**
   A. Conference with Legal Counsel - Existing Litigation Pursuant to Gov. Code Section 54956.9 (d)(1)
      Robles vs SHD - Case: #CV22-00177

      Closed Session commenced at 3:04pm.

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

C. **Health and Safety Code Section 32106**

Closed Session concluded @ 5:00pm

7. **Report on Closed Session**

The Board President, Jerri Nielsen, stated there were no actions taken during Closed Session to publicly report.

The Regular Board Meeting reconvened at 5:01pm

8. **Approval of the Special Board Meeting Minutes - Tab A**

The October 24th, 2023 Special Board Meeting Minutes were approved by the Board as presented by Deborah Housen, Board Clerk.

Vice President Sherrie Thrall 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**

9. **Approval of the Regular Board Meeting Minutes - Tab B**

The October 26th, 2023 Regular Board Meeting Minutes were approved by the Board as presented by Deborah Housen, Board Clerk.

Vice President Sherrie Thrall 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**

10. **Reassignment of the December 2023 Regular Board Meeting Date.**

The December 2023 Regular Board Meeting was reassigned to January 4th, 2023. The Board approved this change. Shelley Stelzner announced she will be absent on this date.

Vice President Sherrie Thrall 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**

11. **Proposed Changes to Salary and/or Fringe Benefits of the Chief Executive Officer. - Tab C**

A. Oral recommendation regarding proposed changes to salary and/or fringe benefitsof the Chief Executive Officer. Presented by President Jerri Nielsen and SecretaryKen Crandall.

The Board agreed to the Proposed Changes to Salary and/or Fringe Benefits of the CEO. The Contract was signed after the Board Meeting adjourned.

Treasurer Rich Rydell 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**

B. Board discussion and possible approval of changes to salary and/or fringe benefits ofthe Chief Executive Officer, and execution of the new contract. No Action

12. **Medical Staff Report**

The Medical Staff Appointments were approved as presented on the Agenda.

Vice President Sherrie Thrall 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**

13. **Policies and Procedures - Tab D**

The Policy and Procedures were approved as presented on the Agenda. Brian Churchill, IT Director, explained the new MCM software that is being implemented. It will allot viewing availability to the Board and SHD staff, in general, among other favorable features regarding updates and record tracking.

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**

14. **Introduction to CivAssist.**

The CivAssist program via CivEngage was presented by Jon Kennedy, CEO. The Board agreed it to be a necessary tool for the Board Clerk to utilize, and approved via vote, the implementation of the new program and contract.

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**

15. **Establish Investment Account with California CLASS. Tab E**

The Board of Directors agreed to establish an account with the California CLASS program as presented by Steve Boline, CFO.

Treasurer Rich Rydell 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**

16. **Contract for Coding Services from R1 RCM, Inc.** **Tab F**

The Contract for Coding Services from R1 RCM, Inc., was approved by the Board as presented by Steve Boline, CEO.

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**

17. **September 2023 Financial Report (in Draft Form) Tab G**

The Board approved the September 2023 Financial Report as presented in Draft Form by Steve Boline, CFO.

Secretary Kenneth Crandall 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**

18. **FY 2024 Cash Flow Report - Tab H**

Presented by Steve Boline, CFO. A revised/updated FY 2024 Cash Flow Report will be submitted at the Special Board Meeting on December 20th, 2023.

19. **Medical Equipment Overview. Tab I**

The discussion was led by Donna Huntingdale, Building Rx and Judith Cline, CNO. The Board agreed to table a decision regarding this matter to be included in the December 20th, 2023 Special Board Meeting. The Board asked for more detailed information and a breakdown of Early Medical Procurement requests per immediate needs.

20. **New CAH Board Updates - Plus 2 medical equipment Reports - Tab J**

    Presented by Donna Huntingdale, Building Rx. Information only.

21. **R1 Accounts Receivable and Revenue Cycle Report. - Tab K**

    Presented by Steve Boline, CFO. Discussion only.

22. **CEO Report - Tab L**

    Presented by Shawn McKenzie, CEO. Discussion only.

23. **CNO Report - Tab M**

    Presented by Judith Cline, CNO. Discussion only.

24. **Departmental Documents/Reports - Tab N**

    A. Compliance - Charlene Almocera, HIM Director - Report via Closed Session

    Discussion only.

    B. IT/Clinical Informatics - Brian Churchill, IT Director - **No Report submitted**

    Verbal report delivered by Brian Churchill, IT Director. Discussion only.

    C. Human Resources Report - Jennie Mathews, HR Manager - Report submitted

    Discussion only.

    D. Marketing / PR - Chelssa Outland, PR Manager - Report submitted.

    Discussion only.

25. **The 4th Quarter Joint Committee Meeting.**

    Reminder: The assigned date of the 4th Quarter Joint Committee Meeting is on December 7th, 2023 @ 11:30am in the LAC-Conference Room. Discussion only.

26. **Next Special Board Meeting Announcement**

    The Board agreed to hold the next Special Board Meeting on December 20th, 2023 @ 3:00pm at the LAC-Conference Room.

27. **Next Regular Board Meeting Announcement**

    The next Regular Board Meeting was voted by the Board to commence on January 4th, 2024 @ 3:00pm in the LAC-Conference Room.

The Regular Board Meeting of November 30th, 2023 was adjourned at 7:12pm.