Seneca Healthcare District
Minutes
Regular Meeting
February 29, 2024 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 3:00 pm by President Jerri Nielsen.

   A. Roll Call

      Present: President Jerri Nielsen, Vice President Sherrie Thrall, Secretary Kenneth Crandall, Treasurer Rich Rydell, attending via Zoom @ 2 Via Olas, San Clemente, CA 92673 / Ph: (530) 258-6767, Assistant Secretary/Treasurer Shelley Stelzner

      Staff Present: Shawn McKenzie, CEO - Judith Cline, CNO - Steve Boline, CFO (via Zoom) - Brady Haynes, COO - Brian Churchill, IT Director - Jennie Mathews, HR Mgr. - Chelssa Outland, Marketing/PR Mgr. (via Zoom) - Linda McCurdy, Plant Ops/Safety Director (via Zoom)

   B. Pledge of Allegiance
      Lead by President Jerri Nielsen

2. **Additions or Modifications to, or Deletions from the Agenda** No Action
3. **Approval of the Agenda** 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, attending via Zoom @ 2 Via Olas, San Clemente, CA 92673 / Ph: (530) 258-6767** _Aye_ **Assistant Secretary/Treasurer Shelley Stelzner**

4. **Public Comments**

   No public comments were submitted to the Board.

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

   N/A

6. **Approval of the January 25th, 2024 Regular Board Meeting Minutes** 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, attending via Zoom @ 2 Via Olas, San Clemente, CA 92673 / Ph: (530) 258-6767** _Aye_ **Assistant Secretary/Treasurer Shelley Stelzner**

7. **Staff Reports**

   No actions taken.

   CEO - Requested addition of the Seneca Healthcare Foundation to the agenda for the April Regular Board Meeting.

   CNO - New CLS Manager accepted employment offer.

   COO - Discussed capital budgeting, using the new hospital equipment list as a foundation for tracking warranties, useful life, etc. for annual budgeting and foundation fundraising.

   IT - Prioritizing Cerner tickets in coordination with staff based upon (1) patient safety and (2) financial impact.

   HR - CHS students will be doing rotations through the organization again, so they get an idea of the many different career options/paths available in the healthcare system.

   PR/Marketing - Sending recruitment video link out for Board members to view - "Come Home to Seneca." Volunteer coordinator working to setup schedule for volunteers in the LTC and other areas of the facility.

8. **Closed Session**
   A. Conference with Legal Counsel - Existing Litigation Pursuant to Gov. Code Section 54956.9 (d)(1)

      Robles vs SHD - Case: #CV22-00177

      No Action
   B. Conference with Legal Counsel - Anticipated Litigation Pursuant to Gov. Code Section 54956.9 (d)(2) or (3) No Action

   C. Health and Safety Code Section 32106 - Report(s) involving Trade Secrets.

      No Action
9. **Report on Closed Session**

   The Regular Board Meeting adjourned at 4:07pm.

   Closed Session commenced at 4:07pm

   Closed Session concluded at 4:45pm.

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

   The Regular Board Meeting was reopened at 4:45pm.

10. **December 2023 Financial Report (Draft Form)**

Board Members voted to accept the December 2023 Financial Report (Draft Form).

Assistant Secretary/Treasurer Shelley Stelzner 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, attending via Zoom @ 2 Via Olas, San Clemente, CA 92673 / Ph: (530) 258-6767** _Aye_ **Assistant Secretary/Treasurer Shelley Stelzner**

11. **January 2024 Revenue Cycle Performance & KPI (R1 Report)**

    No action was taken by the Board. Information only.

12. **New CAH/SNF Medical Equipment Purchase Order for Phillips Equipment Due to Price Increase after 4/15/24**

    Discussion.

    The Board requested staff bring this P.O. back to the vendor to update it to reflect the verbal agreement of Net 30 after install/acceptance, with no initial down payment. Board agreed to defer this item to the March Board Meeting.

13. **New CAH/SNF Board Updates – General Update Report**

    No action was taken by the Board. Information only.

14. **BKF Proposal for Grant Prospecting**

    The Board approved the BKF Proposal, NTE $5,000, granting Shawn McKenzie, CEO, permission to move forward with Grant Prospecting via BKF.

    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, attending via Zoom @ 2 Via Olas, San Clemente, CA 92673 / Ph: (530) 258-6767** _Aye_ **Assistant Secretary/Treasurer Shelley Stelzner**

15. **Physician Contract Negotiation, Execution, Termination and Administration Authority of CEO**

    Discussion.

    The Board granted permission to Shawn McKenzie, CEO, the authority to rewrite a new Physician Contract Negotiation, Execution, Termination and Administration Authority document to be presented for approval to the Board at a future date.

16. **Plumas LAFCo**

Discussion.

The Board requested more information on the benefits of joining the LAFCo Commission. Evaluation will be reconsidered in the future. This item was tabled until a future date.

17. **West Almanor Fire Protection District - Apartment Lease**

The West Almanor Fire Protection District Apartment Lease was approved as presented to the Board.

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, attending via Zoom @ 2 Via Olas, San Clemente, CA 92673 / Ph: (530) 258-6767** _Aye_ **Assistant Secretary/Treasurer Shelley Stelzner**

18. **Next Regular Board Meeting Agenda Topics**

1. Updated Cash Flow Analysis
2. New Hospital Build - Citizens' Bond Oversight Committee
3. Finance Investment Policy
4. Board Committee Reports (standing agenda items):
   a) Strategic Planning
   b) Finance
   c) Bylaws Ad-Hoc Committees
   d) Facility Repurpose
   e) EMS
   f) Seneca Healthcare Foundation
5. LAFCo - Update

19. **Next Regular Board Meeting Announcement**

Date: March 28th, 2024

Time: 3:00pm (PST)

Location: LAC Conference Room

The Regular Board Meeting adjourned at 6:00pm.

Posted 3:21 pm on March 21, 2024

Certificate of Posting: I, Deborah Housen, hereby certify I posted the foregoing Agenda on the bulletin boards, located at the front door entrances of Seneca Healthcare District Hospital and the Lake Almanor Walk-In Clinic on March 21, 2024.

The agenda was electronically mailed to the following newspaper publishers:

Plumas Sun

Intermountain News

The agenda was posted at the following public places:

Seneca Healthcare District - Hospital and Walk-In Clinic Bulletin Boards

United States Post Office - Chester Branch

Chester Fire Department (CPUD)

Hamilton Branch Fire District

Peninsula Fire District

Lake Almanor West Fire District

The agenda was mailed to the following radio station:

KSUE/JDX