

CALL TO ORDER The meeting was called to order at 5:30 pm by John Ungersma MD, President.

PRESENT John Ungersma MD, President
M.C. Hubbard, Vice President
Mary Mae Kilpatrick, Secretary
Jean Turner, Treasurer
Peter Watercott, Member At Large
Kevin S. Flanigan MD, MBA, Chief Executive Officer
Kelli Huntsinger, Chief Operating Officer
John Tremble, Chief Financial Officer
Tracy Aspel RN, Chief Nursing Officer
Evelyn Campos Diaz, Chief Human Resources Officer
Sandy Blumberg, Executive Assistant

OPPORTUNITY FOR PUBLIC COMMENT Doctor Ungersma announced at this time persons in the audience may speak on any items not on the agenda on any matter within the jurisdiction of the District Board. Members of the audience will have an opportunity to address the Board on every item on the agenda, and speakers are limited to a maximum of three minutes each. No comments were heard.

APPROVAL OF NIHD FOUNDATION BOARD MEMBER Chief Executive Officer (CEO) Kevin S. Flanigan MD, MBA requested approval of the appointment of Ms. Jane Thompson to the Northern Inyo Healthcare District (NIHD) Foundation Board of Directors. It was moved by Peter Watercott, seconded by Mary Mae Kilpatrick, and unanimously passed to approve appointment of Jane Thompson to the NIHD Foundation Board of Directors as requested.

QUARTERLY PILLARS OF EXCELLENCE REPORT Chief Operating Officer Kelli Huntsinger reviewed the Hospital Wide Pillars of Excellence quarterly report, which includes performance data on the following:
- Patient satisfaction statistics
- Adverse Drug Event percentages
- Infection rate percentages
- Employee Turnover
- Financial indicators (including debt ratio, cash on hand, and accounts receivable days)
It was moved by Ms. Kilpatrick, seconded by Jean Turner, and unanimously passed to accept the Hospital Wide Pillars of Excellence quarterly report as presented.

CHIEF OPERATING OFFICER REPORT Ms. Huntsinger also provided a Chief Operating Officer report which included updates on the following hospital departments:
- Dietary Services
- Diagnostic Imaging Services
- Environmental Services and Laundry
- Cardiopulmonary Services

- Health Information Management (Medical Records)
- Laboratory Services
- Pharmacy
- Quality and Performance Improvement
- Rehabilitation Services
- Safety

Ms. Huntsinger additionally reported that the Tahoe Carson Radiology group will begin providing radiology service coverage at NIHD as of April 1 2018.

CHIEF HUMAN
RESOURCES OFFICER
REPORT

Chief Human Resources Officer Evelyn Campos Diaz provided an overview of the results of the January 2018 NIHD Employee Satisfaction Survey. Ms. Campos Diaz's report included the following:

- Employee participation in the survey was 91% (an increase from the prior year's 80% response rate)
- The District's overall employee satisfaction score was 3.28 (out of a possible 4 points), an increase over the prior year score of 3.15

Ms. Campos Diaz reviewed employee job and organization engagement scores, as well as scores for employee satisfaction with pay and benefits. She additionally noted areas that District leadership will focus on in an effort to realize improvement in the upcoming year. The Employee Satisfaction Survey will be repeated in January 2019 in accordance with the District's Strategic Plan.

Ms. Campos Diaz additionally reported that 333 District employees have completed Workplace Violence Training, utilizing a Cal OSHA training tool specific to healthcare facilities.

CHIEF NURSING
OFFICER REPORT

Chief Nursing Officer Tracy Aspel, RN provided an NIHD Nursing Department update which included the following:

- Information on employee trainings and educational opportunities
- Consideration of a new learning management program
- Improvements made to infection prevention measures
- Implementation of a safe injection practice program
- Improvements to the hospital water management plan
- Update on Employee Health services provided
- ICU RN training opportunities with Adventist Health
- Triage flow improvements in the Emergency Department
- Baby Friendly certification for the District

CHIEF FINANCIAL
OFFICER REPORT

Chief Financial Officer John Tremble provided a financial update which included the following:

- ADP payroll implementation will take place in the month of April
- A new purchasing supply system will be implemented as part of the District's health information management system conversion in September
- Macro Helix software will be implemented for the District's 340B drug program

- Gross patient revenue was high in the month of January 2018, and the District realized a profit of \$298,000 for the month
- Gross revenue for the fiscal year to date is over \$1,000,000

DISTRICT BOARD
RESOLUTION 18-01,
NORTHERN INYO
HEALTH LLC

Mr. Tremble also called attention to District Board Resolution 18-01, which would allow for creation of *Northern Inyo Health LLC*, to facilitate expansion of District services to include for-profit entities. It was moved by Ms. Turner, seconded by Ms. Kilpatrick, and unanimously passed to approve District Board 18-01 to establish *Northern Inyo Health LLC* as requested.

DISTRICT BOARD
RESOLUTION 18-02

Mr. Tremble also called attention to proposed District Board Resolution 18-02 which would allow for adaptation to Book Entry Accounting for the segregation of Restricted and Specific Funds, in order to consolidate existing District funds more efficiently and reduce banking fees significantly. It was moved by Ms. Kilpatrick, seconded by M.C. Hubbard, and unanimously passed to approve District Board Resolution 18-02 as requested.

CHIEF EXECUTIVE
OFFICER REPORT

Doctor Flanigan provided a Chief Executive Officer report, which included the following:

- Telehealth services with Adventist Health are moving forward and the District is working on setup for incoming telehealth specialties
- The Pioneer Medical Associates building was recently broken into. District leadership is currently making improvements to security measures at that location.
- Physician recruitment for family medicine and internal medicine providers continues
- Urology services will start up this week, and cardiology appointments are also being scheduled
- The District's Hospitalist Service continues to be successful, under the leadership of Joy Engblade MD
- Southern Inyo Healthcare District is promoting passage of measure "J" in an attempt to help provide financial aid for Southern Inyo Hospital (SIH). NIHD plans to send a general surgeon to SIH to provide part-time coverage.
- NIHD is currently promoting colorectal cancer awareness month, and a first annual fun run (fundraiser) has been scheduled for the upcoming weekend

NIHD BYLAWS
REVIEW

Doctor Flanigan stated that he and Directors Hubbard and Ungersma made up an Ad Hoc Committee which recently completed a review of NIHD District Bylaws. Revisions have been made to the District Bylaws, and they are now ready for the review and approval of the full Board. It was moved by Ms. Turner, seconded by Ms. Hubbard, and unanimously passed to approve the revised District Bylaws as presented by the Ad Hoc Committee, including housekeeping changes noted by Director Kilpatrick.

CHIEF EXECUTIVE
OFFICER

Doctor Ungersma called attention to a proposed Agreement for the Employment of Chief Executive Officer Kevin S. Flanigan MD, MBA, for a term of 4 years. It was moved by Ms. Kilpatrick, seconded by Mr. Watercott, and unanimously passed to approve the Employment Agreement with Kevin S. Flanigan MD, MBA as presented. It was noted that the agreement was previously approved by District legal counsel, and that it does not allow for a salary increase for the CEO.

ATHENA
IMPLEMENTATION
UPDATE

Director of Information Technology Robin Cassidy presented a status update on the District's Athena Health Information System implementation project, which will go live September 25 2018. The project includes implementation of the Athena system; Orchard Harvest; Jump Stock; ADP Payroll and HR programs; the GeauxTech archive solution; GE Centricity's perinatal product; 7 Medical Systems software; Intacct implementation (for general ledger); Dragon Medical One speech recognition; the Macro Helix 340B solution; and implementation of Protenus, a compliance privacy solution.

CONSENT AGENDA

Doctor Ungersma called attention to the Consent Agenda for this meeting, which contained the following items:

- Approval of minutes of the February 21 2018 regular meeting
- Financial and Statistical reports for January 2018
- 2013 CMS Survey Validation Monitoring for March 2018
- Policy and Procedure annual approvals

It was moved by Mr. Watercott, seconded by Ms. Turner, and unanimously passed to approve all four consent agenda items as presented.

CHIEF OF STAFF
REPORT

On behalf of Chief of Staff Richard Meredith MD, Doctor Flanigan reported following careful review, consideration, and approval by the appropriate Committees the Medical Executive Committee recommends approval of the following Policies, Procedures, Protocols, and Order Sets:

POLICIES,
PROCEDURES,
PROTOCOLS, ORDER
SETS

1. *Cleaning the Pharmacy Sterile IV Preparation Area (Clean Room)*
2. *Collection of Aerobic and Anaerobic Cultures*
3. *Emergency Care Policy for Emergency Department Physician Assistant - Standardized Procedure*
4. *General Policy for Emergency Department Physician Assistant - Standardized Procedure*
5. *Intimate Partner Abuses Guidelines, for Victims of*
6. *Intravenous to Oral Route of Administration Opioid Conversion Protocol - Inpatient Adult*
7. *Medication/Device Policy for Emergency Department Physician Assistant - Standardized Procedure*
8. *Multidrug Resistant Organism (MDRO) Control Plan*
9. *N95 Mask Fit Testing Using PortaCount Pro*
10. *Opening and Closing Nursing Departments*
11. *Standards of Care in the ICU*
12. *Warfarin Protocol - Inpatient Adult*

It was moved by Ms. Turner, seconded by Ms. Hubbard, and unanimously passed to approve Policies, Procedures, Protocols, and Order Sets 1 through 12 as presented.

ANNUAL APPROVALS

Dr. Flanigan also reported following careful review and consideration the Medical Executive Committee recommends approval of the following annual approvals:

1. Utilization Review Critical Indicators
2. Pediatric Critical Indicators
3. Standardized Procedures and Protocols
 - i. *RN First Assistant*
 - ii. *Medical Screening Examination of the Obstetrical Patient*
 - iii. *CNM First Assist During Cesarean Sections*
 - iv. *Physician Assistant in the OR*

It was moved by Mr. Watercott, seconded by Ms. Kilpatrick, and unanimously passed to approve annual approvals 1 through 3 as presented.

MEDICAL STAFF ADVANCEMENT

Dr. Flanigan additionally reported following careful review, consideration, and approval by the appropriate Committees the Medical Executive Committee recommends approval of the following Medical Staff Advancement:

1. Uttama Sharma, MD (*family medicine*) - Dr. Sharma has undergone 50+ chart reviews and direct supervision Thursday through Saturday x 4 months by her proctor, Stacey Brown MD since her appointment in August 2017. Doctor Brown is happy to report Dr. Sharma has completed her focused professional practice evaluation (FPPE) and is recommending her for advancement from Provisional Staff to full Active Staff at NIHD.

It was moved by Ms. Hubbard, seconded by Ms. Kilpatrick, and unanimously passed to approve the Medical Staff advancement of Uttama Sharma, MD as requested.

MEDICAL STAFF APPOINTMENTS/ PRIVILEGES

Doctor Flanigan also reported the following applicants have undergone full credentialing and have been recommended for appointment to the Medical Staff by the Credentials and Medical Executive Committees in the appropriate category:

1. Michael H. Abdulian MD (*Orthopedic Surgery*), Provisional Consulting Staff
2. David B. Huddleston MD (*General Surgery*), Provisional Active Staff
3. Kristin Irmiter MD (*Pediatrics*), Provisional Active Staff
4. Daniel Firer, MD (*Family Medicine / Emergency Department*), Provisional Active Staff
5. Sandra Althaus MD, *Tahoe Carson Radiology (Interventional Radiology)*, Consulting Staff
6. Ryan Berecky MD, *Tahoe Carson Radiology (Neuroradiology)*, Consulting Staff

7. Nicholas Carlevato MD, *Tahoe Carson Radiology (Interventional Radiology)*, Consulting Staff
8. David Landis MD, *Tahoe Carson Radiology (Diagnostic Radiology)*, Locum Tenens
9. Stephen Loos MD, *Tahoe Carson Radiology (Diagnostic Radiology)*, Active Staff
10. Keith Shonnard MD, *Tahoe Carson Radiology (Interventional Radiology)*, Consulting Staff
11. Gary Turner MD, *Tahoe Carson Radiology (Neuroradiology)*, Consulting Staff

It was moved by Mr. Watcrott, seconded by Ms. Hubbard, and unanimously passed to approve all eleven Medical Staff appointments as requested.

TELEMEDICINE STAFF
APPOINTMENTS/
PRIVILEGES

Doctor Flanigan also requested approval of the following Telemedicine Staff Appointments/Privileges, credentialing by proxy:

1. *As per the approved Telemedicine Physician Credentialing and Privileging Agreement and as outlined and allowed by 42CFR 482.22, the Medical Staff has chosen to recommend the following practitioners for Telemedicine privileges relying upon Adventist Health's credentialing and privileging decisions:*
 - i. Azadeh Majlessi, MD (*rheumatology*), distant site: Adventist Health (Glendale), Telemedicine Staff
 - ii. Nilem Patel, MD (*endocrinology*), distant site: Adventist Health (Glendale), Telemedicine Staff

It was moved by Mr. Watcrott, seconded by Ms. Kilpatrick, and unanimously passed to approve both Telemedicine Physician Credentialings and Privileging as requested.

TEMPORARY LOCUM
TENENS PRIVILEGES

Doctor Flanigan also reported the following physician has undergone the full credentialing process and has been recommended for temporary/locum tenens privileges for up to 60 days in 2018, unless extended and approved for good cause:

1. Arsen Mkrtychyan MD, Internal Medicine (*hospitalist*), Temporary/Locums tenens (*up to 60 days in 2018*)

It was moved by Ms. Hubbard, seconded by Ms. Turner, and unanimously passed to approve Dr. Mkrtychyan's temporary/locum tenens privileges for up to 60 days in 2018 as requested.

ADDITIONAL
PRIVILEGES, ALLIED
HEALTH
PROFESSIONAL

Doctor Flanigan also reported the following Allied Health Professional has applied for privileges in the Emergency Department. In times of heavy patient volume, the ED physician on duty may call upon the applicant to assist with patient care. The applicant will be working under approved Standardized Protocols and will undergo an initial period of monitoring:

1. Jennifer Figueroa, PA-C, *Emergency Department*, Allied Health Professional

It was moved by Ms. Kilpatrick, seconded by Ms. Turner, and

unanimously passed to approve Jennifer Figueroa, PA-C to assist with patient care in the ED as requested.

CHANGE IN STAFF
CATEGORY

Doctor Flanigan additionally reported following careful review and consideration the Medical Executive Committee recommends a change in Staff Category for Edmund P. Pillsbury III, MD (*radiology*) - application for change in Staff category from Consulting Staff to Active Staff. It was moved by Ms. Kilpatrick, seconded by Ms. Turner, and unanimously passed to approve the change in Staff category for Edmund P. Pillsbury III, MD as requested.

BOARD MEMBER
REPORTS

Doctor Ungersma asked if any members of the Board of Directors wished to report on any items of interest. Director Watercott submitted his resignation from the NIHD Board of Directors effective March 31 2018, following more than 20 years of dedicated service. Mr. Watercott thanked the District for the privilege of serving on the Board, stating his intention to continue serving on the NIHD Foundation Board of Directors. Mr. Watercott's fellow members of the Board and the District Chief Officers thanked him for his countless hours of service to the District and to area residents. Mr. Watercott also expressed his hope that the individual appointed to his Zone vacancy bring increased diversity to the Board of Directors. Doctor Ungersma also distributed a handout on the *Role and Responsibilities of Trustees*, and Director Hubbard reported that progress is being made toward achieving ACHD certification for NIHD. Director Kilpatrick reported the NIHD Foundation has approved a donation of \$8,000 for NIHD website improvement.

ADJOURNMENT TO
CLOSED SESSION

At 8:06 pm Doctor Ungersma reported the meeting would adjourn to closed session to allow the Board of Directors to:

- A. Conference with Labor Negotiators; Agency Designated Representative Kevin Dale; Employee Organization: AFSCME Council 57 (pursuant to Government Code Section 54957.6).
- B. Confer with Legal Counsel regarding pending and threatened litigation, existing litigation and significant exposure to litigation, 3 matters pending (pursuant to Government Code Section 54956.9).
- C. Discuss trade secrets, new programs and services (estimated public session date for discussion yet to be determined) (Health and Safety Code Section 32106).
- D. Discussion of a real estate negotiation (pursuant to Government Code Section 54956.8).
- E. Discussion of a personnel matter (pursuant to Government Code Section 54957).

RETURN TO OPEN
SESSION AND REPORT
OF ACTION TAKEN

At 8:50 pm the meeting returned to open session. Doctor Ungersma reported the Board took no reportable action.

ADJOURNMENT

The meeting adjourned at 8:51 pm.

John Ungersma, President

Attest:

Mary Mae Kilpatrick, Secretary

BOARD MEETING ATTENDANCE, 2018 CALENDAR YEAR

J.UNGERSMA, MD
President

M.C. HUBBARD
Vice President

MARY MAE KILPATRICK
Secretary

JEAN TURNER
Treasurer

PETER WATERCOTT
Member at Large

January 17, 2018 Reg.	√	√	√	√	√
January 25, 2018 Sp.	√	√	√	√	√
February 21, 2018 Reg.	√	√	√	√	√
March 21, 2018 Sp.	√	√	√	√	√ (Submitted Resignation)
April 12, 2018 Sp.					
April 18, 2018 Reg.					
April 20, 2018 Sp.					
May 16, 2018 Reg.					
June 20, 2018 Reg.					
July 18, 2018 Reg.					
August 15, 2018 Reg.					
September 19, 2018 Reg.					
October 17, 2018 Reg.					
November 21, 2018 Reg.					
December 19, 2018 Reg.					