

- CALL TO ORDER The meeting was called to order by M.C. Hubbard, Vice President, at 5:30 pm in the Northern Inyo Healthcare District Board Room at 2957 Birch Street, in Bishop California.
- PRESENT M.C. Hubbard, Vice President
Mary Mae Kilpatrick, Secretary
Jean Turner, Treasurer
Robert Sharp, 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
Allison Robinson MD, Vice Chief of Staff
Sandy Blumberg, Executive Assistant
- ABSENT John Ungersma MD, President
Richard Meredick MD, Chief of Staff
- OPPORTUNITY FOR
PUBLIC COMMENT Ms. Hubbard 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 will be limited to a maximum of three minutes each*). On behalf of the American Association of Retired Persons (AARP) Melissa Best-Baker thanked Northern Inyo Healthcare District (NIHD) for allowing AARP to use the Board room in order to provide tax preparation assistance for members of the community. No other comments were heard.
- AD HOC COMMITTEE
REPORT AND
ELECTION OF NEW
BOARD MEMBER Jean Turner was pleased to report that the NIHD Board of Directors Ad Hoc Committee established for the purpose of filling the District Zone III Board vacancy recommends the appointment of Mr. Robert Sharp to fill that vacancy. It was moved by Ms. Turner, seconded by Ms. Hubbard, and unanimously passed to approve appointing Mr. Robert Sharp to fill the Northern Inyo Healthcare District Zone III Board vacancy. Former Zone III representative Peter Watercott thanked Mr. Sharp for stepping forward to serve, stating his belief that Mr. Sharp will find serving on the NIHD Board to be a very rewarding experience. Mr. Sharp was then sworn into office by District Secretary Sandra Blumberg.
- CHIEF EXECUTIVE
OFFICER REPORT Chief Executive Officer (CEO) Kevin S. Flanigan MD, MBA provided a Chief Executive Officer report which included the following:
- After a lengthy period of intensive physician recruitment the District has extended a contract offer to Anne Wakamiya MD, who specializes in internal medicine with an emphasis in geriatric care. A response to the contract offer is expected soon, and it is

hoped that Dr. Wakamiya will join the practice of Nickoline Hathaway MD.

- The District has contracted with Colombo Construction Inc. to work on decommissioning the 1967 hospital building, and to begin work on the NIHD Pharmacy upgrade project. Kevin Boots with RBB Architects is also collaborating with NIHD on this project.
- Hospital Week was celebrated in the month of May, and the events that took place proved to be a positive and bonding experience for District staff. Both Doctor Flanigan and Director Hubbard complimented the NIHD Dietary Department in particular for their hard work and many contributions to the success of Hospital Week.

MEDICAL STUDENT
HOUSING

Doctor Flanigan reported there is a need for housing accommodations for medical students rotating to this community. The District has reduced its number of contracted rental properties, so any Board members, physicians, staff members, or community members interested in providing housing for healthcare professional students are asked to contact Doctor Flanigan or Dianne Picken in the NIHD Medical Staff Office for more information.

GAP IN ACCESS TO
CARE

Doctor Flanigan also reported that until an additional practitioner is added to the Internal Medicine Office, and during the summer months when NIHD providers may schedule vacations, we can expect to experience a gap in access to primary care providers. Joy Engblade MD has stepped up to help provide patient coverage on her Hospitalist Director administrative days, and recruitment efforts continue to bring additional primary care providers on board as soon as possible.

BI-ANNUAL REVIEW
OF CONFLICT OF
INTEREST CODE

Doctor Flanigan called attention to the NIHD Conflict of Interest Code which is required to be reviewed on a bi-annual basis. He noted that the purpose of the Code is to ensure that financial conflicts of interest do not exist relating to the handling of District funds. It was moved by Mary Mae Kilpatrick, seconded by Ms. Turner, and unanimously passed to approve the bi-annual review of the NIHD Conflict of Interest Code as presented.

QUARTERLY
COMPLIANCE REPORT

On behalf of Compliance Officer Patricia Dickson, Doctor Flanigan called attention to the Quarterly Compliance Report as of May 2 2018, which included the following:

- A report of breaches for calendar year 2018
- A report on the number of issues and inquiries received year-to-date
- Review of access to information audits and contract reviews
- Information on District HIPAA Security Risk assessments; CPRA Requests made; District employee compliance with completion of Compliance trainings and education; and progress made toward achieving the goals of the Compliance Department annual

Workplan

Doctor Flanigan additionally reported that the District will soon implement software for electronic auditing of access to patient charts.

NIHD AGREEMENT
WITH INYO COUNTY
FIRST 5 (NEST)

Doctor Flanigan asked to address agenda item 3.K (approval of the *Inyo County First Five Childbirth Education and Breastfeeding Support Services Agreement*) out of order, in order to allow persons present only for that agenda item to leave following discussion. The proposed Inyo County First 5 Grant Proposal would provide funding to expand upon and improve the District's Newborn Evaluation Support & Teaching (NEST) program established in 2015, which promotes best practices and education for pregnancy preparation, labor, and breastfeeding support for local families. Future expansion of the NEST program will include additional training and education for nurses, and establishing a safe sleeping program for newborn babies. It was moved by Ms. Turner, seconded by Robert Sharp, and unanimously passed to approve the agreement with the County of Inyo to expand the NIHD NEST program as requested.

CHIEF OPERATING
OFFICER REPORT

Chief Operating Officer (COO) Kelli Huntsinger provided a bi-monthly COO report which included updates on operations in the following departments: Diagnostic Imaging; Dietary; Environmental Services; Cardiopulmonary; Laboratory; Laundry; Pharmacy; Health Information Management; and Quality and Performance Improvement. Ms. Huntsinger noted the following during her report:

- All departments continue to work on survey readiness
- The District's safety and security programs are being expanded
- NIHD is working on developing employee talent pools, and on expanding educational opportunities to train staff for hard-to-fill positions
- Macrohelix software has been implemented to support the Pharmacy's 340B discounted drug program
- Medical records coding personnel are working hard to keep up with volume, and are providing coding education for physicians
- All hospital departments continue to prepare for implementation of the Athena Health Information System

CHIEF HUMAN
RESOURCES OFFICER
REPORT

Chief Human Resources Officer Evelyn Campos Diaz provided a Human Resources Department update which included the following:

- The District continues to expand its leadership development program
- The NIHD Workforce Council continues to develop new opportunities for District employees and improve upon the overall workforce experience
- Staff development opportunities and trainings continue to be expanded upon
- Budget education for District leadership continues
- Ongoing development of HR office staff continues
- Review and updating of HR policies and procedures continues

- ADP software will soon be implemented for the Human Resources Department

POLICY AND
PROCEDURE
APPROVAL
HOSPITAL ACCOUNTS

Ms. Campos Diaz also called attention to an updated Policy and Procedure titled *Hospital Accounts*, which clarifies that District employees are offered the same payment terms on accounts as members of the public. It was moved by Ms. Kilpatrick, seconded by Ms. Hubbard, and unanimously passed to approve the updated *Hospital Accounts* Policy and Procedure as presented.

CHIEF NURSING
OFFICER REPORT

Chief Nursing Officer Tracy Aspel RN provided a Nursing Department update which included the following:

- The Emergency Department is working to speed up the patient triage process in order to decrease the number of patients who leave the hospital without being seen
- The Medical Surgical team is working on decreasing the noise level in their unit, and improvement has been seen in that area already
- An ICU RN training program with Adventist Health will soon be up and running
- The Skytron system in the Operating Rooms is being replaced
- The District's Urology program will be up and running soon, and nursing staff is being trained on the use of new urology equipment
- Clinical Informatics continues to prepare for the Athena Health Information System implementation
- Work is underway to improve the District's water safety program
- Inspectors will come on site in the next several weeks for the purpose of certifying NIHD as a Baby Friendly facility
- Abel Jones RN is the most recent recipient of the Daisy Award for excellence in nursing

DE-ESCALATION TEAM
POLICY AND
PROCEDURE

Ms. Aspel called attention to a proposed Policy and Procedure titled *De-escalation Team*, which defines District response to situations involving individual(s) displaying escalating, aggressive, hostile, or potentially dangerous behavior. It was moved by Ms. Turner, seconded by Mr. Sharp, and unanimously passed to approve the *De-escalation Team* Policy and Procedure as presented.

CHIEF FINANCIAL
OFFICER REPORT

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

- Accounting, Admitting, and Purchasing staff are working on the Athena project software build, and Purchasing is building a master list of approximately 4,800 products
- The Payroll Department is in the final stages of ADP system implementation
- Accounting is working on the Athena Chargemaster build, and that department will soon be using 5 different software systems
- Patient volume for the 3rd quarter of this fiscal year is up, however

- operating expenses are up as well
- Cash on hand is lower than usual but will increase in June with the of receipt of an Intergovernmental Transfer

Mr. Tremble additionally noted the operating budget for the upcoming fiscal year will be presented for approval at the June regular meeting.

ADOPTION OF DISTRICT VALUES

Doctor Flanigan called attention to the following (proposed) District Values statement, which is being established in support of the District Mission and Vision Statements:

VALUES

The members of Northern Inyo Healthcare District Board of Directors are guided by these values in fulfilling our mission and achieving our vision:

- INTEGRITY - We believe in maintaining the highest standards of behavior encompassing honesty, ethics, loyalty, and doing the right thing for the right reason.
- INNOVATIVE VISION - We strive to be capable of extraordinary creativity and are willing to explore new approaches to improving quality of life for all persons.
- STEWARDSHIP – We are dedicated to be responsible stewards of our team, assets and financial resources, and to community service.
- TEAMWORK – We have an abiding respect for others, and a sustaining commitment to work together.

It was moved by Ms. Kilpatrick, seconded by Mr. Sharp, and unanimously passed to approve the proposed NIHD Values Statement as presented.

BOARD OF DIRECTORS POLICY AND PROCEDURE APPROVALS

Ms. Hubbard called attention to the following proposed Board of Directors Policies and Procedures, which are being established in the interest of defining best governance practices for the NIHD Board:

1. *Use by NIHD Directors of District Email Accounts*
2. *Appointments to the NIHD Board of Directors*
3. *Compensation of the Chief Executive Officer*
4. *Requests For Public Funds, Community Grants, Sponsorships*
5. *Authority of the Chief Executive Officer for Contracts and Bidding*
6. *Officers and Committees of the Board of Directors*
7. *Public Records Requests*
8. *Northern Inyo Healthcare District Board of Directors Conflicts of Interest*

It was noted that a ninth Policy and Procedure titled *NIHD Board Meeting Minutes* will be tabled and addressed at the June regular meeting, due to the fact that it was not included in the Board packet for this meeting. It was moved by Mr. Sharp, seconded by Ms. Kilpatrick, and unanimously passed to approve Board Policies and Procedures 1 through 8 as presented, with housekeeping changes being made to the content.

OLD BUSINESS

ATHENA
IMPLEMENTATION
UPDATE

Information Technology Services (ITS) Director Robin Cassidy provided an update on the progress of the Athena Health project, including a timeline for upcoming software implementations (including Orchard; Jump; ADP Human Resources; GeauTech; Athena Health; Centricity for Perinatal; 7 Medical; Intacct; Dragon Medical One; and the Protenus privacy solution product). Ms. Cassidy additionally provided an overview of the various teams working on the Athena implementation project, and defined the roles of Subject Matter Experts (SME's); Stakeholders; implementation Committees; and the Chiefs. She additionally reported that ITS is focusing on change management, vendor management, communication, and on identifying potential project challenges. The Go Live date for Athena Health will be September 25 2018.

CONSENT AGENDA

Ms. Hubbard called attention to the Consent Agenda for this meeting which contained the following items:

- Approval of minutes of the April 12 2018 special Board meeting
- Approval of minutes of the April 18 2018 regular Board meeting
- Approval of minutes of the April 20 2018 special Board meeting
- Financial and Statistical reports as of March 31, 2018
- 2013 CMS Survey Validation Monitoring
- Policy and Procedure annual approvals

It was moved by Ms. Turner, seconded by Ms. Kilpatrick, and unanimously passed to approve all six Consent Agenda items as presented, with 2 corrections being made to the minutes for the April 18 2018 regular meeting.

CHIEF OF STAFF
REPORT

On behalf of Chief of Staff Richard Meredith MD, Vice Chief of Staff Allison Robinson MD 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, AND
ORDER SETS

1. *Code Blue Procedure – Code Blue Team*
2. *Color-Coded Wristband Use*
3. *Evaluation and Medical Screening of Patients Presenting to the Emergency Department*
4. *Laser Safety*
5. *Leaving Hospital Against Medical Advice, Refusal of Treatment or Transfer*
6. *Management of the Behavioral Health Patient (5150 and non-5150)*
7. *Medical Screening Examination for Emergency Department Physician Assistant – Standardized Protocol*
8. *Medical Waste Management*
9. *Medication/Solution Transfer to the Sterile Field*
10. *Nursing Care Guidelines in the PACU*
11. *Preoperative Preparation and Teaching*
12. *Standards of Care PACU*

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

ANNUAL REVIEWS

Doctor Robinson reported the Medical Executive Committee also recommends approval of the following Annual Reviews:

1. *Surgical Critical Indicators 2018*
2. *Anesthesia Critical Indicators 2018*
3. *Perinatal Critical Indicators 2018*
4. *Neonatal Critical Indicators 2018*

It was moved by Ms. Turner, seconded by Mr. Sharp, and unanimously passed to approve Annual Reviews 1 through 4 as presented.

OB CORE PRIVILEGE FORM

Doctor Robinson also reported the Medical Executive Committee recommends approval of the updated *OB/GYN Core Privilege Form*. It was moved by Ms. Turner, seconded by Ms. Kilpatrick, and unanimously passed to approve the updated *OB/GYN Core Privilege Form* as requested.

INTERIM CHIEF OF RADIOLOGY

Doctor Robinson requested Board approval of the appointment of Edmund Pillsbury MD to act as Interim Chief of Radiology Services. It was moved by Mr. Sharp, seconded by Ms. Hubbard, and unanimously passed to approve the appointment of Edmund Pillsbury MD as Interim Chief of Radiology Services as requested.

MEDICAL STAFF APPOINTMENTS / PRIVILEGES

Doctor Robinson also reported following careful review, consideration, and approval by the appropriate Committees the Medical Executive Committee recommends approval of the following Medical Staff Appointments and Privileges:

1. Steve N. Dong MD (*Urology*) – Provisional Consulting Staff
2. Sheldon M. Kop MD (*Radiology, Tahoe Carson Radiology*) – Consulting Staff
3. Ian K. Tseng MD (*Teleradiology, Quality Nighthawk*) – Telemedicine Staff
4. Rainier A. Manzanilla MD (*interventional cardiology*) – Provisional Consulting Staff

It was moved by Ms. Turner, seconded by Ms. Kilpatrick, and unanimously passed to approve all 4 Medical Staff Appointments and Privileges as requested.

AHP PRIVILEGES

Doctor Robinson additionally reported following careful review, consideration, and approval by the appropriate Committees the Medical Executive Committee recommends the following Allied Health Professional (AHP) privileging:

1. Jennifer Figueroa PA-C – *approval to function under the following standardized protocol: Medical Screening Examination for Emergency Department Physician Assistant*

It was moved by Ms. Kilpatrick, seconded by Ms. Turner, and unanimously passed to approve the AHP privileging of Jennifer Figueroa PA-C as requested.

TELEMEDICINE STAFF
APPOINTMENTS /
PRIVILEGES

Doctor Robinson also reported following careful review, consideration, and approval by the appropriate Committees the Medical Executive Committee recommends the following:

- Telemedicine Staff Appointments/Privileges – Proxy Credentialing
 - *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 practitioner for Telemedicine privileges relying upon Adventist Health’s credentialing and privileging decisions:*
 - Zarmen Israelian MD (*Endocrinology*) – Adventist Health, Telemedicine Staff

It was moved by Ms. Turner, seconded by Ms. Kilpatrick, and unanimously passed to approve the Telemedicine Staff Appointment and Privileging of Zarmen Israelian MD, as requested.

MEDICAL STAFF
RESIGNATION

Doctor Robinson reported the Medical Executive Committee also recommends approval of the following Medical Staff resignation:

- John Williamson MD (*Renown Telecardiology*) – effective 1/19/18

It was moved by Ms. Kilpatrick, seconded by Mr. Sharp, and unanimously passed to approve the Medical Staff resignation of John Williamson MD, as requested.

BOARD MEMBER
REPORTS

Ms. Hubbard stated at this time members of the Board of Directors may comment on any items of interest. Director Turner praised the District’s employee Years of Service event, while Director Kilpatrick expressed her appreciation of the Daisy Award ceremony recognizing excellence in nursing. Ms. Hubbard welcomed Mr. Sharp to the NIHD Board, and praised those involved in providing an outstanding Hospital Week for District staff.

CLOSED SESSION

At 7:45 pm Ms. Hubbard announced the meeting would adjourn to closed session to allow the Board of Directors to:

- A. Discuss Labor Negotiations; Agency Designated Representative: Kevin Dale, Employee Organization: AFSCME Council 57 (*pursuant to Government Code Section 54957.6*).
- B. Discuss trade secrets, new programs and services (estimated public session date for discussion yet to be determined)(*Health and Safety Code Section 32106*).
- C. Confer with Legal Counsel regarding pending and threatened litigation, existing litigation and significant exposure to litigation,

- D. 2 matters pending (*pursuant to Government Code Section 54956.9*).
- E. Discuss a personnel matter (*pursuant to Government Code Section 54957*).

RETURN TO OPEN
SESSION AND REPORT
OF ACTION TAKEN

At 9:08 pm the meeting returned to open session. Ms. Hubbard reported the Board took action to authorize Doctor Flanigan to have District legal counsel draft an agreement to purchase Pioneer Home Health for \$300,000, noting that stipulations will be attached to the purchase agreement. Ms. Hubbard additionally noted that Director Kilpatrick abstained from the closed session vote on this matter.

ADJOURNMENT

The meeting adjourned at 9:10 pm.

M.C. Hubbard, Vice President

Attest:

Mary Mae Kilpatrick, Secretary