

CALL TO ORDER The meeting was called to order at 5:30 pm by Peter Watercott, President.

PRESENT Peter Watercott, President
John Ungersma, MD, Vice President
M.C. Hubbard, Secretary
Mary Mae Kilpatrick, Treasurer
Phil Hartz, Member at Large

ALSO PRESENT Kevin S. Flanigan, MD, MBA, Chief Executive Officer
Kelli Huntsinger, Chief Operating Officer
Carrie Petersen, Chief Accounting Officer
John Tremble, Interim CFO
Maria Sirois, Chief Performance Excellence Officer
Tracy Aspel, Chief Nursing Officer
Sandy Blumberg, Executive Assistant

ABSENT Joy Engblade, MD, Chief of Staff
Alison Murray, Interim Chief Human Relations Officer

OPPORTUNITY FOR
PUBLIC COMMENT Mr. Watercott asked if any members of the public wished to comment 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. Speakers are limited to a maximum of three minutes each*). No comments were heard.

OLD BUSINESS

BISHOP UNION HIGH
SCHOOL STUDENT
CLINIC Chief Executive Officer Kevin S. Flanigan, MD, MBA reported Bishop Union High School (BUHS) is moving forward to establish a student health clinic on campus. The proposed clinic would be staffed by a Northern Inyo Healthcare District (NIHD) practitioner experienced in adolescent healthcare, who would be on campus one or two days per week to provide healthcare services for students as allowed for by State law. It is likely that the School Board will approve the proposed Clinic at their March 16th meeting, and in preparation for that approval this item is listed as an action item on the agenda for this meeting as well. Discussion of the issues associated with this topic followed, which included input from NIHD practitioners and staff; Board members; the Executive Team; and members of the community. At the conclusion of discussion it was suggested that this item be tabled until it is voted on by the BUHS Board. It was moved by Phil Hartz, seconded by Mary Mae Kilpatrick, and passed to table this agenda item to a future meeting, with John Ungersma MD voting against tabling.

NEW BUSINESS

NURSING
DEPARTMENT
POLICIES AND
PROCEDURES Chief Nursing Officer Tracy Aspel, RN called attention to the following Nursing Department policies and procedures being submitted for approval:

1. *Documentation of Patient Care*
2. *Orientation to Nursing Departments*
3. *Patient Valuables*
4. *Acute/Sub acute Performance Improvement*
5. *Patient Acuity*
6. *Nursing QAPI*
7. *Angel Flight*
8. *Emergency Staffing*

It was moved by Ms. Kilpatrick, seconded by Doctor Ungersma, and unanimously passed to approve Nursing Department policies and procedures 1 through 8 as presented.

ANNUAL POLICY AND
PROCEDURE
APPROVALS

Doctor Flanigan called attention to a list of Policies and Procedures presented for annual approval at this meeting, which were included as attachment "A" to the agenda for this meeting. It was moved by M.C. Hubbard, seconded by Mr. Hartz, and unanimously passed to approve all policies listed on Attachment A to the agenda for this meeting.

GENERAL BUDGET
ASSUMPTIONS FOR
FISCAL YEAR 2017/2018

Interim Chief Financial Officer John Tremble presented general budget assumptions for the 2017/2018 fiscal year, in preparation for finalizing NIHD's next fiscal year budget. The general budget assumptions included the following:

- Changes to the Affordable Care Act (ACA) will not be budgeted for, due to the fact that they are impossible to predict
- Intergovernmental Transfers will be allowed for in next year's budget
- No construction projects will be budgeted for in the upcoming fiscal year
- Increases to the price of drugs; medical supplies; food; and employee salaries will be budgeted for
- Annual depreciation for the 2017/2018 fiscal year is projected to be \$4,224,900
- Accrued interest on the 2009 Bonds in the amount of \$1,772,886 will be budgeted for, which will have the effect of generating cash flow

It was moved by M.C. Hubbard, seconded by Doctor Ungersma, and unanimously passed to approve the 2017/2018 fiscal year general budget assumptions as presented.

REQUEST FOR
PROPOSAL (RFP)
POLICY AND
PROCEDURE
APPROVAL

Chief Performance Excellence Officer Maria Sirois called attention to a Request for Proposal (RFP) Policy and Procedure which would establish a systematic approach for soliciting fair and impartial information and pricing from suppliers or vendors soliciting District business for products and services (for expenditures that exceed a price of \$25,000). Following review of the information provided it was moved by Ms. Kilpatrick, seconded by Mr. Hartz, and unanimously passed to approve the proposed RFP Policy and Procedure process as presented.

- USE OF THE NIHD HEALING GARDEN Doctor Flanigan asked the Board for clarification regarding the intended use of the NIHD Healing Garden. The Garden was originally established as a place of sanctuary and rejuvenation for hospital patients and families, however in recent years requests have been made to use the garden for in-memoriam recognitions. Following discussion on this matter it was determined that the garden will be used as a place for healing rather than a place to recognize those who have passed on. The Board suggested that a new method for establishing memorials be considered, and that the NIHD Auxiliary be asked for input on this subject.
- ELECTION OF BOARD MEMBER TO COMPLIANCE COMMITTEE Dr. Flanigan stated that an NIHD Board Member needs to be seated on the District's *Compliance and Business Ethics Committee*, and Director Hubbard has volunteered to fill that spot. It was moved by Doctor Ungersma, seconded by Ms. Kilpatrick, and unanimously passed to approve M.C. Hubbard serving on the NIHD *Compliance and Business Ethics Committee* as suggested.
- PURCHASE OF PMA PARTNERSHIP INTEREST Dr. Flanigan then requested authorization to act on behalf of the District to purchase the Pioneer Medical Associates (PMA) Partnership interest of Nickoline Hathaway, MD and Asao Kamei, MD at a market cost not to exceed \$790,000, if the opportunity to purchase arises. The proposed purchase would make NIHD the sole owner of the Pioneer Medical building located at 152 Pioneer Lane, allowing it to use the entire building for hospital business and patient care services. It was moved by Mr. Hartz, seconded by Doctor Ungersma, and unanimously passed to approve the purchase of the PMA partnership interest of Doctors Kamei and Hathaway as requested, for an amount not to exceed \$790,000, if Doctors Kamei and Hathaway decide to sell at this time.
- EMPLOYEE DRUG AND ALCOHOL POLICY Doctor Flanigan called attention to a proposed *Employee Drug and Alcohol Policy* consistent with the District's commitment to maintaining a safe, healthy, and productive work environment and drug free work place for its' employees. It was moved by Ms. Kilpatrick, seconded by Ms. Hubbard, and unanimously passed to approve the proposed *Employee Drug and Alcohol Policy* as presented.
- EMPLOYEE PAY SCALE UPDATE Doctor Flanigan then called attention to a proposed update to the NIHD employee pay scale which would adjust District employee pay calculations to an average of Northern California and Rural California pay scales combined. The proposed pay scale adjustment also includes calculations to account for the upcoming escalation of the State minimum wage, and the result will be an upward shift in pay for employees who are mainly in lower pay scale categories. The fiscal impact of the update is estimated to be \$674,000; 3 months of which will be realized during this fiscal year. It was moved by Doctor Ungersma, seconded by Ms. Hubbard, and unanimously passed to approve the proposed NIHD employee pay scale update as presented.

STRYKER ORTHOPEDIC SUPPLY CONTRACT	Doctor Flanigan called attention to a proposed agreement for orthopedic supply products with Stryker Corporation, which would provide for both NIHD orthopedic surgeons using the same vendor for orthopedic surgery trauma equipment, while also realizing a significant cost savings for the District. It was moved by Ms. Kilpatrick, seconded by Doctor Ungersma, and unanimously passed to approve the proposed contract with Stryker Corporation for orthopedic supply products as requested.
INTRODUCTION OF DIAGNOSTIC IMAGING AND LAB DIRECTOR	Doctor Flanigan welcomed Mr. Larry Weber, incoming Director of Diagnostic Imaging and the Laboratory to NIHD, stating that Mr. Weber's arrival has already had a profound positive effect on both departments of the hospital.
ADOPT-A-HIGHWAY PARTICIPATION	Doctor Flanigan informed the Board that NIHD has adopted two sections of Highway 395 in Bishop through the Adopt-A-Highway program, and hospital staff will volunteer and be trained to participate in quarterly cleanups of the highway in a community service effort. Cleanups will take place on Fridays, beginning in the month of April.
CONSENT AGENDA	Mr. Watercott called attention to the Consent Agenda for this meeting, which contained the following items: <ul style="list-style-type: none">- Approval of the minutes of the February 15, 2017 regular meeting- 2013 CMS Validation Survey Monitoring, March 2017- Financial and Statistical Reports for the period ending January 31 2017 It was moved by Mr. Hartz, seconded by Doctor Ungersma, and unanimously passed to approve all three consent agenda items as presented.
PATIENT EXPERIENCE COMMITTEE REPORT	Chief Performance Excellence Officer Maria Sirois reported that Patient Experience Committee structural role and responsibility changes will be discussed as part of the Chief of Staff Report.
WORKFORCE EXPERIENCE REPORT	Doctor Flanigan called attention to the results of the recently conducted Employee Satisfaction Survey, which on the surface indicates that our overall employee satisfaction indicators look good, however upon closer inspection the findings reveal there are areas where improvement is needed. The survey results for each Department will be reviewed with the managers, and an action plan will be developed in order to work on areas of potential improvement moving forward.
CHIEF OF STAFF REPORT	On behalf of Chief of Staff Joy Engblade, MD, Doctor Flanigan reported following careful review and consideration and approval by the appropriate Committees, the Medical Executive Committee recommends approval of the following hospital wide policies and procedures: <ul style="list-style-type: none">• <i>Administration of Drugs: Patient's Own Medications</i>• <i>Closed-System Transfer Device (CSTD)</i>

- *Drugs of Abuse Maternal and Infant*
- *Misoprostol for Cervical Ripening*
- *Opioids Waste Policy*
- *Discharge Planning for the Hospitalized Patient*
- *Airborne Infection Isolation Rooms (AIIR)*
- *Respiratory Syncytial Virus (RSV) Policy*
- *Skin Preparation in the Perioperative*
- *Cleaning and Processing da Vinci Instruments, Accessories and Endoscopes*
- *Fern Testing*
- *Training and Competency in Fern Testing*

It was moved by Doctor Ungersma, seconded by Ms. Hubbard, and unanimously passed to approve all 12 hospital wide policies and procedures as presented.

Chief Performance Excellence Officer Maria Sirois called attention to the hospital-wide Quality Assurance and Performance Improvement (QAPI) Plan annual evaluation for calendar year 2016. She additionally called attention to the proposed hospital-wide QAPI Work Plan for Fiscal Year 2017/2018, noting that antibiotic stewardship projects will continue; identification of sepsis projects will be introduced; and the ventilator associated pneumonia project will be removed from the previous plan (due to lack of necessity). It was moved by Mr. Hartz, seconded by Doctor Ungersma, and unanimously passed to approve the QAPI Work Plan for fiscal year 2017/2018 as presented.

Ms. Sirois also called attention to a proposed revision to the hospital-wide QAPI plan which involves a change being made to the internal organizational reporting structure within the NIHD Quality Department. It was moved by Ms. Kilpatrick, seconded by Ms. Hubbard, and unanimously passed to approve the revision to the hospital-wide QAPI plan as presented. The Board also expressed their appreciation of the hard work and exemplary dedication of Ms. Sirois, who will be leaving her position with the District in order to pursue academic interests.

BOARD MEMBER REPORTS

Mr. Watercott then asked if any members of the Board of Directors wished to report on any items of interest. Director Ungersma provided an update on recent Association of California Healthcare Districts (ACHD) legislative efforts, and also stated his interest in seeing NIHD obtain ACHD certification as soon as possible. No other reports were heard.

CLOSED SESSION

At 8:16 pm Mr. Watercott reported the meeting would adjourn to closed session to allow the Board of Directors to:

- A. Hear reports on the hospital quality assurance activities from the responsible department head and the Medical Staff Executive Committee (*Section 32155 of the Health and Safety Code, and Section 54962 of the Government Code*).

- 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 personnel matter, CEO contract terms and discussion (*pursuant to Government Code Section 54757*).

RETURN TO OPEN
SESSION AND REPORT
OF ACTION TAKEN

At 9:21 pm the meeting returned to open session. Mr. Watercott reported that the Board took action to increase the salary of the Chief Executive Officer to \$325,000 effective July 1, 2017.

ADJOURNMENT

The meeting was adjourned at 9:22 pm.

Peter Watercott, President

Attest:

M.C. Hubbard, Secretary