

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 Chief Financial Officer
Linda Andreas RN, Nursing Supervisor
Evelyn Campos Diaz, Chief Human Resources Officer
Sandy Blumberg, Executive Assistant

**OPPORTUNITY FOR
PUBLIC COMMENT** Mr. Watercott asked if any members of the public wished to 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. Jennie Walker MD spoke to inform the Board that the Northern Inyo Healthcare District (NIHD) Emergency Department physician group (Eastern Sierra Emergency Physicians) will undergo a leadership transition on July 1 2017. Outgoing leaders Jennie Walker MD and Helena Black MD will transition leadership responsibilities to Sierra Bourne MD; David Pomeranz MD; Anne Goshgarian MD; and William Timbers MD. Director Watercott also read aloud a patient letter of compliment regarding services rendered in the NIHD Emergency Department.

OLD BUSINESS

**APPROVAL OF
2017/2018 OPERATING
BUDGET** Interim Chief Financial Officer John Tremble called attention to the proposed operating budget for the July 1 2017 through June 30 2018 fiscal year. He provided an overview of the basis for that budget including expected revenues and patient volumes; expenses; and employee and physician staffing costs. Mr. Tremble also noted the proposed budget allows for an 8% overall increase to the price of patient services, which if approved will still keep NIHD's patient charges below the California state average and well below the prices charged by Mammoth Hospital, NIHD's neighbor to the north. Following review of the information provided it was moved by Phil Hartz, seconded by John Ungersma MD, and unanimously passed to approve the 2017 / 2018 fiscal year operating budget as presented, including allowance for an 8% overall increase to prices charged for patient services.

**CHANGE OF VENDOR
FOR NIHD BENEFITS
MANAGER** Mr. Tremble also called attention to a proposal to change NIHD's benefits manager from Pinnacle to Keenan Healthcare. The change would result in significant cost savings for the District and would have no effect on

employee benefits. It was moved by Doctor Ungersma, seconded by Mary Mae Kilpatrick, and unanimously passed to approve the change of NIHD benefits manager from Pinnacle to Keenan Healthcare as requested.

NEW BUSINESS

NURSING DEPARTMENT POLICIES AND PROCEDURES

Nursing Supervisor Linda Andreas RN called attention the following Nursing Department policies and procedures:

- *Language Access Services Program*
- *Licensure of Nursing Personnel*

It was moved by M.C. Hubbard, seconded by Ms. Kilpatrick, and unanimously passed to approve both nursing department policies and procedures as presented.

POLICY AND PROCEDURE ANNUAL APPROVALS

Mr. Watercott called attention to a list of hospital wide policies and procedures presented for annual approval as listed on Attachment A to the agenda for this meeting. It was moved by Doctor Ungersma, seconded by Mr. Hartz, and unanimously passed to approve all policies and procedures listed on Attachment A as presented.

ANNUAL APPROPRIATIONS LIMIT, RESOLUTION 17-01

Chief Accounting Officer Carrie Petersen called attention to District Board Resolution 17-01 which calculates the District's annual Appropriations Limit for the upcoming fiscal year. It was moved by Ms. Kilpatrick, seconded by Doctor Ungersma, and unanimously passed to approve Resolution 17-01 as presented.

RATIFICATION OF 7% FUNDING CONTRIBUTION FOR THE NIHD 401(A) RETIREMENT PLAN

Chief Executive Officer (CEO) Kevin S. Flanigan, MD, MBA called attention to District Board Resolution 17-02 which would ratify funding of the NIHD 401(A) retirement plan at a rate of 7%. It was moved by Doctor Ungersma, seconded by Ms. Hubbard, and unanimously passed to approve District Board Resolution 17-02 to ratify funding of the NIHD 401(A) retirement plan at a rate of 7% as requested.

RADIOLOGY SERVICES AGREEMENT WITH BISHOP RADIOLOGY GROUP

Doctor Flanigan also called attention to a *Radiology Coverage and Administrative Services Agreement* with Bishop Radiology Group, which was awarded the District's radiology services contract as a result of an in-depth Request For Proposal (RFP) process. It was moved by Mr. Hartz, seconded by Ms. Kilpatrick, and unanimously passed to approve the *Radiology Coverage and Administrative Services Agreement* with Bishop Radiology Group as presented. Doctor Flanigan praised the District's outgoing Radiology Services provider Tahoe Carson Radiology for their professionalism and years of service to the community. The Board of Directors will send a letter of thanks to Tahoe Carson Radiology.

APPROVAL OF EMAIL ACCEPTABLE USE POLICY & PROCEDURE

Dr. Flanigan called attention to a proposed *Electronic Communication (Email) Acceptable Use Policy* which outlines both appropriate and inappropriate use of NIHD email systems and services. It was moved by Ms. Kilpatrick, seconded by Doctor Ungersma, and unanimously passed

to approve the proposed *Electronic Communication (Email) Acceptable Use Policy* as presented.

NIHD PASSWORD
POLICY

Dr. Flanigan also called attention to approval of a proposed *NIHD Password Policy* which sets guidelines for District computer passwords including specifying the required frequency for changing user passwords, in an effort to improve cyber security. It was moved by Ms. Kilpatrick, seconded by Doctor Ungersma, and unanimously passed to approve the *NIHD Password Policy* with a change being made to the initial period of required frequency for password changes to 180 days (6 months).

WORKPLACE
VIOLENCE
PREVENTION POLICY

Chief Human Resources Officer (CHRO) Evelyn Campos Diaz called attention to a proposed hospital wide policy and procedure titled *Workplace Violence Prevention Policy* which establishes zero tolerance regarding threats or acts of violence against NIHD patients, visitors, employees, Medical Staff, contractors, suppliers, and members of the public. It was moved by Mr. Hartz, seconded by Ms. Kilpatrick, and unanimously passed to approve the proposed *Workplace Violence Prevention Policy* as presented.

LEARNING
INTERNSHIPS,
ROTATIONS, AND
SHADOWING POLICY
AND PROCEDURE

Ms. Campos Diaz also called attention to a proposed hospital wide policy and procedure titled *Learning Internships, Clinical or Academic Rotations, and Career Shadowing Opportunities*, which defines the requirements for non-employees exploring healthcare careers under the supervision of NIHD staff. It was moved by Ms. Kilpatrick, seconded by Mr. Hartz, and unanimously passed to approve the *Learning Internships, Clinical or Academic Rotations, and Career Shadowing Opportunities* policy and procedure as presented.

CONSENT AGENDA

Mr. Watercott called attention to the Consent Agenda for this meeting, which contained the following items:

- *Approval of minutes of the May 17, 2017 regular meeting*
- *2013 CMS Validation Survey Monitoring, June 2017*
- *Financial and Statistical Reports for the period ending April 30, 2017*

It was moved by Doctor Ungersma, seconded by Mr. Hartz, and unanimously passed to approve all three consent agenda items as presented.

DATA AND
INFORMATION
COMMITTEE REPORT

Doctor Flanigan provided a Data and Information Committee report which included a recommendation to contract with AthenaHealth to replace the District's existing Electronic Health Record (EHR) and Hospital Information System. Representatives from AthenaHealth were present to answer questions, and they informed the Board that if an agreement is reached with NIHD prior to July 1 2017 it will result in significant cost savings for the District. An overview of the vendor selection process was provided by Doctor Flanigan during which he noted that over 100 District staff members participated in the District's

extensive vendor selection process. It was moved by Mr. Hartz, seconded by Doctor Ungersma, and unanimously passed to approve the recommendation of the Data and Information Committee to contract with AthenaHealth for the District's EHR replacement, and to move forward to establish the details of an agreement prior to July 1 2017 in order to realize a cost savings. The Board additionally expressed their appreciation of the hard work and effort of the Committee members involved in the EHR replacement project, stating a letter of commendation will be placed in the personnel files of each member of the NIHD EHR "Brain Trust" group.

Doctor Flanigan additionally reported that the Data and Information Committee continues to take measures to improve NIHD's cyber security, and that computer hacking is a genuine threat to hospital computer systems.

**CHIEF EXECUTIVE
OFFICER REPORT**

Doctor Flanigan provided a Chief Executive Officer's (CEO's) report, which included the following:

- NIHD employees recently raised \$250 in donations for Wild Iris, in honor of Denim Day (promoting sexual assault awareness)
- District employees also raised a total of \$800 for 3 area veterans groups as part of a Memorial Day fundraiser
- NIHD employee volunteers participated in the District's first Adopt-A-Highway clean up day, and voluntary clean ups will continue on a quarterly basis going forward
- An overview of an internal NIHD realignment of reporting responsibilities was provided, which involves (some) direct reports of the CEO and of the Chief Operating Officer (COO)

**CHIEF OPERATING
OFFICER REPORT**

Chief Operating Officer Kelli Huntsinger provided a report which included introductions of incoming Laundry Coordinator Lu Stoner, and incoming Nutritional Services Manager and Dietician Denice Hynd.

**CHIEF FINANCIAL
OFFICER REPORT**

Carrie Petersen provided a Chief Financial Officer's (CFO's) report noting incoming CFO Kristina Gritsuenko oriented today and will come on board full-time on Monday June 26. She additionally reported that year end inventory will be completed on June 30, and the District will again contract with Wipfli LLP to perform its annual audit, in an effort to make the audit transition as easy as possible for the incoming CFO. Carrie additionally stated the District's annual cost report will be filed prior to her retirement in October, and she thanked John Tremble for his assistance acting as interim CFO for the District.

**CHIEF NURSING
OFFICER REPORT**

Linda Andreas provided a Chief Nursing Officer (CNO) report on behalf of Tracy Aspel RN, which included the following:

- The NIHD Operating Rooms (OR's) are transitioning to using mainly Stryker products
- Nursing is working on improving inventory accuracy in all

- departments
- Justin Nott RN is now in place as Manager of ICU / Acute / Sub Acute services
 - Gina Riesche is also on board as Nurse Manager of the NIHD Emergency Department (ED)
 - Following the June 1 Disaster Drill an NIHD Disaster Committee is being formed, and that Committee will be led by ED Nurse Manager Gina Riesche
 - The OB unit is looking at EHR replacement vendors to interface with the incoming Athena system. It was noted that neither of the vendors considered for the hospital EHR replacement offered an OB product.
 - In regard to Northern Inyo Hospital's patient census, volume remains stable in all areas except for swing beds, and that volume is currently down. Outpatient service volume is up.
 - Drug diversion prevention trainings are being conducted for NIHD nursing staff
 - Angela Kneip RN has been selected to be Assistant Manager for the ICU and Med Surg units beginning in July
 - Jenny Bates RN has been selected to fill the ED Assistant Manager position beginning in July
 - The number of nursing travelers working for the District is down, and in the near future NIHD expects to be fully staffed with permanent employees

CHIEF HUMAN
RESOURCES OFFICER
REPORT

CHRO Evelyn Campos Diaz requested permission to look into the history, purpose, and current function of the Personnel, Payroll, Advisory Committee (PPAC), which was created in years past to function as an advisory board on the subject of employee benefits. The PPAC Committee is not meeting at this time, and Ms. Campos Diaz requested permission to look into its future purpose and function (permission was granted by the District Board). Ms. Campos Diaz additionally provided a recruitment update which revealed that real progress is being made in the area of recruiting for permanent staff.

CHIEF OF STAFF
REPORT

Chief of Staff Joy Enghlade MD reported following careful review and consideration and approval by the appropriate Committees the Medical Executive Committee recommends approval of the following hospital wide policies, procedures, protocols, and order sets:

POLICIES,
PROCEDURES,
PROTOCOLS, AND
ORDER SETS

- *Provider-Performed Microscopy Competency*
- *Preoperative EPT Testing Protocol*
- *ALARA Program*
- *Critical Value Reporting of Lab Results*
- *Dead on Arrival*
- *Emergency Operations Plan / HICS Plan*
- *Sterilization Recall Policy*
- *Food and Drink in Patient Care Areas*
- *In-service in Infection Control*

- *Formalin Use and Spill Management*
- *Infection Prevention Considerations for Immunosuppressed and Pregnant Employees (formerly 'Chickenpox and Shingles' policy)*
- *Severe Acute Respiratory Syndrome (SARS) Coronavirus (SARS-CoV) or Middle East Respiratory Syndrome Coronavirus (MERS-CoV) Infection Control Recommendations for Patients*
- *Prevention of Catheter Associated Urinary Tract Infections (CAUTI's) Guidelines*
- *Bloodborne Pathogen Exposure Control Plan*
- *Infection Prevention Plan*
- *Safe Handling and Disposal of Occupationally Hazardous Drugs and Environmentally Hazardous Drugs*
- *Employee Consent Form: Hazardous Drug Risk Acknowledgement*

It was moved by Ms. Kilpatrick, seconded by Mr. Hartz, and unanimously passed to approve all hospital wide policies, procedures, protocols, and order sets as presented.

EMPLOYEE HEALTH
AND INFECTION
PREVENTION PILLARS
OF EXCELLENCE

Doctor Engblade also called attention to Employee Health and Infection Prevention Pillars of Excellence reports for 2017 which were provided for informational purposes.

MEDICAL STAFF
APPOINTMENTS AND
PRIVILEGING

Doctor Engblade additionally reported following careful review, consideration, and approval by the appropriate Committees the Medical Executive Committee recommends approval of the following Medical Staff appointments and privileging:

- Young Song, MD (radiology, provisional active staff)
- David Kim, MD (radiology, provisional active staff)

It was moved by Ms. Kilpatrick, seconded by M.C. Hubbard, and unanimously passed to approve both Medical Staff appointments and privileging as requested.

MEDICAL STAFF
RESIGNATION

Doctor Engblade also reported the Medical Executive Committee recommends acceptance of the Medical Staff resignation of Robert Nalumaluhia, PA-C (effective 4/21/17). It was moved by Doctor Ungersma, seconded by Mr. Hartz, and unanimously passed to approve the Medical Staff resignation of Robert Nalumaluhia, PA-C as requested.

Doctor Engblade additionally provided a heads up that the District will enlist the services of several locums physicians in the next couple of months in order to help provide hospitalist, internal medicine, family practice, and possibly pediatric coverage. Doctor Flanigan also informed the Board that Doctor Engblade will take several months off beginning in September, and he expressed his appreciation of her hard work and dedication to the residents of this District.

BOARD MEMBER
REPORTS

Mr. Watercott then asked if any members of the Board of Directors wished to comment on any items of interest. Director Kilpatrick reported

that the NIHD Foundation has purchased telemedicine equipment for the District, as well as a new van to assist in transporting patients to and from healthcare services. She additionally noted that the Foundation's 2nd annual fundraising dinner will take place in November. Director Hubbard reported that Doctor Flanigan will speak at a public workshop of the subject of Patient Centered Medical Homes tomorrow night at 6:00 pm in the NIHD Board Room.

ADJOURNMENT TO
CLOSED SESSION

At 8:40 pm Mr. Watercott announced 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, section 54962 of the Government Code*).
- B. Confer with Legal Counsel regarding pending and threatened litigation, existing litigation and significant exposure to litigation, 4 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 (*pursuant to Government Code Section 54957*).

RETURN TO OPEN
SESSION AND REPORT
OF ACTION TAKEN

At 10:11pm the meeting returned to open session. Mr. Watercott reported that the Board took no reportable action.

ADJOURNMENT

The meeting adjourned at 10:12 pm.

Peter Watercott, President

Attest:

M.C. Hubbard, Secretary