

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
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

ABSENT Richard Meredick MD, Chief of Staff
Phil Hartz, Member at Large

OPPORTUNITY FOR
PUBLIC COMMENT Mr. Watercott 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.

COMPOUNDING
PHARMACY UPDATE Chief Executive Officer Kevin S. Flanigan, MD, MBA reported the California Board of Pharmacy; the California Department of Public Health; and the Office of Statewide Health Planning and Development (OSHPD) have reached an agreement regarding how to bring Northern Inyo Healthcare District's (NIHD's) compounding pharmacy into compliance with new regulations. A pharmacy upgrade will need to be completed in two phases: first a temporary modification will be made that will take ten to twelve weeks to accomplish (for an approximate cost of \$100,000); followed by a more involved permanent fix that will take 12-15 months to complete (for an approximate cost of \$1,000,000). The Northern Inyo Hospital Foundation will donate \$100,000 for the interim fix, and the NIHD Board of Directors and leadership are committed to coming up with the remainder of the money needed in order to continue providing chemotherapy services for members of this community. Dwayne's Pharmacy will discontinue compounding services after the start of 2018, leaving NIHD as the only facility with pharmacy compounding capabilities in the Eastern Sierra.

DESIGNATION OF
DIETARY DIRECTOR Doctor Flanigan requested Board recognition of the designation of Amber Morin, RD, CLC, CPT as NIHD's Dietary Director. It was moved by Mary Mae Kilpatrick, seconded by John Ungersma MD, and unanimously passed to approve Ms. Morin's designation as Dietary Director for NIHD as requested.

- KEENAN PHARMACY BENEFITS PROGRAM Chief Human Resources Officer Evelyn Campos Diaz presented a proposal to change NIHD’s employee pharmacy benefits provider to Keenan Pharmacy Purchasing Coalition (KPPC). The change to Keenan would result in improved reporting and auditing services for NIHD, and would result in a cost savings for the District with no change being made to employee pharmacy benefits. It was moved by Doctor Ungersma, seconded by M.C. Hubbard, and unanimously passed to approve KPPC as the NIHD employee pharmacy benefits program provider as requested.
- HUMAN RESOURCES POLICY AND PROCEDURE APPROVALS Ms. Campos Diaz called attention to approval of the following (revised) hospital wide Human Resources policies and procedures:
 - *Employee Complaints and the Grievance Process*
 - *Orientation*
 - *Employment of Minors*
 - *Standards of Conduct*It was moved by Ms. Hubbard, seconded by Ms. Kilpatrick, and unanimously passed to approve all four policies and procedures as presented, with a reference to “smoking in unauthorized areas” being removed from the *Standards of Conduct* policy.
- COMPLIANCE POLICY AND PROCEDURE APPROVAL Compliance Officer Patty Dickson called attention to a revised District wide Compliance Policy and Procedure titled *Business Associate Agreements*, noting minor changes that have been made to the policy. It was moved by Doctor Ungersma, seconded by Ms. Hubbard, and unanimously passed to approve the revised District wide Policy and Procedure titled *Business Associate Agreements* as presented.
- PERFORMANCE TRANSFORMATION MANAGEMENT MODEL AND PLAN Ms. Campos Diaz called attention to a proposed *Performance Transformation Management Model and Plan*, which would establish a systematic approach to change management and performance improvement within the District. It was moved by Doctor Ungersma, seconded by Ms. Kilpatrick, and unanimously passed to approve the *Performance Transformation Management Model and Plan* as presented.
- POLICY AND PROCEDURE ANNUAL APPROVALS Doctor Flanigan called attention to a list of annual hospital wide Policy and Procedure approvals as included on Attachment A to the agenda for this meeting. It was moved by Ms. Kilpatrick, seconded by Ms. Hubbard, and unanimously passed to approve the proposed list of Policy and Procedure annual approvals as requested.
- PEPRA RETIREMENT PLAN ACTUARIAL VALUATION Chief Financial Officer John Tremble called attention to the NIHD PEPRA Retirement Plan Actuarial Valuation as of January 1 2017, prepared by Milliman Inc. Following review of the information provided it was moved by Ms. Hubbard, seconded by Doctor Ungersma, and unanimously passed to approve the Actuarial Valuation of the NIHD PEPRA Retirement Plan as of January 1 2017 as presented.

DISTRICT BOARD
RESOLUTION 17-04

Ms. Campos Diaz called attention to proposed District Board Resolution 17-04, which would eliminate the Personnel Payroll Advisory Committee (PPAC) and roll the duties of that Committee into the Workforce Experience Committee and the Workforce Council. It was moved by Ms. Kilpatrick, seconded by Doctor Ungersma, and unanimously passed to approve District Board Resolution 17-04 as presented.

DISTRICT BOARD
RESOLUTIONS 17-05,
17-06, AND 17-07

Mr. Tremble called attention to the following proposed District Board Resolutions, which would establish transaction authorization on District accounts as follows:

- District Board Resolution 17-05; authorizes the Chief Executive Officer, the Chief Operating Officer, and the Chief Financial Officer (or their successors) to deposit or withdraw monies in NIHD's Local Agency Investment Fund (LAIF)
- District Board Resolution 17-06; authorizes the Chief Executive Officer, the Chief Operating Officer, and the Chief Financial Officer (or their successors) to deposit or withdraw monies in the District's operating accounts
- District Board Resolution 17-07; authorizes the Chief Executive Officer, the Chief Human Resources Officer, and the Chief Financial Officer (or their successors) to deposit and withdraw monies in the employee benefits and compensation accounts for the District

It was moved by Doctor Ungersma, seconded by Ms. Kilpatrick, and unanimously passed to approve District Board Resolutions 17-05, 17-06, and 17-07 as requested.

CONSENT AGENDA

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

- Approval of minutes of the August 16, 2017 regular meeting
- 2013 CMS Validation Survey Monitoring, September 2017
- Financial and Statistical Reports for the period ending July 31 2017

It was moved by Doctor Ungersma, seconded by Ms. Hubbard, and unanimously passed to approve all three Consent Agenda items as presented.

PATIENT EXPERIENCE
REPORT

Chief Nursing Officer Tracy Aspel, RN provided a bi-monthly Patient Experience Report which included updates on progress made toward achieving some of the goals of the District's Strategic Plan. Ms. Aspel's report included information on the following:

- Changes made to improve the patient experience at the NIHD Rural Health Clinic
- Customer service trainings for NIHD staff
- Progress made toward developing a telemedicine program
- Increases in community education opportunities

WORKFORCE
EXPERIENCE
COMMITTEE REPORT

Ms. Campos Diaz provided a bi-monthly Workforce Experience Committee Report which included updates on the following:

- Employee engagement survey update
- Leadership trainings update
- Safe and Secure Workplace (Workplace Violence Prevention) efforts
- Development of additional Human Resources tools for District employees

CHIEF OF STAFF
REPORT

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

POLICIES,
PROCEDURES,
PROTOCOLS, AND
ORDER SETS

- *Aerosolized Transmissible Disease Plan*
- *Trophon® Environmental Probe Reprocessor (EPR)*
- *Guidelines for Management of Health Care Providers with HEB, HEPC and/or HIV*
- *Thrombolytic Therapy with Alteplase (tPA) for an Acute Ischemic Stroke (with attachments)*
- *Suspicious Injury Reporting Policy*
- *Elder and Dependent Adult Abuse*
- *Use of Hospital-Issued Notice of Noncoverage HINN (with four attachments)*
- *Surgery Scope of Service*
- *Scope of Service - PACU*

It was moved by Doctor Ungersma, seconded by Ms. Hubbard, and unanimously passed to approve all nine Policies, Procedures, Protocols, and Order Sets as presented.

TEMPORARY MEDICAL
STAFF UPDATE
(INFORMATION ITEM)

Doctor Flanigan also reported the following practitioners have been approved for temporary privileges through the expedited process as described in the Medical Staff bylaws, to provide necessary coverage of patient care needs for a maximum of 60 service days in the 2017 calendar year:

- Amik Reen, MD (*temporary hospitalist*)
- Naomi Lawrence-Reid, MD (*temporary pediatrician*)
- Truong Quach, MD (*temporary hospitalist*)

BOARD MEMBER
REPORTS

Mr. Watercott asked if any members of the Board of Directors wished to report on any items of interest. Director Hubbard reported Doctor Flanigan will present a Healthy Lifestyles talk titled *What Tomorrow's Healthcare Looks Like*, on Wednesday September 27. Director Watercott reported that the NIHD Foundation's annual employee and physician recognition event will take place on November 11 2017, and Director Ungersma reported on the annual ACHD (Association of California Healthcare Districts) meeting which was attended by three NIHD Directors and the CEO.

ADJOURNMENT TO
CLOSED SESSION

At 7:29 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, 1 matter 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 8:53 pm the meeting returned to open session. Mr. Watercott reported the Board took no reportable action.

ADJOURNMENT

The meeting was adjourned at 8:54 pm.

Peter Watercott, President

Attest:

M.C. Hubbard, Secretary