



**NORTHERN INYO HEALTHCARE DISTRICT  
BOARD MEMBER GOVERNANCE COMMITTEE MEETING  
AGENDA**

**Date: August 9, 2022, 7:00 a.m. Zoom**

The Governor of the State of California has issued Executive Orders that temporarily suspend certain requirements of the Brown Act. Please be advised that the NIHD Board Room is closed to the public. Committee members will attend this meeting telephonically or via video conference. Public comments can be made via zoom:

**TO CONNECT VIA ZOOM:** (A link is also available on the NIHD Website)

<https://zoom.us/j/213497015?pwd=TDIiWXRuWjE4T1Y2YVFWbnF2aGk5UT09>

Meeting ID: 213 497 015

Password: 608092

**PHONE CONNECTION:**

888 475 4499 US Toll-free

877 853 5257 US Toll-free

Meeting ID: 213 497 015

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1. **Call to Order**
2. **Roll call**
3. ***Public Comment:*** At this time, members of the audience may speak only on items listed on the Notice for this meeting, and speakers will be limited to a maximum of three minutes each. The Board is prohibited from generally discussing or taking action on items not included on this Notice.
4. **ITEMS FOR COMMITTEE DISCUSSION AND/OR RECOMMENDATION**
  - 4.1 **NIHD Board Policies Review**
    - 4.1.1 Governance Committee will review and consider these Policies
      - Compensation of the Chief Executive Officer
      - Authority of the Chief Executive Officer for Contracts and Bidding
5. **Next Meeting Date**

Governance Committee will discuss dates for next meeting.
6. **ADJOURNMENT OF MEETING**



## NORTHERN INYO HEALTHCARE DISTRICT NON-CLINICAL POLICY AND PROCEDURE

Title: Compensation of the Chief Executive Officer		
Owner: ADMIN EXECUTIVE ASSISTANT	Department: Administration	
Scope: Board of Directors, Chief Executive Officer		
Date Last Modified: 07/07/2022	Last Review Date: No Review Date	Version: 2
Final Approval by: NIHD Board of Directors	Original Approval Date: 05/16/2018	

**PURPOSE:** The Chief Executive Officer (CEO) of Northern Inyo Healthcare District (NIHD) is the person responsible for the efficient operation of NIHD. Therefore, it is the desire of the NIHD Board of Directors (BOD) to provide a fair compensation (salary and benefits) to the CEO.

**POLICY:**

1. Annually (as of hire date) the NIHD Board of Directors shall evaluate the performance and review the compensation of the Chief Executive Officer to determine if an adjustment to compensation is appropriate.

**PROCEDURE:**

1. The BOD President shall appoint two members of the BOD as an Ad Hoc committee to research comparability data of similar organizations and similar qualified individuals.
2. At a BOD meeting (may be during closed session), the Ad Hoc committee will make a recommendation to the full BOD for any compensation (salary and/or benefits) adjustments based on a review of the data and CEO Performance Review.
3. During the Open Session of the Meeting Agenda, the BOD President will report any action taken on the recommendation. The meeting at which the compensation adjustment is approved the minutes are to include the documentation of how the BOD reached its decisions and the effective date.

**REFERENCES:**

1. 5 U.S.C. § 5304 - U.S. Code - Unannotated Title 5. Government Organization and Employees § 5304. Locality-based comparability payments Current as of January 01, 2018.
2. Office of Human Resource Management; *Locality-based comparability pay*. <https://www.commerce.gov/hr/practitioners/compensation-policies/general-pay/locality-based-comparability-pay>.

**RECORD RETENTION AND DESTRUCTION:**

Records related to CEO compensation must be maintained for term of employment, plus ten (10) years.

**CROSS REFERENCED POLICIES AND PROCEDURES:**

1. Chief Executive Officer Compensation Philosophy

## 2. Compensation of the Chief Executive Officer

Supersedes: v.1 Compensation of the Chief Executive Officer

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## NORTHERN INYO HEALTHCARE DISTRICT NON-CLINICAL POLICY AND PROCEDURE

Title: Authority of the Chief Executive Officer for Contracts and Bidding		
Owner: ADMIN EXECUTIVE ASSISTANT	Department: Administration	
Scope: Board of Directors, Chief Executive Officer (CEO)		
Date Last Modified: 07/06/2022	Last Review Date: No Review Date	Version: 2
Final Approval by: NIHD Board of Directors	Original Approval Date: 05/16/2018	

**PURPOSE:** Establish policy and procedure process for Authority for Contracts and Bidding.

**POLICY:**

Northern Inyo Healthcare District (NIHD) shall comply with the requirements of California Health and Safety Code Section 32132, which set forth competitive means bidding requirements. “Competitive means” includes any appropriate means specified by the Board of Directors (BOD), including, but not limited to, the preparation and circulation of a request for a proposal to an adequate number of qualified sources, as determined by the BOD in its discretion, to permit reasonable competition consistent with the nature and requirements of the proposed acquisition.

When the BOD awards a contract through competitive means, the district's requirements, as determined by the evaluation criteria specified by the board. The evaluation criteria may provide for the selection of a vendor on an objective basis other than cost alone.

**PROCEDURE:**

1. NIHD “shall acquire materials and supplies that cost more than twenty-five thousand dollars (\$25,000) through competitive means, except when the board determines either that (1) the materials and supplies proposed for acquisition are the only materials and supplies that can meet the district's need, or (2) the materials and supplies are needed in cases of emergency where immediate acquisition is necessary for the protection of the public health, welfare, or safety.” (Ca. H&S Code Section 32132)
2. This bidding process “Shall not apply to medical or surgical equipment or supplies, to professional services, or to electronic data processing and telecommunications goods and services. Medical or surgical equipment or supplies includes only equipment or supplies commonly, necessarily, and directly used by, or under the direction of, a physician and surgeon in caring for or treating a patient in a hospital.” (Ca. H&S Code Section 32132)
3. “Bids need not be secured for change orders that do not materially change the scope of the work as set forth in a contract previously made if the contract was made after compliance with bidding requirements, and if each individual change order does not total more than 5% (five percent) of the contract.” (Ca. H&S Code Section 32132)
4. The professional services to which the bidding rules do not apply include those of persons who are highly skilled in their science or profession; persons such as Attorney At Law, architect, engineer or artist; and persons whose work requires skill and technical learning and ability of a rare kind.

5. The hospital administrator or designated staff shall mail notice of the action or decision to the affected applicant or medical staff member within the time specified in the applicable bylaw or rule.

**REFERENCES:**

1. California Health and Safety Code Section 32132

**RECORD RETENTION AND DESTRUCTION:**

**CROSS REFERENCED POLICIES AND PROCEDURES:**

Supersedes: v.1 Authority of the Chief Executive Officer for Contracts and Bidding
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