

Board Meetings

August 30, 2023 Special Board of Directors Meeting

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NOTICE

NORTHERN INYO HEALTHCARE DISTRICT BOARD OF DIRECTORS SPECIAL MEETING

August 30, 2023 at 5:30 pm

The Board is again meeting in person at 2957 Birch Street Bishop, CA 93514. Members of the public will be allowed to attend in person or via zoom. Public comments can be made in person or via zoom:

TO CONNECT VIA ZOOM: *(A link is also available on the NIHD Website)*
<https://zoom.us/j/213497015?pwd=TDlIWXRuWjE4T1Y2YVFWbnF2aGk5UT09>
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

-
1. Call to Order (at 5:30 pm).
 2. **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.
 3. Open Session:
 - a. Foundation ROI Report, Greg Bissonette *(Board will receive this report)*
 - b. Approval of the Fiscal Year 2023-2024 Budget *(Board will consider the approval of the Fiscal Year 2023-2024 Budget)*
 - c. Approval of District Board Resolution 23-05, FY2024 Appropriations Limit *(Board will consider the approval of Resolution 23-05, FY2024 Appropriations Limit)*
 - d. Appointment of ADHOC Committee to recommend candidates for Board approval to fill Zone 1 Board Member Vacancy *(Board will consider the appointment and approval of this committee)*

Consent Agenda

All matters listed under the consent agenda are considered routine and will be enacted by one motion unless any member of the Board wishes to remove an item for discussion.

4. Approval of Policies and Procedures – Biennial Review, no changes required (*Board will consider the approval of these Policies and Procedures*)
 - a. *Appointments to the NIHD Board of Directors*
 - b. *Election Procedures and Related Conduct*
 - c. *NIHD Board of Directors Conflicts of Interest*
 - d. *Public Records Requests*
 - e. *Suggested Guidance to Fill a Board Vacancy by Appointment*
 - f. *Work Flow for Appointments to Fill Board Vacancy*
 - g. *Onboarding and Continuing Education*
 - h. *Board Member Resignation and Filling of Vacancies*

5. Adjournment

In compliance with the Americans with Disabilities Act, if you require special accommodations to participate in a District Board meeting, please contact administration at (760) 873-2838 at least 24 hours prior to the meeting.

Foundation / Grant Writing Budget	Budget	Actual	(Under) / Over
Total Expenses	\$ 569,110.00	\$ 569,110.00	\$ -
Salary 2017/2018	\$ 92,685.00	\$ 92,685.00	\$ -
Salary 2018/2019	\$ 112,675.00	\$ 112,675.00	\$ -
Salary 2019/2020	\$ 114,960.00	\$ 114,960.00	\$ -
Salary 2020/2021	\$ 118,415.00	\$ 118,415.00	\$ -
Salary 2021/2022	\$ 130,375.00	\$ 130,375.00	\$ -
Total Funding	\$ 1,109,394.00	\$ 1,881,033.00	\$ 771,639.00
Foundation Fundraising	\$ 100,000.00	\$ 110,372.00	\$ 10,372.00
Grants	\$ 640,000.00	\$ 1,401,267.00	\$ 761,267.00
USAC Telecom Subsidies	\$ 369,394.00	\$ 369,394.00	\$ -
Funding Less Expenses	\$ 540,284.00	\$ 1,311,923.00	\$ 771,639.00

FUNDING	Budget	Actual	(Under) / Over
Foundation Fundraising			
2017/2018	\$ 30,000.00	\$ 34,955.00	\$ 4,955.00
2018/2019	\$ 30,000.00	\$ 29,696.00	\$ (304.00)
2019/2020	\$ 20,000.00	\$ 16,037.00	\$ (3,963.00)
2020/2021	\$ 10,000.00	\$ 17,888.00	\$ 7,888.00
2021/2022	\$ 10,000.00	\$ 11,796.00	\$ 1,796.00
Total	\$ 100,000.00	\$ 110,372.00	\$ 10,372.00
Grants			
2017/2018	\$ 20,000.00	\$ 19,000.00	\$ (1,000.00)
2018/2019	\$ 20,000.00	\$ 230,135.00	\$ 210,135.00
2019/2020	\$ 200,000.00	\$ 317,290.00	\$ 117,290.00
2020/2021	\$ 200,000.00	\$ 450,060.00	\$ 250,060.00
2021/2022	\$ 200,000.00	\$ 384,782.00	\$ 184,782.00
Total	\$ 640,000.00	\$ 1,401,267.00	\$ 761,267.00
USAC Telecom Subsidies			
2017/2018	\$ 70,614.00	\$ 70,614.00	\$ -
2018/2019	\$ 70,614.00	\$ 70,614.00	\$ -
2019/2020	\$ 74,750.00	\$ 74,750.00	\$ -
2020/2021	\$ 76,960.00	\$ 76,960.00	\$ -
2021/2022	\$ 76,456.00	\$ 76,456.00	\$ -
Total	\$ 369,394.00	\$ 369,394.00	\$ -
Funding	\$ 1,109,394.00	\$ 1,881,033.00	\$ 771,639.00

Northern Inyo Healthcare District
Income Statement
Fiscal Year 2024

Gross Patient Service Revenue

Inpatient Patient Revenue	28,067,880
Outpatient Revenue	123,494,802
Clinic Revenue	15,769,553
Gross Patient Service Revenue	<u>167,332,235</u>

Deductions from Revenue

Contractual Adjustments	85,315,540
Bad Debt	3,303,446
A/R Writeoffs	3,303,446
Other Deductions from Revenue	
Deductions from Revenue	<u>91,922,432</u>

Other Patient Revenue

Incentive Income	
Other Oper Rev - Rehab Thera Serv	
Medical Office Net Revenue	
Other Patient Revenue	
Net Patient Service Revenue	<u>75,409,803</u>

Expense

Salaries and Wages	35,917,818
Benefits	21,471,770
Professional Fees	18,994,496
Contract Labor	5,056,010
Pharmacy	4,328,059
Medical Supplies	1,426,478
Hospice Operations	-
EHR System Expense	1,819,140
Other Expenses	7,398,644
Depreciation and Amortization	4,429,110
Total Expense	<u>100,841,525</u>

Financing Expense	2,114,640
Financing Income	
Investment Income	577,187
Miscellaneous Income	11,000,000
Net Income (Change in Financial Position)	<u><u>(15,969,175)</u></u>

**NORTHERN INYO HEALTHCARE DISTRICT
RECOMMENDATION TO THE BOARD OF DIRECTORS
FOR ACTION**

Date: 08/30/2023

Title: **BOARD RESOLUTION 23-05 APPROVAL OF APPROPRIATIONS LIMIT**

Synopsis: It is recommended that the Board of Directors approve and adopt the Resolution to establish an annual appropriations limit in accordance with Article XIII B of the California Constitution. As a government entity, NIHD is to receive funds from property taxes in the form of State Appropriations. These funds are for operating expenses and are not restricted as to use.

Prepared by: _____
Andrea Mossman
Controller

Approved by: _____
Stephen DelRossi
Interim Chief Executive Officer /
Chief Financial Officer

**NORTHERN INYO HEALTHCARE DISTRICT
DISTRICT BOARD RESOLUTION 23-05**

WHEREAS, the Northern Inyo Healthcare District is required to establish an annual appropriations limit in accordance with Article XIII B of the California Constitution; and

WHEREAS, using data provided by the State of California Department of Finance, letter dated July 2022, the Board of Directors of Northern Inyo Healthcare District established an appropriations limit of \$770,430.40 for the July 1, 2022 to June 30, 2023 fiscal year; and

WHEREAS, using the attached data provided by the State of California Department of Finance and the County of Inyo, an appropriations limit of \$803,350.09 has been calculated for the July 1, 2023 to June 30, 2024 fiscal year.

NOW, THEREFORE, BE IT RESOLVED by this Board of Directors of Northern Inyo Healthcare District, meeting in regular session this 30th day of August, 2023 that an appropriations limit of \$803,350.09 be established for the Northern Inyo Healthcare District for the 2023-2024 fiscal year; and

BE IT FURTHER RESOLVED that this Resolution be made a part of the minutes of this meeting.

Adopted, signed and approved this 30th day of August, 2023.

District Board Chair

District Board Secretary

Appropriation calculation:

Per capita personal income 4.44

Per capital cost of living converted to a ratio: $\frac{4.44+100}{100} = 1.0444$

Population minus exclusion: -0.16

Population converted to ratio: $\frac{-0.16+100}{100} = 0.9984$

Calculation of factor for FY 2023-24: $1.0444 \times 0.9984 = 1.0427$

Prior year appropriation limit: \$716,632.91

Calculation of appropriation limit for FY 2022-23: $\$770,430.40 \times 1.0427 = \$803,350.09$



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

Title: Appointments to the NIHD Board of Directors		
Owner: Board Clerk and CFO Assistant	Department: Board of Directors	
Scope: Board of Directors		
Date Last Modified: 03/22/2022	Last Review Date: 03/22/2022	Version: 4
Final Approval by: NIHD Board of Directors	Original Approval Date: 05/16/2018	

PURPOSE: Procedures to fill a vacancy on the NIHD Board of Directors by appointment.

POLICY: When the Board of Directors (BOD) is notified of a vacancy or upcoming vacancy the BOD shall determine at a regular or special meeting whether to fill a vacancy by election or appointment. The following procedures shall apply if the BOD decides to fill the vacancy by appointment. Gov. Code 1780(a)

PROCEDURE:

1. The district shall notify the county elections official of the vacancy no later than 15 days following either the date on which the BOD is notified of the vacancy or the effective date of the vacancy, whichever is later.
2. The BOD must first post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the appointment is made.
3. Persons interested in the position shall submit an “Application for Appointment to a Special District Vacancy” and will be required to complete Form 700, “Statement of Economic Interests” form. Applications shall be available at the District Administration Office.
4. Interested persons shall acknowledge they will be subject to the District’s Conflict of Interest Policy.
5. The BOD shall appoint an Ad Hoc committee of two board members to interview all applicants and bring a recommendation to the full BOD for consideration.
6. The district has 60 days from the date the BOD is notified of the vacancy or the effective date of the vacancy, whichever is later to fill the vacancy by appointment or call a special election. Gov. Code 1780. If necessary the BOD shall call a special meeting to make the appointment within the 60-day deadline.
7. The BOD must notify the county elections official of the appointment no later than 15 days after the appointment is made.
8. The appointed person shall hold office until the next November general election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall fill the balance of the unexpired term. Gov. Code 1780(a)
9. If the term of office left vacant is due to expire following the next November general election and that election is scheduled 130 or more days after the date the county election official is notified of the vacancy, the person appointed to the vacancy shall fill the balance of the unexpired term of their predecessor.

REFERENCES:

1. Government Code 1780
2. County of Inyo Clerk/Recorder Office

RECORD RETENTION AND DESTRUCTION:

CROSS REFERENCED POLICIES AND PROCEDURES:

1. Appointments to the NIHD Board of Directors
2. Appointments to the NIHD Board of Directors

Supersedes: v.3 Appointments to the NIHD Board of Directors



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

Title: Election Procedures and Related Conduct		
Owner: Board Clerk and CFO Assistant	Department: Board of Directors	
Scope:		
Date Last Modified: 03/22/2022	Last Review Date: 03/22/2022	Version: 2
Final Approval by: NIHD Board of Directors	Original Approval Date:	

PURPOSE: Establish procedures for adherence to election process and conduct relating to elections as defined by state and county law for the five elected members of the Board of Directors.

POLICY:

1. Northern Inyo Healthcare District (NIHD) Board of Directors (BOD) shall consist of five elected members.
2. The District is divided into five (5) separate zones with each member living in and representing one of the zones.
3. An elected term shall be of four years duration.
4. There is no limit to the number of terms a member may serve.

PROCEDURE:

1. The District shall hold its general election consolidated with the statewide general election held on the first Tuesday after the first Monday in November in even numbered years.
2. The candidate receiving the most votes in each zone, even if not a majority shall be elected.
3. Unless as a result of a vacancy, all BOD terms shall be four (4) years.
4. Those Board members whose term in office has concluded shall continue on the board until the successor has qualified or the first Thursday in December following the election which ever is later.
5. All registered voters within each zone are qualified to run for office in their zone of residence.
6. Prospective Board members must be at least eighteen (18) years of age and District residents.
7. Interested candidates for the BOD are directed to the Inyo County Clerk/Recorder’s office for information regarding the rules and regulations related to candidacy for a Board seat.
8. Law sets the candidate filing period for Statewide General Elections.
9. All candidates must file a Form 700 Statement of Economic Interest.
10. The candidate pays for the cost of the candidate’s policy statement.
11. Directors shall not use any District resources, for example, photocopiers or paper supplies, or make requests of staff to produce or disseminate any partisan campaign material to be used in support of or in opposition to any candidate for public office or any ballot measure.
12. By law, NIHD may not use public funds or resources to advocate for or against any ballot measure or candidate.
13. It is permissible to use public funds for the dissemination of impartial educational information, to make a fair presentation of the facts to aid voters in making an informed decision.

14. It is permissible for the BOD to go on record at a public meeting in favor of or opposed to a particular ballot measure.
15. Directors shall not hand out any partisan campaign material supporting or opposing any candidate for public office or any ballot measure while the public Board meeting is in progress.

REFERENCES:

1. Inyo County Clerk/Recorder

RECORD RETENTION AND DESTRUCTION:

CROSS REFERENCED POLICIES AND PROCEDURES:

1. Election Procedures and Related Conduct

Supersedes: v.1 Election Procedures and Related Conduct



NORTHERN INYO HEALTHCARE DISTRICT NON-CLINICAL POLICY AND PROCEDURE

Title: Northern Inyo Healthcare District Board of Directors Conflicts of Interest		
Owner: Board Clerk and CFO Assistant	Department: Board of Directors	
Scope:		
Date Last Modified: 08/21/2023	Last Review Date: 03/22/2022	Version: 2
Final Approval by: NIHD Board of Directors	Original Approval Date:	

PURPOSE: Establish ethical standards for governing conflicts of interest for Northern Inyo Healthcare District (NIHD) Board of Directors (BOD). This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to this organization.

POLICY:

1. All Directors shall be held to the highest ethical standard and shall not have conflicts of interest when making decisions, except when permitted by law.
2. Sources of rule that address financial conflicts of interest are The Political Reform Act (CA Government Code Section 87110 et seq.), CA Government Code Section 1090 and the common law prohibition against conflicts of interest.
3. A Director is bound to exercise the powers conferred on them with disinterest and diligence and primarily for the benefit of the public.

PROCEDURE:

1. The Political Reform Act requires each Director to file a Form 700 Statement of Economic Interests upon assuming office, annually while in office, and upon leaving office.
2. The Form 700 shall be completed and filed in compliance with the District Board’s Conflict of Interest Policy and applicable state law.
3. In signing the Form 700 a Director is certifying under penalty of perjury the information is true and correct.
4. It is the responsibility of each Director to review each schedule and its instructions carefully and to complete the form accurately and comprehensively.
5. During a meeting, a Director with a conflict (or who think he/she may have a conflict) with a proposed matter on the agenda is required to disclose the conflict or potential conflict.
6. After disclosure of the financial interest and all material facts, and after any discussion with the Director, the Director will leave the meeting while the determination of a conflict of interest is discussed and voted on by the remaining BOD members.
7. If necessary, the Chair shall appoint a disinterested person or committee to investigate alternatives to the proposed matter.
8. A Director with a conflict is prohibited from making or in any way attempting to use his/her official position to influence a decision in which they know or would have reason to know he/she may have a financial interest.
9. A Director is prohibited from voting on any matter in which there is a conflict of interest.

10. Minutes of board meetings shall reflect when a Director discloses he/she has a conflict of interest and how the conflict was managed. Such as there was a discussion on the matter without the Director present in the room, and a vote was taken and the Director abstained.
11. Each Director is required to annually complete the District's Conflict of Interest Statement as well.
12. Decisions of the BOD shall be consistent with the Mission and Vision Statements and the Strategic Plan adopted by the NIHD BOD.

REFERENCES:

1. CA Government Code Section 87110 et seq
2. CA Government Code Section 1090

RECORD RETENTION AND DESTRUCTION:

CROSS REFERENCED POLICIES AND PROCEDURES:

1. Northern Inyo Healthcare District Board of Directors Conflicts of Interest

Supersedes: v.1 Northern Inyo Healthcare District Board of Directors Conflicts of Interest
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**NORTHERN INYO HEALTHCARE DISTRICT
POLICY AND PROCEDURE**

Title: Public Records Requests	
Scope: Board of Directors	Manual: BOD Policy Manual - Administration
Source: Board Clerk and CFO Assistant	Effective Date: May 16, 2018

PURPOSE: Establish guidelines for the Northern Inyo Healthcare District (NIHD) Board of Directors (BOD) to follow when there is a request for information under the California Public Records Act.

POLICY:

1. All California Public Records Act requests made to a BOD member for NIHD related information are to be referred to the Compliance Officer.

DEFINITIONS:

California Public Records Act – The fundamental precept of the California Records Act is that governmental records shall be disclosed to the public, upon request, unless there is a specific reason not to do so.

Public Records – Any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained by the entity regardless of physical form or characteristics.

PROCEDURE:

1. Requests made to a Director to inspect and copy public records shall be referred directly to the Compliance Office.
2. As NIHD is required to “assist the member of the public in making a focused and effective request that reasonably describes an identifiable record” or “on the facts of the particular case the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record”, no opinion of what may or may not be exempt from disclosure is to be inferred by a Director.

REFERENCES:

1. California Government Code (6250), 6252(e), 6253.1(a), 6255(a)

CROSS REFERENCE P&P:

1. NIHD California Public Records Act – Information Requests Policy

Approval	Date
Board of Directors	5/16/18
Last Board of Directors Review	8/19/20

Developed: April 18, 2018

Reviewed:

Revised:

Supersedes:



**NORTHERN INYO HEALTHCARE DISTRICT
NON-CLINICAL PROCEDURE**

Title: Suggested Guidance to Fill a Board Vacancy by Appointment		
Owner: Board Clerk and CFO Assistant	Department: Board of Directors	
Scope: Board of Directors		
Date Last Modified: 03/22/2022	Last Review Date: 03/22/2022	Version: 3
Final Approval by: Executive Committee		Original Approval Date:08/15/2018

PURPOSE:

1. The purpose of this suggested guidance is to set forth a flexible procedure to fill a vacancy on the Board of Directors by appointment.
2. This suggested guidance does not apply to any Board vacancy that is to be filled by election.

PROCEDURE:

PLAN TO FILL A BOARD VACANCY BY APPOINTMENT

1. On a semi-annual basis, District staff will secure from the County of Inyo/Recorder’s Office a list of registered voters in each of the Zones within the jurisdiction of the Northern Inyo Healthcare District.
2. On an ongoing and continuous basis, Board members will encourage interested registered voters to serve the Northern Inyo Healthcare District through service on the Board of Directors.

SUGGESTED GUIDANCE:

1. Upon receipt of a notification of a board vacancy, and after the Board has determined to fill the vacancy by appointment versus by election, the notification will be examined by District staff to determine the date by which the vacancy must be filled.
2. After the Board has appointed an ad hoc committee to fill the vacancy, District staff shall immediately commence to fill the vacancy. District staff will, in collaboration with the ad hoc committee members, establish target dates by which various parts of this process shall be completed so as to afford the ad hoc committee members and any potential applicant the fullest of opportunities to fill the vacant position with a qualified candidate.

3. Upon receipt of a notification of a board vacancy, District staff shall notify the county elections official of the vacancy within the proper time frame as per the Board's policy.
4. After the Board has appointed an ad hoc committee, District staff shall coordinate availability of schedules between all appointed ad hoc committee members so that there is sufficient time to complete the interviews and make a recommendation to the full Board of an appointee to fill the vacancy, all of which must occur within the proper time frame as per the Board's policy.
5. District staff shall post the notice of the Board vacancy in locations and within the time frames per the Board's policy on Appointments to the NIHD Board of Directors.
6. District staff shall receive applications (see attached application form) from each candidate and will immediately review the application for completeness.
7. Upon receipt of a completed application, District staff shall determine if the candidate meets the required qualifications for the Board vacancy, as follows:
 - a. Applicant must be a resident of the Zone of the Healthcare District in which the vacancy occurs;
 - b. Applicant must be a registered voter of the Zone of the Healthcare District in which the vacancy occurs;
 - c. Applicant must acknowledge that applicant will be subject to the Healthcare District's Conflict of Interest policy;
 - d. Applicant must acknowledge that applicant will be required to completed Form 700 "Statement of Economic Interests" form.
8. If the applicant meets the required qualifications for the Board vacancy as set forth above, District staff shall transmit an informational booklet to the applicant and shall transmit the application to each ad hoc committee member for a determination to interview the candidate.
9. Upon receipt of a notification from the ad hoc committee that a candidate is to be scheduled for the interview, District staff shall consult the schedules of the ad hoc committee members and the candidates to set a mutually convenient time for the interview. Notification of the dates set for the interviews shall be transmitted to both the ad hoc committee and the candidate.

10. At the option of the ad hoc committee, guidelines for interviewing candidates and sample interview questions are on file and available upon request from the Administrative Assistant – Board Clerk. The ad hoc committee may also opt to set scoring criteria for the interviews.
11. Per the Board policy, the ad hoc committee will bring a recommendation for the appointment to the full Board for consideration.
12. Upon receipt of the Board’s decision on the ad hoc committee’s recommendation, District staff will be instructed to notify the unsuccessful candidate(s), if any, and the successful candidate of the Board’s appointment.
13. At the Board’s direction, District staff shall transmit the Board’s appointment to the county elections official as per the Board’s policy.

REFERENCES:

1. Appointments to the NIHD Board of Directors Policy
2. Gov. Code 1780 (a)
3. County of Inyo/Recorder Office
4. Work Flow for Appointments to Fill Board Vacancy (With Approximate Time Frames)

RECORD RETENTION AND DESTRUCTION:

CROSS REFERENCES POLICIES AND PROCEDURES:

1. Suggested Guidance to Fill a Board Vacancy by Appointment
2. Suggested Guidance to Fill a Board Vacancy by Appointment

Supersedes: v.2 Suggested Guidance to Fill a Board Vacancy by Appointment

Work Flow for Appointments to Fill Board Vacancy

(With Approximate Time Frames)

District Staff Work Flow

Board of Director Work Flow

Day 0
Receive Notice of Board Vacancy

Day 0
Notice of Board Vacancy received and transmitted to District Staff

Day 1
Notify County Elections Official of vacancy (w/in 15 days of notice or effective date of the notice, whichever is later)

Days 1-35
Board appoints Ad Hoc Committee

Days 2-21
Notice of Vacancy posted in 3 or more conspicuous places in the District at least 15 days prior to the appointment date

Days 2-35
Ad Hoc Committee Meets to:
Set Interview Dates;
Reaffirm Qualities of Board Member;
Confer on interview questions;
Confer on scoring rating criteria (optional).

Days 2-35
Receive Applications for eligibility and schedule interviews

Days 35-42
Send Eligible Applications to Ad Hoc Committee (continuously as received)

Days 36-49
Receive Applications from District Staff and conduct interviews

Days 42-54
Receive Board of Directors decision and notifies applicants of appointment or not selected for appointment

Days 49-54
Make recommendation to Board of Director for appointment.

Board of Directors acts on Ad Hoc Committee recommendation, appoints Board Member, notifies District staff.



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

Title: Onboarding and Continuing Education of Board Members		
Owner: Board Clerk and CFO Assistant	Department: Board of Directors	
Scope: Board of Directors		
Date Last Modified: 07/27/2022	Last Review Date: 07/27/2022	Version: 1
Final Approval by: NIHD Board of Directors	Original Approval Date:	

PURPOSE:

The purpose of the onboarding and orientation process is to provide a new Northern Inyo Healthcare District (NIHD) board member the information necessary to begin the governing work of the Board of Directors. Further development as a board member is through continuing education.

POLICY:

NIHD will provide essential knowledge of the District to all incoming board members within thirty (30) days of election or appointment.

Board members will be provided opportunities for continuing education to expand their knowledge on key healthcare issues and governance.

PROCEDURE:

When onboarding, new board members complete the following steps:

Human Resources

1. Complete and sign necessary paperwork with Human Resources.
2. Introduction to NIHD Workforce: a review of NIHD benefits, special events, community involvement.
3. Arrange District campus tour.

Clerk of the Board

4. Receives tablet, user ID and email
5. Completes FPPC Statement of Economic Interest Form 700
6. Initiates required regulatory training (i.e. AB1234 Ethics training, Sexual Harassment Prevention training).
7. Provides overview of Board Meeting structure.
8. Arrange District leadership introductions, department tours and services line overview.

Chief Executive Officer (CEO)

9. Meets with CEO to review the Mission, Vision, Values, Organizational Chart and Strategic Plan of the District.
10. Reviews patient grievance process.

11. Reviews Board policies.
12. Facilities meet-and-greet with Executive Team.

General Counsel

13. Meets with General Counsel to review Brown Act, public meeting procedures, etc.

Compliance Officer

14. Reviews District's Corporate Compliance Program and Work Plan.
15. Review Compliance and Ethics Committee structure, role and duties.

NIHD Board Chair and/or Vice Chair

16. Reviews Order & Decorum, board policies, etc.

Chief Financial Officer

17. Reviews most recent audited financials, budget and 10 year forecast.
18. Reviews monthly financials report and package.
19. Reviews Finance Committee role and duties.

Director of Quality

20. Reviews Quality Assurance Performance Improvement Plan (QA/PI).
21. Reviews Quality Dashboard.
22. Reviews Patient Satisfaction platform.
23. Reviews Quality and Safety Committee role and duties.

Director of Medical Staff Services

24. Reviews structure and duties of Medical Executive Committee.
25. Reviews current process for Medical Staff credentialing.
26. Reviews Medical Staff Peer Review process.
27. Reviews Medical Staff Bylaws.

Manager of Marketing, Communication & Strategy

28. Reviews District's website.

Additional materials on governance, quality and finance topics will be distributed electronically.

Appropriate external continuing education and conference will be suggested by Administration. Outside education costs will be paid in accordance with District policy.

REFERENCES:

RECORD RETENTION AND DESTRUCTION:

CROSS REFERENCED POLICIES AND PROCEDURES:



**NORTHERN INYO HEALTHCARE DISTRICT
NON-CLINICAL PROCEDURE**

Title: Board Member Resignation and Filling of Vacancies		
Owner: Board Clerk and CFO Assistant	Department: Board of Directors	
Scope: Board of Directors		
Date Last Modified: 11/19/2021	Last Review Date: 11/16/2021	Version: 1
Final Approval by: Executive Committee		Original Approval Date:

PURPOSE:

1. The purpose of this procedure is to set forth the procedure by which a member of the Board of Directors may resign and the procedure by which vacancies may be filled.

PLAN TO FILL A BOARD VACANCY BY APPOINTMENT:

1. On a semi-annual basis, District staff will secure from the County of Inyo/Recorder’s Office a list of registered voters in each of the Zones within the jurisdiction of the Northern Inyo Healthcare District.
2. On an ongoing and continuous basis, Board members will encourage interested registered voters to serve the Northern Inyo Healthcare District through service on the Board of Directors.

CIRCUMSTANCES CAUSING A VACANCY:

1. A vacancy on the Board of Directors may occur upon the occurrence of any of the events described in Government Code section 1770, including but not limited to, written resignation and the failure to discharge the duties of a Board member for a period of 3 consecutive months.
2. Board members wishing to resign must deliver written resignation to the Chief Executive Officer.

PROCEDURE FOR FILLING A VACANCY:

Pursuant to Article III, Section 4 of the Northern Inyo Healthcare District Bylaws, all vacancies on the Board of Directors shall be filled in compliance with the procedures outlined in Government Code section 1780 and this procedure. Vacancies may be filled by either appointment or election. Upon the occurrence of any vacancy on the Board of Directors, the District shall notify the Inyo County elections official within 15 days.

PROCEDURE FOR FILLING A VACANCY BY APPOINTMENT:

1. Upon the occurrence of a vacancy, or the District being notified of a Board vacancy, District staff shall immediately determine the date by which the vacancy must be filled.

2. If the Board decides to fill the vacancy by appointment, the Board shall appoint an ad hoc committee to make a recommendation regarding filling the vacancy. District staff will, in collaboration with the ad hoc committee members, establish target dates by which various parts of this process shall be completed so as to afford the ad hoc committee members and any potential applicant the fullest of opportunities to fill the vacant position with a qualified candidate.
3. After the Board has appointed an ad hoc committee, District staff shall coordinate availability of schedules between all appointed ad hoc committee members so that there is sufficient time to complete the interviews, make a recommendation to the full Board and to make the appointment, all of which must occur within 60 days.
4. District staff shall post the notice of the Board vacancy in at least 3 conspicuous places.
5. District staff shall receive applications from each candidate and will immediately review the application for completeness.
6. Upon receipt of a completed application, District staff shall determine if the candidate meets the required qualifications for the Board vacancy as follows:
 - a. Applicant must be a resident of the Zone of the Healthcare District in which the vacancy occurs;
 - b. Applicant must be a registered voter of the Zone of the Healthcare District in which the vacancy occurs;
 - c. Applicant must acknowledge that applicant will be subject to the Healthcare District's Conflict of Interest policy;
 - d. Applicant must acknowledge that applicant will be required to complete Form 700 "Statement of Economic Interests."
7. If the applicant meets the required qualifications for the Board vacancy as set forth above, District staff shall transmit an informational booklet to the applicant and shall transmit the application to each ad hoc committee Member for a determination on whether to interview the candidate.
8. Upon receipt of a notification from the ad hoc committee that a candidate is to be scheduled for the interview, District staff shall consult the schedules of the ad hoc committee members and the candidates to set a mutually convenient time for the interview. Notification of the dates set for the interviews shall be transmitted to both the ad hoc committee and the candidate.
9. At the option of the ad hoc committee, the attached guidelines for interviewing candidates and sample interview questions may be used. The ad hoc committee may also opt to set scoring criteria for the interviews.
10. Upon completion of all interviews, the ad hoc committee will bring a recommendation for the appointment to the full Board for consideration.

11. The Board shall make the appointment within 60 days of the vacancy or receipt of the notice of vacancy, whichever occurs later. Upon receipt of the Board's decision on the ad hoc committee's recommendation, District staff will be instructed to notify the unsuccessful candidate(s), if any, and the successful candidate of the Board's appointment.
12. At the Board's direction, District staff shall transmit the Board's appointment to the county elections official as per the Board's policy.
13. The length of the appointee's term shall be determined pursuant to Government Code section 1780(d)(1)-(2).

PROCEDURE FOR FILLING A VACANCY BY ELECTION:

1. Upon the occurrence of a vacancy, or the District being notified of a Board vacancy, District staff shall immediately determine the date by which the vacancy must be filled.
2. If the Board decides to fill the vacancy by election, the Board shall call an election to fill the vacancy within 60 days, to be held on the next established election day [Elec. Code § 1000 et seq.] that is at least 130 days from the date the Board calls the election.
3. The person elected to fill the vacancy shall hold office for the balance of the unexpired term.

REFERENCES:

1. Appointments to the NIHD Board of Directors Policy.
2. Gov. Code § 1780.
3. County of Inyo/Recorder Office.
4. Work Flow for Appointments to Fill Board Vacancy (With Approximate Time Frames).

RECORD RETENTION AND DESTRUCTION:

CROSS REFERENCES POLICIES AND PROCEDURES:

Supersedes: N/A
