

- 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                    Kelli Huntsinger, Chief Operating Officer  
Joy Engblade MD, Chief of Staff  
Carrie Petersen, Chief Accounting Officer  
John Tremble, Interim Chief Financial Officer  
Tracy Aspel, Chief Nursing Officer  
Alison Murray, Interim Chief Human Relations Officer  
Sandy Blumberg, Executive Assistant
- ABSENT                             Kevin S. Flanigan, MD, MBA, Chief Executive 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, and speakers are limited to a maximum of three minutes each. No comments were heard.
- OLD BUSINESS
- BUHS SCHOOL CLINIC            Mr. Watercott called to attention to approval of collaboration with Bishop Union High School District (BUHSD) to operate an on-campus student health clinic, noting that the clinic has already been approved by the BUHSD School Board. Comments in support of the proposed clinic were heard from the following:
- Lois Alexander, retired Northern Inyo Healthcare District (NIHD) Nurse Practitioner
  - Robbin Cromer-Tyler, MD
- Mr. Watercott stated his belief that NIHD has both the opportunity and responsibility to support the proposed student clinic, and collaboration with the School District on this project supports the District's mission statement and demonstrates NIHD's willingness to be the healthcare leader in this community. Following brief discussion it was moved by M.C. Hubbard, seconded by John Ungersma MD, and unanimously passed to approve the proposed collaboration with BUHSD to operate an on-campus student clinic at Bishop Union High School.
- NEW BUSINESS
- FISCAL POLICY AND  
PROCEDURE  
APPROVALS                        Chief Accounting Officer Carrie Petersen called attention to approval of the following Fiscal Department policies and procedures:
- *Remote Deposit Service*
  - *Sales and Use Tax*
- It was moved by Mary Mae Kilpatrick, seconded by Phil Hartz, and unanimously passed to approve both policies and procedures as presented.

NURSING DEPARTMENT POLICY AND PROCEDURE	Chief Nursing Officer Tracy Aspel, RN called attention to approval of a Nursing Department policy and procedure titled <i>Pain Management and Documentation</i> . It was moved by Ms. Hubbard, seconded by Mr. Hartz, and unanimously passed to approve the <i>Pain Management and Documentation</i> policy and procedure as presented.
COMPLIANCE DEPARTMENT POLICY AND PROCEDURE	Compliance Officer Patty Dickson called attention to approval of a proposed policy and procedure titled <i>Minors with Legal Authority to Consent</i> . It was moved by Ms. Hubbard, seconded by Ms. Kilpatrick, and unanimously passed to approve the Compliance policy and procedure titled <i>Minors with Legal Authority to Consent</i> as presented.
ANNUAL POLICY AND PROCEDURE APPROVALS	Mr. Watercott called attention to the list of policies and procedures being 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 included on Attachment A as presented.
APPROVAL OF CAPITAL BUDGET FOR 2017/2018 FISCAL YEAR	<p>Interim Chief Financial Officer John Tremble called attention to the proposed capital budget for the upcoming 2017/2018 fiscal year. He also reviewed the challenges to budgeting for the upcoming year, which included the following:</p> <ul style="list-style-type: none"><li>- The District has not experienced growth in many service areas including inpatient services, surgery, imaging, and clinics visits and procedures</li><li>- A significant increase has been seen in employee wages, largely due to minimum wage increases and adoption of new salary scales for District employees</li><li>- Full year commitments in anesthesia, compliance, and coding have increased costs</li><li>- Fewer governmental settlements are expected in the upcoming year</li></ul> <p>Mr. Tremble also reviewed volume trends in all revenue areas, and compared NIHD's charges for inpatient services to the State average, and to the charges for services billed by the nearest healthcare facility, Mammoth Hospital. That comparison reveals that NIHD's charges are below the State average, and significantly lower than Mammoth Hospital's charges. An increase to NIHD's charges for patient services could be justified if it becomes necessary in order to balance the budget for the upcoming fiscal year. Following review of the information provided it was moved by Doctor Ungersma, seconded by Mr. Hartz, and unanimously passed to approve the proposed capital budget for the 2017 / 2018 fiscal year as presented.</p>
NIHD AUXILIARY BYLAWS REVIEW	Mr. Watercott called attention to the NIHD Auxiliary Bylaws which were submitted for the annual review and approval of the District Board (no new changes of significance have been made to the bylaws). It was

moved by Ms. Hubbard, seconded by Ms. Kilpatrick, and unanimously passed to approve the NIHD Auxiliary Bylaws as presented.

APPOINTMENT OF  
ACHD DELEGATE AND  
ALTERNATE

Mr. Watercott announced that the Association of California Healthcare Districts (ACHD) has requested that the NIHD Board of Directors appoint a Board Member to act as a delegate, and one to act as an alternate to help the organization with a review and update of its bylaws. Following brief discussion it was moved by Ms. Hubbard, seconded by Ms. Kilpatrick, and unanimously passed to appoint Doctor Ungersma to be the ACHD delegate, and to appoint Director Hartz to be the alternate to participate in the bylaws review.

CONSENT AGENDA

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

- Approval of minutes of the March 15 2017 regular meeting
- 2013 CMS Validation Survey Monitoring, April 2017
- Financial and Statistical Reports for the period ending February 28, 2017

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

DATA AND  
INFORMATION  
COMMITTEE REPORT

Ms. Petersen reported that the NIHD Data and Information Committee meets monthly, and the main focus of the Committee at this time is to aid and support the search for a new Electronic Health Record (EHR) for the District. She additionally stated that two employee and management surveys have launched in order to collect data that will be needed to make the EHR decision.

CHIEF OF STAFF  
REPORT

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

POLICY AND  
PROCEDURE  
APPROVALS

- *Training and Competency in Point-of-Care Testing*
- *Point of Care Accu-Check Blood Glucose Testing*
- *Gastric Occult Blood*
- *Fecal Occult Blood by Beckman Coulter Card Method Hemocult SENSEA*
- *Urine Dipstick Chemistries*
- *Point of Care HemoCue Hbv201 + Hemoglobin Testing – (RHC)*
- *Hemosure-One Step Immunological Fecal Occult Blood Test – (RHC)*
- *Point of Care QuickVue hCG Urine Test – (RHC)*
- *Point of Care QuickVue Dipstick Step A Test – (RHC)*

It was moved by Ms. Hubbard, seconded by Doctor Ungersma, and unanimously passed to approve all 9 policies and procedures as presented.

**RADIOLOGY SERVICES  
CRITICAL INDICATORS** Doctor Enblade also called attention to approval of proposed Radiology Services Critical Indicators for 2017. It was moved by Doctor Ungersma, seconded by Mr. Hartz, and unanimously passed to approve the proposed Radiology Services Critical Indicators for 2017 as presented.

**MEDICAL STAFF  
APPOINTMENTS AND  
PRIVILEGING** Doctor Enblade stated following careful review, consideration, and approval by the appropriate Committees the Medical Executive Committee also requests approval of the following Medical Staff appointments and privileging:

- Active Staff: N. Michelle Inforzato, MD (*hospitalist*); and Jessica Paulson, MD (*emergency medicine*)
- Consulting Staff: Joseph Ludwick, MD (*pediatric cardiology*); and Katrinka Kip, MD (*pediatric cardiology*)
- Temporary Staff: Wilbur Peralta, MD (*hospitalist – temporary assignment until 8/31/17*); and Hung Nguyen, MD (*hospitalist – temporary assignment until 8/31/17*)

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

**ADVANCE PRACTICE  
PROVIDER  
PRIVILEGING** Doctor Enblade also stated following careful review, consideration, and approval by the appropriate Committees the Medical Executive Committee recommends advance practice provider privileging for David Nicholson, CRNA (nurse anesthesia). It was moved by Ms. Hubbard, seconded by Doctor Ungersma, and unanimously passed to approve the advance practice provider privileging of David Nicholson, CRNA as requested.

**EXTENSION OF  
PRIVILEGES AND  
CHANGE IN STAFF  
CATEGORY** Doctor Enblade also stated the Medical Executive Committee recommends extension of privileges and a change in Staff category for Carolyn Saba MD, as follows:

- Change of Staff category from Temporary to Consulting Staff; and extension of privileges from 5/31/17 to 12/31/17 during the pendency of Dr. Saba's Consulting Staff reappointment application

It was moved by Ms. Hubbard, seconded by Mr. Hartz and unanimously passed to approve the extension of privileges and change in Staff category for Carolyn Saba, MD as requested.

**MEDICAL STAFF  
ADVANCEMENT** Dr. Enblade also stated the Medical Executive Committee requests approval of the advancement of Manish Pandya, MD (*hospitalist*); request to advance from Provisional Active Staff to Active Staff (member in good standing). It was moved by Doctor Ungersma, seconded by Ms. Kilpatrick, and unanimously passed to approve the Medical Staff advancement of Doctor Manish Pandya as requested.

**MEDICAL STAFF  
RESIGNATION** Doctor Enblade also requested Board approval of the Medical Staff resignation of Felix Karp, MD (effective 3/31/17, privileges in effect

through 12/31/17). It was moved by Ms. Kilpatrick, seconded by Mr. Hartz, and unanimously passed to approve the Medical Staff resignation of Felix Karp, MD as requested.

OTHER

Doctor Engblade also reported (as an informational item) that ACLS will become a required certification for new hospitalist applicants, and for current hospitalists at the time of Medical Staff reappointment.

CHIEF OPERATING  
OFFICER REPORT

Chief Operating Officer Kelli Huntsinger provided a bi-monthly report which included the following:

- Congratulations go out to NIHD Patient Navigator Rosie Graves, who has earned certification as a Breast Patient Navigator
- NIHD recently held its' annual years of service employee recognition event, at which 36 employees were recognized
- The District recently completed an upgrade to its Emergency Services radio amplifier, and the County of Inyo contributed approximately \$35,000 toward the cost
- The State of California recently inspected Northern Inyo Hospital's (NIH's) Mammography services program, and the District passed the inspection with flying colors
- The NIHD Lab is expecting a Joint Commission survey at any time
- Dietary manager Susan Pernal has relocated out of this area, and the District is recruiting for an additional dietician to assist in the Dietary Department.
- Another round of 7 Habits training recently took place. Approximately 100 NIHD employees have now completed the 7 Habits training, with the goal being to eventually have all staff members trained.

CHIEF ACCOUNTING  
OFFICER REPORT

Carrie Petersen provided a Chief Accounting Officer report, which included the following:

- The cost report for 2015 has been finalized
- The MediCal cost report for 2013 has been finalized
- Ms. Petersen is in the process of training Fiscal Department staff to take over her current responsibilities, as part of her off-boarding process and in preparation for her October 2017 retirement.
- The Fiscal Department continues to work diligently on finalizing the 2017/2018 operating budget
- The NIHD PEPRA retirement plan has been funded

CHIEF NURSING  
OFFICER REPORT

Chief Nursing Officer Tracy Aspel, RN reported on the following:

- A recruitment update was given in regard to RN staffing
- Gina Riesche, RN has accepted the Emergency Department Nurse Manager and Disaster Planning position
- Justin Nott, RN has accepted the position of Medical Surgical and ICU Unit Nurse Manager (acute and subacute)
- As a result of a nursing management re-organization, the Nursing

Department will have more managers and fewer directors in the future

- Employee Health nurse Nel Hecht, RN will retire as of the end of this week

CHIEF HUMAN  
RELATIONS OFFICER  
REPORT

Interim Chief Human Relations Officer Alison Murray reported that NIHD's new salary scale went into effect as of April 2, 2017, and 38% of employee pay rates were adjusted to a higher scale. Ms. Murray also reported that the Human Relations Department is in the process of updating employee evaluation templates and improving the District's employee evaluation process. A recruitment update was also provided, and it was noted that we have a strong candidate for the permanent Chief Human Relations Officer position.

BOARD MEMBER  
REPORTS

Mr. Watercott asked if any members of the Board of Directors wished to report on any items of interest. Director Ungersma provided a report on the Association of Healthcare Districts (ACHD) Legislative Day, which was held on April 2, 3, and 4. No other reports were heard.

CLOSED SESSION

At 7:24pm 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, 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*).

RETURN TO OPEN  
SESSION AND REPORT  
OF ACTION TAKEN

At 8:01 pm the meeting returned to open session. Mr. Watercott reported the Board took no reportable action.

ADJOURNMENT

The meeting adjourned at 8:02 pm.

---

Peter Watercott, President

Attest:

---

M.C. Hubbard, Secretary