

- CALL TO ORDER** The meeting was called to order in the Northern Inyo Healthcare District Board Room at 2957 Birch Street, Bishop, California, at 5:33 pm by M.C. Hubbard, President.
- PRESENT** M.C. Hubbard, President
Mary Mae Kilpatrick, Vice President
Jean Turner, Secretary
Robert Sharp, Treasurer
Peter Tracy, Member At Large
- ALSO PRESENT** Kevin S. Flanigan MD, MBA, Chief Executive Officer
John Tremble, Chief Financial Officer
Tracy Aspel RN, Chief Nursing Officer
Evelyn Campos Diaz, Chief Human Resources Officer
Allison Robinson MD, Chief of Staff
Sandy Blumberg, Executive Assistant
- ABSENT** Kelli Huntsinger, Chief Operating Officer
- OPPORTUNITY FOR PUBLIC COMMENT** Ms. Hubbard announced at this time persons in the audience may speak on any items not on the agenda for this meeting on any matter within the jurisdiction of the District Board, and speakers will be limited to a maximum of three minutes each. Northern Inyo Healthcare District (NIHD) Care Coordination Manager Dan David RN reported that the NIHD Care Shuttle program is being revitalized and the community should see an improvement in the availability of transportation services in the near future.
- NEW BUSINESS**
- STRATEGIC PLAN UPDATE, PATIENT EXPERIENCE COMMITTEE** NIHD Human Resources Assistant Michelle Garcia provided a report from the Patient Experience Committee established to help accomplish the patient experience-related goals of the District's Strategic Plan. Areas of focus for the Committee include improvements to access to patient care, and improvements to customer service. The Committee's report included the following:
- Introduction of Committee members
 - Details of a three-phased plan to improve the patient experience
 - Report on results of a recent patient satisfaction survey
 - Action plan for improving the patient experience
- The Patient Experience Committee will continue to report to the Board of Directors on a quarterly basis going forward.
- CHIEF EXECUTIVE OFFICER REPORT**
- FIRE SAFETY POLICY AND PROCEDURE APPROVALS** Chief Executive Officer Kevin S. Flanigan MD, MBA called attention to approval of the following hospital wide Policies and Procedures:
- *Fire Safety Management Plan (FSMP)*
 - *Fire Response Plan – Code Red*

It was moved by Robert Sharp, seconded by Jean Turner, and unanimously passed to approve both Policies and Procedures as presented.

Doctor Flanigan also provided a presentation titled *Strategic Thinking Board Action Plan* by Nelson Strategic Consulting, which makes strategic thinking recommendations for high performing Boards and provides an overview of the responsibilities of Board members.

ARCHER NORRIS
TRANSITION TO BEST
BEST & KREIGER

Doctor Flanigan also called attention to a correspondence received from Archer Norris PLC announcing that District legal counsel Colin Coffey and Noel Caughman will be transitioning to the law firm of Best Best and Kreiger. It was moved by Mr. Sharp, seconded by Peter Tracy and unanimously passed to approve maintaining the District's current relationship with attorneys Coffey and Caughman following their transition to the law firm of Best Best and Kreiger.

PHARMACY PROJECT
ARCHITECT
SELECTION

Doctor Flanigan additionally reported that two bids were received in response to the District's Pharmacy relocation project Request For Proposal (RFP). Bids were received from Kevin Boots (the District's previous Pharmacy project architect) and from Pings & Associates architectural firm. Following review of both bids received, District leadership recommends contracting with the Pings architectural firm in order to realize a significant cost savings on the project. It was moved by Ms. Turner, seconded by Mary Mae Kilpatrick, and unanimously passed to approve selection of the Pings architectural firm for completion of the NIHD Pharmacy relocation project.

SUPPORT FOR
LEGISLATION

Doctor Flanigan called attention to a proposed letter of support for AB 2593 requested by local air ambulance service Reach Air. The proposed bill would maintain adequate funding for emergency air ambulance services and provide financial protections for patients. It was moved by Ms. Kilpatrick, seconded by Mr. Sharp, and unanimously passed to approve the letter of support for AB 2593 as requested by Reach Air.

CHIEF NURSING
OFFICER REPORT

Chief Nursing Officer Tracy Aspel, RN provided a bi-monthly Nursing Department update which included the following:

- Shelly Sam RN has accepted the position of Perinatal Unit Nurse Manager, replacing Summer Gilstrap RN who will be moving out of the area. Ms. Aspel and the Board of Directors praised the accomplishments of Ms. Gilstrap during her tenure at NIHD.
- The Medical Surgical Unit has successfully completed a 5-S project to improve efficiencies
- A Sharps Safety Committee has been established to further improve prevention of sharps injuries for District staff
- An RN preceptor program has been implemented for RN new hires
- Flu shots are now being provided for District employees and contractors

TUBERCULOSIS
SURVEILLANCE
POLICY AND
PROCEDURE

Ms. Aspel also called attention to a proposed Policy and Procedure titled *Employee Tuberculosis Surveillance Program*. It was moved by Ms. Turner, seconded by Mr. Sharp, and unanimously passed to approve the *Employee Tuberculosis Surveillance Program* Policy and Procedure as presented.

CHIEF HUMAN
RESOURCES OFFICER
REPORT

Chief Human Resources Officer Evelyn Campos Diaz provided a Human Resources Department report which included the following:

- Introduction of incoming Rural Health Clinic (RHC) and Northern Inyo Associates (NIA) Administrative Director Paul Connolly
- As a result of an annual review NIHD has been acknowledged by Beta Healthcare for achievements in establishing a safe and secure workplace, relating to Workman's Compensation incidents and safety awareness
- Improvements to employee and patient safety continue to be made as a result of NIHD's Workplace Violence Prevention program

CHIEF FINANCIAL
OFFICER REPORT

Chief Financial Officer John Tremble called attention to three corrections to the Financial and Statistical reports as of July 31 2018, as follows:

- The prior year observation hours and days were misstated and were 1,019 hours and 42 days in July 2017
- The coverage ratio was 2.36 for the month of July 2018 (not .18 as reported)
- Unrestricted Net Assets was \$38,699,509 and Deferred Income was \$2,076,424 after a correcting entry

Mr. Tremble additionally reported the following:

- Cash on hand is currently at 118 days in preparation for Athena Go Live
- The Finance Department is preparing for implementation of Jump Stock and INTACCT, and will also continue to use the Paragon and Centricity systems following Athena Go Live
- NIHD Payroll has fully transitioned to the ADP system
- The Finance Department continues to work on finalizing the audit for the 2017/2018 fiscal year
- The Finance Department also continues to look for cost saving opportunities, including pursuing a reduction to District banking fees

OLD BUSINESS

HIS IMPLEMENTATION
UPDATE

Director of Information Technology Services (ITS) Robin Cassidy provided a final Health Information Systems (HIS) Implementation update, noting that 12 days remain until Athena Go Live. The Athena implementation will include bringing 12 systems (in addition to Athena) on board for the District. Thirty associates will be on site post Go Live to help ensure the smoothest possible transition.

CONSENT AGENDA

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

- Approval of minutes of the August 7 2018 special meeting
- Approval of minutes of the August 15 2018 regular meeting
- Approval of minutes of the September 5 2018 regular meeting
- Financial and Statistical reports as of July 31, 2018
- 2013 CMS Survey Validation Monitoring, September 2018
- Policy and procedure annual approvals

It was moved by Mr. Sharp, seconded by Mr. Tracy, and unanimously passed to approve all six Consent Agenda items as presented.

CHIEF OF STAFF
REPORT

Chief of Staff Allison Robinson MD reported following careful review, consideration, and approval by the appropriate Committees the Medical Executive Committee recommends approval of the following Policies, Procedures, Protocols, and Order Sets:

POLICIES,
PROCEDURES,
PROTOCOLS, AND
ORDER SETS

1. *Accepting Orders for Outpatient Infusion Services from Non-Privileged Practitioners – modification to referral agreement*
2. *Employee Health Access of Patient Personal Medical Record*
3. *Intravenous Medication Policy*
4. *QuickVue Influenza A + B Test*

It was moved by Mr. Sharp, seconded by Ms. Turner, and unanimously passed to approve Policies, Procedures, Protocols, and Order Sets 1 through 4 as presented.

MEDICAL STAFF
APPOINTMENTS AND
PRIVILEGING

Doctor Robinson also reported following careful review and consideration the Medical Executive Committee recommends approval of the following Medical Staff appointment and privileging:

- Farres Ahmed MD (*diagnostic radiology*) – provisional consulting staff

It was moved by Mr. Sharp, seconded by Ms. Kilpatrick, and unanimously passed to approve the Medical Staff appointment and privileging of Farres Ahmed MD as requested.

TELEMEDICINE STAFF
APPOINTMENT AND
PRIVILEGING

Doctor Robinson additionally reported the Medical Executive Committee recommends approval of the following Telemedicine Staff Appointments and privileges – credentialing by proxy:

As per the approved Telemedicine Physician Credentialing and Privileging Agreement, and as outlined and allowed by 42CFR 482.22, the Medical Staff has chosen to recommend the following practitioner for Telemedicine privileges relying upon Adventist Health's credentialing and privileging decisions:

1. Elizabeth Maslow MD (*infectious disease, Adventist Health*)

It was moved by Mr. Sharp, seconded by Mr. Tracy, and unanimously passed to approve the Telemedicine Physician Credentialing and Privileging of Doctor Elizabeth Maslow MD as requested.

MEDICAL STAFF
TEMPORARY

Doctor Robinson also reported following careful review and consideration the Medical Executive Committee recommends extension of temporary

PRIVILEGES

privileges for:

1. Akash Rusia MD (*internal medicine*) – extension of hospitalist privileges through January 31, 2019

It was moved by Mr. Sharp, seconded by Mr. Tracy, and unanimously passed to approve the temporary privileges of Doctor Rusia as requested.

MEDICAL STAFF
RESIGNATIONS

Doctor Robinson also reported the Medical Executive Committee recommends acceptance of the following Medical Staff resignations:

1. Gregory Taylor MD (*emergency medicine*) – effective August 24, 2018
2. Richard Ganchan MD (*telecardiology*) – effective August 1, 2018

It was moved by Ms. Kilpatrick, seconded by Ms. Turner, and unanimously passed to approve both Medical Staff resignations as requested.

CORE PRIVILEGE
FORMS

Doctor Robinson also stated following careful review and consideration the Medical Executive Committee recommends approval of the following Core Privilege Forms:

1. Occupational Medicine (*new*)
2. Internal Medicine (*revised*)

It was moved by Ms. Turner, seconded by Mr. Sharp, and unanimously passed to approve both Core Privilege Forms as presented.

BOARD MEMBER
REPORTS

Ms. Hubbard asked if any members of the Board of Directors wished to report on any items of interest. Director Kilpatrick thanked Compliance Officer Patty Dickson for providing updates and education on the subject of compliance issues, and she thanked Doctor Flanigan for publishing Friday memos for the District team. She additionally commented that attending the Association of California Healthcare Districts (ACHD) annual meeting was a valuable experience, and she also asked that her fellow Board members help to encourage members of this community to volunteer to be NIHD Care Shuttle drivers, noting that the need in that area is great. Director Sharp also commented on the value of the ACHD annual meeting, noting the value of networking with other Healthcare District Trustees and improving the Boards' knowledge in order to better serve the District. Director Turner additionally spoke on the value of the ACHD meeting and its focus on innovation in healthcare and wellness issues such as behavior health, addiction, etc.. Director Tracy stated it is a pleasure for him to be a member of the NIHD Board of Trustees, acknowledging that there is a lot to learn and that he looks forward to that opportunity. Director Hubbard reported that NIHD was recognized as an ACHD Certified Healthcare District at the annual meeting, and that long-standing former NIHD Board member John Ungersma MD received ACHD's first Lifetime Membership award, which was a wonderful acknowledgement of his years of service.

ADJOURNMENT TO
CLOSED SESSION

At 8:34 pm Ms. Hubbard announced the meeting would adjourn to closed session to allow the Board of Directors to:

- A. Discuss Labor Negotiations; Agency Designated Representative: AALRR; Employee Organization: AFSCME Council 57 (*pursuant to Government Code Section 54957.6*).
- B. Confer with Legal Counsel regarding pending and threatened litigation, existing litigation, and significant exposure to litigation, 3 matters pending (*pursuant to Government Code Section 54956.9*).
- C. Discussion of a personnel matter (*pursuant to Government Code Section 54957*).

RETURN TO OPEN
SESSION AND REPORT
OF ACTION TAKEN

At 9:25 pm the meeting returned to open session. Ms. Hubbard reported the Board took no reportable action.

ADJOURNMENT

The meeting was adjourned at 9:30 pm.

M.C. Hubbard, President

Attest:

Jean Turner, Secretary