

CALL TO ORDER The meeting was called to order at 5:30 pm by Jean Turner, District Board Chair.

PRESENT Jean Turner, Chair
Robert Sharp, Vice Chair
Jody Veenker, Secretary
Mary Mae Kilpatrick, Treasurer
Topah Spoonhunter, Member-At-Large
Kelli Davis MBA, Interim Chief Executive Officer and Chief Operating Officer
Keith Collins, District Legal Counsel

Participants via Zoom:

Tracy Aspel RN, BSN, Chief Nursing Officer
John Tremble, Chief Financial Officer
Will Timbers, MD, Interim Chief Medical Officer
Stacey Brown MD, Chief of Staff

ABSENT Kevin S. Flanigan MD, MBA, Chief Executive Officer

OPPORTUNITY FOR PUBLIC COMMENT Ms. Turner stated that due to Covid 19 (Coronavirus) health concerns, the meeting has been made available for attendance via the Zoom platform and phone dial-in. She stated 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. The Board is prohibited from generally discussing or taking action on items not included on the agenda for the meeting. Public comments in support of Kevin S. Flanigan MD, MBA were heard from the following:

- Tami Stottlemire
- Charlotte Helvie, MD
- Kristin Meredick, MD
- Jenni Figueroa, PA

FINANCIAL IMPACT OF COVID 19 ON NIHD Chief Financial Officer John Tremble provided an overview of the financial effects of Covid 19 on Northern Inyo Healthcare District (NIHD). Mr. Tremble's report included the following:

- Timeline of the Covid situation beginning March 12 2020 (patient cancellations begin)
- March 21: NIHD reduces to essential services only, drive-up Covid screening begins
- March 27: Cares Act is signed, District volumes drop by 70% for most services
- March 31: revenues for the month are \$3 million less than budget
- NIHD begins discussions on timeline for expansion of services beyond essential (potential reopening of non-essential services)

- Operational expenses have declined slightly but not significantly
- An overview was provided of the Cares Act; delay of sequestration cuts; a Medicare Cash Advance program; and other Federal help potentially available to NIHD. It was reported that the District received \$1,646,00 in grant funds with use requirements at the start of this week.
- At the current pace, NIHD could possibly face a year-to-date net loss of up to \$5.1 million

PIONEER HOME
HEALTH 5 YEAR
ACTION PLAN

Pioneer Home Health (PHH) Administrator Ruby Allen, RN presented a *Five-year Action Plan for Responsible Growth and Financial Stability* for Pioneer Home Health. Ms. Allen's presentation called attention to the following:

- Pioneer Home Health referrals are increasing and patient volumes are currently up
- Efforts are underway to educate the community on services available at PHH, in an effort to further increase volume
- Fundraising and grant opportunities are being pursued as sources of additional revenue
- Goals and future action plans include creating and implementing a disease management program
- Projected revenues were provided through 2024, as well as monthly expense detail for the months of March and April 2020
- Ms. Allen reported that PHH will not require additional financial support from NIHD for the next operating month

EMERGENCY MUTUAL
AID MEMORANDUM
OF UNDERSTANDING

Interim Chief Executive Officer Kelli Davis called attention to a Healthcare Coalition Emergency Mutual Aid Memorandum of Understanding (MOU) between NIHD; Mammoth Hospital; Southern Inyo Hospital; and Toiyabe Indian Health Project. The proposed MOU is a voluntary agreement that allows area healthcare providers to reach out to each other and collaborate in the event of a community emergency or disaster, in order to meet the medical needs of area residents. It was moved by Robert Sharp, seconded by Mary Mae Kilpatrick, and unanimously passed to approve the proposed Emergency Mutual Aid MOU between NIHD; Mammoth Hospital; Southern Inyo Hospital; and Toiyabe Indian Health Project as presented.

APPOINTMENT OF
CHIEF MEDICAL
OFFICER

Ms. Davis also reported that at the beginning of the Covid 19 healthcare crisis it became obvious that it would be beneficial to the District to appoint a Chief Medical Officer, in accordance with the Chief Medical Officer (CMO) job description previously approved by the District Board. Ms. Davis was pleased to report that Will Timbers MD has accepted the role of Interim CMO, and Stacey Brown MD has agreed to act as the NIHD Chief of Medical Staff, the position previously held by Dr. Timbers. The appointment of a CMO effectively brings a Medical Staff leadership presence to the Executive Suite during a time that such a presence is crucial to the effective operation of the District.

IDENTITY THEFT RED
FLAGS RULE

Chief Financial Officer John Tremble called attention to a proposed *Identity Theft Red Flags Rule Policy and Procedure* intended to assist in identifying, detecting, and mitigating the risk of identity theft for patients of Northern Inyo Hospital and its' outpatient clinics. It was moved by Mr. Sharp, seconded by Jody Veenker, and unanimously passed to approve the proposed *Identity Theft Red Flags Rule Policy and Procedure* as presented.

TEMPORARY
FLOATING STAFF
POLICY

HR Analyst-Labor Relations Specialist Alison Murray called attention to a proposed *Temporary Floating Staff Policy and Procedure* to identify the process for floating staff who do not have a workload in their routinely assigned (home) department due to Covid-19. The policy is intended to decrease the need to low-census staff, and to float them to other departments where a need exists. Ms. Murray noted that the District has worked closely with the American Federation of State, County, and Municipal Employees (AFSCME) to develop the proposed policy. It was moved by Ms. Kilpatrick, seconded by Ms. Veenker, and unanimously passed to approve the *Temporary Floating Staff Policy and Procedure* as presented.

TEMPORARY
TELECOMMUTING
ASSIGNMENT POLICY

Ms. Murray also called attention to a *Temporary Telecommuting Assignment Policy and Procedure* being established to ensure the highest possible level of continuity of operations in light of the COVID-19 (coronavirus) outbreak, while addressing health and safety concerns for employees. Ms. Murray noted that the District has also worked in cooperation with the AFSCME union to establish the proposed policy. It was moved by Ms. Veenker, seconded by Mr. Sharp, and unanimously passed to approve the *Temporary Telecommuting Assignment Policy and Procedure* as presented.

SAFETY IN THE
OPERATING ROOM
POLICY AND
PROCEDURE

Ms. Davis called attention to an updated Policy and Procedure titled *Safety in the Operating Room*, which identifies potential hazards associated with use of electrical equipment in the operating room. It was moved by Mr. Sharp, seconded by Ms. Veenker, and unanimously passed to approve the Policy and Procedure titled *Safety in the Operating Room* as presented.

FINANCE
DEPARTMENT POLICY
AND PROCEDURE
APPROVALS

Chief Financial Officer John Tremble called attention to minor updates made to the following District Wide Policies and Procedures:

- *Asset Control*
- *Asset Management*
- *Capitalization of Assets*
- *Fixed Assets and Depreciation*

It was moved by Ms. Veenker, seconded by Topah Spoonhunter, and unanimously passed to approve all four updated Finance Department Policies and Procedures as presented.

BUILDING
SEPARATION
CONSTRUCTION
PROJECT UPDATE

NIHD Property Manager Scott Hooker reported the District has received approval from the Office of Statewide Healthcare Planning and Development (OSHPD) to continue work on the building separation project. Colombo Construction is knowledgeable about following proper work practices during the Covid 19 pandemic, and they will be back onsite next week to resume work.

RHC BUILDING
UPDATE

Stacey Brown MD reported following a Special Board meeting on the subject of the NIHD Rural Health Clinic (RHC) rebuild project, a decision was made not to pursue the option of an Opportunity Zone building project at this time. The District will move forward to prepare for a future rebuild of the RHC using a different mechanism, and will proceed to create a design for the new Clinic with the goal of having a shovel-ready project prepared for when future building opportunities arise.

CHIEF OF STAFF
REPORT

Doctor Brown also reported following careful review and consideration the Medical Executive Committee recommends approval of the following:

- *Medical Staff Bylaws Amendment for Disaster Privileging*

MEDICAL STAFF
BYLAWS AMENDMENT

It was moved by Mr. Sharp, seconded by Ms. Kilpatrick, and unanimously passed to approve the proposed *Medical Staff Bylaws Amendment for Disaster Privileging* as requested.

POLICY AND
PROCEDURE
APPROVALS

Doctor Brown also stated following careful review, consideration, and approval by the appropriate Committees the Medical Executive Committee recommends approval of the following District-wide Policies and Procedures:

1. *Credentialing Healthcare Practitioners in the Event of a Disaster*
2. *Biological Monitoring System for Steam Sterilizers*
3. *High-Level Disinfection of Equipment*
4. *Steris System 1E Processor*
5. *Manual Jet Ventilator*
6. *Clinic Patient No-Show, Missed Appointment, and Late Cancellation Policy*
7. *OP Hospital No-Show, Missed Appointment, and Late Cancellation Policy*

He additionally stated that an eighth policy titled *New Line of Service Implementation Policy and Procedure* which was listed on the agenda for this meeting will be sent back to the Medical Executive Committee for further consideration prior to being approved by the District Board. It was moved by Ms. Kilpatrick, seconded by Mr. Spoonhunter, and unanimously passed to approve Policies and Procedures 1 through 7 as presented.

PHYSICIAN
RECRUITMENT
UPDATE

On the topic of physician recruitment Doctor Brown reported that pediatrician Lindsey Ricci MD is expected to come on board at NIHD in October, and that a general surgery candidate, a breast surgery candidate, and a family practice candidate are also actively engaged in recruitment discussions with District leadership.

PREVIOUSLY TABLED
ITEMS

Doctor Brown additionally called attention to the following items that were originally submitted for approval at the March 18 2020 Board of Directors meeting, and tabled for approval at this month's meeting:

ANNUAL APPROVALS

Annual Approvals:

1. Critical Indicators
 - i. ICU
 - ii. Medical Services
 - iii. Perinatal

It was moved by Ms. Veenker, seconded by Mr. Spoonhunter, and unanimously passed to approve all three Critical Indicators as requested.

POLICIES AND
PROCEDURES

Doctor Brown also requested approval of the following District-wide policies and approvals:

- i. *Plan to Eliminate or Substantially Reduce Medication-Related Errors*
- ii. *Standardized Procedure – Emergency Care Policy for the Nurse Practitioner or Certified Nurse Midwife*
- iii. *Standardized Protocol – Emergency Care Policy for the Physician Assistant*
- iv. *Standardized Procedure – Medical Screening Examination for Obstetrical Patient*
- v. *Standardized Procedures for Medical Functions by RN in the Emergency Department*

It was moved by Ms. Kilpatrick, seconded by Mr. Sharp, and unanimously passed to approve Policies and Procedures 1 through 5 as presented.

RADIATION SAFETY
POLICIES AND
PROCEDURES

Doctor Brown also called attention to approval of the following Radiation Safety Policies and Procedures:

- i. *ALARA Program*
- ii. *DI – Area Monitoring and Controls*
- iii. *DI – Radiation Protection for the Patient*
- iv. *DI – Reportable/Recordable Events in CT, Fluoroscopy and Nuclear Medicine*
- v. *DI CT Radiation Safety Policy*
- vi. *DI – Lead Apron/Protective Equipment Policy*
- vii. *Diagnostic Imaging – C-Arm (Fluoroscope) radiation Safety*
- viii. *Diagnostic Imaging – Disposal of Radioactive Sharps*
- ix. *Diagnostic Imaging – Handling of Radioactive Packages, Non-nuclear medicine personnel*
- x. *Diagnostic Imaging – Nuclear Medicine New Employee/Annual Orientation*
- xi. *Diagnostic Imaging – Ordering Radioactive Materials*
- xii. *Diagnostic Imaging – Radioactive Material Hot Lab Security*
- xiii. *Diagnostic Imaging – Radioactive Material Spills Procedure*
- xiv. *Diagnostic Imaging – Radioactive Materials Deliver After-Hours*

Policy/Procedure

- xv. *Diagnostic Imaging – Radioactive Waste storage and Disposal*
- xvi. *Dosimetry Program – Occupational Radiation Exposure Monitoring Program*
- xvii. *Radiation Policy for Management of Patients with Excessive Exposure*
- xviii. *Radiation Safety Committee*
- xix. *Radiology Services Pregnant Personnel*
- xx. *Responsibilities and Duties of Radiation Safety Committee (RSC)*

It was moved by Ms. Veenker, seconded by Mr. Sharp, and unanimously passed to approve all 20 Radiation Safety Policies and Procedures as presented.

Doctor Brown also reported that the RHC has seen a significant upswing in the number of telemedicine visits as part of the District's efforts to ensure patient safety during the Covid 19 crisis.

CONSENT AGENDA

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

- *Approval of minutes of the March 18 2020 regular meeting*
- *Financial and statistical reports as of February 2020*
- *Policy and Procedure annual approvals*

It was moved by Mr. Sharp, seconded by Mr. Spoonhunter, and unanimously passed to approve all three Consent Agenda items, with a correction being made to the minutes of the March 18 regular meeting.

BOARD MEMBER
REPORTS

Ms. Turner asked if any members of the District Board of Directors wished to comment on any items of interest. Directors Kilpatrick and Turner praised the recent employee Town Hall meeting held to provide Covid 19 information and updates. Ms. Veenker expressed kudos to NIHD staff on behalf of Covid 19-positive patients in this community, and for all they do in the interest of maintaining the health of area residents. Director Kilpatrick also praised NIHD's infection prevention achievements and efforts during this time of healthcare crisis, and complimented District staff as a whole on their diligent work. Director Spoonhunter expressed thanks to all District staff and physicians, and praised the efforts of the entire Northern Inyo Healthcare District team during the Covid 19 crisis. Mr. Sharp also stated he has received extremely positive feedback on the subject of telemedicine visits at the NIHD Rural Health Clinic.

ADJOURNMENT TO
CLOSED SESSION

At 6:50 pm Ms. Turner reported the meeting would adjourn to Closed Session to allow the District Board of Directors to:

- A. Confer with Legal Counsel regarding threatened litigation, 1 matter pending (*pursuant to Government Code Section 54956.9(d)(2)*).
- B. Conference with Legal Counsel regarding existing litigation, Inyo County Local Agency Formation Commission and Northern Inyo

Healthcare District v. Southern Mono Healthcare District
(pursuant to Government Code Section 54956.9).

- C. Public Employee Performance Evaluation (*Government Code Section 54957(b)*) title: Chief Executive Officer.
- D. Public Employee Performance Evaluation (*Government Code Section 54957(b)*) title: Chief Financial Officer.

RETURN TO OPEN
SESSION AND REPORT
OF ACTION TAKEN

At 9:25 pm the meeting returned to Open Session. Ms. Turner reported the Board took no reportable action.

CHANGE OF
AUTHORIZED
ADMINISTRATORS ON
DISTRICT ACCOUNTS
HELD AT UNION BANK

District Legal Counsel Keith Collins then stated the District Board is allowed to add an agenda item if it is determined that an immediate need to take action has arisen following the posting of the agenda for the meeting. He additionally stated that the NIHD Board has determined that an immediate need exists to authorize a change of authorized administrators on the Northern Inyo Healthcare District bank accounts held at Union Bank to be NIHD Interim Chief Executive Officer Kelli Davis, and NIHD Controller Genifer Owens. It was first moved by Ms. Veenker, seconded by Mr. Spoonhunter, and unanimously passed to add the agenda item due to an immediate need to act regarding authorizing a change of authorized administrators on District accounts held at Union Bank. Following the addition of that agenda item, it was moved by Ms. Veenker, seconded by Ms. Kilpatrick, and unanimously passed to approve the change of authorized administrators on District accounts held at Union Bank to be NIHD Interim Chief Executive Officer Kelli Davis and NIHD Controller Genifer Owens.

ADDITIONAL BOARD
MEMBER REPORTS

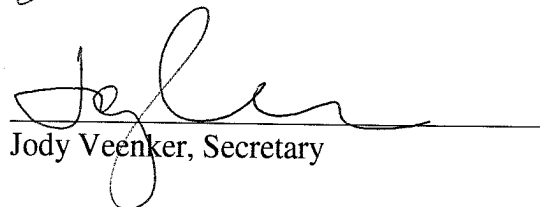
Directors Sharp and Turner again expressed thanks to all essential healthcare workers and staff at Northern Inyo Healthcare District. Mr. Sharp also thanked those individuals in the community who have donated fabric masks to the District for the use of employees and patients. He additionally asked that the meeting be adjourned in honor of all NIHD employees and physicians.

ADJOURNMENT

The meeting was adjourned at 9:29 pm.


Jean Turner, Chair

Attest:


Jody Veenker, Secretary