

CALL TO ORDER Northern Inyo Healthcare District (NIHD) Board Chair Melissa Best-Baker called the meeting to order at 5:30 p.m.

PRESENT Melissa Best-Baker, Chair
Jean Turner, Vice Chair
Ted Gardner, Secretary
David McCoy Barrett, Treasurer
Mary Mae Kilpatrick, Member at Large
Stephen DelRossi, MSA, Chief Executive Officer
Allison Partridge RN, MSN, Chief Operations Officer / Chief Nursing Officer
Adam Hawkins, DO, Chief Medical Officer
Alison Murray, Chief Human Resources Officer
Sierra Bourne, MD, Chief of Staff

ABSENT

OPPORTUNITY FOR PUBLIC COMMENT Chair Best-Baker reported that at this time, members of the audience may speak on any items not on the agenda on any matter within the jurisdiction of the District Board. Public comments shall be received at the beginning of the meeting and are limited to three minutes per speaker, with a total time limit of thirty minutes for all public comment unless otherwise modified by the Chair. The general Public Comment portion of the meeting allows the public to address any item within the jurisdiction of the Board of Directors on matters not appearing on the agenda. Public comments on agenda items should be made at the time each item is considered.

There were no comments from the public.

NEW BUSINESS

DISCUSSION REGARDING REVIEW/AMENDMENT OF BYLAWS TO ADDRESS BOARD COMMITTEES Chair Best-Baker called attention to the discussion review/amendment of Bylaws to address Board.

Discussion ensued. Chair Best-Baker recommended that the committee structure be handed to the Governance Committee.

Motion by: Melissa Best Baker

Seconded by: Jean Turner

Passed 5-0 vote

APPOINT BOARD MEMBERS TO GOVERNANCE STANDING COMMITTEE

Vice Chair Jean Turner & Treasurer David McCoy Barrett were appointed by the Board.

Motion by: Mary Mae Kilpatrick

Seconded by: Ted Gardner
Passed 5-0 vote

APPOINT BOARD
MEMBERS TO AD HOC
COMMITTEE

Chair Melissa Best-Baker & Member at Large Mary Mae were appointed by the Board.

Motion by: Jean Turner
Seconded by: Ted Gardner
Passed 5-0 vote

CHIEF EXECUTIVE
OFFICER REPORT

Chair Best-Baker called attention to the Chief Executive Officer Report. Mr. DelRossi reported the following:

- Growth – NIHD has recently contracted Dr. George Hanna who is a Neurosurgeon from Southern California who will start providing routine office visits at NIHD. Dr. Hanna was very impressed with our O.R. and is excited to start seeing patients. Dr. Hawkins also added that NIHD has not seen this type of service line and we are excited to cautiously expand Neurosurgery services.
- CFO Search – Mr. DelRossi provided the Board with an update that the final two CFO candidates were onsite visiting Bishop this week and undergoing the final interview processes.
- Keenan Breach – Compliance Officer Patty Dickson presented the details of the recent breach. Discussion ensued.
- Siemens – Mr. DelRossi reported that Siemens, NIHD's Bond holders are very pleased with the progress being made to our financials.

CHIEF FINANCIAL
OFFICER REPORT

Chair Best-Baker introduced the Chief Financial Officer report.

- Financial & Statistical Reports:
 - Andrea Mossman presented the financial & statistical report. Discussion ensued.

Motion by: Ted Gardner
Seconded by: David McCoy Barrett
Passed 5-0 vote

- Revenue Cycle:
 - Mr. DelRossi reported that we have been doing business with RSM for one year now, and that the training RSM has provided to our staff has been invaluable.
 - Mr. DelRossi also added that we are currently in the process of hiring a defense auditor who has both clinical and financial certifications and training; she will begin working on the denials starting February.
- Cash Collections:
 - CEO DelRossi has been working closely with our Billing Office Manager and has seen positive growth concerning

cash collection processes and workflows.

**CHIEF OF STAFF
REPORT**

Chair Best-Baker called attention to the Chief of Staff report.

LOCUM TENENS – 120
DAY EXENTION

Dr. Sierra Bourne introduced the Locum Tenens – 120 Day extensions.

Dr. Sierra Bourne read the appointments aloud. Discussion ensued.

Motion by: Jean Turner

Seconded by: David McCoy Barrett

Passed 5-0 vote

FORMS / POLICIES

Dr. Sierra Bourne provided an overview of the policies/procedures.

- Policies
 - Northern Inyo Healthcare District: COVID-19 Prevention Program (CPP)
 - Standardized Protocol – Laboratory and Diagnostic Testing Policy
 - Standardized Protocol – Management of Acute Illness
 - Standardized Protocol – Management of Chronic Illness
 - Standardized Protocol – Management of Minor Trauma
 - Standardized Protocol – Medication / Device Policy

Discussion ensued. Chair Best-Baker had a question on the CPP policy. Discussion ensued, and updates were proposed and agreed on.

Motion by: Melissa Best-Baker

Seconded by: Ted Gardner

Passed 5-0 vote

MEDICAL EXECUTIVE
COMMITTEE REPORT

Dr. Sierra Bourne provided the Medical Executive Committee meeting report.

Discussion ensued.

CONSENT AGENDA

Chair Kilpatrick called attention to the consent agenda that contained the following items.

- *December 20, 2023 Regular Board Meeting Minutes*
- *Department Reports*
- *Approval of Policies and Procedures:*
 - i. *Investment Annual Plan*
 - ii. *Billing and Collections*
 - iii. *Pricing Transparency Policy*
 - iv. *Hospital Accounts*
 - v. *Wages – Punch Detail Report (06-01)*
 - vi. *Benefits – Lifetime Benefit Hours (LBH)*

- vii. *Worker Housing Policy*
- viii. *Wages – Payroll Deductions (06-03)*
- ix. *Shift Differential*
- x. *Payroll Advances*
- xi. *Assignments and Garnishments*

Discussion ensued. Board decided to table policy Billing and Collections for edits.

Motion by: Jean Turner
Seconded by: David McCoy Barrett
Passed 5-0 vote

GENERAL INFORMATION
FROM BOARD MEMBERS

Chair Kilpatrick called for information from Board Members.

Discussion ensued.

ADJOURNMENT

Adjournment at 07:39 p.m.



Melissa Best-Baker, Northern Inyo Healthcare
District, Chair

Attest:



Ted Gardner, Northern Inyo Healthcare District,
Secretary