

- CALL TO ORDER The meeting was called to order at 5:30 pm by John Ungersma MD, President.
- PRESENT John Ungersma MD, President
M.C. Hubbard, Vice President
Mary Mae Kilpatrick, Secretary
Jean Turner, Treasurer
Peter Watcott, Member at Large
Kevin S. Flanigan MD, MBA, Chief Executive Officer
Kelli Huntsinger, Chief Operating Officer
John Tremble, Chief Financial Officer
Tracy Aspel RN, Chief Nursing Officer
Evelyn Campos Diaz, Chief Human Resources Officer
Richard Meredick MD, Chief of Staff
Sandy Blumberg, Executive Assistant
- OPPORTUNITY FOR PUBLIC COMMENT Doctor Ungersma announced 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 will be limited to a maximum of three minutes each. Kevin S. Flanigan, MD, MBA, Chief Executive Officer of Northern Inyo Healthcare District (NIHD) recognized Hilke and John Ungersma, MD for their generous donation of a Galen Rowell print to the Healthcare District. The print is currently on display in the NIHD Board Room. No other comments were heard.
- NEW BUSINESS
- BUDGET PROCESS DISCUSSION Chief Financial Officer John Tremble provided the 2nd in a series of two presentations on a (new) proposed budget process for the 2019 fiscal year. The proposed process allows for budgeting in a manner that ensures the District's Mission, Vision, and Strategic Goals are supported financially by the budgeting process. During discussion on this topic the Board of Directors expressed their desire to have 90 days cash on hand and a net margin goal of not less than .5 percent at the time of the District's Athena Health Information System implementation.
- UROLOGY EQUIPMENT PURCHASE Doctor Flanigan called attention to an unbudgeted Capital and Operating Expense Request to purchase Urology equipment and supplies for start-up of the District's new Urology service, at an approximate cost of \$377,000 (negotiated down from over \$550,000). Following brief discussion on the importance of providing urology services for this community it was moved by Peter Watcott, seconded by Jean Turner, and unanimously passed to approve the purchase of urology equipment and supplies as requested.
- RADIOLOGY SERVICES AGREEMENT Doctor Flanigan also called attention to a proposed *Radiology Services Agreement* with Tahoe Carson Radiology that would become effective on

April 1 2018. It was noted that the proposed agreement does not include mammography and pain management services and that the District already has existing agreements for those services in place. It was moved by Mary Mae Kilpatrick, seconded by Mr. Watercott, and unanimously passed to approve the proposed *Radiology Services Agreement* with Tahoe Carson Radiology as presented, with a notation being made that a correction will be made to the name of the Medical Director of Radiology Services listed in the agreement.

IT COUNCIL CHARTER;
PROJECT REVIEW
BOARD CHARTER; ITS
CHANGE ADVISORY
BOARD CHARTER

Doctor Flanigan called attention to the following (proposed) NIHD Charters:

- *Information Technology Council Charter*
- *NIHD Project Review Board Charter*
- *NIHD ITS Change Advisory Board Charter*

It was moved by Ms. Kilpatrick, seconded by Ms. Turner and unanimously passed to approve all three charters as presented.

REMOTE ACCESS
POLICY

Information Technology Services Director Robin Cassidy called attention to a proposed *Remote Access Policy* which defines the standards for connecting to the NIHD network from any area outside of the District's physical location. It was moved by Ms. Turner, seconded by Ms. Hubbard, and unanimously passed to approve the *Remote Access Policy* as presented.

CODE OF BUSINESS
ETHICS AND
CONDUCT; AND
FAMILY MEMBERS IN
THE WORKPLACE
POLICY

Compliance Officer Patty Dickson called attention to proposed updates of the NIHD *Code of Business Ethics and Conduct*; and the *Family Member and Relatives in the Workplace Policy and Procedure*, noting both documents have been updated to make them more uniform and to include additional best practices. It was moved by Ms. Turner, seconded by Ms. Kilpatrick, and unanimously passed to approve the updated *Code of Business Ethics and Conduct*, and the *Family Member and Relatives in the Workplace Policy and Procedure* as presented.

AUDITING OF
EMPLOYEE ACCESS TO
PATIENT
INFORMATION POLICY
AND PROCEDURE

Ms. Dickson also noted that the proposed (updated) Policy and Procedure titled *Auditing of Employee Access to Patient Information* will be tabled to a future meeting, in order to allow time to receive additional input on its content from the NIHD Compliance Committee.

QUARTERLY
COMPLIANCE REPORT

Ms. Dickson also called attention to a Compliance Program quarterly report as of February 2018, which included the following:

- Breaches for calendar years 2017 and 2018
- A report on the number of issue and inquiry requests
- Review of Audit reports
- Completion rate for staff Conflict of Interest questionnaires
- CPRA Requests

It was moved by Mr. Watercott, seconded by Ms. Hubbard, and unanimously passed to approve the Compliance Program quarterly report as presented.

SCOPE OF SERVICE, PERINATAL, AND ORIENTATION COMPETENCY COMMITTEE CHARTER	Chief Nursing Officer Tracy Aspel, RN called attention to the following: <ul style="list-style-type: none">- <i>Scope of Service, Perinatal</i> Policy and Procedure- Orientation Competency Committee (OCC) Charter It was moved by Ms. Hubbard, seconded by Ms. Kilpatrick, and unanimously passed to approve both the <i>Scope of Service, Perinatal</i> Policy and Procedure and the OCC Charter as presented.
LEADERSHIP RESTRUCTURE / ORGANIZATIONAL REFOCUS	Doctor Flanigan reported District leadership meetings have been restructured in order to increase focus on achieving the goals of NIHD's Strategic Plan. The Executive Team now meets with designated department managers, coordinators, and staff on a weekly basis in order to focus on the work and goals of Patient Experience and Workforce Experience Committees, as well as a newly created Fiscal Health and Market Share focus group, and a Quality Improvement/Project Management focus group.
OLD BUSINESS	
ATHENA IMPLEMENTATION	Updates on implementation of the Athena Health Information System will be provided on a bi-monthly basis going forward, with the next update being presented at the March regular Board of Directors meeting.
PHYSICIAN RECRUITMENT UPDATE	Doctor Flanigan reported the District diligently continues its recruitment for internal medicine and family practice providers. He additionally reported that after three years of effort a full-time pediatrician will be joining the practice of Charlotte Helvie, MD.
CONSENT AGENDA	Dr. Ungersma called attention to the Consent Agenda for this meeting, which contained the following items: <ul style="list-style-type: none">- <i>Approval of minutes of the January 17 2018 regular meeting</i>- <i>Approval of minutes of the January 25 2018 special meeting</i>- <i>Financial and Statistical reports for November 2017</i>- <i>Financial and Statistical reports for December 2017</i>- <i>2013 CMS Survey Validation Monitoring</i>- <i>Policy and Procedure annual approvals</i> It was moved by Ms. Hubbard, seconded by Ms. Turner, and unanimously passed to approve all six Consent Agenda items as presented.
CHIEF OF STAFF REPORT	Chief of Staff Richard Meredith MD reported following careful review, consideration, and approval by the appropriate Committees the Medical Executive Committee recommends approval of the following hospital wide Policies, Procedures, Protocols, and Order Sets:
POLICIES, PROCEDURES, PROTOCOLS,ORDER SETS	<ul style="list-style-type: none">- <i>Accutest Rapid Mono Test</i>- <i>Admission, Care, Discharge and Transfer of the Newborn</i>- <i>Admission, Transfer, and Discharge Care of the Obstetrical Patient</i>- <i>Aids/HIV Testing and Orders</i>- <i>Anesthesia Clinical Standards and Professional Conduct</i>- <i>Cardiac Arrest in the OR</i>

- *Chemotherapeutic Agents in the OR*
- *Code Blue Documentation*
- *Emergency Medical Screening of Patients on Hospital Property*
- *Entering and ED Admission*
- *HIV Testing Without Consents*
- *In-House Transport of Ventilator Dependent Patients*
- *Newborn Hearing Screening Program*
- *Observation in the Operating Room*
- *Organization-Wide Assessment and Reassessment of Patients*
- *Patient Visitation Rights*
- *Pre and Post Operative Anesthesia Visits*
- *Standard of Care – The NEST*
- *Standard of Patient Care in the Perinatal Unit*

It was moved by Ms. Hubbard, seconded by Ms. Kilpatrick, and unanimously passed to approve all (nineteen) Policies, Procedures, Protocols, and Order Sets as presented.

ANNUAL APPROVALS

Doctor Meredick also called attention to the following annual approvals:

- *ER Service Critical Indicators*
- *Medicine / Intensive Care Service Critical Indicators*

It was moved by Ms. Hubbard, seconded by Ms. Turner, and unanimously passed to approve both annual approvals as presented.

ADVENTIST HEALTH FORM

Doctor Meredick called attention to a proposed *Complaints and Adverse Events* reporting form for Adventist Health telemedicine providers. It was moved by Mr. Watercott, seconded by Ms. Hubbard, and unanimously passed to approve the *Complaints and Adverse Events* reporting form as presented.

INTERNAL MEDICINE CORE PRIVILEGE FORM

Doctor Meredick also called attention to a revised *Internal Medicine Core Privilege Form*. It was moved by Mr. Watercott, seconded by Ms. Turner, and unanimously passed to approve the revised *Internal Medicine Core Privilege Form* as presented.

MEDICAL STAFF APPOINTMENTS AND PRIVILEGES

Doctor Meredick additionally requested approval of the following Medical Staff appointments and privileging:

- Robert Nathan Slotnick, MD (perinatology) – *Provisional Consulting Staff*
- Michael H. Abdulian, MD (orthopedic surgery, Adventist Health) – *Provisional Consulting Staff*
- Sarkis Kiramijyan, MD (interventional cardiology, Adventist Health) – *Provisional Consulting Staff*
- Sun I. Kim, MD (urology) – *Provisional Consulting Staff*
- Erik J. Maki, MD (radiology, Tahoe Carson Radiology) – *Consulting Staff*
- John Y. Erogul, MD (radiology, Tahoe Carson Radiology) – *Consulting Staff*
- Edmund P. Pillsbury III, MD (radiology, Tahoe Carson

Radiology) – *Consulting Staff*

It was moved by Ms. Turner, seconded by Ms. Kilpatrick, and unanimously passed to approve all Medical Staff appointments and privileging as requested, with the exception of Michael H. Abdulian MD whose name was withdrawn due to the fact that the Medical Staff recently learned it is likely that he will no longer be coming on board.

TELEMEDICINE STAFF
APPOINTMENTS AND
PRIVILEGES

Dr. Meredick also stated 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 practitioners for Telemedicine privileges relying upon Adventist Health's credentialing and privileging decisions:

- Talha Khawar, MD (*rheumatology, Adventist Health*) –
Telemedicine Staff
- Leon Kujmanian, MD (*endocrinology, Adventist Health*) –
Telemedicine Staff

It was moved by Ms. Hubbard, seconded by Mr. Watercott, and unanimously passed to approve the Telemedicine appointments and privileges as requested.

MEDICAL STAFF
RESIGNATIONS

Doctor Meredick also called attention to the following Medical Staff resignations (Bishop Radiology Group physicians):

- Arash Radparvar, MD – effective 2/12/18
- Young Song, MD – effective 2/12/18
- William I. Feske, MD – effective 2/12/18
- Eric W. Wallace, MD – effective 2/12/18
- David Y. Kim, MD – effective 3/22/18

It was moved by Mr. Watercott, seconded by Ms. Hubbard, and unanimously passed to approve all five Medical Staff resignations as requested.

BOARD MEMBER
REPORTS

Doctor Ungersma asked if any members of the Board of Directors wished to report on any items of interest. Director Hubbard mentioned that the last review of NIHD District Bylaws took place in 2015, and she suggested that it may be time to review them again. It was decided that Directors Hubbard and Ungersma will meet to conduct an initial review of the District's current Bylaws, then a review by the full Board will be placed on the agenda for a future meeting. Ms. Hubbard additionally stated her desire for the full Board to review the comments section of the January 2018 Board Self Assessment, and it was determined that those comments will be reviewed during an upcoming Board Retreat that will be scheduled in the near future. Director Turner commented that she felt the Association of California Healthcare Districts (ACHD) February leadership meeting was very worthwhile, noting that she would like this Board to discuss stakeholder engagement and review additional data provided at the ACHD meeting. Director Kilpatrick reported that the NIHD Foundation has agreed to fund an upgrade and further development

of the NIHD website, pending receipt of a formal cost analysis. No other comments were heard.

CLOSED SESSION

At 7:26 pm Doctor Ungersma announced the meeting would adjourn to closed session to allow the Board of Directors to:

- A. Confer with Legal Counsel regarding pending and threatened litigation, existing litigation, and significant exposure to litigation, 2 matters pending (*pursuant to Government Code Section 54956.9*).
- B. Discuss trade secrets, new programs and services (estimated public session date for discussion yet to be determined) (*Health and Safety Code Section 32106*).
- C. Discuss a real estate negotiation (*pursuant to Government Code Section 54956.8*).
- D. Discuss a personnel matter (*pursuant to Government Code Section 54957*).

RETURN TO OPEN
SESSION AND REPORT
OF ACTION TAKEN

At 8:53 pm the meeting returned to open session. Dr. Ungersma reported that the Board voted to reject a real estate counter offer.

ADJOURNMENT

The meeting adjourned at 8:54 pm.

John Ungersma MD, President

Attest:

Mary Mae Kilpatrick, Secretary