

- CALL TO ORDER The meeting was called to order at 5:30 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
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
Allison Robinson MD, Chief of Staff
Michelle Garcia, CHRO Administrative Assistant
- OPPORTUNITY FOR
PUBLIC COMMENT Ms. Hubbard announced at this time person 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. No comments were heard.
- STRATEGIC PLAN
UPDATE, FINANCE
COMMITTEE REPORT Genifer Owens, Northern Inyo Healthcare District (NIHD) Controller provided an update on the activities and goals of the Finance Committee established for the purpose of addressing the finance-related goals of the District's Strategic Plan. Ms. Owens reported the following:
- 75% of NIHD leadership has attended finance education trainings (end goal is 95% completion)
 - 55% of NIHD leadership has submitted budget variance reports to the Committee (end goal is 75% completion)
 - A Market Share Sub Committee is currently being formed for the purpose of analyzing data relating to what percentage of community healthcare services the District is currently capturing
- CHIEF EXECUTIVE
OFFICER REPORT Chief Executive Officer (CEO) Kevin S. Flanigan MD, MBA provided a bi-monthly CEO report that included the following:
- NIHD is partnering with Big Pine Emergency Medical Technicians (EMT's) in an effort to help improve and expand upon local EMT programs
 - Local news media recently published an article on the Healthcare District partnering with Bright Heart Health to provide behavioral health services, however at this time no such partnership or taskforce has been established
 - Per information received from Pioneer Home Health, the number of referrals they receive has increased significantly following the formation of their partnership with NIHD
- NIHD ANNUAL AUDIT,
2018/2018 FISCAL
YEAR Doctor Flanigan also reported that Wipfli LLP will present the District's annual audit report at the December 19 2018 Board of Directors meeting.

DETERMINATION OF DATES FOR BOARD EDUCATION January 19 2019 and January 28 2019 have been chosen as possible dates for Board Education to be provided by District legal counsel Colin Coffey. A final decision on the date for the training will be made at the December 19 2018 meeting of the District Board.

NEWSPAPER ARTICLE ON ADDICTION SERVICES Doctor Flanigan reported he has conducted an interview with Inyo Register Editor Terrance Vestal on the topic of how the District defines and develops its partnerships and collaborations.

CHIEF OPERATING OFFICER REPORT Chief Operating Officer (COO) Kelli Huntsinger provided a bi-monthly COO report which included the following:

- Departmental focuses have largely been aimed toward Athena system implementation
- The Cardiopulmonary Department now has 9 full-time staff members, and new Pulmonary Function Testing equipment has been purchased
- Diagnostic Services and the Laboratory Department are now fully-staffed with no open positions
- This year's Moonlight Mammograms event ran for three consecutive nights and a total of 81 patients were seen
- The Health Information Management Department has on-boarded 6 remote Coders and has one telework Coder
- The District's daily Safety Huddle continues to meet Monday thru Friday, and it has identified a total of 92 safety-related issues. The District is also in the process of developing new Safety Coaches in an effort to continue to grow that program.
- The Community Safety Taskforce group continues to work on improving safety for all members of this community
- The NIHD Dietary Department is currently distributing Thanksgiving turkeys to all District staff
- The Laundry Department is helping to provide Pioneer Home Health with laundry services

Ms. Huntsinger additionally reported that she recently completed Rural Health Clinic Professional Certification.

CHIEF FINANCIAL OFFICER REPORT Chief Financial Officer (CFO) John Tremble provided a financial report which included the following:

- The Financial Statement Summary for the month of September 2018 shows that inpatient days were well below budget. During the month of September, the number of District FTE's grew by 40 members, and an overall net loss of \$1,871,584 was realized for the month.
- Looking forward, revenue for the month of October is expected to be better, and patient volume was over budget for the month. Regarding the month of November, as of November 13 revenue was running 15% under budget.

PRIMARY BANKING
INSTITUTION RFP
RESULTS AND BOARD
RESOLUTION 18-06

Mr. Tremble called attention to the Primary Banking Institution RFP results review, and approval of District Board Resolution 18-06. Director Sharp excused himself from the meeting at this time due to an employment conflict of interest. Mr. Tremble stated that in an effort to reduce District banking fees (which total approximately \$57,000 annually) a banking RFP process was launched in September, which netted responses from Union Bank and from Eastern Sierra Community Bank. Following an in-depth review of both proposals and a question and answer period, it was moved by Ms. Kilpatrick, seconded by Ms. Turner, and unanimously passed to select Eastern Sierra Community Bank (ESCB) to be the Primary Banking Institution for NIHD, and to approve District Board Resolution 18-06 as presented, with Director Sharp being absent from the vote. It was noted that an important determining factor in the selection of ESCB was a potential for annual interest earnings totaling approximately \$27,000. A recommendation was also made to negotiate for a 3-year guarantee of the new banking relationship with ESCB. It was noted that Director Sharp informed the Board that he did not participate in the ESCB RFP process, as Branch Manager of the Bishop ESBC branch. Following the conclusion of discussion and the vote on this agenda item, Director Sharp re-entered the meeting.

FISCAL 2020 BUDGET
PROCESS AND
CALENDAR

Mr. Tremble called attention to the proposed fiscal year 2020 Budget Process and Calendar, noting that it supports the mission, vision, and values of the District. The proposal includes the change of primary banking institution; a second 340B pharmacy contract, and a review of employee compensation and benefits. It was moved by Robert Sharp, seconded by Peter Tracy, and unanimously passed to approve the proposed fiscal year 2020 Budget Process and Calendar as presented.

RED FLAG RULES
POLICY

Mr. Tremble also called attention to a proposed Policy titled *Identity Theft Red Flag Rules*. It was moved by Mr. Sharp, seconded by Mary Mae Kilpatrick, and unanimously passed to approve the *Identity Theft Red Flag Rules* policy as presented.

SMALL BALANCE
WRITE OFF POLICY

Mr. Tremble then called attention to a proposed policy titled *Small Balance Write Off Policy*. It was moved by Mr. Sharp, seconded by Ms. Kilpatrick, and unanimously passed to approve the *Small Balance Write Off Policy* as presented.

CREDIT BALANCE
REFUND POLICY

Mr. Tremble also called attention to a proposed *Credit Balance Refund Policy*. It was moved by Mr. Sharp, seconded by Ms. Kilpatrick, and unanimously passed to approve the proposed *Credit Balance Refund Policy* as presented.

CHIEF NURSING
OFFICER REPORT

Chief Nursing Officer (CNO) Tracy Aspel RN provided a bi-monthly Chief Nursing Officer report which included the following:

- A Pain Management Project Team has been developed to review

- new Joint Commission standards on pain assessments
- The Inter-Disciplinary Team continues to meet on a daily basis to review inpatient care and care coordination. Pioneer Home Health now participates in that meeting.
- Nursing training programs have been developed in the Perinatal; ICU and OR units
- The ICU unit currently has 4 open positions which are being filled with travelers
- The Language Services Department has conducted a dual-role interpreter training, which involved 17 District staff participants

**CDPH SURVEY
FINDINGS AND
RESPONSE**

Ms. Aspel also reviewed the District's California Department of Public Health (CDPH) survey findings and response, noting that the District has submitted a revised Plan of Correction to CDPH.

**CHIEF HUMAN
RESOURCES OFFICER
REPORT**

Chief Human Resources Officer (CHRO) Evelyn Campos Diaz provided the following report:

- The District's Employee Engagement Survey will be deployed in January of 2019, for a third consecutive year
- An update was given on the accomplishments of the Workforce Council
- A 7 Habits training was recently held and 14 workforce members attended
- The District's V-PAT (violence prevention) team continues to meet on a regular basis
- Information of the District's exit interview process will be provided at the December regular meeting of the District Board

**QUARTERLY
COMPLIANCE REPORT**

Compliance Officer Patty Dickson provided a quarterly Compliance Report which included the following:

- Report on breaches and actions taken for calendar year 2018
- Report on issues, inquiries, audits, and investigations for calendar year 2018
- Report on Conflict of Interest disclosure forms processed
- Review of the Compliance Department workplan
- Report on CDPH Licensing Survey Response Monitoring

It was moved by Ms. Kilpatrick, seconded by Ms. Turner, and unanimously passed to approve the Compliance Department Quarterly Report as presented.

**APPROVAL OF REAL
ESTATE PURCHASE
AND BOARD
RESOLUTION 18-07**

Dr. Flanigan called attention to approval of a real estate purchase for 376 West Yaney Street, Bishop, California and Board Resolution 18-07. At this time Director Tracy excused himself from the meeting due to an existing relationship between himself and the realtors involved in the transaction. Following a brief question and answer period it was moved by Ms. Turner, seconded by Mrs. Sharp, and unanimously passed to approve the real estate purchase of 376 West Yaney Street, Bishop, California and District Board Resolution 18-07 as presented, with

Director Tracy being absent from the voting. Following conclusion of the voting, Director Tracy re-entered the meeting.

CONSENT AGENDA

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

- Approval of minutes of the October 17, 2018 regular meeting
- 2013 CMS Survey Validation Monitoring, November 2018
- Financial and statistical reports for September 2018
- Policy and Procedure annual approvals

It was moved by Mr. Sharp, seconded by Mr. Tracy, and unanimously passed to approve all four 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. *Cardiac Monitoring*
2. *Malignant Hyperthermia*
3. *Pediatric and Newborn Consultation Requirements*

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

MEDICAL STAFF
APPOINTMENTS AND
PRIVILEGING

Doctor Robinson also reported following careful review, consideration, and approval by the appropriate committees the Medical Executive Committee recommends approval of the following Medical Staff Appointment and Privileging:

1. Laura Sullivan, MD (*cardiology, Renown*) – telemedicine staff

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

Doctor Robinson additionally reported the Medical Executive Committee recommends approval of the following Allied Health Professional Appointments and Privileges:

1. Nancy Fong, FNP (*Rural Health Clinic*)
2. Alissa Dell, FNP (*Rural Health Clinic/Internal Medicine Clinic*)

It was moved by Mr. Sharp, seconded by Ms. Turner, and unanimously passed to approve the Allied Health Professional Appointments and Privileges as requested.

Doctor Robinson also reported the Medical Executive Committee recommends approval of the following Telemedicine Staff Appointments and Privileging, credentialing by proxy as follows:

As per the approved Telemedicine Physician Credentialing and Privileging Agreement, and as outlined and allowed by 42 CFR 482.22, the Medical Staff has chosen to recommend the following practitioners for Telemedicine Privileges relying upon Quality Nighthawk's credentialing

and privileging decisions:

1. Benjamin Ge, MD (*diagnostic radiology, Quality Nighthawk*)

It was moved by Mr. Sharp, seconded by Mr. Tracy, and unanimously passed to approve the Telemedicine Staff appointment and privileging of Doctor Ge as requested.

Doctor Robinson additionally stated the Medical Executive Committee recommends approval of the following additional privileges:

1. Erik Maki, MD (*interventional radiology*) – new privileges in Radiofrequency ablation
2. Tammy O’Neill, PA-C (*Rural Health Clinic*) – new privileges as generalist Physician Assistant in the Rural Health Clinic

It was moved by Mr. Sharp, seconded by Ms. Turner, and unanimously passed to approve both additional privileges as requested.

MEDICAL STAFF RESIGNATIONS

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

1. Sheldon Kop, MD (*radiology*) – effective 10/30/18
2. David Landis, MD (*radiology*) - effective 10/30/18
3. Arsen Mkrtchyan, MD (*internal medicine*) – effective 12/31/18

It was moved by Ms. Turner, seconded by Mr. Tracy, and unanimously passed to approve all three Medical Staff resignations as recommended.

CORE PRIVILEGE FORMS

Doctor Robinson additionally reported following careful review and consideration and approval by the appropriate Committees, the Medical Executive Committee recommends approval of the following Core Privilege Forms:

1. Pathology (*new*)
2. Psychiatry (*new*)
3. Pediatrics (*revised*)
4. Obstetrics and Gynecology (*revised*)
5. Family Medicine (*revised*)

It was moved by Ms. Kilpatrick, seconded by Mr. Sharp, and unanimously passed to approve all five Core Privilege Forms as requested.

BOARD MEMBER REPORTS

Ms. Hubbard asked if any members of the Board of Directors wished to report on any items of interest. Director Sharp thanked Doctor Flanigan for a recent tour of the hospital facility, and noted he recently had the opportunity to have conversations with Medical Staff from Mammoth Hospital during which he emphasized an interest in collaboration between the two Healthcare Districts. Director Kilpatrick reported that the recent NIHD Foundation fundraising dinner was a success, and it was a pleasure to honor the District’s employee, physician, and Daisy Award winners for the year. Director Turner also commended the Foundation Board for the success of the fundraising dinner.

ADJOURNMENT TO
CLOSED SESSION

At 7:56 pm Ms. Hubbard announced the meeting would adjourn to Closed Session to allow the Board of Directors to:

- A. Confer with Legal Counsel regarding threatened litigation, 1 matter pending (*pursuant to Government Code Section 54956.9*).

RETURN TO OPEN
SESSION AND REPORT
OF ACTION TAKEN

At 8:28 pm the meeting returned to Open Session. Ms. Hubbard reported the Board took no reportable action.

ADJOURNMENT

The meeting was adjourned at 8:30 pm.

M.C. Hubbard, President

Attest:

Jean Turner, Secretary