

- CALL TO ORDER                      The meeting was called to order at 5:30 pm by Jean Turner, Chair.
- PRESENT                                Jean Turner, Chair  
Robert Sharp, Vice Chair  
Jody Veenker, Secretary  
Mary Mae Kilpatrick, Treasurer  
Topah Spoonhunter, Member At Large  
Stacey Brown MD, Vice Chief of Staff  
Kelli Davis MBA, Interim Chief Executive Officer  
Tracy Aspel RN, BSN, Chief Nursing Officer  
John Tremble, Chief Financial Officer
- 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 WebEx 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. Director Kilpatrick expressed apologies to those constituents she told would be prohibited from physically attending the meeting, which was previously her understanding. No other comments were heard.
- ADJOURNMENT TO  
CLOSED SESSION                      At 5:37 pm Ms. Turner stated 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 Labor Negotiator: Unrepresented Employee, Chief Operating Officer/Interim Chief Executive Officer (*Government Code Section 54957.6*)
  - C. 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*).
- RETURN TO OPEN  
SESSION AND REPORT  
OF ACTION TAKEN                      At 6:02 pm the meeting returned to Open Session. Ms. Turner reported that the Board took no reportable action.
- SECOND  
OPPORTUNITY FOR  
PUBLIC COMMENT                      Ms. Turner again asked if any members of the public wished to comment on any matters within the jurisdiction of the District Board. No comments were heard.

BUILDING  
SEPARATION  
CONSTRUCTION  
PROJECT CHANGE  
ORDER

Louis Varga and Francisco Garcia with Colombo Construction Company (Bakersfield) presented a construction change order necessary for completion of the building separation project needed to bring the Northern Inyo Healthcare District (NIHD) Pharmacy into compliance. Discussion of the proposed change order included the following:

- The fire containment requirement for the walls of the building separation is a minimum of 2 hours of containment
- Additional electrical work is necessary to complete the project
- A fire alarm upgrade is being required by the Office of Statewide Healthcare Planning and Development (OSHPD)
- The total cost of this change order is \$723,409. It was noted that this will be the final cost to complete the project.

It was moved by Robert Sharp, seconded by Jody Veenker, and unanimously passed to approve the proposed construction change order from Colombo Construction as presented. Mr. Varga stated that Colombo expects to be back on site to resume work the first week of April 2020, and that the project is expected to be completed in May of 2020.

TIER ONE BENEFIT  
POLICY AND  
PROCEDURE

Chief Financial Officer John Tremble called attention to a proposed *Tier One Benefit* Policy and Procedure allowing for 100% coverage for benefited employees and their covered dependents for covered medical services received at NIHD or any NIHD clinic while covered under NIHD's group health plans. It was moved by Mary Mae Kilpatrick, seconded by Ms. Veenker, and unanimously passed to approve the proposed *Tier One Benefit* Policy and Procedure as presented.

ANNUAL COMPLIANCE  
PROGRAM REVIEW  
FOR PIONEER HOME  
HEALTH & HOSPICE OF  
THE OWENS VALLEY

NIHD Compliance Officer Patty Dickson called attention to a Compliance Department Annual Report for Pioneer Home Health (PHH) and Hospice of the Owens Valley, as requested by District Administration. Ms. Dickson presented an Executive Summary that identified compliance recommendations among which is the need for PHH to appoint a Corporate Compliance Officer. It was moved by Mr. Sharp, seconded by Ms. Kilpatrick, and unanimously passed to approve the PHH and Hospice of the Owens Valley Annual Compliance Report as presented.

APPOINTMENT OF  
CORPORATE  
COMPLIANCE OFFICER  
FOR PIONEER HOME  
HEALTH

Ms. Dickson then called attention to the possibility of appointing NIHD's Compliance Officer (herself) to serve as Corporate Compliance Officer for Pioneer Home Health and Hospice of the Owens Valley. It was moved by Ms. Kilpatrick, seconded by Ms. Veenker, and unanimously passed to appoint Ms. Patty Dickson to be Corporate Compliance Officer for Pioneer Home Health and Hospice of the Owens Valley.

PIONEER HOME  
HEALTH UPDATE AND  
REQUEST FOR  
ONGOING SUPPORT

Pioneer Home Health Administrator Ruby Allen, RN provided an update on operations and an overview of current financial conditions at PHH. PHH has grown services significantly since partnering with NIHD, however they continue to operate at a deficit. PHH is looking for ways to increase revenue, however at this time Ms. Allen requests \$85,000 in support from the District in order to carry the organization through its

April 5 payroll. The District Board emphasized the immediate need to create a business model and timeframe to help see PHH through their current transition period and bring them to a point where they are financially sustainable. The Board acknowledged the importance of the services Pioneer Home Health and Hospice of the Owens Valley provide, but emphasized the need for creating an action plan intended to bring them out of an operating deficit. A motion was made by Mr. Sharp, seconded by Ms. Kilpatrick, and unanimously passed to approve \$145,000 of financial support for Pioneer Home Health to cover their finances until the time of the April NIHD regular Board meeting. The \$145,000 in additional funding was approved with the provision that PHH will provide the NIHD Board with an action plan for business operations in writing, by the time of the April 2020 NIHD District Board regular meeting.

COVID 19  
(CORONAVIRUS)  
UPDATE

NIHD Infection Preventionist Robin Christensen, RN and Vice Chief of Staff Stacey Brown, MD provided a status update on Coronavirus (Covid 19) in the local community, and an overview of management efforts and workflows in place at NIHD to help address this public health crisis. The District has run daily Incident Command meetings on the subject of Covid 19 since March 9. Hospital supplies are being carefully monitored, non-essential services have been suspended, and the District is doing everything possible to preserve the health and safety of members of this community. The District is working with trusted healthcare partners including Toiyabe Indian Health project and the County of Inyo to prevent the spread of Covid 19, and is going to great lengths to educate the community and provide essential information necessary to preventing the spread of the virus. The NIHD Rural Health Clinic has implemented drive through testing for possible Covid patients; hospital inpatient visitation has been curtailed; and the District has adopted a policy of following the most stringent of the California Department of Public Health and Centers for Disease Control guidelines.

PROPOSED CHANGES  
TO CHIEF OPERATING  
OFFICER/INTERIM  
CHIEF EXECUTIVE  
OFFICER SALARY AND  
BENEFITS

NIHD Human Relations Generalist Lori Bengochia recommended changes be made to the salary and benefits of Chief Operating Officer/Interim Chief Executive Officer (CEO) Kelli Davis, as has been past practice for District Executives during times when they assume interim roles. Ms. Bengochia recommended that Ms. Davis's pay be raised to the lowest level of the CEO pay scale, noting that she will not assume responsibilities or receive any compensation associated with the Chief Medical Officer (CMO) role. It was moved by Mr. Sharp, seconded by Ms. Veenker, and unanimously passed to increase the salary of the Chief Operating Officer/Interim Chief Executive Officer to the lowest level of the pay scale for the Chief Executive Officer.

APPROVAL OF  
BBRAUM SMART PUMP  
IV PUMPS

Ms. Turner called attention to a proposal to purchase BBraun Smart pump IV Pumps and software licenses for the Healthcare District. Following brief discussion of the importance of the equipment purchase it was moved by Mr. Sharp, seconded by Ms. Kilpatrick, and unanimously

OLD BUSINESS	passed to approve the purchase of BBraun Smart IV Pumps as requested. It was noted that the District has put extensive time and research into selecting the best smart pump product available, and that it also negotiated the best possible price for the equipment.
GOVERNANCE CONSULTANT UPDATE	Ms. Turner reported that due to travel restrictions and social distancing concerns raised by the Covid 19 crisis, Governance Consultant Jim Rice will postpone his trip to Bishop to provide governance training for the District Board until later in the year. The training will hopefully be re-scheduled to take place sometime in the month of May or June.
PIONEER MEDICAL ASSOCIATES LEASE FOR OFFICE SPACE	Compliance Officer Patty Dickson called attention to a proposed lease agreement between NIHD and Pioneer Medical Associates (PMA) for office space located at 152 Pioneer Lane, Bishop. Ms. Dickson explained the history of the lease negotiation as well as the factors considered when arriving at the reasonable market rate for the agreement, which has been vetted by both NIHD and PMA legal counsel. Director Sharp requested that a Memorandum of Understanding (MOU) be added to the agreement to allow subleasing of the space if the District Board desires to sublease it in the future. It was moved by Ms. Veenker, seconded by Mr. Sharp, and unanimously passed to approve the proposed office space lease between NIHD and PMA, with the provision that an MOU allowing for subleasing of the space be added, signed, and notarized prior to the signing of the lease agreement.
COMPLIANCE DEPARTMENT QUARTERLY REPORT	Ms. Dickson also called attention to the NIHD Compliance Department Quarterly Report which was presented at the February 18, 2020 District Board meeting, noting that it was presented previously as an information item and it is now being presented as an action item for Board approval. It was moved by Mr. Sharp, seconded by Ms. Veenker, and unanimously passed to approve the NIHD Compliance Department Quarterly Report as presented.
LEGAL SERVICES RFP UPDATE	Ms. Turner reported that the deadline for responses to the NIHD Legal Services Request For Proposal (RFP) has been extended through the end of March 2020, and that no new submissions have been received at this time.
APPROVAL OF WIPFLI AUDIT DOCUMENTS	Chief Financial Officer John Tremble called attention to a Subsequent Events Letter and an NIHD Representation Letter for Wipfli LLP, that requires Board approval and signature in order to finalize the details of NIHD's previous fiscal year audit. It was moved by Ms. Kilpatrick, seconded by Mr. Sharp, and unanimously passed to approve the signing of both Wipfli audit documents as requested.
RHC BUILDING UPDATE	Vice Chief of Staff Stacey Brown MD and Interim Chief Executive Officer Kelli Davis provided an update on the status of the NIHD Rural Health Clinic (RHC) rebuild project. The NIHD rebuild team has

conducted a first interview with an architectural team, and meetings with Sam Walker and NIHD Administration have continued in an attempt to finalize the details of the Opportunity Zone project to the satisfaction of both legal teams. A special meeting of the District Board on the subject of the RHC rebuild project will be held during the first week of the month of April.

CHIEF OF STAFF  
REPORT

Doctor Brown reported following careful review, consideration, and approval by the appropriate Committees the Medical Executive Committee recommends approval of the following Medical Staff appointment:

MEDICAL STAFF  
APPOINTMENT

1. Casey Graves, MD (*emergency medicine*) - Provisional Active Staff

It was moved by Ms. Kilpatrick, seconded by Ms. Veenker, and unanimously passed to approve the credentialing of Casey Graves, MD as requested.

POLICY AND  
PROCEDURE  
APPROVALS

Doctor Brown also reported following careful review and consideration the Medical Executive Committee recommends approval of the following District-wide Policies and Procedures:

1. *Cleaning and Disinfecting of Transesophageal Echo (TEE) Probe using Glutaraldehyde Use Station (GUS) Disinfection Soak Station*
2. *Misoprostol for Cervical Ripening*
3. *Naloxone (Narcan) Distribution*
4. *Oxytocin (Pitocin) Administration*

It was moved by Mr. Sharp, seconded by Ms. Veenker, and passed to approve Policies and Procedures 1 through 4 as presented, with Ms. Kilpatrick abstaining from the vote on Policies & Procedures 2 through 4.

ANNUAL APPROVALS  
AND RECRUITMENT  
REPORT TABLED

Doctor Brown also requested that Medical Staff agenda items C and D be tabled for approval at a future meeting. No action was taken on Chief of Staff Report agenda items 8C or 8D.

CONSENT AGENDA

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

- *Approval of minutes of the February 13 2020 special meeting*
- *Approval of minutes of the February 18 2020 regular meeting*
- *Financial and statistical reports as of January 2020*
- *Policy and Procedure annual approvals*
- *Interim Chief Executive Officer Report*
- *Chief Operating Officer Report*
- *Chief Nursing Officer Report*
- *Chief Financial Officer Report*

It was moved by Mr. Sharp, seconded by Ms. Kilpatrick, and unanimously passed to approve all 8 Consent Agenda items as presented.

REPORTS FROM  
BOARD MEMBERS

Ms. Turner asked if any members of the Board of Directors wished to report on any items of interest. Topah Spoonhunter expressed his

appreciation of District staff and everything they do in the interest of the health and welfare of this community. He additionally reported that he found the Association of California Healthcare Districts (ACHD) leadership meeting in Sacramento of great value, stating that it was a worthwhile educational opportunity for members of the District Board. Director Turner also expressed her appreciation of the ACHD training.

ADJOURNMENT

The meeting was adjourned at 8:25 pm.

\_\_\_\_\_  
Jean Turner, Chair

Attest: \_\_\_\_\_  
Jody Veenker, Secretary