

February 17 2021 Regular Meeting

February 17 2021 Regular Meeting - February 17 2021 Regular

Agenda, February 21 2021 Regular Meeting

Agenda, February 17 2021 Regular Board meeting	2
--	---

PEPRA Retirement Plan Termination

Overview, PEPRA Plan Termination	5
Amendment 2 to PEPRA Retirement Plan	9
District Board Resolution 21-01	11

Human Resources Department Update

Human Resources Department Update, February 2021	15
--	----

Chief of Staff Report

Medical Executive Committee Report, February 2021	24
Medical Staff Policy and Procedure approvals, February 2021	25
Revised Medical Staff Bylaws	38

Consent Agenda

Minutes, January 20 2020 Regular Meeting	136
Pioneer Home Health Quarterly update	141
Eastern Sierra Emergency Physicians quarterly update	147
Financial and Statistical Reports as of December 2020	148
Cerner Implementation update, February 2021	154

AGENDA
NORTHERN INYO HEALTHCARE DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
February 17, 2021 at 5:30 p.m.

Northern Inyo Healthcare District invites you to attend this Zoom meeting:

TO CONNECT VIA ZOOM: (A link is also available on the NIHD Website)
<https://zoom.us/j/213497015?pwd=TDIiWXRuWjE4T1Y2YVFWbnF2aGk5UT09>
Meeting ID: 213 497 015
Password: 608092

PHONE CONNECTION:
888 475 4499 US Toll-free
877 853 5257 US Toll-free
Meeting ID: 213 497 015

1. Call to Order (at 5:30 pm).
2. **Public Comment:** The purpose of public comment is to allow members of the public to address the Board of Directors. Public comments shall be received at the beginning of the meeting and are limited to three (3) minutes per speaker, with a total time limit of thirty (30) minutes for all public comment unless otherwise modified by the Chair. Speaking time may not be granted and/or loaned to another individual for purposes of extending available speaking time unless arrangements have been made in advance for a large group of speakers to have a spokesperson speak on their behalf. Comments must be kept brief and non-repetitive. 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.
3. New Business:
 - A. NIHD and Inyo County Covid-19 update (*information item*).
 - B. Moment of appreciation by Board members for District employees and providers (*information item*).
 - C. Chief Executive Officer PEPR Retirement Plan termination and approval of District Board Resolution 21-01 (*action item*).
 - D. Human Resources Department update (*information item*).

- E. Chief Executive Officer search update (*information item*).
- F. February 20 2021 Special Board meeting, annual CEO evaluation (*information item*).
- G. Bronco Clinic update (*information item*).
- 4. Chief of Staff Report, Charlotte Helvie, MD:
 - A. Approval of proposed NIHD Medical Staff Bylaws (*action item*).
 - B. Policy and Procedure approvals (*action items*):
 - 1. *Discharge Medications Policy*
 - 2. *Interfacility Transfer Guidelines*
 - 3. *Admission, Care, Discharge and Transfer of the Newborn*
 - 4. *Base Station Pre-Hospital Care Policy*
 - 5. *Base Station Quality Improvement Program Pre-Hospital*
 - C. Notice of Automatic Action (*information item*):
 - 1. Ranier Manzanilla, MD (*cardiology*) – privileges have been suspended effective 1/1/21 for noncompliance with insurance requirements. This action is not for medical disciplinary cause or reason and is not a reportable action.
 - D. Formation of Ad Hoc Joint Conference Committee (*action item*).
 - E. Medical Executive Committee Meeting Report (*information item*).

Consent Agenda (action items)

- 5. Approval of minutes of the January 20 2020 regular meeting
 - 6. Pioneer Home Health quarterly report
 - 7. Eastern Sierra Emergency Physicians quarterly report
 - 8. Financial and Statistical reports as of December 31 2020
 - 9. Cerner Implementation update
-
- 10. NIHD Committee updates from Board members (*information items*):
 - A. Review of NIHD Medical Staff/Board of Directors meeting minutes (*information item*).
 - 11. Reports from Board members (*information items*).
 - 12. Adjournment to Closed Session to/for:
 - A. Conference with Labor Negotiators, Agency Designated Representative: Irma Moisa; Employee Organization: AFSCME Council 57 (*pursuant to Government Code Section 54957.6*).

13. Return to Open Session and report of any action taken (*information item*).
14. Adjournment.

In compliance with the Americans with Disabilities Act, if you require special accommodations to participate in a District Board meeting, please contact administration at (760) 873-2838 at least 48 hours prior to the meeting.

**STAFF REPORT
NORTHERN INYO HEALTHCARE DISTRICT**

SUBJECT:

Freeze and Termination of the Northern Inyo Healthcare District PEPRA Retirement Plan

RECOMMENDATION:

That the Board of Directors of Northern Inyo Healthcare District adopt a resolution and an amendment to freeze and terminate the Northern Inyo Healthcare District PEPRA Retirement Plan

EXECUTIVE SUMMARY: The District previously adopted the Northern Inyo Healthcare District PEPRA Retirement Plan, a defined benefit plan, to provide retirement benefits to its CEO. With the departure of the former CEO for whom the plan was established, the Board of Directors of the District wishes to freeze and terminate the Plan. The approval of the attached resolution (Attachment 1) will freeze participation and benefit accruals under the Plan and will terminate the Plan effective as of February 17, 2021. The resolution will approve the adoption of a Plan amendment (Attachment 2) to be executed by the Board President or other authorized officer of the District to freeze participation and benefit accruals and terminate the Plan effective as of February 17, 2021.

FISCAL IMPACT:

After all Plan benefits have been distributed, there is approximately \$_____ remaining in the Plan which will be returned to the District. If the Board of Directors wishes to submit the Plan to the Internal Revenue Service to request a favorable determination letter upon the termination of the Plan, there will be a filing fee of \$3,500 and a document preparation fee of approximately \$3,000 to 5,000. However, a determination letter from the Internal Revenue Service is not required to terminate the plan .

DISCUSSION:

The District currently maintains the Northern Inyo Healthcare District PEPRA Retirement Plan (“Plan”). The Plan was submitted to the Internal Revenue Service requesting the issuance of a favorable determination letter on the Plan’s qualification. The Internal Revenue Service issued the favorable determination letter on October 2, 2017.

The only participant eligible to participate in the Plan is the CEO of the District to the extent the CEO is not eligible to participate in the District’s legacy defined benefit plan. The Plan provides a benefit based on a percentage of the CEOs Average Annual Compensation at the CEO’s

retirement age multiplied by the CEO's years of credited service. The CEO is required to contribute 50% of the normal cost rate to the Plan.

The prior CEO had a severance from employment on or about May, 2020 and because he was not vested, he elected to receive a return of his employee contributions only.

It is the intention of the Board of Directors to discontinue the Plan.

Because there are no longer any participants in the Plan who have accrued benefits or will accrue benefits in the future, it is therefore recommended that the Board of Directors adopt a resolution and an amendment to freeze participation and benefits under the Plan, to terminate the Plan effective as of February 17, 2021, and in accordance with the provisions of the Plan, to return any remaining funds in the trust to the District. In addition, should the Board of Directors so recommend, the resolution further authorizes the submission of the Plan to the Internal Revenue Service requesting the issuance of a favorable determination letter upon the termination of the Plan. Submission to the Internal Revenue Service is optional, but provides the District the opportunity to obtain approval of the Plan's termination.

The attached resolution authorizes the execution of the attached amendment by the President of the Board of Directors or any other authorized officer of the District.

In summary, approval of the resolution in Attachment 1 and the adoption of the amendment in Attachment 2 will authorize the freeze of participation and benefits accruals, the termination of the Plan, and the return of any remaining funds in the trust to the District.

RESOLUTION NO. _____

**RESOLUTION OF THE BOARD OF DIRECTORS OF
NORTHERN INYO HEALTHCARE DISTRICT
APPROVING THE FREEZE OF PARTICIPATION AND
BENEFIT ACCRUALS AND TERMINATION OF THE
NORTHERN INYO HEALTHCARE DISTRICT PEPRA
RETIREMENT PLAN**

WHEREAS, Northern Inyo Healthcare District (“District”) previously established the Northern Inyo Healthcare District PEPRA Retirement Plan (the “Plan”) for the benefit of eligible employees and their beneficiaries with an effective date of January 1, 2016; and

WHEREAS, eligibility in the Plan is limited to the District’s CEO; and

WHEREAS, with the departure of the former CEO, the District wishes to discontinue the Plan; and

WHEREAS, the District’s Board of Directors wishes to adopt the attached amendment (“Amendment”) to freeze participation and accruals under the Plan and to terminate the Plan effective as of February 17, 2021; and

WHEREAS, after all participant benefits have been distributed, the District’s Board of Directors wishes to have any remaining funds in the Plan returned to the District in accordance with Section 8.2 of the Plan.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of Northern Inyo Healthcare District that:

1. The Amendment to freeze and terminate the Plan is adopted.
2. The Board President or other authorized officer of the District is authorized to execute the Amendment.
3. The Board President and the appropriate officers of the District, without further action by the Board of Directors, are hereby specifically authorized and directed to take any and all actions that may be deemed necessary or appropriate with respect to the termination of the Plan, including the optional submission of the Plan to the Internal Revenue Service requesting the issuance of a favorable determination letter upon the Plan’s termination and the adoption of such additional amendments as may be required by the Internal Revenue Service as result of the Plan’s termination.

[District's Signature Block]

APPROVED AS TO FORM AND CONTENT:
BEST BEST & KRIEGER, LLP

By: _____
Attorneys for Employer

**AMENDMENT NO. 2
TO THE
NORTHERN INYO HEALTHCARE DISTRICT
PEPRA RETIREMENT PLAN**

RECITALS

A. The NORTHERN INYO HEALTHCARE DISTRICT (“Employer”), adopted the NORTHERN INYO HEALTHCARE DISTRICT PEPRA RETIREMENT PLAN (the “Plan”) for the benefit of its Chief Executive Officer, effective January 1, 2016.

B. On June 17, 2020, the Employer amended the Plan to allow for the distribution of a Participant’s contributions in the event of his or her termination of employment with no vested benefit under the Plan.

C. Article 8 of the Plan provides that the Employer reserves the right to amend and terminate the Plan in whole or in part at any time.

D. Effective as of February 17, 2021, the Employer wishes to amend and terminate the Plan as follows:

- 1.1 To freeze all participation under the Plan and prohibit entry of any additional participants;
- 1.2 To cease all contributions and benefit accruals under the Plan; and
- 1.3 To terminate the Plan and distribute the Plan assets in accordance with the terms of the Plan.

AMENDMENT

NOW, THEREFORE, effective as of February 17, 2021, the Employer hereby amends the NORTHERN INYO HEALTHCARE DISTRICT PEPRA RETIREMENT PLAN, as follows:

- 1. All participation under the Plan is frozen and no new Participants shall be allowed to enter the Plan.
- 2. All contributions and benefit accruals to the Plan shall cease.
- 3. The Plan is terminated as of the February 17, 2021 (the “Effective Date Of Plan Termination”).
- 4. The Plan Administrator shall direct that distributions, if any, will be made to Participants and Beneficiaries in accordance with the forms and payments provided in the Plan within a reasonable period of time after the Effective Date Of Plan Termination.
- 5. Any remaining Plan assets shall be disposed of in accordance with the provisions of Section 8.2 of the Plan, which provides that any remaining funds shall be returned to the District.

6. This amendment supersedes the provisions of the Plan to the extent those provisions are inconsistent with the provisions of this Amendment. Except as amended above, the remaining provisions of the Plan shall remain in full force and effect.

IN WITNESS WHEREOF, the Employer has caused this amendment to be executed on February ____, 2021.

EMPLOYER:

NORTHERN INYO HEALTHCARE DISTRICT

By: _____

APPROVED AS TO FORM AND CONTENT:

BEST BEST & KRIEGER LLP

By: _____
Attorneys for Employer

**STAFF REPORT
NORTHERN INYO HEALTHCARE DISTRICT**

SUBJECT:

Freeze and Termination of the Northern Inyo Healthcare District PEPRA Retirement Plan

RECOMMENDATION:

That the Board of Directors of Northern Inyo Healthcare District adopt a resolution and an amendment to freeze and terminate the Northern Inyo Healthcare District PEPRA Retirement Plan

EXECUTIVE SUMMARY: The District previously adopted the Northern Inyo Healthcare District PEPRA Retirement Plan, a defined benefit plan, to provide retirement benefits to its CEO. With the departure of the former CEO for whom the plan was established, the Board of Directors of the District wishes to freeze and terminate the Plan. The approval of the attached resolution (Attachment 1) will freeze participation and benefit accruals under the Plan and will terminate the Plan effective as of February 17, 2021. The resolution will approve the adoption of a Plan amendment (Attachment 2) to be executed by the Board President or other authorized officer of the District to freeze participation and benefit accruals and terminate the Plan effective as of February 17, 2021.

FISCAL IMPACT:

After all Plan benefits have been distributed, there is approximately \$_____ remaining in the Plan which will be returned to the District. If the Board of Directors wishes to submit the Plan to the Internal Revenue Service to request a favorable determination letter upon the termination of the Plan, there will be a filing fee of \$3,500 and a document preparation fee of approximately \$3,000 to 5,000. However, a determination letter from the Internal Revenue Service is not required to terminate the plan .

DISCUSSION:

The District currently maintains the Northern Inyo Healthcare District PEPRA Retirement Plan (“Plan”). The Plan was submitted to the Internal Revenue Service requesting the issuance of a favorable determination letter on the Plan’s qualification. The Internal Revenue Service issued the favorable determination letter on October 2, 2017.

The only participant eligible to participate in the Plan is the CEO of the District to the extent the CEO is not eligible to participate in the District’s legacy defined benefit plan. The Plan provides a benefit based on a percentage of the CEOs Average Annual Compensation at the CEO’s

retirement age multiplied by the CEO's years of credited service. The CEO is required to contribute 50% of the normal cost rate to the Plan.

The prior CEO had a severance from employment on or about May, 2020 and because he was not vested, he elected to receive a return of his employee contributions only.

It is the intention of the Board of Directors to discontinue the Plan.

Because there are no longer any participants in the Plan who have accrued benefits or will accrue benefits in the future, it is therefore recommended that the Board of Directors adopt a resolution and an amendment to freeze participation and benefits under the Plan, to terminate the Plan effective as of February 17, 2021, and in accordance with the provisions of the Plan, to return any remaining funds in the trust to the District. In addition, should the Board of Directors so recommend, the resolution further authorizes the submission of the Plan to the Internal Revenue Service requesting the issuance of a favorable determination letter upon the termination of the Plan. Submission to the Internal Revenue Service is optional, but provides the District the opportunity to obtain approval of the Plan's termination.

The attached resolution authorizes the execution of the attached amendment by the President of the Board of Directors or any other authorized officer of the District.

In summary, approval of the resolution in Attachment 1 and the adoption of the amendment in Attachment 2 will authorize the freeze of participation and benefits accruals, the termination of the Plan, and the return of any remaining funds in the trust to the District.

RESOLUTION NO. 21-01

**RESOLUTION OF THE BOARD OF DIRECTORS OF
NORTHERN INYO HEALTHCARE DISTRICT
APPROVING THE FREEZE OF PARTICIPATION AND
BENEFIT ACCRUALS AND TERMINATION OF THE
NORTHERN INYO HEALTHCARE DISTRICT PEPRA
RETIREMENT PLAN**

WHEREAS, Northern Inyo Healthcare District (“District”) previously established the Northern Inyo Healthcare District PEPRA Retirement Plan (the “Plan”) for the benefit of eligible employees and their beneficiaries with an effective date of January 1, 2016; and

WHEREAS, eligibility in the Plan is limited to the District’s CEO; and

WHEREAS, with the departure of the former CEO, the District wishes to discontinue the Plan; and

WHEREAS, the District’s Board of Directors wishes to adopt the attached amendment (“Amendment”) to freeze participation and accruals under the Plan and to terminate the Plan effective as of February 17, 2021; and

WHEREAS, after all participant benefits have been distributed, the District’s Board of Directors wishes to have any remaining funds in the Plan returned to the District in accordance with Section 8.2 of the Plan.

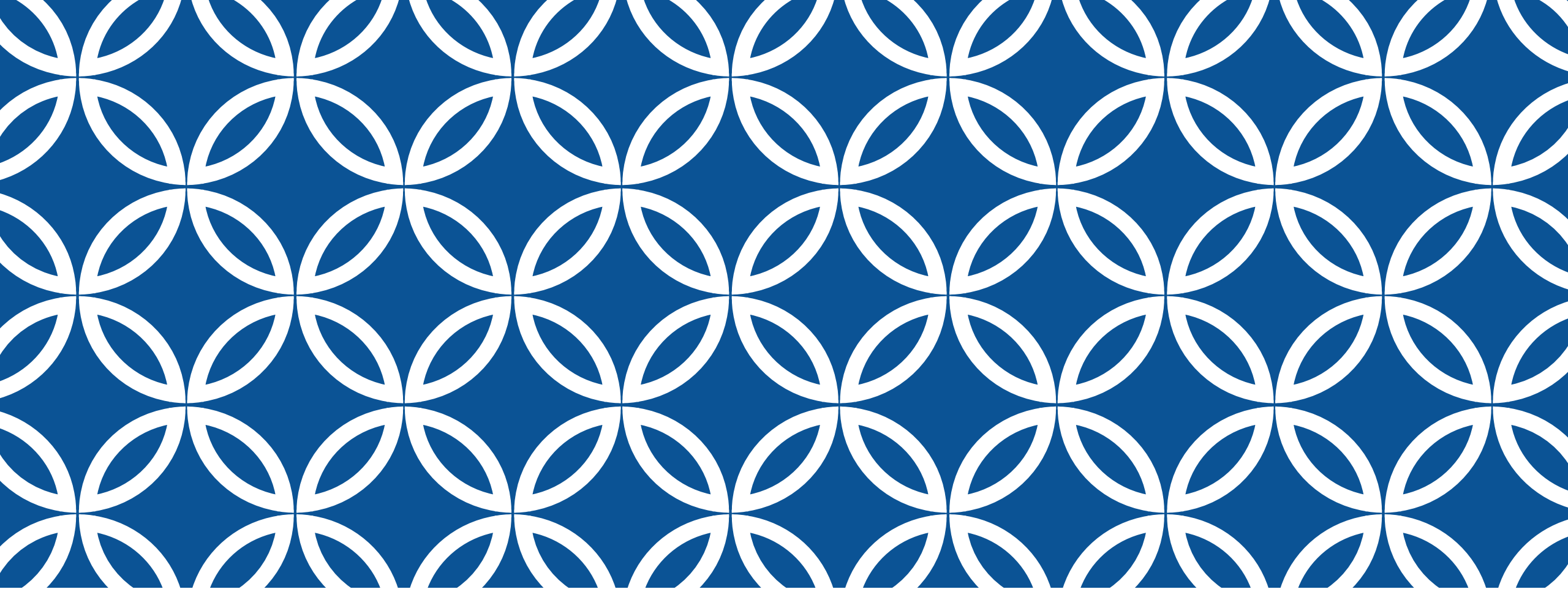
NOW, THEREFORE BE IT RESOLVED by the Board of Directors of Northern Inyo Healthcare District that:

1. The Amendment to freeze and terminate the Plan is adopted.
2. The Board President or other authorized officer of the District is authorized to execute the Amendment.
3. The Board President and the appropriate officers of the District, without further action by the Board of Directors, are hereby specifically authorized and directed to take any and all actions that may be deemed necessary or appropriate with respect to the termination of the Plan, including the optional submission of the Plan to the Internal Revenue Service requesting the issuance of a favorable determination letter upon the Plan’s termination and the adoption of such additional amendments as may be required by the Internal Revenue Service as result of the Plan’s termination.

Robert Sharp, District Board Chair
Northern Inyo Healthcare District

APPROVED AS TO FORM AND CONTENT:
BEST BEST & KRIEGER, LLP

By: _____
Attorneys for Employer



HUMAN RESOURCES

Department Assessment Update
– February 2021

BACKGROUND

- January 2019: Reduction in force affecting HR department
- December 2019: Municipal Resource Group, LLC (MRG) assessment



RECOMMENDED AREAS OF FOCUS



- Staffing
- Recruitment
- Leave Management
- Staff Professional Development
- HR Processes and Workflows

STAFFING

- Recommendation: Increase staffing and review recommendations
- Action: Staff has increased from 4 to 7 FTEs



RECRUITMENT

- Recommendation: Revisit recruitment process
- Action: Create a more proactive approach
 - Social media, specialty websites, and job boards
 - Partner with managers for recruitment plans
 - Screening and vetting candidates
 - Attend job fairs



LEAVE MANAGEMENT

- Recommendation: Comprehensive assessment of Leave Management process
- Action: Move from manual process
 - Reviewing LOA tracking software options
 - Annual LOA specific training
 - Highly specialized training for department

