

CALL TO ORDER

The meeting was called to order at 5:30 pm by Robert Sharp, District Board Chair.

PRESENT

Robert Sharp, Chair  
Jody Veenker, Vice Chair  
Mary Mae Kilpatrick, Secretary  
Topah Spoonhunter, Treasurer  
Kelli Davis MBA, Interim Chief Executive Officer and Chief Operating Officer  
William Timbers MD, Interim Chief Medical Officer  
Allison Partridge RN, MSN, Chief Nursing Officer  
Vinay Behl, Financial Consultant  
Charlotte Helvie MD, Chief of Staff  
Keith Collins, General Legal Counsel (Jones and Mayer)

ABSENT

Jean Turner, Member-at-Large

OPPORTUNITY FOR  
PUBLIC COMMENT

Mr. Sharp announced that 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 being allowed 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. No comments were heard.

NEW BUSINESS

NIHD AND INYO  
COUNTY COVID-19  
UPDATE

Interim Chief Executive Officer Kelli Davis reported that at the request and consideration of the Board of Directors, Covid 19 updates will become a standing agenda item at Northern Inyo Healthcare District (NIHD) Board meetings going forward. The following updates were provided:

- The District continues to have weekly Incident Command meetings with key stakeholders, including representatives from Bishop Care Center, Southern Inyo Healthcare District, and the Toiyabe Indian Health Project. Summaries of Incident Command meetings are published weekly.
- The District is currently continuing to vaccinate members of the community who are 65 years of age and older.
- The District continues to see a downward trend in Covid 19

- numbers, with a reactivity rate of 20.9% as of this morning.
- The District continues to receive a steady supply of Covid 19 vaccines weekly.
- Inyo County has not yet released its process for mass vaccination, but it is anticipated that information on that topic will be released in the very near future.
- The District continues to strongly recommend that employees undergo regular COVID testing.

Reports from Board members were heard regarding the public's desire for clearer information on vaccination eligibility. Dr. Timbers reported that the state's online website tool ([myturn.ca.gov](http://myturn.ca.gov)) will soon be available for Inyo County residents to query their eligibility, and to determine local vaccine administration locations.

MOMENT OF  
APPRECIATION FOR  
DISTRICT EMPLOYEES  
AND PROVIDERS

Mr. Sharp recognized District employees and providers for their hard work and excellent patient care, taking a moment to name individuals who had over the last month received patient praise, acknowledgement, or who had participated in District-sponsored community outreach events.

CHIEF EXECUTIVE  
OFFICER PEPRA  
RETIREMENT PLAN  
TERMINATION AND  
APPROVAL OF  
DISTRICT BOARD  
RESOLUTION 21-01

Ms. Davis provided a summary of the District's past retirement plans and reported that in 2016 a PEPRA retirement plan was created specifically for the District Chief Executive Officer. Since its creation, the PEPRA Plan has had only one enrollee, and the District should now determine whether or not it will keep the plan open for future enrollees.

Keith Collins, General Counsel, called attention to proposed District Board Resolution 21-01, which would terminate the 2016 PEPRA retirement plan. It was moved by Jody Veenker, seconded by Topah Spoonhunter, and unanimously passed to approve District Board Resolution 21-01 as presented, and to terminate the PEPRA retirement plan previously created for the Chief Executive Officer.

HUMAN RESOURCES  
DEPARTMENT UPDATE

Alison Murray, Acting Human Resources Director, presented to the Board of Directors a detailed summary of the activities the Human Resources department has completed in response to recommendations made by MRG consultants. Those activities included:

- A reassessment of the staffing needs for the department. With the acquisition of Payroll and District Education personnel, the Human Resources department will now be staffed by 7 FTEs.
- Updates on the recruitment process, including the addition of a Recruitment Specialist and working with department leaders to develop plans for difficult-to-fill positions.
- A comprehensive assessment of the leave management process (software will be obtained to automate that process).
- Pursuing PHR (Professional in Human Resources) certification for members of the department
- Development of training programs for District leaders
- Conducting file and process audits for compliance

- Reviewing the District's employee compensation plan and pay philosophy

CHIEF EXECUTIVE  
OFFICER SEARCH  
UPDATE

This item was tabled for update at the March regular Board of Directors meeting.

FEBRUARY 20, 2021  
SPECIAL BOARD  
MEETING, ANNUAL  
CEO EVALUATION

Ms. Davis reported a Special Board Meeting will be held on February 20, 2021 by online videoconference. After public comment, the meeting will adjourn into Closed Session to conduct the annual Chief Executive Officer evaluation.

BRONCO CLINIC  
UPDATE

Ms. Davis reported that Bishop High School Bronco Clinic operations have been suspended as of February 15, 2021. The District is looking to re-open the Clinic before the next school year, after Clinic workflows and billing challenges have been addressed.

CHIEF OF STAFF  
REPORT

APPROVAL OF  
PROPOSED NIHD  
MEDICAL STAFF  
BYLAWS

Chief of Medical Staff Charlotte Helvie MD called to attention to proposed draft Medical Staff Bylaws which were approved by the Medical Staff at their February general meeting. It was moved by Mary Mae Kilpatrick, seconded by Jody Veenker, and unanimously passed to approve the draft NIHD Medical Staff Bylaws as presented.

POLICY AND  
PROCEDURE  
APPROVALS

Dr. Helvie reported following careful review, consideration, and approval by the appropriate Committees, the Medical Executive Committee recommends approval of the following Policies and Procedures:

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*

It was moved by Ms. Veenker, seconded by Mary Mae Kilpatrick, and unanimously passed to approve the Policies and Procedures 1 through 5 as presented.

NOTICE OF  
AUTOMATIC ACTION

Dr. Helvie reported that in accordance with the Medical Staff Bylaws, the following member has had his privileges suspended for non-compliance with liability insurance requirements, and notice is being provided to the Board of Directors. This action is not for medical disciplinary cause or reason and is not a reportable action.

1. Rainier Manzanilla, MD (*cardiology*)

FORMATION OF AD  
HOC JOINT CONF.  
COMMITTEE

Dr. Helvie called to attention the creation of a Joint Conference Committee as part of the new Medical Staff Bylaws. The committee will be composed of two Board members, two members of the Medical

Executive Committee, and the CEO or CMO as an ex-officio member. It was moved by Mr. Sharp, seconded by Mr. Spoonhunter, and unanimously passed to appoint the following two Board members to the Joint Conference Committee on a temporary basis:

1. *Robert Sharp*
2. *Jody Veenker*

MEDICAL EXECUTIVE  
COMMITTEE MEETING  
REPORT

Dr. Helvie additionally provided the following update on recent Medical Staff meetings:

- The Medical Staff general meeting convened and approved the Medical Staff Bylaws
- The Physician Wellness Committee met to compile results of a recent provider engagement and satisfaction survey
- The Medical Executive Committee selected the following COVID 19 response heroes for the month of February from the nominations received:
  - o *The RHC drive-through clinic team members*
  - o *Dr. Charlotte Helvie*

CONSENT AGENDA

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

1. Approval of minutes of the January 20 2021 regular meeting
2. Pioneer Home Health quarterly report
3. Eastern Sierra Emergency Physicians quarterly report
4. Financial and Statistical reports as of December 31 2020
5. Cerner Implementation update

It was moved by Ms. Kilpatrick, seconded by Mr. Spoonhunter, and unanimously passed to approve Consent Agenda Items 1 through 5 as presented.

NIHD COMMITTEE  
UPDATES FROM  
BOARD MEMBERS

Mr. Sharp asked if any members of the Board of Directors wished to provide updates on their attendance at NIHD Committee meetings. Comments were heard from:

- Ms. Kilpatrick, who reported on her attendance at the Medical Executive Committee meeting. She expressed her appreciation of Dr. Helvie's work on the Bronco Clinic, and reported that Dr. Bowersox would be returning in March to provide surgical services. Ms. Kilpatrick additionally reported on the Pioneer Home Health (PHH) Board of Directors meeting, noting that Pioneer Home Health is currently experiencing billing issues. Ms. Davis stated that she will look into the possibility of providing assistance or resources to PHH.

REVIEW OF NIHD  
MEDICAL  
STAFF/BOARD OF  
DIRECTORS AD HOC

Mr. Sharp called to attention the minutes of the Medical Staff/Board of Directors Ad Hoc Committee meetings. Comments were heard from:

- Ms. Kilpatrick, who recognized the importance of provider participation in the District Strategic Planning sessions and the

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importance of obtaining positive feedback from the community to recognize our providers.

- Mr. Sharp, who welcomed provider participation in upcoming Strategic Planning sessions, and also suggested feedback by letter or email to Board members if providers are unable to attend.

REPORTS FROM  
BOARD MEMBERS

Director Kilpatrick reported on her recent experience at the District and expressed her heartfelt thanks for the compassion, caring, and love she received from all NIHD staff members during a very difficult time.

ADJOURNMENT TO  
CLOSED SESSION

At 7:09 pm Mr. Sharp announced the meeting would adjourn to Closed Session to allow the District Board of Directors to:

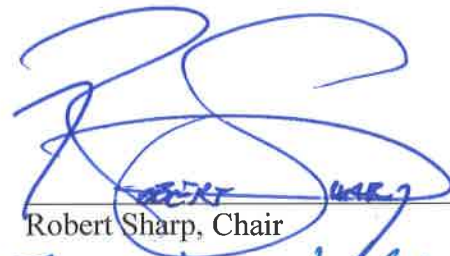
- A. Conference with Labor Negotiators, Agency Designated Representative: Irma Moisa; Employee Organization: AFSCME Council 57 (*pursuant to Government Code Section 54957.6*).

RETURN TO OPEN  
SESSION AND REPORT  
OF ACTION TAKEN

At 9:03 pm the meeting returned to Open Session. Mr. Sharp reported the Board took no reportable action.

ADJOURNMENT

The meeting was adjourned at 9:03 pm.



Robert Sharp, Chair

Attest:



Mary Mae Kilpatrick, Secretary