

# June 20 2022 Regular Board Meeting

## July 20 2022 Regular Board Meeting

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### Agenda July 20, 2022 Regular Board Meeting

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# **AGENDA**

## **NORTHERN INYO HEALTHCARE DISTRICT BOARD OF DIRECTORS REGULAR MEETING**

**July 20, 2022 at 5:30 p.m.**

Northern Inyo Healthcare District invites you to join this 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

The Board is again meeting in person at 2957 Birch Street Bishop, CA 93514. Members of the public will be allowed to attend in person or via zoom. Public comments can be made in person or via zoom:

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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. Northern Inyo Healthcare District Board of Directors Orientation Presentation (*Board will receive this presentation*)

- B. Approval of Policy and Procedure, Onboarding and Continuing Education of Board Members  
(*Board will consider the approval of this Policy and Procedure*)
  - C. Approval of the Board Member Reference Packet (*Board will review and consider the approval of this Board Member Reference Packet*)
  - D. Discussion of electronic resources and tools for the Board of Directors (*Board will consider this discussion*)
  - E. Northern Inyo Healthcare District 2022 Community Health Needs Assessment CHNA Update  
(*Board will receive an update*)
  - F. Approval of District Board Resolution 22-12, Appropriation Limits for Fiscal Year 2022-2023  
(*Board will consider the adoption of this District Board Resolution*)
  - G. Bi-Annual review and approval of Northern Inyo Healthcare District Conflict of Interest Code  
(*Board will review and consider the approval of this Conflict of Interest Code*)
4. Chief of Staff Report, Sierra Bourne MD:
- A. Medical Staff Appointments (*Board will consider the approval of these Medical Staff Appointments*)
    - 1. Andre Burnier, MD (*emergency medicine*) – Courtesy Staff
    - 2. Nolan Page, DO (*emergency medicine*) – Courtesy Staff
    - 3. Chelsea Robinson, MD (*emergency medicine*) – Active Staff
    - 4. Jad Al Danaf, MD (*cardiology, Renown*) – Telemedicine Staff
    - 5. Alireza Hosseini, MD (*endocrinology, Adventist Health*) – Telemedicine Staff
  - B. Medical Staff Resignations (*Board will consider the approval of the Medical Staff Resignations*)
    - 1. James Fair, MD (*emergency medicine*) – effective 7/1/2022.
    - 2. Anna Rudolphi, MD (*emergency medicine*) – effective 7/1/2022.
  - C. New Privilege Forms (*Board will consider the approval of the New Privilege Forms*)
    - 1. Addiction Medicine
    - 2. Medical Oncology
  - D. Policies (*Board will consider the approval of these Policies*)
    - 1. Capacity Management – Patient Surge
    - 2. Organization-Wide Assessment and Reassessment of Patients
    - 3. Standardized Procedure - Certified Nurse Midwife
    - 4. Cardiac Monitoring
    - 5. Insulin Continuous Subcutaneous Infusion Self-Management of the Patient in the Acute Setting
    - 6. Medical Clinical Alarm Equipment Safety
    - 7. Patient Restraints (Behavioral & Non-Behavioral)
    - 8. Rights of Swing Bed Patients
    - 9. Scope of Service Swing Bed
    - 10. Standards of Care for the Swing Bed Resident

E. Medical Executive Committee Meeting Report (*Board will receive this report*)

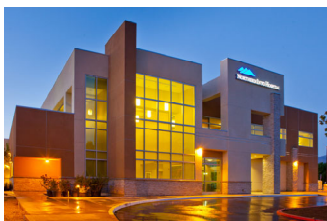
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***Consent Agenda***

5. Approval of District Board Resolution 22-13, to continue to allow Board meetings to be held virtually (*Board will consider the adoption of this District Board Resolution*)
6. Approval of minutes of the June 15, 2022 Regular Board Meeting (*Board will consider the approval of these minutes*)
7. Chief Executive Officer Report (*Board will consider accepting this report*)
8. Chief Medical Officer Report (*Board will consider accepting this report*)
9. Financial and Statistical reports for April 30, 2022 & May 31, 2022 (*Board will consider accepting this report*)
10. Approval of Policies and Procedures (*Board will consider the approval of these Policies and Procedures*)
  - A. Family Member and Relative In The Workplace
  - B. Sending Protected Health Information by Fax
  - C. Personal Cell Phone/Electronic Communication Device Use By Workforce
  - D. Minimum Necessary Access, Use and Disclosure of Protected Health Information (PHI)
  - E. Medical Records Requirements of Swing Bed Admission/Discharge

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11. Reports from Board members (*Board will provide this information*).
  12. Public comments on closed session items.
  13. Adjournment to Closed Session to/for:
    - A. Conference with legal counsel. Significant exposure to litigation. Gov. Code 54956.9(d)(2)  
(One case)
    - B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: District Legal Counsel, Gov. Code. 54957(b) (1).
  14. Return to open session and report on any actions taken in closed session.
  15. 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.*



## Welcome to Northern Inyo Healthcare District

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### What we will cover

#### Who We Are

- [History - Current](#)
- [Mission, Vision, Values](#)
- [NIHD Teams and Services](#)
- [Partners](#)

#### When you visit

- [Infection Prevention Screening](#)
- [Name Badge](#)
- [Campus Map](#)
- [Computer access](#)

#### Employee Experience

- [Hiring Practices](#)
- [Employee Pay and Reviews](#)
- [Employee Benefits](#)
- [District Holidays and Events](#)
- [Employee Systems](#)
- [Unionization](#)

#### Board of Directors

- [Mission, Vision, Values](#)
- [District Zone Map](#)
- [District Relationships](#)
- [Communication](#)
- [Getting Involved](#)

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## Who We Are

A LOOK AT WHERE NIHD HAS BEEN AND WHO WE ARE TODAY

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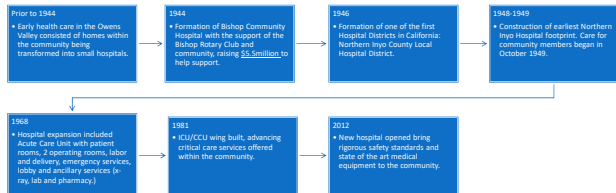
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## NIHD History




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## What does it mean to be a district hospital?

Healthcare districts are public entities organized to meet the needs of local communities.

- We are not a not-for-profit entity, we are non-profit local government.

As public entities, healthcare districts are governed by an elected board of directors.

Healthcare Districts offer a variety of services to surrounding communities.

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## Who We are Today

FULL SERVICE 25 BED CRITICAL ACCESS HOSPITAL WITH PARTNERING ANCILLARY AND CLINIC SERVICES

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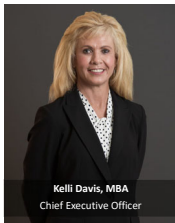
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### NIHD's Executive Team



Kelli Davis, MBA  
Chief Executive Officer



Allison Partridge, MSN, RN  
Chief Nursing Officer



Joy Engblade, MD  
Chief Medical Officer

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### NIHD Mission

Improving our communities,  
one life at a time.  
One Team. One Goal. Your Health.

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### NIHD Vision

Northern Inyo Healthcare District will be known throughout the Eastern Sierra Region for providing high quality, comprehensive care in the most patient friendly way, both locally and in coordination with trusted regional partners.

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## NIHD Values

### COMPASSION

At NIHD we not only care deeply about you but we strive to understand your situation from your point of view. Our compassion is what inspires us to care for you and your loved ones.

### INTEGRITY-

At NIHD we know that you expect your healthcare team to embrace the idea that we always do the right thing and are transparent about what we are doing and what we are working on improving.

### QUALITY/EXCELLENCE

At NIHD we monitor ourselves to ensure that we strive to exceed the accepted standard of care. We believe that you should feel confident that you are receiving the best care possible through your District

### INNOVATION

At NIHD we believe that there will always be new ways to care for you and your loved ones. We embrace this continuous review of our progress as we know in our heart of hearts that it will result in the best quality and the best outcomes.

### TEAM-BASED

At NIHD we believe that every member of our team is partnered with you, with your loved ones, and with each other to ensure you have the best possible outcome. Without this partnership we cannot understand your goals and we cannot help you achieve those goals. We know our role in your care and strive to achieve that role in a way in partnership with the whole team.

### SAFETY

At NIHD we believe that everyone should feel secure enough to achieve their goals be it a patient receiving care or a staff member meeting the needs of the patient in an environment free from risk or distraction.

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## NIHD Teams and Services

BY EXECUTIVE TEAM MEMBER

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## Chief Executive Officer: Kelli Davis, MBA



- ADMINISTRATION
- COMPLIANCE
- DIAGNOSTIC SERVICES
- FACILITIES
- GRANT WRITING
- HUMAN RESOURCES AND EDUCATION
- INFORMATION TECHNOLOGY
- MARKETING/ STRATEGIC COMMUNICATION
- PROJECT MANAGEMENT

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NIHD's compliance department oversees regulations and regulatory guidance in many areas, and work to ensure we prevent and detect fraud, waste, and abuse, and support patient privacy. The compliance team consists of the Compliance Officer, Compliance Analyst, Contracts Analyst, District Policy Management Administrator and Compliance Clerk. Compliance oversees our unusual occurrence reporting (UOR) system, Policy Tech program and contract manager system. Compliance provides regulatory research and assistance to NIHD leadership and workforce, review all NIHD contracts and agreements, and guidance on policies and reporting.



Compliance Officer: Patty Dickson, DHC, CHPC, BA - HCM, CNMT

### Compliance

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**State of the art technology** – NIHD's Administration and board have committed significant dollars to ensure that our District has the most state of the art technology to allow us to efficiently diagnose and treat our patients.

**Extensive Staff Training** – The best technology is underutilized without staff that maximize the use of the technology. Our Administration and board have been very supportive of dedicating funds to have our staff attend educational opportunities to maximize their skillset. Some examples of this include sending each of our Respiratory Therapists for a week of training to refresh their ability to care for critical babies. Sending Lab Assistants to formal Histology training to become certified Histotechnicians and to work in our Anatomic Pathology Section of the lab, and sending multiple rad techs to school to become registered to operate our MRI equipment and producing exams of the highest quality.



Director: Larry Weber, MSRS

### Diagnostic Services

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## Diagnostic Imaging

**64 slice CT scanner** – capable of scanning a patient from head to toe in less than 10 seconds in .625 mm slice increments. These thinner slices and shorter scan times increases image quality significantly by giving more information to the Radiologists in thinner increments and decreases the potential of patient motion during the scan which is required to have a diagnostic exam.

**Breast Health Program** – NIHD has a very mature Breast Health Program for our communities. With 3D technology, our screening mammograms are able to detect suspicious lesions very early on in the growth of abnormal cells. If a screening exam comes back abnormal or inconclusive, a Diagnostic work up is done that includes more specific imaging of the breast and possibly a breast US. This gives the radiologist more information to decide if the lesion needs to be biopsied or followed up in 6-12 month intervals. If Biopsy is needed, we are the only critical access hospital the Eastern Sierras that can perform the biopsies and ultimately perform the surgery locally if needed.



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### Environmental Services

Manager: Richard Mears



Assist Manager: Annette Saddler

The Environmental Service team operates Monday –Sunday 400am to 1230am. We currently have 23 fulltime employees in ES Department.

Our staff cleans areas from Birch Street, to the Joseph house to our Surgery Suites and Post Acute Care Unit.

Our Goals are to have a clean building that our community can be proud of, and to have the lowest infectious rate for a hospital as possible.

The ES team we have right now does an amazing job, Environmental Service work is a tough job and we always have a tough time keeping a full staff. My Assistant manager and I are always hiring to build a great ES team for NIHD.

The Environmental Services team is always looking for new equipment chemicals and materials to ensure that our hospital stays safe and clean. One example is the Clorox 360 electrostatic sprayer this innovative sprayer delivers Clorox solutions to the front, back and sides of surfaces.

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### Laundry



The Laundry team operates Monday –Friday from 500am to 1630pm.

We currently have 5 employees that stagger start through the day. We Service All linens in the hospital/Clinics, wash certain areas Scrubs, wash Dietary aprons, wash ES cleaning equipment and wash PPE washable Coats for the Nursing/Physician staff.

We wash around 13000lbs to 16000lbs of laundry each month.

Our Goals in Laundry are checking the unit/Clinic fully stocked with freshly cleaned/Stained free linens.

It is somewhat unique for a hospital our size to have its own fully functional laundry department but it is necessary due to our remote location.

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### Dietary

Manager: Thomas Warner



Assist Manager: Chris Gaskill

The Dietary department at NIHD serves 3 meals a day for both patients and staff alike, totaling 300+ meals a day for the district.

We also support NIHD through caterings, theme weeks, and monthly events. From 170+ birthday cupcakes to grab and go's for the board meetings we make sure team members are fed.

Monthly staff menus are posted to the Intranet the last week of the month for the next upcoming month.

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NIHD Grant Writing:  
 Grants fall under the supervision of the Foundation Executive Director role.  
 If you are interested in pursuing grant funding, please review the following policy: Grant Program Activities  
 Possible grant funded projects should first be discussed appropriate supervisor who will determine if it can be pursued and will help in developing next steps.



Director: Greg Bissonette

Grant Writing/Foundation Executive Director

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The HR team consists of the Director of Human Resources, Manager of Human Resources, Labor Relations Specialist Analyst, Payroll Specialist, Onboarding Specialist, Leave of Absence/Benefit Specialist, Recruitment Specialist, HR Clerk, and Staff Development Specialist. This team is the heart of the District, we have a passion for service and a teamwork philosophy that is inspired through effective organizational skills, proactive efforts, and a balance between professionalism and the ability to have fun! The HR team supports the District's mission, vision, and values through it most valuable resource – it's PEOPLE.



Director: Alison Murray

Human Resources and Labor Relations

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Human Resources and Education

Manager: Marjorie Routt, BSAM



HR has a strong focus on improving the digital experience that we offer our employees. Our Human Resources Information System (HRIS) ADP allows us a single location to manage Human Resources activities such as Comprehensive Payroll, Time & Attendance, Recruiting, Performance Management, Leaves of Absence, and Onboarding. We feel strongly that these tools and resources improve the service that we are able to offer our employees.

Maintaining a highly developed workforce has always been a goal of the Human Resources team. We utilize Relias learning management system for our annual regulatory requirements as well as continuing education opportunities for team members. We have had a strong focus on civility in the workplace, launching district-wide training for all employees that reminded us all to be civil and respectful to one another as well as to customers, clients and the public. Respect and civility are based on showing care, esteem, and consideration for others, and acknowledging their dignity. We know that we are aligning our workforce with District values. We also focus on developing our leaders, looking for opportunities to grow our own from within. We offer leadership training to all leaders, such as, L.E.A.D Academy and F.R.I.S.K. labor relations training.

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The Information Technology Services department also known as ITS, oversees the technical infrastructure and operations for the district.

Our team encompasses hardware, software installation, and support. We control the technical aspects of information security, data and networking as well as work in collaboration with vendor applications to support the districts operations.



Director: Bryan Harper, HCISPP, CEH

Information Technology Services

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Biomedical Engineering

Manager: Scott Stoner



Biomedical engineering tests, maintains and repairs all therapeutic and diagnostic medical equipment. We help procure capital equipment for the district and assist in service contract management on equipment purchase. We work on devices as small as a thermometer all the way up to some of the most expensive radiology equipment, including everything in-between. We offer training for staff on proper use and maintenance of some devices. In addition, we are responsible for and manage temperature monitoring through the district. If you get a chance, please stop by and say "Hi" to the team.

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Marketing & Strategic Communication

Manager: Barbara Laughon



Strategic Communications encompasses all forms of internal and external marketing, communications, and working alongside the Executive Team, certain components of market strategy.

The Strategic Communications Team at Northern Inyo Healthcare District coordinates communication to our communities through traditional and digital media, the local and regional news media, and by coordinating special educational events and lectures for the District and with its trusted partners.

The NIHD Strategic Communications team consists of friendly, creative, and well-trained marketing specialists, who design visuals, write content, develop digital campaigns, and capture photography and video projects.

We are also brand builders, storytellers, social marketers, web traffic controllers, and more, because in small healthcare organizations, all staff are front-line marketers who care about the patient experience.

At the end of the day, we are your colleagues and neighbors, constantly inspired by the experts who come to provide quality healthcare to our communities.

CURRENT TEAM MEMBERS:

- Manager, Marketing, Communication & Strategy
- Digital Marketing Specialist

OUR 10-YEAR PLAN STRIVES TO INCLUDE FUTURE TEAM MEMBERS:

- Bilingual Content Development Specialist
- Physician Marketing Specialist
- Community Event Specialist

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**Project Management**  
 Manager: Lynda Vance, PMP



**Project Management Office (PMO) Mission:** To ensure successful project implementation to improve Northern Inyo Healthcare District by ensuring the correct projects are performed on time, by the proper resources, and in an agreed-upon and professional manner.

**PMO Staff:** Currently we have two staff in the PMO. A Project Management Specialist, Brandon Cox, and the Manager of Project Management, Lynda Vance.

**PMO Location:** The PMO is located in the Administration building next to the provider mailboxes, Office # A126

**4Areas Covered by the PMO:**

- Project Implementations
- New systems and upgrades
- New devices and equipment
- In-house facility improvements
- SmartSheet Administrator
- Change Committee
- Office and computer moves and updates

**NOTE:** Discuss all projects, changes, and moves with your leader as NIHD requires Chief approval.

**Coming Soon:** A department page on the Intranet for the PMO is being created and will have many links and forms to help our teams find what they need.

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**Chief Financial Officer:  
Fiscal Services**

- ACCOUNTING
- BUSINESS OFFICE
- HEALTH INFORMATION MANAGEMENT
- PATIENT ACCESS
- PURCHASING




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**Accounting**  
 Controller In Training: Dolores Perez




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