

March 16 2022 Regular Board Meeting

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Agenda March 16, 2022 Regular Board Meeting

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AGENDA

NORTHERN INYO HEALTHCARE DISTRICT BOARD OF DIRECTORS REGULAR MEETING

March 16, 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:

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 Governance Committee Update and Request for New Board Member Onboarding Ad Hoc Committee Development *(Board will receive this*

- information update and consider the appointment of two representatives to the Onboarding Ad Hoc Committee)*
- B. Northern Inyo Healthcare District 2022 Community Health Needs Assessment (CHNA)– Request for Board Member Appointment to Ad Hoc CHNA Planning Taskforce (*Board will consider the appointment of two representatives to the Ad Hoc CHNA Planning Taskforce*)
 - C. Northern Inyo Healthcare District Request to Appoint a Board Member to the Finance Committee (*Board will consider the appointment of a representative to the Finance Committee*)
 - D. Northern Inyo Healthcare District Recertification with Association of California Healthcare Districts (*Board will receive this information*)
 - E. Recommendation to Purchase the Abbott Chemistry Analyzer (*Board will consider the approval of this purchase*)
4. Chief of Staff Report, Sierra Bourne MD:
- A. Annual Review of Critical Indicators (*Board will consider the approval of the Annual Review of Critical Indicators*)
 - 1. Radiology 2022
 - B. Medical Executive Committee Meeting Report (*Board will receive this information*)

Consent Agenda

- 5. Approval of District Board Resolution 22-04, to continue to allow Board meetings to be held virtually (*Board will consider the approval of this District Board Resolution*)
- 6. Approval of minutes of the February 16, 2022 Regular Board Meeting (*Board will consider the approval of these minutes*)
- 7. Approval of the minutes of the February 28, 2022 Special Board Meeting (*Board will consider the approval of these minutes*)
- 8. Operating Room Flooring Replacement Update (*Board will consider accepting this update*)
- 9. Eastern Sierra Emergency Physician Quarterly Report (*Board will consider accepting this report*)
- 10. Compliance Annual Board Report 2021 (*Board will consider accepting this report*)
- 11. Chief Executive Officer Report (*Board will consider accepting this report*)
- 12. Chief Medical Officer Report (*Board will consider accepting this report*)
- 13. Chief Nursing Officer Report (*Board will consider accepting this report*)
- 14. Financial and Statistical reports as of January 31, 2022 (*Board will consider accepting this report*)

15. Approval of Policies and Procedures (*Board will consider the approval of these Policies and Procedures*)

- A. Patient Visitation Rights
- B. District Issued Cell Phone/ Electronic Communication Device Use By Employees
- C. Consent for Medical Treatment
- D. Compliant or Grievance Process for Reporting, Tracking, Investigating and Resolution
- E. Regulatory Survey Security
- F. District Furnished Uniforms
- G. Disclosures of Protected Health Information Over the Telephone
- H. Appointment to the NIHD Board of Directors
- I. Election Procedures and Related Conduct
- J. Northern Inyo Healthcare District Board of Directors Conflict of Interest
- K. Suggested Guidance to Fill a Board Vacancy by Appointment
- L. Work Flow for Appointments to Fill Board Vacancy

16. Reports from Board members (*Board will provide this information*).

17. Public comments on closed session items.

18. Adjournment to Closed Session to/for:

- A. Report involving trade secret – Health & Safety Code Section 1462
Discussion will concern proposed new service, program, or facility.
- B. Conference with legal counsel, anticipated litigation. Significant exposure to litigation (pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9)(thirteen cases)
- C. Conference with legal counsel, anticipated litigation. Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code section 54956.9: (one case)
- D. Public Employee Performance Evaluation (pursuant to Government Code Section 54957 (b))
title: Chief Executive Officer.

19. Return to Open Session and report of any action taken (Information item)

20. Approval of the Stryker Orthopedic Surgery Equipment Purchase Agreement and related Agreement. (*Board will consider the approval of these agreements*)

21. 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.

**NORTHERN INYO HEALTHCARE DISTRICT
RECOMMENDATION TO THE BOARD OF DIRECTORS
FOR ACTION**

Date: 03/07/2022

Title: **BOARD MEMBER APPOINTMENT TO AD HOC ONBOARDING COMMITTEE**

Synopsis: The NIHD Board of Director's Governance Committee is recommending the appointment of two (2) NIHD Board members to the Ad Hoc Board Member Onboarding Committee. This committee is an Ad Hoc Committee to the NIHD Board Governance Committee who will focus on the review of existing policies/processes/practices, and the development of industry best practices for onboarding processes of new NIHD Board members.

The NIHD Governance Committee makes this recommendation knowing 2022 is a re-election year for three current Board members. The Committee also recognizes the need for a strong foundation for the onboarding process of Board members in any given year

Prepared and Approved by: Kelli Davis, Chief Executive Officer



**NORTHERN INYO HEALTHCARE DISTRICT
BOARD OF DIRECTORS
GOVERNANCE COMMITTEE
MEETING MINUTES**

Date: March 3, 2022, 7:00a.m. Teleconference

1. CALL TO ORDER 7:01am

2. ROLL CALL

Board: Jody Veenker, Chair; Jean Turner, Treasurer

Staff: Kelli Davis, CEO; Cori Stearns, Executive Administrative Assistant

Other: None

3. APPROVAL OF MINUTES OF: February 8, 2022 – Approved via email for February 16, 2022, NIHD Board Meeting Packet. *(Included in Governance Committee agenda for informational review/use)*

4. ITEMS FOR COMMITTEE DISCUSSION AND/OR RECOMMENDATION

4.1 Board Governance

4.1.1 New Board Member Onboarding Discussion

Governance Committee discussed 2022 Board Member term completion, re-election and onboarding of new Board Members including required submission of documents.

2022 will see three NIHD Board of Director's up for re-election. Review and consideration of current policies and practices associated with vacancies, elections, candidate selection, onboarding and ongoing clarity of Board member processes for a long-term strong foundation for the NIHD Board of Director's is a priority. Additional discussion was held regarding the documentation requirements for Board members including the vaccination history.

Action: March 16, 2022, NIHD regularly scheduled Board Meeting agenda will include Ad Hoc Onboarding Committee appointment request for 2 Board members.

Kelli will reach out to ACHD, CHA and potentially other associations for guidelines on vaccination and supplemental documentation standards for District Board member. Findings will be sent to Jody and Jean for consideration during future Governance Committee meetings.

4.2 NIHD Board Policies Review

Governance Committee review and discussion of Board policies. Kelli sent 5 documents for review.

4.2.1 Governance Committee Policies for review

"Appointments to the NIHD Board of Directors" – No revisions noted by Committee

"Election Procedures and Related Conduct" – No revisions noted by Committee

"Northern Inyo Healthcare District Board of Directors Conflicts of Interest" – No revisions noted by Committee

"Workflow for Appointments to Fill Board Vacancy" – No revisions noted by Committee

"Suggested Guidance to Fill a Board Vacancy by Appointment" – Discussion was held regarding the inclusion of the Guidelines for Interviewing" being included as part of the policy. The group will



**NORTHERN INYO HEALTHCARE DISTRICT
BOARD OF DIRECTORS
GOVERNANCE COMMITTEE
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recommend the questions be removed from the policy with a separate reference document being developed and stored with the Administrative Assistant – Board Clerk and made available upon request by the Board. This change will required revised language for #10 on page 2.

Action: Kelli will create a separate “Guidelines for Interviewing” and remove this from the policy. Item #10 on page 2 of this policy will be revised with language as suggested. All 5 policies will be presented to the Board of Director’s during the March 16, 2022, Board Meeting for consideration and approval.

4.2.2 Governance Committee Consideration of Sample Tahoe Forest Health System Policies

Guidelines for Business by the Tahoe Forest Hospital District Board of Directors
Onboarding and Continuing Education of Board Members

Governance Committee discussed these two policies and recent interactions with a new contact at Tahoe Forest Health System. Additional information will be shared with the Governance Committee in the future as learning resources and growth/development opportunities for the NIHD Board of Director’s. The importance of annual Board member retreats was discussed.

The Committee appreciated the specificity of the Guidelines for Business including “late additions of documents, structuring the agenda to recognize time commitments of speakers, consent agenda structure, and proper process template for the Chair to reference”.

Additional discussion was had regarding community complaint processes and referral to CEO for addressing and providing regular reporting to the Board.

The Committee recognized the importance of an “Order and Decorum” policy for structure and sustainability of a strong foundation for the Board for years to come.

Action: Kelli will research and provide information on Order & Decorum and Guidelines for the next Governance Committee meeting for discussion. Kelli will share feedback she receives from Carma Bass at Via Consulting for service opportunities and facilitator resources.

4.3 Governance Committee Charter Discussion

Governance Committee review and discussion of best practices for a charter was tabled for the next meeting.

5. NEXT MEETING DATE

Thursday, March 10, 7am

6. ADJOURNMENT OF MEETING

8:02am

**NORTHERN INYO HEALTHCARE DISTRICT
RECOMMENDATION TO THE BOARD OF DIRECTORS
FOR ACTION**

Date: March 4, 2022

Title: **Appointment of 2 NIHD Board of Director's members to the Community Health Needs Assessment Planning Taskforce**

Synopsis:

A Community health needs assessments (CHNAs) is an assessment of the wellness needs within a community. As part of the Accountable Care Act (ACA), the federal government began mandating CHNAs to ensure non-profit hospitals were producing community benefits with the costs saved from certain IRS tax exemptions.

Non-profit hospitals must conduct a CHNA every three years and use that assessment to devise an action/intervention plan. Hospitals must also make those documents publicly available, usually on the hospital website.

NIHD is due to complete a CHNA this year and vendor outreach is currently underway. In the best interests of our community, partnering and collaborating with providers, local government agencies, community members, service provider and community healthcare partners is key.

The average CHNA takes approximately 6-8 months from start to final report. We anticipate a start date of no later than May.

The NIHD Executive Team will be initiating the development of an NIHD CHNA Planning Taskforce comprised of key District and community stakeholders. We are requesting the appointment of 2 NIHD Board members to sit on this Taskforce.

Prepared and Approved by: Kelli Davis, Chief Executive Officer

**NORTHERN INYO HEALTHCARE DISTRICT
RECOMMENDATION TO THE BOARD OF DIRECTORS
FOR ACTION**

Date: March 4, 2022

Title: **BOARD MEMBER APPOINTMENT TO FINANCE COMMITTEE**

Synopsis:

The Executive Team is requesting the appointment of one (1) NIHD Board Member to the NIHD Finance Committee. This committee is tasked with matters pertaining to NIHD finances, including but not limited to budget, return on investments considerations for service lines and audit related activities.

The Chair of this committee is Vinay Behl.

Prepared and Approved by: Kelli Davis, Chief Executive Officer

