

- CALL TO ORDER The meeting was called to order at 5:30 pm by John Ungersma MD, President.
- PRESENT John Ungersma MD, President
M.C. Hubbard, Vice President
Mary Mae Kilpatrick, Secretary
Jean Turner, Treasurer
Kevin S. Flanigan MD, MBA, Chief Executive Officer
Kelli Huntsinger, Chief Operating Officer
John Tremble, Chief Financial Officer
Tracy Aspel RN, Chief Nursing Officer
Evelyn Campos Diaz, Chief Human Resources Officer
Sandy Blumberg, Executive Assistant
- OPPORTUNITY FOR
PUBLIC COMMENT Doctor Ungersma 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 will be limited to a maximum of three minutes each. Barbara Meinke spoke in praise of Thomas McNamara MD, stating his value to this community and requesting that the Board reach out to him and ask that he consider continuing to practice in this area.
- NEW BUSINESS
- RECOMMENDED
CAPITAL BUDGET FOR
2018/2019 FISCAL YEAR Chief Financial Officer John Tremble presented capital budget requests for the 2018/2019 fiscal year, stating they were determined following careful review and consideration by Northern Inyo Healthcare District (NIHD) leadership and the NIHD Medical Executive Committee. Proposed capital expenditures for the upcoming year total \$3,150,000 and are based on a careful assessment of the District's priority needs and Office of Statewide Healthcare Planning and Development (OSHPD) requirements. Mr. Tremble noted the capital budget being presented should allow the District to have 90 days cash on hand at fiscal year end, and that it is possible a mid-year addition to the capital budget may be submitted assuming the successful completion of the District's Athena Health Information System implementation. It was moved by Mary Mae Kilpatrick, seconded by M.C. Hubbard, and unanimously passed to approve the fiscal year 2018/2019 capital expenditure requests as presented. It was also noted that the operating budget for the upcoming fiscal year will be presented for approval at the May regular meeting.
- FINANCIAL AND
STATISTICAL REPORTS
AS OF FEBRUARY 2018 Mr. Tremble reviewed the Financial and Statistical Reports as of February 28 2018 and provided an overview of District volume, revenue, and expenditures, which resulted in a net income of \$47,506. Mr. Tremble noted year-to-date net income as of February 2018 totals \$1,065,130, and that District assets continue to grow. It was moved by Jean Turner, seconded by Ms. Hubbard, and unanimously passed to approve the

Financial and Statistical Reports as of February 28 2018 as presented.

CHART CHECK
GUIDELINES POLICY
AND PROCEDURE

Chief Nursing Officer Tracy Aspel, RN called attention to a proposed Policy and Procedure titled *Chart Check Guidelines*. It was moved by Ms. Kilpatrick, seconded by Ms. Turner, and unanimously passed to approve the proposed *Chart Check Guidelines* Policy and Procedure as presented.

REVISED COMPLIANCE
AND PRIVACY
POLICIES AND
PROCEDURES

Compliance Officer Patty Dickson called attention to a revised Policy and Procedure titled *Investigation and Reporting of Unlawful Access, Use or Disclosure of Protected Health Information*. It was moved by Ms. Kilpatrick, seconded by Ms. Turner, and unanimously passed to approve the revised *Investigation and Reporting of Unlawful Access, Use or Disclosure of Protected Health Information* Policy and Procedure as presented. Ms. Dickson also called attention to a revised Policy and Procedure titled *Auditing of Workforce Access to Confidential Information*. It was moved by Ms. Turner, seconded by Ms. Hubbard, and unanimously passed to approve the revised Policy and Procedure titled *Auditing of Workforce Access to Confidential Information* Policy as presented.

WORKFORCE
EXPERIENCE
COMMITTEE REPORT

Chief Human Resources Officer Evelyn Campos Diaz provided a Workforce Experience Committee report which included updates on the following:

- Rollout of the District's Employee Satisfaction Survey results
- Workforce trainings currently underway
- Workforce development opportunities, including introduction of quality modules
- Efforts to ensure a safe and secure workplace, including Workplace Violence trainings for staff

Ms. Campos Diaz also reported the Workforce Experience Committee continues to promote employee work/life balance and is looking into establishing wellness initiatives for District employees.

PATIENT EXPERIENCE
COMMITTEE REPORT

Chief Executive Officer (CEO) Kevin S. Flanigan, MD, MBA reported the Patient Experience Committee has accomplished much of the work specified in the District's Strategic Plan, and as a result of an organizational restructure of the Executive Team meetings, new patient experience benchmarks and measurable goals are being established to further enhance the patient experience.

MEDICAL STAFF
SERVICES PILLARS OF
EXCELLENCE REPORT

Doctor Flanigan also reviewed the quarterly Medical Staff Services Pillars of Excellence report, which shows a marked increase in the volume of work produced by that department with no notable decrease in the quality of work completed. It was moved by Ms. Kilpatrick, seconded by Ms. Hubbard, and unanimously passed to approve the Medical Staff Services Pillars of Excellence Report as presented.

BOARD OF DIRECTORS POLICY AND PROCEDURE APPROVALS

Doctor Flanigan additionally called attention to the following (proposed) Board of Directors Policies and Procedures:

- *Attendance At Meetings*
- *Northern Inyo Healthcare District Board of Directors Meetings*
- *Basis of Authority: Role of Directors*
- *Reimbursement of Expenses*
- *Election Procedures and Related Conduct*

It was moved by Ms. Kilpatrick, seconded by Ms. Turner, and unanimously passed to approve all five Board of Directors Policies and Procedures as presented, with housekeeping corrections being made as suggested by Director Kilpatrick.

AD HOC COMMITTEE FOR ZONE 3 BOARD VACANCY

Doctor Flanigan called attention to the need to establish an Ad Hoc Committee for the purpose of reviewing candidates and making a recommendation to fill the Board vacancy for District Zone 3. It was moved by Ms. Kilpatrick, seconded by Doctor Ungersma, and unanimously passed to approve Directors Turner and Hubbard to serve on an Ad Hoc Committee to address filling the District Zone 3 Board vacancy.

CONSENT AGENDA

Doctor Ungersma called attention to the Consent Agenda for this meeting, which contained the following items:

- Approval of minutes of the March 21 2018 regular meeting
- 2013 CMS Survey Validation Monitoring
- Policy and Procedure annual approvals

It was moved by Ms. Turner, seconded by Ms. Hubbard, and unanimously passed to approve all 3 Consent Agenda items as presented.

CHIEF OF STAFF REPORT

Chief of Staff Richard Meredith MD reported following careful review, consideration, and approval by the appropriate Committees the Medical Executive Committee recommends approval of the following hospital wide Policies, Procedures, Protocols, and Order Sets:

1. *Bite Guidelines, Animals*
2. *DI - Timely Performance Standards*
3. *Discharge Instructions Emergency Department*
4. *Pediatric Order Verification Overnight*
5. *Radiology Critical Indicators for Chart Review Policy*
6. *Safely Surrendered Baby Policy and Procedure*
7. *Scope of Service for the Emergency Department*
8. *Standards of Care for the Emergency Department*

It was moved by Ms. Hubbard, seconded by Ms. Turner, and unanimously passed to approve all 8 Policies, Procedures, Protocols, and Order Sets as presented.

EMERGENCY ROOM SERVICE CRITICAL INDICATORS ANNUAL REVIEW

Doctor Meredith also reported the Medical Executive Committee recommends approval of the *Emergency Room Service Critical Indicators* annual review. It was moved by Ms. Hubbard, seconded by Ms. Turner, and unanimously passed to approve the *Emergency Room Service Critical*

Indicators annual review as presented.

MEDICAL STAFF
APPOINTMENTS AND
PRIVELEGES

Doctor Meredick also reported following careful review, consideration, and approval by the appropriate Committees the Medical Executive Committee recommends approval of the following Medical Staff Appointments and Privileging:

1. Gabriel Overholtzer, DDS (*dentistry*) – Provisional Active Staff (limited license practitioner)
2. Kinsey R. Pillsbury, MD (*radiology*) – Consulting Staff

It was moved by Ms. Kilpatrick, seconded by Ms. Hubbard, and unanimously passed to approve both Medical Staff Appointments and Privileges as requested.

BOARD MEMBER
REPORTS

Doctor Ungersma asked if any members of the Board of Directors wished to comment on any items of interest. Directors Turner and Ungersma reported on the Association of California Healthcare Districts (ACHD) annual Legislative Day, which was attended by three members of the District Board and the CEO. While in Sacramento for the ACHD event, NIHD representatives met with Senator Tom Berryhill and Assemblyman Devon Mathis. Director Kilpatrick also invited those present to attend the Friendship Center's upcoming Open House, and Director Turner thanked Doctor Meredick for his Healthy Lifestyles presentation for members of this community. Doctor Ungersma reminded those present about the NIHD Telehealth Open House to be held on April 24.

ADJOURNMENT TO
CLOSED SESSION

At 6:34 pm Doctor Ungersma reported the meeting would adjourn to Closed Session to allow the Board of Directors to:

- A. Discuss trade secrets, new programs and services (estimated public session date for discussion yet to be determined)(*Health and Safety Code Section 32106*).
- B. Discuss a personnel matter (*pursuant to Government Code Section 54957.6*).
- C. Discuss labor negotiations, Agency Designated Representative Kevin Dale; Employee Organization AFSCME Council 57 (*pursuant to Government Code Section 54957.6*).

RETURN TO OPEN
SESSION AND REPORT
OF ACTION TAKEN

At 7:40 pm the meeting returned to open session. Doctor Ungersma reported the Board took no reportable action.

ADJOURNMENT

The meeting adjourned at 7:41 pm.

John Ungersma MD, President

Attest:

M.C. Hubbard, Secretary

BOARD MEETING ATTENDANCE, 2018 CALENDAR YEAR

	J. UNGERSMA, MD <u>President</u>	M.C. HUBBARD <u>Vice President</u>	MARY MAE KILPATRICK <u>Secretary</u>	JEAN TURNER <u>Treasurer</u>	PETER WATERCOTT <u>Member at Large</u>
January 17, 2018 Reg.	✓	✓	✓	✓	✓
January 25, 2018 Sp.	✓	✓	✓	✓	✓
February 21, 2018 Reg.	✓	✓	✓	✓	✓
March 21, 2018 Sp.	✓	✓	✓	✓	✓ (Resignation Submitted)
April 12, 2018 Sp.	✓	✓	✓	✓	-
April 18, 2018 Reg.	✓	✓	✓	✓	-
April 20, 2018 Sp.					
May 16, 2018 Reg.					
June 20, 2018 Reg.					
July 18, 2018 Reg.					
August 15, 2018 Reg.					
September 19, 2018 Reg.					
October 17, 2018 Reg.					
November 21, 2018 Reg.					
December 19, 2018 Reg.					