

- CALL TO ORDER** The meeting was called to order at 5:30 pm by Mary Mae Kilpatrick, President.
- PRESENT** Mary Mae Kilpatrick, President  
Jean Turner, Vice President  
Robert Sharp, Secretary  
M.C. Hubbard, Treasurer  
Jody Veenker, Member at Large  
Will Timbers MD, Chief of Staff  
Kevin S. Flanigan MD, MBA, Chief Executive Officer  
Kelli Davis, MBA, Chief Operating Officer  
John Tremble, Chief Financial Officer  
Tracy Aspel RN, BSN, Chief Nursing Officer
- OPPORTUNITY FOR PUBLIC COMMENT** Ms. Kilpatrick stated at this time persons in the audience may speak on any items not on the agenda for this meeting on any matter within the jurisdiction of the District Board. Speakers will be limited to a maximum of three minutes each, and members of the audience will have an opportunity to address the Board on every item on the agenda. Stacey Brown, MD acknowledged Northern Inyo Healthcare District's (NIHD's) recent designation as the Association of California Healthcare Districts (ACHD's) District of the Year for 2019. Doctor Brown stated one reason the District received the prestigious award was implementation of a Medication Assisted Treatment (MAT) program to address substance abuse disorders in this community. He noted, however, that the award is not given for just one program and that it is the result of hard work on the part of the entire NIHD team in many different areas.
- INYO COUNTY FIRST 5 STRATEGIC PLAN** Chief Executive Officer (CEO) Kevin S. Flanigan MD, MBA stated that presentation of the Inyo County First 5 Strategic Plan will be tabled to the month of November, due to the fact that the presenter was unable to attend this meeting.
- PATIENT EXPERIENCE COMMITTEE REPORT** The NIHD Patient Experience Committee provided an update on the activities of the patient experience-related goals of the District's Strategic Plan. The Committee's presentation included the following:
- The group's current areas of focus are Customer Service and Access to Patient Care
  - Improving patient wait times and informing patients about service delays are two of the group's main initiatives
  - The Committee is conducting staff observations and rounding to different service areas to provide feedback on employee delivery of AIDET (customer service skills)
  - Press Ganey patient experience scores are reviewed on an ongoing basis, and in-house customer satisfaction surveys are being conducted as well

- Overall, we have seen improvement in patient wait times District-wide and at the NIHD Rural Health Clinic
- Door-to-Doc times in the Emergency Department are currently being assessed
- Improvement in speed of patient discharge is also an area of focus for the group

QUALITY AND PERFORMANCE IMPROVEMENT COMMITTEE REPORT

The NIHD Quality and Performance Improvement Committee also provided an update on the activities and accomplishments of the quality and performance improvement-related goals of the District's Strategic Plan. The Committee's presentation included the following:

- A report on the District's employee influenza vaccination rates (as of October 11 2019, 76% of District Staff, Medical Staff, and volunteers have been vaccinated)
- Update on efforts to reduce incidents of severe sepsis, including community education and efforts to raise awareness of the early warning signs of sepsis
- Report on safety measures implemented at NIHD to help create a culture of safety, including daily safety huddles, development of a Safety Coach program, etc.
- It was noted that the District has distributed educational materials relating to sepsis in both English and Spanish, and that a Healthy Lifestyles Talk on the topic of sepsis has been scheduled for November 14 2019

NEW BUSINESS

DISTRICT BOARD RESOLUTION 19-07 AND MEMORANDUM OF UNDERSTANDING BETWEEN NIHD AND AFSCME

Doctor Flanigan called attention to District Board Resolution 19-07 and a proposed Memorandum of Understanding (MOU) between NIHD and the American Federation of State, County, and Municipal Employees (AFSCME) Council 57. He noted that the proposed MOU represents months of negotiations between the two groups, and that negotiations were difficult but concluded in a cordial manner. He additionally noted that if approved, the proposed MOU will be effective for a period of three years, and that Board approval must be followed by approval by the AFSCME general membership. It was moved by Jean Turner, seconded by Jody Veenker, and unanimously passed to approve both District Board Resolution 19-07 and the Memorandum of Understanding between NIHD and AFSCME as presented.

DISTRICT BOARD BYLAWS UPDATE

Doctor Flanigan also called attention to amended Northern Inyo Healthcare District Bylaws, which have been reviewed and updated with only minor changes being made. He noted the wording has been changed to refer to the Board Chair rather than the Board President, and that language more appropriately covered by policy has been deleted. He additionally noted that updates may be made to the Bylaws in the future to better align them with NIHD Medical Staff bylaws. It was moved by M.C. Hubbard, seconded by Robert Sharp, and unanimously passed to

approve the proposed (updated) NIHD bylaws as presented, with one additional housekeeping change being made.

GENERAL COUNSEL  
REQUEST FOR  
PROPOSALS

Director Sharp called attention to a proposed Request for Proposals (RFP) for NIHD General Counsel Legal Services, noting the intent of the RFP is not to exclude any of the District's existing attorneys, but to receive general interest in the provision of legal services and establish a price point for that service. Review and discussion of the proposed RFP followed, during which housekeeping changes were made and a reduction was made to the probationary period referenced to 12 months. Dr. Flanigan recommended further review of the language contained in the document, and it was determined that the RFP will be reviewed by Doctor Flanigan, Director Sharp, and Compliance Officer Patty Dickson, then it will be re-submitted for final approval at the November meeting of the District Board. It was then moved by Ms. Turner, seconded by Ms. Hubbard, and unanimously passed to table approval of the RFP for NIHD General Counsel Legal Services to the November regular Board meeting.

RESOLUTION 19-08,  
REIMBURSEMENT  
RESOLUTION

NIHD Chief Financial Officer (CFO) John Tremble called attention to proposed District Board Resolution 19-08 regarding reimbursement expenditures relating to the acquisition of land and construction of a health facility, to include the NIHD Rural Health Clinic. Mr. Tremble explained it is best practice for an organization beginning construction of a new building to have an established reimbursement resolution in place, and that Resolution 19-08 is being presented in concept now and will be refined later to meet the specifics of the District construction project. It was moved by Mr. Sharp, seconded by Ms. Turner, and unanimously passed to approve the concept of a reimbursement resolution at this time but to table approval of District Board Resolution 19-08 until such time as it has been modified to meet the specifics of the upcoming NIHD construction project.

SURPRISE BILLING  
LEGISLATION

Mr. Tremble also called attention to information on the topic of surprise billing legislation and Senate Bill 1895, requesting Board support of a request to exclude Critical Access Hospitals (CAH's) from the *No Surprises Act* contained in HR 2328, in order to prevent increased financial strain on CAH's in general and on Northern Inyo Healthcare District in particular. It was moved by Mr. Sharp, seconded by Ms. Hubbard and unanimously passed to approve NIHD requesting the exclusion of CAH's from surprise billing legislation as it is currently written.

ESEP QUARTERLY  
REPORT

Sierra Bourne MD provided an Eastern Sierra Emergency Physicians (ESEP) quarterly report, which included the following information:

- Many exciting things are going on in the District's Emergency Physician group, including implementation of new educational opportunities for the physician members
- The ESEP group is now completely made up of permanent

physician members

- Dr. James Fair who is fellowship trained in ultrasound has joined the ESEP group
- ESEP has overhauled its peer review format to enhance education and improve patient care
- ED Committee meetings will now include hands-on educational sessions beginning in the month of November
- A healthy lifestyles program known as *Walk With A Doc* will begin in the next couple of months

MEDICAL STAFF  
SERVICES PILLARS OF  
EXCELLENCE  
QUARTERLY REPORT

Medical Staff Services Coordinator Dianne Picken presented the Medical Services Pillars of Excellence quarterly report for the first quarter of fiscal year 2019/2020. She called attention to an increase in the average time for completion of Medical Staff applications submitted, noting that the increase is due to a significant increase in the number of applications received.

CHIEF OF STAFF  
REPORT

Chief of Staff William Timbers, MD reported following careful review, consideration, and approval by the appropriate Committees the Medical Executive Committee recommends approval of the following District Wide Policies and Procedures:

POLICY AND  
PROCEDURE  
APPROVALS

1. *Medical Screening Examination of the Obstetrical Patient*
2. *Care and Donning of a Powered Air Purifying Respirator*
3. *Access to Medications in the Absence of a Pharmacist*
4. *Pharmacist Clinical Interventions*
5. *Drug Orders*

It was moved by Mr. Sharp, seconded by Ms. Veenker, and unanimously passed to approve Policies and Procedures 1 through 5 as presented.

DISTRICT WIDE  
QUALITY ASSURANCE  
AND PERFORMANCE  
IMPROVEMENT PLAN

Doctor Timbers also called attention to a proposed District-Wide Quality Assurance and Performance Improvement (QAPI) Plan for the fiscal year ending in 2020, which is a collaborative program between District staff and the NIHD Medical Staff. It was moved by Ms. Veenker, seconded by Ms. Turner, and unanimously passed to approve the District-Wide Quality Assurance and Performance Improvement Plan as presented.

CHIEF MEDICAL  
OFFICER UPDATE

Doctor Timbers additionally reported the Medical Staff as a whole has come to a consensus on what the Chief Medical Officer (CMO) position should look like, noting that the biggest sticking point was previously the reporting structure for the new position. Following discussion on this topic it was determined that the approval of the CMO position will be tabled until a decision has been made on desired qualifications for the position, and until such time as a final job description and salary range has been determined. It was moved by Mr. Sharp, seconded by Ms. Veenker and unanimously passed to approve the concept of the CMO position, with final approval being requested once the qualifications, job description, and salary structure for the position has been determined.

PHYSICIAN  
RECRUITMENT  
UPDATE

Doctor Timbers additionally reported that physician recruitment is underway for the specialties of urology and surgical oncology. He also noted that a potential hospitalist will visit NIHD in November, and that an additional physician has been added to the ESEP physician group.

CONSENT AGENDA

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

- *Approval of minutes of the September 18 2019 regular meeting*
- *Approval of minutes of the September 25 2019 special meeting*
- *Approval of minutes of the October 8 2019 special meeting*
- *Financial and statistical reports as of August 2019*
- *Policy and Procedure annual approvals*

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

BOARD MEMBER  
REPORTS

Ms. Kilpatrick asked if any members of the Board of Directors wished to comment on any items of interest. Director Sharp expressed kudos regarding the Bishop Chamber of Commerce mixer recently held at the Joseph House. Director Kilpatrick reported she will attend the upcoming Bishop Union High School Board of Directors meeting in support of the Healthcare District's interests. She additionally noted that Ms. Ruby Allen has been chosen to be Pat West's successor at Pioneer Home Health. Director Turner reported the ACHD annual meeting was a worthwhile experience, and that it was with great pride that the District Board and Chief Executive Officer accepted the *Healthcare District of the Year* award for 2019. Director Hubbard then read a letter of her resignation from the NIHD Board of Directors effective December 31, 2019. Ms. Hubbard expressed her desire to continue to support NIHD in spite of the fact that she will retire as a Board member, following approximately 13 years of service. The Board expressed their heartfelt appreciation of Ms. Hubbard's years of dedication and service to the members of the Healthcare District.

Doctor Flanigan also reported on the academic achievements of members of the NIHD staff:

- *Physical Therapist Laura Molnar, cancer exercise therapist certification*
- *District Education Coordinator Marjorie Routt, Bachelor of Arts degree*
- *Marnie Davis, Certified Coding Specialist*
- *Speech Language Pathologists Chelsea MacDonald and Charissa Kile, certification in swallow assessment*

ADJOURNMENT TO  
CLOSED SESSION

At 7:18 pm Ms. Kilpatrick announced the meeting would adjourn to Closed Session to allow the Board 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. Conference with Labor Negotiators; Agency Designated Representative: Irma Moisa; Employee Organization: AFSCME Council 57 (*pursuant to Government Code Section 54957.6*).
- C. Confer with Legal Counsel regarding threatened litigation, 1 matter pending (*pursuant to Government Code Section 54956.9(d)(2)*).
- D. Conduct Public employee performance evaluation, Chief Executive Officer (*pursuant to Government Code Section 54957*).

RETURN TO OPEN  
SESSION AND REPORT  
OF ACTION TAKEN

At 9:07 pm the meeting returned to Open Session. Ms. Kilpatrick reported the Board took no reportable action.

ADJOURNMENT

The meeting was adjourned at 9:08 pm.

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Mary Mae Kilpatrick, President

Attest:

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Robert Sharp, Secretary