

March 18 2020 Regular Meeting

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AGENDA
NORTHERN INYO HEALTHCARE DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
March 18, 2020 at 5:30 p.m.
2957 Birch Street, Bishop, CA

Northern Inyo Healthcare District invites you to join this Webex meeting:

Link to Join the Meeting: <https://nihd-it.my.webex.com/nihd-it.my/j.php?MTID=m09fb1ff7e2c9e3df6f3fd9f55254e3e6>

Meeting number (access code): 627 680 945

Meeting password: fyN9rhHX

To Join by Phone: 1-510-338-9438

Access Code: 627 680 945

1. Call to Order (at 5:30 pm).
2. **Public Comment:** 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 are limited to a maximum of three minutes each. The Board is prohibited from generally discussing or taking action on items not included on the agenda.
3. Adjournment to Closed Session to/for (approximately 6pm):
 - A. Confer with Legal Counsel regarding threatened litigation, 1 matter pending (*pursuant to Government Code Section 54956.9(d)(2)*).
 - B. Conference with Labor Negotiator: Unrepresented Employee, Chief Operating Officer/Interim Chief Executive Officer (*Government Code Section 54957.6*)
 - C. Conference with Legal Counsel regarding existing litigation, Inyo County Local Agency Formation Commission and Northern Inyo Healthcare District v. Southern Mono Healthcare District (*pursuant to Government Code Section 54956.9*).
4. Return to Open Session and report of any action taken in Closed Session.
5. New Business:
 - A. Building separation construction project change order funding (*action item*).
 - B. Tier One Benefit Policy and Procedure approval (*action item*).
 - C. Annual Compliance Program Review for Pioneer Home Health and Hospice of the Owens Valley (*action item*).

- D. Approval of appointment of District Compliance Officer to be Corporate Compliance Officer for Pioneer Home Health (*action item*).
 - E. Pioneer Home Health update and request for ongoing support (*action item*).
 - F. COVID 19 (Coronavirus) update (*information item*).
 - G. Oral recommendation regarding proposed changes to salary and/or fringe benefits of Chief Operating Officer/Interim Chief Executive Officer (*action item*).
 - H. Approval of the purchase of BBraun Smartpump IV Pump and software licenses as discussed in attached contracts. (*action item*).
6. Old Business:
- A. Governance consultant update (*information item*).
 - B. Pioneer Medical Associates Lease (*action item*).
 - C. Compliance Department quarterly report (*action item*).
 - D. Update on responses to NIHD Legal Services RFP (*information item*).
 - E. Approve audit documents, Wipfli Management Representations and Subsequent Events, as submitted by Chief Financial Officer and authorize Chairperson to sign (*action item*).
7. Reports (*information items*):
- A. RHC Building update
8. Chief of Staff Report, William Timbers, MD:
- A. Medical Staff Appointment (*action item*):
 - 1. Casey Graves, MD (*emergency medicine*) – Provisional Active Staff
 - B. Policy and Procedure approvals (*action items*):
 - 1. *Cleaning and Disinfecting of Transesophageal Echo (TEE) Probe using Glutaraldehyde Use Station (GUS) Disinfection Soak Station*
 - 2. *Misoprostol for Cervical Ripening*
 - 3. *Naloxone (Narcan) Distribution*
 - 4. *Oxytocin (Pitocin) Administration*
 - C. Annual Approvals (*action items*):
 - 1. Critical Indicators
 - i. ICU
 - ii. Medical Services
 - iii. Perinatal
 - 2. Policies and Procedures

- i. *Plan to Eliminate or Substantially Reduce Medication-Related Errors*
- ii. *Standardized Procedure – Emergency Care Policy for the Nurse Practitioner or Certified Nurse Midwife*
- iii. *Standardized Protocol – Emergency Care Policy for the Physician Assistant*
- iv. *Standardized Procedure – Medical Screening Examination for Obstetrical Patient*
- v. *Standardized Procedures for Medical Functions by RN in the Emergency Department*

3. Radiation Safety Policies

- i. *ALARA Program*
- ii. *DI – Area Monitoring and Controls*
- iii. *DI – Radiation Protection for the Patient*
- iv. *DI – Reportable/Recordable Events in CT, Fluoroscopy and Nuclear Medicine*
- v. *DI – CT Radiation Safety Policy*
- vi. *DI – Lead Apron/Protective Equipment Policy*
- vii. *Diagnostic Imaging – C-Arm (Fluoroscope) Radiation Safety*
- viii. *Diagnostic Imaging – Disposal of Radioactive Sharps*
- ix. *Diagnostic Imaging – Handling of Radioactive Packages, Non-nuclear medicine personnel*
- x. *Diagnostic Imaging – Nuclear Medicine New Employee/Annual Orientation*
- xi. *Diagnostic Imaging – Ordering Radioactive Materials*
- xii. *Diagnostic Imaging – Radioactive Material hot Lab Security*
- xiii. *Diagnostic Imaging – Radioactive Material Spills Procedure*
- xiv. *Diagnostic Imaging – Radioactive Materials Delivery After-hours Policy/Procedure*
- xv. *Diagnostic Imaging – Radioactive Waste Storage and Disposal*
- xvi. *Dosimetry Program – Occupational Radiation Exposure Monitoring Program*
- xvii. *Radiation Policy for Management of Patients with Excessive Exposure*
- xviii. *Radiation Safety Committee*
- xix. *Radiology Services Pregnant Personnel*
- xx. *Responsibilities and Duties of Radiation Safety Committee (RSC)*

D. Physician recruitment update (*information item*).

Consent Agenda (action items)

9. Approval of minutes of the February 13 2020 special meeting
10. Approval of minutes of the February 18 2020 regular meeting
11. Financial and statistical reports as of January 2020
12. Policy and Procedure annual approvals
13. Interim Chief Executive Officer Report
14. Chief Operating Officer Report
15. Chief Nursing Officer Report
16. Chief Financial Officer Report

-
17. Reports from Board members (*information items*).
 18. 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.

Colombo Construction Co., Inc.
3211 Rio Mirada Dr.
Bakersfield, California 93308-4945
Phone: (661) 316-0100
Fax: (661) 316-0101

Project: 18-014 - NIHD HOSPITAL DECOM
150 Pioneer Lane
Bishop, California 93514

Prime Contract Potential Change Order #008: Additional Costs Due to Code Corrections & Unforeseens

TO:	Northern Inyo Healthcare District 150 Pioneer Lane Bishop, California 93514	FROM:	Colombo Construction Co Inc 3211 Rio Mirada Drive Bakersfield, California 93308-4945
PCO NUMBER/REVISION:	008 / 0	CONTRACT:	18-014.01 - NIHD HOSPITAL DECOM Prime Contract
REQUEST RECEIVED FROM:		CREATED BY:	Briana Wilkinson (Colombo Construction Co Inc)
STATUS:	Pending - In Review	CREATED DATE:	3/6/2020
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$723,409.00

POTENTIAL CHANGE ORDER TITLE: Additional Costs Due to Code Corrections & Unforeseens

CHANGE REASON: No Change Reason

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #019 - Additional Costs Due to Code Corrections & Unforeseens
Additional Costs Due to Code Corrections & Unforeseens

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	01-00-000 - General Conditions	General Conditions	Other	\$218,969.00
2	16-00-901 - Electrical - Allowance 2	Fire Alarm System	Subcontracts	\$104,440.00
3	09-21-900 - Mtl Stud & Gyp Bd - Allow	ACD 7	Subcontracts	\$200,000.00
4	15-50-000 - Heat-Generation Equipment	Re-Route of Underground Utilities	Subcontracts	\$200,000.00
Subtotal:				\$723,409.00
Grand Total:				\$723,409.00

Morris Davoudpour (RBB Architects Inc)

Northern Inyo Healthcare District
150 Pioneer Lane
Bishop, California 93514

Colombo Construction Co Inc
3211 Rio Mirada Drive
Bakersfield, California 93308-4945

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

PCO 008: Additional Cost Due to Code Corrections and Unforeseens

Changes	Amount	Notes
Fire Alarm System	\$ 104,440.00	The Original plan only accounted for minimal fire alarm work, but during demo it was discovered that the system was being fed from the non compliant building. This required that a new code compliant system be added.
ACD 7 (Allowance)	\$ 200,000.00	ACD 7 covers the separation of an existing wall that was built around during the build out of building ICU building.
Re-route of Underground Utilities (Allowance)	\$ 200,000.00	This covers the re-route of underground utilities entering the building through an existing shear wall. Requiring additional excavation, piping, framing and plaster finishes.
Extended Time (GC'S)	\$ 218,969.00	This cover the cost for the added time caused by the added scope of work.
Total Add	\$ 723,409.00	

**NORTHERN INYO HOSPITAL
POLICY AND PROCEDURE**

Title: Tier One Benefit	
Scope: Northern Inyo Healthcare District Benefited Employees	Manual:
Source: CFO	Effective Date: 01/01/2020

PURPOSE:

Provide medical benefits of 100% coverage to benefited employees, and their covered dependents, for covered medical services received at Northern Inyo Healthcare District Hospital, or any Northern Inyo Healthcare District clinic, while covered under Northern Inyo Healthcare District’s group health plans.

POLICY:

Effective, January 01, 2020, Permanent Part-Time, or Full-Time benefited employees, and their covered dependents, covered under one of Northern Inyo Healthcare District’s group health plans, Basic Plus plan, or Basic plan, are covered under Tier One Benefit.

Tier One Benefit provides benefited employees, and their dependents insured with Northern Inyo Healthcare District group health, Basic Plus, or Basic, 100% coverage for covered medical services they receive at Northern Inyo Healthcare District Hospital, or at any Northern Inyo Healthcare District clinic.

PROCEDURE:

The Tier One Benefit is an automated process included in the covered claim original adjudication by the plan administrator.

There is no responsibility or action necessary by the employee or dependent.

REFERENCES:

Committee Approval:	Date
Revenue Cycle:	02/19/2020
Executive Committee:	02/19/2020
Board of Directors:	

Developed: 02/19/2020

Reviewed:


Revised:

Supercedes:

NIHD Board of Directors

Upon the request of Dr. Flanigan and Pat West (Administrator for PHH), I performed a Compliance Annual Report for Pioneer Home Health and Hospice of the Owens Valley (PHH & HOV). Since NIHD is the sole corporate member of the PHH corporation, I feel it is appropriate to present the Compliance Report for a District entity to the NIHD Board of Directors.

1. PHH & HOV Annual Compliance Program Review and Report, including an executive summary, is attached.
2. PHH & HOV Board appointed a Compliance Officer, as required by their Compliance Program. They selected the District Compliance Officer. If appropriate, please take action to confirm this appointment.
3. There are no specific instructions from the NIHD Board as to whether they would like to see the PHH & HOV Annual Compliance Program review and report. If the NIHD Board would like to see this report, please provide instruction or guidance to Compliance. The PHH & HOV Compliance Program has been amended to include a Compliance Program Review and Report no less than annually.
4. For proper accounting, a contract should be executed for Compliance work between NIHD and PHH & HOV.


3/4/2020

Pioneer Home Health & Hospice of the Owens Valley, Inc.
Annual Compliance Program Review and Report

Executive Summary

1. Records are well organized and maintained. Employees were very open and helpful
2. Pioneer Home Health Board of Directors needs to appoint a Corporate Compliance Officer
3. NIHD or PHH may want to seek a legal opinion regarding the placement of a PHH employee in the NIHD Interdisciplinary meeting
4. May want to update the Corporate Compliance Program verbiage for compliance reviews to "no less than annually" based on the size and resources of the corporation
5. PHH should post a phone number for anonymous compliance reporting
6. Recommend a coding audit within the next 6 months
7. Please review the required questions for the Board to discuss and document (2-039.14)
8. We have reviewed the Federal exclusions and State suspended and ineligible lists with Ms. Rogers and provided additional information to ensure this check occurs annual and for all employees, vendors, and contractors, etc.
9. Recommend completion of a Security Risk Assessment as required by HIPAA for all Covered Entities
10. Recommend a fax verification process be implemented
11. Recommend creation of a comprehensive list of Business Associate Agreements

A handwritten signature in black ink, appearing to read "Kathy Si".

2.18.2020

