

May 20 2020 Regular Meeting

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DRAFT AGENDA
**NORTHERN INYO HEALTHCARE DISTRICT
BOARD OF DIRECTORS REGULAR MEETING**
May 20, 2020 at 5:30 p.m.
2957 Birch Street, Bishop, CA

Northern Inyo Healthcare District invites you to attend this Zoom meeting:

TO CONNECT VIA ZOOM: (A link is also available on the NIHD Website)
<https://zoom.us/j/213497015?pwd=TDlIWXRuWjE4T1Y2YVFWbnF2aGk5UT09>
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

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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. New Business:
 - A. Introduction of NIHD Human Resources Director Richard Ulibarri (*information item*).
 - B. City of Bishop Proclamation, Healthcare District Month (*information item*).
 - C. Introduction of Financial Consultant Vinay Behl (*information item*).
 - D. Financial update, Vinay Behl (*information item*).
 - E. District Board Resolution 20-04, Authorization of Line of Credit with Eastern Sierra Community Bank / Oak Valley Community Bank (*action item*).
 - F. Deposit of CD monies into LAIF account (*information item*).
 - G. Schedule for funding of NIHD 401(a) pension plan (*information item*).
 - H. Budget update for fiscal year 2020/2021 (*information item*).
 - I. Electronic Health Record Selection Process Overview (*information item*).

- J. Cerner introductory presentation as new Electronic Health Record (*information item*).
- K. Designation of Electronic Health Record Implementation Project Manager (*action item*).
- L. Approval of NIHD Password Policy (*action item*).
- M. Approval of NIHD Cyber Security Policy (*action item*).
- N. Selection of NIHD Executive Search Firm (*action item*).
- O. Appointment of Director Veenker to work with District Leadership to develop Executive Search Committee (*action item*).
- P. District Board Resolution 20-03, Consolidation of Election (*action item*).
- Q. Bi-Annual review and approval of NIHD Conflict of Interest Code (*action item*).
- R. Board Agenda Item Review and Approval Process (*action item*).
- S. Approval of NIHD Foundation Board member Cheryl Underhill (*action item*).
- T. Pioneer Medical Associates and NIHD Maintenance Agreement (*action item*).
- 4. Old Business:
 - A. RHC Annual report (*information item*).
- 5. Reports (*information items*):
 - A. Building separation construction project update
 - B. Governance Consultant update
- 6. Chief of Staff report, Stacey Brown MD
 - A. Medical Staff and Advanced Practice Provider Appointments (*action items*)
 - 1. Jennifer Figueroa, PA-C (*women's health clinic*) – Advanced Practice Provider staff
 - 2. Benjamin Ebner, MD (*adult cardiology - Renown*) – telemedicine staff
 - 3. Shabnamzehra Bhojani, MD (*adult and pediatric psychiatry – Regroup*) – telemedicine staff
 - 4. Shilpi Garg, MD (*pediatric cardiology – Children's Heart Center Northern Nevada*) – telemedicine staff
 - B. Telemedicine Staff Appointments – credentialing by proxy (*action item*)

As per the approved Telemedicine Physician Credentialing and Privileging Agreement, and as outlined by 42CFR 482.22, the Medical Staff has chosen to recommend the following practitioners for Telemedicine privileges relying upon Adventist Health's credentialing and privileging decisions.

 - 1. Sheila Cai, MD (*pediatric psychiatry*) – telemedicine staff
 - C. Medical Staff Advancements (*action items*)

1. James Fair, MD (*emergency medicine*) – advancement to Active Staff
2. Anna Rudolphi, MD (*emergency medicine*) – advancement to Active Staff
3. Bo Nasmyth Loy, MD (*orthopedic surgery*) – advancement to Active Staff

D. Medical Staff Resignations (*action items*)

1. Tanya Scurry, MD (*peds psychiatry*) – telemedicine staff, Adventist Health – effective 3/26/20
2. Arin Aboulian, MD (*pulmonology*) – telemedicine staff, Adventist Health – effective 4/10/20
3. Kelly Tatum Brace, DPM (*podiatry*) – provisional active staff – effective 4/28/20

E. Policy and Procedure approvals (*action items*)

1. *Chaperone Use for Sensitive Exams*
2. *Patient Identification for Clinical Care and Treatment/Armband Usage*
3. *Sterile Processing Standards of Practice*

F. Annual Approvals (*action items*)

1. *Standardized Procedure – Well Child Care Policy for the Nurse Practitioner*
2. *Standardized Procedure – Well Child Care Policy for the Physician Assistant*

G. Family Medicine Core Privilege Form update (*action item*)

H. Physician recruitment update (*information item*)

Consent Agenda (action items)

7. Approval of minutes of the April 2 2020 special meeting
8. Approval of minutes of the April 6 2020 special meeting
9. Approval of minutes of the April 15 2020 regular meeting
10. Approval of minutes of the April 28 2020 special meeting
11. Financial and statistical reports as of March 31, 2020
12. Chief Nursing Officer report
13. Chief Medical Officer report
14. Policy and Procedure annual approvals
15. Medical Staff Pillars of Excellence Quarterly Report
16. Wipfli required communications letters for Fiscal Year Ending 6/30/19 audit

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

18. Adjournment to Closed Session to/for:

- A. Conference with Legal Counsel, existing litigation (*pursuant to Paragraph (1) of subdivision (d) of Government Code Section 54956.9*), Workers' Compensation claim of Kate Miller.
- B. Conference with Legal Counsel, anticipated litigation, significant exposure to litigation (*pursuant to Government code Section 54956.9(d)(2)*) 2 cases.
- C. Public Employee Performance Evaluation (*Government Code Section 54957(b)*) title: Interim Chief Executive Officer.
- D. Discussion of a possible real estate transaction (*pursuant to Government Code Section 54956.8*).

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

20. 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.

The following acknowledgement was given by Kelli Davis, Interim CEO, to the members of the Bishop City Council during the regular monthly meeting on Monday, May 11, 2020

Good evening,

I appreciate the opportunity to participate in tonight's City Council Meeting.

It is with great pleasure, I express on behalf of Northern Inyo Healthcare leadership, our appreciation for our community healthcare workers and first responders.

In past years, the City Council has proclaimed May as "Northern Inyo Healthcare District Month" which aligned with the nation's celebration of hospital week across the country. Tonight's proclamation declaring May as "healthcare District Month" focuses on our community heroes throughout our county, who are working tirelessly through the crisis at hand.

The last 3 months of 2020 have been very trying, frightening and devastating across the United States and in our small community here in the Eastern Sierra's due to the Covid19 pandemic.

During this pandemic, certain workers have been deemed "essential workers" including those providing health care services and first responders; these include but are not limited to our firefighters, air ambulance team, police officers, paramedics, EMT's, our hospital and county teams at every level and many other community workers required to respond to health related needs and emergency situations.

We are very appreciative of the action our City Council is taking in honoring all of these community members who contribute to ensuring the health and safety of our community members. These workers continue to risk their personal safety to execute their prospective duties - day-in-and-day-out during this crisis.

Honoring our health care workers and first responders by proclaiming May as "Healthcare District Month" demonstrates the appreciation and heartfelt thanks for these folks, and for the work they are doing on the front lines against the pandemic we have been facing over the past few months and will continue to face for quite some time.

In closing, this proclamation and your ongoing support as City Council and community members is greatly appreciated. Thank you-

**BISHOP CITY COUNCIL PROCLAMATION
DECLARING MAY 2020 AS
HEALTHCARE DISTRICT MONTH**

WHEREAS, the global Coronavirus pandemic has affected the lives of all of us living in the Eastern Sierra, and especially the City of Bishop and the Town of Mammoth Lakes, which both reported deaths within the communities; and

WHEREAS, the vital efforts of our dedicated first responders and healthcare workers to protect, educate, and aid the public during the ongoing pandemic should be acknowledged; and

WHEREAS, our first responders and healthcare workers include, but not limited to, public health workers, paramedics, volunteer firefighters, air ambulance personnel, physicians, nurses, physician assistants, medical assistants, certified nursing assistants, clinical laboratory scientists, phlebotomists, respiratory care, purchasing, environmental services, laundry, admissions services, and the vast administrative and leadership teams behind them; and

WHEREAS, every day, these first responders and healthcare workers risk their own safety in the performance of their duties to protect our citizens; and

WHEREAS, these first responders and healthcare workers are the first and best defense against all medical emergencies that may threaten our communities; and

WHEREAS, our first responders and healthcare workers are ready to aid the people 24 hours a day, seven days a week, regardless of crisis or other hazards; and

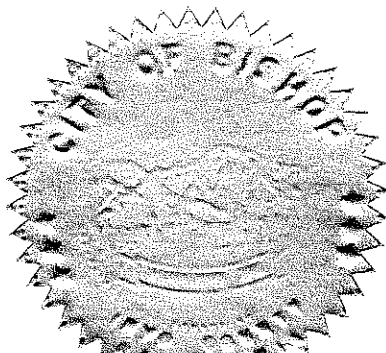
WHEREAS, our first responders and healthcare workers are highly trained, specialized professionals who contribute their excellent skills for the public good; and

WHEREAS, these first responders and healthcare workers undergo extensive education, and training, and make significant personal sacrifices in order to achieve the expertise required to respond to medical emergencies; and

WHEREAS, in addition to maintaining our health and safety in times of crisis, many first responders and healthcare workers also enhance their communities as volunteers for service organizations, churches, and schools.

NOW THEREFORE, I, Laura Smith, Mayor of the City of Bishop, do hereby proclaim May 2020, to be, "Healthcare District Month" and encourage all citizens to take some time this month to show our healthcare workers how much we value their service to our City.

IN WITNESS THEREOF, I have hereunto set my hand and caused the seal of the City of Bishop to be affixed this eleventh day of May, 2020.





LAURA SMITH, MAYOR

NORTHERN INYO HEALTHCARE DISTRICT
DISTRICT BOARD RESOLUTION 20-04

WHEREAS, As a result of COVID-19, hospitals have canceled or postponed elective procedures to preserve capacity for Covid-19 patients. While necessary, this move has created financial challenges for Northern Inyo Healthcare District (“NIHD”). It is imperative that NIHD initiate additional liquidity facilitation to continue to provide for working capital. NIHD’s cash flow has further been exacerbated by adoption of the Athena system for EHR due to increase in average collection period.

WHEREAS, NIHD is negotiating with Eastern Sierra Bank with respect to a facility line of credit, the proceeds of which would be used for general hospital working capital purposes and the principal amount range of which are as follows (the "Eastern Sierra Line of Credit Transaction"):

LOAN AMOUNT: \$3,500,000-5,000,000

NOW, THEREFORE, BE IT RESOLVED that the Interim CEO and Controller are hereby authorized and empowered to complete the Eastern Sierra Line of Credit Transaction.

BE IT FURTHER RESOLVED that the Interim CEO and the Controller (the "Authorized Officers") acting individually or together are hereby authorized and empowered to negotiate interest rate, period of payment, line of credit fees and other reporting covenants.

BE IT FURTHER RESOLVED, that Authorized Officers acting individually or together are hereby authorized and empowered to negotiate, enter into, accept, execute and deliver any and all agreements, documents and instruments necessary to complete the Eastern Sierra Bank Line of Credit Transaction, including, but not limited to a Loan Agreement, one or more Promissory Notes, a Deed of Trust, UCC-1 Financing Statement and related collateral/security documents; and

BE IT FURTHER RESOLVED, that NIHD, acting by and through its Authorized Officers, are hereby authorized and empowered, on behalf and in the name of NIHD to take such other actions and execute such other documents as may be reasonably necessary and in the best interests of NIHD, to complete the foregoing resolutions; all upon such terms as NIHD shall deem proper and in the best interests of NIHD, such execution and/or acceptance to be conclusive evidence of such approval.

Adopted, signed and approved this 20th day of May, 2020.

District Board Chair

District Board Secretary



Northern Inyo Healthcare District

150 Pioneer Lane
Bishop, CA 93514
(760) 873-5811
www.nih.org

Monday, May 11, 2020

Members of the Board,

Northern Inyo Healthcare District has four short term certificates of deposit (CDs) that will mature before the June board meeting scheduled for June 17, 2020. These CDs were purchased between May 2015 and May 2019; one with a five year time period and the others one year. All of these CDs are brokered with Financial Northeastern Corporation (FNC) and are listed on the Investments print out included in the March financials – ID numbers one through four. Current CD rates, as a result of the COVID-19 pandemic, are one percent or less for any period of time under eighteen months and are only approximately one and one half percent for a five year holding period. Funds in the Local Agency Investment Fund (LAIF) are currently earning approximately one and three quarters percent annual interest – higher than we could potentially earn with tying funds in CDs over several years. Therefore, the District will be moving seven hundred and fifty thousand dollars in CD principal to LAIF as the CDs mature over the coming days.

Respectfully,

Genifer Owens
Controller



Northern Inyo Healthcare District

150 Pioneer Lane
Bishop, CA 93514
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Monday, May 11, 2020

Members of the Board,

Northern Inyo Healthcare District participates in a 401(a) qualified pension plan known internally as the defined contribution plan. The Board of Directors previously agreed to fund the plan at seven percent of eligible wages annually. Eligible compensation is all wages or salary excluding bonuses, overtime premium pay, and commissions. Contributions for calendar year 2019 are seven-hundred and fifty-one thousand, nine hundred and seventy-five dollars and sixty-nine cents. Our financial consultant, Vinay Behl, has requested that we fund this plan next fiscal year, but not later than October 15, 2020 as required in the plan documents to provide for cash flows related to the COVID-19 pandemic.

Respectfully,

Genifer Owens
Controller

