

CALL TO ORDER The meeting was called to order in the main lobby of Northern Inyo Hospital at 150 Pioneer Lane, Bishop, California at 5:30 pm by John Ungersma MD, District Board President.

PRESENT John Ungersma MD, President
M.C. Hubbard, Vice President
Mary Mae Kilpatrick, Secretary
Jean Turner, Treasurer
Robert Sharp, Member-at-Large
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
Allison Robinson MD, Chief of Staff
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. Comments regarding the contract renewal between the American Federation of State, County, and Municipal Employees (AFSCME) and Northern Inyo Healthcare District (NIHD) were heard from the following:

- Vickie Labraque RN
- Laura Partridge RN
- Lori Gable RN
- Cynthia McCarthy RN
- Allison Jackson RN
- Andrew Stevens RN
- Lauren Ricksecker RN
- Tavis Ricksecker RN
- Althea Gallahan RN

CHIEF EXECUTIVE OFFICER REPORT Chief Executive Officer Kevin S. Flanigan MD, MBA provided a bi-monthly Chief Executive Officer Report which included the following:

- The California Department of Public Health is on site this week for the purpose of conducting a full facility site survey
- The NIHD Quality Department has been reorganized, and Quality tasks have been imbedded into a larger number of departments within the organization. As a result of the reorganization additional quality monitoring responsibilities have been assigned to the Medical Staff Office; the Compliance Department; and to clinical areas.

MEDICAL STAFF
SERVICES REPORT

Doctor Flanigan reviewed the quarterly Medical Staff Services Pillars of Excellence report, which showed a dramatic increase in the number of Medical Staff applications processed as the result of the District adding new services. The majority of the metrics reported upon showed that Medical Staff Services performance exceeds expectations.

CHIEF OPERATING
OFFICER REPORT

Chief Operating Officer Kelli Huntsinger provided a report which included the following:

- The District is expanding training and educational opportunities for staff, including a "Grow Your Own" training program for the Clinical Lab
- Career ladders have been established for the Clinical Lab and Rehabilitation Services Departments
- The District's survey readiness efforts are ongoing
- The talent pool established for the purpose of training employees to work in multiple areas of the hospital is proving to be successful
- Safety and Workplace Violence Prevention continue to be a focus in all areas of the District
- The District is acting as the lead in a community-wide Safety Task Force created for the purpose of violence prevention

INTERIM DIRECTOR/S
OF NUTRITIONAL
SERVICES

Ms. Huntsinger additionally reported NIHD's Director of Nutritional Services Amber Morin has relocated out of the area, and District leadership requests approval to designate herself and Denice Hynd (Manager of Nutrition Services) to act as Co-Interim Directors of NIHD Nutritional Services until such time as a replacement for Ms. Morin can be found. It was moved by M.C. Hubbard, seconded by Mary Mae Kilpatrick, and unanimously passed to approve Ms. Huntsinger and Ms. Hynd to act as Co-Directors of NIHD Nutritional Services as requested.

CHIEF NURSING
OFFICER REPORT

Chief Nursing Officer Tracy Aspel, RN provided an update on Nursing Department Services which included the following:

- A preceptor program has been developed for newly-hired RNs
- The District will switch to the *Relias* learning management system
- NIHD's Language Services Call Center is up and running
- Rhonda Aihara, RN has received certification as a lactation consultant
- NIHD Nursing Staff continues to prepare for implementation of the Athena Health Information System in September

POLICY & PROCEDURE
APPROVAL,
AUTHORIZATION OF
HOURS WORKED
BEYOND REGULARLY
SCHEDULED SHIFT

Ms. Aspel also called attention to a revised Policy and Procedure titled *Authorization of Hours Worked Beyond Regularly Scheduled Shift (Including Overtime Request)*. It was moved by Ms. Kilpatrick, seconded by Jean Turner, and unanimously passed to approve the revised Policy and Procedure titled *Authorization of Hours Worked Beyond Regularly Scheduled Shift (Including Overtime Request)* as presented.

CHIEF HUMAN
RESOURCES OFFICER
REPORT

Chief Human Resources Officer (CHRO) Evelyn Campos Diaz provided an update on NIHD Human Resources Department services, noting the District continues its efforts in the areas of employee engagement and empowerment, and in expanding leadership and staff development trainings and opportunities. She additionally reported on the District's workplace violence prevention efforts; on orientations for on-boarding new leaders; and on the District's newly established Telework program.

HUMAN RESOURCES
POLICY AND
PROCEDURE
APPROVALS

Ms. Campos Diaz also called attention to approval of the following revised Human Resources Policies and Procedures:

- *Introduction*
- *Acknowledgement Form*
- *Employee Recognition*
- *Learning Internships, Clinical or Academic Rotations, and Career Shadowing Opportunities*

She additionally called attention to a new District-wide Policy and Procedure titled *Discrimination and Harassment Prevention Policy and Procedure*, which is a combination of several pre-existing policies. It was moved by Ms. Kilpatrick, seconded by Ms. Turner, and unanimously passed to approve all four revised Human Resources Policies and Procedures, and the new Policy and Procedure titled *Discrimination and Harassment Prevention Policy and Procedure* as presented.

CHIEF FINANCIAL
OFFICER REPORT

Chief Financial Officer John Tremble provided a Finance Department report which included the following:

- The Accounting Department continues to prepare for Athena Health Information System implementation. Once the Athena system has been implemented, the Finance Department will be working with a total of four different software systems.
- The District's annual audit will take place during the month of August
- Thanks in part to the receipt of Intergovernmental Transfer funds, the District will realize it's goal of achieving 90 days cash on hand by the end of the fiscal year
- The number of days that patient accounts are in receivables is improving

STRATEGIC PLAN
UPDATE, FINANCE

Controller Gennifer Owens provided a report from the Financial and Market Share Committee, which has been established to help accomplish the finance-related goals of the District's Strategic Plan. Ms. Owens introduced Committee members to the Board, and reported that the metrics they are studying relate to budget adherence and to market share analysis.

OLD BUSINESS

ATHENA
IMPLEMENTATION
UPDATE

Director of Information Technology Services Robin Cassidy provided an update on the progress of the Athena Health Information System project, noting the District is 69 days away from Go Live. It is possible the date

for Go Live may be moved to October 1st in order to allow the changeover to take place at the end of a fiscal quarter. The Athena Go Live project will bring 9 new electronic products onboard for the District.

GRANT FUNDING
UPDATE

Doctor Flanigan reported that the grant funding sought by the District and the County of Inyo for the purpose of providing improved adolescent education will not be forthcoming, due to the fact that the proposed program does not meet funding eligibility requirements.

PROCESS FOR FILING
BOARD VACANCIES
AND ONBOARDING OF
NEW BOARD
MEMBERS

Ms. Campos Diaz called attention to draft policies and procedures relating to the filling of Board vacancies and the on-boarding of new Board Members. The draft policies will be reviewed, revised, and improved upon during the next month, and it is expected that they will be presented for approval at the August regular meeting of the District Board.

CONSENT AGENDA

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

- Approval of minutes of the June 20 2018 regular meeting
- Financial and Statistical reports as of May 31 2018
- 2013 CMS Survey Validation Monitoring, July 2018
- Policy and Procedure annual approvals

It was moved by Robert Sharp, seconded by Ms. Kilpatrick, and unanimously passed to approve all four Consent Agenda items as presented.

CHIEF OF STAFF
REPORT

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

POLICIES,
PROCEDURES,
PROTOCOLS, AND
ORDER SETS

1. *Accepting Orders for Outpatient Infusion Services from Non-Privileged Practitioners*
2. *Ambulatory Care Pharmacist Interview Questions*
3. *Blood Product Replacement During Obstetric Hemorrhage*
4. *Fentanyl Patch Ordering Protocol*
5. *Heparin Dosing Protocol*
6. *Home Medication Verification - Medication Reconciliation*
7. *Intravenous Medication Policy*
8. *Methadone for Withdrawal Order Verification*
9. *Point of Care Accu-Chek Blood Glucose Testing*
10. *Thrombolytic Therapy for Acute Myocardial Infarction*
11. *Vancomycin Dosing*
12. *Furnishing Medications/Devices Policy for the Nurse Practitioner or Certified Nurse Midwife - Standardized Procedure*

It was moved by Ms. Hubbard, seconded by Ms. Turner, and unanimously passed to approve all twelve Policies, Procedures, Protocols, and Order Sets 2 as presented.

FAMILY MEDICINE CORE PRIVILEGE FORM	Doctor Robinson also stated the Medical Executive Committee requests approval of the <i>Family Medicine Core Privilege Form</i> . It was moved by Mr. Sharp, seconded by Ms. Kilpatrick, and unanimously passed to approve the <i>Family Medicine Core Privilege Form</i> as presented.
MEDICAL STAFF RESIGNATIONS	Doctor Robinson reported the Medical Executive Committee also recommends approval of the following Medical Staff resignations: <ol style="list-style-type: none">1. Michael Abdulian MD (<i>Orthopedic Surgery, Adventist Health</i>) - effective June 11 20182. Helena Black MD (<i>Emergency Medicine</i>) effective June 30 20183. Gregg McAninch MD (<i>Radiology</i>) - effective June 30 2018 It was moved by Ms. Kilpatrick, seconded by Ms. Hubbard, and unanimously passed to approve all three Medical Staff resignations as requested.
MEDICAL STAFF APPOINTMENTS AND PRIVILEGES	Doctor Robinson 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 privileges: <ol style="list-style-type: none">1. Jared M. Kasper MD (<i>Radiology</i>) - Provisional Consulting Staff2. Anne K. Wakamiya MD (<i>Internal Medicine</i>) - Provisional Active Staff It was moved by Mr. Sharp, seconded by Ms. Hubbard and unanimously passed to approve both Medical Staff appointments and privileges as requested.
STAFF CATEGORY CHANGES	Doctor Robinson additionally requested approval of the following Medical Staff Category changes: <ol style="list-style-type: none">1. Arsen Mkrtchyan MD (<i>Internal Medicine/Hospitalist</i>) - from Locum Tenens Staff to Provisional Active Staff2. Helena Black MD (<i>Emergency Medicine</i>) - appointment to Honorary Staff It was moved by Ms. Hubbard, seconded by Ms. Turner, and unanimously passed to approve both Medical Staff Category changes as requested.
TELEMEDICINE STAFF APPOINTMENTS / PRIVILEGES	Doctor Robison also reported the Medical Executive Committee recommends approval of the following Telemedicine Staff Appointments/Privileges - Proxy Credentialing: <ol style="list-style-type: none">1. Navid Ezra MD (<i>Dermatology</i>) - Adventist Health, Telemedicine Staff2. Shiela Lezcano MD (<i>correction to Rheumatology, not Endocrinology</i>) - Adventist Health, Telemedicine Staff It was moved by Ms. Turner, seconded by Ms. Kilpatrick, and unanimously passed to approve both Telemedicine Staff Appointments/Privileges - Proxy Credentialing as requested.
BOARD MEMBER REPORTS	Doctor Ungersma asked if any members of the Board of Directors wished to comment on any items of interest. Director Hubbard was pleased to

announce that NIHD has received Association of California Healthcare Districts (ACHD) Certification, making NIHD one of only 20 Healthcare Districts in the State of California which are certified.

Doctor Ungersma then provided a presentation titled "*The Universe Is Change*" for the pleasure of those present. Doctor Ungersma's presentation provided an overview of the history of the Healthcare District since its inception, and whimsically predicted what healthcare may look like in the future. At the end of his presentation, Doctor Ungersma announced that following 18 years of service he will resign from the District Board effective July 19, 2018. Those presented applauded Doctor Ungersma for his years of dedicated service, and expressed how much he is appreciated and how much he will be missed.

ADJOURNMENT TO
CLOSED SESSION

At 8:02 pm Doctor Ungersma announced the meeting would adjourn to Closed Session to allow the Board of Directors to/for:

- A. Discussion of Labor Negotiations; Agency Designated Representative: Kevin Dale; Employee Organization: AFSCME Council 57 (*pursuant to Government Code Section 54957.6*)
- B. Discuss trade secrets, new programs and services (estimated public session date for discussion yet to be determined) (*Health and Safety Code Section 32106*).
- C. Confer with Legal Counsel regarding pending and threatened litigation, Existing litigation and significant exposure to litigation, 4 matters pending (*pursuant to Government Code Section 54956.9*).

RETURN TO OPEN
SESSION AND REPORT
OF ACTION TAKEN

At 9:10 pm the meeting returned to open session. Doctor Ungersma reported the Board took no reportable action.

ADJOURNMENT

The meeting was adjourned at 9:11 pm.

John Ungersma, President

Attest:

Mary Mae Kilpatrick, Secretary