

# SOUTHERN INYO HEALTHCARE DISTRICT

## Special Meeting of the Board of Directors Minutes

Date: Tuesday, October 1, 2019

Time: 3:45 p.m.

Location: Southern Inyo Hospital-Conference Room  
501 E. Locust Street, Lone Pine, CA 93545

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### PRESENT

Jaque Hickman, President  
Bruce Branson, Treasurer  
Mark Lacey (via phone in the district)

### ABSENT

Bruce Branson, Vice President  
Carma Roper, Secretary

### OTHERS

Peter Spiers, CEO  
Shannon Jimerson, CNO (via phone)  
Chet Beedle, Financial Consultant

### I. CALL TO ORDER

The meeting was called to order at 3:45 pm.

Treasurer Branson moved to approve the agenda for October 1, 2019. Director Lacey seconded. All approved.

Roll call-  
Mark Lacey "AYE"  
Bruce Branson "AYE"  
Jaque Hickman "AYE"

### II. BUSINESS ITEMS

#### A. Approval of Board Minutes

##### a. Special Board Meeting Minutes for September 24, 2019

On September 24<sup>th</sup>, President Hickman stated that the board approved the appointment of Bruce Branson to serve on the Board of Directors. Also authorize signatories for the bank accounts which includes all board members and Peter Spiers to be signatories.

It is important to approve the minutes of September 24<sup>th</sup> in order to complete the process of the bank update.

**Action:** Treasurer Branson moved to approve the minutes of the Special Meeting on September 24, 2019. Director Lacey seconded. All approved.

Roll call-  
Mark Lacey "AYE"

#### Board of Directors:

Jaqueline Hickman  
President

Charles Carson  
Vice President

Carma Roper  
Secretary

Bruce Branson  
Treasurer

Mark Lacey  
Director

Bruce Branson "AYE"  
Jaque Hickman "AYE"

**B. Approval of Policies and Procedures**

- a. Charity Care, Deposit & Discount Payment
- b. Emergency Management Program
- c. Hazard Vulnerability Analysis

a. Charity Care, Deposit & Discount Payment

President Hickman stated that by having a charity care policy in place, we can participate in the HRSA program. Facilities will have a HRSA score. SIHD is interested in the HRSA score. If we take on various practitioners and they are employed by a facility with a high score their education is reimbursed.

Treasurer Branson wanted to know if this has ever been used. Has the charity care been applied for in our facility? Shannon Jimerson, CNO stated that the Billing Office used to use it back in 2012- 2103 until the closure. SIHD didn't reenact when the facility reopened. No one has used it since the reopen.

**Action:** Treasurer Branson moved to approve the charity care, deposit and discount payment policy and procedure. Director Lacey seconded. All approved.

Roll call-

Mark Lacey "AYE"  
Bruce Branson "AYE"  
Jaque Hickman "AYE"

b. Emergency Management Program

Jaque mentioned that the old policy that was approved by Lee Barron and the new policy is included in the packet. The board is to approve the new policy in replacement of the old version. The "Emergency management program", changed in title as well.

Treasurer Branson wanted to know who is on this committee. Per Shannon, the CEO, CNO, Director of facilities, Daniel Smith, Mike Perez and anyone else who would like to join.

President Hickman asked who is the employee emergency manager. Per Shannon, it would be Jeff Sheffield, Director of Facilities.

Treasurer Branson asked if SIHD stocks water. President Hickman mentioned that we do stock water and we rotate the water because State will check the expiration date.

Shannon is to correct the typo on page 47 referring to the public health department to Kern Valley.

Treasurer Branson asked if there is a time limit on the EMP evaluations.  
Need the policy reviewed and approved to the committee then to the board annually.

The flow chart-incident command structure (page 25) there is a typo. It has Ridgecrest regional on top.

Per Shannon, she can't say who the incident commander because we never know who will be in the building when the disaster hits. The incident commander will always fall to the house supervisor until administration can get in.

There are binders around the facility which go over job descriptions that go over each specific roll. They are made up so that when a disaster hits a person can pull the manual and see the job descriptions and their rolls.

**Action:** Treasurer Branson moved to approve the EOP with the corrections. Director Lacey seconded. All approved.

**Board of Directors:**

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Carma Roper  
Secretary

Bruce Branson  
Treasurer

Mark Lacey  
Director

Roll call –  
Bruce Branson "AYE"  
Mark Lacey "AYE"  
Jaque Hickman "AYE"

**c. Hazard Vulnerability Analysis-**

Jeff Sheffield revised this policy. President Hickman questioned why we didn't include other agencies. Jeff researched and stated that the reason for the current list is because ICEMA follows through and notifies everyone else.

ICEMA (Incident command emergency manager association) - This is a dispatch that alerts and notifies everyone. They help us with the incident command.

The Vulnerability analysis page is partly geographic.

**Action:** Treasurer Branson moved to approve the Hazard Vulnerability Analysis policy and procedure. Director Lacey seconded. All approved.

Roll call-  
Bruce Branson "AYE"  
Mark Lacey "AYE"  
Jaque Hickman "AYE"

**A. Resolution 19-7 Surplus Property**

Jeff Sheffield provided info in regards to the surplus property. Treasurer Branson asked what we have as a backup generator right now. Per Jeff, stated we have 105kw Cummins backup generator that has just been serviced.

There are three items for sell due to being unused and outdated equipment.

- 1) Marco Encore Chair, deluxe 2 stand ophthalmic eye equipment
- 2) 2 Kohler Generator 24Kw
- 3) Plum A+ IV Pumps (5)

Director Lacey asked if IV pumps were one of the disputes from Tulare Regional Medical. Jeff Sheffield and President Hickman stated yes but these IV pumps are 100% SIHD's.

**Action:** Treasurer Branson moved to approve resolution 19-7 Surplus Property. Director Lacey seconded. All approved.

Roll call-  
Bruce Branson "AYE"  
Mark Lacey "AYE"  
Jaque Hickman "AYE"

**e. Bill of Sale Agreement**

President Hickman stated that board needs to approve the agreement with blanks (bill of sale template).

Just FYI, We have an offer on the eye equipment for about \$4,400. Also, there is an offer for the IV pumps. Currently working on an amount.

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Carma Roper  
Secretary

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Treasurer

Mark Lacey  
Director

**Action:** Treasurer Branson approved the bill of sale template. Director Lacey seconded. All approved.

Roll Call-

Bruce Branson "AYE"

Mark Lacey "AYE"

Jaque Hickman "AYE"

**III. ADJOURNMENT**

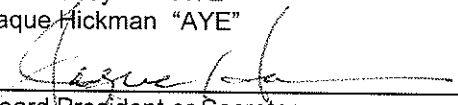
Treasurer Branson adjourned the meeting at 4:13 pm. Director Lacey seconded. All approved.

Roll call-

Bruce Branson "AYE"

Mark Lacey "AYE"

Jaque Hickman "AYE"

  
\_\_\_\_\_  
Board President or Secretary

12-3-19  
Date

October 1, 2019 Special Board Minutes

**Board of Directors:**

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Vice President

Carma Roper  
Secretary

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