

# SOUTHERN INYO HEALTHCARE DISTRICT

## Regular Meeting of the Board of Directors Minutes

Date: Tuesday, November 13, 2018

Time: 4:30 p.m.

Location: RCA Church  
550 East Post St  
Lone Pine, CA 93545

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### PRESENT

Jaque Hickman, President  
Richard Fedchenko, Director  
Charles Carson, Treasurer  
Carma Roper, Secretary

### ABSENT

Mark Lacey, Vice President

### OTHERS

Chet Beedle, Financial Consultant  
Shannon Jimerson, CNO  
Scott Nave, Attorney (via phone)  
Ashley McDow, Attorney (via phone)

#### I. CALL TO ORDER

The meeting was called to order at 4:35 p.m.

#### **Approval of Agenda-**

Director Fedchenko does not feel comfortable approving Item III.3. Approval of Policy and Procedures under the "Consent Agenda". Director Fedchenko had questions and spelling corrections.

Secretary Roper requests that a matrix be included when Approval of Policy and Procedures Manuals are presented to the Board of Directors. This will assist on not having to review the voluminous material from page to page right away.

Shannon Jimerson, CNO stated that the policies need to be approved through two committees and the Board of Directors before they are official. Some of the policies that are on the agenda are urgent and the others can be put on hold. The

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policy and procedures manuals on the consent agenda have been reviewed by two committees already.

Director Fedchenko recommends not to include the Policy and Procedures Manuals at this time.

President Hickman asked Attorney Nave if the approval of the Policy and Procedures can be done by a Policies Committee (two board members). Attorney Nave stated the Board can delegate members with the understanding that the Board is ultimately responsible. What the Board cannot do, due to the Brown Act, is distribute the policies to all five board members and solicit the opinion of all five directors. If that is done, you have now engaged a quorum of the board on a business item outside of a noticed Board Meeting.

Attorney Nave stated that the idea is to have the policy and procedures under the consent agenda because the items come often in bulk and have already been approved by two committees.

Policies can always be pulled and presented as a Business Item if there are any questions or concerns.

**Action:** Secretary Roper moved to approve the agenda. Treasurer Carson seconded.

Roll Call-

Secretary Roper "AYE"

Treasurer Carson "AYE"

President Hickman "AYE"

Director Fedchenko "Abstain"

**II. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**  
NONE

**III. BUSINESS ITEMS**

**A.** Discussion regarding future of Southern Inyo Hospital facilities.

Attorney McDow stated that she does not have anything to report.

Attorney Nave stated that he does not have anything to report.

Discussion on setting dates for future workshops for Strategic Planning.

Brian Cotter, CEO and Attorney Nave are to set possible dates.

**B. Consent Agenda**

**1. Approval of Minutes**

**a. Regular Board Meeting Minutes of October 9, 2018.**

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**Action:** Director Fedchenko moved to approve the Regular Board Meeting Minutes of October 9, 2018. Treasurer Carson seconded. All approved.

## 2. Approval of the Medical Staff Privileges

- a. Erica Rotondo, DO, Clinic and/or ER Physician, 90 days Temporary Medical Staff Privileges
- b. Eric Bradfield, FNP, One-Year Provisional Medical Staff Privileges
- c. Robert S. Kollen, ER Physician, Extended Medical Staff Privileges

**Action:** Secretary Roper moved to approve the 90 days temporary medical staff privileges for Erica Rotondo, DO, Clinic and/or ER Physician, One-Year Provisional Medical Staff Privileges for Eric Bradfield, FNP and the extended medical staff privileges for Robert S. Kollen, ER Physician. Treasurer Carson seconded. All approved.

## 3. Approval of Policy and Procedures Manuals

- a. Policies and Procedures approved by Medical Staff, 01/15/2018
  1. Skilled Nursing Facility-History & Physical Exam, physician discharge summary, progress note, physicians orders, Notice of Transfer/discharge
  2. Nursing-Tuberculin Skin Test, Omnicell Automated drug dispensing unit usage and documentation, release of body to mortuary, cover pages
  3. Physical Therapy-MDS Tracking
  4. Medical Records-Credentialing and Cover page
- b. Policies and Procedures approved by Medical Staff, 05/30/2018
  1. Skilled Nursing Facility-Rapid Response Code, New P & P format and Antimicrobial Stewardship Program
- c. Policies and Procedures approved by Medical Staff, 07/30/2018.
  1. Skilled Nursing-Supportive services SNF/Swing Bed, Discharge Summary SNF/Swing Bed, Swing Bed Chart Check, Generic Substitution, Controlled drug distribution, Controlled Substance reports, formulary, biological chemical indications for monitoring steam sterilization, admissions-social services concern/grievance procedure potassium replacement guidelines physical order, acute alcohol withdrawal orders, Elopement wandering prevention, safety devices, elopement incident search assignment, missing resident

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policy audit, bed-hold, transfer and discharge, medication error analysis tool, black box warning drug list 2018, Informed consent.

**d. Policies and Procedures approved by Medical Staff, 10/26/2018.**

1. Emergency Department
2. Disaster
3. Infection Control

**Action:** Treasurer Carson moved to approve the Policy and Procedures Manuals with the request of including a matrix with all future Policy and Procedures. Secretary Roper seconded. All approved except Director Fedchenko. Director Fedchenko abstains.

**4. Approval of Contracts recommended by the Finance Committee.**

- a. Lone Pine Communications Subscription for the Clinic
- b. ADP GLI Infolink
- c. Robert S. Kollen, MD, ER Physician Contract

**Action:** Secretary Roper moved to approve the contracts recommended by the Finance Committee, Lone Pine Communications, ADP GLI Infolink and Robert Kollen, MD, physician contract. Director Fedchenko seconded. All Approved.

**C. CompHealth Contract**

Attorney Nave requested to table Item III., C. CompHealth contract. No progress.

**D. Tuition Assistance Agreement Template**

Attorney Nave gave a brief description of the Tuition assistance agreement template (w/ S. Esparza). The Tuition assistance is an education opportunity for employees. This relates to the employee's job performance.

Brian Cotter, CEO will need to line out the details.

Need to determine the type of courses that qualify and the parameter on price.

Attorney Nave recommends a policy for tuition assistance.

Roxanne Culp, HR stated that there are employees requesting financial help.

Shannon Jimerson, CNO stated that most hospitals offer tuition assistance depending on financial availability.

President Hickman stated that the tuition assistance needs to be part of the budget.

Director Fedchenko stated that it will need to be approved only if it will help and better the hospital and employee. Also, that we need to remember that we are still in bankruptcy.

Secretary Roper suggested that SIHD budget beforehand, a year in advance.

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Treasurer Carson agrees with Secretary Roper and Director Fedchenko.

President Hickman mentioned Relias. Relias provided a CNA recertification program. SIHD no longer subscribed to Relias.

SIHD does not want to lose sight on overall managing of employees. Shannon Jimerson, CNO stated that we can do classes internally by our Director of Staff Development.

**Action:** Director Fedchenko moved to approve the Tuition Assistance agreement with Stephanie Esparza. Treasurer Carson seconded.

Roll Call-

Director Fedchenko "AYE"

Treasurer Carson "AYE"

President Hickman "AYE"

Secretary Roper "Abstain"

#### **E. Hamblin's Plumbing Parcel Tax Appeal**

Director Fedchenko stated that he recalls that the Parcel Tax appeal letter from October 2017. Director Fedchenko attempted to handle and believed that this was credited that year.

President Hickman stated that once a year SIHD needs to review the Parcel Tax rolls. President Hickman went through rolls with Inyo Co. and tried to confirm all on Parcel Tax Rolls (Pro or Con) were correct.

SIHD has to pay a fee when we need to make corrections with Inyo Co.

Attorney Nave reviewed the 2005 Resolution-

A. Upon every parcel of unimproved or improved real property for which the Inyo County Assessor has assigned an assessor's parcel number: Fifty Dollars (\$50.00).

B. Upon every such parcel which is improved with one (1) or more dwelling units: The additional sum of One Hundred Dollars (\$100.00) per dwelling unit.

C. Upon every such parcel upon which is located a commercial business, or which parcel is used for conducting a commercial business, or upon which is located commercial improvements, the additional sum of Five Hundred Dollars (\$500.00).

**Action:** The Board of Directors directed item III, E Hamblin's Plumbing Parcel Tax Appeal to the Finance Committee to review, make a decision and report it to the proper authorities at the County of Inyo.

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Director Fedchenko moved to approve that Item III, E. be directed to the Finance Committee to review, make decision and report it to the proper authorities at the County of Inyo. Treasurer Carson seconded. All approved.

#### **F. HIM Consultant Contract**

Attorney Nave review the HIM (Health Information Management) Consultant Contract with Sally Emery, RHIA. Nave removed info that did not relate to SIHD, nothing in terms of duties.

Chet Beedle stated that having HIM is a state requirement, at least 16 hours the minimum of services.

President Hickman inquired if this contract includes Compliance Officer duties. Mr. Beedle stated that the scope of work can be more detailed. At no additional charge. Mr. Beedle stated that Sally Emery has 20 years of experience and is extremely competent.

**Action:** Director Fedchenko moved to approve the HIM Consultant contract including approved Scope of Services by Attorney Nave. Secretary Roper seconded. All Approved.

#### **G. Omnicare Pharmacy Contract**

Shannon Jimerson, CNO provided a brief background of the need for Omnicare Pharmacy. Medications are not being filled on time. Current provider is unable to provide emergency kits. Omnicare carrier will be able to drop off the medications at no charge and can provide emergency kits. Omnicare provides 7 days a week service. There is no charge on carrier portion and Omnicare will bill the insurance direct. Outpatient Revenue would go down. Correctly, there has been med errors, there's timing issues and mileage involved.

**Action:** Secretary Roper moved to approve item III, G. Omnicare Pharmacy Contract. Treasurer Carson seconded. All approved.

#### **H. Prepaid Credit Card (2) – Emergency and Skilled Nursing Transportation**

At times the hospital has situations and skilled nursing transportations that a card is required/needed. For example-Background screening, emergency maintenance issues and fuel for out of town patient transportation.

Need to address who will be in control and who will be handling the card(s). Mr. Beedle suggests a credit card not a "prepaid" card. The credit card will list all the charges.

**Action:** Treasurer Carson moved to have the Finance Committee finish out the details on the credit cards. Secretary Roper seconded. All approved.

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The Board also approved that Jeff Sheffield's Reimbursement Request be added to the next Finance Committee Agenda.

**I. Discussion of Sale of Accounts Receivable**

Chet Beedle reviewed and found that there has not been a collection agency for about 2 years. There's a lot of monies in the AR and no one will pay. Mr. Beedle recommends sale of accounts receivable and recommends anything over 120 or 180 days.

Hickman reintroduced Traci Gilmore who is working in the Business Office. Traci stated that the sale of accounts receivable will be a one-time deal. It would not be a help consultant.

Attorney Nave stated that he is not sure what will be involved in the sell.

Item III, I. was a discussion only. No action made by the Board of Directors.

**J. Proposed Time Change to December 11, 2018 Regular Board Meeting**

The Dow Villa Mixer is on December 11, 2018. Hickman proposed the Regular Board Meeting for December 11<sup>th</sup> be rescheduled for between 2:00 or 3:00 pm.

**IV. REPORTS**

**A. Financial Report**

Mr. Beedle, Financial Consultant reviewed the Financial Summary report for August 2018 and the Cash flow Budget.

**B. CEO Report**

**C. Medical Staff Report**

Shannon Jimerson, CNO reviewed the CEO reports and Medical Staff report. At this time, SIHD is not certified to have Swing Bed. Shannon has been in contact with Nathan with CDPH. Nathan with CDPH needs to determine if the state needs to do a survey. Shannon will continue to follow up on status.

Currently, the Clinic has Renown for Telemed. SIHD doesn't get anything for it. It also takes up staff time. Shannon Jimerson has reached out to UC Davis for Telemed. UC Davis will charge SIHD and SIHD can bill out for services.

Shannon Jimerson mentioned that SIHD will have a new RN in February 2019. There is a travel nurse who would like to join our staff after their contract is up.

**V. COMMENTS FROM THE BOARD OF DIRECTORS**

President Hickman gave thanks to all involved in the Open House.

President Hickman stated that the Inyo Co. Board of Supervisors approved the request to waive the election fees for Measure J. The total cost was \$12,621.00. SIHD will be sending a letter to the Board of Supervisors.

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Treasurer Carson gave thanks for all the hard work.  
Secretary commented on the Open House, stating it was wonderful.

President Hickman stated that there was a hearing scheduled November 29<sup>th</sup> that was reset for December 19<sup>th</sup> in regards to taxes with Benzevi.  
The next status conference is set for December 12<sup>th</sup>.

President Hickman mentioned that Boulder Creek will be hosting a Holiday Luncheon on December 13<sup>th</sup>. All monies benefit the SIH Foundation. Guest are ask to bring a gift for a Skilled Nursing Resident.

The Southern Inyo Hospital foundation received a donation which covered the fee for filing of their 501(C)(3).

**VI. CLOSED SESSION**


- A. Existing Litigation (Govt Code 54956.9): Chapter 9 Bankruptcy
- B. Personnel: CEO Evaluation

**VII. CLOSED SESSION REPORT**

The Council and the Board discussed the Chapter 9 Bankruptcy and CEO Evaluation. No action was made by the Board of Directors.

**VIII. ADJOURNMENT**

The meeting adjourned at 7:20 p.m.

  
\_\_\_\_\_  
President or Secretary of the Board

1-8-19  
\_\_\_\_\_  
Date

Regular Board Meeting Minutes November 13, 2018

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**NOTICE TO THE PUBLIC**

**PUBLIC COMMENT PERIOD FOR REGULAR MEETINGS**

Members of the public may comment on any item on the agenda before the Board takes action on it. The public may also comment on items of interest to the public that is within the subject matter jurisdiction of the Board; provided, however, the Board may not take action on any item not appearing on the agenda unless the action is otherwise authorized by law. Any person addressing the Board will be limited to a maximum of three (3) minutes so that all interested parties have an opportunity to speak.

**COPIES OF PUBLIC RECORDS**

All writings, materials, and information provided to the Board for their consideration relating to any open session agenda item of the meeting are available for public inspection and copying during regular business hours at the Administration Office of the District at 501 E. Locust Street, Lone Pine, California.

**COMPLIANCE WITH ADA**

This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (Cal. Gov't Cod. § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Administrative Office during regular business hours by phone at (760) 876-5501, or in person at the District's Administrative Office at 501 E. Locust St., Lone Pine, California.

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# **BOARD OF DIRECTORS MEETING**

**November 13, 2018**

**Southern Inyo Healthcare District**



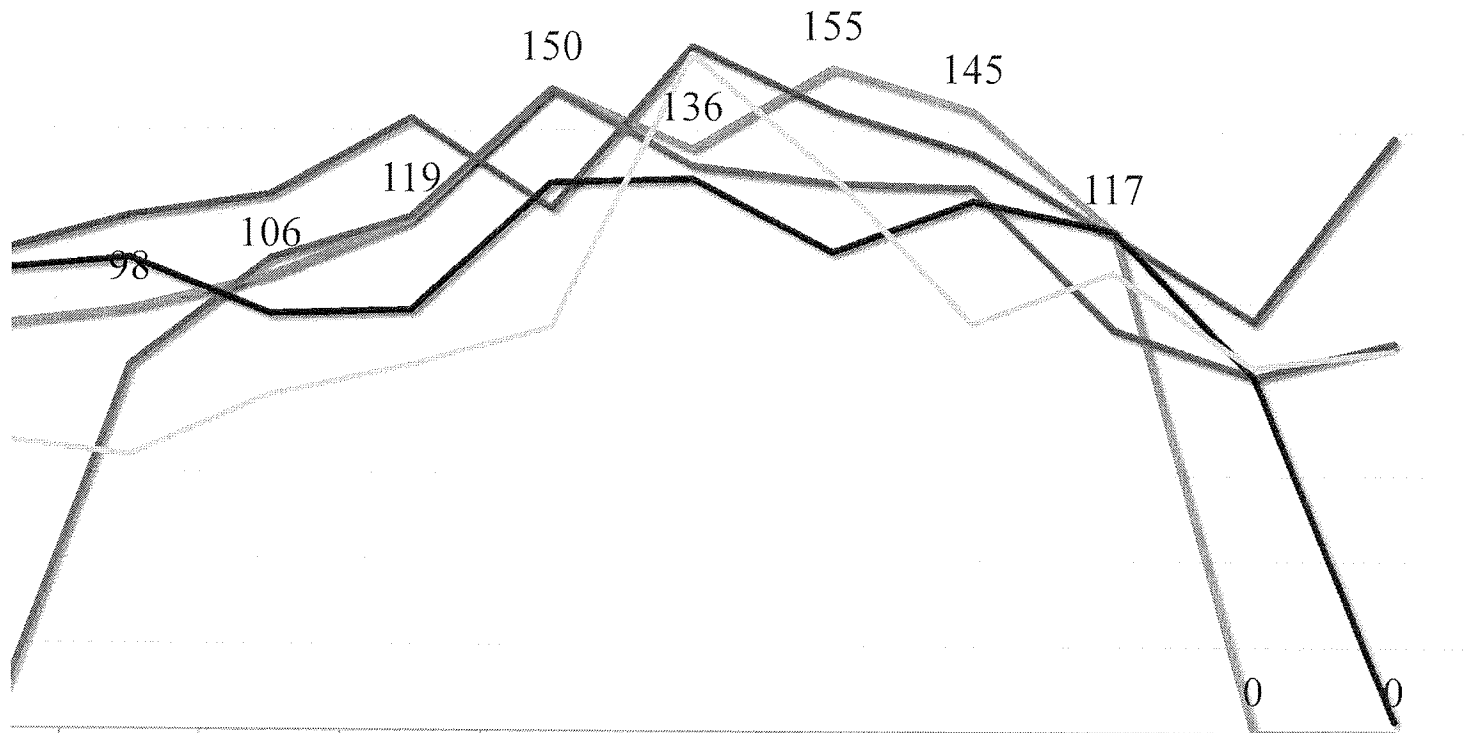
# Emergency Room Volume

per Day

Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
3.17	3.54	3.84	5	4.39	5	4.83	3.78		
3.8	4.2	4.6	4.1	5.2	4.7	4.5	3.7	3.2	4.49
2.7	3.7	3.9	5.0	4.3	4.1	4.1	3.0	2.8	2.9
3.5	3.2	3.2	4.3	4.2	3.6	4.1	3.8	2.8	0.1
2.1	2.6	2.7	3.1	5.1	4.2	3.2	3.5	2.8	2.9
2.5	2.2	2.8	3.3	3.4	3.0	3.3	2.0	2.3	2.1
2.7	3.5	3.2	4.2	3.8	3.9	3.2	3.0	2.7	2.9

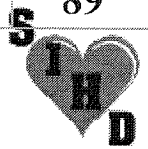


# Emergency Room Volume – Visits Per Month

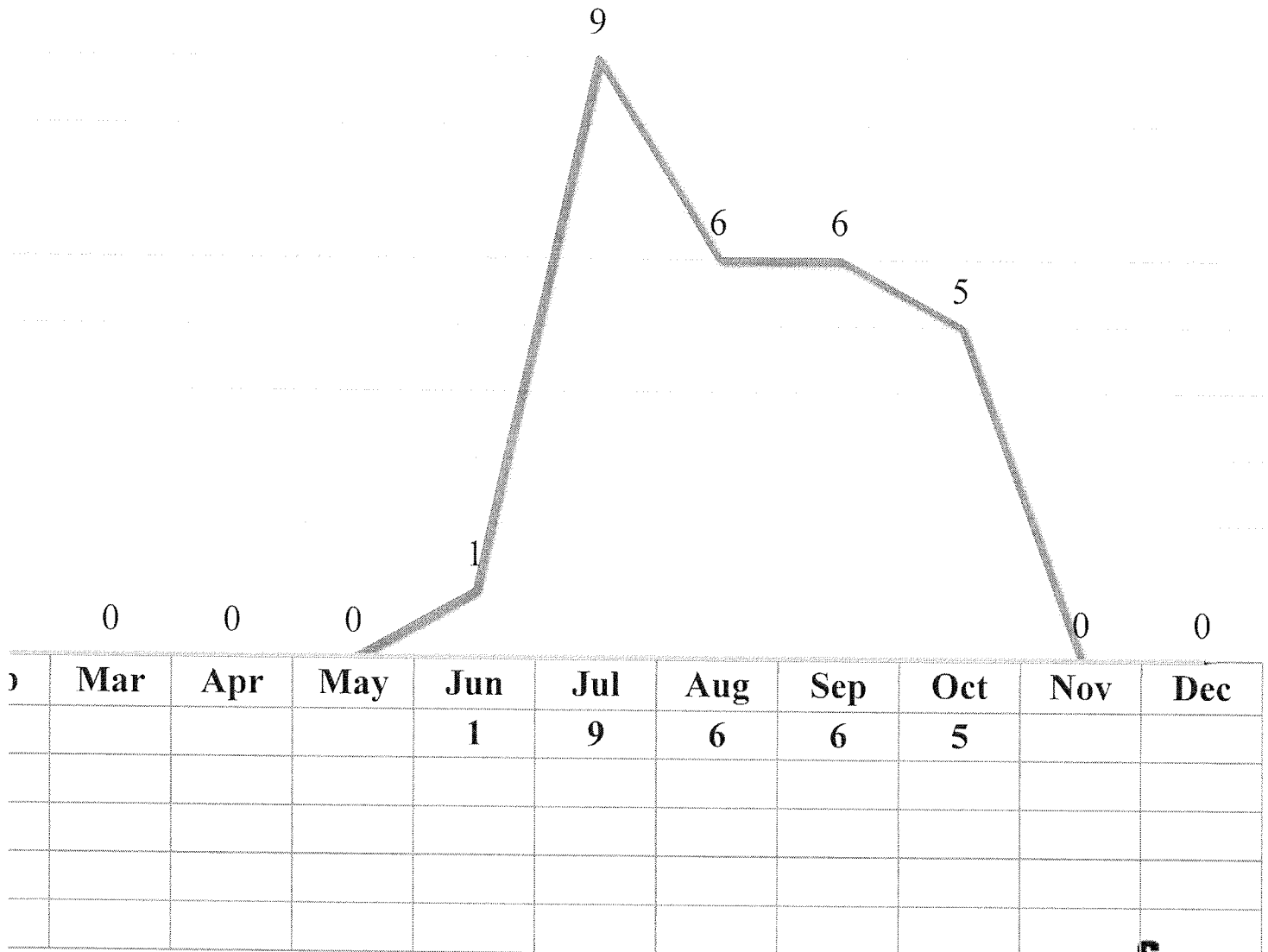


	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	98	106	119	150	136	155	145	117	0	0
2017	120	125	143	122	160	145	135	116	96	139
2016	85	110	120	150	132	128	127	94	83	91
2015	110	97	98	128	129	112	124	117	83	3
2014	64	78	85	94	158	130	95	107	85	89

— 2018 — 2017 — 2016 — 2015 — 2014

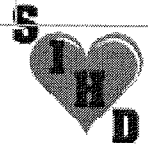


# Acute & Swing Room – Patients Per Month

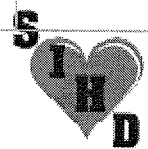
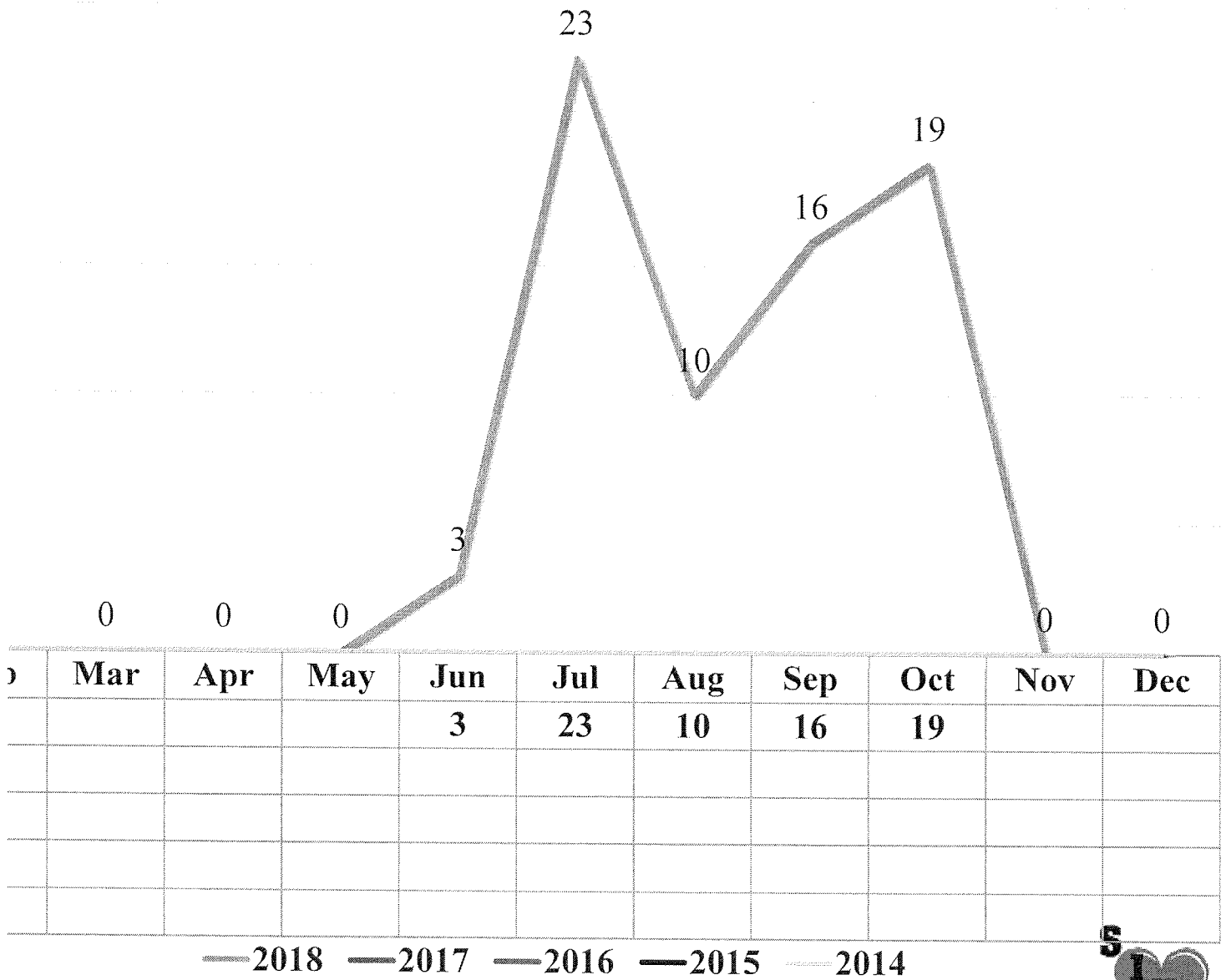


	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
				1	9	6	6	5		

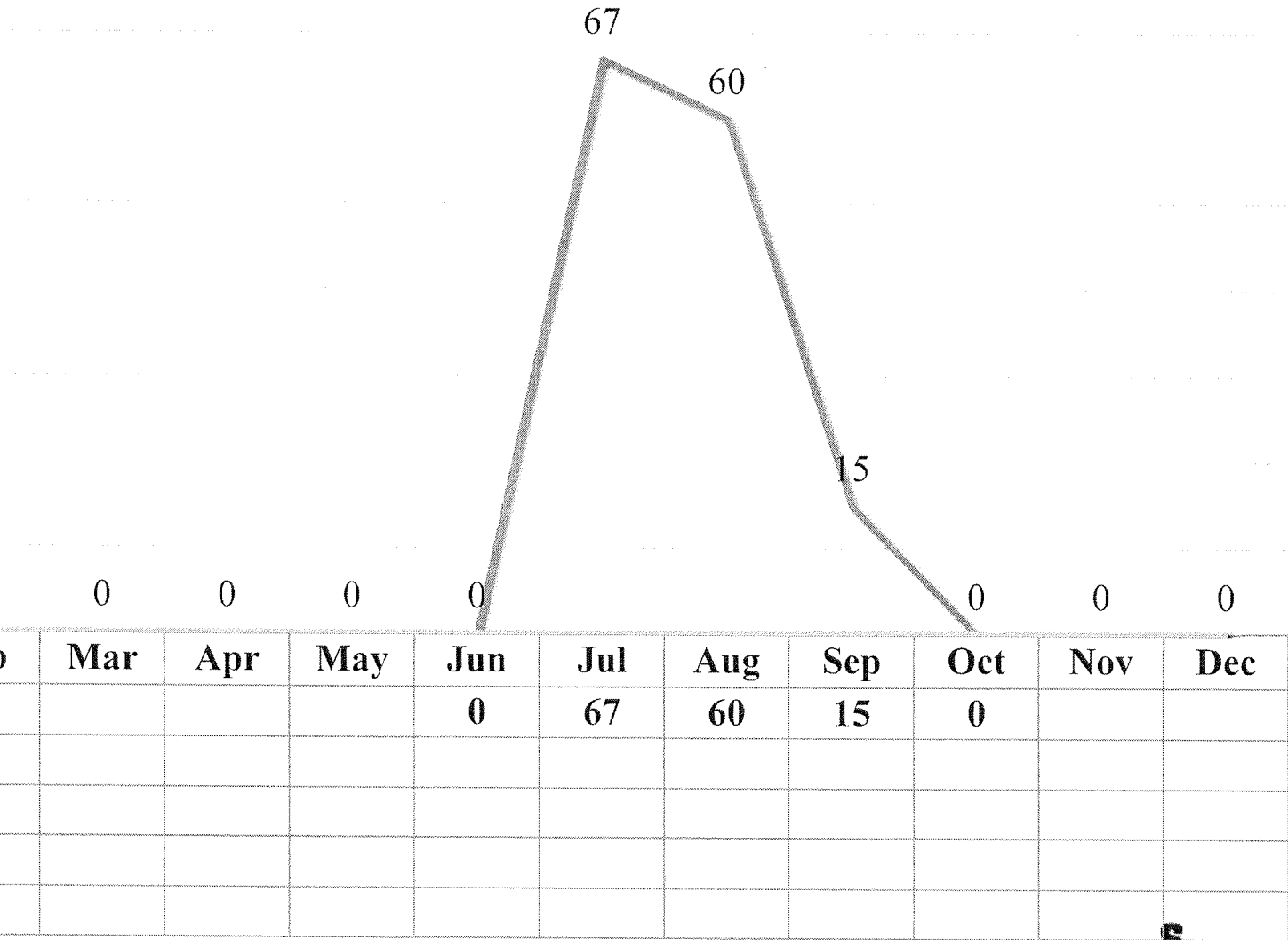
—2018 —2017 —2016 —2015 —2014



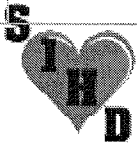
# Acute Room – Total Days in Acute



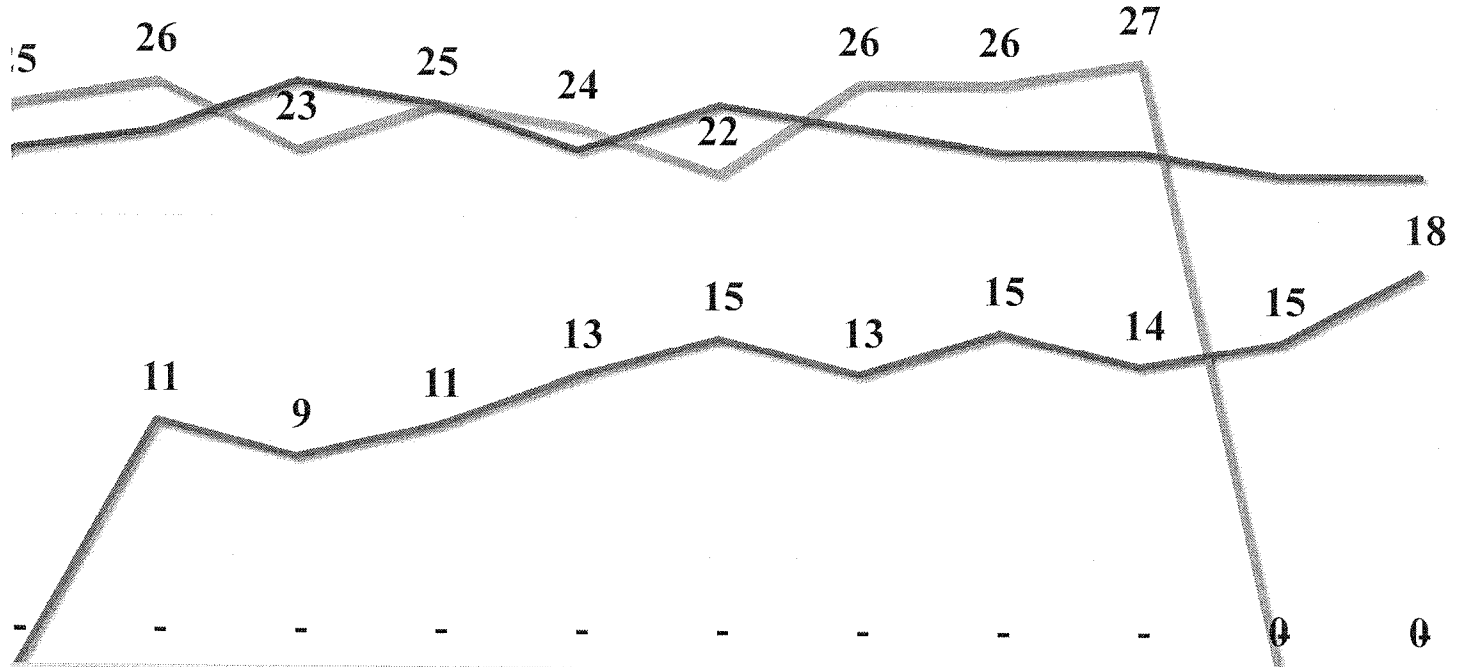
# Swing Bed Room – Total Days in Swing Bed



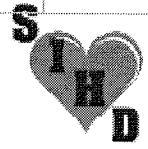
—2018 —2017 —2016 —2015 —2014



# Old Nursing Facility Volumes – Monthly Census

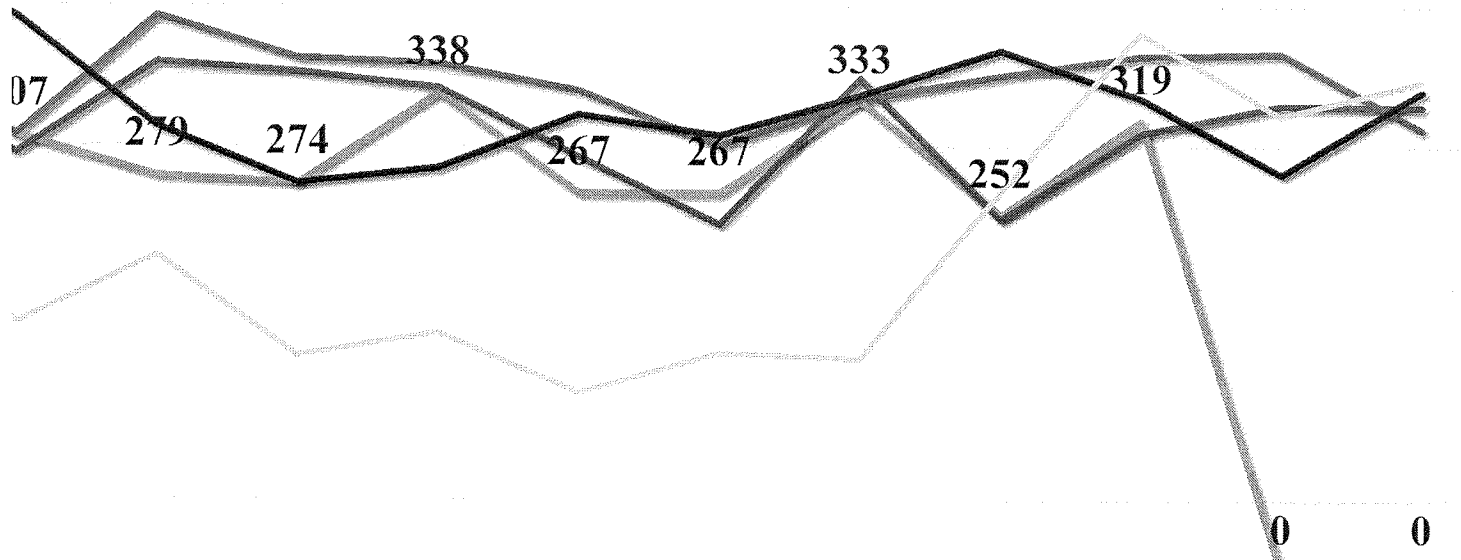


Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
25	26	23	25	24	22	26	26	27		
23	24	26	25	23	25	24	23	23	22	22
-	11	9	11	13	15	13	15	14	15	18
-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-





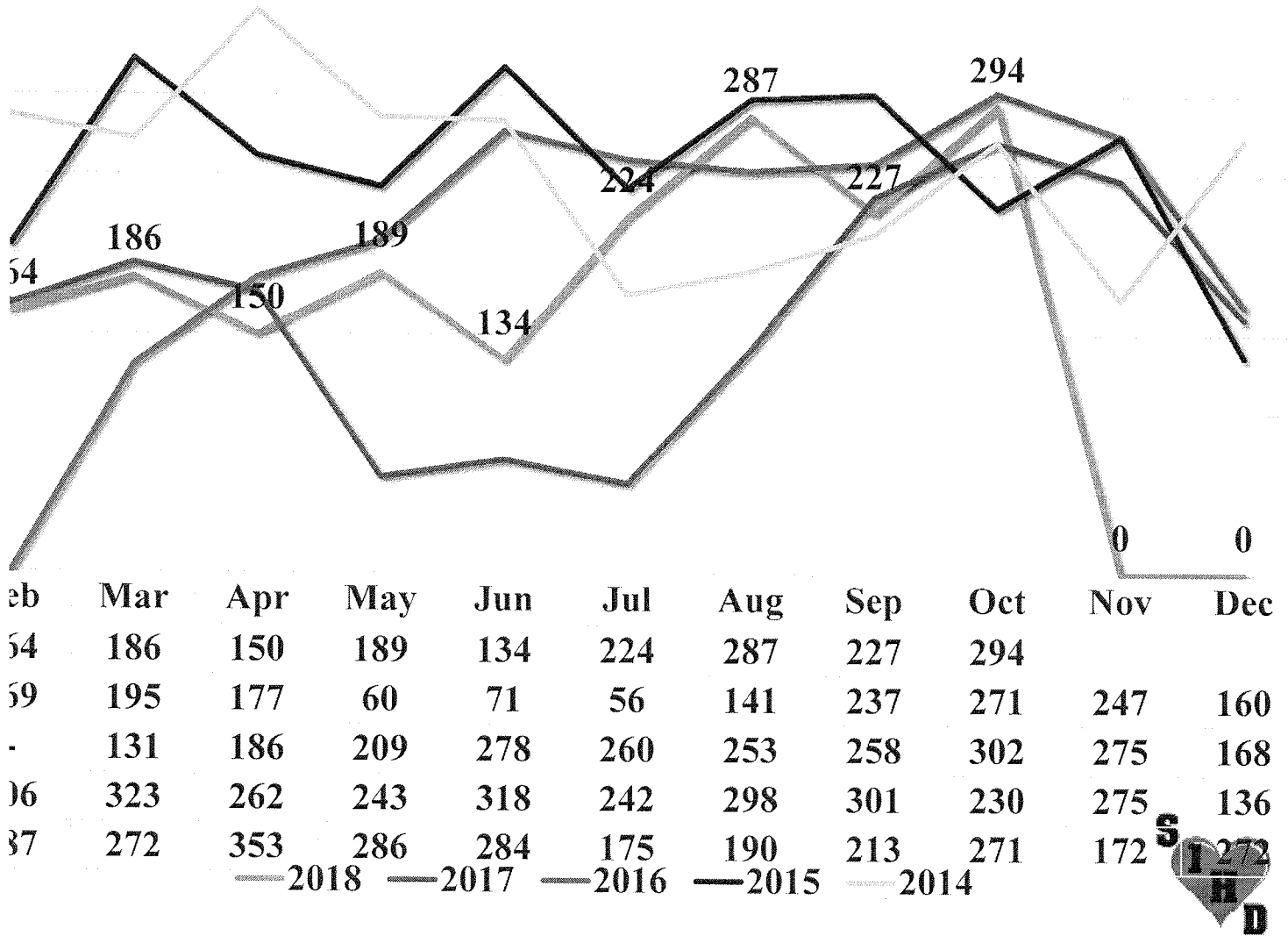
# SD Rural Clinic Volumes – Visits Per Month



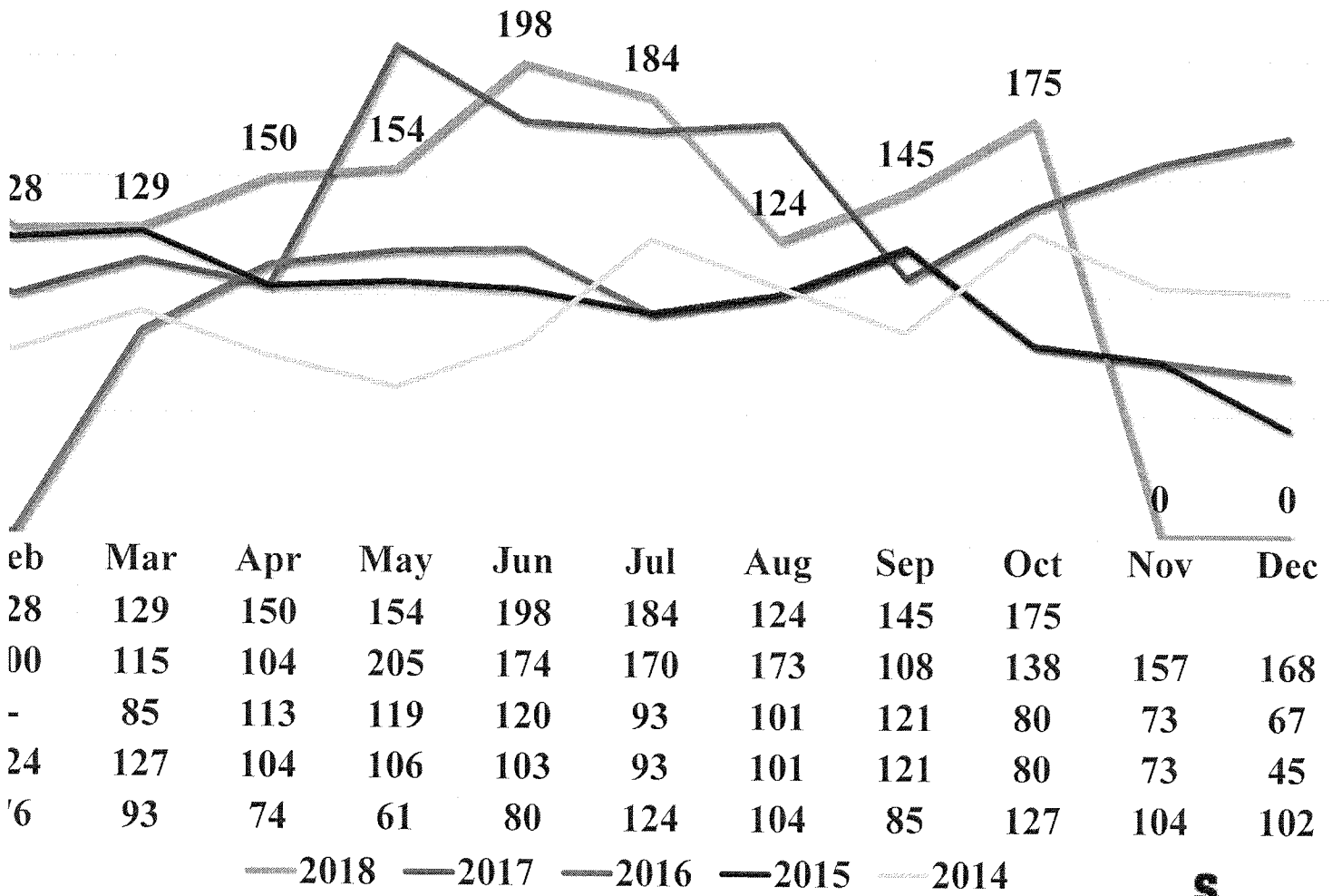
Year	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	279	274	338	267	267	333	252	319	0	0
2017	360	353	342	293	245	349	249	310	330	329
2016	393	363	359	340	301	334	351	365	367	313
2015	314	274	285	323	308	337	369	335	281	340
2014	222	152	168	126	154	150	267	381	322	346



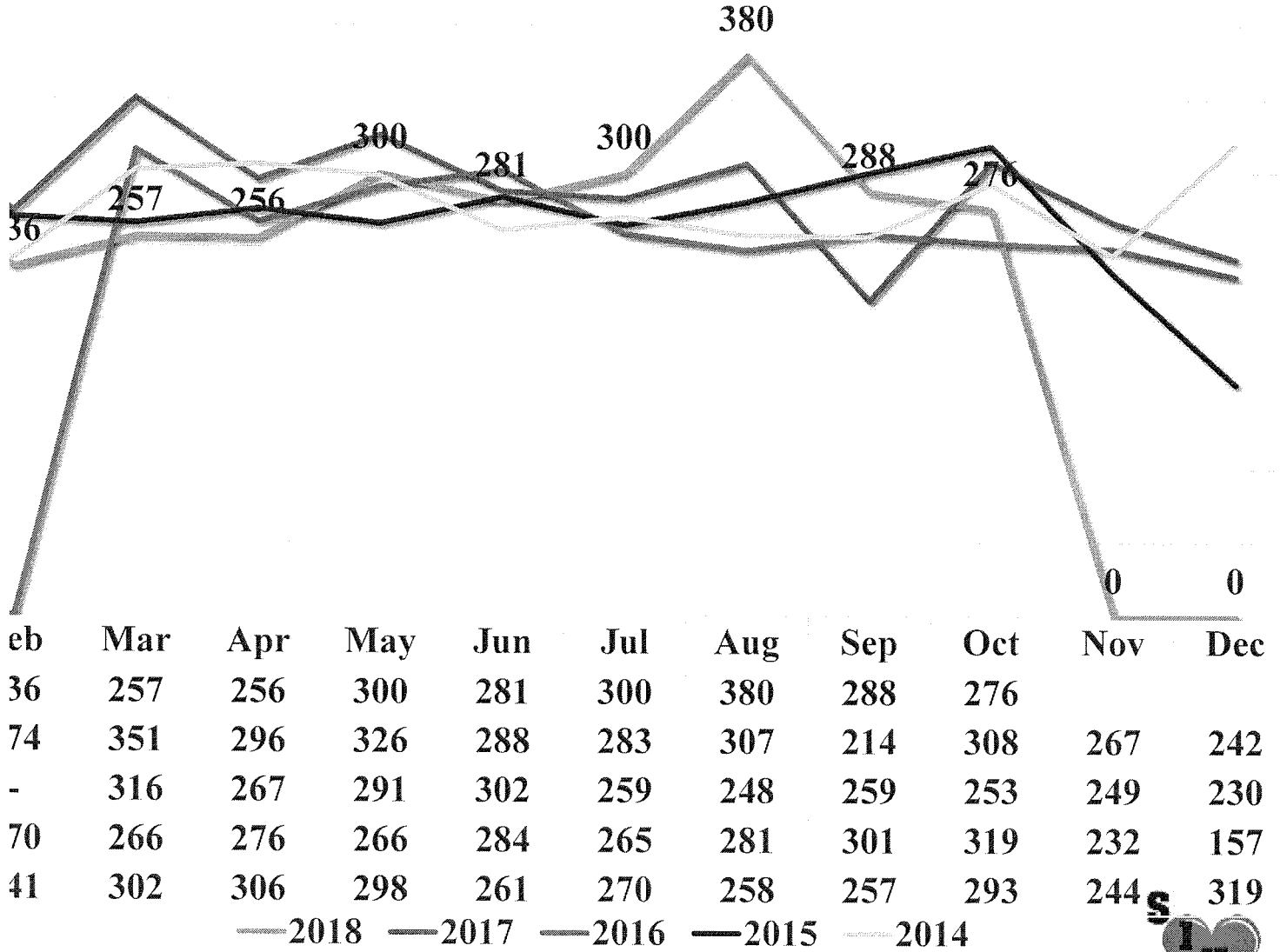
# Physical Therapy Volumes



# Ray Volumes – Visits-Exams Per Month



# Laboratory Volumes



# SOUTHERN INYO HEALTHCARE DISTRICT

## EXECUTIVE FINANCIAL SUMMARY

Two Months Ended August 31, 2018

### BALANCE SHEET

	8/31/2018	6/30/2017
<b>ASSETS</b>		
Current Assets	\$5,085,683	\$3,992,671
Assets Whose Use is Limited	17,783	19,256
Property, Plant and Equipment (Net)	0	(0)
Other Assets	0	0
<b>Total Unrestricted Assets</b>	<b>5,103,466</b>	<b>4,011,927</b>
Restricted Assets	0	0
<b>Total Assets</b>	<b>\$5,103,466</b>	<b>\$4,011,927</b>
<b>LIABILITIES AND NET ASSETS</b>		
Current Liabilities	\$3,490,840	\$3,610,299
Long-Term Debt	(0)	(15,800)
Other Long-Term Liabilities	2,042,618	966,818
<b>Total Liabilities</b>	<b>5,533,458</b>	<b>4,561,317</b>
Net Assets	(429,993)	316,559
<b>Total Liabilities and Net Assets</b>	<b>\$5,103,465</b>	<b>\$4,877,876</b>

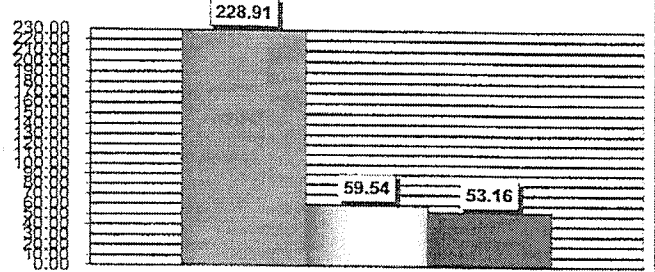
### STATEMENT OF REVENUE AND EXPENSES - YTD

	ACTUAL	BUDGET
<b>Revenue:</b>		
Gross Patient Revenues	\$2,098,046	\$1,908,388
Deductions From Revenue	(586,484)	(968,316)
Net Patient Revenues	1,511,562	940,072
Other Operating Revenue	217,504	62,375
<b>Total Operating Revenues</b>	<b>1,729,067</b>	<b>1,002,447</b>
<b>Expenses:</b>		
Salaries, Benefits & Contract Labor	896,086	770,869
Purchased Services & Physician Fees	254,821	103,122
Supply Expenses	22,421	13,259
Other Operating Expenses	561,471	139,261
Bad Debt Expense	0	0
Depreciation & Interest Expense	55,346	60,642
<b>Total Expenses</b>	<b>1,790,145</b>	<b>1,087,153</b>
<b>NET OPERATING SURPLUS</b>	<b>(61,078)</b>	<b>(84,707)</b>
Non-Operating Revenue/(Expenses)	119,985	52,113
<b>TOTAL NET SURPLUS</b>	<b>\$58,907</b>	<b>(\$32,593)</b>

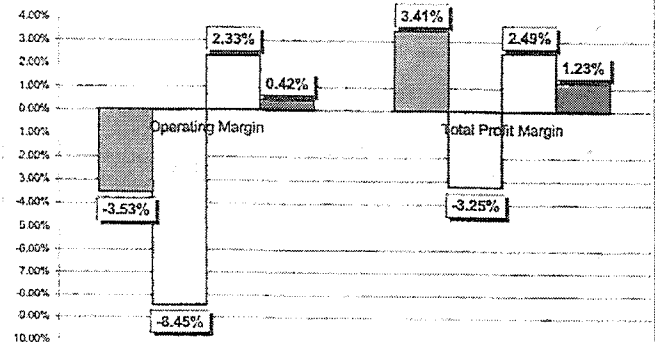
### KEY STATISTICS AND RATIOS - YTD

	ACTUAL	BUDGET
Total Acute Patient Days	23	4
Average Acute Length of Stay	2.6	0.7
Total Emergency Room Visits	264	302
Outpatient Visits	596	510
Total Surgeries	0	0
Total Worked FTE's	123.12	115.20
Total Paid FTE's	135.40	121.15
Productivity Index	0.9434	1.0000
EBITDA - YTD	-0.95%	-3.42%
Current Ratio	1.46	
Days Expense in Accounts Payable	360.27	

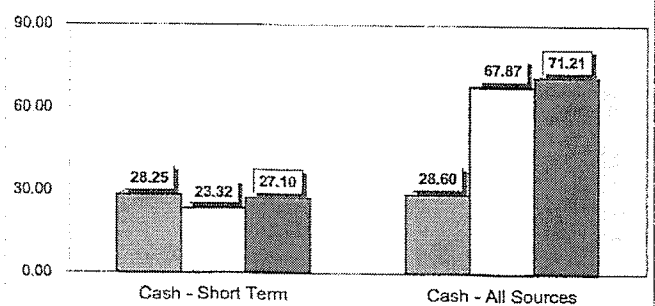
### NET DAYS IN ACCOUNTS RECEIVABLE



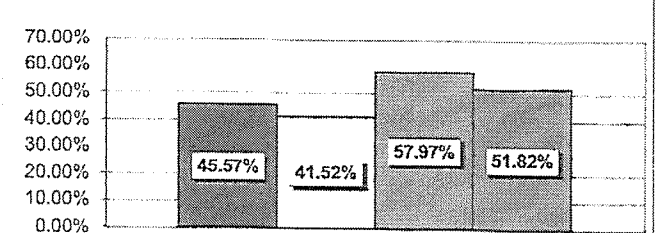
### HOSPITAL MARGINS



### DAYS CASH ON HAND

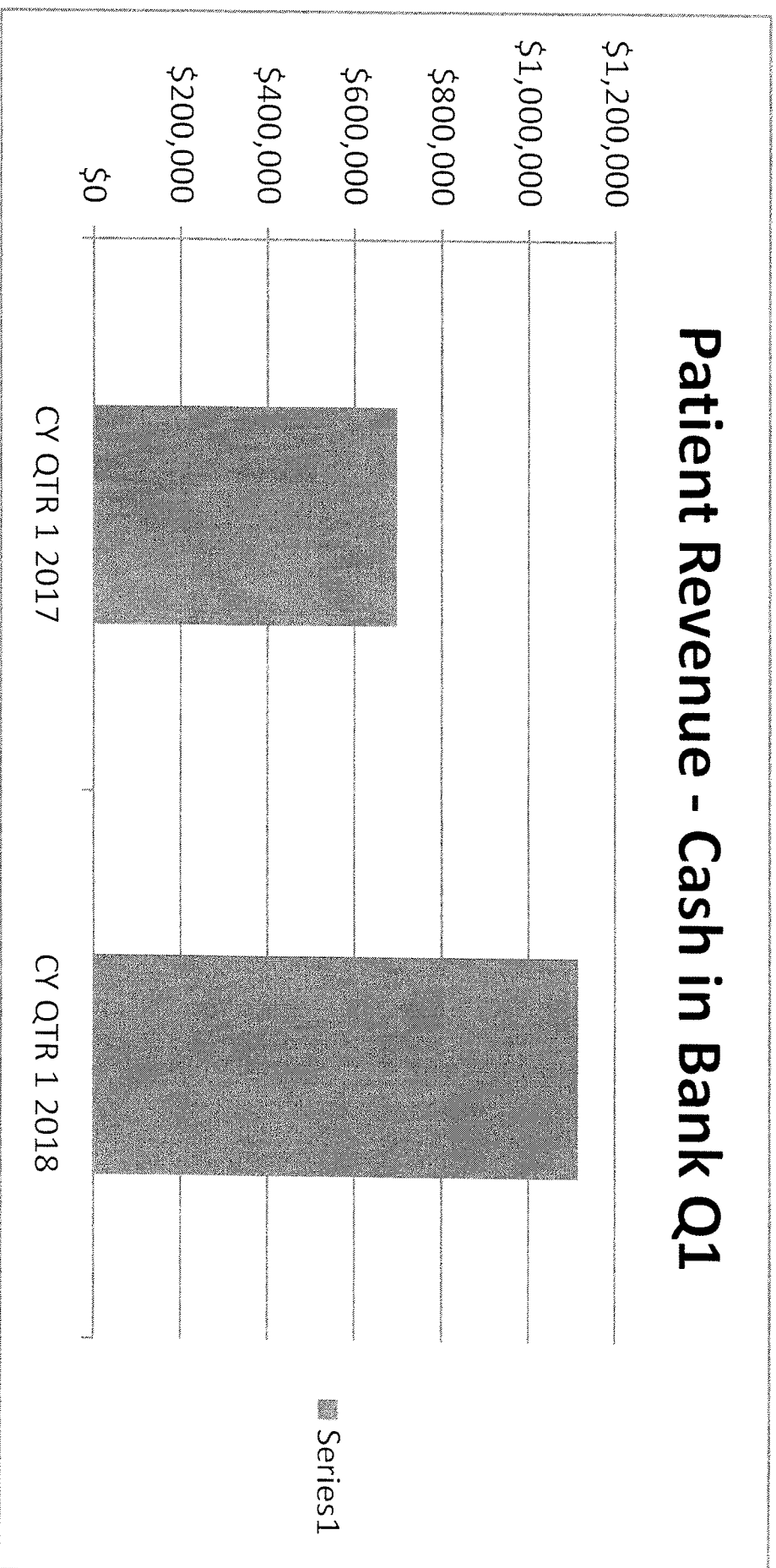


### SALARY AND BENEFIT EXPENSE AS A PERCENTAGE OF NET REVENUE

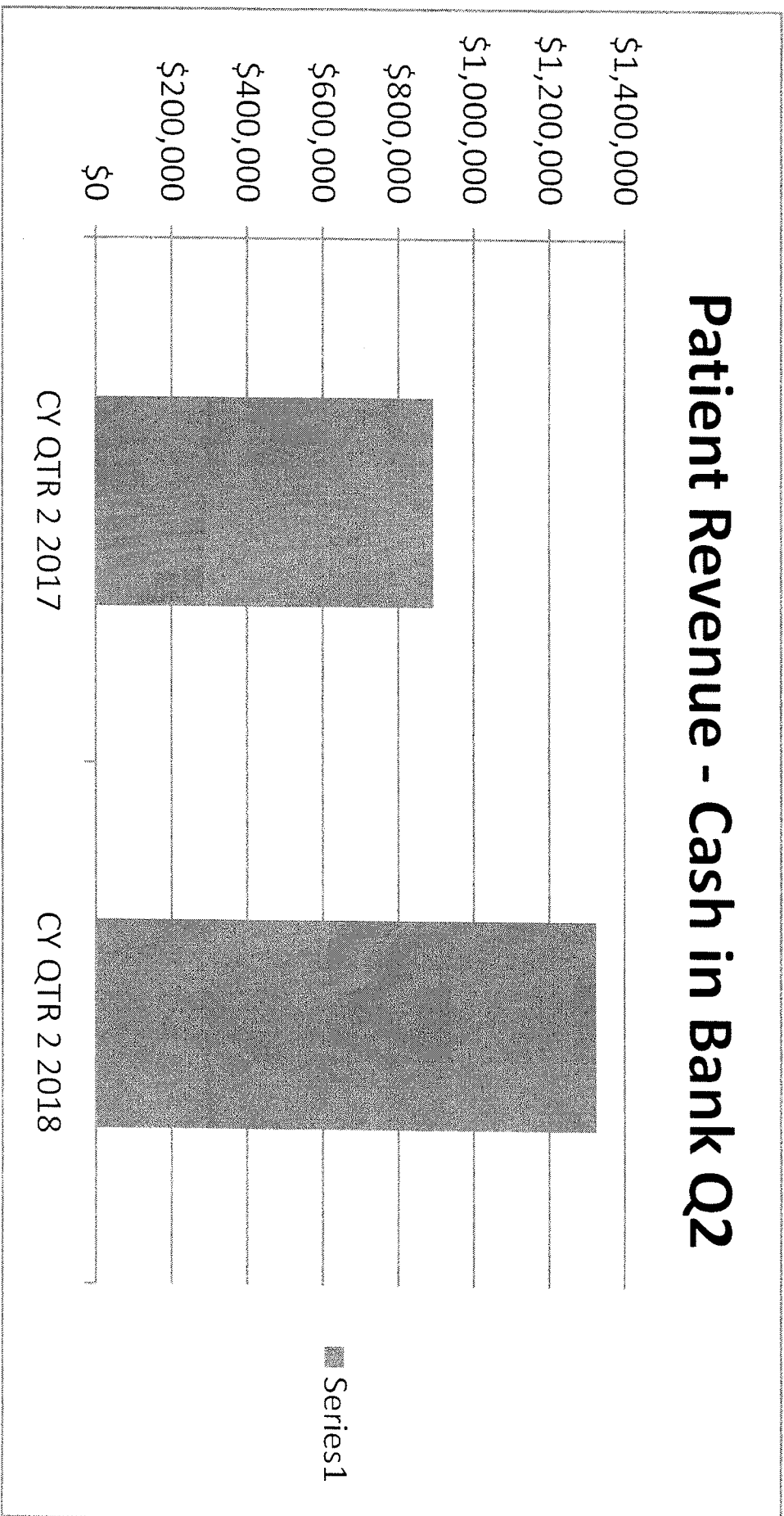


<b>FINANCIAL STRENGTH INDEX - (0.12)</b>			
Excellent -	Greater than 3.0	Good -	3.0 to 0.0
Fair -	0.0 to (2.0)	Poor -	Less than (2.0)

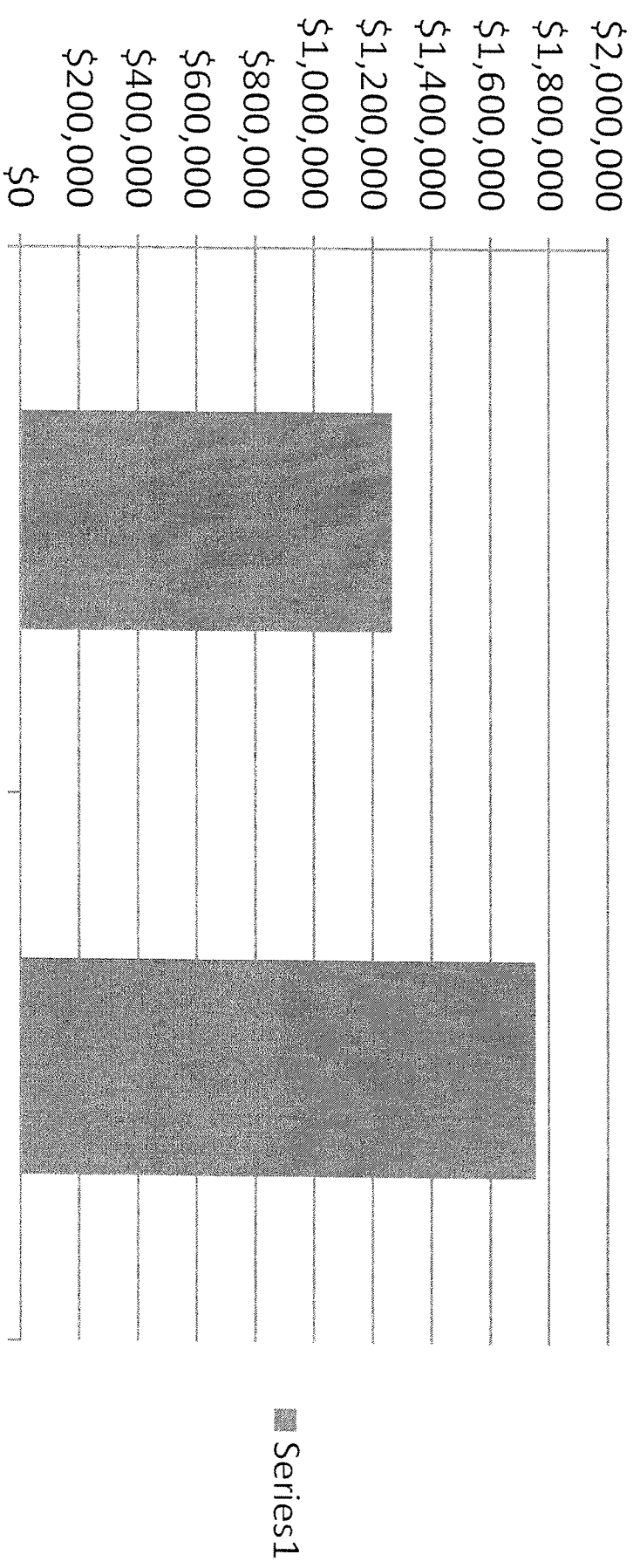
# Patient Revenue - Cash in Bank Q1



# Patient Revenue - Cash in Bank Q2

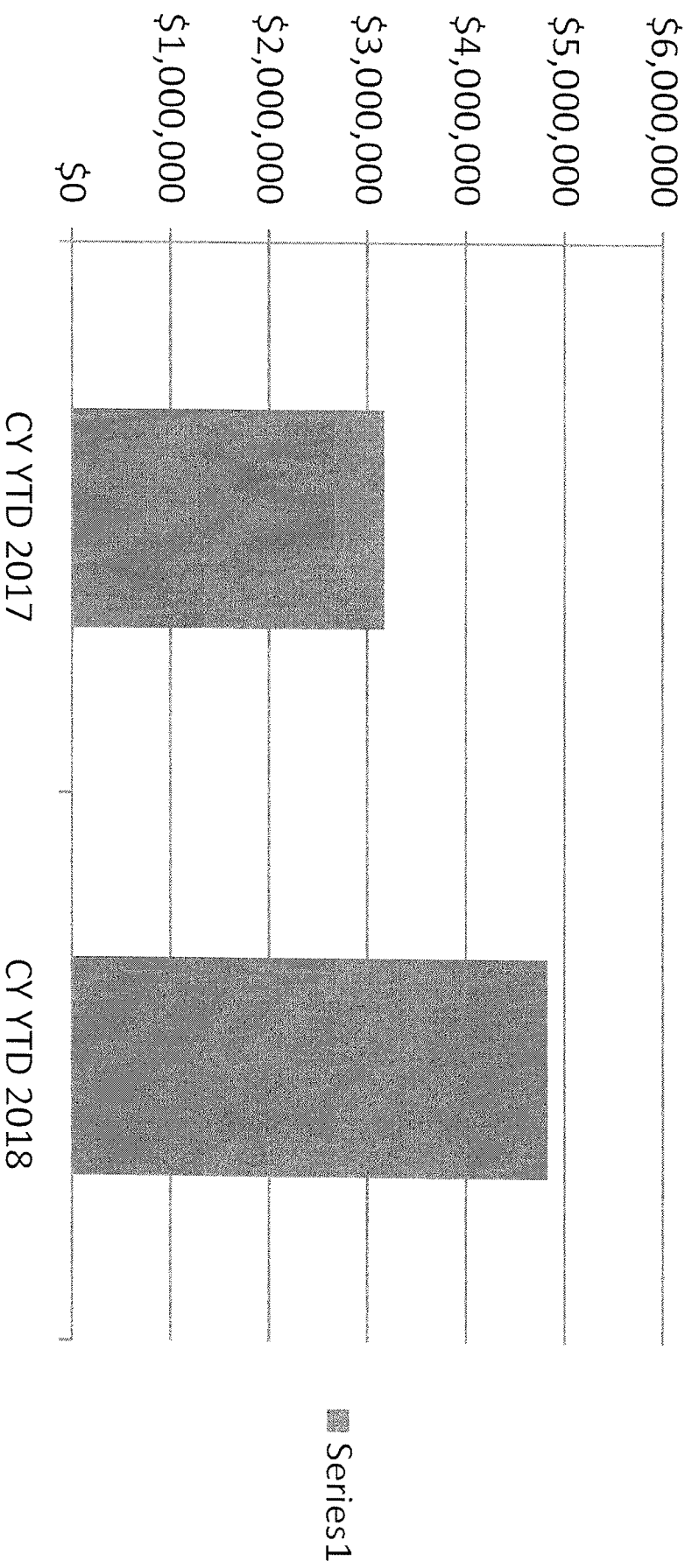


# Patient Revenue - Cash in Bank Q3

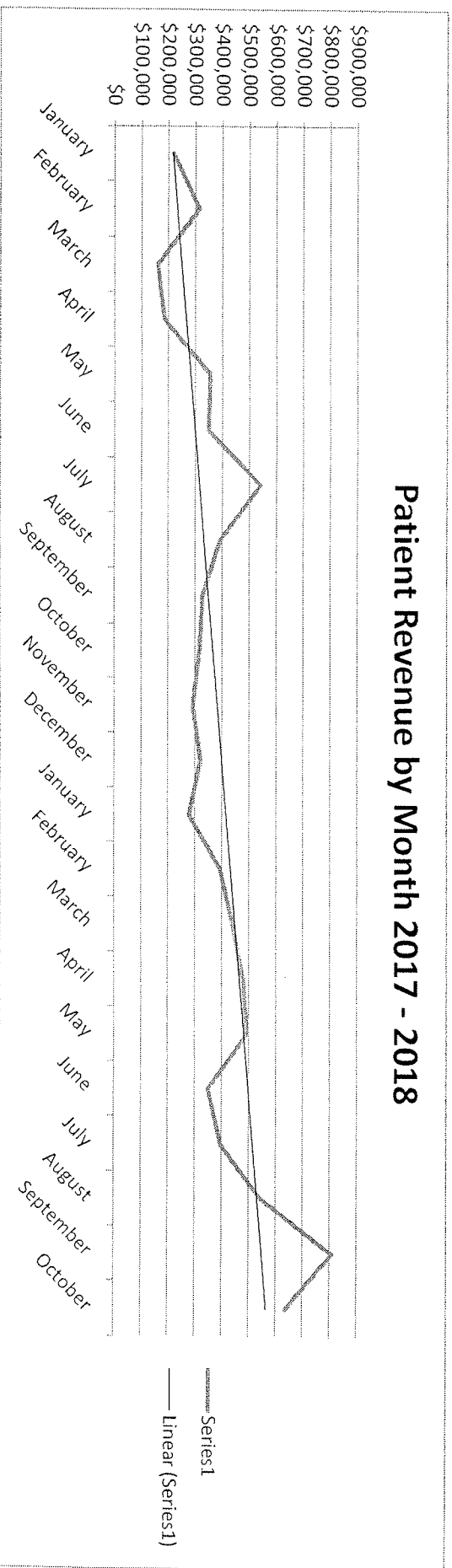




# Patient Revenue - Cash in Bank YTD



# Patient Revenue by Month 2017 - 2018



# Patient Revenue by Month 2017 - 2018

