

SOUTHERN INYO HEALTHCARE DISTRICT

Regular Meeting of the Board of Directors Minutes

Date: Tuesday, December 13, 2022

Time: 4:30 p.m.

Due to the COVID-19 state of emergency, the Board of Directors will conduct this meeting via video and tele-conference. A physical location will not be available to the public. You may participate in the meeting by using the call-in number specified in this Notice of Meeting. If you wish to speak to an item on the agenda, please inform the Board Chair when he/she asks for public comment. The Board's normal rules for public comment apply speakers are limited to 3 minutes per item. You may also email comments to mperkins@sihd.org prior to the start of the meeting, and your comment(s) will be distributed to the directors at the meeting.

If you need special assistance to participate in the meeting, please contact Maritza Perkins at 760-876-2210, and the district will attempt to accommodate your need.

Join Zoom Meeting

<https://us06web.zoom.us/j/87448407889?pwd=NmJmb1RDWGXnLOJ6UTR1WlU2WVlBdz09>

Meeting ID: 874 4840 7889

Passcode: 491793

One tap mobile

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PRESENT

Charles Carson, President

Mark Lacey, Treasurer (via zoom)

Carma Roper, Secretary (via zoom)

Jaquie Hickman, Director

ABSENT

Bruce Branson, Vice President

OTHERS

Peter Spiers, CEO

Maritza Perkins, Executive Assistant

Lindsey Stine, RHC Manager

Risa Bletcher, Lab Operations Lead

Scott Nave, Legal Counsel (via zoom)

Wes Thew, Financial Consultant (via zoom)

Sarah Paul, Financial Consultant (via zoom)

Board of Directors:

Charles Carson
President

Bruce Branson
Vice President

Carma Roper
Secretary

Mark Lacey
Treasurer

Jaquie Hickman
Director

I. CALL TO ORDER

The meeting was called to order at 4:32 p.m.

Director Hickman moved to approve the December 13, 2022 regular board meeting agenda. Secretary Roper seconded.

Roll Call

Mark Lacey	"AYE"
Carma Roper	"AYE"
Jaquie Hickman	"AYE"
Charles Carson	"AYE"

II. BUSINESS ITEMS

A. Consent Agenda: These items are considered routine and non-controversial and will be approved by one motion. If a member of the Board or public wishes to discuss an item, it will be removed from Consent and considered separately at the end of Business Items.

1. Approval of Policies & Procedures

a. Rural Health Clinic – Non-Clinical & Clinical (Approved by Med Staff)

1. Acute chest pain
2. Advance Directive
3. AED10
4. Aftercare Instructions
5. Alcohol & Substance Abuse
6. Animal Bites
7. ANOSCOPY
8. AUDIOMETRY TESTING
9. Burn Care
10. Certifying a Drug-Free Workplace
11. CHART AUDIT
12. Clean Dressing Change
13. Clinic Appts Review
14. Cold Compresses
15. Competency
16. COMPLAINT FORM
17. Complaint Procedure
18. Confidentiality of Information
19. CONFIDENTIALITY
20. CONSENT FORM FOR SURGICAL SPECIAL PROCEDURES
21. CONSET FORM FOR PROCEDURES
22. Cryosurgery
23. DESCRIPTION OF SERVICES
24. Diagnostic Imaging
25. Disaster Plan for Nursing Personnel
26. Disaster, Fire Policy
27. DISCHARGE INSTRUCTIONS
28. DOCUMENTATION REQUIREMENTS
29. Domestic Violence
30. EAR IRRIGATION
31. Ear Wash System
32. Employee Benefits.2010clinic
33. EMPLOYEE INJURIES ANDOR EXPOUSURE
34. Employment Categories
35. ENDOMETRIAL BIOPSY
36. Equipment and Supplies
37. EVACUATION OF EXTERNAL HEMORRHOID
38. Eye Irrigation
39. Eye Irrigation with Use of Morgan Lens

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40. Eye Medication Administration
41. Eye Ointment Application
42. Fecal occult blood
43. Female Cath Insertion and Removal
44. Female Chlamydia Culture
45. FISHHOOK REMOVAL
46. Foreign Body Removal
47. Ganglion Cyst Aspiration and Steroid Injection
48. General IV Therapy
49. Handheld Nebulizer Treatment
50. Hemorrhoids
51. Hepatitis B Vaccine Declination Form
52. HIPAA Violation of Confidentiality
53. HOURS OF OPERATION
54. Hypoglycemia assessment and treatment
55. Incident, Accident, Med Error Report
56. Incision and Drainage of Soft Tissue Abscess
57. Infection Control
58. Infectious Waste
59. Instillation of Ear Drops
60. Instrument Equipment Cleaning
61. Intradermal Injection
62. Intramuscular Injection
63. JOINT ASPIRATION
64. Lab Results
65. LACERATION REPAIR
66. Language Line
67. Leaving against medical advice
68. LESION REMOVAL
69. Male Catheter Insertion and Removal
70. MEDICAL ASSISTANT SCOPE OF PRACTICE
71. Medical Referrals
72. MEDICAL TREATMENT OF MINORS
73. Medication Handling and Administration
74. Nail Trephination
75. Non-Covered Services
76. Non-Sterile Eye Compresses
77. Nursing Assessment by LVN, MA
78. Outdated Supply Check
79. Outdated, Damaged Drugs
80. Outgoing Laboratory Tests
81. Oxygen Administration
82. PATIENT PREPARATION EXAM ADULT
83. PATIENT PREPARATION EXAM WELL WOMAN EXAM PAP
84. PATIENT PREPARATION EXAM INFANT
85. PATIENT PREPARATION EXAM PEDIATRIC
86. PESSARY INSERTION AND REMOVAL
87. PFT
88. PHYSICIAN QA OF CHARTS
89. POLICY SEBACEOUS CYST REMOVAL
90. POLICY TONGUE TIE SNIPPING
91. PP Physicians
92. Productive Work Environment (Harassment).
93. PROTOCOL FOR EXPOSURE TO BLOODBORNE PATHOGENS
94. Pulse Deficit
95. PUNCH BIOPSY
96. Refusal of Treatment
97. Respiratory, Cough Etiquette
98. Responsibility, Authority, Accountability
99. Salary Administration
100. Signed Consent
101. SIH NON-COVERED SERVICES RELEASE FORM
102. SIH PP Adverse Drug Reaction
103. SKIN CLOSURE DERMABOND APPLICATION
104. Skin tag removal
105. SLING, SPLINT AND TAPING APPLICATION

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- 106.Slit Lamp
- 107.Snake Bites
- 108.STAPLE INSERTION
- 109.STAPLE REMOVAL
- 110.Sterile Dressing Change
- 111.Sterile Eye Compresses
- 112.STERI-STRIPS
- 113.Strep A
- 114.Sub-Q Injections
- 115.Toenails Removal
- 116.Trigger Point Injections
- 117.Tympanic Temperature
- 118.UNRESPONSIVE, NON-BREATHING ADULT
- 119.Urethral dilation
- 120.Use of Liquid Nitrogen
- 121.VITAL SIGNS
- 122.Warm Compresses
- 123.Wound Packing

b. Clinical- Hospital (Approved by Med Staff)

1. 1027A- Antimicrobial Stewardship Program
2. 3007.1- Emergency_Crash_Carts
3. 3008.1- Emergency_Crash_Cart_Security_and_Accountability
4. 6016 – Emergency Crash Carts
5. 8219 – Telemetry
6. E268_6040 – IV Solutions – Preparation by Non-Pharmacy Staff in Absence of Pharmacist.2022
7. Infection Control Committee Charter_2022
8. Critical Drugs & Drips 2022
9. Admission Policy
10. SIH Treatment Protocols and Guidelines Overview of MAT Treatment Phases
11. Ultrasound Coverage

c. Administration

- 1) Accounts Payable
- 2) Administration Manual
- 3) Administration Rights and Responsibilities
- 4) Agreements – Transfers Procedure
- 5) Agreements – Contracts Procedure
- 6) Authority in Absence of CEO
- 7) Auto Coverage Program Procedure
- 8) Autopsy
- 9) Board Report
- 10) Budget Process
- 11) Bulletin Boards
- 12) Bulletin Boards Procedure
- 13) Capital Equipment Authorization
- 14) CEO Open Door Policy
- 15) Chain of Command
- 16) Charge Master
- 17) Conference Room, Scheduling Procedure
- 18) Confidentiality of Medical Info Procedure
- 19) Confidentiality of Patient Information
- 20) Confidentiality of Patient Information – Orientation
- 21) Conflict of Interest – Statement of Economic Interest Procedure
- 22) Correspondence External
- 23) Department Extension List Procedure
- 24) Department Managers Meeting Procedure
- 25) Department Rules
- 26) Department Staffing and Scheduling
- 27) Disaster Drills Procedure

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- 28) Donations
- 29) Driver Training
- 30) Driving Training – Transportation Form
- 31) Emergency On-Call
- 32) Filing Procedure
- 33) Fire-Safety Program
- 34) Health Department Reporting
- 35) Hospital Policy and Procedure
- 36) Hospital Procedures Manuals
- 37) Incidents, Reports, and Claims Procedure
- 38) Key
- 39) Legal Claims
- 40) Mail Procedure
- 41) Management Meetings
- 42) Marketing Policy – Internal
- 43) Media Guidelines – External
- 44) Medical Records
- 45) Meeting Pre-Approval Request
- 46) Meeting, Travel, or Lodging Procedure
- 47) Notification of New Administrator-CEO Procedure
- 48) Ordering Supplies Procedure
- 49) Outside Groups Meeting in the Hospital
- 50) Pastoral Services
- 51) Patient Accommodations
- 52) Patient Self-Determination Act
- 53) Petty Cash
- 54) Private Vehicles
- 55) Procedure for Administrating the Solicitation and Distribution Policy
- 56) Procedure Manuals
- 57) Room Service Charges
- 58) Safety Belts
- 59) Safety Surveillance
- 60) Smoking Regulations
- 61) Software Licenses
- 62) Solicitation and Distribution of Literature on Hospital Property
- 63) Telephone – Employees
- 64) Telephone Etiquette
- 65) Television – Patient Rooms
- 66) Temporary Privileges – Medical Staff
- 67) Title 22 Social Security Regulations Procedure
- 68) Transfer of Patients
- 69) Travel, Meeting, and Educational Expense

2. Approval of Medical Staff Privileges

a. Daniel Chen, MD, Temporary 90 days Medical Staff Privileges

ACTION: Director Hickman moved to approve the policies and procedures for the RHC, hospital clinical, and administration. Any policies and procedures with “OSPHD” will need to be changed to “HCAI”. Director Hickman also moved to approve the temporary 90 days of medical staff privileges for Daniel Chen. Secretary Roper seconded.

Roll Call

Carma Roper	“AYE”
Mark Lacey	“AYE”
Jaque Hickman	“AYE”
Charles Carson	“AYE”

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B. Resolution 22-14 Authorizing Remote Meetings During State of Emergency (Legal Counsel)

The executive order encouraging social distancing is still in effect even though the mask mandate is not widespread. The temporary suspension of the Brown Act is in effect.

This will continue each month until further notice from legal counsel. This started in October 2021.

ACTION: Director Hickman moved to approve Resolution 22-14 Authorized Remote During State of Emergency. Secretary Roper seconded.

Roll Call

Carma Roper	"AYE"
Mark Lacey	"AYE"
Jaquie Hickman	"AYE"
Charles Carson	"AYE"

- C. CompuGroup Medical Inc. (SchuyLab) Contract
- D. CompuGroup Medical Inc. (SchuyLab) Addendums with PointClick Care
- E. CompuGroup Medical Inc. (SchuyLab) Addendums with LabCorp

Risa Bletcher, Lab Operations Lead provided the below information:

Purpose: The purpose of these contracts are as follows:

The original contract with CGM is lost over time. I understand we retrieved some of the original contract but were unable to retrieve the whole contract. We needed to update and clarify with an updated contract. We will be working with CGM into the foreseeable future, and this was needed. The CGM/PCC interface will communicate with the SNF's EMR bidirectionally, they can order labs online and when labs are completed, they upload in the patients' charts. This is being done manually at this time. The CGM/LabCorp interface will mean that Lab staff can order labs in our CGM interface and that will upload into LabCorp. At this time, Labs have to be ordered in CareVue, ordered again in our LIS (Laboratory Information system), and again in LabCorp's system.

Impacts:

Fiscal: A) The original contract needed to be updated. No additional cost. The first addendum, the CGM/PCC has a cost of \$9,000.00 and we are not required to pay until the interface is installed. The second addendum is the CGM/LabCorp interface. The cost for this interface is \$5,000.00 and will be paid for by LabCorp. They will recover the cost of the interface over time as they are our reference lab. These interfaces have several favorable impacts to SIHD. They will provide better efficiency, save time by not doing repetitive tasks, less management of paperwork, better HIPPA compliance and a digital chain of custody.

Regulatory: No regulatory impact

Environmental: No environmental impact.

Legal Review: Reviewed by counsel Yes. Issues: resolved. Legal Review is completed.

Recommended Action:

Approve contract with CGM for financial services in the amount of \$9,000.00 payable when installation of interface is complete.

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ACTION: Director Hickman moved to approve Item C. CompuGroup Medical Inc. (SchuyLab) Contract, D. CompuGroup Medical Inc. (SchuyLab) Addendums with PointClick Care, and E. CompuGroup Medical Inc. (SchuyLab) Addendums with LabCorp. Secretary Roper seconded.

Roll Call

Mark Lacey	Abstain- No answer.
Carma Roper	"AYE"
Jaque Hickman	"AYE"
Charles Carson	"AYE"

III. REPORTS

A. CEO Report & Hospital Operations Update

1. Financials - Wes Thew, Financial Consultant
2. CEO Report- Peter Spiers, CEO

The Financial Consultant and the CEO reviewed their report. *(Reports will be provided at the end of these minutes.)*

IV. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

V. BOARD OF DIRECTORS COMMENTS ON ITEMS NOT ON THE AGENDA

Director Hickman stated that the holiday party was great, but we need to look into different ideas for next year to fit the majority of the employees.

President Carson stated he had a great time at the holiday party.

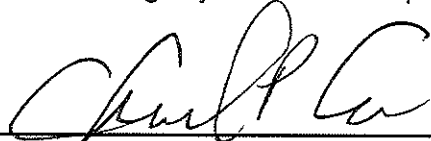
Director Hickman would like to complete the CEO requirements. The goal date will be for the February board agenda.

President Carson stated that he would like to see more salary increases for the employees. Peter Spiers stated that HR has increased employees' salaries. Employees are at the medium or above.

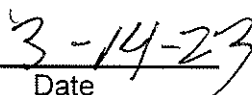
Director Hickman mentioned that Alina Berry has a rental if SIHD needs a rental.

VI. ADJOURNMENT

The meeting adjourned at 5:52 p.m.



Board Signature
December 13, 2022 Regular Board Minutes



Date

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