



2019 Press Ganey Guardian of Excellence Award Winner

**SOUTHERN MONO HEALTHCARE DISTRICT  
OCTOBER 2020 MONTHLY BOARD MEETING MINUTES**

**Date:** October 15, 2020

**Place:** Mammoth Hospital Administration Conference Rooms A & B and via Microsoft Teams  
85 Sierra Park Road  
Mammoth Lakes, CA 93546

**Attendance of Board Members:** Dave Anderson, Chair; Laurey Carlson, Vice Chair; Stephen Swisher, M.D., Treasurer; Joanne Hunt, Secretary; Yuri Parisky, M.D., Member at Large.

**Attendance of Staff Members:** Tom Parker, Chief Executive Officer; Melanie Van Winkle, Chief Financial Officer; Caitlin Crunk, Chief Nursing Officer; Craig Burrows, M.D., Chief Medical Officer; Mark Lind, Chief Information Officer; David Baumwohl, Legal Counsel; Sarah Rea, Recording Secretary.

**I. CALL TO ORDER**

Chair Anderson called the meeting to order at 8:02 a.m.

**II. PLEDGE ALLEGIANCE TO THE FLAG AND READING OF THE SMHD VISION, MISSION AND VALUES**

The meeting opened with the Pledge of Allegiance to the Flag and the reading of the SMHD Mission, Vision & Values lead by Laurey Carlson.

**III. PUBLIC COMMENTS**

There were no public comments.

**IV. CHIEF OF STAFF REPORT**

The Chief of Staff report was included in the confidential packet and was discussed in Closed Session.

**V. ADJOURN TO CLOSED SESSION**

The Board adjourned to Closed Session at 8:04 a.m.

**VI. REPORT ON CLOSED SESSION**

CONFERENCE WITH LEGAL COUNSEL – PENDING AND THREATENED LITIGATION Existing Litigation and Significant exposure to litigation pursuant to Government Code §54956.9.

David Baumwohl reported there were no matters to discuss: no action was taken.

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code § 54956.8).

David Baumwohl reported there were no matters to discuss: no action was taken.

QUALITY ASSURANCE – (Health and Safety Code §32155)

1. Chief of Staff Report.

David Baumwohl reported that QUALITY ASSURANCE issues were not reported by or discussed with Richard Koehler, M.D., Chief of Staff, due to the absence of the Chief of Staff. No action was taken.

2. CEO Report.

David Baumwohl reported that QUALITY ASSURANCE issues were not reported by or discussed with Tom Parker, CEO. No action was taken.

3. CFO Report.

David Baumwohl reported that QUALITY ASSURANCE issues were not reported by or discussed with Melanie Van Winkle, CFO; no action was taken.

4. CNO Report.

David Baumwohl reported that QUALITY ASSURANCE issues were not reported by or discussed with Caitlin Crunk, CNO; no action was taken.

5. CMO Report.

David Baumwohl reported that QUALITY ASSURANCE issues were not reported by or discussed with Craig Burrows, M.D., CMO. No action was taken.

6. CIO Report.

David Baumwohl reported that QUALITY ASSURANCE issues were not reported by or discussed with Mark Lind, CIO. No action was taken.

QUALITY ASSURANCE QUARTERLY SUMMARIES - (Health and Safety Code §32155)

There were no QUALITY ASSURANCE QUARTERLY SUMMARIES to discuss this month.

HEALTH CARE FACILITY TRADE SECRETS (Health and Safety Code §32106)

1. Sierra Park Clinics/Mammoth Hospital.

David Baumwohl reported that HEALTH CARE FACILITY TRADE SECRETS were not discussed.

CREDENTIALING

**Re-Appointment to Courtesy Staff**

Ronald Otto – Radiology

Lindsey Urband – Orthopedics

**Initial Appointment to Provisional**

Lucienne Bouvier – OB/GYN

Rachel Canning – Psychology

**Re-Appointment to Tele-Medicine Proxy Staff – Direct Radiology**

James Brull, DVM, DO

Shree Shah, MD

Miriam Hulkower, MD

Frank Snyder, MD

Charles Westin, MD

David Baumwohl reported the foregoing physician CREDENTIALING was discussed; no action was taken.

PERSONNEL MATTERS (Government Code §54957)

1. Tom Parker, CEO.

David Baumwohl reported a discussion took place with Tom Parker, CEO; no action was taken.

Staff left the Board meeting at 8:18 a.m. Legal counsel and Tom Parker, CEO, remained in the meeting.

Sarah Vigilante, Human Resources Director, requested permission to join Closed Session at 8:18 a.m. Permission was granted.

David Baumwohl reported that the CEO Annual Evaluation was discussed. No action was taken.

Sarah Vigilante and David Baumwohl left Closed Session at 8:29 a.m.

Closed Session ended at 8:57 a.m.

**VII. PUBLIC COMMENTS**

There were no public comments.

### **VIII. CONSENT AGENDA**

(All matters on the consent agenda to be approved on one motion unless a Board Member requests separate action on a specific item)

1. Previous Minutes to be approved:  
September 17, 2020 Regular Board Meeting
2. Chief Financial Officer Report
3. Chief Nursing Officer Report
4. Chief Medical Officer Report
5. Chief Information Officer Report
6. Human Resources Report

Stephen Swisher, M.D. moved, seconded by Laurey Carlson, to approve all items on the consent agenda as presented in the packet. Chair Anderson asked for comments; a brief discussion ensued including some comments from Dr. Swisher on the internal patient transfer workflow workgroup. Dr. Swisher gave his compliments to CNO Caitlin Crunk for her role in implementing this. Dr. Parisky discussed his request for a dashboard for transfers from Mammoth Hospital to outside facilities. A discussion was held about provider mentorship and Zack Brown, Director of Clinics, spoke about a proposed mentorship program. A roll call vote was taken; the motion passed unanimously. David Anderson, yes; Laurey Carlson, yes; Stephen Swisher, M.D., yes; Joanne Hunt, yes; Yuri Parisky, M.D., yes. Yes 5, No 0.

### **IX. COMMITTEE REPORTS**

1. Finance Committee (met October 12, 2020)  
Stephen Swisher, M.D., Dave Anderson

Details from the Finance Committee Meeting were covered in the Financial Report. Dr. Swisher had some comments about the minutes from the September Finance Committee meeting.

2. Physician Compensation, Relations and Retention Committee  
Laurey Carlson, Joanne Hunt

There was no Physician Compensation meeting; no report.

3. Employee Relations Committee  
Yuri Parisky, M.D., Joanne Hunt

There was no Employee Relations Committee meeting; no report.

4. Quality Assurance Committee (Met September 16, 2020)  
Stephen Swisher, M.D., Joanne Hunt

The Quality Assurance Committee met on September 16, 2020. Minutes were included in the Board packet. Dr. Swisher complimented the Quality team for their work on the Committee.

5. CEO Annual Review Committee  
Laurey Carlson, Dave Anderson

There was no CEO Annual Review Committee meeting; no report.

6. IT Steering Committee (Met October 13, 2020)

Stephen Swisher, M.D., Yuri Parisky, M.D.

There was an IT Steering Committee Meeting held on October 13, 2020. Minutes from the meeting will be included in the November Board packet.

7. Facilities Committee (Met September 23, 2020)

Yuri Parisky, M.D., Laurey Carlson

A Facilities Committee meeting was held on September 23, 2020 to discuss the architectural selection matrix for the new hospital wing project. A presentation on this was given by Mark Lind, CIO, under New Business.

8. Board Member Recruitment Committee

Laurey Carlson, Dave Anderson

There was no Board Member Recruitment Committee meeting; no report.

9. Ad Hoc, Special, or Other (as needed) Committees

There were no ad hoc, special or other committee meetings.

**X. CHIEF EXECUTIVE OFFICER'S REPORT**

Tom Parker, CEO, reviewed the following highlights from his written report:

1. Individual parts of the Strategic Plan are being led by members of the senior management team.
2. As of this Board meeting, no employees or medical staff have contracted COVID-19 as a result of their work in the hospital. Tom discussed the use of Labor & Delivery as the inpatient unit for COVID-positive patients.
3. A discussion was held regarding the new program and planning guide which was included as a supplement to the CEO Report.
4. The DNV survey is expected the week of October 19. DNV Surveyors will be conducting the survey via Teams.
5. Tom discussed the development of a formalized physician recruitment, onboarding and retention program.
6. Tom discussed the EMR satisfaction survey, which the Hospital plans to conduct on a yearly basis.
7. Tom reported that Mammoth Hospital is developing a relationship with UCLA to help with sample processing. Per the request of Yuri Parisky, M.D., Tom will look into that past practice of sample processing at Northern Inyo Hospital to see if it can be done again.
8. Tom reported on the smoke abatement program at the hospital.
9. Tom thanked all those who contributed to the Cancer Outreach Day of Golf, despite the cancellation of the day. Nearly \$40,000 was raised for the Cancer Outreach Program.

**XI. FINANCE REPORT**

1. September 2020 Financial Narrative.
2. Investment Report.

Melanie Van Winkle, CFO, reviewed and presented the Financial Statements, included in the packet, via PowerPoint. Ms. Van Winkle reported the September Net Gain was \$266,000 compared to the September 2019 Net Gain of \$34,000. The year-to-date Net Gain was \$1,440,000 compared to the September 2019 year-to-date net gain of \$1,400,000. Days of cash-on-hand were at 431 at the end of September.

## **XII. BOARD EDUCATION**

Sean Williams, Respiratory Therapy Supervisor, presented an overview of his department. There were some questions from the Board. No action needed.

## **XIII. OLD BUSINESS**

There was no old business to discuss.

## **XIV. NEW BUSINESS**

1. Presentation of Architectural firm selection process for Mammoth Hospital New Wing Project and Approval of Greenbough Design as the recommended architectural firm of choice.

Mark Lind presented an overview of the architectural firm selection process for the Mammoth Hospital New Wing Project. The recommendation was that Greenbough Design be the architectural firm of choice for the project. A contract will return to the Board at a subsequent meeting.

Motion by Yuri Parisky, M.D., seconded by Stephen Swisher, M.D., to authorize management to enter into further discussion and negotiation on a contract for architectural services for the new wing project at Mammoth Hospital. The board finds that management has done its due diligence on the comparisons of firms using reasonable competitive means. After discussion, a roll call vote was taken; the motion passed unanimously. David Anderson, yes; Laurey Carlson, yes; Stephen Swisher, M.D., yes; Joanne Hunt, yes; Yuri Parisky, M.D., yes. Yes 5, No 0.

2. Declaration of Surplus District Property, Equipment and Supplies.

None to declare.

## **XV. CREDENTIALING**

### **Re-Appointment to Courtesy Staff**

Ronald Otto – Radiology  
Lindsey Urband – Orthopedics

### **Initial Appointment to Provisional**

Lucienne Bouvier – OB/GYN  
Rachel Canning – Psychology

### **Re-Appointment to Tele-Medicine Proxy Staff – Direct Radiology**

James Brull, DVM, DO  
Shree Shah, MD  
Miriam Hulkower, MD  
Frank Snyder, MD  
Charles Westin, MD

Stephen Swisher, M.D., moved, seconded by Laurey Carlson, to approve the appointments of the Direct Radiology providers and Dr. Ronald Otto. Chair Anderson asked for comments, there were none. A roll call vote was taken, the motion passed unanimously. David Anderson, yes; Laurey Carlson, yes; Joanne Hunt, yes; Stephen Swisher, M.D., yes. Yuri Parisky, M.D., recused himself from the vote. Yes, 4; No, 0.

Laurey Carlson moved, seconded by Joanne Hunt, to approve the remainder of the appointments as listed above. Chair Anderson asked for comments, there were none. A roll call vote was taken, the motion passed unanimously. David Anderson, yes; Laurey Carlson, yes; Joanne Hunt, yes; Stephen Swisher, M.D., yes. Yes, 4; No, 0. Abstain 1, Dr. Yuri Parisky.

#### **XVI. PUBLIC COMMENTS**

There were no additional public comments.

#### **XVII. FUTURE BUSINESS**

The next Regular meeting will take place on Thursday, November 19, 2020 at 8:00 a.m. in Conference Rooms A & B at Mammoth Hospital and virtually on Teams.

#### **ADJOURN**

There being no further business, the meeting was adjourned at 10:55 a.m.