

# OIHCD Superintendent Task List - 2019

As of: 1/8/2019

Category	RCW	Responsible/Contact	Status	Follow-Up
<b>Regulatory/Start Up/Governance</b>				
Process for Elections and terms of Board President & Secretary	70.44.050	Board	<b>Annual</b> , as stated in Bylaws	Action: Review every January
Process for filing Board vacancies and amending the Bylaws	42.12.070	Board	Filling Vacancies in Bylaws. <b>Open to review Bylaws</b>	Start Up and ongoing review. <b>Do we want to review Bylaws annually? The reference to Secretary approving minutes and meeting frequency will need to be revisited.</b>
District Seal or Logo	70.44.050	Secretary	<b>Open</b>	Start Up – attorney confirmed we can substitute a logo for seal. <b>Need logo.</b>
Designate District Treasurer		Rhonda Pederson, SJC	Resolution 2018-02	Start Up
Designate District Auditor		Milene Henley, SJC	Resolution 2018-03	Start Up
Ethics Statement and Policy	42.23.070	Board	Adopted 6/19/18	Start Up
Conflict of Interest Policy & Tracking		Board	Adopted 6/19/18	<b>Annual: complete COI spread sheet</b>
Written Waiver of Salary		Board	Completed	Start Up
Personal Financial Affairs Statement The F-1 form (and F-1 Supplement if necessary): <a href="https://www.pdc.wa.gov/learn/forms/f-1-personal-financial-affairs-statement">https://www.pdc.wa.gov/learn/forms/f-1-personal-financial-affairs-statement</a> <a href="https://www.pdc.wa.gov/learn/forms/f-1-supplement-page">https://www.pdc.wa.gov/learn/forms/f-1-supplement-page</a>	42.17A.135	Kim Bradford Public Disclosure Commission	<b>Annual</b>	<b>Annually – by April 16th</b> Broad introduction for first-time filers available at: <a href="https://www.pdc.wa.gov/learn/reporting-personal-financial-information">https://www.pdc.wa.gov/learn/reporting-personal-financial-information</a> .  More detailed instructions for filers is available at: <a href="https://www.pdc.wa.gov/learn/publications/personal-financial-affairs-disclosure-instructions">https://www.pdc.wa.gov/learn/publications/personal-financial-affairs-disclosure-instructions</a>
OPMA, PRA & Records Retention Training <a href="http://www.atg.wa.gov/opengovernmenttraining.aspx">http://www.atg.wa.gov/opengovernmenttraining.aspx</a>	42.30.205	Board	Completed	Action: Track completion. Revisit every 4 years, repeat Aug 2021.
Public Records Officer	42.56.150	Superintendent	Completed	11/28/18
General, Mgmt & Excess Liability ins		Superintendent	Resolution 2018-09; Annual renewal 9/1	Completed and registered Claims Agent with the County.
SAO Annual Report		Superintendent	<b>Annual</b> w/in 150 days EOY	<b>Will be due May 2019</b>
SAO Accountability Audit – Elizabeth Corcoran		Superintendent	<b>Annual</b> w/possibility of every other year	<b>Complete in 2019 – schedule TBD</b>

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<b>Regulatory/Start Up/Governance (continued)</b>				
Budget & Levy	70.44.060(6) 70.44.050	Superintendent	<b>Annual</b> before 11.01;	Legal notice 2 weeks in advance of public hearings
Determine Board Committees – defined anywhere as to type, make-up, length of time, Chair, etc.		Communication, Finance, Legal, Technology, and Negotiations  Question: Quality, other?	Open	RCW does not require the Superintendent to attend all Committee meetings; instead it says the Superintendent shall be entitled to attend them. Bylaws do not address the question. <b>Action: Review every January and revisit Chair assignments?? Do we want to create: Quality/Metrics Committee, Needs Assessment Committee</b>
Meeting Rules of Conduct and Schedule	70.44.050	Board	Resolution 2018-07	Completed. <b>Annually set calendar</b>
Office Set up – furniture, equipment utilities, and other material needs		Superintendent	Completed	<b>Purchased printer/scanner with IT grant. Complete grant paperwork</b>
<b>Policies &amp; Processes (include annual policy to review once adopted)</b>				
Charity Care	70.170.060		Closed – Need for Policy  <b>Open – comparison of two Clinics and other action items.</b>	Washington State charity care law ( <a href="#">RCW 70.170</a> and <a href="#">WAC 246-453</a> ) applies to hospitals that are licensed under RCW 70.41 (acute care hospitals) and RCW 71.12 (psychiatric hospitals). The obligation to provide charity care does not apply to facilities that are not a licensed hospital or operating under a hospital license. <b>Schedule call with UW Financial Rep to understand process. Ensure reporting on Dashboard. Article Topic for Communication Committee in 2019.</b>
Commissioner/Supt Performance Review			<b>Open – June/July</b>	<b>On 2019 calendar to create process</b>
Communications/Social Media			<b>Open - drafted</b>	
Debt Policy			Completed	Adopted at 12/18 meeting
Business Expense	42.24.090		<b>Open - drafted</b>	

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<b>Policies &amp; Processes (continued)</b>				
Financial Management, include credit card			In process: January	Secure Credit Card once adopted
Post Issuance Compliance			Open	K&L Gates
Procurement			Completed	Adopted at 12/18 meeting
Public Records Policy			Completed	
Public Records Request Process			Docs Drafted	
Records Management	40.14.020		Open - drafted	
Technology			Open - drafted	
<b>Budget and Finance</b>				
WA Fed TAN - short term financing		Pete Sullivan	TBD	
SJ County - Advance		Milene Henley	Completed	Paid w/tax rev + interest April/Oct '19
WA Fed GO Bond - long term financing		Pete Sullivan	May/November	
Property Tax Receipts		Milene Henley	April/October	Contact Assessor in Aug for 2020
Annual Budget Hearing		Superintendent	Annually	Action - before 11.15
Annual Levy Hearing		Superintendent	Annually	Action - before 11.30
Payroll – State Agencies		Superintendent	Quarterly (SJC prepares)	L&I, Employment Security, Federal
Department of Revenue		Superintendent	Monthly	Complete monthly reports
EIN		Superintendent	Completed	Start Up
Manage investing with SJC		Superintendent	Ongoing	
<b>Meeting &amp; Document Management</b>				
Agendas		Superintendent	Semi Monthly	
Minutes		Superintendent	Semi Monthly	
Action Items		Superintendent	Semi Monthly	
Board Packets		Superintendent	Semi Monthly	
Meeting Materials - online		Superintendent	Semi Monthly	
Committee Support		Superintendent	TBD	
Website, Google Calendar, online presence		Superintendent	Weekly	Ensure documents are posted on a timely basis and website is current. Create a page for each Commissioner, need bios and group photo. Create a

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<b>2019 Key Activities</b>				
Vetting process for providers		Superintendent	Open	Develop process for PHD consideration
Process to evaluation equipment repairs/replacement/addition		Superintendent	Open	Develop process for PHD consideration
Assessing Patient Satisfaction		Superintendent	Open	Create database to capture issues and report on trends
Document storage, sharing		Superintendent	Open	Create SharePoint Site
Strategic Planning		Board/Superintendent	Open	TBD: Define Strategic Plan to include: mission, vision, values, goals to be held accountable to in service
Commissioner Onboarding Manual Includes Comm Info Form		Superintendent	Open	Develop binder for onboarding new Commissioners & complete forms
Needs Assessment			Confirmed	Mark Tompkins to attend 1/22 Board meeting and talk about CHNA process
Bids for Clinic repairs		Comm Groundwater	Open	In process
OPALCO credits		Superintendent	Open	
EWUA 2019 rate change		Superintendent	Open	Check budget re: vacant parcel
Process for Personal Prop tax exemption		Superintendent	Open	
OMF follow-up		Superintendent	Open	B&O tax issue, Personal Prop Tax, Property Tax
<b>Community Health Needs Assessment and Community Survey</b>				
<p><b>Healthcare Survey</b> – PHDs have the power to make a survey of existing hospital and other health facilities within and without the District to determine the health care needs of district residents.</p> <p><b>Adopt a Plan of Improvements</b>- Based on the results of the survey, the</p>	<p><a href="#">RCW 70.44.060(1)</a></p>	Superintendent	TBD	<p>The survey allowed in RCW 70.44 is different from the CHNA required of nonprofit hospitals by IRS (501r). PHD is not required to do a CHNA, however AWAPHD encourages PHDs to participate w/public health depts. Jodi at <a href="mailto:HealthFac@healthfacilitiesplanning.com">HealthFac@healthfacilitiesplanning.com</a>. Their tools include: community convenings, focus groups, key informant interviews, etc. They can help find the hidden disparities within the data and then through collection action prioritize</p>

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commissioners must adopt a plan to meet those health care needs. No defined timeline.				needs and select strategies. Worked with PeaceHealth and PeaceIsland.
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<b>Service Level Agreements &amp; Contracts</b>				
UWNC - Contracts		Debra Gussin, UW Darren Layman, Oper Dr. Pete McGough	Clinic opened 9.11.17	Semiannual leadership meetings - review cardiac contract - maintenance contracts - handyman items
UWNC - Operations		Mark Bresnick, UW	Monthly reports	Monthly calls
UWNC – After-Hours		Matt Jaffey, UW	TBD	
OFHC – Contracts & Operations		Aaimee Johnson		
OFHC – After hours		Aaimee Johnson	TBD	Meeting w/EMS
<b>Annual Vendor Contracts</b>				
Accountant		TBD		
Insurance carrier – D&O, General Liability		Enduris	Renews 9/01	
Insurance carrier – Property & Earthquake		Liberty Mutual	Renews 11/01	
Legal		OMW Law	Ongoing	
Bond Counsel		K&L Gates	Completed	
Phone provider		TBD		
Tech Support		NW Tech	Monthly	
Website Host		WordPress		
Domain Host				
PO Box		Superintendent	Annual	Renewal May
Meetings location		Superintendent	Completed	Confirmed reserved at Firehall through 2018. <b>Action: Contact Jim to confirm 2019 meetings schedule.</b>
Small Works Rosters		Superintendent	Annual	Prior to 12/1
Software for Board laptops		Superintendent	Completed	
<b>Memberships/Training/Conferences</b>				
AWAPHD Membership & CEO Conference		Superintendent	Open	Renews in January
AWAPHD/WSHA Rural Hospital Leadership Conference		Superintendent/Board	Open	Decide who will attend June conference in Lake Chelan

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WA Rural Health Association		Commissioners	Open	Possibly attend March Conf in Seattle
MRSC Rosters		Superintendent	Completed	Update website and maintain bid status information
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<b>Community Conversations</b>				
Elections Office		Superintendent	Open	Date for Commissioner registration in May for November election
Rays Pharmacy		Superintendent		
Fire Chief		Superintendent	Open	Schedule date to present information on Community Paramedicine program.
North Sound ACH		Superintendent	Qrtly meetings w/County	Participate in implementation phase with plan due end of August
Orcas Issues		Superintendent	Completed	Provided updated meetings schedule
Orcas Chamber		Superintendent	Completed	Provided updated meetings schedule
The Sounder		Superintendent	Completed	Provided updated meetings schedule
Community Foundation		Superintendent		
Family Resource Center		Superintendent		
<b>Grants</b>				
Grants What is PFFAP?(Deadline June 2019)		Superintendent	Ongoing	Research PHDs from SAO reports to identify opportunities. PFFAP Grant cycle in June 2019.
		Superintendent	Open	Waiting for executed IT grant agreement.
		Superintendent	Open	Grant from OMF side letter
<b>Other</b>				
North Sound Transportation Alliance				
SJC PHD Community of Practice				