

AGENDA
COMMUNITY HEALTH SERVICES BOARD MEETING
Cordova Library Conference Room
April 4, 2012 – 7:00 PM

CCMC'S core purpose is to deliver quality health care locally.
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President
David Allison
term expires 03/13

Vice-President
TBD

Secretary
TBD

Board Members
Bret Bradford
term expires 08/14
Elmer (E.J.) Cheshier
term expires 08/13
Jim Kacsh
term expires 08/12
David Reggiani
term expires 08/12
Keith van den Broek
term expires 08/12
NVE Tribal Council - Vacant

Acting CEO
Stephen Sundby, PhD

- I. OPENING**
 - A. Call to Order
 - B. Roll Call – David Allison, Bret Bradford, E.J. Cheshier, Jim Kacsh, David Reggiani, Keith van den Broek
 - C. Establishment of a Quorum
- II. COMMUNICATIONS BY AND PETITIONS FROM VISITORS**
 - A. Guest Speaker
 - B. Audience Comments (limited to 3 minutes per speaker).
Speaker must give name and item on the agenda to which they are addressing.
- III. CONFLICT OF INTEREST**
- IV. APPROVAL OF AGENDA**
- V. APPROVAL OF CONSENT CALENDAR**
- VI. REPORTS AND CORRESPONDENCE**
- VII. ACTION ITEMS**
 - A. Election of Vice President and Secretary.....Page 1
 - B. Resolution 2012-02 Check Signers.....Page 3
 - C. Future Meeting Date and Time.....Page 4

- VIII. DISCUSSION ITEMS**
- IX. AUDIENCE PARTICIPATION (limited to 3 minutes per speaker)**
Members of the public are given the opportunity to comment on matters which are within the subject matter jurisdiction of the Board and are appropriate for discussion in an open session.
- X. BOARD MEMBERS COMMENTS**
- XI. EXECUTIVE SESSION***
- XII. ADJOURNMENT**

*Executive Session: Subjects that may be considered in executive session are: 1) Matters, immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity; 2) Subjects that tend to prejudice the reputation and character of any person, provided that person may require a public discussion; 3) Matters which by law, city charter, or ordinance are required to be confidential; 4) Matters involving consideration of government records that by law are not subject to public disclosure; 5) Direction to an attorney or labor negotiator regarding the handling of specific legal matters or labor negotiations.

E. ORGANIZATION. The board shall elect annually from its members a president, a vice-president and a secretary and such other officers as it deems necessary.

1. The duties of the board President shall be to preside at all board meetings. He/she shall:

- a. Call the meeting to order at the appointed time;
- b. Announce the business to come before the board in its proper order;
- c. Enforce the board's policies relating to the order of business and the conduct of meetings;
- d. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
- e. Explain what the effect of a motion would be if it is not clear to every member;
- f. Restrict discussion to the question when a motion is before the board;
- g. Rule on parliamentary procedure;
- h. Put motions to a vote, and state clearly the results of the vote.

2. The president shall have all the rights of any member of the board, including the right to move, second, discuss, and vote on all questions before the board.

3. The president shall also perform other duties as directed by the board, including the duty to:

- a. Sign all instruments, acts, and orders necessary to carry out the will of the board.
- b. Consult with the health services administrator (CEO) on the preparation of the board's agendas;
- c. Appoint and disband all committees, subject to board approval;
- d. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
- e. Make the initial decision to excuse board members' absences from regular board meetings in accordance with these Bylaws. Ultimately, the board shall determine whether any absence is excused or unexcused;
- f. Confer with the health services administrator (CEO) on crucial matters which may occur between board meetings;
- g. Be responsible for the orderly conduct of all board meetings;

4. When the president resigns or is absent or disabled, the vice president shall perform the president's duties. If both the president and vice president are absent or disabled, the secretary shall perform the president's duties. If all officers of the board are absent or disabled, the board shall choose a president pro tempore to perform the president's duties.

5. The duties of the Vice President shall be to:

- a. Serve as presiding officer in the absence of the president;

- b. Help to implement the annual board self-evaluation procedure.
- c. Help to implement the adopted procedure by which the administrator will be evaluated.
- d. Perform any other duties assigned by the board.

6. The Secretary of the board shall have the following duties:
- a. Make sure that minutes of each board meeting are taken
 - b. The secretary is responsible for the accuracy and completeness of the minutes. The secretary should review and sign the approved minutes.
 - c. Insure that all board members have an updated HSB Notebook/Packet.
 - d. Perform any other duties assigned by the board.

F. SPECIAL PRIVILEGES. Board members as individuals have no special privileges or authority other than duties delineated in these bylaws; the board must meet formally to make decisions or set policy.

G. TERM OF OFFICE. The term of office for all officers shall be one year. Officers shall be eligible for re-election to the same or other positions as officers.

H. REMOVAL OF OFFICERS. Any officer may be removed either with or without cause by a two-thirds majority vote of the board.

**Community Health Services Board
Resolution 2012-02**

**A RESOLUTION OF THE CORDOVA COMMUNITY HEALTH SERVICES BOARD
OF THE CORDOVA COMMUNITY MEDICAL CENTER DESIGNATING THE
REPRESENTATIVES AUTHORIZED FOR ACCOUNT ACCESS AND SIGNING CHECKS,
NON-CHECK PAYROLL TAX PAYMENTS, CASH TRANSFERS FOR CORDOVA
COMMUNITY MEDICAL CENTER.**

WHEREAS, the Cordova Community Medical Center checking accounts for the general fund, capital fund, payroll fund, grant fund and nursing home patient trust accounts, require two (2) signatures; and

WHEREAS, CCMC investment accounts, funded depreciation accounts, and malpractice trust accounts require the Administrator and one (1) Board Officer's original signatures; and

THEREFORE, BE IT RESOLVED THAT,

1. All checks issued require two signatures; that checks exceeding \$5,000.00 for expenditures other than non-operational monthly expenses, i.e. payroll taxes, insurance, PERS contributions, etc, require at least one (1) Health Services Board Officer's signature, and that non-check payroll tax payments and cash transfers from the general checking account to the payroll checking account require only one (1) signature.
2. The Health Services Board authorizes the following individuals to act as check signers on the above-mentioned accounts:

President	David Allison
Member	Elmer (EJ) Cheshier
Member	James Kacsh
Administrator	Theresa Carte
Sound Alternatives Director	Stephen Sundby
Providence Administration	Susan Humphrey Barnett

PASSED and approved this 4th day of April 2012.

Board Signature: _____ Date: _____

J. MEETINGS. The board shall meet at least once each month at a time and place to be designated by the board, and notice of and agenda of all meetings shall be posted no later than three (3) days before a regular meeting at a public location in CCMC, and at the city hall in accordance with state law. Special meetings of the board may be

called by the presiding officer or a majority of the board members. Notice of a special meeting shall be posted at least twenty-four (24) hours before the meeting and shall include a statement of the purpose of the meeting. No business may be transacted at this special meeting, other than that which is specifically stated in the notice of the meeting.