

OIHCD Superintendent Task List

As of: 7/31/2018

Category	RCW	Responsible/Contact	Status	Follow-Up
Regulatory/Start Up/Governance				
Process for Elections and terms of Board President & Secretary	70.44.050	Board	Annual, as stated in Bylaws	Action: Review every January
Process for filing Board vacancies and amending the Bylaws	42.12.070	Board	Stated in Bylaws	Start Up and ongoing review.
District Seal or Logo	70.44.050	Secretary	Open	Start Up – attorney confirmed we can substitute a logo for seal. Need logo.
Designate District Treasurer		SJ County Treasurer, Rhonda Pederson	Resolution 2018-02	Start Up
Designate District Auditor		SJ County Auditor, Milene Henley	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	Start Up. Annual: complete COI spread sheet
Written Waiver of Salary		Board	Annual	Action: confirm for all Commissioners
Personal Financial Affairs Statement The F-1 form (and F-1 Supplement if necessary): https://www.pdc.wa.gov/learn/forms/f-1-personal-financial-affairs-statement https://www.pdc.wa.gov/learn/forms/f-1-supplement-page	42.17A.135	Kim Bradford Public Disclosure Commission	Annual	Annually – by April 16th Broad introduction for first-time filers available at: https://www.pdc.wa.gov/learn/reporting-personal-financial-information . More detailed instructions for filers is available at: https://www.pdc.wa.gov/learn/publications/personal-financial-affairs-disclosure-instructions
OPMA, PRA & Records Retention Training	42.30.205	Board	Due August 5th	Action: Track completion. Revisit every 4 years, repeat Aug 2021. http://www.atg.wa.gov/opengovernmenttraining.aspx
Public Records Officer	42.56.150	Superintendent	Appointed June 2018	Action: PRO training
General, Mgmt & Excess Liability ins		Superintendent	Resolution 2018-09; Annual renewal	Completed. Register Claims Agent with the County once updated Res adopted
SAO Annual Report		Superintendent	Annual w/in 150 days EOY	Will be due May 2019
SAO Accountability Audit – Elizabeth Corcoran		Superintendent	Annual w/possibility of every other year	Complete in 2019

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Regulatory/Start Up/Governance (continued)				
Budget	70.44.060(6) 70.44.050	Superintendent	Annual before 11.01; advertise 2 weeks in adv	Action: set date for public hearing and secure room.
Determine Board Committees – defined anywhere as to type, make-up, length of time, Chair, etc.		Communication, Finance, Legal, Technology, and Negotiations Question: Quality, other?		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. Action: Review every January and revisit Chair assignments??
Meeting Rules	70.44.050	Board	Resolution 2018-07	Completed
Office Set up – furniture, equipment utilities, and other material needs		Superintendent	Open	Responsible for the set-up of District office once location is finalized.
Policies & Processes				
Charity Care	70.170.060		Closed	Washington State charity care law (RCW 70.170 and WAC 246-453) 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.
Commissioner/Supt Performance Review			Open: December	
Communications/Social Media			Social Media - drafted	Incl in Communications
Debt Policy			Open: August	
Document Storage and Security			Open: September	
Expense & Travel Reimbursement	42.24.090		Drafted: August	
Financial Management			Credit Card - drafted	Secure District Credit Card
Public Records Policy			Completed	
Public Records Request Process			Docs Drafted	
Records Management	40.14.020		Drafted: October	
Technology			Drafted: November	

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Meeting & Document Management				
Agendas		Superintendent	Weekly	Draft to officers EOD Thurs/Board EOD Fri
Minutes		Superintendent	Weekly	See above
Action Items		Superintendent	Weekly	Provide day after Board meetings
Board Packets		Superintendent	Weekly	Electronic post by EOD Fri
Meeting Materials		Superintendent	Weekly	Hard copies of Agendas; budget docs
Committee Support		Superintendent	TBD	Comms to est how I can support their work
Website, Google Calendar, online presence		Superintendent	Weekly	Ensure documents are posted on a timely basis and website is current
Budget and Financing				
Placeholder for short term financing				
SJ County - Advance		Milene Henley		Paid w/tax rev + interest April/Oct '19
Placeholder for long term financing				
Tax Receipts		Milene Henley		Contact Assessor in Aug
Annual Budget Hearing		Board	Annually – '18 date TBD	Action - before 11.15; prepare ad for Sounder in October
Annual Levy Hearing		Board	Annually – '18 date TBD	Action - before 11.30
Payroll – State Agencies		Superintendent	Quarterly (SJC prepares)	Established accounts with L&I, Employment Security; quarterly filings
Department of Revenue		Superintendent	Monthly	Complete monthly reports
EIN			Completed	Start Up
Service Level Agreements & Contracts				
UWNC - IFA		Debra Gussin, UWPN,	Clinic opened 9.11.17; funding ended July 1, 2018	
UWNC - CSA				
OFHC - IFA				
OMF				
OFHC - CSA				
Urgent Care Work Group				

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Annual Vendor Contracts				
Accountant		TBD		
Insurance carrier – D&O, General Liability			Renews annually –	
IT Support				
Legal				
Bond Counsel		K&L Gates		
Phone provider				
IT provider				
Tech Support				
Website Host				
Domain Host				
PO Box		Superintendent	Annual renewal in ??	
Meetings location		Superintendent	Completed	Confirmed reserved at Firehall through 2018. Action: Contact Jim in November to schedule 2019.
Software for Board laptops		Superintendent	In Process	Configure laptops and migrate email
IT Support		Superintendent		
Strategic Planning		Board/Superintendent	Open	TBD: Define 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
Dept of Health – CHNA			Open	See above. Stay informed on progress of CHNA. Talk with consultant from AWAPHD.
Community Conversations				
Elections Office		Superintendent	OPEN	Action: Contact during August to get estimates for 2019 elections
Rays Pharmacy		Superintendent		
Fire Chief		Superintendent	Monthly	
North Sound ACH		Superintendent	Qrtly meetings w/County	Participate in implementation phase with plan due end of August

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Community Conversations (continued)				
Clinic Manager, Jen		Superintendent	Monthly	
Orcas Issues		Superintendent		
Community Foundation		Superintendent		
Family Resource Center		Superintendent	Monthly	Action: Need to schedule next date
Community Health Needs Assessment and Community Survey				
<p>Healthcare Survey – 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>Adopt a Plan of Improvements- Based on the results of the survey, the commissioners must adopt a plan to meet those health care needs. No defined timeline.</p>	RCW 70.44.060(1)	Superintendent		<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.</p> <p>Connect with Jody, per Ben HealthFac@healthfacilitiesplanning.com. 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 needs and select strategies. Worked with PeaceHealth and PeaceIsland.</p>
Memberships/Training/Conferences				
AWAPHD Membership & CEO Conference		Superintendent		
AWAPHD/WSHA Rural Hospital Leadership Conference		Superintendent/Board		
WA Rural Health Association		Superintendent		
Grants		Superintendent	Ongoing	<p>Research PHDs from SAO reports to identify opportunities. PFFAP Grant cycle in June 2019.</p> <p>Revisit IT grant deadline July 31.</p>
Future Board Items				
		Superintendent		

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