

**TRI-CITY HEALTHCARE DISTRICT  
OF THE GOVERNANCE & LEGISLATIVE COMMITTEE  
OF THE BOARD OF DIRECTORS**

Tuesday, June 7, 2016

12:30 p.m. – Assembly Room 3

Tri-City Medical Center, 4002 Vista Way, Oceanside, CA 92056

The Committee may make recommendations  
to the Board on any of the items listed below,  
unless the item is specifically labeled "Informational Only"

	Agenda Item	Time Allotted	Requestor/Presenter
1.	Call to Order/Opening Remarks	2 min.	Chair
2.	Approval of agenda	2 min.	Chair
3.	Public Comments – Announcement Comments may be made at this time by members of the public on any item on the Agenda before the Committee's consideration of the item or on any matter within the jurisdiction of the Committee. NOTE: During the Committee's consideration of any Agenda item, members of the public also have the right to address the Committee at that time regarding that item		
4.	Ratification of minutes of prior meeting	2 min.	Standard
5.	Old Business		
	a. Review and discussion of Board Policy 14-023 – Responsibility for Decision-making on Legal Matters - <b>Discussion/Possible Action</b>	15 min.	Chair/General Counsel/CCO
6.	New Business		
	a. Review and discussion of Governance & Legislative Committee Charter – <b>Discussion/Possible Action</b>	15 min.	Chair/CCO
	b. Review and discussion of Board Policy 14-020 – Business Expense Reimbursement; Ethics Training - <b>Discussion/Possible Action</b> 1) Health & Safety Code Section 32103	15 min.	Chair/General Counsel
	c. Review and discussion of Board Policy 14-040 – Activities for Which Board Compensation is Available – <b>Discussion/Possible Action</b> 1) Gov. Code Section 53232.1/Gov. Code Section 53232.2	15 min.	Chair/General Counsel
	d. Review and discussion of Board Policy 15-042 – Duties of the Board of Directors – <b>Discussion/Possible Action</b>	20 min.	Director Reno
7.	Discussion regarding Current Legislation – <b>Informational Only</b>	5 min.	Chair

*Note: Any writings or documents provided to a majority of the members of Tri-City Healthcare District regarding any item on this Agenda will be made available for public inspection in the Administration Department located at 4002 Vista Way, Oceanside, CA 92056 during normal business hours.*

*Note: If you have a disability, please notify us at 760-940-3347 at least 48 hours prior to the meeting so that we may provide reasonable accommodations*

8.	Review of Committee FY2016 Work Plan – <b>Informational Only</b>	5 min.	Standard
9.	Committee Communications	5 min.	Standard
10.	Committee Openings – None	--	Standard
11.	Confirm Date of Next Meeting – July 5, 2016 – 12:30 p.m.	--	Standard
12.	Adjournment		
	<b>Total Time Budgeting for Meeting</b>	1.5 hour	

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*Note: If you have a disability, please notify us at 760-940-3347 at least 48 hours prior to the meeting so that we may provide reasonable accommodations*

**Governance & Legislative Committee Meeting Minutes  
Tri-City Healthcare District  
April 5, 2016**

<p><b>Members Present:</b> James J. Dagostino, DPT, PT, Chairperson; Director Ramona Finnila; Director RoseMarie V. Reno; Dr. Paul Slowik, Community Member; Blake Kern, Community Member; Eric Burch, Community Member; Dr. Marcus Contardo, Physician Member; Dr. Henry Showah, Physician Member</p> <p><b>Non-Voting Members:</b> Greg Moser, General Counsel; Steve Dietlin, CEO; Kapua Conley, COO; Cheryle Bernard-Shaw, CCO</p> <p><b>Others Present:</b> Teri Donnellan, Executive Assistant; Sherry Miller, Manager, Medical Staff</p> <p><b>Absent:</b> Al Memmolo, Community Member; Dr. Gene Ma, Chief of Staff</p>			
	Discussion	Action Follow-up	Person(s) Responsible
1. Call To Order/Introduction	The meeting was called to order at 12:30 p.m.in Assembly Room 3 at Tri-City Medical Center by Chairman Dagostino. Chair Dagostino introduced Mr. Steve Dietlin, CEO to committee members.		
2. Approval of Agenda	Director Dagostino requested item 7. b) Review and discussion of Board Policy 14-023 – Responsibility for Decision-making on Legal Matters be pulled from the agenda to allow staff additional time for review.  It was moved by Director Finnila to approve the agenda as amended. Ms. Blake Kern seconded the motion. The motion passed unanimously.	Modified agenda approved.	
3. Comments from members of the public	Chairman Dagostino read the Public Comments announcement as listed on today's Agenda.	Information only	
4. Ratification of prior Minutes	It was moved by Director Finnila and seconded by Dr. Contardo to ratify the minutes of the February 2, 2016 Governance & Legislative Committee.  Mr. Eric Burch requested a correction to the minutes on page 4 to reflect that he was not absent from the vote.	Minutes corrected to reflect Mr. Burch was present for the vote.  Amended minutes ratified.	Ms. Donnellan

Topic	Discussion	Action Follow-up	Person(s) Responsible
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5. Old Business –	<p>In follow-up to discussion at last month's meeting, General Counsel stated Board Policy 14-037 CEO and CCO Succession Planning has been amended to include a definition of "incapacitation" that includes an inability to perform duties for a period of three consecutive months or more.</p> <p>Director Reno questioned if the incapacitation of the Chief Operating Officer should be included in the policy. Mr. Moser stated the policy was designed to include the two positions hired by the Board, the CEO and CCO.</p> <p>Extensive discussion was held regarding whether community leaders should be included in section II. F. 5. Related to the Search Committee for the Chief Compliance Officer. Ms. Kern commented that the language as written provides greater flexibility and is subjective. Director Finnilla expressed concern that the CCO is a highly specialized field and unless someone is trained in audit and compliance they should not participate in the search committee. Mr. Moser clarified that a Search Committee is comprised of three Board members and therefore is a Board function.</p>		
	<p><b>It was moved by Director Finnilla to amend the policy to strike "community leaders" from section II. F. 5 related to the Search Committee for the CCO. Dr. Slowik seconded the motion. The motion passed unanimously.</b></p> <p><b>It was moved by Director Finnilla to approve the policy in its entirety. Dr. Contardo seconded the motion. The motion passed unanimously.</b></p>	<p>Recommendation to be sent to the Board of Directors to approve Board Policy 14-037 CEO/CCO Succession Planning Policy as presented and amended; item to appear on next Board agenda and included in Board Agenda packet.</p>	Ms. Donnellan
6. New Business a. Review and Discussion of Cardiology Privilege Card	<p>Ms. Sherry Miller, Manager, Medical Staff reported the Cardiology Privilege Card included in today's meeting packet was developed in collaboration with Dr. Spiegel</p>		

Topic	Discussion	Action Follow-up	Person(s) Responsible
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	<p>and the Cardiology Department to rearrange their privilege card to appear more "bundled". Ms. Miller explained the term "bundling" which in essence bundles "like" procedures "like" areas of the body, "like" education and training, etc. She stated the language at the beginning of the privilege card permits the physician to strike through any procedure that he/she does not want to perform. Ms. Miller stated the Medical Staff office oversees the credentialing process to ensure physicians are meeting the criteria outlined in the respective privilege card.</p> <p>Committee members suggested several formatting and grammatical revisions.</p> <p>Dr. Contardo complemented Ms. Miller and her staff on the design of the privilege card and stated it is a model that should be utilized by other divisions.</p> <p><b>It was moved by Director Reno to recommend approval of the Cardiology Privilege Card as presented and amended. Dr. Contardo seconded the motion. The motion passed unanimously.</b></p>		
<p>b. Review and discussion of Board Policy 14-023 – Responsibility for Decision-making on Legal Matters</p>	<p><i>Ms. Miller left the meeting at 12:52 p.m.</i></p> <p>Board Policy 14-023 – Responsibility for Decision-making on Legal Matters was deferred pending further review.</p>	<p>Recommendation to be sent to the Board of Directors to approve Cardiology Privilege Card as amended; item to appear on next Board agenda and included in Board Agenda packet.</p>	<p>Ms. Donnellan</p>
<p>c. Discussion related to serving of alcoholic beverages at TCHD social functions</p>	<p>Director Reno stated she has concerns that the hospital does not have a policy related to the serving of alcoholic beverages at TCHD social functions. Mr. Moser stated the Business Expense policy included in today's meeting packet as well as Board Policy 14-020 Business Expense Reimbursement reflects that alcohol is a personal expense and will not be reimbursed to employees or Board members. Mr. Moser stated the District's policies are consistent in how public agencies handle themselves.</p> <p>Director Reno stated her concern relates to the serving</p>	<p>Board Policy 14-023 – Responsibility for Decision-making on Legal Matters to be placed on a future agenda.</p> <p>Serving of alcoholic beverages at TCHD social functions will be placed on a future agenda of the Board.</p>	<p>Ms. Donnellan</p>

Topic	Discussion	Action Follow-up	Person(s) Responsible
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	<p>of alcoholic beverages at social functions and who pays for the beverages. Mr. Dietlin stated that in the past alcohol has been purchased for cooking or for treatment of the patient, however in practice we do not reimburse or purchase alcohol. It was noted that alcohol may be served from time to time at events where Tri-City is a sponsor, however a sponsorship cannot dictate how the funds are spent. Director Reno clarified that she is not opposed to the serving of alcohol at TCHD social events, however is raising the question due to community concern.</p> <p>Extensive discussion was held regarding the pros and cons of implementing a new hospital policy related to the consumption of alcoholic beverages at social events. It was suggested the issue be brought to the full Board for discussion.</p>		
7. Discussion regarding Current Legislation	<p>Chairman Dagostino reported Director Mitchell is in Sacramento representing the District on the Design Build Bill. He explained the Bill, if passed, will allow healthcare districts to utilize the design build concept.</p> <p>Director Finnilla stated SEIU has a ballot initiative to limit the compensation of executives here at Tri-City to \$250,000. She explained that the Board does not support the initiative and believes the initiative would severely limit our ability to recruit top candidates. She noted the union recently sent out a second flyer on this subject to homes in the Tri-City area. Mr. Moser stated a hearing is scheduled for May 27<sup>th</sup> on this matter.</p> <p>Lastly, Director Finnilla clarified one of the individuals who signed the ballot measure is a past employee who contends that she was fired due to her participation in union activities however the employee violated hospital privacy policy which caused her termination.</p>	Information only.	
8. Review of FY2016 Committee Work Plan	The FY2016 Committee Work Plan was included in today's meeting packet for reference.	Information only.	

Topic	Discussion	Action Follow-up	Person(s) Responsible
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	<p>Chairman Dagostino noted the CEO Ad Hoc Compensation Committee should be struck from the current Work Plan due to the recent hiring of Mr. Dietlin and resolution of this contract.</p> <p>Chairman Dagostino polled community members on their impression of the committee and their role as committee members. He stated Tri-City is one of the few districts that involve community members on their committees.</p> <p>Committee members unanimously agreed that they value participating on the committee but would like to have the community role expanded. Committee members commented that they spend a considerable amount of time reviewing format and spelling in policies and it may not be the best use of the committee's time and expertise.</p> <p>Director Finnilla commented on the importance of accurate policies that focus on the issue at hand. She stated she has seen a major improvement in policy format and structure and believes the community members have contributed to that success. Director Finnilla suggested the committee consider topics the committee could expand upon related to Governance.</p> <p>Director Reno stated the Governance Institute has indicated that the Board does not spend enough time on real issues. She commented on the role of the Professional Affairs Committee related to review of policies and procedures.</p> <p>Chairman Dagostino stated that the challenge is to work more efficiently and perhaps look at reconfiguring the board committee structure.</p>		
9. Committee Communications	<p>Director Reno commented that the Board recently approved distribution of the Administrator On-Call Schedule and she would like to see it distributed.</p> <p>Director Reno provided examples of situations in which</p>	Ms. Donnellan to distribute the Administrator On Call Schedule.	Ms. Donnellan

Topic	Discussion	Action Follow-up	Person(s) Responsible
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	a Board member may need to reach the Administrator on Call.		
10. Community Openings – None	There are currently no openings on the committee.		
11. Confirm date and time of next meeting	The committee's next meeting is scheduled for Tuesday, May 3rd at 12:30 p.m. Chairman Dagostino noted he would be in Washington, D.C. at the AHA Annual Meeting and will be unable to attend the May meeting. The committee may cancel the May meeting depending on agenda.	The next meeting of the Committee is May 3 <sup>rd</sup> .	
12. Adjournment	Chairman Dagostino adjourned the meeting at 1:31 p.m.		



**TRI-CITY HEALTHCARE DISTRICT  
BOARD OF DIRECTORS POLICY**

**BOARD POLICY #14-021**

**POLICY TITLE: Use of Legal Counsel by Members of the Board of Directors**

In order to control legal costs, the Board policy is to permit use of General Legal Counsel by individual Directors only as follows:

- I. An individual Director may initiate consultation with General Legal Counsel regarding the following:
  - A. A legal matter relating directly to District or Board business, but not for matters personal to the Director or matters adverse to the interests of the District or the Board as a whole. Consultation must be limited to relatively simple questions which relate directly to the statutory authority of the Board or to procedures applicable to the Board and which do not require a written opinion or significant amounts of legal or factual analysis.
  - B. Any other legal matter relating directly to District or Board business, with prior approval of the Chairperson of the Board.
- II. An individual Director may initiate consultation with outside special legal counsel at the expense of the District only: (1) when approved by the Chairperson of the Board; and (2) when General Legal Counsel has a conflict of interest, potential conflict of interest, or there would be an appearance of impropriety, or General Legal Counsel lacks sufficient expertise regarding a legal matter relating directly to District or Board business; and (3) the matter is not personal to the Director or adverse to the interests of the District or the Board as a whole; (4) or when authorized by the Board.
- III. Nothing in this Policy shall prohibit an individual Director from seeking the advice of General Legal Counsel on issues related to the Director's individual FPPC Form 700, or other relatively simple conflict of interest questions related to the individual Director.
- IV. The Chairperson may initiate consultation with General Legal Counsel or outside special legal counsel in accordance with paragraphs I or II, above.

**Reviewed by the Gov/Leg Committee: 8/10/05**

**Approved by the Board of Directors: 9/22/05**

**Reviewed by the Gov/Leg Committee: 11/8/06**

**Approved by the Board of Directors: 12/14/06**

**Reviewed by the Gov/Leg Committee: 10/10/07**

**Approved by the Board of Directors: 12/13/07**

**Reviewed by Gov/Leg Committee: 10/12/10**

**Approved by the Board of Directors: 11/04/10**

**Reviewed by the Gov/Leg Committee: 4/01/14**

**Approved by the Board of Directors: 4/24/14**

# TRI-CITY HEALTHCARE DISTRICT

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## GOVERNANCE AND LEGISLATIVE

### COMMITTEE CHARTER

The Governance and Legislative Committee (the “Committee”) of the Tri-City Healthcare District (“District”) has multiple purposes and is delegated certain key responsibilities as enumerated herein.

#### I. Purpose

The Committee is to provide governance oversight and to make recommendations to the District’s Board of Directors (“Board”) related to governance and legislative affairs. The Committee focuses on matters that materially impact the District’s operations.

1. **Governance Oversight:** The Committee may provide oversight of the District, including the following:
  - a. Keep the Board informed of current best practices and legal requirements relating to healthcare district governance;
  - b. Review corporate governance trends for applicability to the District;
  - c. Recommend to the Board updates to the District’s governance policies and practices, and mission, vision and values statements;
  - d. Analyze potential and evolving governance models under federal and state healthcare reform initiatives and make recommendations to the Board regarding such governance models (e.g., physician hospital organizations, accountable care organizations);
  - e. Review the District’s governing documents, including Board Bylaws, Policies, Committee charters, etc., and make recommendations to the Board concerning changes to the governing documents;
  - f. Review and recommend approval of long term strategic plans, metrics and scorecards submitted to the Board by management;
  - g. Identify and recommend to the Board membership opportunities in governance, healthcare, and advocacy membership associations that may further the goals of the District;
  - h. Identify and recommend to the Board educational opportunities and programs for Board and Committee members relating to governance and operations of the District;

- i. Develop educational materials for Board members regarding their role, based on a non-profit corporation board's fiduciary duties of care and loyalty, and regarding how to avoid potential and actual conflicts of interest, including common law conflicts of interest and financial conflicts of interest under the Political Reform Act and Government Code Section 1090;
  - j. Review and make recommendations to the Board regarding executive succession plans;
  - k. Review and make recommendation to the Board regarding procedures and timelines for the Board's annual self-assessment and appointment of Board governance advisor(s);
  - l. Review any proposed changes to the District's governance-related policies and procedures, including the Board's Code of Conduct;
  - m. Review and recommend to the Board communication strategies regarding the District's governance practices and principles;
  - n. Obtain advice and assistance from Counsel, Accountants and other advisors as the Committee deems necessary to fulfill its responsibilities;
  - o. The Committee shall review its Charter on an annual basis;
2. **Legislative Affairs Oversight:** The Committee shall oversee the following:
- a. Monitor significant changes to state and federal laws, rules and regulations and accreditation requirements applicable to the District;
  - b. Recommend action and/or advocacy to the Board regarding proposed significant legislative changes;
  - c. Monitor membership association-produced white papers and articles relating to proposed legislative changes (e.g., ACHD, California Hospital Association);
  - d. Develop and maintain an annual work plan, as may be amended from time-to-time by the Committee Chair;
  - e. Carry out other projects as assigned by the Board.

## II. **Membership**

The Committee shall consist of three Directors, four community members, and three physicians. In addition, The CEO, COO, and Compliance Officer shall support the Committee without vote, but may be counted toward a quorum as alternates in the event absences result in the Committee lacking a quorum.

Each Committee member shall have a basic understanding of governance and legislative affairs of public hospitals, and should have experience and familiarity with the specialized issues relating to governance of complex healthcare organizations, healthcare laws and legislative affairs.

Each Committee member shall be prohibited from being an employee of the organization or family member of the Board of Directors; further, no committee member shall have a material business relationship with TCHD.

### **III. Meetings**

The Committee may establish its own meeting schedule annually.

### **IV. Minutes**

The Committee will maintain written minutes of its meetings. Draft minutes will be presented to the Board for review and approval of recommendations at its meetings. The Executive Assistant or designee will provide assistance to the Committee in scheduling meetings, preparing agendas, and keeping minutes.

### **V. Reports**

The Committee will report regularly to the Board regarding (i) all recommendations made or actions taken pursuant to its duties and responsibilities, as set forth above, and (ii) any recommendations of the Committee submitted to the Board for action.

### **VI. Conduct**

Each Committee member is expected to read the District's Code of Conduct which can be found at <http://www.tricitymed.org/about-us/code-of-conduct/> and shall comply with all provisions thereof while a member of this Committee.

**Approved: October 27, 2011 by Board of Directors**  
**Approved: August 30, 2012 by Board of Directors**  
**Approved: March 28, 2013 by Board of Directors**  
**Approved: May 29, 2014 by Board of Directors**  
**Reviewed: February 2, 2016 by Gov/Leg Committee**  
**Approved: February 25, 2016 by Board of Directors**  
**Reviewed: June 6, 2016 by Gov/Leg Committee**

**TRI-CITY HEALTHCARE DISTRICT  
BOARD OF DIRECTORS POLICY**

**BOARD POLICY #14-020**

**POLICY TITLE: Business Expense Reimbursement; Ethics Training**

**I. POLICY**

In compliance with applicable provisions of the Health and Safety Code and the Government Code, including the provisions of AB 1234, as they may be revised from time to time, it is the policy of Tri-City Healthcare District (“TCHD”) to reimburse all members of the Board of Directors (“Directors”) and the Chief Executive Officer (CEO) for actual and necessary expenses incurred in the performance of official duties on behalf of the TCHD as approved by the Board of Directors. Each Director and the CEO is accountable for expenses incurred when conducting business on behalf of TCHD and will adhere to the policies and procedures adopted by the Board. Since Government Code section 53235 provides that if a local agency provides any type of compensation, salary, or stipend to a member of a legislative body, or provides reimbursement for actual and necessary expenses incurred by a member of a legislative body in the performance of official duties, then all local agency officials shall receive training in ethics, completion of such training is a prerequisite to the receipt of reimbursement under this policy.

**II. PURPOSE**

To provide consistent guidelines addressing the approval and documentation requirements for the reimbursement of actual and necessary business expenses to TCHD Directors and the CEO.

**III. SCOPE**

TCHD will reimburse Directors and the CEO for actual and necessary business expenses pursuant to the guidelines set forth in this Policy. In order to receive reimbursement for such expenses, Directors and the CEO must comply with all requirements set forth below, except as may otherwise be set forth in the CEO’s employment agreement.

**IV. PROVISIONS**

A. Pre-Approval of Expenses.

In order to be eligible to receive reimbursement for expenses relating to an educational seminar or other external meeting, Directors must obtain Board approval pursuant to the following procedures prior to incurring such expenses:

1. The Director shall request Board approval at a regular meeting of the Board.

2. Prior to the regular meeting at which the Board will consider the approval, the Director must provide TCHD Administration with the following information, which shall be included on the Board Agenda:
  - a. Name, purpose and location of meeting.
  - b. Estimated reasonable cost of attendance (registration, travel/transportation, meals, lodging, etc.).

B. Direct Billing/Travel Advances.

1. Direct Billing.

After Board approval has been obtained, the TCHD Board Secretary may coordinate direct billing for advance registration fees for Directors using the TCHD's corporate credit. TCHD Board Secretary may designate a travel agency to handle such arrangements. Directors may pay expenses specifically authorized for reimbursement under this policy using their personal credit card to be reimbursed upon submittal of an Expense Report Form, as set forth in Exhibit "A." Directors may make their own airfare arrangements via the Internet using their personal credit cards, or may use the travel agency designated by the TCHD Board Secretary or their own personal credit card, for such bookings.

2. Reconciliation of Direct Billing Expenses.

Directors shall satisfy the requirements of section C, below, as to all directly billed expenses. Expenses shall not exceed the amounts authorized in section D, below. Any failure to timely comply with such requirements may result in withdrawal of direct billing and credit card use privileges, in the sole discretion of the Board Chair.

C. Reporting Requirements

1. Expense Form.

All requests by a Director or the CEO for reimbursement shall be submitted on TCHD's standard Expense Report Form (see Exhibit "A") with all required supporting documentation and receipts attached in the order they were incurred. This procedure will facilitate the auditing of the Expense Report Forms and provide for more efficient and timely processing. If there are any anticipated reimbursements from outside organizations, documentation of such should be noted on the Expense Report Form. If any such reimbursement is received following TCHD payment of expenses, the overpayment will be signed over to TCHD. TCHD follows the general rules of the IRS and California Government Code which requires i) that expenses be supported by receipts and that the

persons involved and ii) that the business purpose of each expenditure be identified.

2. Supporting Documentation.

Supporting documentation should include, whenever applicable, the following:

- a. Purpose/Reason for business expenses and identification of persons involved where applicable.
- b. Airfare – reservation confirmation from Airlines or e-ticket.
- c. Car Rental – car rental invoice.
- d. Lodging – detailed hotel invoice.
- e. Parking – receipt from parking garage/service.
- f. Mileage – mileage report documenting miles traveled, origin and destination points and business purpose.
- g. Meals – original itemized payment receipts, with persons included and business purpose noted on receipt.
- h. Business Telephone/Fax – detailed telephone bill identifying business calls, to whom call was placed and the business purpose.
- i. Cash Gratuities – Board Members shall document and turn in a receipt to be approved pursuant to the procedures for approval set forth in Section 6 below.
- j. All other expenses - receipts shall be included.

3. Timely Submission.

The Expense Report Form showing actual expenses, together with actual receipts, must be submitted within 60 days following the completion of travel. More timely submission may be requested from time to time for example at fiscal year end to insure appropriate timely accounting to accrue. Reimbursement will not be made if the Expense Report Form is not submitted within 60 days of incurring the expense. In the case of travel advances, if the required documentation and receipts are not submitted within 60 days of incurring the expense, no further travel shall be approved until one year has elapsed from the date travel was completed and the appropriate expense report is received by TCHD.

4. Reports To TCHD Board.

Directors must prepare a written report (Seminar Evaluation Form) upon return from a seminar, conference or other form of event which the Director received or shall receive reimbursement from TCHD pursuant to this Policy. A verbal or written report must be presented at the next regular board meeting following the seminar, conference or other event. In the case of a written report, Directors shall make reasonable efforts to submit the report in time for inclusion in the next regular Board agenda packet. If an oral report is made, a written report shall be submitted within 60 days of the regular meeting.

5. Seminar Evaluation.

In addition to all other requirements set forth in this Policy, in order to share in the benefits of educational programs, each Director who attends an educational program (seminar, workshop, conference, etc.) at TCHD expense shall complete a Seminar Evaluation Form (see Exhibit "C"). The completed Seminar Evaluation Form shall be returned to the Executive Assistant for inclusion in the next regular Board agenda packet if possible, but in no event later than 60 days following the educational program.

6. One Over One Approval.

Once all of the foregoing requirements have been met, the requested reimbursement shall be approved. However, because no one is permitted to approve his or her own expenses, "One over One" approval, evidenced by the signature of the person responsible for such approval, must be given as follows:

- a. TCHD Directors and CEO: TCHD Board Chairperson (or his or her designee) approval required.
- b. TCHD Board Chairperson: TCHD Finance, Operations & Planning Committee Chairperson or Vice Chairperson, or another officer of the Board of Directors approval required.

7. Payment Of Reimbursement.

Completed Expense Request Forms meeting all of the foregoing requirements and approved by the appropriate TCHD Director or CEO will be processed and paid no later than two (2) weeks from the date of authorized submission of the completed Expense Request Forms to the Finance Department. Reimbursement will be directly, by check for actual and necessary business expenses incurred in the performance of official duties upon receipt of a properly documented Expense Report Form accompanied by receipts approved by the appropriate authorized person.



8. Reimbursement Of Excessive Advance.

If the amount advanced by TCHD for travel exceeds the actual expenditures set forth in the Expense Report Form, then the TCHD shall provide the TCHD Director or CEO with written notice that the travel advance exceeded actual expenses. Such notice shall set forth the amount overpaid and the date by which the travel advances must be repaid to the TCHD, which date shall be not more than 30 days from transmission or of the notice.

9. TCHD shall comply with the reporting requirements of California Government Code Section 53065.5.

(x) Notwithstanding the foregoing, the Board may approve reimbursements when documentation or reports are submitted late or are unavailable, for good cause shown, so long as there is substantial compliance with the applicable provisions of state law.

D. Reimbursement Rates.

Directors and CEO shall receive reimbursement at the rates set forth in IRS Publication 463, or any successor publication. Notwithstanding the rates specified in IRS Publication 463, or any successor publication, the government and/ or group rates offered by a provider of transportation or lodging services for travel and lodging are hereby deemed reasonable for purposes of this Policy. A Director or CEO may only be reimbursed for expenses that fall outside of this Policy or the rates set forth below, if the expense is approved at a public meeting of the Board before the expense is incurred, or the CEO's contract so provides.

TCHD will use the following guidelines to determine actual and necessary expense for reimbursement:

1. Airfare.

Coach or economy class airline tickets are considered ordinary business expenses; first or business class tickets are not reimbursable under the Policy. Each Director is expected to assist TCHD in acquiring the best rate and greatest discount on airline tickets. Reimbursement will be the actual necessary airline fare.

*Note:* If a Director chooses to travel in his or her private automobile, rather than by airline, the Director will be reimbursed for mileage at the rates specified in this Policy, provided that such reimbursement does not exceed the cost of coach or economy airfare, plus normal cost for transportation to and from the airport at the point of departure and the airport at the destination. If two or more Directors travel in the same private automobile, the Director whose private automobile is used, will get full mileage reimbursement, provided that said mileage meets the

requirements above as to each Director traveling together, and does not exceed the cost of coach or economy airfare plus normal cost for transportation to and from the airport at the point of departure and the airport at the destination.

2. Lodging.

Choice of lodging shall be determined by convenience to the seminar, conference, or other form of event location within reasonable economic limits. Lodging shall not be reimbursed or provided at TCHD expense if the meeting site is within 30 miles of the Director's legal residence without prior Board approval based upon unusual circumstances which make it impractical to travel to the site of a meeting on the date scheduled. Association or governmental discounts should be requested based on whichever provides a lower cost. If lodging is in connection with a conference or other educational activity conducted in compliance with this Policy, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor provided that the group rate is available at the time of booking, which is hereby deemed reasonable for purposes of this Policy. If the group rate is not available, Directors shall use comparable lodging, either at a rate not more than the maximum group rate published by the conference or the activity sponsor or at a rate not more than the lowest rack rate available for a single room. If Directors wish to take a guest, they must pay any rate differential over the single room rate.

If it is not practical to travel to the site of a meeting on the date the meeting is scheduled, the extra days lodging will be reimbursed. An extra day(s) lodging will be reimbursed if airfare savings are greater than the total cost of staying over and extra day(s).

3. Car Rental.

The size of the car rental shall be appropriate to the number of individuals traveling in the group and the intended business of the group. Association or Governmental discounts should be requested to minimize cost.

4. Car Rental Insurance.

TCHD is insured for collision and comprehensive coverage when renting vehicles. Directors shall decline these coverages when renting vehicles.

5. Parking Expense.

Actual necessary parking expenses while on company business will be reimbursed.

6. Mileage.

The reimbursement rate for use of personal vehicles is consistent with the current IRS mileage reimbursement rate for business miles deduction. Mileage will be calculated as the actual mileage incurred assuming a reasonable and direct route between origin and destination point is taken. Mileage to and from TCHD shall not be reimbursed for participation at Board and Committee meetings or any other activities at TCHD.

7. Other Transportation Expenses.

Actual and necessary expenses for taxi, bus, shuttle, and tolls are reimbursable. Directors are expected to use hotel courtesy cars or shuttles where practical before using taxis or rental car services.

8. Meals and Gratuities.

Directors will receive reimbursement for reasonable actual meal related expenses for each day of authorized travel. Federal Government daily reimbursement rates, as they may be revised from time to time may be used as a guide, but shall not strictly limit reimbursements. Alcoholic beverages are considered a personal expense. Directors are expected to eat at scheduled group meal functions whenever possible.

9. Telephone/Fax.

Actual and necessary calls made in the performance of official duties will be reimbursed at cost and the business purpose of each call shall be identified. Business calls from home, car phones or cellular phones will be reimbursed at cost as identified on the appropriate monthly statement if submitted with a summary of the business purpose of each call. All telephone calls, including personal calls, while traveling on TCHD business shall be of a reasonable number and short duration. All business and personal calls shall be documented as to name and purpose of the call.

10. Dues and Professional Organizations.

TCHD will reimburse Directors for membership in no more than one professional organization pertinent to the performance of official duties and mutually beneficial to TCHD and the Director. TCHD may pay for these dues directly to the vendor on behalf of the Director or reimburse the Director via the expense report process.

11. Certification and Licenses.

Individual certification and licenses are considered the responsibility of the Director and are not reimbursed.

12. Continuing Education.

As approved by the Board of Directors at a public meeting, continuing education related to the Directors' performance of official duties in the form of seminar, workshop fees, etc. (and within TCHD's budget) is eligible for reimbursement or may be paid directly to the vendor. This includes any seminar, conference, workshop, etc. registration fees.

13. Other Business-Related Expenses.

Actual and necessary business entertainment is allowable provided that the persons entertained shall have a reasonable direct relationship to TCHD and a clear business purpose is established. Such entertainment should be limited to numbers and occasions that directly facilitate the business purpose.

Directors will be reimbursed for the actual and necessary cost of luncheons and dinners during the course of TCHD meetings if meals are not provided by TCHD.

TCHD promotes health and wellness and will reimburse Directors for use of hotel health/wellness facilities when traveling. A maximum reimbursement of \$10.00 per day is allowed.

14. Facsimile transmission equipment; Telephone line.

The Board finds that placement of facsimile transmission equipment ("fax machines") at the residences of Directors improves the efficiency and effectiveness of communications between the District and the Directors and communications by Directors with other parties regarding matters directly related to Board business. The District will, upon request, purchase and maintain at District expense a fax machine at the residence of each Director during his/her term, subject to the requirements of law and this Policy.

The District will install and pay the cost of a telephone line for the residence of each Director. The telephone line should be used only for incoming and outgoing fax transmissions and local and long distance telephone calls which are directly related to District business. Neither the fax machine nor the telephone line should be used for personal business or any purpose not directly related to District business. Any charges for the telephone line or for local or long distance telephone calls using the line in excess of \$25.00 per month will be deemed for non-District-related use by the Director and timely reimbursement to the District for the excess will be the responsibility of the Director.

The fax machine is to remain connected to the telephone line at all times. The telephone line may not be used for connection to a computer modem or for connection to the Internet.

Failure to adhere to the terms of this Policy will be grounds for terminating a Director's participation in this program and removal of the fax machine and telephone line. Failure to reimburse the District within 60 days indicates failure to adhere to the terms of this Policy and will be grounds for terminating a Director's participation in this program, resulting in removal of the fax machine and telephone line.

Directors shall return the District fax machine, or purchase the equipment at fair market value as determined by the CEO or Chief Financial Officer, within 14 calendar days of the expiration of their term or shall face all applicable civil and criminal penalties with respect to the unauthorized possession of equipment owned by another party.

15. Non-Reimbursable Expenses.

When traveling, charges for honor bars, dry cleaning, movies and personal items, are not reimbursable.

E. Penalties.

In accordance with applicable law, as it may be revised from time to time, penalties for misuse of public resources or falsifying expense reports in violation of this Policy may include, but are not limited to the loss of reimbursement and/or direct billing privileges, restitution to TCHD, civil penalties for misuse of public resources, and prosecution for misuse of public resources.

V. ETHICS TRAINING REQUIRED

- A. Members of the Board of Directors and all committee members shall receive at least two (2) hours of ethics training every two (2) years, pursuant to the provisions of Government Code section 53234 et seq. ("Ethics Training") in order to be eligible for compensation or reimbursement of expenses.
- B. All Members of the Board of Directors and all committee members, shall provide a certificate to the Executive Assistant, indicating the dates upon which they attended an Ethics Training session(s), to satisfy requirements. Said certificate shall also include the name of the entity that provided the training. The Executive Assistant shall maintain the records, indicating the dates that each of the Members of the Board of Directors and each committee member, satisfied their requirements, and the entity which provided the training. These records shall be maintained for at least five (5) years after the training, and are subject to disclosure under the Public Records Act.

- C. The CEO or Executive Assistant shall provide members of the Board of Directors and committee members, information on the Ethics Training available to meet these requirements.

**Reviewed by the Gov/Leg Committee: 6/8/05**  
**Approved by the Board of Directors: 6/23/05**  
**Reviewed by the Gov/Leg Committee: 8/10/05**  
**Approved by the Board of Directors: 9/22/05**  
**Reviewed by the Gov/Leg Committee: 1/4/06**  
**Approved by the Board of Directors: 1/26/06**  
**Reviewed by the Gov/Leg Committee: 11/8/06**  
**Reviewed by the Gov/Leg Committee: 6/13/07**  
**Approved by the Board of Directors: 6/28/07**  
**Approved by the Board of Directors: 12/14/06**  
**Reviewed by the Gov/Leg Committee: 10/10/07 & 11/07/07**  
**Approved by the Board of Directors: 12/13/07**  
**Reviewed by the Gov/Leg Committee: 07/15/09**  
**Approved by the Board of Directors: 07/30/09**  
**Reviewed by the Gov/Leg Committee: 8/12/09**  
**Approved by the Board of Directors: 8/27/09**  
**Reviewed by the Gov/Leg Committee 5/5/10**  
**Approved by the Board of Directors: 5/27/10**  
**Reviewed by the Gov/Leg Committee: 12/01/10**  
**Approved by the Board of Directors: 12/16/10**  
**Reviewed by the Gov/Leg Committee: 11/14/12**  
**Approved by the Board of Directors: 12/13/12**  
**Reviewed by the Gov/Leg Committee: 4/01/14**  
**Approved by the Board of Directors: 4/24/14**



# Tri-City Medical Center

4002 Vista Way • Oceanside • CA • 92056

Reset

Print

## Business Expense Approval Request

Date 04/11/2014

Employee Name	Employee #	Phone No	Dept Name	Dept #
Seminar, Meeting, Institute to be attended		Location		
Purpose		From / To Dates		
Date to return to work		Total number of scheduled work days		

### Estimated Expenditure

Total Expense	Estimated / Actual Cost (Column A)	Pre-payment Required (Column B)	Remaining Cost (Column A minus B)
Registration			\$0.00
Hotel # of days			\$0.00
Transportation			\$0.00
Meals / Gratuity			\$0.00
Other:			\$0.00
<b>Total</b>	\$0.00	\$0.00	\$0.00

Employee Signature	Date	Dept Director Signature	Date
Vice President Signature	Date	Approved	Disapproved

### Required Pre-Payment (Attach all completed documentation to support payment)

Payee #1	Payee #2		
Address	Address		
City / State	City / State		
GL Acct #	Amt	GL Acct #	Amt

### Summary of actual expenses after attendance (Attach all supporting documentation)

Date								TOTAL
	Registration							\$0.00
	Airfare/Rail							\$0.00
	Hotel							\$0.00
	Car Rental							\$0.00
	Taxi/Shuttle							\$0.00
	Parking/Toll							\$0.00
	Mileage							\$0.00
	Meals							\$0.00
	Misc							\$0.00
	<b>Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Employee Signature	Date	Less Pre Payments by TCMC	
Authorization Signature	Date	Amount Due Employee	
Accounts Payable Usage		Amount Due TCMC	



8550-1006

04/11/2014

SEMINAR EVALUATION FORM  
Exhibit "C"

[insert updated form]

SEMINAR TITLE \_\_\_\_\_

LOCATION \_\_\_\_\_ DATES \_\_\_\_\_

1. Identify reason for attending seminar: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. List three major topics of the seminar. Rate them as to your evaluation of priorities. Provide a brief explanation of key information covered under each topic.

a. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What was the most important topic covered in the seminar? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Who was/were the main speakers/s/and their topics? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tri-City Healthcare District



**Health & Safety Code Section 32103.**

The board of directors shall serve without compensation except that the board of directors, by a resolution adopted by a majority vote of the members of the board, may authorize the payment of not to exceed one hundred dollars (\$100) per meeting not to exceed five meetings a month as compensation to each member of the board of directors.

Each member of the board of directors shall be allowed his or her actual necessary traveling and incidental expenses *incurred in the performance of official business* of the district as approved by the board. For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

**TRI-CITY HEALTHCARE DISTRICT  
BOARD OF DIRECTORS POLICY**

**BOARD POLICY #14-040**

**POLICY TITLE:   Activities for Which Board Compensation Is Available**

When compensation has been authorized by Board Resolution, pursuant to Health & Safety Code section 32103, such compensation may be paid in accordance with Article III, section 4 of the Bylaws of the District and this policy. Compensation is limited to one hundred dollars (\$100) per meeting, not to exceed five meetings per month. The following are compensable activities:

1. Attendance at a regular, special or emergency meeting of the Board of Directors shall be compensable, provided the meeting is at least 30 minutes in length, and the Director seeking compensation is present during the meeting for not less than 30 minutes.
2. Attendance at any meeting of a standing or ad hoc committee of the Board of Directors shall be compensable, provided that the meeting is at least 30 minutes in length, the Director is a member of the committee and is present during the meeting for not less than 30 minutes.

No compensation shall be available, however:

1. For attendance via teleconference from a location which is not a location open to the public and within the jurisdiction.
2. For attendance at a committee meeting in which the Board member is not a member of the committee.
3. Unless the minutes of the meeting or other written evidence reflects a Director's attendance in compliance with this policy.
4. If compensation is limited under any other Board policy, including, but not limited to Board Policy #010-020 and #010-038.
5. If the Director does not request compensation in writing within 180 days of attending the meeting for which compensation may be paid.

**Reviewed by the Gov/Leg Committee: 8/10/05**

**Approved by the Board of Directors: 9/22/05**

**Approved by the Board of Directors: 3/25/10**

**Reviewed by the Gov/Leg Committee: 4/01/14**

**Approved by the Board of Directors: 4/24/14**

**Gov. Code section 53232.1.**

(a) When compensation is otherwise authorized by statute, **a local agency may pay compensation** to members of a legislative body for attendance at the following occurrences:

(1) A meeting of the legislative body.

(2) A meeting of an advisory body.

(3) **A conference or organized educational activity** conducted in compliance with subdivision (c) of Section 54952.2, including, but not limited to, ethics training required by Article 2.4 (commencing with Section 53234).

**(b) A local agency may pay compensation for attendance at occurrences not specified in subdivision (a) only if the governing body has adopted, in a public meeting, a written policy specifying other types of occasions that constitute the performance of official duties for which a member of the legislative body may receive payment.**

(c) This section shall not apply to any local agency that pays compensation in the form of a salary to members of a legislative body, including, but not limited to, those local agencies whose legislative bodies' compensation is subject to Section 36516 or 36516.1, subparagraph (B) or (C) of paragraph (2) of subdivision (a) of Section 21166 or Section 22840 of the Water Code, Section 11908.1 of the Public Utilities Code, Section 6060 of the Harbors and Navigation Code, or subdivision (b) of Section 1 or Section 5 of Article XI of the California Constitution.

**Gov. Code section 53232.2.**

(a) When reimbursement is otherwise authorized by statute, a local agency may reimburse members of a legislative body for actual and necessary expenses incurred in the performance of official duties, including, but not limited to, activities described in Article 2.4 (commencing with Section 53234).

**(b) If a local agency reimburses members of a legislative body for actual and necessary expenses incurred in the performance of official duties, then the governing body shall adopt a written policy, in a public meeting, specifying the types of occurrences that qualify a member of the legislative body to receive reimbursement of expenses relating to travel, meals, lodging, and other actual and necessary expenses.**

(c) The policy described in subdivision (b) may also specify the reasonable reimbursement rates for travel, meals, and lodging, and other actual and necessary expenses. If it does not, the local agency shall use the Internal Revenue Service rates for reimbursement of travel, meals, lodging, and other actual and necessary expenses as established in Publication 463, or any successor publication.

(d) If the lodging is in connection with a conference or organized educational activity conducted in compliance with subdivision (c) of Section 54952.2, including, but not limited to, ethics training required by Article 2.4 (commencing with Section 53234), lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of a legislative body at the time of booking. If the group rate is not available, the member of a legislative body shall use comparable lodging that is consistent with the requirements of subdivisions (c) and (e).

(e) Members of the legislative body shall use government and group rates offered by a provider of transportation or lodging services for travel and lodging when available.

(f) All expenses that do not fall within the adopted travel reimbursement policy or the Internal Revenue Service reimbursable rates as provided in subdivision (c), shall be approved by the governing body, in a public meeting before the expense is incurred, except as provided in subdivision (d).

(g) If a member of a legislative body chooses to incur additional costs that are above the rates established pursuant to this section and those costs have not been approved pursuant to subdivision (f), then the member of a legislative body may do so at his or her own expense.

(h) This section shall not supersede any other laws establishing reimbursement rates for local agencies.

**TRICITY HEALTHCARE DISTRICT  
BOARD OF DIRECTORS POLICY**

**BOARD POLICY #15-042**

**POLICY TITLE: Duties of the Board of Directors**

The purpose of this policy is to define the primary responsibilities of the Board of Directors as the governing body ultimately responsible for leadership of the organization.

**Brief Job Description**

The Board establishes the mission, vision, and goals for the organization. The Board is ultimately accountable for the quality of care rendered to its patients by both its medical and professional staffs, for its financial soundness and success, and for strategically planning its future. The Board hires the Chief Executive Officer, and approves the plans and budgets by which the CEO will accomplish the quality, financial and strategic goals of the Board. However, the Board has delegated to the CEO responsibility to run the day-to-day operations of all of the District's business enterprises; hence, the Board does not direct operations. Rather, the Board is responsible for ensuring that strategies developed by management will accomplish key goals, achieve the mission and fulfill the vision, and holding the CEO accountable for implementation of those strategies.

**Primary Duties and Responsibilities**

*Financial.*

1. Set objectives. It is the role of the Board of Directors, in cooperation with the Chief Executive Office, to specify key financial objectives which are aligned with Board-determined goals, mission and vision for the organization.
2. Oversee attainment of objectives. Through annual approval of the budget, and the ongoing activities of the Financial Operations and Planning Committee, the Board ensures that necessary financial planning activities are undertaken so that the organization's resources are effectively allocated across competing uses. The Board monitors and assesses the financial performance of the organization on an ongoing basis through review of periodic financial statements and other reports prepared and presented by the Chief Financial Officer.
3. Ensure transparency and accountability. Through the selection of independent auditors and acceptance of the annual financial audit report, together with targeted supplemental auditing activities of billing and collection activities for compliance with legal requirements, the Board ensures that appropriate accounting controls are in place and updated, as needed.

*Community needs assessment and outreach.*

The Board helps keep the organization informed about, and sensitive to, community needs and perceptions. Conversely, the Board plays a key role in keeping the community informed regarding the services, activities, and plans of the organization.

*Promote quality medical care.*

1. Under its Bylaws and those of the Medical Staff, the Board appoints, reappoints and determine privileges of physicians who practice in the institution.
2. The Board hears periodic reports on indicators of quality, utilization and outcomes, as well as quality improvement implementation plans, for each area or department of the organization. The Board holds management accountable to ensure that effective risk management systems are in place and functioning effectively. In this manner, the Board takes responsibility for ensuring the quality of nursing and medical care rendered in the hospital.
3. The Board provides opportunities for members of the medical staff to participate in governance through membership on Board-appointed committees. The Board provides the Chief of the Medical Staff an opportunity to participate in Board meetings, including providing an agenda item at each regular meeting for reports from the Medical Staff.

*Compliance oversight.*

The Board ensures compliance with requirements of regulatory and accrediting bodies by: (a) promoting an ethical, self-governing culture throughout the organization through Board and employment policies; (b) overseeing the effectiveness of the compliance program; and (c) providing the resources required to implement effective systems.

**Responsibilities Defined Elsewhere:**

*Bylaws.*

The Bylaws of the Tri-City Healthcare District Board of Directors set forth, in Article III, the legal powers and duties of the board of directors, as provided under the Healthcare District law. The Board's oversight of compliance activities is reflected in Article VI, §2 (establishing a Compliance and Audit Committee) and Article VII, §3, describing its reporting relationship with the Chief Compliance Officer. Article VIII describes the Board's relationship with the Medical Staff. Article IX, §5 requires the Board to maintain a policy regarding annual self-evaluations.

*Board Policies.*

Some of the responsibilities of the Board, including those specifically identified by the Joint Commission, are addressed by board policies. The Medical Staff provides input on equipment and services to be provided at the hospital under Policy 10-001. Minimum liability insurance requirements required for medical staff membership are described in a policy jointly-adopted by the Medical Staff. (Policy No. 10-038.) The Board oversees the prudent investment of excess

funds under Policy No. 10-017, which is reviewed annually. Self-evaluations are conducted by the Board annually under Policy 10-012. Board member orientation and training are provided for in Policies 10-020 and 10-039. Board responsibilities for decision making on legal matters, including hiring General Counsel and the Chief Compliance Officer are described in Policy 14-023. Other policies establish a Code of Conduct for the Board (Policy No. 10-039) and committee members (Policy No. 10-031), and conflict of interest rules (by resolution in accordance with the Political Reform Act). These are merely examples and are not intended to be a comprehensive list of policies describing Board responsibilities.

**Reviewed by Gov/Leg Committee: 1/12/2011**  
**Approved by the Board of Directors: 1/27/2011**  
**Reviewed by the Gov/Leg Committee: 4/01/14**  
**Approved by the Board of Directors: 4/24/14**  
**Reviewed by Gov/Leg Committee: 10/6/2015**  
**Approved by the Board of Directors: 10/30/15**

**TCHD BOARD OF DIRECTORS  
FY2015 (JULY 1, 2015-JUNE 30, 2016)  
WORK PLAN**

Revised 6/2/16

Item	Action	Respon.Party	Progress	Due Date
<b>First Quarter (July-Sept)</b>				
1. Leadership Retreat	Special Meeting scheduled to include Medical Staff Leadership and C-Suite	Clerk of the Board	Complete	9/12/2015



Item	Action	Respon. Party	Progress	Due Date
<b>Second Quarter (Oct-Dec)</b>				
1. Strategic Plan Update	Update to be provided in Special Board Quality Meeting scheduled for November 5, 2015	Board	Complete	11/5/15
2. Board Self-Assessment	To be conducted in conjunction with 11/12/15 Workshop	Board	Complete	11/12/15
3. Quality Reports (to be held two times/year)	Schedule Special Board of Directors Meeting to hear results of quality indicators	Clerk of the Board	Complete	11/5/15
4. Board Workshop	Workshop scheduled for November 12, 2015	Clerk of the Board	Complete	11/12/15
5. Update Mission, Vision & Values Statement	Amended at Special Board Meeting	Board	Complete	1/7/16

Item	Action	Respon.Party	Progress	Due Date
<b>Third Quarter (Jan-March)</b>				
1. Annual Form 700's	All Board members and District Officers identified on "Exhibit A" of TCHD Conflict of Interest Code to return Annual Form 700 to the Clerk of the Board	All Board members Appropriate TCMC staff	Complete	3/31/2016
2. Strategic Plan Update	Schedule Special Meeting(s) to discuss	Clerk of the Board	Complete	3/31/2016
3. Conduct annual review of District Bylaws	Committee to review District Bylaws and forward recommended changes to the Board of Directors	Clerk of the Board		3/31/2016
4. Conduct Annual review of Board Policies	Committee to review District Board Policies and forward recommended changes to the Board of Directors	Clerk of the Board		3/31/2016
5. CHA Health Policy Legislative Day	Scheduled March 14-15, 2016		Complete	3/15/16

Item	Action	Respon.Party	Progress	Due Date
<b>Fourth Qtr (April-June)</b>				
1. CCO Annual Review	Scheduled at April Regular Board Meeting	Clerk of the Board	Complete	6/30/16
2. Ad Hoc CEO Compensation Committee to set criteria and establish goals and objectives for proposed compensation for the following year	Ad hoc Committee Appointed			5/31/16
3. Strategic Planning Update	Schedule Special Meeting	Clerk of the Board	Complete	4/30/16
4. Strategic Planning – presentation on initiatives selected at Strategic Planning Workshop	Schedule Special Meeting to recommend Strategic Initiatives be rolled into budget	Clerk of the Board	Strategic Plan to be presented for approval at June 9, 2016 Budget Workshop.	6/30/16
5. Quality Reports (to be held two times/year)	Schedule Special Board of Directors Meeting to hear results of quality indicators	Clerk of the Board	Complete	6/30/16
6 Annual Review of all Board Committee Charters	Committees to review their respective Charters.	Clerk of the Board	In process	6/30/16

8. AHA Annual Meeting	Scheduled May 1-4, 2016		Complete	5/30/16
9. ACHD Legislative Day	Scheduled April 4-5, 2016		Complete	4/30/16
10. ACHD Annual Meeting	Scheduled May 4-5, 2016		Complete	5/31/16