

Proposed by:	Clinic/Administration
First Reading:	03/06/2008
Second Reading:	04/03/2008
Clinic Board Review:	02/22/2008 & 03/27/2008
Vote: 5 Aye	0 Nay 1 Absent

MUNICIPALITY OF SKAGWAY, ALASKA
ORDINANCE NO. 08-09

AN ORDINANCE OF THE MUNICIPALITY OF SKAGWAY, ALASKA AMENDING CHAPTER 3.17, DAHL MEMORIAL CLINIC BOARD OF DIRECTORS TO ADDRESS THE CHANGE IN STATUS FROM CITY TO BOROUGH GOVERNMENT, TO ADDRESS THE CLINIC NAME CHANGE AND BOARD COMPOSITION.

WHEREAS, Amendments are required to address the change in status from city to borough government; and

WHEREAS, the Assembly passed Resolution No. 08-01R Naming the newly constructed clinic the Edward A. and Jenny Rasmuson Community Health Center on January 10, 2008; and

WHEREAS, the Community health Center Grant awarded by the Federal Government has certain requirements for the Board of Directors;

BE IT ORDAINED AND ENACTED BY THE MUNICIPALITY OF SKAGWAY, ALASKA AS FOLLOWS:

Section 1. Classification. This ordinance is of a general and permanent nature and shall become a part of the Skagway Municipal Code.

Section 2. Purpose. To amend Chapter 3.17, Dahl Memorial Clinic Board of Directors to address the transition from city to borough government, to address the clinic name change and board composition. The Skagway Municipal Code is hereby amended (~~strike through~~) indicates text to be deleted from, and **bold** indicates text added to the current code as follows:

Section 3. Amendment. Chapter 3.17, Dahl Memorial Clinic Board of Directors is hereby amended as follows

Chapter 3.17

DAHL MEMORIAL CLINIC BOARD OF DIRECTORS

EDWARD A. AND JENNY RASMUSON COMMUNITY HEALTH CENTER

Sections:

- 3.17.010 Board of Directors Name and Purpose
- 3.17.015 Authority and General Powers
- 3.17.020 Functions
- 3.17.025 Membership
- 3.17.030 Organization
- 3.17.035 Meetings
- 3.17.040 Conduct
- 3.17.045 Minutes
- 3.17.050 Committee Meetings
- 3.17.055 Administration

- 3.17.010 Board of Directors Name and Purpose

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- A. NAME. The governing body of the Dahl Memorial Clinic ~~Edward A. and Jenny Rasmuson Community Health Center~~ shall be known as the Dahl Memorial Clinic Board of Directors.
- B. PURPOSE
1. To ~~provide and manage personnel~~, schedule hours of operation, approve annual budget, ~~approve the selection of a director of the center~~ **select, retain, evaluate, and recommend retention or dismissal of the clinic administrator**, establish general policies for the clinic and select services designed to diagnose and treat clinic patients. Patient care shall be provided to sick, injured or disabled persons without regard to race, color, religion, national origin, age, sex, disabilities, pregnancy, parenthood, marital status, or change in marital status.
 2. To ~~provide appropriate facilities and needed services to serve best the needs of patients;~~ **to** improve the standards of health care in Skagway Alaska; to encourage education and training of clinic employees and staff appointees; and to **strive to** maintain the quality of patient care that is achievable commensurate with resources available.
 3. To carry on such education activities related to rendering care to the sick and injured or to the promotion of health as may be **reasonably feasible** ~~justified~~ by the facilities, personnel, funds or other requirements that are, or can be made, available.
 4. To manage, operate or participate insofar as clinic policy, circumstances and available funds may warrant, any activity designed and carried on to promote general health in Skagway Alaska.
- C. ADDRESS. The mailing address of the ~~Edward A. and Jenny Rasmuson Community Health Center~~ Board of Directors of the Dahl Memorial Clinic is P.O. Box 537, Skagway, AK 99840.

3.17.015 Authority and General Powers

- A. AUTHORITY. The board of directors is constituted, authorized, and governed by the ~~Charter and ordinances of the City~~ **Municipality** of Skagway. **Within the general revenue resources available to the Edward A. and Jenny Rasmuson Community Health Center Dahl Memorial Clinic from the Municipality of Skagway and consistent with municipal personnel policies and consistent with municipal fiscal policies, the Municipality of Skagway, Alaska delegates to the Dahl Memorial Clinic Board of Directors the authority to operate the Dahl Memorial Clinic Edward A. and Jenny Rasmuson Community Health Center.**
- B. GENERAL POWERS. Subject to state laws and other ~~City~~ **municipal** ~~ordinances~~, Skagway Municipal Code (SMC) 3.17.015 provides in part that the board of directors shall be responsible for the operation of the Dahl Memorial Clinic ~~Edward A. and Jenny Rasmuson Community Health Center~~ according to the best interests of the public's health, shall make and enforce all rules and regulations necessary for the administration of the clinic under its management, shall prescribe the terms under which patients shall be admitted thereto and shall establish and enforce standards of operation. The board of directors has no authority to establish or alter ~~City~~ **the Municipality** of Skagway human resources or fiscal policies, which shall also be applicable to clinic staff and operations.

3.17.020 Functions

- A. LEGISLATIVE

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1. The board of directors shall establish policies and procedures for the administration and government of the clinic, which policies and procedures shall be submitted to the ~~City Council~~ **borough assembly** for ratification. A manual of policies and procedures shall be maintained.
 2. Policies and Procedures, with the exception of personnel and financial policies and procedures, may be adopted, amended, or repealed at any meeting of the board of directors, provided the proposed adoption, amendment or repeal shall have, in substantive form, been proposed at a previous meeting of the board. The board may suspend, adopt, amend, or repeal a policy or procedure without prior notice if the board determines there is an **emergency emergent** threat to health or safety.
 3. Policies and Procedures shall be adopted, amended, or repealed by the prevailing vote of at least five members of the board.
 4. ~~Every October, the President of the Board shall appoint two board members to review the policies and procedures. They shall make their recommendations to the Board at the Board's December meeting.~~ **Policies and procedures shall be reviewed annually by the board or its committees, designated for that purpose.**
 5. ~~The policies and procedures shall then be reviewed annually at the December meeting of the board.~~ **At the January meeting, the president of the board or his/her appointees shall ensure that all policies and procedures have been reviewed and/or revised as necessary.**
 6. By April 15th of each year the board shall submit to the ~~City Council~~ **borough assembly** its annual budget for consideration. Other budgets will be prepared as necessary to meet the requirements of significant funding agencies.
- B. EVALUATION. The board of directors shall annually evaluate its performance in the control and management of the clinic **according to** ~~established by~~ goals, policies and procedures duly adopted by the board.

3.17.025 Membership

~~A. NUMBER AND APPOINTMENTS.~~

1. ~~The Board of Directors shall consist of nine (9) members; one (1) member from the Skagway Traditional Council, a federally recognized tribal entity, appointed by the Mayor and confirmed by the City Council for staggered three-year terms. Board members shall serve at the pleasure of the Council. A City Council Member shall serve as the ex officio member of the Board, may attend all meetings and have the privilege of the floor, but shall have no vote.~~
2. ~~In the event that the Skagway Traditional Council (STC) is unable to forward a nomination to the Mayor within 30 days of a vacancy the Mayor may recommend for appointment another member of the community to fill the unexpired term of the open STC board position.~~

- ~~B. QUALIFICATIONS. A voting member shall reside in the City of Skagway and show willingness to give as much time as is reasonably requested or required. The applicant must be willing to accept responsibility for governance, including availability to participate actively in board and committee activities; to provide input in areas of interest and expertise; and to utilize experience in organizational and community activities. The board recognizes that the City Council seeks to include a broad representation of the geographic area encompassed by the boundaries of the City of Skagway. No Board Member may be an employee of the center or the spouse, child or sibling of an employee of the center by blood or~~

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marriage. The total Board must consist of 51% consumers of the clinic. No more than ½ of the non-consumer may derive more than 10% of their income from the health care industry.

- ~~C. TERM. The term of membership shall be three years and until a successor takes office, except that a member appointed to fill a vacancy shall serve for the unexpired term. Terms shall commence in October. The terms shall be staggered so that members shall be appointed each year.~~
- ~~D. VACANCY. The office of a board member shall become vacant upon his or her death, resignation or removal from office.~~
- ~~1. A board member who has received notice of and failed to attend three consecutive regular meetings of the board or 50% of all meetings within the preceding year (including committee meetings) shall be counseled by the President or the Executive Committee, who shall make a recommendation to the board concerning removal or retention, if deemed appropriate.~~
 - ~~2. A recommendation to the City Council for removal of a board member may be made upon the prevailing vote of at least five members of the board.~~
 - ~~3. A Director may resign at any time by giving written notice to the City Council, with a copy to the President of the board. Such resignation shall take effect on the date of receipt or at any later time specified in it.~~
 - ~~4. Upon notification by the board that a vacancy exists on the board, the Board shall make recommendations to the Mayor for replacement. The Mayor shall then appoint a new member for the un-expired term.~~

A. NUMBER AND APPOINTMENTS.

1. The board of directors shall consist of nine (9) members and two (2) alternate members. The nine (9) members shall consist of at least one (1) member from the Skagway Traditional Council (STC), a federally recognized tribal entity. All members shall reside within the Municipality of Skagway. The total board must consist of at least 51% consumers of the clinic. No more than ½ of the non-consumer portion of the board may derive more than 10% of their income from the health care industry. The board shall be appointed by the mayor and confirmed by the borough assembly. Board members shall serve at the pleasure of the assembly. Any board member may be removed by a majority vote of the assembly at any time regardless of whether that person's term on the board has expired. A borough assembly member shall serve as the ex officio member of the board, may attend all meetings and have the privilege of the floor, but shall have no vote.

2. The Skagway Traditional Council shall nominate the member to fill the STC board position. In the event that the Skagway Traditional Council is unable to forward a nomination to the mayor within 30 days of a vacancy the mayor may recommend for appointment another member of the community to fill the unexpired term of the open STC board position. Upon approval by a majority of the assembly, the mayor's recommended appointee shall be appointed to the STC board seat.

3. An alternate member shall abstain from voting unless replacing an absent board member. The chair of the board of directors shall determine such absence and alternate replacement when establishing a quorum.

B. QUALIFICATIONS. A voting member shall show willingness to give as much time as is reasonably requested or required. Board members must be willing to accept responsibility for governance, including availability to participate actively in board and committee activities; to provide input in areas of interest and expertise; and to utilize

experience in organizational and community activities. The board recognizes that the borough assembly seeks to include a broad representation of the geographic area encompassed by the boundaries of the Municipality of Skagway. No board member may be an employee of the center or the spouse, child or sibling of an employee of the center by blood or marriage.

C. TERM. The term of membership shall be three years and until a successor takes office, except that a member appointed to fill a vacancy shall serve for the un-expired term. Terms shall commence in October. The terms shall be staggered so that members shall be appointed each year.

D. VACANCY. The office of a board member shall become vacant upon his or her death, resignation or removal from office.

1. A board member who has received notice of and failed to attend three consecutive regular meetings of the board or 50% of all meetings within the preceding 12 months (including committee meetings) shall be counseled by the President or the Executive Committee, who shall make a recommendation to the board concerning removal or retention, if deemed appropriate.

2. A recommendation to the borough assembly for removal of a board member may be made upon the prevailing vote of at least five members of the board.

3. A director may resign at any time by giving written notice to the mayor, with a copy to the president of the board. Such resignation shall take effect on the date of receipt or at any later time specified in it.

4. Upon notification by the board that a vacancy exists on the board, the board shall make recommendations to the mayor for replacement. The mayor shall then appoint a new member for the un-expired term.

E. COMPENSATION

1. Board members and members of all committees shall receive no compensation for any services rendered in their capacities as board members or committee members. Board members may be reimbursed for expenses directly related to board service. Receipts for expenses claimed must be submitted to the health center administrator for approval. The administrator is not authorized to approve any reimbursement without receipts for expenses directly related to board service. ~~However, nothing herein contained shall be construed to preclude any board member or committee member from receiving compensation for expenses incurred in serving the Clinic as a board member.~~

2. Before any reimbursement for expenses is made, receipts of such expenses must be submitted to the administrator.

3. The board of directors may maintain membership in any local, state or national group or association organized and operated for the promotion of the public health and welfare or the advancement of the efficiency of clinic administration and, in connection therewith, the clinic ~~will~~ may pay dues and fees for such membership ~~therein~~.

F. TRAINING. ~~New board members shall be strongly supported in understanding the function of the board, learn the operations of the clinic and the board, and become conversant with the history and traditions of the clinic and the community.~~

1. Each new board member will be given, not later than their first regular meeting as a board member and for their use and possession for the

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duration of their term, a copy of SMC Chapter 3.17 and the clinic policies and procedures, and any other documents related to the operation of the health center ~~as deemed appropriate.~~

2. The board shall strongly encourage and bear the costs of the attendance of each new board member at orientation meetings or training sessions.

3.17.030 Organization

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

B. OFFICERS

1. The officers of the board shall be a president, a vice president, and a secretary.
2. Officers shall be elected by the board at a regular meeting in November, and each shall hold office for a one year term and until successors shall have been elected. Officers shall serve at the pleasure of the board.
3. Any officer may resign their office at any time by giving written notice to the board. Such resignation shall take effect on the date of receipt or at any later time specified in it.
4. The president shall preside at all meetings of the board, and shall be an ~~ex-officio voting~~ member of all committees. The president shall be the chairperson of the executive committee.
5. The vice president shall act as president in the absence of the president, and when so acting, shall have the power and authority of the president. The vice president shall succeed to the office of president for the unexpired term if that office becomes vacant.
6. The secretary shall provide for the keeping of minutes of all meetings of the board and board committees, shall give or cause to be given all ~~appropriate~~ notices in accordance with SMC Chapter 3.17 or as required by law, and shall act as custodian of all records and reports.
7. Upon a vacancy in the office of vice president, or secretary, the board shall appoint at its next regular meeting to fill such vacancy for the unexpired term.

C. COMMITTEES

1. The board shall establish an executive committee, a financial committee, and a planning committee. The board shall assign such duties and responsibilities to the committees or appoint such other committees, as it deems necessary.
2. The president shall appoint the chair and members of all committees.
3. With the exception of the executive committee, committees of the board shall, when specifically charged to do so by the board, conduct studies, make recommendations to the board, and act in an advisory capacity, but shall not take action on behalf of the board, except that the finance committee may approve expenditures.
4. Unless otherwise determined by the board, committees shall consist of no less than two board members and shall serve until the committee is discharged.
5. The planning committee shall serve as the maintenance and building committee.
6. ~~A board member may request or refuse appointment to a committee and the refusal to serve on any one committee shall not be grounds for failure to appoint that board member to another committee.~~

- ~~67.~~ A committee shall be convened by the chair, who shall report for the committee. The committee chair shall appoint a secretary for each committee. The secretary will keep minutes during the meeting.
- ~~78.~~ The board may assign the functions of any management and/or board committee, except the executive committee, to combined or new committees or to the board acting as a committee of the whole.

D. COMMITTEE FUNCTIONS

1. Executive Committee

The executive committee shall consist of the president, vice president, and secretary. The president shall be chair of the executive committee and in his or her absence the vice president shall be chair. The executive committee shall be empowered to transact all regular business of the clinic during the interim between meetings of the board, provided that any action it may take shall not conflict with the policies of the board. Any action taken by the executive committee shall be reported at the next regular meeting of the board and may be rescinded by board action at the meeting.

2. Finance Committee

The finance committee shall consist of a chair and three members appointed by the president. The duties and responsibilities of the finance committee are to review and make recommendations to the board concerning all matters affecting the financial condition of the clinic, including but not limited to, the annual budget and capital budget matters referred to the committee by the president.

- a. The finance committee will prepare the annual budget not later than March 31st. The budget will include a three-year Capital Plan.
- b. The finance committee will submit to the board for approval the annual budget before it is submitted to the ~~City Council~~ **borough assembly**.
- c. The year-end audited financial reports by an outside auditing firm shall be reviewed by the finance committee and the committee shall report conclusions to the board at the next board meeting.

3. Planning Committee

The planning committee shall consist of a chair and three members appointed by the president. The planning committee shall provide information to the board on changes and trends in the health care field that may influence the growth and development of the clinic. It may also assist in the preparation and modification of long-range and short-range plans to assure that the total clinic program is attuned to meeting the health care needs of the community served by the clinic. The plan should coordinate the clinic services with those of other health care facilities and related community resources.

- a. The board shall provide for institutional planning by including the administration, and the medical staff, other department/services, and appropriate advisors in the planning process through participation on the planning committee.

4. ~~Joint Conference~~ **Other Standing Committee**

~~The purpose of this committee is to provide a forum for communications between the medical staff and the board of directors. The Joint Conference Committee shall consist of the executive committee of the Board, the Medical Director, any mid-level providers, and representatives~~

~~from administration. One of the board members shall be appointed committee chairperson.~~ **The board may constitute additional standing committees not herein identified to assist it in conducting its day to day business. Members shall be appointed by the president.**

5. Special Committees

Special committees may be appointed by the president for special tasks. Upon completion of the task for which appointed, such special committees shall be discharged.

3.17.035 Meetings

- A. BOARD CALENDAR. The board shall conduct its business by reference to a calendar, which specifies the month or date that decisions, resolutions, deliberations, notices, and reports must be made or instituted by the board or should be received by the board. The calendar shall be adopted annually at the January meeting of the board, but may be amended at any time thereafter.
- B. PARLIAMENTARY AUTHORITY. Meetings shall be conducted under Robert's Rules of Order, and such modified or amended rules as may be adopted by the board.
- C. QUORUM. Five members of the board shall constitute a quorum, and no business shall be conducted in the absence of a quorum.
- D. PRESIDING OFFICER. The president shall preside at all meetings of the board. In the absence, disability, or disqualification of the president, the vice-president shall preside. In the absence, disability, or disqualification of the president and vice president, the secretary shall preside. In the absence, disability, removal, or disqualification of the president, vice president, and secretary, the person with the longest period of current consecutive service on the board shall preside.
- E. CALL
 - 1. Regular meetings shall be held at least once a month.
 - 2. Special meetings not regularly scheduled may be called by the president or shall be called at the request of three (3) members.
 - 3. All meetings of the board and committees of the board shall be open to the public, except as otherwise provided by SMC Chapter 3.17. This section does not apply to meetings of the board or a committee of the board when holding a meeting solely to act upon matters of professional qualifications, privileges or discipline.
- F. NOTICE
 - 1. The president shall notify, in writing and no later than two days in advance of the meeting, each board member of the time, date, location, and, to the extent it is known, the agenda of any regular meeting. Notice of the time, date, location and purpose of a special board meeting shall be given to board members no later than twenty-four hours in advance of the meeting.
 - 2. Reasonable public notice shall be given for all meetings. Notice of all board meetings and committee meetings shall be posted at the post office, ~~City Hall~~ **borough administrative offices**, library and clinic bulletin boards at least 24 hours prior to such meetings. In calling a special meeting this notice shall state the business for the transaction of which the special meeting has been called and no business other than that stated in the notice shall be transacted at such special meeting.
- G. AGENDA

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1. At the direction of the board president, the administrator shall prepare an agenda of items of business and board member requested matters to come before the board at each board meeting.
2. Any board member who desires certain matters be placed on the agenda shall bring such matters to the attention of the administrator prior to the meeting and the administrator shall place such items on the agenda. Individuals and groups desiring to make presentations to the board may contact the administrator to be placed on the agenda.
3. The agenda shall be delivered to each board member not later than two days before regular meetings, and shall be delivered no later than twenty-four hours before special meetings.
4. The agenda shall include such reports and supplementary materials as are appropriate and available. Copies of the agenda and other materials shall be prepared for the public and the press and shall be available in the administrator's office. The agenda shall be posted at the post office, City Hall **borough administrative offices**, library and clinic bulletin boards at least twenty-four hours before the meeting.
5. Any member of the public may request the placement of an item on the board agenda. The board agenda shall include a designated time for the public to discuss an item not included on the prepared agenda.
6. An agenda for a special meeting may be prepared without a packet of information at the discretion of the administrator with the concurrence of the board president.
7. The order of business shall include the following:
 - Call to Order
 - Roll Call
 - Approval of Agenda
 - Approval of Minutes of Previous Meeting(s)
 - Announcements/Reports
 - Public Participation
 - Unfinished Business
 - New Business
 - Executive Session (if needed)
 - Board Comments & Questions
 - Schedule Next Meeting
 - Adjournment

H. VOTING

1. The prevailing vote of at least five members of the board shall be required for official action.
2. **Any board member who could potentially benefit personally or financially from any decision or action that comes before the board shall be considered to have a conflict of interest and shall declare the conflict of interest.** A board member with a declared conflict of interest on an issue shall be excused from voting by the president and must abstain from the vote. President excuses him/her self. **If the board president does not direct the board member to abstain from voting, the board may override that decision by a vote of five members to direct the board member to abstain from voting.**
3. A vote may be taken by voice, show of hands or roll call. Proxy voting or board polling shall not be permitted.

I. EXECUTIVE SESSIONS

1. If excepted subjects are to be discussed at a meeting, the meeting must first be convened as a public meeting and the question of holding an executive session to discuss matters that come within the exceptions set forth below shall be determined by a majority vote of the board. No subjects may be considered at the executive session except those mentioned in the motion calling for the executive session unless auxiliary to the main question. No action may be taken at the executive session. The following excepted subjects may be discussed in an executive session:
 - a. matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the ~~government unit~~ **clinic**;
 - b. subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
 - c. matters which by law, municipal charter, or ordinance are required to be confidential.
 - d. Union negotiations and directions to an attorney.
 2. Any executive session where the subject to be discussed tends to prejudice the reputation and character of any person shall require advance notification of the person and the opportunity for the person to request a public discussion.
- J. HEARING OF PUBLIC. Members of the public present at the meeting of the board shall be offered a reasonable opportunity to be heard in accordance with board policy.
- K. TIME LIMIT. All board and board committee meetings shall be limited to three hours, unless extended by a majority vote of the members attending a board or board committee meeting.
- L. ADJOURNMENT. The board may at any time recess or adjourn a meeting to a time and place certain. Upon resuming, the board shall commence business at the point in the agenda where the motion to recess or adjourn was adopted.

3.17.040 Code of conduct.

The board adopts as its Code of Ethics the American Hospital Association (AHA) Code of Ethical Conduct for Health Care Organizations, which was adopted by the AHA in 1992. A copy of the code is available from the clinic's administrator.

3.17.045 Official minutes

- A. The board shall keep minutes of all of its board meetings and board committee meetings and a record of all proceedings of the board.
- B. All minutes shall be filed in the office of the administrator ~~in a minutes book~~ as the permanent record of the acts of the board.
- C. The minutes shall show the time and place, the members present, the members absent, the subjects considered, the actions taken, the vote taken, and any other information required by law.
- D. Copies of all written reports received at a board or committee meeting shall be attached to the minutes for that meeting.

3.17.050 Committee meetings

- A. Committee meetings may be called at any time by the committee chair or when a meeting is requested by a majority of the committee.
- B. The finance and planning committees have four members and two must be present for a quorum to conduct business. For any other committees a majority of the total membership shall constitute a quorum of that committee.

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- C. Reasonable public notice shall be given of all committee meetings and the meeting shall be open to the public.
- D. Minutes of all committee meetings shall be maintained and transmitted to all board members.
- E. No issues affecting the discharge of medical staff responsibilities shall be deliberated by the board unless there is representation of the medical staff present.

3.17.055 Administration

- A. APPOINTMENT. ~~The Chief Executive Officer of the clinic shall be a clinic administrator~~ **clinic administrator shall be appointed by the board consistent with the Borough Personnel Policy.**
- B. VACANCY. Whenever a vacancy occurs, a Search Committee consisting of 2 board members, the ~~City~~ **borough** Manager and the ~~City Council~~ **borough assembly** representative shall be established for the purpose of finding and recommending a qualified administrator to the board.
- C. QUALIFICATIONS
 1. The board shall select and appoint an administrator who has appropriate education, experience and managerial qualifications.
 2. It is desirable, but not mandatory, that the applicant have a graduate degree in hospital or health care administration. The applicant must have demonstrated ability to successfully manage and work with others.
- D. SUPERVISION AND AUTHORITY
 1. **The clinic board hires the clinic administrator; however the clinic board has no authority to establish or alter municipal personnel or fiscal policies which shall also be applicable to clinic staff and operations. It shall be the responsibility of the clinic board to work with and seek the counsel of the Municipality of Skagway to insure that the clinic budget and hiring practices adhere to and are consistent with the fiscal and personnel policies of the Municipality of Skagway.**
 2. The administrator is responsible for the overall supervision of the affairs of the clinic. The duties and responsibilities of the administrator shall be as set forth in SMC Section 3.17.055. The administrator **in conjunction with the board president,** will ensure that all policies and procedures are reviewed and/or revised at least annually.
 23. The administrator shall have the authority necessary to effect the duties and responsibilities as outlined in SMC Section 3.17.055.
- E. MEETINGS
 1. The administrator shall attend all meetings of the board and standing committees, except as the board may direct otherwise. The administrator may attend all meetings of any other committees.
 2. The administrator shall, unless otherwise expressly provided, be a non-voting ex-officio member of all board committees and shall act as the duly authorized representative of the board in all matters in which the board has not formally designated some other person or group to act.
- F. BOARD OF DIRECTORS. The administrator shall have the following duties and responsibilities with respect to the board:
 1. Conduct and coordinate for the board a comprehensive orientation program for new members and a continuing education program for all members based, at least in part, on identified needs.

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2. Prepare the agenda for board meeting in conjunction with the president and the secretary of the board.
 3. Serve as the liaison between the board and the medical staff.
 4. Report to the board and the staff on the overall activities and mechanisms for monitoring and evaluating the quality of patient care, for identifying and resolving problems, and for identifying opportunities to improve patient care. Reports should also include federal, state and local developments that affect the operation of the clinic.
 5. Forward reports to the board reflecting assurance that one level of care is being provided.
 6. Carry out the policies established by the board.
 7. Perform such other duties as the board may direct.
- G. CLINIC PROFESSIONAL STAFF. The administrator shall work with the professional staffs of the clinic and with those concerned with the rendering of professional services to the end that the best possible care may be rendered to all patients.
- H. STAFF
1. The administrator shall publish criteria utilized to select, employ, control and discharge all clinic employees subject to the provisions of City Municipality of Skagway Personnel Policy, and any personnel rules adopted by the clinic.
 2. The administrator shall organize the functions of the clinic, delegate duties and establish formal means of accountability on the part of subordinates.
- I. MANAGEMENT
1. The administrator shall be responsible, except as otherwise provided by the board, for employing, controlling, developing and maintaining policies and practices for the clinic.
 2. The administrator shall establish and implement a written plan of internal control and a management reporting system for the clinic.
- J. BUSINESS AFFAIRS
1. The administrator shall supervise the business affairs of the clinic to assure that funds are expended to the best possible advantage.
 2. The administrator shall direct the preparation of the annual operating and capital budgets for approval by the board and monitor and present monthly operating reports to the board.
 3. The administrator may authorize expenditures not to exceed \$5,000 without board approval.
 4. The administrator shall be responsible for recommending adequate insurance coverage, directing effective safety and risk management programs, and maintenance of all physical properties.
- K. OTHER DUTIES. The administrator shall perform such other duties and responsibilities as may be necessary for the best interests of the Clinic.
- L. DELEGATION OF AUTHORITY. The administrator shall designate, in writing, other individuals by name or position who are, in order of succession, authorized to act for the administrator during any period of the administrator's absence from the clinic.
- M. ANNUAL EVALUATION. ~~Annually, or more frequently as the board deems necessary,~~ **the board may** shall review the performance of the administrator, **annually or more frequently,** using procedures **consistent with** ~~compliant with~~ the City Municipality of Skagway's personnel policies **and the administrator's duties and obligations and forward the evaluation to the borough manager.**

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1. Minutes of the board meeting shall document the evaluation of the administrator.
- N. **CRITERIA.** Consideration of Subsections A - M of this code relating to the duties and responsibilities of the administrator shall be given in the evaluation of the administrator.

Section 4. Severability. If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 5. Effective Date. This ordinance shall become effective immediately upon adoption.

PASSED AND APPROVED by a duly constituted quorum of the Borough Assembly of the Municipality of Skagway this 3rd day of April, 2008.

Thomas D. Cochran, Mayor

ATTEST:

Marjorie D. Harris, Borough Clerk

(SEAL)