New Board & Commissioner Orientation

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Presenters

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Orientation Agenda

• AWPHD 101
• WSHA 101
• Governance Education Program Overview
• New Board & Commissioner 101
• Q&A
Who We Are

Since 1952 The Association of Washington Public Hospital Districts (AWPHD) has been the voice for Public Hospital Districts (PHD) across the State of Washington. We are solely focused on the unique role that PHDs serve in communities.

At AWPHD we understand the special connection of our members to their communities that have made the choice and investments to keep care local. We strive to support the PHDs at all levels. The publicly elected commissioners, CEOs and staff. Our value is in our ability to advocate, educate and convene all of the above to create a better environment to deliver publicly owned health care.

We are led by a professional, full time staff and an all volunteer Board of Directors.

What We do

We Advocate

AWPHD is the voice of Washington Public Hospital Districts when it comes to influencing public policy. We bring our experience together with our members voices to the Legislature, State and Federal Agencies.

We Educate

At AWPHD we offer tailored governance education to leaders and PHD Commissioners. In addition, we help our members navigate legal questions unique to PHDs.

We Convene

We recognize the value to our members in gathering to learn and share. AWPHD sponsors multiple annual gatherings for PHD leaders. We also have forged strategic partnerships within the healthcare and public policy arenas that add value to our members.

We Communicate

AWPHD provides it members with monthly news updates, social media and timely reports as those issues unique to PHDs emerge. We also help our members with tools to reach out to their communities and meet the unique compliance standards for PHDs.

56 Public Hospital Districts
47 Hospitals
(34 Critical Access)
3 Clinics
12 Longterm Care
22 EMS
WSHA Mission
The Washington State Hospital Association (WSHA) advocates for and provides value to members in achieving their missions.

WSHA Vision
WSHA will be the trusted voice and indispensable resources that leads, challenges and assists hospitals and health systems to improve the health of the communities they serve.
Representing all 113 hospitals and health systems

Who is WSHA?
What does WSHA do?
How can they help my hospital?
How can they help me?

Dues structure

- Members are billed for dues in November for the following year.
- The amount varies based upon annual operating expenses.
- There is a discount for those in a system.

* Non-Profit Hospitals include 7 Critical Access Hospitals
** Public District Hospitals include 32 Critical Access Hospitals
Who is WSHA?

What does WSHA do?

How can they help my hospital?

How can they help me?

WSHA Board

Finance/Audit & Compliance Committee

Nominating Committee

Public Policy Committee

Strategic Planning Committee

Safety & Quality Committee

Hospital Governing Boards Committee

Rural Hospital Committee

Compensation Committee
WSHA Subsidiaries and Affiliates

- Washington State Hospital Association (c)(6)
  - Wholly owned for-profit subsidiary provides services to hospitals
- Association of Washington Public Hospital Districts (c)(6)
- Washington Hospitals Workers Compensation Group
- Public Hospitals District Workers Compensation Group
- Public Hospital District Unemployment Compensation Group

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What does WSHA do?

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2020 Legislative Priorities

1. Ensure patients have access to care during and after hospitalization.

2. Ensure hospitals can be stable institutions serving their communities, long into the future.

3. Maintain flexibility for hospital operations while preventing burdensome and costly new regulations.
Building Relationships
Electing Champions for Health Care
Unifying Hospitals’ Political Voice

www.wshaweb.com/whpac
Password: WHPAC
Safety & Quality Program

**Infections** ★ Catheter Associated Urinary Tract Infections ★ Central Line Associated Blood Stream Infections ★ Surgical Site Infections ★ Sepsis ★ C. Diff Ventilator Acquired Conditions

**Nursing and Staff Care** ★ Falls ★ Pressure Ulcers ★ Venous Thromboembolism ★ Worker Safety ★ **Safe Delivery Roadmap** ★ Early Elective Deliveries ★ Episiotomy C-Section Rate ★ Inductions ★ **Medications** ★ Antibiotic Stewardship ★ Anticoagulants Hyperglycemic Opioid ★ **General Care** ★ Behavioral Health
**Vision:** Everyone will receive care that honors personal values and goals at the end of life.
• Knowledge of advocacy issues and regulatory affairs
• Safety & Quality programs
• Partnership with other organizations
• Data Analytics
• Supporting you in your advocacy efforts
• Washington Hospital Services
• Events and education
Business Lines

- Unemployment & Worker’s Compensation Claims Management
- LEAD Academy
- External peer review
- Industry Partner vendor endorsement program
- PNW Pop and Business Intelligence
Who is WSHA?

• Source for essential information
• Help answer key questions
• Networking at meetings and events
• Available to present to hospital Boards
• Governance education for hospital governing boards
• Opportunities to influence legislation and regulations
• Opportunities for statewide leadership roles through committees and task forces
Where to find more information
www.wsha.org/events-resources/governance-education/

Curriculum
Learn more about the content offered through webinars and at WSHA events.

Certification
WSHA health care governance certification is just 12 credits away.

Log Hours
Log your learning hours to earn WSHA health care governance certification.
Get certified

12 hours

12/31 2020
Logging your credit hours...

It’s up to you!
New Board & Commissioner 101
You’re Elected or Appointed: Now What?
Pause to Consider Your Role

• Why did you seek board service?
• Was there a particular issue?
• Your role is fulfillment of:
  • Nonprofit purpose
  • Statutory duties
  • Mission, vision, values

- Mission, vision, values
- Bylaws and articles of incorporation, IRS determination
- Biographies of board members and key staff
- Board compact or board member agreement
- Conflict-of-interest policy and questionnaire
- Review of your role – board member job description
- Recent financial reports and audited financials
More Stuff to Learn at Board Orientation

• Summary of Directors’ and Officers’ insurance
• Review of key policies:
  • Travel reimbursement (legally defined for PHDs)
  • CEO compensation-setting policy
  • Whistleblower
  • Charity care
• List of committees, with charters and rosters
• Calendar of meetings for the year ahead
• For PHDs, education on key laws
Gathering Facts Fast

- Community health status
  - Review community needs assessment
- Quality status
  - Review dashboard – how does your hospital compare?
  - Any significant malpractice claims pending against the hospital?
  - How does the hospital ensure providers are qualified to practice?
- Financial status
  - What is the “payer mix”?
  - Designated payment type: critical access, sole community, etc.
  - Amount of charity care and bad debt
Gathering More Facts

• Results of last hospital survey – any deficiencies?
• Key providers:
  • Employed or independent? How are they paid?
  • What is outsourced to groups?
• Key hospital personnel and their jobs, for example:
  • CFO
  • CNO
  • IT Security Officer
• Beyond D&O Insurance, what types, general policy terms, and coverage amounts?
Laws and Duties

Hospital District Commissioners
• Public Hospital District Law
• Open Public Meetings Act
• Public Records Act
• Ethics for Municipal Officers
• Bidding laws

Nonprofit Board Members
• Board duties
• IRS requirements
Organizations/People to Know

- Washington State Department of Health
  - Medical Commission
  - Nursing Commission
  - Pharmacy Commission, etc.
- Washington State Attorney General’s Office
- Washington State Auditor’s Office
- Your local health jurisdiction
- Your accountable community of health (ACH)
- Your elected officials – coordinate with the hospital
Know Your Role: The Board Makes Policy

Key policy making activities:
- Development of a vision and strategic plan
- Adoption of goals and objectives
- Adoption of long-range plans
- Adoption of budgets and capital plans
- Hiring and firing of the CEO (and setting compensation)
- Medical staff oversight – credentialing, privileging, disciplinary matters

These are clearly policy matters
Know Your Role: The CEO/Staff Carry-Out Policy

Activities to carry out policy:

• Administer and budget
• Supervise contracts
• Manage personnel
• Generally conduct the day-to-day business of the hospital

These are clearly administrative matters
What to Expect in a Board Meeting

Process pieces (PHDs have legal requirements):
- Notice
- Agenda
- Attendance
- Regular vs special
- Executive session
- Minutes

The meeting experience:
- What is the board meeting culture?
- Rules for conducting the meeting
- Ensuring discussion is focused on the right topics
- Presentation vs deliberation
- Clear rules for board action
Board Meetings: How are You Spending Your Time?

• Examine the amount of time the board dedicates to quality versus financial matters – where are these items placed on the board agenda?
• Is a majority of the board’s time focused on policy setting?
• How is the board building expertise and educating members?
• Are you using consent agendas to increase efficiency?
Resources
Effective Boards

- National Council of Nonprofits
  - https://www.councilofnonprofits.org/
Governing Board Hot Topics, Education and Resources

- American Hospital Association Trustee Services, http://trustees.aha.org/
Public Hospital District Resources

• Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments, Ann G. Macfarlane, PRP, CAE and Andrew L. Estep, CAE
  https://www.amazon.com/Mastering-Council-Meetings-Guidebook-Governments/dp/1482708183

• AWPHD Legal Manual:

• Municipal Research Services Center:
  http://mrsc.org/Home.aspx
Regulators and Enforcers

• Department of Health and Human Services (federal), https://www.hhs.gov/
  • Centers for Medicare and Medicaid Services, https://www.cms.gov/
Contact Us

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Questions?