



# Klickitat Valley

— HEALTH —

## **PUBLIC NOTICE OF BOARD VACANCY**

Public Hospital District No. 1 of Klickitat County Board of Commissioners dba Klickitat Valley Health is seeking applicants who are interested in an upcoming vacant position. This is for Position #5 and the chosen applicant will be appointed by the current board members to fill the vacant seat until the general election in November 2024, at which time the winner of the election will take office upon certification of the election and completion of the Oath of Office for the remaining year of the term ending December 31, 2025. At the November 15, 2023 Board of Commissioners meeting the Board nominated the following individuals for consideration of appointment to the vacant position per RCW 42.12.080: Brenda Rogers, Craig Steinfeldt and Jeff Teal.

Additional applicants are welcome. Applicants must reside within Public Hospital District No. 1 boundaries and be registered to vote. Applications, description of Commissioner duties and District boundaries can be obtained by emailing [bbostick@kvhealth.net](mailto:bbostick@kvhealth.net), calling (509) 773-1006 or via the links below.

Completed applications including a current resume, must be submitted to the Board at [bbostick@kvhealth.net](mailto:bbostick@kvhealth.net) or mailed to: KVH, Attn: Board of Commissioners, 310 S. Roosevelt, Goldendale, WA 98620 before 5 p.m. on December 15, 2023 to be considered for appointment. Qualifying candidates will be interviewed and a final selection made by the Board at a date to be determined following the December 20, 2023 regular Board meeting.

Public Hospital District No. 1 of Klickitat County Boundaries:

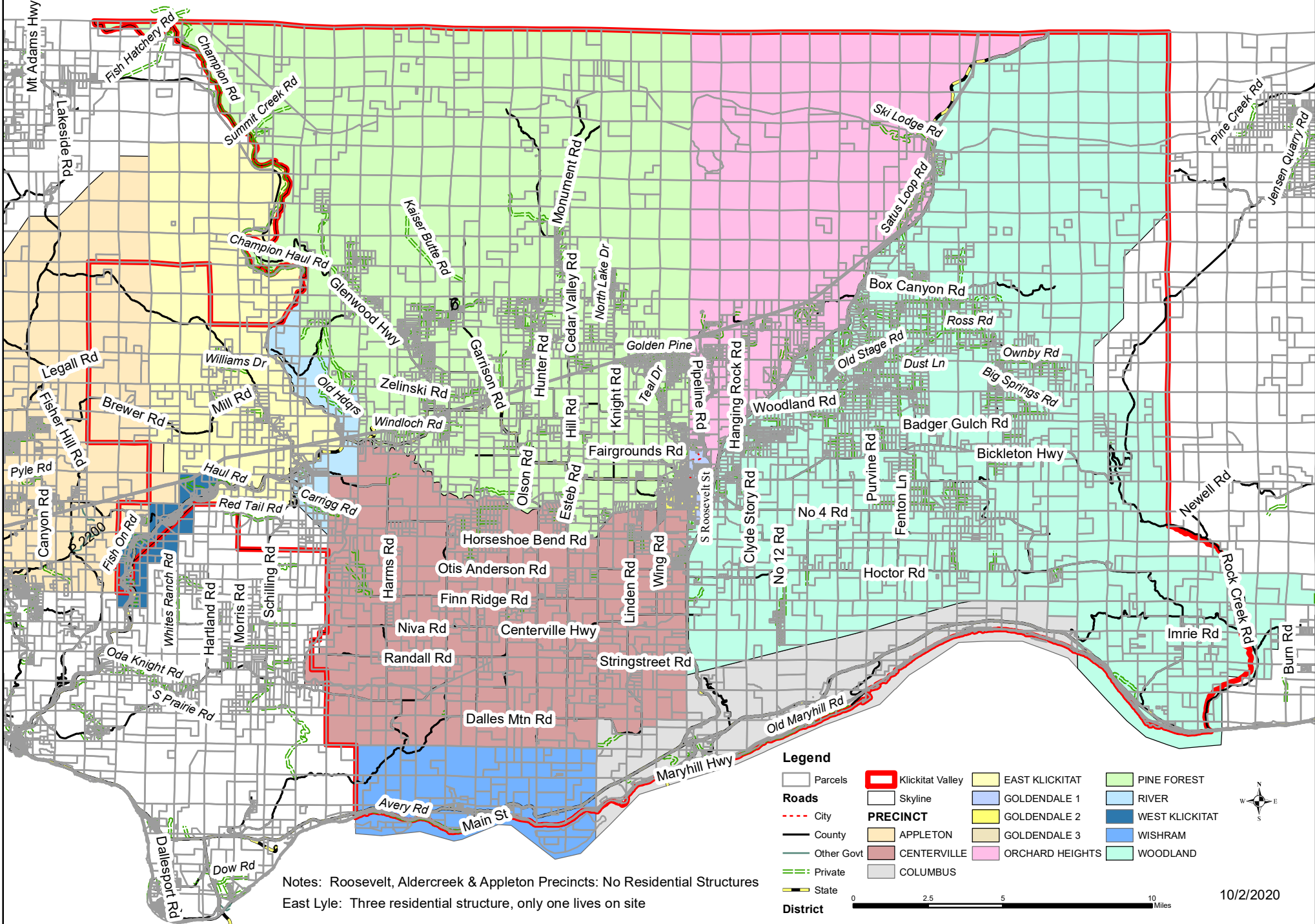
<https://drive.google.com/file/d/1sIK9NFL-VqG4ULmIClw0cFzKDXiAez5F/view?usp=sharing>

Application: <https://drive.google.com/file/d/1-t7GrUxvmLK5tZp1qB6vXci-Z7S7cjGJ/view?usp=sharing>

Board Member Position Description:

<https://drive.google.com/file/d/1i2cP-oWMNr5yL0UEqK5LnKtgLOup1SX1/view?usp=sharing>

# Klickitat Valley Health: Boundaries and Voting Precincts





**PUBLIC HOSPITAL DISTRICT NO.1 OF KLICKITAT COUNTY  
COMMISSIONER APPLICATION FORM**

*Thank you for expressing an interest in serving Public Hospital District No. 1 of Klickitat County. Please complete and return your application to: Klickitat Valley Health, 310 S. Roosevelt, Goldendale, WA 98620 or email to [bbostick@kvhealth.net](mailto:bbostick@kvhealth.net). Applications must be received by 5:00 p.m. January 8, 2025 to be considered. Please include with this application a copy of a current resume. If you have any questions, please contact Administration at (509) 773-1006 or email [bbostick@kvhealth.net](mailto:bbostick@kvhealth.net).*

Name (please print)	Occupation
Home Address	Phone
Business Address	Phone
Fax	Email
Do you live within the boundaries of the District?  <input type="checkbox"/> YES <input type="checkbox"/> NO	Are a registered voter?  <input type="checkbox"/> YES <input type="checkbox"/> NO

What areas of expertise can you bring to the Board of Commissioners?

Previous Board experience:

Community Activities which you have been involved in, including a brief description of your responsibilities:

Why do you want to serve as a Klickitat County Public Hospital District Commissioner?

Briefly describe your past experiences and impression of Klickitat Valley Health:

---

Signature of Applicant

---

Date



<b>Position Title:</b>	<b>Board of Commissioners</b>
<b>Position Control:</b>	
<b>Union Status:</b>	<b>In-eligible</b>
<b>Dept Name:</b>	<b>Admin</b>
<b>FLSA:</b>	<b>Exempt</b>
<b>Reports To:</b>	<b>Citizens of the KCPHD#1</b>
<b>Salary Range:</b>	<b>Defined by RCW</b>
<b>Established Date:</b>	<b>10/16/17</b>
<b>Revised Date(s):</b>	

## **JOB DESCRIPTION**

### ***Board of Commissioner***

#### **GENERAL SUMMARY:**

The board of commissioners is responsible for the governance and fiduciary oversight of the hospital district. The board ensures direction for planning, operation and evaluation of all District services and related activities consistent with the governing by-laws and the mission, always taking into consideration the health needs of the community when making governance decisions.

#### **Expectations:**

Prospective and incumbent board members should commit themselves with regards to the following:

- Embrace Klickitat Valley Health’s (KVH) Mission of “providing quality compassionate healthcare and a respectful, personalized experience” and its Vision of “engaging in meaningful lasting partnerships with those in our community to improve health and well-being”.
- Serve in leadership positions and undertake special assignments willingly and enthusiastically.
- Avoid prejudiced judgements on the basis of the information received from individuals and urge those with grievances to follow established policies and procedures through their supervisors (all matters of potential significance should be called to the attention of the Chief Executive Officer (CEO) and board’s elected leader as appropriate).
- Avoid making special requests for extensive information, without prior consultation with the CEO, board, or appropriate committee chair person.
- Know the difference between the board’s role and the role of the CEO as per the governing by-laws.
- Counsel the CEO as appropriate and support him or her through difficult relationships with groups or individuals.
- Have an interest in health care and a strong desire to continue to gain new knowledge over time by participating annually in educational opportunities to remain current on changing trends and issues affecting governance.

- Serve as advocates and advisors to the District’s best interest in health care matters.
- Fulfill his or her responsibility to govern in a manner consistent with all applicable laws and by-laws, and with core responsibility for financial health of the District and quality of care.

**Meetings:** The board only exists, in both a legal and functional sense, when it meets. Consequently, board meetings are the center of governance. The way they are planned and conducted, in addition to the dynamics that emerge in them, significantly influence the quality of governance. Therefore, individual board members are expected to:

- Prepare for board and committee meetings.
- Participate in board and committee meetings with forethought, courtesy, critical thinking and analyses, and attention to results.
- Ask timely and substantive questions at board and committee meetings consistent with the board member’s conscience and convictions, while at the same time supporting the majority decision on issues decided by the board.
- Maintain confidentiality of the board sessions when required, and speak for the board or organization only when authorized to do so.
- Suggest agenda items periodically for board and committee meetings to ensure that significant, policy-related matters are addressed.

**Time commitment:** Board members are expected to attend regularly scheduled Board meetings as established and approved by the board per KVH governing by-laws. *RCW 70.40.045 A vacancy in the office of commissioner shall occur as provided in chapter 42.12 RCW or by nonattendance at meetings of the commission for sixty days unless excused by the commission.* Board vacancies will be filled as provided for under RCW 42.12.

Board members may be asked by the Board President to support the work of the Board by serving on committees or task forces as the need arises. They are expected to participate in a continuing education program at least once a year and are asked to represent the Board at no less than two facility sponsored events each year. The overall time commitment varies between 10-20 hours per month.

**Conflict of Interest:** Conflict of interest, confidentiality and disclosure are all important concepts in the understanding of governance responsibilities. They do not tell a board, or an individual director, how to govern; rather they imply a code of conduct and ethical behavior. In order to prevent using the power position, or information derived from their situations to influence organizational activities and decisions, individual board members must adhere to the following in addition to those outlined in RCW 42.23.030:

- Serve the organization as a whole rather than any special interest group or constituency. The board member’s first obligation is to recognize that he or she represents only the organization’s best interests.
- Disclose any possible conflicts to the board in a timely fashion.
- Maintain independence and objectivity and act with a sense of fairness, ethics, and personal integrity, even though you may not be required to do so by law, regulation, or custom.
- Never offer or accept favors or gifts to or from anyone who does business with the organization.

## **QUALIFICATIONS**

The following qualifications are in alignment with or in addition to requirements outlined in RCW 70.44.040:

- May not hold office as a commissioner while serving as an employee of the public hospital district.
- Must be a registered voter and live within the boundaries of Klickitat County Public Hospital District #1 (the District).
- Elected by the voters of the district for a six (6) year term, or appointed by the board until next general election cycle.
- Must be a citizen of the United States and State of Washington and an “elector” within the District boundaries. An “elector” is a person at least 18 years old, who is a citizen of the United States and has lived in the precinct for at least 30 days preceding the election.

## **ESSENTIAL FUNCTIONS/RESPONSIBILITIES (but not limited to):**

### **Mission and Objectives**

- Adopts statements of mission, values and vision
- Ensures the mission, values and vision are fulfilled
- Determines scope and quality of the programs and services to be provided by the District, ensuring that the programs emanate from the mission statement
- Ensures adequate resources for the organization to fulfill its mission
- Clearly articulates the organization’s mission, accomplishments and goals to the public, generating community support.

### **Select, Evaluate and Support the CEO**

- Selects the Chief Executive Officer, ensuring the most qualified individual for the position

- Achieves consensus on the CEO's responsibilities and regularly evaluates the CEO to ensure that the responsibilities are being fulfilled
- Establishes the CEO's compensation structure
- Ensures that the CEO has the moral and professional support needed to further the organization's goals

### **Programs and Services**

- Approves long-range plans for the development of programs and services
- Provides counsel to the CEO in the implementation of program and service plans
- Appraises the results of programs and services on the basis of previously established objectives and requirements and the organization's mission

### **New Board Members and Board Performance**

- Establishes procedures for the selection of new commissioners should a vacancy occur
- Recruits and orients new board members
- Clearly defines nomination and selection procedures should a vacancy occur, tenure for members and requirements for board and committee meeting attendance
- Establishes continuing education programs to ensure that members are knowledgeable about major healthcare trends.
- Regularly assess board performance
- Takes action when board performance does not meet established standards
- Develops meaningful mechanisms for interaction between the medical staff and governing board
- Establishes committees, each with a specific charge and clearly delineated operating procedures
- Establishes a policy and procedure for conflicts and dualities of interest

### **Organization**

- Elects officers in accordance with provisions of the by-laws
- Confirms the appointment of commissioners to committees of the board

### **Medical Staff**

- Approves medical staff by-laws and proposed revisions
- Appoints, reappoints and approves privileges for all medical staff members

- Ensures that the District’s medical staff is organized to support the objectives of the District.
- Reviews and takes final action on appeals involving termination of medical staff appointments and/or privileges

### **Quality of Care**

- Assumes ultimate responsibility for the quality of care and patient safety provided by the District
- Approves the organization-wide quality assurance plan and ensures that the District has in place mechanisms for monitoring and evaluating the quality, identifying and resolving problems, and identifying opportunities to improve patient care
- Ensures that the District has in its quality assurance program a process to ensure the competence of all individuals who provide patient care services
- Ensures resources and support systems for quality assurance and risk management

### **Financial Oversight**

- Approves policies governing the financial affairs of the District
- Assumes ultimate responsibility for the financial soundness and success of the District, protecting limited resources of the District and the community
- Ensures that financial controls are in place
- Adopts operating and capital budgets
- Confirms long-range and short-range financial plans, performance evaluation against the plans, and regular financial reports to the board
- Selects, receives and reviews reports of the District’s independent auditors
- Authorizes officers of the District to act for the District in the execution of financial transactions

### **Legal and Ethical Implications**

- Ensures legal and ethical integrity, and maintains accountability
- Assumes responsibility for ensuring adherence to legal standards and ethical norms

### **Planning**

- Ensures effective organizational planning, actively participating in the overall planning process and assisting in the implementation and monitoring of the plan’s goals
- Approves long-term plans for development, expansion, modernization and replacement of the District’s facilities, major equipment and other tangible assets

- Ensures that long-range planning is reviewed regularly to assess its ability to meet and further the District’s mission

**External Relationships**

- Stays well informed about public policy issues and decisions, and assesses their possible effect on the organization
- Participates in ongoing relationships with various segments of the public
- Serves as an advocate, educator and ambassador on behalf of the District
- Communicates with local business, industry, and professional and civic organizations
- Acts as a liaison with the organization’s local, state and federal government representative and agencies.

**PLEASE READ, SIGN & DATE:**

I have read the above job description and agree to abide by it.

<b>Commissioner Name (Print)</b>	<b>Date:</b>
<b>Commissioner Signature:</b>	<b>Date:</b>