



## **Sioux Falls Health Department-Falls Community Health Standard Operating Policy/Procedure for Falls Community Health Governing Board**

### **1.0 Purpose**

- 1.1 To comply with the 330 grant requirements of the Public Health Service Act as amended and regulations as applicable.
- 1.2 To comply with City Ordinance 92.025.
- 1.3 Procedures for the Board, to comply with South Dakota Codified Laws as related to public meetings- Appendix A.

### **2.0 Revision History**

<b>Date</b>	<b>Modification</b>
2.1 09/15/10	Origination
2.2 07/21/11	Revision
2.3 07/17/14	Revision
2.4 01/15/15	Revision
2.5 05/19/16	Revision

### **3.0 Persons Affected**

- 3.1 FCH Governing Board, Public Health Director, Chief Medical Officer, and management staff.

### **4.0 Policy**

- 4.1 The FCH Governing Board is responsible and accountable for the oversight of FCH, its finances, implementation of programs and services, and compliance with various laws and requirements.
- 4.2 Members of the board shall be selected by the Mayor after review of applicants recommended by board members, with the advice and consent of the City Council and Health Director. An affirmative vote of new board members will coincide with council approval at a board meeting immediately preceding or following the council meeting.
- 4.3 Composition:
  - a) The FCH Governing Board shall be composed of 11 members representing the following groups:
    - i. Six Board members shall be individuals who are currently served by FCH, and have accessed the health center in the past 24 months. They will reasonable represent patients in terms of demographic factors such as race, ethnicity, gender, and income.
    - ii. There must also be representation on the board of special populations served at FCH, including the Ryan White Part C and Healthcare for the Homeless.



While this representation is best achieved through patients who are board members, advocates who represent or have expertise with these special populations may be considered for board membership. They will not however be considered towards the patient majority requirement.

- iii. Five Board members shall be individuals who have a broad range of skills, expertise, and perspectives. Such areas include government, finance, legal affairs, labor relations, business, healthcare, managed care, or social services within the community. No more than two of the nonpatient members of the Board may be individuals who derive more than ten percent of their annual income from the health care industry.
- iv. The Public Health Director and Chief Medical Officer of FCH shall be nonvoting ex officio members of the Board.

4.4 Each member of the Boards shall serve for a term of three years.

- a) A member who misses three consecutive meetings with unexcused absences may be automatically terminated from the Board and another person may be nominated and appointed to serve for the remainder of the term.
- b) Board members may be reappointed to succeed themselves but the number of terms of office shall not exceed two terms.

4.5 Board members volunteer their time and services.

4.6 New Board members are provided Board orientation.

- a) Each new Board member will receive a face-to-face orientation prior to attending their first meeting. This meeting may be scheduled to accommodate the Board member's schedule. The Administrative Assistant and either Assistant Director or Finance/Information Officer will be in attendance. Board members will be orientated to the Health Department Board SOP and the Mayor's Appointed Boards, Commissions, and Committees web page containing the electronic HD board manual. Contained within the electronic manual are:
  - i. Organizational mission, goals, most recently approved strategic plan.
  - ii. Health department organizational chart.
  - iii. Applicable health department ordinances.
  - iv. Current board roster.
  - v. Board policy.
  - vi. Board agendas and minutes.
  - vii. Board resolutions.
  - viii. National and local community health center associations.
  - ix. Grant regulations as applicable to community health centers.
  - x. Corporate compliance policies.
  - xi. Most recent City audit.
  - xii. Mayor's calendar.
  - xiii. Agency brochures.



- 4.7 The Board shall annually hold an election of officers and elect such officers as needed to carry out the functions of the Board, including the chairperson.
- a) A nominating committee will be named in July by the Board.
  - b) A slate of new officers shall be presented and voted upon in September to take office in October.
  - c) The term of office shall be for a period of one year.
  - d) No member shall be elected to the same office for more than two consecutive terms.
  - e) The officers elected by the Board shall constitute the executive committee of that Board.
- 4.8 Regular meetings of the Board shall be held each month as designated by the chairperson.
- 4.9 Special meetings may be called by the chairperson or by request to the chairperson of one Board member.
- 4.10 A majority of the members of the Board shall constitute a quorum for the transaction of business.
- 4.11 The secretary of the Board duties shall be completed by the Health Department Board Liaison, ensuring minutes of the meetings are kept and provided to the Board members.
- a) He or she shall also ensure that those records of transaction and/or health services requested by the Board shall be kept by the City Health Department and provided to the board.
  - b) All orders and regulations made by the board, as well as other proceedings of the Board, shall be kept with the minutes.
- 4.12 Board adoption of city policies and procedures: The Board shall resolve to maintain a co-applicant arrangement with the City Of Sioux Falls as noted in Appendix B.
- 4.13 The Board shall approve health center policies and procedures necessary to the operational and strategic aspects of FCH.
- a) The Board grants the medical and dental director the authority to approve clinical policies and procedures.
- 4.14 Board meeting process:
- a) Meetings of the Boards are posted in advance consistent with City of Sioux Falls Ordinance 36.06, Article II, Health Administration; Division 1, Health Center Governing Board; and the applicable South Dakota Codified Laws.
  - b) Meetings of the Board should follow an agenda.
  - c) The Board will follow the Robert's Rules of Order.
  - d) The Board will receive reports for information and may receive recommendations that require Board action.



- e) Meetings are open meetings unless the Board determines it must go into executive session (private) to consider litigation or personnel matters. For this reason, reports to the Board do not include information that is confidential, such as patient information and peer review details.
  - i. The agendas and minutes will be sent to the Webmaster for posting on the City website.
  - ii. The Board calendar will be sent to the Webmaster for posting on the City events calendar.
  - iii. The Board agendas will be displayed for public view in a display board outside the Health Department administration office.

4.15 Board members are prohibited from discussing, entering into deliberation, or voting on a matter in which they personally have, or may appear to have, a conflict of interest.

## **5.0 Definitions**

- 5.1 HD: Health Department.
- 5.2 FCH: Falls Community Health.
- 5.3 FTCA: Federal Tort Claims Act.

## **6.0 Responsibilities**

- 6.1 N/A

## **7.0 Procedure**

- 7.1 The duties of the FCH Governing Board include, without limitation, the following:
  - (a) Hold monthly meetings to conduct business and keep records of meetings and actions taken.
  - (b) Oversee the development and updating of the FCH's Mission, Vision, and Values.
  - (c) Engage in strategic planning for immediate and long-term services and for emergency circumstances.
  - (d) Determine the nature and scope of services to be provided, including the location and hours of service.
  - (e) Ensure the health center is operated in compliance with applicable federal, state, and local laws and regulations.
  - (f) Adopt policies for financial management including a system to ensure accountability for FCH resources, approval of the annual budget, priorities, approval of grant applications, eligibility for service criteria, and long-range financial planning.
  - (g) Oversee and make decisions concerning the financial aspects of FCH.
  - (h) Provide for a system to ensure compliance with laws, regulations, and performance improvement concerning quality of care issues, measures to prevent illegal conduct, and to promote performance improvement.
  - (i) Receive and act, as appropriate, on various reports concerning FCH functions.
  - (j) Approve staff clinical privileges based on an established peer review credentialing process and recommendations.



- (k) Approve the selection/dismissal of FCH's Executive Director (Public Health Director) and provide input on annual performance evaluations, in collaboration with City leadership.
- (l) Provide for the evaluation of aspects of FCH services and functions including utilization, productivity, patient satisfaction, and achievement of project objectives, and ability to meet annual and long-term goals.
- (m) Establish a system for hearing and resolving patient grievances.
- (n) Ensure FCH operations are consistent with the compliance and privacy/security provision in the law and regulations.
- (o) Ensure FCH fulfills the various requirements for the funding grants, liability coverage by the FTCA and professional standards of practice.
- (p) Establish and reinforce FCH's Code of Conduct.
- (q) Participate in training and activities to ensure compliance.
- (r) Annually, in December, the board will complete a board self assessment.

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FCH Governing Board Chair

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Date:



## Appendix A

### PROCEDURES FOR THE BOARD OF \_\_\_\_\_

\_\_\_\_\_ MEETING                      DATE OF MEETING: \_\_\_\_\_

#### SETTING UP THE MEETING:

- \_\_\_\_\_ Contact each Board member individually or email Board members with several prospective dates, if a date is not already scheduled at last meeting or by ordinance or by-law. Remind Board members to only reply to meeting organizer, not “reply all” if contacted by email.
- \_\_\_\_\_ Once responses from Board members received, e-mail all of the Board members immediately with confirmation of the meeting date/time/location
- \_\_\_\_\_ Reserve the meeting room
- \_\_\_\_\_ Notify City Council staff of meeting date/time if meeting to be held at Carnegie Town Hall

#### NOTICE OF MEETING and AGENDA:

- \_\_\_\_\_ Prepare the Agenda; obtain Chair approval \_\_\_\_\_ obtain City’s board liaison approval \_\_\_\_\_  
The Agenda must include the date, time, and location of the meeting.
  - \_\_\_\_\_ Prepare any attachments for the Agenda, which should include draft minutes from the last meeting and any items/documents given to the Board in advance of the meeting.
  - \_\_\_\_\_ Send Agenda and any attachments to Board members, other interested City staff, Mayor’s staff
  - \_\_\_\_\_ Send Agenda and any attachments to the City Clerks. Remind Clerks to include it in Friday Notice of Meetings and Events if a possible quorum of the City Council may attend that meeting.
  - \_\_\_\_\_ Complete WebRequest work order on Insite to post Agenda with attachments on the Board’s webpage and City Calendar; request notification when completed
  - \_\_\_\_\_ Confirm web posting on calendar and Board webpage. The Agenda **MUST** be posted on the City’s website.
  - \_\_\_\_\_ Post Agenda on inside window of the city building which acts as the principal office address for the Board at least 24 hours continuously before meeting. Posted by: \_\_\_\_\_ Attachments to the Agenda must be available for inspection by the public.
  - \_\_\_\_\_ To avoid any confusion, also post the Agenda at the actual meeting place, if different than the Board’s principal office address. The Agenda posting must be visible for an entire 24-hour period before the meeting. For instance, posting the Agenda inside a doorway window which is illuminated by an outside light at night is the most common and acceptable manner.
  - \_\_\_\_\_ Provide Agenda to any media members or other individuals who have requested advance notice of the meeting.
- Note: absent exigent circumstances, an Agenda should not be amended if the amended Agenda cannot be posted for at least 24 hours before the meeting. If an item must be added within 24 hours before the meeting, then immediately notify the City Attorney’s Office.
- All of the above procedures apply for a regularly scheduled meeting or a special meeting.

#### MINUTES (must be filed with Clerks/posted on webpage within 10 days of meeting):

- \_\_\_\_\_ Complete minutes then forward to Board chair for approval
- \_\_\_\_\_ Interoffice original minutes to Clerk’s Office for filing (if Board makes changes to minutes when approved at next meeting; replace copy filed with Clerk and posted on the Board’s webpage).
- \_\_\_\_\_ E-mail pdf of finalized minutes to Board members and staff, Mayor’s staff.  
Text of email: Attached please find the minutes from the Board’s meeting on \_\_\_\_\_ . These minutes will also be available online after today at [insert board’s website address]. Note: The minutes are DRAFT minutes until approved at the next meeting.
- \_\_\_\_\_ Complete WebRequest work order on Insite to post minutes to Board’s webpage
- \_\_\_\_\_ Confirm minutes have been posted



## Appendix B

### RESOLUTION

RESOLUTION: Support for a co-applicant structure between the Falls Community Health Governing Board and the City of Sioux Falls.

#### **Considerations for Co-Applicant document or resolution:**

The Falls Community Health (FCH) Governing Board (Board) and the City of Sioux Falls (City) mutually support FCH's mission, and assure resources are authorized to meet the mission, goals, objectives, as well as strategic and operational plan for FCH.

The Board is a policy making body, responsible for the performance of the health center. The Board also acknowledges the following roles and responsibilities of the City, with mutual obligations between Board and City where noted:

- Fiscal
  - City directly receives Section 330 grant awards and is legal entity held accountable by HRSA.
  - City program budget for FCH will be recommended annually by the Mayor and approved by the Governing Board, then by City Council.
  - City will establish general financial management policies and control systems.
  - City will negotiate and execute any needed contracts on behalf of the health centers operating needs and/or provision of required and additional services.
  - City will assure health center's funds/revenues are segregated from general public entity funds.
- Operational
  - City will maintain appointment and re-appointment process for new board members as recommended by Board.
  - City will be appropriately informed and consulted regarding health center strategic plans, including expansion of sites or services.
  - City and Board will cooperate in communicating and resolving FCH related issues.
  - City departments including City Attorney's, Risk Management, Finance, and Human Resources will be the primary resource for legal and compliance questions; will routinely consult and advise Health Center leadership including the Board.
- Personnel
  - City will appoint, conduct appraisals and dismiss the Public Health Director who will also serve as FCH Executive Director with the consultation of the governing board- see policy and procedure.
  - City policies and procedures will direct the recruitment and personnel management activities of non-CEO staff.
  - City will employ and manage all FCH staff and oversee administrative, clinical and management duties.
  - City and Board will cooperate in emergency preparedness planning and response.
  - City staff, including health center staff, will adhere to executive orders and city ordinances.



The governing board approves that City Executive Orders and Policies pertaining to of FCH operations including but not limited to:

- Employee salary and benefit scales
- Employee grievance procedures
- EEOC practices
- Codes of conduct which augments FCH code of conduct policy
- Financial management and procurement policies
- Conflict of interest

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Kari Benz  
Falls Community Health Governing Board Chair

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Date