

San Juan County PHD#1 Commissioner Job Description

Candidate Prerequisites for Commissioner (or be willing to receive training after election):

Commissioners must be registered to vote in San Juan County and spend at least 50% of their living time a year in San Juan County

Familiar with Public Records Act (RCW 42.56) and Open Public Meetings Act (RCW 42.30) particularly in relation to a hospital district

Understand what a Hospital District does and can do (RCW 70.44)

Familiar with public entity levies and budget-based governance rules

Able to follow Parliamentary Procedure, especially Roberts Rules of Order as used by small councils (see *Mastering Council Meetings* by Jurassic Parliament)

Familiar with obligations and responsibilities of employers towards employees

RCW 70.44.060 Job Description and Duties of a Commissioner:

RCW 70.44.060 on Hospital Districts grants the following authority to the board collectively, which forms the core portion of your job description. Due to their broad ranging significance this authority can only be exercised together as a board:

“To make a survey of existing hospital and other health care facilities within and without such district.”

“To construct... [purchase, lease, etc.] all land, property, and other health care facilities and systems for the maintenance of hospitals, buildings, structures, and any and all other facilities, and to exercise the right of eminent domain to effectuate the foregoing purposes...”

“To lease existing hospital and other health care facilities and equipment and/or other property used in connection therewith...”

“To contract indebtedness or borrow money for corporate purposes on the credit of the corporation or the revenues of the hospitals thereof...”

“To raise revenue by the levy of an annual tax on all taxable property within such public hospital district...”

“To enter into any contract with the United States government or any state, municipality, or other hospital district, or any department of those governing bodies, for carrying out any of the powers authorized by this chapter...”

“To sue and be sued in any court of competent jurisdiction...”

“To pay actual necessary travel expenses and living expenses incurred while in travel status for (a) qualified physicians or other health care practitioners who are candidates for medical staff positions, and (b) other qualified persons who are candidates for superintendent or other managerial and technical positions...”

“To employ superintendents, attorneys, and other technical or professional assistants and all other employees; to make all contracts useful or necessary to carry out the provisions of this chapter...”

“To solicit and accept gifts... to support the purposes of this subsection”

General duties:

The Association of Washington Public Hospital Districts (AWPHD) Legal Manual states, “The board of hospital district commissioners is the governing body of a hospital district. The board is responsible for establishing hospital district policies with respect to the district’s exercise of its powers as set out in RCW 70.44.060. This includes all decisions with respect to the operations of the district, including the delivery of quality patient care. In fulfilling this responsibility, the boards role is to adopt the necessary general policies and to delegate the district’s day-to-day operations to the district superintendent.”

Other topics of interest for potential hospital district commissioners are located in The Association of Washington Public Hospital Districts' [Legal Manual](#). Refer to pages 9-13, 22-26, 37-47, 50-52, 63-64, 70, and 87-89. The entire *AWPHD Legal Manual* is an excellent resource material.

The Board of Commissioners collectively oversee the business of San Juan County Public Hospital District No. 1. Individual Commissioners do not have the authority to manage or direct the affairs of the District or bind the District to financial or contractual obligations.

SJCPHD #1 is a non-partisan organization

Staff or Commissioners do not act as agents of any partisan group

Commissioners meet regularly to conduct District business

Commissioners prepare for meetings by reading documents and, when necessary, querying the Superintendent or staff to resolve questions prior to meetings

Commissioners have fiduciary responsibility for the District levies – currently the SJIEMS and SJCPHD #1 levy

Commissioners review monthly the District finances of both SJIEMS and SJCPHD #1

Commissioners review annually the Code of Ethics and certify annually their individual compliance

Commissioners review annually the performance of the PHD Superintendent and the SJIEMS Chief, as well as hire or terminate the services of the executives as needed

Commissioners receive monthly information regarding SJIEMS and SJCPHD #1 operational performance

Commissioners approve and govern yearly through the budget, with a semiannual update

Commissioners individually have little authority, but collectively have extensive authority – and so should always work as a team

As of April 24, 2019, the stipend for a commissioner meeting is \$128 per day

Commissioner Governance Guidelines:

The [“San Juan Island EMS Framework for Continuous Improvement 2018 to 2021”](#) document is a three-year plan representing SJIEMS and the Board of Commissioners’ commitment to good stewardship of the District’s resources funded by San Juan Island and surrounding island residents.

Commissioners should primarily think about long-term goals of district governance, not directing EMS or District day-to-day operations

The Commissioners should allow the managers (SJIEMS Chief and District Superintendent) to perform day-to-day operations management that accomplish the Commissioners’ long-term goals

Commissioners do not judge EMS staff qualifications or their currency, as this is the duty of the EMS Chief

Commissioners do not speak for the board unless formally delegated to do so

Commissioners may not incur District reimbursable expenses unless authorized by approved public motion or resolution

As with any employer, Commissioners should not coerce or intimidate District personnel, volunteers, PHD Superintendent, or other Commissioners

Commissioners should encourage a positive District image by working with minority viewpoints to find collaborative solutions

To preserve public trust in the board and encourage a positive District image, Commissioners should always respect and support the majority decisions collectively passed by the commissioners – once the debate is done, it is a commission decision and deserves support by all commissioners

Duties regarding PIMC and SJCPHD #1 PIMC Subsidy:

Commissioners review contracts that have legally been entered into by the district from time to time as laid out in those same contracts

Commissioners review semiannually PIMC's financial and operational performance as set forth in the subsidy agreement

Commissioners make service recommendations, not demands, annually to PIMC leadership, as also listed in the subsidy agreement

SJCPHD #1 respects that PIMC has its own governance board responsible for PIMC operations, and therefore does not direct PIMC clinical offerings or operations

In closing, proper administration of the District requires a commitment by commissioners to be ethical, independent, impartial, and responsible to the constituents.

Anyone desiring to be a hospital district commissioner may send questions to Superintendent Pamela Hutchins at the district office (360) 378-2857, or email her at hutchins@sjcphd1.org

Also check out the district website www.sjcphd.org to see business conducted and information about SJCPHD #1.

Last edited April 25, 2019