



**SONOMA VALLEY HEALTH CARE DISTRICT
 GOVERNANCE COMMITTEE MEETING
 AGENDA
 TUESDAY, January 23, 2018
 8:30AM**

**ADMINISTRATIVE CONFERENCE ROOM
 347 ANDRIEUX STREET, SONOMA, CA 95476**

AGENDA ITEM	RECOMMENDATION	
In compliance with the Americans with Disabilities Act, if you require special accommodations to participate in a District meeting, please contact the District Clerk, Stacey Finn at sfynn@svh.com or (707) 935.5004 at least 48 hours prior to the meeting.		
MISSION STATEMENT <i>The mission of the SVHCD is to maintain, improve, and restore the health of everyone in our community.</i>		
1. CALL TO ORDER/ANNOUNCEMENTS	<i>Hohorst</i>	
2. PUBLIC COMMENT SECTION At this time, members of the public may comment on any item not appearing on the agenda. It is recommended you keep your comments to three minutes or less. Under State Law, matters presented under this item cannot be discussed or acted upon by the Committee at this time. For items appearing on the agenda, the public will be invited to make comments at the time the item comes up.	<i>Hohorst</i>	
3. REVIEW OF TWO BOARD POLICIES <ul style="list-style-type: none"> • Board Committee Selection Process • Conflict of Interest Code 	<i>Hohorst</i>	Action
4. REVIEW OF ORGANIZATION CHART	<i>Hohorst</i>	Inform/Action
5. ADJOURN	<i>Hohorst</i>	



SUBJECT:

Board Committee Selection Process

DEPARTMENT:

APPROVED BY:

POLICY # *P-2012-10.04*

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EFFECTIVE:

REVISED:

Procedure:

1. The Board Clerk will notify the Committee of its need for additional active (voting) or alternate (non-voting) members based upon the Committee charter and any vacant positions. Current Board Committees include: Finance Committee, Quality Committee, Citizens Bond Oversight Committee, and Audit Committee.
2. The Committee Chair will notify Hospital Administration of the need to fill vacant positions.
3. Hospital Administration will solicit written applications for Committee members by preparing an advertisement and/or press release for publication in local newspapers based on selection criteria from the Committee's charter and containing pertinent information.
4. Committee candidates will be directed to Hospital Administration to obtain an information package and application form. Candidates will then submit an application form and current resume/CV to the Board Clerk.
5. Candidate applications will be received and date stamped by the Board Clerk.
6. Committee candidate interviews will be scheduled at a regular or special Board meeting at a time and date to be determined by the Board Chair.
7. Committee candidates will be interviewed, selected, and appointed by the Board, and then prioritized as to active (voting) or alternate (non-voting) status.
8. The Board Clerk will ensure that newly appointed Committee members are added to the distribution list to receive notices of meetings.



CONFLICT OF INTEREST CODE AND APPENDIX #P-2012.11.01

(Incorporated here by Reference
is 2 Cal. Code of Regs. 18730)

Adopted by the Board of Directors, (November 1, 2012)

The Political Reform Act (California Government code Sections 81000, et seq.) requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The California Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730, hereinafter “Regulation”) which contains the terms of a standard Conflict of Interest Code which can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. The Regulation further provides that incorporation of its terms by reference along with the designation of employees and the formulation of disclosure categories in an Appendix (Appendix A and B attached hereto) shall constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87307.

Therefore, the terms of the Regulation and any amendments to it, duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference. The Regulation and the attached Appendix designating officials and employees and establishing disclosure categories constitute the Conflict of Interest Code of the Sonoma Valley Healthcare District, doing business as Sonoma Valley Hospital.

Designated officials and employees and any person who manages the District’s investments shall file statements of economic interests (Form 700) with the District. Such officers covered by this Code who are also public officials specified in Section 87200 of the

Government Code, including those who manage public investments, shall file Form 700s pursuant to that Government Code provision as long as the categories of disclosure are the same or broader than those under this Code. The Form 700s will be available for public inspection and reproduction. (California Government Code Section 81008). Upon receipt of the statements of all designated officials and employees, the District shall make and retain a copy and forward the original of these statements to the County Clerk for the County of Sonoma.

Dated: _____

Secretary, Board of Directors

SONOMA VALLEY HEALTH CARE DISTRICT

CONFLICT OF INTEREST CODE

Appendix “A”

<u>Designated Positions</u>	<u>Disclosure Category</u>
Member of the Board of Directors	1
President and Chief Executive Officer	1
Chief Financial Officer	2
Director of Finance	2
Chief Nursing Officer	2
Director of Public Relations	2
Chief Human Resources Officer	2
Assistant Hospital Administrator	2
Director of Professional Services	2
Director of Nursing	2
Director of Materials Management	2
Director of Facilities	3
Nutritional Services Manager	3
Consultants	*

*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The chief executive officer may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The chief executive officer’s

determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

Draft temporary notes:

- *VP Finance and have been deleted from Chief Financial Officer title*
- *Controller title changed to Director of Finance*
- *VP Operations/Patient Services title changed to Chief Nursing Officer*
- *VP Business Development and Marketing title changed to Director of Public Relations*
- *VP Physician Relations/Clinical Development position deleted*
- *VP Development position deleted*
- *Chief Medical Officer position added*
- *Human Resources Director reclassified to Chief Human Resources Officer*
- *Assistant Hospital Administrator position added*
- *Director of Professional Services position added*
- *Director of Nursing position added*
- *Materials Manager reclassified to Director of Materials Management*
- *Chief Engineer reclassified to Director of Facilities*

SONOMA VALLEY HEALTH CARE DISTRICT

CONFLICT OF INTEREST CODE

Appendix “B”

Disclosure Categories

General Rule

The District has adopted Section 18730 of Title 2 of the California Code of Regulations, as it may hereinafter be revised, as the District’s standing Conflict of Interest Code provisions, supplemented by this Appendix and its preamble. An investment, interest in real property, or income is reportable if the business entity in which the investment is held, the interest in real property, or the income or source of income may foreseeably be affected materially by any decision made or participated in by the designated employee or officer by virtue of the his or her position. Form 700 provides guidelines on what are “reportable” interests within each category and the corresponding disclosure schedule in Form 700, i.e., Schedules A-1, A-2, B, C, D, E, F.

Designated Employees in Category #1 Must Report:

A. Investments in any business entity which (a) has an interest in real property within the area on the map attached hereto and designated Exhibit “C” (“Designated Area”); (b) does business with Sonoma Valley Health Care District (“District”), or has done business with the District at any time during the two years prior to the time any statement or other action is required under this code; or (c) engages in the following businesses:

1. Ambulance service
2. Banks, Savings and Loan
3. Collection agencies
4. Communications equipment
5. Computer hardware or software
6. Construction or building materials
7. Construction companies
8. Data processing consultants

9. Dietetic, kitchen or equipment consultants

10. Dietetic or kitchen supplies, equipment, including food and food products
11. Educational and training supplies, equipment or material
12. Employment agencies
13. Engineering services
14. Equipment consultants
15. Equipment or fixture manufacturers
16. Health care equipment or instruments
17. Health care facilities
18. Health care materials or supplies
19. Health facilities or services
20. Housekeeping or linen supplies or equipment
21. Housekeeping service agencies
22. Insurance companies
23. Laboratory supplies or equipment
24. Landscaping consultants or companies
25. Laundries
26. Medical laboratories
27. Medical records supplies or equipment
28. Motor vehicles and specialty vehicles and parts
29. Nursing service supplies, equipment or material
30. Office equipment or supplies
31. Petroleum products
32. Pharmaceutical supplies or equipment
33. Physical therapy supplies or equipment
34. Plant, building, grounds supplies or equipment
35. Printing and distribution
36. Public relations or advertising
37. Publications

- 38. Radiology supplies or equipment
 - 39. Real property
 - 40. Respiratory therapy supplies or equipment
 - 41. Safety equipment
 - 42. Safety instruction material
 - 43. Social services agencies
 - 44. Structural, mechanical, electrical, etc., engineering firms
 - 45. Temporary help agencies
 - 46. Testing laboratories or services
 - 47. Utilities
- B. Income from any business entity described in subparagraph A.
 - C. Status as a director, officer, partner, trustee, employee or holder of a position of management in any business entity described in subparagraph A.
 - D. Each interest in real property located in the Designated Area.

Designated Employees in Category #2 must report:

- A. Investments in any business entity which does business with the District or has done business with the District at any time during the two years prior to the time any statement or other action is required under this code.
- B. Income from any business entity described in subparagraph A.
- C. Status as a director, officer, partner, trustee, employee, or holder of a position of management in any business entity described in subparagraph A.

Designated Employees in Category #3 must report:

- A. Investments in any business entity which, within the last two years, has supplied or in the future foreseeably may supply building maintenance materials, gardening materials, or other materials for use in the maintenance and report of the physical plant of the hospital.
- B. Income from any business entity described in subparagraph A.

- C. Status as a director officer, partner, trustee, employee, or holder of a position of management in any business entity described in subparagraph A.

Designated Employees in Category #4 must report:

- A. Investments in any business entity which engages in the business of supplying food or other culinary supplies which may be used in hospitals.
- B. Income from any business entity described in subparagraph A.
- C. Status as a director, officer, partner, trustee, employee, or holder of a position of management in any business entity described in subparagraph A.



COMMUNITY

**Board of Directors
Sonoma Valley Health
Care District**

1206(b) Clinic

**Executive Assistant
Vivian Woodall**

**President & CEO
Sonoma Valley Hospital
Kelly Mather**

**SVH Foundation
David Pier**

