

Policies and Procedures of the Shoalwater Bay Health Board

AUTHORITY, NAME, PURPOSE AND POWERS

Section 1. On June 16, 1994, The Shoalwater Bay Tribal Council established the Shoalwater Bay Tribal Health Board (hereinafter referred to as the "Board") as a non-profit entity of the Tribal Council. The purpose of the Board as defined by the Shoalwater Bay Tribal Council is to promote the health and welfare of Native American people who reside in Pacific County, Washington as defined in the Board's mission statement. Before these Policies and Procedures take effect, they must be reviewed and approved by the Shoalwater Bay Tribal Council.

Section 2. The duties and responsibilities of the Health Board include:

1. Review and approve all policies and procedures concerning tribal health before final review and approval by the Shoalwater Bay Tribal Council.
2. Request feedback from community members about their health care needs and provide information and guidance to the community on health care issues that affect them.
3. Participate in the planning, assessment, monitoring, and evaluation of the health care services available to Native American residents of Pacific County, Washington.
4. Work with the Shoalwater Bay Tribal Council and health program staff in the development of health plans and implementation of health services for the tribal community.
5. Participate in quality improvement activities concerning tribal health.
6. Upon request, advise the Shoalwater Bay Contract Health Services program regarding resolution of patient grievances and appeals of service denials.
7. Advise on the establishment of committees or task forces as needed to recommend specific improvements or changes in tribal health care services based on feedback from community members and information gathered through evaluation of programs and oversight of the Shoalwater Bay Contract Health Services program.
8. Safeguard the rights of patients served by the Shoalwater Bay Community Clinic and Contract Health Services providers including resolution of patient complaints, assuring services are culturally appropriate, and that patient information is maintained in strict confidence in accordance with tribal policies and the Federal Privacy Act.
9. Review contracts for the purchase of health related land, goods, or services when such items concern activities or responsibilities that are delegated to the Board by the Shoalwater Bay Tribal Council.
10. At the request of the health director, review proposals for research projects affecting the Tribe's service population.
11. Provide budget recommendations to the Shoalwater Bay Tribal Council for the operation of the Shoalwater Bay Community Clinic and all other health service programs, including expenditures of 3rd party billing revenues.

By-Laws for the Tribal Health Board of the Shoalwater Bay Tribe of Washington

Section 1. The Tribal Health Board:

- a) The Tribal Health Board of the Shoalwater Bay Tribe shall consist of five (5) members and four (4) alternate members:
 - 1. Chair
 - 2. Vice Chair
 - 3. Secretary
 - 4. Two (2) members
 - 5. Four (4) alternate members
 - 6. Each member of the Health Board must be a minimum of eighteen (18) years of age, and;
 - i. Not be serving on the Tribal Council, and;
 - ii. Not be a Health Board employees who reports to the Health Director.
- b) Appointments and Terms of Office
 - 1. All Health Board members must be appointed by the Tribal Council to serve on the Health Board.
 - 2. Three (3) Health Board members will be appointed in January of 2014 to serve for two (2) years.
 - 3. Two (2) Health Board members will be appointed in January of 2014 to serve for one (1) year.
 - 4. At the expiration of the one-year term for the two (2) Health Board members, two (2) Health Board members shall be appointed to serve a two (2) year term. Thereafter, all Health Board members shall be appointed for a two (2) year term.
 - 5. All four (4) Alternate members shall be appointed to serve a three (3) year term commencing January, 2014.
 - 6. At the discretion of the Tribal Council, Health Board members may be appointed to serve consecutive terms.
 - 7. At the first regular scheduled meeting of the Health Board, the Health Board members will elect, by majority vote, the Chair, the Vice Chair and the Secretary (Officers) of the Health Board.

Section 2. Length of Term for Officers of the Health Board:

- a) The Officers of the Health Board will serve until their term in office expires, or sooner if they are removed or vacate office. Officers may be re-elected to their Officer position and there are no limits on how many times they may serve in an Officer position.

Section 3. Removal of Officers

- a) The Health Board may remove an Officer from their position, by a 2/3rds vote at any meeting where a quorum is present. A recalled Officer will remain a Health Board Member. Only the Tribal Council can recall or remove Health Board members from their position on the Health Board.

Section 4. Alternate Members:

- a) Alternate members may be present and participate at all Health Board meetings, but shall not vote unless counted as part of the Quorum.
- b) Alternate Members shall be appointed to serve two (2) year terms commencing in January, 2014.
- c) Alternate Members shall replace regular Health Board member positions by voting members when needed.

Section 5. Quorum

- a) A minimum of three (3) Health Board members must be present at any meeting in order to achieve a quorum. Should Health Board Members leave during the meeting and the number of members present falls below three (3) the quorum is lost.
- b) Alternate members may be counted as part of the Quorum when required.

Section 6. Health Board Meetings:

- a) Regular scheduled meetings shall be held monthly at a time and place to be determined by the Health Board.
- b) In the absence of the Chair, the Vice-Chair will assume all responsibilities of the Chair.
- c) All Health Board action and information is subject to review by the Tribal Council.
- d) All Meetings (Except Executive Session) are open to all Shoalwater Bay tribal members and to Native Americans of Pacific County.

Section 7. Special Meetings:

- a) Special Meetings of the Health Board may be called as needed by the Chair of the Health Board, or by any three (3) members of the Health Board. All members of the Health Board must be notified before any Special Meeting may take place. A minimum of a two (2) day notice must be given to all Health Board members in advance of any Special Meeting. Notices shall be made by telephone and email.

Section 8. Conflict of Interest

- a) Health Board Members must abstain from any vote on matters that include immediate family members (spouse, parents, children or siblings) or when they have a direct or indirect financial conflict not common to all tribal members.

Section 9. Compensation

- a) All Health Board Members shall be compensated at the rate of \$50.00 per meeting and mileage (government rate), providing they are in attendance for a least half of the meeting. If members are an employee of the Tribe, they will not be compensated during regular working hours (8:30am-4:30pm Mon-Fri); unless meetings are held during their time off (i.e.; swing or night shifts).

Section 10. Removal from the Health Board:

- a) All Health Board members are subject to removal from office for any of the following reasons:
 - 1. Gross negligence of duty;
 - 2. Failure to attend three (3) Regular Scheduled meetings within one calendar year without just cause;
 - 3. Failure to comply with the Tribal Constitution, the any laws that govern the Health Board, including but not limited to the Health Policies and Procedures and the Health Board By-Laws of the Shoalwater Bay Tribe ;
 - 4. Failure to disclose any action or information to the Tribal Council when requested to do so by the Tribal Council;
 - 5. Violating the oath of office.
- b) Any Health Board member can be removed by a simple majority vote of the Tribal Council at a Regular or Special Meeting, providing a quorum is present. Removal can be done at a Regular scheduled Tribal Council meeting or at a Special Meeting called for that purpose.
- c) At the discretion of the Tribal Council, the Health Board member may be present at the meeting where the removal will be discussed. The decision to remove or to not remove the Health Board member will be done after the affected Health Board member leaves the meeting.

Section 11. Minutes and Agenda

- a) The Secretary of the Health Board shall be responsible for keeping and maintaining minutes of the Health Board's actions. The Secretary may delegate the taking of the minutes to administrative personnel.
- b) Minutes must be adopted at the next Regular Scheduled Health Board meeting and signed by the Health Board Chair and the Health Board Secretary.
- c) The Minutes of the previous meeting and the Agenda of the upcoming meeting must be distributed to all Board Members a minimum of five (5) days prior to the up-coming Regular Scheduled meeting.
- d) Minutes shall be maintained indefinitely.

Section 12 Drug Policy

- a) The Health Board is committed to a drug and alcohol free workplace. The Health Board may be subjected to random drug testing at the discretion of the Tribal Council.

Section 13. Oath of Office

- a) Each Health Board Member must take an oath of office, swearing allegiance to the tribal membership and pledging to uphold any and all tribal laws, ordinances, regulations and/or policies that pertain to the Health Board. The Tribal Council Chair or the Tribal Council Vice-Chair will administer the oath of office to each Health Board member before he or she begins serving on the Health Board.

Section 14. Authority

- a) The Health Board's authority is granted by the Tribal Council, which receives its authority from the Tribal Constitution of the Shoalwater Bay Tribe.

Section 15. Adoption and Amendments

- a) These by-laws may be adopted and amended by a simple majority vote of the Tribal Council when meeting at a regular scheduled meeting, or a special meeting called for the specific purpose of approving or amending these by-laws, providing a quorum is present and shall take effect immediately.

At a duly called Tribal Council meeting held on the ____ day of _____, _____ these Tribal Health Board by-laws were adopted by the Tribal Council.

Motion carried with ____ voting in favor, ____ opposing and ____ abstaining.

Chair of Tribal Council

Secretary of Tribal Council



SHOALWATER BAY INDIAN TRIBE

P.O. Box 130 • Tokeland, Washington 98590
Telephone (360) 267-6766 • FAX (360) 267-6778

SHOALWATER BAY INDIAN TRIBE RESOLUTION 09-26-13-65

Policies & Procedures of the Shoalwater Bay Health Board & Bylaws

WHEREAS, Shoalwater Bay Indian Tribe is a Federally Recognized Tribe headquartered on Shoalwater Bay Indian Reservation in Washington State,

WHEREAS, The Shoalwater Bay Tribal Council is the governing body of the Shoalwater Bay Indian Tribe in accordance to their Constitution and By-Laws;

WHEREAS, the Tribal Council is empowered to take all actions necessary for the exercise of powers delegated or vested in the Tribal Council pursuant to the Constitution of the Shoalwater Bay Indian Tribe; and,

WHEREAS, The Shoalwater Bay Tribe has a mission to provide health and well-being services to Tribal members and families and those Native Americans living in the Shoalwater Bay Service area; now

THEREFORE BE IT RESOLVED That the Shoalwater Bay Tribal Council hereby approves the Shoalwater Bay Indian Tribe's **Policies & Procedures of the Shoalwater Bay Health Board and Bylaws.**

CERTIFICATION

This Resolution was passed at Shoalwater Bay Tribal Council Meeting of September 26, 2013, at which a quorum was present by vote of 5 FOR
0 AGAINST 0 ABSTENTION

Charlene Nelson, Council Chairperson
Shoalwater Bay Indian Tribe

Lynn Clark, Council Secretary
Shoalwater Bay Indian Tribe