



### Tribal Council Workshop Information

<b>Workshop Title:</b> KWC Charter	<b>Date of Workshop:</b> 9/23/20
<input checked="" type="checkbox"/> Open Workshop <input checked="" type="checkbox"/> Continued from previous Workshop – Date: 8/27/20 <input type="checkbox"/> Closed Executive Workshop	
<b>Presenter’s Name, Title and Department:</b> Mark Johnston, Executive Director	
<b>Guest Presenter(s), Title and Agency (anyone not associated with CIT):</b> KWC Decision Team	
<b>Note Taker for Workshop:</b> Anna Chavez	
<b>Brief Description (provide outline of discussion points as well as questions you need answered by this workshop):</b> Continued discussion of KWC Charter with updated charter and roles attached. Also attached is a draft organizational chart.	
<b><u>Workshop Attendees</u></b> <b>Tribal Council:</b> <b>Staff:</b> <b>Others:</b>	
<b>Workshop Summary (provide outline of discussions that occurred):</b>	
<b>Reference Materials (provide for posting):</b>	

**Next Steps: Please fill out this required section at the end of the workshop.**

- Information Only
- Schedule second workshop
- Prepare item for Tribal Council Motion
- Prepare item for Tribal Council Resolution
- Prepare item for Administrative Approval process
- Other:

**Executive Director Comments:**

**Tribal Council Secretary/Treasurer Comments:**

**Executive Director Initials:**

**Ko-Kwel Wellness Center (KWC) Operational Charter**  
**Tribal Council Workshop: 08/27/20**  
**Governance Model Review**

## **Goal**

- Approval of a governance charter and bylaws that will provide a road map for the Ko-Kwel Wellness Center to provide excellent patient care while reducing the Tribe's subsidy for that care.

## **Timeline**

- 01/08/20: Tribal Council Workshop—KWC Organizational Charter and Bylaws (Charter) work plan review
- 03/03/20: Charter Team Full Day Retreat—Charter elements development
- 03/15/20-07/20/20: Staff development of draft Charter
- 7/22/20: Tribal Council Workshop—Draft Charter discussion
- 8/4/20: Tribal Council Workshop—Draft Charter discussion
- 8/27/20: Tribal Council Workshop—Draft Charter discussion
- 9/17/20: Tribal Council Retreat – Draft Charter discussion
- 9/23/20: Tribal Council Workshop – Draft Charter and Org Chart review

## **Next Steps**

- Tribal Council approval of draft governance model and organizational chart (attached)
- Review and approval of by-laws (October 2020)
- Recruitment, selection and training of Board Members (December 2020 – February 2021)

## **Key Criteria for a Governance Model**

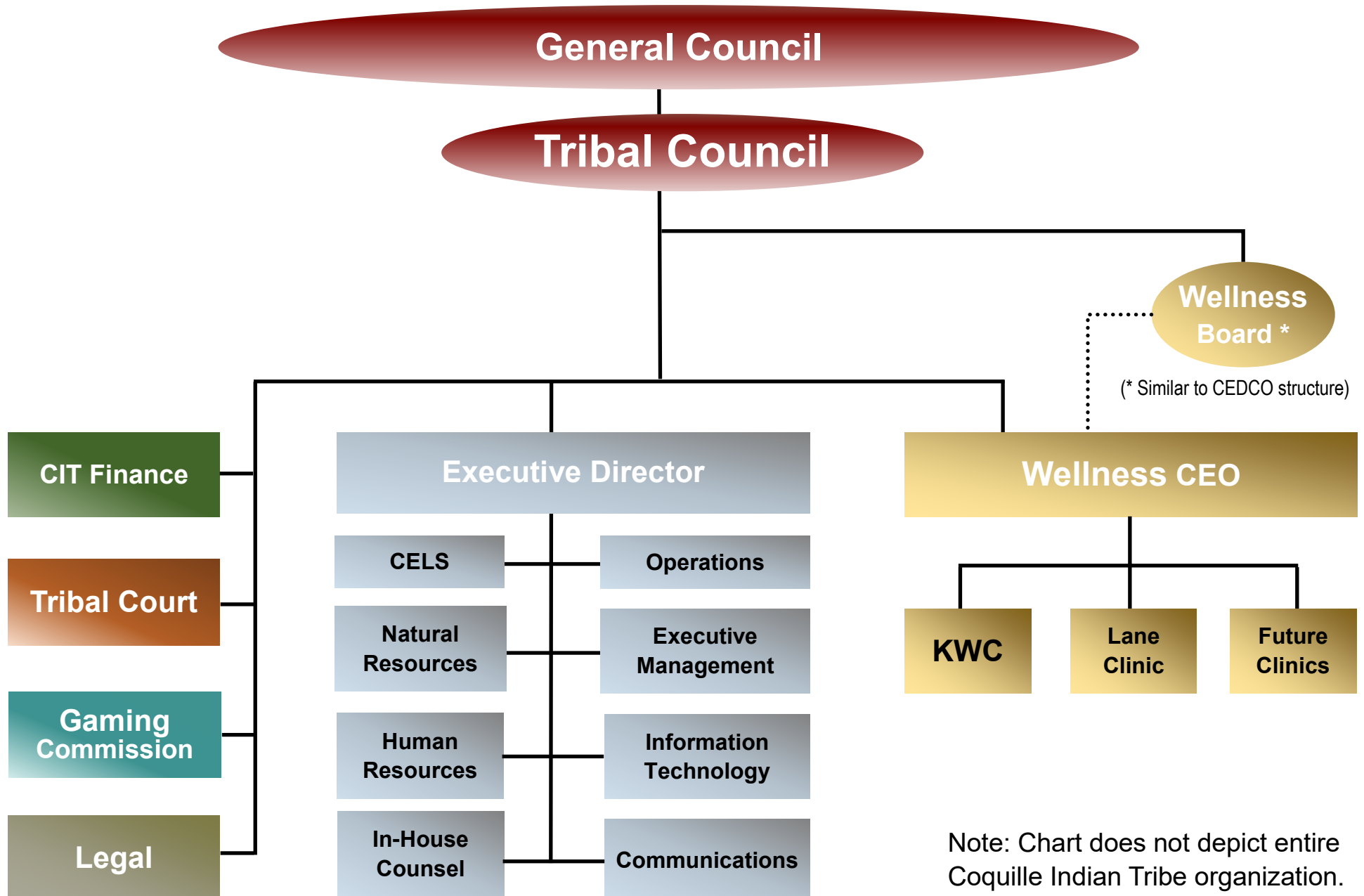
- Has a board that cares deeply about patients and the Tribal member community, but that also pays close attention to ensuring that day-to-day operations are optimized to meet the Tribe's revenue goals.
- Has flexibility and nimbleness to address challenges and changes in the healthcare environment as they arise.
- Elevates Wellness CEO to direct report of Tribal Council with modified authorities for budgeting, contracting and procurement.
- Is still a part of the Coquille Tribal Government – utilizes existing Tribal Government staff and infrastructure resources for efficiency

**Ko-Kwel Wellness Center (KWC) Operational Charter Tribal Council Workshop: 09/23/20**

**Governance Model Review**

	<b>KWC Governance Model</b>
<b>Organizational Chart</b>	<ul style="list-style-type: none"> <li>• KWC Board advises Wellness CEO</li> <li>• Wellness CEO is hired by and reports to the Tribal Council (similar to CEDCO model)</li> <li>• Still need to determine if the Wellness CEO is also the Chair of the Board?</li> </ul>
<b>Role of the Board</b>	<p>Provide expert advice and support to Tribal Council and Wellness CEO with policies/procedures, budgets, staffing, operations, accreditation and professional standards (Similar to CEDCO model). Serves as Tribal Council fiduciary.</p> <p>Quarterly reporting to Tribal Council</p>
<b>Board Members</b>	<p>3-5 Members appointed by Tribal Council</p> <p>Expectations set by the Tribal Council</p> <p>Training with the Tribal Council</p> <p>On-going collaboration between the board and Tribal Council</p>
<b>Role of the Wellness CEO</b>	<p>In coordination with Board and Tribal ED and Tribal CFO, prepare budget recommendations to Tribal Council as part of the annual appropriations process</p> <p>Budget oversight with authority for budget flexibility within the annual appropriation. Ability to sign and obligate Tribe (Need to update Fiscal Ordinance)</p> <p>Policy change approval/authority for all KWC direct healthcare, programs, and services (Medical, Pharmacy, Dental. No policy change approval/authority for Tribal specific programs without Tribal Council concurrence, including PRC, Family Support (Elder's, Indian Child Welfare, etc)</p> <p>Monthly written reporting to TC, including</p> <ul style="list-style-type: none"> <li>• Patient care metrics</li> <li>• Revenue generation metrics</li> <li>• Staffing metrics</li> </ul>
<b>Centralized Human Resources (HR)</b>	<p>Utilizes existing (HR) Division services</p> <p>Subject to the authorities of the CIT HR employee handbook (including basic benefit package, etc.)</p> <p>Wellness CEO has HR authority of all KWC staff</p> <p>Wellness CEO is ultimately responsible for meeting staffing plan including flexibility with recruitment and retention strategies</p>
<b>Centralized Accounting &amp; Budgeting</b>	<p>Utilize existing Finance Department services</p> <p>Subject to the authorities of the CIT fiscal ordinance (needs updated to reflect KWC ED authorities)</p> <p>Wellness CEO has signatory authority for contracts and budgets (need updated fiscal ordinance)</p> <p>Maintain participation in Tribal Government IHS indirect rate</p>
<b>Centralized IT</b>	Utilize existing IT Division Services
<b>Centralized Legal</b>	Utilize existing Legal services
<b>Centralized Facility Management &amp; Maintenance</b>	Utilize existing facilities services, including security, maintenance, management, etc.

# Coquille Tribal Government Administration



Note: Chart does not depict entire Coquille Indian Tribe organization.

## **TC Update September 23, 2020**

### **Work in Progress**

Busy job site with 9 trades actively working.

Sitework – Most of the initial course base rock is in place in parking areas, poured driveway cut for secondary access, waiting for cure. Placing backfill around building for installation of perimeter foundation drains. Grading for curbs.

Zone 1 – Pharmacy and Medical – roofing, mechanical/ HVAC, rough in electrical, fire sprinkler, plumbing

Zone 2 – Ops and Dental - roof decking, plumbing

Zone 3 – Community Health – exterior wall sheathing, densglass siding, roof framing, interior wall framing,

### **Issues For Discussion**

Schedule – Target dates – Dry in Week of October 12. Target slipped about 1 week due to slowdown from fire, COVID and lead time for storefront doors and windows and HVAC Roof Top Units. May use temporary weather proofing to allow for installation of interior insulation, and drywall.

Main Entrance Improvements – Sisul Engineering the Civil Engineer sub-consultant for S+B James is working to incorporate CHC parking expansion and secondary entrance into the site plan for SM+J Change Order. S+B James will be setting up separate contract for work outside of QALICB Boundary.

FF&E – On hold pending EDA Grant Award. Award looks favorable as follow up response was well received. Fauna and Eric plan to revisit the Momentum furnishing plan and make final selection of fabrics, and finishes the last week of October.

Flooring Options – Veronica will present images of two new LVT options with interior design team week of Oct 19 and will present options for Salmon Color replacement.

Low Voltage – Design team is working through low voltage design for intrusion alarms and operable windows including interface with HVAC.

AV for Gathering Room - Pending EDA Grant.

Pharmacy Trailer Relocation – The design is complete and we received approval from CSD for sanitary sewer reroute with a new connection on Mexeye. CSD will not assess new system development charges since we are just changing the point of connection. We received preliminary quote from the sitework contractor Billiter Marine to construct gravel pad, install sanitary sewer tie and collection line, construct temporary gravel road on north side of clinic.

SDC's – Waiting on response from Charleston Sanitary District on our request for reassessment of SDC's.

Bog Stabilization – Received quote from Billiter to level Bogs and haul excess spoils to alternate site on South side of Tarheal Reservoir. Using CARES grant for funding.

SWPPP Amendment - Working on for Pharmacy trailer relocation, bog stabilization.

Landscaping plan – Matt Jensen is finalizing plan.

