

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:

BRANDING

Ko-Kwel Wellness Center Design



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Date of submission: 1/19/2021 (January progress update)

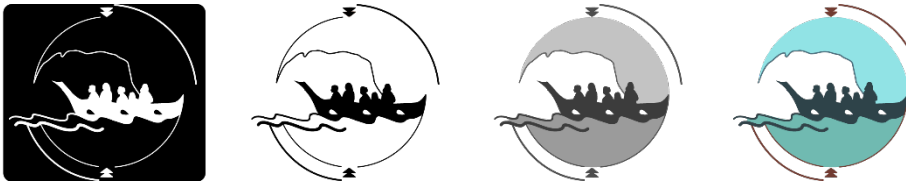
Logo

Single design refinement

Design Iterations

Below are the latest #01 polish refinements based on input provided on 1/8/2021. This is the design which the Design Team opted to move forward with, combining it along with outer basket elements from other designs, based on the the 1/8 call.

01a Refinement 01



Cultural and Tribal logo design references:

- Canoe
- Water
- Community
- Grandmother Rock
- Circular logo shape form
- Basket edge width abstract
- Triangular shape designs
- Solids (silhouettes)

Specific feedback integrated from Design Team 1/8 meeting:

- Removed sun.
- Removed cedar hats.
- Add the basket to the outer circle like #02
- Retained lower left canoe/water version.
- Kept opening by rock to provide passage for the canoe to go forward/into the future.
- Revised tail of canoe to be lower and more offscreen.
- Added the heart of the canoe, front bump.
- High version of the simple/med/high detail #01 variants

01a Refinement 02



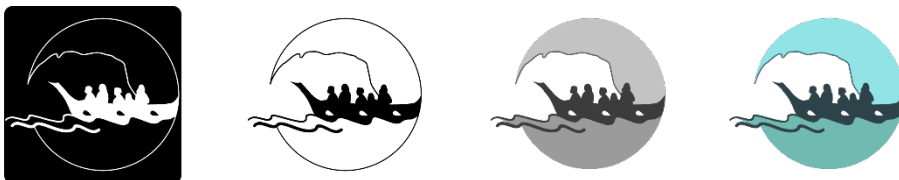
Cultural and Tribal logo design references:

- Canoe
- Water
- Community
- Grandmother Rock
- Circular logo shape form
- Basket inner edge
- Triangular shape designs, providing basket outer depth.
- Solids (silhouettes)

Specific feedback integrated from Design Team 1/8 meeting:

- Removed sun.
- Removed cedar hats.
- Add a line alluding to basket outer circle like #02
- Retained lower left canoe/water version.
- Kept opening by rock to provide passage for the canoe to go forward/into the future.
- Revised tail of canoe to be lower and more offscreen.
- Added the heart of the canoe, front bump.
- Simplified shape forms and removed rock color for more graphic read in color/greyscale versions. Minimized outer basket lines/triangles.
- Medium version of the simple/medium/high detail #01 variants.

01a Refinement 03



Cultural and Tribal logo design references:

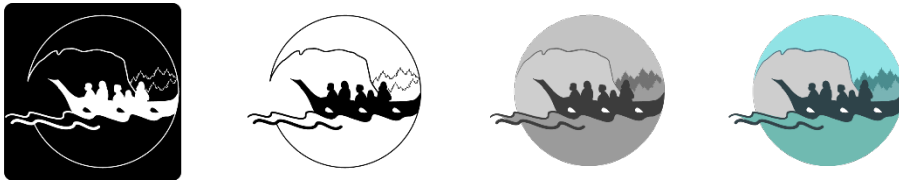
- Canoe
- Water
- Community
- Grandmother Rock
- Circular logo shape form
- Solids (silhouettes)

Specific feedback integrated from Design Team 1/8 meeting:

- Removed sun.

- Removed cedar hats.
- Retained lower left canoe/water version.
- Kept opening by rock to provide passage for the canoe to go forward/into the future.
- Revised tail of canoe to be lower and more offscreen.
- Added the heart of the canoe, front bump.
- Simplified shape forms and removed rock color for more graphic read in color/greyscale versions.
- Simple version of the simple/medium/high detail #01 variants.

01a Refinement 04



Cultural and Tribal logo design references:

- Canoe
- Water
- Community
- Grandmother Rock
- Cedar Trees/Forest
- Circular logo shape form
- Solids (silhouettes)

Specific feedback integrated from Design Team 1/8 meeting:

- Removed sun.
- Removed cedar hats.
- Added cedar trees/forest to background (could not add to foreground without it blocking canoe passageway).
- Retained lower left canoe/water version.
- Kept opening by rock to provide passage for the canoe to go forward/into the future.
- Revised tail of canoe to be lower and more offscreen.
- Added the heart of the canoe, front bump.
- High version of the simple/medium/high detail #01 variants due to tree additions.

Tagline

Visual design additions to selected tagline

Tagline Iterations

The tagline reinforced at the 1/8 meeting by the design team to move forward with was:
Mind. Body. Spirit. Community.

On that basis, below are some designs that can serve as a substitute for punctuation marks.

01

Mind ▲ Body ▲ Spirit ▲ Community

Cultural and Tribal logo design references:

- Triangle design that refers to tribal basketry design elements.

Specific feedback integrated from Design Team 1/8 meeting:

- Added design elements to tagline.
- Incorporated moving forward concept from canoe, to moving upwards in Mind/Body/Spirit/Community based on triangle direction.

02

Mind ◆ Body ◆ Spirit ◆ Community

Cultural and Tribal logo design references:

- Triangle design that refers to tribal basketry design elements.

Specific feedback integrated from Design Team 1/8 meeting:

- Added design elements as separator to tagline.
- Incorporated community connectedness aspect, by having the triangles face towards each word, back-to-back.

03

Mind ▲ Body ▲ Spirit ▲ Community

Cultural and Tribal logo design references:

- Triangle design that refers to tribal basketry design elements.

Specific feedback integrated from Design Team 1/8 meeting:

- Added design elements as separator to tagline.
- Incorporated moving forward concept from canoe, to moving upwards in Mind/Body/Spirit/Community based the double triangle direction.

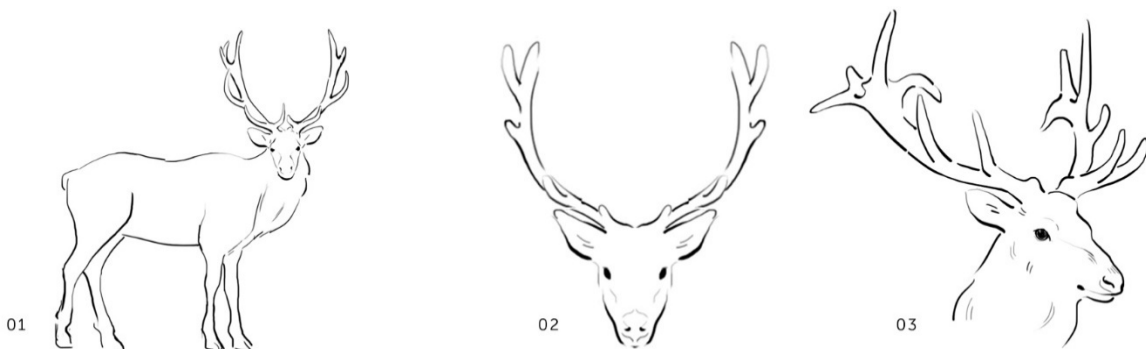
Icon Illustrations

Initial non-vector drawings per department

Design drawings

Below are the design department illustrations relating to the theme of each section. These are currently non-vector as an initial drawing pass but are intended to be brought forward into vector as a next step. This allows them to stylistically align further with the visual aesthetic of the logo design treatment, while keeping resize capabilities that vector provides.

Admin/PRC



Cultural and Tribal logo design references:

- Roosevelt Elk

Specific feedback integrated from Design Team 1/8 meeting:

- Specifically referenced Roosevelt Elk as they are larger/have differing shape form.
- Provided options that are only the upper neck/head region.

Community & Family



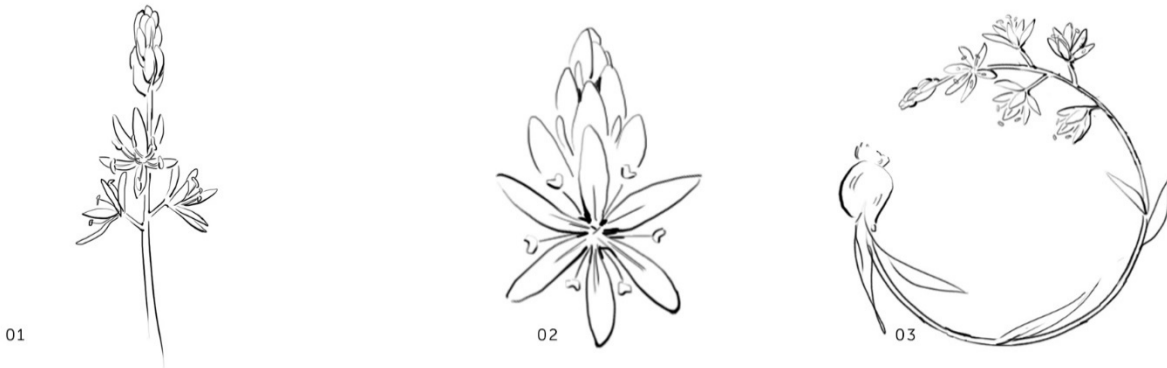
Cultural and Tribal logo design references:

- Cedar

Specific feedback integrated from Design Team 1/8 meeting:

- Added circular shape form that incorporates triangle design elements as design motif.
- Added circular shape form option that incorporates the object itself.

Dental



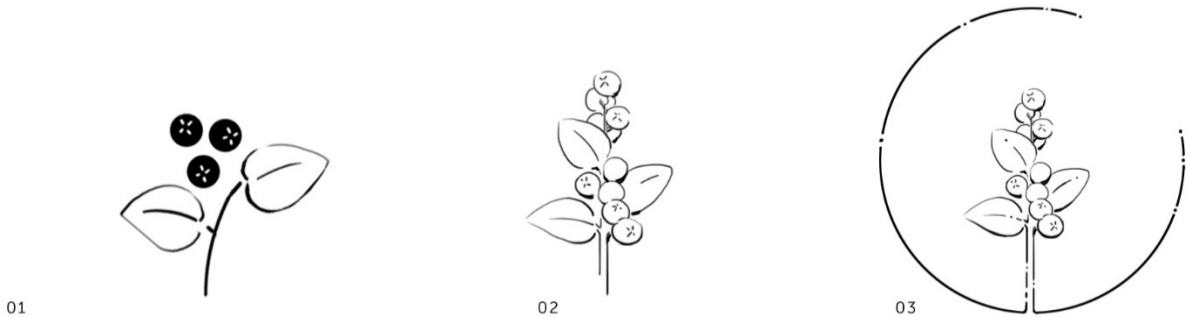
Cultural and Tribal logo design references:

- Camas

Specific feedback integrated from Design Team 1/8 meeting:

Added circular shape form option that integrates the object itself.

Medical



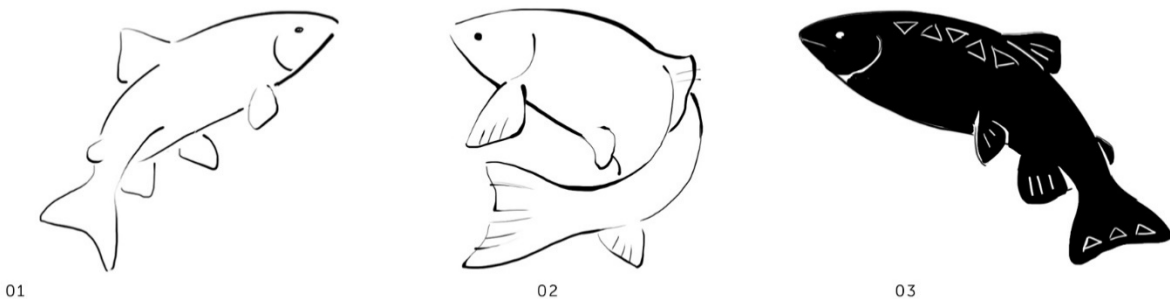
Cultural and Tribal logo design references:

- Black Huckleberry

Specific feedback integrated from Design Team 1/8 meeting:

- Added circular shape form with design elements alluding to aspects of beading/regalia.

Pharmacy



Cultural and Tribal logo design references:

- Chinook salmon, adult (non-spawning)
- Triangular shape design treated more overtly as a pattern element.

Specific feedback integrated from Design Team 1/8 meeting:

- Added dimensionality and action.
- Dimensional silhouette approach with triangle integration.

ARTICLE 1: Health Executive Board USE CONSISTENT REFERENCES.

Section 1.01 Health Executive Board Powers, Duties and Responsibilities

Subject to Tribal law, the duties of the Health Board in its administration of the Division include, but are not limited to, the following:

- (1) Provide an annual recommendation to Tribal Council of measurable goals and objectives for the Health and Wellness CEO and an annual evaluation based on achievement of the preceding year's goals and objectives.
- (2) Ensure prudent and accountable use and reporting of the Division's resources, recommend annual budgets to the Tribal Council for approval, establish the Division's operational priorities, recommend eligibility criteria for services, and recommend long-range financial and strategic planning goals.
- (3) Maintain fiscal accountability by closely monitoring and generating revenue, implementing cost control policies and procedures, obtain and review comprehensive monthly and year-end ~~financial~~ reports and provide Tribal Council with an accurate financial overview at quarterly combined meetings.
- (4) Evaluation of the Division's activities including services, quality of care metrics, utilization patterns, productivity, patient satisfaction, achievement of objectives and approval of a process for quality improvement and risk management, including but not limited to a ~~policy~~ for hearing and resolving patient grievances;
- (5) Provide recommendations for the ~~contract~~ renewal, disciplinary action, and/or dismissal of the Health & Wellness CEO, to the Tribal Council;
- (6) Monitor and oversee the expectations of the Division and approval of new programs and services of the Division. The Health Board shall annually review its policies;
- (7) Ensure that the Health & Wellness CEO and Division operate within applicable Tribal, Federal, State, and local laws and regulations;
- (8) Adopt health care policies, ~~as recommended by~~ in conjunction with the Health & Wellness CEO, including the scope and availability of services, location and hours of services, fee schedule, and quality of care audit procedure;
- (9) To serve as the governing body of the CIT Health and Wellness Division which satisfies the requirements of applicable accreditation or licensing authorities;
- (10) The Health Executive Board and Health & Wellness CEO shall meet quarterly with the Tribal Council to provide, at a minimum, the following reports:— financial status, productivity, quality of care, staffing, patient satisfaction and issues needing attention. Special meetings, over and above the quarterly meetings, may be requested by either the ~~CIT~~ Tribal Council or Health Board;
- (11) Ensure that Health Executive Board or designee take minutes of all Board meetings;

Section 1.02: EXECUTIVE BOARD MEMBERS: NUMBER, TENURE & QUALIFICATION

Subsection 1.02.01 Number

The Executive Board is comprised of five (5) members appointed by the Tribal Council. One member must be a voting Tribal Council Representative. The Chair of the Executive Board shall be selected by the Tribal Council from among the Board members.

Subsection 1.02.02 Tenure

Executive Health Board positions will be staggered three-year terms. Board Members can be removed by the Tribal Council at any time, without cause. The terms of the initial board ~~will~~ may be staggered.

Subsection 1.02.03 Qualifications

The Health Executive Board shall be composed of individuals who have expertise in providing comprehensive healthcare services, and/or Coquille Tribal culture and/or health care needs. Other areas of expertise that may be considered include: Tribal or Indian Health Service outpatient healthcare, Federally Qualified Health Center matters, law, finance, social services, business, tribal operations, or other experience that would enhance the expertise of the Board in overseeing the Division.

Section 1.03 Selection

Health Executive Board members shall be appointed by the Tribal Council. The Tribal Council will develop and approve a plan for recruitment and selection, which may include development of Board member role descriptions, selection criteria, timeframes, and other relevant matters.

The selection of individuals to serve as members of the Health Executive Board will ensure that the expertise requirements identified and authorized in these Policies are met. The expertise requirements will continue to apply throughout the term of a person's service on the Board.

Section 1.04 Resignation

A member of the Health Executive Board may relinquish their Board position at any time by delivering a written resignation to the Tribal Council. Such resignation shall be effective upon receipt, unless otherwise provided by the terms thereof. The Tribal Council will fill the vacancy as specified in this policy or otherwise under Tribal law.

Section 1.05 Removal

The Tribal Council may remove members of the Health Executive Board at will. No reason is required to be stated.

Section 1.06 Vacancies

Vacancies will be filled by the Tribal Council. At the expiration of a term of appointment, Board members shall remain in office until ~~they are re-appointed or her/his~~their successor is appointed.

A vacancy because of death, resignation, removal, disqualification or otherwise may be filled by the Tribal Council for the unexpired portion of the term. The Health Executive Board may recommend persons to fill Board vacancies.

Section 1.07 Meetings

Meetings of the Health Executive Board may be called by the Health & Wellness CEO or the Board Chair for any purpose to transact business. Regular meeting dates and times will be established throughout the year based on consensus of the Board. Minutes of all Board meetings shall be recorded. These minutes may be created and maintained by a Health Division staff member, and shall be available to Tribal members, Tribal government employees and other persons authorized by the Tribal Council. Meetings of the Board may be held ~~in~~ face-to-face, phone conferences, videoconference, or other electronic means, at the pleasure of the Chair. The Chair must notify all Board members of a meeting time and date at least three days in advance. The Chair or the CEO may request tribal legal counsel to attend any Board meetings.

Subsection 1.07.01 Annual Meeting

The Health Board shall have an annual meeting with the Tribal Council to provide an annual report of the Health & Wellness Division and discuss future goals and objectives. This annual meeting may include discussions regarding the proposed Health and Wellness Division budget for the future year.

Subsection 1.07.02 Regular Meetings

Regular meetings of the Board shall be open to persons authorized by the Tribal Council and shall be held at a convenient time and location as determined by a majority of the members of the Board. Tribal members may observe any meetings. Meetings will be recorded and made available upon request to Tribal members.

Subsection 1.07.03 Special Meetings

A special meeting of the Board of Directors may be called as outlined in Tribal law and this Policy.

Subsection 1.07.04 Board ~~Meeting~~ Special Meetings Notice and Waiver

Health Executive Board Members shall receive at least three days advance notice of any special meeting unless such notice is waived as described below.

Notice of each meeting of the Health Board may be given by telephone, by written notice delivered personally, e-mail, or via courier or postal service delivery to a Board member's most current known business or personal address. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail so addressed, with postage thereon prepaid.

If each and every Board member consents in advance, these special meeting notice procedures may be waived.

Subsection 1.07.05 Quorum

Three (3) members of the Health Board shall constitute a quorum for the transaction of business.

Actions taken at a meeting where a quorum is present, shall be determined by majority vote, unless otherwise required by this policy.

Subsection 1.07.06 Voting

At all meetings of the Health Board, except as otherwise expressly required by this Policy, all matters shall be decided by the majority vote of a Health Board meeting at which a quorum exists. NEEDS WORK. AND REDUNDANT TO PREVIOUS SUBSECTION.

Subsection 1.07.07 Conduct of Meetings

The Chair shall call to order, and preside over, meetings of the Health Executive Board of Directors. In their absence, the Chair may designate another Board member to serve as the acting Chair. No vote may be taken without a quorum, but topics may be discussed.

Subsection 1.07.08 Executive Session

At any time, the Health Executive Board may move to enter into executive session, provided that any such motion must describe the general topic to be discussed. NO VOTE IN EXECUTIVE SESSION.

Section 1.09 Honorarium/Compensation

Health Executive Board Members, with the exception of the Health & Wellness CEO and Tribal Council representative, may receive a stipend, as determined by the Tribal Council, and be reimbursed for necessary and reasonable travel related costs as described in the Tribe's travel policies. The Health Executive Board Chair may be compensated at a higher rate, due to the responsibilities of that position.

Section 1.10 Board Evaluations & Training

The Health Executive Board shall conduct an annual self-evaluation. The purpose of the self-evaluation to assess the overall performance of the Health Executive Board. The self-evaluation process may include facilitation by a non-Board member selected in advance by the Board who will consult with the Board to determine the agenda.

The Tribal Council will evaluate the Health Executive Board annually, using information from the Health Executive Board self-evaluation and overall performance based on goals, expectations and healthcare metrics.

ARTICLE 2: OFFICERS

Section 2.01 Titles ~~and Qualifications~~

The initial officers shall consist only of a Chair, appointed by the Tribal Council. The Health Executive Board may appoint additional officers FROM AMONG THE OTHER BOARD MEMBERS.

Section 2.02 Election and Term of Office

All Board members will have staggered three-year terms, ~~excluding the Health and Wellness CEO~~.
RENDUNDANT

Section 2.03 Board Chair

The Chair shall be the principal officer of the Board, subject to the ~~the~~ Tribal Council. The Chair will preside over all meetings of the Board of Directors. Normally, the Chair will coordinate with the Health and Wellness CEO to develop and present agenda items-

The Chair shall have authority, subject to Tribal law and such rules as may be prescribed by the Health Executive Board, to delegate authority to sign, execute and acknowledge, on behalf of the Health and Wellness Division, all documents or instruments necessary and/or proper to be executed in the course of the Division's regular business. In general, he or she shall perform all duties incident to the office of the Chair, have such other duties, and exercise such other authority as may be prescribed by the Health Board from time to time.

Section 2.04 Other Assistants and Acting Officers

The Health Board Chair may designate an assistant or Acting Chair as necessary to preside over meetings and conduct business.

Section 2.05 Records

The Division shall maintain all ~~financial books and records of account, all~~ minutes of the Health Executive Board meetings, ~~a list of all current and former Health Executive Board members and officers~~ ~~and~~ and copies of all other material records, books, documents and contracts.

All such books, records, minutes, lists, documents and contracts shall be made available for inspection at any reasonable time during usual business hours, (1) by any Health Executive Board member-, or duly authorized representative thereof, for any lawful and proper purpose, and (2) by any Tribal Council member, or duly authorized representative thereof, for any lawful purpose. Upon leaving office, each Health Executive Board member shall turn over to his or her successor or the Chair~~man~~, in good order, such Health Board moneys, books, records, minutes, lists, documents, contracts or other property of the Division as may have been in the custody of such Health Executive Board Member or agent during ~~his or her~~their term on the Health Board.

ARTICLE 3: Health & Wellness Division Chief Executive Officer

Section 3.01 CEO AUTHORITY

The Tribal Council shall hire a full time Health & Wellness Chief Executive Officer (CEO) to provide leadership and executive level management for the Health & Wellness Division. They shall have all the duties and authority that such position would customarily require. The CEO shall be responsible to the Tribal Council for executing the policies of the Health & Wellness Division and the mission of the Division. The CEO shall serve at the pleasure of the Tribal Council.

Subject to Tribal law, the Health and Wellness CEO, or their designee, may enter into any contract for goods and services on behalf of the Division and the Tribe, as long as it pertains to the operation of the Health & Wellness Division, and such authorization may be general or confined to specific instances. The CEO may not hire legal counsel without the approval of the Tribal Council.

Section 3.02 CEO EVALUATION

An annual appraisal of the CEO's performance shall be performed in writing by the Health Executive Board. The annual appraisal will be reviewed by the Tribal Council prior to being discussed with the CEO. The annual appraisal of the CEO's performance normally should be performed within thirty (30) days before or after the anniversary of the CEO hire date.

ARTICLE 4: RELATIONSHIP TO TRIBAL GOVERNMENT ADMINISTRATIVE SERVICES

Section 4.01

As a component part of Tribal Government, the Health & Wellness Division will function within the parameters of all Tribal laws, ordinances and policies and procedures. The Health & Wellness Division will use Tribal administrative programs such as Finance, Legal, Human Resources, Information technology, Facilities and maintenance.

ARTICLE 5: INDEMNIFICATION OF DIRECTORS AND OFFICERS

Section 5.01 Indemnification

Subject to CIT Tribal law and to its applicable, then-existing and available insurance coverage, if any, CIT may indemnify Health Executive Board Members and Officers if the Board member or officer at all times, acted in good faith, reasonably believed that their conduct or performance was not opposed to the Tribe's best interests, and had no reasonable cause to believe that their conduct or performance was unlawful. The CIT must not indemnify a Board member in proceedings in which the individual was adjudicated or determined to be liable to the Tribe or an affiliate of the Tribe or proceedings in which the individual's interests are adverse to the Tribe's or to a Tribal affiliate's. As used in this Section, "Proceeding" shall mean any litigation, arbitration or similar adjudicative forum before a duly authorized government court or recognized arbitration service that arises from an individual's service as Board member or Officer.

This Policy and all suits and special proceedings under this policy shall be construed in accordance with and pursuant to the laws of CIT. In any action, special proceedings or other proceeding that may arise out of, in connection with or by reason of this policy, the laws of the CIT shall be applicable and shall govern to the exclusion of the law of any other forum; and, nothing in this Policy shall be construed to waive the requirement that any party first exhaust all remedies available under CIT Tribal law.

ARTICLE 6: SERVICES PROVIDED BY THE DIVISION

Section 6.01 Health Care Services

Within the eligibility guidelines, capabilities, talents and expertise of the personnel and facilities of the Health & Wellness Division, healthcare and wellness services shall be provided for all eligible persons who seek care. The range of comprehensive services shall be approved by the Health Executive Board.

Section 6.02 Health Records

All health records shall be kept in accordance with applicable Federal, Tribal, state and local laws and regulations, on each patient with pertinent data recorded necessary for adequate diagnosis and treatment of the patient's condition. These records shall remain confidential, for clinical or referral uses only, other uses being determined by authorized staff of the Division.

Section 6.03 Non-discrimination

All direct services shall be provided to the best of the Health & Wellness Division's ability. Direct service patients will not be discriminated because of race, color, creed, religion, sexual orientation or national origin.

ARTICLE 7: TRIBAL MEMBERS QUESTIONS AND CONCERNS

The CEO will establish a protocol to receive and respond to questions and concerns from Tribal members separate from patient complaints.

COQUILLE INDIAN TRIBE

Job Title: Health & Wellness CEO
Division: Health and Wellness Division
Reports to: Tribal Council
FLSA Status: Exempt-Full-Time
Salary Grade: TBD
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen, Criminal, and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Tribal Council and delegated operational authorities of the Executive Health Board, this position provides transformational leadership and direction to the Health and Wellness Division. Acts as the senior executive for all Health and Wellness Division programs and services. Leads organization to provide effective and efficient health and wellness services that meet annual objectives related to quality of care and revenue projections. Responsibilities include staff/team development, policy development and implementation; program development and implementation; strategic planning, fiscal management and overall quality of Health and Wellness programs and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Work closely with Executive Health Board to develop and implement efficient and effective Health & Wellness Division programs and services.
2. Responsible for implementing a cohesive team environment and organizational structure that that inspires staff success and creates a culture that facilitates excellent patient and client outcomes.
3. Implements strategies to improve access to care and overall Division financial success.
4. Provides direct supervision to the Health and Wellness Division senior directors.
5. Ensures that all Health and Wellness Division program and services are planned and implemented in accordance with applicable laws, regulations and policies and that compliance with funding sources is achieved.
6. Develops short- and long-term strategic plans for the Health and Wellness Division in coordination with Health Executive Board.
7. Ensure that each Department within the Division incorporates evaluation strategies and tools to improve outcomes and achieve departmental goals and objectives, strategic and health improvement plans, core values and vision of the Coquille Indian Tribe and Mission of the Health and Human Services Department.
8. Responsible for the development, implementation, and overall management of the program budget. Ensure that all program areas are prioritizing and assessing budget and workflow to best utilize staff and financial resources.
9. Develops monthly reporting formats that emphasize patient access, quality of care and financial information for the Executive Health Board and Tribal Council
10. Participates in monthly Executive Health Board meetings and Quarterly joint meetings with the Board and Tribal Council
11. Participates in various Health and Wellness Division and tribal events/activities.
12. Authorize various check requests, purchase orders, travel, training, and time off requests.
13. Negotiates with Indian Health Services (IHS) and state agencies for programs and funding in coordination with tribal administration.

14. Performs other duties, as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the job. This position may involve transporting Native Americans and non-native patients and clients in the CHC vehicles, employee-owned vehicles and rental vehicles to and from a variety of CHC functions and activities.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
3. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
4. Demonstrated ability to be results driven; making decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
5. Knowledge and skill in performing department-level administrative functions, including personnel and budget management, procurement, preparation and administration of contracts, grants and agreements and program evaluation and reporting.
6. Knowledge of Indian Health Services, Bureau of Indian Affairs, and state programs.
7. Ability to maintain effective working relationships with outside governmental officials, administrative and granting agencies.
8. Ability to successfully carry out all phases of grant administration including writing grant applications, developing and tracking budgets, and grant reporting.
9. Ability to read and understand technical documents and manuals, as well as the ability to write such documents for use by others.
10. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
11. Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations. A breach of confidentiality or fraud is grounds for immediate dismissal.

REQUIRED QUALIFICATIONS

- A. Master's Degree in a Health, Finance, or Business related field and 5 years' experience providing high-level leadership and direction in a healthcare setting, or a Bachelor's Degree in Health, Finance, Business or related field and 10 years' experience providing high-level leadership and direction in a healthcare setting.
- B. Outpatient healthcare administration experience in Medical, Dental, Pharmacy, Behavioral Health, and Public/Community Health is highly preferred.
- C. A strong working knowledge with Indian Health Services (IHS), Bureau of Indian Affairs (BIA) and state programs required.
- D. Experience increasing access to care and demonstrated ability to strategically plan and implement Division/Organizational growth is required.
- E. Experience and demonstrated knowledge with IHS funding agreements and indirect cost pool negotiation is required.
- F. Experience with managing large budgets is required.

- G. Experience with Health Care Accreditation is required, AAAHC preferred.
- H. Experience working within a Tribal environment is preferred.
- I. Experience in grant writing, grant management and reporting is strongly desired.
- J. Knowledge of HIPAA privacy and confidentiality guidelines is required.
- K. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.
- L. Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.
- M. First Aid/CPR certification required or ability to obtain within 90 days of employment.

Signature below signifies understanding of above job duties and responsibilities.

Signature: _____

Date: _____

| Task | Assigned to | Date needed | Notes |
|---|---|--|--|
| Create Board Job Description | Dena; to be reviewed by Mike and Committee; present to Council. | Dena's draft done; finalize by 2/1/21 and present to Council early Feb | Dena to review BOD compensation |
| Create Board Interview Questions | Dena; to be reviewed by Mike. Present to Council. | Dena's draft done; finalize by 2/5/21 and present to Council early Feb | |
| Send job announcement to Tribal HOH | Mike Frost | Send by 2/8/21 | |
| Identify external recruitment sites and contacts | Mike & Dena with input from Mark, Kelle and others? | By 2/8/21 | |
| Promote job announcement | Mike & Dena | 2/8/21 | Advertising budget? |
| Pre-screen candidate resumes and make calls | Mike & Dena | 2/26/21 | |
| Schedule Zoom Interviews | Dena | 3/1/21 | |
| Zoom Interviews with Council for 4 positions | Tribal Council, HR | Interviews conducted in March 2021 | Any others to include? Need dates of availability for Council attendance |
| Finalize & make offers | Tribal Council to select; HR to make offers | April 2 | |
| Onboard the new Board Members – present governing documents; sign disclosures; set up stipend payments. | Dena & Mike | April 9 | |

Health & Wellness Division of the Coquille Indian Tribe

POSITION DESCRIPTION EXECUTIVE BOARD OF DIRECTORS

DESCRIPTION

The Coquille Indian Tribe has established a new Health & Wellness Division to provide comprehensive, holistic, efficient and effective health care for eligible members of the Coquille Indian Tribe (Tribe) and others. Tribal Council delegates healthcare operational authority to the Tribal Health and Wellness Division. The Division will be governed by an Executive Board of Directors serving at the pleasure of the Tribal Council and performing its duties in accordance with the Health and Wellness Division Ordinance and the related Division policies.

The Health and Wellness Division shall aim to:

1. Provide comprehensive, high-quality and culturally-competent health & wellness services that are sensitive to Tribal historical trauma, while maximizing revenue, minimizing expenses, reducing the Tribe's General Fund subsidy and creating financial reserves.
2. Maintain high quality and stable workforces in safe and clean work environments.
3. Maintain well trained, well educated, competent and ethical Executive Board members, CEO and staff.
4. Achieve health-related goals identified annually by the Executive Board and the Tribal Council.
5. Complete projects, achieve outcomes and attain goals assigned by the Tribal Council.

The Executive Board of Directors consists of five members, all of whom are appointed by the Coquille Indian Tribal Council, usually for a staggered term of three years. One member will be a voting Tribal Council Representative. The Chair of the Executive Board will be selected by the Tribal Council from among the Executive Board.

Pursuant to the Health and Wellness Division Ordinance and related policies, the Executive Board of Director duties include but are not limited to:

1. Providing oversight and advice to the Health and Wellness Division CEO to include an annual recommendation to Tribal Council of measurable goals and objectives for the CEO and an evaluation of performance;
2. Ensuring prudent and accountable use and reporting of the Division's resources, recommendation of annual budgets to Tribal Council for approval, establishing the Division's operational priorities, recommending eligibility criteria for services and long range financial and strategic planning goals;
3. Evaluating the Division's activities including services, quality of care metrics, utilization patterns, productivity, patient satisfaction, achievement of objectives, and ensuring that the Division adopts and implements an effective and safe quality improvement program that includes a patient complaint process;
4. Providing oversight for effective, efficient health and wellness services authorized by the Tribe, which may include medical, urgent care, lab, mental health and substance abuse, alternative and complementary services, pharmacy, dental, and other disease prevention and health promotion services as needed to promote, foster and maintain good health;
5. Providing a high quality, accessible, responsive, and well-coordinated delivery system of health education, promotion and health and wellness services, for the benefit of current and future Tribal members and other eligible persons;

6. Serving as the governing body of the Health and Wellness Division, which satisfies the requirements other accreditation or licensing authorities;
7. Maintaining fiscal accountability by closely monitoring and generating revenue, implementing cost control policies and procedures, obtaining and reviewing comprehensive monthly and year-end fiscal reports and providing Tribal Council with an accurate financial overview at quarterly combined meetings. The annual budget will be developed in conjunction with the Tribal Council's budgeting process;
8. Communicating effectively with the Tribal Council regarding the Executive Board's work and the achievement of goals and any other outcomes or requirements identified in the Health and Wellness Division Policies;
9. Other tasks and duties associated with the governance of the Executive Board such as attending meetings, recording minutes, responding to the CEO and Council to provide reports both orally and in writing to effectively lead the Division.

QUALIFICATIONS AND REQUIREMENTS

1. Previous leadership experience in a related field or high level management experience with a proven record of accomplishments and an ability to work effectively and professionally with others to reach goals.
2. High level management experience shall include expertise in at least one of the following areas:
 - Providing comprehensive health care services
 - Tribal or Indian Health Services outpatient health care
 - Federally qualified health center matters
 - Law, finance, social services, business or tribal operations
 - Other areas that would enhance the expertise of the Executive Board
3. Exude behavior that preserves and enhances the mission and commitment of the Coquille Indian Tribe and the Tribal Health and Wellness Division.
4. Promote fairness and integrity in all internal and external business practices and preserve and enhance the reputation and values of the Coquille Indian Tribe.
6. Possess high level of integrity and reputation. Must be able to pass a reference and background check.
7. Be willing to abide by strict policy regarding recusal and transparency for conflicts of interest.
8. Have the ability to attend meetings as necessary, either in-person or remotely. Regular meeting dates and times will be established to include an annual meeting with Tribal Council. The attendance requirement for Executive Board Members is the ability to attend meetings regularly. Absence from (i) two consecutive board meetings, or (ii) more than 50% of the board meetings in a calendar year, without a valid excuse accepted by the Tribal Council Chair or Secretary, may subject a board member to removal.
9. The Executive Board of Directors reports to the Coquille Indian Tribal Council.

COMPENSATION

At rates approved by the Tribal Council, Directors (except the Tribal Council Representative and CEO) will be paid a stipend. Currently, the stipend is to be determined; paid quarterly. In addition, Directors are reimbursed for reasonable out-of-pocket expenses associated with their service on the Board.