

# Skagit County Public Hospital District No. 304 Commissioner Roles and Responsibilities

## Background

Skagit County Public Hospital District No. 304, dba United General District 304, is committed to its mission of improving the health and quality of life for the residents of the communities we serve. The District encompasses northern and eastern Skagit County as well as a small portion of Whatcom County.

Our work focuses on six areas (pillars) of health and wellbeing:



These pillars are one way we help the community understand the types of services we focus on and provide as a public hospital district. Each pillar contains many programs and projects that work together to accomplish our mission.

We have developed the core values below that represent our commitment to our staff, partners and the communities we serve.



The Board of Commissioners has five (5) seats representing the population of Skagit County Public Hospital District No. 304 and are elected by the voters within the district to six (6) year terms as per [RCW 70.44.040](#) . Board members are considered “at large” and do not represent any specific geographic region (i.e. “ward”). Board of Commissioners can reside anywhere within the hospital district. Commissioners are required to comply with laws that apply to elected officials, including laws related to conduct of elections, public disclosure, ethics, and other matters.

### **Qualifications**

- Must reside within Skagit County Public Hospital District No. 304 boundaries
- Must understand what a Hospital District does and can do ([RCW 70.44](#))
- Must be familiar with fiscal budgets
- Must be able to follow parliamentary rules and procedures contained in Robert’s Rules of Order
- Must be familiar with Public Records Act ([RCW 42.56](#)) and Open Public Meetings Act ([RCW 42.30](#)) particularly in relation to a hospital district

### **Commissioner Governance Guidelines**

- The Board of Commissioners is the governing body of the hospital district and is responsible for collectively overseeing the district’s policies and organization with respect to the operation of the 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](#). In fulfilling its obligation, the Board’s role is to adopt the necessary general policies to achieve those ends and to delegate the day-to-day operational responsibility to the Superintendent/CFO. 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.
- Skagit County Public Hospital District No. 304 is a non-partisan organization.
- Staff or Commissioners do not act as agents of any partisan group.
- Commissioners approve and govern yearly through budget.
- Commissioners meet monthly to conduct District business and to review the District’s finances.
- Commissioners have the fiduciary responsibility for District levies and/or bonds.
- Commissioners review annually the District’s Conflict of Interest policy and certify annually their individual compliance.
- Commissioners review annually the performance of the Superintendent/CFO.

## **Duties regarding Skagit County Public Hospital District No. 304 and PeaceHealth Operating Agreement**

In April 2014, the District entered into an operating agreement with Peacehealth to provide direct clinical and hospital services at the United General campus (PHUGMC) and within District 304 boundaries. The Commissioners duties with respect to the operating agreement are as follows:

- Commissioners will review PHUGMC's financial and operational performance quarterly as per the operating agreement.
- Skagit County Public Hospital District #304 respects that PHUGMC has its own governance board responsible for operations and therefore does not direct PHUGMC clinical services or operations.

## **Compensation**

The Board may provide, by resolution, for the payment of compensation to each Commissioner for the performance of official business of the District in [RCW 70.44.050](#). The amount of compensation shall not exceed the amount allowed by [RCW 70.44.050](#), as now enacted or as hereafter amended. Currently, each commissioner shall receive one hundred sixty-one dollars (\$161.00) for each day or portion thereof spent in actual attendance at official meetings of the district commission, or in performance of other official services or duties on behalf of the district, to include meetings of the commission of his or her own district, or meetings attended by one or more commissioners of two or more districts called to consider business common to them, except that the total compensation paid to such commissioner during any one year shall not exceed fifteen thousand four hundred fifty-six dollars. Each Commissioner shall also be reimbursed for reasonable expenses in connection with such business and meetings, including meals, lodging, and travel while away from his/her place of business or employment and/or residence.

Any commissioner may waive all or any portion of his or her compensation payable under this section as to any month or months during his or her term of office, by a written waiver filed with the district as provided in this section. The waiver, to be effective, must be filed any time after the commissioner's election and prior to the date on which the compensation would otherwise be paid. The waiver shall specify the month or period of months for which it is made.