

RESOLUTION NO. 2016-NNN

A RESOLUTION OF THE CHELAN-DOUGLAS HEALTH DISTRICT BOARD OF HEALTH
ESTABLISHING THE HEALTH DISTRICT AS INTERIM HOST FOR THE NORTH CENTRAL
ACCOUNTABLE COMMUNITY OF HEALTH.

Whereas Chelan-Douglas Health District (CDHD) supports the work of the North Central Accountable Community of Health (NC ACH) in order for our region to have a voice in the way major changes in state purchasing of health care services will affect our regional health care system, and;

Whereas support for and participation in the work of NC ACH is consistent with the statutory purposes and mission of Chelan-Douglas Health District, and;

Whereas the NC ACH Governing Board has asked the Health District to host the NC ACH administratively until a separate nonprofit entity can be created to provide a permanent administrative home for the ACH, and;

Whereas NC ACH is not yet a legally incorporated entity capable of entering into a legally binding agreement, meaning that the relationship through which CDHD hosts NC ACH must be defined by a CDHD resolution rather than a contract between the two organizations, and;

Whereas the NC ACH Governing Board has agreed to the provisions of this resolution;

NOW, THEREFORE, THE BOARD OF THE CHELAN-DOUGLAS HEALTH DISTRICT HEREBY RESOLVES THAT THE FOLLOWING POLICIES SHALL APPLY SO LONG AS THE HEALTH DISTRICT ACTS AS ADMINISTRATIVE HOST OF THE NORTH CENTRAL ACCOUNTABLE COMMUNITY OF HEALTH:

Section 1. Hosting of NC ACH by Chelan-Douglas Health District will be managed in such a way that hosting does not create a net cost for the Health District.

Section 2. The NC ACH Governing Board shall determine the uses of ACH funds received from the Health Care Authority or any other source for the purpose of supporting the ACH, provided that all uses of such funds are consistent with Federal and state law and regulations and with the administrative and personnel policies of Chelan-Douglas Health District.

Section 3. An annual budget for the use of NC ACH funds shall be prepared by the NC ACH board and must receive approval by the CDHD Board.

Section 4. Expenditures will be made and approved through the normal administrative process used by CDHD.

Section 5. The NC ACH Governing Board shall be responsible for fulfilling all deliverables associated with funding accepted on behalf of NC ACH by the Health District.

Commented [BK1]: We are asserting that NC ACH hosting is consistent with the Health District's purposes so that it will be covered by the District's liability insurance and its employees be eligible for CDHD benefits.

Commented [BK2]: This assures that expenditures are documented and authorized using the Health District procedures that meet the requirements of state and Federal audits.

Commented [BK3]: The HCA Contracts, which had to be signed by the Health District, include deliverables for which CDHD has taken responsibility. This responsibility needs to be passed on to NC ACH.

- Section 6. The NC ACH Board will make decisions regarding the selection and management of NC ACH staff, consistent with Chelan-Douglas Health District's policies and union contract.
- Section 7. NC ACH staff members will have the same privileges and obligations as other CDHD staff with regard to CDHD's policies and procedures.
- Section 8. NC ACH will use existing CDHD job classifications and wage scales to the extent possible.
- Section 9. In the event NC ACH chooses to use job classifications not already available within the CDHD personnel system, the CDHD Board will authorize the creation of such classification(s), and will adopt pay scale(s) for such positions consistent with NC ACH Governing Board decisions, provided that such decisions are consistent with applicable laws and policies.
- Section 10. Staff members hired to work under the NC ACH program will receive the same benefits provided to any other CDHD employees.
- Section 11. NC ACH will create an Executive Director position responsible for NC ACH staff and activities. The NC ACH Executive Director will report directly to the CDHD Administrator.
- Section 12. The NC ACH Executive Director will be responsible for assuring that all expenditures of NC ACH funds are consistent with the policies and directives of the NC ACH Governing Board.
- Section 13. The Health District will provide monthly, quarterly and annual financial reports for NC ACH accounts to the NC ACH Executive Director, as is done for all CDHD programs.
- Section 14. The Health District will provide office space in its building for NC ACH staff so long as NC ACH is hosted by the Health District. To the extent possible, office furniture already owned by CDHD will be provided for NC ACH staff. If additional office furniture is needed, NC ACH funds will be used to purchase such furniture and NC ACH will retain ownership of that furniture when the hosting period is over.
- Section 15. CDHD will provide access to its computer network and IT support services to NC ACH so long as NC ACH is hosted by the Health District. NC ACH will purchase and retain ownership of computers, printers and any other IT equipment needed by NC ACH staff members, selecting equipment approved by CDHD for compatibility with CDHD's network. NC ACH will purchase and retain ownership of application software that is consistent with CDHD standards, and will observe CDHD's policies regarding IT matters, such as the requirement that CDHD's IT manager approve the installation of all desktop computer software in advance.
- Section 16. CDHD will retain a hosting fee equal to 15% of NC ACH's expenditures made while NC ACH is hosted by CDHD.
- Section 17. Any unexpected costs incurred as a result of this hosting arrangement will be paid by NC ACH provided such costs are allowable under the laws and regulations governing the use of NC ACH funds.
- Section 18. NC ACH will provide at least 60 days notice in writing to the Health District when it is ready to terminate CDHD hosting.
- Section 19. CDHD may terminate these hosting arrangements upon 60 days notice given in writing to the NC ACH Executive Director or Governing Board.
- Section 20. CDHD will require written approval from the Health Care Authority, and from any other source of funds received by CDHD on behalf of NC ACH, before transferring NC ACH funds to the entity designated by the NC ACH Governing Board at the end of the hosting relationship. In addition to approving the transfer of funds, the funding source(s) must approve the transfer all

responsibility for the fulfillment of deliverables associated with the funding to the entity designated by the NC ACH board.

Section 21. When CDHD hosting of NC ACH terminates and the approvals described above are acquired, CDHD will transfer any uncommitted funds it has received on NC ACH's behalf to the entity designated by the NC ACH board. In addition, all personnel hired by CDHD on behalf of NC ACH will be transferred to the new NC ACH host organization and become employees of that organization. Any costs associated with this transition, such as payment by CDHC for accrued leave as a termination benefit, will be paid with NC ACH funds.

Section 22. When CDHD hosting of NC ACH terminates, CDHD will transfer to the new NC ACH entity all computer files generated by NC ACH staff during the hosting period, and will allow NC ACH staff to take all of their hard copy files to their new offices. NC ACH financial information from CDHD's accounting system will be provided. CDHD will retain copies of any digital or hard copy files which may be needed in future financial or program audits, and NC ACH staff will cooperate with any such audits as needed even after the hosting period ends.

Section 23. The CDHD Administrator shall have an ex-officio seat on the NC ACH governing board so long as CDHD provides hosting services to NC ACH, if the Administrator is not otherwise a member of the NC ACH board.

Section 24. The NC ACH Executive Director or any member of the NC ACH board may petition the CDHD Board at any time to propose changes or additions to these policies, and the CDHD Board will give serious consideration to any such proposals.

RESOLVED this _____ day of _____ 2016.

APPROVED:

KEN STANTON, Board of Health Chair

ATTEST/AUTHENTICATED:

BARRY KLING, Administrator