

Chapter 2.12

CITY AND BOROUGH OF SITKA HOSPITAL BOARD³

Sections:

- 2.12.010 City and borough of Sitka hospital board.
- 2.12.020 Oath.
- 2.12.030 Compensation.
- 2.12.040 Filling vacancies.
- 2.12.060 Removal—Definition.
- 2.12.070 Organization.
- 2.12.080 Duties and powers.
- 2.12.090 Receipts and disbursements.
- 2.12.100 Reports.

2.12.010 City and borough of Sitka hospital board.

There shall be a board known as the city and borough of Sitka hospital board which shall consist of five voting members none of whom will be employees of Sitka Community Hospital:

- A. The city and borough of Sitka municipal administrator will appoint a nonvoting, ex officio member of the CBS senior staff as well as an alternate. This position will be approved by the assembly. This person will not hold any board office, such as chair or secretary. This term will not expire.
- B. A person having professional financial experience such as a certified public accountant, auditor, or financial analyst. This is a three-year term.
- C. A person having professional healthcare experience, such as a physician, nurse, physical therapist or close equivalent. This is a three-year term.
- D. Three people from the community at large. These are two-year terms.

There shall also be two additional nonvoting, ex officio members:

- A. A member of the Sitka Community Hospital chief medical staff will be elected each December by SCH medical staff.
- B. An assembly member who will serve as liaison. Appointed each October.

All Sitka community hospital board voting members will be approved by the assembly. (Ord. 15-37A § 4 (part), 2015; Ord. 15-15 § 4 (part), 2015; Ord. 05-10 § 4 (part), 2005; Ord. 01-1610 § 4, 2001; Ord. 96-1371 § 4, 1996; Ord. 95-1308 § 4, 1995; Ord. 91-1000 § 4, 1991; Ord. 91-978 § 4, 1991; Ord. 79-74 § 4, 1979; Ord. 79-413 § 4, 1979; Ord. 73-55 § 3, 1973.)

2.12.020 Oath.

Before entering upon the performance of their duties, each member of the board shall take and subscribe to an oath to support the Constitutions of the United States and the state of Alaska, and to faithfully strive to obey and carry into effect the duties imposed by law and ordinances of the city and borough. (Ord. 05-10 § 4 (part), 2005; Ord. 73-55 § 4, 1973.)

2.12.030 Compensation.

Members of the board shall not receive compensation for services performed as board members, and shall not be considered officers of the municipality. (Ord. 05-10 § 4 (part), 2005; Ord. 73-55 § 5, 1973.)

2.12.040 Filling vacancies.

In the event of a vacancy on the board caused by death, resignation, inability to serve, or any other reason, before the expiration of the term of any member the assembly shall appoint some person to fill such vacancy for the unexpired term. At the time of a vacancy, the assembly shall give fifteen days' public notice that there is a vacancy on the city and borough of Sitka hospital board and that interested persons may inform the assembly that they are willing to serve. The assembly is not limited, however, to those applying when appointing members. (Ord. 05-10 § 4 (part), 2005: Ord. 73-55 § 6, 1973.)

2.12.060 Removal—Definition.

The assembly may remove a member of the board as follows:

- A. For good cause shown, the assembly may remove a member of the board upon fifteen days' written notice of removal to the board member. The notice shall set forth in detail what the alleged grounds for the removal are;
- B. The board member may appeal the proposed removal. Appeal shall be to the assembly. Hearing on the appeal shall be public unless the board member requests otherwise and the assembly concurs. Notice of appeal must be given to the assembly no later than ten days prior to the date the removal is to be effective. The hearing shall be held prior to the effective date of removal if reasonably possible. If a proposed removal is appealed, the removal shall not become effective until after the assembly decision on the appeal. Following an appeal hearing, assembly action of removal shall not take place unless it is authorized by affirmative assembly vote;
- C. As used herein "good cause" means a just, not arbitrary cause; one based on a showing of lack of competency or performance to the detriment of the public interest.

(Ord. 05-10 § 4 (part), 2005: Ord. 73-55 § 8, 1973.)

2.12.070 Organization.

The board shall organize itself by electing a president, vice-president and secretary who shall hold their offices as provided by hospital board by-laws.

- A. The board shall adopt by-laws for the conduct of its business; provided, that three voting members of the board shall constitute a quorum for the transaction of business, and three affirmative votes shall be necessary to carry any questions;
- B. Board meetings shall be held in the city and borough at least once each month;
- C. The board shall cause a record of proceedings to be kept. A copy of that record shall be delivered to the assembly in a timely manner;
- D. All meetings are subject to the Alaska Open Meetings Act. All meetings shall be open to the public. No member of the assembly wishing to attend shall be excluded from an executive session.

(Ord. 16-07 § 4, 2016; Ord. 15-37A § 4 (part), 2015: Ord. 05-10 § 4 (part), 2005: Ord. 73-55 § 9, 1972.)

2.12.080 Duties and powers.

The city and borough of Sitka hospital board shall:

- A. Review and make recommendations to the assembly for proper maintenance of the Sitka Community Hospital building(s) and grounds thereof for all projects in excess of twenty-five thousand dollars;
- B. Review and make recommendations through the municipal administrator to the assembly of all hospital construction and architectural contracts

prior to assembly approval. All such contracts will be executed in the name of the city and borough;

- C. Review and make recommendations through the municipal administrator to the assembly for development and approval of any new hospital construction and improvements;
- D. Have the authority to solicit grants and funds from any sources for the furtherance of the main purposes. Any solicitations from federal or state agencies shall, however, have prior approval of the municipal administrator. The board shall keep the municipal administrator advised of grants and funds being sought;
- E. Subject to approval of the assembly, make rules and regulations for the administration of the hospital;
- F. Have the power to adopt personnel policies for hospital employees subject to annual review by the assembly during May of each year;
- G. Appoint or remove the hospital administrator subject to the personnel regulations of the Sitka Community Hospital as the assembly from time to time may approve;
- H. At its discretion, organize and seek volunteers to operate and staff a community fund drive for hospital purposes.

(Ord. 05-10 § 4 (part), 2005; Ord. 01-1640 § 4, 2001; Ord. 86-714 § 4, 1986; Ord. 73-55 § 10, 1973.)

2.12.090 Receipts and disbursements.

- A. The hospital accounts receivable shall be the property of the municipality and shall be deposited in a local bank. Such account shall be known as the Sitka Community Hospital general fund account. Such fund shall be used for no purpose other than in connection with hospital operations.
- B. The hospital administrator and the mayor shall sign general fund checks. In the absence of the administrator of the hospital, or the mayor, checks shall be signed in accordance with Section 11.13(b) of the municipal Charter.
- C. The hospital may open a patient refund account. This account shall contain moneys belonging to patients to whom refunds of money are due after payment in full of their account. Overpayments of third party payors shall be deposited directly to this account. The hospital administrator and the mayor shall sign checks on this account. In the absence of either the administrator of the hospital or the mayor, or both, checks shall be signed in accordance with Section 11.13(b) of the municipal Charter. Appropriate bonding will be determined by the hospital board.
- D. The full amount budgeted for hospital purposes shall be made available to the hospital on a schedule determined by the hospital administrator subject to approval of the schedule by the municipal administrator.
- E. The hospital board may make acquisitions or contracts that the city and borough administrator or his or her designee would be authorized to make pursuant to Chapter 3.16.

(Ord. 05-10 § 4 (part), 2005; Ord. 04-61 § 4, 2004; Ord. 99-1532 § 4, 1999; Ord. 73-55 § 11, 1973.)

2.12.100 Reports.

The city and borough of Sitka hospital board shall:

- A. On or before April 1st of each year, submit to the municipal administrator a detailed and itemized budget for the next fiscal year;
- B. Provide the assembly with quarterly operations reports, which shall be sent to the assembly through the municipal administrator and/or municipal finance director;
- C. Submit to the assembly, through the municipal administrator, such periodic or special reports as requested by the assembly.

(Ord. 05-10 § 4 (part), 2005; Ord. 73-55 § 12, 1973.)

**The Sitka General Code is current through Ordinance 18-55,
passed December 20, 2018.**

Disclaimer: The City and Borough Clerk's Office has the official version of the Sitka General Code. Users should contact the City and Borough Clerk's Office for ordinances passed subsequent to the ordinance cited above.

City and Borough Website: <http://www.cityofsitka.com/> (<http://www.cityofsitka.com/>)

City and Borough Telephone: (907) 747-1811

Code Publishing Company (<https://www.codepublishing.com/>)
