



TAHOE FOREST HOSPITAL DISTRICT

# 2025-04-09 Board Executive Compensation Committee

Wednesday, April 09 2025 at 1:00 pm

Tahoe Forest Hospital - Eskridge Conference Room

10121 Pine Ave, Truckee CA 96161



## Meeting Book - 2025-04-09 Board Executive Compensation Committee

### Board Executive Compensation Committee

#### AGENDA

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ITEMS 1 - 4: See Agenda

#### 5. APPROVAL OF MINUTES

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Committee\_DRAFT Minutes.pdf 5

#### 6. CLOSED SESSION

ITEMS 7 - 8: See Agenda

#### 9. ITEMS FOR COMMITTEE DISCUSSION AND/OR RECOMMENDATION

##### 9.1. Committee Charter

Executive Compensation Committee Charter FY25  
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##### 9.2. Executive Compensation Consultant Evaluation

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9.2.2. Alliant Human Capital Non-Profit Executive  
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##### 9.3. Fiscal Year 2025 President & CEO Incentive Compensation

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##### 9.4. Fiscal Year 2026 President & CEO Incentive Compensation No related material

##### 9.5. President & Chief Executive Officer Job Description

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## BOARD EXECUTIVE COMPENSATION COMMITTEE AGENDA

Wednesday, April 09, 2025 at 1:00 p.m.  
Tahoe Forest Hospital – Eskridge Conference Room  
10121 Pine Ave, Truckee, CA 96161

**1. CALL TO ORDER**

**2. ROLL CALL**

Alyce Wong, Chair; Dale Chamblin, Board Member

**3. CLEAR THE AGENDA/ITEMS NOT ON THE POSTED AGENDA**

**4. INPUT – AUDIENCE**

This is an opportunity for members of the public to address the Committee on items which are not on the agenda. Please state your name for the record. Comments are limited to three minutes. Written comments should be submitted to the Board Clerk 24 hours prior to the meeting to allow for distribution. Under Government Code Section 54954.2 – Brown Act, the Committee cannot take action on any item not on the agenda. The Committee may choose to acknowledge the comment or, where appropriate, briefly answer a question, refer the matter to staff, or set the item for discussion at a future meeting.

**5. APPROVAL OF MINUTES: 11/07/2024 ♦ ..... ATTACHMENT**

**6. CLOSED SESSION**

**6.1. Approval of Closed Session Minutes ♦**

6.1.1. 11/07/2024 Executive Compensation Committee

**7. OPEN SESSION – CALL TO ORDER**

**8. REPORT OF ACTIONS TAKEN IN CLOSED SESSION**

**9. ITEMS FOR DISCUSSION AND/OR RECOMMENDATION**

**9.1. Committee Charter ..... ATTACHMENT**

Executive Compensation Committee will review and recommend approval of the committee charter.

**9.2. Executive Compensation Consultant Evaluation ..... ATTACHMENT**

Executive Compensation Committee will consider the continued utilization and engagement of a specialist(s) in executive compensation and evaluation to ensure that the Board is receiving the most relevant data and metrics available for Executive compensation and annual evaluation.

**9.3. Fiscal Year 2025 President & CEO Incentive Compensation Criteria ..... ATTACHMENT**

Executive Compensation Committee review the previously approved criteria for Fiscal Year 2025 President & CEO Incentive Compensation.

**9.4. Fiscal Year 2026 President & CEO Incentive Compensation**

Executive Compensation Committee review and consider proposed metrics for Fiscal Year 2026 President & CEO Incentive Compensation.

**9.5. President & Chief Executive Officer Job Description..... ATTACHMENT**

Executive Compensation Committee will review the President & Chief Executive Officer's job description

**10. REVIEW FOLLOW UP ITEMS / BOARD MEETING RECOMMENDATIONS****11. NEXT MEETING DATE**

Executive Compensation Committee will meet as needed.

**12. ADJOURN**

\*Denotes material (or a portion thereof) may be distributed later.

Note: It is the policy of Tahoe Forest Hospital District to not discriminate in admissions, provisions of services, hiring, training and employment practices on the basis of color, national origin, sex, religion, age or disability including AIDS and related conditions. Equal Opportunity Employer. The telephonic meeting location is accessible to people with disabilities. Every reasonable effort will be made to accommodate participation of the disabled in all of the District's public meetings. If particular accommodations for the disabled are needed or a reasonable modification of the teleconference procedures are necessary (i.e., disability-related aids or other services), please contact the Executive Assistant at (530) 582-3583 at least 24 hours in advance of the meeting.

**BOARD EXECUTIVE  
COMPENSATION COMMITTEE  
DRAFT MINUTES**

Thursday, November 7, 2024 at 1:00 p.m.  
Tahoe Forest Hospital – Donner Conference Room  
10978 Donner Pass Rd, Suite 3, Truckee, CA 96161

**1. CALL TO ORDER**

Meeting was called to order at 1:03 p.m.

**2. ROLL CALL**

Board: Mary Brown, Chair; Alyce Wong, Board Member

Staff in attendance: Alex MacLennan, Chief Human Resources Officer; Crystal Felix, Chief Financial Officer; Martina Rochefort, Clerk of the Board

**3. CLEAR THE AGENDA/ITEMS NOT ON THE POSTED AGENDA**

No change were made.

**4. INPUT – AUDIENCE**

No public comment was received.

**5. APPROVAL OF MINUTES OF: 06/11/2024**

Director Wong moved to approve the Board Executive Compensation Committee minutes of June 11, 2024, seconded by Director Brown.

Open Session recessed at 1:08 p.m.

**6. CLOSED SESSION**

**6.1. Approval of Closed Session Minutes**

6.1.1. 11/14/2023 Executive Compensation Committee

Discussion was held on a privileged item.

**6.2. Conference with Labor Negotiator (Government Code § 54957.6)**

*Name of District Negotiator(s) to Attend Closed Session: Mary Brown*

*Unrepresented Employee: President & Chief Executive Officer*

Discussion was held on a privileged item.

Open Session reconvened at 2:17 p.m.

**7. REVIEW FOLLOW UP ITEMS / BOARD MEETING RECOMMENDATIONS**

No discussion was held.

**8. NEXT MEETING DATE**

Executive Compensation Committee will meet as needed.

**9. ADJOURN**

**Meeting adjourned on 2:17 p.m.**

DRAFT

**Charter**  
**Executive Compensation Committee**  
**(formerly Personnel Committee)**  
**Tahoe Forest Hospital District**  
**Board of Directors**

***PURPOSE:***

The purpose of the charter is to delineate the responsibilities and duties of the Executive Compensation Committee of the District's Board of Directors.

***RESPONSIBILITIES:***

The Executive Compensation Committee is responsible for assisting the Board in oversight of Chief Executive Officer (CEO) relations and the work done through the Winning Aspirations.

***DUTIES:***

1. Oversee the identification and recruitment of the organization's CEO as directed by the Board of Directors.
2. Ensure an annual CEO performance evaluation process is in place.
3. In conjunction with the CEO, using a standardized evaluation tool, annually review and recommend modifications of the goals and objectives documents which will be used to evaluate the performance of the CEO.
4. Review annually the CEO's comprehensive compensation package, and make recommendations to the Board of Directors as necessary.
5. Review metrics annually for the CEO's Incentive Compensation Criteria and make recommendations to the Board of Directors as necessary.
6. Review annually the CEO's Employment Agreement, and make recommendations to the Board of Directors as necessary.
7. In conjunction with the CEO, review and evaluate annually the CEO position description to ensure its continued relevance. Recommend revisions to the Board of Directors as necessary.

***COMPOSITION:***

The Committee is comprised of at least two (2) board members appointed by the Board Chair.

***MEETING FREQUENCY:***

The Committee shall meet at least once annually and then on an as needed basis.



## Executive Compensation Advisory Services at Not-for-Profit and Non-Governmental Organizations (NGOs)

*Empowering Your Mission. Navigating Your Compensation Challenges. Achieving Unique Goals.*

At Alliant Human Capital, we recognize the distinct challenges and admirable goals that Not-for-Profit (NFP) and Non-Governmental Organizations (NGOs) face in their quest to make a positive impact on society. The intersection of mission-driven initiatives and effective compensation strategies presents a unique set of hurdles and objectives. Our Executive Compensation Advisory Services tailored to address the unique dynamics of the nonprofit sector, ensuring these organizations' compensation strategies align seamlessly with mission and values.

### Understanding Not-for-Profit & Non-Governmental Organization Challenges:

NFP/NGOs play a crucial role in addressing societal challenges, often with limited resources. Our approach begins with a deep understanding of the unique operating environment, regulatory constraints, and financial considerations that distinguish NFPs and NGOs. We appreciate the delicate balance between fulfilling the organizational mission and maintaining fiscal responsibility.

#### NFP/NGO Requirements and Penalties for Non-Compliance

- All organizations have HR compliance concerns to avoid distractions, penalties and remain on mission. The Executive suite have extensive compliance hurdles beyond those which apply to the general organizational population.
- Executive pay concerns involve consideration of the amount and reasonableness of executive pay. Potential penalties include:
  - Fines to each Board Director up to \$1,000 per day of non-compliance
  - Organizational excise taxes of 21% on 'excess parachute' payments
  - Mandatory pay disgorgement of excessive pay by executives and their payment of a 20% excise taxes
  - The loss of tax-exempt status for the organization if issues are not addressed.
- The nature and specifics of these hurdles require the involvement of outside professionals working directly with the Board, independent of internal operational professionals, to ensure compliance and regulatory buy-in.
  - Other insurance brokers provide these Board-level services (Marsh, Aon, Gallagher, Willis Towers Watson, et al.)
  - If Alliant is not assisting the Board of an NFP/NGO, there is a strong possibility that this need is (or will be) delivered by a competitor and/or the client may be at risk of non-compliance.
- Not all independent outside compensation advisors know the intricacies involved in assuring executive pay compliance. Alliant Human Capital Services does.

#### Mission Alignment

Crafting compensation structures that align with organizational mission and values is crucial. We understand the need for purpose-driven compensation plans that resonate with the passionate individuals dedicated to these causes.

#### Financial Constraints

Navigating limited budgets while attracting and retaining top talent poses a significant challenge. Our services optimize compensation within financial constraints, ensuring a balance between competitive offerings and fiscal responsibility.

#### Retaining Talent

The nonprofit sector often faces high turnover rates. Our advisory services focus on creating retention strategies that go beyond traditional compensation, incorporating intrinsic motivators that resonate with the unique workforces of the NFP/NGO sector.

#### Diverse Workforce

Nonprofits typically have diverse teams with varied skill sets and roles. We specialize in tailoring compensation plans that address the unique needs of distinct roles within these organizations, fostering inclusivity and equity.





## Our Tailored Approach

Recognizing that each NFP and NGO is unique, our Executive Compensation Advisory Services employ a tailored approach. We collaborate closely with these organizations to understand their cultures, values, and specific challenges. This enables us to design compensation programs that not only attract and retain talent, but also reinforce the core mission of these organizations.

### Comprehensive Executive Compensation

We understand that leadership in the nonprofit sector requires a delicate balance of passion and strategic acumen. Our executive compensation services craft programs to attract and retain leaders who share their organizational vision.

- Peer Group Development
- Executive Benchmarking (via 990 disclosures; NFP Compensation Surveys)
- Rebuttable Presumption support
- Benchmarking for Executives and employees below C-Suite

### Strategic Incentive Structures

We recognize that nonprofit success is measured in impact, rather than profit. We design incentive structures to align with an organization's unique metrics of success, encouraging performance that directly contributes to mission delivery.

- Total Reward Design
- Annual Incentive Plan Design
- Long-Term Incentive Plan design (457f)



# Alliant Human Capital

October 24, 2024

Executive Compensation for Non-Profits



We are all things  
people.

At Alliant, we believe that benefits are connected to so much more than health insurance and a paycheck. They're part of a larger strategy that ties your people to their purpose and to your organization's vision.

That's why we bring you Alliant Human Capital, a consulting service dedicated to providing a range of people-focused services aimed at improving business performance.





# Balancing Executive Compensation in Non-Profit Organizations

Alliant Human Capital helps non-profits find a careful balance between **attracting and retaining** talented leaders and ensuring that **compensation is reasonable, competitive, transparent, and aligned** with the organization's mission.



Here are some of the most critical and complex considerations:

Reasonableness and IRS compliance	Use of comparable data	Mission alignment and public perception	Total compensation (salary, bonuses, benefits and perquisites)	Board oversight and governance	Performance-based compensation	Public disclosure and transparency	Reputation and fund-raising considerations	Tax considerations	State regulations and watchdog regulations
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## Possible Consequences of Non-Reasonable or Poorly Designed Compensation Plans

- ▶ Alliant Human Capital helps manage the risk of non-reasonable or poorly designed compensation plans. Some of those consequences might be:
  - Intermediate sanctions (excise taxes and penalties)
  - Loss of tax-exempt status
  - Reputational damage
  - Potential donor backlash
  - Increased scrutiny from watchdog organizations
  - Legal and financial penalties
  - Requirement to repay excessive compensation
  - Board accountability for breach of fiduciary duty
  - Difficulty attracting talent

*Please note: Alliant Human Capital does not claim to provide tax or legal advice. For matters requiring such expertise, we strongly recommend consulting with qualified legal or tax professionals.*



# Our Executive Compensation Services for Non-Profits

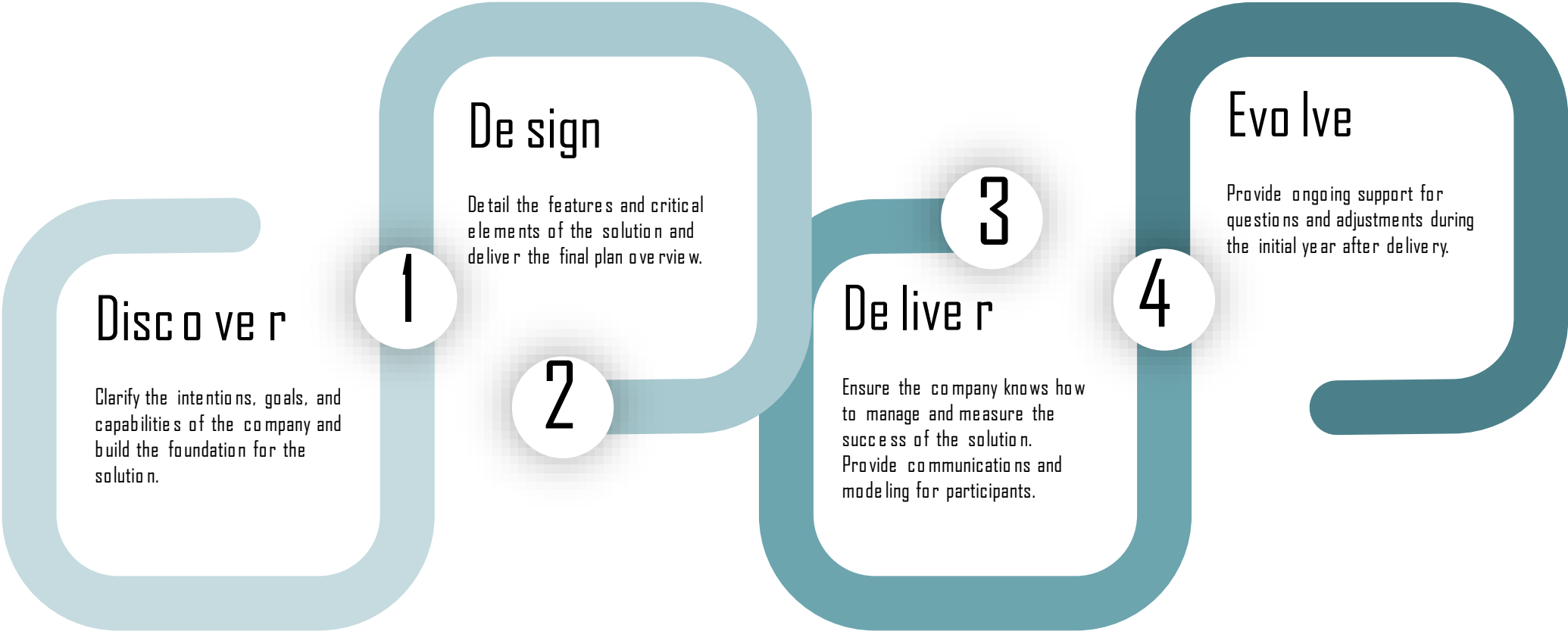
## ▶ Attracting and Retaining Talent

- Total Reward Design
- Annual Incentive Plan Design
- Long-Term Incentive Plan Design

## ▶ Reasonableness/Competitive Compensation Analysis

- Executive Benchmarking
- Peer Group Development
- Rebuttable Presumption Support

# Alliant Human Capital Process





We're more  
than benefits.

Our team possesses creative  
agility, allowing us to adapt and  
innovate as your business  
evolves.

## Alliant Human Capital is:

- ▶ **Managed Services.** We can act as an extension of your team providing full and fractional operational support at the levels of executive, manager, generalist and specialist, to assure that you have the bandwidth and expertise necessary to run your business.
- ▶ **Strategic Consulting.** Our team of experts constantly evaluates the marketplace and can build custom-designed strategies for your needs, challenges, and intentions in areas such as Compensation and Total Rewards, Human Resources, and Organizational Development.



We're more than benefits.

Our team possesses creative agility, allowing us to adapt and innovate as your business evolves.



Alliant Human Capital



# Your future potential awaits.

Our experienced consultants take the time to get to know you and your people so we can craft a solution uniquely tailored for your organization.

**Contact us at [infoahc@alliant.com](mailto:infoahc@alliant.com).**

## FY 25 Incentive Comp Goals

### **Finance 40% weight\*\*:**

Cash on hand will meet or exceed the number of days on hand as of June 30, 2025. Enter # 229

### **Service 15% weight\*\*:**

Meet or exceed an average 95.55 Press Ganey Patient Satisfaction Score.

One Year Access Goal: Increase surgery volume by 1.08 or 8% (surgical procedures only) for Tahoe Forest Hospital, Incline Village Community Hospital, and Truckee Surgery Center.

Lower the primary care provider third next available appointment number of days to fewer than 10 days for new patients and fewer than 20 days for established patients.

*(Target will use average of the last quarter, fiscal year 2025 to calculate the metric)*

### **Quality 15% weight\*\*:**

Improve performance of CMS Standard Work Bundles from 0/8 process measures being the green zone to 3/8 process measures being in the green zone by June 30, 2025.

(Standard Work Bundles 2024 Attached)

### **Community 15% weight\*\*:**

Improve from 3 out of 15 community health initiatives met to 5 out of 15 community health initiatives met by June 30, 2025.

### **People 15% weight\*\*:**

Improve Physician alignment score from 2024 Press Ganey baseline x 1.05 or 5% by the time of the following 2025 medical staff Press Ganey Survey.

(see 2024-2025 Annual Goals Attached)

Tahoe Forest Hospital  
Standard Work Bundles  
2024

We have developed the following concurrent quality metric bundles:

**1. OP-35: Emergency Visits after Outpatient Chemotherapy**

- a. Stakeholders: Kelley Bottomley, Derek Baden
- b. Standard work items
  - i. Initial prevention
  - ii. Symptomatic patients during treatment
    - 1. Evaluations and referrals
- c. Numerator-Chemo patients with validated chemo teach
- d. Denominator-New start chemo patients
- e. **Goal =  $\geq 92\%$**

**2. HAI-6/C-Diff**

- a. Stakeholders: Trent Foust, Nicole Becker
- b. Standard work items
  - i. Testing- call MD before
  - ii. Enteric contact precautions
  - iii. If C-Diff positive- PPE present, private room, hand hygiene observed
- c. Numerator-Patients with bundle items done
- d. Denominator- Patients with 3 or more loose stools in 24 hrs
- e. **Goal  $\geq 90\%$**

**3. Sep-1/Sepsis**

- a. Stakeholders: Trent Foust, Nicole Becker, Ellie Cruz
- b. Standard work items
  - i. 3 hour bundle
  - ii. 6 hour bundle
- c. Numerator- Sepsis patients with 3 and 6 hour bundles verified
- d. Denominator- Sepsis admissions or new sepsis developed
- e. **Goal  $\geq 90\%$**

**4. Falls**

- a. Stakeholders: Trent Foust, Nicole Becker
- b. Standard work items
  - i. Fall risk bundle in place
  - ii. Ambulation status posted (ICU/MS)
- c. Numerator- High fall risk patients with all bundles in place
- d. Denominator- Fall risk patients reviewed
- e. **Goal  $\geq 90\%$**

**5. SSI**

- a. Stakeholders: Calley Corr, Kate Cooper
- b. Standard work items

Tahoe Forest Hospital  
Standard Work Bundles  
2024

- i. Pre-op hair removal
    - ii. CHG Pre-op
    - iii. Nasal Decolonization
    - iv. Oral Decolonization
    - v. Vanco MRSA Positive only
    - vi. Normo-thermia pre-op
  - c. Numerator- TJR patients with all bundles
  - d. Denominator- Elective TJR patients
  - e. **Goal  $\geq 90\%$**
- 6. OP-10: Abdomen CT Use of Contrast**
- a. Stakeholders: Sadie Wangler, Shayna Vosburgh
  - b. Standard work items
    - i. Exclusion diagnosis present
    - ii. Verified with Provider correct order
  - c. Numerator- Appropriate combined abdomen CT orders
  - d. Denominator- Combined abdomen CT orders
  - e. **Goal  $\geq 90\%$**
- 7. Total Joint Replacements**
- a. Stakeholders: Danielle Moran, TBD
  - b. Standard work items
    - i. Medical and social clearance
    - ii. Patient education
    - iii. Monitoring/follow-up
      - 1. Sub-items within each category
  - c. Numerator- TJR patients with all bundles
  - d. Denominator- Elective TJR patients
  - e. **Goal  $\geq 90\%$**
- 8. Hospital-Wide All Cause Unplanned Readmissions**
- a. Stakeholders: Karyn Grow, Anna McGuire
  - b. Standard work items
    - i. TCM referral
    - ii. Follow-up with PCP within 14 days
  - c. Numerator- High risk discharges with bundle items
  - d. Denominator- High risk discharges, score  $\geq 3$
  - e. **Goal  $\geq 90\%$**

Tahoe Forest Hospital  
Standard Work Bundles  
2024

The concurrent bundles are for internal tracking and not reportable to CMS. Previously we have tracked outcome measures, showing noncompliance with the quality metric. The concurrent bundle is being proactive to ensure compliance with the process measure to avoid a negative outcome. We are focused on standard work and adhering to it every time to ensure the best outcome for our patients. Tracking the bundles will be reported out in the form of a numerator (number of patients with quality metric bundle completed) and denominator (total number of patients being measured).

# ANNUAL GOALS

## 2024 - 2025

### COMMUNITY

- Increase the number of community health initiatives met from 3 out of 15 to 5 out of 15 by June 30, 2025

### SERVICE

- Meet or exceed an average 95.55 Press Ganey Patient Satisfaction score
- Increase surgical procedures total by 8% (includes TFH, IVCH, TSC)
- Lower the primary care provider third next available appointment number of days to fewer than 10 days for a new patient and fewer than 20 days for an established patient

*(Target will use average of the last quarter, fiscal year 2025 to calculate the metric)*

### QUALITY

- Improve the performance of attached CMS Standard Work Bundles by increasing the number of process measures in the green zone from 0 out of 8 to 3 out of 8 by June 30, 2025

### PEOPLE

- Meet or exceed the average score of 3.20 for the listed alignment questions on the 2025 Medical Staff Press Ganey survey

### FINANCE

- Average Days Cash on Hand at the end of FY2025 to meet or exceed the average Days Cash on Hand as reflected in the 2024 audit.

*(Target will use FY2025 quarterly average to calculate the metric)*



# TAHOE FOREST HEALTH SYSTEM

## **Considerations for additions and edits to The President and CEO Job Description**

In light of the attributes identified in the profile compiled for the CEO search including some of them will provide for a more rounded job description.

On Page 1 of the CEO Job description

Essential Duties:

Edit – Develops and maintains Quality Improvement programs designed to enhance quality, **patient safety**, and customer satisfaction.

Add –

**Builds and maintains positive relationships with employees, providers and stakeholder.**

**Fosters a culture of trust and collaboration.**

Page 2

Edit – Through various marketing techniques encourages the development of services (which promote the District growth... constituencies) **to meet the needs of the community.**

Other Experience/Qualifications

Page 3

Add –

**Communication Skills: Ability to demonstrate Emotional Intelligence. Able to actively listen, be transparent in decisions that involve organizational change and solicit feedback from employees, providers and stakeholders.**



## Tahoe Forest Health System – Job Description

Job Title:	President & CEO	Job Number:	0001001
Department:	Administration	Reports To:	BOD
Bargaining Unit:	Non-Represented	Benefit Group:	Chief
Codes:	FLSA: Exempt	EEO:	0
Prepared by:	Director, Human Resources	Date:	06/05/2002
Revised by:	Board Executive Compensation Committee	Date:	<a href="#">Click here to enter a date</a>
Approved by:	Board of Directors	Date:	

### SUMMARY:

Directs all functions of the District to achieve the mission and vision of the organization in accordance with the overall policies established by the Board of Directors, and in compliance with regulatory guidelines, in order that the strategic objectives of the hospital can be attained; provides leadership and direction in ensuring the efficient, economical, effective utilization of hospital resources to meet the identified needs of the service region through quality medical and health service programs.

### ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following:

Assists, counsels, and advises the Board of Directors on the establishment of District policies; acts as agent of the Board in carrying out such policies.

Recommends District policy positions regarding legislation, government, administrative operation and other matters of public policy as required.

Assists the Board of Directors in effectively fulfilling their responsibilities by keeping the Board informed, on a monthly basis, of the operating results of the District; compares monthly operations to Board approved plans and budgets explaining variances that may arise.

Assists and advises the Board with respect to public District authority and changes in state statutory guidelines and requirements.

Develops appropriate strategic and annual operating plans that document the long and short-term goals and objectives of the District.

Actively pursues and supports the appraisals and development of new programs which could benefit the long-range success and survival of the District.

Establishes concise reporting relationships for all positions and departments in the District. Establishes methods which will foster the achievement of District goals and objectives and support the efficiency and effectiveness of all operations through proper communication and coordination.

Coordinates all operations with the medical staff, its committee structure and its leadership; demonstrates a proactive and positive relationship with the medical staff.

Ensures a consistency of purpose and mutuality of interest between the operations and bylaws of the medical staff and the policies and bylaws of the District.

President & CEO

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## Tahoe Forest Health System – Job Description

Develops and maintains Quality Improvement and Process Improvement programs designed to enhance quality, patient safety, and customer satisfaction.

Builds and maintains positive relationships with employees, providers and stakeholder.

Fosters a culture of trust and collaboration.

Establishes operating policies and procedures for all departments, delegating specific responsibility for documentation, monitoring, compliance, and reporting or results to subordinates, as required.

Establishes and maintains a comprehensive budgeting program for the District. This program includes an appropriate consideration of operational, financial and statistical information needed to efficiently and effectively control all District operations.

Consistently generates sufficient net income to meet established financial goals.

Develops strong marketing and public relations programs.

Ensures the competitive viability and continuance of the hospital marketing plan in the marketplace.

Through various marketing techniques, encourages the development of services which promote District growth and expanded potential constituencies to meet the needs of the community.

Ensures the coordination of Auxiliary and Foundation bylaws and operations with the bylaws and operations of the District.

Establishes a proper, consistent image of the District and its operations.

Personally represents the District to a variety of individuals, community groups, and health industry organizations.

Maintains active professional contacts through local, state and national associations in order to effectively network, as required.

Actively participates in outside programs and community affairs in order to represent the District, as appropriate.

Demonstrates the ability to effectively represent the District at national, state and local meetings, conferences and conventions, as required.

Remains current with national and local issues affecting District administration and their potential impact on the District; serves as a well-informed advisor to the Board of Directors.

Demonstrates System Values in performance and behavior.

Complies with System policies and procedures.

President & CEO

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## Tahoe Forest Health System – Job Description

Other duties as may be assigned.

### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### SUPERVISORY RESPONSIBILITIES:

Carries out supervisory responsibility in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and direction work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

### EDUCATION AND EXPERIENCE:

Bachelor's degree required. Master's degree in Hospital Administration (MHA) or Business Administration (MBA) or related field or Doctoral degree (Ph.D.) preferred. Minimum of five years experience in Health Care Administration.

### LICENSES, CERTIFICATIONS:

Required: Valid driver's license

Preferred: None

### OTHER EXPERIENCE/QUALIFICATIONS:

Current membership in professional organization preferred (e.g. H.F.M.A., A.C.H.E.).

Communication Skills: Ability to demonstrate Emotional Intelligence. Able to actively listen, be transparent in decisions that involve organizational change and solicit feedback from employees, providers and stakeholders.

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### COMPUTER/BUSINESS SKILLS:

Ability to use office machines. Demonstrated ability to use word processing and other Microsoft Office programs.

### LANGUAGE SKILLS:

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

### MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### PURPOSE OF CONTACTS:

The purpose is to justify, defend, negotiate, or settle matters involving significant or controversial issues. Work at this level involves active participation in conferences, meetings, hearings or presentations involving problems or issues of considerable consequence or importance.

President & CEO

## Tahoe Forest Health System – Job Description

### REASONING SKILLS:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Reference physical job description template 1

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I have read and received a copy of this job description:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

President & CEO