



TAHOE FOREST HOSPITAL DISTRICT

# 2025-05-20 Board Executive Compensation Committee

Tuesday, May 20, 2025 at 1:30 p.m.

Tahoe Forest Hospital - Eskridge Conference Room



## Meeting Book - 2025-05-20 Board Executive Compensation Committee

### Board Executive Compensation Committee

#### AGENDA

2025-05-20 Board Executive Compensation Committee\_FINAL  
Agenda.pdf 3

ITEMS 1 - 4: See Agenda

#### 5. APPROVAL OF MINUTES

5. 2025-04-09 Board Executive Compensation  
Committee\_DRAFT Minutes.pdf 4

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

6.1. President and CEO Job Description

6.1 President CEO Job Description DRAFT 02 27 25.pdf 7

6.2. Fiscal Year 2026 President and CEO Incentive  
Compensation  
no materials

6.3. Fiscal Year 2025 President & CEO Incentive Compensation  
no materials available at time of posting

ITEMS 7 - 9: See Agenda

## BOARD EXECUTIVE COMPENSATION COMMITTEE AGENDA

Tuesday, May 20, 2025 at 1:30 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: 04/09/2025 ♦ ..... ATTACHMENT**

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

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

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

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

Executive Compensation Committee review and consider proposed percentage for each peak (Community, Service, Quality, People, Finance) regarding Fiscal Year 2026 President & CEO Incentive Compensation goals.

**6.3. Fiscal Year 2025 President & CEO Incentive Compensation ..... ATTACHMENT\***

Executive Compensation Committee review progress to date on Fiscal Year 2025 Incentive Compensation Goals.

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

**8. NEXT MEETING DATE**

Executive Compensation Committee will meet as needed.

**9. 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**

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

**1. CALL TO ORDER**

Meeting was called to order at 1:00 p.m.

**2. ROLL CALL**

Board: Alyce Wong, Chair; Dale Chamblin, Board Member  
Staff in attendance: Anna Roth, President & CEO; Crystal Felix, Chief Financial Officer; Brian Evans, MD, Chief Medical Officer; Janeth Waters, HRIS Specialist; Lauren Caprio, Director of Human Resources; Sarah Jackson, Executive Assistant / 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: 11/27/2024**

Director Chamblin moved to approve the Board Executive Compensation Committee minutes of November 07, 2024, seconded by Director Wong.

Open Session recessed at 1:01 p.m.

**6. CLOSED SESSION**

**6.1. Approval of Closed Session Minutes**

6.1.1. 11/27/2024 Executive Compensation Committee

Discussion was held on a privileged item.

Open Session reconvened at 1:01 p.m.

**7. OPEN SESSION – CALL TO ORDER**

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

8.1. Approval of Closed Session Minutes

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

**9.1. Committee Charter**

The Committee Charter was updated in 2024. The 2024 Charter was reviewed. No changes were recommended to the 2024 update. Charter was recommended for renewal for 2025.

Director Chamblin moved to recommend renewal of the Committee Charter for 2025. Seconded by

**Director Wong.****9.2. Executive Compensation Consultant Evaluation**

The Executive Compensation Committee reviewed the agreement and historical work with Alliant (formerly FutureSense) and Ben Teichman.

Discussion was held on the market data set used for sourcing the Executive Compensation data.

Director of Human Resources & HRIS Specialist recommended Alliant and provided positive references for working with this company and Mr. Teichman.

Board Members would like increased communication with the Executive Compensation partner at the Board Committee level moving forward.

Discussion was held about Board discretion with Incentive Compensation, CEO Executive and Discretionary Compensation.

CFO request a review of the “data cuts” and that Alliant submit the hospital cohort list for the 2025 survey results and meet with them prior to 2025 survey results being submitted.

Director Wong recommends scheduling internal meetings to review the data cuts.

Discussion was held regarding the discretion of the Board to tie the Incentive Compensation to the CEO Annual Evaluation.

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

The FY 25 CEO Incentive Compensation Goals were reviewed.

Community 15%: Improve from 3/15 to 5/15 Community health initiatives met by 6/30/2025. (currently anticipating meeting 4/5)

Service 15%: Meet or Exceed Press Ganey of 95.55 (currently at 96.09)

One Year Access Goals of increasing surgical procedures by 8% (currently at CY 4.35%)

Lower primary care 3<sup>rd</sup> next available for existing patients to <10 and new patient <20 days (currently varying between 0-18 / 6.88-53.31 by clinic)

Quality 15%: Improve CMS Standard of Work bundles from 0/8 to 3/8 process measures by 6/30/2025. (currently meeting 4/8 process measures, trending towards 6/8 process measures).

People 15%: Improve Physician alignment score from 2024 survey to 2025 survey by 5%, or Meet or exceed the average score of 3.20 for the listed alignment questions.

Finance 40%: Cash on hand will meet or exceed the number of days on hand as of June 30, 2025: #229 (currently at 224 at the end of February).

Discussion was held about performance against the goals for FY 2025.

Further discussion was held regarding annual goals vs. 5 year break through goals.

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

Deferred until next meeting.

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

Deferred until next meeting.

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

Director Wong would like other committees to provide recommendations for FY 2026 President and CEO Incentive Compensation Goals.

**10. NEXT MEETING DATE**

Schedule for early June 2025.

**11. ADJOURN**

Meeting adjourned on 2:40 p.m.

DRAFT

## 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	Finance Code 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

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 12 pt

## Tahoe Forest Health System – Job Description

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

**Formatted:** Font: (Default) +Body (Calibri), 12 pt, Font color: Red

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

**Formatted:** Font: (Default) +Body (Calibri), 12 pt

Fosters a culture of trust and collaboration.

**Formatted:** No Spacing

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.

**Formatted:** Font color: Red

**Formatted:** Font: (Default) +Body (Calibri), 12 pt

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



## 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.

Formatted: Font: (Default) +Body (Calibri), 12 pt

### 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

**Formatted:** Font: (Default) +Body (Calibri)

**Formatted:** Font: (Default) +Body (Calibri), 12 pt

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

President & CEO