



## **Board of Directors - Overview**

Treasure Coast Health Council, Inc. d/b/a Health Council of Southeast Florida (HCSEF) is a private, not-for-profit corporation created under Chapter 408.033, Florida Statutes, with the mission of providing coordinated health planning designed to enhance the provision of accessible, affordable and high quality health care services to all persons residing in the service district, defined in the enacting legislation as Palm Beach, Martin, St. Lucie, Indian River and Okeechobee Counties. HCSEF is one of eleven local health planning councils in the state.

Local health councils work with the various communities on efforts designed to improve access to health care, reduce disparities in health status, assist state and local governments in the development of sound and rational health care policies and advocate on behalf of vulnerable and underserved populations. HCSEF has a long history and a broad range of experience in health services planning, program development and implementation, and community engagement.

Members of the Board of Directors live and work in the geographic areas in HCSEF's service district and are appointed by their respective county commissions. The appointees must be representatives of health care providers, health care purchasers and non-governmental health care consumers.

Board positions are available in the following categories: health care provider, health care purchaser, and health care consumer.

A provider is a health care professional licensed under chapters 458, 459, 460, 461, 463, 464, 465, 466, part I, part III, part IV, part V, or part X of chapter 468, chapter 486, chapter 490, or chapter 491.

A purchaser is an employer in the state, other than a health care facility, health insurer, or other health care provider, who provides health care coverage for his/her employees.

A consumer may be any person other than a person who administers health activities, is a member of the governing body of a health care facility, provides health services, has a fiduciary interest in a health facility or other health agency or its affiliated entities, or has a material financial interest in the rendering of health services.



## **Board of Directors - Roles & Responsibilities**

### **Effectively Engage With Organization**

To effectively fulfill the responsibilities and functions of a board, members must attend and participate in meetings and other such functions, sharing their expertise and knowledge.

### **Determine and Understand the Organization's Mission and Purpose**

It is the board of directors' responsibility to create the mission statement and review it periodically for accuracy and validity. Each individual board member should fully understand and support it.

### **Ensure Effective Organizational Planning and Goal Setting**

As stewards of an organization, boards must actively participate with the staff in an overall planning process and assist in implementing the plan's goals.

### **Ensure Adequate Resources**

One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission. The board should work in partnership with the chief executive to develop an adequate resource plan.

### **Manage Resources Effectively**

The board, in order to remain accountable, to its members, the public and to safeguard its tax-exempt status, must assist in developing the annual budget and ensure that proper financial controls are in place.

### **Determine, Monitor & Strengthen Programs and Services for Constituents**

The board's role in this area is to determine which programs are the most consistent with the organization's mission, and to monitor their effectiveness.

### **Enhance and Promote the Organization's Image**

An organization's primary link to the community, including its constituents, the public, and the media is the board. Board members should be able to clearly articulate the organization's mission, accomplishments, and goals to the public, as well as garnering support from important members of the community.

### **Ensure Legal and Ethical Integrity in the Organization**

Except in the direst of circumstances, the board must serve as a court of appeal in personnel matters. Solid personnel policies, grievance procedures, and a clear delegation to the chief executive in hiring and managing employees will reduce risk of conflict.

### **Help Recruit New Leaders – Assess & Measure Organizational Performance**

By evaluating its performance in fulfilling its responsibilities, the board can recognize its achievements, and reach consensus on which areas need to be improved. Discussing the results of a self-assessment at a retreat can assist in the developing of a long-range plan.

### **Select & Review Performance of the Chief Executive/Provide Support to Chief Executive**

Boards must determine the chief executive's job description and oversee the search process to find the most qualified individual for the position. The board will also ensure that the chief executive has the moral and professional support needed to further the goals of the organization.



## **Board of Directors - Additional Information**

### **Purpose of Local Health Councils (per F.S. Statute 408.033)**

Health planning activities

- Develop local health plans, including:
  - Development of strategies to improve the health of the residents (CHA)
  - Establishment of priorities for implementation (CHIP)
- Support the state's CON process
  - Monitor onsite construction progress of CON-approved projects
  - Organize and staff public hearings for CON applications
  - Provide the state with data required by rule for review of CON applications and the projection of need for health services in the region
- Collect data and conduct analyses and studies related to health care need in the region, with special focus on vulnerable populations
- Partner with the state to plan for services at the local level for people living with HIV/AIDS
- Promote public awareness of community health needs
- Advise and assist state and local governments on the development of health plans

### **Terms of Appointment**

Board members are appointed to serve for a term of two years (unless he/she is completing a term of a previously held seat.)

### **Board Meetings**

The Board of Directors meets every other month on the third Thursday at 4:00 p.m. The location of the meeting is HCSEF's Conference Room or at any other place so designated by the Board of Directors.

### **Attendance**

Any Board member with unexcused absences from three consecutive Board meetings, or more than half the meetings in a year, must appeal automatic removal from the Board through written correspondence to the Chairman of the Board of Directors. Membership status shall then be decided by a majority vote.

### **Officers**

The offices of the Board shall be members of the Board and shall consist of a Chairperson, Vice-Chairperson, a Secretary, and a Treasurer.

For additional information on HCSEF or the Board of Directors of HCSEF, please contact Andrea Stephenson, Executive Director at 561.844.4220, ext. 25 or via email [astephenson@hcsef.org](mailto:astephenson@hcsef.org).