



**HO-CHUNK NATION**

**ACCREDITATION**

**BOARD OF DIRECTORS**

**BYLAWS**

# Table of Contents

<b>Preamble</b>	<b>1</b>
<b>Article I</b>	<b>1</b>
<b>Ownership and Statutory Authority</b>	
<b>Article II</b>	<b>2</b>
<b>Governing Body</b>	
<b>Article III</b>	<b>4</b>
<b>Responsibilities and Functions</b>	
<b>Appendices</b>	
<b>Legislative Resolution 006-95</b>	
<b>Department of Health Establishment</b>	
<b>And Organization Act of 1995</b>	
<b>Legislative Resolution 4/18/01C</b>	
<b>Department of Health and Social Services</b>	
<b>Establishment and Organization Act of 2001</b>	
<b>Legislative Resolution 06/20/01D</b>	
<b>Accreditation Board for Health Department</b>	

# **ACCREDITATION BOARD OF DIRECTORS BYLAWS**

## **Preamble:**

The purpose of the Bylaws contained herein is to define the duties and responsibilities of the Accreditation Board (Board) as they relate to the operation and management of the health clinics of the Ho-Chunk Nation.

These Bylaws are derived from the Indian Health Services regulations and policies as contained in its official publications, which focus on the particular needs of the health clinics.

The Ho-Chunk Nation's health clinics operate under a P.L. 93-638 contract with the Indian Health Service. The goal of the Indian Health Service, U.S. Public Health Service, Department of Health and Human Services, is to elevate the health status of Native American and Alaska Natives to the highest level possible. This is also the goal of the Ho-Chunk Division of Health.

Within the P.L. 93-638 contract specifications, the Ho-Chunk Nation holds governance, decision-making authority, and responsibility for the health program. The Ho-Chunk Nation Department of Health and Social Services is responsible for the management and operations of the Ho-Chunk health clinics.

## **Article I: Ownership and Statutory Authority**

- A. The HoChunk Nation through the Legislative Resolution 006-95 authorized the Health Department under the Establishment Act 1995 and the Department of Health and Social Services Establishment and Organization Act of 2001 enacted as 1HCC§5 by Legislative Resolution 4/18/01C. The Accreditation Board was created through Legislative Resolution 06-20-01D. See appendices for resolutions.
- B. The health clinics are owned and operated by the Ho-Chunk Nation and receive resources from the United States Government through P.L. 93-638 contract with the Indian Health Service, from the HoChunk Nation Net Profit Distribution funds, and other funding as obtained.
- C. Statutory authority for the Indian Health Service operations and services is derived from the Congress of the United States as set forth in the Snyder Act of 1921, Transfer Act of 1955, and other regulations and laws promulgated by Congress or the Executive Branch.

## Article II: Governing Body

The Accreditation Board serves as the governing body for the accreditation process. The bylaws shall specify the authority and responsibilities of each level of the organization in respect to the quality of care, quality improvement mechanism, pre-survey review with determination of action items, credentials review and privilege delineation, and risk management. The overall goal of the Board is to attain and maintain accreditation of the Nation's health clinics.

A. Membership of the Accreditation Board: Members of the Board shall include a minimum of fifteen members of which the majority will be Native American with Ho-Chunk preference observed. The following is the list of the members of the Board

1. Physician from each clinic (2)
2. Medical Services Coordinator from each clinic (2)
3. Health Administrative Officer (1)
4. Behavioral Health Supervisor(1)
5. Division of Health Administrator (1)
6. Office of the President Appointee (1)
7. Department of Justice Appointee (1)
8. Director of Community Health Programs (1)
9. Community Members (5) - one representing each legislative area.
10. Ho-Chunk cultural advisor (1)
  - a) Community members will be selected by submitting their application and curriculum vitae (CV) to the Division of Health Administrator. The Governing Body will make the final selection.
  - b) The following criteria will be used in the selection of the community members:
    - 1) Enrolled members in a Native American tribe with Ho-Chunk preference observed.
    - 2) Health background preferred.
    - 3) Willingness to attend all meetings and training.
    - 4) Willingness to learn.
  - c) The community board members will serve three-year terms, and will be eligible to unlimited terms upon selection by respective area.
  - d) Terms will be staggered in the following manner:

Group A are community members of areas 1, 3, and 5 who will initially serve two years and thereafter can serve unlimited three-year terms. Group B are community members of areas 2 and 4 who can initially serve three years and serve unlimited three-year terms thereafter.

11. Other members will be selected by the Board Chairperson to ensure a majority of Native American members with Ho-Chunk preference.
  12. The Executive Director of Health and Social Services is an ex-officio member.
- B. Officers: Officers of the Board will be elected on a yearly basis by a vote of the Board membership. Offices and duties include:
1. Chairperson – preside at all regular and special meetings.
  2. Vice-Chairperson – shall work with the Chairperson in all matters that concern the Board. In the absence of the Chairperson, the Vice-Chairperson shall assume the responsibilities of the Chairperson.
  3. Secretary/Treasurer – shall be responsible for any official correspondence regarding decisions of the Board.
- C. Removal: A member can be removed by a 2/3 vote of the Board if the member:
1. Violates the Board Bylaws.
  2. Has three consecutive unexcused absences.
  3. Breaches patient confidentiality or the confidentiality of a sensitive nature under consideration by the Board.
- D. Board Training: Standard orientation and training in the following areas will be initiated within three months of selection and completed within one year:
1. Roles and responsibilities of a board member.
  2. Bylaws of the Accreditation Board.
  3. Organizational structure.
- E. Meetings:
1. Frequency: The Board shall hold regular monthly meetings. The Board Chairperson may call other special meetings as needed.
  2. Quorum: The Board Chairperson or designee and a simple majority of voting members shall constitute a quorum.
  3. Voting: All fifteen board members may vote including the President. The Executive Director is a non-voting ex-officio member.
  4. Minutes: The Office Manager of the Division of Health shall keep minutes of the board meetings, detailing actions taken and responsibilities assigned. Minutes shall be distributed to all members with the announcement of the next board meeting. A record of the minutes shall be kept at each of the health clinics.
  5. Rules of Order: Meetings shall be conducted informally. However all motions shall be recorded in the minutes with at least the following information: who made the motion, who seconded, and the vote.

6. Agenda: The Board shall review and take action on the agenda at the regular meetings. Items shall be submitted to the Office Manager of the Division of Health at least five working days prior to the meeting.
  7. Open and Executive Sessions: All proceedings of the regular meetings of the Governing Body are open to the public. All Board documents are public record except issues relating to personnel. The Board shall deal with such matters in executive session.
- F. Committees: The Board Chairperson will appoint all committee members and the chairperson of each committee.
1. The Chairperson may appoint special sub-committees from time to time as is warranted. These committees shall be discharged upon completion of their function.
  2. Each of the committees shall be limited to study a particular area of concern of the Board. Reports and recommendations shall be made to the Board for ultimate action.
- G. Budget: The Board will have a budget appropriated through the Division of Health to cover expenses related to its operation. These expenses shall include:
1. Per diem
  2. Lodging
  3. Travel expenses
  4. Stipends
  5. Training
  6. Consultants
  7. Office supplies
  8. Meeting expenses

### **Article III: Responsibilities and Functions of the Governing Body**

The Board will:

- A. Address and be fully responsible, either directly or by appropriate professional delegation, for the operation and performance of the organization.
- B. Approve and ensure adherence to the mission statement and the goals and objectives of the clinics.
- C. Adopt the rules and regulations that explain the organizational structure, functional relationships, authority and responsibilities of the component parts of the entities (IHS, State of Wisconsin, Ho-Chunk Nation Government, the Ho-Chunk Nation Department of Health and Social Services, and the Ho-Chunk Nation Division of Health) to provide for the orderly development and management of the organization.

- D. Approve the clinics' policies and procedures and review annually.
- E. Review and approve the clinics' strategic plans on an annual basis.
- F. Approve the Medical Staff Bylaws.
- G. Approve appointments and re-appointments to the medical staff and assignment or curtailment of clinical privileges for medical staff members.
- H. Ensure that the clinics follow the Ho-Chunk Nation Department of Treasury's system of financial management and accountability.
- I. Assure that the quality of care is evaluated and any identified problems are appropriately addressed by reviewing the minutes of the following committees:
  - 1. Medical Staff (includes Pharmacy and Therapeutics)
  - 2. Medical Executive Staff
  - 3. Continuous Quality Improvement/Peer Review
  - 4. Risk Management/Safety/Infection Control
  - 5. Accreditation Committee
  - 6. Patient Satisfaction Survey results and actions
  - 7. Health Insurance Portability and Accountability Act (HIPAA)
- J. Review all major contracts or arrangements affecting the medical and dental care provided within the clinics including:
  - 1. Employment of practitioners
  - 2. Provision of radiology, pathology, and medical laboratory services
  - 3. Use of external laboratories
  - 4. Provision of care by other health care organizations, such as hospitals.
  - 5. Provision of education to students and postgraduate trainees.
  - 6. Research activities.
- K. Maintain effective communications throughout the organization, including the appointed representatives with each of the following:
  - 1. Office of the President
  - 2. Department of Justice
  - 3. Area I
  - 4. Area II
  - 5. Area III
  - 6. Area IV
  - 7. Area V

- L. Ensure a linkage between quality management and improvement activities and other management functions of the organization exists.
- M. Assure that a mechanism is in place in the health clinics to collect and interpret data to identify health trends.
- N. Notify the Department of Justice of all matters relating to ethical and legal issues involving the Health Division and its staff as appropriate.
- O. Amend the Bylaws by a 2/3 vote of the Board members.

05/10/02 - Approved by the Accreditation Board of Directors

04/21/06- Revised/Approved by the Accreditation Board of Directors