

March 30, 2009

A special meeting of the Board of Commissioners of Whidbey Island Public Hospital District was called to order at 5:00 p.m. by Board President, Roger Case, M.D. for the purpose of reviewing the Board's requirements in selecting the permanent CEO for Whidbey General Hospital. Present were President Case, Commissioner Zaveruha, Commissioner Wallin (by phone), Commissioner Tarrant and Commissioner Cammermeyer.

President Case asked if there were any points of order to discuss, of which there were none.

### **CEO Selection**

President Case stated that Mark Collins from Korn-Ferry was unable to attend tonight's meeting, however, did send the power point shared with the Selection Committee for the Board to view at this meeting.

The Board proceeded to share their ideas on skills and abilities that they want to see in a new CEO. Commissioner Wallin had sent his ideas via email for the Board to share at this meeting. Ideas included the following:

- Experienced as hospital administrator
- Strong leadership skills
- Team builder
- Works well with physicians, nurses and staff
- Strategic planner/thinker – has vision for the future
- Strong community relations
- Strong management abilities
- Understands finance
- Must rely on Korn-Ferry's expertise to define the selection process
- Educate the Selection Committee on their role
- Apprise candidates of history and problems here
- Vetting process – Selection Committee must get input from as many people as possible to include nurses, medical staff, hospital staff, etc. The Selection Committee needs to filter input
- Critical that candidates' track records are scrutinized carefully, must be on board with physician retention and recruitment – the CEO sets the tone for partnership models and philosophies
- Must be able to rescue the hospital's reputation with the community
- Administrative background in finance, compliance, STARK laws, etc.
- Must show leadership – promote more interface between nursing and physicians
- Transparency with the Board, hospital staff, medical staff, and community – Sunshine Laws
- Business acumen with small community and rural hospital
- Critical Access program and how that works
- Check references thoroughly – ask Mark Collins how this best can be done
- Keep all Board members well versed throughout the process
- Possibly visit hospital that candidate is coming from

Commissioner Anne Tarrant concurred in general with the skill set enumerated by Commissioner Wallin, as did Commissioner Zaveruha.

Commissioner Cammermeyer, who is on the Selection Committee, stated that she was pleased with the presentation that Mark Collins gave to the Selection Committee. She feels that the points the presentation addressed covers those just stated by the three commissioners, that it is a good process, and that the Selection Committee is dedicated to the process for the time it takes to select the proper candidate. She also noted the Selection Committee members not familiar with the Board would like to meet those Board members not on the Selection Committee.

President Case proceeded with the power point presentation from Mark Collins that had been shown to the Selection Committee. The presentation specifically addressed what the selection process would encompass, based on the top priorities identified from the intake interviews and 18 worksheets collected and collated from Mr. Collins's earlier visit to the Whidbey General Hospital campus. The top priorities noted were: Strategy, Medical Staff, Community Relations, Governance, Recruitment of Medical Staff, and Financial Management, and in that order of importance.

Mr. Collins' presentation enumerated the steps to be taken in the selection process beginning with the initial candidate resume reviews, the top 10-12 of which will be presented to the Selection Committee, which will narrow the field using the top priorities to 6 or 7 candidates. This would be followed by Mr. Collins' personal face to face interview and use of the Korn-Ferry assessment tool protocol to narrow this field to the top 3 or 4 candidates.

The next step in the selection process will be on-site visits by these candidates for the purpose of more direct interview of the candidates by the Selection Committee members who would be asking the same questions of each of the candidates. There would be an opportunity for meeting with interested medical staff members, hospital administrative leaders, and Board members. The candidates would have the opportunity to visit the area and make their assessment of our facility and of their interest in moving into the area. The final step would be consideration of all the information gleaned and the selection of a final candidate to recommend to the Board for the CEO position.

**Charge to the CEO Selection Committee**

Key qualifications for a CEO were reviewed by the Board who were assured there would be a rigorous and fair assessment process, and that the Selection Committee had been educated on the selection process by Mark Collins of Korn-Ferry, and understands what their role is in this process. The Board has confidence that the two Board members on the Selection Committee will do their homework on the major issues concerning the Board (compliance, CAH, Horty Springer, etc.), and work with the Selection Committee and Mark Collins of Korn-Ferry to come to a consensus on a viable candidate to present to the Board for approval.

The Board agrees to and understands the process, and asked that the Selection Committee chair, Bert Speir, update them at their Board meetings as the process moves forward.

There being no further business the meeting adjourned at 6:03 p.m.