



Committees

Through governance committees the Board of Directors guides the course of UIHS.

• Community Health and Wellness Committee

The Community Health and Wellness Committee (C-HAWC) is committed to promoting wellness and assisting in the development of health education programs and materials for the American Indian community. The committee is responsible for the set up of activities that promote health (primary prevention) and prevent the complications of chronic disease (secondary prevention) throughout the service area.

The goals of C-HAWC are to educate the community in a variety of ways so that individuals can be better prepared to make healthy choices for themselves and their families. Their work with youth is usually through health promotion activities. The committee is responsible for the annual HAWC Walk/Run.

This committee deals with special issues as they relate to American Indian health problems. These include, but are not limited to: injury prevention, information about communicable diseases, diabetes education, fitness promotion, teen reproductive choices, and prevention of tobacco, alcohol and drug abuse. C-HAWC works with outside organizations in the promotion of the American Indian point of view. Local Indian artists, youth, elders, and families will be used to promote health and education. They consider American Indians and their unique health issues.

They are committed to supporting youth activities and community functions that emphasize the importance of alcohol, drug and tobacco free activities in the community. To be able to support such activities and functions, the C-HAWC engages in various fund-raising activities to create the Community Health and Wellness Fund. This fund is administered according to the Community Health and Wellness Financial Assistance Policy. The purpose of this policy is to ensure a fair and consistent practice in responding to requests for financial assistance made to the C-HAWC.

The committee is working toward helping young people in their endeavor to remain alcohol, drug and tobacco free, whether through sports and/or the learning of local Indian culture and/or activities.

Community Health and Wellness committee meets:

Date: Second (2nd) Tuesday of the month
Time: 10:00 a.m. - 12:00 p.m.
Location: Potawot Health Village Board Room

• Election and Scholarship Committee

The Election Committee is responsible for the annual UIHS election of Indian Community Representatives to the UIHS Board of Directors. The duties of this committee include and are not limited to:

- Announcement of vacancies on UHS Board of Directors
- Notification UIHS Board Member of Term Expiration
- Accepting nominations and setting slate of candidates
- Preparing voter information packets
- Administering absentee ballots
- Conducting the election
- Counting ballots

The Election Committee includes one or more Indian Community Representatives from each of the five (5) areas of UIHS and one or more tribal government representatives.

The Scholarship portion of this committee was created to allow the awards of scholarships to graduating High School students and to continuing/re-entry college students interested in the health care field. According to criteria scholarships are available to Indian Students who are registered clients at UIHS.

The Scholarship committee engages in various fund raising activities to support the award of these annual scholarships. The scholarship is named the "UIHS H.D. Timm Williams Memorial Indian Scholarship"

Election Committee meets:

Date: As necessary to meet the deadlines of Election and Scholarship
Time: As scheduled
Location: Potawot Health Village Board Room

• **Executive Governance Committee**

The Executive Governance Committee is responsible for dealing with critical issues that confront UIHS when action or review is required by the UIHS Board of Directors. The Executive Committee has the powers which are specifically delegated to it by the Board of Directors, and all actions and decisions of the Executive Committee shall be presented to the Board of Directors at their next meeting for ratification.

The Executive Governance Committee is made up of the officers of the UIHS Board of Directors: chairman, vice-chairman, secretary, and treasurer.

This committee also serves as the grievance committee according to the UIHS Personnel Policies and Procedures.

Executive Governance Committee meets:

Date: Second (2nd) Wednesday of the month
Time: 2:00 p.m. - 4 p.m.
Location: Potawot Health Village Board Room

• **Finance Committee**

The Finance Committee follows the assigned duties and responsibilities of: Reviewing the monthly financial and statistical reports, such reports shall include at least a statement of revenues and expenditures, a balance sheet, a cash flow statement, a schedule of grants and contracts, a schedule of contract health service revenues and expenditures, a schedule of client visits, and an analysis of salaries and benefits including related full time equivalent employee (FTE).

Their responsibilities include: establishing the annual budget targets, guidelines, and timelines for the UIHS master budget. Reviewing the Fiscal Policy Manual at least annually assuring that policies and procedures are in compliance and relative to current general operating practices and conditions. Reviewing new grants and contracts proposed by the Administration as add-ons to the original UIHS master budget.

Finance Committee meets:

Date: Monday preceding the regular board meeting
Time: 2:00 p.m. - 5:00 p.m.
Location: Potawot Health Village Board Room

• **Governing Documents Committee**

Governing Documents Committee has the responsibility to review the governing documents each year and to recommend proposed changes to the UIHS Board of Directors. These documents include, but are not limited to:

- Articles of Incorporation
- Bylaws
- Personnel Policies and Procedures Manual
- Fiscal Management Manual
- Election Policy
- Organization Charts
- Other Governing Documents

This committee also deals with any other policies as they relate to overall governance issues.

Governing Documents Committee meets:

Date: Second (2nd) Monday of the month
Time: 1:30 p.m. - 3:30 p.m.
Location: Potawot Health Village Board Room

• **Patient Registration and Contract Health Services Committee**

The Patient Registration and Contract Health Service (CHS) Committee is responsible for ensuring compliance with federal requirements relating to client eligibility for direct care services and contract health care services at UIHS. In addition, the committee makes recommendations to the UIHS Board of Directors regarding eligibility of clients within this framework and to make recommendations regarding the administration of the CHS program at UIHS.

The committee reviews patient registration files to help in the determination of applicants' eligibility. The committee hears appeals from individuals who have been denied eligibility for services based upon the outcome of the registration process. The committee reviews the established priority list and expenditures in the CHS program.

Patient Registration and Contract Health Service Committee meets:

Date: Second (2nd) Tuesday of the month
Time: 1: 30p.m. - 3:30 p.m.
Location: Potawot Health Village Board Room

• **Planning and Self-Determination Committee**

UIHS has been incorporated since 1970 and has completed thirty (32) years of continuous operation to provide a frame work for planning, directing, coordinating, providing, and improving health care services in response to community and client needs. This committee has the responsibility for planning the coming years on both the short term and long term basis. The committee works with key staff and consultants(s) at the clinic to decide the future needs of eligible Indians in the UIHS service area and decide what types of services and facilities are necessary in this regard to meet that need. That responsiveness includes dealing with the Self-Determination process and the issues that affect health care. They address issues that are unique to the American Indians that live in Humboldt and Del Norte counties. As the federally recognized tribes deal with the health issues for their people, it is essential that open communication remains among all those people involved. This committee includes tribal government representatives and Indian community representatives.

This committee will review any resignations' from and appointments to the Board of Directors. This committee will determine the future course and services of the organization. They will report findings of this committee to the UIHS Board of Directors at the regular meeting. This committee's further responsibility will be to ensure that approved changes are occurring.

Planning and Self-Determination Committee meets:

Date: Third (3rd) Monday of the month
Time: 1:30 p.m. - 3:30 p.m.
Location: Potawot Health Village Board Room

• **Special Events Committee**

The Special Events Committee has the responsibility for planning and coordinating the major events that UIHS initiates. Annual events now are an art show and the Board and Staff meeting. The committee also has the responsibility for planning and coordination of UIHS participation in other events and activities when needed.

Special Events Committee meets:

Date: First (1st) Monday of the month
Time: 10:00 a.m. - 12:00 p.m.
Location: Potawot Health Village Board Room

• **Traditional Resources Advisory Committee**

United Indian Health Services, Inc. (UIHS) recognizes the importance of traditional beliefs, practices, and ceremonies in the healing of the body, mind, and spirit. Traditional Resources Advisory involves "all things" which contribute to the physical, mental, and spiritual well-being of the individual, the family, and the community. It includes traditional values, knowledge, and beliefs which exist in all of us. The primary goal of the Traditional Resources Advisory Committee is to have balance of "all things" in our lives. UIHS encourages and recognizes a climate of respect, acceptance, and utilization in which traditional beliefs are honored.

This Committee also has the task of managing the 20-area conservation easement portion of the Potawot Health Village site as well as the 20 acres on which Potawot Health Village sits. In addition, This committee works to restore the conservation easement with an on going plan that includes planting and gathering for cultural and environmental education, nutritional food production and processing, and passive recreation.

The purpose of the committee is to:

- Coordinate traditional health services for UIHS patients and clients.
- Establish guidelines for issues that relate to traditional health practices.
- Identity cultural elements that contribute to a healthy lifestyle.
- Promote the preservation and teaching of American Indian culture and traditions.

- Provide for significant information and education to the UIHS Board of Directors and staff in local American Indian values and customs.
- Promote the delivery of health care in a manner which is confidential, sensitive, and culturally relevant to the needs of the local American Indian service area population.

Traditional Resources Advisory Committee meets:

Date: First Thursday of the month

Time: 10:30 a.m. - 12:30 p.m.

Location: Potawot Health Village Board Room