

NOTICE OF OPEN POSITION POKAGON BAND HEALTH CARE ADVISORY BOARD

POSITION DESCRIPTION. The Tribal Council is seeking written statements of interest and résumés from interested individuals in serving on the Pokagon Band Health Care Advisory Board (the “Board”). The Board was created by the adoption of the Health Care Advisory Board Act (the “Act”). As provided in the Act, the duties of the Board include to: (1) provide advice and recommendations to the Director of the Department of Health Services (“Department”) regarding issues and objectives of the Department; (2) review and approve operational policies and procedures of the Department; and (3) advise and make recommendations to the Director regarding operational concerns of the Department. The Board is comprised of seven (7) Board members. The Tribal Council is looking to make the initial appointments of seven (7) Board members.

TIME COMMITMENT. The time commitment required to prepare for and attend Board meetings and perform the business of the Board outside of meetings will vary depending on the needs of the Department. The dates and times of the Board’s meetings will vary, but at a minimum will occur quarterly and be held at 3:00 pm at the Band’s Health Services Building at 58620 Sink Road in Dowagiac.

ELIGIBILITY. In order to be eligible to serve on the Board, you must:

- (1) be at least twenty-five years of age;
- (2) not be an employee of the Department;
- (3) not be a member of the Tribal Council; and
- (4) possess knowledge of Band history and culture, or a willingness to acquire such knowledge.

Additionally, the Act establishes the following minimum requirements for each of the seven seats of the Board:

- (1) One seat shall be held by a person who possesses: (a) a Doctor of Medicine or a Doctor of Osteopathic Medicine, and (b) a minimum of five years of management or supervisory experience in health care or health care administration;
- (2) One seat shall be held by a person who possesses: (a) a Doctor of Dental Surgery, a Doctor of Medicine in Dentistry, or a Doctor of Dental Medicine, and (b) a minimum of five years of management or supervisory experience in dentistry or dental administration;
- (3) One seat shall be held by a person who possesses: (a) a minimum of a Master’s Degree in public health, health care administration, or health care management and (b) a minimum of five years of management or supervisory experience in health care, health care administration, or public health;

- (4) One seat shall be held by a person who possesses: (a) a minimum of a Master's Degree in behavioral health, and (b) a minimum of five years of management or supervisory experience in behavioral health care or behavioral health administration;
- (5) One seat shall be held by a person who possesses: (a) a minimum of a Master's Degree in a health care related field, and (b) a minimum of five years of experience of teaching health care or health care administration, or a minimum of five years of management or supervisory experience in health care education;
- (6) One seat shall be held by a person who possesses either of the following: (a) (i) a Master's Degree in accounting, finance, public administration, business administration, or nursing, and (ii) a minimum of five years of management or supervisory experience in public administration, business administration, health care administration, health care, or public health; or (b) (i) a Bachelor's Degree in accounting, finance, public administration, business administration, or nursing, and (ii) a minimum of ten years of management or supervisory experience in public administration, business administration, health care administration, health care, or public health; and
- (7) One seat shall be held by a person who possesses: (a) a minimum of a Bachelor's Degree in accounting, finance, public administration, business administration, or nursing and (b) a minimum of five years of management or supervisory experience in public administration, business administration, health care, health care administration, or public health.

Non-Band citizens may serve on the Board.

TERM LENGTH. Board members serve a three (3) year term of office. However, because these are the initial appointments to the Board, in order to achieve staggered terms, the initial terms of office will be of varying lengths between one (1) and three (3) years.

COMPENSATION. Board members are independent contractors and compensated for service to the Board at rates established by the Tribal Council. Currently, Board members are compensated at a rate approved by Tribal Council. In addition, Board members shall be entitled to reimbursement for mileage when using their personal vehicle to attend meetings and for other Board business in accordance with the Band's Travel Policy.

APPOINTMENT PROCESS. Appointments to the Board are made by the Tribal Council. All persons who wish to be considered for appointment must be present at the meeting at which the Tribal Council will review the written statements of interest and résumés; provided, however, that the Tribal Council may, for good cause, waive this requirement. Any person who believes that good cause exists to not attend such Tribal Council meeting should contact the Executive Secretary to the Tribal Council, who will share the information with the Tribal Council. Please note that the Tribal Council has not yet established the meeting date at which it will consider the appointments to the Board.

HOW TO APPLY. If you are interested in being considered for appointment to the Board, you must provide a current résumé along with a written statement of interest with your name, address, and telephone number by one of the following three methods:

Mail: Samantha Townswend Administrative Assistant to Tribal Council
P.O. Box 180
Dowagiac, Michigan 49047

Fax: (269) 782-9625, Attn: Samantha Townswend
Administrative Assistant to Tribal Council

Email: Samantha.Townsend@Pokagonband-nsn.gov

QUESTIONS. Questions concerning the Board may be directed to the Director of the Department, Priscilla Gatties, at (269) 782-4141, or Priscilla.Gatties@pokagonband-nsn.gov. The Act is available on the Band's website at : <http://www.pokagonband-nsn.gov/government/codes-and-ordinances>.

ETHICS REQUIREMENTS. As Public Officials, Board members are subject to the Pokagon Band Code of Ethics. The Code of Ethics is available on the Band's website at <http://www.pokagonband-nsn.gov/government/codes-and-ordinances>.

DEADLINE. The posting(s) shall be open until filled.