2.2 SIERRA KINGS HEALTH CARE DISTRICT
EXECUTIVE LEADERSHIP
POLICIES AND PROCEDURES

ASSETS PROTECTION – The Executive Director shall ensure protection of the assets of the Sierra Kings Health Care District (referred to as the District).

PURPOSE:
The purpose of this policy is to specify the responsibility and specific measures the Executive Director shall employ to ensure the protection of the District's assets.

POLICY & PROCEDURES:
It is the policy of the District that District assets are not inappropriately maintained, unnecessarily risked, or unprotected. Accordingly, the Executive Director shall not:

1. Fail to insure against:
    a. Theft and casualty to at least eighty (80%) percent of replacement value
    b. Liability losses to staff, organization, and Board members to at least $1,000,000.
2. Unnecessarily expose the organization, staff, or Board members to claims or liability.
3. Allow for the procurement of goods and services without ensuring against apparent or actual conflicts of interest.
4. Allow a purchase of any material amount without processes that balance price competitiveness, product/service quality, and efficiency of process as per District Policy No. 4.8 - Contract Procurement.
5. Subject District facilities or equipment to improper use or improper wear and tear.
6. Contract or do business with unbonded persons or entities, unless expressly authorized to do so by the Board.
7. Receive, process, or disburse funds with controls insufficient to meet the standards of the Board-appointed auditor or generally-accepted accounting principles and auditing standards.
8. Invest or hold operation capital in insecure instruments, including Bonds of less than AA ratings and unsecured checking accounts, or in non-interest-bearing accounts, or in any manner not allowed under Federal or State law.

Written: May 19, 2020