



EL PASO COUNTY HOSPITAL DISTRICT BOARD



BOARD OF DIRECTORS EL PASO COUNTY APPOINTMENT

Submit Application & Background Investigation to the
El Paso County Human Resources Department at:

800 E. Overland
Room 223

El Paso, TX 79901

Phone: (915) 546-2218

Fax: (915) 546-8126

Email: humanresources@epcounty.com

Board Liaison:

University Medical Center of El Paso

Maria Escobar

Phone: (915) 521-7860

Email: mescobar@umcelpaso.org



VERONICA ESCOBAR

El Paso County Judge

Dear Applicant,

Thank you for your interest in applying to serve as a member of the El Paso County Hospital District Board. This packet provides the necessary information for you to familiarize yourself with the responsibilities of this board and the necessary documents to begin the application process.

We appreciate your willingness to be involved in guiding the future of this board and its function of ensuring the health and vitality of our community.

As a member of this board, you will be expected to participate in the meetings and other tasks as deemed necessary to fulfill your post. You should participate actively in meetings and seeking as much information needed to help the board come to its decisions. Please be aware of the various duties, responsibilities and the time commitment that will be required of you.

After submitting this application, it will be reviewed and if it meets the qualifications needed to fill the vacancy, your information will be submitted for approval by the El Paso County Commissioners Court.

If you have any further questions please feel free contact the County Judge's office at (915) 546-2098. Again, thank you for your leadership and commitment.

Sincerely,

A handwritten signature in blue ink, appearing to read "Veronica Escobar".

Veronica Escobar
El Paso County Judge

500 E. San Antonio, Suite 301, El Paso, TX 79901

Phone: 915-546-2098 · Fax: 915-543-3888 · countyjudge@epcounty.com · www.epcounty.com

EL PASO COUNTY HOSPITAL DISTRICT BOARD

Board Overview

The Board of Managers of the El Paso County Hospital District serves without compensation as policy setters for University Medical Center of El Paso and its outpatient facilities. They appoint the District's Chief Executive Officer and also have oversight responsibility for El Paso First Health Plans, Inc., the District's HMO.

Mission

Enhance the health and wellness of the El Paso community by making high quality, affordable healthcare services accessible to all. Our tradition of respectful service is enriched by our participation in healthcare-related education, research and innovation.

Vision

To be the recognized leader in health promotion, provision of care and professionalism as judged by our commitment to quality, customer satisfaction, value, and community involvement.

Seats

The seven-member panel is appointed by members of the El Paso County Commissioners Court.

Term

2 year terms and may be reappointed.

Meeting Times

2nd Tuesday of every month at 3:00 PM 4815 Alameda Eighth Floor Boardroom.

EL PASO COUNTY HOSPITAL DISTRICT BOARD BYLAWS

ARTICLE I PURPOSE

1.1 The purposes of the District are, to the extent not prohibited or limited by law, to:

1.1.1 Provide medical care for the residents of El Paso County regardless of the individual's financial capabilities;

1.1.2 Provide high quality, low cost medical, hospital and other health related services to all in a culturally competent manner;

1.1.3 Conduct education activities to improve the quality of care rendered and to promote good health habits in the community;

1.1.4 Maintain standards necessary for accreditation by The Joint Commission and as a teaching facility;

1.1.5 Support clinical research; and

1.1.6 Fulfill any other lawful purpose.

ARTICLE II RESPONSIBILITIES AND POWERS OF THE DISTRICT

2.1 It is the responsibility of the District to seek to meet the requirements imposed upon it by Texas law.

2.2 Notwithstanding anything herein to the contrary, the District shall have all powers and rights granted or permitted under Section 281.001 et. seq. of the Texas Health & Safety Code, or other applicable law.

2.3 The District shall in all respects be conducted without unlawful discrimination on the basis of race, color, creed, sex, age, physical or mental handicap and economic status or otherwise:

2.3.1 In the acceptance and care of patients;

2.3.2 In the appointment and employment of qualified personnel; and

2.3.3 In the selection of practitioners or officers in the assignment of their duties and responsibilities.

ARTICLE III DUTIES AND AUTHORITIES OF THE BOARD

3.1 The Board shall, to the extent not prohibited or limited by law, seek to do the following:

3.1.1 Be the governing body of the District.

3.1.2 Be the governing body of the Medical Center.

3.1.3 Approve the annual budget and any amendments thereto, for the District, and submit the budget and any amendments to the Commissioners' Court for approval.

3.1.4 Establish a Compliance Program to ensure the highest ethical standards and all applicable laws and regulations are observed by the District, its affiliates, and their respective officers, employees and associates.

3.1.5 Employ independent auditors to conduct an annual audit of the fiscal records of the District.

3.1.6 Select the depository for the funds of the District.

3.1.7 Employ the Chief Executive Officer of the District.

3.1.8 Approve and enforce the policies, procedures, rules and regulations for the operation of the District.

3.1.9 Consult with the Commissioners' Court regarding the operation of the District.

3.1.10. Establish a medical staff organization at the Medical Center to:

3.1.10.1. Credential the independent and dependent practitioners and grant Clinical Privileges, and

3.1.10.2 Continuously monitor the quality of care rendered through clinical practice.

3.1.11 Approve, modify, or deny applications for Medical Staff and Allied Health Professionals membership and/or requests for Clinical Privileges. The Board specifically reserves the authority to take and direct action that is appropriate with respect to any individual's appointment to the Medical Staff, any individual's right to practice in the Medical Center, or changes in the Medical Staff Handbook

3.1.12 Approve amendments to Medical Staff bylaws, and changes in rules, regulations, and credentialing manual. Only such Medical Staff Bylaws, rules and regulations, and credentialing manual as are approved by the Board shall be effective.

3.1.13 Develop a Quality Improvement Plan to monitor and improve the quality of care rendered by the Medical Center.

3.1.14 Annually, conduct a Board self-assessment, which includes surveying, discussion, problem identification, developing and implementing solutions, and reassessment.

3.1.15 Approve, modify, or deny contracts in accordance with applicable laws and regulations

3.1.16 Develop and/or validate strategic goals for the District and/or the Medical Center at least once every three (3) years.

3.1.17 Serve as advocates for the District and/or the Medical Center.

3.1.18 Conflict resolution

3.1.18.1 Conflict between Board members shall be mediated by the Chairperson of the Board to the extent permitted by law. The proposed resolution of the conflict may be referred to the Board for discussion and possible action in accordance with state open meetings laws and other laws relating to the conduct of the District's governing body.

3.1.18.2 Conflict between Board members and the CEO shall be mediated by the Chairperson of the Board to the extent permitted by law. The proposed resolution of the conflict may be referred to the Board for discussion and possible action in accordance with state open meetings laws and other laws relating to the conduct of the District's governing body.

3.1.18.3 Conflict between Board members and Medical Staff shall be mediated by the Chairperson of the Board to the extent permitted by law. The proposed resolution of the conflict may be referred to the Board for discussion and possible action in accordance with state open meetings laws and other laws relating to the conduct of the District's governing body.

3.1.19 Elect members to the Board of Directors of El Paso First Health Plans, Inc.

3.1.20 Appoint members to the governing board of affiliated entities as provided by law, interlocal agreement or other mechanism.

3.1.21 Annually develop a plan to monitor and assess the eligibility requirements for the District's indigent care programs.

3.1.22 Each Board member shall, on an annual basis, file a financial disclosure with the Board and with Commissioners Court that indicates what companies and business interests the member owns any part of or received income from.

3.1.23 Each Board member shall, on an annual basis, file a written disclosure with

the Board and Commissioners court that indicates the amount and date of any political contribution/s made to any member of Commissioners Court within the preceding twelve (12) month period.

3.1.24 Each Board member shall, within 90 days of appointment or the next scheduled forum after appointment, complete the Public Hospital Trustee Orientation conducted by the Texas Healthcare Trustees.

3.1.25 Each Board member shall respect the confidentiality of executive sessions and any privileged information shared with a Board member by another Board member or any officer, employee or representative of the District.

3.1.26 No Board member shall, while representing the District, publicly state any negative or disparaging remarks about any Board member that may reflect a negative image of the Board or its individual members.

3.1.27 Meet other requirements imposed by law upon the Board.

ARTICLE IV APPOINTMENT OF THE BOARD

4.1 The Commissioners' Court shall appoint seven (7) members to the Board who shall serve terms of three years, except as provided in Section 4.7, without compensation.

4.2 In selecting the members of the Board, Commissioners' Court shall consider the following criteria when evaluating the individual qualifications of potential Board members:

4.2.1 Dedication

4.2.2 Sufficient time and energy

4.2.3 Financial and business experience

4.2.4 Integrity

4.2.5 Specific skills or expertise needed by the Hospital District

4.2.5.1 At least one member of the Board shall be a medical professional

4.2.5.2 At least one member of the Board shall be a financial professional

4.2.6 Ability to evaluate managerial skills

4.2.7 Corporate and civic leadership

4.2.8 Involvement in the community

4.2.9 flexibility

4.2.10 Creativity

4.2.11 Involvement in the Hospital District

4.2.12 A bachelor's degree from an accredited educational institution of higher learning or the equivalent in work or business experience shall be required of all Board appointees.

4.2.13 Prior board experience

4.3 Absolute disqualifiers shall include the following:

4.3.1 unpaid and uncontested local property taxes

4.3.2 Unpaid child support

4.3.3 Any history of suing the hospital as a plaintiff or plaintiff's attorney

4.3.4 Conviction for a crime of moral turpitude or official misconduct

4.3.5 Any revocation of professional license held by the potential appointee

4.4 Any potential Board appointee shall be presented with an application form to be filled out by the candidate well in advance of the consideration for appointment, including:

4.4.1 Board member position description;

4.4.2 Requirements for effective Board service; and

4.4.3 A pledge that commits the applicant to an attendance policy that prohibits absence from three (3) consecutive meetings of the Board of Managers or from three (3) consecutive meetings of any standing committee on which the

Board member serves unless the absence has been excused for reasonable cause by the Chairperson of the Board.

4.5 Any potential Board appointee, prior to consideration by Commissioners Court, shall file a financial disclosure with the Commissioners Court that indicates what companies and business interests the member owns any part of or receives income from.

4.6 Any potential Board appointee, prior to consideration by Commissioners Court, shall file a written disclosure with the Commissioners Court indicating the amount and date of any political contribution/s made to any member of Commissioners Court within the preceding thirty-six (36) month period.

4.7 Beginning with the expiration of the terms of three members at the end of March 2010, terms shall be staggered as follows:

4.7.1 three (3) members shall be appointed for three (3) years terms to begin April 1, 2010,

4.7.2 upon the expiration of the terms of four members at the end of March 2011, four (4) members will be appointed, two of whom shall serve three (3) year terms, two of whom shall serve a one (1) year term, such terms being determined by drawing straws after the members have been appointed by the Commissioners Court.

4.7.3 Members appointed in 2012 and thereafter shall be appointed for three (3) year terms.

4.7.4 Appointments shall take place each March and terms begin April 1.

4.8 Members of the Board shall serve the length of their term and are eligible for reappointment.

4.8.1 Members may be requested to serve beyond termination until a successor is appointed.

4.8.2 The Commissioners' Court shall appoint interim members to fill vacancies until the term expires.

4.9. No individual may serve more than two (2) consecutive three (3) year terms and is not eligible for reappointment to the Board until the second anniversary of the date the member's eligibility expires.

4.10 No Board member or person who is related in the first degree by consanguinity or affinity to a Board member shall:

4.10.1 Have a substantial interest or substantial ownership in a firm that supplies, or knowingly seeks to supply goods or services to the Hospital District; or

4.10.2 Engage in outside business ventures which would conflict with their duties as Board members, including:

4.10.2.1 Any business interest or board membership in a competitor health care or health services provider or competitor hospital of the District, which includes all private hospitals; or

4.10.2.2 any physician who is employed exclusively by or who holds privileges at another community hospital but not at University Medical Center of El Paso.

4.11 Should any of the conflicts listed in Section 4.10 arise after appointment of the

Member but during the Member's term, the Member shall resign immediately.

ARTICLE V DISCLOSURE OF CONFLICT OF INTEREST

5.1 For the purpose of these Bylaws, the following definitions shall apply:

5.1.1 "Conflict of Interest" - All agreements, disagreements or oppositions to those matters requiring approval, decision, vote, or other action by the Board and involving a business entity or real property in which an individual Board member has a "substantial interest"

5.1.2 "Substantial Interest" - A person shall have a substantial interest in a business entity or real property if.

5.1.2.1 The person owns 2 percent or more of the voting stock or shares of the business entity or owns either 20 percent or more or \$5,000.00 or more of the fair market value of the business entity; or

5.1.2.2 The person receives funds from the business entity in excess of 2 percent of the person's gross income for the previous year; or

5.1.2.3 The person holds an equitable or legal ownership in real property with a fair market value of \$1,500.00 or more; or

5.1.2.4 The person is related in the third degree by consanguinity or affinity to someone who has a substantial interest as outlined in Sections

5.1.2.1 through 5.1.2.3 above.

5.1.3 "Business entity" - A sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or any other entity recognized by law.

5.2 Each Board member shall abide by the following policy:

5.2.1 A Board member shall abstain from any vote or decision of the Board involving a business entity or real estate in which the Board member has a substantial interest and shall file an affidavit before the vote or decision disclosing the nature and extent of the interest and shall abstain from further participation in the matter if:

(a) In the case of a substantial interest in a business entity the action on the matter will have a special economic effect on the business entity that is distinguishable from the effect on the public; or

(b) In the case of a substantial interest in real property, it is reasonably foreseeable that an action on the matter will have a special economic effect on the value of the property, distinguishable from its effect on the public.

5.2.2 Should any Board member have a question in his/her mind as to whether or

not he or she has a conflict of interest, that member should resolve that question in favor of a conflict of interest existing.

5.2.3 Any conflict of interest on the part of any Board member shall be disclosed to the other Board members and made a matter of record when the interest becomes a matter of Board action. The following procedure should guide the actual disclosure of a conflict of interest:

5.2.3.1 The Board member with the conflict of interest shall file an affidavit with the Chief Executive Officer's Office, being the official record keeper of the District, before a vote or decision on that matter is taken. The affidavit shall state the nature and extent of the Board member's substantial interest.

5.2.3.2 The Board member shall also make an oral disclosure of the conflict of interest at the time the matter is reached on the agenda.

5.2.3.3 If a Board member is required to file and does file an affidavit disclosing a conflict of interest, the Board member is not required to abstain from voting from further participation in the matter requiring the affidavit if a majority of the members of the Board is composed of persons who are likewise required to file and who do file affidavits of similar interests on the same official action.

5.2.3.4 The Board shall take a separate vote on any budget item specifically dedicated to a contract with a business entity in which a Board

ARTICLE VI OFFICERS OF THE BOARD

6.1 CHAIRPERSON OF THE BOARD

The Chairperson of the Board serves as the chief officer of the Board and shall have the following responsibilities and authority for:

6.1.1 Chairing all meetings of the Board of Managers

6.1.2 Assuring compliance with the plan developed by District Leadership to monitor the quality of care rendered by the District and/or the Medical Center;

6.1.3 Serving as an ex-officio member on all standing Board committees as provided in the Board Bylaws;

6.1.4 Enforcing compliance with standards of ethical conduct and professional demeanor by the, Board, Medical Staff, and Medical Center Administration in their relations with each other, support staff, and the community the Medical Center serves;

6.1.5 Appointing Board members and the Chief Executive Officer to chair and serve on committees formed to accomplish board performance improvement and monitoring functions.

6.2 VICE-CHAIRPERSON OF THE BOARD

6.2.1. The Vice-Chairperson of the Board shall:

6.2.1.1 Chair the Finance Committee, and

6.2.1.2 Assume all of the responsibilities and authority of the Chairperson of the Board in his or her absence.

6.3 SECRETARY

6.3.1 The Secretary shall:

6.3.1.1 Have overall responsibility for the adequacy and accuracy of minutes taken for the Board Meetings,

6.3.1.2 Assume all of the responsibilities and authority of the Chairperson and Vice-Chairperson, of the Board in his or her absence.

6.4 ELECTIONS

Each April, following the appointment or re-appointment of Board members by Commissioners' Court the members shall elect from among themselves a Chairperson, Vice-Chairperson, and Secretary.

6.5 REMOVAL AND RESIGNATIONS

6.5.1 A Board member may be removed from office pursuant to Chapter 87 of the Texas Local Government Code or other Texas law.

6.5.2 A Board member shall resign should any of the disqualifiers listed in Section 4.3 arise after appointment of the Member but during the Member's term or if the Member violates Section 3.1.2 3 of these Bylaws.

6.5.3 A Board member may resign at any time by giving written notice to the Board, Chairperson or Secretary and the El Paso County Commissioners Court. Any such resignation shall take effect as soon as a replacement is appointed and sworn in to office.

6.5.4 A Board member is considered to have resigned if the member:

6.5.4.1 is absent from all of the regularly scheduled Board and Committee meetings that member is eligible to attend during a 90-day period; or

6.5.4.2 is absent from more than half of the regularly scheduled Board and Committee meetings that the member is eligible to attend during a 12-month period.

6.5.6 A resignation under Subsection 6.5.4.1 or 6.5.4.2 is effective immediately on the date or absence or refusal prescribed by those Subsections occurs.

El Paso County Hospital District Board Information

Website:

<http://www.umcelpaso.org/WebShell/umcep.nsf/DefaultFrameset/Site+Defaults?OpenDocument&DocID=8E164B0DDE46203887256D85006DAA51>

Bylaws of the Board Managers:

<http://www.umcelpaso.org/webshell/umcep.nsf/BOARDBYLAWS.pdf?OpenFileResource>

Board of Managers Standard Operating Procedures:

<http://www.umcelpaso.org/webshell/umcep.nsf/BOARDSOP.pdf?OpenFileResource>

El Paso County Code of Ethics Training:

<http://epcounty.com/ethicscom/training.htm>



COUNTY OF EL PASO

Application for Boards, Commissions, and Committees

Name: _____ Voting Precinct: _____

List the Board(s), Commission(s), and/or Committee(s) you are particularly interested in:

Home Address: _____
STREET CITY STATE ZIP

Phone number: _____ Cell Phone number: _____

E-mail address: _____

PURSUANT TO TEXAS GOVERNMENT CODE, SEC. 522.021. I ELECT THAT MY HOME ADDRESS & TELEPHONE NUMBER (CHECK ONE): MAY BE RELEASED / SHALL NOT BE RELEASED TO THE PUBLIC UPON REQUEST UNDER THE TEXAS OPEN RECORDS ACT. FAILURE TO MAKE A DESIGNATION RESULTS IN INFORMATION BEING AVAILABLE FOR PUBLIC ACCESS.

Length of Residency in El Paso County: _____ (Years/Months)

Place of Employment: _____

Business Address: _____
STREET CITY STATE ZIP

Telephone: () _____ Fax Number: () _____

Professional Background:

Educational Background:

Three (3) personal or professional references not related to you:

NAME _____ PHONE # _____ YEARS KNOWN _____

NAME _____ PHONE # _____ YEARS KNOWN _____

NAME _____ PHONE # _____ YEARS KNOWN _____

Previous volunteer organizations and/or community service:

Do you have property in El Paso County under your name? _____ (Yes) _____ (No)

Are your property taxes current? _____ (Yes) _____ (No) If not, please give a brief explanation:

Are you aware of any matter that could be considered a conflict that should be disclosed before you are considered for appointment?

If so, please describe the matter.

Signature: _____

Date: _____

Application should be submitted to:

El Paso County Human Resources Department:
Attention: El Paso County Board Application
800 E. Overland
Room 223
El Paso, TX 79901
Phone: (915) 546-2218 Fax: (915) 546-8126
Email: humanresources@epcounty.com



**BACKGROUND INVESTIGATION
AUTHORIZATION FORM
RELEASE OF CONFIDENTIAL INFORMATION**

Dear Applicant:

The County of El Paso conducts background investigations on applicants in various departments. This effort is part of the selection process and requires your authorization. By signing this document you acknowledge that you are voluntarily granting permission to the County of El Paso to conduct a background check and you authorize relevant parties to release confidential information. The information will remain confidential and will not be disclosed except _____.

I, _____, further hereby authorize the County of El Paso Human Resources Department to obtain all confidential records and information pertaining to a complete background investigation. This may include items such as (but not limited to): personal references, work references, Police Records, Sheriff Records, Driving Record, and any open record request.

_____ Full Legal Name	_____ Maiden Name (If Applicable)
_____ Street Address	_____ City/State/Zip Code
_____ Social Security Number	_____ Driver's License Number/State
_____ Date of Birth	_____ Email

List the cities and states in which you have lived in the past 10 years.

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Signature of Applicant