

# EXECUTIVE LIMITATIONS

## POLICY GP#1: GLOBAL EXECUTIVE LIMITATIONS POLICY-

The IIMC CEO and EMS Administrator will not engage in means unacceptable to the Board, including dishonesty; unethical, imprudent, illegal, or unprofessional behavior; and withholding of information, which may be detrimental to the welfare of the organization.

### TREATMENT OF STAFF

#### **POLICY EL#2a:**

With respect to the treatment of paid staff and volunteer staff, the CEO and EMS Administrator may not cause or allow conditions, which are unfair, unsafe, undignified or disrespectful.

#### **POLICY EL#3a:**

1. The IIMC CEO and EMS Administrator will not tolerate unprofessional behavior on the part of staff that may put at risk the welfare of the staff.
2. The IIMC CEO and EMS Administrator shall not fail to obtain feedback from employees on a regular basis via a satisfaction survey.

### FINANCIAL PLANNING and BUDGETING

#### **POLICY EL#2b:**

1. The IIMC CEO and EMS Administrator will not commit the Hospital District to financial risks or obligations beyond the reasonable parameters associated with prudent management of the District's financial resources.
2. The IIMC CEO and EMS Administrator shall not fail to adequately plan for future Hospital District financial needs.
3. The IIMC CEO and EMS Administrator shall not fail to insure that adequate and timely financial information is available to make their decisions and for reporting to any regulatory bodies that may, from time to time, require such information.
4. The IIMC CEO and EMS Administrator shall not fail to balance the various financial needs of operation of the Hospital District in the manner that best optimizes its limited resources.

#### **POLICY EL#3b:**

1. The IIMC CEO and EMS Administrator shall not allow budgeting that plans the expenditure, in any fiscal year, of more funds than are conservatively projected to be received in that same period, unless funds are in reserves planned for such expenditure.

### FINANCIAL PLANNING AND BUDGETING Continued:

#### **POLICY EL#3b continued.**

2. The IIMC CEO and EMS Administrator shall not allow expenditures which reduce Hospital District reserves below levels budgeted at the end of the current fiscal year, without knowledge and approval of the Board.
3. The IIMC CEO and EMS Administrators shall not fail in their financial planning for any fiscal year, or remaining portion of a fiscal year, to take into account the Board's "Ends Statement" priorities, and any subsequent year's financial needs.
4. The IIMC CEO and EMS Administrator shall not fail to bring the Board's attention individual capital financial expenditures which exceed \$10,000, except when spent under emergency circumstance to continue the operation of the Medical Center or its associated EMT services.

#### **POLICY EL#4b:**

1. The IIMC CEO and EMS Administrator shall not fail to insure that timely, accurate financial information is available that documents the Hospital Districts revenues and expenses, separates capital expenditures from operating expenditures, and projects monthly cash flow needs.

# EXECUTIVE LIMITATIONS

## Page 2

### FINANCIAL PLANNING AND BUDGETING

#### Continued:

#### **POLICY EL#4b: continued:**

2. The IIMC CEO and EMS Administrator shall not fail to insure that all medical billings, whether to insurance companies, government entities, or direct pay patients are rendered in a timely manner and closely monitored for payment.
3. The IIMC CEO and EMS Administrator shall not fail to ensure that the financial obligations of the Hospital District are paid in a timely manner.

### RELATIONS WITH PHYSICIANS AND OTHER PROVIDERS

#### **POLICY EL#2c:**

The Medical Director shall not fail to provide leadership for the physicians and other providers of clinical services.

### REGULATORY COMPLIANCE

#### **POLICY EL#2d:**

With respect to maintaining regulatory compliance, the IIMC CEO and EMS Administrator shall not cause or allow activities contrary to regulatory requirements.

#### **POLICY EL#3d:**

1. The IIMC CEO and EMS Administrator shall not fail to maintain required documentation or file required documents for reimbursement, licensure, or other regulatory agency requirements.
2. The IIMC CEO and EMS Administrator shall not fail to insure that all required inspections occur as needed.
3. The IIMC CEO and EMS Administrator shall not fail to insure that all staff meets required licensure, certification, and/or education requirements to maintain regulatory compliance.

# EXECUTIVE LIMITATIONS

## Page 3

### RISK MANAGEMENT:

#### **POLICY EL#2e:**

With respect to maintaining acceptable risk management practices, The IIMC CEO and EMS Administrator shall not allow activities or practices which are known to create increased legal risk.

#### **POLICY EL#3e:**

1. The IIMC CEO and EMS Administrator shall not allow clinical practices that fall short of the accepted standards of practice.
2. The IIMC CEO and EMS Administrator shall not allow unsafe work practices or conditions that create a high risk of injury to employee, volunteer, or consumer.
3. The IIMC CEO and EMS Administrator shall not engage in human resource management practices which violate state and/or federal laws.

### TREATMENT OF CONSUMERS

#### **POLICY EL#2f:**

With respect to the treatment of patients and consumers, The IIMC CEO and EMS Administrator may not cause or allow conditions that are unfair, unsafe, undignified or disrespectful.

#### **POLICY EL#3f:**

1. The IIMC CEO and EMS Administrator shall not fail to obtain feedback from consumers on a regular basis via a satisfaction survey.
2. The IIMC CEO and EMS Administrator shall not fail to maintain a grievance resolution policy and procedure.

### EMERGENCY IIMC CEO, IIMC MEDICAL DIRECTOR AND EMS ADMINISTRATOR SUCCESSION:

#### **POLICY EL#2g:**

In order to protect the Board from sudden loss of IIMC CEO, IIMC Medical Director and EMS Administrator services, the IIMC CEO, IIMC Medical Director and EMS Administrator may have no less than one other staff member familiar with each positions issues and processes and board policy to fill in on an interim acting basis.

1. IIMC CEO, IIMC Medical Director and EMS Administrator shall not fail to provide the Board with the name of the nominated designee and receive board acceptance of this person.
2. IIMC CEO, IIMC Medical Director and EMS Administrator shall not fail to provide the Board with signed proof of the designee's acceptance of this designation.
3. IIMC CEO, IIMC Medical Director and EMS Administrator shall not fail to keep this designee current regarding pertinent issues.

# EXECUTIVE LIMITATIONS

## Page 4

### COMPENSATION AND BENEFITS

#### **POLICY EL#2h:**

With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the IIMC CEO and EMS Administrator shall not cause or allow jeopardy to fiscal integrity or public image. Accordingly, he or she may not:

1. Change his/her own compensation and benefits.
2. Promise to imply permanent or guaranteed employment.
3. Establish current compensation and benefits that deviate materially from the geographic or professional market for the skills employed.
4. Create compensation obligations over a longer term than revenues can be safely projected, in no event longer than three years, and in all events subject to losses in revenue.

### COMMUNICATION AND SUPPORT TO THE BOARD

#### **POLICY EL#2i:**

The IIMC CEO and EMS Administrator shall not permit the Board to be uninformed or unsupported in its work. Accordingly, he or she shall not:

1. Neglect to submit monitoring data required by the Board (see policy on Monitoring CEO/EMS Administrator Performance) in timely, accurate, and understandable fashion, directly addressing provisions of board policies being monitored.
2. Let the Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, and particularly changes in the assumptions upon which any board policy has previously been established.
3. Fail to advise the Board if, in the IIMC CEO and EMS Administrator opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Linkage, particularly in the case of board behavior that is detrimental to the work relationship between the Board and the IIMC CEO and EMS Administrator.
4. Fail to marshal for the Board as many staff and external points of view, issues, and options as needed for fully informed board choices.
5. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of these types: monitoring, decision preparation, and other.

### COMMUNICATION and SUPPORT TO THE BOARD

#### Continued:

#### **POLICY EL#2i: continued**

6. Fail to provide a mechanism for official board, officer or committee communications.
7. Fail to deal with the Board as a whole except when:
  - (a) fulfilling individual request for information or
  - (b) responding to officers or committees duly charged by the Board.
8. Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the Board.
9. Fail to supply for the consent agenda all items delegated to the CEO/Administrator yet required by law or contract to be board-approved, along with the monitoring assurance pertaining thereto.