

## HOSPICE AND PALLIATIVE CARE ADVISORY BOARD MEETING MINUTES

November 8, 2012

535 West Jefferson Street, 4<sup>th</sup> FL, Springfield, Illinois

122 S. Michigan Avenue, Room 711, Chicago, Illinois

### Members Present

Lorraine Bearrows, BA, RN, CHPN  
Patricia Ahern, RN  
Rita Righter  
Julie Goldstein, MD  
Deb Murrill  
David Lockhart, MD  
Ronda Dudley, RN  
Janice Cichowlas, PhD, JD  
Marijo Letizia

### Members Not Present

James Parker  
Mary Runge, RN  
Karen Sikorski

### Department Staff

William Bell  
Rose Castleman  
Debra Bryars  
Aida Trinidad  
Karen Senger  
Siji Varghese

### CALL TO ORDER:

The meeting was called to order at 10:35 a.m. Committee members, guests and Department staff were asked to introduce themselves.

Minutes of the February 9, 2012 was reviewed and was voted on and approved unanimously.

### OLD BUSINESS:

Dr. Julie Goldstein presented some information with the Board regarding an updates and legislation that went through in reference to the IDPH Uniform DNR Advance Directives (POLST in Illinois). Ms. Goldstein stated that IDPH Uniform Do-Not-Resuscitate (DNR) Advance Directive allows individuals to outline what their wishes are in case of medical emergencies to direct the medical care they are given, i.e., paramedics, physicians, hospitals and/or nursing homes.

Dr. Goldstein stated that in the coming months, a Physician Orders for Life Sustaining Treatment (POLST) Leadership Task Force will convene; a "home" for the POLST program will be identified; a document workgroup will continue drafting a POLST form in partnership with IDPH. Workgroups/committees will develop a website/communication mechanism. Information is available to the public @ [www.cecc.info](http://www.cecc.info). Additional committees will convene as the project progresses.

### NEW BUSINESS:

Duties and Responsibilities Hospice and Palliative Care Advisory Board Co-Chairman:

Lorrie Bearrows met with Bill in September and discussed the Advisory Committee in getting the meeting organized. Bill reached out to Lorrie to ask for some help and guidance. Lorrie worked with Bill that in order for the meeting to be effective the following duties and responsibilities of the Co-Chairman were proposed and shared with the members.

1. The Co-chairman is responsible to the Chairman and will report all activity directly to the Chairman.
2. Scheduling of meetings will be done quarterly with the approval of the Chairman. The meeting will be set according to the Chairman and the majority of members' availability.
3. The agenda items will be driven by members according to the interest and relevant issues of the Board. Members promoting agenda items will be responsible to the Co-Chairman for all information presented to the Board. Items and materials will be submitted for approval prior to placing on the agenda.
4. When a committee or sub-committee is formed relative to the work of the Board, the Co-Chairman will be informed of all work and actions of the committee or sub-committee.
5. The Co-Chairman will assist the Chairman in the preparation and execution of all meetings. The Chairman may assign other duties and responsibilities to the Co-Chairman as deemed necessary. Please note that this is subject of the Board members consideration and official vote.

Pat Ahern was thrilled to see this put in place. Lorrie will thread things together and schedule will be sent a year in advance so that each member will make every effort not to cancel the meeting.

Lorrie suggested that agenda items must be sent directly to her attention first and she will be responsible for sending it to Bill for Department's review and/or approval. In doing so, it will be consistent and will be handled smoothly and effectively. She suggested that Board members need to email her directly.

**By-Laws Addendum:**

Bill presented to the Board members an amendment to the By-Laws of the Hospice and Palliative Care Advisory Board. The new language added as follows:

Article 1

Membership:

Section 1-2 – Only 9 members appointed to the Advisory Board by the Director pursuant to Section 15 of the Hospice Program Licensing Act shall be considered voting members.

Section 1-4 – Members may be reappointed to a term, but no member may be reappointed to more than two consecutive terms.

Section 1-6 – A Board member may designate a proxy to serve at a specified meeting and to vote in place of the member, by submitting a letter of designation to the Chairman prior to the Board meeting.

## Article II

### Meetings:

Section 2-1 – The Committee shall meet as frequently as the Director of the Department of Public Health deems necessary but not less than 4 times each year unless there is no official business to conduct **or a quorum is not possible.**

Section 2-2 – **The Director shall call a special meeting if requested to do so by four or more members.**

Section 2-6 – **Attendance at Board meeting is mandatory. If a Board member misses two meetings in a row (not counting sending a proxy), that member may be replaced.**

## Article IV

### Conducting Business:

Section 4-1 – A quorum must be present in order to conduct the business of the Board. A quorum shall consist of **one more than the majority voting** members of the Board. A member is present to conduct business if attending a meeting in person, or by audio or video conference. **Physical presence at the Board meetings, however, is strongly encouraged and is preferred by the Board.**

Section 4-5 – Each member shall have one vote on each Motion, **except for those members specifically designated as non-voting members in Section 15 of the Hospice Program Licensing Act.**

Adoption or amendment of these By-Laws requires a majority vote of the currently appointed Board.

Lorrie Bearrows suggested that a Proxy Form must be developed. Bill requested that Lorrie develop a form and send it to Rose.

Bill asked Karen Senger to share with the members of the Board regarding information on Change of Ownership (CHOW). Karen stated we just need to be consistent when it comes to CHOW for all programs the Division is responsible for. This is just a proposal and no issue/problems in Hospice were identified. Basically, licensure/certification is mirrored just for consistency. Karen Senger will share Hospice Statistic Data at the next Board meeting.

### Roundtable Discussion:

Bill asked the Board members to open up for roundtable discussion. Lorrie stated that she sent a letter to the Director, of IDOC regarding Hospice and/or Palliative care. She asked Bill if he has any feedback received from IDOC. Bill is to follow-up on this issue and may have to share it at the next Board meeting.

The meeting adjourned at 12:00 noon.