

**GEORGE E. WEEMS MEMORIAL HOSPITAL**  
**JOINT GOVERNING BODY AND FINANCE COMMITTEE**  
**MEETING MINUTES**  
**DECEMBER 4, 2008**

**Members Present:** Gayle Dodds, Chairperson; Curt Blair, Co-chair; Dr. Stephen Miniati; Margie Solomon; Paul Marxsen; Mark Friedman; Tammi Hardy

**Staff Present:** Charles Colvert, CEO/CFO; Candi Fox, CNO; Ginny Griner, HR Director

**Others Present:** Alan Pierce, County Commission Liaison; Beth Blair, Public Relations

Gayle Dodds called the meeting to order at 12:20 PM.

Ms. Dodds led the group in prayer.

Mark Friedman made a motion to approve the minutes of the October 30, 2008 meeting, seconded by Margie Solomon, and approved unanimously.

Margie Solomon made a motion to approve the minutes of the November 20, 2008 meeting, seconded by Curt Blair, and approved unanimously.

**1. Finance Committee Report (see attached reports)**

Paul Marxsen reported that the collections have improved along with accuracy. He reviewed the financials. Mark Friedman stated that the annual budget was also reviewed. Mr. Colvert presented the Financial Program for the upcoming fiscal year and the report from AHCA comparing Weems with the state on fees. He proposed a 10% price increase. He announced that Weems will be providing lab, radiology and respiratory services to the new nursing home, and that Dr. Miniati will be the Director of the nursing home. He announced that OR services such as Pacemakers, GI and Podiatry should resume in April. He proposed an overall salary and wage increase for employees of 3.75%, and an additional 1.25% for Registered Nurses, Respiratory, Lab and Radiology Techs due to Weems falling behind in salary for these positions and losing personnel due to this. The new financial counselor, Joanna Page, was hired for less than \$32,000 allowed in the budget. He explained that he anticipates that costs for drugs, supplies, building materials, utilities and insurance will all increase. He stated

that grants are not included in the budget as they did not go toward the operation of the hospital. Mr. Blair voiced concern that the establishment of the Chaplin Service, the Auxilliary and the Foundation would create some costs. Mr. Colvert and Mr. Friedman assured him that there would be no direct costs to the hospital. Mr. Blair also voiced concern on Critical Access Hospitals getting a voice in the how the Disproportionate Share is divided, and suggested that a group representing Critical Access Hospitals possibly be formed and start to attend the meetings. Curt Blair made a motion to accept the proposed budget, seconded by Mark Friedman and approved unanimously.

## **2. Personnel Committee Report (see attached minutes)**

Dr. Miniati presented the Personnel Committee Report. He stated that a policy was created to allow employees to donate their sick leave to other employees if they desire. Ms. Griner stated that she had researched salaries at TMH, Blountstown, the County School Board and County Employees. Mr. Colvert reminded the board that no raise had been given since October, 2006. Mr. Colvert asked Mr. Pierce if there was any special communication that needed to happen before the raises are given, and Mr. Pierce stated that there was not. The hospital raises will be based on merit, and not across the board as the county raises were done. Mr. Pierce stated that there should not be any problem with the county. Mr. Colvert stated that the raises will be effective January 1<sup>st</sup>. A policy addressing Leave without Pay is being drafted. Also, a policy on tattoos is also being drafted. Paul Marxsen made a motion to approve the recommendations of the Personnel Committee, seconded by Curt Blair and approved unanimously.

## **3. Medical Staff Report (see attached minutes)**

Dr. Miniati announced that the Medical Staff had elected officers to recommend to the board with Dr. Miniati re-elected as President, Dr. Chorba as Vice President and Dr. Adamczyk re-elected as Secretary. He recommended that Dr. West and Dr. Conrad be changed from Associate Staff to Active Staff. Dr. Miniati reported that the Medical Staff tone and energy is very positive, and Mr. Colvert complimented Dr. Miniati on his role in running the Medical Staff. Paul Marxsen made a motion to approve the recommendations of the Medical Staff, seconded by Tammi Hardy, and approved unanimously.

## **4. County Update**

Mr. Pierce stated that Commissioner Lockley has backed off using the corner of 12<sup>th</sup> and 98 as the site for a new hospital. He stated that the county is probably going to have to buy the land in Carrabelle for the clinic as the school board was not very receptive to giving it to the county. Mr. Pierce reviewed the Sales Tax Revenue, and Mr. Friedman stated that \$72,000 would be needed through the end of the year to reach \$1.4 million. Mr. Pierce stated that Michael Shuler is

working with the Architect Firm to work out some issues with their proposal for the Carrabelle Clinic.

**5. New Beginnings Update (see e-mail) and Open House Report**

Mr. Colvert is going to discuss the New Beginnings with Ms. Kelly, along with a letter drafted by Beth Blair.

Ms. Solomon stated that the Open House had a good attendance and went very well.

**6. TMH Update**

Mr. Colvert stated that we have an agreement with TMH and it is at the attorney's for final approval. He stated the TMH wants to do a certain amount of promotion in Tallahassee and in Franklin County. There will be a photo op with the County Commission at their next meeting.

**7. CNO Report (see attached)**

Ms. Fox stated there was a visit from the hospital's malpractice insurance company risk management representative and there were no deficiencies found. Dr. Miniat complimented Ms. Fox on her work. Next week will be the annual education in-service for employees. Ms. Fox is reviewing and updating the hospital's quality assurance policies. Mr. Shuler has the contract with Tom Bracato for Physical Therapy, which is a non exclusive contract. The providers will have an opportunity to choose their PT therapy provider. Door to EKG time is at 95%. Door to Disposition time is still under two hours.

**8. CEO Report (see attached)**

Mr. Colvert presented the organizational chart. Also, a proposal from Forgotten Coast TV, working with the hospital to show a 15 minute show twice a day. Beth Blair asked them to provide other options also. Mr. Blair suggested that the 15 minute show would be the best option with the hospital having control of what information is broadcast. Mr. Friedman suggested that the 90 second spot with tight control over content shown over 13 weeks would be the better option. Mr. Blair agreed with Mr. Friedman after discussion among the members. Mr. Colvert met with auditor Richard McKinney and an attorney, Paul Groom, to discuss the Foundation set up. Certain things are needed to go forward, specifically how the board of directors is selected. Mr. Blair recommended that the Hospital Board should select the Foundations Board. In order to file with the state for a 501(c)(3), Mr. Colvert needs a minimum of three names for the board, and it was suggested that Mr. Colvert, Ms. Dodds and Mr. Blair be the three names. Also, an attorney is needed for the Articles of Incorporation. Mr. Colvert

stated that Paul Groom has offered to serve in the role of Incorporator.

**9. New Business**

Mr. Blair invited the members to Water Street Hotel's New Year's Day Pig Roast. Mr. Colvert invited the members to a Christmas Luncheon on December 17<sup>th</sup>. Ms. Solomon stated that she was approached by someone at the Health Department who told her that there was an active position from the staff of the Health Department to not participate with the hospital and it was upsetting to her. Ms. Hardy stated that this has been the attitude for years and the reason was not really clear. One thought that Ms. Hardy voiced was that some of the Health Department employees, especially in Carrabelle, viewed the hospital as a threat to their jobs. Ms. Dodds wondered if this was coming from the Health Department Administration. Ms. Dodds suggested trying to implement some type of mediation especially with the staff.

The meeting was adjourned at 1:55 PM.

(Minutes of this meeting were recorded by Ginny Griner and transcribed by Becky Gibson)

Respectfully Submitted,  
Becky Gibson, RN

Approved Janm Hardy Date 1/29/09