

# GEORGE E. WEEMS MEMORIAL HOSPITAL GOVERNING BODY

## Meeting Minutes October 28, 2010

**Board Members Present:** Gayle Dodds, Chair; Curt Blair, Vice-Chair; Tammi Hardy; Margie Solomon; Paul Marxsen; Dr. Stephen Miniati; Nick Yonclas

**Board Members Absent:** All members present

**Staff Members Present:** Charles Colvert, CEO; Kim Davis, CFO; Ginny Griner, HR and Med-Staff Director; Becky Gibson, CNO; Craig Gibson, Plant Operations Director; Heather Guidry, Administrative Assistant

**Guests Present:** Geri Forbes, TMH Liaison

TOPIC	REPORT/FINDINGS/CONCLUSIONS	RECOMMENDATION/ACTION
Call to Order- Gayle Dodds	<ul style="list-style-type: none"> <li>The meeting was called to order at 12:25pm.</li> </ul>	
Approval of Minutes- Gayle Dodds	<ul style="list-style-type: none"> <li>September 30, 2010 Governing Board minutes were reviewed.</li> </ul>	<ul style="list-style-type: none"> <li>Minutes unanimously approved.</li> </ul>
MedStaff- Dr. Steve Miniati Dr. Paul Hart Dr. Patrick Conrad	<p><b><u>Use of Mid-Level Practitioners:</u></b></p> <ul style="list-style-type: none"> <li>Dr. Hart sent two P.A.s for 90 day trial period                             <ol style="list-style-type: none"> <li>John Steigner, PA</li> <li>Matt Paarlberg, PA</li> </ol> </li> <li>Comments from staff and patients positive.</li> <li>Per Dr. Miniati the trial period went very well. Concerned that there is a difference in reimbursement between a physician and a mid-level practitioner. Also concerned that he is the only supervising physician.</li> <li>Geri Forbes with TMH stated that most of us are already accustomed to mid levels. Due to the higher cost of health care, more of the country will be using mid levels. Studies show that mid levels spend more time with patients. The community will need education as to the high quality of health care provided.</li> <li>In cutting the cost of staffing, we can take the same amount of money and employ another primary care physician.</li> <li>The P.As will be able to admit for physician and the physician will need to see the patient the next morning.</li> <li>The desired staffing would be 20 shifts for each P.A per month with Miniati, Conrad and Lynn filling in.</li> </ul>	<ul style="list-style-type: none"> <li>Motion made to continue use of mid-level practitioners through Southland. Dr. Miniati abstained due to conflict of interest. Motion carried unanimously.</li> </ul>

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	<ul style="list-style-type: none"> <li>• The P.As can call Hart, Conrad, Miniati, Adamcryk and the attending at TMH. Per Hart, by state law, a physician must be physically within 30 minute response time. There will be a back-up physician scheduled and the schedule will be posted at all times.</li> <li>• Dr. Miniati has the nurses call him with each admission. He reads and countersigns everything the P.A. does. The P.As are comfortable with writing orders pending the physician seeing the patient.</li> <li>• Received one complaint in 90 day trial period. The complaint was investigated and was non-sustainable.</li> </ul> <p><b><u>Use of 3<sup>rd</sup> Year TMH Residents:</u></b></p> <ul style="list-style-type: none"> <li>• Ideal due to exposure of the residents to our rural area. It will be easier recruit the resident as a physician when a resident has worked here and desires to stay in the area.</li> <li>• It would be best to recruit 3<sup>rd</sup> year TMH residents. It will cost more due to the unique geography, but this is the intention of freeing up money.</li> <li>• Provides opportunity to have more local physicians.</li> </ul> <p><b><u>Dr. Cataya:</u></b></p> <ul style="list-style-type: none"> <li>• Dr. Hart discussed his knowledge of Dr. Cataya's working history and the Alabama Medical Board's actions against his license.</li> <li>• Mr. Colvert discussed his knowledge of the Medical examiner's report and the actions against his Alabama medical license.</li> </ul> <p><b><u>Ambulance Service:</u></b></p> <ul style="list-style-type: none"> <li>• To improve the ambulance service, Dr. Hart recommends:             <ol style="list-style-type: none"> <li>1. Maintain good equipment and good providers</li> <li>2. Stop public misuse of ambulance. Hold patient's accountable for calling and transporting when non-emergent.</li> <li>3. Have 3<sup>rd</sup> party audit our ambulance service</li> <li>4. Education of the dispatchers, the county commissioners and the public.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• Motion made to deny hospital privileges to Dr. Cataya. In the event that Dr. Cataya's Alabama license is clear, he may reapply for privileges. Motion carried unanimously.</li> </ul>
<p>TMH Report- Geri Forbes</p>	<ul style="list-style-type: none"> <li>• Geri Forbes introduced as our new liaison with TMH.</li> </ul>	
<p>County Update- Charles Colvert</p>	<ul style="list-style-type: none"> <li>• EMS advisory committee:             <ul style="list-style-type: none"> <li>➤ After approval of subsidy for 3<sup>rd</sup> ambulance, the county commissioners requested the formation of an EMS committee.</li> <li>➤ Alan Pierce, Michael Shuler and Colvert to talk to other counties re: whether they have similar committees and how they function. One commissioner wants committee to report to the Hospital Board, not commissioners</li> <li>➤ Proposed responsibilities and function of committee:                 <ol style="list-style-type: none"> <li>1. Location of trucks</li> <li>2. Hours of operations for 3<sup>rd</sup> ambulance</li> </ol> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Colvert will keep board informed of changes.</li> </ul>

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	<ul style="list-style-type: none"> <li>➤ Santa Rosa suggestion: The committee should consist of a member of the Fire Fighter Assoc and a member of the EMS to represent as ex officio; then the Commissioners choose a member each.</li> <li>➤ Commissioners to have appointee at next mtg, but don't want to just follow Santa Rosa, but to tailor to their own.</li> <li>➤ Tammi: oversight? Concerned about choices of members. Want people who want to work in concert with work already in progress. Concerned that the committee will pull in an opposite direction.</li> <li>➤ Gayle wonders if committee should have the hospital's CEO, CNO and Medical Director on board.</li> <li>➤ Colvert concerned about pre-hospital care. Dispatch, 1<sup>st</sup> responders having insufficient communication with EMS crews and physicians. Hopes this issue is resolved from the committee.</li> <li>• Colvert looking advice from the Board to take to Michael and Alan.             <ul style="list-style-type: none"> <li>➤ The commissioners have postponed appointing until a structure is set up.</li> <li>➤ Curt: Think in terms of people from hospital, ems, first responders, civil defense, sheriffs' office, etc.</li> <li>➤ Gayle: keep in confines of representatives from emergency and medicine. Then see how surrounding small counties structure.</li> </ul> </li> </ul>	
<p>Foundation Update- Charles Colvert</p>	<ul style="list-style-type: none"> <li>• Seafood Festival:             <ul style="list-style-type: none"> <li>➤ The hospital and the Foundation will be sharing a booth at the Seafood Festival.</li> <li>➤ The Seafood Festival weekend will be the Foundation's official "coming out".</li> <li>➤ Logo is "I'm Building My Hospital".</li> <li>➤ The Foundation members will wear yellow hard hats and distribute buttons, displaying the logo, at the festival.</li> </ul> </li> <li>• The Foundation mission statement was discussed. The three goals listed on the rack card appear to encompass what the mission statement should be. The Foundation wants the hospital's mission statement and their mission statement to work together. The hospital mission statement has not been finalized.</li> <li>• Discussed hiring a firm to assess and run a Capital Campaign. Want Board's approval first.             <ul style="list-style-type: none"> <li>➤ Contacted Paula Fortunas, Executive Dir of TMH Foundation. She has given name of Dr at FSU who does this type of work.</li> <li>➤ Paul approves, think it will improve impression with commissioners.</li> <li>➤ The goal of a capital campaign is the purchase of an ultrasound and new hospital</li> <li>➤ Nick wants to make sure capital raised is used for the hospital's and physicians' needs and purposes.</li> <li>➤ Curt: we are short of needs for construction process. Anything they can do to help would be good. Also do need improvement of public impression.</li> <li>➤ Campaign goes a long way to identify available capital.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Colvert agrees to get estimates for Capital Campaign then will readdress with Board.</li> </ul>

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	<ul style="list-style-type: none"> <li>➤ Upfront cost for evaluation then can decline further or go ahead. Not sure what cost would be.</li> <li>➤ Campaign will employ foundation members, physicians and employees.</li> <li>➤ Margie: does not think foundation is ready yet. Recommends time to catch breath.</li> <li>➤ Miniat and Curt recommend researching cost first.</li> </ul>	
Finance Committee- Paul Marxsen	<ul style="list-style-type: none"> <li>• October 25, 2010 Finance minutes reviewed.</li> <li>• 12 months loss of operations of \$1.2 million. This was made up with subsidy and grants to equal a bottom loss of \$53,000.</li> <li>• Still having problems with collection agencies</li> <li>• Proposal for Medical Records scanner. Finance committee agreed to purchase one scanner.</li> <li>• Construction to begin on CT room next month.</li> </ul>	<ul style="list-style-type: none"> <li>• Motion carried to approve Finance Committee minutes.</li> </ul>
Personnel Committee- Steve Miniat, MD	<ul style="list-style-type: none"> <li>• October 27, 2010 Personnel Committee minutes reviewed.</li> <li>• Ambulance service: <ul style="list-style-type: none"> <li>➤ Committee agreed with 12 hour shifts being added to ambulance schedule.</li> <li>➤ Want to eliminate overtime with ambulance staff.</li> <li>➤ Addressed issue of three family members being employed with the same ambulance service. Committee recommended that Sonya not be hired as paramedic when her certification is obtained.</li> <li>➤ Recommended someone else schedule for the ambulance.</li> <li>➤ There was some initial conflict with the Apalach crew being stationed at the hospital, but it seems to have resolved.</li> </ul> </li> <li>• Scholarships should be individually reviewed. Want to have staff preference, but must also look at the hospital needs. Motion was carried by the Personnel Committee to have each applicant submit a letter to Ginny.</li> </ul>	<ul style="list-style-type: none"> <li>• Motion carried to approve Personnel Committee minutes.</li> </ul>
CNO Report- Becky Gibson	<ul style="list-style-type: none"> <li>• ED Door to Disposition is still running an average of 2hrs</li> <li>• Goal of under 10 minutes for Door to EKG was met 87% of time. There are a lot of new nurses who need continued training in this area.</li> </ul>	<ul style="list-style-type: none"> <li>• Cindy Drapal, the new CNO, starts 11/01/10.</li> </ul>
Risk Management- Craig Gibson	<ul style="list-style-type: none"> <li>• Hurricane Plan for 2010 was presented. The PI committee has approved. Board approval required before taking it to the EOC.</li> </ul>	<ul style="list-style-type: none"> <li>• Board to review Plan. Approval will be on next month's agenda.</li> </ul>

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<p>CEO Report- Charles Colvert</p>	<ul style="list-style-type: none"> <li>• Giving temp privileges to Rune Lindquist, CRNA. He will be working with Dr. Ivers</li> <li>• We have the drawing of the CT room and it has been taken to the state. The location will be in Ginny's old office and Colvert's office. The room will be leaded.</li> <li>• We are holding off on CT scan d/t notification from Mcr that we owe \$800,000. Time frame 05/06 has to do with appropriation share money. Kim asked for extension to respond to Mcr.</li> <li>• Reception for Cindy Drapal is scheduled for 2pm to 3pm next Tuesday.</li>   <li>• Clinic staff is training on electronic health records this week.</li> <li>• Clinic construction is due for completion on December 7<sup>th</sup>. Do not anticipate the clinic being operational until January.</li> <li>• Operation of clinic: We have not seen volume to warrant extended hours, but promised to commissioners, so will have them. Will use 3<sup>rd</sup> yr residents for extended hours. Catlin will provide PCP and urgent care.</li> <li>• When keys received, there will be walk-through with AHCA and the Fire Marshal to obtain our certificate of occupancy. We will have to obtain physiologist exam for radiology department.</li> </ul>	<ul style="list-style-type: none"> <li>• Heather will send emails to board members to confirm reception.</li> </ul>
<p>Old Business</p>	<ul style="list-style-type: none"> <li>• There was an issue with the three phase power at the clinic construction site. Alan Pierce has settled the issue between Progress energy and the county. It will not cost us anything.</li> </ul>	
<p>New Business</p>	<ul style="list-style-type: none"> <li>• Election of Officers: Chair, Vice-Chair and Secretary</li> <li>• Gayle is stepping down from Chair.</li> <li>• Paul nominated for chair</li> <li>• Curt nominated for vice</li> <li>• Tammy nominated for secretary</li> <li>• Colvert: chair needs to sit on the PI, Finance and Personnel committee.</li> <li>• Paul has sat on finance. Would not recommend he continues as chair of finance and chair of board.</li> <li>• Gayle agrees. Paul can still be a member of the Finance Committee., but not be chair. Will talk about within the committee. If another board member wishes to serve on the Finance committee, let the committee know.</li> </ul>	<ul style="list-style-type: none"> <li>• Motion carried to elect as nominated.</li> <li>• New officers start serving in January.</li> <li>• Gayle will notify commissioners in January.</li> </ul>
<p>Next Meeting</p>	<ul style="list-style-type: none"> <li>• November and December Board meetings are combined. Next Board meeting is scheduled for December 2 @ noon.</li> <li>• Governing Board and MedStaff social is scheduled for December 3 at 6pm. It will be held in the Waterstreet 3<sup>rd</sup> floor conference room.</li> </ul>	

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Adjourn	<ul style="list-style-type: none"><li>• Meeting adjourned at 3:30pm.</li></ul>	
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Respectfully Submitted,

Heather Guidry  
Administrative Assistant

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Tammy Hardy, Secretary

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Date