

GEORGE E. WEEMS MEMORIAL HOSPITAL GOVERNING BODY

Meeting Minutes December 2, 2010

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

Board Members Absent: Stephen Miniati, MD

Staff Members Present: Charles Colvert, CEO; Kim Davis, CFO; Ginny Griner, HR/ Med-Staff Director; Cindy Drapal, CNO; Heather Guidry, Administrative Assistant

Guests Present: Geri Forbes, TMH Liaison; Alan Pierce, County Liaison

TOPIC	REPORT/FINDINGS/CONCLUSIONS	RECOMMENDATION/ACTION
Call to Order- Gayle Dodds	<ul style="list-style-type: none"> • The meeting was called to order at 12:05pm. 	
Approval of Minutes- Gayle Dodds	<ul style="list-style-type: none"> • October 28, 2010 Governing Board minutes were reviewed. 	<ul style="list-style-type: none"> • Minutes unanimously approved.
County Update- Alan Pierce	<ul style="list-style-type: none"> • Alan asked Colvert to be on the Co Commission meeting Tuesday agenda to introduce the new EMS Director • Steve Fling sent another email to co commission yesterday afternoon. He requested an emergency co commission meeting regarding ambulance service. <ul style="list-style-type: none"> ➤ Alleges recent cardiac death due to no ALS intervention ➤ Alleges one ALS truck and two BLS trucks were scheduled 11/27/10. One ALS truck was out of the county at the time of call. • Discussion regarding 11/27/10 ambulance schedule and referenced call <ul style="list-style-type: none"> ➤ There was no problem with the response time to call ➤ ALS truck on ALS transport from Weems to TMH ➤ One Medic short 11/27/10 due to recent termination of EMS Director who was a medic and was scheduled for the 2nd ALS truck. ➤ Mortality reviews are done with every patient and will be done with this patient also. • Curt asks if there is any room to look at another company to provide transport for non-emergent transports. Can Weems contract that out? Or can Weems contract to transport emergency runs for eastern end of county? Is it conceivable to contract with Wakulla Co to enable quicker response? 	<ul style="list-style-type: none"> • Per Colvert, a protocol review is needed for the referenced call/patient.

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	<ul style="list-style-type: none"> • Curt: after review; we did not have 2nd ALS vehicle. We need to think of how to cover that deficiency. <ul style="list-style-type: none"> ➤ Alan: Wakulla Co does not have any extra trucks or medics to assist our county. ➤ Gayle: The problem is the lack of available medics. Weems offers scholarships with GCCC, but response for the scholarships has been very low. • Alan is going to request to place a bid for an architect for the new hospital to the County commission. • City of Apalachicola was going to give us a parcel of land as described by property appraiser, and we were going to reciprocate. The city states it did not understand that they would be giving up all rights (no deed or title exchange). <ul style="list-style-type: none"> ➤ The mayor said to let him know if it was an issue with the USDA ➤ Per Colvert, going to redesign hospital to avoid needing that parcel of land. ➤ Comment made by city mayor was that if he knew he was giving up all rights to the square, he would have asked for more in return. ➤ Will not bring up parcel discussion on Tuesday per Alan. Colvert agreed. 	
<p>TMH Report- Geri Forbes</p>	<ul style="list-style-type: none"> • Opening cancer center 2nd week of January. Invitations are being sent for the opening. • Geri has been working closely with Cindy <ul style="list-style-type: none"> ➤ Working on pharmacy changes ➤ Bringing resources to Cindy, helping to send her to the appropriate people • Freda Lyon and Chief John w TMH evaluate the EMS run sheets and data. <ul style="list-style-type: none"> ➤ Recruitment details not discussed per Kim Davis. • Will be bringing team here to speak to nurses re: efficiency of higher level of care transfers • Will bring Diabetes classes here. Plan to test at a couple of times per year to determine a good time. • Have not seen the flu at TMH yet. 	
<p>Finance Committee- Paul Marxsen</p>	<ul style="list-style-type: none"> • 11/30/10 Finance Committee minutes reviewed. • Letter from USDA presented. Weems is now eligible to go forward with the loan application. • Our target date to file formal the formal application is 1/16/11. We want to meet this date due to: <ul style="list-style-type: none"> ➤ Fixed pool of money. If other apps beat ours, there may not be enough funds left for us. We probably have the largest project. ➤ Interest rates could increase. 	<ul style="list-style-type: none"> • Motion carried to approve Finance Committee minutes.

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	<ul style="list-style-type: none"> • Terms of loan are included in the Board members' packets <ul style="list-style-type: none"> ➤ Require reserves set up. Have to take one month's installment / yr x 10 yrs to build reserve to one annual payment ➤ USDA limits what we can pay to architect ➤ We have to have public announcement and public meeting of our pursuit of loan. They recommend it occur after we have the architect under contract. Board members will be asked to attend that meeting. ➤ Environmental review required. We will probably hire Garlick Environmental Services. ➤ Flood Certificate required. We are not in the 100 yr flood plain. All of Franklin co was in 500 yr flood plain. ➤ Economic and feasibility study required. We have this already. Also have to have an independent review. USDA has recommended someone for this. (Elliot Davis) ➤ We are going to have to buy insurance and fidelity bonds (3) prior to closing <ul style="list-style-type: none"> ▪ Alan discussed fidelity bonds of Co commission and Marcia ➤ Will have construction loan from local bank. At closing of construction, we will pay that loan off with the money we receive from the USDA. ➤ Must go to federal review (financial feasibility and economic feasibility statement) ➤ As long as we meet all of debt asset requirements, the general revenue of the county will not be obligated. The sales tax revenue, the hospital revenue; the hospital assets will be what is obligated. • Curt: We need to promote the new hospital as a campaign in public/ outreach. He thinks the building committee may want to do this. <ul style="list-style-type: none"> ➤ Have started individual meetings w commissioners next week to educate re: hospital construction/ loan ➤ Bring Foundation into the board campaigning. Recommended by curt to bring foundation in early • Grants not available to construction, but some hospitals have received grants for equipment • DISH money came in. We received \$28,000 compared to the usual \$75,000 due to state money shortage 	<ul style="list-style-type: none"> • Heather will email the dates/times of Commissioner meetings to all board members
<p>Personnel Committee- Margie Solomon</p>	<ul style="list-style-type: none"> • November 16, 2010 Personnel Committee minutes reviewed. • Discussed scholarships: <ul style="list-style-type: none"> ➤ Travis Osburn is receiving an EMT scholarship for \$1100. He starts in January 	<ul style="list-style-type: none"> • Motion carried to approve Personnel Committee minutes.

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	<p>and ends in May. There is some discussion that the class may not have enough participants to hold at Gulf-Franklin center</p> <ul style="list-style-type: none"> ➤ Kim McLean applied but was not a resident of FL for one year. She would be subject to out of state tuition rates. • Paramedic Class starts in July of next year. We currently have one employee that has submitted a request for a scholarship. <ol style="list-style-type: none"> 1. HR has 3 applicants for part time paramedic positions. Two are medics from Leon Co and from one is from Walton Co. All three are experienced. • “Stars” is a GCCC website. It will open up scholarships from January to March for the fall semester. • Discussed criminal background checks of prospective employees and all current employees. • Discussed situation regarding the EMS Director’s (Ken Whitfield) dismissal. • In-house billing was discussed. In the past, the resources were not available to facilitate. Due to the local bank closings, we will have good pool of people to train, so that we can do in-house billing. <ul style="list-style-type: none"> ➤ Jamie Millender is a trained coder. ➤ Geri will help us re: training ➤ Finance committee will help set up the in-house billing ➤ Personnel to set salary, etc. 	<ul style="list-style-type: none"> • Motion not required • Finance Committee will address first.
<p>CNO Report- Cindy Drapal, CNO</p>	<ul style="list-style-type: none"> • QAPI (Quality Assessment Performance Improvement) Plan for 2010 presented • Committee will be presenting data to the board quarterly regarding plans and actions taken • Dashboard report: blood transfusions: have been gathering data, but have not been addressing Plan is that we are now going to take action to improve. • Board will be seeing criteria. • QAPI had its first educational meeting with the LHRMs; the members will still need education. • By end of first quarter of the first year, the board should see some results. • Non required projects will be spot monitored once leveled out, but some are required by CMS (Medicare). • EMS and the Clinic will have the same QAPI process. • Difference with new plan is that it will be data driven with results presented. Motion moved and seconded. 	<ul style="list-style-type: none"> • Motion carried to approve the updated QAPI Plan 2010.

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CEO Report- Charles Colvert	<ul style="list-style-type: none"> • Curt has presented a proposition for the Foundation to have a fundraising function on New Year's Day. • The Foundation/ AIM group will be having a fundraising concert in mid January. • The hospital will be producing a quarterly newsletter. It will feature the following: <ul style="list-style-type: none"> ➤ New hospital ➤ New CNO ➤ Physician column. Dermatology will be doing first column • Carrabelle clinic: <ul style="list-style-type: none"> ➤ Contractor assures deadline of December 7. On the 8th a punch list will be made. He then has 30 days to complete entire punch list. Looking at substantial completion 01/08/2011. ➤ Helipad will not be initially available. There is a 90 day application period. ➤ Radiology will not be complete at beginning of the clinic's opening. The operating system needs to be moved to clinic before testing can be done. ➤ Staffing of clinic: Cindy has been working with Natalie. Cindy and Kim meeting with the training LPNs tomorrow. ➤ Would love to get rural classification from Mcr. Reimbursement for Rural Health Clinic is higher. Must have 50% coverage by mid level. The Board members have no objections to a mid-level practitioner. ➤ Sign on Hwy 98 for the clinic was taken down. Alan Pierce thinks we can get an information sign from DOT. Per Nick, the right away is owned by the DOT not the city/county. 	
Old Business	<ul style="list-style-type: none"> • No old business 	<ul style="list-style-type: none"> • Colvert will file for rural health clinic and proceed with mid level
New Business	<ul style="list-style-type: none"> • Social tomorrow at 6pm to include spouses. 	<ul style="list-style-type: none"> • Alan to check into signage for the clinic from the DOT.
Adjourn	<ul style="list-style-type: none"> • Meeting adjourned at 3:30pm. 	

Respectfully Submitted,

Heather Guidry

