

**George E. Weems Memorial Hospital  
Governing Board  
Meeting Minutes  
July 29, 2010**

**Board Members Present: Gayle Dodds, Chairman; Margie Solomon; Paul Marxsen; Tammy Hardy**

**Board Members Absent: Curt Blair, Vice-Chairman; Stephen Miniati, MD; Nick Yonclas**

**Staff Members Present: Charles Colvert, CEO; Kim Davis, CFO; Ginny Griner, HR, Med-Staff and Volunteer Director; Becky Gibson, CNO; Ken Whitfield, EMS Director; Heather Guidry, Administrative Assistant**

**Guests Present: Don Lively, TMH; Allen Pierce, County 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 12:20pm.</li> </ul>	
Approval of Minutes- Gayle Dodds	<ul style="list-style-type: none"> <li>• June 24, 2010 minutes were reviewed.</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes unanimously approved.</li> </ul>
TMH Report	<ul style="list-style-type: none"> <li>• The proposed 7% reduction in Medicare reimbursement has not gone into effect.</li> <li>• The State Budget has not finalized, however the state can retro activate cuts.</li> <li>• Big Bend RIO has a \$9 million FCC grant to build a rural broad band network. TMH is providing Project Management for this.               <ul style="list-style-type: none"> <li>➤ TMH lost their matching funding from OTEC.</li> <li>➤ FCC grant provides 85% of monies. The other 15% must be raised in matching funds for project administration and upkeep.</li> <li>➤ The money must be expended up front to build the network and then be reimbursed as you go.</li> <li>➤ One year extension on grant was filed and approved.</li> </ul> </li> <li>• TMH daily census down.</li> <li>• Cancer Center, Outpatient Facility and TCC Education Building construction continues on track.</li> </ul>	<ul style="list-style-type: none"> <li>• Allen Byington has been contact with University of South Fl. Byington wants to see if they would be willing to provide the matching funds.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Meaningful Use requirements for Electronic Health Records:</b> <ul style="list-style-type: none"> <li>➤ <b>First regulations require you to demonstrate that EHR is in place and it has meaningful use.</b></li> <li>➤ <b>Computerized order entry from physicians including sign off: New regulations are requiring 30% of all orders hospital-wide must be computerized.</b></li> <li>➤ <b>TMH also looking at sign-off by physician within a specific time period.</b></li> <li>➤ <b>Medical record requests must be provided to patient in digital form within 48 hours.</b></li> <li>➤ <b>Security: Personal Health Information Data must be encrypted. This affects laptops, email, PDA phones. This is a big impact to TMH.</b></li> <li>➤ <b>3 stages to federal requirements for electronic health records. The three stages fall in year 2011, 2013 and 2015. 2015 is the last stage. If you cannot prove you are totally electronic by 2015, penalties will affect your Medicare and Medicaid reimbursement.</b></li> </ul> </li> <li>• <b>Accountable Care Organizations handout discussed. An ACO would be paid a lump sum for all services provided to a patient and then the money would be distributed among the pt's providers. The HHS will need to issue proposed regulations on ACOs within the next year, and then allow for public comment.</b></li> </ul>	
<p><b>County Update- Alan Pierce</b></p>	<ul style="list-style-type: none"> <li>• <b>County Commission has called for a work session this coming Monday. They have invited the two companies who have presented proposals for taking over the ambulance service. Hospital has asked to be in attendance.</b> <ul style="list-style-type: none"> <li>➤ <b>County Commission increased the ambulance subsidy to \$425,000.</b></li> <li>➤ <b>A complaint is that the community was promised three ALS ambulances all the time. County wants to see if a "for profit" organization can provide this.</b></li> </ul> </li> <li>• <b>County Commission several months ago requested Alan Pierce arrange a meeting between the commissioners and the hospital board. This meeting will take place after the ambulance workshop. Commissioners concerns:</b> <ul style="list-style-type: none"> <li>➤ <b>loss of employees</b></li> <li>➤ <b>shrinking revenue stream</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Mr. Colvert, CEO; Ken Whitfield, EMS Director; Kim Davis, CFO; and Gayle Dodds, Hospital Board Chair; will be in attendance.</b></li> <li>• <b>The county wants Kim Davis at meeting with a year's worth of ambulance numbers and a year's worth of hospital numbers.</b></li> </ul>

	<ul style="list-style-type: none"> <li>• The most current check for sales tax revenue was more than expected.</li> <li>• Ambulance service discussed. <ul style="list-style-type: none"> <li>➤ Ambulance service has 6 vehicles. There is a 3<sup>rd</sup> station on the island during summer and major holidays. All vehicles must have a back up.</li> <li>➤ We have two 24 hour ALS ambulances with 2 back-ups. Then we have two BLS ambulances.</li> <li>➤ Determination of out of county transports discussed. Paramedics have guidelines to follow regarding determining the “closest appropriate facility” for the patient’s condition.</li> <li>➤ Discussed ambulance standby when out of county transports are necessary.</li> <li>➤ Another full time crew would be required for a 3<sup>rd</sup> ambulance. Expenses for crew are the largest cost.</li> <li>➤ Discussed use of Air transports due to unavailable ambulance when one ambulance is out of county.</li> <li>➤ Discussed history of Alligator Point residents requesting transports from Wakulla ambulance. Wakulla may have stopped responding to Alligator Point calls, which may be cause for recent desire for 3<sup>rd</sup> ambulance.</li> <li>➤ Mutual Aid agreement with surrounding counties discussed.</li> <li>➤ Discussed how ambulance service staffs the 3<sup>rd</sup> ALS unit when needed.</li> <li>➤ First Responder’s re-certification discussed.</li> </ul> </li> <li>• Blair requests a spot for Hospital to report to the County Commissioners at Staff Report Meeting.</li> <li>• Three face power feed needed for clinic. Nearest power feed is about 100 yards away. This will be discussed at Monday’s meeting with Commissioners.</li> </ul>	<ul style="list-style-type: none"> <li>➤ In discussion with Franklin Consolidated School regarding use of facilities for ambulance standbys.</li> <li>➤ Tammy requests number of air transports as a result of ambulance shortage.</li> <li>➤ Fire Chief is responsible for ensuring re-certification of First Responders.</li> </ul>
<p>Foundation Update- Charles Colvert</p>	<ul style="list-style-type: none"> <li>• Reviewed three Foundation Committees’ minutes.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Technology-</b> <ul style="list-style-type: none"> <li>➤ <b>Broad Band Development</b></li> <li>➤ <b>technology needs associated with bringing specialty physicians to area</b></li> <li>➤ <b>CT Scan</b></li> <li>➤ <b>Women’s Health</b></li> <li>➤ <b>Link on Weem’s website to Foundation website.</b></li> <li>➤ <b>Chairman not elected due to John Solomon’s absence.</b></li> </ul> </li> <li>• <b>Education</b> <ul style="list-style-type: none"> <li>➤ <b>Dr. Backerman has offered to provide community medical education</b></li> <li>➤ <b>Cliff Butler’s wife willing to redirect two scholarships with GCCC for healthcare scholarships</b></li> <li>➤ <b>Rose McCoy elected as Chairman</b></li> </ul> </li> <li>• <b>New Facility</b> <ul style="list-style-type: none"> <li>➤ <b>COWS (computers on wheels)</b></li> <li>➤ <b>Beds</b></li> <li>➤ <b>Ultrasound</b></li> <li>➤ <b>Russ Sykes elected Chairman.</b></li> </ul> </li> <li>• <b>Next Full Foundation meeting is scheduled for August 3 at 4pm.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Board members invited to attend Foundation meeting.</b></li> </ul>
<p><b>Finance Committee- Paul Marxsen</b></p>	<ul style="list-style-type: none"> <li>• <b>Statistics for June have stabilized.</b></li> <li>• <b>Terminated Pioneer as of June 30. New Revenue Collection Company is ARx.</b></li> <li>• <b>New attorney for old collections is Leshin Law Group.</b></li> <li>• <b>Net patient revenue for June was \$583,000.</b></li> <li>• <b>Expenses were more than budgeted due to overtime and training of two new nurses and use of traveling nurse.</b></li> <li>• <b>Net loss from operations was \$106,000.</b></li> <li>• <b>Net excess of revenue over expenses of \$76,000 once sales tax revenue is brought into effect.</b></li> <li>• <b>Budget process for next year has started.</b></li> <li>• <b>Finance committee minutes reviewed.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Minutes approved unanimously.</b></li> </ul>
<p><b>Personnel Committee- Marjorie Solomon</b></p>	<ul style="list-style-type: none"> <li>• <b>Nurse staffing discussed. Traveling nurse starting soon for 13 weeks.</b></li> <li>• <b>Some high school students are requesting to volunteer at the hospital. Board needs to approve Minor Volunteer policy.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Minor Volunteer policy approved unanimously.</b></li> </ul>

<b>Building Committee- Charles Colvert</b>	<ul style="list-style-type: none"> <li>• Out of three options to reduce cost of new hospital, the committee chose to shell 10 out of 25 patient rooms. Rooms will be private and larger than standard with a private bath.</li> <li>• Preliminary application filed with USDA on the 20<sup>th</sup> of this month.</li> </ul>	
<b>Medical Staff Report- Charles Colvert for Dr. Miniat</b>	<ul style="list-style-type: none"> <li>• Timely completion of History and Physicals by physicians discussed.</li> <li>• Privileges pending Governing Board’s approval given to Dr. Catteau. Dr. Catteau’s information provided to board.</li> <li>• Nursing info provided to Medical Staff.</li> <li>• Risk management and quality improvement discussed.</li> <li>• Dr. Catlin absent from Medical Staff meeting.</li> <li>• Dr. Chorba was given a “going away” recognition.</li> <li>• Minutes for Medical Staff meeting reviewed.</li> <li>• Dr. Catteau’s information reviewed.</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes approved unanimously.</li> <li>• Dr. Catteau’s privileges approved contingent on verification of membership in organizations.</li> </ul>
<b>CNO Report- Becky Gibson</b>	<ul style="list-style-type: none"> <li>• Three nurses have been hired and are orienting.</li> <li>• Lost GI Lab RN, one of new nurses will take her place.</li> <li>• Nurses that recently left Weems, left for better benefit package at Sacred Heart. Two of the three nurses have agreed to work at Weems prn.</li> <li>• Working on increasing the PRN nursing pool.</li> <li>• ED Door to Disposition, Door to EKG Times reviewed.</li> <li>• Fire Plan and Emergency Management Plan presented to the Board. Approval needed by Board prior to approval by Emergency Management Office.</li> </ul>	<ul style="list-style-type: none"> <li>• Fire Plan and Emergency Management Plan approved unanimously.</li> </ul>
<b>CEO Report- Charles Colvert</b>	<ul style="list-style-type: none"> <li>• Weems is now eligible for a 340B plan. That means we are able to buy medication at a rate below manufacturer’s wholesale price.</li> <li>• Hospital changed employee leasing company. The new leasing company is Fortune.</li> <li>• USDA loan filed on the 20<sup>th</sup>.</li> <li>• LIP (low income pool) discussed. Annual participation letter has been received. Board approval needed prior to presenting to the County Commissioners.</li> <li>• Dr. Catlin will begin seeing patients 9am to 4pm Monday</li> </ul>	<ul style="list-style-type: none"> <li>• LIP participation approved unanimously by Board.</li> </ul>

	<p><b>thru Thursday beginning August 1.</b></p> <ul style="list-style-type: none"> <li>• <b>Larry Applebee, PA-C has resigned and is starting with CRMC.</b></li> <li>• <b>Dr. Sanaullah is starting a new clinic at the Carrabelle city complex.</b></li> <li>• <b>Discussion regarding changing split with sales tax revenue was recommended by Commissioner Lockley. This is postponed until the Clinic is further along with construction.</b></li> <li>• <b>Letter from Dr. Miniati reviewed. Dr. Hart has recommended using mid-levels as it is increasingly difficult to fill the schedule with physicians. Dr. Hart would like us to use mid-levels for 90 days, then review before changing Southland contract. Next month schedule would use mid-levels 33% of the time. Proposal to modify Southland contract to allow use of mid-level providers for 90 days while we explore our options in other areas.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Proposal approved unanimously.</b></li> </ul>
<b>Adjourn</b>	<ul style="list-style-type: none"> <li>• <b>Meeting adjourned at 2:18pm.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Next Governing Board meeting scheduled for August 19 at noon.</b></li> </ul>

Respectfully submitted,

Heather Guidry  
Administrative Assistant

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Gayle Dodds, Chairman

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Date