

**George E. Weems Memorial Hospital Governing Board Meeting
September 30, 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, Med-Staff and Volunteer Director; Becky Gibson, CNO; Heather Guidry, Administrative Assistant

Guests Present: Rachel Chesnut, Weems Healthcare Foundation President; Kim Adams, LHRM; Steve Adriaanse, Chief HR Officer, TMH; Alan Pierce, County Liaison

TOPIC	REPORT/FINDINGS/CONCLUSIONS	RECOMMENDATION/ACTION
Call to Order- Approval of Minutes	<ul style="list-style-type: none"> • The meeting was called to order at 12:20pm. • The August 19, 2010 minutes were presented for review and approval. 	A motion was made to accept the minutes as presented, followed by a second. The motion was carried unanimously.
Medical Staff	<ul style="list-style-type: none"> • The August 24, 2010 Med Staff minutes were presented for review and approval. 	A motion was made to accept the minutes as presented, followed by a second. The motion was carried unanimously.
	<ul style="list-style-type: none"> • Colvert reported a problem with Dr. Cataya’s license in Alabama. • A suggestion was made to table Dr. Cataya’s request for hospital privileges until further investigation into licensing issues. 	A motion was made to remove Dr. Cataya from the October 2010 ER schedule, followed by a second. The motion was carried unanimously.
	<p>Applebee, PA-C has requested to change his privileges from active staff privileges to courtesy privileges.</p> <ul style="list-style-type: none"> • MedStaff recommendation to the Board: Chief of Staff and Mr. Colvert to send a letter to Applebee which states, “According to the WMH By- 	A motion was made for Applebee to submit a letter acknowledging he retains the intent to practice in WMH, he realizes that he cannot exercise and remain active until such

**George E. Weems Memorial Hospital Governing Board Meeting
September 30, 2010**

Laws, a mid-level practitioner has to have a supervising physician who is a member of the active staff in order to maintain privileges at WMH. If Mr. Applebee has such a supervising physician, he can maintain his privileges; otherwise he should withdraw his privileges until such a time that he can get a supervising physician and then reapply.”

time that he obtains a supervising physician who is an Active Member of the WMH. The motion was carried unanimously. Kim Adams will draft letter for Larry Applebee, PA.

- Mr. Covert recommended that Applebee’s privileges not be removed, as it would be reportable to the state. However, he cannot exercise his privileges without a supervising physician who is a member of the Active Medical Staff of WMH.

- The Medical Staff recommended Coastal Radiology physicians, Dr. Lionel Catlin and Shelly Perry, ARNP for hospital privileges.

A motion was made to approve privileges as recommended, followed by a second. The motion carried unanimously.

Risk Management
Kim Adams, LHRM

- AHCA noted many deficiencies during the Life Safety survey. A plan of correction has been submitted to AHCA.
 - Structural changes made
 - Fire Plan and Disaster Plans have been rewritten.
 - Changes made with the County’s Disaster Plan.
 - Hospital’s incidents must be reported to Risk Manager within 72 hours. This is a statutory requirement. Reporting needs improvement.

- Adams reviewed recent the risk management report.
 - Child with splinter. Letter to mother. Mother appreciative for response.
 - Toddler with fever. This case was reviewed. Review found acceptable standard of care was provided. Dr Conrad agrees to speak to mother if she wants to discuss.
 - Records request regarding the fall of a dementia patient. May have been a fall in the NH. No record of the fall in our facility.
 - Several X-ray over-reads with last Radiology group. Contract was discontinued.

- HIPPA class was held this morning with the admissions staff.

- Laura Meese was introduced to the Board. She will be working with Adams.

George E. Weems Memorial Hospital Governing Board Meeting
September 30, 2010

TMH Report

Steve Adriaanse

- Linear Accelerators have arrived at Cancer Center. Center to open in late Dec/ early Jan.
- Push to start new relationships with physicians and physician groups, due to new funding from the government.
- Structure change of Service Line Administrators. Geri Forbes, who was the Medicine Service Line Administrator, has assumed responsibility for rural relationship building and business development. Her previous clinical area responsibilities have been dispersed to other individuals.
- Just completed evaluation of 3500 employees through Healthstream system. TMH evaluations must be completed no later than Oct 1st. Now 100% compliant with JACHO. 1st year of going electronic with performance evaluation.
- Added to Healthstream: Management training, employee training, electronic training programs for staff unable to attend live training.
- Implementing random drug testing of 10% of workforce every week.
- Will be completing Annual State inspection with Colleague Perspective Survey in January of 2011
- Joint Commission requirement of reporting Competencies to Board
 - Done annually through power point presentation report.
 - Pulled from evaluation process.
 - Every employee has annual competency and performance evaluations.

Foundation Update

Rachel Chesnut

- Foundation goals:
 - Purchase of ultrasound for hospital
 - Scholarships for returning students and hospital employees to allow for continued education.
 - Community Outreach: talking to different groups regarding preventative health.
- Main Foundation focus at present is promoting community awareness of possibility of new hospital in county.
 - Will have a Seafood Festival booth along with the hospital and AIM group. The Foundation theme will be “I’m Building My Hospital”. Plan to have buttons and flyers at the festival.
 - Developing literature regarding new hospital
 - Speaking to community groups
- Developing display panels that can be set up at speaking events, festivals, etc. Four points of the panels to encompass the Foundation, Building campaign, Hospital and AIM group.
- Foundation trustee, Russell Sykes, has resigned. Looking for suggestions for other trustee prospects on the eastern end of the county.

**George E. Weems Memorial Hospital Governing Board Meeting
September 30, 2010**

- The Seafood Festival booth will house the Foundation, the Hospital and Arts in Medicine. Warren Jones will assist Colvert in inviting TMH colleagues.
- Suggestions:
 - Diabetes workshop
 - Maintaining continuing support of community physicians
 - Talking with school. David Cox and his wife are interested in working with the school.
- Six scholarships available. (4 from the DuPont Foundation, 1 from a Board member and 1 matching scholarship from GCCC) TMH will provide their Policy and Procedure for employee scholarships.
- Chesnut recently spoke with the Rotary club.
- Foundation has agreed to a professional fundraising firm presentation in regards to developing a major capital campaign.

Finance Committee
Paul Marxsen

- Statistics were reviewed. Month of August stats down, but yearly are up.
- Have converted to ARx. Payments looking better.
- Problem with Medicare payments being held, but this has been solved and payments are being received again.
- Medicare requested data for 2007 audits. Medicare alleges \$500,000 is owed from Weems. Approximately \$293,000 has been set aside. Per Colvert, WMH does not believe the money is owed to Medicare.
- Income and expenses for 11 months of fiscal year are as anticipated.
- Excess of revenues over expenses for year to date is about \$390,000. \$340,000 of this is transfer from sales tax capital.

A motion was made to approve the 9/23/2010 minutes as presented, followed by a second. The motion was carried unanimously.

**Personnel
Committee-**
Steve Miniati, MD

- Letter from Charles McDearis reviewed. He had presented letter from Mike Lake, agreeing to reinstate his prior seniority, excluding his 2 year break in service. McDearis felt he should be accruing vacation leave at a higher rate. The current HR policy states that if you have a break in service longer than 6 months and are rehired by Weems, you

**George E. Weems Memorial Hospital Governing Board Meeting
September 30, 2010**

will start as a new employee. When the county took over the hospital in 2006, the employees who were employed at the hospital maintained their accrual rate. The Personnel Committee decided to leave his accrual “as is” based on last 7 yrs of continuous service.

- Mandatory retirement age was discussed policy. TMH does not have a Mandatory Retirement Age policy.

- Cindy Drapal’s resume for the CNO position was presented.
Colvert recommended the position of CNO be offered to her.

A motion was made to offer Mrs. Drapal the position of CNO, followed by a second. The motion was carried unanimously.

CNO Report

Becky Gibson

- ED Door to Disposition and Door to EKG Times were presented.
- In process of developing PRN RN and LPN pools.
- Gibson was thanked for serving as interim CNO.

CEO Report

Charles Colvert

- George Coon has been contracted to begin architect work on CT scanner. AHCA must approve plans prior to beginning any work.
- Clinic construction update given. Dec 7 is still date to receive keys to building. Delay may be caused by 3 phase electricity. The space initially drawn for transformer may not be large enough. Looking at redrawing to see if transformer can be placed at a different location.
- Colvert visited with GCCC in PC yesterday. They work in conjunction with FSU. GCCC will be offering BS degrees in nursing. They want to increase involvement in Franklin Co. They are looking for someone from Franklin Co. to serve on their Foundation Board.
- Colvert met with Dr. Cогnetta and two of his partners from Dermatology Associates’. No one will be available to come to Franklin Co until after July 2011. They are recruiting two more physicians. Dermatology was the community’s #1 requested service per last year’s survey. Colvert plans to talk to the Panama City dermatology group also. As the Carrabelle Clinic develops, Colvert hopes to affiliate with more sub specialists. Colvert is also pursuing discussions with a GYN and a Hematology/ Oncology physician.
- Dr. Miniat and Colvert in discussion of using extra space in Minat’s bldg.
- A good reception was held for Shelly Perry, ARNP. She is doing well in practice.
- In discussions with Tom Brocato re: his practice. Payment for outpatient physical therapy is changing. Looking at

**George E. Weems Memorial Hospital Governing Board Meeting
September 30, 2010**

ways to keep physical therapy in our area.

- Colvert is working with Mr. Shuler on a letter received from the previous radiology group. Their contract was cancelled based on the fact that it was harmful to our patients to continue work with them. Radiology group feels that appropriate time was not given to cancel contract. Attorneys for both sides are working to resolve this issue.

Old Business

- A public hearing has been scheduled for Oct 5 at 5pm. (Apalachicola City meeting is scheduled at the same time.) Commissioners would like Weems to present cost to add a 3rd ambulance. BOCC want Weems to offer something similar to what had been advertised, as well as something similar to Lifeguard's proposal. Lifeguard's proposal is \$550,000. Proposal from Lifeguard lists equipment but does not include what services they will provide. Jason with Lifeguard will be in attendance at meeting. The county dilemma is determining where the money will come from. Commissioners have set aside \$425,000 to pay for ambulance as is. Contingency funds are available. If amount needed becomes a significant amount, they may want to discuss taking funds from the sales tax. All of sales tax money is currently being used. If money is taken from sales tax, then another service will be cut. Weems presentation of ambulance services and costs discussed. CEO and Finance Chairman will make presentation. If other Board members or employees of Weems want to speak at the public hearing, they should do so as private citizens and distinguish that they are not representing the Board or the hospital.

New Business

Solomon and Hardy are due for reappointment to the hospital Board.
Recommendation for reappointment should be made by the Board.

A motion was made to recommend reappointment of Solomon & Hardy to the BOCC, followed by a second. The motion was carried unanimously.

Adjourn

Meeting adjourned at 3pm.

The next Governing Board meeting scheduled for October 28, 2010 at noon.

Respectfully submitted,

Heather Guidry
Administrative Assistant

**George E. Weems Memorial Hospital Governing Board Meeting
September 30, 2010**