

Governing Board of Directors | 2011

October 27, 2011

Members Present: Paul Marxsen, Chair; Gayle Dodds, Vice-Chair; Tammi Hardy, Secretary; Nick Yonclas; Marjorie Solomon; Stephen Miniati MD; Davie Lloyd, CEO

Members Absent: Jim Bachrach

Staff Present: Cindy Drapal CNO; Ginny Griner HR/ MedStaff Coordinator; Heather Guidry Administrative Assistant

Guests Present: Rachel Chesnut, Weems Foundation President; Alan Pierce, County Liaison

TOPIC	DISCUSSION	ACTION
Call to Order	The meeting was called to order at 3:40 p.m.	
Approval of Minutes	<ul style="list-style-type: none"> • September 29, 2011 Governing Board minutes presented and reviewed. 	Motion made to approve the minutes by Solomon, second by Dodds. Motion carried unanimously.
County Report	<ul style="list-style-type: none"> • Pierce announced his retirement from the county. • Alan Pierce read Commissioner Jackal's Email addressed to the BOD. 	No action required.
TMH Report	<p>Lloyd:</p> <ul style="list-style-type: none"> • Bill Giudice, CFO of TMH has been working with our Finance Department. He is collaborating with 2 CPAs from Tallahassee and will continue to assist through our pending audit. Working on the development of financial reports, inclusive of the month end report. <p>Forbes:</p> <ul style="list-style-type: none"> • TMH is assisting WMH with training of the Radiology department staff for the new CT. • TMH is networking with Drapal to provide training for the office manager at the clinic 	No action required.
Foundation Report	<p>Seafood Festival</p> <ul style="list-style-type: none"> • Set up for the hospital/ Foundation booth will be on Wednesday at 	No action required.

	<p>2pm.</p> <ul style="list-style-type: none"> • Permission has been granted for our booth to serve vendors on Thursday. Vendors will be the only people allowed in the park on Thursday. • Friday and Saturday: three people will be needed at all times at the booth. Please see the sign-up sheets for available slots. • Individually packaged baked goods, coffee and hot chocolate donations are requested 	
<p>Finance Committee Report</p>	<p>Electronic Medical Records</p> <ul style="list-style-type: none"> • RazorInsights <ul style="list-style-type: none"> ○ Most cost effective and user friendly system ○ Meaningful Use certified ○ Would enter contract as a development partner. ○ \$50,000 implementation fee due when FI Medicaid incentive is received. Annual fees are \$98,000. ○ Anticipate meaningful use reimbursement will be 75%. Unsure what Medicaid will reimburse. ○ Implementation of EMR will require upgrade of existing computer equipment. <p>Pharmacy Technology Needs</p> <ul style="list-style-type: none"> • Drug Dispensing Tower <ul style="list-style-type: none"> ○ The goal to keep nurses out of pharmacy. This cannot be accommodated now due to lack of storage in current tower. This is a patient safety issue. ○ \$25 thousand is in a grant fund for the purchase of a new drug-dispensing tower. ○ Finance Committee’s recommendation is Omnicell ○ Omnicell drug dispensing is meaningful use certified. ○ Omnicell will wait 6 months for reimbursement. 	<ul style="list-style-type: none"> • Motion made to approve RazorInsights, Omnicell, and upgrade of computers by Solomon, second by Dodds. Motion carried unanimously.

	<p>CD renewal</p> <ul style="list-style-type: none"> • Notification has been received that CD is due for renewal. <p>ePay Healthcare</p> <ul style="list-style-type: none"> • Online patient payment system that will integrate with HealthLand. • Would replace current merchant system • No cost for implementation, set up, or training. Cost is a percentage of the patient payments made through the system. • Includes free electronic bills for patients. There is a \$10 fee to the patient for auto payments 	<ul style="list-style-type: none"> • Motion made to approve the renewal of CD for 1 yr term by Hardy, second by Solomon. Motion carried unanimously. • Motion made to approve the ePay Healthcare system by Hardy, second by Solomon. Motion carried unanimously.
<p>Personnel Committee Report</p>	<p>Market adjustments</p> <ul style="list-style-type: none"> • Proposed prn paramedic standard rate of pay to \$15.50 <p>Department Directors Education</p> <ul style="list-style-type: none"> • Four part Leadership series was held for department directors and nursing staff • Continuing process to educate directors reviewed. Plan to hold three meetings. 	<ul style="list-style-type: none"> • Motion made to approve prn paramedic rate of pay by Miniatt, second by Dodds. Motion carried unanimously.

	<ol style="list-style-type: none"> 1. November 2nd meeting: The financial position of the hospital will be presented to the department directors. The directors will be given a template to complete an analysis / time study of each position in their department. 2. November 7th, 8th, 9th meetings: The directors will have individual meetings with the Administrative Team to review each role in the dept. The accuracy of the data will be validated. Administration will work with each director to create a plan for department ownership. 3. November 16th meeting: The department directors will meet again as a group. The data and directors' plans will be reviewed. Coaching and support will be given. <p>Grievance</p> <ul style="list-style-type: none"> • The employee involved in the October Grievance hearing has requested an appellate hearing. The employee's request was granted and scheduled for November 2nd. • The Personnel Committee finds the current Grievance policy is unclear and needs revision. The Personnel Committee will address this at a later date. 	
CNO Report	<p>Patient Satisfaction</p> <ul style="list-style-type: none"> • In Patient, ER and overall patient satisfaction surveys were presented and reviewed. <p>Risk Management</p>	No action required.

	<ul style="list-style-type: none"> • 3rd quarter risk management report presented and reviewed. There was no discussion or questions. • Risk management reports should go to the Quality Committee. The committee meets quarterly. The next meeting is scheduled for November 16th. <p>Specialty Physicians</p> <ul style="list-style-type: none"> • Dermatologists from Dr. Cognetta’s office will start seeing patients at the Weems Medical Center East clinic on a rotating basis beginning November 3rd. • Wish list for rotating specialists include an orthopedist, psychiatrist, and pain management physician. 	
<p>CEO Report</p>	<p>2010 State of Florida Financial Analysis Report</p> <ul style="list-style-type: none"> • Joel Libby with the Department of Rural Health pulled the information for Florida’s 13 Critical Access Hospitals. This information was presented and reviewed. WMH ranks within the bottom three in all financial categories. <p>Strategic Plan</p> <ul style="list-style-type: none"> • Draft of WMH Strategic Plan presented and reviewed. This is informational, not asking for a motion at this time. Action will be taken at the next meeting <p>Future Federal Reimbursement</p> <ul style="list-style-type: none"> • Brief synopsis provided regarding proposals by Congress for federal government reimbursement to rural hospitals. Congress “supercommittee” objective is to reduce federal deficit. If objectives are not reached by Nov 23, automatic 2% reduction in Medicare 	<p>No action required.</p>

	<p>reimbursement triggered.</p> <ul style="list-style-type: none"> • All scenarios currently under consideration in Congress would be harmful to Weems. • Recommend communication with congressional leaders to address concerns <p>Marketing</p> <ul style="list-style-type: none"> • The Administrative Team will be creating a marketing plan for the hospital. <p>Smoking Cessation</p> <ul style="list-style-type: none"> • The hospital will be hosting smoking cessation classes beginning in November 	
<p>Old business</p>	<p>Board of Directors Education</p> <ul style="list-style-type: none"> • “A Community Leader’s Guide to Hospital Finance” presented for BOD education. This will be provided to our county commissioners as well. • Joel Libby with the Office for Rural Health has provided educational material for the BOD through a FLEX grant. There are 20 modules. Recommendation for CEO and BOD chair to review and develop plan on utilization of the data <p>Communication Plan</p> <ul style="list-style-type: none"> • A formal communication plan is in development for the county commissioners. • In an effort to provide timely information to our county commissioners, a draft of the BOD minutes will be provided to the 	<p>No action required.</p>

Governing Board of Directors | 2011

October 27, 2011

	<p>commissioners at the 3rd Tuesday BOCC meeting.</p> <ul style="list-style-type: none">• Financial dashboard reviewed and discussed. Suggestions for information given. Finance Committee to review and bring back to BOD	
New business	<p>Next two regular BOD meetings:</p> <ul style="list-style-type: none">• December 1, 2011 (for November meeting)• January 5, 2012 (for December meeting) <p>Christmas Joint Conference meeting/reception between BOD and MedStaff:</p> <ul style="list-style-type: none">• December 1, 2011 after BOD meeting	No action required.
Adjournment	Meeting adjourned at 6 p.m.	