

**Members Present:** Paul Marxsen, Chair; Gayle Dodds, Vice-Chair; Tammi Hardy, Secretary; Nick Yonclas; Marjorie Solomon; Jim Bachrach; Cynthia Drapal CAO, CNO

**Members Absent:** Patrick Conrad MD

**Staff Present:** Ginny Griner HR/ MedStaff Coordinator; Heather Guidry Administrative Assistant

**Guests Present:** Reverend Dr. John Sink; Rachel Chesnut, Weems Foundation President; Pinki Jackal, County Commissioner; David Adlerstein, Editor Apalachicola Times; Earl Pfeiffer, Concerned Citizens of Franklin County; Geri Forbes, TMH Regional Development Administrator

TOPIC	DISCUSSION	ACTION
Call to Order	<ul style="list-style-type: none"> <li>• The meeting was called to order at 3:44 pm.</li> </ul>	
Approval of Minutes	<ul style="list-style-type: none"> <li>• BOD minutes from October 27, 2011 presented and reviewed.</li> </ul>	<ul style="list-style-type: none"> <li>• Motion to approve minutes as presented made by Yonclas, second by Hardy. Motion carried unanimously.</li> </ul>
County Report	<ul style="list-style-type: none"> <li>• Commissioner Jackal will continue to attend Weems BOD meetings. If she is unable to attend, another county commissioner will be present.</li> </ul>	<ul style="list-style-type: none"> <li>• No action required.</li> </ul>
TMH Report	<ul style="list-style-type: none"> <li>• TMH is working to assist Weems with                             <ul style="list-style-type: none"> <li>➢ Annual financial audit</li> <li>➢ CT protocol and training</li> <li>➢ Laboratory assessment</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• No action required.</li> </ul>
Foundation Report	<ul style="list-style-type: none"> <li>• One new member request presented to BOD for approval                             <ul style="list-style-type: none"> <li>➢ Elizabeth Sisung</li> </ul> </li> <li>• The Foundations' 2<sup>nd</sup> annual Roast &amp; Toast fundraising event will be held on January 7, 2012. The event will include pork dinners, a cooking competition and a silent auction.</li> </ul>	<ul style="list-style-type: none"> <li>• Motion to approve Sisung as a new member made by Solomon, second by Yonclas. Motion carried unanimously.</li> </ul>

<p>Finance Committee Report</p>	<ul style="list-style-type: none"> <li>• Finance Committee minutes from November 29, 2011 presented and reviewed.</li> <li>• Cash flow projections through the second week of January presented. Anticipated revenues from 3<sup>rd</sup> party payers is between \$60,000 to \$70,000 per week</li> <li>• DSH payments for FY 2011-12 to equal \$93,749. First quarter payment in the amount of \$23,437 received in October. Rural DSH payments for FY 2011-12 to equal \$267,832. Estimated quarterly payments to equal \$66,958</li> <li>• Majority of vendor accounts are 61 to 90 days overdue. Drupal has been working with vendors to strategize ways to decrease past due accounts.</li> <li>• The clinic has experienced cash problems since opening partly due to not having appropriate billing numbers. The clinic is now billing and should soon start generating revenue.</li> </ul>	<ul style="list-style-type: none"> <li>• No action required.</li> </ul>
<p>Quality Committee Report</p>	<ul style="list-style-type: none"> <li>• Quality Committee minutes from November 16, 2011 presented and reviewed.</li> <li>• Presentation and review of the following:             <ul style="list-style-type: none"> <li>➢ Quality Assessment/ Performance Improvement committee</li> <li>➢ ER transfer data</li> <li>➢ Overall transfer data</li> <li>➢ Patient satisfaction survey information</li> </ul> </li> <li>• Leadership development series held in August for managers and nurses.</li> <li>• Quality committee recommends WMCE sign change to clarify both primary care and urgent care services available.</li> </ul>	<ul style="list-style-type: none"> <li>• Motion made to approve WMCE sign change by Solomon, second by Yonclas. Motion carried unanimously.</li> </ul>

<p>Administrator/ CNO Report</p>	<ul style="list-style-type: none"> <li>• Two controller applicants are scheduled for an interview next week</li> </ul> <p><u>Financial Goals/ Actions:</u></p> <ul style="list-style-type: none"> <li>• Decrease expenses             <ul style="list-style-type: none"> <li>➢ Department managers’ meeting was held Tuesday. Provided basic financial education with managers. Established accountability for budget and expense control.</li> </ul> </li> <li>• Increase cash flow             <ul style="list-style-type: none"> <li>➢ Improve billing                 <ul style="list-style-type: none"> <li>○ Working with billing companies to discuss deficiencies and how to resolve them. Long term goal is in-house billing</li> </ul> </li> <li>➢ Improve swing bed services                 <ul style="list-style-type: none"> <li>○ Quality Care Rehab therapy service agreement presented. This agreement would allow provision of occupational, physical and speech therapy. Agreement includes 12 discretionary hours not billable to hospital to be used for networking with larger hospitals. Finance committee approved proposal.</li> </ul> </li> </ul> </li> <li>➢ Physician Recruitment                 <ul style="list-style-type: none"> <li>○ Interview with internal medicine physician held earlier in week and will continue conversations with him. Scheduled interview with family practice physician coming up.</li> <li>○ Have positions posted on a physician position posting site. Would like to have a permanent</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Motion made by Yonclas to approve proposed contract to change therapy service vendors, second by Solomon. Motion carried unanimously. Drapal will contact Quality Care Rehab after county attorney reviews agreement.</li> </ul>
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	<p>physician at Carrabelle clinic. Recruiting for the county to improve and increase physicians in county.</p> <ul style="list-style-type: none"> <li>○ Working with recent graduate physicians from FSU</li> <li>○ Continuing to work with TMH to bring specialty physicians to community/ Weems clinic</li> </ul> <ul style="list-style-type: none"> <li>● Community Outreach             <ul style="list-style-type: none"> <li>➤ Initiating a physician lecture series.                 <ul style="list-style-type: none"> <li><b>January:</b> <ul style="list-style-type: none"> <li>▪ Dixon MD from NFWC is scheduled 01/06/12.</li> </ul> </li> <li><b>February:</b> <ul style="list-style-type: none"> <li>▪ Terrie Tullos, ARNP-C from NFWC is scheduled 02/10/2012</li> <li>▪ Sanuallah MD from Coastal Cardiology, date pending</li> </ul> </li> <li><b>March:</b> <ul style="list-style-type: none"> <li>▪ Stockwell MD, gastroenterologist, date pending.</li> </ul> </li> </ul> </li> <li>➤ Coordinating two separate community health fairs on both ends of the county.</li> </ul> </li> </ul>	
<p>Old Business/ New Business</p>	<ul style="list-style-type: none"> <li>● USDA application: Application has been submitted to local level. USDA is sending list of questions to Drapal and she will provide a written statement.</li> <li>● Controller position: Seeking an individual with a minimum of a bachelor's degree with previous accounting experience.</li> </ul>	<p>No action required.</p>

	<ul style="list-style-type: none"><li>• CEO position: Drapal is serving as the Chief Administrator position.</li><li>• Per Jackal hospital issues will be addressed at the next BOCC meeting.</li></ul>	
Adjourn	<ul style="list-style-type: none"><li>• Meeting adjourned at 5:00 pm.</li></ul>	