

Governing Board Meeting | 2011

June 30, 2011

Members Present: Paul Marxsen, Chair; Tammi Hardy, Secretary; Gayle Dodds; Nick Yonclas; Margie Solomon

Members Absent: Stephen Miniati M.D.; Curt Blair, Vice-Chair

Staff Present: Cindy Drapal, CNO; Geri Forbes, Interim CEO; Kim Davis, CFO; Ginny Griner, MedStaff Coordinator; Heather Guidry, Admin Assistant

Guests Present: Jim Bachrach, County Commissioner Noah Lockley

TOPIC	DISCUSSION	ACTION
Call to Order	<ul style="list-style-type: none"> • Meeting called to order at 12:18pm. • 5/26/11 regular BOD minutes and 6/13/11 special called meeting minutes reviewed 	<ul style="list-style-type: none"> • Motion to accept both 05/26/11 to 6/13/11 minutes made by Dodds, second by Yonclas. No discussion. Motion carried unanimously.
TMH Report	<ul style="list-style-type: none"> • Colvert's last day was 6/28/11 • Forbes named Interim CEO by O'Bryant. In her absence, Drapal will be her designee. • Lloyd will be with us 7/25/11 as the new CEO <ul style="list-style-type: none"> ➤ Assessment Plan being designed by Drapal and Forbes for Mrs. Lloyd. 	No Action Required
County Report	<ul style="list-style-type: none"> • Sanaullah has moved into the Chapman Auditorium, a county owned facility. <ul style="list-style-type: none"> ➤ Shuler is drafting the lease. As it stands now, he will be leasing upstairs and downstairs rooms. ➤ Lease will only allow him to sublease at the permission of the county. <p>RTI invoice of \$34,000 signed by Colvert on the last</p>	No action required.

	<p>day and received by the county. This is an addition to the \$286,000 proposed initially for CT. Pierce cautions that a lot of capital money is being used quickly. Any amount over \$5000 and any use of sales tax must be approved by both the Weems' BOD and the County Commissioners. Shuler states that the concept of CT purchase was approved by the commissioners, but the expense was not brought back to them. Marxsen states that in the future, all expenditures will go before the county commissioners first.</p> <ul style="list-style-type: none"> • Discussion regarding contract of locum tenums to allow Catlin to take continuing education leave as provided in his contract. Discussed Shuler's concerns regarding the contract's exclusivity and provision of termination. Drapal states that the contract does not have any exclusivity. It is a one year contract but fees are not involved unless the locum tenums physicians are used. • Davis has given Shuler a contract for review to change the billing company for EMS. Comm. Lockley brought up discussion of in-house billing. Per Marxsen, in-house billing will take time to establish and will be addressed with new CEO. • Comm. Lockley expressed concerns regarding contracts. Would like attorneys on the board to review all contracts. In response, Drapal brought forward a new policy before the board "Authorization and Thresholds for Major 	
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	<p>Expenses”.</p> <ul style="list-style-type: none"> • NACO surveys will be performed in September/ October as many residents are on vacation in July and August. 	
<p>Finance Committee</p>	<p>Davis reviewed minutes to include:</p> <ul style="list-style-type: none"> • Hospital statistics • AR Vendor report <ul style="list-style-type: none"> ➢ Behind in payments to Franklin county and TMH. One payment has been made to TMH since the Finance meeting. • Capital fund: <ul style="list-style-type: none"> ➢ 30% Down payment has been made on CT. \$235,000 remaining to pay. ➢ Ambulance repair requested in the amount of \$14,000. Per Pierce, the County Finance dept is not convinced that replacement of an engine on an ambulance would qualify for capital improvement. Per Marxsen, the repair is for replacement of the engine which would qualify as a capital expense. ➢ Request for addition to CT (CT injector system) in the cost of \$35,000. Needs approval by BOD, then approval by County Commissioners. 	<ul style="list-style-type: none"> • Motion to approve Finance Committee report, TMH invoice and ambulance repair made by Yonclas, second by Solomon. Motion carried unanimously. • Motion to approve additional cost/ purchase for CT in the amount of \$35,000 and ambulance repair in the amount of \$14,000 made by Dodds, second by Yonclas. Motion carried unanimously.

	<ul style="list-style-type: none"> • Grant updates: <ol style="list-style-type: none"> 1. \$24,000 from rural dept of health for pharmacy improvement has been received 2. Approval from state for an EMS grant in the amount of about \$12,000 has been received. • Commissioner Lockley asked if the hospital had put in a claim for lost income to BP. Lockley states BP paid Panama City hospital. <ul style="list-style-type: none"> ➤ BP already rejected a claim for property loss. ➤ Pierce will investigate. 	
<p>Personnel Committee</p>	<ul style="list-style-type: none"> • June 7, 2011 minutes presented for review. • Policies for approval as follows: De-staffing, Email and Dress Code <ul style="list-style-type: none"> ➤ Dress Code discussed. Change made by Drapal ➤ Email discussed: only addition is that staff check their email once a week. ➤ Destaffing policy discussed in detail. Marxsen would like to have an addition to the De-staffing policy to include BOD notification by CEO when de-staffing is necessary. • Yonclas requests online access for all policies. Griner states the present goal is shared folders for all electronic access. • Solomon reviewed scholarship details to include recent graduate and new recipients. • Recommended rate increases reviewed by 	<ul style="list-style-type: none"> • Motion to approve minutes, rate increases and policies made by Dodds, second by Yonclas. Motion carried unanimously.

	<p>Griner as a result of the new Federal minimum wage increase. Minimum wage increase notice included. Comm. Lockley asks if we have plans to increase all other positions. Marxsen states that an increase in revenue is needed first.</p>	
<p>Foundation</p>	<ul style="list-style-type: none"> • Healthcare Foundation did not meet quorum for the last two meetings. Chesnut had drafted a letter, as the consensus of the attendees, to ask for notification if lack of participation will continue. New members are desired. Plan to change bylaws when a quorum is present, then will bring before the board. 	<p>No action required</p>
<p>CNO report</p>	<ul style="list-style-type: none"> • Locum tenums discussed above. • ACHA annual survey held recently. Corrections required included dietary dept / dietician and some minor changes to hospital building. • Policies presented as follows: <ol style="list-style-type: none"> 1. Employee Health Requirements 2. Authorization and Thresholds for Major Expenses • Plans to reestablish the Infection Control Committee. All IC policies will need BOD approval; so many new and revised policies will be presented soon. • Designation of External Risk Manager to Laura 	<ul style="list-style-type: none"> • Motion to approve policies as presented made by Dodds, 2nd by Solomon. Motion carried unanimously. • Motion to accept Laura

	<p>Meese requested.</p> <ul style="list-style-type: none"> • Overall patient satisfaction Scores for 2011 reviewed. Detail graph regarding In-patient satisfaction survey for April and May reviewed. ER patient satisfaction reviewed. ER surveys to be given to all patients by registration clerks, not nurses. 	<p>Meese as External Risk Manager made by Dodds, 2nd by Hardy. Motion carried unanimously.</p>
<p>CEO Report</p>	<ul style="list-style-type: none"> • Serious assessment being made for Weems East. Will be presenting in a short time. <ul style="list-style-type: none"> ➤ Hardy hears that patients cannot get into the clinic, but census is down. Hardy questioned feedback regarding why census is down. ➤ Drupal wants to start pt satisfaction at clinic in August. ➤ Forbes relayed feedback from specialists who are doing well with census. ➤ Discussions with general surgeon who wants to join. ➤ Looking for mid level. ➤ Pierce questioned longer hours. Forbes assures that this market is getting ready to have these needs met. ➤ Solomon reviewed lack of On Call physicians. • Discussion regarding FI DOH. Gov Scott feels 	

	that health departments in areas that have Federally Qualified Health Centers should not be offering primary care.	
Old/ New Business	<ul style="list-style-type: none"> • Bachrach introduced by Marxsen. Comm. Parrish has recommended Bachrach as a replacement for Blair. Bachrach agrees to serve. Pierce will bring his agreement to county commission and they will appoint. • Blair's resignation leaves two roles to fill. Changes made as follows: <ul style="list-style-type: none"> ➤ Vice chair to Dodds ➤ Yonclas appointment to Finance Committee 	
Adjournment	Meeting adjourned at 2pm	