

Members Present: Gayle Dodds, Nick Yonclas, Jim Bachrach, Tammi Hardy, Marjorie Solomon, Stephen Miniati MD, Davie Lloyd, CEO

Members Absent: Paul Marxsen

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

Guests Present: Rachel Chesnut, Commissioner Lockley

TOPIC	DISCUSSION	ACTION
Call to Order	The meeting was called to order at 12:15. <ul style="list-style-type: none"> • Dodds to serve as Chairperson in absence of Marxsen. 	
Approval of Minutes	July 28, 2011 Governing Board minutes presented and reviewed.	Motion made by Yonclas to approve 7-28-11 minutes, second by Hardy. Motion carried unanimously.
County Report	<p>Solar Grant</p> <ul style="list-style-type: none"> • Not awarded to Weems <p>FCBCC</p> <ul style="list-style-type: none"> • The next County Commission meeting will be September 6th. Lloyd has been invited to discuss de-staffing. Also Dr. Chapman has been invited to discuss how WMH and FCHD will work together to bring better health care to the community. 	No Action Required.
Foundation Report	<p>Election of Officers: President: Rachel Chesnut Vice President: Gayle Dodds Treasurer: Cliff Butler Secretary: Heather Guidry</p> <p>Good attendance at last meeting. Expect new member suggestions at next meeting Preparing for Roast and Toast event in January. Foundation will host a</p>	Motion made by Bachrach to approve Guidry as new member of Foundation, second by Yonclas. Motion carried unanimously.

<p>Personnel Committee Report</p>	<p>Silent Auction at Roast and Toast.</p> <p>Policies</p> <ul style="list-style-type: none"> • The following policies were presented for review and approval: <ol style="list-style-type: none"> 1. On Call Policy 2. Pay Out at Termination Policy 3. Classification of Employees <ul style="list-style-type: none"> ○ Questions addressed from Commissioner Lockley regarding FT employee hours, exempt employees and schedule changes. • Expect a revised De-staffing Policy within the next month. <p>File clerk position</p> <ul style="list-style-type: none"> • Recommendation to elevate pay rate by 3% as approved by Personnel Committee. 	<p>Motions made by Yonclas for the following:</p> <ol style="list-style-type: none"> 1. To accept all policies as presented 2. To approve the pay rate change for the file clerk position 3. To make the file clerk pay rate change retroactive. <p>Second by Bachrach. Motion carried unanimously.</p>
<p>Med Staff Report</p>	<p>Privileges</p> <ul style="list-style-type: none"> • Associate privileges approved by Med Staff Board as follows: <ol style="list-style-type: none"> 1. Nathanael Hawkins, MD 2. Paul D. Hart, MD 3. David E. Pierce, MD 4. Garrett Chumney, MD • Courtesy privileges approved by Med Staff board for Jackson Anesthesia Group as follows: <ol style="list-style-type: none"> 1. Jeffrey T. Spencer, CRNA 2. Lynda Walters, CRNA 3. Debra A. Forte, CRNA 4. Michele D. Alford, CRNA 5. Melissa Kay Richardson, CRNA 6. Donna Dorman-Smith, CRNA 	<p>Motion made by Solomon to approve the Associate and Courtesy privileges, second by Yonclas. Motion carried unanimously.</p>

	<p>Physician orders</p> <ul style="list-style-type: none"> • Three new order sets presented and approved by Med Staff Board <ol style="list-style-type: none"> 1. Community Acquired Pneumonia (Adult) <ul style="list-style-type: none"> ▪ Established to meet national core measures 2. Congestive Heart Failure <ul style="list-style-type: none"> ▪ Established to meet national core measures 3. Adult Venous Thromboembolism (VTE) Prophylaxis Order form <ul style="list-style-type: none"> ▪ National standardized form • Pre-Printed Admission Orders were revised. Revision presented and approved by Med Staff Board. <ul style="list-style-type: none"> ▪ Prophylaxis removed <p>Election of Officers:</p> <ul style="list-style-type: none"> • Sanallah- Chief of Staff • Marsh- Secretary 	
<p>CNO Report</p>	<p>Leadership Series</p> <ul style="list-style-type: none"> • First of four part series held yesterday. Good attendance by management and nursing staff. <p>Pt Satisfaction</p> <ul style="list-style-type: none"> • Survey results reviewed. • Still showing 6% patient dissatisfaction rate with physicians. Other departments are improving. • Dramatic improvement in family and friends category, from 50% dissatisfaction to 5%. • Change in ER physician group. The change was effective August 1. Satisfaction rate expected to increase. 	<p>Motion made by Miniati to approve policies as presented, second by Hardy. Motion carried unanimously.</p>

	<p>Policies</p> <ul style="list-style-type: none"> • The following policies were presented for review and approval: <ol style="list-style-type: none"> 1. Administration of Blood and Blood Components Policy 2. Assessment, Reassessment, Plan of Care Policy 3. Side-by-side Comparison in Scope of Practice for the LPN and RN 4. Chest Tube Insertion, Operation and Maintenance Policy 5. Sexual Assault Victim Throughput • Policies must be reviewed every year or two, in review of policies, some revisions were made. <p>SART</p> <ul style="list-style-type: none"> • Sexual Awareness Response Team • Collaboration between Weems and SART established in November • Two nurses to attend sexual assault response training next week 	
<p>CEO Report</p>	<p>Financial Department</p> <ul style="list-style-type: none"> • CFO/ Controller position <ul style="list-style-type: none"> ○ Internal advertising done, now advertising externally ○ Candidate requirements defined ○ Recommendation for Finance committee to assist in interviews. Before hiring the new CFO/ Controller, Lloyd will bring to the BOD as a whole. ○ Consultant to work with new CFO/ Controller <ul style="list-style-type: none"> ▪ In process of receiving 2 proposals for Consultant ▪ Anticipated cost of \$10,000 to \$12,000 per month for 2 to 3 months, and then expect the 	<p>Motion made by Bachrach to have Finance Committee & CEO interview for CFO/ Controller position. Will return with recommendation to BOD in the form of special meeting. Motion seconded by Solomon. Motion carried unanimously.</p>

	<p>cost to drop some. Must do this before bringing someone into position or will be setting up for failure.</p> <ul style="list-style-type: none"> • Problems <ul style="list-style-type: none"> ○ Billing companies piece-mealed with no communication between each other and with Weems. ○ Master contract list is needed. Lloyd and Drapal are addressing each contact individually. Lockley requests lawyer review contracts. Lloyd states that all contracts are being reviewed by lawyer. ○ Previous accounts payable list presented to BOD was incomplete. Only 80% of the accounts payable were on the list. ○ Per Lloyd, need restructure of financial department. Lloyd has requested with approval of BOD to have Marxsen assist Lloyd in this process. Drapal has applied for and has received acceptance for \$5000 grant for assistance for finance department. ○ Miniat concerned that finance committee didn't catch previous finance problems. Motion made by Miniat to bring in independent auditor. Dodds refuses to spend \$50,000 on an audit when we have reputable annual auditor. Hardy concurred with other board members for an audit to be handled internally by a consulting firm who was already familiar with our system. ○ Working with another hospital that went through a similar financial situation two years ago, and is now in good financial standing. Their CEO and CFO will work with our new CFO/ Controller. ○ Comm. Lockley requests that county be involved earlier 	
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	<p>when there is a problem with money. Requests a better reporting system for financials. Lloyd and Drapal agree that there are standard hospital reports that have never been presented. Reports will grow and the BOD and County Commissioners will receive better information.</p> <ul style="list-style-type: none"> ○ Bachrach requested more information than provided in past as to financial progress. Agreed that email communication is fine and can call special board meetings when needed. <p>De-staffing</p> <ul style="list-style-type: none"> ● De-staffing is to be fair and consistent. De-staffed employees rotate. Some department managers have not been consistent in following policy. Policy set to be fair and consistent hospital-wide. Lockley was concerned that the same people were sent home consistently. He wants de-staffing to be fair and consistent. ● In final report of USDA feasibility study National benchmarks were noted to be 3 to 4 FTE needed per occupied bed. Plan to work on creating a new de-staff policy based on national benchmarks that will detail who and how many people should be in hospital per occupied bed. <ul style="list-style-type: none"> ➤ Hardy concerned that we are following the current policy exactly. Lloyd states that more employees were sent home when zero patients were in the hospital. Hardy states that this is what is upsetting employees. Lloyd states we are following the policy now but will be revising the policy. Hardy states that we need to be sure that whatever policy is in place, that it is followed. 	
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	<ul style="list-style-type: none"> • Per Hardy, discussion had been that the BOD be notified when in de-staff mode, but has only received one email. <p>Emergency Department</p> <ul style="list-style-type: none"> • Southland ER Physician group is back <p>Weems Medical Center East</p> <ul style="list-style-type: none"> • Have visiting physicians in the clinic, but no lease agreements. This is in violation of Stark Law. Lease agreements will be in place within next month. • In recruiting process for permanent primary care physician in clinic. Also recruiting for a mid-level practitioner. The hired mid-level will also work as hospitalist. <p>BOD Education</p> <ul style="list-style-type: none"> • Discussion regarding board education to prevent individual or collective board risks. • D&O insurance has been renewed: \$9,600 • Dodds requests Guidry distribute board education material to all board members. <p>Strategic Plan</p> <ul style="list-style-type: none"> • No Strategic Plan is in place. • With BOD approval, Lloyd wants a Strategic Plan developed by October • Need to involve community leaders, BOD, WMH staff • Plan will need approval by BOD • After Strategic Plan, then will develop a Management Action Plan. The Management Action Plan will be broken out 	
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	<p>quarterly, working out over the next year.</p> <ul style="list-style-type: none"> • Bachrach requests more marketing. Per Lloyd, this will be part of strategic planning. <p>WMH/ FCHD Collaboration</p> <ul style="list-style-type: none"> • Gov Scott has established that he does not want Florida’s Department of Health involved in primary care. Chapman, Lloyd and Gulf Co FQHC will work in an effort to transition. There should be no competition between the organizations. • Lloyd and Dr. Chapman are working together to find a solution to the community’s Medicaid access problem. Discussion to hire someone locally to help people qualify for needed services. • The goal of collaboration is to improve our community’s healthcare resources. <p>WMH/ TMH/ FSU Collaboration</p> <ul style="list-style-type: none"> • Working with TMH & FSU to bring 3rd/ 4th year medical students to our clinic and hospital. The students will work with TMH’s outreach specialty physicians as well as our primary care. This will serve to introduce the medical students to rural healthcare. • The goal is to bring and retain physicians in our rural area 	
<p>Old Business</p>	<p>AHCA</p> <ul style="list-style-type: none"> • Corrections completed and approved by AHCA <p>USDA application</p> <ul style="list-style-type: none"> • Application has gone through the local process. Now under review with program director. After program director review, the application will go to Washington. 	<p>No action required.</p>

<p>New Business</p>	<p>New Requests</p> <ol style="list-style-type: none"> 1. Request to allow Vice Chair to sign in the absence of Chair. 2. Request to move BOD meeting to later in the day. Approval by Miniati, Bachrach, Yonclas, and Solomon. Hardy asks about rotating venue for meeting between Apalachicola and Carrabelle. Will leave meeting at noon for now and will discuss. <p>Conflict of Interest</p> <ul style="list-style-type: none"> • As a reminder, in the event a board member wants to apply for a hospital position, the board member must resign before negotiations to protect credibility and integrity of board. 	<p>Motion made by Yonclas to allow Vice Chair to sign in absence of Chair, second by Miniati. Motion passed unanimously.</p>
<p>Adjournment</p>	<p>Meeting adjourned at 2:34 pm.</p>	