

Members Present: Duffie Harrison, Chair; Kristin Anderson, Vice Chair; David Harris MD; William Zester; Patrick Conrad, MD; Myrtis Wynn, Secretary

Members Absent:

Staff Present: David Walker, CEO; Ginny Griner, HR / Med Staff Coordinator; Courtney Alford, DON; Heather Huron, Admin Assistant; Richard Lewis, EMS Director; Craig Gibson, Plant Ops

Guests Present: Bert Boldt, Franklin County Commissioner; Donna Butterfield; Colleen Zester, Weems Foundation

Zoom Attendees: Dolores Croom; Tom Ramsey, Alliant; David Bowling, Alliant; Belinda Muench, 3M Strategies

CALL TO ORDER / VERIFICATION OF QUORUM

Duffie Harrison, Chair

- The meeting was called to order at 9:04am. Board quorum was confirmed.

PUBLIC COMMENT

Duffie Harrison, Chair

- No public comment

APPROVAL OF MINUTES

Duffie Harrison, Chair

- The 11/25/2022 minutes were presented for approval.

ACTION

A motion was made by Zester to approve the minutes as presented, seconded by Wynn. The motion was carried unanimously.

STRATEGIC PLANNING UPDATE

Belinda Muench

- Strategic planning events are tentatively scheduled as below:
 - Feb 8 - 24 – Weems Department Heads Survey
 - March 2-3 – Community Key Stakeholder Interviews
 - March 22 – Weems Admin Team Working Session
 - April 13 – Governing Board Retreat
- Belinda will also assist with Community Needs Assessment.
- As a part of the strategic plan, the Mission statement will be revised, and a Vision statement will be developed.
- Once the strategic plan is finalized, monthly updates will be given to the Board on progress.

FOUNDATION UPDATE

William Zester, Colleen Zester

- Colleen was introduced as the new lead person for the Weems Healthcare Foundation. Colleen's professional background is in pharmaceutical sales. She shared her experience with community surveys.
- A Foundation survey was presented for review. The purpose of the survey is to develop a baseline of community perception of the Weems organization. The survey was forwarded to the Board members for prior review yesterday. The survey will be sent via email, provided through clinic emails, as well as an email database provided by the FCHD.
- Concern was raised regarding multiple responses from the same person(s), as well as responses from community members who have not been patients of Weems.
- Walker recommended checking with Attorney Shuler to ensure the results would be protected from public records as a strategic planning tool.
- Alford discussed the electronic survey used with all ER patients and Inpatients. She explained that she receives a monthly report on all questions. Questions can be edited, added, or removed.
- Zester requested quarterly reports on the patient satisfaction surveys. Alford agreed and stated that the survey results will become part of the quarterly Risk Management report. Zester requested the same report to the Foundation.
- Moore confirmed that the survey results will be provided with redacted patient information.
- Walker requested the participation of a Foundation Board member in the Governing Board's Strategic Planning.
- Alford presented the survey tablet and demonstrated how the survey process works.
- Harrison mentioned the need for additional information regarding the Foundation on the draft survey. He recommended requesting public input on desired services and/or equipment.
- Colleen requested the Board members review the draft survey and provide input to the Foundation.

MEDICAL STAFF REPORT

- No report was available.

TMH MEDICAL PRACTICE UPDATE

- No report was available

ACTION

A motion was made by Zester to approve the Foundation survey; seconded by Anderson. The motion was carried unanimously.

CLINICAL SERVICES REPORT

Courtney Alford, DON

- Flex positions are transitioning to either full-time or PRN positions.
- Volume and acuity have been higher in the ER.
- Flu and COVID cases are steady, but no large increase has been noted.
- Current floor patients include 2 swing bed patients. One was a referral through the TMH case management partner and the other was a direct admission with the assistance of NHC Healthcare.
- Mammogram equipment has been installed. Additional room renovation is anticipated. Policies and procedures are being developed with the assistance of TMH Mammogram Department.
- Zester requested an event to introduce the mammogram service line to the community. Walker confirmed that a press release will be made, and an open house will be held.
- Special needs coordination with the Franklin County EOC and Health department led to the housing of 2 community members during the December freeze. One was homeless and the other did not have any heat.
- Harrison recommended that the open house event be used to highlight the Foundation, as well as the new mammogram service line.

HR REPORT

Ginny Griner, HR Director / Medical Staff Coordinator

- Griner reviewed 4th Quarter 2022 Statistics
 - 9 new hires total (2 were rehires)
 - 2 in Finance
 - 1 in EMS
 - 2 in Nursing
 - 1 in Respiratory
 - 1 in EVS-housekeeping
 - 2 in the Lab (also a travel MT during the quarter)
 - During the quarter, the following exits were made from the organization
 - 2 in Nursing
 - 1 clinical employee in the RHC setting
 - 1 in Respiratory
 - 1 in Patient Access
 - 1 in Radiology
- One employee changed from Dietary to Patient Access remaining in a full-time position and one Registration Clerk in Patient Access changed from FT to PRN during the quarter.
- One full time EMT and one PRN EMT were successful in completing

their coursework and licensure and are now Paramedics with Franklin County EMS. Loui continues to encourage his EMS staff to increase their education, certification, and licensure.

- There were 23 new employee hires during 2022, with 5 travel assignments as well. Travel assignments were in nursing and the lab.
- There were 24 employee exits from the organization during the year and 4 travel assignments ended in 2022.
- Volunteers were discussed, including a current high school volunteer who has been involved with clerical, as well as clinic opportunities.
 - Harrison recommended sharing the volunteer stories with the community.
- Griner recently met with Bill Cramer, a new trustee with the Gulf Coast State College. When asked what GCC could do to assist the hospital, she mentioned Medical Technologist coursework. Currently, the closest college that offers Med Tech coursework is in Pensacola, FL.
- Nurse staffing was discussed in detail.

EMS REPORT

Richard Lewis, EMS Director

- USDA recently reached out to Michael Moron regarding a grant opportunity of 75/25 match for EMS. An application was submitted for 2 new trucks. Board approval is requested for approval of the 25% match.
- A new truck, ordered last year, will be ready for pick up in February.
- Historically, there has been a low percentage of EMS staff from Franklin County. Lewis has found a grant opportunity that will assist with education.

PLANT OPERATIONS UPDATE

Craig Gibson, Plant Ops Director

- Badge systems will be ready by the end of February.
- Duke Energy replaced all outside lights with LED. This will save \$2200 per year. Harrison questioned security and surveillance. Gibson stated that he rides through a couple of times a week at night to ensure lights are on. Additional cameras will be added for blind spots and will include cameras at the clinics. Gibson discussed setting up a substation for police on campus.
- Gibson will be meeting with a pharmacist and architect next week

ACTION

A motion was made by Zester to approve the 25% cost for 2 trucks; seconded by Harris. The motion was carried unanimously.

to move forward with Carrabelle pharmacy plans.

- New applicants for Housekeeping and Maintenance are being processed.
- Grant for generator has been approved. We are now waiting on the county.

CFO REPORT

Tom Ramsey, CFO Alliant

- The November and December 2022 Balance Sheet and Income Statement were presented and reviewed in detail.
- Upcoming new service lines: Detox Program, Mammogram
- Ramsey discussed the need to increase inpatient volume to increase operating income.
- 340b program was discussed. Success depends on participating pharmacies ordering 340b medications.
- LIP/DSH program provided from state to assist with low income and disproportionate share of charity care.
- Staff training for the revenue cycle / collection process continues.
- Expenses were discussed in relation to Critical Access Hospital's Medicare reimbursement from the annual Cost Report.
- Alliant dashboard was presented and reviewed in detail.
- A new agreement has been signed with CRS to identify and assist self-pay patients with Medicaid eligibility.
- The detox program will be up and running soon.
- Infusion service line is being developed.

ACTION

A motion to approve the financials was made by Zester; seconded by Harris. The motion was carried unanimously.

BREAK

The meeting was paused at 10:47am. The meeting was called back to order at 10:53am.

CEO REPORT

David Walker, CEO

New Facility

- Conversations have been held with architects to revise the previous plans. A free-standing ED concept is being considered to connect to the front of the hospital. Once a plan is agreed, the cost for plan renovation will be obtained, and then the BOCC approval will be requested to move forward. Within the ED will be diagnostics, i.e., lab, radiology, mammogram, procedure rooms.

FHA

- Current projects through FHA include the following:
 - Workforce costs in healthcare

- Rural health care bill
- Capital improvement bill
- Walker is assigned to FHA's Rural Health Care and Policy committees.
- Walker and Alford will be pursuing national certification through the FL Rural Health Association

Clinics

- Staffing very low, 2 providers out with health issues
- Clinics recently participated in Mental Health event.

Audit

- Audit kick off will be on the first of February.

OTHER BUSINESS

Duffie Harrison, Chair

- Conflict of Interest statements were reviewed and signed.
- Governing Board ByLaws were reviewed. No changes were recommended.
- Chairman signed the following approvals:
 - Governing Board ByLaws Review 2023
 - Dietary Policies & Procedures 2023
 - CEMP (Comprehensive Emergency Management Plan)2023
 - EVS (Environmental Services) Policies & Procedures 2023
 - Plant Operations Policies & Procedures 202

ADJOURNMENT

Duffie Harrison, Chair

- The regular meeting was adjourned at 11:00am.

EXECUTIVE SESSION

- Executive session was entered at 11:05am

Risk Management 4th Quarter Report

Courtney Alford, DON Weems; Paula Moore, CNO Alliant

CEO Performance Review Discussion

Duffie Harrison, Board Chair

