

Members Present:	Duffie Harrison, Chair; Kristin Anderson, Vice President; Myrtis Wynn, Secretary; John Berry; Dolores Croom; Dr. Pat Conrad, MD; Bill Zester
Members Absent:	Donna Butterfield
Staff Present:	David Walker, CEO; Courtney Alford, DON; Susie Buskirk, Clinic Manager; Richard Lewis, EMS; Craig Gibson, Plant Ops; Amanda Byrd, Radiology; Troy Morrison, Maintenance; Joanna Page, Patient Access; Glenda Wilson, Purchasing; Robin Paulson, Administrative Assistant; Samantha Henry, Payroll; Mallorie Shiver, Respiratory.
Guests Present:	Tom Ramsey, Mark Shields, Bert Boldt
Teams Attendees:	Michael Kozar

<p>CALL TO ORDER / VERIFICATION OF QUORUM <i>Duffie Harrison, Chair</i></p> <ul style="list-style-type: none"> The meeting was called to order at 9:00am. Board quorum was confirmed. Public posting was confirmed. A Moment of Silence was offered for Commissioner Noah Lockley by David Walker. 	
<p>PUBLIC COMMENT <i>Duffie Harrison, Chair</i></p> <ul style="list-style-type: none"> Bert Boldt announced that he would be applying for Commissioner Lockley’s position on the Board of County Commissioners for Franklin County. Boldt noted that he believed that inpatient services were important, but outpatient services are very important to Weems. Boldt stated that he supports the collaboration between TMH and Weems even with the departure of Newton he hopes that some type of hybrid collaboration can still take place between hospitals. 	
<p>APPROVAL OF MINUTES <i>Duffie Harrison, Chair</i></p> <ul style="list-style-type: none"> The 10/26/2023 minutes were presented for approval. 	<p>ACTION A motion was made by Zester to approve the minutes as presented; seconded by Wynn. The motion was carried unanimously.</p>

<p>November/December Weems Employee of the Month <i>David Walker, CEO</i></p> <ul style="list-style-type: none"> November Employee of the month: Carol Jones, Respiratory Dept, was recognized for her hard work in Respiratory and stepping in wherever needed to take care of patients across departments. December Employee of the month: Robin Paulson, Admin Assistant, was recognized for spearheading the Weems Community Health Fair in November. <p>Weems Health Fair Committee Recognition</p> <ul style="list-style-type: none"> Health Fair Committee Members including Craig Gibson, Amanda Byrd, Mallorie Shiver, Courtney Alford, Robin Paulson, Glenda Wilson, Brian Rajotte, Joanna Page, Carol Jones, Cheryl DeLuca, Dan Paulson, and Samantha Henry were recognized for their many months of hard work cultivating and bringing to fruition the Health Fair for the Community with over 20 Vendors information booths, free lunch, and a Veteran’s Salute. <p>Election of Board Officers <i>Duffie Harrison, Chair</i></p> <ul style="list-style-type: none"> Duffie Harrison to continue as Chairman with unanimous vote. Bill Zester to be new Vice-Chair with unanimous vote. Myrtis Wynn to continue as Secretary by unanimous vote. 	<p>Action Chair Nomination: Myrtis Wynn and Delores Croom nominated Duffie Harrison for Chair. Harrison accepted the nomination followed by a unanimous vote. Vice-Chair Nominations: Myrtis Wynn nominated Kristin Anderson; Bill Zester nominated himself. All voted unanimously for Bill Zester as Vice-Chair. Secretary Nominations: Delores Croom nominated Myrtis Wynn; no other nominations were given. All voted unanimously for Myrtis Wynn to remain as Secretary.</p>
<p>Quality: Medical Staff Report <i>Dr. Pat Conrad, MD</i></p> <ul style="list-style-type: none"> There are continued issues with Vesta Radiology. Conrad and Walker are meeting with Vesta in the afternoon to work through issues. Walker noted that he’s been reaching out to other companies, but we are at a disadvantage being a rural hospital with a small volume of reads. Zester asked if Alliant had any recommendations and Ramsey said they were helping to look at options. Ramsey noted that payment penalties could be put into place, and Weems could terminate the contract but there would be a termination fee. Conrad stated that the CEO of Vesta was questioned on the timeline of reads and stated that we need to have faster reads due to our geography. Harrison let the board members know to be on standby for a possible special session so this issue can be resolved. Berry noted that it would be beneficial to have a medical attorney assigned to Weems on retainer for issues such as this. 	

<p>Quality: <i>Courtney Alford, DON</i></p> <ul style="list-style-type: none"> • Courtney Alford shared that the new call system is up and running well. • One more full-time RN has been hired. • Courtney has been working hard on the goal for training and classes are continuing for the nursing staff including a TNCC Course held in October, a Burn Class held this month and an EKG course scheduled for January/February. • Mammography appointments are going well. Weems will soon have two technicians and will be able to increase appointments to three days a week. • The Hospice Room is painted and ready to go. The Hospice Team comes once per quarter. Zester asked if there are plans to extend the service at Weems and Alford noted that would be the case when the need was there. Zester also asked about therapy animals and Alford said that was a service Weems would like to have in place, but a policy would need to be created. David Walker also noted that Weems had Music Therapy in place years ago and would like to ramp that up again for patients. 	
<p>Quality: East/West Clinics Report <i>Susie Buskirk, Clinics</i></p> <ul style="list-style-type: none"> • David Newton’s last day to see patients will be Friday, 12/15/23 but he will remain as TMH staff until 12/22/23. Buskirk noted that everyone is working together to make it a smooth transition over to Dr. Conrad and they are working through insurance issues. Zester asked if we were looking for a new Physicians Group. Buskirk noted that we are looking for an individual doctor who would be employed by Weems. Harrison asked if we were picking up new patients with Newton’s departure and Buskirk confirmed that is the case and that marketing is being enhanced to promote that the clinics. • The Chronic Disease program has now rolled out for Medicare patients. This is a voluntary program with helps Medicare patients with making appointments and prescription refills. They are in a contract with Weems and their fee schedule is roughly 40% of profits. Ramsey explained that no Operations Funds were being used for this program and that they were only compensated after Weems receives payment. 	

<p>Quality: EMS <i>Richard Lewis, EMS Director</i></p> <ul style="list-style-type: none"> • Dr. Colby Redfield is up for renewal as Weems EMS Medical Director. Redfield is requesting a pay increase from \$12,000 to \$24,000 per year along with approval to attend the EMS State Conference. Lewis noted that he’s made many improvements with medical care, helping trauma patients, adding blood products to trucks and has been with us for two years with no pay increase. Redfield is on call 24/7 and has a track record of never missing a call. He’s well-respected throughout the state. Lewis noted that it would be a hit to the EMS department to lose him and to bring in anyone else would result in the same salary cost. Berry asked that we have a paper trail with this information to present to the Board of County Commissioners. Zester made a motion to accept the increase as long as supporting documentation was in place for the decision. Berry approved the motion, and it was seconded by Anderson. • The two new ambulances will be picked up next month. Lewis reminded the board that there’s a two-year lag time in ordering new ambulances and the current 2015 model will need to be in line to be replaced and for the board to keep this front of mind to start the process for this replacement by 2025. • Lewis will be leaving Weems in February to take a new position to advance his career in Wakulla County as both Fire and EMS Assistant Director. Lewis stated emphatically that he was not leaving Weems for any reason other than growing his career, and that he has worked very hard to build up the program for Franklin County and his wish is for that work to not go backward. Zester asked if we have anyone internally who would be a good fit for this position and Lewis stated that there was, but it would depend on who applies as to who will take his position. Walker and Harrison agreed that Lewis has brought the EMS Department up to what it needed to be and has worked very hard. There was a standing ovation for Richard Lewis. 	<p>Action Dr. Colby Redfield is up for renewal with Weems and is asking for a pay increase from \$12,000 to \$24,000 annually. Harrison asked for a paper trail showing the need for the increase. Due to the timeline of renewal, Zester made a motion to accept the increase if supporting paperwork is in place. Berry approved and Anderson seconded the motion.</p>
<p>People/Service: Plant Operations <i>Craig Gibson, Plant Operations Manager</i></p> <ul style="list-style-type: none"> • Gibson is working with a new company out of Tallahassee for a new sign to replace the Weems sign in Carrabelle on Hwy 98. • Heat issues are being addressed in the Weems cafeteria. Berry asked about preventative schedules and Gibson confirmed that there were schedules in place. 	

<p>A break was taken at 10:00am and resumed at 10:10am.</p>	
<p>Finance: CFO Report <i>Tom Ramsey, Alliant CFO</i></p> <ul style="list-style-type: none"> Alliant Financial reports were reviewed for the month of October. Ramsey noted that the lack of an update in the CPSI Systems Software caused a reflection that has been corrected. Accounts Receivable are up due to funding received for special medications we were administering to an inpatient. Yearly inventory was completed, and costs have stayed consistent. Zester asked for separate line items to be added for Mammography and Infusion Services. Berry asked about the Swing Bed Coordinator position. This position is being filled by current RN, Dan Paulson, and training will begin in December. Plans are for Paulson to have one day a week to work on the program while also working on staff as an RN until more nurses are in place. Costs and profits were discussed. The Physician Performa Analysis was discussed. Wynn asked about a local headhunter. Ramsey stated that we don't have one currently. Ramsey noted that this could be a service to add, but that it is a paid service. 	
<p>CEO Report <i>David Walker, CEO</i></p> <ul style="list-style-type: none"> Walker noted that the North Highland Flex Report has been received for the 2022-2023 Fiscal Year and the Weems Management team is already working on recommendations. A draft of the new Organizational Chart was provided for review as there was a question about the Franklin County Board of County Commissioners being added to the chart. Berry had questions about the layout of the draft, and it was decided to bring up next month for more discussion. 	

<ul style="list-style-type: none"> Walker addressed continuing to visually recorded the BOD monthly meetings with the lack of space and better technology. Walker stated that there would need to be an investment for a better set up and asked the board if this was something they wanted to pursue. Harrison noted that this isn't necessary and that the monthly BOD meetings would go back to having audio recordings only. Berry made a motion to put it to the Board of County Commissioners to see if they wanted video recordings or not. No second was given. 	<p>Action Berry made a motion to ask the BOCC if visual recordings were necessary or if we were to continue with audio recordings. No second was given, and the motion was dropped.</p>
<p>Foundation Update <i>William Zester</i></p> <ul style="list-style-type: none"> Zester noted that it was a great Health Fair held in November with hopes that numbers would increase at the next event. The Foundation is planning to meet with the Health Fair Committee to discuss the plans for the next Health Fair. Zester asked for more donor contacts for the Foundation. He stated that they need a more solid lead for donors from the past. 	
<p>Financial Sub-Committee Discussion <i>Duffie Harrison, Chair</i></p> <ul style="list-style-type: none"> Harrison stated that in the past there was a Finance Sub-Committee but for some reason it is no longer functional. Zester nominated Berry to be the Finance Sub-Committee Chair and said that he would assist. Barry declined the nomination stating that he needs more information before taking that role. Harrison stated that it would be good to have a committee to look more deeply into the finances before the monthly board meetings. 	<p>Action Zester nominated Berry as the Finance Sub-Committee Chair and Berry declined the offer.</p>
<p>Other Business <i>Duffie Harrison, Chair</i></p> <ul style="list-style-type: none"> There was no other business other than Harrison reminding the board that there might be a special session to discuss the Vesta Radiology Contract before the next appointed meeting on January 25, 2024. 	
<p>Meeting was adjourned at 11:46am.</p>	
<p>Executive Session: Second Quarter Risk Management Report <i>Courtney Alford, DON</i></p>	

